



Towerpoint Tennis Bill's Email Guidelines

Bill and Diana provide the Tennis Club membership with a valuable communication service. To help reduce the burden on their time due to the increasing volume of requests to forward email messages, the Tennis Club has developed the following guidelines for using **Bill's Email**.

1. The primary purpose of **Bill's Email** is to inform the membership of **Club & EVSTL Events & Activities** as relayed to Bill by the Executive and Coordinators on the Leadership List.
2. Notices of condolence or illness of current or prior club members and their spouses should be forwarded to the **Club Sunshine Lady** who will initiate the approvals that may be required and determine the appropriateness of forwarding the message to Bill. (The message from the Sunshine Lady must include the approval from the family.)
3. Messages relating to a Club Member's relatives should be communicated directly to the respective team members and friends of the involved club member, not with Bill's email.
4. **Bill's Email** is not intended to be used for personal communications such as the sale of a racquet or notice of a private party, recipes, etc.
5. Any request for membership communication not clearly covered by these guidelines must first be forwarded to the Club President for review and approval.

Approved by the Towerpoint Tennis Club Executive
Rod House, President
April 1, 2015