



All Member E-Mailing List Use Policy

Version 1.0

Policy applies from: **1st December 2025**

Purpose

The Club currently uses the Simplelists group e-mailing system to enable secure communication with and between all members of the Club. This system allows any members of the e-mailing list to send an e-mail to all members, listed on the system.

This document provides guidance to members on the appropriate use of the Club's all member e-mailing list.

Scope

All communications sent via the Club's all member e-mailing list including initial communications, replies, content of forwarded e-mails, links, attachments (including images).

Responsibilities

The Club Membership Secretary [membership@mdoc.org.uk] is responsible for maintaining the Club's all member e-mailing list, currently managed via the Simplelists e-mailing system.

All members have a duty to observe this Policy when using the Club's all member e-mailing list.

Legitimate Uses of the Club's all member e-mailing list

Below is a short list of the uses that mdocsimplelists should be reserved for.

- Important notices regarding the Club and its events or activities
- Communicating on events, activities or other matters of interest to all members
- Calls for help or guidance
- Requesting views from members to inform decisions

If in doubt about whether it is appropriate to use mdocsimplelists please consult the Club Secretary in the first instance.



Principles of Use

- All communications must conform to the [British Orienteering Code of Ethics and Behaviour](#).
- When sending an email via mdocsimplelists consider if the full membership needs to see the e-mail.
- If responding to a message sent via mdocsimplelists, please respond to the initiator (or specific relevant contacts identified in the email) and avoid replying to all.
- Mdocsimplelists should not be used for discussions. Where discussion is deemed helpful then an alternative forum that members can freely choose to join (and leave) should be identified.
- Mdocsimplelists should not be used to promote events, products or services provided by a third party, where the sender stands to realise a material benefit as a result.

Reporting Concerns

Should any member have concerns over any communication received via the Club's all member e-mailing list they should raise this with the Club Secretary [secretary@mdoc.org.uk] and/or the Club Welfare (and Safeguarding) Officer [welfare@mdoc.org.uk].