

Communication	Information	Recipients	Method	Frequency
Ad-Hoc General Information	Various	All Employees Volunteers	Intranet Message Board	Weekly
Ad-Hoc High Importance	Various	All Employees Volunteers	E-Mail	As Required
Board Meeting Monthly update	Board Minutes	All Employees Volunteers	Post to Intranet	Monthly
Program Updates	Change and supporting detail	Coaches	E-Mail	As Required
Community Updates	Information and supporting detail	All Employees Volunteers	Intranet Message Board	As Required
HR Update	Relevant Information ie. New Hire	All Employees Volunteers	Intranet Message Board	As Required