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**TO: SSFAC PARENTS and SWIMMERS**  
**From: SSFAC Parent Board of Directors and SSFAC Coaches**  
**Re: Policy and Procedure Effective Immediately & Indefinitely**

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**06-24-04**

**SSFAC EMAIL POLICY AND PROCEDURE:**

**Only official and current members of SSFAC have authority to use email addresses strictly for the purpose of SSFAC business matters. Email addresses are confidential and should not be given to anyone outside the organization. To ensure that current matters or issues are kept informative and accurate, a copy (cc:) or blind copy (bcc:) can be sent to the Team President.**

**For all "group emails", a draft must be sent to the Team President prior to final distribution to all team members. Wait for the Team President to give authorization when to send out the final distribution.**

**Parent Board**