



Rugby Scout District Email Policy

Revision B – FEB 2025

www.rugbyscouts.org.uk

1. Introduction

The aim of this policy is to set out the eligibility, usage and provision of email addresses on the Rugby Scouts District domain: www.rugbyscouts.org.uk

2. Eligibility

1. All accounts are discretionary
2. All accounts are granted on behalf of the Rugby Scout District Executive or its successors
3. Rugby Scout District Executive or its successors is the ultimate arbitrator of eligibility
4. All Adults and roles within Rugby Scouting can apply for an email address on the district domain
5. District policy is to place emails on roles above individuals this is to allow transfer when people change roles.
E.g
- *dvl@...* rather than *individualsname@...*
- *cubs.group@...* rather than *individualname.group@*
6. Where an individual has more than 1 role the individual account may be more applicable

2.1. Requirements

1. Valid scouting membership number
2. Acceptance of this policy
3. Acceptance of relevant Scouts Association policies regarding the use of emails
4. Acceptance of Scout Association POR
5. Completion of Scout Association training including as a minimum
 - a. GDPR
 - b. Safeguarding
 - c. Safety

3. Usage

Rugby district domain email addresses should be used for Scouting purposes only.

4. Provision

1. Emails are currently hosted by Google and include G-suite access.
2. Mobile and Web apps are enabled

4.1. Naming

1. The following is the naming conventions for email addresses:
 - a. District level:
 - i. *role@...* eg. *treasurer@...* *dvl@...*
 - ii. *first.lastname@...* eg. *john.smith@...* *william.webbellis@...*
 - b. Mailing Lists using Google groups
 - i. *list.mailer@...* eg. *district.mailer@...* *exec.mailer@...*
 - c. Group level
 - i. *group@...* eg. *7th@...*
 - ii. *section.group@...* eg. *cubs.11th@...* *explorers.1ststretton@...*
 - iii. *gsl.group@...* eg. *gsl.22nd@...*
 - d. Individual
 - i. *first.lastname@...* eg. *john.smith@...* *robert.baden-powell@...*
 - ii. *first.initial.lastname@...* eg. *edward.b.grylls@...*
2. Email address should be easily understandable
3. Email addresses should not use symbols
4. Email addresses should not use nicknames
5. Email addresses should easily identify the role or individual

4.2. Restricted addresses

Some addresses are ex-officio and tied to the role. These addresses can only be held by office holders. Examples include and not limited to:

- a. District Lead Volunteer - *dvl@...*
- b. District Chair - *district.chair@...*
- c. District Secretary - *district.secretary@...*
- d. District Treasurer - *treasurer@...*

4.3. District Email Groups

Email addresses have been set up for all District Volunteer Roles

squirrelteam.mailer@rugbyscouts.org.uk
Beaverteam.mailer@rugbyscouts.org.uk
Cubteam.mailer@rugbyscouts.org.uk
Scoutteam.mailer@rugbyscouts.org.uk
gsls@rugbyscouts.org.uk
explorerteam.mailer@rugbyscouts.org.uk
network@rugbyscouts.org.uk

These email addresses enable easy contact with all leaders associated within the appropriate team roles.

5. Removal of Accounts

1. Misuse of District domain accounts will result in the immediate un-notified removal of access
2. Rugby Scout District Executive or its successors is the ultimate arbitrator of removal grievances

6. Revision status

Rev	Comment	Date
A	Initial Issue	30 Nov 2022
B	Annual Review Addition of \$4.3 District Email Groups \$6 Revision status	Feb 2025