



Sandringham Athletic Club

COMMUNICATIONS POLICY

Updated: 28 NOVEMBER 2022
Review Due: 28 NOVEMBER 2023

Our commitment

Communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

What we will do

We use a range of methods to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

We will maintain a Social Media Policy and a Privacy Policy to address the issues arising from the use of social media.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, Instagram or YouTube.

Website

- Our website will include current information on competitions, membership, coaches, committees, policies and constitution.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child on the website as a feature, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

Play by the Rules is supported by the Australian, state and territory governments.

The information on *Play by the Rules* is not intended as a substitute for legal or other professional advice.

© *Play by the Rules* www.playbytherules.net.au

Updated September 2016



- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

Social media websites

- We treat all social media posts, blogs and status updates as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.
- For more detailed information regarding social media, please see the Social Media Policy.

What we ask you to do

We expect our members to conduct themselves appropriately when using all forms of communication to share information with other members or posting material on public websites connected to the club. Communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Play by the Rules is supported by the Australian, state and territory governments.

The information on *Play by the Rules* is not intended as a substitute for legal or other professional advice.

© *Play by the Rules* www.playbytherules.net.au

Updated September 2016



Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy and code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service or platform such as email, discussion group, comments on posts, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, Instagram or YouTube) may be liable for defamation.

I, <INSERT YOUR NAME> have read and understood the policy and will abide by it as a member of <INSERT YOUR ORGANISATION'S NAME>.
Signature:
Date:
If under 18 years of age, parent/guardian:
Signature:
Date:

Play by the Rules is supported by the Australian, state and territory governments.

The information on *Play by the Rules* is not intended as a substitute for legal or other professional advice.

© *Play by the Rules* www.playbytherules.net.au

Updated September 2016