

# **Communications Policy**

This policy applies to all Members, Committee, Coaches, Players, Visitors and Volunteers of the Glenunga Cricket Club.

## 1. Our Commitment

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

## 2. What we will do

We use a range of electronic platform to communicate with club members.

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

A Communications Manager 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 and Instagram.

### 3. Our Website

Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.

- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from the child's parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the clubs website.

### 4. Email and Communications

Committee Members, Captains, Coaches and Team Managers may use SMS, Social Media, MyCricket and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- 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.

### 5. Social Media Websites

We treat all social media postings, blogs, status updates and tweets 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 or entities reputation.
- No statements will be made that might bring the 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 and cool down routines will be conducted at all training and competition sessions.

### 6. What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites.

Electronic 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 or entities.
- Should respect and maintain the privacy of individuals.
- 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.

### 7. 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 person or entity, as outlined in our Member Protection Policy or Code of Conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging, social media channel 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 or entity in the public domain (e.g., Email, MyCricket, Facebook, Instagram or Twitter) may be liable for defamation.

### 8. Policy Review

This policy will be reviewed six (6) months after its introduction and then on an annual basis. This will ensure that the policy remains current and practical. Adult players, coaches and club members are expected to set appropriate examples and act as role models for junior club members. Anyone wishing to discuss any aspect of this policy is invited to contact any of the members of the Glenunga Cricket Club Committee.