



COMMUNICATIONS PROCEDURES

Procedures number	Pol-11	Version	1.0
Drafted by	ARCHERY SA	Approved by ED on	13 July, 2017
Responsible person	Sue Martin	Scheduled review date	1 October, 2018

RESPONSIBILITIES

It is the responsibility of the Policy & Membership Committee to review these procedures annually.

PROCEDURES

COMMUNICATION POLICY

OUR COMMITMENT

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

WHAT WE WILL DO

We use a range of electronic tools to communicate with our members.

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

Our appointed webmaster will provide accountability and control over material published on the ARCHERY SA website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

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 under 18 years of age, 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, ARCHERY SA-sanctioned social events and other ARCHERY SA business, however:

- SMS messages should be short and about ARCHERY SA/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 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 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.

WHAT WE ASK MEMBERS 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 connected to ARCHERY SA.

Electronic communication:

- should be restricted to matters relevant to ARCHERY SA
- 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 Archery Australia, ARCHERY SA or any of its Clubs into disrepute.

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

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 Behaviour.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, online forum, discussion group, 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, YouTube or Twitter) may be liable for defamation.

RELATED DOCUMENTS

- Pol-07Privacy Policy

AUTHORISATION

Sue Martin, Secretary
ARCHERY SA
13 July, 2017