

RICHMOND HARRIERS Inc.

Incorporation No A0024162J

ABN 87 130 962 899

COMMUNICATION POLICY

The Club's commitment

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

What the Club will do

The club uses a range of electronic tools to communicate with members.

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

The Club's Communications/IT Manager will be a committee appointment 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, YouTube or Twitter.

The club may from time to time, and at its absolute discretion, circulate or otherwise advise provision of services notices to members, subject to the policy conditions herein.

Website

The Club's website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.

No offensive content or unapproved photos will be published.

If the club intends 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.

The Club 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:

- SMS messages should be short and about club/team matters

- email communication will be used when more information is required
- communication involving children under 18 years of age will be directed through their parents

Social media websites

The Club treats 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 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 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.

Photography

At all times club communications must adhere to the Club/Athletic Victoria Photography Policy but in any event an adult club member can request the club committee to have any photo/s of them taken by any club member removed from any social networking site that the club uses or on the club website. The club member can request this without providing any reason why, and the club must oblige and remove the photo/s accordingly with immediate effect

What the Club asks you to do

The Club expects members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

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
- 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 under 18 years of age 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 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 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.

Cyber Bullying/Safety Recommendations

Bullying and harassment in all forms is regarded by the club as unacceptable in our sport. Given the emergence of new telephone and internet social networks, the opportunity for unwanted and improper comments and statements has dramatically increased. Messages or statements made in these ways using these means of communication are largely instantaneous, and can easily be abused. Others may also manipulate a person by encouraging a statement to be made on Twitter or Facebook for example, when the writer may be upset or vulnerable. Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. In some cases, bullying is regarded as a criminal offence punishable by imprisonment, amongst other things. Frustration at an official, teammate, coach, or sporting body should never be communicated on social network channels, but rather by way of reasoned and logical verbal and written statements and where appropriate, complaints, to the club or Athletics Victoria.

Social Networking Websites Recommendations

Richmond Harriers Inc. acknowledges the emergence of new technology and communication mediums, and wishes to enable such new media to be used to benefit our sport and its participants, and to applaud achievements. This can occur due to the immediate nature of communication to a wide audience using channels such as Facebook, twitter, and SMS. However, participants within the sport need to be very mindful of a few key matters that could lead to inappropriate use of new media, at times unintended, and at other times without a proper understanding that once comments are made or published, they are in public for a long time, and hard to retract. The following cautions are recommended:

- The non-inclusion of personal information or that of others in social media channels
- The avoidance of offensive, provocative or hateful language
- Obtaining permission before posting another person's picture on a social networking forum
- Never comment on rumours, do not deny or affirm them or speculate about rumours
- Always use social network forums to add value and promote the club and our sport in a positive way.