

## Operational- Communications

### **Policy:**

All written, electronic and social media communications within and by the Club will:

- be timely, appropriate and related to club business;
- not offend, intimidate, humiliate or bully another person;
- not be misleading, false or injure the reputation of another person;
- not be used to advertise, promote or endorse people, events, products, services or organizations, unless beneficial to the club and approved by the board or its delegate
- respect and maintain the privacy of members;
- not bring the club into disrepute.

### **Purpose:**

To protect members' privacy, maintain clear boundaries and ensure that cyber bullying and harassment does not occur.

### **Clarification:**

1. All formal Club communications to the membership will be via the Club website or by email.
2. The Board and our members will conduct themselves appropriately when using communication channels to share information with other members or posting material on public websites connected to the club.
3. Coaches and others who work with youth must copy all electronic communication to the youth's parents or guardian.
4. The webmaster will provide accountability and control over material published on our club's website
5. The Club will monitor any club-related discussion groups or social media websites, such as Facebook, YouTube or Twitter. If it cannot be said in person, it should not be written in a communication.
6. Posting of used equipment for sale by owner is allowed.

### **Website**

1. No offensive content or photos will be published.
2. If we intend to publish a photo of a youth, we will first seek permission from his or her parents and take care not to provide identifying information.
3. We will seek feedback from members to improve the information available on the site.

### **Texts and email**

1. Text messages should be short and about club/team matters
2. email communication will be used when more information is required
3. communications involving youth will be copied to their parents.

### **Social media websites**

1. We treat all social media postings, blogs, status updates and tweets as public 'comment'.

2. Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
3. No personal information about our members will be disclosed.
4. No statements will be made that are misleading, false or likely to injure a person's reputation.
5. No statements will be made that might bring our club into disrepute.
6. Abusive, discriminatory, intimidating or offensive statements will not be tolerated and offending posts will be removed. Those responsible will be blocked from the site.

Members may face disciplinary action for sending inappropriate communications or posting inappropriate online content.

Date approved: September 2023