

## **Bronze Bullseye Ultimate Club Communications Policy**

### **1. Header**

#### 1.1. Name

1.1.1. The name of this policy is the Bullseye Communication Policy

#### 1.2. Date

1.2.1. This policy was created on 30 January 2021

#### 1.3. Aim and Scope

1.3.1. The aim of this policy is to make clear that:

- 1.3.1.1. Using the internet and electronic communication is essential for communicating with members
- 1.3.1.2. The Club is committed to communication that is appropriate and related to the Club's business
- 1.3.1.3. When using technology the Club will ensure that members' privacy is protected, clear boundaries are maintained, and bullying and harassment do not occur

#### 1.4. Definitions

- 1.4.1. "Club" refers to Bronze Bullseye Ultimate Club
- 1.4.2. "Association" refers to the Western Australian Flying Disc Association encompassing all references to the WAFDA and WA Ultimate
- 1.4.3. "AFDA" refers to the Australian Flying Disc Association Limited

#### 1.5. Application

1.5.1. This policy applies to all members, employees, administrators, officials, coaches, players, and volunteers of the Club

#### 1.6. Revision

1.6.1. This policy is to be maintained and reviewed by the Club's Executive Committee

### **2. Communication Methods**

#### 2.1. Club Website

- 2.1.1. Information on competitions, news, committees, policies, constitution, rules, and by-laws will be placed on our website
- 2.1.2. No offensive content or photos will be uploaded by the Club to our website
- 2.1.3. A Club representative will be appointed to provide accountability and control over content and maintenance of the website and social media accounts

#### 2.2. Social Media platforms, including but not limited to:

- 2.2.1. Facebook, Instagram, Slack, Snapchat, and YouTube
  - 2.2.1.1. Posts will feature positive Club news, events, and promotions
  - 2.2.1.2. Personal information about members will not be disclosed, with the exception of within closed, private groups for specific teams or campaigns
  - 2.2.1.3. No statements will be made that are misleading, false, or likely to injure the reputation of another person
  - 2.2.1.4. No statements will be made that may bring the Club into disrepute
  - 2.2.1.5. Members will not engage in negative or destructive discussions or postings within Club-maintained online portals
  - 2.2.1.6. Abusive, harassing, illegal, or discriminatory statements will not be posted by members
  - 2.2.1.7. Members posting content referred to in 2.2.1.2 – 2.2.1.6 will be deleted and blocked from engaging with our website and social media portals. Further

consequences may be enacted at the discretion of the Club and in accordance with Club and AFDA policies.

#### 2.2.2. SMS and Email Communication

2.2.2.1. Representatives of the club may use SMS and email to communicate Club business, however:

2.2.2.1.1. SMS should be short and about Club matters

2.2.2.1.2. Email communication should be used for longer communication relevant to club matters

2.2.2.1.3. Communication involving people aged under 18 will be made through their parents or with their parent's knowledge

### 3. Communication by the Club and its Members

3.1. Should be restricted to Club matters

3.2. Must not intimidate, humiliate or bully any member

3.3. Must not be misleading, false, or injure the reputation of another person

3.4. Should seek to protect the privacy of members

3.5. Must not bring the Club into disrepute

### 4. Communication with Minors (defined as under 18 years of age)

4.1. Wherever possible, email and SMS messages sent to a minor should be copied to their parent or guardian

4.2. Where a parent or guardian is not included in the communication:

4.2.1. Include an Executive Committee member, or another team staff member or official

4.2.2. Restrict such communication to issues directly associated with delivering the sport, such as advising that a scheduled event is cancelled

4.2.3. Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. Do not communicate anything that a reasonable observer could view as being of an inappropriate nature

4.2.4. Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact

### 5. Members' Responsibilities

5.1. All members are expected to use the internet and electronic communications appropriately. Online content is a written record and can be used in disciplinary or legal proceedings

5.2. All members are expected to comply with this Policy, and paying for a membership is considered understanding of and agreement with this Policy

### 6. Non-Compliance

6.1. Any member found to have sent inappropriate electronic communication, uploaded inappropriate website content, or engaged in activities that harass, intimidate, or humiliate members may face disciplinary action as outlined in the Bronze Bullseye Ultimate Club Code of Conduct

6.2. Cyber-bullying under certain circumstances is a criminal offence that can be reported by victims to the police. The Club can also initiate separate action where there has been a breach of the AFDA Member Protection Policy or Codes of Conduct

6.3. Members publishing false or misleading comments about another person in the public domain (e.g., Facebook or other websites) may be liable for defamation