



Communication Policy



Indoor Beach Volleyball Federation of WA - 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 Indoor Beach Volleyball Federation of WA (IBVFWA) business.

Our communication will be considerate and compliant of:

- IBVFWA Social Media Policy;
- IBVFWA Cyber Safety Policy;
- IBVFWA Acceptable Use Information Technology Policy.

What we will do

IBVFWA use a range of electronic tools to communicate with members.

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

All electronic material published by IBVFWA in public forums (website, facebook, twitter, YouTube etc), correspondence (emails, newsletters, SMS etc) will be the responsibility of IBVFWA and all content shall be approved by the Administration Officer or an officer appointed by the Administration Officer.

Definitions

Administration Officer- The Administration Officer of IBVFWA as appointed by the IBVFWA Board

Organisation- for the purpose of this policy, reference to 'organisation' means Indoor Beach Volleyball Federation of WA

Social Media- includes but is not limited to Facebook, Twitter, YouTube, Instagram, blog sites

Staff- all positions appointed by IBVFWA in which individuals receive remuneration for their services

IBVFWA- Volleyball Western Australia

Website

- The IBVFWA website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos shall be published.
- IBVFWA will ensure permission has been obtained from a child's parents and/or guardian before publishing any images of a child. Care will be taken to ensure no identifying information is provided.
- IBVFWA will seek feedback from members to improve the information available on the site.

SMS and Email

IBVFWA Staff and volunteers may use email and SMS to provide information about competition, training, IBVFWA-sanctioned social events and other business, however:

- SMS messages should be short and about specific IBVFWA matters;
- Email communication will be used when more information is required;
- Communication involving children will be directed through their parents and/or guardians.



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Social Media

- IBVFWA 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 IBVFWA 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 the IBVFWA into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated.
- Offending posts will be removed and those responsible will be disciplined.

What we ask you to do

IBVFWA expects staff, volunteers and members to conduct themselves appropriately when using electronic communication to share information with other IBVFWA members or posting material on public websites connected to IBVFWA.

Electronic communication:

- Should be restricted to IBVFWA 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 IBVFWA into disrepute.

All staff and volunteers who work with children and young people must direct electronic communication through the child's parents and/or guardians.

Non-Compliance

Staff, volunteers and members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate IBVFWA staff, volunteers or members, as outlined in the IBVFWA 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 may 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.

