



Communication Policy & Procedures

of

WA Council of the Australian Power Boat Association (WA APBA)

Version #	Date Reviewed	Reason for Revision	Approved by President

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INTRODUCTION

Effective communication is the key to managing the majority of people that we come into contact with in all aspects of life. The WA APBA embraces communication and is essential for sharing with committee members, affiliated club members regarding rules and licensing requirements of the sport.

PURPOSE

The purpose of this policy is to ensure that communication will be complied with in a timely and appropriate manner. The WA APBA use a wide range of tools including electronic to communicate with our committee members, affiliated club members and volunteers.

Our main purpose is to protect its affiliated club member's and volunteers privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

POLICY & PROCEDURES

The guiding principles of this Policy are:

SMS and email

Committee members 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 will be directed through their parents.

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, 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.

Social Media

- 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 association and affiliated 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 WA APBA or affiliated club members 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.

Non-Compliance

Members and volunteers 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 the Australian Power Boat Association Member Protection Policy.

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.

PRINCIPLES

This policy is based on:

Peak Body, Social and Community

- Australian Sports Commission
- Play by the Rules

RESPONSIBILITIES

It is the responsibility of the President and to ensure that:

- Committee members, affiliated club members and volunteers are aware of this policy;
- any breaches of this policy will be brought to the attention of the committee and are dealt with appropriately.

Whilst the WA APBA will undertake to educate affiliated club members, officials and volunteers about the communication policy through promotion in club newsletters, website / social media sites and within the association walls, it is the responsibility of each individual to access this information and that they comply with this policy.

RELATED DOCUMENTS

- Member Protection Policy – Australian Power Boat Association (February 2014)

MONITORING AND EVALUATION

This policy will formally be reviewed, evaluated and re-endorsed or modified by the Committee Members annually. Ongoing monitoring and evaluation will take place with any reported complaints or reported incidents in relation to this policy are to be reported to the next Committee meeting. Any recommendations for changes can be submitted and tabled for discussion by the Committee. All changes will be communicated to all affiliated clubs (or players, coaches, volunteers etc.) and posted on the organisations website, newsletter and social media.

