



## **POLICY – COMMUNICATION**

### **Our commitment**

Electronic communication is essential for sharing news and information with members and promoting our sport to the wider community. SynchronoWA's communications will be timely, appropriate and related to state business.

### **What SynchronoWA will do**

SynchronoWA uses a variety of electronic communication tools and applications to connect with members. SynchronoWA will operate in an environment that will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment do not occur.

SynchronoWA's sports officer and Synchrono WA's president will provide accountability and control over material published on SynchronoWA's website - SynchronoWA.org.au and any related discussion groups or social media websites, such as Facebook, Instagram, YouTube or Twitter.

### **Website**

SynchronoWA will ensure that:

1. Its website will include current information regarding competitions, social events, committees, policies, constitution, rules and by-laws.
2. No offensive content or photos will be published.
3. Photographs published online or in printed publications will be selected in accordance with the SynchronoWA Social Media and Photography Policy.
4. Feedback will be obtained from members on a regular basis 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 competitions, training, club-sanctioned social events and other SynchronoWA business, however:

1. SMS messages should be short and about SynchronoWA matters only.
2. Email communication will be used when more information is required.
3. Communication involving children will be directed through their parents (with occasional exception for the athlete representative - see below).

### **Social media**

SynchronoWA will ensure that all communications comply with SynchronoWA's Social Media and Photography Policy. It will:

1. Treat all social media posts, blogs, status updates and tweets as public 'comment'.

2. Ensure that posts (written, photos or videos) will be family-friendly and feature positive club news and events.
3. Not disclose personal information about our members.
4. Not include statements that are misleading, false or likely to injure a person's reputation.
5. Not include statements that might bring our sport into disrepute.
6. Not tolerate abusive, discriminatory, intimidating or offensive statements. Offending posts will be removed and those responsible will be blocked from the site.

### Athlete representative

The SynchroWA Board may include an 'Athlete Rep' whose role it will be to connect with and present the views, requests and opinions of athletes (at all levels) at committee meetings. It is important that the Athlete Rep can connect directly with athletes, so it is the athletes they are representing, and not parents or fee-payers.

Occasionally, it may be necessary for the Athlete Representative to contact athletes directly. Any such communication should comply with these guidelines.

### What we ask SynchroWA members to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the sport.

Electronic communication:

1. Should be restricted to SynchroWA matters.
2. Must not offend, intimidate, humiliate or bully another person. (As a rule of thumb, don't post anything you wouldn't say in person/face to face).
3. Must not be misleading, false or injure the reputation of another person.
4. Should respect and maintain the privacy of members.
5. Must not bring the organisation into disrepute.

**Note:** SynchroWA encourages all members to "think before you post". Even posts on "private" sections can find their way into the public domain. Members should avoid posting something they may regret later.

### 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 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.

Members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for prosecution under the laws of defamation.