



Electronic Communications Policy

Policy	Electronic Communication Policy	Responsible Position	
Approved By:	Board of Management	Version Number:	001
Approval Date:	24/07/15		
Reviewed _updated	31/07/19		002

1. PURPOSE

The Upper Ferntree Gully Football Netball Club has establishes guidelines for all communication between the club, its members, sponsors, the local community and the general public.

2. BACKGROUND

This version supersedes another policy regarding electronic Communication Policy.

3. SCOPE

This policy, applies to senior, junior, vets players, guests and members and Sponsors.

Using the internet and electronic communication is now regarded as essential for communicating with club members. We are committed to ensuring this communication is appropriate and related to club business.

4. REFERENCES

- Upper Ferntree Gully Football Club Constitution 2015

5. DEFINITIONS

N/A

6. POLICY

When using new technology, our club will ensure that members' privacy is protected, clear boundaries are maintained and bullying and harassment does not occur. For the protection of all, coaches and others working with children and young people will direct electronic communication that is not directly related to football team matters, through the parents.

***** It is important to remember*****

Electronic communication is easily distributed widely and without restriction

Communication between the club and members:

- Should be restricted to club matters
- Must not offend, intimidate or bully any member
- Must not be misleading, false or injure the reputation of members or others
- Should seek to protect privacy of members
- Must not bring the club into disrepute.
- Use of the Upper Gully Football Club Logo (upper gully Man) is restricted and shall not be modified or used unless authorised by board or management, this is to preserve its integrity. If required an application to the board will be required and approved before use. Failure could be considered a Breach.



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Procedure:

Website:

- Information on competitions, social events, committees, policies, constitution, rules and by-laws will be placed on our website
- No offensive content or photos will be uploaded to our website, especially about social activities and events.
- Any video postings will feature positive club promotion
- Permission will be sought from parents to upload photos of their children, and care will be taken not to provide information that specifically identifies them.
- A web master will be appointed to provide accountability and control over what goes onto our website and Facebook page.
- Contact details for officials will be restricted to mobile phone numbers only SMS and emails:
- Club committee members, coaches and team managers may use SMS and email to communicate club business and club sanctioned social events. However: Text communication should be short and about club/team matters.
- Email communication will be used when more information is required
- SMS and email communications between junior team officials and junior players will be restricted to team football matters only. Any other communication will be directed to parents.

Social Media Applications:

Such as Facebook, Twitter, Instagram and similar Smart Phone or Internet based Applications and not only restricted to these applications.

- Postings and uploading of videos will feature positive club news and events.
- Personal information about members will not be disclosed
- No statements will be made that are misleading, false or likely to injure the reputation of another person.
- No statements will be made that might bring our club into disrepute. Upper Ferntree Gully Football Club

Breaches of Policy Provisions:

All members are expected to use the internet and electronic communication appropriately, therefore; UFTGFC will take action for breaches of behaviour and responsibilities outlined in this policy.

It is expected that:

- Members will not engage in negative or destructive discussions or postings.
- Abusive, harassing, discriminatory or offensive statements will not be posted by members
- Destructive or negative users will be deleted and blocked from engaging with the site and may be subject to disciplinary action



- Further, any club member found to have sent inappropriate electronic communication, uploaded inappropriate website content or engaged in blogs or discussions that harass, offend, intimidate or humiliate members or bring the club into disrepute may face disciplinary action as covered by our code of conduct.
- Cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or web pages) under certain circumstances is a criminal offense that can be reported by victims to the police. The club can also initiate disciplinary action to provide for the protection, safety and welfare of members.
- Members publishing false or misleading comments about another person in the public domain (e.g. Facebook or websites) may be liable for defamation.
- Any Breach of these you will be requested to remove these postings.

7. RELATED DOCUMENTS

N/A

Signed: **Upper Ferntree Gully Football Club Netball Committee 2019**