

Electronic Communication Etiquette

We live in an electronic communication world, where information is collected and posted/distributed almost immediately. Social media provides an accessible platform for sporting clubs, athletes and coaches to access to promote our sport and recognise achievements. Here are some guidelines to ensure electronic communication and social media use can provide a positive experience and add value for club members.

Website

- Your club's website is there to keep you up to date on current information on club/member accomplishments, competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos should be published.
- Photos of children should only be published with the express permission of his or her parent/guardian. Take care not to provide identifying information.

SMS and email use

SMS and email can be effective ways to provide information about competition, training, club-sanctioned social events and other club business. The following guidelines should be applied:

- SMS messages should be short and about club/team matters
- email communication should be used when more information is required
- communication involving children should be directed through their parents
- inappropriate images or content should not be accepted or forwarded
- Postings (written, photos or videos) should be family-friendly and feature positive club news and events. Always be aware that content posted may potentially be shared with strangers.
- No personal information about members should be disclosed.
- No statements should be made that are misleading, hurtful, false or likely to injure a person's reputation.
- No statements should be made that might bring your club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements are not tolerated.

- Before posting photos or videos of another child or team mate, please be sure that you gain permission from the other child's/team mates' parent/guardian prior to uploading or posting.
- Always be aware that social media is a legal method of communication which is bound by laws and rules like any other written communication

Always remember, electronic communication:

- should be restricted to club 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 club into disrepute.