



Jack Newton Junior Golf

COMMUNICATION POLICY

Our commitment

Electronic communication is essential for sharing JNKG news and information with our members. Our communication will be timely, appropriate and related to JNKG business.

What we will do

We use a range of electronic tools to communicate with our members.

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

A webmaster will be appointed to provide accountability and control over material published on the JNKG's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

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.

SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, JNKG-sanctioned social events and other JNKG business, however:

- SMS messages should be short and about JNKG matters
- email communication will be used when more information is required

Play by the Rules is supported by the Australian, state and territory governments.

The information on *Play by the Rules* is not intended as a substitute for legal or other professional advice.

© *Play by the Rules* www.playbytherules.net.au

Updated September 2016



- communication involving children will be directed through their parents.

Social media websites

- 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 JNKG 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 JNKG 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.
- Avoid connecting with players and parents through personal social media accounts. It is recommended to communicate and connect on a JNKG social media account.

What we ask you 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 JNKG.

Electronic communication:

- should be restricted to JNKG 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 JNKG into disrepute
- must be done through a JNKG account

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Play by the Rules is supported by the Australian, state and territory governments.

The information on *Play by the Rules* is not intended as a substitute for legal or other professional advice.

© *Play by the Rules* www.playbytherules.net.au

Updated September 2016



SMS, email and Social media

- communication to coaches and others who work for JNKG must be directed to the JNKG accounts and not personal accounts of the JNKG coaches and staff.

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 Member Protection Policy or our Codes 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.

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.

I, _____ have read and understood the policy and will abide by it as a staff member and or junior member of Jack Newton Junior Golf.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date: