



# Pioneer Archers Inc.

Title:	Policy & Procedures Manual		
Subject:	Communication and Use of New Technology Policy		
Responsibility:	Committee of Management		
Author:	Secretary		
Effective Date:	3/04/2012	Replaces	New
Policy Number:	402	Pages	3
Next Review:	December 2014		

## Communication and use of New Technology Policy

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*Policy and Procedures Manual - 402*

*Pioneer Archers firmly support the principles of reducing the environmental footprint of the association and will utilise the internet and other means of electronic communications as the preferred method of providing information to our members*

402. **Communication and Use of New Technology Policy<sup>1</sup>**

- a) Pioneer Archers firmly support the principles of reducing the environmental footprint of the association and will utilise the internet and other means of electronic communications as the preferred method of providing information to our members.
- b) When using technology we will ensure that member's privacy is protected, clear boundaries are maintained and bullying and harassment does not occur.
- c) Website:
  - i) Information on competition, social events, committees, policies, constitution, rules and by-laws will be placed on our website.
  - ii) No offensive content or photos will be uploaded to our website, especially about social activities and events.
  - iii) YouTube video postings will feature positive team performances.
  - iv) All care will be taken not to provide information that identifies children in photos without first obtaining the permission of the parents.
  - v) A Web master will be appointed to provide accountability and control over what goes onto our website and Facebook Page.
- d) SMS and emails:
  - i) Club committee members and coaches may use SMS and email to communicate club business and club sanctioned social events, however:
    - (1) Text communications should be short and about club matters,
    - (2) Email communications will be used when more information is required,
    - (3) Communications with children will be copied to their parents.
- e) Facebook/Chat Room/Discussion Forums:
  - i) Postings and uploading of videos will feature positive club news and events;
  - ii) Personal information about members will not be discussed;
  - iii) No statements will be made that are misleading, false or likely to injure the reputation of another person;
  - iv) No statements will be made that might bring our club into disrepute;
  - v) Members will not engage in negative or destructive discussions or postings;
  - vi) Abusive, harassing, discriminatory or offensive statements will not be posted by members;

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<sup>1</sup> This document has been drafted from the Communications and Use of New Technology template promoted by the Australian Sports Commission through the "Play by the Rules" promotion.

vii) Destructive or negative users will be deleted and blocked from engaging with the site.

f) Members Responsibility:

All members are expected to use the internet and electronic communications appropriately, so think about what you want to say before you write it. Remember, an email is a written record of your thoughts on a matter and can be used against you later. Communications by the club and members;

- i) Should be restricted to club matters;
- ii) Must not offend, intimidate, humiliate or bully any member;
- iii) Must not be misleading, false or injure the reputation of members or others;
- iv) Should see to protect the privacy of members;
- v) Must not bring the club into disrepute.

g) Non-Compliance:

- i) Any club member found to have sent inappropriate electronic communication, uploaded inappropriate website content or engaged in blogs or discussion that harass, offend, intimidate or humiliate members, may face disciplinary action as outlined in our member protection policy or covered by our code of conduct.
- ii) 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 offence that can be reported by victims to the police. The club can also initiate separate action where there has been a breach of our member protection policy.
- iii) Members publishing false or misleading comments about another person in the public domain may be liable for defamation.

## Notes

This is a compilation table of Policy 402 and includes the amendments made to the document by the Committee of Management. This table does not form part of the document.

Compilation table

Date	Version	Clauses Amended	Details and Comments
03/04/2012	1.0	All	New Policy