



# Mordialloc-Braeside Junior Football Club Inc

## Electronic Communication Policy

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

During the off-season all members will receive 1-2 emails per month (October - March) relating to Club matters sent directly by the Club, including any specific messages from our Club's sponsors. This is in addition to any team-related emails that may be sent by a Team Manager and/or Coach.

During the season all members will receive 1-2 emails per week (April - September) relating to Club matters sent directly by the Club, including any specific messages from our Club's sponsors. This is in addition to any team-related emails that may be sent by a Team Manager and/or Coach.

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.

We have a By-Law relating to Social Media (Section 1.14) to address any particular issues arising from the use of social media.

We have a Social Media/Website Coordinator to administrate all content on MBJFC's website and social media platforms.

Our website will include current information on games, social events, committee, policies, rules and by-laws and team information. No offensive content or photos will be published. Only photos of players and members who have provided their photo ok during the registration process will be published.

We will always seek member input to improve the information found on the Club's website and social media platforms.

Committee members, Coaches and Team Managers may use SMS or email to provide information about games, training, club-sanctioned social events and other club business, however, we ask that:

- SMS messages are short and contain only information regarding Club/team matters
- Email communication will be used when more detail is required
- Communication involving players will be directed to their parents

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 MBJFC.

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

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member.

Ratified February 2019