



ASHCOMBE PARK BOWLING CLUB

COMMUNICATION POLICY

Introduction

Efficient communication is essential for sharing Club news and information with our Members. Our communications will be timely, appropriate, and related to Club business.

We will use a range of media to communicate with our members.

Our communications will respect Members' privacy, maintain clear boundaries and standards, and ensure that bullying and harassment does not occur.

The Ashcombe Executive Committee will decide on content guidelines and act as final arbiter should the need arise.

Club Policy

- Club Officers, Post Holders, Coaches, Team Managers and Social group may use SMS, email or other media to provide information about competition, training, Club-sanctioned social events, Club newsletter and other Club business. To comply with Data Protection requirements, any mass communications that uses Members' personal information must be made through the Club Secretary.
- Our website will include current information on bowls competitions, social events, committees, policies, constitution, rules, and by-laws.
- We will treat all media posts, comments, blogs, status updates and tweets as public comment.
- Media content (written, photos or videos) will be family-friendly and feature positive Club news and events. Other bowls-related material is also acceptable, if it meets the content criteria detailed in this policy.
- No personal information about our Members will be disclosed without their prior permission inline with our data protection policy

- Communication involving children will be directed through their parents or guardians. If we wish to publish a photo of a child, we will first seek permission from his or her parents or guardians and take care not to provide identifying information.
- 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 the Club into disrepute.
- No offensive content or photos will be published.
- Abusive, discriminatory, intimidating, or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask Members to do

We expect our members to conduct themselves appropriately when using communication media to share information with other members, or posting material connected with, or referring to, the Club on public media.

Communications:

- 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.

WhatsApp Groups

Whatsapp group set up to communicate team news, availability sheets, etc along with duties should be used for sharing relevant club information only.

The *Ashcombe Bowls Brigade* whatsapp group can be used for more general discussion but should remain within the above guidelines and no posts will be acceptable where personal attacks are made. Members will have the option to opt in or out of any such group.

Coaches and others who work with children and young people must direct communications through the child's parents or guardians.