

# DARWIN SWIMMING CLUB INC



## Communications Policy

**Parap Swimming Pool**  
77 Ross Smith Avenue, Parap NT 0820

### Our commitment

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

Alongside our Communications Policy we have developed a [Social Media Policy](#) to address the particular issues arising from the use of social media.

Our Secretary, under the guidance of our committee members, will be accountable for and maintain control over material published on our club's website and any related discussion groups or social media websites, such as Facebook.

### Website

- Our website will include current information on competitions, social events, training times, committees, policies and a copy of our constitution.
- No offensive content or photos will be published.
- Photos of children may be published. Parents/guardian have consented to this as part of their membership. If you wish to change this option please email [darwinwimclub@gmail.com](mailto:darwinwimclub@gmail.com)
- We will seek feedback from members to improve the information available on our website.

## SMS and email

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

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

Committee members and Team Managers will not contact individual swimmers under 18 years of age. If coaches are required to contact swimmers, permission from parents/guardians will be obtained.

## Social media websites

Darwin Swimming Club operates two Facebook pages.

### Private

- Available only to family members and members of the club. Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- Post may contain information about activities related to swimming including children involved in the club.
- No addresses or contact details of any individual will be published.
- 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 our club 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.

### Public

- We treat all social media postings as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events. All photos/videos will be considered appropriate
- 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 our club 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.

# 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 the club.

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.

## Related Documents

Communications Procedure

[Social Media Policy](#)

### **L.Reader**

Lee-Ann Reader  
President