

# **BILLIARDS AND SNOOKER ASSOCIATION OF THE ACT COMMUNICATION POLICY**

## **BSAACT's commitment:**

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

What we will do:

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

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

We will develop a Social Media Policy to address issues arising from the use of social media.

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

The BSAACT Committee and appointed officials are authorized to speak publicly on behalf of our Association. Where possible the committee is to be advised of the content of any media coverage prior to any interviews taking place.

## **BSAACT's Website:**

- Our website will include current information on competitions, clinics, 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 in writing 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.

## **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 BSAACT 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 our Association 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.

## **SMS and EMAIL**

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

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

**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 when posting material on public websites connected in any way to the Billiards and Snooker Association of the ACT.

Electronic communication:

- should be restricted to Association 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 Association into disrepute.

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

**Non-compliance**

Members may face disciplinary action for sending inappropriate electronic communications or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code 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.

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**I, .....have read and understood the policy and will abide by it as a member of the Billiards and Snooker Association of the ACT.**

**Signature: .....**

**Date:**

**If under 18 years of age, parent/guardian:**

**Signature: .....**