



Communication Policy

Our Commitment

Electronic communication is essential for sharing news and information with our centres. Our communication will be timely, appropriate, and related to Indoor Beach Volleyball Federation (IBVF) Volleyball business.

Our communication will be considerate and compliant of:

- IBVF Social Media Policy;
- IBVF Information Communication Technology Policy.

What we will do

IBVF use a range of electronic tools to communicate with centres.

At all times, communication will protect centres' privacy, maintain clear boundaries, and ensure that bullying and harassment does not occur.

All electronic material published by IBVF in public forums (website, facebook, twitter, YouTube etc), correspondence (emails, newsletters, SMS etc) will be the responsibility of IBVF and all content shall be approved by the President or an officer appointed by the Executive Director.

Definitions

Executive Director- The Executive Director of IBVF as appointed by the IBVF Board

Organisation- for the purpose of this policy, reference to 'organisation' means IBVF

Social Media- includes but is not limited to Facebook, Twitter, YouTube, Instagram, blog sites

Staff- all positions appointed by IBVF in which individuals receive remuneration for their services

IBVF- Indoor Beach Volleyball Federation

Website

- The IBVF website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos shall be published.
- IBVF will ensure permission has been obtained from a child's parents and/or guardian before publishing any images of a child. Care will be taken to ensure no identifying information is provided.
- IBVF will seek feedback from centres to improve the information available on the site.

SMS and Email

IBVF centres, staff and volunteers may use email and SMS to provide information about competition, training, IBVF-sanctioned social events and other business, however:

- SMS messages should be short and about specific IBVF matters;
- Email communication will be used when more information is required;
- Communication involving children will be directed through their parents and/or guardians.

Social Media

- IBVF 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 IBVF news and events.
- No personal information about our centres 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 the IBVF into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be disciplined.

What we ask you to do

IBVF expects staff, volunteers and centres to conduct themselves appropriately when using electronic communication to share information with other IBVF centres or posting material on public websites connected to IBVF.

Electronic communication:

- Should be restricted to IBVF 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 centres
- Must not bring the IBVF into disrepute.

All staff and volunteers who work with children and young people must direct electronic communication through the child's parents and/or guardians.

Non-Compliance

Staff, volunteers and centres may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate IBVF staff, volunteers or centres, as outlined in the IBVF centre 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 may be reported to the police.

In addition, centres who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.