



SPOKES CYCLE CLUB COMMUNICATION POLICY

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 clean boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related Spokes Cycle Club social media sites, such as Facebook.

Website

- Our website will include current information on events, results, social events, committees, policies, constitution, rules and up to date information and advice on cycling
- No offensive content or photos will be published
- If we intend to publish a photo of a child, we will first seek permission from his/her parent and take care not to provide identifying information
- We will seek feedback from members to improve the information available on the site.

SMS and email

Committee members may use SMS and email to provide information about events, training rides, club-sanctioned social events and other club business, however:

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

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 club 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 club into disrepute
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible may be blocked from the site
- Anonymous posts are discouraged.

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

DISPUTE RESOLUTION

When a member encounters conflict or misrepresentation in social media sites they will make every effort to talk privately and directly to the person(s) involved, or find an intermediary to do so before publishing any posts or comments about the issue.

The club will investigate any reports of cyberbullying or harassment brought to the Committee's attention and where necessary take action according to this policy.

NON-COMPLIANCE

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

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 Police.

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

The club reserves the right to cancel membership of anyone who breaches the guidelines outlined above.

Spokes Cycle Club encourages all members to “think before posting”.

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