

BAYSIDE HOCKEY CLUB INCORPORATED

**(Bayside HC)**

Registration Number A0044571F

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## COMMUNICATIONS POLICY

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### Definitions

In this Policy:

**Child/Children/Junior** means a person/s under the age of 18 years.

**HA** means Hockey Australia.

**HV** means Hockey Victoria.

**Member** means a member (including a playing member, non-playing member and life member) of Bayside HC;

**Relevant person** means a person who is involved with the activities of Bayside HC whether in a paid or an unpaid/voluntary capacity, including:

- a Member;
  - a person appointed or elected to the Bayside HC committee and any sub-committee;
  - an employee or agent of Bayside HC;
  - a support person, including manager, physiotherapist, psychologist, masseur, sport trainer and others;
  - a coach, assistant coach and team manager;
  - a referee, an umpire or other official;
  - a spectator or supporter; and
  - a parent or guardian of a player.
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### Application

This Policy apply to a Relevant Person acting in an official capacity as a representative of Bayside HC, or otherwise, in relation to any activities of, or relating to, Bayside HC.



This Policy applies to behaviour that occurs at training sessions, games and Bayside HC meetings, as well as at social events organised or sanctioned by the Bayside HC (or our sport, for example by Hockey Victoria). It also applies to behaviour on away and overnight trips. It covers private behaviour where that behaviour brings Bayside HC, hockey, or sport in general, into disrepute.

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## Policy

### 1. Introduction

Electronic communication is an essential means by which Bayside HC can share its news and information with Relevant Persons. Bayside HC strives to ensure that all communication will be in a timely manner, appropriate and related to Bayside HC's business, whilst protecting the privacy of those involved.

Bayside HC uses a range of electronic media to communicate with Relevant Persons. This includes, email, websites, phone apps, and the Bayside HC Facebook and Instagram pages.

The Bayside HC will maintain control over material published on Bayside HC's website and any other public forums.

### 2. Bayside HC website

The Bayside HC website will include current information about Bayside HC and its activities, including Member registration information, current committee contacts, policies and uniforms.

If Bayside HC intends to publish photos of a Member, it will ensure that permission has been granted during the registration process, and take care not to provide any identifying information.

### 3. TeamStuff

Bayside HC uses the **Teamstuff** app (with supporting website) to communicate with Members and manage teams. Committee members, coaches and team managers will use TeamStuff (as well as SMS and email where applicable – see below) to provide information about competitions, training, club related social events, and other Bayside HC business.

A Member (or parent/guardian of a Junior Member) is required to ensure that its (or its Child's) TeamStuff profile includes the Member's name as per its HV registration. It is critical that the details entered into TeamStuff match exactly those given to HV during the registration process. Members are encouraged to add a photo to their profile, so that coaches, team members, and administrators know who you are. Emergency contact details and medical information must be provided and kept up to date. Members must notify Bayside HC, relevant coaches and team managers of any special medical issues.

During the registration process Members are asked to give permission for their personal contact details to be shared with their team, coach, team manager, and other relevant Bayside HC administrators as may be reasonably required.

### 4. Email and SMS

Bayside HC may also use email and SMS for communication purposes.



Any emails sent through the Bayside HC's email should be done so using the 'BCC' function to protect the privacy of all concerned.

Anyone who wishes to contact the Bayside HC, or a particular Committee member, on a club related issue should do so using the relevant Bayside HC email address:

Bayside HC President – [president@baysidehockeyclub.com.au](mailto:president@baysidehockeyclub.com.au)

Bayside HC Secretary – [secretary@baysidehockeyclub.com.au](mailto:secretary@baysidehockeyclub.com.au)

Bayside HC Treasurer – [treasurer@baysidehockeyclub.com.au](mailto:treasurer@baysidehockeyclub.com.au)

Bayside HC Juniors (Cubs) - [juniors@baysidehockey.com.au](mailto:juniors@baysidehockey.com.au)

Bayside HC Mens - [men@baysidehockey.com.au](mailto:men@baysidehockey.com.au)

Bayside HC Womens - [women@baysidehockey.com.au](mailto:women@baysidehockey.com.au)

Bayside Communications – [communications@baysidehockey.com.au](mailto:communications@baysidehockey.com.au)

Committee members should not be contacted on their personal emails or phone numbers.

## 5. Communications – Junior Members

All communications relevant to a Junior Member will be directed through a parent/guardian. If requested by that parent/guardian, communications will also be sent to the Junior's email address/SMS. When setting up a TeamStuff profile for a Junior Member, the parent/guardian must set up a parent/guardian profile and then create and link a Child profile to this.

## 6. Social Media

Bayside HC has a comprehensive Social Media Policy that can be accessed on the Bayside Hockey Club website.

Bayside HC has:

- a public Bayside Hockey Club website;
- a public Bayside HC Facebook page;
- a private member only Bayside HC Men's Facebook page;
- a private member only Bayside HC Women's Facebook page;
- a private member only Bayside HC Juniors (Cubs) Facebook page; and
- a Bayside HC Instagram page.

These are managed by the Bayside Communications Team.

The purpose of these is to:

- provide information of relevance to Members of Bayside HC; and'
- allow non-members to gain an insight into Bayside HC and its activities.

Relevant Persons must conduct themselves appropriately when using any electronic communication to share information with others or when posting material on websites or forums connected to or identifying Bayside HC, and must comply with the Bayside HC Social Media Policy, available on the Bayside Hockey Club website.

## 7. Bayside HC core values

This Policy supports Bayside HC's culture of openness, trust and integrity and complements, and reflects, Bayside HC's core values. These core values are an important part of the



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Bayside HC culture, and shape everything we do. Bayside HC expects all Relevant Persons to abide by these values.

The Bayside HC core values are:

## Integrity

- Be open, honest and transparent in all dealings;
- use powers responsibly;
- proactively manage any conduct issues; and
- avoid bias, favoritism or self-interest.

## Respect

- Treat others fairly and objectively;
- promote diversity and inclusiveness;
- proactively manage any instance of discrimination, harassment or bullying;
- consider the views of others; and
- respect opposition in all grades of the competition.

## Teamwork

- Believe that the whole is greater than the sum of its parts;
- rally around unified goals; and
- provide effective communication channels.

## Community

- Be an active contributor and represent the local community; and
- proactively search for ways to support our internal (club) & external (non-club) community.

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## Breach

Bayside HC may take disciplinary action against any Relevant Person if it breaches this Policy.

Action may include:

- a verbal warning;
- suspension from training or games;
- removal from position (eg as coach); or
- suspension or termination of Bayside HC membership.

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## Questions

If you have any questions, concerns, or issue relating to the content of this Policy contact the **Bayside HC Secretary** on [secretary@baysidehockey.com.au](mailto:secretary@baysidehockey.com.au).