



ELECTRONIC COMMUNICATION POLICY

Date in effect: May 2019

The purpose of this policy is to provide guidance, rules and expectations for coaches, board members, parents, skaters or any other person associated with the Arctic Edge Skating Club. Knowing the proper medium to communicate is important to the club. Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

Our main medium to communicate with members is by email.

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

The use of snap chat and similar apps are not acceptable forms of communication during any club activities.

Appointed individuals, such as the Sports Administrator and the Technical Director, will provide accountability and control over material published on our club's website and in the future any related discussion groups or social media websites, such as Facebook, YouTube and Twitter.

Please also refer to:

Website

- Our website will include current information on staff, programs, board of directors, competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- Permission for pictures is signed when registering. We will only include first names in any published pictures.
- We will seek feedback from members to improve the information available on the site.

Text messaging and email

Coaches, the Technical Director, the Sports Administrator and/or Board of Directors may use email and text messaging to provide information about competition, training, club-sanctioned social events and other club business, however:

- Text messages should be short and only about club/team matters
- Email communication will be used when more information is required
- Communication involving skaters under the age of 18 years of age, will be directed through their parents. If text messaging directly with a youth skater, coaches must have written permission by parent or guardian by email, prior to initiating such form of communication.

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 will be blocked from the site.

What we ask you to do

We expect our members to conduct themselves respectfully and 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.

Coaches and others who work with children and young people must direct electronic communication through the child's parents. Please provide written permission by email to your coach if you want the coach to directly communicate with your youth skater.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our members 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.