 <b>Maroondah Volleyball</b> <small>CDVA Est 1977</small>	<b>COMMUNICATION</b>	
MV008	Version: 1.0	Effective: January 2024

## Document Control

This Communication Policy will be reviewed annually. An earlier review may be initiated by, but is not limited to legislative changes, organisational changes, outcomes of an incident and other matters deemed appropriate by the Committee of Maroondah Volleyball.

## Endorsement and Sign Off


Function	Name	Position	Date
Prepared	Geoff Moss	Life Member	31/1/2024
Checked	Amelia Dell	Committee Member	31/1/2024
Approved	Chris Gordon	President	31/1/2024

## Revision Control

Rev	Date	Amendment Description	Prepared	Checked	Approved
0.6	01/06/2023	Working Draft			
0.7	20/01/2024	Review of Draft	G. Moss		
1.0	31/1/2024	Issued	G.Moss	A.Dell	C.Gordon

## Disclaimer

This work is the property of Maroondah Volleyball and is protected by copyright. The work and information herein is confidential and may not be copied, used, or disclosed except with the current written authority of and in a manner permitted by Maroondah Volleyball.

 <b>Maroondah Volleyball</b> <small>CDVA Est 1977</small>	<b>COMMUNICATION</b>	
MV008	Version: 1.0	Effective: January 2024

## 1. Introduction

Croydon and Districts Volleyball Association (CDVA) was established in 1977 as a means for anyone in the area to play volleyball together, both socially and competitively. It became incorporated in 1983 as Croydon and Districts Volleyball Association Incorporated. In 2017 the CDVA decided to rebrand to become Maroondah Volleyball ahead of moving in May 2019 to the brand-new Maroondah Nets stadium at HE Parker Reserve in Heathmont.

## 2. Mission Statement

Maroondah Volleyball aims to provide the community with the opportunity to expand their skills and love for the sport of volleyball.

## 3. Values

Maroondah Volleyball's values are:

- Teamwork: working cooperatively with peers to achieve a common interest goal.
- Community: an inclusive group whose members all share a common interest.
- Respect: is gained where respect is given.
- Dedication: a commitment to share our passion for volleyball.
- Fun: where gratification is gained through participating in the sport of volleyball or involvement within the association that leaves you with a positive feeling or that of satisfaction.

## 4. Purpose of this Policy


The purpose of this Communications Policy is to establish guidelines and expectations for effective and respectful communication within Maroondah Volleyball. Clear and open communication is essential for fostering a positive and inclusive environment for all members, coaches, parents, and volunteers associated with the club.

As part of this commitment, the policy will allow Maroondah Volleyball to take disciplinary action against any person or organization bound by this policy if they breach the code of conduct.

The policy starts on 1<sup>st</sup> June 2023 and will operate until replaced.

The current policies, codes and attachments can be obtained from our website at:

[www.maroondahvolleyball.com.au](http://www.maroondahvolleyball.com.au)

 <b>Maroondah Volleyball</b> <small>CDVA Est 1977</small>	<b>COMMUNICATION</b>	
MV008	Version: 1.0	Effective: January 2024

## Communication Policy

### Preamble

Electronic communication is essential for sharing club news and information with our members.

This is an interim policy aimed more specifically at coaches and officials of Maroondah Volleyball. A more comprehensive policy is being developed for the club.

This policy should be read in conjunction with our Social Media Policy.

### Our commitment

Maroondah Volleyball wants to create an environment where everyone feels comfortable communicating with their colleagues at every level. We will proactively provide accurate, timely, and accessible information about our organisation, our objectives, and our activities to our members and other stakeholders.

### What we will do

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


Our communication 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 the particular issues arising from the use of social media.

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

### Communication Channels

- **Official Channels:** All official communications from the club will be disseminated through designated channels such as email, the club's official website, and social media platforms managed by the club.
- **Team Communication:** Coaches and team managers may use communication tools such as TeamApp, group messaging, or email to communicate with players and parents regarding practice schedules, game details, and other team-specific information.
- **Club Meetings:** Regular club meetings will be held to provide updates, share important information, and address any concerns. Members are encouraged to attend these meetings to stay informed and contribute to the club's development.

 <b>Maroondah Volleyball</b> <small>CDVA Est 1977</small>	<b>COMMUNICATION</b>	
MV008	Version: 1.0	Effective: January 2024

## Website

- Our website will include current information on competitions, 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 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.

## SMS and email

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

- SMS messages should be short and about club/team 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 comments.
- 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, slanderous, or likely to injure a person's reputation or that is defamatory to that of someone's character.
- 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 appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- When communicating with minors (those aged under 18) only use the official association/club communication channels.
- should be restricted to club matters.

 <b>Maroondah Volleyball</b> <small>CDVA Est 1977</small>	<b>COMMUNICATION</b>	
MV008	Version: 1.0	Effective: January 2024

- 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.

## Conflict Resolution:

In the event of conflicts, members are encouraged to address concerns directly with the involved parties or bring the matter to the attention of the appropriate club representative. Publicly airing grievances on social media or other public forums is discouraged.

## 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 member protection policy or code of conduct. Disciplinary actions may include warnings, suspension, or expulsion from the club, depending on the severity and recurrence of the violation.

Under certain circumstances, cyberbullying (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.

---

I, \_\_\_\_\_ have read and understood the policy and will abide by it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Coach/Official/Member

If under 18 years of age, parent/guardian:

Date: \_\_\_\_\_

---

Signature of Parent/Guardian