



SOUTH COOGEE JUNIOR FOOTBALL CLUB (INC)

ABN 54 162 831 554

SCJFC Communications Policy

Objective:

This document will outline the communication policy of the South Coogee Junior Football Club (SCJFC).

The goal of the SCJFC is to provide access to up to date and well organised information to our members, the community and other key stakeholders.

The communications policy of SCJFC is to ensure that all communications are open and transparent. SCJFC will not tolerate communications of a bullying, racist, sexist or a slanderous nature.

All club members and committee members must adhere to the SCJFC communication policy.

Who do we need to communicate to?

Players

Parents

Coaches

Community

Sponsors

District personnel

Responsible committee members for club communications:

President

Vice President

Treasurer

Secretary

Registrars

Website Coordinator

Auskick Coordinator

Sponsorship Coordinator

Coaching Coordinator



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Means of Communication:

South Coogee Junior Football Club uses a variety of means to communicate with our members, the Community and key stakeholders. This includes by SCJFC email accounts, Facebook, Instagram and our website www.scjfc.com.au.

Communications Policy

1. The objective of the SCJFC Website and Social media pages (Facebook and Instagram) is to provide and maintain a user-friendly website and social media platform that is up to date, clearly organised and helpful to club members, parents, sponsors and the community. This will be responsive to questions, comments and concerns and promote SCJFC in a positive light.
2. Only authorized club members to post on the SCJFC Website, Facebook and Instagram accounts on behalf of the club. Committee to manage and determine those authorized to communicate on behalf of the club.
3. All email communications by Committee Members to be sent from their SCJFC email account. The passwords accessing these emails are only to be changed with Executive Committee approval. The Executive Committee need full transparency to these email accounts at all times.
4. Constructive and positive communications only to be used by Committee Members. There will be no bullying or slanderous comments sent from SCJFC email accounts. Committee members will only post constructive, positive information on the SCJFC website and social media accounts.
5. SCJFC will not allow any bullying, slanderous comments or offensive language to take place on our social media pages.
6. Open transparent communications to be conducted by the club at all times.
7. All Committee Meeting minutes made available to all members for open transparency with our members.
8. Major changes to SCJFC website and social media pages to be approved by the SCJFC committee.
9. Breaching the communication policy could lead to disciplinary action in line with the SCJFC constitution.