



Evolve All Stars Communication Policy & Guidelines

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Approved by: Ascha Boag, Gym Manager

As a Member of Evolve All Stars, you agree to abide by these Communication Policy & Guidelines.

Evolve's Commitment

Electronic communication has many positive benefits and can be essential for sharing news, travel, training or competition schedules and administrative concerns between our coaches' administrators, participants and their families. However, with increased accessibility we must address the possibility of improprieties and misunderstandings and the accessibility of potential offenders to gain inappropriate access to minors.

Adherence to this policy helps reduce these potential risks as well as placing the utmost importance on protecting minor participants, their rights of privacy and their physical and emotional safety.

This communication policy has been created by Evolve All Stars to establish clear boundaries and written expectations about using electronic communications. **Remember, communication should always be timely, appropriate, productive and transparent.**

Definitions

Adults are considered any person 18 years of age or older affiliated with Evolve All Stars that have a role within our gym/studio that does or could interact with participants. Or any adult participants that are members of Evolve All Stars that may train within the program or be a member of a team.

This includes but is not limited to program owners, coaches, choreographers, photographers, team parent's, adult age participants and employees (which from this point onwards in this policy will all be referred to as adults). Minors are children and young people under the age of 18.

What Evolve Will Do

We use a range of electronic tools to communicate with everyone involved with Evolve All Stars

Evolve Coaches and Staff will be appointed as administrators/moderators to provide accountability and control over material published on our gym/studio's website and any related discussion groups or social media websites, such as Facebook, TeamApp or Instagram.

We have developed a separate Social Media Policy to address the specific issues arising from the use of social media. Our social media policy can be found on our website.

Our communication policy is designed to protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

Website

- Our website will include current and relevant information on classes, timetables, enrolment information, competitions, social events and policies,
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we ensure that we have approval to do so and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

Email

Evolve will use email to provide information about competitions, training, gym/studio-sanctioned social events and other gym/studio or event matters. Wherever possible we will use an email address containing @evolveallstars.com.au

however:

- Communications must be non-personal in nature
- Email communication will be used when more information is required
- We will follow common sense guidelines regarding the volume and time of day of any allowed electronic communication.

Social media websites (for more detailed information refer to Evolve All Stars social media policy)

- We treat all social media posts, blogs, status updates and tweets as public 'comment'.
- Posts (written, photos or videos) will be family-friendly and feature positive gym/studio news and events.
- No personal information about our members will be disclosed;
 - We will avoid naming athletes, or if we do use their name, we will avoid using the athletes full name.
 - We will not display personal information such as residential address, email address or telephone numbers if images are being posted on websites or distributed in publications.
- 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 gym/studio 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.
- If communicating via social media Evolve will use the official 'Evolve' social media accounts or coaches accounts.
- Only the official Evolve All Stars page, coach profiles or team pages will be used for gym/studio officials to communicate to parents or participants.

Communication Between Adults and Minors

- Evolve All Stars will ensure that communications involving any participant and especially minors should be appropriate, productive and transparent.
- Email communication involving minors will be directed through their parents or if directly communicating with a participant then the participant's parents will be copied in.
- All electronic communication between any adult and participant will be limited to the purpose of communicating information about Evolve All Stars or team activities.
- If the participant is under the age of 18, all content between adults involved with Evolve All Stars and participants should be readily available to share with participants' guardian. Any email, text, social media interaction or similar communication must also be accessible to the participant's guardian.
- Any live-stream video conferencing or similar between adults and minors (e.g. for the purposes of online coaching) should always take place in the presence of a guardian.
- Request to discontinue all electronic communications or imagery with athlete
 - Following receipt of a written request by the parents of a minor participant involved with Evolve All Stars that their child not be contacted through any form of electronic communication by adults in the program and any images of the athlete are no longer used by Evolve All Stars, all adults will immediately comply with such request without any repercussions for such request.
- When sharing images and videos of minors via official gym/studio pages on social media Evolve All Stars will follow the law as well as these guidelines from Play By the Rules <https://www.playbytherules.net.au/got-an-issue/child-safe-sport/taking-images-of-children>

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 gym/studio. We also expect members to follow our gym/studio's social media policy in conjunction with these communication guidelines.

Electronic communication:

- should be restricted to Evolve All Stars matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person or Evolve All Stars
- should respect and maintain the privacy of members
- must not bring the Evolve All Stars into disrepute.

Non-compliance

Evolve All Stars 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 social media policy and 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 or Evolve All Stars in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.