



Evolve All Stars Communication Policy & Guidelines

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Approved by: Ascha Boag, Gym Manager

1. Member Agreement:

As a Member of Evolve All Stars, you agree to abide by these Communication Policy & Guidelines. This policy underscores Evolve's commitment to secure and transparent electronic communication, emphasising the protection of minors and the importance of privacy.

By adhering to these guidelines, members contribute to a positive communication environment while upholding the reputation and values of Evolve All Stars.

2. Evolve's Commitment

Electronic communication has many positive benefits. 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.**

3. 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. 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.

4. What Evolve Will Do

- Utilise appointed administrators for online platforms.
- Implement a social media Policy (available on our website).
- Prioritise member privacy, maintain boundaries, and prevent bullying and harassment.

5. Communication Channels

Website

- Provide relevant information on classes, timetables, competitions, and policies.
- Ensure no offensive content or unauthorised photos are 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.
- Seek member feedback for continuous improvement.

Email

- Use email for official gym matters (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)
- Maintain non-personal communication.
- Follow common-sense guidelines regarding communication volume and timing.

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

- Treat all social media posts as public comments.
- Share family-friendly content featuring positive gym/studio news.
- Avoid disclosing personal information about members;
 - 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.
- Use 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.

Team Group Chats

- **Evolve All Stars** does not endorse team group chats created by parents or members.
- Information, discussions, or decisions within these group chats are not representative of Evolve All Stars' official stance.

6. Communication Between Adults and Minors

- Evolve All Stars will ensure that communications involving any participant and especially minors are appropriate, productive, and transparent.

- Email communication involving minors will be directed through their parents or if directly communicating with a participant, then the participants 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 participants guardian.

Live-stream video conferencing (e.g. for online coaching) involving adults and minors should occur 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.

7. What We Ask You To Do

- Conduct yourself appropriately in electronic communication.
- Follow the gym/studio's social media policy in conjunction with these guidelines.

Electronic communication Expectations:

- Restricted to Evolve All Stars matters.
- Must not offend, intimidate, humiliate, or bully.
- Must not be misleading, false, or injure the reputation of others or Evolve All Stars.
- Respect and maintain the privacy of members.
- Must not bring Evolve All Stars into disrepute.

8. 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.

Abusive, discriminatory, intimidating or offensive statements on Evolve social media accounts or via electronic communication will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

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.