



# Casey Cardinia Cricket Association

## Communication Policy 2024-2025

### Our Commitment

Effective communication is essential for sharing CCCA news and information with our members, stakeholders, and the public. Our communication will be timely, appropriate, and related to relevant business.

### Scope

- 2.1 We will use club meetings and a range of technology to communicate including but not limited to, Phone Calls, Phone Messaging (SMS/MMS), Email, Internet Meetings (Skype/Microsoft Teams/ Zoom), Website and Social Media (Facebook/Twitter/Messenger).
- 2.2 We will protect members' privacy, maintain clear boundaries, and ensure that bullying and harassment does not occur.
- 2.3 All forms of communication will be governed by the relevant Government, State and Cricket Australia Laws and CCCA Rules and Policies:
  - CCCA Code Of Conduct
  - CCCA Social Media Policy
  - CCCA Members Protection Policy
  - CA Safe-Guarding Children and Young People Policy
- 2.4 The CCCA Secretary shall manage all inward and outwards correspondence for the Association and take the appropriate action required for such after seeking approval from the Executive (Constitution 5.3 Duties of the Secretary)
- 2.5 Consideration shall at all times be given to the voluntary nature of Board Members and Club Officials, especially regarding work and family commitments.
  - Phone calls and messaging should be restricted to between 9am and 9.30pm unless extenuating / emergency circumstances occur and should not be used on Public Holidays.
  - Email and Facebook are not intrusive and shall be unrestricted.
  - Phone calls and messaging should be restricted to between 9am and 9.30pm unless extenuating / emergency circumstances occur and should not be used on Public Holidays.
  - The Board will not conduct any general business over the Xmas Break during the last 2 weeks of December, unless deemed urgent.
- 2.6 All email, text messages and other messages sent to any Junior shall be copied to their parent or guardian.
- 2.7 The Constitution, Code of Conduct, Rules/Bi-Laws and policies will be accessible from the CCCA Official Website.

### Email

- 3.1 The primary method of communicating official information on competitions, rules and policies, club queries, social events, meetings, and correspondence (ingoing and outgoing) shall be via Email, supported by SMS/Phone notifications (urgent matters), Website and Facebook postings.
- 3.2 Official Emails to other Board of Management Members or Appointed Officers shall also be Carbon Copied (CC:) to the CCCA Secretary.

### CCCA Websites

Our websites will include current information on competitions, social events, committees, policies, constitution, rules, and by-laws.



## CCCA Facebook / Social Media

The CCCA treats all social media postings, blogs, status updates and tweets as public 'comment'.

- 5.2 Will be used to share notifications on points of interest to clubs, players, volunteers, sponsors, and other stakeholders.
- 5.3 Postings (written, photos or videos) will be family-friendly and feature positive club news and events.

## 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, Social Media Policy or 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.

## Electronic Meetings

- ◇ Sign in as a guest including name and club
- ◇ Please remain on mute in the main session
- ◇ Please keep your video off
- ◇ Please use the chat function for questions
- ◇ You can also virtually raise your hand
- ◇ Meetings will be recorded



## 9. Resources

Play By the Rules

<https://www.playbytherules.net.au/>