



**(CMC)**

## **COMMUNICATION POLICY**

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### **1. CMC commitment**

Electronic communication is essential for sharing club news and information with our members. The communication will be timely, appropriate and related to club business.

### **2. What we will do**

A range of electronic tools will be utilized on communicating with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that any form of bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on the CMC website, any related discussion groups and / or social media websites, such as Facebook, YouTube or Twitter.

### **3. Types of Communication by CMC**

#### **3.1 Website**

- The CMC 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 continual feedback from members to improve the information available on the site.

### **3.2 SMS, email, other forms of electronic communication**

Committee members, coaches and team managers may use SMS, email and any other form of acceptable electronic communication to provide information about competitions, training, club-sanctioned social events and other club business, however:

- SMS, What's app messages should be short and about club/team matters.
- email communication will be used when more information is required to be given.
- communication involving children will be directed through their parents / legal guardians.

### **3.3 Social media websites**

- All social media postings, blogs, status updates and tweets are viewed as 'public comment'.
- 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 or likely to injure a person's reputation.
- 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.

## **4. What we ask you to do**

We expect our members to conduct themselves appropriately when using electronic communication, when sharing information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- 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 / legal guardians.

## **5. FACE BOOK POLICY**

### **5.1 Acceptance of Terms**

Cape Multisport Club ("CMC") provides this service to you, subject to the following Terms of Use ("TOU"), which may be revised or updated by CMC at any time without notice.

### **5.2 Purpose**

The purpose of the CMC Pages is to engage audiences on issues related to athletics, and to provide relevant resources to all who are passionate about the sport of athletics.

### **5.3 Security**

Your use of the CMC Pages is voluntary. You are responsible for maintaining the confidentiality of your login, and are fully responsible for all activities that occur under your login. CMC cannot and will not be liable for any loss or damage arising from your failure to comply with this Section.

### **5.4 Member Conduct**

- We reserve the right to monitor the CMC Pages. That means all user comments and posts and all other information provided by users ("User Content") may be reviewed after being posted.
- In addition, CMC expects that users will treat each other with respect.
- CMC will remove User Content that contains vulgar or abusive language; personal attacks of any kind; offensive terms that target specific people or groups (ethnic, racial, religious, etc.); or other material that is unlawful, defamatory, invasive of another's privacy or otherwise deemed objectionable by CMC in its sole discretion.
- CMC may also remove User Content that is spam, is "off topic," or that promotes services or products.
- Any references to commercial entities, products, services, or other organisations or individuals posted by Facebook users (and not deleted by the CMC Page administrators) are provided solely for the information of individuals using the CMC Page.
  - These references are not intended to reflect the opinion of CMC or its representatives or employees concerning the significance, priority, or

importance to be given the referenced entity, product, service, or organisation.

- Such references are not an official or personal endorsement of any product, person, or service, and may not be quoted or reproduced for the purpose of stating or implying CMC endorsement or approval of any product, person, or service.

## 5.5 Copyright Information

- The CMC Pages are intended for personal, non-commercial use.
- All materials posted or made available on the CMC Page by CMC (the "Content") is protected by copyright and other intellectual property laws, and is owned or controlled by CMC or the person credited as the provider of the Content.
- You shall abide by all additional copyright or other notices, information, or restrictions appearing in conjunction with any Content accessed through the CMC Pages.
- Except as expressly set forth herein, you may **not** modify, adapt, translate, exhibit, publish, transmit, participate in the transfer or sale of, reproduce, create derivative works from, distribute, display or in any way exploit any of the Content in whole or in part.
- You may download or copy the Content and other downloadable items displayed on the CMC Pages for personal, non-commercial use only, provided that you maintain all copyright and other notices contained in such Content.
- Copying or storing of any Content for other than personal, non-commercial use is expressly prohibited without the prior written permission from CMC or the copyright holder identified in the individual Content's proprietary notices including copyright notice.

## 5.6 Information Quality Guidelines

- Every effort is made by CMC to provide accurate and complete information.
- We, however, cannot guarantee that there will be no errors in information that we post on the CMC Pages. If you have questions about original information created by CMC posted on the CMC Facebook page, please contact us at [secretary@capemultisport.com](mailto:secretary@capemultisport.com).
- Questions about information linked to but not created by CMC (such as news articles, external blogs, etc.), please contact the originating source.

- You acknowledge and agree that CMC may preserve User Content and as such also disclose such User Content if required to do so by law or in the good faith belief that such preservation or disclosure is reasonably necessary to:
  - comply with legal process;
  - enforce the terms if use;
  - respond to claims that any User Content violates the rights of third parties; or
  - protect the rights, property, or personal safety of CMC, its users and the public.

## **5.7 Content Submitted or Made Available for Inclusion on the CMC Page**

- CMC does not claim ownership of User Content that you post on the CMC Page.
- CMC only claims ownership of Content that we generate.
- CMC takes no responsibility for, nor does it endorse, represent, or warrant the accuracy of any User Content.
- CMC takes no responsibility for the inclusion of third-party links or other third-party content such as articles in User Content.
- You agree that you are responsible for securing any necessary consent, waiver, release, license, or permission for your reuse or inclusion of any third-party links or other third-party content in any User Content that you post on the CMC Page.
- You grant to CMC an irrevocable, perpetual, non-exclusive, royalty-free license to use, reproduce, modify, adapt, publish, create derivative works from, distribute, transmit and publicly display User Content (in whole or part) that you post on the CMC Page in any media, without compensation, notification, approval or other obligation to anyone, including yourself.

## **5.8 Indemnity**

You agree to indemnify and hold CMC, and its officers, employees, independent contractors, agents, representatives, affiliates and other partners, harmless from any claim, demand, action, damages, losses or costs, including reasonable attorneys' fees, made by any third party in connection with, related to or arising out of any User Content that you submit, post, transmit or make available through the CMC Pages, your use of the CMC Pages, your connection to the CMC Pages, your violation of the TOU, or your infringement upon or violation of any copyright, trademark or other intellectual property rights of another.

## **5.9 Modifications to Service**

CMC reserves the right to, at any time, modify, or discontinue, temporarily or permanently, the CMC Pages (or any part or Content thereof). You agree that CMC shall not be liable to

you or to any third party for any modification, suspension, or discontinuance of our presence on or Content posted to Facebook.

## **5.10 Links**

The CMC Pages will at times provide external links solely for our users' information and convenience.

- When you select a link to an external website, you are leaving the CMC Page and are subject to the terms of use, privacy policies, and security policies of the owners or sponsors of such external website.
- CMC may provide, or users or other third parties may provide, links to other websites or resources through the CMC Pages. In addition, Facebook may contain links to other websites or resources.
- You acknowledge and agree that CMC shall not be responsible for the availability of such external sites or resources, and does not endorse and shall not be responsible or liable for any content, advertising, products, services or other materials on or available from such sites or resources.
- You further acknowledge and agree that CMC shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with your use of or reliance on any such content, advertising, products, services or other materials available on or through any such site or resource.
- CMC shall not be responsible for the terms of use or the privacy or security policies or practices of the owners or sponsors of other websites. When you leave the CMC Page and navigate to any other website, you should read the privacy statements of each such website.

## **5.11 Facebook's Privacy Policy**

By using or accessing Facebook, and the CMC Page, you are accepting the practices described in Facebook's privacy policy. For more information on Facebook's privacy policy, go to <http://www.facebook.com/about/privacy/>.

## **6. 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.

- 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 in the public domain (e.g., Facebook, YouTube, or Twitter) may be liable for defamation.

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I, <INSERT YOUR NAME> have read and understood the policy and will abide by it as a member of <INSERT YOUR ORGANISATION'S NAME>.

Signature:

Date:

If under 18 years of age, parent/legal guardian:

Signature:

Date: