

Communication Policy

Our commitment

Electronic communication is essential for sharing JBSF news and information with our stakeholders. Our communication will be timely, appropriate and related to JBSF business.

What we will do

We use a range of electronic tools to communicate with our stakeholders.

Our communication will protect stakeholders' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

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

WEBSITE

- » Our 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 feedback from stakeholders to improve the information available on the site.

SMS AND EMAIL

Committee members, coaches and team managers may use SMS, Whatsapp, Social Media messaging tools and email to provide information about competition, training, JBSF-sanctioned social events and other JBSF business, however:

- » All messages should be short and about JBSF/team matters
- » email communication will be used when more information is required

- » communication involving minors will be directed through their parents/guardians.

SOCIAL MEDIA WEBSITES

- » We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- » Postings (written, photos or videos) will be family-friendly and feature positive JBSF news and events.
- » No personal information about our stakeholders 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 JBSF 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.

What we ask you to do

We expect our stakeholders to conduct themselves appropriately when using electronic communication to share information with other stakeholders or posting material on public websites connected to the JBSF.

Electronic communication:

- » should be restricted to JBSF 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 stakeholders
- » must not bring the JBSF into disrepute.

Coaches and others who work with minors must direct electronic communication through the minor's parents/guardian.

Non-compliance

Stakeholders may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another stakeholder, as outlined in our 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 serious offence and will be treated as such.

In addition, stakeholders who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

I, <INSERT YOUR NAME> have read and understood the policy and will abide by it as a member of the Jamaica Bobsleigh Team.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date: