



Communication Policy

Date Created:	11 May 2011	Created by:	Steve Roberts
Date Reviewed:	13 June 2011	Approved by:	WAAFC Executive Committee

The purpose of this document is to ensure that an appropriate style and level of communication is made to our members and other stakeholders. Also to ensure that all regulatory requirements are being met under the Privacy Laws 1993 which meet all 12 principles of this act. A copy of the Privacy Act is posted on the clubs website in a convenient, accessible location.

The following are methods acceptable for general communication to members and stakeholders:

- E-mail
- Leaflets & Newsletter – printed
- Verbal
- Newspaper
- Website
- Club and Community Notice Boards
- Meetings or Workshops
- Signage

Communication Calendar – To ensure that an appropriate level of communication is met a communications calendar will be developed determining type of communication, frequency and any associated costs. This will also determine who is responsible and to what stakeholder group is being communicated to. This calendar will be set post AGM by the **Chair, Vice-Chair and Secretary** in consultation with other key officers. This calendar is to be posted to the clubs website as part of the club’s annual business plan.

The responsible parties noted on the communications calendar are solely responsible for stakeholder communication and no other officer is permitted to broadly communicate outside of this without permission from those noted above. This will ensure that stakeholders are not over communicated to lessening the value of planned communication. All general communications will be linked back to the clubs website encouraging its use as the club main communication tool.

Specific communication to individuals can be done at any time in the requirement to deliver sport.

Coaches and Managers will be provided copies of their own team lists and can communicate in a way that suits their group’s needs. Any communication to players outside of this team list must be done in accordance with the Player Management Policy. At no time will any other team list be forwarded to Coaches and Managers.

Age group Delegates will receive team list of the teams within their age group and can communicate accordingly to complete their role.

All parties that communicate with players, parents and other stakeholders must at all times adhere to the Privacy Act 1993. This Act also requires each organisation have a designated **Privacy Officer** and in the absence of such a person this shall be the responsibility of the **Secretary and/or Volunteer Coordinator and/or Administrator**. These people will need to have a sound understanding of the privacy act and our responsibility to it.

All databases are confidential and all caution must be taken when passing them out. Any officer, coach or manager that uses these databases must be familiar with the 12 Principles of the Privacy Act and our responsibilities to it. The **membership and stakeholder communication database** will be refreshed annually and utilized as a central point to gather all contact details. This shall be managed by the Secretary and Club Administrator and all care will be taken with its accuracy and security.