



Torpedoes Communications Policy

Preamble

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

Application

2. This Policy will apply to all participants of Calgary Torpedoes Water Polo Club

Communication

3. Tools used for communication between the club and members include:
 - a. www.calgarytorpedoes.ca
 - b. RAMP Application - notifications
 - c. Email - will provide more detailed information
 - d. SMS - messages will be short
4. All communication of the Club with its members or public will follow Code of Conduct and the Privacy Policy.
5. Communication involving minors will be directed through their parents/guardian or directly with the minor if given permission from their parent/guardian.

Website

6. A webmaster will be appointed to provide accountability and control over material published on www.calgarytorpedoes.ca and any related discussion groups or social media, including, but not limited to [Facebook](#), [YouTube](#) or [Twitter](#).
7. Website content will include current information on:
 - a. Bylaws and Policies
 - b. Competitions
 - c. Social events
 - d. Committees
 - e. Rules

Publication of Photos

8. All members must sign the WPC Media Release Declaration every season.
 - a. A member must notify the Board of any special circumstance in which the Declaration is not signed.
 - b. Only photos of participants who have granted permission will be used for club achievements or promotions on the Club website or social media accounts
9. No offensive content or photos will be published.



Social Media

10. Social media postings, blogs, status updates and tweets are public comments.
11. Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
12. Personal information about our members will not be disclosed.
13. Statements that result in Maltreatment, are misleading, false or likely to injure a person's or the clubs reputation will be removed and the responsible party will be subject to the Discipline and Complaints Policy. 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 will be reported to the police.

Use of cell phones, recording devices and social media during club activities

14. Athletes will be asked to limit the use of cell phones and other devices during all Torpedoes activities.
15. Athletes are not permitted to use cell phones in the change rooms
16. Cell phones and other devices may be used in the stands and public areas of the pools.
17. Cell Phone use is to be restricted to emergencies while on the pool deck during team practices, games, events or camps.
18. Irresponsible use of a cell phone at any time during the above mentioned team events will be subject to the Discipline and Complaints Policy with the possible sanctions listed below:
 - a. First Offence: Athlete will be required to call a parent/guardian for immediate pick up.
 - b. Second Offence: Athlete will be asked to call parent for pick – up and be suspended from the next practice or game.
 - c. Third offence: Athletes will be asked to call parents for pick – up and be suspended from next 3 practices or games. If an athlete reaches a 3rd offence the Board will review the actions of the Athlete at this time.

Review Date and Approval Date

19. This policy can be reviewed annually either by the Board or a committee assigned by the Board for such purpose. Changes should be recommended and presented to the Board for approval.