



Australian  
Calisthenic  
Federation

# Communication Policy

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Effective from 01/07/04  
Updated /10/2009  
Updated 10/2010  
Updated 03/15

## PREFACE

Communication is the lifeblood holding an organisation and its people together. It directly contributes to its success or failure:

- Communication increases trust.
- Information is control.
- Understanding leads to enjoyment of participation.

The Australian Calisthenic Federation (ACF) is committed to open and transparent management of calisthenics. It is our commitment that decisions will not be made in secret, and full explanations will be offered in support of our decisions. We will undertake to keep participants informed of activities and events affecting the sport and make this information readily available to members through a variety of media.

The ACF understands how poor communication between its members and Associates can lead to destructive relationships, erodes the enjoyment of participation and the quality of decision making.

This policy details our commitment and best processes to ensure a successful organisation and fulfilling and positive experience for all members and Associates.

We welcome the opinions and thoughts of any person at any time. We can be contacted through your State Association, or to the ACF Executive Officer:

ACF Executive Officer  
PO Box 58  
Belair SA 5052  
or  
Australian Calisthenic Federation [[info@calisthenicsaustralia.org](mailto:info@calisthenicsaustralia.org)]

Elizabeth Kratzel  
President

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## **PART I – INTRODUCTION**

This part sets out the purpose of this Policy, who it applies to, when it commences, what words mean and who has responsibilities under the Policy.

### **1. WHAT IS THE PURPOSE OF THIS POLICY?**

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- 1.1 As the lead agent representing the sport of calisthenics, the Australian Calisthenic Federation (ACF) is committed to open, transparent and accountable management.
- 1.2 To enable this it is important that the members of the ACF are kept informed of ACF activities and that information is available and distributed in a professional and appropriate manner.
- 1.3 The purpose of this Policy is to provide guidelines for communication between:
  - the ACF and all members
  - Members and Associates.

### **2. WHO DOES THIS POLICY APPLY TO?**

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- 2.1 This Policy applies to the following organisations and individuals:
  - (a) ACF and Committees
  - (b) Member States
  - (c) Affiliated Clubs
  - (d) Members
  - (e) Volunteers
  - (f) Employees
  - (g) Contractors.

These bodies will from hereon will be termed ACF and Associates

- 2.2 This policy applies to all communication media including printed material, and electronic communication technologies providing for the transmission of text, images, files and other data.

### **3. WHAT IS THE STATUS OF THIS POLICY?**

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- 3.1 This Policy is issued by the ACF Council under rule 19(3) of the ACF Constitution.
- 3.2 This Policy is effective 14 March 2015.
- 3.3 This Policy may be changed from time to time by the ACF Council.
- 3.4 This Policy should be included in a four year cyclic review.

### **4. WHAT DO WORDS IN THIS POLICY MEAN?**

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- 4.1 In this Policy, words appearing with a capital shall have the meaning set out in Attachment A and Attachment A will form part of this Policy.

### **5. RESPONSIBILITIES UNDER THE POLICY**

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- 5.1 ACF and Associates must:
  - (a) adopt and comply with this Policy
  - (b) publish, distribute and promote this Policy (and any amendments made to it from time to time) to their members in the manner required by ACF and make this Policy available for inspection, or provide a copy.

## **PART II - KEY INFORMATION SOURCES AND DISTRIBUTION REQUIREMENTS**

### **6. ACF WEBSITE**

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- 6.1 The ACF website will contain information regarding ACF, its activities/events, its governance documents, resources and key contact points. Access to this website will not be restricted and will be a primary source of information for Associates and interested persons within the public domain.
- 6.2 Links to other websites should have positive relevance to our sport and not be used to generate individual promotion.
- 6.3 All effort will be maintained to keep the website up-to-date with current events and information.
- 6.4 The ACF website will be updated with ACF National competition results within five minutes of announcement of results.
- 6.5 The website will be culled for outdated information as a minimum in the last week of every month.

## **7. ACF FACEBOOK**

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- 7.1 ACF will maintain a Facebook page announcing current ACF activities.
- 7.2 ACF COM will agree on messages to be posted.

## **8. ACF NEWSLETTER AND FACEBOOK ENTRIES**

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- 8.1 The ACF EO will prepare an information sheet for distribution to all members as required. This newsletter will provide up to date information on key ACF activities, major events and decisions. The newsletter is to be distributed by each State/Territory member body to all members. The newsletter will also be available on the ACF website.
- 8.2 The ACF Director of Information and Communication Technology will prepare entries for the Facebook page regarding new ACF activities on an on-going basis.

## **9. ACF COUNCIL MEETING MINUTES AND AGENDA**

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- 9.1 The ACF Executive Officer (ACF EO) will call for motions and topics for discussion 45 days prior to a meeting with the specified deadline for submissions being 35 days prior to the meeting (not including the meeting date nor the date the request was sent).
- 9.2 ACF Council meeting Agenda is to be forwarded to all State/Territories 30 days prior to the meeting date.
- 9.3 It is the responsibility of State/Territory bodies to discuss agenda items and fully brief delegates prior to attendance at Council meeting.
- 9.4 Additional items may be raised for discussion at the meeting but may not be formally voted on until appropriate consultation has occurred with State/Territory bodies.
- 9.5 Copies of these minutes will be forwarded to Council delegates or nominees within two weeks following each Council meeting. It is the delegate's responsibility to ensure the relevant State body/committees have access to these minutes.
- 9.6 The ACF EO must maintain a copy of the ACF Council meeting minutes on file. A "copy" can be either a printed version or electronic. However, if using electronic media, it must be a non-editable version such as PDF.
- 9.7 A copy of the ACF Council meeting minutes must be maintained on file by the relevant State/Territory authority.
- 9.8 A copy of the ACF Council meeting minutes must be provided to the ACF Sub Committee convenors who will have responsibility for reporting the content of such to their respective committees.

- 9.9 Whilst not intended to be widely distributed, any member may request a copy of the minutes. The guidelines for releasing the minutes should follow the principles of the relevant State/Territory Freedom of Information legislation.

## **10. ACF SUB COMMITTEE MINUTES AND AGENDA**

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- 10.1 The agenda for the meeting must be forwarded to State/Territory bodies one month prior to the meeting date.
- 10.2 It is the responsibility of State/Territory bodies to discuss agenda items and fully brief delegates prior to attendance at the meeting.
- 10.3 Additional items may be raised for discussion at the meeting but cannot be formally voted on until appropriate consultation has occurred with State/Territory bodies.
- 10.4 A copy of the relevant Sub Committee meeting minutes must be maintained on file by the relevant Sub Committee convenor/secretary.
- 10.5 A copy of each Sub Committee meeting minutes must be forwarded to the relevant nominated State/Territory authority and maintained on file.
- 10.6 A copy of each Sub Committee meeting minutes must be forwarded within 14 days of completion of the meeting to the ACF Executive Officer.
- 10.7 The ACF Executive Officer will maintain a copy of all minutes on file.
- 10.8 Whilst not intended to be widely distributed, any member may request a copy of the minutes. The guidelines for releasing the minutes should follow the principles of the relevant State/Territory Freedom of Information legislation.

## **11. ACF DELEGATES**

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- 11.1 It is the responsibility of each delegate to:
- honestly inform and truly represent to Council their State/Territory views when representing their relevant member body.
  - take back all referred matters for objective and balanced discussion and consideration by relevant State/Territory member bodies.
  - inform their relevant State/Territory member bodies of decisions made at each Council meeting.
  - negotiate the method of reporting back with each relevant State/Territory member body on Council meetings and activities. It is preferred that this report be formally written and recorded.
  - lodge their State's/Territory's vote or comment by the required date as stipulated by or agreed with the ACF.

## **12. ACF SUB COMMITTEE DELEGATES**

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12.1 It is the responsibility of each delegate to:

- honestly inform and truly represent to the relevant Sub Committee their State/Territory views when representing their relevant member body.
- take back all referred matters for objective and balanced discussion and consideration by relevant State/Territory member bodies.
- inform their relevant State/Territory member bodies of decisions made at each Sub Committee meeting.
- negotiate the method of reporting back with each relevant State/Territory member body on each Sub Committee meetings and activities. It is preferred that this report be formally written and recorded.

## **13. COMMUNICATION BETWEEN ACF COUNCIL DELEGATES AND ACF SUB COMMITTEE DELEGATES**

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- It is the responsibility of the Sub Committee delegate to contact the ACF delegate within 14 days of completion of each meeting to advise of the key outcomes of the meeting and to identify any matters for consideration.
- It is the responsibility of the ACF delegate to contact the Sub Committee delegate within 14 days of completion of each ACF Council meeting to advise of any key outcomes relating to their area of activity and to identify any matters for consideration.

## **14. PREFERENCE FOR DISCUSSION OF ISSUES**

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It is preferred that issues, ideas or problems be discussed via face to face, telephone, teleconference, video conference or skype rather than email.

## **15. EMAIL AND ELECTRONIC COMMUNICATION**

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15.1 Email and other electronic communication should be used for conveying and requesting information and decisions. They should **not** contain:

- (a) criticism of other bodies and people
- (b) an abusive or demeaning tone
- (c) negative emotive expression
- (d) highly sensitive or confidential material
- (e) discriminatory (such as on the grounds of a person's gender, race, disability, age, sexual orientation, religion), defamatory or unlawful material (e.g. material that could be interpreted as bullying or harassment).



## 16. EMAIL AND ELECTRONIC COMMUNICATION WITHIN ACF

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- 16.1 The 'forward' function should be avoided as sensitive material can easily be unintentionally disclosed.
- 16.2 It is highly recommended to respond to emails within 48 hours. If this cannot be achieved, as a minimum, receipt of the email should be acknowledged preferably with a time frame for reply.
- 16.3 Members of ACF Committee of Management must use their ACF email address with appropriate signatures when communicating to the wider calisthenic public on ACF matters.

ACF President	<a href="mailto:president@calisthenicsaustralia.org">president@calisthenicsaustralia.org</a>
ACF Executive Officer	<a href="mailto:eo@calisthenicsaustralia.org">eo@calisthenicsaustralia.org</a>
ACF Director of Planning	<a href="mailto:planning@calisthenicsaustralia.org">planning@calisthenicsaustralia.org</a>
ACF Director of Finance	<a href="mailto:finance@calisthenicsaustralia.org">finance@calisthenicsaustralia.org</a>
ACF Director of Information and Communication Technology	<a href="mailto:ict@calisthenicsaustralia.org">ict@calisthenicsaustralia.org</a>
ACF Director of Competitions	<a href="mailto:comps@calisthenicsaustralia.org">comps@calisthenicsaustralia.org</a>
ACF Director of Coaching	<a href="mailto:coaching@calisthenicsaustralia.org">coaching@calisthenicsaustralia.org</a>
ACF Director of Skills	<a href="mailto:skills@calisthenicsaustralia.org">skills@calisthenicsaustralia.org</a>
ACF Director of Adjudicating	<a href="mailto:adjudicating@calisthenicsaustralia.org">adjudicating@calisthenicsaustralia.org</a>
ACF Coaches Conference	<a href="mailto:acfconference@calisthenicsaustralia.org">acfconference@calisthenicsaustralia.org</a>
ACF Coach Registrar	<a href="mailto:coachregistrar@calisthenicsaustralia.org">coachregistrar@calisthenicsaustralia.org</a>
ACF EAB Administrator for general enquiries	<a href="mailto:eab@calisthenicsaustralia.org">eab@calisthenicsaustralia.org</a>
ACF AAB administrator for general enquiries	<a href="mailto:aab@calisthenicsaustralia.org">aab@calisthenicsaustralia.org</a> (aab

- 16.5 If an official email address is not available, it is highly recommended that all members use a private email addresses rather than work email addresses.

## **17. EMAIL AND ELECTRONIC COMMUNICATION BETWEEN THE ACF AND ASSOCIATES**

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- 17.1 All official correspondence (as defined in Attachment 1) to the ACF should be submitted through the ACF Executive Officer:

ACF Executive Officer  
PO Box 58  
Belair SA 5052 or  
[eo@calisthenicsaustralia.org](mailto:eo@calisthenicsaustralia.org)

- 17.2 All official correspondence from the ACF to Associates (as defined in Attachment 1) should be sent only to the address specified by the Delegates.
- 17.3 It is the responsibility of the Delegates to forward the documentation to other bodies within their state, store it appropriately and action it.

## **18. EMAIL AND ELECTRONIC COMMUNICATION BETWEEN ASSOCIATES**

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- 18.1 ACF and Associates will use electronic communications effectively by ensuring:
- all electronic communications are targeted and relevant to specific member and non-member segments
  - the number of electronic communications sent to a specific group is limited to a maximum of three per week from the ACF or Affiliated Organisation to ensure its communications are not reasonably perceived as intrusive or annoying. It is accepted that if a member is a member of more than one group, he/she may receive more than three communications in a week
  - that ACF will notify the State Association one week in advance of their intended contact with members
  - bulk electronic communication will be distributed using the BCC function to ensure all electronic addresses remain private.
  - bulk electronic communication is to be brief. Links to ACF and Affiliated Organisation websites can be provided for more detail for interested readers
  - no conflict of sponsorship marketing between ACF and Affiliated Organisations. The ACF Director of Information and Communications Technology will maintain a data base of sponsors and intended promoters should check for conflict in sponsors.

## **19. ACF VIDEO POSTINGS**

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- 19.1 Video postings placed on the official ACF Website should be used to effectively and efficiently disseminate information to all Stakeholders simultaneously.
- 19.2 Future concepts and decisions will be presented by video on the ACF website, by the Committee of Management personnel if deemed necessary.
- These clips will be used to:
- introduce concepts and the rationale behind them
  - encourage people to comment
  - deliver decisions consequent to the comment.
- 19.3 Stakeholders will be informed by email linking to the website encouraging people to comment through their state communications media e.g. website, Facebook or in writing.
- 19.4 If a delegate requests consultation with their state on a decision debated at Council then this will prompt the decision to create a video.
- 19.5 Video postings should not contain Copyrighted material.

## **20. SOCIAL MEDIA**

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- 20.1 ACF discourages participation on any unofficial social media sites (those not controlled by ACF or any of its Affiliated Organisations).
- 20.2 It is strongly discouraged for any one in a leadership position and therefore being a role model, including officials, coaches, club Directors and Association Directors to include calisthenic participants as friends on their personal Facebook account. Alternate and specific Facebook accounts could be more appropriate.
- 20.3 It is strongly discouraged for any one in a leadership position to make critical comments on any matter or person on social media.

## **21. UNACCEPTABLE USE**

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The ACF's Member Protection Policy applies to all communication technologies. Particular attention is drawn to section 6.3 Anti-Discrimination and Harassment.

## **22. BREACHES**

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Any breach of this Policy must be raised with ACF through the ACF website. It will be raised with the offending individual and the matter will be dealt with in accordance with ACF Disciplinary Procedures.

## **ATTACHMENT A - POLICY DEFINITIONS**

**“ACF”** means the Australian Calisthenic Federation Inc, the national governing body for calisthenics in Australia.

**“ACF Constitution”** means the constitution of ACF as amended from time to time.

**“Affiliated Club”** means a club (whether incorporated, unincorporated or otherwise) which is a member of a Member State.

**“Member State”** has the same meaning as in the ACF Constitution.

**“Policy”** and **“this Policy”** means this Communication Policy.

**“Affiliated Bodies”** is any accredited Calisthenic State and Territories parent body.

**“Sub Committee”** is any special purpose groups established by the Australian Calisthenics Federation Inc. (ACF) to carry out specific duties. The committees may vary from time to time according to need. They are currently known as:

- ADJUDUCATORS ADVISORY BOARD (AAB)
- AUSTRALIAN CALISTHENIC FEDERATION COACHING COMMITTEE (ACFCC)
- AUSTRALIAN CALISTHENIC FEDERATION EXAMINERS ADVISORY BOARD (EAB)
- AUSTRALIAN CALISTHENIC RULES SUB COMMITTEE (Rules subcommittee)

**“Official Correspondence”** is letters, emails and fliers which document:

- decisions
- requests for actions
- submissions for funding and awards
- complaints
- feedback – positive and constructive

Routine day to day operational matters are not regarded as Official Correspondence and may be communicated between the people responsible for the operational matter.