****

**COMMUNICATION PROTOCOL**

South Australian Dragons Abreast (SADA) recognises that effective and respectful communication is critical to a supportive, positive club culture.

Central to our culture is the history of the club’s formation to support survivors of breast cancer and promote the sport of dragon boating.

**Internal Club Communication**

Members are kept informed of club matters through a range of methods, including but not limited to verbal communication, email, Team App, and Facebook.

The Committee appoints a Communication Coordinator who is responsible for monitoring the club’s email address at [communications@sa.dragonsabreast.com.au](mailto:communications@sa.dragonsabreast.com.au). This address is to be used for all club emails.

The Communication Coordinator:

* forwards emails sent to the club’s address to members or the committee depending on the nature of the email
* sends emails to members from the committee, coaches or boat captains.

Individual members who want to send an email to other club members should send it to the Communication Coordinator.

Team App is used for communicating with members about training sessions, race days and any associated changes or issues. Members should use Team App to advise of their availability for training and race days. It isn’t to be used for general chat, which can be done via the club’s private Facebook site Staying Connected.

The Committee is responsible for administration of the club. Members can contribute agenda items or issues for discussion in writing to the Secretary (with cc to the President) for scheduled monthly Committee meetings. Members are also welcome to attend meetings to present agenda items. Key outcomes from Committee discussions will be circulated via an email from the President.

**On Water Communication**

Members are expected to be respectful, inclusive, recognise varying levels of experience and ability, and build confidence through positive reinforcement.

During training sessions directions, coaching advice and conversations are limited to the sweep, coach/es, boat captain/s and designated ‘buddies’ supporting new paddlers.

The sweep controls the boat during training and races. The sweep’s calls may be relayed by the drummer during races.

All on-water issues or questions about paddling techniques should be directed to the coach.

**Club Documents and Publications**

**Website**

The Committee will identify and appoint one or more people with appropriate IT skills to be responsible for updating the website with approved information. A website advisory group may be appointed for major reviews, proof reading or redesign of the site.

**Social Media**

The use of social media channels (Facebook, Twitter, and YouTube) will be governed by the Australian Dragon Boat Federation (AUSDBF) Social Media Policy guiding principles. The Committee may appoint a person, or group, to have formal access to post, monitor and review Facebook content, usage and member’s personal posts tagged/linked to the club site.

|  |  |
| --- | --- |
| **Endorsed by SADA Committee** |  |
| **Date this protocol applies from:** |  |
| **Review date:** |  |