

NATIONAL CLUB DATABASE COMMUNICATIONS POLICY

1. OBJECTIVES

1a. Objective of this document:

To define a communications protocol acceptable to all Baseball stakeholders participating in the collation, maintenance and management of the Australian Baseball National Club Database (NCDB).

1b. Objectives of the NCDB:

- I. Communicate better with our member clubs;
- II. Provide clubs with easier access to resources and services;
- III. Assist clubs and associations in improving their operational efficiency;
- IV. Assist promotion of both state and national events;
- V. Provide clubs with news relevant to club sport;
- VI. Have a vehicle for the collation of information to support evidenced based planning;
- VII. To build Baseball as a more cohesive, service-orientated sport.

2. PRIVACY ACT 1988

The Privacy Act of 1988 protects the handling of personal information. Organisations have to comply either with the National Privacy Principles (NPPs) or a privacy code approved by the Privacy Commissioner. In considering a privacy code proposed by an organisation, the Privacy Commissioner will want to see at least the equivalent of the NPPs included.

In brief, the NPPs require organisations to:

- take reasonable steps to make individuals aware that it is collecting personal information about them, what the information will be used for and to whom it may be disclosed;
- keep personal information secure, accurate, complete and up-to-date;
- provide individuals with access to their information on request, and to correct that information if it is inaccurate, incomplete or out of date;
- allow individuals to remain anonymous where lawful and practicable to do so; and
- not transfer personal information overseas unless certain requirements are met.

The Privacy Act of 1988 does not apply to the Australian Baseball Federation (ABF) according to the recently circulated documents provided by the Australian Sports Commission in consultation with Mallesons Stephens Jacques Solicitors. The ABF will adopt its principles however, so as to provide a level of security to its member clubs and also to keep aligned with industry best practices. In addition to the principles listed above, the ABF will also adopt the following practices:

- appointment of a Privacy Officer
- development of a Privacy Policy (this Communications Policy)
- adoption of a secure system for storage and access of database information
- training of staff in privacy requirements
- maintenance of information so that it remains accurate, complete and up to date

3. COLLECTION METHODS

State Associations will be asked to forward all contact details for clubs and associations to the ABF. The ABF will be responsible for the collation of club email addresses nationally. Where an email address does not exist or is not available, then a postal address will be collected. A joint letter from the ABF and the State Association will be made available to all clubs to validate the cooperative approach to the process.

4. STORAGE

All data collected will be stored as an Excel or MS Access file. Only authorised ABF staff will have access to the file. It will also be password protected. A template for the file content is provided with this document. All such files will be stored and managed with due consideration and adherence to the Privacy Act of 1988 and its attendant obligations effective 21st December 2001. For more information on this policy, go to www.privacy.gov.au.

5. PROTOCOLS

The ABF guarantees

- a) that the NCDB will be stored and managed with adherence to principles established in the Privacy Act;
- b) that the details contained in the database or the database contents in whole or in part, will not be disclosed, passed on, sold or assigned to third parties; and
- c) that the NCDB will only be used for purposes articulated within this document or other purposes agreed as being suitable by both the State Council and the Board of the ABF.

ABF delivery guarantees

- I. all intended general distribution communiqués will be sent to State Associations for approval and or comment three (3) working days prior to distribution;
- II. confirmation of acceptance of content from the State Association must be sought and gained in writing (or as otherwise agreed between parties) prior to general distribution. In the event that there is no communication from the state association in this regard, then this will be regarded as confirmation of acceptance of content;
- III. delivery methods other than email will be the responsibility of and at the discretion of the ABF; and
- IV. all communiqués will be approved by the ABF Executive prior to distribution.

6. CONTENT & STRUCTURE OF COMMUNICATIONS

Types of communication pieces to be distributed through the NCDB

- a) ABF's electronic newsletter (E-News).
- b) Articles of interest and other information relevant to the management of sporting clubs and organisations.
- c) Information concerning opportunities, events, competitions, equipment, products or similar.

- d) Coaching, umpiring and scoring circulars.
- e) Surveys, questionnaires as required.
- f) Other general information or communications.

Frequency of communication

- g) Not more than once per month unless extenuating circumstances dictate otherwise.

Length, style & content

- h) Smaller files will be favoured as larger ones are not conducive to some email delivery systems.
- i) Images will be kept to a minimum so as to speed up download time.
- j) All communiqués will be identifiable as originating from the ABF by ABF-specific branding.
- k) Where practicable, all communiqués will also be co-branded with the State Association mark or reference to acknowledgement of the same.

7. COLLECTION & SUBSCRIPTION

To be eligible for listing on the NCDB, clubs and associations must be affiliated members of the Australian Baseball Federation. Persons who wish to nominate as the contact person for a club or association may do so via post, fax or email. If nominating via post and fax, signatures will be required on hard copy forms. If nominating via email, then an email sent from the nominated person's email address notifying the ABF of their wish to be the contact person will be considered as sufficient to fulfil the consent process. All supporting paraphernalia will be forwarded to the nominee once their details have been entered. Should the person wish to be removed from the database, then they should notify the ABF of their wish to be removed and / or follow the appropriate procedures as outlined below.

8. INFORMATION UPDATING

New clubs and associations

1. State Associations will forward contact details for new clubs and associations to the ABF. The ABF will be responsible for providing information on the NCDB as well as securing their participation and contact details.

Updating existing club and association information

2. Clubs and associations will be responsible for notifying the ABF if their contact details change. If the State Association receives this advice prior to the ABF, then the State Association should make the same known to the ABF.
 - i) For change of club or association contact details made in the first person (i.e. by the current nominated person) about a change in their contact details, once their identity has been substantiated through verification of current contact details, then the change will be made immediately to the club or association's listing in NCDB. The original nominated person will be removed from the database once they have notified the ABF of their wish to be removed.
 - ii) For a change of contact details made by the current nominated contact person to change to another person, then the ABF will send out a Change of Contact Details form to the postal address of the club and the email address of the new contact, if known. The change of details form will require a signature from a member of the club or association executive to

authorise the amendment to their club or association records in the NCDb or an email from the new contact person notifying of the same. The change in the database listing will be made once the completed form/notification is received by the ABF. The original nominated person will be removed from the database once they have notified the ABF of their wish to be removed.

- iii) For change of club or association contact details made by a person other than the current contact nominee, then the ABF will send a Change of Contact Details form to the postal address of the club and the email address of the new contact, if known. The change of details form will require a signature from a member of the club or association executive to authorise the amendment to their club or association records in the NCDb or an email from the new contact person notifying of the same. The change in the database listing will be made once the completed form is received by the ABF. The original nominated person will be removed from the database once they have notified the ABF of their wish to be removed.
- iv) For additional contacts to be entered on to the NCDb for a club or association, then each additional contact will go through the same process as for a new entry. There is a limit to additional contacts of two (2) per club or association.

9. REVIEW OF NCDb

The purpose, operations and management of the NCDb will be reviewed annually by the ABF in consultation with all State Associations. In the event that an immediate change is required in order to rectify an error or omission within the Communications Policy, then this change will be effected in consultation with all stakeholders.

10. ABF CONTACT DETAILS

As of the time of writing, the contact details for the ABF are:

Postal address:

AUSTRALIAN BASEBALL FEDERATION
PO BOX 10468
SOUTHPORT B.C.
QLD 4215

Street address:

LEVEL 1, 7 SHORT STREET
SOUTHPORT
QLD

Phone: 07 55 640 144
Fax: 07 55 640 155

Email: ausbaseball@baseball.org.au
NCDb email: ncdb@baseball.org.au
Website: www.baseball.org.au

11. COLLECTION TEMPLATE

Section 1 Club contact (compulsory component)

“Is there someone connected with your club who has an email address who is willing to act as your contact person and forward all correspondence on to the club committee?”

Name of contact person:

Email address:

Postal address:

City State P/Code

Name of club:

State or Territory:

Date of Birth:* *For user verification purposes only

Section 2 Club demographic (optional component)

Approximate numbers of club members: Tee Ball Junior

Senior Other

TOTAL CLUB MEMBERS

Does your club have teams in the following categories? (Yes or no)

Tee Ball	<input type="text"/>	Senior Men’s Baseball	<input type="text"/>
Coach Pitch / Rookie Ball	<input type="text"/>	Women’s Baseball	<input type="text"/>
Junior Baseball	<input type="text"/>	Masters Baseball	<input type="text"/>

Your rights in providing this information

- You understand the purpose of collection of this information as is clearly stated in the attached document.
- This information will not be disclosed, sold or otherwise assigned to third parties within or outside Australia.
- You have the ability to access, amend, modify or delete this information upon request to the ABF via email, mail, fax or in person (see office details listed on the following pages).
- The information provided will be stored, secured and accessed with adherence to the principles of the Privacy Act 1988 and its National Privacy Principles. Visit www.privacy.gov.au for more information.
- The information provided will be destroyed if no longer in use as intended for under its original purpose.
- You have the right to anonymity where lawful and practicable to do so.

You hereby give consent to the ABF to use the information provided voluntarily in section 2 of this form for member profiling and planning purposes.

12. AUTHORITY FOR USE

I hereby give express permission for our club details and the personal details contained therein to be held by the Australian Baseball Federation for the purpose of inclusion in the National Club Database.

SIGNED

.....
(Signature)* *Not necessary if emailing*

.....
(Please print name)

.....
(Club / Association name)

.....
(State or Territory)

.....
(Date)

Please forward all completed forms to:

Email: ncdb@baseball.org.au

Post: Australian Baseball Federation
ATTN: Privacy Officer
PO Box 10468
Southport B.C.
Qld 4215

13. CHANGE OF CONTACT DETAILS

Section 1 Club contact (compulsory component)

Name of **new** contact person:

Email address:

Postal address:

City State P/Code

Name of club:

State or Territory:

Date of Birth:* *For user verification purposes only

Section 2 Club authority to change contact details (compulsory component)

(To be completed by a member of the club executive or association executive)

Please change our contact details for the NCDb to reflect those listed above.

Signed
(Signature)* *Not necessary if emailing*

Name
.....
(Please print)

Position

Date

Your rights in providing this information

- You understand the purpose of collection of this information as is clearly stated in the attached document.
- This information will not be disclosed, sold or otherwise assigned to third parties within or outside Australia.
- You have the ability to access, amend, modify or delete this information upon request to the ABF via email, mail, fax or in person (see office details listed on the following pages).
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- The information provided will be destroyed if no longer in use as intended for under its original purpose.
- You have the right to anonymity where lawful and practicable to do so.

You hereby give consent to the ABF to use the information provided voluntarily in section 2 of this form for member profiling and planning purposes.

AMENDMENT & REVIEW RECORD

May 2003 Revised Communications Policy and attendant documentation to allow subscription via email.

September 2003 Changed Clause 5.1 from 7 days to 3 working days notice.

Changed clause 5.11 to include wording “In the event that there is no communication from the state association in this regard, then this will be regarded as confirmation of acceptance of content.”

Changed clause 7 to include wording “To be eligible for listing on the NCDb, clubs and associations must be affiliated members of the Australian Baseball Federation.”