SOCIAL MEDIA POLICY - TEMPLATE

………………………Club is committed to keeping everyone associated with the club informed about club matters and to provide up to date details of forthcoming club events, competitions, schedule changes and news.

To achieve this ........................... Club has developed a private Facebook (and/or other social media) page. Members are invited to make comments however members must do so in a respectful way. It is not a forum for complaints as the club has in place its own complaints handling process as located in the club’s….(by-lays, Syllabus, Rules)

* The Club will attempt to keep its Facebook page (or other source) current and informative as a service to members
* The Club will nominate an administrator to manage the private page and approve comments posted by members
* The nominated person will be required to report any inappropriate use of the Facebook page to the Committee
* The nominated administrator will have the right to deny access to any person who is not associated with the club
* The nominated administrator will also have the right to block access to any person who misuses the page
* The Club may from time to time, use the Facebook page to present members with sponsor information and special deals, though not alcohol sponsors

EXAMPLE DETAILS OF INAPPROPRIATE USE OF SOCIAL MEDIA

* Posting of inappropriate comments or images
* Creating or exchanging messages that are offensive, harassing, obscene or threatening
* Exchange of any confidential or sensitive information held by the club relating to committee, members, staff, other clubs, other community stakeholders
* Exchanging information in violation of copyright laws including the uploading or downloading of commercial software, games, music or movies

**EXAMPLE COMPLAINTS PROCEDURE**

* Any person identified to be using the club Facebook page inappropriately or for purposes other than those it was established for will be blocked from the site, reported to the Committee and dependent on the severity of the offence, will receive disciplinary action.
* The Committee reserves the right to close down the social media page without notice if members do not adhere to the rules of use

**Signed:**

**Dated:**