

SOCIAL MEDIA POLICY – BROSELEY TENNIS CLUB – MARCH 2022

This document sets out how the Broseley Tennis Club uses social media, and the procedures for doing so.

The purpose of this policy is to:

- Protect those involved in our organisation and who make use of technology (such as mobile phones, tablets, and the internet).
- Provide coaches and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- Ensure our organisation operates within the law regarding how we behave online

We will seek to keep those involved at the club safe by

- Understanding the safety aspects, including what is acceptable and unacceptable behaviour.
- When using social media platforms, ensure that we adhere to relevant legislation and good practice
- Ensuring the people managing our organisation's online presence are experienced

Managing our online presence

- Social media accounts will be monitored by designated people, who will have been appointed by the committee.
- The designated people will remove any inappropriate comments and posts. They will explain why this has happened to anyone who may have been affected.
- WhatsApp settings will be set so that only those invited can see the content. They will be informed that in using this platform they also agree to the terms and conditions set by WhatsApp. The group description outlines the guidelines agreed by the committee.
- The Facebook page is used for publishing information and events at the club. Comments from the public are monitored regularly and are deleted if inappropriate. Permission for pictures published is obtained before posting. Identifying details such as home address, school details, telephone number or email will not be posted on Facebook. Posts or comments will be of a professional nature.
- Parents will need to give consent for photographs or videos of their child to be posted on social media.
- Complaints linked to the use of social media should be flagged up to a member of the committee. The club's complaints policy is also available.

What we expect of coaches and volunteers

- They should be aware of this policy and behave in accordance with it.
- They should seek advice from our Welfare Officer if they have any concerns about the use of the internet or social media.

Richard Smith (Committee Member): March 23rd 2022

(to be reviewed every 2 years: Next review: March 2024)