



## **Social media and Mobile Phone Use policy for Cromer Lawn Tennis & Squash Club**

**February 2023** (v.2)

### **Purpose**

The purpose of this document is to provide a set of guidelines on all social media and mobile phone usage which directly relates to Cromer Lawn Tennis and Squash Club activities and links to our overall Safeguarding Policy.

### **Social Media channels**

At the date of publication of this policy Cromer Lawn Tennis and Squash was using Twitter and Facebook to share information on social media.

### **Administrators and those with responsibility for updating the club's social media accounts**

#### **Twitter and Instagram**

Andy Margarson – Club Head Coach

#### **Facebook**

Andy Margarson  
Matthew Jordan  
Martin Braybrook

### **Process for adding or removing administrators**

Contact Jess Stubenbord, in the first instance, confirming the reason and to seek permission. Jess to confirm and contact Jordy (Matthew Jordan) who can provide access to Facebook. There is one Twitter login shared by all administrators. This will be held by Peter and Andy to notify any new administrators.

In addition, Andy Margarson, Club Coach also maintains his own company Twitter page called AMTennis through which he posts updates and photos about the club and its members. This is solely maintained by the Head Coach and it is assumed that all permissions have been sought and provided by Andy. CLT&SA do not have any access to this account or manage it in any way.

Guidelines for social media usage for administrators:

**1. Use Common Sense**

Use your best judgment at all times. If you're uncertain if something is inappropriate or questionable, don't post it.

**2. Courteous**

Be respectful, kind and civil. You should not tolerate discrimination or hateful comments about anyone, including your rivals. All such comments posted on our feeds by others should be hidden/deleted where possible, and in severe cases the individual blocked from the club's page and reported to Peter Simmonds on behalf of the committee.

**3. Reputation**

Use your own voice; speak in a warm, approachable tone and most importantly, be yourself. Anything posted on behalf of the club is permanent and a reflection of the club and its members.

**4. Respect copyrights and fair use**

Always give people proper credit for their work, and make sure you have the right to use something before you publish, for example – match photographs taken by someone else. Check for permissions unless already provided. Ensure that pictures of children have the permission of their parents. Do not use images found on the internet unless they are free.

**5. Be aware of confidentiality**

Only reference information that is publicly available. Do not disclose any information that is confidential without prior consent. For example – a personal telephone number/email address of a coach.

**6. Security**

Passwords should be protected and any suspicions of account hacking should be raised with the Chairperson and committee immediately.

**7. Inappropriate behaviour**

Where abusive comments are made on the club's social media pages or on other public pages about the club or any of its members, this should be raised immediately with the Club Chairperson and committee to action appropriately. If the person who made the comment/s is a club member, depending on the severity of the comments made, disciplinary action or expulsion from the club will be considered by the committee.

**8. Administrator usage**

A list of all current administrators is listed above. If an administrator decides to leave the club or step down from this role, their access to Facebook will be

removed by Jordy and a password change will be required for Twitter. Jess Stubenbord to advise if and when this occurs.

#### **9. Failure to comply**

Failure by members/administrators to adhere to the club's social media policy could result in disciplinary action– see Discipline and Appeals Policy.

#### **10. Communication**

This policy is available on the notice board at the club and filed in the club office. All committee members have been supplied with a copy which can be shared. In addition the Safeguarding Officer, Jess Stubenbord, has a copy on file, on the Safeguarding notice board and on CLTSA website

### **The Use of Mobile Phones and Photography**

It is requested that:

- parents will only take photos of their own children. If they take photos of other children they must have permission of the other child's parent/ guardian.
- Coaches and staff will only take photos of children with their parent's permission.
- Children should use their phones mainly for communicating. If they want to take photos of other children they should seek the parental consent of that child.

<b>Reviewed by</b>	CLTSA Committee
<b>Reviewed by</b>	Jess Stubenbord and Carol Wright, Safeguarding Officers
<b>Date</b>	08/02/2023
<b>Next review date</b>	08/02/2023