



POLICY NAME:	Social Media
POLICY STATEMENT:	The Club social media policy outlines the responsibilities of the CEDNC Committee and its members regarding social media etiquette for both the Club and its Sponsors.
OTHER DOCUMENTATION:	Code of Conduct
DATE APPROVED:	
REVIEW SCHEDULE:	12 months from approval

POLICY DESCRIPTION

This policy provides guidance when using social media for both committee members and members of CEDNC. Social media includes web pages, Facebook, blogs, microblogs, wikis, message boards, chat rooms, electronic newsletters, online forums, Instagram, Snapchat and other sites and services that permits the user to share information with others in a contemporaneous manner.

PROCEDURES

- Members need to adhere to other CEDNC policies when using social media.
- Members must be aware of the affect their actions may have on their image, as well as the Clubs image. The information that is posted may be public information for a long time.
- Members must use their best judgement when posting material that could any way be inappropriate or harmful to other members or the Club.
- Members and the Committee are not to post, publish or release any information that is considered by the Club to be confidential.
- If a member is uncomfortable or threatened by comments or photos on social media or feels they are a victim of cyber bullying please contact the club immediately at chelteastdolphins@gmail.com to inform them of the situation.
- Members and the Committee should get appropriate permission to use images, quotes or communications before posting to social media.

- Members and the Committee should get the appropriate permission to use a third party's copyrighted material, photos, or trademarks or any other intellectual property before posting to social media.
- The Committee will use the most appropriate social media medium/s as required for the communication at hand.
- The Committee will regularly monitor the material being posted in the Cheltenham East Dolphins Netball Club Facebook and Instagram page (both public and private pages). Any inappropriate material will be acted upon in a responsible and timely manner.

APPROVED	Version 1.0
Signature:	<i>Viv Interrigi</i>
Name:	Vivienne Interrigi
Title:	President
Date:	4 th July 2021
Review	Review 1 /...../..... Version No: Review 2 /...../..... Version No: Review 3 /...../..... Version No: Review 4 /...../..... Version No: Review 5 /...../..... Version No: