



Additional Club Standard: Social Media Policy

Use of social media by Club members

A small number of people (eg, Committee members) are authorised to speak on behalf of Istead and Ifield Harriers (the Club), however most members will speak not on behalf of, but about the Club in private and public forums. As Club members, we are all part of the conversation. Social media is of great benefit to us as individuals and to the Club generally: we're all using social media such as Facebook and Twitter to keep in touch and find out what's going on.

The Club has a closed Facebook group for members only and an open public-facing Facebook page. The open page is for advertising and attracting new membership and only a handful of Club officials have posting rights. All other comments are approved before being made public.

There are a few things to keep in mind to ensure that we always apply common sense in our use of social media:

Codes of conduct

The Club's Codes of Conduct require that we all treat each other with respect and do not engage in actions which would bring the Club into disrepute. This includes how we conduct ourselves in all our activities with the Club, including social media and networking.

Whilst we would never want to stand in the way of our members having fun and engaging in the spirit of the Club, we remind members that you should be respectful online just as you would be in person.

Before posting / interacting on social media

- Posters and approvers should refer to Club Standard 4 - GDPR.
- Think twice before posting. If you wouldn't want your employer, parents, friends, colleagues or future employer to see your post, don't post it.
- Be respectful. Be positive. Treat others the way you would like to be treated.
- Remember many different audiences will see your posts including Club members, potential members, children, member's relatives and friends.
- Be professional and polite.
- Avoid posting inflammatory, objectionable, extraneous, or off-topic messages that may provoke others into an emotional response (trolling/flaming). Avoid topics that may be controversial, like politics and religion. Don't post anything that you wouldn't say openly in a workplace such as comments about drug use, profanity, off-colour or sexual humour, ethnic slurs, or personal insults.
- Be in the right state of mind when you make a post. Don't post when you're angry, upset, or your judgement is impaired in any way. Remember, the internet is permanent!
- Remember that the Club reserves the right to delete any post or comment within any Club forum, without warning or notice. Persistent flouting of this code will result in banning from the forums and/or disciplinary action via Club Standard 3 – Grievance and Disciplinary Policy.

Complaints

Please remember that posts are not routinely moderated, and we rely on the conduct of members to allow social media to operate smoothly. If you have any concerns and wish to complain about any post, please contact the Secretary and/or President detailing your complaint. The complaint will then be investigated by a Committee representative, either quickly and informally by speaking to the poster and the complainant, or if further action is required through the Club's formal procedures, as detailed in Club Standard 3 – Grievance and Disciplinary Policy.

Adopted: March 2022

To be reviewed on: March 2025

This policy should be read in conjunction with the following Club Standards:

Constitution
Committee and Club Supporting Roles and Responsibilities
Grievance and Disciplinary
Privacy Notice (GDPR)
Inclusion and Diversity
Safeguarding Codes of Conduct
Health and Safety including Risk Assessments