



## **Policy on the use of Social Media, texts, apps, emails and messaging services.**

Actonians Cricket club (the Club) recognises that social media sites such as Facebook, Twitter, WhatsApp and Instagram have become an important and influential channel of communication for our members and community. To assist with good practice being implemented online the Club has developed a policy for both official and personal use of social media. The Club does not monitor personal social media accounts but will address any issues that violate club policies. Whilst the Club encourages the use of social media, it reminds users that at any time they can be perceived as a spokesperson of the Club.

### **Club Policy**

- All Actonians Cricket Club's Codes of Conduct apply online and in text, e-mail and other messaging services
- All communications must conform to 'Safe Hands' policy and guidance
- All communication must be through Actonians Cricket Club's social media pages
- No new social media account representing The Club should be set up without prior approval from the executive committee
- All contact with players must be in relation to training, coaching, matches and cricket related activity
- All communication with children (under 18 years old) must be via their parents/ carers, including text, e-mail or Whats App messages. No direct contact will be made with children
- An exception may be made, with the parents/carers prior consent, when a text or e-mail to the parent may be copied to a 16/17 year old. This means the child receives the information directly but the parent/carer can monitor the communication. The parent must receive the same message as the child simultaneously. Any responses that appear inappropriate must be brought to the attention of the parent/carer
- Nothing will be posted by the Club or its officials, coaches, players or managers on social media, or sent by text, app or e-mail or any other messaging service which could cause personal distress or be seen as inappropriate for children
- Consent must be obtained before any personal information is posted online, including photographs where an individual can be identified
- Any concerns regarding the inappropriate or unsafe use of social media must be reported to the Club or County Safeguarding Officer
- If the use of social media is placing a child at risk of harm, the police must be informed immediately
- When using an official club account, assume the attitude that you are representing The Club
- Confidential or proprietary club information or similar information relating to third parties should not be shared on social media.
- The Club may choose to post club related social media content generated by the management team, coaching staff or players.



### **Guidelines for all members for their personal social media accounts**

- Exercise discretion, thoughtfulness, and respect for your peers, managers, captains, umpires, opponents, supporter, coaching staff and the club's supporters/community (social media fans)
- Avoid discussing or speculating on internal team or club policies or operations
- Refrain from criticising or engaging in dialogue that could disparage peers, managers, captains, umpires, fans, opponents, coaching staff and the club's supporters/community (social media fans).
- Refrain from reporting, speculating, discussing or giving any opinions on The Club's topics or members that could be considered sensitive, confidential or disparaging.
- Your personal social media account is not an appropriate place to share any negative views or emotions that you have regarding incidents that have occurred whilst representing The Club.
- The Club does not monitor personal social media accounts but will address any issues that violate established Club Policies.
- The Club encourages the positive use of social media, but reminds users that at any time they can be perceived as a spokesperson of The Club.
- Any concerns regarding the use of Social Media at The Club, should be reported to either the Club Safeguarding Officer or the Chairman.