<insert UTAS Affiliated Club Name here>

SOCIAL MEDIA POLICY

**Policy overview and purpose**

The policy has been developed to inform the clubs members and community regarding the use of social media. This will allow all to feel that they are able to participate, while being mindful of their responsibilities and obligations.

The policy provides practical guidance allowing all parties to benefit from the use of social media, while minimizing the potential risks and protecting those involved.

The policy assists to establish a culture of openness, trust and integrity in all online activities related to the club.

# Coverage

The policy applies to all club members, associated members and community club members who are invoiced with the activities of the club. Whether they are in a paid or unpaid/voluntary capacity.

* Provide members and other sporting personnel with our Code of Behaviour and make clear what is expected and the consequences of non-compliance.
* members,
* persons appointed or elected to boards, committees and/or sub-committees;
* support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
* coaches and assistant coaches;
* athletes;
* referees, umpires and other officials;
* member associations

# Scope

Social media refers to any online tools or functions that allows people to communicate and/or share content via the internet.

The policy applies to platforms including; but not limited to:

* Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
* Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
* Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
* Review sites (e.g. Yelp, Urban Spoon, etc)
* Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
* Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
* Geo-spatial tagging (e.g. Foursquare, etc)
* Online encyclopaedias (e.g. Wikipedia, etc)
* Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
* Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
* Online voting or polls
* Public and private online forums and discussion boards
* Any other online technologies that allow individual users to upload and share content

This policy is applicable when using social media as:

* An official designated to individually representing the club on social media and,
* If you are posting content on social media in relation to the club, that might affect the clubs business, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to the club or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation.

However, any misuse by you of social media in a manner that does not directly refer to the club may still be regulated by other policies, rules or regulations of the club.

# Using social media in an official capacity

You must be authorised the clubs current president and committee before engaging in social media as a representative of the club

As a part of club’s, community you are an extension of the University of Tasmania brand as well as the clubs brand.

As such, the boundaries between when you are representing yourself and when you are representing the club can often be blurred. This becomes even more of an issue as you increase your profile or position within club. Therefore it is important that you represent both yourself , the club and the University of Tasmania appropriately online at all times.

# Guidelines

You must adhere to the following guidelines when using social media related to the club or its competitions, teams, participants, services, events, sponsors, members, reputation or any other club related items.

# Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for the club.

# Protecting your privacy

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

# Honesty

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. The University of Tasmania and UTAS Sport recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

# Use of disclaimers

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. with your club and UTAS Sport) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble -– it may not have legal effect.

# Reasonable use

If you are an employee of the University of Tasmania, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

# Respect confidentiality and sensitivity

When using social media, you must maintain the privacy of the clubs and University’s confidential information. This includes information that is not publically accessible, widely known, or not expected to be shared outside of the club or University.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

Within the scope of your authorisation by, it is perfectly acceptable to talk about the club and have a dialogue with the community, but it is not okay to publish confidential information of the club or University. Confidential information includes things such as details about litigation, unreleased product information and unpublished details about the club or University: e.g. team, coaching practices, financial information and trade secrets.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

# Gaining permission when publishing and person’s identifiable image

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

# Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

# Abiding by copyright laws

It is critical that you comply with the laws governing copyright in relation to material owned by others, copyrights and brands.

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

# Discrimination, sexual harassment and bulling

The public in general, and the clubs committee and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by the club’s and University’s values and Anti-Discrimination, Harassment and Bullying Policy.

# Avoiding controversial issues

Within the scope of your authorisation by the club and UTAS Sport, if you see misrepresentations made about the club in the media, you may point that out to UTAS Sport Management. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

# Dealing with mistakes

If the club makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses the club of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice through UTAS Sport.

# Conscientious behaviour and awareness of the consequences

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your club membership at risk.

You should always follow the terms and conditions for any third-party sites in which you participate.

Branding and intellectual property of both the club, UTAS Sport and the University of Tasmania.

You must not use any of the clubs or UTAS Sports intellectual property or imagery on your personal social media without prior approval from the clubs committee and/or UTAS Sport.

The clubs, UTAS Sport and the University of Tasmania intellectual property includes but is not limited to:

• trademarks

• logos

• slogans

• imagery which has been posted on the clubs, UTAS Sport and the University of Tasmania official social media sites or website.

You must not create either an official or unofficial the clubs, UTAS Sport and the University of Tasmania presence using the organisation’s trademarks or name without prior approval from the clubs committee or UTAS Sport Management.

You must not imply that you are authorised to speak on behalf of the club, UTAS Sport and the University of Tasmania unless you have been given official authorisation to do so by the clubs committee or UTAS Sport Management.

Where permission has been granted to create or administer an official social media presence, you must adhere to all Branding Guidelines.

(NOTE: Contact UTAS Sport for updated Branding Guidelines).

# Policy breaches

Breaches of this policy include but are not limited to:

• Using the clubs or UTAS Sports or University of Tasmania’s name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.

• Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libelous.

• Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.

• Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.

• Posting or sharing any content in breach of the clubs, UTAS Sport and the University of Tasmania’s anti-discrimination, racial discrimination, sexual harassment or other similar policy.

• Posting or sharing any content that is a breach of any state or Commonwealth law.

• Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.

• Posting or sharing material that brings, or risks bringing the clubs, UTAS Sport and the University of Tasmania, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

# Reporting a breach

If you notice inappropriate or unlawful content online relating to the club or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately to the clubs president and UTAS Sport Management team.

# Further information about reporting breaches

• For a complaint about the misuse of social media relating to a match or competition that occurs either prior to, during, or after a game; please contact the clubs president or social media officer.

• For a complaint about the misuse of social media that is general in nature and/or ongoing and does not apply to a particular game; please contact the clubs president or social media officer.

# Investigation

Alleged breaches of this social media policy may be investigated according to the clubs policy and procedures and the University of Tasmania.

# Disciplinary process, consequences and appeals

Depending on the circumstances breaches of this policy may be dealt with in accordance with the University of Tasmania disciplinary procedure.

Employees of the University of Tasmania and/or Club committee members who breach this policy may face disciplinary action up to and including termination of employment, removal from the committee and loss of membership from the club.

# Appeals

Any person who is sanctioned under a disciplinary process for breach of this policy may have a right of appeal.

# Other legal considerations that may be applicable include but are not limited to:

• Defamation

• Intellectual property laws, including copyright and trade mark laws, Privacy, confidentiality and information security laws

• Anti-discrimination laws

• Employment laws

• Advertising standards

• Charter of Human Rights and Responsibilities Act 2006

• Information Privacy Act 2000

• Equal opportunity laws

• Contempt of Court

• Gaming laws