

Ringwood Diving Club Policy		
Use of Social Media Policy		Approval Date:
		Review Date:
		Version No: 2016.1
President:	Sign:	Name: Jane Newnham
Vice-President:	Sign:	Name: Mick Simone

1. AIM

The following policy has been developed to ensure all Members have a clear understanding of the expectations when using the RDC Social Media. RDC Social Media Policy includes, but is not limited to, the use of Twitter, Facebook, YouTube, blogs, websites and any other public online forum. This policy applies to all members of RDC

2. PARAMETERS

The following parameters have been developed to aid the implementation of this policy:

- Policy Statements
- Inappropriate use of Technologies
- Complaints Procedure

All interaction with athletes is to be in accordance with guidelines of 'Working with Children' and 'Play by the Rules' standards.

3. PURPOSE

Ringwood Diving Club is committed to keeping everyone associated with the club informed about club matters and to provide up-to-date details of forthcoming events, competitions, schedule changes etc. To achieve this Ringwood Diving Club has developed a private Facebook (or other source) page. This page is to be used for the above purpose only and is not a mechanism for members to hold discussions or for members to post comments.

Policy Statements

- The Club will attempt to keep its Social Media communications current and informative as a service to members.
- The Club may, from time to time, use Social Media communications to present members with sponsor information and special deals. This will not be offered to sponsors related to the sale of alcohol or junk food outlets
- The Club will nominate a responsible person/s (Administrator/s) to manage the private page. The Administrator of the page will not enter into any discussion using the club page. Any discussions or postings are to be conducted outside of the club page.
- Administrator/s will be required to report any inappropriate use of the Facebook page to the Board.
- Administrator/s will have the right to deny access to any person who is not associated with the club.

- Administrator/s will also have the right to block access to any person who misuses the page.

Examples of Inappropriate use of Technologies (Including, but not limited to these):

- Creating or exchanging messages that are offensive, harassing, obscene or threatening – any misuse of this nature will result in an instant block from the page and club disciplinary measures. Any breach of this nature is considered serious
- Exchange of any confidential or sensitive information held by the club relating to individuals, other clubs, other community stakeholders
- Exchanging information in violation of copyright laws including the uploading or downloading of commercial software, games, music or movies
- Content containing libellous, defamatory, offensive, racist or obscene remarks
- Discussing Staff or any other member's personal lives and information.

Complaints Procedure

- Any person identified to be using the club's Social Media platforms inappropriately or for purposes other than those it was established for will be blocked from the platform, reported to the Board and dependent on the severity of the offence, will receive disciplinary action. Note that there is zero tolerance for any comments, images etc. which are deemed to be offensive, threatening, obscene, or discriminatory.
- Any person who has a concern about the contents of the club page is required to email the Operations Manager admin@ringwooddivingclub.com.au
- The Club Committee reserves the right to close down the social media page without notice if members do not adhere to the rules of use
- The Club Committee reserves the right to dismiss the nominated administrator if it is considered that this person is not acting in accordance with the rule of use.