



Carshalton Lawn Tennis Club

SOCIAL MEDIA POLICY

1. Introduction

Social media is a dynamic, constantly-evolving form of communication that allows people to take part in online communities, generate content and share information with others.

Users can now access interactive services across a multitude of services and devices, such as mobile phones, iPods/iPads, game consoles and personal computers.

When used correctly social media, including most notably Facebook and Twitter, can bring substantial benefit to children, young people, parents, coaches and officials

This policy provides guidance on the procedures that will support and underpin the use of social media within CLTC.

It is important that all volunteers, coaches, or anyone working on behalf of the club or in a position of responsibility are aware of this policy and agree to the following terms in order to communicate responsibly.

This policy includes (but is not limited to) the following technologies: -

- Group e-mail
- Personal blogs
- Facebook
- Twitter
- Instagram
- Snapchat
- You Tube
- Personal Web sites

2. Acceptable Use

The following rules must be adhered to by all users:

Safety

- You will not bully, intimidate, or harass any user.
- You will not post any photographs, videos or make comments that may be hurtful, untrue and upsetting or may be used by other people in a way you did not intend or want.
- You will not post content that is hateful, threatening, or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.
- You will not post any information that contains alcohol related or other mature content (including advertisements).

Protecting Other People's Rights

- We respect other people's rights, and expect you to do the same.
- You will not write any derogatory or offensive comments in relation to CLTC or any other Tennis Club
- You will not post comments criticising or verbally abusing players, coaches, officials or members of CLTC or any other Tennis Club.
- You may post photographs on the CLTC Facebook page but should be aware of the club policy on use of images of children and young people
- You will not post content or take any action on CLTC Facebook that infringes or violates someone else's rights or otherwise violates the law.
CLTC Facebook Registration
- You will not provide any false information on CLTC Facebook, or create an account for anyone other than yourself without permission.
- You will not use CLTC Facebook if you are under 13 years of age.
- As a member of CLTC you have a right to join CLTC Facebook page.
Non-members may join at the discretion of the Administrators.

3. Consequences of Actions

Any individual found to be in breach of this Policy may face disciplinary action in accordance with the Club's Disciplinary, Grievance and Complaints Procedures.

4. Management of CLTC Facebook Page

To ensure that the site is used in good spirit and to the benefit of the Club, CLTC Facebook page will be managed and monitored by the Committee Facebook Administrators Lynne O'Brien, John Franklin, Chris Dent and Nicole Borzatti

5. What to Do If You Have Concerns

As a user of a social networking site, whether you are a child or an adult, you may at some time have a concern about what you are seeing or being told about by another user.

Should these concerns be connected to CLTC, then please contact:

- Welfare Officer, CLTC Eileen Nutting

- CLTC Facebook Administrators, Lynne O'Brien, John Franklin, Chris Dent and Nicole Borzatti
- CLTC Newsletter Administrator Lynne O'Brien
- Website Administrator Dom Moret
- ClubSpark Neil Bedford, Alexia King, Lynne O'Brien Chris Dent and Eileen Nutting
- Twitter Alexia King
- Instagram Lynne O'Brien