

## **Shooters Hill Golf Club Social Media Policy**

As a responsible establishment, employer of staff and a supplier of services to members and general public we have an obligation along with every other club or business to provide Social Media Guidelines to protect the welfare and interests of the society in which it operates.

### **Introduction**

Social networking sites (such as, but not exclusively, Facebook, YouTube, Twitter, WhatsApp etc.) are a useful way for keeping in touch with friends, family and club members, and are also a great way to exchange information. However, members, staff and club associates (herein after referred to as “members”) must not forget that what they post on social networking sites may be seen across these networks and are reminded that they must not bring Shooters Hill Golf Club (SHGC) into disrepute or cause any distress to any other member.

### **Policy**

SHGC recognises that some members will make use of social networking in their own time, using their own equipment. Whilst there is no intention to restrict any proper and sensible exercise of the individual’s rights and freedoms, it is expected that all members will take personal responsibility and conduct themselves in such a way as to avoid bringing SHGC into disrepute or compromising its effectiveness. This policy has been prepared to protect the privacy, confidentiality and interests of SHGC.

This policy only applies to club related issues and is not meant to infringe upon an individual’s personal interaction or commentary online. However, all members are asked to respect the privacy, confidentiality and propriety of SHGC and those working on their behalf, and not post anything that might be considered to breach this. Members should take care when discussing information relating to SHGC affairs as discussions can sometimes be misinterpreted and could potentially put other members or the public at large at risk.

All members should be aware that any inappropriate posts made to social media sites could lead to disciplinary action and in extreme cases, civil and criminal liability. All members must take account of the following before posting to the internet, including engaging in blogging or the use of forums, video sharing or social networking sites. Members should be aware that the Board takes the posting at any time of offensive material, harassment, bullying or victimisation of members via the internet and social networking sites very seriously. A breach of any of the following may lead to disciplinary action up to and including expulsion.

- Members must not divulge any confidential information or information belonging to SHGC which is not in the public domain or expand upon such information already available in the public domain.
- If any member discloses that they are attached to SHGC then it must be made absolutely clear that any views expressed do not represent the official position of SHGC but are the views of the individual.

- Members cannot write a blog in an official capacity unless sanctioned and minuted by the Board i.e. representing the views of SHGC.

If, however, they give a personal opinion as an experienced person in a particular field, they must state that this is solely their view and not the view of SHGC.

Members must not use any SHGC logo or other copyright material that infers official endorsement of a photograph, article, document or opinion.

- Any photographs of SHGC members must not be used to harass or intimidate them or bring the club into disrepute.
- Members must not display offensive images or make offensive comments, or in any way harass, intimidate, bully, victimise or discriminate against other members.

### **Board Members Responsibilities**

All Board members have a duty to implement this policy and take action if they become aware of any breach of this policy and should explain the club's policy on the use of social media and networking sites and take steps to promote awareness of this policy.

What to do if you believe you are being harassed, bullied or victimised via a social networking site?

If you are a member who believes that you are being harassed, bullied or victimised as a result of another member's post to an internet site, it is open to you to take the necessary action. Members should contact a Board member for support and guidance on the informal and formal action which can be taken.

### **Consequences of not following this policy**

A breach of this policy may result in disciplinary action as outlined in the Club's Disciplinary Code and Procedures and are available on the club's website for reference.