



# Newark HC

## Social Media & Website Policy

**The purpose of this policy is to protect club members, minimise risk and ensure Newark Hockey Club's social media is used appropriately. This policy covers all members of Newark Hockey Club, including volunteers.**

Newark Hockey Club ("NHC") recognises that social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and Instagram; video-sharing sites such as YouTube; messaging apps, such as WhatsApp and Snapchat) are a common means of communication and self-expression. NHC also recognises that the use of social media can pose risks to its club members, reputation and compliance with legal obligations. One inappropriate comment can cause distress to one person and impact all club members.

It is essential that volunteers, members and players make informed decisions about how they use the internet, mobile phone and email communications to protect our club and our people.

Everyone involved in our club has the responsibility to safeguard both on and off the pitch, including via communications.

### **Member Responsibilities**

Members should always think before they post. Anything that is available online, whether in public or closed group forums, could be seen and shared by others and may be available to a wider audience for a prolonged period of time. Before posting any information, comments or images, consider whether it could cause you or the Club embarrassment or potentially damage your or the Club's reputation. Even if you have set your social networking profile to private, think twice before posting comments or images that could be misconstrued by anyone in your network.

Posts and messages on NHC's social media, including "Group Messaging" (e.g. WhatsApp groups associated with the Club) should not be inappropriate. Users must not engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offensive. Users are personally responsible for what they communicate on social media. Users should not post comments which could be construed as sensitive, objectionable or inflammatory.

Anyone who finds a post inappropriate should email details to the Club Chairperson and Club Secretary (or Club Welfare Officer if related to a member who is U18). Comments that are deemed inappropriate will be removed by the administrators and the person who posted will be informed. Anyone who persistently posts inappropriate content will be managed via the Club's disciplinary procedures.



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### Young People

NHC has a large membership of Young People (those under the age of 18). A number of these will play senior hockey. NHC adopts England Hockey's Safeguarding and Protecting Young People in Hockey Policy. The full guidance can be found at the link below and our Safeguarding Policy can be found on our website.

<http://englandhockey.co.uk/page.asp?section=650&sectionTitle=Guidance+for+Clubs+%26+Associations>

Key points relating to Social Media:

1. Don't identify young people in images (i.e. captions to pictures, tagging on Facebook)
2. Contact players only when necessary
3. Contacting young people by phone, text, email or social networking sites should never be undertaken without parental consent
4. Avoid using text or a social networking sites as a medium of contact with a young person

There are many Young People who are members of NHC who have social network profiles. Please be aware that allowing them into your profile is enabling them to access anything you post. It is important that all posts are appropriate for young persons.

### Controls over Club Specific Social Media

Facebook (Closed Group):

NHC has both public and 'closed group' profiles on Facebook. There are strict controls over membership of the closed group. The closed group has administrators in place to manage requests for access. The administrators are designated members within the Club Committee and they will ensure that those wishing to become part of the closed group are either: NHC members, affiliated to the club in another way (for example regular umpires) or bona fide supporters known to the Club. Only those over the age of 13 will be allowed to join the group, to comply with the global age restrictions for Facebook. If unsure, administrators will liaise with relevant club members to ascertain the identity of the person requesting to join.



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Website, Facebook (Public page), Twitter:

NHC uses the Website [www.newarkhockeyclub.com](http://www.newarkhockeyclub.com), Facebook page Newark Hockey Club and Twitter handle @NewarkHC to represent the Club to the outside world; catering for prospective and current members as well as providing information for other clubs and general browsers seeking knowledge about NHC. For this reason material published on these mediums is controlled by appointed administrators.

Group Messaging (i.e. WhatsApp):

NHC may utilise WhatsApp groups as a communication method within senior teams. All responsibilities for the membership as laid out previously in this policy also relate to the use of WhatsApp. Committee members are responsible for monitoring the content of messages on these groups. There should not be any WhatsApp group directly related to the Club open that does not have a member of the committee included in the group.

### Advertising

Any form of advertising of a commercial nature must be approved by the NHC Committee prior to being distributed through any channel that is managed by NHC.

**Approved & Adopted:**

**Signed:** Susan Tate

**Position:** Club Secretary

**Date:** 27/08/2023



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