



## SOCIAL MEDIA POLICY

Ridgewood Athletics Centre is a volunteer run organisation that communicates with athletes, members, clubs, other Centres, State and National bodies on a regular basis.

The purpose of this policy is to provide a framework to facilitate this communication and to ensure the integrity of the information and the protection of the Centre and its officers and members. Any breach of this policy could result in disciplinary action in accordance with the Ridgewood Athletics Centre Constitution.

Social Media includes, but is not limited to:

- Facebook
- Twitter
- YouTube
- Instagram
- Snapchat
- Any blogs, forums such as LinkedIn, Myspace etc.

### Official Ridgewood Athletics Centre Social Media Posts

The Ridgewood Athletics Centre Board will appoint an authorised person(s) to be able to comment on any official Ridgewood Athletics Centre social media forum. This person will usually include the Centre President, Centre Secretary, Championships Director, Development Director, Public Director and any other person authorised by the Board.

The authorisation will last for the remainder of the current season unless authorisation is removed by the Board. The Board can remove authorisation to any person at any time without notice.

No Board member, athlete, member or any other person is authorised to comment on behalf of the Centre without authorisation.

### Rules of Engagement

Once authorised to comment on any official Ridgewood Athletics Centre social media forum, the authorised person must ensure all posts:

- are factual, accurate and not misleading.
- are respectful to all members and the community and must not defame, discriminate, or harass any person or organisation.
- are not offensive, obscene, defamatory, threatening, harassing, bullying, hateful, racist, or sexist.
- do not disclose any confidential or secure information.
- do not damage the reputation of the Centre.

### Non-Official Ridgewood Athletics Centre Social Media Posts

Any Executive Committee member, athlete, member, supporter, or any other related person posting any information relating to Ridgewood Athletics Centre or any of its officers, members or athletes must also follow the same rules of engagement as above.

