

**POSTING OF IMAGES OR COMMENTS**  
**ON SOCIAL and PUBLIC**  
**NETWORKS**

Many, if not all of us, use social media on a daily basis for a variety of reasons. It has become our sounding board when we have had a great day. It can be that perfect picture of yourself with your toes in the sand at the beach. It can also be an encouraging message to an old friend that has come upon bad times. While we sit and soak-in those times of exuberance and joy, we should continue to be careful of how we use social media in order to not expose too much information about ourselves or West Bromwich Gymnastics & Trampoline Club (WBGTC).

By practicing good habits and being thoughtful about what we post, we can avoid potential pitfalls. Here, at WBGTC there is a Social Media Policy that highlights social media use for personal and professional use. From a personal perspective, we should strive to follow three guidelines:

- 1) Be respectful to other people and clubs.
- 2) Be professional.
- 3) Be honest in your communications.

We must continue to treat WBGTC information responsibly and avoid misappropriating or infringing upon the intellectual property of other clubs or individuals. When posting about topics related to events or WBGTC, we need to be careful and ensure we clearly state that the personal opinions we post do not represent those of WBGTC.

Ultimately, we are responsible for what we post. As a good rule of thumb, if you have any doubts as to whether or not your post might violate a clause within WBGTC's Policy, double check before you post.

## Statement of Policy

The scope of this Policy includes all web-based technologies used to broadcast messages and participate in group discussions or dialogue. This includes those social media network sites available through the internet (including WBGTC's official presence on sites such as Facebook, Google+ and Twitter) as well as those accessible by individuals through the Web. It is also intended to include blogs message boards (e.g. Yahoo Message Board), chat rooms, personal websites, and any other form of electronic interaction that has the potential to disseminate WBGTC's information to any person not authorized and/or intended to receive it.

Subject to applicable law, WBGTC **club members** may monitor or scan social or professional networking sites for unauthorized posting of WBGTC's information or other unacceptable content.

**1.0.** West Bromwich Gymnastics & Trampoline Club (WBGTC) recognises that social media tools--such as blogs, micro-blogs, online forums, content-sharing websites, and other digital channels established for on-line interaction—are increasingly used to:

- Promote gymnasts and competition events;
- Share ideas, developments, and status information among gymnasts & parents.

Therefore, members of the Club and their families are welcome to post:

- i. Images of themselves at training and other events on public or social networks **providing those under 16 years of age have the permission of their parent/guardian and as long as the images contain no identifiable images of other people** whether they are club members or not.
- ii. Positive comments about themselves at training and other events on public or social networks **providing those under 16 years of age have the permission of their parents/guardian and as long as they contain no direct or indirect reference to anyone else** whether they are club members or not.
- iii. Supportive comments about gymnasts, families, event organisers, officials or spectator **providing those under 16 years of age have the permission of their parents/guardian.**

## 2.0. Responsibilities

### 2.1. Protect WBGTC Reputation

2.1.1. Never knowingly communicate information that is untrue or misleading.

2.1.2. Make it clear in social media postings, when appropriate, that you are speaking on your own behalf. Write in the first person and use your personal e-mail address when communicating via social media for personal purposes.

2.1.3. You are responsible for what you communicate in social media. Remember that what you publish might be available to be read globally (including by WBGTC and social acquaintances) for a long time. Keep this in mind before you post content.

2.1.4. If you disclose your affiliation as a member/gymnast/parent of WBGTC, you should also include a disclaimer that your views do not represent those of WBGTC. For example, consider such language as "the views in this posting do not represent the views of the club."

2.1.5. If you communicate about your involvement or WBGTC in general, you should disclose your connection to and role at WBGTC, but be sure to reiterate that your views do not necessarily represent those of WBGTC. Use good judgment about what you post and remember that anything you say can reflect on WBGTC, even if you do include a disclaimer. Always strive to be accurate in your communications about WBGTC and remember that your statements have the potential to result in liability for yourself or WBGTC. Be respectful to WBGTC and be professional and honest in your communications.

2.1.6. If you see content in social media that you believe may improperly disclose confidential WBGTC information, could contribute to potential violence or unsafe working conditions in the workplace or may violate WBGTC or applicable law, you should report it to the club.

## **2.2. Respect Intellectual Property and Confidential Information**

2.2.1. Treat WBGTC's confidential information responsibly, and do nothing to jeopardize confidentiality through your use of social media. In addition, you should avoid misappropriating or infringing the intellectual property of other companies and individuals.

2.2.2. Do not use WBGTC's logos, brand names, taglines, slogans, or other trademarks or copyrighted information, or post confidential information of WBGTC.

## **2.3. Endorsements/Advertising**

Do not use social media sites to endorse or advertise WBGTC's services without prior written permission from the club.

## **2.4. Respect Others**

2.4.1. Do not post ethnic slurs, sexist or other discriminatory comments, insults, obscenity, pornography, or items that advocate violence

2.4.2. Do not post anything related to WBGTC's gymnasts, parents, committee members or affiliates without their written permission.

## **2.5. Recommendations/Referrals**

Some social media sites provide for members to write gymnastics recommendations or referrals. You may give personal endorsements to existing or former WBGTC gymnasts in the form of a recommendation or referral, so long as it is made clear that these are your personal views, and you are not representing WBGTC. It is important that any such personal statements are seen as your belief, and are not construed as WBGTC's position or an authorized statement on behalf of WBGTC.

## **2.6. Insider Information**

Do not disclose material, non-public information concerning WBGTC. If you are unsure whether information is material and/or non-public, ask the club.

## **2.7. Terms of Service**

Most social networking sites require that users, when they sign up, agree to abide by a Terms of Service document. WBGTC holds gymnasts/members/parents responsible for reading, knowing, and complying with the terms of service of the sites they access and use.

**3.0.** In the event that any Club member or their family is upset or offended by the posting of an image or comment on a social or public network please notify the Club immediately. Any such postings will be investigated in line with the Club’s disciplinary procedures, which is in line with BG policy.

<b>Version</b>	<b>Revision Date</b>	<b>Description</b>	<b>Approved By</b>
1.0	April 2015	Original	Lucille Arlidge Scott Stackhouse Sultan Ali