



PARA HILLS GYMNASTIC CLUB INCORPORATED

ABN: 59 148 120 308

Ingle Farm Recreation Centre
Corner Beovich Road & Roopena Street,
Ingle Farm SA 5098

P: PO Box 402, Modbury North SA 5092

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SOCIAL MEDIA AND COMMUNICATION

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Disclaimer: Please note that this information is not intended to constitute legal advice and is provided as general information only. You should not rely on it without first verifying the accuracy, completeness and currency of the material and its relevance to your individual circumstances

Facebook Page:- [Para Hills Gymnastic Club Inc](https://www.facebook.com/ParaHillsGymnasticClubInc)
<https://www.facebook.com/ParaHillsGymnasticClubInc>

Facebook Group:- [Para Hills Gymnastic Club Inc](https://www.facebook.com/groups/ParaHillsGymnasticClubInc)
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SOCIAL MEDIA AND COMMUNICATION

Policy Statement

PHGC Social Media and Communication Policy has been developed to serve the best interests of its members. Social networking through the use of internet-based and other electronic social media tools are integrated into everyday life. PHGC recognises the importance of the internet to improve and increase the flow of information, shaping public thinking about our organisation.

PHGC is committed to supporting your right to interact knowledgeably and socially through electronic communication, blogging and interaction in Social Media.

This Policy provides guidelines to assist open, respectful, and knowledgeable, interaction with people on the internet. It also protects the privacy, confidentiality, and interests of PHGC current and potential members.

Policy Coverage

This policy applies to the following PHGC members, whether they are in a paid or unpaid/voluntary position:

- Individuals sitting on boards
- Committees and sub-committees
- Employees and volunteers
- Coaches and assistant coaches
- Judges and other officials
- Members

Purpose of Policy

The purpose of the PHGC Social Media and Communication Policy is to provide PHGC members with guidelines to eliminate any confusion concerning the use of internet communication and Social Media.

Consequently, these guidelines will help PHGC members make appropriate decisions about the use of electronic communication, multimedia, social networking websites, and blogs for both professional and personal use.

Application of Policy

PHGC appreciates the value of using electronic communication tools and social media to build more meaningful relationships with PHGC members.



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If you are a PHGC member using SMS, emails, adding news to the PHGC website (authorised personnel only), social media, or if you are discussing PHGC or PHGC business related issues in your personal use of social media platforms, you are required to follow this policy.

Roles and Responsibilities

PHGC members are personally responsible for the content of their posts online. In this context, they have a responsibility to ensure that:

- Any information about PHGC, that you provide is informed and factually accurate;
- If you notice inappropriate or unlawful content online relating to PHGC that may otherwise have been published in breach of this policy, you should report the circumstances to the PHGC;
- If you are offering your personal perspective on a matter related to PHGC, be mindful that your commentary and opinion does not cause damage to PHGC or its interests;
- If you want to create a social media account for PHGC, you need formal permission from the PHGC Committee;
- Internet postings should not include PHGC logos unless permission is asked for and granted.

PHGC members, when acting on behalf of the PHGC, are expected to:

- Ensure that any content you publish or send complies with PHGC policies;
- Ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including PHGC, its employees, its contractors, its partners, its competitors and/or other business related individuals or organisations;
- Ensure you are not the first to make a PHGC announcement without consent;
- Ensure you do not disclose other people's personal information in websites, emails, SMS, social media venues, and comply with the Privacy Policy;
- Ensure you ask permission before identifying other people, including staff members;
- Ensure to always log out of social media on your smart phones, laptop, public computer, etc;
- Ensure to not leave PHGC's phone/laptop unattended and add a security password to protect your devices;
- Ensure to not start or join any offensive or controversial social media group.

PHGC members are required to:

- Be respectful of all individuals and communities with which you interact online.
- Not to speak on behalf of PHGC. Only the Committee/Senior Coach can speak on behalf of PHGC;

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- Adhere to the Terms Of Use, and seek to conform to the cultural and behavioural norms, of the website or social media platform being used; and
- Respect copyright, privacy, financial disclosure and other applicable laws when publishing on website and social media platforms.
- Adhere to the PHGC Photography policy.

PHGC will appoint a person, or persons, who will manage the PHGC Social Media and Communication technologies. PHGC reserves the right to request that certain subjects are avoided, withdraw certain posts, and remove inappropriate comments.

All official announcements and media contact either social or other is the responsibility of the designated PHGC representative.

Complaints

PHGC aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice. Any person may report a complaint (complainant) about a person/s or organisation bound by this policy if they reasonably believe that a person/s has breached this policy.

A complaint should be reported to the PHGC. A complaint may be reported as an informal or formal complaint. The complainant decides whether the complaint will be dealt with informally or formally. All complaints will be dealt with promptly, seriously, sensitively and confidentially.

Policy Breaches and Consequences

Any PHGC member who is found to have sent inappropriate electronic communication, uploaded inappropriate website content or engaged in blogs that harass, offend, intimidate or humiliate may face disciplinary action as outlined in PHGC member protection policy or other welfare policy or covered by the PHGC Code of Behaviour.

Members publishing false or misleading comments about another person in a public domain may be liable for defamation.

Confidentiality and Reporting

PHGC administration responsible for implementing this Policy will keep confidential, in line with the Privacy Policy, the names and details relating to complaints, unless disclosure is: Necessary as part of the corrective process or required by law.



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Coaches and Social Media

The PHGC Committee strongly recommends and encourages Coaches and Committee Members over the age of 18 years, not to befriend or interact (on social media) with Members under the age of 18 years.

This is in line with Child Protection Guidelines relating to bullying and/or possible abusive behaviours.

The Club does understand that Coaches and Committee may have friends around the same age who are Members and ages may cross over the 18 year mark, for this reason we suggest for the under 18 year old Coaches that they don't have members as friends who are more than 1 year younger than them. The Club will not tolerate anyone bullying or harassing another Member.