



SOCIAL MEDIA POLICY

Policy overview and purpose

Social media is changing the way we communicate.

This policy has been developed to inform our cricket association about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to the North Suburban Community Cricket Association (NSCCA).

This policy contains guidelines for the NSCCA community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

Underlying principles

This policy complements the NSCCA's core values:

1. To promote and control inter-club competition between the clubs.
2. To control and manage all teams representing the association.
3. To provide such facilities for competition as are within it's power.
4. To encourage and foster the game of Cricket in every way possible.

The NSCCA Executive Committee is responsible for all matters related to this policy.

Coverage

This policy applies to all persons who are involved with the activities of the NSCCA, whether they are in a paid or unpaid/voluntary capacity and including:

- members, including life members of the NSCCA and all affiliated clubs.
- persons appointed or elected to the NSCCA Executive, committees and sub-committees;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- coaches and assistant coaches;
- ALL players;
- umpires and other officials;
- member associations

Scope

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, Urban Spoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Online encyclopaedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing any affiliated club of the NSCCA on social media; and
2. an individual not representing an affiliated club, but that is a member, player, volunteer or administrator of any affiliated club of the NSCCA on social media; and
3. if you are posting content on social media in relation to any affiliated club of the NSCCA that might affect NSCCA business, products, services, events, sponsors, members or reputation.

Guidelines

You must adhere to the following guidelines when using social media related to the NSCCA and its affiliated clubs or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are considered to be a representative of your club both on and off the field.

Protecting your privacy

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for

anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

Honesty

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. The NSCCA recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

Use of disclaimers

Where necessary, in particular for club committee members, leaders and volunteers, it may be deemed necessary to include a prominent disclaimer stating who you work for or are affiliated with and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect. If you publish inappropriate content this may

preclude the club/group you represent, but will not provide protection for any individual/s.

Respect confidentiality and sensitivity

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

It is perfectly acceptable to talk about the NSCCA competitions and have a dialogue with the community, but it is not okay to publish confidential information. Confidential information includes things such as details about litigation, unreleased product information and unpublished details. e.g. team, coaching practices, financial information etc.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

Publishing Images

If an individual objects to the use of a clearly identifiable image of that person, it should be removed from the site/page as soon as is practicable.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In some instances, you need to have consent of the owner of copyright in the image. This responsibility falls to the publisher of the image.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

Abiding by copyright laws

It is critical that you comply with the laws governing copyright in relation to material owned by others and the NSCCA's own copyrights and brands.

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

Discrimination, sexual harassment and bullying

The public in general, and the NSCCA and Affiliate members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

Breaches & Consequences

When using social media you will also be bound by the NSCCA's behavioural guidelines. Breaches will be reported and heard by the NSCCA Reports & Appeals committee. Breaches may carry penalties that include suspension from play and/or fines.

Avoiding controversial issues

If you see misrepresentations made about the NSCCA, an affiliate club or any member, player, volunteer or administrator in the media, you may point that out to in writing the to the NSCCA

Executive Committee. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

Dealing with mistakes

If you or your club makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you or your club of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

Conscientious behaviour and awareness of the consequences

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could require you to face the NSCCA Reports & Appeals committee.

You should always follow the terms and conditions for any third-party sites in which you participate.

Branding and intellectual property of the NSCCA

You must not use any of the NSCCA's intellectual property or imagery on your personal social media without prior approval from the Executive Committee.

The NSCCA's intellectual property includes but is not limited to:

- trademarks
- logos
- slogans
- imagery which has been posted on the NSCCA's official social media sites or website.

You must not create either an official or unofficial NSCCA presence using the organisation's trademarks or name without prior approval from the NSCCA.

You must not imply that you are authorised to speak on behalf of the NSCCA, unless you have been given official authorisation to do so by the Executive Committee.

Where permission has been granted to create or administer an official social media presence for the NSCCA, you must adhere to the NSCCA Branding Guidelines.

Policy breaches

Breaches of this policy include but are not limited to:

- Using the NSCCA's name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- Posting or sharing any content that is a breach of any state or Commonwealth law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- Posting or sharing material that brings, or risks bringing the NSCCA, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

Reporting a breach

If you notice inappropriate or unlawful content online relating to the NSCCA, NSCCA Member Clubs, Affiliates, or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately.

All reports of breaches or potential breaches should be made in writing to the NSCCA Executive as soon as possible, accompanied by evidence.

Investigation

Alleged breaches of this social media policy will be investigated. Where it is considered necessary, the NSCCA may report a breach of this social media policy to police.

Disciplinary process, consequences and appeals

Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure contained in the NSCCA ByLaws.

Appeals

Any person who is sanctioned under a disciplinary process for breach of this policy may have a right of appeal as detailed in the NSCCA ByLaws

Related policies

- NSCCA Constitution
- NSCCA ByLaws

Other legal considerations that may be applicable include but are not limited to:

- Defamation
- Intellectual property laws, including copyright and trade mark laws, Privacy, confidentiality and information security laws
- Anti-discrimination laws
- Employment laws
- Advertising standards
- *Charter of Human Rights and Responsibilities Act 2006*
- *Information Privacy Act 2000*
- Equal opportunity laws
- Contempt of Court
- Gaming laws