

Leighton Fun Runners – Social Media Policy

Use of Social Media by Members

Social networking sites (such as, but not exclusively, Facebook, YouTube, Twitter etc.) are a useful way for keeping in touch with friends, family and club members, and are also a great way to exchange information. However, members must not forget that what they post on social networking sites is permanent and can be seen across these networks, and are reminded that they must not bring Leighton Fun Runners (LFR) into disrepute or cause any distress to any other member.

LFRs constitution requires that we all treat each other with respect and not engage in actions which would bring the club into disrepute – this includes how we conduct ourselves in all our activities with the club, including social media and networking. Have fun, share the spirit of Team LFR but be respectful at all times including online.

There are a few things to keep in mind to ensure that we always apply common sense in our use of social media:

The Policy

The constitution and rules of LFR require that all members conduct themselves in such a way as to avoid bringing LFR into disrepute or compromising its effectiveness.

This policy has been prepared to protect the privacy, confidentiality and interests of LFR. This policy only applies to club related issues and is not meant to infringe upon an individual's personal interaction or commentary online. However all members are asked to respect the privacy, confidentiality and propriety of LFR , it's committee and other members, and not post anything that might be considered to breach this. Members should take care when discussing information relating to LFR's affairs as discussions can sometimes be misinterpreted and could potentially put other members or the public at large at risk.

All members should be aware that any inappropriate posts made to social media sites could lead to the member being removed from relevant groups, and in extreme cases, expulsion from the club and civil and/or criminal liability. All members must take account of the following before posting to the internet, including engaging in blogging or the use of forums, video sharing or social networking sites.

Members should be aware that the committee takes the posting at any time of offensive material, and the harassment, bullying, trolling or victimisation of members via the internet and social networking sites very seriously.

A breach of any of the following may lead to the member being removed from relevant groups, and disciplinary action up to and including expulsion.

Members must not divulge any confidential information or expand upon information already available in the public domain.

If any member discloses when expressing opinions that they are a member of LFR then it must be made absolutely clear that any views expressed do not represent the official position of LFR but are the views of the individual.

Members must not write a personal blog which could appear to be for or on behalf of LFR unless sanctioned and minuted by committee. If however, they give a personal opinion as an experienced person in a particular field, if they do so referring to LFR they must state that this is solely their view and not the view of LFR. Members must not use any LFR logo or other copyright material that infers official endorsement of the photograph, article, document or opinion.

Any photographs of LFR staff in club garments must not be used to harass, intimidate or bring the club into disrepute.

Members must not display offensive images or make offensive comments, or in any way harass, intimidate, bully, victimise or discriminate against other members.

The Committee Members Responsibilities

Implement of this policy will take place following a committee decision and committee members should advise the chair if they become aware of any breach of this policy and should when appropriate explain the club's policy on the use of social media and networking sites and take steps to promote awareness of this policy.

What to do if you believe you are being harassed, bullied, trolled or victimised via a social networking site

If you are a member who believes that you are being harassed, bullied, being trolled or victimised as a result of another member's internet activity, you may contact the chairman or another committee member for support and guidance on the informal and formal action which can be taken.

Consequences of not following this policy

Any member found to be in breach of the above may be removed from relevant groups or expelled from the club.

If they are also found to be in breach of the Data Protection Act 1998 or other relevant legislation or copyright, it could lead to criminal proceedings and prosecution

Do's and Don'ts before posting / interacting on Social Media

- **Think twice before posting.** If you wouldn't want your employer, parents, friends, colleagues or future employer to see your post, don't post it.
- **Be respectful.** Be positive. Treat others the way you would like to be treated.
- **Remember many different audiences will see your posts** including club members, potential members, children, members' relatives and friends.
- **Be professional and polite.**
- **Avoid posting inflammatory, extraneous, objectionable or off-topic messages that may provoke others into an emotional response (trolling/flaming).** Avoid topics that may be controversial, like politics and religion. Don't post anything that you wouldn't say openly in a workplace or in public such as comments about drug use, profanity, off-colour or sexual humour, ethnic slurs, or personal insults.
- **Be in the right state of mind when you make a post.** Don't post when you're angry, upset, or your judgment is impaired in any way. Remember, the Internet is permanent!
- **Remember That LFR reserve the right to delete any post or comment within any club forum, without warning or notice.** Persistent flouting of this code will result in banning from the forums and/ or club disciplinary action.