

## 1. Who does this policy apply to?

This policy applies to any person who is a member of, or works at or with, Hamilton City Gymnastics (HCG), including employees, contractors, volunteers, officials, participants, casual participants, members and their families.

## 2. Principles

Hamilton City Gymnastics (HCG) embraces the presence and value of social media in our lives. Social media can be a positive tool for our organisation if used in appropriate ways. However, the use of social media needs to be carefully balanced with the need to protect as far as is possible the privacy and needs of:

- Our Gymnasts and their Families
- Our Staff, Committee and Organisation

The term social media refers to: All forms of electronic communication (such as websites for social networking) through which users create online communities to share information, ideas, personal messages, and other content (such as videos). Examples may be, but are not limited to, Facebook, Snapchat, Instagram, YouTube, Messenger, Tik Tok

## 3. Responsibilities

**All club members and staff are responsible for monitoring their own interactions with social media as it affects our members and families, other staff and HCG business.**

Additionally, a staff member or club member using a social media site as a private individual:

- must not post confidential information about HCG, its members, or staff (including former staff and Committee members)
- when posting about HCG, must do so in a professional manner and consider how the post may reflect on HCG;
- must not use the HCG logo on personal social media pages for advertising purposes or personal gain
- must ensure that any information posted about HCG is factually correct

Please note that this includes informal groups or pages created for members by members. Informal groups should state clearly they are not official groups of HCG.

Staff members will check with the Centre Manager before undertaking administration roles within unofficial groups or pages.

Approved by: 

Date: 22 June 2024

Uploaded to HCG Website Yes ▾

Version Number: 1.2 

Date for Review: 22 June 2026

### 3.1. Parents/Caregivers/Guardians in relation to HCG matters must:

- never communicate with a child, young person under the age of 18 on club matters via social media, chatroom or other electronic communication unless prior permission has been given by the appropriate parent/guardian
- not post any remarks, photographs, or videos that are derogatory or inappropriate or could be disparaging or embarrassing to HCG, its staff, volunteers, members or other gymnastics clubs.
- never post or send photographs, comments or videos which may be hurtful, untrue, upsetting and you may regret sharing later on
- respect the privacy of other club members on personal sites which directly or indirectly mention HCG
- not use social media to raise a concern, if you wish to raise a concern please refer to our complaints policy

### 3.2. Coaches/Officials/Volunteers/Helpers are in a position of trust and responsibility therefore when communicating with members must:

- ensure that any contact with a member under 18 years old or an individual over 18 years old for whom they have responsibility for, on their personal phone, social media or other electronic communication facility is appropriate and necessary to fulfil the requirements of their role in relation to club business. Where possible, another person or a parent should be included in the chat.
- not post any remarks, photographs, or videos that are derogatory or inappropriate or could be disparaging or embarrassing to the Club, its staff, volunteers, members or other gymnastics clubs on any social media facility
- not use social media to raise a concern, if you would like to raise a concern please refer to our complaints policy

### 3.3. Club Management is responsible for:

- monitoring HCG's social media presence
- ensuring HCG websites and official social media sites are kept up to date and in accordance with this policy
- ensuring all staff are aware of and understand this policy and arrange training as required
- investigating any complaints in relation to this policy
- referring any issues of concern to the President of the Committee

Approved by:



Version Number: *7<sup>2</sup>*

Date: 22 June 2024

Date for Review: 22 June 2026

Uploaded to HCG Website Yes ▾

### 3.4. The Committee is responsible for:

- supporting the investigation of any complaints
- reviewing the efficacy of the policy

All staff need to remember they are identifiable, and any employee of any organisation has this responsibility.

Sharing HCG posts on personal pages must be within these policy guidelines and in accordance with our code of conduct policies.

Staff should be mindful when posting about HCG (including confidential information) or HCG members on their personal pages must not be detrimental to our organisation, reputation or relationships.

Any breach of this policy by our staff, volunteers or members will be considered serious and may result in disciplinary action after fair and appropriate investigation.

## 4. Related Policies

Club Values

Code of Conduct Policies

Privacy Policy

Complaints Policy

Child Safeguarding Policy

Approved by:



Date: 22 June 2024

Uploaded to HCG Website Yes ▾

Version Number: 12

Date for Review: 22 June 2026

## STAFF USE ONLY

### Process for setting up HCG social media pages and/or groups

- A Programme Manager or Head Coach may set up official social media pages or groups for communication or an event. At least two staff or committee members must have administration rights. The Centre Manager must approve all pages and groups
- All pages associated with HCG on any social media site must be a closed page/group, except for the official HCG Facebook page and the official HCG website
- The Centre Manager must approve when pages are being set up and must be added or nominate an independent staff member to be added as a member to that page

### Process for communicating with staff through social media pages or groups

- A Programme Manager may set up social media pages or groups for communication to and between staff. The Centre Manager (or delegated staff member) must be included in all pages and groups and will monitor communication

Approved by:



Date: 22 June 2024

Uploaded to HCG Website Yes ▾

Version Number: 1



Date for Review: 22 June 2026