

## SOCIAL MEDIA POLICY

### SUMMARY

Social networking sites such as, but not limited to, 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 may be seen across these networks and are reminded that they must not bring the Lancelin Golf Club (LGC) or golf in general into disrepute or cause any distress to any other member.

The LGC recognises that some members will make use of social networking in their own time, using their own equipment. Whilst there is no intention to restrict any proper and sensible exercise of the individual's rights and freedoms, it is expected that all members will conduct themselves in such a way as to avoid bringing the LGC, or golf in general, into disrepute or compromising its effectiveness.

This policy has been prepared to protect the privacy, confidentiality and interests of the LGC.

### POLICY

This policy only applies to LGC 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 the LGC and those working on its behalf and not post anything that might be considered to breach this. Members should take care when discussing information relating to LGC 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 disciplinary action and in extreme cases, civil and 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 LGC Management Committee takes the posting at any time of offensive material, and the harassment, bullying or victimisation of members, via the Internet and social networking sites, very seriously. A breach of any of the following may lead to disciplinary action up to and including expulsion.

All club members must agree to the following statements.

- Members must not divulge any confidential information or information belonging to the LGC which is not in the public domain or expand upon such information already available in the public domain.
- If any member discloses that they are attached to the LGC then it must be made absolutely clear, that any views expressed do not represent the official position of LGC, and that they are the views of the individual only.
- Members cannot write a blog in an official capacity unless sanctioned and minuted by the LGC Management Committee, i.e. representing the views of LGC. If, however, they give an opinion as an experienced person in a field, they must state that this is solely their view, and not the view of the LGC. Members must not use any LGC logo or other copyright material that infers official endorsement of the photograph, article, document or opinion.

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

All club members have a duty to implement this policy and take action if they become aware of any breach of this policy, and should explain the LGC policy on the use of social media and networking sites, to its members and take steps to promote awareness of this policy.

If you are a member who believes that you are being harassed, bullied or victimised because of another member's post to an internet site, it is open to you to take the necessary action. Members should contact the LGC Administrator or another member of the LGC Management Committee for support and guidance on the informal and formal action that can be taken.