



The Spartans FC (Youth) Social Media Policy

Why have a policy

Having a policy on the acceptable use of social media/networking can help organisations by:

- Protecting itself against liability for the actions of its workers
- Give clear guidelines for employees, volunteers and members about what they can/cannot say about the organisation
- Help employees, volunteers and members draw a line between their private and professional lives
- Comply with the law on discrimination, data protection and protecting the health of its employees, volunteers and members
- Be clear about sensitive issues like monitoring and explain how disciplinary rules and sanctions will be applied.

Our Policy

This policy:

- Outlines the standards we require employees, volunteers and members to observe when using social media.
- The circumstances in which we will monitor you use of social media
- The action we will take in respect of breaches of this policy.

This policy covers all individuals working, volunteering or playing at all levels. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and **Spartans FC Youth**. It may also cause embarrassment to **Spartans FC Youth**, Spartans FC, Spartans Women and Spartans Community Football Academy.

The Scope of the Policy

All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality and interests of our club and its members.

All employees, volunteers and members are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All employees, volunteers and members should ensure they take the time to read and understand it and communicate it to those they coach.

Only our Social Media Officer is permitted to post material on our social media in our name and on our behalf.



You are personally responsible for content you publish into social media tools – be aware that what you publish will be public for many years.

The Legal Side

It is illegal to partake in the Uploading, forwarding or posting of a link to any of the following types of material on a social media website, whether in a professional or personal capacity:

- Pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature.)
- A false and defamatory statement about any person or organisation.
- Material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to **Spartans FC Youth**, Spartans FC, Spartans Women and Spartans Community Football Academy.
- Confidential information about us or any of our employees, volunteers or members.
- Material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

General Guidelines

- Personal Social media sites should be made private and access limited, so as you don't have young people following you or viewing material you post online.
- Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misinterpretations. Never contribute to a discussion if you are angry or upset, return to it later when you can contribute in a calm and rational manner.
- If you feel even slightly uneasy about something you are about to publish, then you shouldn't do it.
- Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them and never publish anyone else's contact details.
- Activity on social media websites during office hours should complement and/or support your role and should be used in moderation, if at all.
- If you notice any content posted on social media about **Spartans FC Youth**, Spartans FC, Spartans Women and Spartans Community Football Academy (whether complimentary or critical) please report it.
- Employees, volunteers and members should be aware that any use of social media websites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, action may be taken.
- Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.



- Employees, volunteers and members should be aware of the effects their actions may have on their image, as well as **Spartans FC Youth**, Spartans FC, Spartans Women and Spartans Community Football Academy image.
- The information that employees, volunteers and members post or publish may be public information for a long time.
- **Images of individuals or groups of Young People are not uploaded to any social media site unless prior permission from parents is given.**

Any person found breaching any of the above guidelines will be dealt with in line with Spartans FC Youth and SYFA's Disciplinary procedure. <http://www.scottishyouthfa.co.uk/index.php/information-downloads/policies-and-procedures>

I hereby agree to follow the rules and guidelines highlighted in this policy:

PRINT NAME:
(Your Name)

SIGNED:

DATE:

PRINT NAME:
(Club Manger)

SIGNED:

DATE: