



## Social Media Guidelines

<b>Responsible for review</b>
Director of Membership

<b>Change History</b>			
<b>Version</b>	<b>By</b>	<b>Date of approval</b>	<b>Next review date</b>
ANI - Social Media - 01	Board	???? 2017	???? 2019

## Social Media Guidelines

Archery NI acknowledges that social media and networking websites have become a regular part of everyday life and that many people enjoy membership of sites such as Facebook or Twitter. However, we are also aware that they can become negative forums and care must be taken not to breach confidentiality or give offence when using these services.

### What is Social Media?

These are web-based and mobile technologies that turn communication into active dialogue. There are many different types of social media channels, which attract specific audiences for different purposes. These include:

- forums and comment spaces on information-based websites;
- social networking websites;
- video and photo sharing websites;
- weblogs, including corporate and personal blogs;
- micro-blogging sites;
- forums and discussion boards;
- online wikis that allow collaborative information sharing; and
- online services that allow individuals or companies to use simple publishing tools.

### Scope

The following give guidance as to what is expected of members when using these sites or services. The absence of an explicit reference to any website or service does not limit the extent of the application - where no guidance exists, members should use their personal judgment and take the most sensible action possible.

### Guidance for Personal Use

If you have your own personal profile on a social media website, you should make sure that others cannot access any content, media or information from that profile that:

- (a) You are not happy for them to have access to but have a full understanding of the implications should a complaint arise because of said access; and
- (b) which could be used to your detriment. As a basic rule, if you are not happy for others you work, train or associate with to see comments, media or information simply do not post it in a public forum online.

### Considerations for using Social Media

- Changing the privacy settings on your profile so that only people you have accepted as friends can see your content.
- Reviewing who is on your 'friends list' on your personal profile.
- Ensuring personal blogs have clear disclaimers that the views expressed by the author are solely theirs.
- Ensuring you are always fair and neither discourteous nor impolite towards:
  - Archery NI itself or Archery NI members
  - Parents and Families (including children and other relatives)
  - Other Agencies and Partners
  - Anyone with protected characteristics
- Ensuring information published on the Internet does not breach confidentiality

## Social Media Guidelines

### **Disregard**

Breach of confidentiality or disregard for these guidelines will result in removal of inflammatory, defamatory or incorrect information from any Archery NI social media platform. Continued action may result in being blocked from Archery NI social media platforms and/or action being taken under Archery NI's Disciplinary Policy.

### **Other Relevant Materials**

This Social Media Policy is also to be viewed in conjunction with the current guidelines set out on behalf of Archery GB as found in its website at [archerygb.org](http://archerygb.org).

### **Acknowledgement**

We are grateful to Scottish Archery for allowing us to adapt their Social Media Policy.