



HBC SOCIAL MEDIA POLICY

Policy Statement

This policy is designed to offer practical guidance for responsible and constructive communications via social media platforms for representatives of Harlaw Bowling Club.

A “representative”, for the purposes of this policy, means someone who represents Harlaw Bowling Club through competition, coaching or other voluntary undertakings. This includes Directors, District Coordinators, Presidents/Vice Presidents, Honorary Members, Players, Coaches, and those providing any further voluntary services under the jurisdiction of Harlaw Bowling Club. Harlaw Bowling Club fully acknowledges and respects the legal rights of players, representatives, and volunteers.

The proper focus of this policy relates to activities in or outside of Harlaw Bowling Club that affect the performance of others, our business interests, the membership, or public perception of the organisation and/or those representing Harlaw Bowling Club.

Policy Objectives

- To establish practical, reasonable, and enforceable guidelines by which our “representatives” can conduct responsible, constructive social media engagement in both official and unofficial capacities.
- To promote a safe and positive environment for “representatives” to share subject matter and expertise that is not proprietary and earns recognition for the outstanding use of social media for business and the promotion of our sport.
- To prepare our “representatives” to utilise social media channels to help each other, the wider organisation and the communities we serve.

Guiding Principles

Social Media is a fantastic opportunity for Harlaw Bowling Club “representatives” to communicate the work being done by the club to modernise, develop, widen and promote Bowls at International, National and Grassroots level.

The following areas set out the club’s guiding principles for the use of Social Media which “representatives” are expected to adhere to:

1. Harlaw Bowling Club trusts and expects “representatives” to exercise personal responsibility whenever they use social media.
2. Personal responsibility includes not violating the trust of those with whom you are engaging or representing. This includes taking/sending photos without the consent of the subject/recipient, or which are indecent or otherwise inappropriate.
3. “Representatives” should never use social media for covert advocacy, subversive marketing or personal public relations



4. Harlaw Bowling Club is committed to avoid and eliminate unfair discrimination of any kind within bowls in Scotland and will under no circumstances condone unlawful discriminatory practices. The organisation also takes a zero-tolerance approach to harassment. Social media should never be used to discriminate against a person(s)
5. When “representatives” use social media to communicate relative to a Harlaw Bowling Club matter or subject topic they should clearly identify themselves and their role as a “representative”.
6. Only those officially designated by Harlaw Bowling Club can use social media to speak on behalf of Harlaw Bowling Club in an official capacity.
7. When you see misrepresentations made about Harlaw Bowling Club by the media, analysts, bloggers or other social media users, you may use your blog, social networking account or other social media platform to point the misrepresentation out. But you may only do so in an official capacity or as a representative if you follow the terms of this policy
8. Different social medial channels have proper and improper business uses

For example, members of social networks are expected to read, and when appropriate respond, to questions asked of them from another member of their social network.

It is important for “representatives” to understand what is recommended, expected and required when they discuss topics. If the matter is of a private or confidential matter do not divulge this information publicly, if it is out with the “representatives” remit then refer the question to the relevant party within the organisation.

If in doubt, leave it out and do NOT post a comment on social media which is defamatory, inaccurate, libellous or offensive.

All “representatives” agree to promote a positive image of Harlaw Bowling Club on social media and will not post, like or share negative comments regarding the Club, its members or any other matter relating to Harlaw Bowling Club.

Direct Messaging and Private Messaging are still undertaken within social media “environments” and “representatives” should understand that the Guiding Principles relate to all are of social media and digital communication.

I understand that if I do not follow the social media policy any/all of the following actions may be taken by Harlaw Bowling Club:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Be suspended
5. Be required to leave



6. Be required to have my continued participation in bowls activities supervised by my parents/carers
7. Be required to sign up to a behaviour management plan
8. Serious breaches depending on the nature of the incident may have to be reported to the police

Declaration

I have read and understand the above information and appropriate use of social media within Harlaw Bowling Club / club sessions / events.