

SOCIAL NETWORKING POLICY

The following is the companies' social networking policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, volunteers, club members, parents and social users should use their initiative. You should speak with the head coach, Victoria Walsh, if you are uncertain

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the authors alone and do not represent the views of the company. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.
- Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to the comments posted on other blogs, forums and social networking sites.
- Be respectful to the company, other employees, customers, partners and competitors.
- Social media activities should not interfere with work commitments, refer to IT resource usage policies.
- Your online presence reflects the company. Be aware that your actions captured via, posts, comments can reflect that of our company.
- Do not reference or site company clients, partners or customers without their express consent. In all cases, do not publish any information regarding a client during the engagement.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Company logos and trademarks may not be used without written consent.

SOCIAL MEDIA/TEXT MESSAGING POLICY

In addition to protecting children in the club, members of any club or organisation have a responsibility to that organisation, its staff, officials, and other members to maintain a positive image of the organisation. This extends to the use of social media publication. Parents are encouraged to monitor their children's use of social media in order to protect them and guide them in its appropriate use.

The purpose of this policy is:

- To ensure that relationships between coaches and gymnasts remain professional.
- To protect gymnasts, coaches and parents from allegations of inappropriate conduct.
- To ensure that there are clear guidelines for parents, coaches and gymnasts concerning the use of social media/text messaging
- To preserve the reputation and positive image of the club, its staff, volunteers and members

Bolton Gymnastics Club discourages parents from interacting with gymnasts other than their own children via social media/text message.

The following guidelines refer to any posts, photographs, video, status updates and any other item that can be published on social media, which mentions or directs attention to Bolton Gymnastics Club.

- Coaches, parents and gymnasts alike should never post remarks, photographs, and videos disparaging comments or comments that could be perceived as such about the club, coaches, officials or other gymnasts. This applies to private text messaging as well as all social media and instant messaging services. This will be deemed unacceptable and the person posting will be removed from accessing all information and access to Bolton gymnastics social media areas.
- Gymnasts and parents should avoid posting any remarks, photographs or video that could be disparaging or embarrassing to another gymnastics club, its members, coaches or officials.
- Gymnasts should avoid social chat with club coaches or officials via any instant messaging or text service.
- Gymnasts or parents should inform the club if at any point they notice a contravention to these guidelines or the guidelines for coaches and officials.
- Parents/Gymnasts must not upload Photographs/Videos to any social media sites if they contain other gymnasts than their own child without prior consent from their parent/guardian.
- Parents/Gymnasts must not upload Photographs/Videos to any social media sites if they contain club coaches/officials/volunteers without their prior consent.
- Parents/gymnasts should not contact any coaches or official whilst they are in their own/free time under any circumstances.
- Parents/gymnasts Slanderous comments or comments of a derogatory nature will be challenged by the management of the club and dealt with appropriately.

Please also note the following guidelines for Coaches and Officials:

Bolton Gymnastics Club is part of Bolton Gymnastics Limited, Unit 2 Summerfield Road, Bolton, BL3 2NQ

Email: jessica.boltongymclub@hotmail.co.uk – Tel: 01204 522089

Directors: Jessica Walsh, Victoria Neild, Juliet Bell & Paul Disley – Company No: 08802611



Bolton Gymnastics Centre

Telephone 01204 522089

Email boltongymclub@live.co.uk

- Coaches and officials should avoid chatting to gymnasts via any instant messaging service.
- If you receive any messages/requests from Gymnasts by way of Social Networking/Chat/Text please do not respond to the child directly, please respond via their parents, or let the Club Welfare Officer know.
- Coaches and Officials should not text gymnasts in their care for any reason, except for cases where the express permission has been sought and given by the parent. Please always communicate through the parent.

Coaches and officials could face serious consequences if it is found that young people in their care have been exposed to inappropriate material/content via their social media pages