



**SOLENT ICE
HOCKEY**



 @SOLENT_AMAZONS

 WWW.SOLENTAMAZONS.CO.UK

Solent Women's Ice Hockey Club

Social Media Policy

Solent Women's Ice Hockey Club	1
1. Policy overview and purpose	3
2. Underlying Principles	3
Club Mission:	3
Club Values:	3
3. Coverage	4
4. Scope	4
5. Guidelines	5
6. Policy breaches	9

1. Policy overview and purpose

Social media is changing the way we communicate.

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to Solent Women's Ice Hockey Club (SWIHC).

This policy contains SWIHC guidelines for the SWIHC community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

2. Underlying Principles

This policy complements SWIHC's core values and mission:

Club Mission:

Inspiring and uniting women and girls on the South Coast through ice hockey, helping players of all abilities to reach their full potential.

Club Values:

Commitment: We are committed.

We show up for practices and games, have each others' backs, and do our best to help the club be better. We maintain our focus on our goals and commit to achieving these.

We are Supportive: We help each other.

We help each other when times are tough, whether that is on or off the ice. We are open and accepting to each other's differing needs and perspectives without accusation or disrespect.

We are Motivating: We raise each other up.

We support and encourage each other to achieve our goals in a healthy, positive way, empowering players to challenge themselves, celebrating and valuing all individual and team achievements.

Communication: We communicate with kindness

We speak honestly, with kindness and good intent, considering whether it is necessary, helpful or inspiring. We take personal responsibility for communicating with dignity and courtesy regardless of our emotional state. We practise active listening, and listen as well as speak, helping those less vocal to be heard. We value the uniqueness of our members and celebrate our differences.

Respect: We respect each other.

We hold in high esteem our sport and earn the respect of others in the way we behave. We respect our match officials and accept their decisions. We respect opposition teams and supporters. We observe fair play both on and off the ice and are generous in victory and dignified in defeat. We respect and value our players, coaches and club members, and nurture a culture of trust and openness so we can have fun, learn, fail, grow and win together.

SWIHC Chair is responsible for all matters related to this policy.

3. Coverage

This policy applies to all persons who are involved with the activities of SWIHC, whether they are in an official or voluntary capacity and including:

Members of SWIHC:

- Members of the SWIHC Executive committee
- Persons appointed or elected to SWIHC club or team committee
- Support personnel, including managers, assistants, bench staff, game day volunteers
- Coaches and assistant coaches;
- Players
- Referees, goal judges or any other official
- Parents, carers or family members of SWIHC members
- SWIHC spectators

4. Scope

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- StackApp, or any other medium used for team comms
- Social networking sites (e.g. Facebook, X, LinkedIn, Google+, Pinterest, Yammer, etc)

- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and microblogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, UrbanSpoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Online encyclopaedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing SWIHC on social media; and
2. if you are posting content on social media in relation to SWIHC's business, products, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to SWIHC or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to SWIHC may still be regulated by other policies, rules or regulations of EIHC or IIHF.

Using social media in an official capacity

You must be authorised by SWIHC Media Secretary or Chair before engaging in social media as a representative of SWIHC.

To become authorised to represent SWIHC in an official capacity, you must have been officially appointed to the SWIHC media team.

As a part of SWIHC's community you are an extension of the SWIHC brand.

As such, the boundaries between when you are representing yourself and when you are representing SWIHC can often be blurred. This becomes even more of an issue as you increase your profile or position within SWIHC. Therefore it is important that you represent both yourself and SWIHC appropriately online at all times.

5. Guidelines

You must adhere to the following guidelines when using social media related to SWIHC or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for SWIHC.

Protecting your privacy

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

Honesty

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. SWIHC recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

Use of disclaimers

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of SWIHC) and that anything you publish is your personal opinion and that you are not

speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect.

Reasonable use

If you are a committee member, assistant or volunteer of SWIHC, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

Respect confidentiality and sensitivity

When using social media, you must maintain the privacy of SWIHC's confidential information. This includes information that is not publically accessible, widely known, or not expected to be shared outside of SWIHC.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

Within the scope of your authorisation by SWIHC, it is perfectly acceptable to talk about SWIHC and have a dialogue with the community, but it is not okay to publish confidential information of SWIHC. Confidential information includes things such as details about litigation, unreleased club information and unpublished details about our team, coaching practices, financial information and trade secrets.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

Gaining permission when publishing a person's identifiable image

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

Abiding by copyright laws

It is critical that you comply with the laws governing copyright in relation to material owned by others and SWIHC's own copyrights and brands.

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

Discrimination, sexual harassment and bullying

The public in general, and SWIHC's committee members, assistants, volunteers and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by SWIHC's values, [SWIHC Code of Conduct](#) and [Safeguarding policy](#).

Avoiding controversial issues

Within the scope of your authorisation by SWIHC, if you see misrepresentations made about SWIHC in the media, you may point that out to the relevant authority in your club. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

Dealing with mistakes

If SWIHC makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses SWIHC of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

Conscientious behaviour and awareness of the consequences

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your membership at risk.

You should always follow the terms and conditions for any third-party sites in which you participate.

Branding and intellectual property of SWIHC

You must not use any of SWIHC's intellectual property or imagery on your personal social media without prior approval from SWIHC.

SWIHC's intellectual property includes but is not limited to:

- trademarks
- logos
- slogans
- imagery which has been posted on SWIHC official social media sites or website.

You must not create either an official or unofficial SWIHC presence using the organisation's trademarks or name without prior approval from SWIHC.

You must not imply that you are authorised to speak on behalf of SWIHC unless you have been given official authorisation to do so by the Club Chair or Media Secretary.

Where permission has been granted to create or administer an official social media presence for SWIHC, you must adhere to the SWIHC Branding Guidelines.

(NOTE: Insert details of Branding Guidelines reference).

6. Policy Breaches

Breaches of this policy include but are not limited to:

- Using SWIHC's name, branding or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- Posting or sharing any content in breach of SWIHC's [SWIHC Code of Conduct](#) or **SWIHC Safeguarding Policy**.
- Posting or sharing any content that is a breach of any UK law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- Posting or sharing material that brings, or risks bringing SWIHC, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

Reporting a breach

If you notice inappropriate or unlawful content online relating to SWIHC or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately to the Club Chair and the Media Secretary.

Further information about reporting breaches:

- For a complaint about the misuse of social media either relating to a match or competition that occurs either prior to, during, or after a game; or that is general in nature and/or ongoing and does not apply to a particular game refer to [SWIHC Code of Conduct](#) and the **SWIHC Grievance Policy**.

Investigation

Alleged breaches of this social media policy may be investigated according to [SWIHC Code of Conduct](#) or [SWIHC Safeguarding Policy](#)

Where it is considered necessary, SWIHC may report a breach of this social media policy to police.

Disciplinary process, consequences and appeals

Depending on the circumstances breaches of this policy may be dealt with in accordance with the [SWIHC Disciplinary Procedure](#).

Committee members, assistants or volunteers of SWIHC who breach this policy may face disciplinary action up to and including termination of employment in accordance with [SWIHC Disciplinary Procedure](#).

Appeals

Any person who is sanctioned under a disciplinary process for breach of this policy may have a right of appeal under [SWIHC Disciplinary Procedure](#).

Related policies

- [SWIHC Code of Conduct](#)
- [SWIHC Grievance Policy](#)
- [SWIHC Safeguarding Policy](#)

Other legal considerations that may be applicable include but are not limited to:

- Defamation
- Intellectual property laws, including copyright and trademark laws, Privacy, confidentiality and information security laws
- Anti-discrimination laws
- Advertising standards
- Equal opportunity laws
- Contempt of Court
- Gaming laws