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## Club Facebook Policy and Guidelines

### OBJECTIVES

The following guideline is for management of the Busselton Masters Swimming Club Inc. Facebook Page. Facebook is, by its nature, an informal communication tool.

### DEFINITIONS

- a) Facebook Group - Busselton Masters Swimming Club Inc. (BMSC) Facebook. This is an open Facebook group for BMSC related activities only. The purpose of this group is to communicate BSMC events or pass on information from Masters Swimming Australia and Masters Swimming WA. We use it to advertise our own events and for making queries in regards to the event. We may also use it to advertise other events and issues related to swimming.
- b) Members can only enter this Facebook Group by being accepted by an Administrator. Material posted within the Facebook Group will be available for viewing by accepted members only. The administrators have the discretion to reject, remove and/or Block individuals from the Group page.
- c) Administrator(s) – are responsible for monitoring the Facebook Group to ensure postings and material are in keeping with the ethos of the Busselton Masters Swimming Club Inc. The Administrators are also responsible for accepting members to the Facebook Group.

### GUIDELINES

The following guidelines are provided for members of the BMSC Facebook Group, Members are reminded that in using this group page they should at all times be promoting the ethos and values of the Club as well as protecting the dignity and privacy of others.

- a) All postings, including photos and comments, are to be in keeping with the values and ethos of the Club, and they should use formal and respectful language

- b) While constructive feedback on events is welcomed, members should not post comments that are overly critical of an event, of individuals, or of the organising/association.
- c) Advertising of events should be approved by the Administrator to ensure that the BMSC complies with the MSWA/MSA requirements.
- d) Members must seek permission prior to posting photos of adults involved in BMSC events on the Facebook Group.
- e) Members are only permitted to tag (include person's name) photos of themselves. Tagging of other people in photos is not permitted by anyone.
- f). All photos of members in swimming costumes must first give permission and be discrete and ensure members are suitably covered.
- f) Photos where the faces of children can clearly be seen can only be posted on the Facebook Group with the express permission of the parent/guardian of each child that is in the photo.

### **CAUTIONS WHEN USING THE BMSC FACEBOOK PAGE**

Facebook is an informal communication tool, comments may or may not give the correct information and are not considered an 'official' reply. There is a risk that someone may be given the incorrect information and then act upon it. BMSC is not liable for individual comments.

The club may post information that might be of interest to members. eg, events such as the Busselton Jetty Swim. All comments in regards to these posts/sharing of information should be directed to the organisation responsible for the event.

### **ADMINISTRATORS**

The Administrators of Facebook Group are determined by the committee of the Busselton Masters Swimming Club Inc.

### **ADVERTISING**

There shall be no general advertising on the BMSC Facebook page.

BMSC Sponsors - Advertising of Sponsor's Information is allowed for events and activities relating to the BMSC. The content will be determined by the Administrator/s and the Committee.

### **ITEMS FOR SALE**

Items for sale are not be posted on the BMSC Facebook Page.

## **PROCESS FOR POSTING**

The administrator/s, appointed by the Busselton Masters Swimming Club Inc. Committee, has the responsibility for managing the BMSC Facebook page. All decisions in regards to posts made by the administrator are final, including removing comments.

## **OFFICIAL QUERIES AND COMPLAINTS**

The Administrators will be responsible for monitoring postings on the Facebook Group on a regular basis. Club/Community members who identify any inappropriate material or postings should:-

- report the inappropriate comment to admin or
- contact the President via email [president@busseltonmastersswimming.com](mailto:president@busseltonmastersswimming.com)

Complaints can also be directed to the Secretary so that they can managed according to the official guidelines within the club. This will ensure a response and also allow discussion and consideration of the item which may be able to bring about positive changes.

## **BULLYING AND HARASSMENT**

Any abuse of the administrator/s of the Facebook page either by FB comments, in person or via email will result in a sanction of the member and the person risks losing their membership. Bullying and harassment of anyone on the Busselton Masters Swimming Club Inc. Facebook page will not be tolerated.

Busselton Masters Swimming Club Inc. Club Facebook Policy and Guidelines December 2019