



# **NEWBRIDGE TOWN FOOTBALL CLUB**

## **SOCIAL MEDIA POLICY**

**Version 1 July 2019**

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### **1. NTFC Social Media Policy**

Newbridge Town Football Club understands that the use of Social Media helps promote football in the Republic of Ireland if used appropriately. The Policy outlines the standards outlined by the Football Association of Ireland on using social media.

The Policy is applicable to all individuals working / volunteering at NTFC.

### **2. Scope of the Policy**

The Policy is established to ensure the interests of children, young persons and vulnerable persons participating in football is of paramount importance. Breach of the policy may be dealt with using the disciplinary procedures which apply to each organisation and, in serious cases, may be treated as gross misconduct leading to a stand down order, ban from membership of NTFC and / or dismissal.

The policy is in line with the FAI Social Media Policy and approved by the Board of the FAI.

### **3. Implementation of the Policy**

NTFC Committee has overall responsibility for the effective operation of the policy.

Each individual is responsible for their own compliance with the policy and for ensuring that it is consistently applied.

### **4. Personal use of Social Media Sites**

NTFC respects your right to use social media for personal use however it is important to be mindful of the impact Social Media can have on others. The following conditions must be met for personal use to continue:

- You are responsible for your conduct when using any form of social media.
- Your personal views should not conflict with your existing role in football. You should be aware that what you publish will be public for many years.
- Be mindful of the impact your contribution might make to people's perceptions of NTFC.

## 5. Using Social Media

Do not upload, post, or forward any content belonging to a third party unless you have that third party's consent. For example, don't discuss colleagues, competitors, coaches and/or players without their prior approval.

Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

Do not engage with irate players, parents or coaches on a public forum. Organise a meeting to allow all parties to discuss possible outcomes.

If you are a manager, coach, club official, referee, or medic you should not:

accept any player or referee who is under 18 as a friend on your personal Social Media page.

communicate with any person under 18 through Social Media, text message, phone, or email.

All communications relating to specific club matters e.g., fixtures, training etc concerning under 16's should be made through parents/guardians.

## 6. Setting up and running a social media page

Do not use personal details to set up your organisation's social media page. You should for example use the organisation's email address. All account log in details should be kept safe and secure to avoid possible hacking.

When setting up an email address and/or Social Media page for your organisation (for example, a club website), it should be accessed by at least three administrators. These administrators should be responsible for up-loading content and monitoring posts on the site. If any of these administrators or any other person are behaving inappropriately their access should be removed immediately.

It is important to ensure everyone within your organisation is aware of who is administering your Social Media page(s).

Each administrator should be familiar with the privacy and safety settings on their Social Media page to ensure it is for use by your organisation only.

Do not accept anyone under the age of 16 on your Social Media page. Report underage users to the child's parents or the Social Media outlet. (As of May 2018 what's app minimum age of use is 16 years old, it previously was 13 years old)

Any user under the age of 16 looking to join your Social Media page should have provided written parental/guardian consent in advance.

No images or personal information of under 18's should be posted online without prior written consent from each parent/ guardian. It is critical that no user is asked to post any personal details of under 18's as certain information could be used to identify or locate them.

To avoid any inappropriate material appearing on your Social Media page you should enable the appropriate privacy settings. This will allow you to manage the content on your Social Media page to avoid any distress or reputational damage.

The content on your page should be accurate and up to date and any material that is no longer required should be removed.

Any inappropriate use, such as bullying, is strictly prohibited, and should be reported to the Child Welfare Officer immediately.

Misuse of Social Media, in certain circumstances, constitute a criminal offence and suspicious behaviour towards under 18's should be reported to the Statutory Authorities.

If you are unsure about something you are about to post, then you should not do it. Always consider who will be able to view it and if in doubt, always discuss it with the Club Children's Officer within your organisation.

## **7. Photographing and Filming**

There are inherent risks in posting personal information about Children or Vulnerable Persons as it can lead to being able to identify them and their location, or it is possible that images may be subject to inappropriate use. When posting photographs or videos the following points should be considered:

At the start of each season, it is essential that written consent is received from every Child's parent/ guardian before any photography or filming takes place. This should be obtained using an appropriate consent form. At NTFC this is completed on registration.

Children's names or additional detailed information about them must not accompany any image or video. Before up-loading any images or videos of children, written consent must be received from each parent / guardian.

Any person filming or taking photographs must be Garda vetted and have completed a relevant FAI approved Safeguarding 1 basic awareness training course.

If a Child within NTFC is under a court order or is in the care of the Child & Family Agency (Tusla) / HSE, their image must not be placed in the public domain.

Ensure that children are appropriately dressed and only allow images to be taken on the field of play.

Photographing/filming must not take place in areas of personal privacy such as, changing rooms, showers, toilets, and bedrooms.

Camera phones should never be allowed into Children's changing rooms, showers, or toilets.

If an individual who is engaged in filming/photography presents a serious concern or an immediate danger, please report the issue to the local Garda station or Tusla.

If parents / guardians, professional photographers, or other spectators are intending to photograph or video at an event they should also be made aware of the policy.

Specific details concerning the policy in relation to photography and filming should, wherever possible, be published prominently and must be announced over the public-address system, prior to the start of an event.

Organisations must never allow unsupervised access to children, one to one photo sessions or photo sessions outside the event or at a Child's.

<b>Organisation Name:</b>	
<b>Child's Name:</b>	

### 8. Appendix 1 Photographs/ videos consent Form

In accordance with the FAI Social Media Policy, NTFC will not permit personal details, photographs, or videos of children to be taken without the consent of their parents / guardians.

If at any time, the child or parent / guardian wishes images or their details to be removed from NTFC social media page(s) the administrators should be contacted as per the NTFC Social Media Policy. This information should be removed within seven days.

#### To be completed by Parent/ Guardian

I confirm that my child is not subject to a family, care, or legal proceedings.

I consent to NTFC using my child's name on social media.

I consent to NTFC taking photographs or videoing my child.

I confirm that I have been made aware of how the organisation will use these images or videos and how these images or videos will be stored within the organisation.

**I confirm that I have read or been made aware of the FAI Social Media Policy.**

Name & Signature of Parent/ Guardian	
Name & signature of Child Welfare Officer	
Date	

### 9. Appendix 2 Social Media Consent Form

In accordance with the FAI Social Media Policy, NTFC will not permit personal details, photographs, or videos to be taken without the consent of the individual.

If at any time, the individual wishes images, or their details to be removed from NTFC social media page(s)

the administrators should be contacted as per the Social Media Policy.

This information should be removed within seven days.

To be completed by the Individual;

I consent to *NTFC* using my name on social media.

I consent to *NTFC* taking photographs or videoing me.

I confirm that I have been made aware of how the organisation will use these images or videos and how these images or videos will be stored within the organisation.

I confirm that I have read or been aware of *NTFC* Social Media Policy.

<b>Signature of player:</b>	
<b>Print name</b>	
<b>Date</b>	
<b>Signature by Club representative:</b>	