



## Social Media Policy

Griffin Archers Social Media policy is aimed at the Clubs specific presence on social media platforms plus membership activity when they discuss the club – Griffin Archers, the sport – Archery, our NGB's – Archery GB, CAA, SCAS. Or mention competitions, results or personal archery details.

*We respect that members can and will use social media in multiple other ways. We do not wish to become over-involved in these matters. It is down to individual choice. This policy is solely to protect Griffin Archers, our reputation, our Archery and our membership.*

Griffin Archers social media use policy is aimed to mitigate the risks associated with the Club, and /or, its members /committee /Coaching Team's, use of social media, such as reputational damage or legal liability. It aims to provide some clear guidance to these on how they can use social media in a responsible and ethical manner, both for the Clubs presence locally and within the archery community. Also, for the members own benefit to support their archery journey and that of their club.

Griffin Archers is committed to the safety and welfare of all its members. It maintains and expects all its members to agree to and adhere to all Club policies. The club is affiliated to its National Governing Body, Archery GB, [www.archerygb.org](http://www.archerygb.org) (AGB Club Number 2625). It is also affiliated to Cambridgeshire Archery Association (<https://cambridgeshirearchery.org/>) and Southern Counties Archery Society (<https://scasarchery.org.uk/>).

Each of these organisations have policies that Griffin Archers have agreed to, and will refer back to, during many of its processes.

Our Privacy and Confidentiality Policy covers UK-GDPR, Data protection and storage.

We believe that the existing Griffin Archers

- Code of Conduct
- Privacy and Confidentiality Policy
- Equality Policy
- Safeguarding and Welfare Policy

In addition to our club ethos, provide the foundation of this Use of Social Media policy.

*"Everyone can do archery. Anyone can be an archer!"*

We expect our clubs social media presence and all membership activity on these platforms to comply with Griffin Archers overall expected behaviours, these include:-

- All /any mention of Griffin Archers on social platforms to be in appropriate ways, using positive and encouraging language and taking into account any risk of negative publicity.

- **Expectations** - We expect club posts and members posts that contain Archery or club-based content to be positive, to celebrate successes or share details of upcoming events.
- **Photos and videos** - The Club will only use photography that has been agreed, approved and signed off under our Safeguarding and Welfare Policy. Personal photographs of individuals can be used on their social media sites, but other members appearance should be avoided. Especially if the member is under 18years.
- **Privacy:** Griffin Archers, the club. and its individual members, should always respect the privacy of club members, friends and family, potential members and members of the local community. Personal information about them, should never be shared on social media without their permission.
- **Security.** Members must be responsible for their own social media security, breaches, such as phishing, are common on social media, most social media platforms have specific protocols that Griffin Archers will have agreed as a club. This does not incorporate individual members social media accounts. If there has been a breach of security on a site to do with the club, all membership will be advised of details and avoidance strategies. The club will support members as much as they can.
- **Diversity, equity and inclusion within our Club and its Equality policy** promotes diversity in the club and its membership. This policy requires compliance with our ethos and the Equality Policy, ensuring appropriate language and considering any breach as potential cyberbullying which would be immediately dealt with using our complaints policy.
- **Griffin Archers, the club, it's ethos, it's logo, and it's brand** - members should not make false or misleading statements about the club or what it can offer to members or the community, and should always identify themselves as club members when posting about it.
- **Legal compliance:** All Members and Griffin Archers itself should adhere to all applicable laws and regulations when using social media, including those related to data privacy, intellectual property, and online defamation. These may also include regulations from the social media platform itself.

**Users under 18;** If you are under 18 and would like to get involved with social media, please ensure that you have consent from a parent or guardian before entering any social media platforms and especially discussing other club members. All communications via The CLUB social media, will be copied to or shared with a parent or guardian.

*This also includes under 18's being on the club social media outlets. Permissions will always be sought from parent or guardian and social friendships of a minor online are only permitted with express parental permission to the specific individual involved (such as an existing family friend, or the Young Archers Representative).*

**Enquires and Complaints;** Club Secretary or Safeguarding and welfare Lead Officer is your first point of contact regarding any enquires arising from this Social Media Policy. Where possible, please raise all enquires in writing and copy to the club committee (whichever you deem appropriate)

All complaints in writing should be sent to: **Griffin Archers, 85 – 87 Norwood Road, March PE15 8PX. Or via email to [Secretary@griffinarchers.co.uk](mailto:Secretary@griffinarchers.co.uk).**

You may also use the club complaints procedure or bring any complaints direct to the club Chairman, or any Committee Officer. Griffin Archers operates following the

**Archery GB complaints guidelines (see our Safeguarding and Welfare policy for details)**

**Changes to this Policy;** We may change this Privacy Policy from time to time. If we make any changes in the way we treat your personal information we will advise you directly through the AGM or an EGM.

Policy written by:	Dianne Searle - Secretary
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