

**PETERBOROUGH RUGBY CLUB  
SOCIAL MEDIA POLICY**

**PREAMBLE**

1. PETERBOROUGH RUGBY CLUB ARE AWARE THAT MEMBER INTERACTION AND COMMUNICATION OCCURS FREQUENTLY ON SOCIAL MEDIA. PETERBOROUGH RUGBY CLUB CAUTIONS MEMBERS THAT ANY CONDUCT FALLING SHORT OF THE STANDARD OF BEHAVIOUR REQUIRED BY THIS SOCIAL MEDIA POLICY AND THE CODE OF CODE OF CONDUCT MAYBE SUBJECT TO DISCIPLINARY SANCTIONS.

**APPLICATION**

2. THIS POLICY APPLIES ALL MEMBERS OF PETERBOROUGH RUGBY CLUB.

**CONDUCT OF BEHAVIOUR**

3. THE FOLLOWING SOCIAL MEDIA CONDUCT MAY BE CONSIDERED R OR MAJOR INFRACTIONS AT THE DISCRETION OF BOARD OF DIRECTORS.
  - A) POSTING A DISRESPECTFUL, HATEFUL, HARMFUL, DISPARAGING, INSULTING OR OTHERWISE NEGATIVE COMMENT ON A SOCIAL MEDIUM THAT IS DIRECTED AT A MEMBER, AT RUGBY CANADA, AT A PROVINCIAL UNION OR PETERBOROUGH RUGBY CLUB, OR AT ANY INDIVIDUALS CONNECTED WITH PETERBOROUGH RUGBY CLUB.
  - B) POSTING A PICTURE, ALTERED PICTURE, OR VIDEO ON A SOCIAL MEDIUM THAT IS HARMFUL, DISRESPECTFUL, INSULTING, EMBARRASSING, SUGGESTIVE, PROVOCATIVE, OR OTHERWISE OFFENSIVE, AND THAT IS DIRECTED AT A MEMBER, AT RUGBY CANADA, AT A PROVINCIAL UNION OR PETERBOROUGH RUGBY CLUB, OR AT OTHER INDIVIDUALS CONNECTED WITH RUGBY CANADA OR A PROVINCIAL UNION OR PETERBOROUGH RUGBY CLUB.
  - C) CREATING OR CONTRIBUTING TO A FACEBOOK GROUP, WEBPAGE, INSTAGRAM ACCOUNT, TWITTER FEED, BLOG OR ONLINE FORUM DEVOTED SOLELY OR IN PART TO PROMOTING NEGATIVE OR DISPARAGING REMARKS OR COMMENTARY ABOUT RUGBY CANADA, OR A PROVINCIAL UNION OR PETERBOROUGH RUGBY CLUB, OR THEIR STAKEHOLDERS OR REPUTATION.
  - D) ANY INSTANCE OF CYBER-BULLYING OR CYBER-HARASSMENT BETWEEN ONE MEMBER AND ANOTHER MEMBER (INCLUDING TEAMMATE, COACH, OPPONENT, VOLUNTEER OR OFFICIAL), WHERE INCIDENTS OF CYBER-BULLYING OR CYBER-HARASSMENT CAN INCLUDE BUT NOT LIMITED TO THE FOLLOWING CONDUCT ON ANY SOCIAL MEDIUM, VIA TEXT MESSAGE, VIA EMAIL: REGULAR INSULTS NEGATIVE COMMENTS, VEXATIOUS BEHAVIOUR, PRANKS OR JOKES, THREATS, POSING AS ANOTHER PERSON, SPREADING RUMOUR OR LIES, OR OTHER HARMFUL BEHAVIOUR.
4. ALL CONDUCT AND BEHAVIOUR OCCURRING ON SOCIAL MEDIA MAY BE SUBJECT TO SANCTIONING BY PETERBOROUGH RUGBY CLUB.

**MEMBERS RESPONSIBILITIES**

5. PARTICIPANTS SHOULD BE AWARE THAT THEIR SOCIAL MEDIA ACTIVITY BE VIEWED BY ANYONE: INCLUDING RUGBY CANADA, RUGBY ONTARIO OR PETERBOROUGH RUGBY CLUB
6. IF PETERBOROUGH RUGBY CLUB UNOFFICIALLY ENGAGES WITH A MEMBER ON SOCIAL MEDIA (SUCH AS RETWEETING A TWEET OR SHARING A PHOTO OR POST ON

FACEBOOK) THE MEMBER MAY, AT ANY TIME ASK PETERBOROUGH RUGBY CLUB TO CEASE THIS ENGAGEMENT.

7. WHEN USING SOCIAL MEDIA, A MEMBER MUST MODEL APPROPRIATE BEHAVIOUR BEFITTING THE MEMBER'S ROLE AND STATUS IN CONNECTION TO PETERBOROUGH RUGBY CLUB.
8. REMOVING CONTENT FROM SOCIAL MEDIA AFTER IT HAS BEEN POSTED (EITHER PUBLICLY OR PRIVATELY) DOES NOT EXCUSE THE MEMBER FROM BEING SUBJECT TO SANCTIONING.
9. AN INDIVIDUAL WHO BELIEVES THAT A MEMBER'S SOCIAL MEDIA ACTIVITY IS INAPPROPRIATE OR MAY VIOLATE POLICIES AND PROCEDURES SHOULD REPORT THE MATTER TO A MEMBER OF THE PETERBOROUGH RUGBY CLUB BOARD OF DIRECTORS.

#### **RESPONSIBILITIES**

10. PETERBOROUGH RUGBY CLUB HAS A RESPONSIBILITY IF AND HOW MEMBERS ARE USING SOCIAL MEDIA TO COMMUNICATE WITH EACH OTHER. MEMBERS MAY NEED TO BE REMINDED THAT BEHAVIOUR ON SOCIAL MEDIA MAY BE SUBJECT TO THE CODE OF CONDUCT OR SOCIAL MEDIA POLICY
11. COMPLAINTS AND CONCERNS ABOUT THE BEHAVIOUR OF A MEMBER CAN BE ADDRESSED BY THE BOARD OF DIRECTORS.

#### **GUIDELINES**

12. THE GUIDELINES IN THIS SECTION PROVIDE MEMBERS WITH TIPS AND SUGGESTIONS FOR SOCIAL MEDIA USE. MEMBERS ARE STRONGLY ENCOURAGED TO DEVELOP THEIR OWN STRATEGY FOR SOCIAL MEDIA USE (EITHER WRITTEN DOWN OR NOT) AND ENSURE THAT THEIR STRATEGY FOR SOCIAL MEDIA USE IS ACCEPTABLE PURSUANT TO THE *CODE OF CONDUCT*.
13. GIVEN THE NATURE OF SOCIAL MEDIA AS A CONTINUALLY DEVELOPING COMMUNICATION SPHERE, PETERBOROUGH RUGBY CLUB TRUSTS ITS MEMBERS TO USE THEIR BEST JUDGMENT WHEN INTERACTING WITH SOCIAL MEDIA. THESE GUIDELINES ARE NOT HARD AND FAST RULES OR BEHAVIOURAL LAWS; BUT RATHER RECOMMENDATIONS THAT WILL INFORM INDIVIDUALS' BEST JUDGMENT.

#### **SOCIAL MEDIA GUIDELINES FOR PERSONS IN AUTHORITY**

14. PERSONS IN AUTHORITY SHOULD CONSIDER THE FOLLOWING GUIDELINES TO INFORM THEIR OWN STRATEGY FOR SOCIAL MEDIA USE:
  - A) WITH MINOR ATHLETES, ENSURE THAT PARENTS/GUARDIANS ARE AWARE IF SOME INTERACTIONS MAY TAKE PLACE ON SOCIAL MEDIA AND THE CONTEXT FOR THOSE INTERACTIONS, AND GIVE PARENTS/GUARDIANS THE OPTION TO PROHIBIT OR RESTRICT COMMUNICATION IN THIS SPACE
  - B) ATTEMPT TO MAKE COMMUNICATION WITH ATHLETES IN SOCIAL MEDIA AS ONE-SIDED AS POSSIBLE. BE AVAILABLE FOR ATHLETES IF THEY INITIATE CONTACT – ATHLETES MAY WISH TO HAVE THIS EASY AND QUICK ACCESS TO YOU – BUT AVOID IMPOSING YOURSELF INTO AN ATHLETE'S PERSONAL SOCIAL MEDIA SPACE

- C) ENSURE ALL SOCIAL MEDIA COMMUNICATION IS PROFESSIONAL, UNAMBIGUOUS, AND ON-TOPIC. AVOID EMOJIS AND UNSPECIFIC LANGUAGE THAT CAN BE INTERPRETED IN MULTIPLE WAYS
- D) CHOOSING NOT TO ENGAGE WITH SOCIAL MEDIA IS AN ACCEPTABLE STRATEGY. BE PREPARED TO INFORM ATHLETES (AND/OR PARENTS/GUARDIANS) WHY YOU WILL NOT ENGAGE IN THIS SPACE AND EXPLAIN WHICH MEDIA YOU WILL USE TO COMMUNICATE WITH THEM
- E) ATHLETES WILL SEARCH FOR YOUR SOCIAL MEDIA ACCOUNTS. BE PREPARED FOR HOW YOU WILL RESPOND WHEN AN ATHLETE ATTEMPTS TO INTERACT WITH YOU ON SOCIAL MEDIA
- F) ANNUALLY REVIEW AND UPDATE THE PRIVACY SETTINGS ON ALL YOUR SOCIAL MEDIA ACCOUNTS
- G) CONSIDER MONITORING OR BEING GENERALLY AWARE OF ATHLETES' PUBLIC SOCIAL MEDIA BEHAVIOUR TO ENSURE COMPLIANCE WITH CODE OF CONDUCT AND THIS POLICY
- H) NEVER DEMAND ACCESS TO AN ATHLETE'S PRIVATE POSTS ON TWITTER, INSTAGRAM, OR FACEBOOK
- I) DO NOT SEND FRIEND REQUESTS TO ATHLETES. NEVER PRESSURE ATHLETES TO SEND YOU A FRIEND REQUEST OR FOLLOW YOUR SOCIAL MEDIA ACCOUNTS
- J) IF YOU ACCEPT A FRIEND REQUEST FROM ONE ATHLETE, YOU SHOULD ACCEPT THESE REQUESTS FROM ALL ATHLETES. BE CAREFUL NOT TO SHOW FAVOURITISM ON SOCIAL MEDIA
- K) CONSIDER MANAGING YOUR SOCIAL MEDIA SO THAT ATHLETES DO NOT HAVE THE OPTION TO FOLLOW YOU ON TWITTER OR SEND YOU A FRIEND REQUEST ON FACEBOOK
- L) DO NOT IDENTIFY MINOR ATHLETES ON PUBLICLY AVAILABLE SOCIAL MEDIA
- M) SEEK PERMISSION FROM ADULT ATHLETES BEFORE IDENTIFYING THEM ON PUBLICLY AVAILABLE SOCIAL MEDIA
- N) AVOID ADDING ATHLETES TO SNAPCHAT AND DO NOT SEND SNAPCHATS TO ATHLETES
- O) DO NOT POST PICTURES OR VIDEOS OF MINOR ATHLETES ON YOUR PRIVATE SOCIAL MEDIA ACCOUNTS
- P) DO NOT USE SOCIAL MEDIA TO 'TRAP' ATHLETES IF THEY SAY ONE THING TO YOU IN PERSON BUT THEIR SOCIAL MEDIA ACTIVITY REVEALS THEY WERE DOING SOMETHING DIFFERENT
- Q) BE AWARE THAT YOU MAY ACQUIRE INFORMATION ABOUT AN ATHLETE THAT IMPOSES AN OBLIGATION OF DISCLOSURE ON YOUR PART (SUCH AS SEEING PICTURES OF UNDERAGE ATHLETES DRINKING DURING A TRIP)
- R) IF SELECTION DECISIONS AND OTHER OFFICIAL TEAM BUSINESS ARE ANNOUNCED ON SOCIAL MEDIA, ENSURE THEY ARE ALSO POSTED ON A LESS-SOCIAL MEDIUM LIKE A WEBSITE OR DISTRIBUTED VIA EMAIL
- S) NEVER REQUIRE ATHLETES TO JOIN FACEBOOK, JOIN A FACEBOOK GROUP, SUBSCRIBE TO A TWITTER FEED, OR JOIN A FACEBOOK PAGE ABOUT YOUR TEAM OR PETERBOROUGH RUGBY CLUB
- T) IF YOU CREATE A PAGE ON FACEBOOK OR INSTAGRAM FOR YOUR TEAM OR ATHLETE, DO NOT MAKE THIS SOCIAL MEDIA SITE THE EXCLUSIVE LOCATION FOR IMPORTANT INFORMATION. DUPLICATE IMPORTANT INFORMATION IN LESS-SOCIAL CHANNELS (LIKE ON A WEBSITE OR VIA EMAIL)
- U) EXERCISE APPROPRIATE DISCRETION WHEN USING SOCIAL MEDIA FOR YOUR OWN PERSONAL COMMUNICATIONS (WITH FRIENDS, COLLEAGUES, AND OTHER PERSONS IN AUTHORITY) WITH THE KNOWLEDGE THAT YOUR BEHAVIOUR MAY BE USED AS A MODEL BY ATHLETES

- V) AVOID ASSOCIATION WITH FACEBOOK GROUPS, INSTAGRAM ACCOUNTS, OR TWITTER FEEDS WITH EXPLICIT SEXUAL CONDUCT OR VIEWPOINTS THAT MIGHT OFFEND OR COMPROMISE YOUR RELATIONSHIP WITH AN ATHLETE
- W) NEVER MISREPRESENT YOURSELF BY USING A FAKE NAME OR FAKE PROFILE

**SOCIAL MEDIA GUIDELINES FOR ATHLETES**

15. THE FOLLOWING TIPS SHOULD BE USED BY ATHLETES TO INFORM THEIR OWN STRATEGY FOR SOCIAL MEDIA USE:

- A) SET YOUR PRIVACY SETTINGS TO RESTRICT WHO CAN SEARCH FOR YOU AND WHAT PRIVATE INFORMATION OTHER PEOPLE CAN SEE.
- B) COACHES, TEAMMATES, OFFICIALS, OR OPPOSING COMPETITORS MAY ALL ADD YOU TO FACEBOOK OR FOLLOW YOU ON INSTAGRAM OR TWITTER. YOU ARE NOT REQUIRED TO FOLLOW ANYONE OR BE FACEBOOK FRIENDS WITH ANYONE.
- C) AVOID ADDING PERSONS IN AUTHORITY TO SNAPCHAT AND DO NOT SEND SNAPCHATS TO PERSONS IN AUTHORITY.
- D) IF YOU FEEL HARASSED BY SOMEONE IN A SOCIAL MEDIUM, REPORT IT TO YOUR COACH OR ANOTHER PERSON’S IN AUTHORITY WITH PETERBOROUGH RUGBY CLUB.
- E) YOU DO NOT HAVE TO JOIN A FAN PAGE ON FACEBOOK OR FOLLOW A TWITTER FEED OR INSTAGRAM ACCOUNT.
- F) CONTENT POSTED ON A SOCIAL MEDIUM, RELATIVE TO YOUR PRIVACY SETTINGS, IS CONSIDERED PUBLIC. IN MOST CASES, YOU DO NOT HAVE A REASONABLE EXPECTATION OF PRIVACY FOR ANY MATERIAL THAT YOU POST.
- G) CONTENT POSTED TO A SOCIAL MEDIUM IS ALMOST ALWAYS PERMANENT – CONSIDER THAT OTHER INDIVIDUALS MAY TAKE SCREENSHOTS OF YOUR CONTENT (EVEN SNAPCHATS) BEFORE YOU CAN DELETE THEM.
- H) AVOID POSTING PICTURES OF, OR ALLUDING TO, PARTICIPATION IN ILLEGAL ACTIVITY SUCH AS: SPEEDING, PHYSICAL ASSAULT, HARASSMENT, DRINKING ALCOHOL (IF UNDERAGE), AND SMOKING MARIJUANA.
- I) MODEL APPROPRIATE BEHAVIOUR IN SOCIAL MEDIA BEFITTING YOUR STATUS AS A) AN ATHLETE, AND B) A MEMBER OF PETERBOROUGH RUGBY CLUB AND ITS GOVERNING ORGANIZATIONS. AS A REPRESENTATIVE OF YOUR ORGANIZATION, YOU HAVE AGREED TO THE *CODE OF CONDUCT* AND MUST FOLLOW THAT CODE WHEN YOU POST MATERIAL AND INTERACT WITH OTHER PEOPLE THROUGH SOCIAL MEDIA.
- J) BE AWARE THAT YOUR PUBLIC FACEBOOK PAGE, INSTAGRAM ACCOUNT, OR TWITTER FEED MAY BE MONITORED BY PETERBOROUGH RUGBY CLUB, COACH, OR BY ANOTHER ORGANIZATION AND CONTENT OR BEHAVIOUR DEMONSTRATED IN SOCIAL MEDIA MAY BE SUBJECT TO SANCTIONING.

POLICY HISTORY	
APPROVED	
NEXT REVIEW DATE	