

Adelaide Survivors Abreast Inc

POLICY AND PROCEDURE

Subject: Social Media – Facebook (ASA 03)
Issue No: 2 **Date of Issue:** April 2020

The aim of this policy is utilise forms of social media, namely Facebook, in conjunction with ASA's website, in promoting ASA's involvement in dragon boating event locally, intrastate, interstate and internationally.

People interested in our Club will be directed to the website in the first instance, – <https://www.adelaidesurvivorsabreast.org.au/> –, as this provides information on the aims of ASA, contact and training information.

It is imperative that the information shared on Facebook promotes ASA in positive terms at all times.

The administrator/s will be responsible for:

- ensuring all criteria are met, eg follow direction from coach re information on training and race days
- ensuring information on Facebook meets the requirements of ASA's committee
- following the guidelines of the Policy and Procedure in ensuring appropriate information is shared on Facebook
- providing regular reports (via the secretary) on activity for inclusion in minutes at committee meetings

It is acknowledged that although the benefits of access to social media outweigh the risk of misuse of such avenues, the adherence to the Policy and Procedure is required in ensuring such risks are minimised. The protection of ASA's members and the Club itself are of paramount importance.

Procedure for information sharing on Facebook

The main purpose of utilising Facebook is providing easy opportunities for the sharing of information and photos of ASA's involvement in all activities in an open and casual manner, including

- DBSA regattas
- non-DBSA related dragon boating events including Master Games, interstate and international events
- involvement in off the water activities, including presentations at community events
- fundraising activities including Bunnings BBQs
- general interest postings
- DBSA regatta calendar for the current season
- other dates relevant to the functions of ASA

It is acknowledged that the likelihood of unsuitable information/photos is minimal, but in ensuring the protection of ASA's image and its members, the administrator/s will vet said photos and include them on the site if appropriate. If a member requests the removal of a photo, this request is to be actioned asap with confirmation to said member. If unsuitable comments are received, the administrator/s will remove them and advise the committee via email for discussion at committee meeting.