



Social Media Procedure

1. Purpose

This procedure outlines the steps to be followed by Gosnells City Football Club members when using social media, handling violations, and promoting positive online interactions. It ensures that the Club's Social Media Policy is implemented effectively and consistently.

2. Steps for Responsible Social Media Use

2.1. General Posting Guidelines

1. Respectful Communication:
 - Ensure that all posts, comments, and messages reflect respect and kindness towards others.
 - Avoid using offensive or inappropriate language.
2. Sharing Content:
 - Share positive and encouraging content related to the club's activities and achievements.
 - Obtain permission before posting photos or videos of other members, particularly minors.
3. Privacy Considerations:
 - Do not share the personal information of others without their consent.
 - Use privacy settings on personal accounts to control who can view posts.
4. Clarifying Opinions:
 - When expressing personal opinions, clarify that they do not represent the official views of the club.

3. Reporting Violations

3.1. Documenting the Incident

1. Capture Evidence
 - Take screenshots of the offending content, including timestamps and usernames.
 - Save any related messages or comments.
2. Submit a Report
 - Reports should be submitted to the Secretary via the Club's official email address or any member of the Club's Committee.
 - Include the following details:
 - Date and time of the incident.
 - Description of the violation.
 - Copies of the documented evidence.
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3.2. Confidential Handling

- The Club Committee will handle all reports confidentially to protect the privacy of all parties involved.
- The person reporting the issue will be informed about the steps being taken.

4. Investigation Process

4.1. Initial Review

1. Assessment of the Report
 - The Secretary & President will review the report and determine whether the content violates the Club's Social Media Policy.
 - If necessary, additional information may be requested from the reporter or other witnesses.
2. Involving the Committee
 - For serious violations, the case will be referred to a disciplinary committee.

4.2. Decision and Action

1. Minor Violations
 - Verbal or written warnings will be issued.
 - The offending content may need to be removed.
2. Serious Violations:
 - Disciplinary actions such as suspension or expulsion from the club may be applied.
 - The club reserves the right to involve external authorities if necessary.
3. Notification:
 - The individual who reported the incident and the person involved in the violation will be notified of the outcome.

5. Disciplinary Actions

5.1. Types of Disciplinary Actions

1. Verbal Warning
 - Issued for first-time or minor offenses.
2. Written Warning
 - A formal letter outlining the violation and required corrective action.
3. Suspension:
 - Temporary suspension from club activities, including games and training.
4. Expulsion:
 - Permanent removal from the club for severe or repeated violations.



5.2. Record Keeping

- All disciplinary actions will be recorded and maintained in the club's official records.
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6. Preventive Measures

6.1. Education and Awareness

1. Workshops
 - Promote attendance at regular workshops on cyberbullying, responsible social media use, and online safety.
2. Parental Guidance
 - Provide links to resources to parents to help them guide their children's online behaviour.

6.2. Promoting Positive Content

- Encourage members to share achievements, positive experiences, and club events on social media.

6.3. Anonymous Reporting System

- Set up an anonymous reporting mechanism (e.g., an online form or suggestion box) to encourage reporting of violations without fear of retaliation.
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7. Managing Official Club Accounts

7.1. Authorised Personnel

Only authorized personnel are permitted to post on the club's official social media accounts.

7.2. Content Guidelines

1. Types of Content to Post
 - Club updates, event information, and match results.
 - Player achievements and milestones.
 - Positive stories that promote the club's values.
 2. Approval Process:
 - Significant announcements or sensitive content must be approved by the Club's Committee before posting.
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8. Review and Updates

8.1. Regular Review

- This procedure will be reviewed regularly to ensure it remains relevant and effective.



8.2. Communication of Updates

- Any updates to this procedure will be communicated to all members promptly.

Date: 29.3.25

Review Date: 29.3.26

Gosnells City Football Club Committee