



PARK GATE GALAXY YFC *SOCIAL MEDIA GUIDELINES*

We are all very passionate about what we do, and believe in open communication. You are encouraged to tell the world about your passion for football.

Whether you do so by participating in a blog, online social network or any other form of online publishing or discussion is completely up to you. However, these new ways of communication are changing the way we talk to each other, which requires careful thought.

In order to avoid any problems or misunderstandings, we have come up with a few guidelines to provide helpful and practical advice for you when operating on the Internet and 'intranet' as an identifiable member of the PARK GATE GALAXY YFC.

These guidelines are intended as a working document we can all take ownership of, and they apply when updating any of the PARK GATE GALAXY YFC's social media accounts (or sub-accounts) and when posting about PARK GATE GALAXY YFC matters from personal accounts.

Using Personal Social Media Accounts

1. You are personally responsible for the content you publish on any form of user-generated media, both internally and externally. Everything you publish will be visible to the world for a very, very long time. Common sense is a huge factor here as grassroots football is a small world!
2. When posting on social media from a personal account you could be considered as acting as an official spokesperson so, if you are not, you must make clear that you are speaking for yourself and not for the PARK GATE GALAXY YFC. You can use a disclaimer like: "The postings on this site are my own and do not necessarily represent the position, strategy or opinions of the PARK GATE GALAXY YFC".
3. If you are about to publish something that makes you even the slightest bit uncomfortable, review it. If you are still unsure and it is related to the PARK GATE GALAXY YFC, talk to another committee member for a second opinion.
4. Sometimes you'll be privy to sensitive information, which is absolutely not meant to be forwarded to anyone who is not a member of PARK GATE GALAXY YFC.
5. It is perfectly fine to talk personally and have a dialogue with the community, though involvement on sensitive debates which directly affect PARK GATE GALAXY YFC matters are prohibited. If the judgement call is tough, please ask the club



chairman or manager before you publish or forward anything. Please act responsibly with the information you are entrusted with.

6. Don't use ethnic slurs, personal insults, obscenities, or engage in any conduct which would not be acceptable to the PARK GATE GALAXY YFC. You should also show proper consideration for others' privacy and for topics which may be considered objectionable or inflammatory (like religion or politics).

7. Please respect intellectual property rights (such as trademarks and copyright). If the name, logo, image, artwork or other material you want to use is not yours, don't use it. Before posting someone else's work or image, please check with the owner first.

8. Be aware that others will associate you with PARK GATE GALAXY YFC when you identify yourself as such. Please ensure that your Twitter, Facebook, Linked-In or any other external-facing profile and related content is consistent with how you wish to present yourself to clients and colleagues.

Using PARK GATE GALAXY YFC Social Media Accounts (or Sub-Accounts)

9. It is important to take care in using the highest possible standards of spelling, grammar and punctuation. Try not to abbreviate when unnecessary and attempt to consistently follow previous patterns when writing times, age groups etc (i.e. 2:30pm, Under 14s). Always write in the first person.

10. Assume your audience know nothing about your post and include a 'who, what, when, where, why' if possible. Less than 1% of followers could know about your event.

11. Please remember that PARK GATE GALAXY YFC accounts are not your personal accounts. You are representing the organisation.

12. Please be careful when liking, sharing or retweeting content as this could have negative implications if you're seen to be supporting/endorsing someone else's opinion etc.

13. Retweeting and sharing messages from other accounts does not necessarily equate to the endorsement of the PARK GATE GALAXY YFC, but some people may consider that it does. Please be careful.

14. Do not retweet messages flagrantly appealing for followers, or for obvious commercial means from unapproved private companies.

15. Should you notice a live event or piece of news which requires a reply from the



PARK GATE GALAXY YFC, always establish an agreed position with the club chairman or manager before commenting.