

Sport Inclusion Australia
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Sport Inclusion
A U S T R A L I A

Drive Inclusion through Sport

Social Media Policy

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Policy

Introduction

Sport Inclusion Australia, SIA is a National Sporting Organisation established in 1986 to assist the inclusion of people with an impairment, primarily an intellectual impairment into the mainstream community using sport as the medium. Sport Inclusion Australia is the Australian member of Virtus, World Intellectual Impairment Sport.

Our **Purpose** is to build a more inclusive community.

SIA facilitates, educates and supports sporting organisations and the wider community about the power of sport to deliver social inclusion, while advocating for the rights of all Australians to be treated with dignity.

Our **Mission** is to drive inclusion through sport.

The philosophy has never wavered 'Promote sporting opportunities for people with an impairment in mainstream settings with sport owning and delivering sport for all Australians at the appropriate ability level with a 'person first' approach'.

We want to make sure no one is left behind.

Purpose

Sport Inclusion Australia may choose to engage in social media such as:

- Twitter
- Facebook
- WordPress/Blogger
- YouTube/Vimeo
- iTunes/Podcasting

Sport Inclusion Australia seeks to encourage information and link-sharing amongst its membership, staff and volunteers, and seeks to utilise the expertise of its employees and volunteers in generating appropriate social media content.

At the same time, social media posts should be in keeping with the image which Sport Inclusion Australia wishes to present to the public, and posts made through its social media channels should not damage the organisation's reputation in any way.

Due to the fast-moving nature of social media and the constant development of new social media programs, it is important that this policy and its procedures be reviewed at regular intervals.

Core Policy

Sport Inclusion Australia's social media use shall be consistent with the following core values:

- **Integrity:** Sport Inclusion Australia will not knowingly post incorrect, defamatory or misleading information about its own work, the work of other organisations, or individuals. In addition, it will post in accordance with the organisation's Privacy policies.
- **Professionalism:** Sport Inclusion Australia's social media represents the organisation as a whole and should seek to maintain a professional and uniform tone. Staff and volunteers may, from time to time and as appropriate, post on behalf of Sport Inclusion Australia using its online profiles, but the impression should remain one of a singular organisation rather than a group of individuals.
- **Information Sharing:** Sport Inclusion Australia encourages the sharing and reposting of online information that is relevant, appropriate to its aims, and of interest to its members.

Sport Inclusion Australia should seek to grow its social media base and use this to engage with existing and potential members, donors and stakeholders. At the same time, a professional balance must be struck which avoids placing the organisation's reputation at risk.

Procedures

Responsibilities

The Chief Executive Officer, CEO, shall co-ordinate Sport Inclusion Australia SIA's social media management.

The CEO will oversee expansion of social media and help to develop the Social Media Strategy in line with the organisation's Strategic Plan.

Staff and volunteers may, from time to time and where appropriate, post on behalf of Sport Inclusion Australia using the organisation's online social media profiles. This is to be done only with the express knowledge and authorisation of the CEO.

The CEO has ultimate responsibility for:

- Ensuring that all posts are in keeping with Sport Inclusion Australia's core Social Media Policy.
- Ensuring appropriate and timely action is taken to correct or remove inappropriate posts (including defamatory and/or illegal content) and in minimising the risk of a repeat incident.
- Ensuring that appropriate and timely action is taken in repairing relations with any persons or organisations offended by an inappropriate post.
- Moderating and monitoring public response to social media, such as blog comments and Facebook replies, to ensure that trolling and spamming does not occur, to remove offensive or inappropriate replies, or caution offensive posters, and to reply to any further requests for information generated by the post topic.

It is important to maintain the balance between encouraging discussion and information sharing, and maintaining a professional and appropriate online presence.

Delegation

Social media is often a full time occupation; as such, such responsibilities as outlined above may be delegated by the CEO to another appropriate staff member/volunteer.

Processes

Posting to social media

Before social media posts are made, volunteers and staff should ask themselves the following questions:

- Is the information I am posting, or reposting, likely to be of interest to SIA's members and stakeholders?
- Is the information in keeping with the interests of the organisation and its constituted aims?
- Could the post be construed as an attack on another individual, organisation or project?
- Would SIA's donors and or sponsors be happy to read the post?
- If there is a link attached to the post, does the link work, and have I read the information it links to and judged it to be an appropriate source?
- If reposting information, is the original poster an individual or organisation which SIA would be happy to associate itself with?
- Are the tone and the content of the post in keeping with other posts made by SIA? Does it maintain the organisation's overall tone?

If you are at all uncertain about whether the post is suitable, do not post it until you have discussed it with the CEO. A few moments spent checking can save the organisation big problems in the future.

Damage limitation

In the event of a damaging or misleading post being made, the CEO should be notified as soon as possible, and the following actions should occur:

- The offending post should be removed.
- Where necessary an apology should be issued, either publicly or to the individual or organisation involved.
- The origin of the offending post should be explored and steps taken to prevent a similar incident occurring in the future.

If the mistake seems set to grow, or to cause significant damage to the organisation's reputation, revert to the CEO and Risk Management Policy.

Moderating social media

The reputation of Sport Inclusion Australia is first and foremost, and this involves maintaining a safe and friendly environment for its members.

From time to time social media forums may be hijacked by trolls or spammers, or attract people who attack other posters or the organisation aggressively. In order to maintain a pleasant environment for everybody, these posts need to be moderated.

Freedom of speech is to be encouraged, but if posts contain one or more of the following, it is time to act:

- Excessive or inappropriate use of swearing
- Defamatory, slanderous or aggressive attacks on SIA, other individuals, organisations, projects or public figures
- Breach of data protection or privacy laws
- Repetitive advertisements
- Topics which fall outside the realms of interest to members and stakeholders, and which do not appear to be within the context of a legitimate discussion or enquiry.

If a post appears only once:

- Remove the post as soon as possible
- If possible/appropriate, contact the poster privately to explain why you have removed the post and highlighting SIA's posting guidelines.

If a poster continues to post inappropriate content, or if the post can be considered spam:

- Remove the post as soon as possible
- Ban or block the poster to prevent them from posting again.

Banning and blocking should be used as a last resort only, and only when it is clear that the poster intends to continue to contribute inappropriate content. However, if that is the case, action must be taken swiftly to maintain the welfare of other social media users.

The decision to block, ban and remove posts ultimately lies with the CEO, but may, at their discretion, be delegated to responsible staff and volunteers.

Related Documents

Privacy Policy

Risk Management Policy