



## Code of Conduct – Social Media

October 2017

Social media sites are now an everyday part of life and are a common way for swimmers to communicate with friends within and outside of the club. They are also a great way to update friends and family of club activities and achievements at galas. However, misunderstandings and upset can very easily be caused. Great care needs to be taken in the content of 'postings'. We would like all swimmers to respect the following guidelines:-

- Comments/chat/discussion about other individuals should not take place.
- Moans/groans and complaints about anyone/any incident should be addressed to a member of the club staff and not posted or entered onto any social media site.
- Great care should be taken when photos are posted of other swimmers. Permission from the individuals should be given before posting any photos of other swimmers. Names, details and comments should not be posted. Coaches and club staff must not be photographed without their consent and should not be tagged. Remember you must not use a camera or mobile phone to take photographs at any of the swimming centres used for training or galas unless permission has been granted.
- Cameras must never be used in a changing room.
- Respect and support should be shown to all other swimmers at all times.

Most young people believe that as long as their privacy settings are in place then their account and postings remain private. However, any entries can be forwarded or printed out by friends or accessed by officials; the sites must only be used with this in mind.

Any swimmer found to break these rules will be subject to the club disciplinary procedure.

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### **Good Practice Guidelines on the use of Social Networking Sites by ASA Clubs and Club Members**

#### **Guidance to ASA members under the age of 18**

1. Do not ask your club coach or teacher to be your social networking site friend – they will refuse as that would breach good practice.
2. Use the internet positively and do not place yourself at risk. Have a look at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for some useful tips.
3. Consider who you are inviting to be your friend and follow the good advice of the social networking sites to ensure you are talking to the person you believe you are talking to.
4. Always remember that anything you say including photos, pictures and video clips posted on your site may be shared with people other than those for whom it was intended.
5. Never post or send any pictures of yourself or your friends that you wouldn't be happy for your family to see. Never post or send photographs or videos or make comments that may be:
  - hurtful, untrue and upsetting and you may regret sharing later on; or
  - may be used by other people in a way you did not intend or want.

6. Do not put pictures of other club members on the site within the club setting as you may breach the ASA Photography Policy. If you do wish to upload such a picture you must get advice and consent of your parent, the other young person and their parent and a club officer before even considering uploading such a photo. This will not prevent you having pictures of your swimming friends on your site taken outside of the sporting arena but it is good advice to always ensure they and their parents are happy with any picture you have of them on your site.

7. Always be aware that social networking sites are a method of communication like letter writing and the spoken word. They are bound by the same laws and rules. Such technology is instant and this allows you as the user to react in the 'heat of the moment', where in the past you would have been required to write a letter which would have taken time and allowed for you to think again before sending. So never place a comment on the internet that you would not put in writing or say to the individual concerned as to do so may not only breach ASA Policy but also the law.

**Further guidance on the use of social networking can be found in Waverpower 2016-19**