



Facebook Group Guideline

OBJECTIVES

The following guideline is for management of the Gosford Sailing Club Facebook Group.

DEFINITIONS

- a) Facebook Group - GSC Facebook Group. This is a closed Facebook group for internal GSC and sailing activities only.
The purpose of this group is to communicate internal GSC events. Members can only enter this Facebook Group by being accepted by an Administrator. Material posted within the Facebook Group will be available for viewing by accepted members only.
The CEO and administrators have the discretion to reject, remove and/or ban individuals from the Group page.
- b) Administrator(s) - Responsible for monitoring the Facebook Group to ensure postings and material are in keeping with the ethos of the Gosford Sailing Club a. The Administrators are also responsible for accepting members to the Facebook Group.
- c) CEO – CEO of Gosford Sailing Club
- d) Club – Gosford Sailing Club

ENTRY TO FACEBOOK GROUP

The attached application form (annexure 1) must be completed by the applicant and signed off by an Administrator. Once the Applicant has been approved and signed off by the CEO, the person may become a member of the group.

GUIDELINES

The following guidelines are provided for members of the GSC Facebook Group, Members are reminded that in using this group page they should at all times be promoting the ethos and values of the Club as well as protecting the dignity and privacy of others.

- a) All postings, including photos and comments, are to be in keeping with the values and ethos of the Club, i.e. no bad language, inappropriate photos or comments;
- b) While constructive feedback on events is welcomed, members should not post comments that are overly critical of an event, of individuals, or of the organising committee;

- c) Advertising of events should be conducted by the Administrator to ensure that the GSC complies with the licensing requirements for events;
- d) Members may post photos of adults involved in GSC events on the Facebook Group.
- e) Members are only permitted to tag (include person's name) photos of themselves. Tagging of other people in photos is not permitted by anyone.
- f) Photos where the faces of children can clearly be seen can only be posted on the Facebook Group with the express permission of the parent/guardian of each child that is in the photo.

ADMINISTRATORS

The Administrators of Facebook Group are as follows;

- CEO, GSC;
- Administration Staff; and
- Any person nominated by the CEO

SECURITY

The Administrators will be responsible for monitoring postings on the Facebook Group on a regular basis. Community members who identify any inappropriate material or postings should contact the CEO via email **ceo@gossail.com.au** or the Administration Staff in the first instance.

Administrators have the right to determine whether a posting is inappropriate and should be removed. Any issues or concerns (including decisions to decline membership or ban members) will be referred to the CEO whose decision on any matters relating to these pages is final.

References

Gosford Sailing Club Constitution, By-laws, Registered Club Act and Gosford Sailing Club Statement of Values and Code of Conduct.

POLICY VERSION CONTROL

No.	Date	Sections amended
1	28 07 2015	Initial issue

Annexure 1.

GSC FACEBOOK GROUP APPLICATION

I _____

request permission to join the Gosford Sailing Club's Facebook Group.

My GSC membership number is _____.

I have read the Policy governing the use of this page and agree to adhere to all terms and conditions. I understand that my eligibility for this Facebook Group will cease once I no longer have membership of Gosford Sailing Club.

My Email address is:

(Signature of applicant)

(Date)

Office Use

Eligibility (to be confirmed by Administration Staff)

Yes No

Date: _____

(Signature of CEO/Administration Staff)

Date: _____