

Warwickshire Society of Referees

Use of Social Media, Email and the Internet

Introduction:

Social Media and the use of Email and the Internet is recognised as an excellent way in which to communicate or to offer support and advice but it should also be recognised that it can have a detrimental effect on either individuals or a group of people if not used with consideration and care. Society Members should be very careful in the way that they use Social Media, Email and the Internet either to communicate with each other or make comment on other individuals either within the group or others outside the group.

Guidelines

Creation

1. Society email addresses and the management of the Society's website shall be delegated by the Executive Committee.
2. New profiles or groups should only be created following agreement by the Executive Committee.
3. New profiles and groups will only be agreed if a clear need can be proven.
4. The Society will set up all new profiles and groups.
5. Any profile or group must be closed and only visible to approved members of the Society
6. Approved contributors should be made aware of this protocol.

Operation

1. Know and follow this Policy.
2. When using third-party websites (such as Facebook), know and follow their terms of use.
3. No content should be published unless it is within the terms of use of the group.
4. Be accurate, fair, thorough and transparent.
5. Be mindful that what you publish may be seen by the group for a long time
6. Respect copyright laws.
7. Do not publish or report on conversations that are meant to be private or internal to the WSOR without permission.
8. Respect your audience. Do not publish anything that would not be acceptable face to face. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory..
9. Write in the first person ("I" or "we").

10. Remember that you are an ambassador for the Society and be cordial at all times
11. Encourage constructive criticism and deliberation.
12. Do not correct contributors' spelling or grammar.
13. Edit other people's contributions only when necessary. Instead of editing or removing significant factual errors, you should either make a public response or directly contact the person who made the original comment, or both.
14. If a contributor makes a comment that is defamatory or likely to cause extreme offense, edit or remove it where possible. If this is not possible, contact the user to explain why you took this action, and if appropriate ask them to post the comment again without the offensive content.

Review

1. The Executive Committee will carry out periodic reviews of the Social Networking sites email and internet. This will include reviewing content and feedback.

Closure

1. Profiles and groups must not be deactivated without prior approval from the Society.

Personal use of social media

1. Know and follow this Policy.
2. Ensure that your online activities do not interfere with your studies or work. Posts on social media should not be made when you are at school, college or place of work.
3. Be aware of your association with WSOR in online social networks. If you identify yourself as a Society member, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and other users.
4. If you publish content to any website not owned by the Society, and it has something to do with the Society use a disclaimer such as this: "The views expressed here are my own and do not necessarily represent the views of the Society."

Child protection

1. Adults should not communicate with children through social networking sites such as Facebook and Twitter, nor should they be "friends" with children or comment on their status.
2. If a profile or group is set up in the name of the Young Whistlers, it is essential that a member of the Sub-Committee becomes a member of it and oversees the content and activity.

3. The committee member should monitor conversations, images and other activity of members of the group and challenge, educate or intervene as necessary.
4. The committee member should educate members of the group about online safety, including how to customise privacy settings. (For information and resources see <http://www.thinkuknow.co.uk>)
5. Events or parties at private addresses should be reserved for the group's private area.
6. Members must not publish images of people who are not members of the group.
7. Group members should maintain boundaries between their personal and refereeing lives by customising their privacy settings and avoiding inappropriate personal information becoming visible to members of the group.

Acceptable Content

1. Information giving on social events to be held formally by the Society.
2. Advice on refereeing and law. Discussion around these areas is an acceptable use but any definitive answer to a question posed must be given by the Society Training Officer.
3. Feedback and discussion about recent match appointments.

Unacceptable Content

1. Adverse comments on other referees' performance
2. Adverse comments about the Society or other members of the Society
3. Photos of people who are not members of the group, unless with written permission
4. Any content that does not meet points 1-3 of Acceptable Content.
5. Any defamatory comment or comments.

Use of the Internet and Email

1. Always ensure that the Warwickshire Society of Referees is neither embarrassed nor liable in any way by your use of the Internet.
2. You may not upload, download, use, retain, distribute or disseminate any images, text, materials or software using Society IT Equipment or email addresses which:
 - a. Are or might be considered to be indecent, obscene or contain profanity;
 - b. Are or might be offensive or abusive in that the context is or can be considered to be a personal attack, rude or personally critical, sexist, racist, or generally distasteful;

- c. Encourage or promote activities which would, if conducted, be illegal or unlawful;
 - d. Involve activities outside the scope of your responsibilities – for example, unauthorised selling/advertising of goods and services;
 - e. Might be defamatory or incur liability on the part of WSoR or adversely impact on the image of WSoR
 - f. You must not include anything in an email which you cannot or are not prepared to account for.
3. You must not make any statements on your own behalf or on behalf of WSoR which do or may defame or damage the reputation of any person.
4. Attachments to emails should only be used when strictly necessary. When hyperlinks are available these should be used. Large files should be compressed and key information from small files may be cut and pasted into the email itself.
5. Remember that a phone call or face to face discussion may often be more appropriate than an email, bearing in mind that an email may be misinterpreted or lead to a chain reaction. Also, consider carefully who really needs to be copied on emails. Unnecessary email can be a major distraction.
6. You must not download any software, executable files or potentially offensive graphic image files (GIFs and JPGs) onto Society Equipment unless you have obtained prior permission from WSoR
7. The following activities are expressly prohibited:
- a. The introduction of any form of computer virus;
 - b. Other hacking activities;
 - c. Knowingly seeking to access data which you know, or ought to know, to be confidential and therefore would constitute unauthorised access.

Non-Compliance

If members of the Society do not follow these guidelines then they may be subject to disciplinary action under the rules of the Society's constitution.