



Clontarf FC Social Media, Photography and Filming Policy

Clontarf FC understands that the use of social media helps promote football and the club to its members, sponsors and the general public if used appropriately. Members should use social media in a responsible, respectful and friendly manner.

This Policy outlines the standards the FAI requires when using social media. The Policy is applicable to all individuals working / volunteering within Clontarf FC. The Policy is established to ensure the interests of Children, Young Persons and Vulnerable Persons participating in football is of paramount importance.

The Policy is also to ensure all Clontarf FC members are aware of the negative impact social media can have on our all members and give guidance on how to avoid them. Breach of the Policy may be dealt with using the disciplinary procedures as posted under the Clontarf FC Complaints and Disciplinary policy.

Clontarf FC Members have overall responsibility for the effective operation of the Policy and each individual is responsible for their own compliance with the Policy and for ensuring that it is consistently applied.

The Club respects your right to use Social Media for personal use however it is important to be mindful of the impact Social Media can have on others. The following conditions must be met for personal use to continue:

- You are responsible for your conduct when using any form of Social Media.
- Your personal views should not conflict with your existing role in football. You should be aware that what you publish will be public for many years.
- Be mindful of the impact your contribution might make to people's perceptions of Clontarf FC and its members.

Using Social Media and setting up and running a Social Media page

When making use of any Social Media platform, you must read and comply with its terms of use.

- Do not upload, post or forward any content belonging to a third party unless you have that third party's consent. For example, don't discuss colleagues, coaches and / or players without their prior approval.

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- Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.
- Do not engage with irate players, parents or coaches on a public forum. Organise a meeting to allow all parties to discuss possible outcomes.
- When using sites such as Facebook, Instagram, Twitter, WhatsApp, etc., members should not post negative comments about referees, opposition, teammates, coaches or any other member of their own club or any other club.
- Cyber/online bullying is completely unacceptable and will not be tolerated and poor behaviour online will be treated as a breach of the Code of Conduct.

If you are a manager, coach, club official, referee or medic you should not:

- accept any player or referee who is under 18 as a friend on your personal Social Media page.
- communicate with any person under 18 through Social Media, text message, phone or email.
- All communications concerning under 18's should be made through parents / guardians. It is important to ensure all communications relate to specific club matters e.g. fixtures, training etc.

Guidelines for Webmaster/Administrator

- Do not use personal details to set up your organisations Social Media page. You should for example use the organisations email address. All account log in details should be kept safe and secure to avoid possible hacking.
- When setting up an email address and / or Social Media page for your organisation (for example, a club web-site), it should be accessed by at least two administrators. These administrators should be responsible for up-loading content and monitoring posts on the site. If any of these administrators or any other person are behaving inappropriately their access should be removed immediately.
- It is important to ensure everyone within your organisation is aware of who is administering your Social Media page(s).
- Each administrator should be familiar with the privacy and safety settings on their Social Media page to ensure it is for use by your organisation only.
- Do not accept anyone under the age of 13 on your Social Media page. Report underage users to the Child's parents or the Social Media outlet.
- Any user under the age of 18 looking to join your Social Media page should have provided written parental/guardian consent in advance.
- No images or personal information of under 18's should be posted online without prior written consent by email from each parent / guardian. Parental consent should ideally be attained at the beginning of the season or when a players joins the club. It is critical that no user is asked to post any personal details of under 18's as certain information could be used to identify or locate them.
- To avoid any inappropriate material appearing on your Social Media page you should enable the appropriate privacy settings. This will allow you to manage the content on your Social Media page to avoid any distress or reputational damage.

Photography & Filming

There are inherent risks in posting personal information about Children or Vulnerable Persons as it can lead to being able to identify them and their location, or it is possible that images may be subject to inappropriate use. When posting photographs or videos the following points should be considered:

- At the start of each season it is essential that written consent is received from every Child's parent /guardian before any photography or filming takes place.
- Children's full names or additional detailed information about them must not accompany any image or video. Before up-loading any images or videos of Children, written consent by email must be received from each parent / guardian.
- Ensure that Children are appropriately dressed and only allow images to be taken on the field of play.
- Photographing / filming must not take place in areas of personal privacy such as, changing rooms, showers, toilets and bedrooms.
- Camera phones should never be allowed into Children's changing rooms, showers or toilets.
- If an individual who is engaged in filming / photography presents a serious concern or an immediate danger, please report the issue to your local Garda station or Tusla.
- If parents / guardians, professional photographers or other spectators are intending to photograph or video at an event they should also be made aware of the Policy.
- Specific details concerning the Policy in relation to photography and filming should, wherever possible, be published prominently and must be announced over the public-address system, prior to the start of an event.
- Organisations must never allow unsupervised access to Children, one to one photo sessions or photo sessions outside the event or at a Child's home.
- The content on your page should be accurate and up to date and any material that is no longer required should be removed.
- Any inappropriate use, such as bullying, is strictly prohibited and should be reported to the Children's Officer within your organisation.
- Misuse of Social Media, in certain circumstances, constitute a criminal offence and suspicious behaviour towards under 18's should be reported to An Garda Siochana.
- If you are unsure about something you are about to post, then you should not do it. Always consider who will be able to view it and if in doubt, always discuss it with the Children's Officer within your organisation.
- Anyone concerned about any photography taking place at events/matches or training sessions should bring their concerns to the attention of the committee/team manager/coach children's officer.