Social media safety checklist

Club Matters

Prepare

1. Learn how to use your social media channels properly, understand the privacy and security settings and familiarise yourself with the terms of service. (These will provide recommendations of what is acceptable and unacceptable behaviour).
2. Make a plan: decide how your club profile will be managed, who will manage and review content and what can be added and when.
3. Make a social media safety policy and make sure everyone is aware of the need to follow it and protect their own privacy online.

Profile

4. Club contact information: add information about how to contact your club such as a website address and, if available, offline contact details for your club. You should include any association with a sports association or NGB to allow users to contact your club directly and verify you offline.
5. Link to safety and help organisations, such as http://www.thinkuknow.co.uk/. This site provides some tips on how you can keep children and youth safe online.
6. Choose an appropriate e-mail address. Use an official club email address rather than a personal to set up your account.

Privacy

7. Take care when promoting sports events and competitions where information about users, including children and young people is collected.
8. Think before you post! Never post comments that are abusive or may cause offence to either individuals or groups of society.
9. Set an appropriate privacy level considering your target audience and who you wish to see the content.
10. Consider your audience: check the age of users before engaging with them. The minimum age for most social media services in 13 years old. Report underage users to the service provider.
11. Select the option to moderate and approve comments before they appear on your profile.

Protect

12. Ensure you have effective and updated antivirus/antispyware software and firewall running before you go online.
13. Keep your log-in details secure within your club to reduce the risk of your webpage/profile being hacked. Use strong passwords combining, alpha, numeric and non-alphanumeric characters- Club-house123.

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