

Social Media and Website Policy

Spixworth Amateur Players (SAPs)

1. Definition

For this policy, *social media* includes Facebook, Instagram, Twitter/X, and similar platforms. The SAPs website is covered separately.

2. Roles

- The **Committee** will appoint a **Social Media Officer / Website Officer**.
- These roles may be held by the same person.

3. Accountability

- The Social Media Officer and Webmaster will attend committee meetings to report on and be accountable for online content.
- They will work together to ensure consistency of information across platforms.

4. Responsibilities

- The **Social Media Officer / Website Officer** manages all SAPs social media accounts and posts. They may delegate posting duties temporarily (e.g., during holidays).
- The **Social Media Officer / Website Officer** manages the SAPs website (spixworthamateurlayers.com). Website content does not require holiday cover.

5. Standards for Content

Before posting on social media or the website, the **Social Media Officer / Website Officer** must ensure:

- Information is accurate and up to date.
- Language is respectful and appropriate.
- No misleading or defamatory statements are included.
- Content does not bring SAPs into disrepute.

6. Photos and Videos

- All necessary permissions must be obtained before posting photographs or videos.
- Content must comply with SAP's **Safeguarding and Child Protection Policy**.