



Australian Eight-Ball Federation
Incorporated

AUSTRALIAN EIGHT BALL FEDERATION
SOCIAL MEDIA POLICY

VERSION 1
SEPTEMBER 2012

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**REVIEW HISTORY OF AUSTRALIAN EIGHT BALL FEDERATION
SOCIAL MEDIA POLICY**

Version	Date reviewed	Date endorsed	Content reviewed/purpose
One	September 2012		• Initial Policy
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1 Purpose

Social media (see 2 below for definition) offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, the Australian Eight Ball Federation (AEBF) recognises the benefits of social media as an important tool of engagement and enrichment for its members.

The AEBF, its Member State and Territory affiliates and clubs have long histories and are highly respected Organisations. It is important that the AEBF's reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation.

When someone clearly identifies their association with the AEBF, and/or discusses their involvement in the organisation in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with the AEBF's stated values and policies.

This policy aims to provide some guiding principles to follow when using social media. This policy does not apply to the personal use of social media platforms by AEBF members where the AEBF member makes no reference to the AEBF or related issues.

2 Scope

This policy applies to AEBF members or any individual representing themselves or passing themselves off as being a member of the AEBF.

This policy covers all forms of social media. Social media includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Shutterfly, Twitter or MySpace);
- Content sharing includes Flickr (photo sharing) and YouTube (video sharing);
- Commenting on blogs for personal or business reasons;
- Leaving product or service reviews on retailer sites or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page.

The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, clients, sponsors or the AEBF as an organisation.

3 Guiding Principles

The web is not anonymous. AEBF members should assume that everything they write can be traced back to them.

Due to the unique nature of the AEBF, the boundaries between a member's profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity as a member or volunteer for the AEBF. The AEBF considers all members of the AEBF are its representatives.

Honesty is always the best policy, especially online. It is important that AEBF members think of the web as a permanent record of online actions and opinions.

When using the Internet for professional or personal pursuits, all members must respect the AEBF brand and follow the guidelines in place to ensure the AEBF's intellectual property or its relationships with sponsors and stakeholders is not compromised (see 5 below), or the organisation is brought into disrepute.

4 Usage

For AEBF members using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames;
- Must not comment on, or publish, information that is confidential or in any way sensitive to the AEBF, its affiliates, partners or sponsors; and
- Must not bring the organisation or Eight Ball into disrepute.

Furthermore, AEBF members may not use the AEBF brand (see 5 below) to endorse or promote any product, opinion, cause or political candidate; and it must be abundantly clear to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of the AEBF.

5 Branding and Intellectual Property (IP)

It is important that any trademarks belonging to the AEBF or any member State or Territory affiliate or club are not used in personal social media applications, except where such use can be considered incidental – (where incidental is taken to mean “happening in subordinate conjunction with something else.”). Trademarks include:

- Club, Member State or Territory Affiliate and AEBF logos;
- Images depicting AEBF Members, volunteers, players and/or equipment, except with the permission of those individuals;
- Other AEBF imagery.

6 Official AEBF blogs, social pages and online forums

When creating a new website, social networking page or forum for Member State or Territory Affiliate/club use, care should be taken to ensure the appropriate person at a club/member State or Territory level has given written consent to create the page or forum.

Similarly, appropriate permissions must be obtained for the use of logos or images. Images of minor children may not be replicated on any site without the written permission of the child's parent and/or guardian.

For official AEBF blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content;
- Some hosted sites may sell the right to advertise on their sites through 'pop up' content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the 'pop up' content cannot be controlled;
- AEBF members must not use AEBF online pages to promote personal projects; and
- All materials published or used must respect the copyright of third parties.

7 Consideration towards others when using social networking sites

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. AEBF members must recognise that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private AEBF event will not appear publicly on the Internet. In certain situations, AEBF members could potentially breach the privacy act or inadvertently make the AEBF liable for breach of copyright.

AEBF members should be considerate to others in such circumstance and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.

Under no circumstance should offensive comments be made about AEBF members online.

8 Breach of Policy

The AEBF, its Member State and Territory affiliates and clubs continually monitor online activity in relation to the organisation and its members. Detected breaches of this policy should be reported to the AEBF.

If detected, a breach of this policy may result in disciplinary action from the AEBF. A breach of this policy may also amount to breaches of other AEBF policies. This may involve a verbal or written warning, monetary fines or suspension in accordance with AEBF disciplinary regulations.

9 Consultation or Advice

This policy has been developed to provide guidance for AEBF members in a new area of social interaction. AEBF members, who are unsure of their rights, liabilities or actions online and seek clarification, should contact the AEBF Vice President.