



Acceptable Use of Artificial Intelligence (AI) Policy



PURPOSE AND SCOPE

This policy establishes clear guidelines for the safe, ethical, and practical use of artificial intelligence (AI) technologies by staff, management, and members across Figtree Sports. It aims to capture the productivity and creative benefits of AI tools (such as drafting marketing text, brainstorming promotional concepts, or structuring schedules) while safeguarding member, data confidentiality, and brand integrity.



APPROVED VS. PROHIBITED TOOLS

Approved Use: General-purpose generative AI tools (e.g., ChatGPT, Claude, Gemini) may be used for administrative drafting, brainstorming event themes, planning layouts, and routine operational support.

Prohibited Input Data: Staff and members must never input sensitive, personal, or confidential information into public AI models. This includes:

- Member personal details, contact lists, or membership records.
- Financial data, banking details, or internal operational budgets.
- Unreleased venue promotions, strategic partner contracts, or confidential management decisions.



HUMAN OVERSIGHT AND ACCOUNTABILITY

AI outputs are assistive tools and must not be treated as definitive or published without direct human review.

Content Verification: Any marketing materials, gig guides, event promotions, or public announcements generated with AI assistance must be thoroughly checked for accuracy, tone, and cultural alignment before release.

Individual Responsibility: The staff member or organizer utilizing the AI output remains entirely accountable for the final material, ensuring it contains no factual errors, copyright infringements, or algorithmic biases.



4. BRAND AND INTELLECTUAL PROPERTY STANDARDS

AI-generated imagery, copy, or graphics must be reviewed to ensure they respect third-party intellectual property and do not misappropriate protected branding or likenesses. Creative assets produced with AI tools must still reflect the authentic voice and community standards of Figtree Sports.



5. COMPLIANCE AND ENFORCEMENT

Failure to adhere to these guidelines may result in a review of AI access privileges and standard internal disciplinary procedures where applicable. This policy will be reviewed periodically to adapt to evolving technologies and legal standards.



Thank you for helping to protect our club,
our members and our community.

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