



# Social Media Policy

## **Introduction**

The Traditional Tae Kwon-Do Federation (TTF) and its group members realise that social media and networking websites have become a regular part of everyday life and that many people enjoy membership of sites such as Facebook, Twitter, YouTube, Wikipedia or Flickr.

However, we are also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our Child Protection or Privacy Policy's or offend anyone when using these services.

## **General Information**

The following policy has been designed to give members clear guidelines as to what the Traditional Tae Kwon-Do Federation expect of them when accessing these sites. The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this policy. Where no policy or guidelines exist, members should use their professional judgement and take the most prudent action possible. Consult with your Instructor or the Traditional Tae Kwon-Do Federation's Child Protection Officer (CPO) if you are uncertain.

## **What We Will Do**

When using technology, we will ensure that, wherever possible, members' privacy is protected, clear boundaries are maintained and bullying or harassment does not occur.

## **Website**

- Information on competitions, social events, committees, policies, constitution, rules and by-laws will be placed on our website and also may be referred to on other Traditional Tae Kwon-Do Federation member sites.
- No offensive content or photos will be uploaded to our or any Traditional Tae Kwon-Do Federation member sites, especially about social activities and events.
- YouTube video postings will feature positive team or individual performances.
- Permission will be sought from parents, guardians or carers to upload photos of their children, and care will be taken not to provide information that identifies them. If permission is denied and that child is a member of a group, the child's face MUST be faded out.
- A designated person will be appointed to provide accountability and control over what goes onto the Traditional Tae Kwon-Do Federation website and other Social Media outlets.

## **SMS & Emails**

Federation Committee members, associate Committee members, Coaches, Instructors and Assistant Instructors may use SMS (Small Message Service or Text) and email to communicate federation or group member business

and sanctioned social events, however:

- Text communication should be short and about federation/group member business.
- Email communication will be used when more information is required.
- Communication about young people is through parents, guardians or carers.

### **Facebook, Twitter, YouTube or Other Media Platforms**

- Postings and uploading videos will feature positive federation or group member/club news and events.
- Personal information about members will not be disclosed.
- No statements will be made that are misleading, false or likely to injure the reputation of another person.
- No statements will be made that might bring the federation or any group members into disrepute.
- Members will not engage in negative or destructive discussions or postings.
- Abusive, harassing, discriminatory or offensive statements will not be posted by members.

### **Guidance for Personal Use**

All members are expected to use the internet and electronic communication appropriately, so think about what you want to say before you write it. Remember that an email, posting or text is a written record of your thoughts on a matter and can be used against you later.

If you have your own personal profile on social media websites, you should make sure that others cannot access any content, media or information from that profile that:

- You are not happy for them to have access to.
- Which would undermine your position as a professional, trusted and responsible person.

As a basic rule, if you are not happy for others to see particular comments, media or information, simply do not post it in a public forum online. When using social media sites, members should consider the following:

- Changing the privacy settings on your profile so that only people you have accepted as friends can see your content.
- Reviewing who is on your 'friends list' on your personal profile. In most situations you should not accept friend request on your personal profile from young people under the age of 18.
- Ensuring personal blogs or comments have clear disclaimers that the views expressed by the author are theirs alone and do not represent the views of the Traditional Taekwondo Federation. Make your writing clear that you are speaking for yourself and not on behalf of the Traditional Taekwondo Federation.
- Ensuring information published on the internet complies with confidentiality and data protection policies. Breach of confidentiality will result in disciplinary action and may result in the termination of your membership.

- Ensuring you are always respectful towards:
  1. The Traditional Tae Kwon-Do Federation.
  2. Other Traditional Tae Kwon-Do Federation members.
  3. Parents, guardians or carers and families (including children and other relatives).
  4. Other associations and members.

Members should be aware that any disrespectful comments to the above might be seen as libellous and could result in disciplinary action or termination of your membership.

- The Traditional Tae Kwon-Do Federation logos or policies may not be used without written consent.
- At all times, you are an ambassador for the Traditional Tae Kwon-Do Federation. Be aware that your actions captured via images, posts or comments online can reflect on the Traditional Tae Kwon-Do Federation.
- Communications must not offend, intimidate, humiliate or bully any person.
- Statements must not be misleading, false or injure the reputation of the Traditional Tae Kwon-Do Federation or any of its members.
- You should seek to protect the privacy of members at all times.
- You must not bring the Traditional Tae Kwon-Do Federation, your associate members or your club into disrepute.

### **Use of Official Accounts**

The Traditional Taekwondo Federation and its members operate a number of accounts on social media websites for the promotion of activities and events, and as a communication method. The following outlines the limits of their use.

- An official account on any social media website may only be set-up with written consent from the Committee.
- Only authorised members may use these accounts to post online and access to the account should be strictly limited.
- All information published on the internet must comply with the Traditional Taekwondo Federation confidentiality and data protection policies.
- Parents, guardians, carers or children should not be referenced online without their express consent (this includes tagging and naming). This includes all photos, videos and all other media.
- Copyright laws must be respected, with references or sources cited appropriately.
- Any member who becomes aware of social networking activity that would be deemed distasteful should make their Instructor or the Child Protection Officer aware as soon as possible.

All members using official accounts must adhere to the above guidelines and breach of this policy may result in disciplinary action or termination of your membership.

## **Non-Compliance**

Any Traditional Tae Kwon-Do Federation member found to have sent inappropriate electronic communication, uploaded inappropriate content or engaged in blogs, postings or discussions that harass, offend, intimidate or humiliate members of any person, may face disciplinary action and/or have their membership terminated.

Cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or web pages) under certain circumstances is a criminal offence that can be reported by victims to the Police.

The Traditional Tae Kwon-Do Federation will co-operate fully with any investigation undertaken by the Police as a consequence of such reports. The Traditional Tae Kwon-Do Federation can also initiate separate action where there has been a breach of any of the Traditional Tae Kwon-Do Federation policies.

Members publishing false or misleading comments about another person in the public domain may be liable for defamation.

