

## TRIATHLON WESTERN AUSTRALIA INFORMATION TECHNOLOGY POLICY



<b>POLICY NAME:</b>	INFORMATION TECHNOLOGY POLICY
<b>POLICY AREA:</b>	MEMBER POLICY
<b>DATE APPROVED:</b>	AUGUST 2011
<b>DATE LAST REVIEWED:</b>	November 2014

### OUR COMMITMENT

Using the internet and electronic communication is essential for communicating with Triathlon WA members and the wider triathlon community.

TWA is committed to communication being appropriate and related to Triathlon WA core objects and business.

### WHAT WE WILL DO

When using technology Triathlon WA will ensure that members' privacy is protected, clear boundaries are maintained and bullying and harassment does not occur.

### WEBSITE & CHAT SITE

- Information on competitions, social events, elite athletes, coaching and officiating, committees, policies, constitution, rules and by-laws will be placed on our TWA website.
- No offensive content or photos will be uploaded to our website, especially concerning social activities and events.
- YouTube video postings will feature positive team performance.
- Permission will be sought from parents to upload photos of their children, and care will be taken not to provide information that identifies them.
- Triathlon WA operates a chat site for members and public to discuss triathlon related issues. While these forums are an opportunity to communicate with Triathlon WA all responses on behalf of Triathlon WA are done through TWA Board consultation.
- The Staff and Board will endeavour to monitor the sites on a daily basis and have the authority to remove any inappropriate comments and topics and remove accessibility from any inappropriate users.
- Triathlon WA will appoint a staff member as the web master who will be responsible to provide accountability and control over what is loaded on our website, Facebook page & Twitter accounts.

### SMS AND EMAILS

- Triathlon WA committee members, coaches and team managers may use SMS and email to communicate Triathlon WA business and Triathlon WA sanctioned social events, however:

## TRIATHLON WESTERN AUSTRALIA INFORMATION TECHNOLOGY POLICY



1. Text communication should be short and about Triathlon WA matters.
2. Email communication will be used when more information is required.
3. Communication regarding and to children (U18) will be made through their parents.

### FACEBOOK & TWITTER

- Postings and uploading of videos will feature positive Triathlon WA news and events.
- Personal information about members will not be disclosed through Facebook & Twitter.
- No statements will be made that may bring Triathlon WA 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.
- Destructive or negative users will be deleted and blocked from engaging with the site.
- Triathlon WA will appoint a staff member to monitor and maintain control of postings on Facebook from 9am – 5pm Monday to Friday.
- Triathlon WA Board will endeavour to monitor and control postings on Facebook during the weekends or as determined in advance through consultation with TWA staff.

### WHAT WE ASK MEMBERS TO DO

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

Communication by the Triathlon WA and members:

- Should be restricted to Triathlon related matters.
- Must not offend, intimidate, humiliate or bully and members.
- Must not be misleading, false or injure the reputation of members or others.
- Should seek to protect the privacy of members
- Must not bring the Triathlon WA into disrepute
- Coaches and others working with children and young people will direct electronic communication through parents.

### NON- COMPLIANCE

Any Triathlon WA member found to have sent inappropriate electronic communication, uploaded inappropriate website content or engaged in blogs or discussions that harass, offend, intimidate or humiliate members, may face disciplinary action as outlined in our Member Protection Policy or covered by our Code of Conduct.

Cyber bullying ( e.g., bullying that is carried out through an internet service such as email, chat room, discussion group, instant messaging or web pages) under certain circumstance is a criminal offence that can be reported by victims to the police. Triathlon WA may initiate separate action where there has been a breach of our National Sporting Organisation and Triathlon WA Member Protection Policy to provide for the protection, safety and welfare of members.

Members publishing false or misleading comments about another person in the public domain (e.g., Facebook or websites) may be liable for defamation.