



Digital Communications Policy

Commitment to Te Tiriti o Waitangi

Ice Speed Skating New Zealand recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

Ice Speed Skating New Zealand is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection, and participation.

Values

Ice Speed Skating New Zealand encourages everyone involved in play, active recreation, and sport to communicate with others in a way that is safe, appropriate, and mana-enhancing.

Ice Speed Skating New Zealand supports the use of social media as a way of communicating information and encouraging engagement and participation.

Everyone should represent themselves and Ice Speed Skating New Zealand appropriately online at all times. As part of our community, you represent Ice Speed Skating New Zealand by extension. The higher a person's profile becomes within the sport, or their position within Ice Speed Skating New Zealand, the more people will take note of their behaviour, including their online presence. Young people look up to more senior participants and people involved in the sport as role models.

Purpose

The internet and social media have changed how we communicate. They allow information, including photos and videos to be shared, in real time, to a potentially large audience.

Ice Speed Skating New Zealand recognises the value of social media in engaging with members of the sport and reaching others who may be interested.

Ice Speed Skating New Zealand recognises social media can raise its profile as well as that of skaters.

Ice Speed Skating New Zealand also recognises that social media can cause harm. It is important everyone is aware of the need to use social media in a safe and appropriate way, and the consequences of not doing so. This policy aims to help people involved in Ice Speed Skating New Zealand:

- use social media, internet, and email, safely and appropriately
- reduce the risks involved with using social media, while supporting the benefits.

Application

This policy applies to anyone involved in Ice Speed Skating New Zealand and its community, both at the club and national level. This includes volunteers, skaters, supporters, club members, staff, service providers, and families/whānau.

Social media includes any online site/forum for uploading and sharing information. This policy applies to all use of social media, internet, and email where it relates or refers to Ice Speed Skating New Zealand. This includes: writing, commenting on, editing and uploading material to blogs, forums, social networking sites, dating apps and sites, photo and video sharing sites.

Information includes written information, cartoons, GIFs, images, photos, and videos.

Use of digital communications

Any use of social media, email and internet related to Ice Speed Skating New Zealand must follow the guidelines set out below:

Use common sense: Don't say anything you wouldn't say face-to-face with the person. If in doubt, don't share it.

Be clear: Make it clear whether your views are your own or whether you are authorised to comment on behalf of the local club or Ice Speed Skating New Zealand.

Protect your privacy: Do not share anything online that you would not be happy for anyone to see. Be careful about disclosing your personal details. Remember the internet is forever.

Be respectful: Be polite, respect your audience, and keep disagreements professional.

Be honest: Do not share information anonymously or using false names. Do not say anything that is dishonest, untrue, or misleading. If you are unsure, check the facts before sharing. Write only what you know to be true.

Disclose interests: If you have a personal interest in something you are discussing, point it out. If you are supporting or recommending something you are involved with, or have a close relationship with, honestly state your involvement or relationship.

Reasonable and appropriate use: If you are a staff member of Ice Speed Skating New Zealand, ensure that your personal use of social media, email, or internet does not affect your work commitments or productivity.

Respect confidentiality: Protect Ice Speed Skating New Zealand's confidential information. This includes information that is not publicly accessible, commonly known, or not expected to be shared outside of Ice Speed Skating New Zealand.

Respect others' privacy: Be considerate to others. Don't post information or images when you have been asked not to, or where you have not been given permission. Remove information about another person if they ask you to.

Safeguarding children: Do not share pictures of children or information about them online unless it is safe, appropriate and you have their and their parents', caregivers,' or whānau written consent and the child's permission in line with the Media Policy in the Child Safeguarding policies.

Get permission: Always ask for permission for the use or publication of information is about another person. Get their permission to use a clearly identifiable photo or video of them. Do not share any information or photos that are of a sensitive nature or embarrassing. Permission for the use of a person's photo must be obtained for any later or different use, even if they have consented to prior use. No permission is given to use any images or video on any website or context that could be construed as being demeaning, exploitative, or in any way an inappropriate representation of Ice Speed Skating New Zealand or its members.

Racism, discrimination, bullying, and harassment: Ice Speed Skating New Zealand's people include a diverse group of backgrounds, values, and points of view. Do not share any material that is, or could be viewed as being, offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist, or otherwise inappropriate.

Comply with law: Do not share illegal or indecent content, including damaging, belittling, unfairly critical, or misleading and deceptive content. Copyright laws must be respected.

Individuals must have permission from the General Secretary of Ice Speed Skating New Zealand before engaging in social media as a representative of Ice Speed Skating New Zealand

Ice Speed Skating New Zealand will try to remove social media accounts claiming affiliation with it if they have not been given permission.

Breach

Breaches of this policy include:

- using Ice Speed Skating New Zealand's name and/or logo in a way that could negatively impact the organisation/club and/or its members
- posting or sharing any material in breach of Ice Speed Skating New Zealand's policies or the Code of Conduct
- posting or sharing any material that is:
 - a) abusive, harassing, threatening, demeaning, defamatory or libellous material
 - b) insulting, indecent or obscene, offensive, provocative, discriminatory, or hateful language.
- posting or sharing any material that breaches any New Zealand law
- posting or sharing any material to Ice Speed Skating New Zealand's social media channels that breaches the intellectual property rights of other people
- posting or sharing any material that is personal, compromising, embarrassing or in a way that breaches a person's privacy
- posting or sharing any material that damages, or risks damaging, the reputation of Ice Speed Skating New Zealand, its affiliates, sport, officials, members, or sponsors' reputations.

People should be aware false statements, defamatory, offensive, or threatening comments in social media can lead to prosecution.

Ice Speed Skating New Zealand supports a common-sense approach to the use of social media. It encourages people to seek clarity from the General Secretary of Ice Speed Skating New Zealand (generalsecretary@icespeedskating.org.nz) if they are unsure whether what they are intending to post, or share is appropriate.

Reporting a breach

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy.

