



**Australian  
Taekwondo  
QLD**

SPORTS TAEKWONDO QUEENSLAND INC.  
TRADING AS  
AUSTRALIAN TAEKWONDO QUEENSLAND

---

## SOCIAL MEDIA POLICY

---

V1.0.1 – Endorsed Friday, 16 August 2019

## DOCUMENT MANAGEMENT

---

Version	Date reviewed	Content reviewed	Date Endorsed
1.0	Created Jul 19	Initial policy drafted – forwarded for board perusal	
1.0.1		Approved by board	16 August 2019

## CONTENTS

Document Management.....	i
Introduction .....	1
Purpose .....	1
SCOPE.....	1
Policy.....	1
RESPONSIBILITIES.....	3
BREACH .....	3
QUESTIONS.....	3

## INTRODUCTION

Australian Taekwondo Queensland (ATQ) as a part of its Strategic plan 2019-20 identified it will regularly utilise social media platforms as a tool. It is vital that these platforms are kept and used in a family friendly manner.

## PURPOSE

The purpose of this document is to provide clear and transparent policy in relation to acceptable behaviour and commentaries on social media platforms operated by Australian Taekwondo Queensland (ATQ).

This policy has been developed in recognition of the growing popularity of, and participation in online social media. ATQ is supportive of its members involvement in social media, however, it is important that its members are aware of its implications when ATQ social media platforms are misused.

## SCOPE

This applies to:

- Facebook
- Instagram
- Twitter
- Websites operated by Australian Taekwondo Queensland
- Other social media platforms not specified but operated by Australian Taekwondo Queensland

This policy applies to all members of ATQ, committee members, volunteers and board members.

This policy does not apply to:

- Personal account use of social media where no reference is made to ATQ and such usage has no connection to ATQ or Australia Taekwondo; or
- Online communications published by ATQ representatives who are specifically authorised to communicate via social media on behalf of ATQ.

## POLICY

Social media platforms are maintained and moderated by the Board of Australian Taekwondo Queensland. These pages are for the use of ATQ in promoting all things taekwondo in Queensland in a family like atmosphere.

Although many users may consider their personal comments posted on social media or discussions on social networking sites to be private, these communications are frequently available to a larger audience than the author may realise. As a result, any online communication that directly or indirectly refers to ATQ, Australian Taekwondo (AT), or our activities, has the potential to damage ATQ's reputation or interests.

In keeping a positive experience for visitors to our page, we reserve the right to take down photos, comments and other material deemed "inappropriate," by ATQ. This includes, but is not limited to, vulgar

language, disturbing photos, angry or aggressive behaviour toward fellow visitors, users, guests or other persons, and posting anything in violation of any intellectual property right of another. If someone persists in offensive behavior or continually violates any of our house rules, we may block that person from further participation.

When participating in social media in a personal capacity, all members of ATQ, committee members, volunteers and board members must:

- Not disclose ATQ confidential information, proprietary or sensitive information. Information is considered confidential when it is not readily available to the public.
- Not use the ATQ logo on any social media platform without prior approval from ATQ.
- Not communicate anything that might damage ATQ's reputation, brand image, commercial interests, or the confidence of our stakeholders.
- Not represent or communicate on behalf of ATQ in the public domain without the prior approval from the ATQ board.
- Not post any material that would directly or indirectly defame, harass, discriminate against or bully any other person or legal entity.
- Ensure, when identifying themselves in their position with ATQ, that their social media communications are lawful and comply with the ATQ Member Protection policy.

The board of ATQ are the administrators of social media platforms. They will apply the following rules to all users when moderating such platforms.

1. There will be no cursing in this group – ever. It also includes any statement that the group administrator/s deems inappropriate in nature.
2. Do not advertise a business on this page.
3. All opinions will be treated with mutual respect, unless they violate the aforementioned rules. Treat all social media platform members with that same respect.
4. If a single individual starts a discussion that all other members disagree with, it may, at the discretion of the group admin, be considered trolling. Trolls will be blocked from the group.
5. If a member personally attacks another with words that are harmful, threatening or not in-line with our Member Protection policy, that member will receive a warning. Two warnings and you will be blocked.
6. Please adhere to information pertaining to Taekwondo. Irrelevant content does not belong on ATQ social media platforms.
7. Do not post graphic or disturbing photos, videos and other media in this group. If you are not sure about the content that you want to post, email the group admin [contact@qldtkd.com.au](mailto:contact@qldtkd.com.au)
8. If someone mentions you by name, please respond directly to that person on the same post. If the comment is inflammatory, please report it to the administrator.
9. It is considered impolite to repost or draw attention to the fact that a group admin or another member has deleted your comment. At the discretion of the administrator any such comment may be deleted also.
10. If you are going to comment, we would prefer you add valuable discussion to the conversation. Be friendly, be fair and use common sense.
11. The administrator/s is entitled to deny entry or rights to comment to any member they choose. They are permitted to block members that don't comply with the house rules.
12. For any inquiries relating to ATQ, please refer to the website address and telephone numbers on the cover page. Social media platforms are not the sporting organisation itself.
13. When you share attachments in our social media groups please make sure that your settings are on 'public' or no-one will be able to see your attachment.

## RESPONSIBILITIES

All members of ATQ, committee members, volunteers and board members are responsible for their own communications online.

All members of ATQ, committee members, and volunteers should not represent or communicate on behalf of ATQ in the public domain without prior approval from the board of ATQ.

All members of ATQ, committee members, volunteers should refer to the board if they become aware of potential breaches of this policy.

All members of ATQ, committee members, volunteers and board members must comply with this policy and procedures of the ATQ 'Member Protection Policy'.

## BREACH

Breach of the policy may lead to disciplinary action, which may range from a warning to termination of membership of ATQ. If you breach the law, either Criminal or Civil, you may also be held personally liable. All posting people are responsible for their posts and must be aware that any such post may personally incur actions both criminal and civil.

## QUESTIONS

If you have any questions regarding this policy, please contact the board via email at [contact@qldtkd.com.au](mailto:contact@qldtkd.com.au) for further information.