

Code of Conduct

Pre 65 is fully committed to safeguarding and promoting the well being of all it's members, members families, sponsors and others associated with the club.

As a member of Pre 65 South Island you are expected to abide by the following Code of Conduct.

- All members abide by the rules of the club, respect officials and their decisions
- Respect the rights, dignity and worth of every individual as a human being
- Treat everyone equally regardless of sex, ethnic origin., religion or disability
- Members must not disrespect fellow members, members families, sponsors or others associated with the club either verbally, written or published online
- Maintain high standards of integrity, respect the property belonging to the club and fellow competitors

Complaints

If a Pre 65 member considers that any other member has breached the code of conduct, that member should report that concern, in writing, to the Pre 65 President in the first instance, who will determine the appropriate action.

Breach of Code of Conduct

Any breach of the code of conduct may result in disciplinary action from the Pre 65 South Island. A breach of policy may also amount to breaches of other Pre 65 South Island policies. Disciplinary action may include a verbal, written, or in serious cases, termination of membership.

Disciplinary action may include penalties in the form of;

- A reprimand or warning
- Suspension of membership
- Exclusion from entry at a race meeting
- Termination of membership; or
- A combination of any of the above

An appeal against a decision to impose a penalty must be made in writing to a special meeting of the committee as set out under article 5.

Social Media

Pre 65 South Island encourages participation in online social media in a positive manner. The accessible nature of the internet however, can lend itself to the posting of threatening and derogatory material in the heat of the moment.

Once your thoughts, opinions and comments are published to the internet they are visible to the world – and they are permanent.

Pre 65 South Island take's all cases of threatening and derogatory behaviour seriously and will treat online matters as it would 'real world' bullying.

Breaching the Code of Conduct or bringing the class of Pre 65 South Island and Committee, fellow Competitors, Sponsors and others associated with organising or running the group, into disrepute online can lead to serious consequences, including tribunals, suspensions and the cancellations of the offender's registration form and instant removal from the group becoming ineligible to enter further events.

If you have questions about what constitutes acceptable content, online behaviour, complaints and breach of policy refer to the full electronic Communications and Social Media Policy.



Pre 65 Racing South Island Electronic Communications and Social Media Policy

JUNE 2019

1. Introduction

Pre 65 Racing South Island (Pre 65 SI) recognises the importance of the increased usage of electronic mediums to communicate and encourages responsible and ethical online behaviour.

Social media and networked electronic communication bring with them the increased risk of doing or saying things to which others might take offence. Due to the immediate nature of communication to a wide audience using channels such as Facebook, Twitter, Instagram and SMS, participants must be mindful to avoid inappropriate use of new media, whether unintended or simply without a proper understanding that once comments are made or published, they hard to retract.

This policy sets out a framework for acceptable online behaviour where communications involve fellow Pre 65 SI members, volunteers, officials, coaches, sponsors, partners, staff and anyone else connected with our sport or clubs. It covers guiding principles, usage, intellectual property, official Pre 65 SI social media, consideration for others and consequences of a breach of policy.

Please be aware this policy applies where reference is made to Pre 65 SI, members, officials, sponsors, clubs, volunteers etc, even if made on your personal pages. The policy is not designed to restrict fair comment and criticism; it is designed to ensure fair play and reasonable conduct when making those comments and criticisms.

2. Purpose

2.2 The Pre 65 Racing South Island Electronic Communications and Social Media Policy has been developed to serve the best interests of Pre 65 SI members. Social networking through the use of internet-based and other electronic media platforms are integrated into everyday life. The importance of the internet has been recognised within the sport to improve and increase the flow of information, shaping public thinking about our organisation, members, sponsors and partners.

2.3 Pre 65 SI is committed to supporting your right to interact knowledgeably and fairly through electronic communication, blogging, wikis and social media.

2.4 It is important that the reputations of Pre 65 SI, its members, affiliated clubs and officials (hereafter referred to as the Organisation) are not tarnished by anyone using electronic communications or social media tools inappropriately, particularly in relation to any content

that refers to the Organisation. When someone clearly identifies their association with the Organisation, and/or discusses their involvement in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with Pre 65 SI's Code of Conduct and stated values and policies.

2.5 This policy provides guidelines to assist respectful and knowledgeable interaction with people on social media, internet pages and other online forms. It also protects the privacy, confidentiality and interests of current and potential members.

2.6 This policy does not apply to the personal use of electronic communications and social media platforms by Pre 65 SI members, staff or representatives where the user is referring to issues other than motorcycling, Pre 65 SI, affiliated clubs, members, sponsors, officials and events.

3. Scope

3.1 This policy applies to Pre 65 SI members, staff, officials and any individual representing or passing themselves off as being a member of Pre 65 SI.

3.2 This policy also applies to any other person or entity not referenced above who chooses to engage on social media pages and accounts operated by Pre 65 SI.

3.3 This policy covers all forms of electronic communications and social media. Electronic communications and social media include, but are not limited to:

- SMS and emails;
- Websites;
- Maintaining a profile page on social or business networking platforms (e.g. LinkedIn, Facebook, Instagram, Skype, etc);
- Micro-blogging platforms (e.g. Twitter, Snapchat, etc);
- Content-sharing platforms (e.g. Flickr (photo sharing) and YouTube (video sharing));
- Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications;
- Online forums and discussion boards;
- User-generated product or service reviews on retailer sites, or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Online encyclopaedias such as Wikipedia;
- Any other websites;
- Reposting content (members shall not repost content if the member knows the content has not been appropriately credited to the original source).

3.4 The intent of this policy is to include anything posted online or communicated electronically where information is shared that might affect members, colleagues, members families and sponsors.

4. Guiding Principles

- 4.1 The web is not anonymous. Pre 65 SI, its members, staff and representatives should assume that everything they write can be traced back to them.
- 4.2 Honesty is always the best policy, especially online. It is important that Pre 65 SI members think of the web as a permanent record of online actions and opinions. Even when an item is deleted from a particular site it continues to exist in some form somewhere.
- 4.3 When using the internet for professional or personal pursuits, all members must respect the Pre 65 SI brand and follow the guidelines in place to ensure Pre 65 SI's intellectual property and its relationships with sponsors and stakeholders are not compromised (see section 5 below) and that the Organisation is not brought into disrepute.

5. Usage

- 5.1 Pre 65 SI members, officials and representatives using electronic communications or social media:
 - Must not post or link to libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames;
 - Must not comment on or publish information that is confidential or in any way sensitive to Pre 65 SI, its affiliates, partners or sponsors;
 - Must not bring the organisation or Pre 65 SI into disrepute;
 - Must not unfairly criticise Pre 65 SI or affiliated clubs or members;
 - Must not make threats of any kind to Pre 65 SI members.

6. Cautions

- Do not include personal information about yourself or others in social media channels;
- Do not use offensive, provocative or hateful language;
- Use your best judgment – do not publish something that makes you the slightest bit uncomfortable, and never write or publish if you are feeling emotional or upset (or are intoxicated);
- Be aware of other persons or brand images in photos that may not wish to be associated with your opinions and/or discussions;
- Never post a photo of a child or young person without permission from the child's parent or guardian;
- Always ask for permission before posting photos of other people.

7. Branding and Intellectual Property (IP)

- 7.1 It is important that any trademarks belonging to Pre 65 SI or sponsors are not used in personal social media applications, except where such use can be considered incidental – (where incidental is taken to mean "happening in subordinate conjunction with something else.").

Trademarks include:

- Club, Pre 65 SI and sponsors logos. Only Pre 65 SI and sponsors have the right to use their logos in any form, including on social media, unless express written permission is granted. If such permission is granted, then the person using the logo must adhere to the logo usage guidelines.

8. Official Pre 65 blogs, social pages and online forums

- 8.1 When creating a new website, social networking page or forum for staff/club/member use, care should be taken to ensure the appropriate person at a Committee level has given written consent to create the page or forum.
- 8.2 Similarly, appropriate permissions must be obtained for the use of logos and images. Images of children may not be replicated on any site without the written permission of the child's parent and/or guardian.
- 8.3 For official Pre 65 SI blogs, electronic communications, social media pages and online forums:
- Posts must not contain or link to pornographic or indecent content;
 - Offensive and/or abusive language will not be tolerated;
 - Some hosted sites may sell the right to advertise on their sites through 'pop up' content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the 'pop up' content cannot be controlled;

9. Consideration towards others when using social networking sites

- 9.1 Social networking sites allow photographs, videos and comments to be shared with thousands of other users. Pre 65 SI members, officials, representatives must recognise that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private Pre 65 SI-permitted event will not appear publicly on the internet. In certain situations, Pre 65 SI members, officials and representatives could potentially breach the Privacy Act or inadvertently cause the Organisation to be liable for breach of copyright.
- 9.2 Pre 65 SI members, officials and representatives should be considerate to others in such circumstance and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.
- 9.3 Under no circumstances should offensive comments be made about Pre 65 SI members, members families, officials or sponsors online.

10. Consultation and advice

- 10.1 This policy has been developed to provide guidance for Pre 65 SI members, officials and representatives in a new era of technology-enabled social interaction. Anyone who is unsure

of their rights, responsibilities, liabilities or actions online and is seeking clarification should contact the Pre 65 SI Committee.

11. Complaints

11.1 If a Pre 65 SI member or affiliated club considers that any other Pre 65 SI member or representative has breached this policy, that member or club should report that concern, in writing, to the Pre 65 SI President in the first instance, who will determine the appropriate action.

12. Breach of Policy

12.1 Pre 65 SI continually monitors online activity in relation to the organisation and its members. Detected breaches of this policy should be reported to the President.

12.2 Any breach of this policy may result in disciplinary action from Pre 65 SI. A breach of this policy may also amount to breaches of other Pre 65 SI policies. Disciplinary action may involve a verbal or written warning or in serious cases, termination of membership.

12.3 Disciplinary action may include penalties in the form of:

- a reprimand or warning;
- suspension of membership;
- exclusion from entry at a race meeting;
- termination of membership; or
- a combination of any of the above.

12.4 An appeal against a decision to impose a penalty must be made in writing to a special meeting of the committee as set under Article 5.