



# BIATHLON ONTARIO

## Social Media & Social Networking Policy

### Introduction

1. Biathlon Ontario (BiON) recognizes that social media can be used for organizational purposes to increase communication between and among its Members and partners and advance the promotion and positive profile of our sport and star athletes to a large audience.
2. BION actively encourages and supports athletes to take part in social media to share their experiences. Athletes are one of our best sources of social media content and act as ambassadors for the organisation and the sport. As coaches, officials, staff, Members and Board of Directors, it is also a great opportunity to raise the profile of our athletes and help them connect with fans of the sport.
3. BION also recognizes the importance of online conversation and respects the right to freedom of speech and the use of social media for personal purposes.
4. BION is committed to a sport and work environment that supports responsible and respectful use of social media by its athletes, coaches, officials, volunteers, staff, Members and Board of Directors. All postings made to social media are treated as 'public,' comparable to comments or actions in a public forum or in front of a camera or microphone.

### Policy Details

#### Scope

5. This policy applies to all employees, directors, coaches, athletes, officials, volunteers and Members of BION. It applies to online behaviour when serving as a representative of BION and when participating as a sole individual.
6. The policy refers to use of a broad sweep of online activity including, but not limited to, social, professional and multi-media networks and live-blogging tools. It includes posts, shares and tweets initiated by an individual, as well as retweeting or reposting someone else's comment(s) to one's own social media account.
7. Organizations and individuals are frequently re-learning that posting something on social media ensures the near-permanent existence of that material. A tweet posted six months ago can be easily found by an intrepid researcher. A picture that is posted on Facebook never really goes away. These reasons underscore why we need to be especially careful about our social media use.
8. Today, social media is no longer limited to blogs and social networking sites. You have participated in social media if you have:
  - a. Posted a comment on a blog
  - b. Posted a review or rated a product

- c. Tweeted anything
  - d. Participated in an online poll
  - e. Posted a status update on Facebook
  - f. Created a LinkedIn Profile
  - g. Uploaded a video to YouTube or Vimeo
  - h. Shared an image on Flickr
  - i. Shared your location on Foursquare or the like
9. This policy covers social media messaging and actions that fall within BION’s organizational jurisdiction and includes, but is not restricted to, protection of individuals, our brand, our sport profile, and relationships with our sponsors and funding partners.
10. Biathlon Ontario endorses a high standard of behaviour when using social media and does not condone any messages that:
- a. May constitute harassment, discrimination or violence;
  - b. Are hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals;
  - c. Refer to controversial or potentially inflammatory subjects including politics, sex, and religion;
  - d. Are damaging to our brand and/ or relationships with our stakeholders and funding partners; ☹
  - e. Divulge confidential or proprietary information that belongs to Biathlon Ontario; and/or
  - f. Fail to respect the privacy of others by disclosing personal information without requisite consent.

### **Standard of Conduct – Posting**

- 11. Only staff employed by BION, or designate, may post on the official social media sites of the organisation unless written permission is given by BION.
- 12. An individual directly receiving request from others (e.g., a journalist) regarding issues relevant to BION are to contact the President and/or VP Technical prior to responding and in order to frame an appropriate response, as required.
- 13. Messages posted on personal online sites cannot be attributed to BION and must not appear to be endorsed by or originated from the Organisation.

### **Imposing Disciplinary Sanctions**

- 14. An individual that uses social media irresponsibly or disrespectfully in a manner that may bring BION into disrepute and/or is contrary to the standards of conduct for messaging and posting set above will be subject to discipline. Indiscretions through social media are subject to the same discipline if an individual made similar damaging comments or actions in a public forum or in front of a camera or microphone.
- 15. Disciplinary sanctions will reflect the severity of the infraction. Minor infractions are single, largely unintentional breaches of this policy that generally do not result in harm to individuals and/or BION. Major infractions are either single breaches of significance or repeated multiple breaches which violate the Organisation’s Code of Conduct and Ethics Policy and that result, or have the potential to result, in harm to individuals and/or BION. Disciplinary sanctions for minor infractions may include the following:
  - a. Immediate removal and retraction of messages in question;
  - b. Verbal or written reprimands;
  - c. A verbal or written apology; and/or

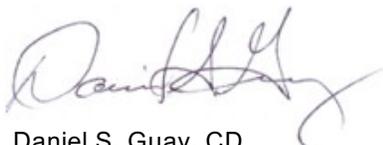
- d. Any other similar sanction considered appropriate relative to the breach.
- 
16. Disciplinary sanctions for major infractions correspond to those in the Organisation's Code of Conduct and Ethics Policy and may include the following:
    - a. Immediate removal and retraction of messages in question;
    - b. Formal, written notification of the nature of the violation against the Code of Conduct and Ethics Policy;
    - c. Verbal or written apologies;
    - d. Written reprimand;
    - e. Probation or suspension;
    - f. Monetary fine or payment of costs; and/or
    - g. Any other sanction considered appropriate relative to the seriousness of the breach.
  17. Any individual may appeal the decision and disciplinary sanctions by following the Dispute Resolution Policy established by BION.
  18. Disciplinary sanctions imposed internally by BION do not preclude legal action that may be taken against an individual using social media irresponsibly.

#### **Additional Pertinent Information**

19. This Social Media and Social Networking Policy is meant to cover existing and emergent online tools and network options.
20. Compliance with this policy could be referenced specifically in BION's agreements and/or contracts with athletes, employees, consultants, and Board of Directors.

#### **Policy Review and Amendments**

This policy has been reviewed and approved by Biathlon Ontario Board of Directors on 11 Jun 2017.



Daniel S. Guay, CD  
Director-at-Large  
Biathlon Ontario