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# **Kent County Athletic Association**

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### **Email Policy (Adopted January 2019)**

Email addresses published on the KCAA website should not be “personal” and ideally the redirection facility possible by having a [function@kcaa.org.uk](mailto:function@kcaa.org.uk) should be used.

It is possible for these email addresses to be redirected to one or more email addresses, enabling group mailing without individuals having to hold personal email addresses.

An email address can be created or advice offered by Mike Peel (our Webmaster) at [webmaster@kcaa.org.uk](mailto:webmaster@kcaa.org.uk)

When emailing a group of people outside of KCAA known group (e.g. an individual committee) such as clubs or athletes the use of “blind copy” facility for sending emails without showing the recipients address should be used or a Trinity distribution list.

### **Personal Data Policy (Adopted January 2018)**

To enable KCAA to fulfil its remit as a competition provider and run championships, leagues and training it needs to collect and hold data on clubs and individual athletes. When a club affiliates to KCAA it is giving permission for us to use that information to contact them (primary means being email to club secretary), if they cease to be a member that information will be removed from our current clubs listing and contact information.

Kent County Championships and League meetings are held in compliance with UKA Rules for Competition as modified by various Championship or League Rules. To ensure that athletes are eligible to compete one or more of the following details will need to be provided (Personal data as defined by the GDPR\*): date of birth, club affiliation, residential qualification and England Athletics unique registration number (URN) as well as contact information (primary means being email – see Under 17 note below). Not only is this data used to run the current competition, it is then held historically as part of the record of Personal Performances, Championship Best Performances, Records etc., unless you ask us to remove your name from our records by emailing [results@kcaa.org.uk](mailto:results@kcaa.org.uk) but this would mean any record information may no longer appear in future KCAA programmes. Our results team automatically provides all result information to the KCAA website, Po10 and Athletics Weekly and as requested by Team Managers, Newspapers, & Officials.

Athletes who are U17 - Team Selection requires that any athlete who is under 17 provides a parent or guardian email address, so that they are aware of communications re possible selection.

\* GDPR - General Data Protection regulation

### **Photography Policy (Adopted January 2018)**

KCAA does not require camera users to register the use their cameras as the prolific use of personal tablets & smartphones make this impractical to police. Should one of these photographs appear on a club website or in social media you will need to contact them direct should you wish it removed.

At some meetings we have press reporters and official championship photographers from whom you can purchase photographs of athletes in competition. Those photographers are easily identified wearing brightly coloured bibs.

Also within the competition and medal presentation areas people authorized by KCAA may take photos for publicity & promotional purposes, especially for our Website or Facebook page. When entering these areas you need to be aware that it is assumed that you are giving permission for such photographs to be taken. Should a photo appear on our Website or Facebook page which you would like removed; please contact the track & field committee secretary on [trackandfield@kcaa.org.uk](mailto:trackandfield@kcaa.org.uk)

## **Social Media Policy (Adopted June 2019)**

This policy relates to the publication of content, and commentary, on social media by individuals acting on behalf of KCAA and engagement with others in relation to activities of the Association.

For the purposes of this policy, social media means any facility for online publication and commentary, e.g. Facebook, LinkedIn, Twitter, Flickr, and YouTube.

### **1. Social Media Channels**

Social media identities, logon ID's and user names may not use the Associations name without prior approval from the Executive Committee.

### **2. Protection of privacy and confidential information**

Privacy settings on social media platforms should be set to allow anyone to see profile information. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access.

### **3. Transparency and copyright.**

Do not blog anonymously, using pseudonyms or false screen names when engaging with KCAA

content. It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others; including the Associations own copyright, trademarks and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is recognised good practice to link to others' work rather than reproduce it.

### **4. Respect and protect your audience, the Association, athletes and officials**

The public in general, those engaged with the Association (athletes, coaches and officials for example), reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the Associations ethos. Treat the audience and potential readers with respect. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic or racial slurs, offensive or defamatory comments, personal insults, obscenity), but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Competitors, officers or officials should not be cited or obviously referenced without their approval.

### **5. Cyber Bullying**

The Association reserves the right to block anyone who is identified as a bully and report them to the social network so that anything offensive can be removed. In addition, any bullying should be reported to the Executive Committee.

### **6. Mistakes and consequences.**

If you make an error, be honest about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment

about them), deal with it quickly and inform the Executive Committee. Use your judgment when publishing information.

## 7. Volunteers

KCAA social media accounts are managed by volunteers. Whilst every endeavour is made to deal with enquiries and respond to posts in a timely way, this may not always be possible. Furthermore, from time to time it is likely that individuals responding on Social Media on behalf of KCAA may not be in possession of all requested information - which may further delay response times.

## **Finance Policy (Adopted June 2019)**

### 1. Championship Best Performance Recognition

Any athlete breaking a Championship Best Performance at the Main, Combined Events or Under 13 County Championships that has stood for 10 to 19 years will receive a bursary of £10.00

Any athlete breaking a Championship Best Performance at the Main, Combined Events or Under 13 County Championships that has stood for 20 years or more will receive a bursary of £20.00.

### 2. Travel & Expenses

(KCAA is a volunteer organisation and payment of travel expenses is the exception not the norm and then only when acting on behalf of the County outside of the County)

This Policy is applicable to all those involved in events run by KCAA and, in particular, for athletes and Team Managers selected for County teams at Inter-County fixtures.

1. Where possible, the use of minibuses is to be encouraged in place of the hiring of coaches. Athletes and supporters to make a contribution of **£10** towards the cost of petrol/diesel. Drivers and Team Managers to travel free. If a Club minibus is used, a contribution should be made to that Club towards the annual expenses as well as any fuel costs.
2. Where it is necessary to hire a coach to transport a team to an Inter-County event, the agreement of the KCAA Treasurer, on behalf of the KCAA Executive, should be obtained before signing any contract. Where a coach is hired a contribution of **£10** per person is to be made towards the cost by athletes and supporters. Team Managers to travel free of charge.
3. When there is no transport provided, KCAA may offer to pay a contribution towards the cost of travel to those athletes/parents who claim genuine hardship at the rate of **15p** per mile. Athletes to travel together where practical.
4. KCAA may make a contribution towards the travel costs of a maximum of **TWO** Team Managers (one male/one female) claiming when necessary at a rate of **25p** per mile.

5. In addition, the KCAA may pay **5p** per mile for each passenger carried (athlete or Team Manager only). This does not apply in the case of a parent, or coach, taking an athlete, only if transporting a second athlete or Team Manager.
6. Overnight accommodation may be paid up to a maximum of **£50** per night for **ONE** Team Manager only, provided it can be justified and approved in advance by the KCAA Treasurer, on behalf of the KCAA Executive.
7. Claims need to be submitted on a KCAA claim form, and signed by the athlete/parent/ Team Manager making the claim, provided on request by the KCAA Treasurer ([treasurer@kcaa.org.uk](mailto:treasurer@kcaa.org.uk)), within one month of the Meeting.