



10,000 Steps Coordinator Terms and Conditions

10,000 Steps members (Registered Users) that also register their Organisation will be assigned as a 10,000 Steps Coordinator. This provides that member with access to additional features and resources to support the promotion of physical activity and the 10,000 Steps Program within workplaces and communities. Two levels of access are provided to Coordinators based on their Organisation's registration:

1. Organisation Membership - Free Access

All Coordinators have access to the **Coordinator Hub** for free including Promotional Materials, Coordinator Blog, and Organisation management to support public health, preventive health and health promotion activities through the implementation of 10,000 Steps strategies and the promotion and support for physical activity within workplaces and communities.

2. Organisation Membership – Subscription Access

In addition to the features provided in *Free Access*, premium features (such as Tournament creation and management, personalised emails, and priority support) are available through an annual Organisation Membership Subscription. To purchase an Organisation Membership Subscription and view information on inclusions view [Organisation Membership Subscription](#).

Use of the 10,000 Steps Program

As a 10,000 Steps Coordinator, you acknowledge and agree to the following conditions:

- **No Guarantee or Liability:**
10,000 Steps and Central Queensland University do not guarantee specific outcomes from the use of the program and are not liable for any claims arising from its use or misuse beyond their control.
- **Use of Coordinator Information:**
You agree to provide accurate information and details relating to your Organisation. You agree that your Organisation and Coordinator details (including name, email address, and organisation information) may be used by the 10,000 Steps Program for informational communications and updates.
- **Information Sharing with Partners:**
Your Coordinator details may be shared with Health and Wellbeing



Queensland (and programs funded by them) to inform you of relevant health promotion initiatives.

- **Duplicate Organisation Registrations:**

If a new organisation registration appears to duplicate an existing one, the listed Coordinator details (name and email) may be shared with the new Coordinator to determine whether they should be added to the existing organisation or proceed with a new registration.

- **Coordinator Updates:**

If a new Coordinator is added to an existing organisation and confirms that a previous Coordinator is no longer affiliated, the 10,000 Steps Project Office may remove the previous Coordinator to maintain accurate contact records.

- **Coordinator Communications:**

New Coordinators will be automatically subscribed to Coordinator Emails upon registration. These communications are essential for supporting Coordinators in effectively using the 10,000 Steps strategies. Outside what is disclosed in these terms and conditions, no personal data will be shared with third parties without your prior consent, unless required by law. We recommend using your **work email address** when registering your 10,000 Steps account if using it for workplace purposes.

- You may opt out of these emails at any time via your [Subscriptions](#).

Organisation Membership – Subscription Access

As a Coordinator of an organisation with a subscription, you acknowledge and agree to the following conditions:

- **Access to Exclusive Resources:**

Coordinators will receive access to exclusive resources and Tournament tools. These materials are licensed for use **only within the registered organisation** and must not be redistributed or repurposed outside the organisation's implementation of the 10,000 Steps Program. Please refer any interested individuals or organisations to create their own memberships with 10,000 Steps.

- **Data Access and Usage:**

Coordinators may access Tournament participation data and campaign engagement metrics. This data is to be used **solely for internal program delivery and support purposes** and must not be shared without reason, and not at all with any external parties.



- **Data Protection Compliance:**
Coordinators must ensure that any data collected or accessed through enhanced features (e.g., Tournament analytics) is handled in accordance with the **Privacy Act 1988 (Cth)** and other relevant data protection regulations.
- **Coordinator Registration Recommendations:**
We recommend that each Organisation with a subscription membership includes **two Coordinators** after registration. At our discretion, we may decline requests to add additional participants to an Organisation with a subscription.
- **Verification Requirements:**
To be added to an existing Organisation with a subscription, you must provide a valid reference number or tax invoice confirming your direct association with this Organisation that has processed the 10,000 Steps Subscription Order. Additional verification may be requested. If the documentation provided is not deemed sufficient, the adding of an additional Coordinators will be declined. This may result in the Registered user being required to register a new organisation and pay for a subscription to receive access to the premium features.

Use of 10,000 Steps Coordinator Resources

As a Coordinator, you agree to the following conditions regarding the use of 10,000 Steps materials and branding:

- **No Alteration Without Approval:**
10,000 Steps materials must not be altered, modified, or repurposed in any way unless prior written approval is obtained from the 10,000 Steps Project Office.
- **Branding Requirements:**
All printed or electronic materials related to the program, including promotional content, must include the 10,000 Steps website (10000steps.org.au) and display the official 10,000 Steps logo (see Logo Usage Rights below).
- **Logo Usage Rights:**
Coordinators are granted a **non-exclusive, royalty-free license** to use the 10,000 Steps logo, provided it is used in accordance with the **Brand**



Guidelines available in the Resources section, unless approval is provided in writing by the 10,000 Steps Project Office.

- **Promotional Items Approval:**
Written approval from the 10,000 Steps Project Office is required before using the logo on promotional items such as water bottles, t-shirts, or banners.
- **Device Restrictions:**
The 10,000 Steps logo must **not** be used on any step-counting devices.
- **Customisation Option:**
Coordinators may include their organisation or group name (e.g., "Rockhampton") alongside the logo, as long as it complies with the Brand Guidelines, or written approval is provided by the 10,000 Steps Project Office.

Version: 20251031.