



## LOS ALAMOS AQUATOMICS POLICY: Electronic Communication

### PURPOSE:

Given the prevalence of electronic communication and social media in today's world, many of our swimmers use these as their primary method of communication. Los Alamos Aquatomics (LAA) realizes that there are associated risks that must be considered when adults use these methods to communicate with minors. The Club has an official Website page that athletes and their parents can email for information and updates on team-related matters.

### POLICY:

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection (<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/safe-sport-basics/2017-athlete-protection-policies.pdf>).

### GUIDELINES:

As with any communication with an athlete, electronic communication will not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.
- As an athlete, coach, board member or parent, the guiding principle shall be: "Is this communication something that other individuals would find appropriate or acceptable in a face-to-face meeting, with the athlete, or in front of other athletes, or in front of the athlete's parents or Board members?"
- Ensure that electronic communication with swimmers is **Transparent, Accessible and Professional (TAP)**.
  - **Transparent:** All electronic communication between coaches and athletes is transparent. Your communication is not only clear and direct, but also free of hidden meanings, innuendo and expectations.
  - **Accessible:** All electronic communication between coaches and athletes is considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.
  - **Professional:** All electronic communication between a coach and an athlete is conducted professionally as a representative of LAA. This includes word choices, tone, and subject matter that model the standards and integrity of a staff member.

### FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches who have personal Facebook (or other social media site) pages, are not permitted to have any athlete member of the Club join their personal page as a "friend." If pressed, the coach shall remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.



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### **TWITTER**

**Best Practice:** Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter.

Coaches and athletes are not permitted to “direct message” each other through Twitter.

### **TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

### **EMAIL**

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied. Email addresses used by athletes to communicate with members of the coaching staff should have shared access by parents.

### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

LAA BOARD OF DIRECTORS  
APPROVED 9/2020

**I hereby acknowledge that I have completely read and fully understood the LAA Electronic Communication Policy.**

By checking this box and type my name below, I am electronically signing this document.

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Parent/Guardian's signature

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Date