



*RISING ABOVE*

## Electronic Communication Policy of the City Swim Project

### **PURPOSE**

The City Swim Project (CSP) recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the CSP acknowledges the value of these methods of communication, the CSP also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

### **GENERAL CONTENT**

All communications between a coach, instructor 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.

For example, as with any communication with an athlete, electronic communication should 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
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, instructor, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible and Professional**.



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*Transparent:* All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

*Accessible:* All electronic communication between coaches, instructors and athletes should be considered a matter of record and part of the CSP 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, instructor and an athlete should be conducted professionally as a representative of the CSP. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

## **SOCIAL MEDIA**

Coaches/Instructors may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend." A coach/Instructor should not accept any "friend" request from an athlete. In addition, the coach/instructor should remind the athlete that this is not permitted.

Coaches/instructors and athletes are not permitted to "private message" each other through Facebook. Coaches/instructors and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

The CSP may have an official Facebook or (other social media outlet) page that athletes and their parents can "friend" for information and updates on team-related matters.

Coaches/instructors are encouraged to set their pages to "private" to prevent athletes from accessing the coach's/instructors personal information.

## **TWITTER**

The Club may have an official Twitter page that coaches/instructors, athletes and parents can follow for information and updates on team-related matters. Coaches/instructors are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches/instructors on Twitter. Coaches/instructors and athletes are not permitted to "direct message" each other through Twitter.



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**TEXTING**

Subject to the general guidelines mentioned above, texting is allowed between coaches/instructors and athletes during the hours from 8am until 8pm, except for in the case of an emergency. Senior level athletes participating in morning workouts may text outside of these hours. Texting only shall be used for the purpose of communicating information directly related to team activities.

**EMAIL**

Athletes and coaches/instructors may use email to communicate between the hours of 8am and 8pm.

**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.