



SAILFISH POLICY: ELECTRONIC COMMUNICATION

PURPOSE

The Sailfish Swim Team (the “Club”) 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 Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

DEFINITION OF APPLICABLE ADULT

- All USA Swimming non-athlete members and adult athlete members (Coaches)
- Participating non-members (e.g. meet marshals, meet computer operators, timers, etc.)
- LSC and club adults' staff and board members
- Any other authorized adult to have regular contact with or authority over minor athletes.

GENERAL CONTENT

All communications between an Applicable 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
- 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, 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**.

Transparent: All electronic communication between Applicable Adults 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 Applicable Adults and athletes should be considered a matter of record and part of the Club's records. **All direct communications from the Applicable Adult to athlete (including social media) must include the athlete's legal guardian so that there is no question regarding accessibility.** Should the athlete communicate privately to the Applicable Adult first, the Applicable Adult must copy the athlete's legal guardian on any electronic response to the athlete.

When an Applicable Adult communicates electronically to the entire team, said Applicable Adult must copy another adult.

Professional: All electronic communication between an Applicable Adult and an athlete should be conducted professionally as a representative of the Club. 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.

TIME

Electronic Communication must only be sent between the hours of 8:00 AM and 8:00 PM, unless emergency circumstances exists, or during competition travel.

FACEBOOK, INSTAGRAM, MYSPACE, BLOGS, AND OTHER SOCIAL MEDIA SITES

Applicable Adults may have personal social media accounts, but they are not permitted to have any athlete member of the Club join their personal page as a "follower." An Applicable Adult should not accept any "friend" request from an athlete. In addition, the Applicable Adult should remind the athlete that this is not permitted. Existing social media connections with minor athletes must be discontinued.

Applicable Adults are not permitted to send private message, instant message, or direct message to the athlete through social media.

The Club has an official Facebook/ Twitter/ Instagram page that athletes and their parents can "follow" for information and updates on team-related matters.

Applicable Adults are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

TEXTING & EMAIL

Subject to the general guidelines mentioned above, texting and email only shall be used for the purpose of communicating information directly related to team activities. When communicating with an athlete through text or email, a parent or legal guardian must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or legal guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication (including social media posts), absent emergency circumstances. If you would like to make a request to discontinue all electronic communications, please contact Coach Chris at ckjeldsen17@gmail.com.