



## Electronic Communication Policy

Approved: January 9, 2013

Revised: September 1, 2021

Swim GSA firmly supports USA Swimming's athlete protection programs and strives to provide an exceptional swim team experience that is safe and positive for our swimmers, our coaches, our volunteers, and our membership. This policy applies to all employees, swimmers, parents, coaches, and other adults affiliated with SGSA and is intended to protect adults from potential risks associated with electronic communication with minors. This policy applies to all communication mechanisms including but not limited to phone, emails, texts, instant messaging, chatting, social media posts, and private direct messaging through online portals. All content and intent of all communications must comply with the USAS Code of Conduct and all USAS and SGSA Athlete Protection and anti-bullying guidelines and policies.

- All communications between coaches/other adults and swimmers will be professional in nature and for the purpose of communicating information about SGSA activities and other topics associated with the sport of swimming. Communications to swimmers will not be sexually oriented in any way, will not refer to illicit use of drugs or alcohol, will not invite discussions about the coach's or swimmer's personal life outside the scope of swimming, and will not include inappropriate or suggestive verbiage or photographs of a sexual or personal nature. All communication must be transparent, accessible, professional, and available for review at the request of the club's Board of Directors.
- Communications from swimmers to coaches/other adults should also be held to the same standards of acceptability. Any questionable communications from swimmers to coaches/other adults should be directly discouraged and reported to the Board of Directors.
- Coaches/other adults are not permitted to solicit swimmers to connect to their personal accounts on social media outlets like Facebook and Twitter. Personal invitations to connect from swimmers to coaches/other adults should be declined. A clear boundary between a coach's/other adult's private life and club position should be clearly

established with swimmers.

- Unless urgent in nature, electronic conversations between coaches/other adults and swimmers should be limited to **5:00 am and 9:00 pm** or within a reasonable amount of time from the beginning or end of practices, meet sessions, or team activities.
- Coaches/other adults should always copy another coach, parent, or board member on communications to swimmers.
- Parents of swimmers under 18 years of age may request that they be copied on all emails, texts, or other communiques. Parents may request in writing that their child not be contacted by coaches/other adults through any form of electronic communication.
- Coaches/other adults with administrative rights to manage team sponsored websites, pages, and other accounts should ensure all communications meet the professional criteria previously stated. Administrative rights to team sites should be strictly controlled by the team manager and Board of Directors and administrators must monitor sites to ensure any inappropriate content is removed and reported to the Board of Directors.

**WRITTEN ACKNOWLEDGEMENT OF ELECTRONIC COMMUNICATION POLICY**



I acknowledge that I have received, read and understood the Electronic Communication Policy and/or that the Policy has been explained to me or my family. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with Swim GSA.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_