



Electronic Communication Policy of the Arkansas Dolphin Swim Team

PURPOSE: The Arkansas Dolphin Swim Team 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 Arkansas Dolphins acknowledges the value of these methods of communication, the Arkansas Dolphins also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

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. All communication must be observable and interruptible. All communication must have a parent, guardian, or another coach present/included. 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.

www.usaswimming.org/protect

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 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:

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Arkansas Dolphins. 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.

FACEBOOK, INSTAGRAM, TWITTER, BLOGS, AND SIMILAR SITES: Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Arkansas Dolphins join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should 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. The Arkansas Dolphins has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information. The Arkansas Dolphins Swim team may have a team Facebook, Instagram, Twitter, and/or similar account, but this must be set to “private” to prevent non athletes and parents from accessing pictures and swimmer information.

Swimmers should not be “tagged”, and any identifying information should be excluded (such as last names, addresses, etc).

TEXTING: Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 5am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities. When communicating with an athlete through text, a parent, guardian, or another coach must also be copied.

EMAIL Athletes and coaches may use email to communicate between the hours of 5am and 9pm. When communicating with an athlete through email, a parent, guardian, or another coach must also be copied.

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.

Information from MAAPP 2.0 Regarding ELECTRONIC COMMUNICATIONS

I. Content

a. All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

II. Open and Transparent

a. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic Communications, the Minor Athlete’s parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete’s parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.

b. The following exceptions apply to Section II(a):

i. In emergency circumstances;

ii. When a Dual Relationship exists; and/or

iii. When the Close-In-Age Exception applies.

c. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

III. Requests to Discontinue

a. Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy.

The Organization must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

a. Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

a. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may “friend”, “like” or “follow” the Organization’s official page.

b. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.

c. The following exceptions apply to Section V:

i. When a Dual Relationship exists; and/or

ii. When the Close-In-Age Exception applies.