

## **COM Aquatics**

### **Coach Electronic Communication Policy**

This policy is designed to:

1. Protect you, your swimmers, other COM Aquatics staff members and the Club;
2. Raise awareness of acceptable and effective ways to use electronic communication tools when communicating with swimmers;
3. Raise awareness of the positive and negative outcomes that may result from using these tools with swimmers.

One guiding principle to always use in communication with swimmers would be to ask yourself, “Is this communication something that you and the Club would find acceptable in a face-to-face meeting with a swimmer?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

1. **Transparent:** All electronic communication between coaches and athletes should be transparent. Your communication should be clear and direct, free of hidden meanings and expectations.
2. **Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of Club records. Whenever possible include another coach or parent in the communication so there is no question of the accessibility.
3. **Professional:** All electronic communication between coaches and athletes should be as a professional representing the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of an COM staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is very likely that the methods of communicating with students that you are choosing are appropriate.

#### **Specific Types of Electronic Communication**

**Twitter/Instagram/Snapchat and similar platforms** – if you use Twitter or any of these other platforms, it is okay to have swimmers follow you, but you MAY NOT follow them. If you are not going to allow swimmers to follow you, you must have your settings set to require your approval of all followers. If you allow swimmers to follow you, you must allow other coaches and COM Aquatics staff members and parents to follow you as well.

**Facebook** – if you have a personal Facebook account, you MAY NOT be friends with swimmers. “Facebook Fan Pages” can be set up for your group(s) and will allow your swimmers to access information through Facebook without giving them access to your personal information or vice versa. If you are using Facebook to communicate with friends and family, your privacy settings must be set to “Only Friends”.

Texting – You may text with swimmers. You are responsible for making sure all text messages meet the TAP test. Your text log from your provider may be reviewed by COM Aquatics at any time. In the event of any issues or questions regarding communication with swimmers, your texts may also be reviewed by COM Aquatics.

Email – All emails with swimmers must be from your @comaquatics.com account. This account is open to review by COM Aquatics at any time, including all contacts. If you use another account to email with swimmers, you will be in violation of this policy, and that email account will be subject to complete review by COM Aquatics.