TMEC Tritons Swim Club

P.O. Box #891612, Temecula, California
(951) 699-5526

TMEC ELECTRONIC COMMUNICATION POLICY

2016

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PURPOSE

The TMEC Triton Swim Club (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.

GENERAL CONTENT

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. 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
- 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: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's 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 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.

FACEBOOK, MYSPACE, 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 Club 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 Club 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.

TWITTER

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

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Email is the preferred method of communication among the directors, staff, and membership therefore certain guidelines must be in place.

Concerning Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

EMAIL ETIQUETTE

Email is often used to communicate with customers, partners and other important contacts. Although a relatively informal medium, staff should be aware that each email they send does affect the company's image and reputation.

It's a good idea to follow rules of good email etiquette. Users must:

- Not forward on chain emails or 'humorous' messages. These clog up people's in-boxes and some topics are not appropriate for the workplace
- Always use a meaningful subject line rather than leaving it blank or using a single word like 'hello'.
- Only use the 'important message' setting sparingly, for messages that really are important.
- Never ask recipients to send a 'message read' receipt. Many people find these annoying and not all email services support them.
- Not use ALL CAPITAL LETTERS in messages or subject lines. This can be perceived as impolite.
- Be sparing with group messages, only adding recipients who will find the message genuinely relevant and useful.
- Use the 'CC' (carbon copy) field sparingly. If someone really needs to receive a message, they should be included in the 'to' field.
- Use the 'BCC' (blind carbon copy) field to send group messages where appropriate. It stops an email recipient seeing who else was on the email.

CORPORATE ACCOUNTS

OVERVIEW

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

PURPOSE

The purpose of this email policy is to ensure the proper use of corporate accounts and make users aware of what deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Network.

Scope

This policy covers appropriate use of any email sent from a corporate account and applies to all directors, officers, committee members and agents operating on behalf of the Temecula Triton Swim Club.

POLICY

4.1 All use of email must be consistent with policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

4.2 Email accounts should be used primarily for business related purposes; personal communication is permitted on a limited basis, but non- related commercial uses are prohibited.

4.3 All data contained within an email message or an attachment should be proven safe by security scan and if need be encrypted.

4.4 Email should be retained only if it qualifies as a business record. Email is a business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

4.5 Email that is identified as a business record is company property and shall be archived. When a director, officer, committee member or agent term ends or leaves office work, related email is to be archived.

4.6 The email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or

national origin. Employees who receive any emails with this content from any employee should report the matter to Communications Officer.

4.7 Users are prohibited from automatically forwarding email to an individual(s) not considered to have need-to-know privileges. Individual messages which are forwarded by the user must not contain confidential information.

4.8 Using a reasonable amount of resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from an email account is prohibited.

4.9 Those using corporate accounts shall have no expectation of privacy in anything they store, send or receive.

4.10 The Communications Officer may monitor messages without prior notice but is not obliged to monitor email messages.

POLICY COMPLIANCE

5.1 Compliance Measurement to this policy is through various methods including spot checks.

5.2 Exceptions to the policy must be approved by the Board of Directors in advance.

5.3 Non-Compliance, an employee found to have violated this policy may be subject to disciplinary action, up to and including removal from the board, board support function, or committee.

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.