

CENTRE CYBER POLICY

Electronic Communication Guidelines
For use with Athletes, Coaches and Officials
Date Issued: 1st Dec 2014
Review: Biennial

PURPOSE

The increased use of electronic communications has seen a rise in the number of internet-based and telecommunications-based allegations of abuse and bullying. Those working with athletes must follow these guidelines as to how officials (this includes centre executive members, club executive members, key officials and club coaches) communicate electronically with athletes, to ensure the safe use of electronic and telecommunication devices.

POLICY FOR USE OF ELECTRONIC COMMUNICATION

Whilst the use of electronic media for communication is a part of everyday life, we need to be mindful of the position of trust and power we have been entrusted with as leaders.

GENERAL PRINCIPLES

Safe communication is team communication. Ensure that the predominant form of electronic communication with children and young people is as a team, not as individuals e.g. group emails.

Seek parental permission before communicating with a child/young person electronically.

Officials must not transmit, retrieve or store any communication that is: discriminatory or harassing, derogatory, obscene, sexually explicit or pornographic, defamatory, threatening, for any purpose that is illegal or contrary to the WALA Code of Conduct: Refer Athletics West Member Protection Policy

<https://cdn.revolutionise.com.au/cups/littlewa/files/a6pbi6obkblmqelu.pdf>

Do not send any electronic communication that attempts to hide your identity or represent the sender as someone else.

TELEPHONE USE WITH ATHLETES

Inform parents/guardians of phone calls, whenever possible.

When contacting an athlete by phone, call on their home phone if possible. Keep mobile phone use to a minimum, not to be used for long calls.

If an athlete initiates a mobile phone call which will require a long conversation, arrange to have the conversation at training or competition that coming week.

EMAILS

Generally all emails to athletes should have the secretaries email address copied into them.

Where possible have a purpose-built email address for communication to athletes.

Use purpose only emails e.g. *"Meet at this place, at this time"* or general conversations, e.g. *"How was the excursion today?"* Deeper conversations regarding more personal issues should be held face-to-face.

As far as possible, save all emails to and from athletes in a folder.

SMS/TEXT MESSAGING

SMS communication should generally be restricted to purpose-only communication. If a longer SMS conversation begins suggest a conversation at the program.

Avoid language that conveys emotional content, such as *"I love the way ..."* or *"You are loved"*.

SOCIAL NETWORKS (e.g. Facebook, Twitter etc.)

Internal mail should be restricted to purpose-only messages (as above).

Writing on 'walls' should be kept to a minimum and should only be general in nature e.g. *"Hey, hope you're having a good week, cya Sunday"* or other light conversations.

Do not give out any details of athletes on 'walls' e.g. name of school, email address, home address, phone numbers, etc.

Officials should not enter into a closed one-on-one conversation with an athlete. If an athlete invites you into a conversation, you should bring in a third party.

Officials should use discernment and wisdom when having a multi-person conversation. Your conversations should be above reproach.

Where there is a purpose-built Facebook site for communication to athletes and parents, officials automatically have access and parents may also request access.

SKYPE AND VIDEO PHONE

Officials should not enter into conversations of this nature with athletes. **PHOTOGRAPHY AND VIDEO FOOTAGE** (including on phones and phone apps) Photos should be taken by an appointed leader, with parental consent. Do not photograph any athlete who has asked not to be photographed. Photography should focus on the activity and not on a particular athlete. Do not identify in writing the person(s) in the photograph. All children/young people must be appropriately dressed when photographed.

Never post photos of children/young people on the internet without parental permission.

If you do find a photo of an athlete's activity posted on the internet by a young person, gently ask them if they have parental permission from everyone in the photo to post it. If they don't then advise them to either seek permission or remove it from the internet.

Avoid using mobile phones for photography

WEB PAGES

<https://www.facebook.com/pages/Bayswater-Little-Athletics-Centre/1414677762082877>

<http://www.bayswaterlac.com.au>

INSTAGRAM - BAYSWATER_LAC

RESULTS - www.resultshq.com.au

<http://www.littleathletics.com.au/> - National Site

<http://walittleathletics.com.au/> - State Site

<http://athleticswest.com.au/>