

# POLICIES AND PROCEDURES



## COACHES COMMUNICATION POLICY - UPDATED 01/03/2021

This policy document outlines the acceptable use of communication and social networking between coaches and all under-18 club members. All Little Springers Gymnastics coaches must not:

- Communicate directly with any member aged under 18 on a one-to-one basis via text message, social networking, email or any other electronic means. This includes written, photographic and video forms of communication.
- Use social networking to post unfavourable, abusive, or disrespectful comments/content regarding members, coaches, club personnel, or the club itself.
- 'Friend' or link in any other way with the social networking profile of an individual member aged under 18.
- Communicate directly with any member aged under 18 on a one-to-one basis via text message, social networking, email or any other electronic means. This includes written, photographic and video forms of communication.
- The club requests that all club coaches check their privacy settings on all of their personal social media pages to ensure that their page is restricted to 'friends' or 'followers only'.
- The club advises that all club coaches consider what they post on their personal social media pages and should also consider if/what they are posting is considered inappropriate for those working alongside children.

## ONE-TO-ONE COMMUNICATION IS PERMITTED IN THE FOLLOWING CIRCUMSTANCES

- In emergency situations.
- Via telephone if the call is witnessed/recorded wherever possible.
- To 16- and 17-year-olds with parental consent and copies of all correspondence sent to the club.
- To Young Leaders volunteering at the club with parental consent and copies of all correspondence sent to the club.

## BEST PRACTICE SHOULD COACHES NEED TO CONTACT UNDER-18 CLUB MEMBERS

- Communications should be via the members parent/guardian and the content should not be of a personal nature.
- Where necessary, only contact members in a group.
- Make communications impersonal, professional and, where possible, final - without inviting response.

## **ALL COACHES MUST ENFORCE THE FOLLOWING:**

- Participants must not use mobile phones or other communication devices in sessions unless agreed by the lead coach.
- Posts by the club on social networks must not be of a personal nature or one-to-one.
- Coaches should 'post' as the club and not as an individual where possible.
- Inform the appropriate lead coaches of any breaches of this policy by any coaches.
- Encourage responsible use of social networking and communications within the club by all members.
- Report any offensive or negative posts/comments towards you on social media from a member or from members/non-members towards the club.

Further information can be found within the British Gymnastics 'Standards of Conduct for Coaches, Instructors & Officials' Policy: [file \(british-gymnastics.org\)](https://www.british-gymnastics.org)