



## Walt Whitman Crew Boosters (WWCB) Communications Policy

WWCB requires that all coaches, athletes, parents, volunteers, vendors and other parties involved with WWCB comply with all policies instituted by US Rowing and US Center for SafeSport regarding one-on-one interactions and communications. These policies are described in detail at the US Rowing and the US Center for SafeSport websites:

<https://usrowing.org/sports/2016/6/1/safesport.aspx>

<https://uscenterforsafesport.org/training-and-education/minor-athlete-abuse-prevention-policies/>

This document outlines below a few key points to keep in mind regarding one-on-one interactions and communications.

### Protecting Our Athletes

1. Coaches must complete the SafeSport Trained Core course and any applicable Refresher courses prior to the start of every season.
2. Coaches must ensure that all one-on-one interactions with athletes are observable and interruptible by another adult participant, and professional in nature.
3. All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records.
4. Electronic communication includes but is not limited to phone calls, video calls, texts, social media platforms (e.g., Facebook, Twitter, Instagram, WhatsApp, Snapchat, etc.), fitness applications, emails, and direct messaging that occurs between an Adult Participant and Minor Athlete(s).
5. All communication originating from coaches to athletes must be professional in nature, open and transparent.
  - a. Professional means that communication 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. The use of derogatory or explicit language is prohibited. An exchange or distribution of explicit photos, images, videos, or electronic representations is prohibited.
  - b. Open means that another adult (parent/guardian, another adult family member of the athlete, another coach, or board representative) must be copied or included on the communication.
  - c. Transparent means that communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.



6. If an athlete communicates with a coach privately first, the coach should respond to the athlete by copying another adult into the communication.
7. **PLATFORM:** Only platforms that allow for open and transparent communication may be used to communicate with athletes. All electronic communication should take place over WCB-designated Platform to ensure open and transparent communication with athletes and at least one additional adult participant. Other platforms (e.g., Facebook, Twitter, Snapchat, Instagram, etc.) should not be used for WWCB communication purposes.
8. **TEXTING AND EMAIL:** Subject to the prior guidelines of professional, open and transparent communication, texting and emailing is allowed between coaches and athletes. This communication shall be used solely for the purpose of communicating information directly related to team activities (e.g. times of practice, attendance issues, regatta information) and must always include another adult. Text and email is not the preferred form of communication and should only be used in an emergency when the use of WCB-designated Platform is infeasible or unrealistic.
9. Communicating on behalf of Whitman Crew Boosters, coaches, athletes or anyone else other than oneself without express or written permission to do so is prohibited.
10. All team communication or communications from an adult participant to one or more athletes must copy or include another adult participant, or all the minor athletes' parents/guardians.
11. Adult participants must honor a parent/guardian's request to discontinue communication with their athlete, unless there is an emergency.
12. Electronic communications will generally only be sent between the hours of 8 am and 10 pm, unless emergency circumstances exist or during competition travel.