



Social Media and Communications Policy

CAPITAL GYMNASTICS

VERSION 1.0

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Introduction

Capital Gymnastics Club ("Capital Gymnastics", or the "Club") recognises that social media platforms are valuable tools to engage and interact with coaches, members and their whānau through exchanging ideas and information, and communicating about trainings and competition logistics. We are also conscious that, as technology develops, there are risks and challenges due to easy access to social media platforms and the internet through various devices including mobile phones, computers and game consoles; and that social media and the internet are open to abuse through use as an avenue for (for example) bullying, harassment, and distribution of indecent images of children.

With this in mind – while recognising social media platforms can blur the lines between public and private, and the professional and personal – Capital Gymnastics has developed the following "Social Media and Communications Policy".

This policy should be read in conjunction with Capital Gymnastics Code of Conduct and Child Protection Policy.

Who does this policy apply to?

This policy applies to all Capital Gymnastics coaches, staff, gymnasts and their whānau.

This policy does not apply to Club Management communications through social media, for example to the general public for advertising and marketing purposes or general communications to all club members.

Purpose of this policy

The purpose of this policy is:

- To ensure that communications between coaches and gymnasts are professional and age appropriate, and reflect the relationship of trust between coaches and gymnasts.
- To ensure that there are clear guidelines for parents, coaches and gymnasts concerning the use of social media/text messaging and other forms of communication.
- To protect gymnasts, coaches and parents from false allegations of inappropriate communications and use of social media.
- To preserve the reputation and positive image of the club, its staff, volunteers and members through appropriate use of social media and other communications.

General Good Practice

Coaches and gymnasts under the age of 16 should generally not communicate on a one-to-one basis by:

- text message
- e-mail
- instant messaging
- or through social networking sites.

Competitive coaches may, on a case-by-case basis, request consent from parents for one-on-one communication with their gymnasts solely for gymnastics purposes. Where this occurs the gymnast's parent or guardian must provide or decline consent in writing to the coach, copied to the Centre Manager.

All Capital Gymnastics coaches, staff, volunteers, parents and members should always behave responsibly and respectfully when online or texting with each other.

In the event of an emergency, individual texts and other online communications may be used.

Emails (preferred method of communication)

Emails are a positive and simple method of communication between coaches and gymnasts and are at all times the preferred method of communication between coaches and non-senior competitive gymnasts. Email groups are easy to set up, and coaches are encouraged to do so for gymnastics class groups wherever needed.

While group emails are preferred, where an email needs to be sent to one person, a copy must be sent to the Centre Manager for a record of communication.

Text Messages and other instant messaging systems

Text messages are never the preferred method of communication between coaches and gymnasts outside of the senior competitive gymnastics programmes, nor are Facebook Messenger, WhatsApp, MSN, Yahoo and other instant messaging systems.

Instant messaging systems where messages are automatically deleted, such as Snapchat, are not to be used for communication between coaches and gymnasts under any circumstances.

Text messages (and other social media platforms or instant messaging systems) may be used for communications between coaches and competitive gymnasts where there is written consent as set out above. It is best practice to keep a record of communications where possible.

Social Networking

Coaches should not have gymnasts under the age of 18 as their 'friends' on personal social networking sites when the primary reason for the relationship is gymnastics.

Where a coach has a professional coaching page on a social networking site, gymnasts may choose to 'follow' that page, provided the other requirements in this Policy are adhered to. Publicly commenting on posts on a professional coaching page is acceptable. Any further communications between the coach and gymnast should remain of a professional nature and should follow the requirements of this Policy.

The following guidelines apply to any posts, photographs, videos, status updates and any other items that can be published on social media, which mentions or directs attention to Capital Gymnastics.

- Coaches, gymnasts and their whānau must not post remarks, photographs, or videos containing disparaging comments, or comments that could be perceived as such,

about the Club, coaches, officials or gymnasts. This applies to private text messaging (where this is permitted) as well as all social media and instant messaging services.

- Coaches, gymnasts and their whānau must not post any remarks, photographs or video that could be disparaging or embarrassing to another gymnastics club, its members, coaches or officials.
- Gymnasts should avoid social chat with Capital Gymnastics or other club coaches or officials via any instant messaging or text service.
- Coaches, gymnasts and their whānau must not upload photographs/videos to any social media sites if they contain gymnasts or other persons who have not given their prior consent (or for gymnasts/other persons under 16 years, consent from their parent/guardian).
- Coaches, gymnasts and/or parents should inform Capital Gymnastics (through the Centre Manager or Child Safeguarding Officer or the Committee) if at any point they become aware of a breach of this policy or other applicable guidelines for coaches and officials.

Club Facebook (or other social networking site) Page

All posts are subject to approval by the page administrator.

Links may be made from a Capital Gymnastics member's Facebook page to the Club page.

Coaches are reminded that all social networking websites are restricted to people aged 13 years and over. This restriction must be adhered to.

Coaches/officials who are aged under 18

Capital Gymnastics recognises that social networking sites can be a useful tool for coaches and officials within Gymnastics clubs to share information with other coaches or officials. If, however, the coach or official is under the age of 18, while they may be a colleague the following requirements must be adhered to.

For young people aged 16 or 17 it is the view of Capital Gymnastics that restricting the ability to share professional information with other coaches or officials may be detrimental in their professional development.

Therefore, in such cases where the parent/guardian of a young person aged 16 or 17, and the young person themselves, request to have contact with an adult club officer or coach for the purposes of sharing professional information relevant to their role:

- The club should gain written consent of the parent/guardian and young person (by email or letter, not text) to have such contact, naming the individual adult and the social networking site or other communication channel concerned.
- The named adult must sign an agreement to keep the contact with the young person to the discussion of matters relevant to the young person's professional role in the club.

- All such communications should be shared with an identified third person (e.g. the young person's parent/guardian or Club Child Safeguarding Officer).
- If the young person or the adult is found to breach the above agreement, action must be taken by the Club to address the concern and/or the breach, and refer to Gymnastics NZ or the statutory agencies if appropriate.

Mobile phone use during training sessions

Generally, mobile phones should not be used for calls or access to social media during gymnastics sessions, by either coaches or gymnasts, to ensure that training sessions are productive and risk of injury is minimised.

Mobile phones may, however, be used by coaches as a training tool, for example to show videos (including those from social media sites) of a gymnast performing a specific skill, and as a way to critique form and technique.

Mobile phones may be used by coaches or fellow gymnasts to record training sessions, with the consent of the gymnast (and his or her parent or guardian if under the age of 16). Videos of this nature may be shared to professional social media pages (i.e. Capital Gymnastics pages or a coach's professional page) with the consent of the gymnast (and his or her parent or guardian if under the age of 16).

It is not appropriate for coaches to share videos or photos of Capital Gymnastics gymnasts on their personal social media pages.

Privacy settings

Coaches, gymnasts and other members must be reminded to set their privacy settings and not accept requests onto social media platforms that do not comply with this Policy.

Reporting Concerns

In the event of a gymnast or member of their whānau showing a coach a text, instant message, image or email that is considered to be inappropriate for that gymnast or any other member of the Club to have, the coach must inform the Centre Manager.

If a coach, gymnast or a member of their whānau is concerned with anything they have seen on the internet or a social media platform regarding Capital Gymnastics or its members they are advised to speak to their coach or the Centre Manager as appropriate.

Coaches, gymnasts, members of whānau or other staff are encouraged to escalate their concerns if they feel they are not adequately addressed by the person initially informed about the issue. Escalation options include raising concerns with the Centre Manager, the Child Safeguarding Officer, or a member of the Capital Gymnastics Committee.

Capital Gymnastics aims to ensure that all coaches, children and young people within Capital Gymnastics are valued, treated with respect, and at all times, are safe from all forms of abuse.