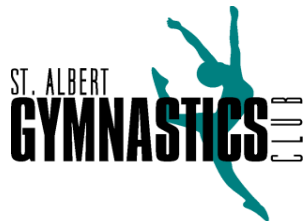


Appendix B - Guidelines for Persons of Authority

- All Electronic Communications and Social Media use between Persons of Authority and Participants should be open, observable, and justifiable.
- At the beginning of the season, document the means and associated expectations for how you will communicate with Participants, and inform Participants and parents/guardians.
- Choosing not to engage with Participants on Social Media is an acceptable strategy. Be prepared to inform Participants (and/or parents/guardians) why you have chosen not to engage in this space. Be consistent in how you respond to “friend” or “follow” requests.
- If communicating via Social Media is necessary or preferred, consider creating a professional Social media account for use in your role with SAGC, separate from your personal account. Provide access to other Persons of Authority and to SAGC so the account is open and observable.
- Annually review and update the privacy settings on all Social Media accounts and across devices.
- Always model appropriate behaviour befitting your role and status in connection with SAGC. Whether for professional or personal use, all Electronic Communications and Social Media platforms should be considered “public” and permanent. Avoid emojis and language that could be misinterpreted.
- Participants or parents/guardians should not be required to engage on Social Media platforms to access information about their program or SAGC.
- Persons of Authority should not demand access to a Participant’s private posts on Twitter, Instagram, Facebook, or other Social Media platforms.
- Ensure parents/guardians are aware of any Electronic Communications or Social Media interactions with a Vulnerable Participant in their care.
- Be prepared to share logs or records of your communication history with Participants with SAGC and parents/guardians. Become familiar with methods to save and download messages on platforms in use:
 - [Transferring iPhone messages](#)
 - [Saving text messages iPhone and Android](#)
 - [Saving and printing Instagram messages](#)
 - [Saving Chat History \(WhatsApp\)](#)
- Selection decisions and other sensitive team business should be shared in-person meetings or through official Electronic Communications (email), rather than posting on social media.
- The use of disappearing content platforms and formats (Snapchat, Instagram Stories, Facebook Stories) is discouraged.
- Posting pictures or videos of Participants on your private Social Media accounts is discouraged. Consent must always be provided by Participants and parents/guardian, via SAGC.
- Never misrepresent yourself by using a fake name or fake profile on Social Media platforms.
- Avoid engaging Participants via Electronic Communications or Social Media while using any substances (alcohol, drugs).



- Avoid association with Facebook groups, Instagram accounts, Twitter feeds, or online communities with explicit sexual content or viewpoints that might offend or compromise your relationship with a Participant, their parents/guardians, or SAGC.
- If you believe Electronic Communications and/or Social Media activity is inappropriate or may violate the SAGC's policies and procedures, report the matter as outlined in SAGC's Discipline and Complaints Policy.
- Persons of Authority who have reasonable grounds to suspect that a Participant or a Vulnerable Person is or may be subject to Maltreatment or abuse, including through Electronic Communications or Social Media use, must promptly report the suspicion and the information upon which it is based to local child protection services or the police

Guidelines for Virtual Video Sessions

- Virtual video sessions should be open, observable, and justifiable.
- Inform SAGC that you intend to communicate with Participants via video session. If you intend to provide instruction or skills training, SAGC may need to sanction the session and/or parents/guardians of Vulnerable Participants may need to sign an agreement or waiver.
- Virtual video sessions using platforms such as Zoom, MS Teams, Google Connect, Adobe, should be recorded to document the interaction and be held in an "open" environment. SAGC, the Participant, and/or parent/guardians as appropriate should be permitted to view the recording.
- Virtual video sessions with groups of Participants should be attended by at least two trained and screened adults (preferably coaches). One-on-one video sessions should be recorded with permission and/or attended by another adult and/or the Participant's parent/guardian (when applicable). One-on-one video sessions with a Participant should not take place without a parent/guardian's knowledge.
- Provide the agenda prior to the virtual video session, along with the behavioural expectations and professional standards for all Participants. If there are any breaches of professional standards during the session, they must be communicated to parents/guardians of Participants after the session.
- Ensure you are dressed appropriately and in a neutral location (avoid personal spaces such as bedrooms or bathrooms).