



ELECTRONIC COMMUNICATIONS POLICY

**FORMULATED & REVIEWED BY TRFSC BOARD OF DIRECTORS
JUNE 2023**

US Figure Skating defines the following for the purposes of policy clarification:

- An Adult is anyone 18 years of age or older
- A Minor is an individual under the age of 18 years old.
- An Athlete is a US Figure Skating Member who is participating in, or training to participate in, US Figure Skating sanctioned activities such as competitions, test sessions, exhibitions, etc.

A Participant is:

- A member of US Figure Skating; including board members, directors, coaches, volunteers etc.
- An employee of US Figure Skating
- Within the disciplinary jurisdiction of US Figure Skating;
- Authorized, approved, or appointed by US Figure Skating to have regular contact with Minor Athletes;
- Identified by US Figure Skating as being within the jurisdiction of the US Center for SafeSport.

Electronic communication shall include email, text messages, phone calls, videoconferencing, video coaching, WhatsApp, Facebook, Instagram, Snapchat, Twitter and all other means of digital communication.

All electronic communications between an Adult Participant and a Minor Athlete must be professional in nature and for the purpose of communicating information about skating activities.

US Figure Skating requires Two-Deep leadership in all electronic communications between Adult Participants and Minor Athletes. This means that at least one other person, preferably an Adult, be present at all times when the interaction is not within a public viewing area. This requirement is designed to protect Minor Athletes as well as Adult Participants from false or unsubstantiated accusations.

All electronic communication between a Minor Athlete and an Adult Participant must meet the Two-Deep Leadership requirements by including at least one other adult. It's recommended that the copied Adult be the Minor Athlete's parent or legal guardian, but may also be another Adult Participant associated with TRFSC. This policy applies when either the Minor Athlete or the Adult Participant initiates the electronic communication. Further, the Adult Participant is encouraged to save a copy of any electronic communication for a total of three years and be ready to share upon request from the Minor Athlete's family, a representative of TRFSC, or US Figure Skating.

Adult Participants may not allow Minor Athletes to join a personal social media page. Further, Adult Participants and Minor Athletes should not privately message each other via social media platforms.

If the Adult Participant and Minor Athlete have a relationship that is bounded outside of TRFSC (e.g. Adult and Minor are related, Adult is communicating to Minor on behalf of another organization, or Adult and Minor are family friends) then the Adult Participant may communicate with the Minor Athlete as long as the parent or guardian is aware and approves.