

APPENDIX I – Safeguarding Best Practices

I. One-on-one Interactions

A coach may not be alone with a minor or other vulnerable person:

- a. In a private setting; and
- b. In any place that is inappropriate to the professional relationship (e.g., a social setting outside the training or competition environment).

Sport activity conducted in an open and observable environment or within the view or earshot of another adult is not considered a one-on-one interaction if there is a reasonable opportunity for interruption.

II. Intimate or Sexual Relationships

Coaches must not engage in an intimate or sexual relationship with an athlete when in a position of power, trust or authority over the athlete, even if both the athlete and coach are consenting adults.

III. Communication and Social Media

Coaches must adhere to the following best practices when communicating with athletes:

- a. Model professional behaviour with athletes including respectful language, tone and attitude;
- b. Maintain appropriate physical and emotional boundaries with athletes, especially minors or other vulnerable persons:
 - Coaches should never ask an athlete to keep secrets or confide in or share overly personal information;
- c. Ensure all interactions and activities with athletes are:
 - Transparent;
 - Accountable;
 - For artistic swimming-related purposes; and
 - In response to meeting the athlete's needs.

- d. Ensure all online dialogue and interactions with athletes are directly tied to coaching duties:
 - It is recommended that all one-on-one online dialogue and interactions with minor athletes be eliminated;
 - Only send personal texts, direct messages on social media or emails to minors when absolutely necessary and always ensure another registered coach or the athlete's parent is included in the communication; and
- e. Use group messages, group emails or team pages as the primary method of communication with athletes:
 - Most social networking sites including Facebook, Instagram and Snapchat require users to be at least 13 years of age to access and use their services. Such sites should not be used as the method of communication with athletes under 13 years of age.

IV. Travel

Coaches must adhere to the following best practices when travelling with minors or other vulnerable persons:

- a. Coaches should educate young or first-time travellers on appropriate boundaries and conduct between coaches, chaperones and athletes;
- b. Coaches should review safety protocols including using the "buddy" system;
- c. For overnight travel, coaches should assign athletes to hotel rooms with age-appropriate (i.e., within three (3) years of age) teammates; and
- d. A coach should never allow an unrelated adult to be alone in a hotel or dorm room with a minor or other vulnerable person.

V. Change Rooms

Interactions (e.g., a conversation) between coaches and athletes should not occur in any room where there is a reasonable expectation of privacy, such as a change room or washroom. A second adult must always be present for any necessary interaction between a coach and a minor or other vulnerable person in any such room.

Additional coach behaviour expectations and standards are set out in the CAS Conduct Policy, which is available on the CAS website at artisticswimming.ca.