

Hurst Football Club

Guidance on the use of emails, texts and social networking sites

with U18's

Texts and emails

DO

- get signed consent from parents/carers before using either of these methods of communication with children or young people
- explain to parents/carers and club members the purpose and method for coaches, team managers, referee mentors, club officials etc to communicate by either text, email or both with their son/daughter
- only use group texts or emails and always copy in the parent/carer or the designated member of the club to all communications with young people
- make sure texts or emails are only in relation to specific club related activities e.g. informing young people about changes in travel arrangements, training times or venue changes etc
- report to the club welfare officer any instance(s) where you have received any inappropriate communications from a young person. The club welfare officer will then agree what action the club will take, notifying parents/carers and any other appropriate individuals or agencies

Don't

- use text or emails for personal conversation, sending pictures, jokes or other items of a personal nature
- respond to emails from young people other than those directly related to club matters.

Advise your club welfare officer of any non-club related emails you receive

- use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone

Social Networking Sites

Do

- ensure all the privacy settings are locked so that the page(s) are used explicitly for club or league matters and are not used as a place to meet, share personal details or have private conversations
- nominate a club/league official to monitor the club/league social networking page regularly and remove access for anyone behaving inappropriately
- make sure everyone within your club knows who is responsible for monitoring the content of the social networking areas and how to contact them
- provide all users with The FAs best practice guidance on using social networking sites
- gain written parent/carer permission before access is given to U18s
- inform the CWO if you have received inappropriate communications online, keeping a record of any inappropriate, threatening or offensive material as this may be needed as evidence.

Don't

Unless a child/young person is a direct relation, the coaches, managers, referees, medics and club officials should not:

- accept as a friend, players or referees U18 on social networking sites they are members of or share their own personal social networking sites with children or young people involved in youth football
- make contact with children or young people known through football outside of the football context on social networking sites
- use internet or web-based communications to send personal messages of a non-football nature to a child or young person
- engage in any personal communications, 'banter' or comments.