FRANKLIN BASKETBALL ASSOCIATION

COMMUNICATION WITH YOUNG PEOPLE PROCEDURE

Purpose

Franklin Basketball Association (FBA) is committed to maintaining appropriate and professional communication with young people. Communication with people under 18 should support their participation in basketball while maintaining appropriate boundaries and protecting their safety and privacy.

Scope

This procedure applies to all FBA staff, coaches, assistant coaches, team managers and volunteers who communicate with players under 18 on behalf of FBA.

Communication Principles

Communication with young people must:

- Be necessary, relevant and appropriate to basketball or FBA activities.
- Be professional and respectful.
- Be appropriate for the young person's age.
- Avoid personal, private or inappropriate conversations.
- Where practical, be open and transparent to parents/caregivers and other relevant adults.
- Not be used to develop inappropriate personal or social relationships with young people.

Acceptable Communication

Direct communication with a young person may occur where it is necessary for their participation in basketball, including:

- Confirming game or training details.
- Asking whether a player is available for a game, including refereeing or other basketball duties.
- Providing relevant coaching or basketball feedback.
- Communicating changes to games, training or Association activities.
- Responding to questions relating to basketball or the player's involvement with FBA.
- Communicating about tournaments, camps or other basketball activities.

For example, a coach, manager or FBA staff member may message a young person to ask whether they are available to referee a game.

Preferred Communication Methods

Where practical:

- Use Association-approved communication channels or team/group messaging.
- Include a parent/caregiver or another relevant adult in communication where appropriate.
- Use group messages rather than individual messages where the same information can be communicated to a group.
- Keep individual messages brief and limited to the relevant basketball matter.
- Communication should generally occur at reasonable times.

Individual Communication

Individual communication with a young person is permitted when reasonably necessary for their basketball involvement.

Where individual communication occurs:

• The message must have a clear basketball or FBA purpose.
• Keep the communication professional and relevant.
• Do not use communication to discuss personal matters unrelated to basketball.
• Do not engage in ongoing personal or social messaging.
• Do not delete or conceal relevant communication where it may need to be reviewed.
• Where a conversation raises a concern about a young person's safety or wellbeing, the matter must be reported in accordance with Basketball New Zealand's young-person protection procedures.

The BBNZ policy specifically recognises that one-to-one communication may occur for relevant coaching feedback or administration, but requires it to remain brief and professional.

Social Media

Association staff and volunteers should not use personal social media accounts to develop personal or inappropriate relationships with young players. Communication through social media should only be used where it is an appropriate Association or basketball communication method and should remain professional and relevant.

Face-to-Face Communication

Staff and volunteers should avoid situations where they are alone and unobserved with a young person wherever reasonably possible. Where individual discussion is necessary, it should preferably take place in an open or observable environment, or where another appropriate adult is nearby.

Concerns or Inappropriate Communication

Any staff member or volunteer who receives or becomes aware of inappropriate communication involving a young person must report the concern to FBA's nominated person responsible for young-person protection. Concerns will be handled appropriately and confidentially, with the safety and wellbeing of the young person being the priority.

Responsibility

All Association staff and volunteers are responsible for following this procedure. Coaches, managers and other volunteers should be familiar with the Association's requirements before commencing a role involving young people.

This procedure should be read alongside the Association's Protection of Young People Policy, Code of Conduct and Volunteer Vetting Procedure.

Review: This procedure will be reviewed periodically and following any significant change or incident.