



**BC**

# Communications Agreement

# Provincial Communications Agreement



Community Values		BEHAVIOUR GUIDELINES	CONTEXT
VALUES INFLUENCING BEHAVIOURS	Trust	<ul style="list-style-type: none"> <li>Assume that all parties are approaching the situation with positive intent</li> <li>Feeling comfortable sharing your opinion</li> <li>Safe, non-judgmental environment</li> <li>Using positive language and “I” statements in communicating</li> <li>Send meeting agenda in advance and follow up with a timely response</li> <li>Use confidentiality to create safe spaces allowing people to open up/share</li> </ul>	<p><b>MACRO: Provincial Scope</b></p> <ul style="list-style-type: none"> <li>Provincial &amp; National Competitions</li> <li>Artistic Swimming Events</li> <li>Travel</li> <li>School</li> </ul> <p><b>MEZZO: Organizational Scope</b></p> <ul style="list-style-type: none"> <li>Board Meetings</li> <li>Meetings within Clubs</li> </ul> <p><b>MICRO: Community Scope</b></p> <ul style="list-style-type: none"> <li>Team Practices</li> <li>Inter-personal Communication</li> <li>Daily activities</li> </ul>
	Integrity	<ul style="list-style-type: none"> <li>Be present during the activities. Set aside other priorities for the one that’s in front of you</li> <li>Follow through with commitments and values even when people aren’t watching you</li> <li>Rule of Two in all context – ensuring parents are involved for athletes under the age of majority</li> <li>Create transparency by having documents and policies available at meetings</li> <li>Follow up/check in to see how things are progressing</li> </ul>	
	Respect	<ul style="list-style-type: none"> <li>Providing and accepting feedback in an open and honest way</li> <li>Use the 24-hour rule when managing conflict</li> <li>Face to face or virtual communications to manage conflict/issues rather than email</li> <li>Be prepared to be open to other ideas and solutions</li> <li>Respect public spaces</li> <li>Embrace brevity when sharing your perspective and ideas. Avoid repetitive contributions.</li> </ul>	
	Creativity	<ul style="list-style-type: none"> <li>Be open to new ideas and concepts – from choreography to programming to</li> </ul>	
	Fun	<ul style="list-style-type: none"> <li>Create ample space and opportunity for fun – schedule it as you would skills development/progressions</li> </ul>	
	Honesty	<ul style="list-style-type: none"> <li>Transparency in all operations – Rule of Two</li> <li>Information sharing</li> <li>Create safe space where athletes feel they can share and be honest about their experience</li> <li>Board/club executive/coaching teams setting communication guidelines at the start of each season and reviewing regularly</li> </ul>	



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## Community Scope

Team Practices  
Interpersonal  
Communications  
Daily Activities

## Organizational Scope

Club Meetings  
BCAS Meetings

## Provincial Scope

Competitions  
Events  
Travel  
Ignite Program

### VALUES INFLUENCING BEHAVIOURS

Trust Integrity Respect Creativity Fun Honesty

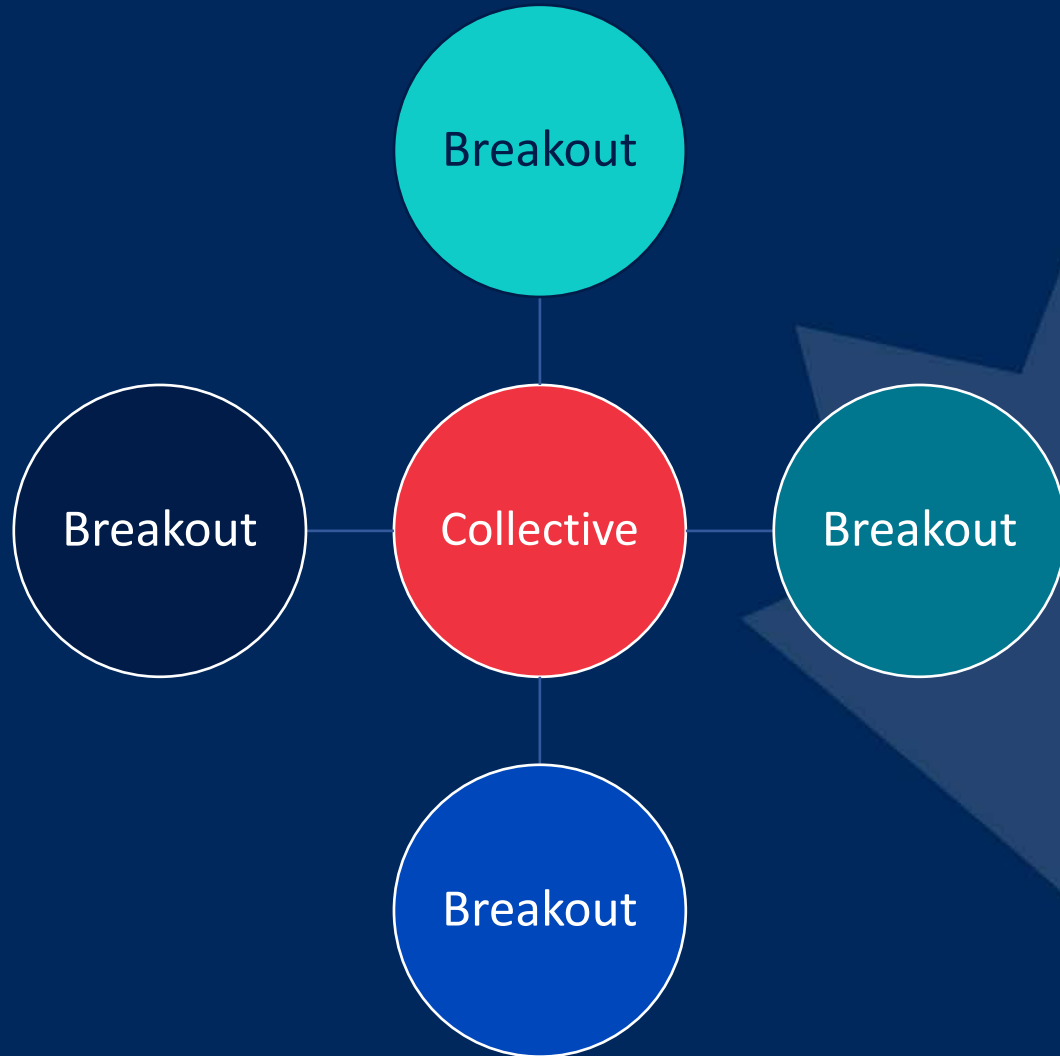
### Behaviour Considerations:

- Assume positive intent
- Nurture safe spaces for sharing of opinions
- Encourage non-judgemental environments
- Respect confidentiality
- Transparency of information
- Openness to feedback, ideas, solutions
- Appropriate communication mechanism (written, phone, face-to-face, virtual)
- Embrace brevity

### Behaviour Commitments:

- Be present
- Our values are at the heart of all we do
- Use positive language and “I” statements
- Allow ample preparation time
- Timely follow up and responses
- Commit to commitments
- Rule of Two
- Accessible policies and relevant documents
- 24-hour rule when managing conflict
- Open to new ideas and concepts
- Always create space for FUN
- Annual review of comms guidelines

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1. Is anything missing?
2. Would you change anything?
3. Does it resonate with you?
4. How can you apply this in your club?

