

Provincial Communications Agreement



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

