

PMBA Team Communication & Platforms Policy

Approved by PMBA Executive: January 15, 2026

Applies to All Coaches, Team Managers, Players, and Families

Purpose

To ensure consistent, reliable, and accountable communication between coaches, players, families, and the PMBA executive by defining approved platforms, responsibilities, and procedures for managing team information.

1. Official Platform of Record

PMBA designates **TeamSnap** (or another approved platform as determined by the executive) as the official communication and scheduling tool for all teams. This includes managing:

- Practice and game schedules
- Player availability
- Team announcements and reminders
- Messaging between coaches, parents, and players

Use of third-party apps (e.g., WhatsApp, Facebook Messenger, group texts) is permitted for convenience but does not replace TeamSnap as the platform of record.

2. Parent & Player Responsibilities

- Parents/guardians must **regularly check** TeamSnap for schedule updates and messages.
- Availability must be kept **accurate and up to date**, ideally with **48 hours' notice** for changes.
- Players and families who fail to maintain consistent communication may affect their eligibility for games, tournaments, or future team placement (see Attendance Policy and Player Discipline Policy).

3. Coach & Team Manager Responsibilities

- Managers are responsible for maintaining an up-to-date TeamSnap account and ensuring it reflects the official schedule.
- Attendance must be tracked either directly in TeamSnap or with a written record.
- Managers/Coaches **must not remove a player** from TeamSnap, a team chat, or a roster **without prior consultation and approval** from the PMBA executive.

- Removal from a communication platform will be treated as an unofficial removal from the team unless authorized (see Coach Discipline Policy).

4. Communication Best Practices

- Verbal conversations involving player discipline, roster status, or parental concerns must be followed up in writing (email or message) for documentation purposes.
- Coaches/Managers must notify the executive when dealing with sensitive matters, such as attendance issues or suspected violations of PMBA's Code of Conduct, Social Media Policy, or other established policies.

5. Privacy and Conduct

- Personal information shared through TeamSnap or other team platforms must be kept confidential and used only for team-related purposes.
- Participants must communicate respectfully and professionally on all platforms. Any form of bullying, inappropriate language, or misinformation may result in disciplinary action under PMBA's Discipline & Complaints Policy or relevant Code of Conduct.

6. Policy Cross-References

This policy is supported by and works in conjunction with the following PMBA policies and documents:

- PMBA Attendance Policy
- PMBA Coach Discipline Policy
- PMBA Player Discipline Policy
- PMBA Social Media & Public Conduct Policy
- PMBA Discipline & Complaints Policy
- PMBA Codes of Conduct (Coach, Player, Parent)