



GASC GATORS Registration Pack

Including how to register with Team Unify and Scottish Swimming

November 2021

Joining the Club

Welcome back to GATORS! This registration pack will give you the information that you need to complete our online registration form through Team Unify.

All the policies included in this pack are individually downloadable from the GASC website <https://uk.teamunify.com/team/gasc/page/home> and are hyperlinked in the Team Unify online Registration Form.

JOINING TEAM UNIFY

Once you have your Scottish Swimming Membership numbers please click [this link](#) (or the one sent in your email) to complete our Team Unify Registration Form. Team Unify is a swim club management system that gives us the ability to use online tools to improve communication, billing, coaching and membership. The benefit to you is that almost everything is now done through Team Unify including electronic sign ups to meets, online payment of competition fees and membership, easy access to your swimmer's results history and sign ups for volunteering etc.

The first thing you will be asked to do will be to **create a family account in your name**. The system allows only one email address and password to be registered, so where appropriate both sets of parents / guardians, or both the parent and swimmer if both want access to the account, will need to use the same email address and password to log in to the system. This email address will also be the main way that we communicate with you. If you would like another parent / guardian / athlete to receive all emails, please add their address as an alternate email address when you create the account.

Once you have created your family account on Team Unify, you will be asked to **create a member profile for your swimmer AND every parent(s) that is also registered with Scottish Swimming**. This allows us to attach any certificates or courses you have completed to your account e.g. PVG / First Aid / Coaching.

Please make sure you complete both sets of Parent / Guardian information in your family account, as well as any medical information that is relevant to your swimmer in their member account. Team Unify is the main way we have of getting in touch with you should something happen at the pool, and it is only as up to date as you keep it.

WHAT HAPPENS NEXT

Once your registration has been accepted, our club Treasurer will send you a link to the club's electronic sign up procedure where you will be asked to enter at least one set of card details. You can enter as many cards as you like, but only two can be selected at any one time:

- 'Fees Associated With Your Account' = the card that your monthly swim fees are debited from
- 'On Demand Payment' = any additional debits, like competition fees or one off charges

The same card can also be used for both.

You will also be sent an email detailing the charges you should expect. These will include your athlete's Scottish Swimming registration fee, the Annual Club Membership fee, and the first month's swim fees. However, your card will not be charged until we have given you advance notice

If you have any problems at all with registering, please feel free to give the Club Secretary a call on 07980 046355.

The following policies are for your information and are to be agreed via the Team Unify Member Registration Form. You can also download copies from our website.

If you have any problems or questions, please contact the club secretary on GASCsec@gmail.com.

Photographic Policy

From time to time, parents / guardians / athletes will be asked for permission to be photographed or filmed whilst participating in swimming. This could be for one of the following reasons:

- Video footage for performance development.
- Media coverage of an event or achievement.
- Promotional purposes e.g. website or publication.

USE OF IMAGES & INFORMATION

- All images and accompanying information will comply with Scottish Swimming's Child Protection Policy & Procedures.
- No photographing or filming will be permitted in changing areas, toilets or showers.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents / guardians.
- GASC will ensure that all negatives, copies of video and digital photograph files in our control are stored in a secure place. These will not be kept for longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent / guardians.
- Athletes' modesty will be protected at all times. To this end:
 - Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
 - Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
 - Poolside shots of children should normally be above the waist only in a swimming costume, though full club kit shots are approved.
 - Athletes should only be photographed in swimwear during action shots.

I understand that if I do not wish my athlete to be included in videos or photographs, my athlete knows to inform the coach prior to the photographs being taken.

Mobile Phone Policy

AIM AND SCOPE

The aim of the Mobile Phone Usage Policy is to promote safe and appropriate practice through establishing clear acceptable use through guidelines. This policy applies to all members of the club, and relates directly to the appropriate codes of conduct.

RESPONSIBILITY

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document. It is the parent's responsibility to allow their child to have a mobile phone, and should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be dependent on the parent/guardian giving their permission in the form of a signed copy of this policy.

POLICY STATEMENT

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying. Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people. It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities. There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing rooms
- Toilets
- Showers

There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

INAPPROPRIATE USE

The following are examples of inappropriate use; this is not an exhaustive list.

Members using their mobile phones to:

- using vulgar, derogatory or obscene language while using a mobile phone
- engage in personal attacks
- harass other people
- posting/sharing private information about others using SMS messages/social media
- taking/sending photos or objectionable images
- phone calls that include elements of the above.

CONSEQUENCES DUE TO INAPPROPRIATE USE

Breaches of the Acceptable Use of Mobile Phone Policy will be dealt with in accordance with the clubs disciplinary procedures and depending on the nature of the breach may be subject to criminal proceedings.

I understand that if I do not follow the Acceptable Use of Mobile Phone Policy, any/all of the following actions may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club
6. Forbidden to take my mobile phone or other portable device to swimming
7. Be required to have my continued participation in club activities supervised by my parents/guardians
8. Be required to sign up to a behavioural management plan
9. Serious breaches depending on the nature of the incident may have to be reported to the police

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events. I understand that this form will be kept on file and that the details may be used (and shared with a third party if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

If my athlete has a mobile phone, I give them permission to have a phone at club sessions and understand that my athlete will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

U18 Athlete Code of Conduct

GASC is dedicated to creating an environment that nurtures the enjoyment and enthusiasm of every athlete within our club, through a safe, positive environment. We want to empower our athletes to base their conduct on a sense of personal integrity based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right; where ethical behaviour, rule breaking, drug taking or violence is automatically rejected as being irrelevant to the true purpose of swimming.

I agree to:

1. Be friendly and supportive, offer help if needed
2. Practice and participate fairly and be trustworthy
3. Behave with respect to others including coaches / teachers, venue staff, officials, other athletes, parents, team managers and spectators
4. Respect the rules of my club, those of the facilities and Scottish Swimming
5. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
6. Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through the use of social media
7. Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
8. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others
9. Wear suitable kit
10. Will not smoke, consume alcohol or drugs of any kind
11. Abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
12. Report inappropriate behaviour or risky situations to a member of staff

Our Club recognises that to create a supportive atmosphere, which allows everyone to compete / participate to the best of their abilities, it is important for athletes to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:

1. Be safe and happy while taking part in the sport in a protected environment
2. Be respected and treated fairly and participate on an equal basis, appropriate to your ability
3. Be protected from abuse by others from within or outwith the club
4. Ask for help
5. Be believed
6. Be listened to
7. Be referred to professional help if needed

Breaches of the Athlete Code of Conduct will be dealt with in accordance with the club's disciplinary procedures.

I understand that if I do not follow the Athletes Code of Conduct, any / all of the following actions (not an exhaustive list) may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Be required to leave the club

Parent/Guardian Code of Conduct

GASC is dedicated to creating an environment that nurtures the enjoyment and enthusiasm of every child within our sport, through a safe, fun and progressive environment. We aim to create a welcoming and vibrant environment, promoting inclusivity and diversity that caters for participant's needs and aspirations. It is important that children participate in the right spirit and in a supportive atmosphere which allows them to perform to the best of their abilities; valuing and recognising effort as well as results.

In order to achieve this, we rely heavily on parents / carers to give their support in the right way. All club activities both in and out of the pool are covered by this code of conduct and all parents / carers are asked to abide by this Code of Conduct at all times.

Supporting your Child:

1. Ensure your child is properly prepared - clothing, kit, equipment, food, drink etc
2. Encourage your child to have fun
3. Never condone rule violations or use of prohibited substances
4. Encourage your child to respect the rules, and teach them that they can only do their best
5. Ensure that your child understands their code of conduct
6. Inspire your child to be the best they can be both in the sport and in life
7. Help them understand the important life lessons to be gained from sport such as: leadership, handling adversity, teamwork, persistence and compassion
8. Establish a positive relationship with your child's coach
9. Do not ridicule or shout at you child for making mistakes or losing at events / competitions

Supporting our Club:

1. Abide by the Club's Parent Participation Policy
2. Complete and agree to any additional policies pertaining to your child's participation
3. Keep contact and medical information up to date
4. Deliver and collect your child punctually before and after sessions / races / events and inform the organiser prior to the activity starting if your child is to be collected early
5. Support the club by attending events and fundraising activities when you can
6. Abide by Scottish Swimming Acceptable Use of Mobile Phone Policy and Social Media Guidelines

Supporting our Club at events and competitions:

1. Encourage all members of the club by applauding their effort
2. Show understanding when athletes make mistakes or if they don't win / PB
3. Be positive. Discuss performances in a constructive manner at an appropriate time; focus on things the athlete did well. Don't dwell on mistakes
4. Support all efforts to remove verbal and physical abuse from sporting activities
5. Respect and applaud other athletes / teams for their efforts, not just your own
6. Behave responsibly and do not use inappropriate language whilst involved in or spectating at club activities, and treat swimmers, coaches, club volunteers, officials and other parents with due respect
7. Abide by Scottish Swimming Acceptable Use of Mobile Phone Policy and Social Media Guidelines

As a Parent / Guardian you have the right to:

1. Be assured that your child is safe and protected during their participation in all activities
2. Be informed of problems or concerns relating to your child
3. Be informed if your child is injured or unwell
4. Have your consent sought for issues such as trips and photography
5. Contribute to decisions within the club
6. Have any concerns about any aspect of your child's welfare listened to and responded to

Where a parent / guardian is a member of the Club / Scottish Swimming, any breaches of the Parent / Guardian Code of Conduct will be dealt with in accordance with the club's disciplinary procedures.

If the parent / guardian is not a member of the Club / Scottish Swimming, any breaches of the Parent / Guardians Code of Conduct will result in removal from the event / ban for future events.

I have read with my athlete and explained the U18 Athlete Code of Conduct and I have read and understood the Parent Code of Conduct and we agree to be bound by them.

I understand that breaches of the Code of Conduct will be dealt with in accordance with the club's disciplinary procedure.

Data Protection Policy

In order that Garioch Amateur Swimming Club (GASC) complies with the Data Protection Act 1998, the following policy needs to be understood and agreed.

GASC provide training and competitive opportunities for swimmers of all ages and standards. During the course of this activity, coaches will compile information on swimmers relating to personal details and performances. The following list provides guidance on the information gathered and recorded in both electronic and manual format:

- | | |
|--|---|
| <ul style="list-style-type: none">• Name• Address• Date of Birth• Weight and Height*• Competition results• Test set results | <ul style="list-style-type: none">• Personal goals*• Video footage/photographs of competitions and performances• Details of next of kin• Details of Medical Practitioner• Details of relevant medical conditions* |
|--|---|

The information marked * is kept confidential between the individual, their coach, the GASC Head Coach and Team Managers (where appropriate). Competition, performance results and related news articles, along with any relevant photographs** may be posted on the GASC notice board, the GASC website and in the media.

In addition, personal best times, along with names, dates of birth and SASA registration numbers are submitted to other clubs for the purposes of entering competitions. Personal details on address, telephone numbers, email and date of birth will not be divulged to anyone outwith the GASC administration unless for the purpose so described or with the express permission of the member. Video footage may be shared with other swimmers with the individual's permission.

****Such photographs are not captioned in any way that may identify individual subjects and swimmers must be appropriately dressed when photographed out of the water i.e. wearing t-shirts or other garments which cover their swimming costumes.**

Information on swimmers held by GASC will be destroyed within one year of the individual leaving the GASC programme of activity.

I confirm that I have read and understood the GASC Data Protection Policy
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Privacy Notice

It is very important to us that you understand our intentions, and your rights, in relation to your personal data.

By providing your personal data to us, you acknowledge that you have read, and understood, our privacy policy. You acknowledge that we may process your personal data in accordance with that privacy policy, and for the purposes set out in the privacy policy.

We may process your personal data without your consent where we have another legal right to do so. Most commonly this will be where the processing of your personal data is necessary in order to enter into, or perform, a contract with you. Additional detail on this and other potential legal grounds under which we may process your personal data are set out in our privacy policy.

You may withdraw your consent to our processing of your personal data at any time, by contacting us on gascsec@gmail.com. We may continue to process some of your personal data if we have another legal right to do so, in accordance with our privacy policy.

Please review our Privacy Policy on our website before providing us with your personal data or consent, or you can receive a copy by contacting GASCsec@gmail.com.

I confirm that I have read and understood the GASC Privacy Notice and Privacy Policy