

Members Handbook

Season 2023/24

Welcome to EBVC

Club History

Edinburgh Beach Volleyball Club was established in 2017 by a bunch of Beach Volleyball enthusiasts with big aspirations to grow the sport of beach volleyball in Edinburgh and Scotland. With the huge demand for the sport in the Edinburgh area, this group worked tirelessly for over 2 years, with City of Edinburgh Council and the Portobello Community to get to the point where we had a permanent home for the club.

As a result of this work, the club successfully secured funding for permanent courts on Portobello Beach, and now lease the land that the courts stand on. The posts and equipment belong to the club and is for club member and community use. Edinburgh Beach Volleyball Club have recently received **sportscotland** Direct Club Investment to develop the work that we do in the community, providing a safe, inclusive and welcoming opportunity for outdoor sport and physical activity.

We also have our historic site at Liberton High School which was Scotland's first inland permanent Beach Volleyball facility on a school site and will be open for members in May 2023. This is part of a wider mission to create accessible and inclusive opportunities for local people within the Liberton and Gilmerton area, and to work with the school to support their young people with opportunities for skills development in areas such as coaching, events management and leadership.

The club have a commitment to the **Changing Lives through Sport Agenda** and work with local schools and community groups to help reduce barriers to participation in sport using volleyball as a tool to do that; as well as creating a very person-centred approach to the activities we deliver on the sand.

Our priorities are **connecting people and supporting the physical and mental wellbeing of our local community** and providing a **safe platform** for people to take part in our amazing sport at 2 fantastic locations.

Season 2023 Membership Information

 SEASON 2023/24 	
MEMBERSHIP FEES	
ADULT UNLIMITED (DOUBLE VENUE) <u>£90 for the year</u> (April - September - remainder of year for free) Unlimited Court Hire at Portobello & Liberton (Apr 2023 – Mar 2024) Member Discount for all weekly sessions/events/tournaments (excluding UKBT)	ADULT UNLIMITED (SINGLE VENUE) <u>£60 for the year</u> (April - September - remainder of year for free) Unlimited Court Hire at Portobello <u>OR</u> Liberton (Apr 2023 – Mar 2024) Member Discount for all weekly sessions/events/tournaments (excluding UKBT)
JUNIOR UNLIMITED (U18 YEARS) <u>£30 for the year</u> (April - September - remainder of the year for free) Unlimited Free Coaching Sessions at Portobello and Liberton (Apr 2023 – Mar 2024) Member Discount for events/camps/tournaments (excluding UKBT)	NON-MEMBER COURT HIRE <u>Off-Peak</u> (Mon-Fri: 9am - 5pm) £10/hr/court <u>Peak</u> (Mon-Friday: 5-9pm & All Day Sat and Sun) £20/hr/court
PAY AS YOU GO OPTIONS (ADULT)	
<u>EBVC Adult Joining Fee - £20 for the year (Apr 2023 - Mar 2024)</u> Pay as you go - £4 per session plus members discount for events/tournaments (excluding UKBT) Court Hire NOT included (but will receive discounted rate for court bookings)	Pay as you go - £5 per session (players not considered members of EBVC and pay full price for all EBVC events/tournaments/court hire)
PAY AS YOU GO OPTIONS (JUNIOR/U18)	
<u>EBVC Junior Joining Fee - £10 for the year (Apr 2023 - Mar 2024)</u> Pay as you go - £2 per session plus members discount for events/camps/tournaments (excluding UKBT) Court Hire NOT available to those under the age of 18	Pay as you go - £3 per session (players not considered members of EBVC and pay full price for all EBVC events/camps/tournaments)
For partner bookings please email us at edinburghbeachvc@gmail.com	
<i>www.edinburghbeachvolleyballclub.com</i>	

*Please contact us via email (edinburghbeachvc@gmail.com) if paying in instalments would work better for you.

How to Join the Club

We now have a new website and online membership and payment platform called **Class4Kids** to help make it as easy for our members, parents, carers and volunteers to sign up to our club. It is a system set up to ensure the safety of our young people, and to make the registration process as easy as possible for parents of young children.



For all of our adult members, do not worry, it still works for you. Don't be concerned if it asks you to 'Add a child' please just ignore this language and continue to add your own details to complete your registration.

If you have any issues or questions about this process, please don't hesitate to get in touch via email to edinburghbeachvc@gmail.com.

Once your membership has been confirmed, we will send you further information you require to get started with our court bookings or session/event registrations. This information will include any relevant discount codes you require.

We have a 'No Cash Policy', but if accessing our new system is difficult for you for any reason, you can register manually by emailing the club and informing us which membership you would like to sign up for. We will then send you further information about what to do next. For those who follow this route, please pay for your membership via bank transfer as per details below.

Bank Account Name:

Edinburgh Beach Volleyball Club

Account Number:

14501461

Sort Code:

80-22-60

Reference: Surname_membershiptype

Member/User Code of Conduct

Edinburgh Beach Volleyball Club believe it is important that all athletes, coaches, administrators, parents show respect and understanding for the safety and welfare of themselves and others at all times.

As members and users of EBVC services and equipment, you are expected to follow the following Code of Conduct:

- Participate within the rules of the sport, respect decisions of the club, coaches and officials and demonstrate respectful behaviour towards all fellow club members and staff.
- Demonstrate positive behaviour at all times. No swearing or inappropriate behaviour in any public environment (i.e., whilst at club sessions, events etc.).
- Treat fellow club members and staff with respect at all times. Derogatory statements about individuals will not be tolerated.
- **Treat all sports equipment, venues and surrounding area with respect and keep it in good condition. This includes taking any litter away with you at the end of sessions.**

Our equipment is your equipment, and if it is not looked after, this just spoils it for everyone so please treat it with the respect you would treat you own belongings. (See Net Assembly instructions for further information)

- Inform your coach of any injuries or illness you may have before your session begins.
- Follow the instructions of coaches and staff. If you are given instructions, you don't understand or agree with challenge these in a calm and respectful manner.
- Demonstrate respectful behaviour in all areas of your life including on social media. Remember that what you post, like or share reflects on you as a person and as a member of the club
- We have a NO MUSIC policy at both of our sites (Portobello and Liberton) – this is due to local policy around noise pollution and the close proximity of resident housing nearby. Please submit any specific requests to play music for your event /session directly to edinburghbeachvc@gmail.com

Member Terms and Conditions

- Every person who participates in any court hire booking has to be a paid club member in advance of participating in their session.
- Court Hire bookings are subject to availability on a first come first served basis. Only members can access the online club booking system. You will receive information regarding how to book a court following completion of your membership registration.
- All members who hire a court for their use, must follow all net assembly instructions, member codes of conduct and club safety procedures.
- Members under the age of 18 cannot access court hire unless the booking is made by an adult member who will be involved in the session.
- All 'unlimited' members will receive the code for the equipment container. This code must be kept to yourself and not shared with anyone else.
- Before first use of any equipment, each member must confirm their duty of care to the items on use by ticking the box in Class 4 Kids saying you have read this document and agree to club membership Terms and Conditions and Code of Conduct. This document can be found on our [website](#).
- Prior to participation in any court hire booking, members must ensure they are a registered and paid member of the club. This is for insurance purposes.
- Any member who abuses the system may have their membership revoked without full refund.

Court Booking for Members

In order to create the safest possible environment for everyone **only those who are members of the club can book our courts and participate in court bookings.**

See our **2023 Membership Fees** for the relevant costs for our members.

It is not permitted for one member to book a court and play with 3 non-members. Everyone who plays must be an unlimited member of the club – This is for insurance purposes)

EBVC Court Booking Procedures for Members

- As soon as you have confirmed your membership selection and paid your relevant membership fees, you will be invited to join our *Skedda* Online Booking System via email and given a temporary combination code for our Equipment Storage container on site.
- Please note that all bookings are on a first come first served basis and as such we cannot promise you will get the time and court you want every time.
- All members must follow our new EBVC Net Assembly Instructions when using the courts and equipment.
- Groups may book a slot of **no longer than 2 hours – bookings for longer than this should be requested directly to the club by emailing edinburgheachvc@gmail.com**

General Instructions for Net Assembly and use of the EBVC Courts

Please look after the equipment. If you arrive at the courts and find something is not how it should be, please inform us immediately. Equally, if something happens to the equipment during your session, please inform us immediately.

- Undo the combination lock and hook it back onto the storage box (do not drop on the sand)
- Carefully remove the net from the storage box, the bag will contain:
 - a net
 - a set of lines either with pegs attached or with pegs separate
 - a metal winder or tensioner rope for applying tension
 - x2 Antennae

Assembling Court 1 (Nearest the swim centre)

- Attached to the posts are metal hooks which will slide down when you release the tension by unscrewing the blue wheels
 - Lower the hooks each side to shoulder height and use the metal winder to release the rope (promenade side) as far out as it will go.
 - Attach the net by hooking the carabena to the hook at the end of the rope, and then use the rope on the other side of the net to pull with as much tension as you can manage with your hands around the hooks at the other side.
 - Tie the rope off and raise each side to the required level. (Always set the net slightly higher than you want it as you can reduce the height with the black and yellow tensioning ropes)
 - Use the winder to put tension on the net, and replace winder in bag **DO NOT LEAVE ON THE SAND**
 - Tie off the black rope on each post, then tie off each yellow rope
 - Set the lines down for your court and return the equipment they were wrapped around to the bag, again do not leave this on the sand.
 - You are now ready to play!!
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- When you have finished, wind the lines back in on the equipment provided.
 - Undo the yellow and black ropes on each post
 - Release the tension on the net using the winder
 - Untie the net, fold the net in half and then roll up carefully so that it can be placed in the bag
 - **Use the winder to wind the rope back in and then return the metal hooks to the top of the post. There should be no Rope on display in order to protect it from damage.**
 - Return net, lines (any pegs), antennae and winder to the bag and place carefully back in storage container
 - Use combination lock to lock the container

Assembling Court 2 & 3

- In each storage container you will find a bag/box containing the net tensioner rope.
 - Attach this rope via the top hook to the carabiner on one side of the net as images below show:



- Attach the bottom hook to the metal attachment on the post
 - Pull the rope downwards to tighten the net.
 - Tie off the white and red ropes to secure the net.
 - Adjust the net height using the mechanism provided on the post.
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- When you have finished, wind the lines back in on the equipment provided. If there is no winder provided, please store tidily to make it easy for the next user.
 - Undo the red and white ropes on each post.
 - Release the tension on the net by releasing the catch on the black tensioner device.
 - Untie the net, fold the net in half and then roll up carefully so that it can be placed in the bag
 - Return net, lines (any pegs), antennae and winder to the bag/box and place carefully back in storage container
 - Use combination lock to lock the container – DO NOT LEAVE STORAGE BOX UNLOCKED (if there are any issues with the locks, please let us know).

Thank you for following these instructions and for taking care of the club equipment.

Liberton Site – Important Information

We are delighted to be opening our Liberton courts to our members this year.

Please note that rules for booking and use are different to that of Portobello.

- **Hours available for booking: at Liberton**

Day	Time
Monday to Friday	4.00-8.00pm
Saturday and Sunday	10 am – 8pm

- **There is currently NO ACCESS for members before 10am on any day of the week.**
- **The latest members should be on site is 8pm on any day of the week.**

- **This is due to our agreement with the school and local residents and must be adhered to at all times. If we receive notice that members are attending out with these times, then your membership will be suspended and no refund given.**
- Nets can be found in the on-site storage container at Liberton. Please leave the equipment as you found it on arrival.
- All users of Liberton should **rake the court immediately after use** to help us maintain the level of the sand and to prepare the court for the next user. All rakes are kept on site and should be stored safely after every use.
- If there is a cover on the court when you arrive, please replace the cover and secure after use.
- **There is a strict NO MUSIC policy at both of our sites. Please refrain from playing music during your booking.**

Coaches

We are always looking to build our coaching workforce to help us grow the club and present opportunities for coaches to develop and help us #GrowTheGame.

Coaches are allocated on an individual basis according to experience and qualifications, but all coaches must have undergone a PVG check before they can coach with the club.

Meet the Team

➤ **Melissa Coutts (SCO)**

- Team Scotland Commonwealth Games Athlete; 5th Place, Gold Coast 2018 & Birmingham 2022
- FIVB World Tour
- FIVB Qualified Coach
- Scotland's most experience Beach Volleyball Player
- Former Scotland Indoor National Team Player and Head Coach
- Current Scotland National Beach Volleyball Team Player

➤ **Lynne Beattie (SCO)**

- Team Scotland Commonwealth Games Athlete; 5th place, Gold Coast 2018 & Birmingham 2022
- Team GB Olympian; London 2012
- FIVB World Tour
- Former Scotland Indoor National Team Player and Assistant Coach
- Current Scotland National Beach Volleyball Team Player

➤ **Ruari Souter**

- Club Development Officer
- Extensive experience playing on the UK Beach Tour
- Deep Dish Camp Coach 2023
- Represented Scotland on the CEV Zonal Tour 2022

➤ **Zoe Smith (SCO)**

- Lead Coach of our EBVC Junior programme
- Scotland Junior National Team Assistant Coach
- Qualified Teacher
- Indoor Volleyball Coach at City of Edinburgh VC.

If you want to get in touch about getting involved in our coaching programmes, please just get in touch via email: edinburghbeachvc@gmail.com

EBVC Coaches Code of Conduct

The Coaches Code of Conduct outlines the behaviours expected of our coaches to maintain a safe and fun learning environment for all of our members.

Club Coaches must respect and champion the rights of every individual who wishes to participate in beach volleyball and associated club activities.

Club Coaches will:

- **Ensure that coaching practice focusses on a person-centred approach, supporting the connection of participants into our club community, with wellbeing at the forefront of all activity.**
- **Complete a risk assessment for their session prior to delivering any club activity**
- Assist in the creation of an environment where every individual can participate in the ongoing activities, that is free of fear and harassment, and that recognises the rights of all to be treated as individuals.
- Treat with respect all those who participate in sport.
- Ensure there is no discrimination on the grounds of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.
- Promote the concept of a balanced lifestyle, supporting the well-being of participants.
- Not publicly criticise or engage in demeaning descriptions of others.
- Communicate with, and provide feedback to, all participants in a manner which reflects respect and care.
- Must be a role model for those who attend clinics and courses.
- Actively promote the positive benefits that participation in sport brings to the society.

Club Coach Responsibilities:

- **Check session register and ensure that all participants have signed in for each session**
- Assemble and disassemble the net system in accordance with the **net assembly instructions** and encourage a neat and tidy organisation of all club equipment into the storage containers.
- Ensure that any new members who attend their sessions are fully aware of club policies and membership sign up and payment processes. To help with this, each



coach will be given a copy of the Members Handbook which they must carry with them at all times, to ensure that all new members have the opportunity to read before participating.

- Enforce rules and regulations set by the club and inform the club committee of any behavior which sits out with these regulations.
- Adhere to Club Privacy Policy when dealing with member details.
- Sign this page to show compliance with the code.

Coach Name (Printed):

Coach Signature:

Dated:

EDINBURGH BEACH VOLLEYBALL CLUB – PRIVACY POLICY

Edinburgh Beach Volleyball Club (EBVC) is an affiliated Club with the Scottish Volleyball Association.

WHAT WE NEED

When you register as a member of Edinburgh Beach Volleyball Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16), we will ask you for the following personal information:

- contact details - name, address, contact telephone number, email address and date of birth
- membership criteria/role within volleyball, e.g. member, player, coach, volunteer, official, parent, support staff
- equality information - disability (if any) and ethnic group

WHY WE NEED YOUR PERSONAL INFORMATION

CONTRACTUAL PURPOSES

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with information on member services including but not exclusive to coaching sessions, competitions, court booking opportunities.
- set up online membership accounts and administer you with online booking opportunities.
- send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, and information on events or courses or other opportunities to be involved with the running of the club.

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits. We will only contact you in relation to any services we offer and other club matters using the information you have provided.

We will not share this information.

If you want any more information about how we store your information, please email us at edinburghbeachvc@gmail.com

EBVC Child Protection Statement

Edinburgh Beach Volleyball Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Scottish Volleyball Association requirements.

[https://www.scottishvolleyball.org/uploads/assets/Child_Protection/1527763329Child_Protection_Policy - BP1.pdf](https://www.scottishvolleyball.org/uploads/assets/Child_Protection/1527763329Child_Protection_Policy_-_BP1.pdf)

All coaches and staff members at the club will be PVG checked.

Protecting Vulnerable Groups (PVG)

Scottish Volleyball is registered with [Central Registered Body in Scotland](#). Individuals carrying out regulated work with children within Scottish Volleyball must be members of the PVG Scheme.

All Volleyball clubs & teams affiliated to Scottish Volleyball will be required to ensure that all their coaches are PVG checked before any activity involving children and vulnerable groups can take place

The Protection of Vulnerable Groups (Scotland) Act 2007 introduced the PVG Scheme for those in regulated work with children and protected adults. Disclosure Scotland holds a Children's List and an Adult's List of individuals barred from regulated work with children and/or protected adults.

CHILD PROTECTION POLICY

EDINBURGH BEACH VOLLEYBALL CLUB is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines **EDINBURGH BEACH VOLLEYBALL CLUB** commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

EDINBURGH BEACH VOLLEYBALL CLUB will:

- Promote the health and welfare of children by providing opportunities for them to take part in **BEACH VOLLEYBALL AND SAND BASED PHYSICAL ACTIVITY** safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Anti-Bullying Policy

Bullying of any kind is not acceptable within our club and should not be tolerated. **EDINBURGH BEACH VOLLEYBALL CLUB** is committed to adhering to the **SCOTTISH VOLLEYBALL [Anti-Bullying Charter](#)** to prevent and manage bullying behaviour.

We are committed to taking positive steps to eliminate bullying incidents. To achieve this we will encourage all participants to behave according to agreed codes of conduct as outlined in the **[SCOTTISH VOLLEYBALL ANTI-BULLYING CHARTER](#)** which outlines a framework of acceptable behaviour.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within **EDINBURGH BEACH VOLLEYBALL CLUB**.
- Following any issues or concerns raised about the protection of children within **EDINBURGH BEACH VOLLEYBALL CLUB**.
- In all other circumstances, at least every three years.



Public Liability

EBVC has Public Liability Insurance for all activities taking place at our Beach Club at Portobello Beach and Liberton HS.

Complaints Procedure

We are committed to ensuring you have a fantastic membership experience with us but if you are not entirely happy with your experience, please get in touch and let us know so we can resolve the issue as quickly as possible.

edinburghbeachvc@gmail.com

COMMUNICATION POLICY

Our commitment

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate, and related to club business.

What we will do

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries, and ensure that bullying and harassment does not occur.

We will develop a Social Media Policy to address the particular issues arising from the use of social media.

This policy aims to provide accountability and control over material published on our club's website (upcoming) and any related discussion groups or social media websites, such as Facebook, Instagram or Twitter.

Website

We are currently do not have a functioning club website. When up and running our website will include current information on competitions, social events, committees, policies, constitution, rules, and by-laws.

No offensive content or photos will be published.

If we intend to publish a photo of a child, we will first seek permission from the child's parent/carer and take care not to provide identifying information.

We will seek feedback from members to improve the information available on the site.

SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

SMS messages should be short and about club/team matters

email communication will be used when more information is required

communication involving children will be directed through their parents. An adult coach or staff/committee member should never communicate directly 1:1 with a child under the age of 18 using SMS.

Social media websites

We treat all social media postings, blogs, status updates and tweets as public 'comment'.

Postings (written, photos or videos) will be family-friendly and feature positive club news and events.

No personal information about our members will be disclosed.

No statements will be made that are misleading, false or likely to injure a person's reputation.

No statements will be made that might bring our club into disrepute.

Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate, or bully another person – See Anti Bullying Policy.
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g., bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube, or Twitter) may be liable for defamation.

I, <INSERT YOUR NAME> have read and understood the policy and will abide by it as a member of <INSERT YOUR ORGANISATION'S NAME>.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Social Media Guidelines for Sports Coaches, Volunteers and Athletes

Social Media continues to grow in popularity and can provide sports organisations and individuals with a wide range of benefits. It allows people to connect to the world instantly, it can enable clubs to disseminate information widely at low to no cost and it can provide a platform for governing bodies to celebrate success in their sport. We encourage sports organisations and athletes to use social media but to ensure that they do so responsibly. These guidelines are designed to provide helpful, practical advice to individuals within sport which can help keep you safe online.

Set Yourself Up Securely

Before posting anything online all individuals should ensure that their social media accounts are set up as securely as possible. Each website, app or device will require slightly different configuration to set it up correctly so for guidance on how to set up specific apps, website or devices as safely as possible please visit www.internetmatters.org. There are however some key principles which apply to all forms of social media:

- **Think carefully about who you connect with online – remember that once you connect, send a message, or add someone as a friend or follower they can see everything you post. Would you really want this person to have full access to the details of your life.**
- **Never give out your password, pin, or login details online or face to face. These things should be private to you and shared with nobody. You should also ensure that you log out after use and don't leave your social media accounts open on a shared device as other people could post in your name.**
- **Coaches and volunteers should not be 'friends' with junior athletes online. It is unlikely that you would share all the details of your life with the children in your coaching sessions so don't make the mistake of doing so online. Private chat functions are often unmoderated so can also leave adults open to accusation of improper use. If you need to communicate with your athletes outside of coaching sessions do so by group text message, phone calls to parents/carers or via a post on a closed club or governing body page rather than via your personal profile.**
- **Check your privacy settings regularly not just when you set up a new account. Most social media platforms default privacy settings to 'public' several times a year so you should check regularly to ensure that your accounts remain private.**
- **Don't add friends online that you do not know or haven't met face to face. You would be unlikely to walk up to a stranger in the street and tell them about your life so don't do it online.**
- **Turn off Bluetooth and location services on your devices when not in use as these can be used by others to view your private information or trace your movements. Similarly, do not 'check in' on social media – by checking in regularly you are potentially telling the world your home is empty and ready to burgle, where your training venue is full of expensive training equipment or what your regular movements are so that people can target you when alone.**

- Remember that what you post online can be easily misinterpreted. When things are typed instead of said face to face it is often difficult to know the true meaning of the words and people can easily take offence to a post that was shared without intending to upset. This is especially true when online abbreviations, hashtags or emoji's are used in place of words so before you post consider how someone else may read your post.
- Never post or share messages, images or videos which are abusive, discriminatory or sexually explicit – all three of these things are illegal and you could find yourself in trouble with police.
- Think carefully about what other people's posts you like or share online. Once you like or share a post you become associated with it even if you were not the original author so think first about whether this is something you would want to be connected with.

Remember - there is no such thing as privacy online!

We would encourage all individuals to consider three key questions before posting anything online:

1. Would you say this in front of your parents or grandparents?
2. Would you say this in front of the youngest children in your club?
3. Would you say this to a journalist at a press conference, sitting next to your coach/manager?

If the answer to any of these questions is no, think very carefully before posting. Just about everything you say online could eventually be read by anyone, including your grandmother, the children you coach or the editors of tomorrow morning's tabloids.

If you're used to using social media freely, it might seem silly that you now have to think a little more before you post, but this is one of the simplest ways of keeping yourself safe online. It's important to review your privacy settings regularly on any social network. But it's also important to remember that it's possible that everything you send, or post could potentially become public. Once that has happened, it could be seen by *anyone and everyone, forever*. Even if you are using Snapchat, or a private messaging service like WhatsApp or Viber, the people you are communicating with can take a screenshot of your message. Once that's done, the image/words/video you've sent are completely out of your control. It only takes your friend to send it to a friend of theirs, and your private message is in the hands of a stranger, who can post it anywhere they like.

Once something starts to spread on the internet, it's impossible to control it, even once you've deleted the original. An ill-advised comment or photograph could still be popping up when someone searches for your name years from now – including potential sponsors, employers, etc. So, check your privacy settings regularly, but also bear in mind that you can never be completely sure that what you post online will remain private. You have worked incredibly hard for many years to become who you are – an up-and-coming high-performance athlete in a public sphere, a respected coach or valued volunteer. This means that people will form their opinions based on your sporting performances, but also on other aspects of you that they see portrayed publicly. Used well, social media has the potential to give you greater control of this than ever before, and to build a reputation for being dedicated, interesting, positive and inspiring. So before posting anything online first ask yourself how do I wish to be portrayed? What messages do I want to get across? Will my post reflect negatively upon my "role model" status? What parts of my life do I want to keep private? Is what I am posting going to reflect negatively on my public profile? Is what

I am posting going to affect future opportunities for my personal brand? You can still be humorous and have a personality online – just think before you post.

Respect Your Sport

In the same way that your actions while training, competing or coaching reflect on your sport in general, so do your actions online. As a role model within your sport, you can use social media to build on their pride in yourself and in your sport. Celebrate success and hard work but don't comment negatively on others' professional performance, be they athletes, officials or coaches. When you post online, make sure your facts are accurate and don't swear or engage in insulting or prejudicial behaviour. Don't be afraid to be yourself, but do so respectfully. Before posting ask yourself how will the people who have helped me progress in my sport (such as my coach, my family, my club, my governing body) feel about me posting this? How will this post affect the way my sport is viewed in Scotland and further afield? If I am tempted to discuss a contentious issue within my sport, how important is it for me to have my say in public? Have I thought carefully about my opinion, rather than offering a knee-jerk reaction? Will this be a constructive contribution? Are there other ways I could pursue the matter (face to face, in a private email, or on the phone, for example)? Will what I am about to say undermine the hard work of those who came before me, or make life harder for those who come after? Could my post upset a current or potential sponsor for me or for the sport? Would I expect my own sporting heroes to post in this manner?

Respect Your Audience

Social media can offer a great way to connect with friends and family but the reality is that much of what you say to them on social media you also say to strangers, including fans and the media. Remember that people who don't know you personally are less likely to pick up on the context of your comment, or to know when you're joking/being flippant. Never post anything that's rude, abusive or discriminatory. Before posting anything online ask yourself who are my audience? Are they just friends and family? Are they fans? Are they media? Would I make this comment to this person face-to-face (for example, would I say this to someone I don't know, who has approached me in public?) Could this comment be misunderstood by someone who doesn't know me, or know my sense of humour? Would I be happy to see this comment in the newspapers tomorrow? Will my post create a negative news angle?

Planned Career Events

Some of the most important events in your career could be of great interest to others in your sport including younger athletes, fans and the media. These might include competition selection; change of coach, etc. It is better for you and for your club or governing body if you plan the release of important information together, rather than have it trickle out informally on social media. When there are important changes afoot, you should talk to your club or governing body about the best way to break the news.

If Things Go Wrong

If you post something which you later regret there are a few steps you can take to try minimise any resulting issues. You can start by deleting your post and tightening your privacy settings as much as possible – bearing in mind that the damage may already be done if an image or text is already in the possession of others. You can then speak to your club or governing body to make them aware of the situation and ask for further advice.

If you are receiving upsetting messages or posts, the best response is often no response. Tempting



as it is to reply, this can escalate the situation. Instead, you can step away from your phone or computer and make your club or governing body aware of the messages and ask for their advice.

Block and report anyone who sends abusive text messages to you, and if you receive indecent images or sexually explicit messages contact your club/governing body Child Wellbeing and Protection Officer and/or Police on 101.