

Members Handbook Season 2021



EBVC COVID-19 'Back to Beach'

Membership Update

We hope all our existing members are safe and well and are looking forward to returning to our club. We cannot wait to welcome you back onto the sand for much-needed outdoor activity and a catch up. We want our club to be somewhere you can feel safe whilst enjoying some sand based outdoor exercise and connecting with other people.

We have been working hard at getting our facilities ready to welcome you back with safety as a number one priority.

We also hope to attract new players and families to our club from the Portobello and Liberton area. Our aim is for our club to be a model of best practice in the safe return to sport, helping to rebuild our community, and restore connection amongst our fantastic local people. With this in mind, it is important to note that our club will operate a bit differently to how things were before lockdown. Our priority is safety and so we have put a few measures in place to keep you and the general public safe.

Please see our [virtual tour video](#) on our social media platforms as an example of how things might look when we return.

During the easing of restrictions in line with the Scottish Government Route Map/[Protection Levels Framework](#), our members will be able to hire our courts in small groups. Please note the [Scottish Volleyball Play it Safe guidance](#) for maximum numbers per court at any one time.

Our coaches are all in the process of going through a club re-induction process to ensure a safe environment for them and our members when group coaching activity resumes.

Our club have prepared a safety procedures document for all members to follow throughout your court booking. These procedures must be followed at all times to ensure the safety of everyone involved and help reduce the spread of COVID-19. We are a popular community-based club and so we must manage public perception of our club and our members. We want the local people to view us as a responsible shining light as we emerge from lockdown which will require everyone to play their part.

More detail on the guidance you should follow as a player; before, during and after play; can be found in the [SVA COVID-19 Exit Strategy](#) and should be followed at all times.

We ask for your patience and support in the process of returning safely to our courts and we very much hope we can provide a safe place for people from our local community to come along and play.

Welcome to EBVC

Club History

Edinburgh Beach Volleyball Club was established in 2017 by a bunch of Beach Volleyball enthusiasts. With the huge demand for the sport in the 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 2 Permanent courts on Portobello Beach, and lease the land that the two courts stand on. The posts belong to the club and will be 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.

In partnership with Scottish Volleyball and Liberton High School in Edinburgh, we have also just completed the build of Scotland's first inland permanent Beach Volleyball facility on a school site to open for members in Summer 2021. 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 when we return to our club activity after lockdown are **reconnecting people, the physical and mental wellbeing of our local people** and providing a **safe platform** for people to emerge from lockdown and return to the new normal using our amazing sport to do that.

We want Edinburgh Beach Volleyball club to support the community and the local people to recover from these unprecedented and challenging times that we have faced, and we welcome you to be an integral part of that.

Summer 2020 Membership Information

ADULT

JUNIOR

OTHER



**Season 2021
Membership Options**
www.edinburghbeachvolley.com

**ADULT UNLIMITED
MULTI VENUE (18+)** **£60**

Unlimited FREE Court Hire at both club venues
Valid April 2021 - March 2022

**ADULT UNLIMITED (18+)
LIBERTON ONLY** **£40**

Unlimited FREE Court Hire at Liberton ONLY
Valid July 2021 - March 2022
Can use Portobello until Liberton opens in July 2021

**ADULT UNLIMITED (18+)
PORTOBELLO ONLY** **£30**

Unlimited FREE Court Hire at Portobello ONLY
Valid April 2021 - March 2022

**ADULT PAY-AS-YOU-GO
JOINING FEE** **£10**

Only want to take part in some of our organised coaching sessions?
Pay your joining fee of £10 at your first session and then pay as you go
for each session you attend thereafter.
Valid April 2021-March 2022

PAY IT FORWARD - ADULT

Pay for you and another member to donate to our EDVC Scholarship FUND
to support those who cannot afford to join at this time.
Valid April 2021 - March 2022

£20-120



**Season 2021
Membership Options**
www.edinburghbeachvolley.com

**JUNIOR UNLIMITED (U18)
INCLUDES BOTH VENUES**

FREE access to UNLIMITED Club Coaching sessions at both venues
(First Come First Served)
Valid April 2021 - March 2022

£20

**JUNIOR PAY AS YOU GO (U18)
INCLUDES BOTH VENUES**

Only want to take part in some of our organised coaching sessions?
Pay your joining fee of £5 at your first session and then pay as you go
for each session you attend thereafter.
Valid April 2021 - March 2022

£5

PAY IT FORWARD - JUNIOR

Pay for you and another member to donate to our EDVC Scholarship FUND
to support those who cannot afford to join at this time.
Valid April 2021 - March 2022

£10-40



**Season 2021
Membership Options**
www.edinburghbeachvolley.com

**PARTNER ORGANISATION
MEMBERSHIP
INCLUDES BOTH VENUES**

WORKING TOGETHER to develop our sport and the opportunities
we provide for our members/customers
Email: edinburghbeachvolley@gmail.com to discuss
Valid April 2021 - March 2022

**BESPOKE
PRICING**

**NON-MEMBERS COURT HIRE
PORTOBELLO ONLY**

Non-members can book our courts at Portobello Beach at an hourly rate.
Valid April 2021 - March 2022

PEAK TIMES
Monday - Friday 9.30am - 10am **£20/hr**
Saturday and Sunday - All Day

OFF-PEAK TIMES
Monday - Friday 9.30am - 5.00pm **£10/hr**

How to Join the Club

There are various ways in which a person can join EBVC.

We now have a brand-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.

We have a 'No Cash Policy' at the moment. 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 Code of Conduct

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

As members of EBVC, you are expected to abide by the following Code of Conduct (*points in red are the revised responsibilities related to COVID-19 Safety*):

- **Complete and return COVID-19 Player Agreement to EBVC club administrator (edinburghbeachvc@gmail.com), prior to taking part in any EBVC court hire.**
- **Read, understand, and adhere to the COVID-19 Club Safety Protocols and Scottish Volleyball Play it Safe guidance.**
- **Follow the new COVID-19 Net Set Up procedures and online booking process.**
- **Use and display the 'Play it Safe' products on your court for regular use and to help manage public perception that we are doing everything we can to reduce the risk and create a safe environment.**
- **Adhere to the COVID-19 Reporting illness procedures if you or someone else during your booking is suspected of being ill with COVID-19.**
- 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 and venues with respect and keep it in good condition. This includes taking any litter away with you at the end of sessions.
- 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

Member Terms and Conditions

- **If a player is found to be breaching any protocols or procedures related to COVID-19 safety, the club reserves the right to terminate their membership.**
- **Every person who participates in any court hire booking has to be a paid unlimited 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.
- All members who hire a court for their use, must follow all net assembly instructions, member codes of conduct and club safety and cleaning procedures.
- Members under the age of 16 cannot access court hire unless the booking is made by an adult member who will be involved in the session.
- All people who participate in a Court Hire Booking 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 the membership form below agreeing to club membership Terms and Conditions and Code of Conduct.
- Prior to participation in any court hire booking, members must make an online payment to Edinburgh Beach Volleyball Club and reference SURNAME_membershiptype e.g., SMITH_AdultUnlimited
- **Any member who abuses the system may have their membership revoked without full refund.**

Court Booking for Members

In order to control the people in and out of our club venue, and create the safest possible environment for everyone, we are changing some of the measures we have in place around who can book our courts and when.

At this moment in time, only those who are Unlimited members of the club can book our courts and participate in court bookings. 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.

EBVC Court Booking Procedures for Members

- As soon as you have confirmed your membership selection, completed your membership form and other necessary documentation, 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.
- 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 participants must complete and return our **EBVC Participant Agreement Form** to confirm that they agree with the new standards and conditions that the club has in place. This must be done in advance of their first booking.
- All members must follow our new EBVC Court Set-up Procedures before, during and after play.
- When booking your session online, **names of all the players taking part in the session must be submitted on the online booking in order for the club to comply with COVID Track and Trace**. All of these players must also be members of the club in advance of the session and have completed the COVID_19 Participant Agreement form.
- Groups may book a slot of **no longer than 90 minutes**.
- On the booking system, **15-minute slots are blocked out** to allow for a transition time between sessions for **cleaning of equipment and avoiding overlap of participants**.

Phase 3 specific conditions:

- Please do not bring spectators with you. We are actively discouraging spectators at the moment to try to avoid large gatherings near or around our courts. Only players participating in the session should be on site.
- All Scottish Volleyball Guidelines for players and coaches must be followed by all participants at all times to ensure the safety of everyone. Please see the [COVID-19 section of the SVA website](#) for further information.
- If you ever have any issues with the booking system or problems with people on the court at your time of booking, please inform us immediately and we will deal with the issue appropriately.
- Keep your booking confirmation email as proof of booking should this case arise.

Please note that these conditions will be adapted to align with Scottish Government Guidance as we move through the phases of the Route Map.

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 a net bag 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 for applying tension
 - 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

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

COVID -19 – Safe Net Set-up Procedures

Step 1

On arrival, if there are still players from the previous booking on site, please wait at a distance or in your car before approaching your court.

Step 2

Players should come ready to play. Make sure you place belongings on the sand against the wall at least 2 metres away from your companions'. Please don't put any of your belongings on the wall.

Step 3

One person only should open the padlock and remove equipment bag from the container. Inside you will find our **'Play it Safe' box** for you to use throughout your session. At this point the Hand Sanitiser should be clipped onto the attachment on the post and all participants should clean their hands.

Step 4

One person only, should put the net up. Once this is done, that person should sanitise their hands.

A maximum of 2 people should put the court lines down. When this is done, both people should sanitise their hands.

Step 5

Equipment such as the net tensioner, used to set up the net should be stored safely until the end of the session when it should be cleaned thoroughly according to **Club Cleaning protocols**.

Step 6

At the end of your session, all participants should clean their hands before dismantling the equipment. The same person that put the net up should clean their hands and then take the net down.

Step 7

This person should put on disposable gloves and clean the equipment thoroughly with the cleaning agent provided before placing back in the equipment bag.

Step 8

One of the 2 people that put the lines down should take them back up and clean any touch points on the lines with the cleaning agent provided before placing back in the equipment bag.

Step 9

Everyone in the group sanitise their hands prior to replacing the 'Play it Safe' box in the bag and storing it in the storage before leaving the venue. Any gloves used should be disposed of appropriately in the nearest bin.

Step 10

The same person that took the equipment out of the container puts it back and closes the padlock.

COVID-19

Club 'Playing it Safe' Procedures

THE HEALTH AND WELL-BEING OF MEMBERS, VOLUNTEERS AND OUR LOCAL COMMUNITY IS OUR NUMBER ONE PRIORITY. WE HAVE INTRODUCED NEW PROCEDURES TO KEEP EVERYONE SAFE, WELL AND ACTIVE

General Information

- ✓ The club has performed a thorough risk assessment of our club site and adapted our procedures to ensure your safety.
- ✓ You must not attend training if in the past 14 days you:
 - Have been unwell or had any flu-like symptoms.
 - Have been in contact with a known or suspected case of COVID-19.
 - Have had any respiratory symptoms (even if mild); or
 - Are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.
 - Follow the club **Reporting Illness Protocol** if any symptoms develop during a session
- ✓ Those with even mild symptoms are strongly encouraged to get tested. For more information on getting tested in Scotland, click [here](#)

Social Distance

- ✓ Please see [Scottish Volleyball Play it Safe guidance](#) for which levels you are required to maintain social distance and under what conditions.
- ✓ If social distance is required during play; suggested adapted formats of play include:
 - A net zone of 1m on each side of the net must be identified to avoid close net play e.g., blocking
 - Quadrants can be set up on each to ensure players stay 2 metres from each other. See SVA resources for additional ideas.
- ✓ Player's belongings such as water bottles and bags must be kept at least 2 metres from other participants.
- ✓ Signage will be displayed around the courts to remind people to keep their distance.
- ✓ A one-way system will be introduced around each court to help players maintain social distance. Players should not change sides of the net by going under the net.
- ✓ Government information around social distancing is available [here](#) and should be read in full.

Cleaning Procedures

We have introduced a variety of cleaning procedures around our facilities that all participants must follow:

- ✓ Each court has a **Sanitisation Station** on the post nearest the promenade for players to use to regularly wash their forearms and hands, before, during and after play or when setting up the net. The equipment bag on each court will contain a 'Play it Safe' box with the disinfectant and hand sanitiser required for you to use during your session.
- ✓ We have also set up a **Cleaning Station** for all equipment including volleyballs to be thoroughly cleaned before and after your session.
- ✓ Participants and coaches should use minimal equipment to reduce the amount of cleaning that has to be done and reduce the risk of spread of COVID-19.
- ✓ All cleaning is carried out with an **approved disinfectant cleaner**, certified to kill enveloped viruses within 60 seconds.
- ✓ We have introduced a new safe **Net Set Up Procedure** that all participants, coaches, and volunteers should adhere to at all times.
- ✓ We have introduced a transition period of 15 minutes as extra time between bookings to allow for efficient cleaning of equipment after each session, ahead of the next booking.
- ✓ Disposable Gloves are also available to use when cleaning equipment. These must be disposed of appropriately. For information on the safe disposal of gloves and used items such as tissues and wipes, please see the following [link](#).
- ✓ All club staff, volunteers and coaches have been trained in our new ways of working for cleaning and social distancing and will be responsible for keeping your playing environment as safe as possible.
- ✓ Signage will be displayed around our courts to remind people to clean their hands and forearms regularly and to clean equipment thoroughly after use.

Please see the [World Health Organisation website](#) for key information and guidance around health and hygiene as well as downloadable signage and posters to display around your club.

The Club have appointed a 'Play it Safe' Ambassador, so if you have any questions about COVID-19 related issues or measures, please don't hesitate to get in touch:

EBVC Play it Safe Ambassador

Name: Lynne Beattie

Club Position: Club Administrator

Contact: FAO Lynne Beattie edinburghbeachvc@gmail.com



Please note this guidance is subject to change on an as known basis alongside any updates from the Scottish Government.

Please be patient, polite and observe all notices, but of course if you have feedback for us please directly contact us.

Please see [virtual tour of our club courts](#) as an example of what to expect when you book our courts.

For more detail on the guidance you should be following as a player before during and after a session, please see [Scottish Volleyball Play it Safe guidance](#).

Any breach of the guidance will result in termination of membership.

If you require any further information on the EBVC membership, please contact the club on edinburghbeachvc@gmail.com

‘Playing it Safe’ Reporting Illness Procedures

Please find below information your club will find useful in the event that someone develops symptoms during one of your club sessions.

What action needs to be taken if someone becomes unwell with symptoms of COVID-19 whilst on site at your club?

- In preparation, make sure that all staff and individuals in your club, including children and young people, know to inform a responsible person if they suspect someone in attendance has COVID-19 symptoms or indeed if they themselves have developed symptoms during the session.
- This guidance may need to be adapted in future phases to ensure a responsible adult is there to support the individual where required. During Phase 2 and 3 there should always be an adult on site at our club sessions.
- If the affected person has mild symptoms they should go home as soon as they notice symptoms and self-isolate.
- Where possible they should minimise contact with others, e.g., use a private vehicle to go home. If it is not possible to use private transport, then they should be advised to return home quickly and directly.
- If using public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. If they don't have any tissues available, they should cough and sneeze into the crook of the elbow.
- If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19.
- Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.
- If possible and it is safe to do so, find a room or area where they can be isolated behind a closed door, such as a staff office or meeting room.
- If you are indoors and it is possible to open a window, do so for ventilation.
- The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later.

- If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Where possible, a separate bathroom should be designated for the individual to use.
- Your club, via the 'Play it Safe' Ambassador should immediately inform the Scottish Volleyball Lead COVID-19 Officer about the situation.
- All club members and staff should adhere to Scottish Government Test and Protect guidance and procedures.

Environmental decontamination (cleaning and disinfection) after a possible case has left the site

Cleaning and Disinfection

Once a possible case has left your club site, the immediate area occupied by the individual, e.g., and balls, equipment, or surfaces that they may have touched or come into contact with, should be cleaned with detergent and disinfectant.

Once this process has been completed, the area can be put back into use. Any public areas where a symptomatic individual has only passed through (spent minimal time in), and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.

Environmental cleaning and disinfection should be undertaken using disposable cloths using standard household detergent and disinfectant that are active against viruses and bacteria.

Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and materials used must be disposed of and should be put into waste bags as outlined below.

The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.

Waste

Ensure all waste items that have been in contact with the individual (e.g., used tissues and disposable cleaning cloths) are disposed of securely within disposable bags.

When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection. Other general waste can be disposed of as normal.

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

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.

Following COVID-19 lockdown, we are going through the process of re-inducting all of our coaches, to ensure all of our coaches are fully trained and confident in following our new COVID-19 Safety procedures and feel equipped to deliver safe, person centred sessions for our members.

Meet the Team

➤ **Melissa Coutts (SCO)**

- Team Scotland Commonwealth Games Athlete; 5th Place
- FIVB World Tour
- 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
- Team GB Olympian; London 2012
- FIVB World Tour
- Scotland Indoor National Team Player and Assistant Coach
- Current Scotland National Beach Volleyball Team Player

➤ **Lenard Sobieracki (POL)**

- Assistant Coach to Team Beattie/Coutts in their preparations for Commonwealth Games 2018.
- Very experienced Beach Volleyball Player
- Numerous Scottish Beach Tour and UK Beach Tour podium finishes

➤ **Zoe Smith (SCO)**

- Lead Coach of our EBVC Junior programme
- Scotland Junior National Team Assistant Coach
- Student Teacher at Queen Margaret University
- 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.

*This document has been updated to include additional behaviours expected as we return to our club activity after COVID-19 lockdown restrictions. These additional COVID-19 related behaviours can be found in **BOLD** below.*

Club Coaches will:

- **Have completed all training related to the delivery of safe activity following COVID-19 lockdown restrictions.**
- **Have gone through the EBVC Coach Re-Induction process prior to delivering any club activity.**
- **Have the health and safety of every individual as a priority; adhering to all hygiene, cleaning, and social distancing measures that the club has put in place to keep members and the local community safe.**
- **Ensure that coaching practice focusses on a person-centred approach, supporting the reconnection 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 that includes measures to mitigate all health and safety risks including reducing the spread of COVID-19.**
- 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:

- **Ensure that all participants have signed in for each session, providing their contact details to allow the club to be able to support the Scottish Government COVID-19 'Test and Protect' Programme.**
- **Ensure that any participant that is known to have had symptoms or been in contact with someone with symptoms is refused entry to the club session.**
- **Ensure that all participants have completed the EBVC Club participant Waiver document prior to participation.**
- **No cash payments should be accepted, but a record kept of all payments due from participants along with the register of all participants who attended the session. All payments should be made online at this time.**
- Assemble and disassemble the net system in accordance with the **revised COVID-19 club 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 signing membership forms.
- 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

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.

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.

EBVC COVID-19 Participant Agreement

Participation in restricted club activity

By completing this form, you are consenting to the conditions set by the Scottish Volleyball and EBVC as lockdown restrictions ease and we resume limited club activity.

Each individual participant involved in a court booking or organised club session is obliged to fill out this document prior to participation and return to the club administrator at edinburghbeachvc@gmail.com

Name:

Contact email:

Contact Phone Number:

Membership Type:

Signature:

Date:

I (member of EBVC) confirm that I agree to the following terms and conditions:

- I agree that I have read and understood to the following documents and agree to adhering to all of the procedures and guidance within these documents:
 - [Scottish Volleyball COVID-19 Exit Strategy Guidance for Clubs, Players and Coaches](#)
 - **EBVC COVID-19 Club Safety Procedures**
 - **EBVC Club Net Set Up Procedures**
 - **EBVC Members Handbook**

- I must only use the courts after prior reservation in the club's online reservation tool and online payment; see members handbook for booking and payment details.

- Only symptom-free players / coaches should attend an EBVC session.

- Players must not mix with players from another court/field of play bubble.

- Support the Scottish Government Public Health message and will comply with [FACTS](#).

I accept that the content of these documents is for guidance only and take part in EBVC court bookings at my own risk.

EBVC Membership Form

Season 2021

Please return this form via email along with payment of the appropriate Membership Fee to:
edinburghbeachvc@gmail.com

Membership Type*

Adult Unlimited -
Multi-Venue

Junior (U18) Unlimited

Adult Unlimited –
Liberton ONLY

Adult Unlimited –
PORTOBELLO ONLY

Pay it Forward

Back to the Beach-
Joining Fee/PAYG

Personal Details

Name	
Address	
Date of Birth	
Email	
Telephone	
Nationality	
Ethnicity	

Signed _____

Date _____

I confirm I have read and understood the **EBVC Privacy Policy** outlined in the EBVC Members Handbook. (Please tick to allow us to send you updates about the club and associated events.)

I confirm I agree to the **EBVC COVID-19 Safety Procedures/EBVC Terms and Conditions/EBVC Member Code of Conduct** as outlined in the Members Handbook.

I allow **photographic consent** for the club to take photos/video material of me (or a child under my care) and use them only for purposes of promotion or branding our sport.