

COVID-19 Update

As a result of the worldwide Coronavirus pandemic, we may need to record information regarding whether you are displaying from any symptoms of COVID-19, have been in recent contact with anyone who has tested positive or is displaying symptoms of COVID-19, have any underlying health conditions or have, or are in close contact with anyone who has, been advised to shield. This information would be required to ensure the safety of members attending Aberdeen Diving Club.

Why we need your data

Our lawful basis for processing health information relating to COVID-19 is:

- to protect your vital interests; and/or
- for the legitimate interests of members attending Aberdeen Diving Club to ensure individuals' safety and prevent the spread of the virus.

As health information falls within the definition of "special categories of personal data" under applicable data protection legislation, we also need a special condition to process such information. We may need to process this health information:

- to protect your vital interests where you cannot consent;
- for reasons of public interest in the area of public health, including protecting against serious cross-border threats to health where we have a legal duty of confidentiality to you; and/or
- with your explicit consent (if required).

Information we may collect about you

We may collect data from you in relation to COVID-19:

- From a return to water self declaration and/or a regular health check survey – detailing whether you have symptoms of COVID-19, if you have come into contact with someone with COVID-19, history of having COVID-19, and underlying health conditions.
- Should you report contracting COVID-19 through to the COVID Officer or Club Committee Member.

Who we share your personal data with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with public health obligations. In the event that we do share personal information with third parties, we will only share such personal information as is strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Where a case of COVID-19 is recorded within the club, your personal information will not be shared with other members directly, however members will be advised that a case has occurred, whilst keeping personal information anonymous as far as possible.

How long will we store COVID-19 specific data?

We will only keep your personal information for as long as necessary in line with legal obligations – laws or regulation may set a minimum period for which we have to keep your personal information.

MEMBERSHIP INFORMATION PACK

WELCOME to Aberdeen Diving Club (ADC). The Club was constituted in 2014 following the construction and opening of the Aquatics Centre, which has given divers the opportunity to develop, train and compete. The Club has grown over the past six years and we are excited that your diver has chosen to become a member.

Information about the club can be found on the website www.aberdeendingclub.org.uk. Here you will find out more about the club, the squads and pathways for progression, upcoming competitions and past results, news updates from the club, and further resources (where you will find the club policies and procedures).

Membership

Divers who wish to compete in competitions at any level must become a member of the Club and also a member of the Scottish Amateur Swimming Association (SASA). The Diving Club membership fee is calculated to include a payment towards club costs and SASA North District Registration.

| | |
|-----------------------------------|---|
| ADC membership: | £15 per annum (paid every March) |
| SASA Diver membership: | £45 per annum (fee for joining from 1st September £27) |
| SASA Non-Diver membership: | £10 per annum (parents, coaches and volunteers who wish to help/get involved with the club) |

SASA Membership should be paid online via Scottish Swimming by the end of March each year. Visit www.scottishswimming.com/membership for more information. Please ensure all fees are paid in a timely manner.

If you have previously competed for any other diving, synchronised swimming, water polo or swimming clubs during the past 12 months, please contact the Membership Secretary, and a 'second club' form will be issued to you.

Policies and Procedures / Codes of Conduct

Prior to joining the club, divers and their guardians must familiarise themselves with the Club policies and procedures. Please go over these with your diver as it is important that you all understand what you are agreeing to. Agreement with the Club's Codes of Conduct is assumed upon membership. Club policies can be found on the Resources section of the ADC website www.aberdeendingclub.org.uk/adc-policies. Please ensure you read the following as a minimum:

- Athlete Code of Conduct
- Parent and Spectator Code of Conduct
- Officials and Volunteer Code of Conduct
- Safe and Effective Training Sessions Statement
- Child Protection Policy Statement
- Allergy & Nut Policy Statement

Please return the following completed documents to the Club Membership Secretary, Susan Hendry (or Diving Co-ordinator, Judy Wardlaw)

- **ADC Club Registration Form**
- **ADC Acknowledgement Sheet***

*Whilst training you are covered by SASA insurance; consequently, it is standard club practise to ask members to sign the liability slip, which you will find on the acknowledge sheet.

Good luck with the year ahead!

NOTES FROM THE CLUB PRESIDENT

Club Constitution

The Constitution can be obtained from the club website (www.aberdeendingclub.org.uk) or from the club secretary on request.

Committee

Committee members are happy to answer any queries. If you have an interest in becoming a Committee Member please let us know.

Club Kit

Branded items of club kit are available for all members to purchase at various times throughout the year. Look out for email / Facebook notifications when this is available.

Competitions

The Lead Coach for each squad will notify you and your child with regards to entering competitions and the levels / dives they will compete in. For all competitions and medal presentations club kit should be worn.

Chaperones

Chaperones are adult volunteers who look after club members at home and away competitions and also at training camps. Due to strict guidelines, chaperones must undertake specific training for this role. If you would like to find out more information, please contact us.

Fundraising

The club welcomes any and all ideas for fundraising activities to help subsidise travel costs to competitions. If you are interested in or have any fundraising ideas please let us know.

Help at Competitions

Parents / Guardians are encouraged to come and help at competitions. Training / guidance will be provided where necessary. (Please note that parents must be registered as Club Volunteers with SASA).

Communicating with Coaches

In order to promote an effective club environment, divers should be clear about what their coaches expect from them, and in turn, we hope that divers will feel free to discuss their concerns and aspirations with their coaches. Coaches can be contacted via the email address provided on the contact sheet. Where necessary a meeting will be arranged. Please do not interrupt coaches while they are teaching a class or taking registers.

Any Club questions?

Please contact Steven Riddoch (Club President), Christine MacPhee (Membership Secretary) or June Ritchie (Wellbeing & Protection Officer) who will do their best to answer any queries. Please do not hesitate to speak to the coach or any of the committee members should you or your child require any further information.

CLUB CONTACTS

| | | | |
|--------------------------------|--|--|--------------|
| Club President | Steven Riddoch | admin@aberdeendingclub.org.uk | |
| Vice Club President | Margaret Rogerson | | |
| Wellbeing & Protection Officer | June Ritchie | cwps@aberdeendingclub.org.uk | 07832 936935 |
| Membership Secretary | Christine MacPhee | memberships@aberdeendingclub.org.uk | |
| Head Coach | Judy Wardlaw | judy@aberdeensportsvillage.com | 01224 438987 |
| Treasurer | Gregor Low | admin@aberdeendingclub.org.uk | |
| Club Secretary | Kim Penman | admin@aberdeendingclub.org.uk | 01224 438907 |
| Competition Organisers | Tricia Murray (Novice) Mark Kerr (Age Groups) | admin@aberdeendingclub.org.uk | |
| Social and Fundraising | Lindsay Martin & Tiffany Sellar | admin@aberdeendingclub.org.uk | |
| Communications Officer | Kirsten Horne & Kim Young | admin@aberdeendingclub.org.uk | |
| ADC Coaches | | diving@aberdeensportsvillage.com | |

Other Useful Contacts

| | | |
|--|--|--------------|
| Aberdeen Sports Village | info@aberdeensportsvillage.com | 01224 438900 |
| Regional Development Manager, Scottish Swimming Sean Dawson | s.dawson@scottishswimming.com | 07791 489173 |

ABERDEEN DIVING CLUB REGISTRATION FORM

Please note: this form should be completed by a parent if the participant is under 16 years of age.

| Participant Details | | |
|---|-------------|---|
| Title: | First Name: | Surname: |
| Date of Birth: | | |
| Address: | | |
| Email Address: | | |
| Telephone Number: | | Mobile Number: |
| Membership Type: Diver <input type="checkbox"/> Non-Diver <input type="checkbox"/> | | If Non-diver, please specify your role: (eg. Coach, Volunteer) |
| Emergency Contact Details (at least one different from above) | | |
| Name: | | Telephone: |
| Name: | | Telephone: |
| Medical Details | | |
| Do you (or your child, if participant is under 16 years) suffer from any medical conditions or difficulties that you think we should be aware of? (e.g. asthma, hearing problems, learning difficulties, allergies etc). If yes, please provide further details: | | |
| <input type="checkbox"/> I understand that this information will remain confidential, however I consent to the sharing of information with Coaches and Chaperones (where applicable). Please contact us directly if you have any further concerns regarding this. | | |
| Photography | | |
| Photographs and videography may be taken of divers, by ADC, ASV or SASA photographers for display purposes, marketing material or during competitions. | | |
| <input type="checkbox"/> I give permission for my child's photograph to be taken or used for the purposes described above. | | |
| Declaration | | |
| Signature: | | Date: |

ACKNOWLEDGEMENT SHEET

Please complete all sections (tick to confirm your acknowledgement) and return this sheet along with your registration form.

LIABILITY STATEMENT

Whilst doing everything in their power to ensure the safety, comfort and convenience of members, the Club Committee accept no responsibility for any accident, loss or injury to members or their visitors.

Members dive at their own risk and their signature below shall be evidence of agreement to this effect.

I have read and understood the above statement referring to Liability

CODE OF CONDUCT & CHILD PROTECTION

- I have read and agree to abide by the Athlete Club Code of Conduct
- I have read and agree to abide by the Parent and Spectator Code of Conduct
- I have read and agree to abide by the Officials and Volunteer Code of Conduct
- I have read and agree to abide by the principles of the Safe and Effective Training Sessions Statement
- I have read and agree to abide by the principles of the Child Protection Policy Statement
- I have read and agree to abide by the guidance set out in the Allergy and Nut Policy Statement

| ATHLETE AGREEMENT | |
|--|--|
| Print Name: | |
| Signature: | |
| Date: | |
| Type of Membership (Diver/Non-Diver): | |

| PARENT / GUARDIAN AGREEMENT (required if athlete is under 16 years of age) | |
|--|--|
| Print Name: | |
| Signature: | |
| Date: | |
| Type of Membership (Diver/Non-Diver): | |