



## SDS PARENT / GUARDIAN / CARER CODE OF CONDUCT

**Scottish Disability Sport (SDS):** SDS is committed to the highest sports standards and expects all parents, guardians and carers to honour and observe the following code.

### Respect for Others

- I will respect the rights, dignity and worth of other athletes, players, volunteers, coaches, friends, families and spectators while representing SDS.
- I will treat everyone equally regardless of disability, gender reassignment, sex or sexual orientation, ethnic origin, marriage and civil partnership, pregnancy or maternity, religion or race.
- I will be a positive role model for other athletes, players and coaches.

### Be Professional and Responsible

- My manner, language, punctuality, and preparation will meet the high standards expected by SDS.
- I will be aware that I am representing SDS while participating in training and competition and will ensure that I do not disrepute SDS or the sport. This includes personal behaviour, communication, and social media.
- I shall ensure that athletes/players arrive on time for events or competitions, are left safely in the care of the club or team, and are picked up promptly.
- I shall inform SDS if players/athletes are ill or unable to attend any training session, competition or event.
- My manner and language will meet the high standards expected by SDS.
- I will display control, respect, dignity and professionalism to all involved and associated with SDS (other athletes, players, opponents, teammates, officials, coaches, administrators, parents, carers, guardians and spectators).
- I will refrain from any form of personal abuse towards athletes, players, coaches and others, including verbal, physical and emotional abuse.
- I will encourage athletes/players to learn and participate within the rules. I will help athletes/players to recognise good sportsmanship and to applaud the good performances of all.
- I will recognise the value and importance of coaches to athletes/players. I will not undermine them, as they give their time and effort to provide a recreational activity to benefit athletes/players.
- I will not interrupt the coach or attempt to communicate with a participant during a coaching session.
- I will encourage athletes/players but not coaches. The club/event staff needs to give advice. Conflicting advice will only lead to confusion and undermine confidence.
- I will not physically or verbally abuse or harass anyone associated with the sport.
- I will discourage challenging or arguing with officials.
- I will be positive about the club and its work. If I have a problem or concern, I will raise it with a member of the club committee or event staff.
- I will support the involvement of the athletes/players and help them to enjoy their sport.
- I will comply with relevant SDS policies and procedures and confirm that I have read and understood the following:
  - SDS Privacy Notice
- I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Scottish Disability Sport.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_





## Scottish Disability Sport Privacy Notice

Scottish Disability Sport is a “controller” of the personal information you provide to us.

### What we need

When you provide information about yourself for events, courses, workshops or other opportunities, we will ask you for the following information:

- Contact details including name, address, telephone number, email address and date of birth;
- Details of your role in sport, e.g. coach, athlete, volunteer, official, parent, support staff;
- Equality information including age, disability or medical condition, employment information, ethnic group, religious belief, gender identity and sexual orientation.

### Why we need your personal information

We need to collect personal information in order to manage attendance and participation. We will use this information to:

- Provide you with services such as training or activities;
- Administer your attendance;
- Process awards and qualifications;
- Send you communications in relation to opportunities we think may interest you.

If you do not provide all of the personal information we request, it may affect our ability to offer you services and benefits.

We also process personal information in order to:

- Promote and encourage participation in disability sport by communicating about forthcoming opportunities. Our events may be photographed or filmed, and information captured in this way may be used for promotional and educational purposes. You will always be given the option to refuse this;
- Provide opportunities and competition in disability sport by managing entries for events and checking your personal information to ensure you are participating at an appropriate level;
- Monitor and develop participation in disability sport by monitoring engagement and participation and, on occasion, inviting participants to take part in surveys for research and development purposes;
- Develop and maintain qualifications and awards, including sending communications to inform you of forthcoming courses, and renewal requirements and to verify that you have completed any mandatory training requirements;
- Respond to and communicate with participants regarding questions, comments, support needs, or complaints about disability sports.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for these purposes. If you wish to object to any of these, please contact Scottish Disability Sport on 0131 317 1130, email [admin@scottishdisabilitysport.com](mailto:admin@scottishdisabilitysport.com) or write to us at First Floor, Forthstone, 56 South Gyle Crescent, Edinburgh EH12 9EB.

### Legal obligations

We are under a legal obligation to process certain personal information for the purposes of complying with:

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- Our **sportscotland** regulatory requirements to report on size, achievements and profile;
- The Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

### Equality monitoring requirements

We are required by **sportscotland** to use personal information relating to equality for monitoring purposes. We will process such personal information through aggregated and anonymised reports to identify and keep under review equality of opportunity or treatment of groups of people, to promote or maintain equality within disability sport.





## **Other uses of personal information**

We may ask you if we can process your personal information for additional purposes. If so, we will provide you with additional information on how we will use your information.

## **Who we share your personal information with**

If your personal information is included in any images or videos we take, we may share this with event or project partners or governing bodies, including **sportscotland**, for promotional purposes.

We may be required to share personal information with statutory or regulatory organisations, such as Disclosure Scotland or Police Scotland.

We may also share personal information with our professional and legal advisors in order to take advice.

Where we share personal information with third parties, we will only share the personal information strictly required for the specific purposes and will take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

We may employ contractors to process personal information. Such contractors are subject to written contracts to only process that information under our instructions, to process and to abide by the restrictions of existing legislation on data protection.

## **How long we keep your personal information**

We will only keep your personal information for as long as necessary or for as long as we believe you to maintain an interest in disability sport.

We will keep certain personal information for longer in order to confirm your identity.

## **Your rights**

You can exercise any of the following rights by contacting Scottish Disability Sport on 0131 317 1130, email [admin@scottishdisabilitysport.com](mailto:admin@scottishdisabilitysport.com) or write to us at First Floor, Forthstone, 56 South Gyle Crescent, Edinburgh EH12 9EB:

- The right to request access to the personal information we hold about you by making a “subject access request”;
- The right to have personal information corrected or completed;
- The right to request that we restrict the processing of your personal information for specific purposes;
- The right to request us to delete your personal information.

Any requests received by Scottish Disability Sport will be considered under data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk).

