

Sport-Specific Holiday Performance Camps Terms & Conditions

Version number:	002
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Date of production:	03/06/2024
Document status:	Live
Review:	Annually

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1 Introduction

This document outlines the expectations of those involved in the delivery of and participation in **Sport-Specific Holiday Performance Camps** organised by Strathclyde Sport on behalf of the University of Strathclyde.

2 Definitions

- *University* – refers to the University of Strathclyde
- *Sport-Specific Holiday Performance Camps* – refers to Sports Camps delivered to experienced athletes during academic vacations
- *Attendee* – refers to participants on Sport-Specific Holiday Performance Camps organised by Strathclyde Sport on behalf of the University
- *Staff* – refers to Strathclyde Sport employees and self-employed external consultants responsible for delivery of the Sport-Specific Holiday Performance Camps
- *Camp Director* – refers to the member of staff with overall responsibility for running of the Sport-Specific Holiday Performance Camp
- *Deputy Camp Director* – refers to the member of staff with responsibility for deputising for the Camp Director in running of the Sport-Specific Holiday Performance Camp (e.g. due to the Camp Director falling unwell during the Camp)
- *Residential* – refers to Camps which require overnight accommodation to be provided by the University of Strathclyde
- *Non-residential* – refers to Camps which do not require overnight accommodation to be provided by the University of Strathclyde
- *Residential Assistants* – refers to staff responsible for providing overnight supervision in the Halls of Residence for residential Camps
- *Child/Children* – for the purpose of this document, children are defined as young people under the age of 16 years old

3 Staffing

3.1 Coaching qualifications

3.1.1 Camp Directors

Camp Directors are required to hold at least a UKCC Level 2 (or equivalent) qualification in their respective sport.

3.1.2 Sport-Specific Coaching Staff

Staff assisting with delivery of Sport-Specific Holiday Performance Camps are required to hold at least a UKCC Level 1 (or equivalent) qualification in their respective sport.

3.1.3 Physical Performance Staff

Physical Performance Coaches are required to hold at least a UKCC Level 1 Award in Coaching Weightlifting, IRB Strength & Conditioning (S&C) Level 1 Award, or NSCA, ASCA or UKSCA Accreditation in S&C.

3.2 Lifeguard qualifications

Pool Lifeguards are required to hold a STA Level 2 Award in Pool Lifeguarding or equivalent.

3.3 PVG Scheme

It is mandatory for all Staff involved in running the Sport-Specific Holiday Performance Camps to hold valid membership of the PVG scheme (as operated in Scotland, or equivalent national schemes) in relation to the vulnerable groups who will be present at the Camp.

3.4 Safeguarding training

All Staff involved in running the Sport-Specific Holiday Performance Camps must have undergone SportScotland's Child Wellbeing and Protection in Sport (CWPS) training.

3.5 Buddy system

Attendees will be permitted to purchase and consume food and beverages from on the University of Strathclyde Campus within local proximity (Figure 1) to Strathclyde Sport unsupervised, although they will be expected to remain in groups of two or more and must return to any designated meeting point on time. The Camp Director will hold mobile numbers for all Camp attendees, and attendees will be expected to carry a working and charge mobile phone with them when unsupervised.

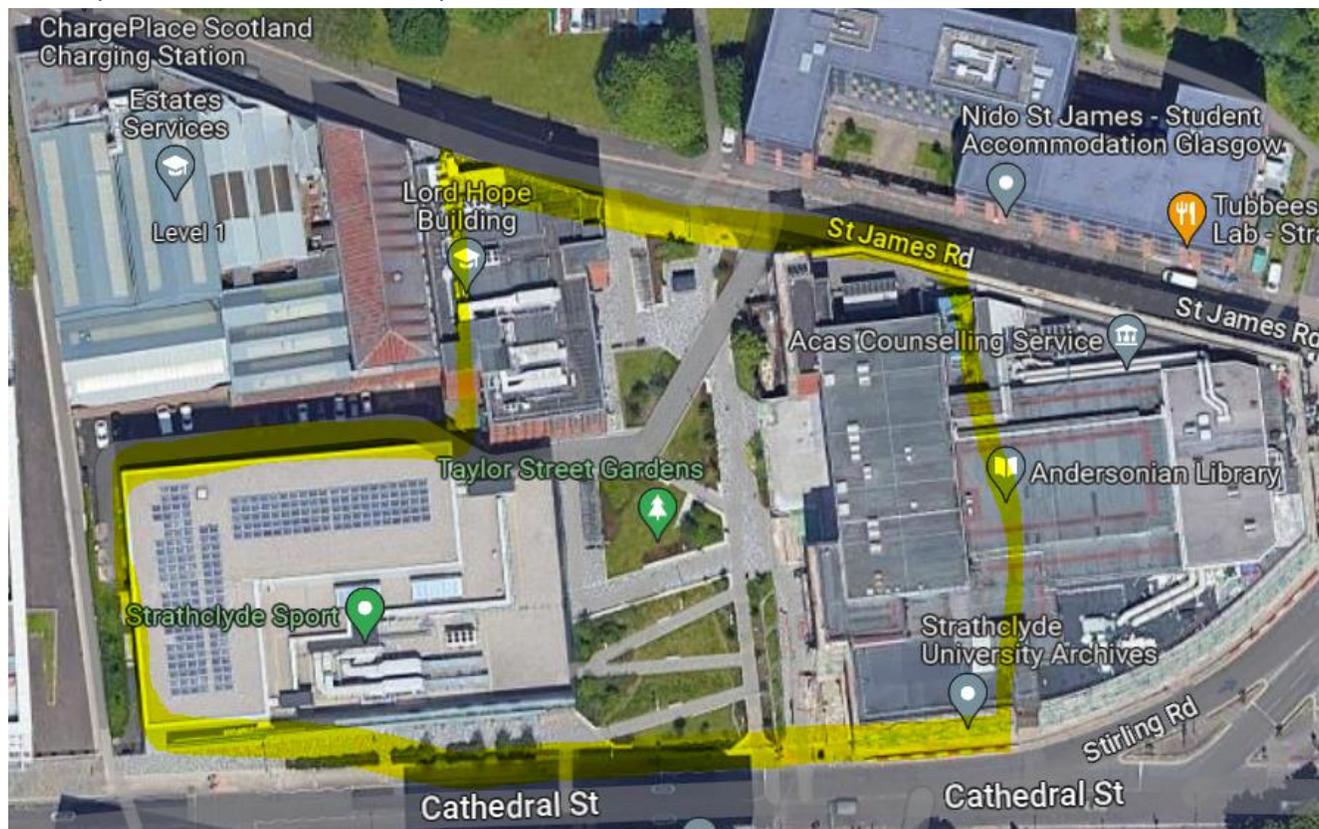


Figure 1. Local amenities within close proximity to Strathclyde Sport include cafes in the Lord Hope Building and entrance to the Anderson Library. During the Camp, Camp attendees will not be permitted to cross St James Road or Cathedral Street unsupervised (highlighted in yellow).

4 Camp booking

- In order to ensure adequate staffing levels (as laid out in the Sport-Specific Holiday Performance Camp Risk Assessment), all Camp attendees must book onto the Camp in advance, and the booking process will close 2 days prior to the commencement of the Camp
- On occasions, spaces on the Camp may be withheld for University Partners, however thereafter, spaces on the Camp are allocated on a first come first served basis

5 Signing-in/-out Policy

5.1 Process

- Unless consent has been provided for children to travel to and from the Camp unaccompanied, then all children must be signed in and out at all Sport-Specific Holiday Performance Camps by a guardian
- Staff will be available 30 minutes prior to the start time of each Camp to sign-in children
- the designated drop-off and pick-up location will be communicated to attendees and their guardians via email in advance of the Camp
- Once signed into the Camp, Strathclyde Sport will remain responsible for attendees' welfare until they have been signed out

5.2 Authorisation for unaccompanied travel

In order to permit children to be allowed to travel to and from the Camp unaccompanied, written consent must be provided as part of the registration process.

5.3 Late collections Policy

If guardians you are going to be late to pick up their child, they must phone Reception on 0141 548 2446. If a child is not collected at the end of a camp, and the guardian has not notified Strathclyde Sport that they will be delayed, the University will implement the following procedures.

5.3.1 Initial 30 minutes

- If a child is not collected by the guardian at the end of the Camp, the Camp Director or Deputy Camp Director will attempt to contact the guardian on their mobile phone using the details provided in the camp registration form
- However, if there is no response from the guardian, a voicemail will be left requesting that they contact Strathclyde Sport immediately, and the Camp Director or Deputy Camp Director will then attempt to contact an alternative Emergency Contact listed on the child's registration form
- While waiting to be collected, the child will be supervised by at least one member of staff at Strathclyde Sport reception
- When the guardian arrives, they will be reminded of the procedure of notifying us if they are delayed, and that late fees will be charged

5.3.2 No contact from guardian after 30 minutes

- If the Camp Director has been unable to contact the child's guardian or Emergency contact 30 minutes after the end of the Camp, the Duty Manager will contact the local Health and Social Care team for advice

Glasgow City Council Health and Social Care Connect

Tel: 0141 287 0555 (Out of hrs: 0300 343 1505)

- The child will remain supervised by at least one member of staff at Strathclyde Sport reception until collected by their guardian, or until placed in the care of the local Health and Social team
- In the scenario whereby it is not possible for the child to remain on the premises, a note will be left on the entrance to the facility informing the child's guardian that they have been taken into the care of a safeguarding agency and how to contact them
- A further voicemail will be left on the guardian's phone explaining how to contact the safeguarding agency

5.3.3 Late collection fees

- Whilst the University does not wish to exploit customers ill fortunes which may lead to late collections, the University will pass on the cost of retaining staff beyond their scheduled finish time
- Therefore, guardians will be charged a late collection fee of £6 per child for every 10 minutes after the camp end time
- Failure to pay the late collection fee may result in the child/children being suspended or dismissed from Camps, and banned from booking onto future Camps

5.4 Change in collection arrangements

If guardians wish to collect their child/children early or assign responsibility for collecting their child to another individual, then they must inform a member of the Camp coaching staff when they drop off their child/children. This information will then be recorded in the Camp register.

Similarly, if having originally not provided consent, a guardian decides that their child/children can travel home from the Camp unaccompanied, the Camp Director must be informed of this by email.

6 Medical treatment

6.1 Medical conditions and allergies

In order for the University to put in place reasonable adjustments, attendees must record any medical conditions and/or allergies as part of the Camp registration process.

6.2 Illness

- In the event that an attendee falls unwell whilst attending a Camp, the attendee should inform a Staff member immediately
- If the Camp Director feels that the child is not well enough to remain at a Camp, they will request that arrangements be made for the guardian of the child to collect them from the Camp

6.3 Administration of medication

It is the responsibility of attendees to bring, and to administer, any medication they might need while in Camps. **Camp staff cannot administer any medication to attendees**, including over-the-counter medications such as analgesics, decongestants, or antihistamines. If the attendee decides to purchase their own medication at a pharmacy, it is strongly recommended that the attendee consult their guardian and/or ask the advice of a healthcare professional prior to self-administering medication.

6.4 First Aid provision

- Operational staff hold Emergency First Aid qualifications.

- First Aid kits are stored at Strathclyde Sport reception and in the poolside First Aid room
- The Camp Director is aware of the procedure for reporting accidents, how to obtain first aid provision and the procedures for contacting healthcare professionals in the case of a medical emergency.

6.5 Emergency services

- In an event of a medical emergency, the University reserves the right to call an ambulance and escort the child via ambulance to the emergency department of the closest hospital
- Any decisions regarding the child's welfare will then be made by the paramedics and healthcare professionals at the hospital
- The accompanying staff member will remain with the child until their guardian arrives.

6.6 Emergency Contact details

In the event of a medical or other emergency, Emergency Contacts will be contacted by the Camp Director, Deputy Camp Director or Duty Manager. Therefore, it is compulsory that the attendee or guardian provide two Emergency Contacts during the Camp registration process.

The Camp Director will be responsible for securely storing the Emergency Contacts for all Camp attendees in a format that is easily accessible to the Camp Director and Deputy Camp Director at all times.

6.7 Medical insurance

International attendees must ensure that they have adequate medical insurance for the duration of their stay in the UK. The National Health Service (NHS) is the primary medical service in the UK, although healthcare available to internationals is dependent on visa status and any reciprocal health arrangements, which the UK might have in place with another country.

6.8 Camp induction

The Camp Director will hold an induction session at the start of each Camp, which sets out various procedures in relation to the premises to be used, the behaviours expected of Camp attendees, including but not limited to health and safety procedures, unsupervised purchasing of food and beverages during breaks, fire drills, rules relating to absence and sickness.

7 Behavioural Code of Conduct

Camp attendees aged 16 years and older must consent to observe all aspects of Scottish Law, the Camp behavioural code, and any other Camp rules and regulations communicated to attendees at the induction. In the case of Camp attendees under 16 years of age, the guardian of the Camp attendee accepts liability on behalf of that attendee.

7.1 Disciplinary procedures

In case of failure to observe the behavioural code of conduct, the University reserves the right to take disciplinary action. Where possible, disciplinary matters will be addressed within the duration of the programme. However, the University may impose any, or any combination, of the following penalties for misconduct:

- Oral reprimand
- Camp suspension or dismissal
- Suspension or ban from Strathclyde Sport

- Request for financial compensation, in money or money's worth representing the value of any property damaged and/or a fine being incurred

8 Accommodation for Residential Camps

Residential Camp attendees will be provided with uncatered accommodation in an HMO Licensed University Hall of Residence that follows strict guidelines to ensure the Health and Safety of its residents.

8.1 Room allocation

Residential Camp attendees will not be:

- permitted to share a room with another individual
- permitted to share a flat with Camp attendees of the opposite sex
- allocated ad-hoc rooms spread randomly throughout the Campus

However, depending on the residence allocated, residential Camp attendees may have to share toilet and kitchen facilities with other Camp attendees.

8.2 Residential rules and regulations

Residential Camp attendees must agree to observe the rules and regulations of the Hall of Residence, which will be provided on arrival. These rules and regulations pertain to:

8.2.1 Tidiness

Rooms and communal living areas (e.g. shared kitchens and bathrooms) must be kept clean and tidy.

8.2.2 Noise levels

Residents must keep noise to a minimum at all times and respect the other Camp attendees, students and staff living and working around them.

8.2.3 Behaviour

Residents are forbidden from sitting on window ledges and rooftops, from dropping, pouring, or throwing objects or materials out of windows.

8.2.4 Curfew

Camp attendees must agree to observe the nightly curfew of 10PM and must not leave the hall of residence between the hours of 10PM and 7AM.

8.2.5 Visiting other Resident's rooms

Camp attendees may not enter the room of another resident after any curfew.

8.2.6 Personal possessions

Residents' personal belongings and valuables are their responsibility and attendees are strongly advised to lock their bedroom door whenever they are not in their room.

8.2.7 Fire regulations

Residents must comply fully with all fire regulations, which apply to Campus premises including but not limited to those which relate to fire prevention, keeping escape routes clear, and the evacuation of premises.

8.2.8 Waste disposal and recycling

Residents will be expected to uphold the University's principles of environmental sustainability.

9 Access to internet materials

While it is common place in schools to filter internet content, to prevent access to a range of materials, such controls are not routinely put in place across universities. Indeed, the University does not censor content that Camp attendees, students and staff can access during their time at the University. Therefore, guardians should be aware that their children might be able to access materials through the University's Internet connection, which they ordinarily may not expect to access.

10 Camp cancellation policy

The University will endeavour to deliver all Camps promoted online. However, in exceptional circumstances (such as a pool closure during an aquatic Camp), the University may be required to alter or cancel Camps. In the event of a change in the Camp date or Camp cancellation, Camp attendees are entitled to a full refund.

11 Camp refund policy

Camp attendees can obtain a full refund (minus Eventbrite's booking fee) up to 30 days before the Camp. However, where attendees cancel their place on the Camp within 30 days of the Camp, Camp fees will not be refunded.

12 Data protection

12.1 Privacy notice

Camps will be operated in accordance with Strathclyde Sport's Privacy Notice. The Privacy Notice explains how Strathclyde Sport uses personal information of members, non-members and volunteers who engage with us and use/visit our facilities.

12.1.1 Processing of personal data

Under data protection legislation, the University of Strathclyde is a 'Data Controller'. This means that the University is responsible for how it collects and processes your personal data.

If you have any questions regarding the handling of your personal data, or your rights, please contact the University's Data Protection Officer at dataprotection@strath.ac.uk

12.1.2 Information collected

We require your personal data for the purposes set out in the section below. We collect and use the following information:

- information you supply as part of your membership application
- personal and contact information (including emergency contacts, sex and date of birth)
- payment information (including bank details)
- evidence of attendance at another college or university (non-Strathclyde students)

- information to support concessions (proof of benefits, age)
- evidence of employment (corporate membership)
- exercise referral information (member status, DOB, age, medical history, current medications, risk factors)
- gym consultations (gender, activity history, personal goals, injuries, likes and dislikes).
- information you supply to us as part of an enquiry, voucher, attendance at an event, seminar etc.
- health information (to ensure your safety)
- filming/photography and live streaming of events may take place
- CCTV is in use in Strathclyde Sport premises/venues
- relevant information for Strathclyde Sport volunteers (previous experience, hobbies, likes, etc)

12.1.3 Reasons for data collection and lawful basis

We require this information for a variety of purposes, including:

- responding to queries
- processing and managing memberships and applications
- arranging access to facilities
- processing bookings for access to classes/facilities
- administrative and financial management (including the processing of payments)
- managing events
- general promotion of Strathclyde Sport
- health and safety
- the prevention and detection of crime
- recording attendance
- meeting our legal obligations
- anonymised data management reporting
- teaching and learning purposes

Under data protection legislation, we are required to identify a lawful basis for processing your personal data. Depending on the circumstances we rely on: contract; consent; legitimate interests; vital interests; or legal obligation. For special category data, e.g. data relating to health, we additionally rely on the lawful bases of: substantial public interest; explicit consent; vital interests.

12.1.4 Data sharing

Strathclyde Sport may be required to share your personal data with third parties who are contracted by Strathclyde Sport to provide services to its members, for example the leisure management system, ticket booking providers and providers of online fitness classes.

12.1.5 Data retention

With the exception of filmed activities which will be retained for up to 6 years from data collection, we will retain your personal data for up to 7 years after your membership has expired or your last recorded visit to Strathclyde Sport.

12.1.6 Your rights

Under data protection legislation, you have a number of rights, including the right to:

- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

12.1.7 Complaints

- If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at dataprotection@strath.ac.uk
- If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

12.2 Communication

As part of the Camp registration process, consent will be sought to contact attendees about future water polo opportunities at the University of Strathclyde.

12.3 Media

As part of the Camp registration process, consent will be sought to utilise photographs and video recordings in print, social media posts, websites, poster banners and presentations to promote the University and publicise the Water Polo Camps.

12.3.1 Your rights

You can ask the University of Strathclyde to stop use of your images at any time, in which case it will not be used in future publications, but may continue to appear in publications already in circulation.

12.4 Evaluation of Camps

At the end of the Camp, Camp attendees may be asked to complete anonymous surveys to evaluate the Camp, and improve and help market future Camps.

13 Liabilities and insurance

International attendees must ensure that they purchase Travel Insurance that would normally include cover for, medical expenses, repatriation, cancellation, and personal liability.