



PORTISHEAD TABLE TENNIS CLUB

Photography and use of cameras / videos including mobile phone guidelines:

Portishead Table Tennis Club is committed to providing a safe and enjoyable environment for young people to play and compete in their chosen sport. Part of this is recognising that both Portishead Table Tennis Club and the player's relatives and carers will want to celebrate their success and promote table tennis whilst at all times protecting our young players and, therefore, asks that everyone abides by the following:

- Consent must be given by parents / carers for the taking and publication of photographic images of young people.
- Young people should be appropriately dressed for table tennis.
- Photography should focus on the activity rather than the person and any personal details e.g. address should never be published.
- Any concerns should be passed immediately to the club point of contact (Steve Pratt – Welfare Officer) and then to the Table Tennis England's Safeguarding Manager.

Transport Guidelines:

Portishead Table Tennis Club operates an extensive competitions programme to local events and league play, and want all participants to have an enjoyable and exciting experience.

For local travel including league matches:

- Ensure drivers are qualified.
- Check correct insurance cover is in place.
- Make sure the vehicle has MOT, Road Tax etc.
- If possible, two adults should travel, but if this is not possible, then make sure the young people travel in the back of a vehicle.
- Parental consent gained (through junior membership form).

Late collection:

Issues around late collection can create many problems for club officials and Portishead Table Tennis Club will ensure that transport details are communicated clearly to all parents / carers.

Club officials:

- Make sure parent / carer contact details are available.
- Make sure that two club officials stay with the individual if possible.
- If an official is left alone then stay in an open space.
- Do not take the individual to your own home or any other location.
- Do not send the individual home with anyone else unless you have parental consent.

Portishead Table Tennis Club accepts that sometimes emergency situations arise but all parents / carers should be made aware of the problems their late arrival can cause the club.

Social Media Guidelines:

Portishead Table Tennis Club are following the TTE Social Media Guidelines; recommended to all players, coaches, official, volunteers and clubs.

Do:

- Show your personality.
- Be responsible! Remember everyone can see you.
- Interact.
- Share your sports performances and achievements.
- Report anything that concerns you.
- Be honest.
- Check your privacy settings and who can see your account.
- Consider when you post content.

Do not:

- Talk negatively about Portishead Table Tennis Club, Table Tennis England, other competitors, countries, organisations or brands.
- Forget your rivals may be reading.
- Swear.
- Assume anything you delete will completely disappear.
- Give out any personal information or encourage a user to do so.
- Forget about spelling or grammar.
- Link to any unsuitable content
- Openly discuss or engage in discussions about inflammatory subjects such as religion or politics.
- Engage in or promote any illegal activities.

Privacy Settings:

- Review privacy settings of the social networking site you are using. Choose social sites and appropriate settings depending on the content you are posting. Any information that you post should be considered public, regardless of your privacy settings since your postings could be reposted elsewhere and may be viewed by people other than your intended audience.

Facebook Accounts:

- We suggest you create (or keep) a private account to which you only accept and communicate with your close friends and family. This should be separate from a “public” account to which you accept members of the public and use to promote yourself effectively.

Twitter – Direct Messaging:

- Learn the difference between a general tweet and a Direct Message and how to use them appropriately.

Overnight stays:

The parents / carers are responsible for the organisation and supervision of overnight stays that may involve young people from Portishead Table Tennis Club.