



WARWICKSHIRE SCHOOLS' BADMINTON ASSOCIATION

(AFFILIATED TO Badminton ENGLAND)

Policies and Procedures Guide

Codes of Conduct v2.2

September 2016

WSBA Executive Committee
WSBA Coaching Board



WSBA – Policies and Procedures Guide (extract)

1.1 Code of Practice for WSBA Officials and Volunteers

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of badminton (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all safeguarding and best practice guidelines laid down by Badminton England and WSBA.
- Hold appropriate valid qualifications and insurance cover, including being a member of the coaching register if a qualified coach.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Not use social or other electronic media to publicly criticise any other player, parent or official involved in the game of badminton or otherwise bring the sport into disrepute through inappropriate communications.
- Outside of training sessions and matches, always communicate with the parents/guardians of a player, rather than the player themselves, and never hold the contact details of a player, only those of their parents/guardians.

1.2 Code of Practice for Parents/Guardians/Carers

Please help WSBA provide an atmosphere and culture that encourages fair play and promotes badminton.

- Encourage your child to learn the rules of badminton and play within them.



WSBA – Policies and Procedures Guide (extract)

- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Support your child's involvement and help them to enjoy their sport.
- Never force your child to take part in sport.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements or decisions.
- Support your child's involvement and help them to enjoy badminton.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- Ensure your child arrives and is collected on time for WSBA sessions and events.
- Ensure your child's fees are paid promptly by the due date (see Procedure 20).
- Do not use social or other electronic media to publicly criticise any other player, parent or official involved in the game of badminton or otherwise bring the sport into disrepute through inappropriate communications.
- Support WSBA, including attending the Annual General Meeting, and share with WSBA official's feedback and ideas for improving how WSBA operates.

1.3 Code of Practice for Junior Members

WSBA is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with WSBA should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open in sharing any concerns or complaints they may have about any aspect of the club with the Chairperson, Child Welfare Officer or Coaching Manager.

As a member of WSBA, you are expected to abide by the following junior code of practice:

- All members must play within the rules and laws of badminton and respect officials and their decisions.



WSBA – Policies and Procedures Guide (extract)

- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Members should keep to agreed timings for training sessions and competitions and inform their Coach or appropriate official if they are going to be late.
- Members should, if selected for a competition or match, immediately inform their Coach or appropriate official if they are required to withdraw. Parents/guardians should communicate this on behalf of junior members.
- Members must wear suitable badminton sports clothing for training sessions and competitions, as agreed with the WSBA Coach or officials.
- Members must pay any fees for training and events promptly or by the due date.
- Junior members are not allowed to smoke, consume alcohol or drugs of any kind at training centres or whilst representing the club. (Junior members who are required to take prescribed medicine must discuss this with the Child Welfare Officer.)
- Members must not use social or other electronic media to publicly criticise any other player, parent or official involved in the game of badminton or otherwise bring the sport into disrepute through inappropriate communications.

1.4 Disciplinary Procedures

3.5.1 Complaints or Grievances

Any complaint or grievance about any member of WSBA Executive Committee, Coaches or Volunteers, a WSBA player or their parent/carer will be treated with utmost seriousness and confidentiality. Complaints will be handled in line with Badminton England's procedures, which confirm that the following disciplinary matters may be dealt with at county level:

- General disciplinary matters – for example offensive language or behaviour
- On court issues or matters relating to repeat offences on court
- General breaches of the BE Codes of Conduct unless they relate to the Equality Act Protected Characteristics (e.g. age, sexual orientation, gender, race)

Other matters will be referred to Badminton England.

Any complaint or grievance related to a matter to be handled at county level will be dealt with as follows:



WSBA – Policies and Procedures Guide (extract)

- Any complaint involving a player will be reported to the Child Welfare Officer and dealt with by the Child Welfare Officer, the relevant Coaching Manager (Birmingham/Coventry) and the Chair of the Executive Committee.
- Any complaint involving a Coach or related to a coaching matter will be reported to the relevant Coaching Manager, and will be dealt with by the Coaching Board and referred back to the Executive Committee.
- Any complaint involving a Committee member or non-coaching volunteer will be reported to the Chair of the Executive Committee, and will be dealt with by the Committee, involving the Coaching Board as needed.
- Any complaint during a match or tournament will be referred to the Umpire or Referee at the time for resolution.
- Any complaint during a WSBA training session will be dealt with at the time by the relevant Age Group Coach, and subsequently in conjunction with the relevant Coaching Manager, the Coaching Board and Child Welfare Officer, if appropriate.

All complaints will be properly and promptly investigated, before any decision regarding follow-up action is taken.

All complaints will be responded to promptly, with written complaints being responded to in writing, confirming the situation, the findings of any investigation and the action to be taken by WSBA.

Any relevant matters will be promptly reported to statutory bodies, including Badminton England, as necessary.

Any breaches of WSBA's Codes of Conduct will be dealt with through verbal or written warnings, or through the individual being asked to leave their role with WSBA, depending on the nature and severity of any proven complaint. Any individual receiving more than two written warnings from WSBA regarding two separate incidents will be asked to leave their role with WSBA.