



WARWICKSHIRE SCHOOLS' BADMINTON ASSOCIATION

(AFFILIATED TO Badminton ENGLAND)

# **Policies and Procedures Guide**

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**WSBA Executive Committee**  
**WSBA Coaching Board**

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# WSBA – Policies and Procedures Guide



## Overview/Abstract

This WSBA Policies and Procedures Guide is a controlled, but live document, which is owned by WSBA Executive Committee. All changes and additions are subject to the formal approval of the WSBA Executive Committee. Any update of the Policies and Procedures that involves Coaching matters (Sections 5 to 19) will be referred to the Coaching Board first and then passed back to the Executive Committee for approval.

Each version of the Policies and Procedures has an issue number and issue date. For each update or addition the issue number, date and history are recorded in the Document Control section.

**Warwickshire Schools' Badminton Association (WSBA) is an organisation that exists for junior badminton players and is positioned between school or junior club level and the Senior Warwickshire County squads. The WSBA is affiliated to Badminton England (BE).**

### Our aims are to:

- Provide a centre for excellence, which is accessible to talented players in our catchment area.
- Nurture the talents and teach skills to our players so they can reach their full potential in badminton.
- Provide the best coaching possible for our players whilst not losing sight that their sport should still be enjoyed.
- Produce squads capable of winning their matches and ultimately Under 18 Inter Counties Tournament (ICT).
- Provide coaching to boys and girls so that they have the opportunity to join the Senior County Squad.

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**SIGNED:**

**DATE:** 28 September 2016

**NAME:**

RIZVAN SADIKOT

**POSITION:**

WSBA Chairperson



Table of Contents

<b>1</b>	<b>DOCUMENT CONTROL .....</b>	<b>5</b>
1.1	REFERENCES AND RELATED DOCUMENTS.....	5
1.2	DOCUMENT AUTHOR AND DOCUMENT LOCATION .....	5
1.3	VERSION HISTORY .....	5
1.4	DOCUMENT REVIEW AND DISTRIBUTION .....	5
1.5	DOCUMENT APPROVAL.....	6
<b>2</b>	<b>PROCEDURE 1 : EQUALITY AND DISABILITY .....</b>	<b>7</b>
2.1	EQUALITY POLICY STATEMENT .....	7
2.2	DISABILITY PLEDGE.....	7
<b>3</b>	<b>PROCEDURE 2 : CHILD WELFARE POLICY, CODES OF PRACTICE AND DISCIPLINARY PROCEDURES.....</b>	<b>8</b>
3.1	CHILD PROTECTION POLICY STATEMENT.....	8
3.2	CODE OF PRACTICE FOR WSBA OFFICIALS AND VOLUNTEERS.....	9
3.3	CODE OF PRACTICE FOR PARENTS/GUARDIANS/CARERS .....	9
3.4	CODE OF PRACTICE FOR JUNIOR MEMBERS .....	10
3.5	DISCIPLINARY PROCEDURES.....	11
	3.5.1 <i>Complaints or Grievances</i> .....	11
<b>4</b>	<b>PROCEDURE 3 : DATA PROTECTION.....</b>	<b>13</b>
4.1	POLICY STATEMENT .....	13
4.2	PROCEDURES.....	13
	4.2.1 <i>Data Storage and Handling</i> .....	13
	4.2.2 <i>Information Requests</i> .....	14
	4.2.3 <i>Disclosure of Information</i> .....	15
<b>5</b>	<b>PROCEDURE 4 : FIRST AID.....</b>	<b>16</b>
5.1	WSBA FIRST AIDERS.....	16
5.2	PROCEDURE WHERE THERE IS NOT A RESIDENT FIRST AIDER ON DUTY .....	16
5.3	PROCEDURE WHERE THERE IS A RESIDENT FIRST AIDER.....	16
5.4	FOLLOW UP ACTIONS .....	17
<b>6</b>	<b>PROCEDURE 5 : SELECTING WSBA SQUADS .....</b>	<b>18</b>
6.1	KEY REQUIREMENTS .....	18
6.2	SQUAD SIZES .....	18
6.3	COVENTRY AND BIRMINGHAM TRIALS.....	20
<b>7</b>	<b>PROCEDURE 6 : TRANSFERRING BETWEEN WSBA CELLS.....</b>	<b>21</b>
<b>8</b>	<b>PROCEDURE 7 : ATTENDANCE AT WSBA TRAINING .....</b>	<b>23</b>
8.1	WEEKLY TRAINING SESSIONS .....	23
8.2	80% ATTENDANCE RULE.....	23
8.3	ENGLAND PERFORMANCE TRAINING (EPT) .....	23
<b>9</b>	<b>PROCEDURE 8 : THERABAND CONSENT FORM .....</b>	<b>24</b>
<b>10</b>	<b>PROCEDURE 9 : VIDEO/PHOTOGRAPHY CONSENT .....</b>	<b>25</b>
10.1	LOG OF VIDEO RECORDINGS .....	26
<b>11</b>	<b>PROCEDURE 10 : TEAM SELECTION.....</b>	<b>27</b>



## WSBA – Policies and Procedures Guide

11.1	SELECTION POLICY .....	27
11.2	SELECTION OF TEAMS FOR COUNTY MATCHES .....	27
11.3	SELECTION SCHEDULE .....	27
<b>12</b>	<b>PROCEDURE 11 : WSBA COACHING GUIDELINES .....</b>	<b>29</b>
12.1	SUMMARY .....	29
12.2	WSBA COACHING GUIDELINES .....	29
12.2.1	UNDER 11 AGE GROUP PLAYING 1 – 2 TIMES A WEEK .....	29
12.2.2	UNDER 13 AGE GROUP PLAYING AT LEAST TWICE A WEEK .....	29
12.2.3	UNDER 15 AGE GROUP PLAYING AT LEAST 3 TIMES A WEEK .....	30
12.2.4	UNDER 17 PLAYING 4 TIMES A WEEK .....	30
<b>13</b>	<b>PROCEDURE 12 : WSBA SPONSORSHIP OF COACHING COURSES .....</b>	<b>31</b>
<b>14</b>	<b>PROCEDURE 13 : APPOINTMENT OF AGE GROUP COACHES .....</b>	<b>32</b>
14.1	SUMMARY .....	32
14.2	PROCEDURAL REQUIREMENTS .....	32
<b>15</b>	<b>PROCEDURE 14 : DUTIES OF AGE GROUP COACHES .....</b>	<b>34</b>
<b>16</b>	<b>PROCEDURE 15 : APPRAISAL OF PLAYERS .....</b>	<b>35</b>
<b>17</b>	<b>PROCEDURE 16 : PLAYERS NOT PERFORMING TO THE REQUIRED STANDARD .....</b>	<b>36</b>
<b>18</b>	<b>PROCEDURE 17 : RESTRICTED TOURNAMENTS .....</b>	<b>37</b>
<b>19</b>	<b>PROCEDURE 18 : WARWICKSHIRE JUNIOR COUNTY CHAMPIONSHIPS .....</b>	<b>38</b>
<b>20</b>	<b>PROCEDURE 19 : BADMINTON ENGLAND TOURNAMENTS .....</b>	<b>39</b>
20.1	EXPECTATIONS OF WSBA SQUAD PLAYERS .....	39
20.2	WSBA HOSTING OF BADMINTON ENGLAND (BE) TOURNAMENTS .....	39
<b>21</b>	<b>PROCEDURE 20 : WSBA FINANCES AND KIT PROVISION .....</b>	<b>40</b>
21.1	WSBA FUNDING .....	40
21.2	PLAYER SUPPORT FUND .....	40
<b>22</b>	<b>PROCEDURE 21 : GOVERNANCE OF WSBA .....</b>	<b>42</b>
22.1	CONSTITUTION .....	42
22.2	EXECUTIVE COMMITTEE .....	42
22.3	COACHING BOARD .....	43
22.4	ANNUAL GENERAL MEETINGS .....	46
<b>23</b>	<b>PROCEDURE 22 : CHANGES AND AMENDMENTS TO POLICIES AND PROCEDURES .....</b>	<b>47</b>
23.1	LOG OF AMENDMENTS TO THE POLICIES AND PROCEDURES DOCUMENTS .....	48
<b>24</b>	<b>WSBA RISK ASSESSMENT .....</b>	<b>49</b>



## WSBA – Policies and Procedures Guide

# 1 DOCUMENT CONTROL

## 1.1 References and Related Documents

Reference	Document Title	Version	Author

## 1.2 Document Author and Document Location

<b>Name</b>	Sue Herbert
<b>Contact Details (e-mail and phone number)</b>	suemherbert@icloud.com
<b>Role and Organisation</b>	WSBA
<b>Document Location (Dropbox location)</b>	Policies and Procedures/Current Active Document/WSBA Website

## 1.3 Version History

Version	Date	Author	Notes
V 1	Jan 2014	Terry Gooding	Baseline version
V1.1	March 2014	Dave Tomkins	Reformatted (only) version
V1.2	April 2014	Greg Stephen / Terry Gooding	Procedure 10 (Selecting WSBA Squads)
V1.3	November 2014	Sue Herbert	Addition of Equality and Disability Policy; Child Welfare Policy; Data Protection Policy, EPT training, Re-structuring and formatting
V 1.4	December 2014	Sue Herbert	For Committee approval
V2.1	September 2015	Sue Herbert	Minor changes including a common trials procedure for both Birmingham and Coventry cells; clarification of minimum number of Age Group Coaches per squad; update makeup of Executive Committee to align with current practice.
V2.2	September 2016	Sue Herbert/Dave Tomkins	Changes to reflect BE age group changes; update of coaching manager role description

## 1.4 Document Review and Distribution

Version	Date issued	Recipient name	History	Reviewer or information	Status
V 1	3/1/2014	Coaching Committee	Added new procedures for First Aid. Review before seeking approval from Executive Committee		
V 1.1	23/3/2014	Coaching Review Group	TG/DT/ST Format review	Reviewer	
V1.3	11/11/2014	Executive Committee Subgroup	Addition of Equality and Disability Policy; Child Welfare Policy, Data Protection Policy, EPT training. Review sought.	Reviewer	
V 1.4	8/12/2014	Executive Committee	For approval	Reviewer	



## WSBA – Policies and Procedures Guide

V 2.1	21/9/15	Executive Committee	Minor changes as agreed at recent meetings. For approval	Reviewer	
V 2.2	27/9/16	Executive Committee	Changes to reflect BE age group changes; update of coaching manager role description. For approval	Reviewer	

### 1.5 Document Approval

Version	Approval date	Name	Role
V 2	10/12/2014	RS & Committee	Executive Committee approval
V 2.1	23/9/2015	RS & Committee	Executive Committee approval
V 2.2	28/9/2016	RS & Committee	Executive Committee approval



## 2 PROCEDURE 1 : EQUALITY AND DISABILITY

### 2.1 Equality Policy Statement

WSBA is committed to ensuring that equality and diversity is incorporated across all aspects of its development:

- WSBA respects the rights, dignity and worth of every person and will treat everyone equally and fairly, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- WSBA believes everyone has the right to enjoy badminton in an environment free from threat of intimidation, harassment and abuse.
- All WSBA members have a responsibility to challenge discriminatory behaviour and promote equality and diversity.
- Any incidents of discriminatory behaviour will be responded to swiftly and action taken according to our Disciplinary Procedures (Section 3.5).

### 2.2 Disability Pledge

Badminton England believes that badminton is a sport for all, and encourages all clubs to support disabled people who want to enjoy playing, coaching or volunteering in their club.

- We, **Warwickshire Schools Badminton Association**, believe that badminton is a sport for all, and pledge to make all reasonable efforts to provide opportunities for and work with disabled people who want to enjoy playing, coaching or volunteering in our club. We will ensure that all of our members and guests are treated with respect at all times.



### **3 PROCEDURE 2 : CHILD WELFARE POLICY, CODES OF PRACTICE AND DISCIPLINARY PROCEDURES**

#### **3.1 Child Protection Policy Statement**

This policy statement demonstrates the importance that WSBA places on the protection of children who participate in our programmes. WSBA is committed to ensuring that all young members are able to enjoy a wide range of activities in a safe environment.

WSBA will:

- Adopt Badminton England's Safeguarding and Protecting Young People in Badminton Policy and procedures and is working to the Safeguarding Best Practice guidelines.
- Ensure that Badminton England DBS checks are undertaken for volunteers and coaches in regular contact with young people where they meet the eligibility guidelines.<sup>1</sup>
- Appoint a Welfare Officer who has attended recognised child protection training.
- Respect and promote the rights, wishes and feelings of young people.
- Ensure that advice, guidance and training is available for all volunteers working with children in WSBA.
- Require all members and visitors to abide by WSBA's Codes of Conduct (Sections 3.2 – 3.4) and Equality Policy (Section 2.1).
- Respond to all incidents of suspicious poor practice and allegations, swiftly and appropriately.
- Ensure that allegations, incidents and poor practice are reported to the Welfare Officer.

A full copy of the Badminton England Safeguarding & Protecting Young People Policy and Guidelines document is available from Badminton England or can be downloaded from the website [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk) at:

<http://www.badmintonengland.co.uk/text.asp?section=733&sectionTitle=Safeguarding+Policy+and+Implementation+Guidance#.VICIPDGsUwA>

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<sup>1</sup> See [www.badmintonengland.co.uk/CRB](http://www.badmintonengland.co.uk/CRB)





## WSBA – Policies and Procedures Guide

### 3.2 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.

### 3.3 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

- 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.

### **3.4 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

- 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.

### 3.5 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

- 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.



## **4 PROCEDURE 3 : DATA PROTECTION**

### **4.1 Policy Statement**

WSBA coaches junior players under the age of 19 years and needs to hold personal information (e.g. age, home address, school and club details) for children and young people which is classed as “sensitive personal data” under the Data Protection Act 1998. We are committed to ensuring that all personal data and information we acquire is looked after carefully, handled appropriately and in compliance with relevant legislation. As WSBA handles and processes personal information we are registered with the Information Commissioners Office.

This policy and associated procedures set out how WSBA will proactively ensure that the personal information we hold is held and managed securely. The requirements of this policy apply to all Coaches, Executive Committee members, volunteers and members/their parents/carers of WSBA.

WSBA will comply with data protection principles regarding the storage, handling, use and sharing of personal data as follows:

- a) It will be used fairly and lawfully.
- b) It will be used for limited, specifically stated purposes.
- c) It will be used in a way that is adequate, relevant and not excessive.
- d) It will be accurate.
- e) It will be kept for no longer than is necessary.
- f) It will be handled according to people’s data protection rights.
- g) It will be kept safe and secure.
- h) It will not be transferred outside of the UK without adequate protection.

WSBA’s Membership Secretary will hold the role of Information Requests and Data Protection Officer.

### **4.2 Procedures**

#### **4.2.1 Data Storage and Handling**

WSBA will ensure that:

- a) Personal data is held securely, either in a locked cabinet if in paper form, or if electronic on computers with strong passwords, so that nobody has access to it who shouldn’t have.



## WSBA – Policies and Procedures Guide

- b) Personal data will be accessible only to Membership Secretary, Treasurer and Secretary.
- c) Age Group Coaches will hold current contact details, dates of birth and any notified medical information for their squad(s), including any players playing with their squad(s) in training or matches. The Fixtures Secretary will hold current squad lists including ages for players, in order to support fixture arrangements.
- d) No personal data will be shared outside of those people listed in Sections 4.2.1b and c (including photographs, and including electronically or via social media), unless WSBA has been given explicit permission to do so by the relevant individuals, parents or guardians (in the case of children under 18, parental or guardian permission will be required).
- e) Our membership forms will explicitly set out how the personal data provided on the form will be used, and seek formal consent to this.
- f) Our membership forms will ask for contact details for parents/guardians of players, and not those for players themselves.
- g) Medical information provided by parents/guardians/players will be held confidentially, separate from players contact details, and will be shared only with WSBA's Child Welfare Officer and the relevant Age Group Coaches.
- h) We will seek written consent for any photography or video-recording.
- i) We will hold personal data no longer than 12 months after a player ceases his/her membership of WSBA. Beyond that time, we will hold player names with their WSBA starting and finishing dates ONLY, in our archive in order that we can provide player references when requested.
- j) As far as reasonably possible, we will ensure that the personal data we hold is accurate and up to date, including promptly amending records when advised by the individual or their family/legal guardian.

### 4.2.2 Information Requests

Under the Data Protection Act 1998, individuals are entitled to request details of the information organisations hold about them. This covers:

- A description of the information
- Why WSBA is holding it
- Who the information could be disclosed to
- A copy of the information.

WSBA will respond promptly and fairly to any request about the information we hold on an individual, or to any complaint about how we handle personal data. WSBA adopts a general policy of openness in terms of allowing individuals to access their personal



## WSBA – Policies and Procedures Guide

information and wherever possible we aim to waive the £10 administration fee (permitted under the Data Protection Act 1998).

### **4.2.3 Disclosure of Information**

WSBA will not disclose to third parties any personal information about any players, Coaches, Committee members or volunteers working with WSBA unless legally required to do so. As part of membership of WSBA, players agree to the provision of specific information to Badminton England (BE) in order to enable their BE membership.



## **5 PROCEDURE 4 : FIRST AID**

### **5.1 WSBA First Aiders**

At Training Centres, home and away match locations, WSBA will ensure that there is always a qualified First Aider present. All WSBA Age Group Coaches will be qualified First Aiders and where they are not present themselves, for example at some team matches or tournaments, the relevant Age Group Coach will ensure that the WSBA Team Manager is a qualified First Aider.

At away match locations, the relevant Age Group Coach or Team Manager will establish whether there is also a qualified First Aider provider by the host organisation or venue.

All WSBA qualified First Aiders will undergo refresh training every 3 years. The WSBA Secretary will keep First Aid qualification and training records.

### **5.2 Procedure where there is not a Resident First Aider on Duty**

If an incident occurs the First Aider must:

- 1) Assess the situation
- 2) Administrate the appropriate First Aid treatment to the player
- 3) Complete the three forms, and store in the First Aid Box
  - a) Accident/incident Report
  - b) Accident Record Sheet
  - c) Ice Pack, Deep freeze pack usage
- 4) Arrange for a copy of the Accident/incident Report to be sent to the WSBA Secretary
- 5) If the number of remaining freezer packs falls below 4 arrange for more to be purchased.

### **5.3 Procedure where there is a Resident First Aider**

- 1) Contact the Resident First Aider on duty and let him/her take control of the situation.
- 2) Complete an Accident/Incident Report form and send a copy to the WSBA Secretary.





## 5.4 Follow up Actions

- 1) WSBA Secretary will follow up with the individual/their parents or carer after the incident to:
  - a) Monitor the situation and any ongoing effects
  - b) Inform relevant coaches as applicable
  - c) Report to the Executive Committee on any issues requiring awareness, consideration or action by WSBA.



## 6 PROCEDURE 5 : SELECTING WSBA SQUADS

### 6.1 Key Requirements

Badminton players are eligible to join WSBA if:

- they are under 19 in age for that season, according Badminton England age criteria.
- they were born, live or go to School in the County of Warwickshire, as defined by the administrative county system (which pre-dated the formation of the metropolitan and non-metropolitan counties in 1974). If a player living outside of the County and not at School within the County wishes to join WSBA, then discussion must take place between the WSBA Coaching Manager and the relevant county in which the player lives to inform a decision on whether the player may join WSBA.

**Selection to WSBA squads is on ability, with players entering squads identified by age (U12, U14, U16, U18).**

Direct entry into WSBA squads should be given to players that have represented England within the last 12 months of the applicable trials date, and players graded as follows:

- BE U18 Grade D or better
- BE U16 Grade E or better
- BE U14 Grade F or better

Placement of players meeting these criteria should be with the agreement of the Age Group Coaches concerned and the relevant Coaching Manager, ratified by the Coaching Board. All discussions and ratification should take place in good time before the relevant trials date.

### 6.2 Squad Set-up

- WSBA runs training squads which are set up primarily on an age basis, for U12, U14, U16 and U18. Age entry criteria for these are those used by Badminton England; for example:

<i>Age group for 2016-17 season</i>	<i>Born on or after</i>
<i>U18</i>	<i>01/01/2000</i>
<i>U16</i>	<i>01/01/2002</i>
<i>U14</i>	<i>01/01/2004</i>
<i>U12</i>	<i>01/01/2006</i>

- The regular number of players in each training squad will be 24.



## WSBA – Policies and Procedures Guide

- The number in each age group in the Development Squad will be a maximum of 8.
- All current County players are entitled to attend the formal WSBA trial at the end of their current season.
- If the player **has** a direct entry and the player's parents wish him/her to take a trial for the next age up, from that of their direct entry, they must inform their own Age Group Coaches, who will then inform the Age Group Coaches in the age group above. (A trial in this case cannot be declined at the higher age group)
- Parents of players **without** direct entry who wish their child to be considered for training at an age group above must discuss this with their own Age Group Coaches who must then discuss this with the Age Group Coaches in the relevant age group, and the relevant Coaching Manager.
- These discussions must take place prior to the trials, and all proposals for players (both Birmingham and Coventry) to train at an age group above their true age group, **must be agreed by the Coaching Board (on a majority basis) in advance of the trials**, to ensure consistency of approach.
- If a trial is offered to the player in another age group and the player has not met the automatic entry criteria, then they must first also trial at their own age group.
- The ultimate decision as to which squad an individual player is placed in will be made by the Age Group Coaches, and ratified by the Coaching Board.
- Under 12s will be selected at the end of the Summer Club.
- Under 14, 16 and 18 Squads will be selected from the formal Trials.
- The Development Squad will be selected from the formal Trials and Restricted Tournaments, and follow the following format:
  - Selected to be coached over 3-month development period.
  - A Restricted Tournament will be held at the end of each period (to be arranged with the Executive Committee).
  - The Development Squad will be managed by the U14 Age Group Coaches and will be run by the Development Squad Age Group Coach.
  - The Development Squad will make use of the U14 coaching plans which can be adapted by the U14 Age Group Coaches and will be run by the Development Squad Age Group Coach as he/she sees fit to meet the players' standards.
  - The Development Squad will be open to U15 players, although we would prefer the bias of selection fell on the younger players.
- Executive Committee will select the Trial dates.



## WSBA – Policies and Procedures Guide

- The Secretary will circulate Trials date and entry form to all contacts within the County of Warwickshire.
- The Secretary will supply the names and ages of the players attending the Trials on an assessment sheet to the Age Group Coaches.
- At the formal Trials, each player will have an identification name sticker for their trialling age.
- At the formal Trials, each Age Group Coach will be responsible for the planning and running of the activities in their allocated time spot.
- Coaches will be present at the formal Trials to assist the Age Group Coaches with the running of the session and supply their expertise in deciding the outcome of the session.

Letters will be pre-prepared to cover:

- Unsuccessful players at Birmingham Trials.
- Unsuccessful players at Coventry first Trials.
- Successful players at Birmingham Trials.
- Successful players at Coventry first Trials.

### 6.3 Coventry and Birmingham Trials

The Trials will be held in two stages.

**Trial 1** for Development Squad players and non-County players.

At the completion of their allocated time spot in the first trial the Age Group Coaches will talk to all players and present each player with the appropriate letter.

**Trial 2** for current County Squad Players and Invited Players

On completion of the second trial Age Group Coaches will decide on their squad selection and provide a list of selected players to the Executive Committee within 48 hours of the second trial.

#### **Players who are absent from Trials:**

- The relevant Age Group Coach should be informed beforehand (by the player or parent or guardians), that they are unable to attend the necessary trial.
- Where a player is unable to attend the formal trial, the Age Group Coach may invite that player to attend an additional assessment or trial period to assess that player's suitability to join one of the WSBA training squads. How and when this assessment is completed will be at the discretion of the relevant Age Group Coach.



## 7 PROCEDURE 6 : TRANSFERRING BETWEEN WSBA CELLS

The Procedure must incorporate the WSBA Trials and it will be the parent's choice as to whether their child attends the trials at Birmingham or the trials at Coventry.

If the player trials at Coventry he/she is trialling for the Coventry cell. If the player trials at Birmingham he/she is trialling for the Birmingham cell.

If a parent whose child has been accepted for one of the cells, subsequently makes a request for their child to train at a different Training Centre (cell) the following path must be followed:

- Stage 1** Parent(s) discuss the requested change with the Age Group Coach(es)
- Stage 2** Both Age Group Coaches discuss the request.
- Stage 3** Age Group Coaches contact the Age Group Coaches at the other Training Centre and pass on the parent's request.
- Stage 4** Age Group Coaches at the other Training Centres discuss the request.
- Stage 5** If the Age Group Coaches at the other Training Centre accept the request, the Age Group Coaches contact the parents and arrange a date for the trial period to start.
- Stage 6** During the trial period, the two Age Group Coaches at the other Training Centre observe and monitor the young player.  
  
The following points will be considered in respect of whether the player fits in the new cell:
  - a) Socially
  - b) Standard of play
  - c) Numbers wise, i.e. Boys to girls, total number in cell.
  - d) Would the inclusion of the new player involve a change to the existing members of the Cell; e.g. would a member of the existing cell (accepted from the trials) no longer be able to be part of the Squad?
  - e) Attitude to learning
- Stage 7** The decision must be forwarded to the other Training Centres Age Group Coaches. Further discussions if necessary take place.
- Stage 8** The final decision is then forwarded to the parents and to the Executive Committee, where if necessary a change will be made to the Cell list.



## WSBA – Policies and Procedures Guide

A record must be kept of all stages in the procedure including dates. If disagreement occurs at any stage between the Age Group Coaches, arbitration will need to be undertaken by the Coaching Managers.

WSBA encourages players who are selected for a team to train together in the sessions prior to a County match, irrespective of the Cell they are part of (i.e. Birmingham players come to Coventry training sessions or vice versa).



## 8 PROCEDURE 7 : ATTENDANCE AT WSBA TRAINING

### 8.1 Weekly Training Sessions

Players selected for a County Squad are expected to regularly attend their designated weekly training session. Punctual attendance is expected, and all players should wear their Warwickshire kit. If any player is unable to attend training, they should notify their Age Group Coach as early as possible, advising the reason why they cannot attend. Age Group Coaches will take a register each week of attendance.

### 8.2 80% Attendance Rule

Players are required to have a minimum of 80% attendance at training sessions to be considered for selection for matches.

It is also necessary to have 80% attendance throughout the season to be considered for ICT selection and 100% attendance for ICT training sessions once the team is announced.

The only exception regarding missing training would be illness / injury or if players are selected to play for their Country and have to miss training nights.

### 8.3 England Performance Training Programme

Players who have been selected for the England Performance Training Programme (EPT) would normally still be expected to attend their WSBA squad training. However, where their EPT training clashes with their WSBA squad training, WSBA will work with the player and their parents to seek alternative acceptable arrangements.

WSBA is very proud that players are recognised for their badminton achievements and, to support and encourage players attendance at EPT, WSBA will recognise EPT training nights as part of the player's percentage of attendance for County criteria. The County Coaches and Executive Committee believe that County offers players a great experience and plays a major role in a child's development not only through a playing experience but also through the interaction with other children which really enhances their social and team skills. Therefore WSBA will offer players that attend EPT on their specified County training night, the opportunity to train at County on a different night. This shows our commitment and support to the players that are being recognised by England, and also gives players the opportunity to fulfil the criteria to be considered for selection for Warwickshire Junior County matches. This alternative training arrangement would take the form of the player attending County training twice a month, either in Birmingham or Coventry, either with their true age group squad, or the squad above.

**Note that attendance at other training sessions such as Performance Centres cannot be included as part of the player's percentage of attendance for County Criteria.**



## WSBA – Policies and Procedures Guide

### 9 PROCEDURE 8 : THERABAND CONSENT FORM

Use of Theraband during WSBA Training Sessions is to be as instructed by the Age Group Coach.

- Remember to warm-up/cool-down
- Stretch before and after exercises
- Maintain proper posture and keep back straight
- Secure the ends of the bands to avoid snapping back which may cause injury
- Perform slow and controlled motions
- Breathe properly during each exercise
- Don't perform exercises that cause pain
- Protect your eyes while using resistance bands
- Always inspect band before use and discard if damaged
- Avoid sharp objects or jewellery when handling the band
- Persons with latex allergies should use latex-free bands

All major muscle groups can be exercised with one piece of equipment.

I understand the instructions I have been given in how to use Theraband during my WSBA training sessions and I agree to use the Theraband in a responsible manner.

Player's Signature: ..... Age Group: .....Date: .....

I agree to my son/daughter ..... using Theraband during their WSBA training session. I understand the Theraband is to be used purely for exercise purposes.

Parent/Guardian Signature: ..... Date: .....

**WSBA can accept no liability for any injuries caused or received due to the use improper or otherwise of Theraband**





## 10 PROCEDURE 9 : VIDEO/PHOTOGRAPHY CONSENT

### Parental and Young Persons Consent Form for the use of Photographs and Recorded Images

A copy of this form should be completed by the young person and their parents annually to confirm that they are aware that photographs and video footage may be taken at an event/activity and that they give permission for such footage to include the young person.

Warwickshire Schools Badminton Association:

- Recognises the need to ensure the welfare and safety of all young people. As part of our commitment to ensure the safety of young people we will not permit photographs, recorded images or other images of young people to be taken or used without the consent of the parents and young person.
- Will follow the guidance for the use of images and video of young people as detailed in the Badminton England guidelines to ensure these images are used solely for the purposes they were intended for.

**If you become aware that images are being used inappropriately you should inform WSBA's Child Welfare Officer immediately.**

<b>Declaration by Parent/Guardian:</b>			
I give my consent for photographs or video footage to be taken of the young person named below under the above stated rules and conditions. I confirm that I have legal parental responsibility for this young person and am entitled to give consent. I also confirm that there are no restrictions related to taking photos.			
Signature of Parent/Guardian		Date	
Name of Parent/Guardian			

<b>Declaration by Young Person:</b>			
I give my consent for photographs or video footage to be taken of me under the above stated rules and conditions.			
Signature of Young Person		Date	
Name of Young Person			



### 10.1 Log of Video Recordings

Age Group Coaches will use a copy of the following template to record the use of video in WSBA coaching sessions.

**Video recordings were used in the following WSBA Coaching sessions**

WSBA Coaching Group	Date	Time	Signature of Age Group Coach or delegated Coach in charge	Activity Recorded



## 11 PROCEDURE 10 : TEAM SELECTION

### 11.1 Selection Policy

All Players in an Age Group squad will be given the opportunity to represent the County during their year of County Training, irrespective of which cell they train with.

### 11.2 Selection of Teams for County Matches

The following criteria will be used for the selection of a player for a particular County match:

- 1) Payment of WSBA fees by 1<sup>st</sup> September of the year in question (see Procedure 20).
- 2) Strength of opposition.
- 3) Attendance at squad sessions, to include the 80% Rule (see Procedure 7). The relevant Age Group Coach (Team Manager) who is organising the County match will email the list of players forming the proposed team, to relevant Squad Coaches from the other cell (i.e. Coventry to Birmingham and vice versa) and the Birmingham cell Administrator. A reply should be made within five days if any of the nominated players are not meeting the 80% ruling. The players should have a maximum of five days to reply to their selection.
- 4) Attitude at squad sessions.
- 5) Performance at squad sessions.
- 6) Performance at Tournaments.
- 7) Adherence to Training Plan.
- 8) Age Group Coaches from lower age group to be asked if a player is required in a match for an older age group.
- 9) The first priority is to the player's true age group.
- 10) Players will be expected to represent Warwickshire at their true age group at least twice per season.

The strongest possible team will be chosen irrespective of age for the ICT.

### 11.3 Selection Schedule

#### Five – four weeks before match:

Team Manager and relevant Age Group Coaches select team, issues selection letters, checks player availability, and decide singles ranking and pairings. Team sheet is now displayed for all to see, and Age Group Coaches talk to appropriate non-selected players.



## WSBA – Policies and Procedures Guide

### **Home matches:**

Allocate refreshment requirements to player's parents. Fixtures Secretary to be informed that maps and information need to be communicated to visiting team manager.

### **Two weeks before match:**

Squad night: Age Group Coaches and Team Manager arrange match practice for selected doubles pairings.

### **One week before match:**

Squad night Age Group Coaches: Remind team of match details and team practice.

### **Team Manager:**

Allocate duties to parents, e.g., collection of fees, taking and recording scores, organising refreshments for home matches, checking on players' readiness. Collect squad bag from Age Group Coaches and check that contents are complete. If home match, shuttles and possibly nets will be needed. If Shires league match, score sheets will be needed. If North Midway League, shuttles and match fee will need to be taken.

### **Pre-Match: Team Manager:**

#### *General*

First Aid packs in team bag.

Health and Safety: Check courts for hazards

### **Home Games:**

Check Risk Assessment Sheet

Advise to all:

- a) Fire drill procedures.
- b) Toilet facilities.
- c) Keep courts free of spent shuttles.

Inform all players of venue playing rules e.g. Lets, Players responsibility for line calls, who to see if any problems occur etc.



## **12 PROCEDURE 11 : WSBA COACHING GUIDELINES**

### **12.1 Summary**

WSBA retains a Senior (national level) Coach as Consulting Coach to advise on the coaching framework and to specify a set of standard guidelines under which coaching is to be delivered. These guidelines are subject to amendment and will be supplemented by practical sessions during the season when WSBA Coaches take part in Coach learning sessions coordinated by the Consulting coach.

- 1) Consulting Coach will issue and update Coaching Guidelines to all Coaches.**
- 2) Age Group Coaches to plan their sessions based on the WSBA Coaching Guidelines.**
- 3) Any issues are to be discussed with Consulting Coach.**
- 4) Consulting Coach to evaluate and advise.**

### **12.2 WSBA Coaching Guidelines**

#### **12.2.1 UNDER 12 AGE GROUP PLAYING 1 – 2 TIMES A WEEK**

- OVERHEAD HITTING TECHNIQUE – CLEARS / DROPS / SMASHES
- UNDER-HAND HITTING - SWITCHING FROM FOREHAND TO BACKHAND
- NET SHOTS - TUMBLE / PUSH
- SERVICE – LOW AND HIGH USING RELEVANT GRIP
- BACKHAND DROP FROM MID-COURT
- DRIVE / DRIVE ROUTINE
- RECEIVING SERVICE STANCE
- BASIC GRIPS AND GRIP CHANGES
- BASIC MOVEMENT PATTERNS
- LUNGES
- V SHAPE REAR COURT AND FORECOURT
- MOVEMENT BACK TO THE SAME CORNER AS HAVE JUST COME FROM
- SCORING
- BASIC TACTICS – FLIGHT TIME OF SHUTTLE
- BASIC ROUTINES

#### **12.2.2 UNDER 14 AGE GROUP PLAYING AT LEAST TWICE A WEEK**

All of the above, and in addition:

- NET SPINS
- OVERHEAD – SLICES / SHORT ACTION SMASHES FROM FOREHAND SIDE
- BACKHAND CLEARS



## WSBA – Policies and Procedures Guide

- POSITIONS ON COURT – SINGLES AND DOUBLES
- UNDERSTANDING BODYWEIGHT MOVEMENT
- JUMP OUT AND KICK - THROUGH TECHNIQUE
- IMPORTANCE OF MOVEMENT OF FEET WHEN WORKING
- UNDERSTANDING TACTICS
- TACTICAL ROUTINES
- CORNER WORK
- LONG DIAGONAL MOVEMENT PATTERNS
- MATCH PLAY SESSIONS
- BASIC DECEPTIONS – TAKING THE SHUTTLE EARLY

### **12.2.3 UNDER 16 AGE GROUP PLAYING AT LEAST 3 TIMES A WEEK**

All of the above, and in addition:

- BACKHAND SMASH
- VARIETY OF SHORT ACTION SMASHES FROM BOTH CORNERS
- ADVANCED TACTICS
- WHAT SHOT TO PLAY AT THE RIGHT TIME
- AWARENESS OF OPPONENTS STRENGTHS AND WEAKNESSES
- COURT AWARENESS – PRESENCE ON THE COURT
- UNDERSTANDING IMPORTANCE OF REPETITION AND SETTING GOALS
- IMPLEMENTING TACTICS
- WINNING MATCHES
- ADVANCED DECEPTION – TO HOLD AN OPPONENT, THEN PLAY THE SHOT
- CUTS AND SLICE
- PHYSICAL WORK – STRENGTH TRAINING / RUNNING / BIKING
- EXPLOSIVE WORK

### **12.2.4 UNDER 18 PLAYING 4 TIMES A WEEK**

All of the above, and in addition:

- REFINEMENT WORK
- VARIETY OF THE SAME SHOT
- DECEPTION FROM AROUND COURT
- REVERSE SLICES
- HOLD AND HIT
- DOUBLE ACTIONS
- PLAYING UNDER-PRESSURE
- TAKING UP THE CORRECT STANCE FOR EACH SHOT PLAYED
- CHANGING PACE WITHIN THE RALLY



## **13 PROCEDURE 12 : WSBA SPONSORSHIP OF COACHING COURSES**

WSBA players that are leaving the Under 18 Squad at the end of the season will be made aware that if they are interested in coaching the WSBA Squad players in the future, then the WSBA Executive Committee will sponsor them on a Level 1 Coaching Course. The players must approach their County Coaches and discuss it with them.

After successfully completing the Level 1 Coaching Course the Coach's name should be forwarded to the relevant Coaching Manager and the Age Group Coaches via the Coaching Board, so that the new Coach can be approached in relation to helping Coach in areas most needed.

Older experienced Badminton players, who have been assisting the Warwickshire County Coaches over an agreed period of time and wish to complete a Level 1 Coaching Course, can apply for sponsorship by the WSBA Executive Committee after discussions with the County Coaches. This could be repaid after a minimum period of six months post qualification but then at the discretion of the Age Group Coach.

If any other experienced Badminton player approaches the WSBA expressing a wish to assist the WSBA County Coaches, it will be explained that they will be welcome to assist the Coaches, subject of course to the required DBS clearance. It will also be explained to them that it is normal for them to pay their own Level 1 Coaching Course fees if they wish to obtain a Coaching Qualification. If after a period of time, the WSBA Age Group Coaches they are assisting recommend they take the Level 1 Coaching Course the Executive Committee will pay their course fees after a minimum period of six months post qualification but then at the discretion of the Age Group Coach.

It is not normal for the WSBA to sponsor Level 2 Courses because of the cost involved. However, if a Level 1 Coach is asked by the WSBA to become an Age Group Coach, then the WSBA Executive Committee will be prepared to sponsor the Level 1 Coach through the Level 2 Course. A Level 2 Coach is required to lead Coaching sessions and Level 2 is therefore a necessary qualification for a WSBA Age Group Coach. If a Level 1 Coach is considered by the WSBA to be a Coach of proven ability and an asset to the future development of the WSBA players, then the Executive Committee may discuss with the Coach the possibility of the WSBA sponsoring a portion of the cost of the level 2 Coaching Course. The Coaching Course fee would be paid jointly between the WSBA and the Level 1 Coach. After an agreed period of time the Coach could be reimbursed his/her portion of the fee, subject to agreement by the WSBA Executive Committee.

In all above cases the possibility of a Bursary must be explored (e.g. CSW) to endeavour to recoup if possible the outlay by WSBA.

Where WSBA pays for a coach to become qualified (whether Level 1 or 2), the coach must commit to being responsible for their entry on the Badminton England Coaching Register. Any decisions affecting WSBA funds can only be made by the WSBA Executive Committee.



## **14 PROCEDURE 13 : APPOINTMENT OF AGE GROUP COACHES**

### **14.1 Summary**

Age Group Coaches are central to our Coaching philosophy. Their duties include the day to day organisation and running of the County Squads, Team Management, directing the Coaches and helpers that assist, and ensuring that our WSBA Coaching Guidelines and directives are followed in the Coaching training sessions.

To be appointed as an Age Group Coach, the Coach must be Level 2, or commit to successfully completing the Level 2 course within an agreed period of time (see Procedure 12 for WSBA position on sponsoring of coaching courses). Age Group Coaches must attend appropriate Child Welfare and Safeguarding courses, and provide evidence of attendance to the Coaching Manager and Child Welfare Officer. All Age Group Coaches and other County Coaches must maintain (themselves) a current entry on the Badminton England Coaching Register.

The relevant Coaching Manager (Birmingham or Coventry) must be involved in the appointment of new Age Group Coaches and under no circumstance can an Age Group Coach be appointed without the relevant Coaching Manager's approval. The actual appointment of the Age Group Coaches must be made by the Executive Committee on the recommendation of the relevant Coaching Manager.

WSBA coaching requirements include:

- a) A minimum of two Age Group Coaches appointed for each Age Group.
- b) A minimum of two Age Group Coaches present for each training session.
- c) Where a training session is split between two venues (or two halls in the same venue), there will be a minimum of one Level 2 Coach in each location.
- d) A Coach is required for running the Development Squad, who will have Age Group Coach status.

### **14.2 Procedural Requirements**

- a) Any Age Group Coach standing down from the position must inform the relevant Coaching Manager and the Chair of the Coaching Board.
- b) The Chair of the Coaching Board will inform all WSBA Coaches of the Age Group Coaches decision.
- c) Discussions will take place between the WSBA Coaches to seek to find a replacement.





## WSBA – Policies and Procedures Guide

- d) If a replacement is found, the Coaching Board will discuss the possible replacement.
- e) If the relevant Coaching Manager and the Coaching Board agree with the suitability of the replacement, the Coach's name will be forwarded to the Executive Committee, as a proposed candidate for the vacancy of Age Group Coach.
- f) The actual appointment of the Age Group Coaches will be made by the Executive Committee in consultation with the relevant Coaching Manager, and confirmed in writing.



## 15 PROCEDURE 14 : DUTIES OF AGE GROUP COACHES

Age Group Coaches are central to the WSBA Coaching System. Their duties include:

- a) Selection of the players for their squads through the WSBA trials.
- b) The day to day organisation and running of the County Squads.
- c) Planning the weekly training sessions and ensuring that the WSBA Coaching Guidelines and directives are followed in the coaching training sessions.
- d) To attend County Restricted Tournaments, Junior County Championships (JCCs), and WSBA Trials.
- e) At the WSBA Trials, to be responsible for the planning and running of the activities in their allocated time spot. At the end of their allocated time spot the Age Group Coaches will be responsible for talking to the players and handing out the appropriate letters.
- f) To ensure the safety of the Coaching environment at all times.

### **Team Management:**

It is expected that the Age Group Coaches will manage the teams at County matches and Team Tournaments. If an Age Group Coach is not available to manage the team, it is the Age Group Coaches' responsibility to appoint a Coach as Team Manager for the match to manage the team in his/her absence and to ensure that the replacement Team Manager is DBS approved.

Age Group Coaches are required to appoint Assistant Coaches to help them in the weekly training sessions, and to direct the Assistant Coaches and helpers during the weekly training squad sessions. However, only Level 2 Coaches are permitted to manage or run training sessions.

### **Communication with Players and their Parents/Guardians:**

Outside of training sessions and matches, all communications from Age Group Coaches will be with the parents/guardians of the players. Age Group Coaches will not:

- Phone, email or text players directly regarding attendance at training or selection for matches
- Hold phone or email contact details for players (only for their parents/guardians)
- Respond to phone calls, texts or emails directly from players



## 16 PROCEDURE 15 : APPRAISAL OF PLAYERS

A continuous appraisal of players will be undertaken throughout the season by the Age Group Coaches. In addition, two specific, documented appraisals will be undertaken and completed in November and February, each season.

The WSBA Coaching Guidelines recommend that the Spider Diagram Monitoring scheme should be adopted, as follows:

- a) The diagram template detailed in the WSBA Coaching Guidelines should be used (printed off) by the Age Group Coaches.
- b) The Player version is to be handed out to each player.
- c) The returned sheets will be kept secret (not to be seen by the coaches) until after the coaches have completed their evaluations.
- d) The coaches will complete their evaluations.
- e) The Age Group Coaches will complete a written summary of the complete evaluating system.
- f) The results of both players and coach's evaluations are to be sent to the relevant Coaching Manager. The Coaching Board will oversee the appraisal process from time to time, to ensure that it is working effectively.
- g) A report will be issued to each family.



## **17 PROCEDURE 16 : PLAYERS NOT PERFORMING TO THE REQUIRED STANDARD**

Age Group Coaches assess players continuously throughout the season and provide feedback to the players and parents. In the event that they are not satisfied with the standard that a player is achieving, the following steps will be taken:

- a) A verbal warning will be given to the player and parent explaining what the gaps/omissions/issues are.
- b) Written confirmation will be provided to the parents with a time scale for improvement (typically two County training sessions).
- c) After the two County training sessions, the player will be reassessed and a second letter sent to the player's parents, confirming the current assessment and any requirements or changes resulting or needed. This may include the need for a further assessment period, as determined by the Age Group Coach.



## 18 PROCEDURE 17 : RESTRICTED TOURNAMENTS

The Restricted Tournaments are organised by the Executive Committee.

See note in “Procedure 5 : Selecting WSBA Squads” regarding Restricted Tournament dates:

The orders in which the Restricted Tournaments are timetabled are:

First: Even Age Singles.  
Second: Odd Age Singles.  
Third: Doubles.

The winners of the singles event may be offered a trial period with the relevant County Squad, subject to the decision of the relevant Age Group Coach. Additional players at the Restricted Singles may also be invited for a trial period by the Age Group Coaches.

If Birmingham based players win a Restricted Singles their details will be passed onto the Birmingham Administrator and relevant Age Group Coaches who will contact the player(s).

If the players impress the Coaches during their trial period, the players can be offered a place within the relevant age group squad, subject to availability.



## **19 PROCEDURE 18 : WARWICKSHIRE JUNIOR COUNTY CHAMPIONSHIPS**

The Warwickshire Junior County Championships are held yearly, at Under 12, Under 14, Under 16 and Under 18 level.

The Championships are open to all young badminton players who live or go to school in the County of Warwickshire.

Players may enter one event only in each of the singles, mixed and level doubles in any age group, but not in a younger age group than their own.

The only exception to this rule is the Under 18 Age Group Tournaments, because the Under 18 Age Group Tournament is also used as an opportunity for Age Group Coaches to assess players in a competitive tournament situation to inform selection for the ICT training sessions from which the ICT team will be selected. Therefore, the following applies:

- If the U16 or U14 Age Group Coaches have players that they think should be considered for the ICT training sessions and in their opinion have a reasonable chance of being selected, they should recommend to the players that they enter the U18 JCC Tournament and inform the WSBA secretary.
- If a younger player is recommended by their Age Group Coach and plays in the U18 JCC Tournament, after notifying the WSBA Secretary, these players can also enter their own Age Group Tournament later in the season.

Note : U16 and below players may only enter the U18 JCC, at the invitation of their and the U18 Age Group Coaches, as set out above.



## **20 PROCEDURE 19 : BADMINTON ENGLAND TOURNAMENTS**

### **20.1 Expectations of WSBA Squad Players**

As part of their membership of WSBA, players will be given membership of Badminton England (BE) each season, provided that their membership fees have been paid in a timely manner.

WSBA Squad players are expected to enter a minimum of three BE Junior Circuit tournaments each season, as part of developing their badminton match play. Players and their parents are welcome to discuss with the relevant Age Group Coach the level of BE tournament they should enter.

If players and their parents have any concerns about the applicability of BE tournaments, these should also be raised with the relevant Age Group Coach who will advise appropriately, including whether any exceptions to the requirement of attending a minimum three tournaments are appropriate.

### **20.2 WSBA Hosting of Badminton England (BE) Tournaments**

WSBA will host a number of BE Junior Circuit Tournaments for Warwickshire each season, for each age group. The Executive Committee Tournament Co-ordinator is responsible for:

- a) Proposing which tournaments WSBA will host each season, for ratification by the Executive Committee
- b) Setting fees for these tournaments, in line with BE requirements, for ratification by the Executive Committee
- c) Organising these tournaments in line with BE rules and requirements
- d) Coordinating a pool of Tournament Secretaries who run each Warwickshire BE tournament, including providing training, advice and guidance
- e) All necessary liaison with BE regarding tournaments, including maintaining good relationships with the BE national team, to ensure that WSBA is aware of current guidance and requirements at all times.



## **21 PROCEDURE 20 : WSBA FINANCES AND KIT PROVISION**

### **21.1 WSBA Funding**

WSBA is funded solely by members fees and fund-raising activities. Payment of fees is therefore crucial to the continued operation of WSBA, including the training sessions and County matches. Annual membership fees and match fees are set by the Executive Committee and ratified at the Annual General Meeting held in June each year. WSBA will write to parents/guardians of all players setting out fee details for the season, within four weeks of the Annual General Meeting.

Players are required to pay their annual membership fees promptly and by the stipulated due date of 1st September of the year in question. WSBA will accept staged payment of annual fees, in two equal instalments, provided that the Treasurer has received two cheques by the 1st September of the year in question, one of which must be dated before 1st September, and the other may be post-dated up until 5th January of the following year. Players not having paid their annual membership fees by the due date will:

- Not be selected to play in County matches
- Not be provided with County kit
- Not be given Badminton England membership

After reminders, any players who have not paid their fees and not agreed special arrangements for payment with the WSBA Treasurer, will be asked to leave WSBA.

Age Group Coaches/Team Managers will collect match fees from parents/guardians of team players before or on the day of the match.

As part of the membership fees, WSBA will provide one set of appropriate, current kit (Warwickshire top and shorts) for each Squad member. If WSBA decides to change the kit, each Squad member will receive one set of the new kit. Players requiring additional kit will be able to purchase this at discounted prices through WSBA. WSBA Age Group Coaches will be provided, free of charge, a Warwickshire top and tracksuit. Assistant Coaches (Level 1) will be provided a Warwickshire top free of charge.

### **21.2 Player Support Fund**

WSBA has a Player Support Fund with very limited resources, which have been obtained from donations and fund raising. This is to help towards paying fees for a very small number of players whose families have such serious financial difficulties that they would simply otherwise not be able to play. Decisions on which, if any,





## WSBA – Policies and Procedures Guide

players this Fund can support, will be made on an annual basis; provision of financial support in one year cannot be a guarantee of support in future years.

Any parents in severe financial difficulty and unable to pay their child's WSBA fees should contact the WSBA Treasurer promptly on receipt of the first request for payment of fees. All such contacts will be treated by WSBA in the strictest confidence.

Formal requests from parents for financial support for WSBA funds must be made to the Treasurer by 1st September of the year in question. All requests received by this date will be reviewed in strict confidence by a Sub-committee of the Executive Committee, comprising the Vice-Chair, the Treasurer and a Birmingham cell representative. A response will be made to the parents by 1st October of that year.

Any requests received after 1st September cannot be considered, and parents/guardians will be required to make immediate payment of the annual fees if their child is to remain as a WSBA player.



## 22 PROCEDURE 21 : GOVERNANCE OF WSBA

### 22.1 Constitution

WSBA is an organisation established by constitution and affiliated to Badminton England (formerly the English Schools Badminton Association) and the Warwickshire Badminton Association. The current constitution is dated 23 June 1999.

WSBA is governed through its Executive Committee and Coaching Board, whose accountabilities and roles are as follows:

### 22.2 Executive Committee

#### **Accountability:**

The Executive Committee is accountable for all matters related to the management, operation and finances of WSBA. In respect of coaching matters, the Executive Committee's role is limited to ratification of the recommendations and decisions of the Coaching Board.

#### **Formally Defined Roles:**

The Executive Committee will comprise the following officer roles, with role holders being elected at the Annual General Meeting to serve for one year before standing down or re-election:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Child Welfare Officer
- Membership Secretary
- Tournament Co-ordinator
- Fixtures Secretary
- Birmingham Cell Administrator
- Café Shuttle Co-ordinator

Additional Committee members will be co-opted as required, up to a maximum of 16 (including the officer roles and coaching roles listed below).

#### **Working Arrangements:**

The Executive Committee will meet approximately monthly throughout the year, with formal agendas and minutes of meetings. Items for the agenda will be presented in advance and will include reports from the officers plus any discussion or decision



## WSBA – Policies and Procedures Guide

items. The Chair of the Coaching Board, and the Coaching Managers (Birmingham and Coventry) will receive automatic invitations to the Executive Committee meetings, and will routinely provide reports from the Coaching Board, including presenting any coaching matters requiring validation by the Executive Committee.

### 22.3 Coaching Board

#### Accountability:

The Coaching Board is accountable for all coaching matters, including all coaching procedures and guidelines, and WSBA's strategy for recruitment, development, retention and succession planning for its coaching personnel.

Any changes to coaching procedures, guidelines and coaching staff strategy must be validated by the Executive Committee.

#### Formally Defined Roles:

- Consulting Coach
- Chair of the Coaching Board
- Coaching Manager, Birmingham
- Coaching Manager, Coventry
- Age Group Coaches (see Procedure 13 for requirements and details of appointment)
- Coaching Assistants appointed by and acting under the guidance of the Age Group Coaches

All coaches will be DBS checked on an annual basis, and will be qualified to a minimum of UKCC Level 1 (Level 2 for Age Group Coaches), and be registered with Badminton England.

Coaching Role	Overview	Key Responsibilities
<b>Coaching Consultant or 'Consulting Coach'</b>	<p>Appointed by the Coaching Manager and the Executive Committee to provide technical input into the coaching strategy, and throughout the season to support the Age Group Coaches in providing the best training possible for the WSBA players.</p> <p>The Coaching Consultant is a qualified badminton Coach with significant experience across all levels of coaching. The Consultant offers insights into the different methods of coaching, introduces new techniques and plays a role in</p>	<ul style="list-style-type: none"> <li>• Help define WSBA Coach Strategy (i.e. defining and adjusting the technical approach and scope of coaching). Produce a coaching strategy in conjunction with the Coaching Manager that will be used by the Age Group Coaches to produce coaching plans for the season.</li> <li>• With the help of the Coaching Manager, further maintain and deliver the WSBA coaching guidelines</li> <li>• Support WSBA Coach education (e.g. coaching seminar at beginning of season). Involved in Coach education for Warwickshire coaches at various points through the season. These should include points from the coaching strategy and how to implement these points into everyday coaching.</li> <li>• Deliver WSBA specialist coaching for key</li> </ul>



## WSBA – Policies and Procedures Guide

Coaching Role	Overview	Key Responsibilities
	<p>the continuing education of Warwickshire coaches.</p> <p>Reports to the Coaching managers</p>	<p>tournaments (e.g. preparation and advice for annual ICT).</p>
<p><b>Coaching Manager (Birmingham or Coventry)</b></p>	<p>Responsible for the high level management of the WSBA coaching team for the specific cell, and coordinates the approach taken by WSBA to coaching the junior players at all age groups within that cell.</p> <p>The Coaching Manager is a Badminton England Registered Coach to UKCC Level 2 qualification or higher.</p> <p>Reports on coaching matters for the specific cell to the Executive Committee.</p>	<ul style="list-style-type: none"> <li>• Works with the other Coaching Manager and Coaching Consultant to develop a coaching strategy for each season.</li> <li>• Arbitrates on any coaching matters for the specific cell and manages in-season issues regarding players and content of squad. Has final responsibility for implementing the WSBA coaching policy and approach within the specific cell.</li> <li>• Attends Training Sessions for all Age Groups on a regular basis.</li> <li>• Reviews the coaching plans from all age groups to ensure that the AGCs are covering all the aspects covered by the coaching strategy</li> <li>• Implements the procedures that relate to coaching matters - including the use of a player appraisal system</li> <li>• Coordinates the coaching team for the specific cell and works with the other Coaching Manager to ensure that there is full coverage of qualified coaching staff across all age groups</li> <li>• Sits on the Executive Committee as an officer “Coaching Manager (xx cell)”, responsible for all coaching related matters to do with that cell.</li> <li>• Arranges for coaching education (e.g. seminars) and training, including first aid, child welfare etc. in conjunction with the other Coaching Manager and the Coaching Consultant, and relevant WSBA officers.</li> <li>• Responsible for inducting new coaches for the relevant cell.</li> <li>• Oversees, in conjunction with the other Coaching Manager, the preparation, planning and running of the annual county trials and Restricted Tournaments.</li> <li>• Liaises with Warwickshire clubs, the local performance centres and schools in identifying young players to enter the WSBA squads, irrespective of which cell is most appropriate to the player.</li> </ul>
<p><b>Chair of the Coaching Board</b></p>	<p>Responsible for the administration of the regular Coaching Board meetings: The Chair of the Coaching Board will be an Age Group</p>	<ul style="list-style-type: none"> <li>• Prepares the agenda for each of the Coaching Board meetings</li> <li>• Chairs the Coaching Board meetings</li> <li>• Prepares minutes, invites feedback and follows up actions following each of the Coaching</li> </ul>



## WSBA – Policies and Procedures Guide

Coaching Role	Overview	Key Responsibilities
	<p>Coach and registered Coach to UKCC Level 2 qualification or higher. The Chair of the Coaching Board reports to and supports the Coaching Managers.</p>	<p>Board meetings</p> <ul style="list-style-type: none"><li>• Administrates the maintenance of essential coaching procedures, strategy, plans, guidelines</li><li>• Responsible for the updating of procedures, logging the change, date and issue number plus updating the WSBA policies and Procedures on the WSBA Website.</li><li>• The Chair of the Coaching Board supports the Coaching Managers and performs as a Deputy Coaching Manager.</li></ul>



## WSBA – Policies and Procedures Guide

### **Working Arrangements:**

The Coaching Board will meet regularly, as required but with a minimum of 3 meetings a year. At each meeting, Age Group Coaches will present a written report on their Squad situation (numbers, performance, issues), and issues to be discussed will be forwarded to the Chair in advance. Minutes of each meeting will be recorded. The Board will discuss technical coaching guidelines and coaching issues, and at each meeting identify any matters to be raised with the Executive Committee.

### **22.4 Annual General Meetings**

WSBA will hold an Annual General Meeting in June each year, soon after the end of each playing season, to which all members and their parents, coaches, volunteers and Committee members will be invited. The AGM will require 15 WSBA members to be present to be quorate, enabling decisions to be taken.

The purpose of the AGM is to:

- Update and inform members and their parents about key WSBA matters
- Elect officers and Committee members for the forthcoming season
- Set the WSBA membership fees for the forthcoming season
- Provide an opportunity for members and their parents to raise issues and discuss matters with the Executive Committee



## 23 PROCEDURE 22 : CHANGES AND AMENDMENTS TO POLICIES AND PROCEDURES

WSBA Policies and Procedures are controlled, live documents which can only be updated by the Executive Committee. Any update of the Policies and Procedures that involve coaching matters must be referred to the Coaching Board and then passed back to the Executive Committee for approval.

Any Member of the Executive Committee or any WSBA Coach can apply for a Change or Amendment to an existing WSBA procedure by following the steps below.

Members of the Executive Committee begin at Step 1. WSBA Coaches begin at Step 5.

### Step 1

If a member of The Executive Committee wishes to change or amend a Procedure, the member must put in writing the Procedure number and area of the Procedure that they wish to change or amend, and pass this information on to the Secretary of the Executive Committee. If the Procedure involves a Coaching matter then the Secretary will refer the details to the Coaching Board.

### Step 2

If the proposed change or amendment is a non-coaching matter, the Secretary of the Executive Committee will inform the other members of the Committee of the proposed change or amendment, and put it on the agenda for a future Committee meeting.

### Step 3

The Executive Committee will discuss the change or amendment and take a vote if necessary. If a change or amendment is agreed, the Appointed Executive Committee Member will then:

- (a) Update the Procedure
- (b) Log the change, date and issue number.
- (c) Update the WSBA Policies and Procedures on the WSBA website.

### Step 4

The Secretary of the Executive Committee will inform the Chair of the Coaching Board, who will then pass on the information to the Coaches.

### Step 5

If a WSBA Coach wishes to change or amend a Procedure the Coach must put in writing the Procedure number and area of the procedure that they wish to change or amend, and pass this information on to the Chair of the Coaching Board.

### Step 6

The Chair of the Coaching Board will inform the other Coaches of the proposed change or amendment and put it on the agenda for a future Coaching Board Meeting.



## WSBA – Policies and Procedures Guide

### Step 7

The Coaching Board will discuss the change or amendment and take a vote if necessary. If a change is agreed, the changed or amended version of the Procedure will be forwarded on to the Executive Committee for their approval.

If approval of the change or amendment is given by the Executive Committee, the Appointed Executive Committee member will then:

- (b) Update the Procedure
- (b) Log the change, date and issue number.
- (c) Update the WSBA Policies and Procedures on the WSBA website.

### 23.1 Log of Amendments to the Policies and Procedures Documents

Policy/Procedure No	Date	Amended By	Checked By





## 24 WSBA RISK ASSESSMENT

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### RISK ASSESSMENT

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**School** Whitley Abbey Business & Enterprise College new Sports Hall

**Address** Abbey Road, Coventry CV3 4BD

**Telephone** 024 7630 2580

**Contact:** Rachael Prince

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**Task** Provision of Badminton Coaching

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**Skill Levels** **Consulting Coach** – BE Level Two (minimum)

All coaches DBS checked

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**Equipment** Badminton posts, nets, Badminton racquets, shuttlecocks, basic badminton clothing including badminton sports shoes

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**Method** To provide exercise, coaching and instruction of badminton

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**Accident Book** In WSBA cupboard, sports hall storeroom

**First Aid Kit** In WSBA cupboard, sports hall storeroom

**Procedure for Evacuation** Coaches to inform players accordingly

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# WSBA – Policies and Procedures Guide



## Frequency Monitoring

## Review

3 months    6 months    1 year    =    1 year    1 year    2 years    3 years    4 years    =    2 years

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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

**If any new hazards are identified please update this form and pass on your comments at the earliest opportunity.**

# WSBA – Policies and Procedures Guide



New Sports Hall, Whitley Abbey Business and Enterprise College, Abbey Road, Coventry CV3 4BD

Hazard Identified	Risk Level (Marked Bold/Red)	Who Affected (Marked Bold/Red)	Reduce Risk By
Badminton posts	Low Medium <b>High</b>	<b>Coaches</b> <b>Players</b> <b>Spectators</b>	Posts must be assembled and moved by adults only.
Badminton nets	Low <b>Medium</b> High	<b>Coaches</b> <b>Players</b> Spectators	Ensure all loose ends are tidy and wound round cleats where possible.
Sports Hall floor 1) Slippery 2) Dusty	Low Medium <b>High</b>	<b>Coaches</b> <b>Players</b> <b>Spectators</b>	Coaches inspect floor for: 1) Liquid spillage (spill proof containers only. No drinks on court) 2) Foreign bodies, e.g. mud brought in from outside, paper etc. 3) Dust accumulation.  In all cases play must not continue.
Badminton equipment Shoes	Low Medium <b>High</b>	<b>Coaches</b> <b>Players</b> Spectators	1) Indoor non-marking badminton shoes only are acceptable. 2) Shoes must be fastened correctly. 3) During inclement weather outdoor shoes must be changed for indoor shoes whilst in the sports hall (See 1).
Hazardous equipment left out by previous users  e.g. football goal posts and crash mat rolls	Low Medium <b>High</b>	<b>Coaches</b> <b>Players</b> <b>Spectators</b>	Hazardous equipment must be placed in a safe place by adults before young people are allowed on court.
Hazards during play	Low Medium <b>High</b>	<b>Coaches</b> <b>Players</b> Spectators	1) Multiple use of courts. 2) Travel behind courts and to sides of courts (protruding base and wheels of posts between courts).