

**LEICESTERSHIRE SCHOOLS BADMINTON  
ASSOCIATION**

a member of



Web Address [www.leicestershiresba.co.uk](http://www.leicestershiresba.co.uk)

Information Booklet

**(26-01-2 Draft for approval).**

Season - 2020 - 2021

## **LSBA Chairman's Season 2019 -2020 ( April 2019).**

I have been providing an end of season report as LSBA Chairman for the last 10years.?

Prior to taking on the Chairman's role I have been involved as Secretary, Publicity Secretary, and 5 years as Team Manager. An involvement for well over 20 years!

The start of the Season was a very busy one! Our Secretary Paul Murray tendering a surprise resignation within our pre-season period!! I would like to express my thanks to members of the committee for their efforts to get the season under way as normal. Special mention to Carole Spencer, Ray Phipkin and Dave Watts.

At the time of writing this report the whole Country and indeed most of the world is struggling with the effects of the Corvid 19 Pandemic!

On behalf of LSBA I would like to pay tribute to all those working in the NHS and other key workers for their tireless dedication in these troubling times.

The knock-on effect on our own Sport and Association has been devastating!!

Most of our Shires teams have reached the play- offs -however it is not sure whether they will be concluded, ICT has been postponed and is unlikely to take place soon.

Badminton England are currently operating a '5 week rolling cancellation window' for all Senior & Junior Tournaments for this remainder of the season.

Closer to home our own AGM, LSBA Championships and Presentation night is seriously in doubt.

Also, all PC training has been cancelled for the foreseeable future.

On a positive note the LSBA committee are working hard to ensure the disruption is kept to a minimum and will be looking to return to normal as soon as it is safe to do so.

Once again, many thanks to all our Team Managers and Coaches for the management and team selection during our competitive campaign so far this season. It would be remiss of me not to mention the support of all parents and volunteers. Well done to you all- we could not function without your tireless support.

This is our 7th year of the formal Team Leicestershire set up. I am sure all those involved will agree this has been another successful year for the Performance centre coaches and assistants.

We continue to be supported by Greg Howes- Leicestershire's Badminton Development Officer. His efforts and involvement are not only Junior but all aspects of Leicestershire Badminton. We are also indebted to Greg, assisted by Michael Shaw, for stepping in at the last minute and taking up the role of LSBA Match Secretary.

Congratulations all our successes in competitive play both individually and at team level so far this season. Details of will shortly be found on the LSBA website.

With out players there would be no LSBA. We have a dedicated network of coaches and officials that take every opportunity to 'talent spot' for young new players. This is done at area coaching sessions, schools leagues, trials and club coaches introducing their players. A special mention to Carole Spencer, Greg Howes, Terry Talbot, Graham Forryan for their efforts.

A final mention to all members of the LSBA Committee who work behind the scenes.

We could not function without the efforts of our hard-working committee.

### **Update January 2021.**

Since the above report was produced, we have gone through half of last season and all of this season, so far, under the dramatic effect of the COVID-19 epidemic.

All our regular training, representative play, individual & team national events have been severely restricted!

It is our intention to provide regular updates on our web site to ensure the most up to date information for players, parents, and officials.

**Dave Armstrong**

**Chairman - Leicestershire Schools Badminton Association**

**Email : [chairperson@leicestershiresba.co.uk](mailto:chairperson@leicestershiresba.co.uk)**

**Mobile: 07847271827.**

## **Contents**

### About Leicestershire Badminton including:

Annual General Meeting	Page 4
Officials of the Committee	Page 4
Presentation Evening	Page 4

### Contacts including:

Committee Officials 2019-2020	Page 5
Coaches for 2019-2020	Page 5
Managers for 2019-2020	Page 6

Players Membership Policy 2019-2020.	Page 6
--------------------------------------	--------

Training Sessions	Page 7
-------------------	--------

Subscription Fees 2019-2020	Page 6
-----------------------------	--------

Match Fees 2019-2020	Page 6
----------------------	--------

Player Commitment	Page 7
-------------------	--------

Parents Commitment	Page 7
--------------------	--------

### Codes of Conduct for:

Club Officials and Volunteers	Page 8
Parents and Carers	Page 9
Junior Members	Page 9

Matches and Tournaments including:	Page 10 - 11
Selection Policy	Page 11

Child Protection	Page 11-12
Equity Policy	Page 13
First Aid Provision	Page 14

Appendices:	Pages 15 -22
-------------	--------------

Appendix A Constitution

Appendix B Selection Policy

Appendix C Anti - Bullying Policy (BE)

Appendix D Anti – Safe Guarding Policy (BE)

Appendix E DATA Protection policy.

## **About Leicestershire Badminton**

Leicestershire Schools' Badminton Association (LSBA) is an organisation that exists for the promotion of competitive and regular representative play for junior badminton players. The LSBA is associated to Team Leicestershire and affiliated to Badminton England

The Annual General Meeting is held around June each year. The officials and Executive Committee of the LSBA are elected at the Annual General Meeting. All players, parents and supporters are warmly welcome.

A full copy of Leicestershire Badminton Associations Constitution is included as **Appendix A**.

### **Officials of the Committee**

The following officials are elected at the Annual General Meeting:

Chairperson

Vice Chairperson

Honorary Secretary

Honorary Treasurer

Welfare Officer

Tournament Secretary

Development Officer

Match Secretary

Publicity Officer

Age Group Team Managers

Junior Club Representative

Schools Representative

Catering Manager

Co-opted position – Junior Team Captain

### **Presentation Evening.**

At the end of each season a presentation evening is held. During this evening trophies are given to Championships Winners; certificates are given to each junior member and county colours are presented to players who have represented the County.

### **Contacts**

**Website: [www.leicestershiresba.co.uk](http://www.leicestershiresba.co.uk) it's advisable for players and parents to visit this site regularly for news and results.**

Chairman: Dave Armstrong; [chairperson@leicestershiresba.co.uk](mailto:chairperson@leicestershiresba.co.uk) - Mob: 07847271827

Secretary ( Dave Armstrong - acting ): [secretary@leicestershiresba.co.uk](mailto:secretary@leicestershiresba.co.uk) Mobile : 07847271827.

Treasurer: Ray Phipkin: [treasurer@leicestershiresba.co.uk](mailto:treasurer@leicestershiresba.co.uk) - Mobile : 07582 195940

Welfare Officer Natalie Clare: [natc75@googlemail.com](mailto:natc75@googlemail.com) Tel: 01530 467056

Tournament Secretary: Carole Spencer; [spencer5525@gmail.com](mailto:spencer5525@gmail.com) - 01530 811984

Junior Club Representative - Carole Spencer; [spencer5525@gmail.com](mailto:spencer5525@gmail.com) - 01530 811984

**Match Secretary Michael Shaw [shaw.sculpture@gmail.com](mailto:shaw.sculpture@gmail.com)**

Coaching/Development Officer: Greg Howes, [greghowes71@gmail.com](mailto:greghowes71@gmail.com) Tel: 0116 2621476.  
Mob: 07769 947930.

Senior County Captain: Mark King, [M.A.King@lboro.ac.uk](mailto:M.A.King@lboro.ac.uk). Mob: 07595 089920.

Junior Team Captain: Chris Hall, [chrishall17@hotmail.co.uk](mailto:chrishall17@hotmail.co.uk).

BE Events Organiser: Dave Watts,. [davewatts2112@tiscali.co.uk](mailto:davewatts2112@tiscali.co.uk) Tel: 0116 28736  
Mob: 07947805051.

Website Manager - John Fannon : [jafannon@hotmail.com](mailto:jafannon@hotmail.com)

Parent Representative	-	position vacant
Catering Manager	-	position vacant
Schools representative	-	position vacant
Publicity Officer	-	position vacant

### **Performance Centre Coaching Staff for 2020 – 2021.**

Performance Director: Anthony Clark, [anthonyclark845@hotmail.com](mailto:anthonyclark845@hotmail.com)

Mark King, [M.A.King@lboro.ac.uk](mailto:M.A.King@lboro.ac.uk) – Mob: 07595 089920.

Chris Hall, [chrishall17@hotmail.co.uk](mailto:chrishall17@hotmail.co.uk)

Dave Watts, [davewatts2112@tiscali.co.uk](mailto:davewatts2112@tiscali.co.uk) .Tel: 0116 2873696 Mob: 07947805051.

Terry Talbot, [t.talbot123678@btinternet.com](mailto:t.talbot123678@btinternet.com). Mob 07816628371

Graham Forryan, [gforryan@hotmail.com](mailto:gforryan@hotmail.com)

**Ajay Pitrola [Enquires@centraleicbadminton.org](mailto:Enquires@centraleicbadminton.org)**

**Maurice Roberts, [maurice.roberts@hotmail.co.uk](mailto:maurice.roberts@hotmail.co.uk) – 07808 05591**

### **Coaches working/available for the LSBA/Team Leicestershire for 2020 - 2021**

Greg Howes, [greghowes@btinternet.com](mailto:greghowes@btinternet.com) - 0116 2621476  
Maurice Roberts, [maurice.roberts@hotmail.co.uk](mailto:maurice.roberts@hotmail.co.uk) – 07808 05591

Carole Spencer, [spencer5525@virginmedia.com](mailto:spencer5525@virginmedia.com) - 01530 811984  
Ray Phipkin, [r.phipkin@sky.com](mailto:r.phipkin@sky.com) – 07582 195940

## **2020 – 2021 – LSBA Personal: -**

Chairman	-	Dave Armstrong
Honorary Vice Chairman	-	Colin Kent
Secretary	-	Vacant. (Dave Armstrong acting)
Treasurer	-	Ray Phipkin
Tournament Secretary	-	Carole Spencer
Match Secretary	-	Greg Howes
Development Officer	-	Greg Howes
Welfare Officer	-	Natalie Clare
Publicity Officer	-	To be advised

## **Managers**

Primary	(North Midway)	Anna Edwards <a href="mailto:annawatts29@hotmail.com">annawatts29@hotmail.com</a>
U12 Manager	-	Anna Edwards <a href="mailto:annawatts29@hotmail.com">annawatts29@hotmail.com</a>
U13 Manager	(North Midway)	Natalie Clare <a href="mailto:natc75@googlemail.com">natc75@googlemail.com</a>
U14 Managers	-	Chris/Alex Sherwin <a href="mailto:chrissherwin75@googlemail.com">chrissherwin75@googlemail.com</a> <a href="mailto:alexandra.sherwin@googlemail.com">alexandra.sherwin@googlemail.com</a>
U15 Manager		Chris/Alex Sherwin <a href="mailto:chrissherwin75@googlemail.com">chrissherwin75@googlemail.com</a> <a href="mailto:alexandra.sherwin@googlemail.com">alexandra.sherwin@googlemail.com</a>
U16 Manager		Adam Sewell <a href="mailto:Sewell.adam77@gmail.com">Sewell.adam77@gmail.com</a> - 07776 231075.
U17 Manager		County Captain Chris Hall <a href="mailto:chrishall17@hotmail.co.uk">chrishall17@hotmail.co.uk</a>
U18 Manager		County Captain Chris Hall <a href="mailto:chrishall17@hotmail.co.uk">chrishall17@hotmail.co.uk</a>
U20 Manager		Natalie Clare <a href="mailto:natc75@googlemail.com">natc75@googlemail.com</a>
County Captain	-	Chris Hall
BE Events Organiser	-	Dave Watts
Parent Representative	-	position vacant
Catering Manager	-	position vacant
Schools representative	-	position vacant
Junior Club representative	-	Carole Spencer

Website Manager - John Fannon (temp)

All existing and new players will be required to complete a Medical and Parental Consent form at the commencement of each new season.

The information provided by you on the Medical and Parental Consent form will be retained for our records and details shared with coaches/managers.

### **Players Membership Policy 2020/2021**

As part of Team Leicestershire, the LSBA provides an ability based structure for the promotion and advancement of Junior Badminton at all levels within Leicestershire.

The LSBA Provides:

- i) Club Affiliation to Badminton England.
- ii) Junior Membership (excluding "Compete") to Badminton England.
- ii) Age group team practice sessions when required ICT etc.
- iii) Shuttles for practice and matches.
- iv) Newsletters
- v) Annual Presentation evening.
- vi) Hall costs for home matches.
- vii) General running expenses.

Note – Part of the Funding of the above is provided through the Performance Centre (PC) subscription.

**Subscription Fees 2019 – 2020** – Administered by Performance Centre (PC). Please refer to separate player specific subscription sheet which is to be updated each season.

### **Match Fees –**

This would be £5.00 for all matches regardless of home or away in the Shires, Play-offs or Final, NMBL and all friendlies. All players who take part in the RIO, Yorkshire U12, U14, U16, Cerry Davies, the match fee should be £6.00 irrespective of number of games they play at these events.

At Home matches you will also be asked to provide food – either savoury or sweet – your manager will advise you accordingly.

**Training Sessions** – These will be carried out by the Leicestershire Performance centre through Team Leicestershire. Players will be advised individually of their training day(days).

Shuttles are supplied but players need:

- To wear badminton shoes - which must be worn only in the hall – do not come to the venue in your badminton shoes;
- Rackets - preferably two the same make and model in case strings break;
- To wear the correct sports kit,
- Water to drink in a sports bottle,
- A towel.

### **Player Commitment**

Player commitments are: -

- Regular squad attendance, records are maintained, notifying a squad coach in advance if you are unable to attend, so other players may be invited.
- Pay attention to and follow the advice and requirements of the coaches and managers.
- Wear the correct sports kit and appropriate badminton shoes for all matches and training sessions.
- Regular confirmation of availability for County matches.

### **Parents Commitment**

- You are probably aware participation in any sport at county level is a big undertaking. County badminton is not like a badminton club. It requires a serious commitment not only from our players but also from all parents, who have an important role in the development of their child in particular and the squad as a whole.

#### ***Squad Sessions***

- Parents are more than willing to stay during the squad training sessions however we request that you sit upstairs in the viewing gallery whilst the sessions are taking place.

### **Important**

- **When dropping your children off always check that a coach is on the premises and hall available rather than dropping your child off at the external entrance door. Ideally escorting your child/player into the badminton hall in case training has been cancelled.**



## **Club Officials and Volunteers Code of Conduct**

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 the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by BADMINTON England and the club.
- Hold appropriate, valid qualifications and insurance cover.
- 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.

## **Parents and Carers Code of Conduct**

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

- Encourage your child to learn the rules of the club and play within them.
- 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 club sessions and events.
- Ensure your child's fees are paid promptly by the due date

## **Junior Members Code of Conduct**

Leicestershire Schools Badminton Association is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club 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 or Welfare Officer.

As a member of Leicestershire Schools Badminton Association, you are expected to abide by the following junior code of practice:

- All members must play within the rules and laws of the game and respect officials and their decisions.
- 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 or inform their coach or appropriate official if they are going to be late.
- Members should, if selected for a competition or match and is required to withdraw, inform their coach or appropriate official immediately.
- Members must wear suitable badminton sports clothing for club sessions and competitions (which could include designated team shirts), as agreed with the coach or officials of the club.
- 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 on the club premises or whilst representing the club. (Junior members who are required to take prescribed medicine must discuss this with the Welfare Officer.)

### **Matches and Tournaments**

#### **Shires League**

A national league split into regions, the top teams from each league going through to a play off and league finals towards the end of the season. True age group (Under 12, Under 14, Under 16, Under 18 & Under 20)

#### **North Midway League**

This team tournament is organised by Yorkshire SBA/LSBA and consist of two events where every county play's in a round robin event. Mid age group (Under 11, Under 13, Under 15, and under 17).

#### **Inter Counties Tournament (ICT)**

The Inter Counties Tournament (ICT) holds a special place in the hearts of all the young players that take part. For some it will be the last event to represent their County in junior badminton, for others it is an experience of a lifetime as they come up the ranks. Starting in 1966 the event is fast approaching its 54th year and for a considerable number of those years has been held at the University of Nottingham who not only open up their sports halls but accommodation and catering facilities for over 500 young players and managers. Teams consist of 5 boys and 5 girls playing in three group stages with each match consisting of 10 games. Played over four jam packed days every teams dream is to qualify in the final four for the chance to playoff to become the U18 County Challenge champions.

### **Friendly matches**

Whenever possible these matches are arranged to give all players the chance to represent their County. If you would be willing to help run a friendly match then please let your child's age group team manager know.

### **Guidelines for LSBA Championship Tournaments**

It is now the policy of the LSBA to ensure all LSBA Championships are run to the same format. (Not withstanding low entry issues).

Ensure all players in your squad receive an entry form in good time.

Encourage players from age groups below to enter.

To ensure all players have plenty of play the format is to be based on 1<sup>st</sup> round group matches in boxes.

Depending on numbers 1<sup>st</sup> and 2<sup>nd</sup> in group to go through to knock out stage i.e. 4 or more players per group.

Each tournament entry form to have an area for parent/carer/player to consent to any photos taken to be used for publicity purposes.

### **Badminton England Junior Circuit Tournaments**

Junior circuit tournaments are split into three different sections: Gold, Silver & Bronze

There are junior circuit tournaments for U11, U13, U15, U17 and U19 age groups. In U15, U17 and U19 age groups the tournaments are rated either Gold, Silver or Bronze. For players in the U13 age group the tournaments are rated Gold and Bronze. U11 age group tournaments are rated Bronze.

All tournaments are open to anybody, provided you meet the age and grading restrictions applicable for that tournament. Please see the rules and regulations applicable to the tournament you are entering. These can be seen on the Badminton England website and during the online entry process.

**Further information on this seasons tournaments can be obtained from visiting [www.badmintonengland.co.uk/competition/juniors](http://www.badmintonengland.co.uk/competition/juniors) or the LSBA website.**

### **Selection policy.**

Throughout the season players who fail to maintain the required standard in any of the disciplines will be excluded from the squad and training sessions. Likewise, players who show improvement in these disciplines will also have the opportunity to attend, or re-attend for assessment.

Players cannot assume that, if they have been members of a squad for one age group, they will automatically become members of the next group the following year.

**When players of different age groups are of the same ability (e.g. U16 & U17), then the player from the older age group will be given preference.**

## **SEE APPENDIX B (Full Selection Policy - )**

### **Child Protection Policy**

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

The club will:

- The club has adopted BADMINTON England's child protection and procedures and is working to the guidance laid down
- The club ensures that BADMINTON England DBS checks are undertaken for volunteers and coaches in regular contact with young people and vulnerable adults.
- The club has an appointed Welfare Officer who has attended recognised child protection training.
- Implement procedures to provide a duty of care for children and vulnerable adults to safeguard their well-being and protect them from abuse
- Respect and promote the rights, wishes and feelings of young people.
- 
- Ensure that advice, guidance and training is available for all volunteers involved with the management of the club.
- Adopt best practice to safeguard and protect young people from abuse and volunteers from false allegations.
- Require all members and visitors to abide by the club's codes of conduct and equity policy
- Respond to all incidents of suspicious poor practice and allegations seriously, swiftly and appropriately.
- Report allegations or incidence of suspicious poor practice to the Club Welfare Officer
- Ensure that no surnames/names appear on photos being used as publicity material without the full consent of parent/carer/player.

A full copy of the BADMINTON England's 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). It is also available on the Leicestershire Schools Badminton Association website [www.leicestershiresba.co.uk](http://www.leicestershiresba.co.uk).

### **SEE APPENDIX C (advice for parents/carer on all forms of Bullying)**

## Equity Policy.

- This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

**Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.**

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## Safeguarding Policy.

**It was agreed at the end of last season AGM to again adopt the Badminton England Safeguarding Guidelines. See Appendix D.**

## FIRST AID PROVISION

The club provides emergency first aid and a first aid kit is available at the club venue and where relevant at training / competition events. The nominated club officer is responsible for ensuring that the first aid kit is easily accessible and that it is fully stocked with items that are within their shelf life.

Nominated Club Officer: **Carole Spencer?**

Under guidance from the Health & Safety Executive, the first aid kit contains at least the following items:

- The HSE Basic Advice on First Aid at Work leaflet giving general guidance on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings.
- Two large (approximately 18cm x 18cm) un-medicated wound dressings.
- One pair of disposable gloves.
- Supply of instant Ice Packs

NB. Tablets or medicines are not kept in the first aid box.

Personnel qualified in basic first aid:

NAME: Terry Talbot	Position at Performance Centre: Coach
NAME: Graham Forryan	Position at Performance Centre: Coach
NAME: Dave Watts	Position at Performance Centre: Coach
NAME: Chris Hall	Position at Performance Centre: Coach
NAME: Anthony Clark	Position at Performance Centre: Coach
NAME: Mark King	Position at Performance Centre: Coach

## **Appendices**

A – Constitution

B – Team Selection

C – Anti –Bullying

D – Safe Guarding.

E – Data Protection Policy

## **APPENDIX A**

### Leicestershire Schools Badminton Association

#### **Constitution**

##### **1) NAME**

The Association will be called the Leicestershire Schools' Badminton Association and will be affiliated to the Badminton Association of England.

##### **2) OBJECTIVES**

- a) To invite into the Association all Schools and Junior Clubs in the County of Leicestershire who are interested and involved in badminton, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b) To promote and encourage badminton among school children and sixth form students.
- c) To promote courses and competitions.
- d) To further the education of coaches and to establish coaching centres in each County district.
- e) To co-operate with national, regional, county and other interested bodies in the furtherance of these aims.
- f) To make sure all club members are treated equally and fairly

##### **3) MEMBERSHIP**

Membership of the Association will be open to all Leicestershire school children. Affiliated members will pay an annual affiliation fee as determined at the Annual General Meeting.

##### **4) OFFICERS**

The following officers will be elected annually at the Annual General Meeting to form a committee:-

Chairperson  
Vice Chairperson  
Honorary Secretary  
Honorary Treasurer  
Welfare Officer  
Publicity Secretary  
Match Secretary  
Age Group Team Managers  
Development Officer  
Junior Club Representative  
Schools Representative  
Catering Manager

##### **5) MANAGEMENT MEETINGS**

The management of the Association will be in the hands of the elected officers.

- a) The officers will be elected at the Annual General Meeting.
- b) The officers will have the power to co-opt more members as and when necessary. Co-opted members will not be entitled to a vote on the committee.
- c) The officers will have the power to set up such sub-committees as they deem necessary.
- d) For the transaction of business at an officers' meeting nine members will constitute a quorum.

- e) The Secretary of the club will convene committee meetings and hold no less than 8 meetings per year.
- f) The committee is authorised to pay an annual honorarium to all officers in accordance with a scale approved at the Annual General Meeting.
- g) Nominations should be proposed and seconded by any two members of any affiliated club or by the committee and sent in writing to the secretary at least fourteen days before the date of the Annual General Meeting.
- h) Any member or club wishing to make formal proposals for consideration at the Annual General Meeting must submit the same in writing to the Honorary Secretary at least twenty eight days before the date of the Annual General Meeting.
- i) Decisions will be made on the basis of a single majority vote. In the case of equal votes the chairperson will be entitled to an additional casting vote.
- j) Each school, club, or player will be entitled to send one representative to vote at the annual general meeting, in addition to the members of the committee who will have one vote each.
- k) The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings which will be conducted in accordance with the Badminton England Disciplinary Regulations.

## **6) CLUB POLICIES**

The club adopts the following policies and Codes of Conduct (Appendix 1)

- a) Badminton England Equality Policy
- b) Badminton England Safeguarding & Protecting Young People policy.
- c) Badminton England Codes of conduct for players, coaches, volunteers, officials and parents.
- d) Set of rules for children and young people

## **7) FINANCE**

- a) All club monies will be banked in an account held in the name of the club.
- b) The treasurer will be responsible for the finances of the club and will present an audited statement of annual accounts at the Annual General Meeting.
- c) Any cheques drawn against club funds must hold the signatures of the Treasurer plus one of the two other signatories i.e. Chairman or Secretary.
- d) The financial year of the club will end on 31<sup>st</sup> April each year.

## **8) ANNUAL GENERAL MEETINGS**

- a) The Honorary Secretary will give twenty eight days notice in writing to all schools and clubs with affiliated members of annual general meetings.
- b) The Annual General Meeting will be held before 31<sup>st</sup> July each year.
- c) The constitution of this Association will be amended at an Annual or Extraordinary General Meeting and only if passed by at least two thirds of those present.
- d) At each Annual General Meeting the officers will present the annual report on the previous year's activities.
- e) At each Annual General Meeting the financial accounts of the Association for the previous year will be approved and adopted.
- f) At each Annual General Meeting the annual subscriptions will be fixed and the scale of annual honoraria will be made available to officers of the committee.
- g) All players, parents and officials are warmly welcomed
- h) The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- i) Members of the Club also have the right to call an Extraordinary General Meeting which must be called for by a least 50% of the membership and communicated with 21 days notice.
- j) Proxy voting will not be allowed.



k) An auditor will be elected.

## **9) SAFEGUARDING YOUNG PEOPLE**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

## **10) DISCIPLINARY & APPEALS**

a) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

b) The Management Committee will meet to hear complaints within 7/14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

c) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7/14 days of the hearing.

d) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7/14 days of the Secretary receiving the appeal.

e) The club will work to best practice in dealing with disciplinary issues as laid down in the Badminton England Disciplinary Regulations.

## **11) DISSOLUTION**

a) If at any Annual General Meeting of the Association a resolution is passed calling for the dissolution of the Association, the secretary will immediately convene an Extraordinary General Meeting of the Association to be held not less than one month thereafter to discuss and vote on the resolution.

b) If at this Extraordinary General Meeting the resolution is carried by at least two thirds of the full members present at the meeting, the general committee will thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Association, and discharge all debts and liabilities of the Association.

c) After discharging all debts and liabilities of the Association, the remaining assets will be given or transferred to some other voluntary organisation having objectives similar to those of the Association.

## ***APPENDIX B***

### **LSBA Team Selection**

#### **Policy and Application of Policy**

#### **1 LSBA Competitive Aims**

Leicestershire Schools Badminton Association (LSBA) selects teams to represent the County in competing for junior Badminton honours. In so doing, Leicestershire players are given the

opportunity to test themselves against the best in the Country, and to develop their badminton skills.

## **2 LSBA Policy of Transparency**

The LSBA wants to give opportunities to all County standard children to represent Leicestershire at the highest level.

Wherever there are potential selections that could be contentious, the Team Managers Junior County Captain and Coaches will anticipate challenge and make transparent the reasons for their choice to the Committee before the team is published

As at school and at other organisations selecting teams, there will always be occasion when some children and parents will be disappointed when there is disagreement with the team selected.

“Player’s representing another County before playing for Leicestershire needs to be ratified by the committee”

## **3 LSBA Player Eligibility**

Junior players are eligible to represent Leicestershire if they:

- Were born in Leicestershire;
- or Go to school in Leicestershire;
- or Live in Leicestershire
- and also be a current junior member of Badminton England

## **4 LSBA Team Selection Criteria**

Teams will be selected according to an assessment using the following criteria:

### **4.1 Player Availability**

The player has to be available to play and committed to represent Leicestershire.

### **4.2 Player Form**

The Team Managers Junior County Captain and Coaches reach an opinion of relative player form from assessing all of the below:

- Badminton England grading and ranking.
- Previous results, including head to head games with other County players, and performance in recent matches;
- Consultation with relevant Assistant Managers and Club, PC, and County coaches
- Consultation with Team Managers of other age groups in the County.

### **4.3 Positivity of Player Attitude**

A positive attitude will be an important part of selection and covers: support for team spirit; commitment to the Leicestershire team reputation; availability for Shires matches; enthusiasm, the will to win, respect for the opposition, and good sporting behaviour, on and off court. Where a players attitude, conduct or behaviour falls below that expected (see players code of conduct) it could result in their de-selection from a team.

#### **4.4 Player Development**

The Team Manager/s Junior County Captain and Coaches decides who of those are available to play would benefit from the experience of playing, and shares the selections around the age group squad in turn (wherever possible).

Friendly matches are encouraged and arranged wherever possible so as to expose as many children as possible to county representation.

### **5 LSBA Appointment of Team Managers**

Team Managers are appointed by the committee, at or after the Annual General Meeting.

The Team Manager's role is to select teams in conjunction with coaches and the Junior County Captain objectively according to the type of event, with transparently without bias and taking into account the policy within this document.

### **6 Team Selection Policy**

#### **6.1 Selection for National Team Events**

Leicestershire County's objective is to win: to be the best County in the Country at badminton and should select the strongest team available.

The Team Manager, Junior County Captain and Coaches will select the team, applying the criteria below:

1. Player Availability;
2. Player Form;
3. Performance at Training Sessions ;
4. Player Attitude;

#### **6.2 Selection for League Standard Events**

Leicestershire County's objective is to win. The team should be picked taking into account the strength of opposition, as long as it does not jeopardise the aim of qualifying for the Finals and Play-Offs

The Team Manager, Junior County Captain and Coaches select the team according to:

1. Player Availability;
2. Player Form;
3. Player Attitude;
4. Player Development;
5. Performance at training sessions;

#### **6.3 Selection for Friendly Standard Events**

Leicestershire County's objective is to be competitive and to give as many fringe players as possible the opportunity to play.

The Team Manager, Junior County Captain and Coaches select the team according to:

1. Player Availability;

2. Player Attitude;
3. Player Development;
4. Player Form;

**N.B Please note that in the all of the above instances the following will apply :**

If two players under consideration have an equal ability and if each player is from a different age group, the player of same age group as the event will be selected.

Important Note: The LSBA recognises and applauds the efforts of all children in the squad, particularly those who have contributed through the season but are not selected for an event.

## **6.4 LSBA Ranking of Events**

The LSBA has given events and fixtures the following rankings:-

<b><u>Event/Fixture</u></b>	<b><u>Ranking</u></b>
ICT – U18	National Team Event
Rio – U18	National Team Event
Shires League Finals	National Team Event
Team Events (All other)	League (second teams if entered - Friendly)
Shires League	League
Friendly	Friendly

## **7 County Colours**

Leicestershire awards County Colours in the form of a 'sewn on' badge relevant to the age group. To be entitled to Colours a player must represent Leicestershire in at least **three representative** County Matches (for the U14, U16, U18 & U20 age groups only) in the current season (this does not include friendly matches).

These awards will be presented to players at the end of the season. A player can only receive county colours for the age group they qualify for once.

## **8 Complaints and Standards**

Parents should recognise that there may be circumstances where they feel, in their opinion, a complaint should be made. In the first instant, minor complaints or issues should be addressed via the Parent Representative to the Coach/Manager on the ground. Under no circumstances must a Coach/ Manager or official be approached during an event or in front of players and/or other parents; Officials of LSBA must not be verbally abused in any way at events. Standards of conduct apply to both Players and Parents and complaints should be dealt with in a professional manner at all times. Should any matter not be resolved by the Officials on the ground, then at this stage a formal letter should be written as detailed below.

If no Parent Representative has been appointed then please direct your complaint to the Coach/Manager in the first instance.

**8.1** Issues of a general, minor nature which may affect a squad as a whole should be addressed via the Parent Representative who may raise the issue with the LSBA Committee.

**8.2** Formal complaints should be made in writing and forwarded via the LSBA Secretary. Formal complaints are dealt with in accordance with guidelines laid down by BADMINTON England. Most complaints can be dealt with by LSBA, however, complaints of a serious nature may be dealt with by BADMINTON England under their disciplinary procedures. This may incur costs should the complaint be unfounded. Information is on the following web site. [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk)

**8.3** Parents and players should recognise that in badminton the order of loyalty of play is: - Country-County-Tournament-Club-School. Of course, Education may take priority over Sport; however, there may be times where there is a conflict with other sporting groups and organisations. County Matches and Team events are considered of very high importance and should be given highest priority. It is an honour to be asked to represent your County and turning down an invitation must be for very good reason. Older players may be asked to represent Senior County. Should a clash occur, priority is always given to your Junior Squad unless agreed by your Squad Coach/Manager in liaison with Senior County. This is partly in the interest of the development of a child and in accordance with BADMINTON England's Long Term Athlete Development. Playing senior badminton too soon may have a detrimental effect in some cases and parents are advised to liaise with Coaches before undertaking such events. In most cases a mutually agreeable solution can be found.

### ***Appendix C***

#### **Leicestershire Schools Badminton Association**

#### **Anti Bullying Policy**

The LSBA has adopted the Badminton England Safeguarding Anti - Bullying Guidance. Copy on website as a pdf document.

### ***Appendix D***

#### **Leicestershire Schools Badminton Association**

#### **Safe Guarding policy.**

The LSBA has adopted the Badminton England Safeguarding Anti - Bullying Guidance. Copy on website as a pdf document.

### ***Appendix E***

#### **Leicestershire Schools Badminton Association**

#### **Data Protection Policy.**

### **Privacy Statement**

Team Leicestershire are committed to protecting and respecting your privacy. Both the Team Leicestershire Performance Centre (PC) and the Leicestershire Schools Badminton Association (LSBA) will be the 'data controller' and are responsible for storing and otherwise processing that data in a fair, lawful and transparent way. Where this statement refers to 'you' or 'your', this includes both you and your child's details.

#### **What personal data we hold on you?**

You may give us information about you by filling in forms for an event or tournament, or by corresponding with us by phone, email or otherwise. This includes the information you provide on the Membership Form and reply slip. The information you

provide us with may include your name, date of birth, address, email address and phone number(s). We may also ask for relevant medical information which will be classed as 'Special Category Personal Data'.

#### Why we need your personal data?

Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you have signed up for.

Reasons we need to process your personal data include:

##### PC

- Sharing personal data with coaches to administer training sessions
- Sharing anonymised data with a funding partner as a condition of grant funding
- Analysing anonymised data to monitor trends

##### LSBA

- Sharing personal data with team managers
- Sharing personal data with leagues and other competition providers for entry into events
- Sharing anonymised data with a funding partner as a condition of grant funding
- Processing of memberships and payments
- Sharing data with committee members to provide information about club activities, membership renewals or invitations to events
- Newsletter
- Publishing competition results
- Sending information about selling kit, merchandise and fundraising

Any 'Special Category Personal Data' we hold on you is only processed for safe running of training and events. We process this data on the lawful basis of consent. Therefore, we will need your explicit consent to process this data. (*See Section D of the Membership Form*)

On occasion we may collect personal data from non-members. This information will be stored for 30 days and then destroyed securely. Our lawful basis for processing this personal data is consent. Therefore, we will ask for explicit consent at the point of collection.

Team Leicestershire has various forms of social media. All members are free to join these pages. If you join one of the social media pages, please note that the provider of the social media platform may have their own privacy policies and that Team Leicestershire does not accept any responsibility or liability for these policies.

#### Who we share your personal data with?

When you become a member or renew your membership with Team Leicestershire you will automatically be registered as a member of Badminton England. We will provide Badminton England with your personal data which they will use to register you as a Badminton England member. This is necessary for insurance purposes.

If you have any questions about the continuing privacy of your personal data when it is shared with Badminton England, please contact [DPO@BadmintonEngland.co.uk](mailto:DPO@BadmintonEngland.co.uk)

The club does not supply any personal data it holds for this purpose to any other third party.

#### How long we hold your personal data?

We will hold your personal data on file for as long as you are a member with us. Any personal data we hold will be securely destroyed in line with our retention policy. Your data is processed for any further purposes than those detailed in the privacy policy.

#### Your right regarding your personal data?

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioners Office (ICO) about the processing of your personal data.

As a data subject you are not obliged to share your personal with Team Leicestershire. If you chose not to share your personal data with us we may not be able to register or administer your membership.