



<https://www.cometsjbc.com/>

Codes of Conduct and Procedures

Welcome to Comets Junior Badminton Club.

This booklet sets out the standards of behaviour and organisation which the club provides, and which it expects all its coaches, helpers, and members to maintain.

Please read this booklet, and please notify us if you have understood and agree to maintain our standards.

Gill Bartlett

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Child Protection Policy Statement

Comets Junior Badminton Club follows the Badminton England guidelines on child protection. 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:

1. Implement procedures to provide a duty of care for young people to safeguard their well-being and protect them from harm
2. Respect and promote the rights, wishes and feelings of young people
3. Ensure that advice, guidance and training is available for all volunteers involved with the management and activities of the club
4. Adopt best practice to safeguard and protect young people from abuse, and volunteers from false allegations.
5. Require all members and visitors to abide by the club's codes of conduct and equity policy
6. Respond to all incidents of suspicious poor practice and allegations seriously, swiftly and appropriately
7. Report allegations or incidence of suspicious poor practice to the club Welfare Officer, or Herts Badminton Association Child Welfare Officer.

Code of Conduct for Members

Comets Junior Badminton Club 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 be encouraged to be open sharing any concerns or complaints they may have about any aspect of the club with the club Chairman or Secretary.

As a member of the club you are expected to abide by the following code of conduct.

1. All members must play within the laws of the game and respect all officials and their decisions.
2. All members must show respect for other members in the club and opponents.
3. All members should keep to agreed times for sessions and competitions, and inform the appropriate person if they are going to be late.
4. Once a club session has started, members must not leave the hall without permission from their coach.
5. If having been selected for a competition or match, a young player is unable to play as expected, they must inform the appropriate person immediately.
6. All members must wear appropriate badminton sports clothing for club sessions and competitions.
7. All members must pay any fees for club activities promptly or by the due date.
8. Members are not permitted to smoke, consume alcohol or drugs of any kind (except prescribed medication) on the club premises or whilst representing the club. (If you are required to take prescribed medicine, please make sure the club Secretary has current details of them.)

Code of Conduct for Parents/ Carers

Please help the club provide an atmosphere and culture which encourages fair play and promotes our sport.

1. Encourage your child to learn the rules of the game, and play within them
2. Encourage your child to value fair play and accept the judgement of officials
3. Help your child to recognise good performance, not just results
4. Support your child's involvement and help them to enjoy their sport
5. Ensure your child arrives on time for club sessions and events and is picked up on time from them
6. Ensure your child's fees are paid promptly by the due date
7. Never blame a child for losing or making mistakes.
8. Once a club session has started, the coach is in charge: children must not leave the hall without the permission of their coach, and sessions should not be interrupted by parents or carers.
9. Encourage your child to learn the rules of the club, and respect them yourself.

Codes of Conduct for Coaches & Helpers

All Club Coaches and Helpers must:

1. Consider the well-being and safety of players before the development of performance.
2. Develop an appropriate working relationship with players, based on mutual trust and respect.
3. Make sure all activities are appropriate to the age, ability and experience of those taking part.
4. Promote the positive aspects of the sport (e.g. fair play).
5. Never condone rule violations, rough play or the use of prohibited substances.
6. Display consistently high standards of behaviour and appearance.
7. Follow all guidelines laid down by Badminton England and Comets Junior Badminton Club.

Club coaches must:

1. Hold appropriate, valid qualifications and insurance cover.
2. Never exert undue influence over potentially high-achieving players to obtain personal benefit or reward.

Club coaches are encouraged to demonstrate a commitment to continual professional development

Emergency Procedures Guidelines

Accidents can happen anywhere. Although behaving sensibly and safely will prevent a lot of accidents, it's important to know what to do - just in case.

Normally during club nights a coach will take charge of the situation. At HSV the first aider can be contacted via Reception.

Team Managers will be provided with information and appropriate resources to deal with incidents at away matches.

If an incident/accident occurs during club activities:

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the coach or the person in charge who should take appropriate action for minor injuries.
4. In the event of an injury requiring specialist treatment, alert the coach or the person in charge, who will if necessary
 - a. Call the emergency services.
 - b. Deal with the rest of the group and ensure that they are adequately supervised.
 - c. Not move someone with major injuries. Wait for the emergency medics.
 - d. Contact the injured person's parent/carer.
5. The person in charge will complete an incident/accident report form. The form should be completed by the main person who dealt with the incident.
 - a. If appropriate, collect and collate statements from witnesses.
 - b. Completed forms should be forwarded to the Club Welfare Officer and kept safely in the club Accident Report file.

Equity Policy

Comets Junior Badminton 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.

Concerns about discriminatory behaviour should be reported to the club Welfare Officer.

List of Contacts

Chairman	Dave Bartlett	DaveBartlett11@Outlook.com	01438 715374
Secretary	Gill Bartlett	GillBartlett2@outlook.com	01438 715374
Treasurer Auditor	Stuart Wood		
Coaches	Dave Bartlett Gill Bartlett Khalid Qureshi Ku Qureshi Amy Welsh Oliver Bartlett		
Club Welfare Officer	Dave Bartlett	DaveBartlett11@Outlook.com	01438 715374
Herts Badminton Association Child Welfare Officer	Barbara Lewczynska	tournaments@hjba.org.uk	01923 856539
HSV Reception			01707 284466

History of Document Changes

21 June 2021 Rev 3 Aug 23: Updates

Page 3 'The club will:

- Implement procedures to provide a duty of care for young people to safeguard their well-being and protect them from harm' – **from abuse.**

Page 9 'History of Document Changes' added

- changes of personal.