

Lincolnshire Badminton Association (LBA) is affiliated to Badminton England (BE) and abides by and adopts the policies of Badminton England. If you are unable to find the information you are looking for below, please refer to the BE website www.badmintonengland.co.uk.

EQUAL OPPORTUNITIES POLICY

1. Statement of Intent

The LBA is fully committed to the principles of equality of opportunity and is responsible for ensuring that all job applicants, employees, volunteers and members receive equitable treatment on grounds of age, colour, disability, ethnicity, parental or social status, nationality, religious belief and sexual preference.

The LBA will ensure that there is open and fair access to all those who wish to participate in the sport, ensure that equal opportunities are promoted at every level by heightening awareness and encouraging all members of the LBA to treat all others with respect, encourage and advise all players, irrespective of gender, ability, ethnicity, religion or social circumstance as to the best way of accessing the resources available to members and affiliated clubs so that they can make the greatest possible progress possible, place equal value on the achievements of all its members, ensure that a safe and secure environment is provided for all activities and require all affiliated clubs to have a club specific equal opportunities policy.

2. Organisation & Management of Equal Opportunities

All affiliated Clubs will be issued annually with the Directory of Badminton for Lincolnshire, which should be readily available for any club member to read. This will include the full LBA Constitution, Badminton England's Safeguarding and Young People's Policy, BE Equality and Diversity, LBA Equal Opportunities Policy, LBA Disciplinary Procedures, LBA League Rules for the year, senior county team selection procedures; LBA official contacts list as well as full information about the affiliated clubs.

All affiliated Clubs with junior members and junior county squad members will receive an Under 18 Directory, which will include a child friendly version of all the above items. Clubs should make this readily available to all junior members. The LBA will maintain an up to date website giving as much information as possible. Individual copies of the Directory of Badminton for Lincolnshire and the Under 18 Directory will be available, at a nominal fee, on request from the Secretary. All employees and members of the LBA will be expected to abide by the conditions laid down in the Constitution. All affiliated clubs, development groups, leagues or other groups must be properly constituted and produce their own club specific policies on Safeguarding Young People, Equality and Diversity and Disciplinary procedures and abide by the policies of the LBA and BE. The LBA will notify all affiliated clubs of the arrangements for the county trials. All inter county competition teams will be selected on merit and ability alone. All details of trials, tournaments and activities will be posted on the website. Junior team managers will provide all members of their squads with a copy of the Under 18 Directory, the proposed programme at the start of the season and will inform members as early as possible of all tournaments, venues and club activities which they are eligible to join.

3. Responsibility

All members of the LBA - affiliated clubs have the responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

The LBA and its Council will - take measures to ensure that its selection and other practices are non-discriminatory, ensure that no member or individual is disadvantaged by requirements or conditions which are not necessary or which constitute unfair discrimination, adopt a planned approach to avoid discrimination, ensure that employees and volunteers working for the LBA can demonstrate their commitment to the principles and practice of equity, take positive action to introduce special measures for any group that is currently under represented in its membership and regularly monitor and evaluate this policy and practices on an ongoing basis and inform members of its impact.

The Council of the LBA will have overall responsibility for the implementation of this policy. It is responsible for ensuring that this equal opportunities policy is followed in dealing with any actual or potential breaches.

4. Disciplinary & Grievance Procedures

To safeguard individual rights under the policy, a member or individual who believes they have suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure. Appropriate disciplinary action, in accordance with its disciplinary procedures, will be taken against any member or individual who violates the LBA's Equal Opportunities Policy. The LBA is concerned that individuals feel able to raise any grievance and no member or individual will be penalised for doing so unless it is untrue and not made in good faith.

DISCIPLINARY PROCEDURE

The Disciplinary Procedure (hereinafter referred to as 'The Procedure') which is based on that adhered to by BE applies to: all badminton clubs which are members of or affiliated to the LBA (Clubs), all coaches on the National Association's Register of Coaches contracted to the clubs or to the LBA, all members of the LBA county squads, all other persons affiliated to the LBA or BE including members and individuals whether affiliated to BE through the on court/courtside membership schemes or otherwise and all officials whether voluntary or employed directly by the LBA or by other clubs.

It will be applied in relation to all breaches of the: rules and regulations of BE and the regulations governing the playing of badminton (together 'the Regulations'), LBA and club rules and regulations ('the Rules') and National Coaching Department's Code of Conduct and Ethics ('the Code').

Any complaint concerning Child Protection must be dealt with in accordance with the LBA's /BE Safeguarding and Young People's Policy.

Complaints about a player's behaviour must be made in the first instance to the relevant coach, team manager, captain or tournament referee who will resolve the issue if possible.

1. Any complaint about a coach, player, official or other person received by the LBA will be dealt with in accordance with the Procedure. 1.1 The purpose of the Procedure is to ensure that the LBA behaves fairly towards all clubs, registered coaches, county squad players, members and affiliated bodies, officials and other persons in investigating and dealing with alleged instances of unacceptable conduct or performance. Accordingly the LBA reserves the right to depart from the precise requirements of the Procedure, where it is expedient to do so and where the resulting treatment of the relevant person is no less fair and provided the result is consistent with BE's objective of achieving harmonisation in dealing with disciplinary matters. 1.2 All cases of disciplinary action under the Procedure will be recorded and placed in the LBA's records. A copy of the LBA's records relevant to the alleged unacceptable conduct or performance will be supplied to the person or body being disciplined upon that person's request in writing.

2. Offences under the Procedure fall into four main categories namely: a) minor breaches of the Code and the Regulations b) serious breaches of the Code and the Regulations c) any breaches of the Rules d) other disciplinary offences against any other rules and regulations of the LBA.

3. The Disciplinary Committee of the LBA (Disciplinary Sub-Committee) shall be appointed by the LBA's Council (Council) and shall consist of three members of the Council together with the Chairman of the Council or such other person as he may at his absolute discretion appoint as his alternate. Copies of all complaints against each person to whom the Procedure applies and who is subject to investigation, as referred to will, in each case, be made available to the Disciplinary Sub-Committee which shall follow the process set out below (4) in determining how the matter should be dealt with and if it needs to be dealt with.

4. Complaints must be made in writing to the LBA's Honorary Secretary. Where a complaint is received by the LBA against a person to whom the Procedure applies, the following steps will be taken by the Disciplinary Sub-Committee, as appropriate. 4.1 The person complained about will be informed in writing of the substance of the complaint but not the identity of the complainant within seven days of receipt of such complaint by the LBA. He will be given an opportunity to respond in writing to the Disciplinary Sub-Committee and must, if he wishes to deny or refute the complaint, do so in writing within seven days of his receipt of notification of the complaint from the LBA. 4.2 The Disciplinary Sub-Committee, at its absolute discretion, applying the rules of natural justice and fairness, will decide whether further action needs to be taken hereunder and if it so decides will proceed as set out below (4.3). Very serious matters, e.g. those affecting other County Associations, impacting on BE, or the subject of criminal investigation or prosecution, may be referred to BE but otherwise all complaints shall be dealt with by the Disciplinary Sub-Committee. In the event of the LBA having concerns as to whether the matter is sufficiently serious for BE to be involved, written referral shall be made to the Chief Executive of BE for clarification and guidance. The Chief Executive of BE's decision as to whether a complaint should be heard in the first instance by the LBA or BE shall be final and binding. 4.3 Investigations: An investigation of the matter complained of will be undertaken by the Disciplinary Sub-Committee and if appropriate the Disciplinary Sub-Committee may by written notice suspend the person complained of for a specified period during which time such an investigation will be undertaken. The decision to suspend such person will be notified to him by the Disciplinary Sub-Committee and confirmed in writing. 4.4 Interim action: Following investigation of the matter complained of, the Disciplinary Sub-Committee shall be entitled to issue a written warning, impose a temporary suspension, impose a suspension pending investigation of the

complaint or levy a fine not exceeding £50, without the need to hold a Disciplinary Hearing.

4.5 Disciplinary Hearing: If the Disciplinary Sub-Committee decides to hold a Disciplinary Hearing, the person complained of will be given details of the complaint against him at least seven days before any such Disciplinary Hearing. At any Disciplinary Hearing he will be given the opportunity to state his case and may also be accompanied by a friend or adviser. The Disciplinary Sub-Committee reserves the right to have its own adviser present at any hearing. No disciplinary penalty (other than those referred to in 4.4 above) will be imposed without a Disciplinary Hearing. In the event that any of the members of the Disciplinary Sub-Committee shall be the complainant another member of the Council shall replace him.

4.6 As set out in 4.2 above and after consultation with the Chief executive of BE and subject to the consent of BE the Disciplinary Sub-Committee may only refer complaints about very serious misconduct to the Disciplinary Panel of BE ('Disciplinary Panel') for investigation and decision.

5. Appeals: Following any action taken under 4.3, 4.4, 4.5 or 4.6, the person complained of has a right of appeal against the decision of the Disciplinary Sub-Committee or, where appropriate, the Disciplinary Panel or the penalty imposed thereby to the Appeal Committee (as defined below 5.3). He should inform the Honorary Secretary of the LBA in writing of his wish to appeal and the reasons therefore within seven days of the date of his receipt of the notification of the Disciplinary Sub-Committee's decision or where appropriate that of the Disciplinary Panel.

5.1 The Appellant's request for an Appeal Hearing must be accompanied by a deposit of £25 and payment of any fine levied by the Disciplinary Sub-Committee. These sums will be refunded in the event of the Appellant's appeal being successful, but will be retained by the LBA in the event that the Appellant is unsuccessful.

5.2 The decision as to whether to allow the appeal to proceed is in the absolute discretion of the Appeal Committee applying the rules of natural justice. The Appeal Committee shall not grant leave to appeal in circumstances where the Appellant can produce evidence which has not been produced before, through no fault of the Appellant, or on the grounds that the penalty imposed was too severe in all the circumstances of the matter.

5.3 The Appeal Committee will consist of three members of the LBA's Council and a Chairman from outside the LBA. Where any member of the Appeal Committee was involved in the complaint at an earlier stage, that person shall not sit on the Appeal Committee.

5.4 The Appeal Committee will conduct an Appeal Hearing as soon as possible after leave to appeal has been granted by it. At this Appeal Hearing, the Appellant will be given an opportunity to produce any evidence not already produced to the Disciplinary Sub-Committee and/or to challenge the severity of the penalty imposed. He will be entitled to be accompanied by a friend or adviser and the Appeal Committee reserves the right to have its own adviser present at any Appeal Hearing. The Appeal Committee reserves the right to increase any penalty imposed by the Disciplinary Sub-Committee.

5.5 Subject to 5.6 and 6 below, the decision of the Appeal Committee will be notified to the Appellant in writing within seven days and will be final and binding.

5.6 The Appellant shall have the right of appeal from the decision of the Appeal Committee to the Disciplinary Panel in the event that the matter has not already gone before the Disciplinary Panel. In such cases, The Disciplinary Panel shall apply the procedure laid down in BE's own procedures and its decision in a matter shall be final and binding on both the complainant and the LBA.

6. Minor breaches. The following offences are examples of minor breaches of the Code, the Rule and the Regulations: bad time-keeping, inappropriate dress code on court, smoking whilst coaching or playing, failure to fulfil a coaching appointment, minor damage to LBA or Club property, failure to observe LBA or club procedures, misrepresentation of ability to coach and claiming higher level of coaching qualifications than those actually possessed,

deliberate failure to play to the best of his ability, negative and unhelpful attitude at matches or practices, failure to arrive at a tournament or match without notification or with notification but without proper reason and late arrival on court without proper reason. These offences are not exclusive or exhaustive and offences of a similar nature will be dealt with under this Procedure. In the event of a minor breach of the Code or the Rules and Regulations, the LBA reserves the right either to impose a fine or a temporary suspension upon an offender or give to an offender a written warning. The offender shall be entitled to appeal to the Appeal Committee under 5 above provided he complies with the provisions of that section. Provided such breach is not repeated nor any other minor breach complained of within one year, the matter will not be taken further although a note of such breach will be made in the LBA's records. If such breach is repeated or any other minor breach committed and is reported to the LBA, the LBA will deal with it as a serious breach and shall, if it considers it appropriate, instigate the investigative process and if it does not receive a satisfactory explanation from the offender may require him to attend a disciplinary hearing as provided for in 4.5.

7. Serious breaches of the Code, the Rule and Regulations. The following offences are examples of serious misconduct: abusive behaviour, theft or unauthorised possession of any property or facilities belonging to the LBA or any other player or coach, failure to play in a prearranged match for any reason other than verifiable illness, injury or other good cause, serious damage to LBA property, falsification of reports, accounts, expense claims or medical certificates, intoxication by reason of drink during a match in which he is playing, during coaching or when travelling to a match, possession of illegal drugs, the use of drugs is prohibited by the International Badminton Federation under its doping regulations, refusing to give a blood or urine sample when required for random testing for restricted drugs, giving a non-negative test result, any breach of the Rules, abuse of the position of coach contrary to section 2.5 of the Code, violent, dangerous or intimidatory conduct, sexual, racial or other harassment of any player, coach or spectator, failure to attend at any Disciplinary Hearing when required so to do and any breach of the Regulations which the Disciplinary Sub-Committee considers to be of a serious nature. These offences are not exclusive or exhaustive and offences of a similar nature will be dealt with under this Procedure. In the event of serious breaches of the Code or the Rules or the Regulations which cannot be explained to the satisfaction of the LBA, an offender may be required to attend a Disciplinary Hearing as provided for in 4.5 above.

8. The sanctions that may be applied by the Disciplinary Sub-Committee if the complaint(s) against the Appellant prove to be well founded and are upheld include the following: minor breaches of the Code and the Rules and Regulations; fines, temporary suspension from BE's coaching register, temporary suspension of membership from the relevant club, temporary suspension from County squad and the benefits that attach thereto including support for training and competition and temporary suspension of the right to play in any matches and to be entered in tournaments. Serious breaches of the Code and the Rules and Regulations; fines, temporary or permanent removal from BE's coaching register, temporary suspension of membership of the relevant club, temporary or permanent removal from County squad and the benefits that attach thereto including support for training and competition and temporary or permanent suspension of the right to play in any matches and to be entered into tournaments.

This Disciplinary Policy was adopted at the AGM 8 June 2005. REVIEWED 2015

Safeguarding and Young people's policy

We will work in accordance with the Safeguarding and Young People's Policy of Badminton England and have adopted this policy.

The welfare of the children attending all training and match sessions within this Association is paramount. All employees, volunteers, team managers, coaches and officials will be aware of child protection policies. The person with the responsibility for child protection issues with the Association is the Child Protection Officer (CPO). All Child Protection concerns will be strictly confidential. The CPO will be responsible for making a referral to Social Services, the Police or the NSPCC. Advice about concerns will be sought from the relevant Authority's Safeguarding and Young people's Committee.

Any observations which cause concern for a child will be recorded accurately without comment or interpretation on a dated and signed incident form available from the CPO. If possible another volunteer, team manager, coach or official will witness the observation. We will liaise with other bodies. The Association operates in accordance with Local Authority guidelines. All confidential records on a child will be shared with the relevant Social Service Department if the Association feels that the parents have not given an adequate explanation of the child's condition.

We will support families. Where abuse at home is suspected, the Association will continue to welcome the child and their parents into the Association while investigations are carried out. Advice about concerns may be sought from the relevant authorities using the contact telephone numbers below.

Lincolnshire Social Services 01522 532244 or 01529 413366, Police 01522 882222. North Lincs Social Services 01724 296500, Police 01724 282888. North East Lincs Social Services 01427 325151, Police 01472 359171. NSPCC 08088 005000.

We will create in our Association an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. All known users will be excluded. Any adult member must get Child Protection clearance and Disclosure and Barring Service clearance before they come into contact with a junior member in a managing, coaching or supervisory capacity. Any employee or adult member coming in contact with a junior member in a managing, coaching or supervisory capacity will be subject to a probationary period of involvement and must attend a Safeguarding Young people's Training Course. Their appointment will not be confirmed until the Association is confident that the member can be safely entrusted with children.

All volunteers, team managers, coaches and officials should be aware of their responsibility as childcare workers to share concerns they have about a child with the CPO. If they feel this is not being taken seriously they should share their concerns with Social Services or the Police. All volunteers, team managers, coaches and officials should be aware of possible indicators of child abuse. Records will be kept as appropriate.

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up. This record, available from the CPO, will include the child's name, address, age and the times and dates of observations. The report will objectively describe the child's behaviour and appearance without comment or

interpretation. Where possible, the exact words spoken by the child will be recorded and it will include the date, time and signature of the recorder and of a witness if possible. These records will be kept as confidential and will not be accessible to anyone other than the persons concerned.

Any volunteer, team manager, coach or official accused of child abuse will be interviewed immediately by the person responsible for Child Protection issues. The person accused may choose to attend the interview accompanied by a friend or colleague or to seek advice. The person against whom the allegation is made will be informed of the allegation and will immediately be suspended whilst an investigation is made. Investigations will be in line with the Local Safeguarding Children Board of the area.

This policy is as approved at the AGM 2019 in line with Badminton England Safeguarding Policy.