



The North Wiltshire Badminton Project

JUNIOR MEMBERSHIP AND BOOKING FORM

Incorporating NWBP Codes of Conduct, Session and Tariff information

We are very pleased to welcome you to **The North Wiltshire Badminton Project!**

NWBP exists primarily to provide good quality coaching to junior badminton players, whatever their age, ability or aspiration and for whatever club they chose to play, complimenting local delivery.

We became fully affiliated with Badminton England in September 2017 and the high standards we adopt and maintain in relation to equity, inclusion, coaching, administration, child welfare and safeguarding procedures as set out in our open/non-discriminatory constitution were honoured in November 2017 by way of Badminton England elevating us to Premier Club status.

Mainly for insurance purposes, it is a condition of such affiliation that any player not already registered with Badminton England (i.e. through another club) must do so from their sixth session with us.

So that all of our players are thus insured and to ensure them priority of a place in their chosen NWBP session/s we require that all players wishing to continue to attend an NWBP session from their sixth visit affiliate with NWBP either via Standard Registration or by taking out a **FULL NWBP Membership Package** which costs £30.00 per annum, renewable in October each year.

NWBP Full Junior Membership covers:

- ✓ **the ongoing cost of insurance**
- ✓ **annual renewal/registration of BE junior membership**
- ✓ **BE membership benefits (i.e. discount on selected online stores)**
- ✓ **priority of a place in all NWBP sessions**
- ✓ **discount on standard NWBP session fees**
- ✓ **an NWBP branded FZ Forza squad shirt**
- ✓ **40% off FZ Forza rackets & clothing & other seasonable offers**

We appreciate that some of our players are registered with Badminton England through and play for other Badminton Clubs and may not therefore necessarily be interested in the benefits of **full NWBP Membership** or to represent NWBP in inter-club competition. In those circumstances **Standard NWBP Registration** at £15.00 per annum may well be their preferred option. Players will still receive priority of place, slightly reduced fees and will be insured to train and play with us but they will not receive a free squad shirt and their primary club will continue to renew their BE membership. If your player requires **Standard Registration** only please check this box ☐.

For either type of membership, we would ask that this form be completed and either emailed back to us at info@nwbp.online or handed to a member of staff at your next session.

PLEASE NOTE : The details you provide are kept securely by us and will only be used by us:

- for registration purposes with Badminton England
- in confidence by our coaches to ensure that they are aware during any NWBP session of any specific relevant circumstances you have informed us about or special medical condition from which your young player suffers
- to keep you informed about any badminton related and NWBP events and opportunities.

**NWBP WILL NEVER PASS ON ANY OF YOUR/YOUR CHILD'S PERSONAL DETAILS
TO ANY OTHER PARTY WITHOUT YOUR PERMISSION.**



Player Name

Parent/Carer Name

Address

Postcode

Home telephone number

Mobile*

Email*

Player date of Birth

*** Neither the mobile number nor the email should be that of the child – this could make children vulnerable and is considered poor practice. For a child/young person these details should be those of the parent/carers. All information given on this form is held in strict confidence.**



Whilst it is not compulsory that the following section is completed the footnote at the end of this form explains why it is important.

ETHNICITY

In order to help the club monitor its membership please will you tick one of the following boxes to identify your child's ethnic group/origin.

A

White ☐

British ☐

Irish ☐

Any other white background (please specify) _____

B

Mixed ☐

White & Black Caribbean ☐

White & Asian ☐

White & Black African ☐

Any other mixed background (please specify) _____

C

Asian or Asian British ☐

Indian ☐

Pakistani ☐

Bangladeshi ☐

Any other Asian background (please specify) _____

D

Black or Black British ☐

Caribbean ☐

African ☐

Any other Black background (please specify) _____

E

Chinese or other ethnic group ☐

Chinese ☐

Any other (please specify) _____



DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Do you consider your child to have a disability? Yes ☐ No ☐

If yes, what is the nature of your child's disability?

Visual impairment ☐

Hearing impairment ☐

Physical disability ☐

Learning disability ☐

Multiple disabilities ☐

Other (please specify):

SPORTING INFORMATION

Has your child ever played Badminton before? Yes ☐ No ☐

If yes, where have has your child played the sport: (please indicate below)

Primary school ☐

Local authority coaching session(s) ☐

Club ☐

County ☐

Other (please specify):

MEDICAL INFORMATION

Please detail below any important medical information that our coaches/club coordinators should be aware of (e.g. epilepsy, asthma, diabetes, food allergies etc.)



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EMERGENCY CONTACT DETAILS

To be completed by the parent/carer










Please insert the information below to indicate the person(s) who should be contacted in event of an incident/accident.

First contact name e.g. parent/carer

Emergency contact number:

Second contact name e.g. parent/carer

Emergency contact number:

-  By returning this completed form, I agree to my son/daughter/child in my care taking part in the activities of the club.
-  I understand that I will be kept informed of these activities – for example timing and transport details.
-  I understand in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with that injury/illness appropriately.
-  I understand that it is my responsibility to inform the Club immediately if any of the details given in this form change.
-  I confirm that I have read and understand the attached **NWBP Codes of Conduct**, in particular the **Parents/Carers and Junior Members Codes of Practice** at pages 10-11.
-  I confirm that I have read and agree to abide by the terms set out in the attached **NWBP Covid-19 Player, Visitor and Coach Safety Policy** at pages 12-14 and
-  I *do / do not consider *myself / my child to be a high risk participant or belonging to a vulnerable group. ***(please delete as appropriate)**
-  I give my consent to receive emails from NWBP keeping me and my young player updated on a regular basis with the latest local badminton news together with services, offers and events NWBP feels may be of interest and beneficial to me.
-  I give my consent for photographs and/or video clips of my child to be used in badminton publications, on the NWBP website and on social media by way of NWBP Facebook, Instagram and Twitter accounts **for badminton publicity purposes only.** Yes ☐ No ☐

Name of parent/carer:

Signature of parent/carer:

Date:



Sport can and does play a major role in promoting inclusion of all groups in society. However, inequalities have traditionally existed within sport, particularly in relation to gender, race and disability. Badminton England and Sport England is committed to promoting and developing sports equity, which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them.

By monitoring the profile of young people in our badminton clubs, Badminton England, Sport England and the CSPs can identify any issues relating to under-representation of different groups and can together develop strategies to ensure all young people have an opportunity in the future development and progress in sport.

And finally...

For our own future marketing purposes, we would be very grateful if you could advise us how you came to hear about The North Wiltshire Badminton Project.

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Thank you.



NWBP CODES OF CONDUCT

EQUALITY POLICY STATEMENT

This club is committed to ensuring that equality and diversity is incorporated across all aspects of its development.

- ✋ The club 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.
- ✋ The club believes everyone has the right to enjoy badminton in an environment free from threat of intimidation, harassment and abuse.
- ✋ All club 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.

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, **The North Wiltshire Badminton Project**, 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.

CHILD PROTECTION POLICY STATEMENT

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 all young members are able to enjoy a wide range of activities in a safe environment.

The club 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.¹

¹ See www.badmintonengland.co.uk/CRB



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- ✋ Appoint a Welfare Officer who has attended recognised child protection training. NWBP's Welfare Officer is **Rachel Drew** who can be contacted by telephone on **07855 565337** and by email at welfare@nwbp.online
- ✋ 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 the club.
- ✋ Require all members and visitors to abide by the club's Codes of Conduct and Equality Policy.
- ✋ Respond to all incidents of suspicious poor practice and allegations, swiftly and appropriately
- ✋ Ensure that allegations, incidents and poor practice are reported to the Club Welfare Officer.

SUPPLEMENTAL AND SPECIFIC CHILD PROTECTION AND SAFEGUARDING POLICY

1. No NWBP coach or member of staff will contact a young player by means of electronic communication on a one to one basis. For the avoidance of doubt this includes by text message, telephone, email or any other social networking website.
2. When a young player needs to attend the bathroom he/she shall be accompanied into the corridor by a coach or volunteer and watched in and out of the toilet.
3. On drop-off and collection every young player will be signed in and out by their parent/responsible other.

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

CODE OF PRACTICE FOR CLUB 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 the club.



- 🚫 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.
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WHISTLE-BLOWING POLICY

1. Overview

The Club is committed to always acting in a manner which is ethical, fair, even-handed and in compliance with all laws, regulations and obligations. However, all organisations are at risk of developing practices which are illegal, unfair and unethical if there is not sufficient accountability.

The Public Interest Disclosure Act 1998 gives all employees legal protection from dismissal, disciplinary action, penalisation or adverse treatment where they publicly disclose serious concerns, provided that the disclosure is made in accordance with this procedure and is in good faith.

2. Purpose of this policy and relationship to grievance procedure

The purpose of this policy and procedure is to allow staff to raise concerns about serious systemic malpractice or non-compliance within the Club. It should not be used lightly or frivolously, or as a means for dealing with employees' own personal grievances.

3. How to raise concerns

Employees or volunteer helpers should raise any concerns under this policy directly with the Chairman (or if the Chairman is the subject of their concerns, the Secretary).

Where employees or volunteer helpers have tried all other channels, or are unable to raise concerns with either of the above, then they should address their concerns to the Welfare Officer.

4. How the Club will deal with concerns

The Club will deal with any concerns raised under this policy by launching an immediate investigation to determine if any action is necessary. This will usually begin by making informal enquiries and inspecting and auditing records and procedures, but may result in a formal investigation at a later stage.

The Club will inform the employee or voluntary helper who raised the concerns who is investigating the matter, and will keep them informed of any developments or decisions so long as these are not confidential.



5. Raising Concerns externally

In exceptional circumstances it may be necessary for employees and voluntary helpers to raise concerns externally. This should only be done in cases where it is not possible for the employee or voluntary helper to raise concerns internally, or where this has been done but the concerns have been dismissed.

An employee or voluntary helper should only raise concerns with an external regulator or authority where he honestly and sincerely believes that the allegations are true and genuine.

A list of external regulators can be found in the schedule to the Public Interest Disclosure Act 1998 which can be viewed online at www.legislation.gov.uk.

CODE OF PRACTICE FOR PARENTS/CARERS

Please help the club 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.
- 👉 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.
- 👉 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.



CODE OF PRACTICE FOR JUNIOR MEMBERS

The North Wiltshire Badminton Project 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 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, Welfare Officer or Head Coach.

As a member of **The North Wiltshire Badminton Project** 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.
- ✋ 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, inform their coach or appropriate official immediately if they are required to withdraw. Members must wear suitable badminton sports clothing for club sessions and competitions, 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.)
- ✋ 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.

SIGNED: *Melanie Vickery*

DATE: 16th July 2019

NAME: Melanie Vickery

POSITION: Chairperson of The North Wiltshire Badminton Project



The North Wiltshire Badminton Project
Covid-19 Player, Visitor and Coach Safety Policy

- 1) For the safety of all NWBP players, visitors, coaches and their families, everyone attending at an NWBP session **MUST** adhere to this additional set of Covid-19 specific rules which are compliant with both Government and Badminton England CoVid-19 guidelines.
- 2) No-one will be permitted to attend at any NWBP session unless they have read, signed and handed to a member of the NWBP staff a copy of this policy document agreeing to abide by its terms.
- 3) A Covid-19 Officer will be appointed at every NWBP session whose duty it will be to ensure that every player, visitor or coach attending the session adheres to the NWBP Covid-19 Player, Visitor and Coach Safety Policy.
- 4) The Covid-19 Officer will be permitted to ask any player, visitor or coach found to be deliberately and persistently disobeying any term of this policy to immediately leave the session without refund of their session fee and will suspend all play until such player/visitor has actively left.
- 5) Given the need to enforce national social distancing guidance given from time to time, NWBP will be operating a booking-in system to manage session numbers. This will be managed through the Club's secure online Membership Management Account – Spond.
- 6) During all NWBP sessions, including at all breaks, training and playing times, all players, visitors and coaches must observe and adhere to whatever socially distancing rule is in operation nationally at the time.
- 7) Players must only attend if they do not have any symptoms of Covid-19.
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- 8) When members are not actively playing or coaching badminton, NWBP recommend the wearing of face masks in accordance with whatever rule is in operation nationally at the time.
- 9) NWBP supports the notion of restricted bodily contact, including handshakes and high fives unless you are from the same household, if that rule happens to be in operation nationally at the time.
- 10) NWBP supports whatever rule is in operation nationally at the time in respect of how players travel to and from the session venue, more particularly in respect of who and the number of persons who are allowed to travel in one car together.
- 11) If players are using public transport to travel to the session venue, they must ensure that face coverings are worn if that is the rule in operation nationally at the time.
- 12) In the event that a player, visitor or coach is displaying a heightened temperature or other symptoms of Covid-19 on entry to the session, they together with any other member of their household may reasonably be asked to return home.
- 13) Players are encouraged to apply hand sanitiser each time they leave the court after a game.
- 14) If a player, visitor or coach develops Covid-19 type symptoms during the course of a session, the Covid-19 Officer may ask that that player, visitor or coach be removed or remove themselves from the session and utilise the Government's Track and Trace programme if they test positive and it is in operation at the time.

