



DISCIPLINARY PROCEDURES AND SANCTIONS FOR BREAKING CODES OF PRACTICE AND CONDUCT

OFFICIALS AND VOLUNTEERS:

If a complaint is received (in accordance with the complaints procedure) alleging an official or volunteer has broken SSBA Codes of Practice and Conduct, the following procedures will apply:

- 1 The official or volunteer in question should be approached by a nominated member of the management committee for the purpose of establishing their explanations / reasons for the alleged infringement.
- 2 If it is concluded beyond reasonable doubt following a suitable enquiry by the SSBA management committee that an infringement has taken place, the following steps will be taken dependent on the severity of the infringement:
 - a) A verbal warning will be issued to the official or volunteer (recorded in the minutes of the closest SSBA committee meeting) reminding them of their responsibilities under SSBA Codes of Practice and Conduct with a request of an apology to any injured party if deemed necessary.
 - b) If the problem persists or the infringement was more serious, an official written warning will be issued to the official or volunteer confirming the intent of suspending their responsibilities if the infringement does not cease immediately or unless the matter is resolved.
 - c) If the problem can not be resolved by the above processes or if the infringement was of sufficient seriousness as deemed by the committee, a notice will be issued to the official or volunteer confirming their immediate cessation of duties for a suspension period (or indefinitely) to be determined by the committee subject to the outcome of the committee enquiry. This notice will be confirmed to all members and the SSBA management committee will arrange for temporary cover for the position or a replacement subject to the outcome of the committee enquiry.

JUNIOR MEMBERS:

If a complaint is received (in accordance with the complaints procedure) alleging a junior member has broken SSBA Codes of Practice and Conduct, the following procedures will apply:

- 1 The parents or carer of the junior member in question should be approached by a nominated member of the management committee for the purpose of establishing their explanations / reasons for the alleged infringement.
- 2 If it is concluded beyond reasonable doubt following a suitable enquiry by the SSBA management committee that an infringement has taken place, the following steps will be taken dependent on the severity of the infringement:
 - a) A verbal warning will be issued to the parents or carer of the junior member (recorded in the minutes of the closest SSBA committee meeting) reminding them of their child's responsibilities under SSBA Codes of Practice and Conduct with a request of an apology from the child to any injured party if deemed necessary.
 - b) If the problem persists or the infringement was more serious, an official written warning will be issued to the parents or carer of the junior member confirming the intent of suspending their child's participation in SSBA activities if the infringement does not cease immediately or unless the matter is resolved.
 - c) If the problem can not be resolved by the above processes or if the infringement was of sufficient seriousness as deemed by the committee, a notice will be issued to the parents or carer of the junior member confirming their child's immediate suspension from SSBA activities and this notice will be confirmed to all members.
 - d) The SSBA management committee is to decide on the time period of suspension and if this would include all activities or just team selection or if the infringement was of sufficient seriousness to cancel membership, subject to the outcome of the committee enquiry. A decision to also be made by the committee if a refund of membership fees would be applicable dependant upon at what stage of the season the issue had occurred.



STAFFORDSHIRE SCHOOLS' BADMINTON ASSOCIATION
Affiliated to BADMINTON England



DISCIPLINARY PROCEDURES AND SANCTIONS FOR BREAKING CODES OF PRACTICE AND CONDUCT (Continued)

PARENTS AND CARERS:

If a complaint is received (in accordance with the complaints procedure) alleging a parent or carer has broken SSBA Codes of Practice and Conduct, the following procedures will apply:

- 1 The parents or carer in question should be approached by a nominated member of the management committee for the purpose of establishing their explanations / reasons for the alleged infringement.
- 2 If it is concluded beyond reasonable doubt following a suitable enquiry by the SSBA management committee that an infringement has taken place, the following steps will be taken dependent on the severity of the infringement:
 - a) A verbal warning will be issued to the parents or carer in question (recorded in the minutes of the closest SSBA committee meeting) reminding them of their responsibilities under SSBA Codes of Practice and Conduct with a request of an apology to any injured party if deemed necessary.
 - b) If the problem persists or the infringement was more serious, an official written warning will be issued to the parents or carer in question confirming the intent of the SSBA to bar them from attending SSBA activities if the infringement does not cease immediately or unless the matter is resolved.
 - c) If the problem can not be resolved by the above processes or if the infringement was of sufficient seriousness as deemed by the committee, a notice will be issued to the parents or carer in question confirming their immediate exclusion from SSBA activities for a period to be determined by the committee (or indefinitely) subject to the outcome of the committee enquiry and this notice will be confirmed to all members.

SIGNED:

DATE:

NAME:

POSITION: SSBA Chairperson