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| **HANDBOOK**  |
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*www.sussexbadminton.co.uk*

# FORWARD

A warm welcome to all players and their parents, you are now amongst the best badminton players in the County.

This booklet is for both parents and players, we hope it is not too daunting, but that it gives you a good idea of what to expect, please encourage your children to read it as well.

Playing County sport is a huge commitment for players and parents. Our expectations are very high, but primarily the children must enjoy their badminton and this must never be forgotten, at whatever level they are playing.

Sussex County Junior Badminton and certainly all our young players, even unknowingly, are indebted to the contributions, knowledge and the sacrifices parents make. As an organisation we are extremely grateful for your support and we hope that you enjoy watching and seeing your children develop.

SCJB is very much a team effort and the committee, team managers and coaches are always approachable so if you have any questions, gripes or even thanks and praise do talk to them straight away.

Good luck for this season, enjoy your badminton.

Mark Russ

Chairman


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Most of our new players join SCJB in the Under 12 or Under 14 Squads, and this booklet was written for them. Those who have joined later on will find the other age groups follow very similar formats.

We would like to acknowledge The Warwickshire Schools Badminton Association for much of the information and format of this document.

If there is anything you feel should be included or there is any thing you do not understand please let us know in writing via one of the coaches or committee members.

Last updated July 2017

# Who we are

Sussex County Junior Badminton (SCJB) is an organisation that exists for junior badminton players and is positioned between school or junior club level and the Senior Sussex County squads. SCJB is part of Sussex County Badminton and is affiliated to Badminton England (BE).

*Our role is to encourage excellence and
improve our players to their full potential at County level.*

Talented junior players, throughout the county can access SCJB. As part of the selection process, school and club players are invited to take part in SCJB Trials. These are held each summer and players are selected according to their ability, attitude and potential into the squads, currently U12, U14, U16, U18 and U20.. At Under 14 and U16 , players not quite reaching squad level but showing potential to do so are invited to a series of lessons facilitated by SCJB with a possible transition to the County Team Squads.

The achievements of the SCJB could not be maintained without parental support and willing volunteers. SCJB employs a number of BE qualified coaches, who have been involved in coaching and/or playing at the top level of Badminton.

## Our aims

Our aims are to

* Provide a centre for excellence, which is accessible to talented players in our area.
* Nurture talent and teach skills to our players so they can reach their full potential in badminton.
* Provide the best coaching possible for our players whilst not losing sight that their sport should still be enjoyed.
* Produce squads capable of winning their Shires league matches and ultimately the Under 18 Inter Counties Tournament.
* Produce boys and girls capable of joining the Senior County Badminton Squad.

## How we are run

### End of Season Meeting

The officials and committee of SCJB are elected at the End of Season Meeting, usually held at the end of May or start of June. As parents you have a responsibility to attend the ESM where as members you have the right to vote. SCJB does not hold an Annual General Meeting in its own right. As SCJB is part of Sussex County Badminton, SCJB forms part of this AGM.

### Committee and Officials

The officials form a number of committees and posts, shown below, to run SCJB and are able to co-opt members as and when required.

#### Executive Committee

Maintains governing control over the activities and finances of the SCJB on a day-to-day basis. It receives and acts upon the reports of the various boards.

#### Coaching Committee

Formulates the coaching policy and development of players. Where possible, extra coaching for teams and players at certain squad ability levels is provided. The committee involves all coaches in open coaching discussions.

#### Tournament Officers

Provides the tournament preparations for Badminton England Events hosted by SCJB as well as Sussex Championships and Rising Stars tournaments. They maintain and determine the policy for restricted tournaments organised by SCJB.

#### Fixtures Secretary/Match Managers

Determines pre-season the SCJB calendar for matches. Provides all selected players with written notification of selection and arranges home matches.

#### Child Welfare Officer

Acts to ensure SCJB is compliant with current child welfare regulations and point of contact where parents have a concern in relation to SCJB.

#### Appeals Board

To receive and act upon any disputes, their decision will be final.

Please refer to the SCJB website for names of the current officials.

### Annual Presentation

This event is held in May/June each year. Certificates and colours are presented for those who have been part of the squad and represented Sussex in two or more matches that season. Awards are also made for improvement during the season. All players and parents are expected to support this event.

# Commitments

A three-way commitment exists between SCJB, players and parents and forms part of the declaration that all sign to on being selected to SCJB.

## SCJB commitment

SCJB will endeavour to bring about continuing improvement and excellence, in all our badminton players.

We assume this is totally in line with the wishes of our players and parents. Achieving this aim relies on SCJB’s, players’ and parents’ full commitment. SCJB cannot afford to relax on this issue for to do so would defeat the object of the team’s seasonal programme. It could also deny others a greater opportunity to improve.

In order to deliver improvement and excellence, SCJB expects players to show 100% commitment and effort. SCJB believes, particularly with full parental support, it can bring a considerable improvement in the quality, enjoyment and success of the boys’ and girls’ badminton.

## Player commitment

For the Under 12, 14, 16 and 18 squads the commitments are.

* Regular attendance at training sessions, notifying a squad coach in advance if you are unable to attend.
* Pay attention to and follow the advice and requirements of the coaches and managers.
* Wear the correct Sussex County kit and appropriate badminton shoes for all matches and training sessions.
* Regular confirmation of availability for County matches.
* Play in **at least three** of Badminton England sanctioned Tournaments during the season for competitive experience. This should include any BE events run by SCJB in the relevant age group.
* Enter SCJB’s Restricted Tournament in your own age group or above.

## Parental commitment

You are probably aware participation in any sport at county level is a big undertaking. County badminton is not like school or club badminton. 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 training sessions

Parents should endeavour to watch part of each training session to observe the skills being coached so they are able to review them with their children and their other coach(es) during the week. SCJB is dependent on the help of parents and volunteers. Parents within each squad are expected to nominate a representative at the start of the season. Information will be distributed at the first squad session. Should no representative be nominated, there are no grounds for any complaints to be made.

### Support of children

#### Playing

In order to improve, your children need to try and play **at least twice a week** outside of SCJB County Squad training. They will need to join a club and possibly play at school as well. Some Junior Clubs provide coaching and there are several other organisations running academies, performance centres and group coaching. Some schools also run after school clubs and breakfast Clubs. Within the County there are also freelance professional Coaches who are available to provide private lessons. SCJB can give parents details of junior clubs and coaches who can further support the development of their children.

#### Travelling.

This is a large commitment as matches are spread over the South East of the country, though by liaising with other parents, you can make arrangements to share transport. You should be aware lifts given by SCJB officials are private arrangements only, as officially they are not covered by SCJB insurance.

#### Tournaments

SCJB aim to run several competitive tournaments through the season and you may be asked to help in the tournaments of your child’s age group selling raffle tickets or helping with refreshments for example.

# Code of conduct

Sussex County Junior Badminton expect all of our players, parents, managers, coaches and officials to uphold Badminton England’s code of conduct and to represent themselves and the county in a proper manner both on and off the court.

For players:

1. Every player has a duty to observe the Laws of Badminton and behave in a manner that complies with the spirit of the game.
2. Be completely honest with line calls and “no shots” and once called, do not change your mind. (You will not need to if you are honest). Never ask anyone off court for help with line calls.
3. Always be courteous to others, be they adult or child
4. Always support and encourage others no matter what their standard of play
5. Recognize the value and importance of officials, helpers, coaches and parents
6. Misconduct will be reported to the Disciplinary Committee of the player’s County. Examples of misconduct include: - any show of dissent; any unacceptable comment or gesture; swearing; any action which could be construed as unfair play.
7. Show respect to Officials even if you disagree with their actions. Observe the rules.
8. Remember that you are representing “Sussex County Juniors” “yourself” and “your parents” so set and maintain high standards of personal conduct at all times.
9. Lack of effort in matches will be seen as letting yourself down. Don’t let it happen. 100% effort at all times will earn you respect from others.

For parents:

1. Remember young people are not playing to satisfy your ambitions, they are involved for their own enjoyment.
2. You have a responsibility to encourage young people to play by the rules
3. Encourage the understanding that teamwork and effort are as important as winning.
4. Do not allow the winning side to gloat over victory
5. Never ridicule or shout at a young person for making a mistake, instead praise and encourage the things they have done right and the effort put in.
6. Set an example and applaud good play by both teams. Do not applaud mistakes made by the opposition.
7. Let the players make their own decisions during a game, for example on line calls. Do not interfere or try to influence them.
8. Never publicly question an umpire’s or coach’s decision or doubt their honesty. Verbal abuse or defamation of an Official in any way is not acceptable and will not be tolerated by SCJB. Disciplinary procedures apply and you would be in breach of the BE code of ethics. Any complaints must be made in writing via the SCJB Secretary.

9. No matter how much you may think your child is being cheated, let them play their game and advise them if necessary after the match has finished. ALWAYS BE POSITIVE .

10. If you wish to take photographs or make video recordings at any SCJB activities including training, matches and tournaments, please seek permission from the coach, player manager or Official in charge before doing so. That person will seek permission from the other parents present before deciding whether to grant permission to you.

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# squad Training SESSIONS AND MATCHES

Squad training sessions are under the control of Age Group Coaches who are solely responsible for organising the training. All players and parents should note that these sessions consist of mainly group coaching.

### Standards

High standards are very important and to this end all players must:

* wear Sussex kit (unless dirty from recent match/tournament);
* arrive at least 10 minutes early and give written or oral notice of late arrival or non attendance;
* generally be available for matches and in the unlikely event that you are not available give advanced notice;
* switch off and put away mobile phones for all matches and training sessions, parents should put theirs on silent mode; and
* be aware disruption or bad behaviour will not be tolerated.

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### Discipline

A player may be asked to leave the squad as a result of a serious breach of discipline or persistent poor or disruptive behaviour. Appeals against the decision may be made to the Chair of SCJB in writing, however, the exclusion will continue until the appeal is held.

### Kit

Feather shuttles are supplied but players need:

* To wear badminton shoes - which must be worn only in the hall
* Racquets - preferably two in case strings break;
* To wear the correct kit, Sussex shirt, and optional tracksuit top;
* Water to drink in a sports bottle - not fizzy drinks;
* A towel
* Coaches may ask players to bring other items eg skipping rope

### Parents

So you can be made aware of any imminent County match selections, tournaments or other notices, you must be available for at least twenty minutes before the end of squad training sessions. Also please ensure the parent rep/team manager and secretary are aware of any changes to email addresses or phone numbers.

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# Matches and tournaments

### Selections

Our aim is to put out the strongest teams to win and the standard is very competitive, as you would expect. It is important that we build a good team
spirit throughout the squads. However, if playing against a known *weaker* county, appropriate players may be selected so as many players as possible are able to represent the County.

The coach selects the team and the Team Manager will notify you if you have been selected. You must confirm acceptance within two days. Written confirmation is given with details of dates, time, and venue.

Selection for 2017-18 will be based on the following criteria, in no particular order. The selection committee’s decision is final on all selection matters.

1. (Add) The player’s ability in singles, doubles and mixed doubles games. Consideration will be given to the fact that 60% of games in Shires matches are in doubles or mixed doubles format. Account will be taken of performance in recent (last 3 months) Shires matches, BE tournaments, other tournaments and training.
2. Players must have demonstrated commitment through regular attendance at squad training sessions. Players must attend at least 75% of sessions during the season. Notification of missed sessions must be given to the coach in advance of the sessions. The selection committee will consider appeals from individuals who attended fewer than 75% of sessions only if notification of a legitimate reason was given to the coach in writing in advance of each missed session.
3. Players must show support for their team, both through their attitude at training and during matches. Matches are not about individual performances and it’s key that players show a strong team spirit.
4. Players must play regular competitive badminton outside SCJB, including BE Tournaments (min 3 tournaments), local tournaments and where possible club matches.

SCJB will publish its match and tournament calendar on its website. In addition details of match dates will be available via the Shires League website. Dates may change, so please review the website regularly.

### Home matches

The home county always provide their opponents with refreshments. Each player is asked to bring a contribution, which is shown on the team selection forms.

### Away matches

It is usual for players to find their own way to venues. Parents often share lifts; having found suitable travelling partners at the squad training sessions.

### Match fees

A fee is levied for all matches; this covers the cost of shuttles and court bookings.

### Team Management

Team Managers cannot always run a team by themselves and parents may be asked to help. Small things like collecting match fees, helping lay out home teas, searching for that missing player, will only take a few minutes of your time, but it will really take the pressure off the Team Manager. Please note, in Shires league matches only two nominated individuals are allowed to go on court between games to discuss tactics or encourage players. Contravention of this can result in games being forfeited.

## The ultimate goal

The culmination for any county junior player is being selected for the Under 18 Inter Counties Tournament (ICT) run by Badminton England.

This tournament is usually held at Nottingham University over four days. About forty counties are represented each year and it is not for the faint hearted. Fitness and stamina, commitment and attitude are must haves.

Once been; never forgotten is a phrase often used in connection with ICT.

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# Team matches

SCJB teams currently take part in the following matches and tournaments.

### Shires League

Virtually a nationalleague split into regions, the top teams from each league going through to a finals tournament towards the end of the season. Age groups (Under 12, U14, U16, U18 and U20).

### Friendly matches

Whenever possible these matches are arranged to give all players the chance to represent their County.

# Tournaments for individuals

Players in our squads are encouraged to enter **at least three** Badminton England sanctioned events during the season as well as other local tournaments. These are a valuable opportunity to gain competitive experience.

## Badminton England Tournaments

Please see [www.badmintonengland.co.uk/competition](http://www.badmintonengland.co.uk/competition) for details of tournaments, grading and ranking

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## SCJB Tournaments

#### Sussex Championship

SCJB runs The Sussex Championship early in the season. This is the most prestigious junior event in Sussex, with the winners being able to say they are the county champion at their age group. All *Sussex* players are expected to enter with trophies presented at the end of the event. This event is open to all children who live or attend school in Sussex.

#### Sussex Rising Stars

The Rising Stars Tournament, for U11's, U13's, U15's and U17's, is held towards the end of the season. Those who have represented the county in two or more matches are not allowed to enter these tournaments as they are a way for up and coming players from within the county squads or outside to gain recognition by the County. Badminton England grade restrictions may apply to entry into the Rising Stars.

SCJB may also run Badminton England age group tournaments

# First time at a Silver or Bronze?

*A light hearted observation.*

So you have entered your first BE Tournament. You will get used to the jargon eventually.

The competition day has arrived, but what now? Remembered your kit, racquets, badminton shoes, your county tops, and map? Don’t forget the acceptance email it has the phone number if you get stuck anywhere? How long does it take to get there? Don’t forget your drinks and food.

When you arrive it will seem hectic at first. First report to the organisers, collect your programme, and find somewhere to sit with your *chauffeur*. Find the other family you arranged to meet! Where are the toilets?

Grab the chance to knock up, don’t be shy and get on court. No space, share with other Sussex players, two against one on a half court! Even knock up between the courts but be careful, there are lots of players around. You remembered to warm-up, as on squad nights, didn’t you?

Listen to the organisers’ welcome and instructions. You will be told how many points to play to, if there is setting, which courts to use and what will constitute lets in the hall. Don’t be afraid to ask everyone else is probably thinking the same thing. Seems hectic? It soon gets better!

It will be difficult to know the exact time of your games; some matches take longer than others, but your name is called when it is almost time to play. So you must keep your ears open and listen. When called you will sit on a bench near the main desk, when a court becomes available you will be told which one to use. A quick knock up - two minutes only - keep it simple do get used to the hall and the lights; not show the opposition your winning strokes. Then a deep breath and the game is on. You are on your own now concentrate totally on the game.

*Remember,* you must always call out the score so you both can hear, this is ***so very important***.

If you lose a game, don’t be disheartened think how you could have played better; was the other player just too good; what do you need to practise! Noting down the things you need to work on from a game is a good way to relax after a match and keeps you in focus for the next one. Do not worry if things go wrong, many errors can be easily sorted by talking to your coach. Well done if you won your game, think how you can improve for next time. *Do not rest on your laurels!* If you need something to eat or go to the toilet it is better to do this as soon as you have cooled down after you have finished a game.

Encourage the other players from your county. Tell the coaches and team managers, at the next squad night, how you did.

One thing will be sure; you will sleep well when you get back home! Enjoy your badminton.

# Player development

The raw talent is there in your children but it has to be nurtured and developed. As a parent your help is vital for the long-term development of your child, the squad, the team, Sussex County Junior Badminton and, who knows, perhaps the England team!

## Group coaching

With the best will in the world, it is not always possible in the two hours or so at squad training to give as much individual attention to each child as we would like.

At these sessions, coaches, provide exercises and teach skills that the boys and girls will need to become successful County players. The coaches are always available to give practical advice to individual squad members and parents. At this stage in their badminton the players must enjoy their sport whilst they gain in confidence and skill.

## Individual practice

Gaining experience from outside the SCJB is essential to player development. Squad members will need to play at least once, if not twice, during the week outside of the SCJB, to put into practice their new skills. Parents can help - attend the squad nights for at least an hour a session; you will be able to positively help reinforce the skills you have seen being coached during squad session. The players should enjoy themselves by hitting as many shuttles as possible, testing out their new skills in an environment where winning is not essential, treat it as a testing ground before using the shots in matches.

## Individual coaching

This is for you as a parent to arrange. This will allow for your son or daughter to have the undivided attention of a coach for an hour or more a week. However, this will be limited to the time individual coaches are available or have to travel.

It can have a *dramatic* effect on player’s abilities since there is sufficient time for practise, with specific weaknesses being worked on and improved. Individual coaching will undoubtedly bring improvements. Coaches take a long-term view on coaching, which must continue over a long period for the benefits to be great.

Individual coaching will cost approximately £25 per hour. The coach may expect the court to be paid for and sometimes the shuttles. There can be advantages of coaching two or more players together not only those of splitting the costs.

For further information contact one of the senior coaches.

## TOM BOWKER SCHOLARSHIP

Education is important and SCJB recognises this by offering the “Tom Bowker” scholarship to selected older players. This scholarship is used by U17 players to pay for the level 1 Coach award. Players must agree to provide eight hours of work on behalf of SCJB in return for receiving the scholarship.

# Kit requirements

#### Sussex kit

For the 2017-2018 season, you can buy:

Sussex County shirts (Sussex Printed on back of Shirt) £15

Sussex Tracksuits (Sussex Printed on back, name on sleeve)

Note: Spare socks, tops and a towel are essential for matches and tournaments.

#### Racquets

Buying a £150 racket will not necessarily make you into a star over night. Indeed a racquet at that price may well not be in fashion or production next season. There are plenty of rackets less than half the price to get you started, especially as you may need to purchase two - strings usually break in the middle of a match!

The racquet must feel comfortable and well balanced in the player’s hand. Some shops may even let you use a loan racket for a trial period.

#### Badminton shoes

Must give correct support, the special soles give good grip on court and are non-marking. Outdoor trainers are *not* an acceptable form of footwear, if you do not have the correct shoes you may not be allowed to play. Do *not* travel or walk outside in your badminton shoes, you must change into them in the sports hall. Basic badminton shoes start at about £35.

#### Where to buy

Most parents have found the smaller individually owned shops are often best. You will invariably get more knowledgeable help than the large store in a retail park. You can get good deals online but be wary of “too good to be true” offers on ebay as there are a lot of fake Yonex racquets and clothes in circulation.

#### Racquet restringers

Ask the coaches about racket strings and tensions. They will often be able to restring your racquets for a fee.

#### Food and drink

Probably not always thought of as kit but absolutely essential. For snacks between matches - bananas and cereal bars are good for getting energy back into your system. To drink take isotonic sports drinks, still water or try adding to a litre of water about four teaspoons of sugar and one teaspoon of salt. Alternatively, a good home-made drink can be made up with water and fruit juice 75:25 and a pinch of salt. Make the drinks up in a proper sports bottle, to avoid spills.

# Appendicies

SCJB is affiliated to
Badminton England and follows their guidelines.

## Membership Form

SCJB collects an emergency contact number and other details about its members. Any information you give us will be kept strictly confidential, however by necessity each Squad Coach, Team Manager and Parent Rep will have copies of completed membership details for use in cases of emergency. You should let us know of any future changes to the information you provide.

## Attendance Register

SCJB records the attendance of each member / player. This register is also used to record that safety checks are completed for each session as shown in our Risk Assessments.

## Emergency Procedures Guidelines

If an accident / incident occurs during club activities, an Accident / Incident Report form should be completed by the main person who dealt with the incident. Completed forms will be kept by the SCJB Secretary.

## Child WELFARE Policy Statement

SCJB has a Constitution in which it has adopted the “Badminton England Child Welfare Policy” which is very detailed and can be found on their website [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk)

This child welfare policy demonstrates the importance SCJBplaces on the protection of children who participate in our programme.

We are committed to ensuring that our young members are able to enjoy a wide range of activities in a safe environment.

The SCJBwill:

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

Ensure that all those working directly with Children on behalf of SCJB will be DBS checked.

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 SCJB Secretary.

## EquALity Policy

It is important in sport, as elsewhere, that everyone has equal status and opportunities.

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

Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture & 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 SCJB disciplinary procedures.

## Code of Conduct FOR COACHES AND HELPERS

All SCJB Coaches and Helpers 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, for example 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 prohibitive substances.

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