



## **QBA POLICY - STATE TEAMS**

### **Queensland Teams**

#### **1. Selection of Teams**

- a) The composition of teams shall be decided by the Association and shall be selected to comprise at least the minimum and at most, the maximum player numbers to compete in accordance with the relevant tournament rules.
- b) QBA may in its discretion refuse to authorise any affiliated player to participate in any championship, tournament, carnival or competition in which a Queensland team is participating if he/she has declared himself/herself unavailable for selection in such Queensland Team.
- c) The Association may in its sole discretion, not accept a player's selection, if that player is not in good standing with the Association or any of its member Associations and/or Clubs, or if the player does not comply with the nomination process specified in Clause c) of the Selection Guidelines.

Selection is contingent on written acceptance of these rules.

#### **Expenses**

- a) Unless otherwise decided for specific occasions, the player shall be responsible for all their own expenses (travel and accommodation, meals etc.) to represent Queensland at Australian/Australasian Championships.

#### **Travel**

- a) QBA will issue accounts to each team member who in turn will pay the account direct to QBA within the specified time.
- b) All team members must travel (where possible) as a team from Brisbane to the Carnival and return.
- c) Unpaid accounts will be charged interest at bank rates.



### **Team Captain (Open Team Only)**

- a) The appointment of a Captain shall be the responsibility of the selectors. When on tour the Captain, with the Coach, shall be responsible for any tactical decisions in respect of the actual playing of the match.

### **Authority of Managers**

- a) player/s may be suspended from any further participation in the relevant event. The manager of Queensland Teams shall have the ultimate authority to suspend as necessary.
- b) Suspension will be considered if the player/s who in the manager's opinion is/are guilty of any conduct prejudicial to the good name of QBA. In the event of any suspension, the QBA Board must be notified immediately.

### **Selection Dates for Queensland Teams**

The dates for selection of Queensland teams shall be decided by QBA.

### **Non Attendance at Team Practices**

- a) Team members are required to attend all team practices unless prevented by illness, in which case a medical certificate is required. Failure to attend a practice or produce a medical certificate will result in the player/s being called upon by the Management Committee to show why the player/s should not be excluded from the team. The practice fee will also be payable. Under special circumstances players may apply to QBA for exemption from attendance requirements.

### **Practice Fees**

- a) Practice fees, payable by all players, are to be determined based on the venue and shuttle costs.

### **Team Selection Panel Whilst on Tour**

- a) *Open Team:* The panel shall consist of the Coach, Captain and may consist of one other (selected by the Selectors after the announcement of the team).





- b) *Junior Teams:* The panel shall consist of Coach and Manager.

### **Team Reports**

- a) Reports raised by Officials of Queensland teams shall be submitted to the QBA Management Board for consideration of the report before it is made public.

### **Dress and Uniform**

- a) Team members must at all times during the period of their selection be correctly attired both on and off the court.

### **The official State uniform**

- a) Team Members: Tracksuit, top to be embroidered with the QBA Logo. Name of the player is optional
- b) Manager and Coach: Tracksuit the same as that worn by team members.

### **Queensland Badminton Association Logo**

- a) The QBA logo shall be worn on the State Team tracksuit tops and playing shirts only.

### **Notification of Selected Players**

- a) Following the announcement of a State Team, the Secretary shall, within five (5) days, issue a written confirmation to each selected player and to include relevant rules from these policies. Written replies must be received by the Association Secretary within seven (7) days.



## **2. Selection of Teams**

### **Selection Panels**

Selectors will be appointed by the Queensland Badminton Association (QBA) Board. All State Teams shall be selected by the QBA Selectors Panel.

### **Process of Selection**

- a) Selectors shall take into account results achieved at:
  - i) QBA sanctioned tournaments
  - ii) QBA sanctioned teams events, and
  - iii) Tournament results from the previous 6 months (prior to the selection of the team)
- b) Selection shall be based on:
  - i) Performance
  - ii) Fitness
  - iii) Technique
  - iv) Sportsmanship
  - v) Participation at the majority of training, at both State, Association and Club levels
  - vi) Participation at tournaments prior to and following the team selection.
  - vii) Participation at local club and Association level fixtures and other local activities.
- c) Players wishing to make themselves available for selection may nominate themselves. QBA will then have this nomination endorsed by their Regional Association or Affiliated Club.
- d) Selection may only be made from players nominated prior to the cut-off date specified by QBA Board when calling for nominations. The QBA Board reserves the right to add to the nominations when extenuating circumstances exist. The QBA Board will be the sole judge of 'extenuating circumstances'.



- e) Players wishing to make themselves available must be current financial members of the QBA through an Affiliated Club or Association prior to nominating themselves.
- f) A player's ranking shall have no influence on a player's selection.
- g) Selectors will recommend the selected team to the QBA Board, but shall retain the right to recommend that a team not be selected.
- h) Players wishing to nominate for a QLD team must have participated in the QLD Open Championships along with other required Open tournaments as stipulated by the QBA.
- i) Players nominating for the QLD Open Team should not be graded Open or A Grade level.
- j) All players selected to participate at Open Level, Under 19 and any Under 17 athletes that are 16 or over are required to complete Anti Doping Training. This can take the form of either the online training provided by the Australian Sports Anti-Doping Authority Training (<http://elearning.asada.gov.au>) or attendance at a training course. Evidence for completion of this training will be requested.
- k) Players who are members of the National Squad, and as a consequence are living interstate or overseas, will be required to provide details of their performance in recent tournaments, and their training regime to the State Team Coach. These should be verified by the Australian National Coach or other appropriate Badminton Authority.
- l) Players living interstate, will be required to provide details of recent tournament performances, and/or training regime, in order to be considered for selection.
- m) Junior athletes must make themselves available for inclusion in the team of their current age group before being selected to play in a higher age group or Open Team.



### **3. Queensland Badminton Selectors Panel**

#### **Objectives**

The objectives of the Selection Committee shall be: -

- i) To select teams to represent Queensland at National and Interstate events.
- ii) To appoint a Captain for each representative team.

#### **Administration**

Each Selection Committee shall be appointed by QBA and shall comprise a Chairperson and not less than 2 other selectors with the widest possible knowledge of senior and junior players throughout the State.

The panel shall be appointed for a period determined by the QBA.

- a) The Chairperson shall be responsible for:
  - i) The co-ordination of all matters relating to the selection of all State Teams.
  - ii) Liaison with the QBA.
  - iii) Ensuring the implementation of QBA Policy in relation to team selection.
  - iv) Responsible for notifying players of the date, time and venue of selection trials (where applicable).

The selection panel will be appointed by the QBA Board on an as needs basis. Players making themselves available for selection will be ineligible to be appointed a selector.

#### **Panel of Selectors**

- a) A panel of selectors will be appointed to select teams under the supervision of the Chairperson.
- b) Collectively the panel will select the required representative team. Where the panel of selectors cannot come to a unanimous decision in relation to selection of the team, the Chairperson shall refer such issues to the QBA Board. Where such a situation exists, the QBA Board will make the necessary decisions in selecting the team.
- c) The selection must be based on assessments of the players' ability to meet the requirements identified in the Guidelines for Team Selection.



- d) The Chairperson will provide to the QBA Board details of the team selection for ratification and announcement by the QBA Board.
- e) The QBA Board must be informed of all correspondence, decisions and arrangements made by the panel.

## **4. Duties of the Team Manager**

### **General Organisation**

The manager shall assume responsibility for the team from the time the team is approved by the Board of Management until the completion of the series. In all events in which Queensland teams are participating as a QBA selected team, the manager's scope and period of authority shall be deemed to include the full period of such event.

### **Areas of Administration**

The manager shall, in conjunction with QBA, be responsible for arranging and booking team travel and accommodation for inter-state (or overseas) tournaments. Where circumstances dictate, these arrangements may be made prior to the announcement of the selected team.

The manager shall, in conjunction with the team coach, be responsible for:

- a) Booking facilities for team training, and equipment for the team.
- b) Attend practice sessions and tournaments before team leaves.
- c) Collect and/or arrange for all moneys and accounts to be sent to QBA.

### **Dress and Uniform**

The manager is responsible for coordinating team clothing sizes and notifying QBA in sufficient time to allow orders to be placed.

### **Rules and Laws**

Immediately on appointment, the manager must study a copy of the Rules and Conditions of Play governing the event(s) involved as provided by QBA.

### **Health and Fitness**

Full duty of care must be accepted by the manager who shall ensure that proper medical and para-medical treatment is provided when necessary.



### **Public Relations**

The manager shall be responsible:

- a) For ensuring representation at all functions and events as required.
- b) As the spokesman of the team in all formal, public or publicity occasion.
- c) Attending all Managers' meeting held during the carnival.

### **Discipline**

In conjunction with the coach, the manager shall be the final arbitrator in all matters of discipline in relation to curfews, punishments, restrictions, and disputes.

### **Finance**

- a) The manager must submit a full and detailed accounting of the spending of all funds entrusted to him/her in his/her report.
- b) The manager must send all moneys collected in relation to the team to QBA who shall arrange for payment of all invoices.

### **Photographs and Documentation**

- a) The manager must be responsible for organising, at QBA's expense, one (1) formal team photograph.
- b) The manager must also, if possible, secure and provide any local press or other documentation or publicity available on the event.

### **Reports and results**

The manager is responsible for providing QBA with a written detailed report including full results and covering all aspects of the period of his/her appointment, within one (1) month of the completion of the Carnival.

*Responsibilities do not include arranging accommodation or transport for other than the players in the nominated team and team officials.*





## 5. Team Officials

Responsibilities of **all** managers, coaches and umpires:

- a) Must have a blue card
- b) Must be familiar with the Badminton Australia member protection policy  
([www.qba.net.au/ModCoreFilesUploaded/BadmintonAustraliaIncorporatedMemberProtectionPolicy-December2014204.pdf](http://www.qba.net.au/ModCoreFilesUploaded/BadmintonAustraliaIncorporatedMemberProtectionPolicy-December2014204.pdf))
- c) Coaches, umpires, and managers are required to have completed the play by the rules online courses ([www.playbytherules.net.au](http://www.playbytherules.net.au)):
  - a. Child Protection
  - b. Harassment and Discrimination
- d) Coaches and Umpires must be Nationally Accredited.



Attachment One

[EXAMPLE NOMINATION FORM]

**201x QLD Under 19 and Under 15 Squad Nomination Form**

Queensland Badminton Association is now seeking nominations for the 201X Queensland U19 and U15 Teams.

**The QLD U19** Team will compete in Location, [DATES].

To be eligible for you must be under the age of 19 years as at 31/12/[xx] (i.e. you can be 18 years or younger)

**The QLD U15** Team will compete in Location, [DATES].

To be eligible for you must be under the age of 15 years as at 31/12/[xx] (i.e. you can be 14 years or younger)

**To nominate, players must be current members of the QBA (and have their membership current until the DATE and renew it accordingly) and have the endorsement of their member association.**

**Nominations are to be received by the QBA by [DATE]**

**PLEASE DO NOT SEND YOUR NOMINATION FORM DIRECTLY TO THE QLD BADMINTON ASSOCIATION INC.**

I hereby wish to nominate for selection of the following squads:

..... **QLD U19** Team will compete in [LOCATION], [DATES]

To be eligible for you must be under the age of 19 years as at 31/12/[xx]  
i.e. you can be 18 years or younger

..... **QLD U15** Team will compete in [LOCATION], [DATES]

To be eligible for you must be under the age of 15 years as at 31/12/[xx]  
i.e. you can be 14 years or younger





The Under 19 team will travel to [LOCATION] 1-2 days prior to the start of the competition

Similarly the Under 15 team will travel to [LOCATION] 1-2 days prior to the competition.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Player Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*(if player is under 18 years)*

**By nominating for selection in either Squad you agree to**

- **attend and participate in all training sessions;**
- **participate in required tournaments;**
- **attend selection trials if applicable; and**
- **produce a medical certificate if you are unable to attend the required training sessions.**



**JUNIOR TEAM MEMBERS CODE OF BEHAVIOUR**

**As a Team Member**

- Compete by the competition rules, laws and playing conditions.
- Never argue with the Umpire's decisions or line officials rulings.
- Control your temper - no verbal criticism or gesture of any nature.
- Work equally hard for yourself and your team - the performance of both your team and yourself will benefit.
- Be a good sport. Encourage and support your team members.
- Cooperate with your coach, manager and team members.
- Show respect for your opponents and their skills.
- Be friendly to all participants.
- Abide by all decisions made by the Team Officials, the team coach and team manager.
- Smoking, drinking alcoholic beverages or taking non-prescribed drugs is strictly forbidden.
- Entering or remaining upon restricted licensed premises unless under the supervision of team officials is strictly forbidden.

**As a Guest in Accommodation Facilities**

- Check for any damage to premises on arrival and notify your team officials.
- Keep your room tidy - do your own washing etc
- Do not leave the accommodation area without the permission of your team manager.
- Know where your team officials are staying
- Where toilet/shower/laundry facilities are separate from sleeping quarters it is advisable to attend in pairs.
- Mixed sharing of rooms is not permitted.



### **Breach of the Code**

A breach of this code of behavior, in the opinion of team officials, may result in the player being banned from the remainder of the event and may also result in the player being sent home by the first available transport. Parents will be notified immediately and will be responsible for any additional costs incurred. The offending player will be required to report to the Management Board of QBA who shall determine if further disciplinary action is required

### **[Players Agreement to the Code of Behavior]**

I \_\_\_\_\_ have read and understand the Team Member's Code of Behavior and agree to abide by its conditions.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Player

### **[Parental Consent Form Example]**

I hereby give consent for my son/daughter, \_\_\_\_\_ to participate in any competition arranged or participated in by the Queensland Badminton Association; and hereby give my permission for him/her to use such forms of transport for travelling as may be deemed necessary.

I agree that during the period/s of the competition in which my son/daughter participates, and during such travelling and other activities as may be deemed necessary, my son/daughter shall be under the sole direction of the person or persons appointed by the Queensland Badminton Association as being in charge of the squads and/or teams in which he/she is included.



I agree to meet the costs associated with participation in the competition. I also agree to meet additional costs for illness or ambulance (where necessary), accident or unforeseen circumstances which may occur during the periods of the activities in which my son/daughter participates and during such travelling and other activities as may be deemed necessary.

I have read the Team Member's Code of Behavior, understand its contents and conditions, and accept the parental responsibilities contained therein.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent / Guardian



[Medical Form Example]

Val Nesbitt Trophy and Australian Under 15 Championships (October [xxxx])

All responsible parent or legal guardian of the participants must have read, understood and signed this Medical Consent Form.

The information provides the basis for the coach and manager to provide the most appropriate and suitable activities for each participant, and ensure these participants are not given tasks that may be to the detriment of their health. It also provides information that may be helpful in times of medical emergency. This form is to be completed by a parent or legal guardian since participants are minors. It is important for the wellbeing of these minors that this form be completed fully and accurately.

This medical form is a confidential document which is held in secure conditions by the manager of the Event. The information will only be retained for the duration of the Event and thereafter will be destroyed. It will not be used for any other purposes than those stated in the above paragraph.

Name of Participant: ..... Date of Birth: .....

Name of Parent or Legal Guardian: .....

Address: .....

Mobile Telephone Number of Participant (if applicable): .....

Contact numbers of Parent or Legal Guardian:

Home .....

Work .....

Mobile .....

Name of another contact: .....  
(In case of emergency)

Address: .....

Telephone: Home ..... Work ..... Mobile .....

Relationship to participant: .....

Medicare Name and Number: .....

Private Insurance (if applicable): .....





DOES THE ABOVE NAMED PARTICIPANT SUFFER FROM ANY OF THE PROBLEMS LISTED BELOW?

If so please circle. If 'yes' please provide details.

- 1. Heart Problems Yes / No .....
- 2. Respiratory Problems Yes / No .....
- 3. Asthma Yes / No .....
- 4. Other Yes / No .....
- 5. Allergies Yes / No .....
- 6. Food Yes / No .....
- 7. Drugs Yes / No .....
- 8. Ointment Yes / No .....
- 9. Other Yes / No .....
- 10. Diabetes Yes / No .....
- 11. Blood Pressure Yes / No .....
- 12. Recent Operations Yes / No .....
- 13. Epilepsy Yes / No .....
- 14. Recent Illness Yes / No .....
- 15. Past Injuries Yes / No .....
- 16. Others: (please list) .....
- .....
- .....
- .....

Date of last Tetanus injection: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I consent for the above named participant to be allowed emergency medical/dental attention, if necessary, during her/his participation in any activity during the trip related to the Event.

(Please circle) YES / NO

I consent for the above named participant to be given Aspirin or Paracetamol, if necessary, during her/his participation in any activity during the trip related to the Event.

(Please circle) YES / NO

I understand that no liability can be accepted by the Queensland Badminton Association and their volunteers (coach and manager) in the event of an injury or accident occurring.

Signature .....







I understand that the coach and manager reserve the right to refuse any participant access to activities if it is reasonably believed that participation may be detrimental to the person's health.

Signature .....

In the case of emergency and I cannot be contacted, I give permission for the above named participant to be transported by private car, ambulance or whatever other means is appropriate, and agree to cover the cost of such transport.

Signature .....

In the case of emergency and I cannot be contacted, I give permission for the manager or coach to allow treatment of the participant as deemed necessary and agree to cover the cost of such treatment.

Signature .....

I have disclosed all information, to the best of my knowledge, required by this form. The above named participant has not been advised by their registered Medical Practitioner not to undertake this activity. In the case that a Medical restriction has been imposed on certain activities, I have listed these here:

.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature .....

I have read and fully understood the content of this Medical Consent Form.

Signature ..... Date .....

Parent / Legal guardian (Please circle)

**(Please Note: This paper will be subject to periodic review)**

– Last updated December 2015.

