

# Closed Training Session Policy

BWB Document Control Procedure	
Policy Name	<b>Closed Training Session Policy</b>
Version	1.0
Date Updated	October 2019
Date Reviewed	October 2021

## 1. Embedding British Wheelchair Basketball's Mission and Values

British Wheelchair Basketball is committed to enabling a safe, inclusive and welcoming environment across our sport. Our mission to transform people's lives through wheelchair basketball threads through all aspects of participation; from training to competition, supporters to players, from domestic to international competition.

Our values symbolise our unique DNA and the culture of British Wheelchair Basketball – the values of pride, grit, united and drive, will be considered in the execution and interpretation of all policies and governance.

British Wheelchair Basketball's policies support the delivery of world-class governance across the sport and enable the realisation of our commitment to safely and inclusively engage with all participants and deliver both the mission and values of this outstanding sport.

## 2. Data Notice

Personal Data will be handled during the implementation of British Wheelchair Basketball's policies. This Personal Data will be managed in line with British Wheelchair Basketball's Privacy Notice.

Please note that there will also be instances where personal data will be shared with third parties outside of British Wheelchair Basketball, either in carrying out our legal responsibilities or in retaining professional support.

Where the implementation of the Policy concludes in the imposition of sanctions, the individuals name, violation and sanction will be shared with interested parties (inside and outside of the sport) and via the British Wheelchair Basketball website.

## 3. Purpose of Policy

This Policy is in place to ensure that all participants have the opportunity to participate in a safe and appropriate training environment and covers the following BWB activity:

- Great Britain Team Training (all squads)
- Great Britain Selection Camps
- Great Britain Academy
- DiSE
- Regional Academies (England)
- Skills Camps
- BWB Workforce Courses
- Any other BWB closed training environments

BWB's training environments seek to provide participants with the opportunity to thrive and perform to their personal best.

This Policy should be read in conjunction with the following policies, statements and guidance which can be accessed via [www.britishwheelchairbasketball.co.uk](http://www.britishwheelchairbasketball.co.uk)

- Recognising, Responding, Recording, Reporting and Referring Safeguarding Concerns
- Safeguarding Procedure
- Codes of Conduct
- Disciplinary Policy

- Safer Recruitment Guidance
- Away Trips and Hosting Guidance
- Safe Use of Changing Facilities Guidance
- Photography and Livestream Guidance
- Personal Care Guidance
- Responding to Allergies Guidance
- Transporting Children or Young People in your Car Guidance

Breaches of the documents listed above may result in disciplinary action from BWB.

## 4. Scope of the Policy

BWB are responsible for creating a safe and supportive training environment which allows participants to perform at their personal best.

This Policy sets out the optimum learning environment for all BWB training sessions and the role in which a participant's network can support their journey.

BWB training sessions are not open, and only allow certain groups of people to view them based on their role. Please note, only roles outlined within this Policy will be permitted entry to view training sessions.

## 5. Parents, Guardians and Carers

Parents, Guardians and Carers play a vital role in the success of a child or adult at risk within the sport. Ensuring the right level of support and care is vital to a positive learning environment for all parties. BWB encourage parents to be involved in a participant's journey, whilst ensuring the space and encouragement to develop and discover independently.

BWB acknowledges the need for some participants to be provided with additional care needs and good communication with Coaches and activity organisers is vital in order to manage this effectively. Please ensure all additional needs are discussed with the Coach or activity organiser prior to the training session so they can ensure the participants needs are catered for.

BWB does not allow involvement in the training session by non-participants and encourages training sessions to be viewed from a safe point away from the court boundaries.

### **The role of the parent, guardian or carer:**

- Encourage the participant to learn the rules and play within them.
- Discourage unfair play.
- Help participants to recognise good performance, not just results.
- Encourage independence wherever possible.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle participants for losing or making mistakes.
- Support participant's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Ensure access to appropriate equipment, clothing and nourishment throughout the training sessions.

### **What to expect from BWB**

We commit to:

- Communicating honestly and openly with parents and carers.
- Engaging and listening to parents and carers views.
- Transparency in our decision-making with parents and carers.
- Promoting safe communities for participants.

## **6. Club, Regional and Home Country Coaches**

BWB training sessions provide an ideal environment for Coaches to gain experience in a supported environment and Coaches are encouraged to attend regardless of whether their athletes are currently involved in the activity or not.

BWB encourages a relationship with Coaches and the BWB Pathway Manager to support their participants in their progression through the wheelchair basketball pathway.

### **The role of the coach**

- To observe and assist where requested with duties within your knowledge, experience and qualifications.
- Encourage the participant to learn the rules and play within them.
- Discourage unfair play.
- Help participants recognise good performance, not just results.
- Encourage independence wherever possible.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle participants for losing or making mistakes.
- Support participant's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

Prior to attending a training session, please complete the checklist below:

- Do you have a BWB coach licence for the current season?
- Have you requested attendance with the activity organiser?
- Have you received confirmation that the training session is appropriate for you to attend?

### **What to expect from BWB**

We commit to:

- Informing Coaches of their athletes' attendance at a training session (where applicable)
- Communicating honestly and openly with Club Coaches about progression of their athletes.
- Engaging and listening to Coach's views.

- Transparency in our decision-making with Club Coaches
- Providing equal opportunities for Coaches
- Promoting safe communities for participants to learn and develop.

## **6. Team Staff, Volunteers, Tutors and Officials**

Team Staff, Volunteers, Tutors and Officials play a key role in the development of participants. BWB training sessions also provide an ideal environment for Support Staff and Officials to gain experience in a supported environment.

It is important to ensure learning and development opportunities for all roles within the games, these include but are not limited to Team Managers, Performance Analysis, Referee and Table Officials. If you feel like a BWB closed environment would provide the right training and development experience for your role, please follow the checklist below:

- Do you have the relevant licence/training/qualifications for the role?
- Have you requested attendance with the activity organiser?
- Have you received confirmation that the training session is appropriate for you to attend?

### **The role of Support Staff and Officials**

- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all Policies, Procedures and Guidance laid down by the National Governing Body and the club.
- Hold the relevant licence/training/qualifications for the role

### **What to expect from BWB**

We commit to:

- Engaging and listening to the views of Support Staff and Officials.
- Transparency in our decision-making with Support Staff and Officials.
- Providing equal access to opportunities.
- Promoting safe communities for participants to learn and develop.

## **7. Photos, videos and imagery**

The taking of photos, videos and imagery is not permitted at BWB training sessions with the exception of authorised BWB personnel.

## **8. Safeguarding**

Safeguarding children, young people and adults at risk is of paramount importance to us and we are committed to raising awareness and empowering everyone we engage with.

Any breaches to BWB Policies, Procedures and Guidance will be dealt with in line with the relevant Policy.