



# COACHING POLICY

Policy number	BH3
Responsible person	Board & General Manager
Version	1.0
Approved by Board	February 2025
Scheduled review	January 2026

## 1. INTRODUCTION

The organisation is committed to promoting the safety and wellbeing of all children and young people within the Badminton Hobart (BH) community.

## 2. SCOPE

This policy applies to all professional coaching and/or activities involving working with children or young people conducted at BH facilities or directly undertaken by the BH off-site.

## 3. DEFINITIONS

<i>Coach</i>	any person holding a current Badminton Australia (BA) coaching certificate of level one or higher, and maintaining a current coaching registration with BA
<i>Professional Coaching</i>	any person receiving remuneration for providing coaching services
<i>Remuneration</i>	payment in cash, goods or services
<i>Child or young person</i>	anyone under the age of 18
<i>Staff</i>	a person over the age of 18 who is providing paid or unpaid (volunteer) services to a child or young person

## 4. POLICY

### BH responsibilities:

- Comply with all relevant legislation as pertains to coach and member safety when using BH facilities.
- Complete mandatory reporting requirements as per the [Child and Youth Safe Organisations Act 2023](#).
- Ensure the Universal Principle of Aboriginal Cultural Safety is applied to all interactions described within this policy.
- Display the current United Nations Convention of the Rights of the Child within BH facilities and on the website.
- Ensure that children and their families are informed (and involved where appropriate) in all BH child safety and wellbeing activities.
- Maintain a register of all persons working with young or vulnerable people at BH facilities, ensuring that all persons have a current and valid Working With Vulnerable People (WWVP) registration prior to use of BH facilities.

- Maintain a register of all reportable conduct (as defined in the Child and Youth Safety Framework), ensuring conduct is reported to the Independent Regulator within three business days.
- Appropriately investigate all allegations of reportable conduct, providing an update to the independent regulator within 30 days and record.
- At the completion of any investigation provide a final report to the independent regulator (as per the Reportable Conduct Scheme Guidelines).
- Support all BH workers to undertake ongoing professional development in child safety and wellbeing.
- Ensure all online and physical spaces are safe and appropriate for the use of children and young people.
- Annually review all child safety and wellbeing policies and procedures.

### Documentation Requirements

All information pertaining to child safety and wellbeing shall be stored for not less than 7 years from the date it was first received.

### Non BH Coaches responsibilities

- Comply with the [Child and Youth Safe Organisations Act 2023](#) and the [Child and Youth Safe Standards and Organisations Framework](#).
- Inform BH management (in writing) of all allegations of reportable conduct received within 24 hours of receipt by the coach and provide BH with copies of all correspondence sent to the independent regulator regarding the incident.
- Ensure that any professional coaching session undertaken at an BH facility (or as part of an BH endorsed program off-site) is conducted by a worker (as defined above) with a current WWVP registration.
- Any session not run by the coach directly, must be run by a worker with a minimum qualification of Badminton Australia Foundation Coach and with a current registration with Badminton Australia.
- Upon request, coaches will provide evidence of supervision and/or direction provided to workers (who do not hold a Badminton Australia Level One Coaching Certificate) and who are providing professional services without onsite supervision from the coach.
- Comply with the current BH Coaches code of conduct, providing a signed and dated copy of the code to BH on request.
- Provide a signed BH coaches code of conduct for all workers providing professional services without onsite supervision of the coach.

### BH Undertakings

- Provide coaches with subsidised court hire at 50% of the current peak-time hourly court hire rate.
- Provide coaches with early access to the automated court booking system to support delivery of coaching services to the BH membership.
- Provide a monthly invoiced payment option for regularly utilised courts.
- Provide access to BH facilities outside of normal business hours to support provision of coaching services to the BH membership

### BH Coaches

BH reserves the right to employ workers of any qualification level to deliver BH programs, while ensuring that they meet all other stipulated coaches' requirements (see above) pertaining to working with children and young people.

## Additional Information

The BH has agreed to 'grandfather' coaching qualifications that were earned prior to the establishment of the Badminton Australia Level One qualification, but which are considered to demonstrate an equivalent level of expertise.

For the purposes of this policy, these qualifications will be considered equal to the Badminton Australia level One qualification.

## 5. REVIEW

The above policy is subject to review and alteration by BH at any time, upon provision of a minimum of 30 days' notice in writing to all coaches.

## 6. RELEVANT LEGISLATION

*[Child and Youth Safe Organisations Act 2023](#)*

## 7. RELATED DOCUMENTS

<i><a href="#">Tasmanian Department of Justice Introducing Tasmania's Child and Youth Safe Organisations Framework (2023)</a></i>
<i><a href="#">Tasmanian Department of Justice Guide to Aboriginal Cultural Safety</a></i>