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PERSONNEL

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National Academies Guidelines

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These guidelines are split into four sections, with relevant procedural guidance included in each section. These are Introduction, Personnel (workforce management), Procedures (administrative operations) and Players (athlete management). You can find the other Guidelines [here](#).

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National Academies Guidelines

SECTION 2 - PERSONNEL

6. National Academies Workforce

Key Roles

Each National Academy must have the following key roles in place:

- **Manager** - Oversees operations and workforce;
- **Safeguarding Officer** - Ensures safeguarding practice is adhered to;
- **Treasurer** - Manages academy finances in line with financial guidance, may have additional responsibilities such as procurement and competition administration;
- **Head Coach*** - Promotes high-quality coaching, supports coaches and selects teams;
- **Squad Coach**** - Plans & delivers sessions, selects teams and leads teams at competitions; and
- **Supervising Adult***** - Adult helper who has been designated with a duty of care over young people during multi-day competitions in order to fulfil best safeguarding practice.

*One Head Coach required for Cloth senior, Foam senior and Junior groups. This person may double as a squad coach for the same category.

**At least one Squad Coach is required for each gendered squad that trains independently, e.g.

- Women's cloth senior
- Men's cloth senior
- Women's foam senior
- Men's foam senior
- <Mixed senior squads if training independently>

***Supervising adults must be allocated for each event involving juniors where the usual workforce does not fulfil the requirements outlined in the [Safeguarding Policy](#).

Optional Roles

Each National Academy may choose to have the following optional roles in place:

- **Media/Marketing Officer** - Captures & distributes video/photo content & graphics to promote national academies and share with British Dodgeball staff members. Part of the wider British Dodgeball media team;
- **Assistant Manager** - Supports the Manager with planning or specific administrative operations;
- **Administrative Assistant** - Supports with administrative operations;
- **Assistant Coach** - Supports coaches in delivering high quality sessions;
- **Supervising Adult** - Adult helper who has been designated with a duty of care over young people during multi-day competitions in order to fulfil best safeguarding practice.
- **Independent Advisor/Compliance Officer/Critical Friend** - Supports with the management of conflicts of interest and ensures that correct procedures are followed. An encouraged position if the Manager is a player or coach.

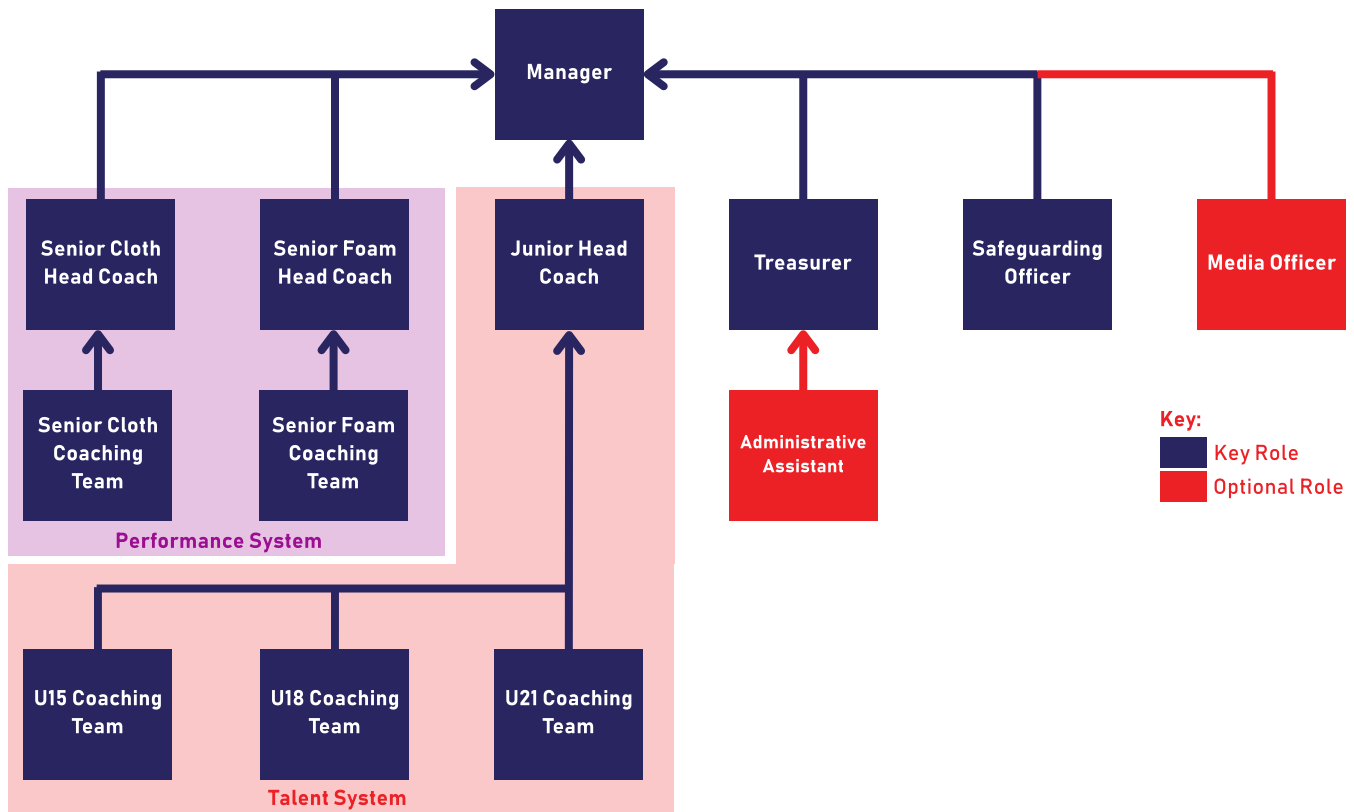
National Academy managers may create other roles and delegate as they see fit to support with the operation of the National Academies.

One Individual Fulfilling Multiple Roles

One individual may fulfil multiple roles (e.g. a cloth women's senior squad coach may also be the cloth senior head coach), but care should be given so as not to burn one individual out.

National Academies Guidelines

Example National Academy Organisational Chart



7. National Academy Roles & Responsibilities

Each National Academy Manager is responsible for recruiting and managing their workforce. Key Roles should be filled at all times, so British Dodgeball will ask for a minimum of three months' notice should any individuals in any of these roles wish to leave their role earlier than originally stipulated to aid succession planning.

Role Descriptions

A summarised version of each Key Role is included below – to aid recruitment purposes, the NAL can provide full role descriptions & volunteer contracts upon request.

Editing Roles

Managers are welcome to amend the following role descriptions somewhat to suit their current needs. Care must be taken to ensure that the National Academy is still fulfilling its safeguarding and high-quality coaching obligations however, and so roles can not be edited so far that they significantly alter the function of the role (e.g. remove a welfare officers responsibility to collate welfare concerns and pass them on to the DSL).



National Academies Guidelines

a) Manager

The National Academy Manager holds overall responsibility for their National Academy, and oversees administrative operations and the workforce.

Qualifications/Checks:

- Criminal Records Check
- [Safeguarding training](#)

Reports to:

- National Academy Lead for general operations; and
- Head of Performance for performance-based items.

Works closely with:

- Key volunteer staff, including coaching teams to provide detailed planning regarding the National Academy's approach to working within athletes in both the Talent and Performance systems;
- Treasurer and National Academy Lead with regards to financial forecasting and budgeting; and
- Safeguarding Officer with regards to recruitment.

Responsibilities include:

- **Meet Objectives** - To work towards meeting National Academy Objectives as outlined in the Talent Development Framework;
- **Recruitment** - Ensure Key Roles are filled and succession planning is undertaken so staff are always in place to support the Talent & Performance systems;
- **Workforce Management** - Provide effective leadership and management to players and staff ensuring that all National Academy support staff have a shared and collective vision for the programme;
- **Programme Scheduling** - Be responsible for co-ordinating the high quality coaching of Talent and Performance athletes, ensuring the potential of players is maximised;
- **Planning** - In partnership with the coaches, create, maintain and develop short-term, annual and cyclical plans for the programme;
- **Collaboration** - Communicate effectively with staff, players and relevant stakeholders. Develop positive and constructive relationships with the domestic game and club coaches;
- **Build a Positive Culture** - To be responsible for driving a positive developmental culture with the 'duty of care' or players at the centre, underpinning performance on and off the court;
- **Equality, Diversity & Inclusion** - Demonstrate an understanding and commitment to equality, diversity and inclusion (EDI) in line with [British Dodgeball EDI Policy](#);
- **National Representation** - Represent the interests of the National Academy at European and World Congresses; and
- **Promotion** - Assist the wider British Dodgeball team with promotional activities where required.

b) Safeguarding Officer

The National Academy Safeguarding Officer holds responsibility for ensuring best safeguarding practice is adhered to at their National Academy.

Qualifications/checks:

- Criminal Records Check
- [Safeguarding training](#)

Reports to:

- National Academy Manager for general updates; and
- DSL for safeguarding-based updates.

Works closely with:

- Key volunteer staff including the Manager where recruitment is concerned, coaches where training is concerned and players so they know how to submit a disclosure; and
- DSL where providing safeguarding updates and submitting referrals.



National Academies Guidelines

Responsibilities include:

- **Reporting** - Ensure all athletes, members of the workforce and other stakeholders such as parents/guardians within the National Academy setup have read and understand safeguarding reporting procedures outlined in the Safeguarding Policy;
- **Safer Recruitment** - Ensure safer recruitment principles outlined in the Recruitment Policy have been adhered to when recruiting new members of the workforce. To be responsible for ensuring new members of the workforce have received an induction and adequate training regarding safeguarding procedures which are relevant to their role;
- **Referrals** - Receive safeguarding concerns and refer these where relevant to the DSL;
- **Record Keeping** - Store safeguarding records and workforce qualification records; and
- **Disciplinary & Appeals** - Convene a panel with other members of the National Academy from time to time in order to manage complaints, grievances and appeals.

c) Treasurer

The National Academy Treasurer holds responsibility for ensuring their National Academy operates in a transparent manner and on a non-profit basis in line with the wider organisation.

Reports to:

- National Academy Manager for general updates.

Works closely with:

- Manager and National Academy Lead with regards to financial forecasting and budgeting.

Responsibilities include:

- **Financial Forecasting** - Setting annual membership prices for all squad members which covers all expenses, which is informed by the projected number of squad members, squad training frequencies and expenses (facility hire, equipment, volunteer benefits and other administrative costs);
- **Budgeting** - Operate in accordance with assigned budgets;
- **Purchasing** - Purchase items and make payments as necessary;
- **Record of Expenditure** - Ensure there is a record of spend in line with the Financial processes outlined in these guidelines, ensuring payments are attached to receipts or invoices;
- **End of Year Accounts** - Ensure timely management of accounts to aid British Dodgeball staff members with end of year accounts; and
- **Disciplinary & Appeals** - Convene a panel with other members of the National Academy from time to time in order to manage complaints, grievances and appeals.

d) Head Coach

The Head Coach holds responsibility for ensuring there is a point of leadership amongst National Academy coaches who are working with each group (cloth senior, foam senior and junior) to ensure their National Academy meets its performance and development objectives.

Qualifications/checks:

- Minimum Deployment Criteria (Criminal Records Check; Safeguarding training; Level 2 certificate in Coaching Dodgeball; and British Dodgeball Coach Membership)
- First aid training (preferred)

Reports to:

- National Academy Manager for general updates; and
- Head of Performance for performance-related updates.

Works closely with:

- Manager to develop long-term, mid-term and short-term plans for each phase of preparation with respects to major events; and
- Key volunteers such as the coaches who work with their respective group (cloth senior, foam senior or junior) to ensure the coaching team is organised, supported and coaching to a consistent standard across each gendered squad in that group.



National Academies Guidelines

Responsibilities include:

- **Planning** – Work with the Manager to ensure trials are held at appropriate times and sessions are planned in line with Session Booking guidance in this document;
- **Coach Training & Ongoing CPD** – Inducting new coaches into National Academy approaches and improving other coaches via observation, feedback and training as necessary;
- **Tactical Approach & Implementation** – Developing and adapting each group's tactical approach to competitive dodgeball, working with coaches to adapt for gendered squads as necessary;
- **Trials, Selection & Feedback** – Ensure their relevant group's squad and team selections are conducted in line with the Selection processes outlined in these guidelines and feedback is provided in line with Feedback processes outlined in these guidelines; and
- **Disciplinary & Appeals** – Convene a panel with other members of the National Academy from time to time in order to manage complaints, grievances and appeals.

e) Squad Coach

The Squad Coach holds responsibility for delivering sessions and working with athletes within their allocated squad (e.g. u15's, or women's senior cloth) to improve their overall performance levels through physical, mental, tactical and technical development.

Qualifications/checks:

- Minimum Deployment Criteria (Criminal Records Check; Safeguarding training; Level 2 certificate in Coaching Dodgeball; and British Dodgeball Coach Membership)
- First aid training (preferred)

Reports to:

- National Academy Manager and Head Coach for general updates.

Works closely with:

- Head Coach, who will oversee their group's coaching team.

Responsibilities include:

- **Planning** – Ensure training sessions are planned to a high standard;
- **Delivery** – Ensure training sessions are delivered to a high standard;
- **Review** – Review player progress and session impact in order to inform the planning of future sessions;
- **Build Relationships** – Build professional yet friendly relationships based on mutual respect with Academy athletes and fellow coaches. This may involve holding additional conversations with players to set SMART goals for their own personal development;
- **Selection & Feedback** – Ensure their relevant squad and team selections are conducted in line with the Selection processes outlined in these guidelines and feedback is provided in line with Feedback processes outlined in these guidelines;
- **Competition Coaching** – Lead National Teams whilst in attendance at competition, managing line-ups and tactical decisions to give their team the best chance of success; and
- **Disciplinary & Appeals** – Convene a panel with other members of the National Academy from time to time in order to manage complaints, grievances and appeals.

f) Supervising Adult

A Supervising Adult is an individual who holds responsibility for supervising junior athletes whilst they are at National Academy events. This will, by default, be Coaches and other members of the National Academy workforce, but sometimes this may be an additional adult to ensure the Team meets gendered adult:child safeguarding ratios at a junior competition. As such, this may be an ad-hoc role.

Qualifications/checks:

- Criminal Records Check
- Safeguarding training (preferred)

Reports to:

- Manager/Head Coach/Whoever has been allocated to hold overall responsibility for the safety of the National Team whilst in attendance at the event.



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Works closely with:

- Other Supervising Adults to ensure safeguarding practices as outlined in the [Safeguarding Policy](#) are maintained.

Responsibilities include:

- **Procedures** – Familiarise oneself with safeguarding policies and procedures to follow whilst in role;
- **Supervision** – Supervising junior athletes at events, including during the competition itself; during team meetings and meal times; during free time; and through the night;
- **Escort** – Ensuring safety for junior athletes by ensuring they are escorted at all times (such as by going to hospital with them in case of emergency); and
- **Point of Contact** – Act as a point of contact with parents or guardians or junior athletes should the need to communicate arise.

Optional Roles

Managers may induct individuals into other roles such as:

- **Media/Marketing Officer** – Captures & distributes video/photo content & graphics to promote national academies and share with British Dodgeball staff members. Part of the wider British Dodgeball media team, and so reports to the British Dodgeball Media Officer in addition to the National Team Manager;
- **Assistant Manager** – Supports the Manager with planning or specific administrative operations. Reports to the Manager;
- **Administrative Assistant** – Supports with administrative operations. Reports to the Manager or Treasurer depending on their role; and
- **Assistant Coach** – Supports coaches in delivering high quality sessions. Reports to the Head Coach of their associated group.
- **Independent Advisor/Compliance Officer/Critical Friend** – Supports with the management of conflicts of interest and ensures that correct procedures are followed. An encouraged position if the Manager is a player or coach.

Other Roles

National Academy Managers may create other roles as they see fit to support with their operations.

8. Volunteer Benefits

National Academies may confer benefits and perks to volunteers as a show of appreciation for sharing their time and expertise. These may include:

- Covering training costs necessary for their role (e.g. safeguarding training);
- Covering training costs to support their ability to perform the role (e.g. additional coaching workshop);
- Free kit/apparel
- Free or discounted accommodation/flights/meals for the duration of an international competition
- Discounted kit/apparel;
- Travel expenses; and
- References for job interviews.

Considerations

- Where the benefit is of a financial nature, this must be considered and budgeted for in advance.
 - Whilst British Dodgeball encourages the incentivisation of volunteers by awarding benefits, consideration must be given to where this money is coming from – athlete membership fees: a National Academy should re-consider their ability to award fully-paid flights, accommodation and meals to all volunteers for a multi-day competition (where the total cost can stretch into the thousands) if this would double all player's membership fees for instance.
- Organisations should only consider reimbursing expenses that are reasonable and necessary for the volunteer's role. These must all be documented via a submitted expense form before payment can be sent to cover the expense.
- National Academies should remain transparent to members regarding the type of benefits volunteers receive.



National Academies Guidelines

9. Recruiting

Managers will have to recruit new volunteers from time to time. This guidance is intended to ensure that an incoming volunteer has clarity regarding the terms of their role, the expectations of the National Academy and how to perform processes in a standardised manner. It also ensures that practices outlined in the [Safer Recruitment Policy](#) have been adhered to.

1. **Role Description** – Create a role description. Use [Section 7](#) as a basis if recruiting for a key role. (The NAL can provide a template for each role if you require support):
 - a. List responsibilities.
 - b. List a term upon the role (2-3 years as standard) so there is a clear review-point (or end-point should a volunteer wish to stop volunteering) and outline who the individual reports to when in role.
 - c. Set clear guidelines on who can apply (necessary prior experience, qualifications (check the [Safer Recruitment Policy](#) for information regarding the need for Criminal Records Checks)).
 - d. If relevant, outline any benefits of the role, e.g. expenses.
 - e. Outline the application process (by default, ask candidates to email the National Academy email address with their details, skills, background, and reasons why they wish to volunteer).
2. **Promotion & Advertisement** – Promote the role through various channels:
 - a. Internal promotion only? Announce the opportunity in-house within the National Academy setup.
 - b. External promotion? Share with the NAL to add to the British Dodgeball website and share on British Dodgeball social media channels and in membership updates. Use National Academy accounts on social media platforms (Instagram, Facebook, Twitter) to announce the call for volunteers.
3. **Shortlisting** – The Manager (or panel) will shortlist applicants based on their skills, experience and personality.
 - a. Where individuals are applying for Key Roles, two other people should be included to form a panel of three for shortlisting and interviews, e.g., Head of Performance, Head Coach, Treasurer or Safeguarding Lead. The NAL can support by joining a panel if requested.
 - b. Where individuals are applying for a Manager role specifically, the NAL must sit on this panel alongside the outgoing Manager and another key volunteer who holds no conflict of interest, and will lead the interview process.
 - c. Where individuals are applying for a Safeguarding Officer role specifically, the DSL must sit on this panel alongside the Manager and another key volunteer who holds no conflicts of interest, and will lead the interview process.
4. **Background Check** – Shortlisted applicants' details must be shared with the NAL and DSL so an internal background check can be completed regarding the suitability of the candidate for the role.
 - a. If there are any disciplinary or safeguarding concerns regarding an applicant, the NAL or DSL will inform the manager and discuss next steps regarding the application in question.
5. **Interviews** – The interview process may consist of a professional discussion; setting the candidate the task of presenting their own ideas or plans for the role; and/or a competency-based task (e.g. coaching a micro-session for a coaching role).
 - a. The panel should communicate the format/tasks in advance with candidates. All efforts should be made to work with candidates' availabilities, but the candidate is unsuccessful if a time which suits the panel and candidate cannot be found within a reasonable timeframe.
6. **Induction** – Successful volunteers should receive an induction to familiarise them with the National Academy's values and objectives. See [Guideline 11. Inductions](#) for more information.



National Academies Guidelines

10. Accessing Workforce Training & Checks

Managers may only recruit people into National Academy roles on the condition that they meet the minimum requirements for that role, and have passed any necessary background checks. Some of these items must be renewed regularly in order for a volunteer to continue in their role.

British Dodgeball can support with the onboarding and renewal of such training and checks as follows:

1. **Coach Education** - British Dodgeball can offer base-rate Coach Education for National Academy coaches. Managers should contact the National Academy Lead for more information.
2. **Coach Membership** - British Dodgeball can offer base-rate Coach Membership for National Academy coaches. Managers should contact the National Academy Lead for more information.
3. **Safeguarding Training** - British Dodgeball can offer free Safeguarding Training to National Academy coaches and Safeguarding Officers. Visit the [Safeguarding webpage](#) for more information.
4. **Criminal Records Checks** - British Dodgeball can offer base-rate Criminal Records Checks for National Academy coaches. Managers should contact the National Academy Lead for more information.

Links to access the training above, with associated costs can be accessed on the BD Partner & Price List in the [National Academy Information shared folder](#).

11. Inductions

Successful volunteers should receive an induction to familiarise them with the National Academy's values and objectives. This can be conducted by the Safeguarding Officer, Manager or a relevant line manager, and consists of the following steps:

1. Arrange any necessary training (e.g. safeguarding) and background checks (e.g. DBS Check) which is required for the role but still outstanding;
 - a. Signpost the candidate to read the [Talent Development document](#) and the following [British Dodgeball Policies](#):
 - i. Safeguarding Children & Adults At Risk Policy;
 - ii. Data Protection Policy;
 - iii. Health & Safety Policy;
 - iv. Code of Conduct;
 - v. Conflict of Interest Policy;
 - vi. EDI Policy;
 - vii. Social Media Policy; and
 - viii. any others which may be relevant to their role.
2. Go through these guidelines and discuss any processes relevant to their role;
3. Share access to any relevant files, invite to relevant committee groups online and share login information to any relevant email or social media accounts.
4. Outline any volunteer benefits and how to access them.
5. Re-confirm the term for the role and a review/end point at this time. Explain that this may be an appropriate time to plan to stop a role if the volunteer wishes, but if the National Academy is happy with their work and the volunteer wishes to continue then there is no need to stop at this time.
6. Discuss their role and set them any necessary first tasks to complete.

National Academies Guidelines

12. Reviews

Reviews are an opportunity to build relationships, refocus an individual on their role, and help them to feel valued and supported. They can be conducted by the Manager, Safeguarding Officer or any line manager (e.g. senior cloth head coach performing a review with a senior cloth squad coach). There are two types of review:

Annual Informal Review

- These informal reviews should happen once a year. This is just a quick chat about how things are going, celebrate success, plan for the future and agree any extra support. It should follow the same review structure as a formal review, but could be as simple as:
 - **Introduction** - "This is a quick, informal review that we do each year."
 - **How Things have Gone** - "What is your proudest achievement from the last year?"
 - **How Things are Going** - "What is good about working in your current role and team? What could be improved?"
 - **The Future** - "Do you need any other support?"
 - **Agree the Next Steps** - "We'd like to improve X, so please focus on Y to help us achieve this."
- **Outcome:** After an informal review, share the notes of the conversation with the volunteer. The notes might contain what they've done well, their opportunities to develop, or ways to make their volunteering experience better. You can use this to make sure the volunteer feels supported and valued between each review.

End-Term Formal Review

- Formal reviews must happen at least every three years (whenever a role term is about to end), but Managers or line managers may decide to have one sooner. As well as talking about how they're getting on, these reviews are to decide if they'll stay in their role, change role, or potentially leave the National Academy. A date should then be set for the next formal review, which might be sooner than three years.
- **Preparation:**
 - **Consider their Performance** - What have they done well? What have they achieved? What do you like about volunteering with them? How are they getting on with the rest of the team? How are they getting on with their main tasks?
 - **Consider their Development** - What opportunities do they have to keep developing their skills? Are they receiving enough support? Did they achieve their goals? If not, were the goals realistic in the first place? What goals would you like to set with them for the next review? Would their skills and interests better suit a different role or team?
- **Review Structure:**
 - a. **Introduction** - Re-cap on the purpose of the review, the agenda and timings.
 - b. **How Things have Gone** - What have they achieved? What were their proudest moments? What have they enjoyed the most? Have any difficulties occurred and what are their views on this?
 - c. **How Things are Going** - Are they happy in their current role and team? Would they like a change? Do they feel like they're developing themselves? Are they getting on with the rest of the team? Do they feel they've had enough support?
 - d. **The Future** - What do they want to get out of their volunteering experience? Would they benefit from any changes? What other support do they need?
 - e. **Agree the Next Steps** - What are their ideas for development? What skills would they like to learn? What goals should you set for the next 6-12 months? When will you have your next review?
- **Outcomes:**
 - After a formal review, the volunteer will either:
 - Continue in their current role for an agreed amount of time (e.g. 3 years);
 - Change their role or team; or
 - Decide to resign.
 - As with informal reviews, share the review notes with the volunteer so they can refer back to them for targets and self-improvement.

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13. Dismissals

Asking a volunteer to leave should always be a last resort when other ways to solve a problem haven't worked. As such, a warning should first be given containing clear expectations laid out where a volunteer is not performing adequately. This decision to dismiss a volunteer should only be made if one of the following conditions applies:

- A safeguarding concern is raised;
- A severe disciplinary offence is committed (either internally e.g. at a National Academy training session or externally e.g. a European Championships), or a series of disciplinary offences are committed;
- Performance of the role drops to the point at which it is negatively affecting National Academy operations or other volunteers are having to pick up extra work, without any improvement after receiving at least one warning; or
- The role is made redundant as an element of National Academy operations ceases.

Who Makes Dismissal Decisions?

- The decision to dismiss a volunteer in an optional role for performance-based reasons may be made by the Manager.
- The decision to dismiss a volunteer in a key role for performance-based reasons should be made by a panel consisting of the Manager, the NAL and another key volunteer. The NAL is there to support the Manager and the overall functions of the National Academy, so is in the panel to ensure fairness and a smooth transition to a new volunteer.
- The DSL holds the power to remove a volunteer from a role in the light of safeguarding concerns.
- The Technical Committee holds the power to remove a volunteer from a role in the light of severe disciplinary offences. The Technical committee prefers to sanction a player as a player and a volunteer as a volunteer, but in extreme cases this decision may be made if it is determined that it would bring the sport into disrepute to allow an individual who has committed a serious offence elsewhere to maintain a prominent role on a National Academy.

14. Partnerships & Sponsorship

Managers may wish to work in partnership with organisations who provide a free service (e.g. physiotherapy, sports psychology, performance analysis etc.), or organisations who provide sponsorship by way of direct funding or the provision of free products (e.g. dodgeballs, apparel, nutritional products).

- **Service Partnerships** – The majority of services will be with regards to improving performance, such as the provision of physiotherapy services. Please notify the HOP of any such services the National Academy is receiving. Any organisations or sole traders providing a service are subject to the British Dodgeball Safeguarding and Safer Recruitment policies.
- **Sponsorship** – Whilst Managers are free to advertise sponsorship opportunities at any time to gain additional income for their National Academy, any financial sponsorship must be signed off in advance by the NAL to ensure that there are no breaches of contract regarding other existing partnership and sponsors. To support with this, Managers can refer to the [BD Price & Partner List](#) at any time to see what may potentially be an issue.
 - 100% of any sponsorship fees secured by the National Academy will go to the National Academy, excepting any activation fees which require British Dodgeball staff members' time (managers should therefore only offer services which their volunteers can provide as a sponsorship benefit or speak to the NAL in advance otherwise so this can be arranged).
- **Incognito Sponsorship** – This refers to sponsorship arrangements that are not publicly known or promoted, e.g. a player receiving a small amount of sponsorship funds to cover flights for a competition from a supportive workplace. No permission must be sought for incognito sponsorship.
- **Charity Support** – This refers to the National Academy publicly supporting a charity. Please email the NA for sign-off if the National Academy wishes to support a specific charity beyond social media posts e.g. have the charity's logo on their playing kit.



National Academies Guidelines

15. Event Organisation

British Dodgeball will, in principle, look to support National Academies by hosting international competitions from time to time. Where British Dodgeball staff members are not in a position to organise an international dodgeball event (e.g. An EDF Regional Championship) themselves, a National Academy may wish to take responsibility for the hosting of this event in order to ensure the event goes ahead. If this is the case, managers must first ensure there is a team of volunteers who have the capacity to:

- Coordinate dates with British Dodgeball competition staff members;
- Coordinate with other federations and confirm attendance;
- Create an expected budget and set fees based on the expected amount of teams;
- Book competition facilities;
- Order medals and trophies; and
- Create a schedule of play and allocate referees.

Managers may contact the NAL to discuss the potential hosting of an upcoming event.

Timeframe

Due to an extremely busy competition calendar, please note that British Dodgeball staff members will need as much warning as possible in order to be able to confirm and support with the hosting of an event – ideally one full season's notice or more. This is to ensure clashes are minimised, as events such as these have major knock-on effects on the team entries, and our ability to provide enough referees to all events taking place at the same time.

16. Conflicts Of Interest

Dodgeball is a growing sport and is made of a relatively small, close-knit community of members at the top-end of the sport. As such, there is a high chance that conflicts of interest will be present. These may include:

- A manager or coach who is also available for selection as a player;
- A selector who has close friends or clubmates vying for squad selection;
- A competition squad coach who is also the club coach for 4 of the squad members;

Any conflicts of interest must be reported to the person responsible for managing conflicts of interest (this will likely be the Manager or the Compliance Officer/Independent Advisor).

Conflicts of interest should be listed and RAG-rated in the [National Academy Conflict of Interest document](#) available on the shared drive. The person responsible for managing the conflict can then let relevant volunteers know of the conflict and inform the individual of any actions to be taken. These actions may include:

Green

- Conflict is deemed to pose minimal risk to fair & transparent operations.
- This may include a competition squad coach who is also the club coach for 1 of the squad members.
- No other action besides monitoring and making others aware of the conflict is needed.

Yellow

- Conflict is deemed to pose medium risk to fair & transparent operations.
- Actions taken may include needing to have sign-off from another coach with regards to allocating game-time to players, or a treasurer being unable to order from their own company unless prices are lower than competitors.

Red

- Conflict is deemed to pose minimal risk to fair & transparent operations.
- Actions taken may include a coach being ineligible to coach a specific group.