

**CONSTITUTION**

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**SECTION 1 - CONSTITUTION**

**1.1** **NAME**

The name of the Association shall be the Isle of Man Badminton Association (hereinafter referred to as the Association).

**1.2** **AFFILIATION**

The Association can affiliate / associate with any appropriate organisation / association that will benefit Badminton on the Isle of Man, subject to it being incorporated in these rules where appropriate. The current affiliation approved by the Association is with ‘Badminton England’

**1.3** **OBJECTIVES**

The objectives of the Association shall be to promote and develop badminton for all on the Isle of Man. Any income received will only be used for the good of badminton and the Association.

**1.3B** A resolution to dissolve the Association can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Association that remain will become the property of IOM Sport or some other badminton Association with similar objectives to those of the Association.

**1.4** **MEMBERSHIP**

All clubs having the objective of playing badminton shall be eligible for affiliation, subject to the approval of the Executive Committee. If approved each club must also affiliate and register with the same organisation/ association as the Association, - currently ‘Badminton England’.

**1.5** a) **Subscriptions, Registrations and Nominations**

Subscriptions shall normally be set at the AGM. All club entry fees shall be paid on or before the 30th September or upon the date of joining. The Executive Committee shall have the power to suspend the benefits of membership from any club or player who has not paid the Association and/or Badminton England fees in accordance with current approved Affiliation, County, League, Tournament, or Competition rules.

Any player playing for an Association affiliated club must also be registered by the club with Badminton England.

Any club player nominated with any League Secretary, Tournament Secretary and/or Competition Secretary and/or nominated to represent any Island representative team in any League, Tournament and/or Competition must be registered with Badminton England by the 1st November or immediately if nominated after this date. Any nomination for such League, Tournament or Competition and registration with Badminton England must include payment of all relevant fees required for such League, Tournament and /or Competition.

If the player(s) registration(s) is/are not completed by the 1st November or immediately if nominated after this date, any player nomination to any League Tournament and/or Competition shall be deemed nul and void. The player(s) will not be eligible to play and for the purposes of all Leagues, Tournaments and/ or Competitions, the player(s) will be considered as an unnominated/non nominated player(s) for application of the Rules for all matches/games **prior to and until** registration is completed.

Clubs must make nominated players aware of the above registration rules and where immediate registration is undertaken for a player, the player may not be insured by Badminton England until such registration is completed by Badminton England.

**b) Player Transfer**

Please refer to the IOMBA’s League Rules and Guidelines, available at [www.iombadminton.com](http://www.iombadminton.com)

**1.6 MANAGEMENT**

1. The Management of the Association shall be vested in an Executive Committee consisting of the Hon Officers and Elected members up to a maximum number, equal to the number of affiliated Clubs from time to time. The members of the Executive Committee must act in the best interests of the Association at all times. The Hon Officers’ posts may be filled by any eligible and willing members. Subject to nomination procedures set out in the final paragraph 1**.**6(a) any person (whether a member of the Association, or an affiliated or associated club, or not) who is willing, may be elected as an Hon. Officer or Member subject to there being a minimum of one representative from each affiliated Club. Representatives from Clubs may hold multiple officer roles as approved by the Executive Committee.

Members of the Executive will be:

The President

The Chairman

The Hon Secretary

The Hon Treasurer

The Hon League Secretary

The Hon Senior Competitions’ Secretary

The Hon Disciplinary Officer

The Hon Junior Representative

The Hon Coaching Co-ordinator

The Hon Umpires Representative

The Hon Island Squad Players Representative

The Hon Child Welfare Officer/s

The Hon Development Committee Chairman

Elected members from affiliated clubs (subject to the conditions set out in paragraph 1 of 1**.**6(a) above). Will be nominated by their affiliated club at the AGM or within one month after the AGM

The whole Executive Committee shall normally be elected each year at the AGM. All nominations for this committee, with the exception of the President, shall be submitted in writing to the Hon Secretary minimum six weeks prior to the Meeting. Nominations may also be accepted at the AGM, where no advance nominations are received. The Executive Committee will invite a suitable person to become President of the Association whenever that position becomes vacant. The President and Life Members will be elected for life as non-voting members of the Executive Committee. Any nominations for new Life Members shall be submitted in writing to the Hon Secretary for consideration by the Executive Committee. Any nominations for new Vice-Presidents shall be submitted in writing to the Hon Secretary minimum six weeks prior to the AGM.

(b) The Executive Committee shall have the power inter alia:

To elect committees with powers to co-opt, and delegate to them all such powers and duties as it thinks fit.

(i) The Junior Committee will appoint its own members who will hold such delegated powers necessary to promote the interests of the Junior section of the Association.

(ii) The Development Committee's Chairman will be elected at the AGM. The Development Committee's Chairman, in conjunction with any appointed Development Officer, will then select a small committee to cover all areas of our sport. The purpose of this Committee will be to co-ordinate, progress and update the Association's Development Plan. The Hon Development Committee Chairman will report back to the Executive Committee on all relevant development issues relating to our sport of Badminton.

(iii) To fill at its discretion any vacancies which may occur on the Executive Committee however affiliated Clubs must have minimum representation of one Hon Officer or one member at all times.

(iv) To elect at the AGM as deemed suitable the Hon Vice Presidents of the Association, none of whom shall, by virtue of such an election, have a seat on the Executive Committee, in line with the role description.

(v) To elect from time to time as deemed suitable the Honorary Life Members shall have a non-voting seat on the Executive Committee as and when necessary. In line with the role description only 5 life members to be elected at any one time

(vi) To manage and control the day-to-day running of the association. It shall also decide on any point not covered by these rules or those in Section 3(1 - 20), which govern play in the various Leagues / Competitions under the jurisdiction of the Association. Such decisions shall be final. Motions for appropriate Rule changes may also be tabled provided the Executive Committee agree that such changes are appropriate.

(vii) All rule changes to the Constitution and Appendices may normally be made at an AGM or EGM but Rule changes will also be permitted following Motions at Executive Committee meetings provided the Executive Committee agree that it is appropriate.

**1.7** **EXECUTIVE COMMITTEE MEETINGS**

Such meetings shall be held as called by the Chairman or the Hon Secretary at their discretion, or by the Hon Secretary upon receipt in writing from five members of the Executive Committee. The number of affiliated clubs from time to time shall constitute the number of members necessary to form a Quorum. The Hon Officer or member representing their affiliated Club must attend ALL Executive Committee meetings. In event that the club representative is unable to attend, the affiliated Club MUST appoint and send a deputy for the representative to any meeting called. The deputy representative, where attending, can vote on any matter in place of the elected Hon Officer or member representing the club. The Chairman shall have a casting vote. If the Chairman is unable to attend a meeting, the acting Chairman of the Meeting will be elected from those attending the meeting. If the Club representative is the Chairman of the Executive, his/her deputy attending the meeting, cannot have the casting voteunless the meeting appoints him/ her as acting Chairman of the meeting but can vote on all resolutions subject to the Rules set down in 1**.**6(a) above to represent their Club’s vote.

In event that any Club is not represented at any meeting, the non-represented Club shall normally be subject to a fine of £10 for every meeting not attended.

Provided there are nine (9) or two thirds of the affiliated Club representatives present at the meeting/s, the meeting/s will be deemed as quorate and resolutions deemed binding. Non represented clubs will be notified of all resolutions passed and will be subject to fines as noted above.

The Executive Committee shall record all resolutions and proceedings of General Meetings, and all other meetings of the Committee. The minutes of such meetings, when signed by the Chairman, shall be received and acknowledged as conclusive evidence of the facts stated therein.

Conflict of Interest – Every member present at the meeting must declare prior to discussion of any item if they have a conflict of interest, and the Chairman will decide if they need to vacate the room whilst the item is being discussed.

**1.8 ANNUAL GENERAL MEETING (AGM)**

The AGM shall be held on a date in **JUNE** each year, except in exceptional circumstances when this date may be extended. When all general business shall be transacted. One month’s notice shall be given for an AGM. All affiliated clubs shall be entitled to send two representatives in addition to any of their members who may be on the Executive Committee. The Island Patron, Members, nominated persons (whether a member of the Association, or an affiliated or associated club, or not) and other persons interested in badminton may also attend. Any notice of a motion for presentation at the AGM should normally be received by the Hon Secretary in writing minimum six weeks prior to the AGM, however should any Club raise any motion (or change of motion) at the AGM it will nevertheless be binding on the Association if approved. The Agenda of the meeting shall be sent out with the notice calling the meeting, and must normally include the motions to be up discussed.

**1.9 EMERGENCY GENERAL MEETINGS**

These may be called at such times as deemed to be necessary. The meeting shall be convened by the Hon Secretary upon receipt of a written application:

(i) Signed by 5 members of the Executive Committee.

Any such requisition to state the object for which the meeting has been called. The meeting shall be held as soon as practicable after of receipt of application. (Notice of the meeting andtherepresentation thereof, shall be as for the AGM.) The Motion/Motions to be discussed shall normally be incorporated in the notice calling any such meeting.

**1.10 VOTING AT AGM or EGM**

Each affiliated club represented at the General Meeting may be represented by as many bona fide members of such club as it wishes, who shall all have the right to speak. In addition nominated persons (whether a member of the Association, or an affiliated or associated club, or not) and other persons interested in badminton will also have the right to speak but do not have the right to vote. On any matter being put to the vote each affiliated club shall have 2 votes only, by its nominated representatives, who must be present at the meeting.

Every motion submitted shall be decided by a ballot being taken by those present entitled to vote unless the Chairman or the majority of those present entitled to vote agree a show of hands to be acceptable. Any such ballot shall be secret, and the Chairman shall appoint two scrutineers to count the votes cast, and the result of their count shall be final. No other votes or proxies will be allowed, save in the case of a tie, both in the poll and at the show of hands, the Chairman shall have a second or casting vote.

**1.11 AMENDMENTS**

Representatives entitled to vote and attending either the AGM or EGM shall have the power to vote on any amendment to any previously published motion, and the Executive Committee must act upon any such amendment, if passed, as though due notice of it had been given. Any such proposed alteration or amendment to the rules of the Association shall be carried by a majority of the total votes cast being in favour thereof.

**1.12 ACCOUNTS**

The Hon Auditor for the following year shall normally be appointed at the AGM. Any such person so elected may not be a member of the Executive Committee. The financial year of the Association shall close on the **30th April**. The annual statement of the Accounts and Balance Sheet, shall be sent to each affiliated club prior to the AGM together with the notice calling the AGM and shall be laid before that meeting for approval in principle. The Account and Balance Sheet will then be duly certified by the Hon. Auditor and presented at the following year’s AGM.

**1.13 DOPING**

The Association is unequivocally opposed to the practice of doping in sport and the use of drugs within sport to enhance performance is strictly forbidden. Doping in Sport means: The taking or use of substances or participation in doping method prohibited by the International Olympic Committee and by International Sports Federations. In addition, assisting or inciting others to contravene doping regulations is also considered a doping offence.

The Association agrees to adopt BADMINTON England's Doping Control Rules (see Appendix 2.1) andto be fully compliant with the provisions made by the Isle of Man Sports Council’s Doping Control Operations Monitoring Committee with regards to both selective and random sampling of body fluids.

Further copies of BADMINTON England's Doping Control Rules are available from BADMINTON England's website: [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk/), from BADMINTON England's Development Department or from the Hon Secretary, Isle of Man Badminton Association.

**1.14 CHILD PROTECTION**

1. The Association agrees to adopt the BADMINTON England Child Protection Policy and ImplementationProcedures.

2. All individuals at all levels involved in Badminton through the Association, must abide by BADMINTON England's Child Protection Policy and theCode of Ethics and Conduct ("the Code") and the Association must use all reasonable endeavours to ensure thatall individuals participantin or being involved in Badminton through the Association have assented to and willadhere to the principles and responsibilities embodied in these documents.

3. Each and every constituent member of the Association including, without limitation, all clubs and leagues shall use all reasonable endeavours to ensurethe implementation of the Child Protection Policy and Procedures in Badminton Englandin relation to their individual members.

4. Any act, statement, or other behaviour that harms a child or group of children or poses a risk of harm to a child or group of children shall constitute conduct that is improper and thereby brings Badminton into disrepute. Such conduct will be dealt with, at the appropriate level, through the Disciplinary Procedure.

For further information concerning the Association's Child Protection Policy Statement: BADMINTON England's Chapter 5 - Child Welfare Officer; the Hon Child Welfare Officer/s Role and Duties; and Procedures on "What to do if you have any concerns about Child Abuse" please see Appendix 2.2.

A full copy of BADMINTON England's Child Protection Policy and Procedures is available on BADMINTON England's website: [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk/), from BADMINTON England's Development Department or from the Hon Secretary, Isle of Man Badminton Association.

**1.15 EQUALITY POLICY**

The Association agrees to adopt BADMINTON England's Equality Policy which will replace BADMINTON England's Equal Opportunities Policy (as updated from time to time) - see Appendix 2.3.

A full copy of BADMINTON England's Equality Policy is available on BADMINTON England's website: [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk/), from BADMINTON England's Development Department or from the Hon Secretary, Isle of Man Badminton Association.

**1.16 CODES OF CONDUCT**

Developing, promoting and adopting Codes of Conduct makes sure people know what is expected of them and helps to identify standards of acceptable behaviour. By adopting BADMINTON England's guidelines, the Association is fully committed to safeguarding and promoting the well being of all its young players and accepts that all its members have a duty of care towards young and vulnerable members. The Association has also agreed to adopt Manx Sport & Recreations Code of Conduct for Coaches.

The Codes of Conduct (see Appendix 2.4) are:

1. Code of Conduct for Coaches & Helpers

2. Code of Conduct for Parents/Carers

3. Code of Conduct for Junior Members

4. MSR Sports Development Code of Conduct for Coaches

**1.17 CLUB CONSTITUTION**

All Clubs affiliated to the Association should have in place their own Club Constitution. Copies of Club Constitutions should be forwarded to the Association's Hon Secretary. Please see Appendix 2.5 for a Club Constitution Template.

**1.18 DATA PROTECTION ACT**

The Association and its affiliated Clubs agreed to adhere and abide to the Data Protection Act. For 'A Brief Guide to the Data Protection Act for Clubs and Societies please see Appendix 2.6.

**SECTION 2 - APPENDICES**

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**APPENDIX 2.1**

**Doping Control Rules for the**

**Badminton Association of England**

**Authority to regulate**

1.1 The Badminton Association of England hereafter known as the Association is the governing body of the sport of Badminton in England, the Channel Islands and the Isle of Man. These regulations are written in accordance with the rules of the International Badminton Federation.

1.2 The Association shall, within its jurisdiction, regulate the prohibition and control of doping in the sport of Badminton and shall make, maintain and enforce rules relating thereto. The Badminton Association of England appoints UK Sport as its agents for testing.

1.3 To be eligible to participate or assist any participant in any event or activity organised or authorised by, or held under the rules of the Association wherever held, a person must comply with these rules and shall be deemed to have agreed with and consented to these rules. Should the event be sanctioned by the International Badminton Federation (IBF) then the IBF rules which are current at the time of competition will apply.

**Policy Statement**

2.1 The Association is unequivocally opposed to the practice of doping in sport.

2.2 The Association recognises that doping contravenes the basic ethics of sport and of medical science. The purpose of the doping control rules is to prohibit doping in order to protect the rights, physical and mental health of participants in sport.

2.3 Results are normally regarded as confidential. However, when it is clear that public knowledge of a positive case exists, the Association reserves the right to confirm outline details as appropriate. The Association will publish details of any disciplinary action taken.

2.4 The definition of doping is contained within Appendix A of the rules.

**Doping Tests**

3.1 Doping is strictly forbidden.

It is mandatory that players selected for a doping control test are required to submit to a doping test at any time when requested by the Association or their agents. Tests may be random or specific and without prior notice. Although every reasonable effort will be made to avoid inconvenience to the person being tested, no liability will be accepted for any inconvenience or loss resulting therefrom.

3.2 Failure to comply with a request for testing may result in the player being subject to the same sanctions as that for a positive doping test.

3.3 All IBF sanctioned tournaments are subject to the requirements of the current IBF anti doping statutes. The association will cooperate fully with the IBF in measures taken to detect or penalise infringements of those requirements.

3.4 Banned substances are those defined in annex A of the IBF anti doping statutes or which are banned substances under the rules or regulations of the IOC or the World Anti Doping Agency. For the purposes of information the current IBF list is reprinted in appendix B of these Rules. The Association shall have the right to amend this list at any time.

These Rules provide that tests be carried out for Cannabinoids in competition, and that notification of the administration of corticosteroids is necessary.

3.5 The Association shall keep a register of those who are subject to out of competition testing and anyone included on the register will be notified of inclusion and acceptance on the register. Upon receiving notification a person must keep the Association (or anyone whom it directs) informed of the addresses and telephone numbers where the person can be contacted for testing at anytime.

3.6 A person who retires from events or activities which are the subject of these Rules shall promptly notify the Association of their retirement, whereupon testing of that person shall cease two weeks from the date when the Association receives the notification of retirement in writing. To be eligible for national selection after retirement a player must be on the out of competition register for a period of 6 months.

**Testing procedure**

4.1 Sample testing will be carried out by bodies approved or accredited in accordance with the requirements, from time to time, of the Medical Commission of the International Olympic Committee and will consist of a sample collection by the Association or its agent, separation of the sample into two parts and analysis thereof. Ownership of a sample shall pass to the Association immediately the sample has been given. The result of all doping tests whether positive or negative at any IBF sanctioned tournaments will be reported to the IBF Chief Executive no later than three weeks after receipt by the Association of the test results. The IBF alone will be responsible for the implementation of its disciplinary regulations for positive tests under taken at IBF sanctioned tournaments.

4.2 The Association will notify the IBF of any positive tests at all other tournaments, or out of competition tests. This notification will be within 3 weeks of the receipt by the Association of the positive test result. The Association will be responsible for the implementation of Disciplinary procedures and process in these cases. The IBF will be notified or the outcome of these proceedings and of any sanctions applied.

4.3 If the test on the first part of the sample (the A sample) does not indicate the presence of a prohibited substance or the use of a prohibited method, the person who was tested will be notified of the result by the Association or by the body carrying out the testing. The second part of the sample (the B sample) will be disposed of and no further action will be taken.

4.4. If the test on the A sample indicates the presence of a prohibited substance or the use of a prohibited method, the procedure will be as follows;

(i) The result of the test will be notified by the body carrying out the testing to the Association, who will then inform the person who was tested of the test result.

(ii) The Association will then arrange a date as soon as reasonably practicable for a test on the B sample and will notify the person who was tested of the date and place of the test. The person who was tested and a representative of their choice are entitled to be present when the test is carried out. A representative of the Association may also be present. The B Sample test result will be notified by the laboratory carrying out the testing to the Association, who will then inform the person who was tested.

(iii) In the event of the B test also being positive the matter shall be referred to the Association’s Review Panel which will review the findings and decide (on the balance of possibilities) whether there is a case to be answered. If the Review Panel decide there is such a case then the Association will arrange a disciplinary hearing as allowed for under its disciplinary procedure.

4.5 The person tested consents for the purposes of the Data Protection Act and all other purposes to the use by the Association of the information regarding his or her sample for all the purposes envisaged by these rules and in particular, without limitation of the generality of the foregoing, to the passing and use of information regarding the test to and by the Association, UK Sport, the IBF, WADA and the IOC.

**Disciplinary Measures and Procedures**

5.1 If prima facie evidence exists that a doping offence may have been committed the measures and procedures available are: suspension, disciplinary hearing and decision, opportunity to apply for appeal and final decision.

5.2 A person shall be suspended from any event or activity organised or authorised by or held under the laws of the Association (or any directly or indirectly affiliated body) wherever held from the time that a Review Panel decides that there is a case to answer, or the Association becomes aware that any other offence under these rules may have been committed.

5.3 When the Review Panel believes that an offence may have been committed, it will arrange for a hearing *in accordance with these rules as amended from time to time.*

**Disciplinary Procedure**

5.4 The person concerned will be given notice in writing containing particulars of the offence and will be given not less than 21 days notice of the date, time and place of the hearing. The person concerned will be asked to submit evidence, in writing, to the disciplinary committee at least 7 days in advance of that date and may make written representation to the hearing or appear in person. If the person concerned does not attend the hearing, proper notice having been given, the matter may be dealt with by the disciplinary committee in the absence of that person. The disciplinary committee will give notice in writing to the person concerned of its decision when it is reached and shall give a written summary of its reasons. A notification of a right to appeal will be given at the same time. Nothing in this procedure shall prejudice the person’s rights to natural justice.

5.5 Either the person charged or the Association may appeal against the decision of the disciplinary committee provided notice in writing of the appeal is given within 14 days of the decision. Any such appeal shall be to the IBF in accordance with the Appeal procedure of the IBF Disciplinary Regulations.

5.6 At any hearing under these Rules the person who is the subject of the hearing may be legally represented or represented by another person. That person shall have the right to call evidence, or give evidence provided that it has been submitted and received by the committee, in writing, at least 7 days prior to that hearing. That person may also cross-examine and address the committee conducting the hearing. Failure to attend a hearing or to answer any question shall not prevent a decision being reached. A decision of a disciplinary committee shall be by a majority decision. All hearings shall be held in private. The committee may give further directions for the conduct of the hearing.

5.7 The committee conducting the hearing shall decide on the payment of any costs relating to that hearing as it considers appropriate.

5.8 The “Review Panel” and the “disciplinary committee” shall be as constituted from time to time by the Association.

**Sanctions**

6.1 The Sanctions for breaches of these doping control rules are as set out in Appendix C, as amended from time to time.

6.2 However, based on specific, exceptional circumstances to be evaluated in the first instance by the Association and IBF, a person may apply for early re-instatement or for the reduction of a minimum ban. Neither ignorance of the nature or compositions of Prohibited Substances nor the nature or effects nor the Prohibited Methods or the accidental nature of the taking of a Prohibited Substance shall constitute exceptional circumstances or grounds for exemption from punishment.

**Recognition of other Bodies’ Doping Regulations and Sanctions**

7.1 The Association may recognise the doping regulations and sanctions of any other bodies. The Association may take what action it considers necessary in respect of such sanctions.

7.2 Where the Association recognises the regulations and sanctions of any other body, then any person who is or has been in breach of the regulations of the other body shall be deemed to have breached these Rules and the Association may impose any of the sanctions in these Rules on that person.

**General**

8.1 Any deviation from these Rules or the procedures referred therein shall not invalidate any procedure, finding or decision unless it was to raise material doubt as to the reliability of the finding thereof.

8.2 These Rules shall come into force on 14th June 2000 and shall be regularly reviewed by the Association and any variations or alterations approved by the Association shall come into force from the date of such approval unless the Association shall direct otherwise.

8.3 These Rules are governed by the Laws of England.

**Appendix A**

**Doping Offences**

1. **Definitions**

1.1 **Blood doping** means the administration of blood, red blood cells and related blood products to an athlete, which may be preceded by withdrawal of blood from the athlete who continues to train in such a blood depleted state.

1.2 **Doping** means any offence set out in paragraph 2 of this Appendix A.

1.3 **Masking agent** means any substance or procedure used for the purpose of or having the effect of altering the integrity of urine and other samples used in doping control.

1.4 **Participant** means any athlete, coach, trainer, official, medical or paramedical personnel working with or treating athletes participating in or preparing for all competitions which are held under the rules of the Association, the rules of the International Badminton Federation, or in preparation for the Olympic games.

1.5 **Pharmaceutical, chemical and physical manipulation** means the use of substances and methods, including masking agents which alter, attempt to alter or may reasonably be expected to alter the integrity and validity of urine or other samples used in doping control, including, without limitation, catheterisation, urine substitution and/or tampering, inhibition of renal excretion such as by probenecid and related substances and alterations in testosterone and epitestosterone measurements such as epitestosterone application or bromantan administration. Diuretics are regarded as masking agents.

1.6 **Prohibited method** means any method described in these Rules including, without limitation, those set out in paragraphs 1.1 and 1.3 of this Appendix A.

1.7 **Prohibited substance** means any substance described in these rules including, without limitation, those substances set out in clause 3.4 of the Rules.

1.8 **Rules** means the Doping Control Rules for The Badminton Association of England as amended from time to time.

1.9 **Use** means the application, ingestion, injection, inhalation, consumption by any means whatsoever of any prohibited substance or prohibited method. **Use** includes counselling the use of, permitting the use of or condoning the use of any prohibited substance.

2. Under these Rules doping is illegal and an offence is committed when:

(i) A prohibited substance is found to be present in a person’s body tissues or fluids;

or

(ii) a person is found to have used a prohibited substance or a prohibited method;

or

(iii) a person admits using a prohibited substance or a prohibited method

or

(iv) a person manufactures, extracts, transforms, prepares, stores, expedites, transports, imports, exports, transits, offers subject to payment or free of charge, distributes, sells, exchanges, undertakes the brokerage of, obtains in any form, prescribes, commercialises makes over, accepts, possesses, holds, buys or acquires in any manner prohibited substances, procures, induces or causes others or admits having assisted, procured, induced or caused others to use a prohibited substance or a prohibited method (*an action known as trafficking,)* or to commit any offence under these Rules.

or

(v) a person is convicted of a criminal offence involving a prohibited substance

or

(vi) a person fails or refuses to comply with any provision of these Rules after having been requested to do so

or

(vii) a person refuses or fails, without reasonable excuse, to provide a sample for testing when required to do so or fails to

or

(viii) a person willfully obstructs or interferes with the carrying out of anything in these Rules.

3. An admission made more than 5 years after the facts to which it relates shall not constitute an offence under these Rules.

4. The Association may conduct investigations into the activities of any person who it has reasonable cause to believe may have committed an offence under these Rules and that person shall co-operate with those investigations.

5. In the case of out of competition testing ‘prohibited substance’ shall only include anabolic agents, peptide hormones, masking agents. IN all other respects clause 2 of Appendix A applies equally to out of competition testing.

**Appendix B**

**IBF list**

As this list is constantly being updated under cover of several pages it is not being reproduced here. If a copy of this list is required please contact the IBF or the BAofE Limited.

**Appendix C**

**Sanctions**

1. In a case of doping the penalties for a first offence are as follows;

1.1 If the Prohibited Substance present is ephedrine, phenylpropanoline, pseudoephedrine, caffeine, strychnine or related substance.

1.1.1 A warning; and/or

1.1.2 A ban on participation in one or several competitions in any capacity whatsoever; and/or

1.1.3 Suspension from any competition for a period of one to six months.

1.2 If the Prohibited Substance present is one other than those referred to in paragraph 1.1 above or any other doping offence:

1.2.1 A ban on participation in one or several competitions in any capacity whatsoever; and/or

1.2.2 Suspension from any competition for a minimum period of two years.

2. Other Cases

2.1 In the case of a second offence where the Prohibited Substance is ephedrine, phenylpropanolamine, pseudoephedrine, caffeine, strychnine or related substances the sanctions shall be;

2.1.1 A ban on participation in one or several competitions in any capacity whatsoever; and/or

2.1.2 Suspension from any competition for a period of two years

2.2 In the case of a third offence where the prohibited substance used is one referred to in paragraph 2.1 or in the case of any other second doping offence (provided it is perpetrated within a period of ten years after the preceding sanction, whatever form it took and whatever the reason for it became final) the sanction shall be: -

2.2.1 A life ban on involvement *or in relation to* in any badminton event in any capacity whatsoever; and/or

2.2.2 Suspension (between four years and life) from involvement *or in relation to* all badminton competition.

2.3 The penalty for an offence committed by a competitor and detected on the occasion of an out-of-competition test shall be the same, mutatis mutandis, and shall take effect from the date the positive result was recorded or the date on which the final judgement further to an appeal is pronounced, whichever the Association may decide.

2.4 Trafficking is defined in section 2 (iv) of Appendix A to these Rules. The penalty for trafficking in prohibited substances are as follows:

2.4.1 In the event of trafficking in prohibited substances the penalty will be suspension for life from participation in any sports organisation, body, activity or event in any capacity whatsoever in so far as the Association has authority and jurisdiction.

2.4.2 In addition the offence(s) may be reported to the competent administrative and judicial authorities by any interested physical or legal person.

2.5 Any attempt to perform trafficking shall be penalised in the same manner as the act itself.

2.6 For persons found guilty of trafficking, ignorance of the nature or compositions of the Prohibited Substances or nature or effects or the methods in question does not constitute extenuating circumstances or grounds for exemption from punishment.

2.7 Any sanctions under these Rules may be applied concurrently insofar as they are compatible.

3. If an offence takes place during an event, the person concerned shall be disqualified from the event and the results of the event amended accordingly. That person shall not be entitled to any award, title or record to which they would have been entitled by virtue of their participation at the event or any subsequent events.

4. Where a person has been declared ineligible and wishes to resume competing after their period of ineligibility has expired, they will be required to make themselves available for testing throughout the period of ineligibility. A person may not apply to the Association for reinstatement before their period of ineligibility has expired.

5. If an offence takes place and the person concerned is participating in a team event, the following shall apply in respect of the other members of the team, the event and any results of the event in which the team was participating;

5.1 The team shall be disqualified from participating in the event and

5.2 The results of that team shall be deleted from the record.

Badminton Association of England Ltd

Bradwell Road – Loughton Lodge – Milton Keynes – MK8 9LA

Tel: 01908 268 400

**APPENDIX 2.2**

**CHILD PROTECTION POLICY STATEMENT**

This Child Protection Policy Statement demonstrates the importance that the Isle of Man Badminton Association places on the protection of children who participate in the club programme. The Isle of Man Badminton Association is committed to ensuring that its young members are able to enjoy a wide range of activities in a safe environment.

The Isle of Man Badminton Association will:

* Implement BADMINTON England procedures to provide a duty of care for children and vulnerable adults to safeguard their well-being and protect them from abuse.
* 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 Isle of Man Badminton Association and clubs.
* 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 Isle of Man Badminton Associations Codes of Conduct and BADMINTON England's 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 the Isle of Man Badminton Association's Child Welfare Officer/s.

A full copy of BADMINTON England's Child Protection Policy and Procedures and Equity Policy are available on BADMINTON England's website: [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk/), from BADMINTON England Development Department or from the Hon Secretary, Isle of Man Badminton Association.

ENGLAND



***Play*** *it. Love it. Live it.*

**CHAPTER FIVE: Child Welfare Officer**

**5.1 Introduction**

The Child Welfare Officer is a key role within Badminton. By designating people to this role, it can be ensured that it has someone specifically appointed to handle any child welfare, including child protection issues that may arise. The BADMINTON England have a vision of a Child Welfare Officer in every county and junior club. Due to the nature of the position, prior to appointment, these people are required to undertake a Criminal Records Bureau check much in the same way that a coach or volunteer who intends working with children and young people would. This position is fundamental to ensuring that Child Welfare is central to the philosophy of the club or county. In order that other members can provide adequate support where required, the Child Welfare Officer should be a member of the organisations management committee.

Once clearance has-been received from the BADMINTON England Lead Child Protection Officer, an identity card will be issued to validate the appointment. Child Welfare Officers will require support from the County Association, Club and from the national governing body, which will include mandatory attendance on BADMINTON England's Child Welfare Officer training workshop.

A club or county may appoint more than one Club Child Welfare Officer if they so wish to cater for particular age groups and genders.

**5.2 The Role of the Child Welfare Officer**

The role of the Child Welfare Officer is crucial in ensuring that BADMINTON England's Child Protection Policy and Implementation Procedures work in practice.

The Child Welfare Officer acts as the first point of contact for anyone (staff, volunteer, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children.

The Child Welfare Officer therefore needs to be seen to be approachable and as having a child-focused approach.

The Child Welfare Officer does not need to be a child protection 'expert'. That is the role of the statutory agencies (Police and Social Services). Ideally, they should have a background in working with children i.e. teachers, health visitors, social workers, or Police child protection team officers.

The Child Welfare Officer needs to be supported by their organisations management through a formal role within the committee. The management committee should adopt a child protection policy and procedures as per Appendix C. The organisation should also produce a plan about how this will be put into practice and how they will review how it is working. BADMINTON England's Lead Child Protection Officer will provide support and resources to support the club through this process.

**5.3 Child Welfare Officer - Job Description**

The following sections outline a broad job description encompassing the role undertaken by the Child Welfare Officer together with the core knowledge, skills and personal specification required to fulfill this role successfully,

* assist BADMINTON England to fulfil its responsibilities to safeguard children and young people at club and county level
* assist BADMINTON England to implement its child protection plan at club / county level
* the first point of contact for staff, volunteers, parents and children/young people in Badminton where concerns about children's welfare, poor practice or child abuse are identified
* be the first point of contact with the BADMINTON England Lead Child Protection Officer
* implement BADMINTON England's reporting and recording procedures
* maintain contact details for local Social Services, the Police and know how to obtain Area Child
* Protection Committee guidelines
* promote BADMINTON England's best practice guidance/code of ethics and conduct within the club /county
* sit on the organisations management committee
* promote and ensure adherence to BADMINTON England's child protection training plan
* promote and ensure confidentiality is maintained
* promote anti-discriminatory practice
* facilitate the Criminal Records Bureau Disclosure process within the organisation

**5.4 Child Welfare Officer - Personal Specification**

The Child Welfare Officer must fill the following personal specification:

**5.4.1 Core Knowledge and Skills**

The Child Welfare Officer must have attended the sportscoachUK *'Good Practice and Child Protection'* workshop, or an equivalent recognised direct delivery child protection basic awareness workshop, or training, prior to the specific Child Welfare Officer training administered through BADMINTON England's team of Child Welfare Tutors. The BADMINTON England Lead Child Protection Officer will be able to advise on the suitability and appropriateness of any training already undertaken or training opportunity.

**5.4.2 Essential Knowledge**

The following knowledge is considered **essential** for the Child Welfare Officer;

* basic knowledge of core legislation, government guidance and national framework for child protection
* basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees)
* local arrangements for managing child protection and reporting procedures. «> poor practice and abuse - behaviour that is harmful to children
* BADMINTON England's role and responsibilities to safeguard the welfare of children and young people - boundaries of the Child Welfare Officer role
* BADMINTON England's policy and procedures related to safeguarding children and young people
* core values and principles underpinning practice
* awareness of equity issues and child protection

**5.4.3 Recommended Knowledge**

The knowledge of the following is recommended for Child Welfare Officers:

* basic knowledge of how abusers 'target' and 'groom' within organisations in order to abuse children
* best practice in prevention

**5.4.4 Skills**

The Child Welfare Officers should possess the following skills and abilities

* basic administration - maintain records
* basic advice and support provision
* child focused approach
* communication
* ability to promote BADMINTON England's Child Protection policy, procedures and resources
* ability to provide information about local resources

### ISLE OF MAN BADMINTON ASSOCIATION

**CHILD WELFARE OFFICER**

**NAME:**

**BE MEMBERSHIP NO:**

**REPORTING TO:** Isle of Man Badminton Association

**Role Purpose**

To ensure that BADMINTON England's Child Protection Policy and Implementation Procedures, in conjunction with the Isle of Man Badminton Association's Constitution and Codes of Conduct, work in practice. To act as first point of contact for anyone (Club Child Welfare Officers, coaches, volunteers, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children and to pass these concerns on to the appropriate person or organisation (see attached Flowchart).

**Main Duties:**

* To assist the Isle of Man Badminton Association to fulfil its responsibilities to safeguard children and young people at club level.
* To assist the Isle of Man Badminton Association to implement its child protection plan at club level.
* To act as the first point of contact for Club Child Welfare Officers, coaches, volunteers, parents and children/young people in badminton where concerns about children's welfare, poor practice or child abuse are identified.
* To be the first point of contact with the BADMINTON England's Lead Child Protection Officer.
* To implement BADMINTON England's reporting and recording procedures.
* To maintain contact details for the Isle of Man Social Services, the Policy and know how to obtain Area Child Protection committee guidelines.
* To promote BADMINTON England's best practice guidance/code of ethics and conduct within the club.
* To sit on the Isle of Man Badminton Association's Executive Committee and attend meetings.
* To promote and ensure adherence to BADMINTON England's child protection training plan.
* To promote and ensure confidentiality is maintained.
* To promote anti-discriminatory practice.
* To facilitate the Criminal Records Bureau Disclosure process within the organisation.

**Special Conditions (necessary):**

* Attendance on the sportscoachUK 'Good Practice and Child Protection workshop or equivalent, approved by BADMINTON England
* CRB Disclosure

For further information about this key role please refer to BADMINTON England's Child Protection Policy.

### ISLE OF MAN BADMINTON ASSOCIATION

**WHAT TO DO IF YOU HAVE ANY CONCERNS ABOUT CHILD ABUSE**

YES

Is it serious poor practice / an alleged breach of the IOM BA's Code of Conduct?

Further

Does your Club have a Designated Child Welfare Officer?

If **YES** - Contact your Club's Designated Child Welfare Officer

If **NO** - Contact the IOM BA's Designated Child Welfare Officer/s\*

In either case it will be dealt with as a misconduct issue.

If it is the Designated Child Welfare Officers (either Club or IOM BA) or lead coach in question contact Social Services on 24 hour Helpline 686190 / 686179 or alternatively the Police on 631212

Possible Outcomes of Hearing:

- No case to answer

- Warrants advice/warning as to future conduct/sanctions

- Further training and support required

- Barriers put in placed against any further coaching

**Are you concerned about the behaviour of a coach, volunteer, parent, or has a concern been brought to your attention?**

Coach/volunteer could appeal

Could it also be child abuse?

Does your Club have a Designated Child Welfare Officer?

If **YES** - Contact your Club's Designated Child Welfare Officer

If **NO** - Contact the IOM BA's Designated Child Welfare Officer/s\*

In either case they will ensure the safety of the child and other children and refer the concerns to Social Services (who may involve the Police)

\* IOM BA's Designated Child Welfare Officer/s contact details:

Mrs Roberta Cannell, Mobile: 07624 432041

**If in doubt or you do not know who to turn to for advice or are worried about sharing your concerns please contact Social Services (686190/686179) or the NSPCC on 0808 800 5000**

If the allegation/concern regards a Designated Child Welfare Officers (either Club or IOM BA) contact Social Services on 24 hour Helpline 686190 / 686179, or alternatively the Police on 631212

In all cases the IOM BA, BADMINTON England and MSR \*\* (if the concern relates to an event run or sponsored by them) must be informed.

Possible outcomes:

- Police/Social Services enquiry - joint protocol interview

- Criminal proceedings

- Referral back to Disciplinary Committee

- Possible civil proceedings

\*\* MSR's Designated Child Welfare Officer contact details:

Gianni Epifani, Work: 01624 688556

**APPENDIX 2.3**

**Equality Policy** (Draft) 04.01.2006



(To replace Equal Opportunities Policy 2000)

**1. What is Sports Equality?**

1.1. Sports Equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them.

1.2. Sports Equality is about changing the culture and structure of sport to ensure it becomes equally accessible to all members of society.

1.3. Sports Equality is about making sure that all our people can realise their talent and fulfill their potential

1.4. Sports Equality is about individuals' responsibility to challenge discriminatory practice and promote inclusion

**2. Statement of Intent**

2.1. BADMINTON England wishes to act as an exemplar for equality and diversity within its sphere of influence. In doing so, BADMINTON England commits to promoting good equitable practice within the organisation and with partners.

2.2. BADMINTON England will ensure that responsibility and accountability for equality is placed firmly at the most senior levels within the organisation.

2.3. BADMINTON England will deliver on this policy by building equality and diversity into all aspects of its work. All reasonable steps will be taken to ensure that employees, volunteers, players and member associations are committed to this policy

2.4. BADMINTON England will ensure that no job applicant, employee, volunteer or member receives less favorable treatment on the grounds of age, colour, gender, disability, ethnic origin, parental or marital status, religious belief, social or economic status or sexual preference.

2.5. BADMINTON England will work to ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly and equally.

2.6. BADMINTON England is committed to ensuring that its employees, members and players are able to conduct their badminton related activities free from harassment or intimidation

**3. Legislative Guidance**

In order to fulfil its legal obligations, BADMINTON England's Equality Policy complies with all relevant equalities legislation including:

• The Race Relations Act 1976;

• The Race Relations (Amendment) Act 2000;

• The Sex Discrimination Act of 1975 and 1986

• The Disability Discrimination Act 1995, Parts 1-4;

• The Equal Pay Act 1970, as amended in 1983;

• The Rehabilitation of Offenders Act 1974;

• The Human Rights Act 1998, (in full force from 2000);

• The Protection from Harassment Act 1997;

• The Employment Protection (Consolidation) Act 1980, 1982, 1988, and 1989;

• All relevant European Directives, including Article 13;

• The Codes of Practice devised by the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission.

**4. Types of Discrimination**

4.1. Discrimination can take the following forms:

*4.1.1* *Direct Discrimination*

*-* This means treating someone less favourably than you would treat others in the same circumstances.

*4.1.2 Indirect Discrimination*

*-* This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental affect on one sex or racial group because fewer of that group can comply with it and the requirement cannot be justified in relation to the job.

- When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

*4.1.3 Harassment*

- Harassment can be described as inappropriate and unwanted actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be of a sexual or racial nature or it may be directed towards people because of their age, their sexuality, a disability or some other characteristic.

*4.1.4 Victimisation*

*-* When someone is treated less favorably than others because he or she has taken action against the Association under one of the relevant Acts (as previously outlined) or provided information about such discrimination or provided support to someone else who has or is taking action.

4.2. BADMINTON England regards discrimination, victimisation and harassment, as described above, as serious misconduct and any employee of BADMINTON England, participant or volunteer who discriminates against any other person will be liable to appropriate disciplinary action (as outlined in BADMINTON England's Disciplinary Policy).

**5. Implementation**

5.1. BADMINTON England will:

5.2. foster and promote partnerships with key equality organisations at all levels

5.3. agree an Annual Action Plan within which specific roles, responsibilities and resources are allocated and targets set

5.4. achieve Intermediate and Advanced Equality Standards within recognised timescales

5.5. make available a copy of this document to all staff, members and volunteers of BADMINTON England and this will also form part of any recruitment and subsequent induction process

5.6. ensure that all employees, volunteers and agents have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy

5.7. will take measures to ensure that its employment practices are non-discriminatory

5.8. ensure that no job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination

5.9. adopt a planned approach to eliminate barriers which discriminate and will ensure that consultants and/or agents and advisors are appointed fairly and equally. Consultants used by BADMINTON England must demonstrate their commitment to the principles and practice of equality

**6. Positive Action**

6.1. BADMINTON England acknowledges that men, women and girls, minority groups and people with disabilities have diverse, specific and distinctive needs in relation to badminton. BADMINTON England will take positive action or introduce specific measures or programmes to promote inclusion

**7. Promotion and Communication**

7.1. BADMINTON England will:

* promote positive images and text relating to diverse groups across a wide range of publications and formats
* where appropriate, meet the information needs of all individuals and communities
* publish and disseminate information on badminton programmes promoting equality and diversity;
* establish links with appropriate partners to target specific audiences, and
* promote the use of female, ethnic minority and disabled role models in badminton where appropriate

**8. Monitoring and Evaluation**

8.1. BADMINTON England will regularly monitor and evaluate the policy, equality action plan, practices, procedures and operations on an ongoing basis. Results will be published and included in BADMINTON England's Annual Report/update to employees and members highlighting areas of this policy's impact.

8.2. The Chief Executive has the overall responsibility and accountability for the implementation of the BADMINTON England's Equality Policy.

8.3. The Board of Directors is responsible for ensuring that this Equality Policy is implemented and to deal with any actual or potential breaches.

**9. Disciplinary and Grievance Procedures**

9.1. To safeguard individual rights under the policy, an employee who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.

9.2. Appropriate disciplinary action will be taken against any employee who violates BADMINTON England's Equality Policy.

9.3. BADMINTON England is concerned that individuals feel confident and able to raise any grievance and no employee will be penalised for doing so unless it is untrue and not made in good faith.

**APPENDIX 2.4**

**CODES OF CONDUCT**

**CONTENTS:**

|  |  |
| --- | --- |
|  |  |
| 2.4.1 | Coaches and Helpers |
| 2.4.2 | Parents/Carers |
| 2.4.3 | Junior Members |
| 2.4.4 | Manx Sport & Recreation's Sports Development Code of Conduct for Coaches |

Developing, promoting and adopting codes of conduct for coaches and helpers makes sure people know what is expected of them, and helps to identify standards of acceptable behaviour.

The essence of good ethical conduct and practice is summarised below. By adopting these guidelines, the Association accepts that all its members have a duty of care towards young and vulnerable members.

###### 2.4.1 Codes of Conduct for Coaches & Helpers

All 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 (e.g. fair play).
* Display consistently high standards of behaviour and appearance.
* Follow all guidelines laid down by BADMINTON England and the IOM Badminton Association
* 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 prohibited substances.

Every Association relies on the support of parents. It is important to make them feel welcome. Often with a little encouragement they may be able to get involved in activities or in the running of the Association.

2.4.2 Code of Conduct for Parents/Carers

Please help the Isle of Man Badminton Association to provide an atmosphere and culture that encourages fair play and promotes our sport.

* Respect the rules of the Association yourself
* Encourage your child to learn the rules of the Association and the game, and play within them
* Encourage your child to value fair play and accept the judgement of officials
* Help your child to recognise good performance, not just results
* Support your child’s involvement and help them to enjoy their sport
* Ensure your child arrives on time for sessions and events and is picked up on time from them
* Ensure your child’s fees are paid promptly by the due date
* Never blame a child for losing or making mistakes.

The Association is fully committed to safeguarding and promoting the well being of all its young players. The Association believes that it is important that members, coaches, administrators and parents should, at all times, show respect and be encouraged to be open in sharing any concerns or complaints they may have about any aspect of the Association with the Secretary of the Association.

2.4.3 Code of Conduct for Junior Members

As a young player you are expected to abide by the following code of conduct.

* All young players must play within the laws of the game and respect all officials and their decisions.
* All young players must show respect for other young players in the Association and opponents.
* All young players should keep to agreed times for sessions and competitions, and inform the appropriate person if they are going to be late.
* If having been selected for a competition or match, a young player is required to withdraw, they must inform the appropriate person immediately.
* All young players must wear approved IOM BA Squad badminton sports clothing for all County training sessions and County Representative Competitions.
* All young players must pay any fees for training and events promptly or by the due date.
* Young players are not permitted to smoke, consume alcohol or drugs of any kind whilst representing the Island. (Players who are required to take prescribed medicine must discuss this with the appropriate Team Manager.)

The Association agrees to adopt Manx Sport & Recreations Code of Conduct for Coaches, in conjunction with BADMINTON England's Codes of Conduct.

## 2.4.4 MSR Sports Development Code of Conduct for Coaches

*“The Sports Development Team strive to deliver sport schemes that give young people a positive and enjoyable experience”.*

*We request that all of our coaches accept the roles and responsibilities that they undertake in their commitment to maintaining an enjoyable and safe sporting environment.*

*The following Code of Conduct forms the benchmark for all those involved in coaching with MS&R*

* Coaches will respect the rights, dignity and worth of each and every person and treat everyone equally, regardless of their background and ability.
* Coaches must place the well-being of the performer above all other considerations, including the development of performance.
* Coaches should develop and appropriate working relationship with performers (especially children) based on mutual trust and respect.
* Coaches should encourage and guide players to accept responsibility for their own behaviour and performance.
* Coaches must ensure that the activities they direst and guide are appropriate for the age, maturity, experience and ability of the individuals taking part.
* Coaches will, at the outset, clarify with the performers (and, where appropriate, parents / guardians) exactly what is expected of them and also what the performers are entitled to expect from their coaches.
* Coaches should co-operate fully with other specialists (e.g. other coaches, officials, doctors, physiotherapists) in the best interest of the performer.
* Coaches will consistently promote the positive aspects of sport (fair play) and never condone rule violations or the use of prohibited substances.
* Coaches must not tolerate or use inappropriate language at any time.
* Coaches must not actively engage in activities themselves.
* Coaches must consistently display high standards of behaviour, appearance and punctuality.

**APPENDIX 2.5**

# Club Constitution Template

1 Club name and affiliation

The club will be called **[NAME OF CLUB]** and will be affiliated to the Isle of Man Badminton Association and BADMINTON England.

2 Aims and Objectives

The aims and objectives **[TO BE DECIDED BY CLUB]** of the club will be to:

*For Example*:

* *play and promote badminton*
* *offer badminton coaching and competition opportunities to all members*
* *provide duty of care and protection to all club members*
* *make sure all club members are treated equitably*.

3 Finance and Accounts

All club monies will be banked in an account held in the name of the club. The accounts will be kept by the Treasurer, and audited annually. The financial year of the club will end on ***[DATE TO BE DECIDED BY CLUB]****.* Any cheques drawn against club funds will be signed by at least two authorised signatories.

Should **[NAME OF CLUB]** no longer be viable and the accounts need to be wound up then any residual funds, after all creditors have been satisfied, shall be donated to a club or organisation with similar aims and objectives.

4 Running of the Club

The club will be run by a committee consisting of **[TO BE DECIDED BY CLUB]** :

*For Example:*

* *Chairman*
* *Treasurer*
* *Secretary*
* ***[NO TO BE DECIDED BY CLUB]*** *members*

At the AGM, the committee will resign but will be eligible for re-election.

5 Membership

Membership shall consist of **[TO BE DECIDED BY CLUB]** :

*For Example:*

* *President*
* ***[NO TO BE DECIDED BY CLUB]*** *Vice Presidents*
* *adult members*
* *junior members*

All members will be subject to the constitution and codes of conduct adopted by the Club. Fees will be set and reviewed annually by the Treasurer and approved at the AGM.

**[NAME OF JUNIOR BADMINTON CLUB]** is a subsidiary of **[NAME OF CLUB]** and as such has adopted and agreed to abide by all the Club’s policies and procedures.

6 Child Protection

**[NAME OF CLUB]** agrees to adopt the BADMINTON England Child Protection Policy and Implementation Procedures. All individual members are deemed to have read understood and assented to the BADMINTON England Code of Ethics and Conduct (“Code”) and as such recognise and adhere to the principles and responsibilities embodied in these documents.

7 AGM

The Annual General Meeting will be held in **[DATE TO BE DECIDED BY CLUB]**. At least **[NO TO BE DECIDED BY CLUB]** days notice will be given to members.

The Agenda will include **[TO BE DECIDED BY CLUB]**:

*For Example:*

* *Secretary's Report*
* *Treasurer’s Report and the year’s Accounts*
* *Resignation of the current committee*
* *Election of the committee for the coming year.*

All members have the right to vote at the AGM.

Members have the right to call for an Extraordinary General Meeting (EGM). It shall be held at the request of at least **[PERCENTAGE TO BE DECIDED BY CLUB]** % of members. Notice for an EGM will be the same as for an AGM.

8 Constitution Changes

This Constitution can be changed only by majority vote at an AGM.

**APPENDIX 2.6**

A Brief Guide

to the

### Data Protection Act

for

Clubs and Societies



What is the ‘Data Protection Act’ about?

The Data Protection Act 2002 (the “DPA”) aims to promote high standards in the handling of personal data, in accordance with the eight principles of good data handling, by **all** sections of the community and, thereby protect an individual’s right to privacy.

The DPA applies to **anyone** holding information about **living** individuals in electronic format or in some cases on paper.

They must follow the eight data protection principles on good data handling.

These principles say personal information must be:

* Fairly and lawfully processed
* Processed for specified purposes
* Adequate, relevant and not excessive
* Accurate and, where necessary, kept up to date
* Not kept for longer than is necessary
* Processed in line with the rights of the individual
* Kept secure
* Not transferred to countries outside the EEA unless there is adequate protection for the information

As a club or society (‘club’), you are likely to hold information on your members, employees, or other members of the public. These people are the **data subjects**. You are the **data controller** as you hold the information and process it for your use. The data subjects are permitted by law to request that you provide them with the information you hold on them. This is called a subject access request and there are rules regarding how you respond to such a request.

**Why should I comply with the DPA?**

* It makes good business sense - for example:
* Sending out a mailing from an out of date or inaccurate record will not only frustrate some of your members but also cost you money and waste your time.
* Good information handling can enhance your club’s reputation by increasing member and employee confidence in you.
* Good information handling will reduce the risk of a complaint being made against you.
* It is the law, and if you fail to process information in line with the data protection requirements, and an individual suffers damage as a result, then that person is entitled to seek compensation from you through the courts.

**What happens if I don’t comply?**

* Your club’s reputation and finances could be affected.
* Many people contact the Data Protection Supervisor (the “Supervisor”) with enquiries about the way their information is handled. In some cases the Supervisor will undertake an investigation on their behalf to assess whether particular processing is compliant with the DPA.
* This may result in an enforcement action being taken against you to force you to comply with the DPA.
* The individual may also seek compensation from you through the courts for any damage caused.
* Remember too that failure to notify or renew your notification on an annual basis, unless you are exempt from notifying, is one of the criminal offences under the DPA, punishable by a fine.

**Do I need to notify?**

Most clubs do not need to notify, and can claim an exemption, although you must still comply with the law.

You **will** be required to notify:-

* If your club holds health records.
* If you have coaches who have been through a vetting procedure.
* If you have a CCTV system.

**What does it cost?**

Most clubs will be exempt from the fee if they are run on a ‘not for profit’ basis. For those clubs who fall outside this description, the current fee is £40 per annum for notification.

**If you receive any request for payment from any other agency, you are advised not to reply or make any payment. There are several bogus agencies operating from the UK, and there is no connection between those agencies and the Data Protection Supervisor in the Isle of Man.**

**What if someone asks for their information?**

If you receive a subject access request you **must** respond to it promptly and in any case within 40 days of receipt. You should send the individual a copy of the personal information you hold on them and certain other details of your processing.

You can charge a fee of up to £10 for responding to a request.

There are some circumstances where personal information need not be supplied, and there are also circumstances where information about other people need not be given. Please contact us if you have any queries.

## A quick ‘How to comply’ checklist

Being able to answer ‘yes’ to all these questions means you are well on the way to being compliant. Some issues may still need further advice, in which case, please contact us.

Remember that personal information you hold may belong to a member, supplier, employee or other members of the public and they all have the same rights under the DPA.

# Customer Care

* Do the people whose information is held know that it is held and what it is going be used for?
* Is this information really needed?
* Is it accurate and up to date?
* Is it deleted or destroyed when it has no further use?
* Is it held on a strict ‘need to know’ basis?
* Who is going to see it, especially if it goes on a website?
* Do users know if it is ok to pass the information on to someone else and to whom?
* Is it held securely?

# Compliance with the DPA

* Does the club need to notify and if so, is it up to date?
* Does the club have notices up advising people it has CCTV?
* Do other users understand their duties and responsibilities under the DPA?
* Does the club have a policy for dealing with data protection issues?

**How do I get help and advice?**

You may contact us to get further advice or assistance:

Phone on 01624 693260

Email at enquiries@odps.gov.im

Call in person to

First Floor

Prospect House

Prospect Hill

Douglas

Isle of Man

Or by post to

Office of the Data Protection Supervisor

First Floor

Prospect House

Prospect Hill

Douglas

Isle of Man

IM99 1EQ.

You can also visit our website at [www.gov.im/odps](http://www.gov.im/odps)

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Clubguide.V1

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**BADMINTON ENGLAND DISCIPLINARY REGULATIONS**

**1. Introduction**

1.1 Badminton England is committed to the development of Badminton that is safe for all. To

achieve consistency and fairness, it is important that we have transparent procedures to ensure

that where issues do arise, action is fair and carried out expeditiously. These disciplinary

regulations (the "**Regulations**") provide a framework to enable disciplinary matters to be

managed effectively at all levels within Badminton England.

1.2 These Regulations have been approved for adoption by the Board of Badminton England in

accordance with the Articles.

1.3 The Regulations are for matters relating to disciplinary issues only.

1.4 The Regulations form part of the rules of membership of Badminton England.

1.5 The Regulations are issued in accordance with Badminton England's status as the selfregulating

governing body of the sport of Badminton.

1.6 It is important that all those who work in and around Badminton at any level understand the

Regulations and demonstrate their commitment to driving up the standards in the sport for the

enjoyment of all who play and are involved with the game.

1.7 All Members are required to ensure that all Persons listed in clauses 3.1.1 to 3.1.3 inclusive

are expressly bound by, and that their attention is drawn to, these Regulations.

**2. Definitions**

2.1 The following words and phrases used in this Agreement shall have the following meanings,

except where the context clearly requires otherwise:

**"Allegations"** has the meaning as set out at clause 15.2.2;

**"Anti-Doping Procedures"** means the Badminton England Anti-Doping Procedures as

adopted and/or amended by Badminton England from time to time;

"**Appeal Chair**" means the chairperson of an Appeal Panel as appointed in accordance with

clause 18.3.2(a);

**"Appeal Panel"** means the panel appointed in accordance with clause 18.3.1;

"**Appellant'** has the meaning given to in terms of clause 18.2.1;

"**Appeal Respondent**" has the meaning given to in terms of clause 18.2.1;

**"Articles"** means the Badminton England articles of association, as amended from time to

time;

**"Badminton England"** means Badminton Association of England Limited, a company

incorporated under the laws of England and Wales with company number 01979158 and whose

registered office is at National Badminton Centre, Bradwell Road, Loughton Lodge, Milton

Keynes, MK8 9LA;

"**Badminton England Disciplinary Committee**" means the committee appointed in

accordance with clause 7;

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"**Badminton England Disciplinary Officer**" means the Badminton England employee

designated by the Badminton England Disciplinary Committee to make key decisions on

disciplinary matters from time to time;

"**Badminton England Disciplinary Panel"** means the panel appointed by the Badminton

England Disciplinary Committee or the Badminton England Disciplinary Officer (as the case

may be) appointed in accordance with clause 13;

"**Badminton England Codes"** means the Badminton England Code of Conduct and the

Badminton England Code of Ethics adopted and amended by Badminton England from time to

time;

"**Badminton England Policies**" means the Badminton England Equality and Diversity Policy

and the Badminton England Betting Integrity Policy adopted and amended by Badminton

England from time to time;

"**Balance of probabilities"** means the standard of proof required in court proceedings and as

outlined in clause 16.3;

"**Board**" means the Board of Directors for the time being of Badminton England;

**"CEO"** means the Chief Executive of Badminton England for the time being;

"**Chair**" means the chairperson of a Disciplinary Panel as appointed in accordance with clause

13.3;

"**Child Protection Disciplinary Procedures**" means the Badminton England Child Protection

Disciplinary Procedures as adopted and amended by Badminton England from time to time;

"**Clubs**" any club affiliated with Badminton England from time to time;

"**Complaint**" means any complaint regarding particular circumstances and/or conduct;

"**Complainant**" mean the person who makes the original complaint;

**"County Badminton Associations"** means any county badminton association recognised by

Badminton England from time to time as per the Articles**;**

"**County Disciplinary Committee**" means the committee appointed in accordance with clause

8;

"**County Disciplinary Officer**" means the relevant County Badminton Association employee

or volunteer designated by the County Disciplinary Committee to make key decisions on

disciplinary matters from time to time;

"**County Disciplinary Panel**" means the panel appointed by the County Disciplinary

Committee or the County Disciplinary Officer (as the case may be) in accordance with clause

13;

"**Disciplinary Committee**" means the County Disciplinary Committee or the Badminton

England Disciplinary Committee as the context requires;

**"DBS**" means the Disclosure and Barring Service;

"**Disciplinary Issue**" means those matters as set out in clause 4;

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"**Disciplinary Officer**" means either the Badminton England Disciplinary Officer or County

Disciplinary Officer, as the context requires;

"**Disciplinary Panel**" means a Badminton England Disciplinary Panel or County Disciplinary

Panel, as the context requires;

**"Club and County Grievance Procedure"** – means the grievance procedure for club and

county volunteers as adopted and amended by Badminton England from time to time;

"**Hearing Notification**" means a notification as described in clause 14.1;

**"HR Policies"** means the Disciplinary Procedure and General Conduct and Behaviour at Work

Policy as adopted and/or amended by Badminton England from time to time;

"**Independent Person**" means a person who, from the perspective of an objective outsider,

would be viewed as independent and who is not an employee of Badminton England;

**"Liaison"** means the person appointed in terms of clause 22.4.1 of these Regulations;

"**Members**" or "**Member**" means those persons defined as "club members" and "Individual

Members" in the Articles.

**"Member Organisations"** means the County Badminton Associations, the Badminton Umpires

Association of England, the Badminton Line Judges Association of England and any other

organisations admitted to membership of Badminton England in the general meeting.

"**Notice of Appeal**" means a notice to appeal a decision of a Disciplinary Panel as set out in

clause 18.1.1;

"**Person**" means a natural person (including a child, player, coach, official, referee, umpire

and/or officer), corporate body or unincorporated body (whether or not having a separate legal

personality);

"**Regulations**" means these Badminton England disciplinary regulations and all its appendices;

"**Respondent**" means the person who is the subject of a Complaint;

"**Specified Person**" means those persons set out or referred to in clause 3.1;

**"Sports Resolutions"** means Sports Dispute Resolution Panel Ltd, company

number: 3351039;

**"Tournament Regulations"** means the Badminton England Tournament Regulations as

adopted and amended by Badminton England from time to time;

"**World Class Performance Procedures**" means the GB and England Performance

Programme Disciplinary Procedure and the World Class Performance Programme Grievance

Procedure as adopted and amended by Badminton England and / or GB Badminton from time

to time.

**3. Jurisdiction**

3.1 Subject to clause 3.2, the Regulations apply to any Complaint or Disciplinary Issue involving

any of the following:

3.1.1 any Member;

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3.1.2 any Person who takes part in Badminton in any capacity directly or indirectly under the

jurisdiction of Badminton England or its Members; and

3.1.3 any Person who has, whether by enjoying any form of licence, accreditation or any

other status from Badminton England or a Member, or otherwise, consented (whether

expressly or impliedly) to be bound by these Regulations.

3.2 These Regulations will not apply:

3.2.1 in matters which fall under the jurisdiction of the Child Protection Disciplinary

Procedures;

3.2.2 in matters which fall under the jurisdiction of the Anti-Doping Procedures;

3.2.3 to staff of Badminton England, in their capacity as employees, (who will be dealt with

via the relevant HR Policies);

3.2.4 in matters which fall under the jurisdiction of the Tournament Regulations;

3.2.5 in matters which fall under the jurisdiction of the World Class Performance Procedures;

and

3.2.6 in matters which fall under the jurisdiction of the Club and County Volunteers Grievance

Procedure.

**4. What is a Disciplinary Issue?**

4.1 Subject to clause 3.2, it shall be a ground for disciplinary action to be taken under these

Regulations where a Specified Person is found to have acted or failed to act (as appropriate)

in a way which, without limitation:

4.1.1 is contrary to the Badminton England Codes and/or Badminton England Policies and/or

any other Badminton England codes and policies adopted from time to time;

4.1.2 is unlawful

4.1.3 is contrary to these Regulations; or

4.1.4 is incorrect, inappropriate, unacceptable, unsportsmanlike, opposed to the general

interests of Badminton England and/or its Members or constitutes a criminal act,

misconduct, cheating, an act of dishonesty, a failure to co-operate or brings, or may

bring, the sport of Badminton into disrepute.

4.2 Appendix 1 sets out the reporting mechanism and process regarding Disciplinary Issues.

**5. Delegation**

5.1 Badminton England has powers under the Regulations to hold inquiries and impose sanctions

or take such other action as it sees fit. These powers are delegated to, and exercised on behalf

of Badminton England, by duly appointed Badminton England Disciplinary Panels and Appeal

Panels, the Badminton England Disciplinary Committee and the Badminton England

Disciplinary Officer. Badminton England may also delegate powers to the County Badminton

Associations from time to time who may delegate those powers to the County Disciplinary

Committee and the County Disciplinary Officer.

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5.2 Subject to clause 5.3 and Appendix 4 which sets out the types of issues and complaints and

the officer level most appropriate to deal with them, these Regulations are to be implemented

at the appropriate level based on where the Disciplinary Issue has arisen or where the matter

is referred to as follows:

**Level at which Disciplinary**

**Issue arises**

**Disciplinary body of first**

**instance**

**Appeal**

County Badminton Associations

(subject to Appendix 4) including

matters referred to the County

Badminton Associations by

Clubs.

County Disciplinary Panel Badminton England Appeal

Panel appointed in

accordance with clause 18.3.1

of these Regulations

Badminton England including

matters referred to Badminton

England

Badminton England Disciplinary

Panel

Badminton England Appeal

Panel appointed in

accordance with clause 18.3.1

of these Regulations

5.3 Badminton England may, at any time, take over and/or require the transfer of any Badminton

England disciplinary proceedings initiated in terms of these Regulations.

**6. Confidentiality**

6.1 Save to the extent that disclosure and/or publication is provided for in the Regulations, or is

otherwise required in accordance with the law, all matters considered under the Regulations

will, so far as practicable, be regarded as confidential and to be used only for the purposes of

the Regulations.

6.2 All persons who wish to make a complaint under the Regulations will be required to sign an

appropriate confidentiality agreement.

6.3 The disclosure of DBS information and/or reporting of information to DBS will be subject to the

DBS Code of Practice.

6.4 All proceedings of the Disciplinary Panel and/or Appeal Panel shall take place in private. The

public and press shall have no right of access. The Disciplinary Panel and/or Appeal Panel

shall not issue any press statement or conduct any press conferences. All press/media

announcements in relation to any decision of the Disciplinary Panel and/or Appeal Panel shall

be approved by the Chief Executive of Badminton England ("**the CEO**") in the first instance, or,

if the CEO is not available or the matter directly relates to the CEO, announcements shall be

made by the Chair of the Board.

6.5 Notwithstanding anything to the contrary in these Regulations, Badminton England may

publish, in an anonymous manner, details of any disciplinary action taken including details of

any decision made by the Disciplinary Panel in order to promote fair and consistent disciplinary

action.

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**7. Appointment of and the role of the Badminton England Disciplinary Committee**

7.1 The Board of Badminton England shall appoint the Badminton England Disciplinary Committee

and may delegate the operation and maintenance of these Regulations to the Badminton

England Disciplinary Committee.

7.2 The Badminton England Disciplinary Committee may delegate such of its powers and functions

to the Badminton England Disciplinary Officer as it sees fit, but the Badminton England

Disciplinary Committee shall retain responsibility for the acts of the Badminton England

Disciplinary Officer under these Regulations.

7.3 The Badminton England Disciplinary Officer will report all matters to the Badminton England

Disciplinary Committee who will advise on appropriate action in accordance with these

Regulations.

7.4 The Badminton England Disciplinary Officer will undertake all actions in respect of the day to

day management of disciplinary cases under these Regulations but decisions on specific

actions required on a given case will be made by the Badminton England Disciplinary

Committee.

**8. Appointment of and the role of the County Disciplinary Committee**

8.1 Each County Badminton Association shall appoint, maintain and delegate the operation of

these Regulations to the County Disciplinary Committee, failing which the management

committee or board of that County Badminton Association shall be deemed to be the County

Disciplinary Committee.

8.2 The County Disciplinary Committee may delegate such of its powers and functions to the

County Disciplinary Officer as it sees fit, but the County Disciplinary Committee shall retain

responsibility for the acts of the County Disciplinary Officer under these Regulations.

8.3 The County Disciplinary Officer will report all matters to the County Disciplinary Committee who

will advise on appropriate action in accordance with these Regulations.

8.4 The County Disciplinary Officer will undertake all actions in respect of the day to day

management of disciplinary cases under these Regulations but decisions on specific actions

required on a given case will be made by the County Disciplinary Committee.

**9. The role of the Badminton England Disciplinary Officer**

9.1 Badminton England shall appoint and maintain the appointment of the Badminton England

Disciplinary Officer.

9.2 The Badminton England Disciplinary Officer must:

9.2.1 uphold and fulfil the Regulations;

9.2.2 subject to the overriding authority of the Badminton England Disciplinary Committee,

appoint a Badminton England Disciplinary Panel which is constituted in accordance

with these Regulations and in a way as to ensure a fair and objective hearing;

9.2.3 act, and ensure that Badminton England acts, fairly towards all Specified Persons and

other persons affected by these Regulations in investigating and dealing with

Disciplinary Issues;

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9.2.4 sit on the Badminton England Disciplinary Committee and make recommendations for

improvements in the Regulations and associated matters;

9.2.5 promote and ensure that the confidentiality provisions of these Regulations are

maintained; and

9.2.6 act in accordance with Appendix 2.

**10. The role of the County Disciplinary Officer**

10.1 Each County shall appoint and maintain the appointment of the County Disciplinary Officer.

10.2 The County Disciplinary Officer must:

10.2.1 act on behalf of the County Badminton Association to instigate the Regulations in cases

delegated from the Badminton England Disciplinary Officer and in matters referred

directly to County level;

10.2.2 be the first point of contact with the Badminton England Disciplinary Officer;

10.2.3 when required from time to time and subject to the overriding authority of the Badminton

England Disciplinary Committee, appoint a County Disciplinary Panel which is

constituted in accordance with these Regulations and in a way as to ensure a fair and

objective hearing;

10.2.4 ensure the County Badminton Association acts fairly towards all registered coaches,

county squad players, affiliated Members and volunteers of the County Badminton

Association and any other persons when investigating and dealing with Disciplinary

Issues;

10.2.5 be a member of the relevant County Badminton Association and the County

Disciplinary Committee (if applicable);

10.2.6 promote and ensure that the confidentiality provisions of these Regulations are

complied with at County level; and

10.2.7 act in accordance with Appendix 3.

**11. Complaints**

11.1 A Complaint may be delivered to the County Badminton Association or Badminton England and

in each case the relevant Disciplinary Officer shall deal with the Complaint in the manner set

out in this clause 11.

11.2 A Complaint must:

11.2.1 be delivered within 30 days (or such longer period as the Disciplinary Officer may

determine in their sole discretion) of the incident (or knowledge of the incident by the

Complainant) complained of;

11.2.2 be written; and

11.2.3 include sufficient details of the incident complained of so as to identify the Complainant,

the Respondent and the Disciplinary Issue complained of.

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11.3 If the Complainant does not wish for his/her identity to be disclosed to the Respondent (as set

out at clause 22), the Complainant must make this clear in his/her written Complaint in which

case clause 22 shall apply to the Complaint.

11.4 The Disciplinary Officer must:

11.4.1 acknowledge receipt of the Complaint within 14 days of receipt;

11.4.2 within 14 days of receipt of the Complaint, inform the Respondent of the substance of

the Complaint, and invite a written response within 14 days (or such longer period as

the Disciplinary Officer may determine in their sole discretion); and

11.4.3 investigate the Complaint as soon as practicable.

11.5 Thereafter, and once the Disciplinary Officer has concluded their investigation into the

Complaint, the Disciplinary Officer may:

11.5.1 decide that no further action is required and must notify the Complainant and the

Respondent accordingly;

11.5.2 reject the Complaint on the basis that it does not fall within the scope of these

Regulations and, if appropriate, refer the Complainant to the relevant procedures;

11.5.3 dismiss the Complaint on the grounds that:

(a) it is vexatious or malicious; or

(b) there is insufficient evidence to warrant further action (in which case there is

no right of appeal to such a decision but a case may be re-examined if further

evidence is later forthcoming); and

in either instance, notify the Complainant and Respondent in writing;

11.5.4 refer the Complaint to another authority deemed more appropriate in practice or law to

handle the Complaint, including but not limited to, the police for criminal matters;

11.5.5 deal with the Complaint informally by way of advice or information because it is not

serious enough to warrant full disciplinary proceedings;

11.5.6 on the agreement of the Complainant and the Respondent:

(a) deal with the Complaint by mediation, with the mediator to be nominated by

the Disciplinary Committee; or

(b) refer the Complaint to Sports Resolutions for final and binding arbitration in

accordance with the Arbitration Act 1996 and Sport Resolutions (UK)'s

Arbitration Rules;

11.5.7 where the Complaint is made to the County Disciplinary Officer, refer the Complaint to

the Badminton England Disciplinary Officer to choose the most appropriate course of

action;

11.5.8 postpone any determination of the Complaint in accordance with clause 12.3 (External

Agency Investigation); or

11.5.9 refer the Complaint to the relevant Disciplinary Panel.

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**12. Investigation**

12.1 In its investigation, the Disciplinary Officer:

12.1.1 will consider the available evidence;

12.1.2 may request additional information from the Complainant and/or the Respondent;

12.1.3 may interview the Respondent, the witnesses to the circumstances of the Complaint,

the Complainant and any other person the Disciplinary Officer decides may assist in

the general aims of the investigation; and/or

12.1.4 may require any person subject to these Regulations to disclose documentation or

information to him/her that is relevant to the general aims of the investigation. Any

person subject to these Regulations agrees to assist the Disciplinary Officer by

promptly disclosing all relevant documentation or information when requested. The

Disciplinary Officer is entitled, where appropriate, to draw adverse inferences from any

failure by a person subject to these Regulations to disclose documentation or

information when requested.

12.2 Any request for documentation or information in terms of clause 12.1.2:

12.2.1 must be in writing;

12.2.2 may be sent by post, email, fax or delivered by hand; and

12.2.3 must stipulate that the addressee must respond within 14 days (or such longer period

as the Disciplinary Officer may in their sole discretion determine).

12.3 External Agency Investigation: Where a Complaint is received in respect of a Respondent that

has been charged with a criminal offence or is the subject of an investigation by the Police,

Social Services or any other public or other investigatory authority, or where this becomes the

case during any disciplinary proceedings, the Disciplinary Officer should seek advice from the

relevant agency as to whether or not consideration of the matter should be postponed pending

the outcome of any such agency proceedings/investigation, and as to whether or not in the

meantime, an interim suspension should be imposed under these Regulations (provided that ,

the imposition of such an interim suspension on a Respondent is within the powers of the

relevant Disciplinary Committee (subject to clause 21) and is not dependent upon the advice

of the relevant agency).

**13. Disciplinary Panel**

13.1 The Disciplinary Committee has the power to appoint the Disciplinary Panel which power it may

delegate to the Disciplinary Officer. The Disciplinary Panel:

13.1.1 must consist of at least 3 persons;

13.1.2 must have at least one member who is an Independent Person;

13.1.3 the remaining 2 members of the Disciplinary Panel may be employees, contractors,

directors or members of the County Badminton Association or Badminton England, as

applicable.

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13.2 No person may sit on the Disciplinary Panel where he/she has had any prior involvement with

the case or matter, or has any material financial or other relevant interest in the outcome of the

proceedings.

13.3 The Disciplinary Officer will select a suitable chair of the Disciplinary Panel from the Disciplinary

Panel members ("**the Chair**").

**14. Pre-Hearing**

14.1 Hearing Notification:

14.1.1 If, following the investigation, the decision of the Disciplinary Officer is a decision under

11.5.9, the Disciplinary Officer will complete and forward a hearing notification to the

Complainant and the Respondent. The hearing notification must:

(a) state the specific allegation(s) together with a copy of the Complaint;

(b) state the date, time and place appointed for the hearing, providing at least 3

weeks' notice to the Respondent;

(c) advise the Respondent that it is their duty and responsibility that they should

have available at the hearing any evidence they wish to present and/or any

witnesses they wish to call in accordance with clause 14.3; and

(d) advise the Respondent that they are entitled to be accompanied at the

Hearing in accordance with clause 14.4;

("**Hearing Notification**").

14.2 Postal Plea

14.2.1 The Respondent may be asked in the Hearing Notification whether they admit liability

to the allegation(s) specified and whether, if they admit the allegations, they wish the

matter to be dealt with in their absence. This procedure is known as a "postal plea".

14.2.2 If, having been served with a Hearing Notification which indicates a postal plea would

be acceptable, the Respondent wishes to admit liability via postal plea, he/she should

notify the Disciplinary Officer of his/her postal plea, in writing within 7 days of the date

of the Hearing Notification being received (or such longer period as the Disciplinary

Officer may determine in their sole discretion).

14.2.3 The Disciplinary Officer may determine, in their sole discretion, that a postal plea is not

appropriate. For example, where the Disciplinary Officer considers the circumstances

of the case and/or the Respondent's record of previous offences make a hearing

appropriate. In such instances, the Respondent must appear before the Hearing in

accordance with the Hearing Notification.

14.2.4 Where a postal plea applies but none is entered, and in all other respects, the matter

shall proceed to a Hearing in accordance with the Hearing Notification.

14.3 Witnesses and Evidence

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14.3.1 The Complainant and Respondent are entitled to call a maximum of two witnesses

each (or such higher number as the Chair may determine is reasonable in the

circumstances).

14.3.2 Subject to clause 14.5, if a party intends to present evidence at the hearing, that party

must, at least 10 working days before the date of the hearing, provide to the Disciplinary

Officer:

(a) any evidence and copies of all documents including witness statements (if

any);

(b) the names of any witnesses intended to be called.

14.3.3 Subject to clause 14.5, at least 5 working days before the date of the hearing, the

Disciplinary Officer must provide to the relevant parties (the Complainant, the

Respondent, the Disciplinary Committee and the Disciplinary Panel) a copy of all

relevant papers in the possession of the Disciplinary Officer at that stage (subject to

issues of confidentiality as determined by the Chair of the Disciplinary Panel);

14.4 Representation

14.4.1 The Complainant and Respondent is entitled to either:

(a) bring one companion provided that such companion must not be anyone who

may prejudice the case or have a conflict of interests; and/or

(b) be represented by one legal or other representative provided this is of their

own choice and entirely at their own expense. Badminton England accepts

no liability whatsoever for any legal or other cost or expense incurred as a

result of, or related to any matters arising from, these Regulations.

14.4.2 If the Complainant and/or Respondent is under the age of 18 (eighteen) then such

underage Complainant and/or Respondent's parent(s) or legal guardian(s) may also

accompany the underage Complainant and/or Respondent in addition to any person

brought in accordance with clause 14.4.1.

14.4.3 The Complainant and Respondent is not entitled to any other representative or

companion apart from as set out in clauses 14.4.1 and 14.4.2 above unless the Chair

(defined at clause 13.3 above) agrees that such additional representative or companion

is beneficial to the hearing.

14.5 If, before a hearing, it becomes apparent to the Chair that the case will involve specialist

evidence, or has elements which are unusual or difficult, the Chair may, with or without a

preliminary hearing, issue an order for directions setting out a timetable for the exchange of

information and evidence, witness statements and/or skeleton arguments in order that the

hearing of the case itself may be properly and fairly conducted. The Chair will determine if an

interpreter is required. If appropriate a Chair may make such an order during a hearing prior to

granting an adjournment.

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**15. Procedure during a hearing**

15.1 If, at the hearing, the Complainant and/or the Respondent is not present or represented, the

Disciplinary Panel may proceed to consider the matter in their absence if it is satisfied that all

reasonable steps have been taken to give notice of the hearing to the absent person.

15.2 The Chair will explain the procedure before the hearing commences which procedure will be

as follows.

15.2.1 the details of the Complaint will be explained;

15.2.2 the Respondent shall be asked whether the allegations being the subject of the hearing

(**'the Allegations**") are admitted;

15.2.3 if the Allegations are not admitted the Disciplinary Panel will hear the evidence in the

following sequence:

(a) the Complainant will be invited to present the case and call any witness or

evidence to establish the Complaint; and

(b) the Respondent will be entitled to give and to call evidence in rebuttal;

15.2.4 before being called, witnesses should be asked to retire whilst evidence is being given,

but may remain in the room when their evidence is concluded if they so wish, provided

that if the Complainant or Respondent is under 18, witnesses will not be allowed to

remain in the room;

15.2.5 upon the conclusion of their evidence, questions may be put to each witness, through

the Chair, at the request of either party or by any member of the Disciplinary Panel;

15.2.6 in all cases the person answering the allegations shall have the right of the last word;

15.2.7 the Chair will then invite all persons other than the members of the Disciplinary Panel

to retire whilst the Panel considers its decision. Decisions are made by a majority of

the Disciplinary Panel;

15.2.8 the Chair will decide if the Respondent's previous disciplinary record is relevant to this

disciplinary hearing and, if so, will bring to the hearing any such evidence which may

be available;

15.2.9 if the Allegations are denied and not proved on a Balance of Probabilities then the

Complaint will be dismissed;

15.2.10 if the Allegations are admitted or proved on a Balance of Probabilities then the

Respondent may call evidence as to character and address the Disciplinary Panel in

mitigation of sanction. No other person may address the Panel as of right but the

Disciplinary Panel may seek such further information, as it requires from any party; and

15.2.11 the Chair will again invite all persons other than the members of the Disciplinary Panel

to retire whilst the Panel considers the sanction to be imposed under the provisions of

these Regulations.

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**16. Evidence and Burden of Proof**

16.1 It must always be borne in mind that a Disciplinary Panel is not a court of law and those

appearing before it will not as a rule be trained advocates and must therefore, in the interests

of achieving a just and fair result, be given every assistance and latitude in presenting their

submissions.

16.2 The Disciplinary Panel must at all times observe the rules of natural justice.

16.3 The standard of proof is the Balance of Probabilities and not, as in a criminal court, beyond all

reasonable doubt. The Balance of Probabilities means that, having heard all the evidence and

using their knowledge and experience, the Disciplinary Panel believes that it is more likely than

not that the Allegations are proved.

**17. Notification of decision**

17.1 The Disciplinary Panel shall communicate its decision in writing to the Respondent either at the

time of the hearing or as soon as reasonably practicable thereafter. In all cases the Disciplinary

Panel shall produce a summary of written reasons for its decision. This shall be conveyed to

the Respondent (and, where deemed appropriate by Badminton England, to the Complainant)

as soon as possible, and in all events within 10 working days after the date of notification of the

decision.

17.2 Badminton England shall otherwise record the matter in accordance with 23 below.

**18. Appeals**

18.1 Right of Appeal

18.1.1 Either the Complainant or the Respondent may, within 10 working days after receipt of

the written reasons for the Disciplinary Panel's decision, submit a notice (**"Notice of**

**Appeal"**) against the Disciplinary Panel's decision (including a decision regarding a

sanction, whether or not such sanction was pursuant to an admission of liability) on the

following grounds:

(a) that the Disciplinary Panel misdirected itself in its conduct of the matter;

(b) that the Disciplinary Panel's finding was based on error of fact; or

(c) that the Disciplinary Panel exercised its discretion wrongly in reaching its

decision.

18.1.2 Badminton England has a full right of appeal in the same terms as the individual or

organisation.

18.2 Notice of Appeal

18.2.1 The Person submitting a Notice of Appeal shall be known as the "**Appellant**". The other

Person shall be known as the "**Appeal Respondent**".

18.2.2 The Notice of Appeal must be submitted to the Badminton England Disciplinary Officer

within the relevant time limits.

18.2.3 The Notice of Appeal must contain a written statement of the grounds upon which the

appeal is brought and the supporting facts and matters including, where applicable,

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any new evidence upon which the Appellant intends to rely along with an explanation

of why such new evidence was previously unavailable.

18.2.4 The Badminton England Disciplinary Officer must:

(a) within 10 days after receipt of the Notice of Appeal, forward a copy of the

Notice of Appeal to the Appeal Respondent; and

(b) within 14 days after receipt of the Notice of Appeal, determine, in his or her

sole discretion, whether to accept or reject the Notice of Appeal. The

Badminton England Disciplinary Officer's decision in this regard is final and

binding and must be communicated to both the Appellant and the Appeal

Respondent in writing.

18.3 Appeal Panel

18.3.1 The Badminton England Disciplinary Committee has the power to appoint the Appeal

Panel which power it may delegate to the Badminton England Disciplinary Officer.

18.3.2 Subject to the timely receipt and acceptance of the Notice of Appeal, the Appeal Panel

shall be appointed comprising 3 members as follows:

(a) an independent person who will take the role of Appeals Chair; and

(b) two employees, contractors or directors of Badminton England.

18.3.3 For the purposes of clause 18.3.2(a), "independent" means an independent person as

defined at clause 13.1.2, and also excluding any person who is a member of Badminton

England or a player, coach, umpire, referee or other official within Badminton.

18.3.4 No person may sit on an Appeal Panel where he/she has had any prior involvement

with the case or matter, or has any material financial or other relevant interest in the

outcome of the proceedings.

18.3.5 Decisions shall be made by a majority of the members of the Appeal Panel.

18.4 Powers of the Appeal Panel

18.4.1 The Appeal Panel will:

(a) consider all of the documents and evidence submitted to the hearing before

the Disciplinary Panel;

(b) subject to any explanation given pursuant to 18.2.3 being acceptable to the

Appeal Panel, receive fresh evidence as it may in its sole discretion deem fit;

and/or

(c) re-hear any witness called before the Disciplinary Panel as it may in its sole

discretion deem fit.

18.4.2 The Appeal Panel may uphold vary or set aside the decision of the Disciplinary Panel

and may substitute any other finding or order (on such terms and conditions if any) as

it considers appropriate.

18.5 Notification of hearing and exchange of information

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18.5.1 The Appellant and Appeal Respondent shall be given at least 20 working days' written

notice of the date, time and place of the appeal hearing.

18.5.2 At least 15 working days prior to the date of the hearing, both the Appellant and

Respondent must, if they intend to rely on fresh evidence, or to seek the agreement of

the Appeal Panel to the re-hearing of any witness called before the Disciplinary Panel,

submit:

(a) any such fresh evidence that they wish to rely upon; and

(b) the names and addresses of any witnesses whom they wish to call in person.

18.5.3 Notwithstanding compliance with clause 18.5.2, the Appeal Panel is under no

obligation to hear fresh evidence or re-hear witnesses.

18.5.4 Neither party shall, without the consent of the other or the permission of the Appeal

Panel, rely on any fresh evidence or call any witness other than those provided or

identified under clause 18.5.2.

18.6 Presenting, or responding to the Appeal: Representation

18.6.1 The Appellant and Appeal Respondent is entitled to either:

(a) bring one companion provided that such companion must not be anyone who

may prejudice the case or have a conflict of interests; and/or

(b) be represented by one legal or other representative provided this is of their

own choice and entirely at their own expense. Badminton England accepts

no liability whatsoever for any legal or other cost or expense incurred as a

result of or related to any matters arising from these Regulations.

18.6.2 If the Appellant and/or Appeal Respondent is under the age of 18 (eighteen) then the

underage Appellant's and/or Appeal Respondent's parent(s) or legal guardian(s) may

also accompany the Appellant and/or Appeal Respondent over and above any person

brought in accordance with clause 18.6.1.

18.6.3 The Appellant and/or Appeal Respondent is not entitled to any other representative or

companion apart from under the provisions set out at clause 18.6.1 and 18.6.2 above

unless the Appeals Chair agrees that such additional representative or companion is

beneficial to the hearing.

18.7 Adjournment

The Appeal Panel may, on request or on its own volition, adjourn the appeals hearing if it

considers it appropriate.

18.8 Absence of the Appellant and/or Appeal Respondent

If, at the appeals hearing, the Appellant and/or Appeal Respondent is not present or

represented, the Appeal Panel may proceed to consider the matter in their absence if it is

satisfied that all reasonable steps have been taken to give notice of the hearing to the absent

party.

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18.9 The order of proceedings for the appeals hearing, unless the Chair otherwise directs, shall be

as follows:

18.9.1 submissions by the Appellant;

18.9.2 if approved by the Panel, re-hearing of any witnesses called by the Appellant, followed

by cross examination (if any);

18.9.3 submissions by the Appeal Respondent;

18.9.4 hearing of any witnesses called by the Appeal Respondent, followed by cross

examination (if any);

18.9.5 closing submissions by the Appeal Respondent (if any); and

18.9.6 closing submissions by the Appellant.

18.10 Decision of the Appeal Panel

18.10.1 The decision of the Appeal Panel shall be notified to the Appellant and Appeal

Respondent as soon as practicable after the conclusion of the hearing, and shall be

otherwise published in accordance with clause 23 below.

18.10.2 The decision by the Appeal Panel is final and shall be deemed to be the final decision

of Badminton England.

**19. Appropriate sanctions**

If the Disciplinary Panel or Appeal Panel finds a Complaint to have been proven or admitted, it

may make any one of, or a combination of, the disciplinary orders set out at clause 20 on such

terms and conditions as it considers appropriate having regard to:

19.1 the nature and seriousness of the Complaint;

19.2 the person's character;

19.3 the person's past record;

19.4 whether the Complaint was admitted and whether the person was remorseful;

19.5 appendix 5;

19.6 previous similar cases (in order to ensure consistency); and

19.7 any other relevant circumstances.

**20. Sanctions**

20.1 Sanctions for Individuals:

20.1.1 a written warning;

20.1.2 an order to undertake specified training;

20.1.3 temporary suspension or permanent removal from the register of coaches;

20.1.4 an order requiring an individual to be monitored or supervised in specific matters;

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20.1.5 temporary suspension or permanent ban of the right to play in any matches and to be

entered in tournaments or taking part in the administration of Badminton;

20.1.6 temporary suspension or permanent exclusion from involvement in Badminton in any

capacity directly or indirectly under the jurisdiction of Badminton England; and/or

20.1.7 temporary suspension or termination of Badminton England membership.

20.2 Sanctions for Organisations:

20.2.1 a written warning;

20.2.2 temporary suspension or termination of Badminton England membership; and/or

20.2.3 a deduction of league points, relegation or exclusion or disqualification from any

competition.

20.3 Where the Disciplinary Panel imposes any period of suspension, that period shall run from the

date of the decision, notwithstanding that any Notice of Appeal is submitted.

20.4 In imposing or reviewing a suspension, the Disciplinary Panel or Appeal Panel shall take into

account the length of suspension (whether interim or otherwise) served by the individual in

deciding the appropriate period of any further suspension.

**21. Interim Suspension**

21.1 Badminton England has a general right to suspend any Specified Person on an interim basis

following the direct or indirect receipt of a Complaint.

21.2 It should be noted that an interim suspension is a neutral act taken by Badminton England; it is

communicated as such and is not considered to be a sign of liability for the Respondent.

21.3 The only body with the authority to suspend is Badminton England via the Badminton England

Disciplinary Officer and with ratification from the Disciplinary Committee, or in exceptional

circumstances the Board of Directors. In determining whether to suspend a Respondent, the

Badminton England Disciplinary Officer must consider, by reference to the factors at clause

21.4 below, that it is appropriate to exclude the Respondent concerned from any involvement

in Badminton under the jurisdiction of Badminton England until the conclusion of all

proceedings/investigations (both internal and external investigations).

21.4 The factors to be taken into consideration are:

21.4.1 the level of seriousness of the matters complained of;

21.4.2 whether there is a risk of reputational damage;

21.4.3 whether there is a risk of harm or damage to persons or property;

21.4.4 whether a suspension is necessary or desirable to facilitate the conduct of any

investigation or proceedings by Badminton England or any other authority or body; and

21.4.5 having regard in all cases to the need for any action to be proportionate.

21.5 The Badminton England Disciplinary Officer shall as soon as reasonably practicable, notify the

Respondent in writing of the interim suspension, and shall otherwise publish the decision and

send notice to any concerned party.

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21.6 An interim suspension shall be reviewed by the Badminton England Disciplinary Committee

thereafter at appropriate regular intervals, of not less than 6 weeks, taking into particular

consideration the factors outlined at 21.4 above and whether the circumstances or facts

surrounding a case justify the continuation of the interim suspension.

21.7 Any breach of an interim suspension shall constitute grounds for further disciplinary action

under these Regulations.

**22. Anonymity**

22.1 Subject to the provisions of this clause 22, neither Badminton England nor any County

Badminton Association will entertain complaints that do not comply with clause 11 (particularly

clause 11.2.2).

22.2 Only Badminton England may deal with anonymous complaints in terms of this clause 22. If

any County Badminton Association receives a Complaint with a request for anonymity, that

request must be referred to Badminton England.

22.3 Neither Badminton England nor any County Badminton Association are under any obligation in

terms of these Regulations to action completely anonymous Complaints (i.e. where Badminton

England or the relevant County Badminton Association is not aware of the identity or source of

the Complaint).

22.4 If a Complainant does not wish for their identity to be disclosed to the Respondent, the

Badminton England Disciplinary Committee must:

22.4.1 appoint a liaison ("**the Liaison**") to meet with the anonymous Complainant in order to

take their statement, conduct ongoing communications and investigate the Complaint

as required;

22.4.2 determine whether to proceed with the Complaint on an anonymous basis, taking into

account the report back from the Liaison and all other relevant factors on a case by

case basis including, but not limited to:

(a) whether the Complainant has a genuine fear of reprisals if his/her identity is

disclosed to the Respondent;

(b) if the Complainant has a genuine fear of reprisals, is that fear reasonably

justifiable;

(c) whether the Complainant may have any other motive to remain anonymous;

(d) whether there is any corroborating evidence or statements available;

(e) whether the nature of the Complaint is sustainable if the Complainant

remains anonymous.

22.5 Within 5 working days of such decision, the Badminton England Disciplinary Committee must,

through the Liaison, notify the anonymous Complainant of its decision to proceed with the

Complaint or not.

22.6 If the Badminton England Disciplinary Committee determine that the Complaint may proceed

on an anonymous basis, the Badminton England Disciplinary Committee must make such

arrangements as it deems fit in order to ensure that the proceedings are robust, fair and just

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notwithstanding the fact that the Complainant will remain anonymous. Such arrangements may

include, but are not limited to:

22.6.1 extending any time limits and adjusting the procedures set out in these Regulations as

the circumstances may require;

22.6.2 at each stage of the disciplinary procedures the Liaison should interview the

anonymous Complainant and satisfy herself/himself what weight is to be given to the

information;

22.6.3 any information provided by or obtained from the anonymous Complainant should be

reduced into writing in one or more statements;

22.6.4 the written statement of the anonymous Complainant must be made available to the

Respondent, the Disciplinary Committee and the Disciplinary Panel provided that, if

necessary, certain parts of the statements may be redacted before submission in order

to prevent identification; and

22.6.5 if during any proceeding any particular and relevant issue is raised which should be put

to the anonymous Complainant, then it may be desirable to adjourn for the Liaison to

make further inquiries of the anonymous Complainant.

**23. Reporting of decisions of Disciplinary Panel and Appeal Panel**

23.1 Every 6 months, the County Badminton Associations must provide a report of all Complaints

received and disciplinary decisions taken to the Badminton England Disciplinary Officer.

23.2 Badminton England shall report interim suspensions and disciplinary decisions and orders

made under these Regulations, on a 'need to know' basis, in such form and manner, and to

such extent, as it deems necessary for the purposes of enforcement of/compliance with such

decisions and orders.

23.3 For the avoidance of doubt, in addition to providing notice to the Complainant and Respondent

or Appellant and Appeal Respondent, as the case may be, Badminton England will, at its

discretion, report interim suspensions and disciplinary decisions and orders to relevant senior

officials of any club, County Badminton Association or other organisation within the

membership of Badminton England through which the individual is known, or reasonably

believed to operate.

23.4 Badminton England will also inform the Complainant of an interim suspension and/or

disciplinary decision and order where it deems appropriate.

**24. Transfer of proceedings**

Badminton England reserves the right to commence disciplinary proceedings under this

procedure and then transfer proceedings to another procedure, for example, by transferring a

matter to the Child Protection Disciplinary Procedures. The person about whom the Complaint

has been made will be notified in writing about any change to the procedures under which his

or her case will proceed.

**25. Enforcement of Disciplinary Orders**

25.1 Members must take all steps necessary to ensure compliance with any interim suspension and

any disciplinary order made under these Regulations.

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25.2 If a Member fails to comply with its obligations under 25.1 above, such conduct shall be grounds

for further disciplinary action against the Member under these Regulations.

**26. Exclusion of liability**

Badminton England shall not be liable to any individual or organisation for any loss arising out

of any action taken or omission under these Regulations.

**27. Record Keeping**

All records kept of proceedings under these procedures shall be kept by Badminton England

for a period of 6 years upon which they will be destroyed.

**28. Service of notices**

28.1 Any notice or other documents required by these Regulations to be given to an individual or

organisation who is the subject of an allegation or charge may be delivered either personally or

by post and be sent by recorded delivery.

28.2 Where any such notice or any document is served by post or recorded delivery, it shall be sent

to the last known address of the individual or organisation concerned, and it shall be deemed

that wherever that address may be, to have been served on the second day following that on

which it was posted.

**29. Interpretation**

29.1 The headings in these Regulations are inserted for convenience only and shall not affect its

construction or interpretation.

29.2 Words importing the singular include the plural and vice versa.

29.3 Words importing a gender shall include all genders.

29.4 Reference to a clause or schedule is a reference to a clause or schedule or Appendix of or to

these Regulations.

29.5 Reference to any statute, statutory provision or statutory instrument includes a reference to that

statute, statutory provision or statutory instrument together with all rules and regulations made

under them as from time to time amended, consolidated or re-enacted.

29.6 Any words following the terms **including**, **include**, **in particular**, **for example** or any similar

expression shall be construed as illustrative and shall not limit the sense of the words,

description, definition, phrase or term preceding those terms.

**Appendices**

Appendix 1 - flowchart of process

Appendix 2 - role description BE Disciplinary Officer

Appendix 3 - role description County Disciplinary Officer

Appendix 4 - types of disciplinary matters and jurisdiction

Appendix 5 – guidance on the application of sanctions

**SECTION 3 - RULES**

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**3.1 MIXED BADMINTON LEAGUE COMPETITION RULES**

Please refer to the IOMBA’s League Rules and Guidelines, available at [www.iombadminton.com](http://www.iombadminton.com)

**3.2 MEN’S / WOMEN'S LEAGUES COMPETITION RULES**

Please refer to the IOMBA’s League Rules and Guidelines, available at [www.iombadminton.com](http://www.iombadminton.com)

**3.3 A P ARCHIBALD MEMORIAL TEAM COMPETITION**

3.3.1 The event is open to teams from clubs affiliated to the Isle of Man Badminton Association.

3.3.2 The entry fee shall be determined by the Executive Committee.

3.3.3 Entries, including nominated players as per Rule 3.3.4, must be submitted to the Competitions’ Secretary not later than a date determined by the Executive. No player may play for more than one club, although a registered player may represent a club other than that with which such player is registered.

3.3.4 A team shall consist of no fewer than two men and two women and not more than three men and three women. The names of nominated players for each team must be submitted to the Competitions’ Secretary at the time of entry to the event. Where a club has entered two or more teams a member from a lower team, for which they have been nominated, may only play in a higher team once during the Competition.

3.3.5 (a) A tie shall consist of one men’s singles, one women's singles, one men’s doubles, one women's doubles and one mixed doubles. The team winning the most matches shall be deemed to have won the tie. A player may not play in more than two matches in one tie, but a different team may be selected for each tie. Team nominations must be submitted to the Referee not later than thirty minutes before a tie is scheduled to start. Each match shall consist of the best of three games of 21points. At 20 All, the side which gains a 2 point lead first wins the game. At 29 All, the side scoring the 30th point wins that game. (Note: see NEW RALLY POINTS SCORING SYSTEM - Appendix 4.1).

(b) Order of play as per score sheet unless otherwise agreed by the opposing captains and the official in charge:

1 Men's Singles

1 Women's Singles

1 Men's Doubles

1 Women's Doubles

1 Mixed Doubles

(c) Any Club failing to field a sufficient number of players to be able to participate in 50% of any match will be fined £25 for each offence as well as forfeiting the match and the points. The fine to be collected by the Association who will pass on the monies to the 'home' or 'away' Club who suffered as a consequence.

3.3.6 Teams shall be divided into leaguesdependent upon strengthso that each leagueconsists of no fewer than three and no more than four teams.

3.3.7 The event will be played on a round robin basis within each league. The winner of each league shall be determined on the basis of most ties won. In the case of equality, placing shall be decided on the number of matches and, if necessary, games won. If two teams should still be equal, the team having won the tie between such equal teams shall be placed higher. In the event of more than two teams finishing equal, the Organising Committee will determine the placings as it sees fit.

3.3.8 The event will be held on dates and venues to be determined by the Executive or the Organising Committee appointed by the Executive. Feathered shuttlecocks to be used throughout the event.

3.3.9 In the event of any player being incapacitated after a match has begun, so that such player is unable to continue playing, a Captain may substitute an eligible alternative player (who shall not be a player already named to play in two matches in such tie or a player who has already been nominated or played for another team in the event) in any subsequent match or tie in which the incapacitated player would have taken part, provided that:

(a) The consent of the Referee or the Executive member in charge has been obtained. Such consent shall not be regarded as a mere formality and may be refused if the request is considered unreasonable, and

(b) the injury or other incapacity was caused entirely after play in the tie had begun and was not due to tiredness or the worsening of an existing ailment.

3.3.10 In order to ensure attractive presentation of badminton, all clothing worn by players at events organised by the Association shall be acceptable badminton sports clothing and it is recommended that doubles partners wear the same colours.

Abstract designs are permitted when devoid of advertising, commercial or promotional content. The back of the shirt may carry only the name of the association or club represented. Clothing manufacturer’s emblems and lettering will be in accordance with IBF advertising regulations.

3.3.11 In the event of a tie not being completed for any reason, or in the event of any dispute arising on any matter connected with the competition, the same shall be reported to the Referee or the Executive member in charge. The Organising Committee shall consider such report and shall have the power to cancel the result of any tie, award a walkover, order a replay or otherwise determine the matter.

3.3.12 In the event of any question arising not provided for in these rules, it shall be dealt with by the Organising Committee, who shall be the sole interpreter of the rules and whose decision shall be final.

**3.4 GREEN FINAL TEAM HANDICAP KNOCKOUT COMPETITION**

3.4.1 The event is open to teams from affiliated clubs and shall take the form of a handicap knockout competition.

3.4.2 The entry shall be as determined by the Executive.

3.4.3 Entries, from Clubs will consist of the following:

1 Team Entered - minimum of 4 nominated men and 4 nominated women players for team

2 or more Teams Entered - maximum of 4 nominated men and 4 nominated women players for first team

minimum of 4 nominated men and 4 nominated women players for second and subsequent teams

Team entries must be submitted to the League Secretary no later than the 30th September. The names of nominated players should be submitted to the League Secretary by the 15th October.

No changes to the list will be permitted and no player may be nominated for more than one club.

3.4.4 Each team shall receive its handicap from the competition’s committee and shall retain that handicap throughout the competition.

3.4.5 Each match shall consist of 2 men’s doubles, 2 women's doubles, and 3 mixed doubles, each set being the best of 3 games to 21 points - no setting.

3.4.6 Couples must be ranked strictly in order of merit on the match night.

(a) In event that nominated players are unable to play, Reserves for any team may be played provided they are from a lower team / ranking in the Club’s Nominated Mixed League Teams than any of the team’s nominated players. Reserves cannot play in a higher position in the team than any nominated player.

(b) A player may only play for his/her club in any team above the team for which they have been nominated on not more than one occasion in total during the current season. In the event of a player playing in such higher team on more than one occasion, that player shall not again be eligible during that season to play for the team for which he/she was originally nominated and must remain in such higher team. No player may play for his/her club in a lower team than that for which he/she is nominated.

3.4.7 (a) Each round of the competition (the draw for which shall be made by the Executive) shall be played on or before dates decided by the Executive for that round. The home team shall provide the courts and feathered shuttlecocks up until the Semi-Final and Final stages of the Tournament where the matches will be played at a venue chosen by the Executive Committee. The secretary of the home team must inform the Competitions’ Secretary of the date of the match. At the conclusion of the match, the home team shall forward the score sheet, duly completed and signed, to the Competitions’ Secretary within 48 hours.

(b) No club shall be required to play on a Saturday or a Sunday.

(c) Any Club failing to field a sufficient number of players to be able to participate in 50% of any match will be fined £25 for each offence as well as forfeiting the match and the points. The fine to be collected by the Association who will pass on the monies to the 'home' or 'away' Club who suffered as a consequence.

3.4.8 Order of play as per score sheet:

2nd men's

2nd women's

1st men's

1st women's

3rd mixed

2nd mixed

1st mixed

For the Semi-Finals andFinal, teams must be submitted in writing to the Competitions co-ordinator at least 48 hours prior to the date of the Semi-finals andFinal.

Any team unable to field the first match on the score sheet at 7pm/8pm\* shall forfeit these games and if this penalty is incurred and if either team is unable to field the 2nd match on the score sheet by 7.30pm/8.30pm\* then the defaulting team shall forfeit those games. If by 8pm/9pm\* a team is unable to field any of its couples (other than those sets that may have been already forfeited by this rule) it shall forfeit the match in its entirety.

\* dependent upon the home team's normal start time

3.4.9 In the event of any player being incapacitated after a match has begun so that he/she is unable to continue playing, a captain shall be entitled to substitute an eligible alternative player who has been nominated to play on that night (who shall not be a player already named to play in two sets of that match) in any subsequent set in which the incapacitated player would have taken part, provided that:

(a) The consent of the Executive member in charge (if one has been appointed) or in his/her absence, the opposing captain has been obtained. (Such consent shall not be considered a mere formality and may be refused if the request is considered unreasonable).

(b) The injury or other incapacity was caused entirely after play in the match had begun and was not due to tiredness or the worsening of an existing ailment.

3.4.10 In order to ensure attractive presentation of badminton, all clothing worn by players at events organised by the Association shall be acceptable badminton sports clothing and it is recommended that doubles partners wear the same colours.

Abstract designs are permitted when devoid of advertising, commercial or promotional content. The back of the shirt may carry only the name of the association or club represented. Clothing manufacturer’s emblems and lettering will be in accordance with IBF advertising regulations.

3.4.11 In the event of a match not being completed for any reason or in the event of any dispute arising on any matter connected with this competition, the same shall be reported to the Executive member in charge. The Executive or a sub-committee appointed for the purpose shall consider such reports and shall have power to cancel the result of any match, award a walkover, order a replay or otherwise determine the matter.

3.4.12 In the event of any question arising not provided for in these Rules, it shall be dealt with by the Executive or an appointed sub-committee thereof, which shall be the sole interpreter of the Rules and whose decision shall be final.

**3.5 WOMEN'S AND MEN’S TEAM HANDICAP COMPETITION**

3.5.1 The event is open to teams of women or men from affiliated clubs

3.5.2 The entry fee shall be as determined by the Executive

3.5.3 Entries, including a list of 6 players must be submitted to the Competition’s co-ordinator not later than the 30th September. No changes to the list will be permitted and no player may be nominated for more than one club.

3.5.4 Each team shall consist of 6 women or 6 men and each match shall consist of 9 women's or 9 men’s doubles, each doubles being one game to 21 points. No setting permitted.

3.5.5 Each team shall receive its handicap from the competition committee and shall retain that handicap throughout the competition.

3.5.6 Couples must be ranked strictly in order of merit on the match night.

In event that nominated players are unable to play, Reserves for any team may be played provided they are from a lower team / ranking in the Club’s Nominated Mixed League Teams than any of the teams nominated players.

3.5.7 Each round of the competition (the draw for which shall be made by the Executive) shall be played on or before dates determined by the Executive. The home team shall provide the courts and feathered shuttlecocks up until the Semi-Final and Final stages of the Tournament where the matches will be played at a venue chosen by the Executive Committee. The secretary of the home team must inform the Competitions’ Secretary of the date of the match. At the conclusion of the match, the score sheet, duly completed and signed, shall be forwarded to the Competitions’ Secretary within 48 hours by the home team.

3.5.8 In the event of any player being incapacitated after a match has begun so that he/she is unable to continue playing, a captain shall be entitled to substitute an eligible alternative player (who shall not be a player already named to play in three sets for that match) in any subsequent sets in which the incapacitated player would have taken part in, provided that:

(a) The consent of the Executive member in charge (if one has been appointed) or in his/her absence, that of the opposing captain has been obtained. (Such consent shall not be considered a mere formality and may be refused if the request is considered unreasonable).

(b) The injury or other incapacity was caused entirely after play in the match had begun and was not due to tiredness or the worsening of an existing ailment.

3.5.9 In order to ensure attractive presentation of badminton, all clothing worn by players at events organised by the Association shall be acceptable badminton sports clothing and it is recommended that doubles partners wear the same colours.

Abstract designs are permitted when devoid of advertising, commercial or promotional content. The back of the shirt may carry only the name of the association or club represented. Clothing manufacturer’s emblems and lettering will be in accordance with IBF advertising regulations.

3.5.10 In the event of a match not being completed for any reason, or in the event of any dispute arising on any matter connected with this competition, the same shall be reported immediately to the Executive member in charge. The Executive or a sub-committee appointed for the purpose shall consider such report and shall have the power to cancel the result of any match, award a walkover, order a replay or otherwise determine the matter.

3.5.11 In the event of any question arising not provided for in these Rules, it shall be dealt with by the Executive or an appointed sub-committee thereof, which shall be sole interpreter of the Rules and whose decision shall be final.

**3.6 RULES AND GENERAL INFORMATION REGARDING ALL TOURNAMENTS AND COMPETITIONS LISTED**

3.6.1 All competitors must be members of clubs affiliated to BADMINTON England, and be eligible to represent the Isle of Man in accordance with the regulations governing the County Championship, or be members of clubs affiliated to the Isle of Man Badminton Association, and resident in the Isle of Man. All competitors must be registered with the Isle of Man Badminton Association.

3.6.2 The events will be run using the Badminton Association of England Tournament Regulations as a guideline.

3.6.3 The referees to be appointed by the Executive Committee.

3.6.4 Entries will not normally be accepted after the last date of entry stated for each particular competition. – we don’t enforce this.

3.6.5 All competitors will be notified of the time of their first match in each event; competitors not available when their event is called will be scratched from that particular event. Competitors not already notified, must enquire from the Competition Secretary when they are required to play. Competitors who have not reported to the secretaries’ table by their nominatedtime will be scratched from that particular event.

3.6.6 Competitors must report to the secretaries’ table immediately on arrival, and before leaving, to enquire when they will be required to play again, and must be available to play during any time of the playing evening or days as long as they remain in the competition.

3.6.7 Players must not use the courts except when called for matches. Only three minutes are allowed for knocking-up from the time the game is called.

3.6.8 Feathered shuttlecocks will be used throughout the tournaments.

3.6.9 No handicap will be altered once competitors have played their first game in a particular event.

3.6.10 Competitors may be required to act as scorers and will be called from the Secretaries’ table.

3.6.11 In order to ensure attractive presentation of badminton, all clothing worn by players at events organised by the Association shall be acceptable badminton sports clothing and it is recommended that doubles partners wear the same colours. Abstract designs are permitted when devoid of advertising, commercial or promotional content. The back of the shirt may carry only the name of the association or club represented. Clothing manufacturer’s emblems and lettering will be in accordance with IBF advertising regulations.

3.6.12 Trophies, as specified, will be awarded to the winners of the Championships. Plaques or other awards will be given to the winners of plate events and the runners-up in all events. Trophy winners are expected to take reasonable care of their awarded trophies at all times. Trophy winners will be expected to have the appropriate names and dates engraved upon the relevant trophy within 28 days of the holding of the following year’s tournament. The trophy must be returned to the Competitions Secretary no later than 28 days before the following year’s tournament or the annual prize presentation. Where trophies have not been appropriately engraved, the player will be charged for the engraving and an additional sum to cover the organisation by the Association of the engraving.

Trophies and/or cups awarded for the Mixed, Mens’ and Womens’ Leagues shall be engraved by the Association.

3.6.13 All competitions and tournaments are under the management of the Executive Committee, or a sub-committee appointed by them, who reserve the right to refuse entry without assigning a reason, and alter or modify the programme in any way they may deem fit. Their decision in all matters will be final.

**3.7 IOM CHAMPIONSHIP (RESTRICTED) TOURNAMENT**

As per 3.6

**3.8 CLUB PLAYERS TOURNAMENT (ex MODERATES’ TOURNAMENT)**

3.8.1 A Club player shall be a player who is not on an official published ranking list for that season which will be published by the end of October each year. The Executive Committee members responsible for making the ranking list will not rank a player who has played less than three times for the Island team in the past three years, but can rank players on there experience.

3.8.2 The winner of the singles event will not be allowed to enter for that particular event the following season. The winners of any of the doubles events shall not be allowed to enter the following season as a pairing. When the events are played in groups the above relates to A or 1st group as they are deemed the winners of the titles. The winners of B or 2nd group and any subsequent groups may enter again the following season but will automatically be promoted to a higher group.

**3.9 VETERANS’ HANDICAP TOURNAMENT**

3.9.1 The tournament will be a handicap type event for Women's, Men’s and Mixed doubles and shall be for players who are affiliated / registered with the Isle of Man Badminton Association. Players must be 40 years of age or over on the date of the event for the Women’s, Men’s and Mixed doubles events and 50 years of age or over on the date of the event for the Over 50’s Mixed Doubles event.

3.9.2 The Executive Committee will handicap the partnerships accordingly and run the event in the most suitable format.

3.9.3 The draw and handicappingwill be carried out by the Executive.

**3.10 HANDICAP TOURNAMENT**

3.10.1 The tournament will be a handicap type event for women's, men’s and mixed doubles and shall be for players who are affiliated / registered with the Isle of Man Badminton Association.

3.10.2 The Executive Committee will handicap the partnerships accordingly and run the event in the most suitable format.

**3.11 KEITH DAVIES MEMORIAL TOURNAMENT**

3.11.1 The tournament will be a Mixed Doubles handicap type event for players who are affiliated/registered with the Isle of Man Badminton Association.

3.11.2 The Executive Committee will handicap the partnerships accordingly and run the event in the most suitable format.

**3**.**12 CHAMPIONS’ TOURNAMENT**

For the Champions’ Tournament the Executive will pick the Select teams from teams within the appropriate leagues to play against the Champions of the Mixed leagues. The rules for the competition will be:

3.12.1 The Champions will be the winners of that season’s Mixed League Competition. The Champions of each league will play their strongest team available and the couples playing must be ranked strictly in order of merit.

3.12.2 The Select team will comprise players from within the appropriate leagues who, in the opinion of the Executive, are suitable to represent the Select team for that league. The couples must be played strictly in order of merit.

3.12.3 Each team shall consist of four men and four women. Each match shall consist of eight sets: Two men’s doubles and two women's doubles with each set being the best of three games of fifteen aces each, and four mixed doubles with each set being one game to 21 points (change at 11 points) and no setting.

3.12.4 Where appropriate, the Mixed League rules (3**.**1) will apply. But in the interest of the Tournament and badminton the Executive may vary the format of the competition.

3.12.5 The cost of running the tournament should be borne by the sponsors but, in the event of there being insufficient sponsorship, the competitors may be required to contribute to the cost of the tournament.

3.12.6 In the event of any question arising not provided for in these rules, it shall be dealt with by the Executive who shall be the sole interpreter of the rules and whose decision will be final.

**3.13 COCHRANE TROPHY INTER-CLUB TOURNAMENT**

3.13.1 This competition is open to affiliated clubs.

3.13.2 Each team shall consist of a minimum of 2 boys & 2 girls, under 14 years on the 1st January during the season of competition. A club may nominate a maximum of 3 boys and 3 girls.

3.13.3 No player may play for more than one team.

3.13.4 The competition shall be played on courts provided by the Association and will take place on dates specified by the Association.

3.13.5 The entry fee and closing date for entries will be specified by the Association.

3.13.6 Feathered shuttlecocks will be used.

3.13.7 A senior representative of each club must be present at the tournament.

3.13.8 Competition format:

1 boys singles

1 girls singles

1 boy's doubles

1 girl's doubles

1 mixed doubles Each game to be to 21 points.

3.13.9 No player may play in more than two teams per match and may not play singles and mixed in the same match.

3.13.10 Two points will be awarded to the winning team of each match.

3.13.11 In the event of two or more teams tying on points, then games will count to decide the overall winner.

3.13.12 In the event of any question arising not provided for in these rules the matter shall be dealt with by the referee.

**3.14 COTTIER CUP INTER-CLUB TOURNAMENT**

3.14.1 This competition is open to affiliated clubs.

3.14.2 Each team shall consist of a maximum of 4 girls, minimum of 3, under 17 years on the 1st January during the season of competition.

3.14.3 No player may play for more than one team.

3.14.4 The competition shall be played on courts provided by the Association and will take place on dates specified by the Association.

3.14.5 The entry fee and closing date for entries will be specified by the Association.

3.14.6 Feathered shuttlecocks will be used.

3.14.7 A senior representative of each club must be present at the tournament.

3.14.8 Players shall be ranked and play strictly in order of merit on the day.

3.14.9 Competition format:

2 girls singles

2 level doubles Each game to be to 21 points

3.14.10 No player may play in more than two games in a match. Two singles players may not play doubles together.

3.14.11 Two points will be awarded per match won and 1 for a draw.

3.14.12 In the event of two or more teams tying on league points, then games will count and, if there is still a tie, game points will decide the winner.

3.14.13 In the event of any question arising not provided for in these rules, the matter shall be dealt with by the referee.

**3.15 COURTIE SHIELD INTER-CLUB TOURNAMENT**

3.15.1 This competition is open to affiliated clubs.

3.15.2 Each team shall consist of a maximum of 4 boys, minimum of 3, under 17 years on the 1st January during the season of competition.

3.15.3 No player may play for more than one team.

3.15.4 The competition shall be played on courts provided by the Association and will take place on dates specified by the Association.

3.15.5 The entry fee and closing date for entries will be specified by the Association.

3.15.6 Feathered shuttlecocks will be used.

3.15.7 A senior representative of each club must be present at the tournament.

3.15.8 Players shall be ranked and play strictly in order of merit on the day.

3.15.9 Competition format:

2 boys singles

2 level doubles. Each game to be to 21 points

3.15.10 No player may play in more than two games in a match. Two singles players may not play doubles together.

3.15.11 Two points will be awarded per match won and one for a draw.

3.15.12 In the event of two or more teams tying on league points, then games will count and, if there is still a tie, game points will decide the winner.

3.15.13 In the event of any question arising not provided for in these rules, the matter shall be dealt with by the referee.

**3.16 JUNIOR TOURNAMENT RULES**

3.16.1 Ages to be taken at midnight 1st January

3.16.2 Tournaments will be run in accordance with the tournament regulations of BADMINTON England

3.16.3 Entry Fees: To be fixed by the Executive. Cheques should be made payable to IOM Badminton Association. All fees must be submitted with entry forms.

3.16.4 Each competitor must send in a separate entry form together with a stamped addressed envelope except when club secretaries send one large stamped addressed envelope for all their club’s entries.

3.16.5 The committee reserves the right to refuse entry without giving the reason.

3.16.6 Competitors must report their arrival at the organiser’s table.

3.16.7 The draw will be seeded.

3.16.8 The committee will endeavour to find partners if requested.

3.16.9 Feathered shuttlecocks will be used.

3.16.10 Predominantly white sports clothing should be worn. No black-soled shoes may be worn in the sports hall. Tracksuits may be worn for warming up only.

3.16.11 Entries may be restricted according to numbers.

3.16.12 Playing times will be notified. If you have not heard 48 hours before the date of the tournament, please contact the secretary.

3.16.13 Please read and obey the ESBA Code of Conduct displayed beside the draw sheets.

3.16.14 Players must not leave the building without the referee’s permission.

3.16.15 The committee will endeavour to accommodate a player unable to play at all times, though no guarantee can be given.

**3.17 UNDER 19 YEARS RESTRICTED CHAMPIONSHIP**

Shall follow the Junior Tournament Rules and Rule 1 will read:

* Under 19 years old at midnight on the 1st January in the season of the tournament.

**3.18 UNDER 17 YEARS RESTRICTED CHAMPIONSHIP**

Shall follow the Junior Tournament Rules and Rule 1 of those rules will read:

* Under 17 years old at midnight on the 1st January in the season of the tournament

**3.19 UNDER 15 YEARS RESTRICTED CHAMPIONSHIP**

Shall follow the Junior Tournament Rules and Rule 1 of those rules will read:

* Under 15 years old at midnight on the 1st January in the season of the tournament

**3.20 UNDER 13 YEARS RESTRICTED CHAMPIONSHIP**

Shall follow the Junior Tournament Rules and Rule 1 of those rules will read:

* Under 13 years old at midnight on the 1st January in the season of the tournament

**SECTION 4 - RULES - APPENDICES**

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**APPENDIX 4.1**

**SIMPLIFIED NEW RALLY POINTS SCORING SYSTEM**

Scoring System

A match consists of the best of 3 games of 21 points.

The side winning a rally adds a point to its score.

At 20 all, the side which gains a 2 point lead first, wins that game.

At 29 all, the side scoring the 30th point, wins that game.

The side winning a game serves first in the next game.

Intervals and Change of Ends

When the leading score reaches 11 points, players have a 60 second interval.

A 2 minute interval between each game is allowed.

In the third game, players change ends when a side scores II Points.

Singles

At the beginning of the game and when the score is even, the server serves from the right service court. When it is odd, the server serves from the left service court.

If the server wins a rally, the server scores a point and then serves again from alternate service court.

If the receiver wins a rally, the receiver scores a point and becomes the new server.

Doubles

There is only one serve in doubles (see attached diagram). The service passes consecutively to the players as shown in the attached diagram.

At the beginning of the game and when the score is even, the server serves from the right court. When it is odd, the server serves from the left court.

If the serving side wins a rally, the serving side scores a point and the same server serves again from the alternate service court.

If the receiving side wins a rally, the receiving side scores a point. The receiving side becomes the new serving side.

The player of the receiving side who served last stays in the same service court from where he served last. The reverse pattern applies to the receiver's partner

The players do not change their respective service courts until they win a point when their side is serving.

If players commit an error in the service court, the error is corrected when the mistake is discovered

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course of action / Explanation | Score | Service from Service Court | Server & Receiver | Winner of the rally |  |  |
|  | 0 - 0 | Right Service Court. | A serves to C.  A is the initial server & C the initial receiver | A & B | C | D |
|  | B | A |
| A & B **win a point and will change service courts**. A serves again from left service court. C & D **do not change service courts**. | **1** - 0 | Left Service Court as the server's score is odd. | A serves to D | C & D | C | D |
|  | A | B |
| C & D win a point and therefore the right to serve. **Nobody** will change their respective service courts. | 1 - **1** | Left Service Court as the server's score is odd. | D serves to A | A & B | C | D |
|  | A | B |
| A & B win a point and therefore the right to serve. **Nobody** will change their respective service courts. | **2** - 1 | Right Service Court as the server's score is even | B serves to C | C & D | C | D |
|  | A | B |
| C & D win a point and therefore the right to serve. **Nobody** will change their respective service courts. | 2 - **2** | Right Service Court as the server's score is even | C serves to B | C & D | C | D |
| A | B |
| C & D **win a point and will change service courts**. C serves again from left service court. A & B **do not change service courts**. | **3** - 2 | Left Service Court as the server's score is odd. | C serves to A | A & B | D | C |
| A | B |
| A & B win a point and therefore the right to serve. **Nobody** will change their respective service courts. | 3 - **3** | Left Service Court as the server's score is odd. | A serves to C | A & B | D | C |
| A | B |
| A & B **win a point and will change service courts**. A  serves again from right service court. C & D **do not change service courts**. | **4** - 3 | Right Service Court as the server's score is even | A serves to D | C & D | D | C |
| B | A |

**In a Doubles match between A & B against C & D. A & B won the toss and decided to serve. A to serve to C. A shall be the initial server while C shall be the initial receiver.**