



ISLE OF MAN

badminton

SHESHAGHT VAOMYNTYN ELLAN VANNIN

# CONSTITUTION

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# **SECTION 1 - CONSTITUTION**

## **1.1 NAME**

The name of the Association shall be the "Isle of Man Badminton Association" abbreviated as "IOMBA" (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.

### **1.3.1 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 SUBSCRIPTIONS, REGISTRATIONS & NOMINATIONS**

Subscriptions shall normally be set at the AGM. All club entry fees shall be paid on or before the 30<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

## **1.6 MANAGEMENT**

(a) 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 Chairperson  
The Deputy Chairperson  
The Hon Secretary  
The Hon Treasurer  
The Hon League Secretary  
The Hon Senior Competitions' Secretary  
The Hon Disciplinary Officer  
The Hon Performance Committee Chairperson  
The Hon Umpires Representative  
The Hon Island Squad Players Representative  
The Hon Child Welfare Officer/s

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 Executive Management Committee will for the purposes of general running of the Association, administration and all matters of correspondence and affiliation relating to the sport be made up of The Hon Chairperson, The Hon Deputy Chairperson, The Hon Secretary, The Hon Treasurer and the Hon League Secretary.
- (ii) The Performance Committee's Chairperson will be elected at the AGM. The Committee's Chairperson will then select a small committee to cover the Performance aspects of our sport. The purpose of this Committee will be to facilitate the development of Badminton and promotion of the sports growth at performance levels. The Hon Performance Committee Chairperson 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 executive 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) 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 either 'in person' or 'virtually' as called by the Chairperson 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 Chairperson shall have a casting vote. If the Chairperson is unable to attend a meeting, the acting Chairperson of the Meeting will be elected from those attending the meeting. If the Club representative is the Chairperson of the Executive, his/her deputy attending the meeting, cannot have the casting vote unless the meeting appoints him/ her as acting Chairperson 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.

Provided there are seven (7) 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 duly notified.

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 Chairperson, 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 Chairperson 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 (EGM)**

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 and the representation 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 Chairperson 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 Chairperson 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 Chairperson 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 **30<sup>th</sup> 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 which are consistent with the World Anti-Doping Code (the Code) and UK Anti Doping Rules @UKad.org.uk. and to 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 SAFEGUARDING**

1. The Association agrees to adopt the BADMINTON England's Safeguarding Strategy

- Safeguarding and protecting Children and Young People policy.
- Safeguarding and protecting Adults policy.

2. All individuals at all levels involved in Badminton through the Association, must abide by BADMINTON England's Safeguarding Strategy and the Code of Ethics and Conduct ("the Code") and the Association must use all reasonable endeavours to ensure that all individuals participant in or being involved in Badminton through the Association have assented to and will adhere 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 ensure the implementation of the Safeguarding Strategy in relation to their individual members.

4. Any act, statement, or other behaviour that harms an individual, 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, DIVERSITY & INCLUSIONS STRATEGY (EDI)**

The Association agrees to adopt BADMINTON England's Equality Policy.

A full copy of BADMINTON England's EDI 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 2.2) 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 2.4 for a Club Constitution Template.

#### **1.18 DATA PROTECTION ACT**

The Association and its affiliated Clubs agree to adhere and abide by the Data Protection Act. For 'A Brief Guide to the Data Protection Act for Clubs and Societies please see Appendix 2.5.

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**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.

**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

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

YES

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

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 place against any further coaching

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)

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

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

\* IOM BA's Designated Child Welfare Officer/s contact details:  
Mrs Roberta Cannell, Mobile: 07624 432041

\*\* MSR's Designated Child Welfare Officer contact details:  
Gianni Epifani, Work: 01624 688556

# **CODES OF CONDUCT**

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- 2.3.1 Coaches & Helpers**
- 2.3.2 Parents & Carers**
- 2.3.3 Junior Members**
- 2.3.4 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.

### **2.3.1 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.

### **2.3.2 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.

### **2.3.3 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.

## **2.3.4 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 direct 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.

## **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:*

- *Chairperson*
- *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.

**A Brief Guide  
to the  
Data Protection Act  
for  
Clubs and Societies**



OFFICE OF THE  
Data Protection Supervisor

Oik Oaseir Coadey Fysseree Ellan Vannin



## 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 to 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](mailto: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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## **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 GREEN FINAL TEAM HANDICAP KNOCKOUT COMPETITION

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

3.3.2 The entry shall be as determined by the Executive.

3.3.3 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<br>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 30<sup>th</sup> September. The names of nominated players should be submitted to the League Secretary by the 15<sup>th</sup> October.

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

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

3.3.5 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.

3.3.6 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.

3.3.7 (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.

**3.3.8 Order of play as per score sheet:**

- 2<sup>nd</sup> men's
- 2<sup>nd</sup> women's
- 1<sup>st</sup> men's
- 1<sup>st</sup> women's
- 3<sup>rd</sup> mixed
- 2<sup>nd</sup> mixed
- 1<sup>st</sup> mixed

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

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 2<sup>nd</sup> 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

**3.3.9** 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.

**3.3.10** 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 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.

**3.3.12** 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.

### **3.4 RULES AND GENERAL INFORMATION REGARDING ALL TOURNAMENTS AND COMPETITIONS LISTED**

- 3.4.1 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.
- 3.4.2 The events will be run using the Badminton Association of England Tournament Regulations as a guideline.
- 3.4.3 The referees to be appointed by the Executive Committee.
- 3.4.4 Entries will not normally be accepted after the last date of entry stated for each particular competition. – we don't enforce this.
- 3.4.5 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 nominated time will be scratched from that particular event.
- 3.4.6 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.
- 3.4.7 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.
- 3.4.8 Feathered shuttlecocks will be used throughout the tournaments.
- 3.4.9 No handicap will be altered once competitors have played their first game in a particular event.
- 3.4.10 Competitors may be required to act as scorers and will be called from the Secretaries' table.
- 3.4.11 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.
- 3.4.12 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.
- 3.4.13 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.

### **3.5 IOM CHAMPIONSHIP (RESTRICTED) TOURNAMENT**

As per 3.4

### **3.6 CLUB PLAYERS TOURNAMENT (ex MODERATES' TOURNAMENT)**

3.6.1 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 their experience.

3.6.2 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 1<sup>st</sup> group as they are deemed the winners of the titles. The winners of B or 2<sup>nd</sup> group and any subsequent groups may enter again the following season but will automatically be promoted to a higher group.

### **3.7 HANDICAP TOURNAMENT**

3.7.1 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.

3.7.2 The Executive Committee will handicap the partnerships accordingly and run the event in the most suitable format.

### **3.8 JUNIOR TOURNAMENT RULES**

- 3.8.1 Ages to be taken at midnight 1<sup>st</sup> January
- 3.8.2 Tournaments will be run in accordance with the tournament regulations of BADMINTON England
- 3.8.3 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.
- 3.8.4 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.
- 3.8.5 The committee reserves the right to refuse entry without giving the reason.
- 3.8.6 Competitors must report their arrival at the organiser's table.
- 3.8.7 The draw will be seeded.
- 3.8.8 The committee will endeavour to find partners if requested.
- 3.8.9 Feathered shuttlecocks will be used.
- 3.8.10 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.
- 3.8.11 Entries may be restricted according to numbers.
- 3.8.12 Playing times will be notified. If you have not heard 48 hours before the date of the tournament, please contact the secretary.
- 3.8.13 Please read and obey the ESBA Code of Conduct displayed beside the draw sheets.
- 3.8.14 Players must not leave the building without the referee's permission.
- 3.8.15 The committee will endeavour to accommodate a player unable to play at all times, though no guarantee can be given.

### **3.9 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.

### **3.10 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

### **3.11 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

### **3.12 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

