



# Badminton Nova Scotia Handbook 2011-2012

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# GENERAL INFORMATION

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## **MISSION STATEMENT OF BNS**

BNS is dedicated to promoting the growth and development of badminton for all Nova Scotians, at all levels. In this pursuit, BNS is committed to providing leadership and good governance for our sport. We will lead the growth of badminton and foster the pursuit of excellence in all players. We will provide an environment in which the sport of badminton can thrive, by offering quality services and innovative promotion to ensure that the needs of both current and potential players are met. The mission of the BNS is to promote, develop and administer the sport of badminton within Nova Scotia, emphasizing fair play and sportsmanship, while encouraging universal participation, operating within the guidelines of Badminton Canada.

## **VALUES STATEMENT OF BNS**

All people have the right and are encouraged to participate in badminton.  
Sporting excellence should be achieved through fair play, ethical and moral behavior.  
Participation in badminton contributes to a healthier lifestyle and feeling of well-being.  
BNS will promote fair play and participation, leadership and excellence in all badminton activities locally, provincially, regionally, nationally and internationally.  
Everyone should have the opportunity to achieve his/her maximal potential, developmentally and/or competitively, in the pursuit of excellence.  
Badminton is a game that promotes the spirit of “Fair Play”.  
Badminton is participant centered.  
Everyone involved with the sport must conduct himself or herself with ethical behavior.

## **VISION STATEMENT OF BNS**

Our vision is to make badminton the sport of choice among all Nova Scotians.  
In fulfilling this mandate, BNS aspires to be a leader in sport development and exemplar of the highest social and personal values of sport.  
BNS is a dynamic organization, which provides quality, player-centered development services.  
Our organization strives to achieve excellence through trusting partnerships in an environment of fairness, integrity and respect, which values all participants.  
Badminton will achieve a level of prominent visibility in Nova Scotia.  
Provincial competitions will be popular and well attended.  
The vision of the BNS is that people in Nova Scotia experience and enjoy the benefits of badminton.  
BNS values the contributions of volunteers who are involved.  
BNS advocates clearly defined and protected fundamental rights and responsibilities of participants in a “harassment free environment”, at all levels of the sport.

**In order to excel, you must be completely dedicated to your chosen sport. You must also be prepared to work hard and be willing to accept destructive criticism. Without 100 percent dedication, you won't be able to do this.**

**Willie Mays, 1931-  
American Baseball Player**

# BNS PRIVACY POLICY

## General

- Purpose of the Policy: Badminton Nova Scotia has implemented this privacy policy to assure Nova Scotian's that their personal information is being protected as governed by the Personal Information Protection and Electronics Documents Act (PIPEDA). PIPEDA “applies to every organization in respect of personal information that . . . the organization collects, uses or discloses in the course of commercial activities”.([http://www.priv.gc.ca/index\\_e.cfm](http://www.priv.gc.ca/index_e.cfm)) Although BNS does not engage in commercial activity with its membership/contact lists, BNS is committed to adopting the principles of PIPEDA to take every measure to protect its members.
- BNS is committed to taking every necessary measure to respect and protect your privacy. This privacy policy describes the responsible manner in which BNS collects, uses, discloses, safeguards and disposes of personal information. This policy strictly models the principles and is compliant with the provisions of the PIPEDA.

## Definitions (as defined in the PIPEDA)

*Personal information:* Information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee/volunteer of an organization.

([http://en.wikipedia.org/wiki/Personal\\_Information\\_Protection\\_and\\_Electronic\\_Documents\\_Act](http://en.wikipedia.org/wiki/Personal_Information_Protection_and_Electronic_Documents_Act))

*Commercial activity:* any particular transaction, act or conduct or any regular course of conduct that is of a commercial character, including the selling, bartering or leasing of donor, membership or other fundraising lists.

## Principles

### 1) Accountability:

BNS has designated the Executive Director accountable for assuring BNS’s overall compliance with the principles of the PIPEDA. As the designated Privacy Officer, the Executive Director will be responsible for monitoring the personal information collected, processing of personal information, data security, ensuring all staff/volunteers are trained appropriately on privacy issues and responsibilities, handling personal information requests and complaints.

The Privacy Officer can be contacted at: 5516 Spring Garden Road, Halifax, Nova Scotia, B3J 1G6  
BNS Phone: 425-5450 ext: 353 Fax: (902) 425-5606  
E-mail: [nsbadminton@sportnovascotia.ca](mailto:nsbadminton@sportnovascotia.ca)

### BNS procedures that conform to this principle include:

- a) Procedure to protect personal information:
  - i. Privacy Officer will train BNS employee/volunteers about the organization's policy and procedures on privacy:
- b) Procedure to receive and respond to complaints and inquiries:
  - i. Privacy Officer will respond by means of a written report within 30 days of receiving the complaint:
- c) Training staff and communicating to staff information about the organization's policies and practices; and
- d) Information explaining BNS policies and procedures:

### 2) Identifying Purposes:

- BNS, orally or in writing, will identify why the personal information is being collected at the time or before the information is collected. If personal information has been collected for a purpose not previously identified, the new purpose will be identified to the individual prior to use, unless the new purpose is required by law.
- BNS will only collect that minimal information necessary to satisfy the purposes that have been identified and

will not use or disclose the information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. BNS will only retain the personal information for as long as necessary to fulfill the stated purposes.

- BNS collects personal information for, but not limited to:
  - a) Annual promotion of programs, services or events or promotion of new programs, services or events which are developed
  - b) Tracking participation of specific programs
  - c) Provide funding and
  - d) Insurance purposes
- Personal information that is no longer required to fulfill the identified purposes will be destroyed. BNS guidelines and procedures to govern the destruction of personal information can be found under the Limiting Use, Disclosure, and Retention principle.

### **3) Consent:**

- BNS will request the knowledge and consent of the individual prior to the collection, use, or disclosure of personal information, except where required by law. However, in certain circumstances, consent with respect to use or disclosure may be sought after the information has been collected but before use (for example, when BNS wants to use information for a purpose not previously identified). In the case of PlaySport.ca, the BNS will collect consents from members with the purpose of storing their personal information in the contact management system.
- BNS will not require an individual to consent to the collection, use, or disclosure of information beyond that required to fulfill the explicitly specified and legitimate purposes.
- By providing personal information to BNS, individuals are consenting to the use of the information for the purposes identified in this policy.
- An individual may withdraw consent to collection, use or disclosure of personal information, subject to legal or contractual restrictions and reasonable notice (10 business days). The organization shall inform the individual of the implications of such withdrawal.
- BNS form of consent may vary, depending upon the circumstances and the type of information. In determining the form of consent to use, BNS will take into account the sensitivity of the information.
- In certain circumstances personal information can be collected, used, or disclosed without the knowledge and consent of the individual. For example, legal, medical, or security reasons may make it impossible or impractical to seek consent.

### **4) Limiting Collection**

- BNS will not collect personal information that is not necessary for the purposes identified by the organization. BNS will collect information by fair and lawful means and will not collect personal information indiscriminately. BNS will specify the amount and the type of information collected which will be limited to information that is necessary to fulfill the purposes identified.

### **5) Limiting Use, Disclosure, and Retention**

- BNS will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.
- No personal information will be sold or shared with third parties or external sources.
- BNS guidelines and procedures with respect to the retention of personal information are as follows:
  - a) Minimum and maximum retention periods are 1 to 4 years
  - b) Personal information that has been used to make a decision about an individual shall be retained long enough to allow the individual access to the information after the decision has been made.
  - c) Email records - 2 years
- When the personal information is no longer required to fulfill the identified purposes aforementioned, the personal information will be destroyed, erased, or made anonymous. BNS guidelines and procedures for the destruction of personal information is as follows:
  - a) Paper Shredder for hard copy financials and sensitive data

- b) Direct removal from database records immediately wipes record from storage

#### **6) Accuracy:**

- BNS will use personal information that is accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about the individual.

#### **7) Safeguards:**

- BNS has in place security safeguards appropriate to protect the sensitivity of the information. The security safeguards shall protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification.
- BNS employee/volunteers are governed by scrupulous policies and procedures in regards to personal information and are adequately aware of the importance of maintaining the confidentiality of personal information. BNS will use appropriate care in the disposal or destruction of personal information, to prevent unauthorized parties from gaining access to the information.
- BNS protects personal information regardless of the format in which it is held. The methods BNS uses to protect personal information are as follows:
  - a) Any personal information identifiable on paper is always under the supervision of a BNS employee/volunteer or is safeguarded in a protected/restricted area (locked office or file cabinet).
  - b) All computers containing personal information is under the supervision of a BNS employee/volunteer or is safeguarded in a protected/restricted area.
  - c) All computers containing personal information are secured with passwords.
  - d) All personal information that is transmitted electronically will be done so by encryption.
  - e) All BNS employee/volunteers are trained in how to collect, use and disclose of personal information and are familiar with BNS Privacy Policy.

#### **8) Openness**

- BNS will make readily available to individuals specific information about its policies and practices relating to the management of personal information. This specific information can be obtained via the Privacy Officer, the BNS Website [www.nsba.ca] or this privacy policy.
- BNS will make the following information available:
  - a) The name or title, address, and telephone number of the Privacy Officer who is responsible for dealing with complaints or inquiries regarding policies and practices;
  - b) The means of gaining access to personal information held by BNS;
  - c) A description of the type of personal information held by BNS;
  - d) A copy of the BNS Privacy Policy and any other information that explains the organization's policies, standards, or codes; and
  - e) What personal information is made available to related organizations.

#### **9) Individual Access**

- Upon request, BNS will inform an individual of the existence, use, and disclosure of his or her personal information and will provide access to that information. BNS will respond to an individual's request within a reasonable time. Any individual has the right to challenge the accuracy and completeness of the information and have it amended as appropriate.
- In certain situations, BNS may not be able to provide access to all the personal information it holds about an individual. The reasons for denying access will be provided to the individual upon request. Reasons for denying the individual access to personal information may include:
  - a) The information that is prohibitively costly to provide;
  - b) The information contains references to other individuals;
  - c) The information cannot be disclosed for legal, security, or commercial proprietary reasons; and
  - d) The information is subject to solicitor-client or litigation privilege.
- When an individual successfully demonstrates the inaccuracy or incompleteness of personal information, BNS will amend the information as required. Where appropriate, the amended information shall be transmitted to third parties having access to the information in question.

#### **10) Challenging Compliance**

- An individual may file a complaint concerning compliance with this Privacy Policy to the Privacy Officer

listed above. BNS will respond to a complaint via the following procedure:

- a) Record and date the written complaint when received.
- b) This complaint will be forwarded to the Privacy Officer.
- c) The Privacy Officer will attempt to resolve the complaint by investigating the complaint or appointing another investigator within ten business days of the complaint being filed.
- d) The Privacy Officer/appointed investigator will have access to all files necessary to carry out an objective and impartial investigation.
- e) Within 30 days of receipt of the complaint, the Privacy Officer will complete the investigation and notify the complainant of the decision by means of a written report explaining the reasons for the decision. The Privacy Officer will include in the report any changes or corrections to BNS's Privacy Policy.

## **OBJECTIVES OF BNS**

The objectives of the Association shall be to:

1. foster the game of badminton and to uphold the rules of the game as at present adopted by Badminton Canada, with such alterations and additions thereto as may from time to time be made and adopted by Badminton Canada and the Association.
2. support Badminton Canada, regarding regulations for the management of competitions, tournaments, intra-provincial competitions and exhibition matches or any event sanctioned and approved by Badminton Canada.
3. arrange the annual Badminton Nova Scotia Senior, Master and Junior Championships, and to promote an Atlantic Senior, Master, and Junior Badminton Championship.
4. carry on the affairs of the Association without the purpose of financial gain for the Association or its members and to use any profits or other accretions to the Association for the management of its affairs or the promotion of its objectives.
5. generally do such things in the interest of badminton and the Association as may from time to time be deemed expedient.

**Badminton Nova Scotia**  
**2011-2012 Board of Directors**

*President*

Leigh Thibideau  
thibideauleigh@hotmail.com

*Vice President*

Kerry Lynch  
[kerry@macmillanlynch.ca](mailto:kerry@macmillanlynch.ca)

*Executive Director*

Jennifer Petrie  
nsbadminton@sportnovascotia.ca

*Treasurer*

Robin Shewan  
shewanfamily@eastlink.ca

*Director at Large / HRM*

Áine Humble  
ahumble@hfx.eastlink.ca

*Director at Large / North-Central*

Wayne Partridge  
wwpartridge@hotmail.com

*Directors at Large / South West*

Rick Murphy

*Director at Large / Valley*

Mike and Lynn Scott

*Senior Tournament & Player Development*

Mark Barry  
barrym@dal.ca

*Director at Large / Cape Breton*

Josh Lynch

*Master's Tournament*

Vacant

*Fundraising Director/Special Events Coordinator*

Greg Euloth

*Junior Tournament & Player Development Director -*

Spencer Armsworthy

*Coaching and Officiating Director*

Mark Briscombe

**THE BOARD**

The Board of Directors are volunteer representatives of the members. The Board is elected to develop and oversee the implementation of policy necessary to safeguard and advance the interests and objectives of BNS. A Board is a team whose success depends heavily on the commitment and performance of the individual members.

**Remember this...**

**Teamwork is the fuel that allows common people to produce uncommon result  
-Unknown**

## **MEMBERSHIP**

Member clubs must abide by BNS By-Laws section 4.

**Annual Fee \$75.00**

### **Club Membership includes:**

**(Club coordinators must provide BNS with a list of members and current updates upon request)**

- New clubs will receive a book of 10 BNS coupons (\$50.00 value)
- Free advertisement of tournaments and events on the BNS website
- BNS Annual Report (at meeting or upon request)
- Eligible to host sponsored tournament events
- Liability and accident insurance

Names, addresses, and phone numbers of all club members are required. Drop-in clubs are required to maintain a log of nightly participants.

To download a BNS Club Membership form visit the BNS website at [www.nsba.ca](http://www.nsba.ca)

## **MEMBERSHIP INSURANCE**

### **Eligibility**

To be eligible for insurance, all members shall be participating as players, managers, coaches, trainers, executives, general members or officials in practice or competition in the sport under the supervision and direction of Badminton Nova Scotia.

This plan covers all accidents to:

1. Members participating in a practice or competition in the sport;
2. Members being transported with other player members and groups to or from the place of such practice or game; which is organized under the direction of Badminton Nova Scotia;
3. Members while riding as a passenger, boarding or alighting from a flight on a multi-engine transport type aircraft operated by a licensed airline maintaining published schedules or a licensed charter airline; within the Territorial Limits as defined above.
4. Non-Sanctioned Tournament and Events: As part of the BNS's mandate to promote badminton in Nova Scotia, we may from time to time advertise non-sanctioned tournaments or events via our webpage and/or our email list. Players attending such events are NOT covered by the BNS insurance policy and by advertising these events, BNS takes no responsibility in injuries resulting from participation in them.

For additional information and details please contact the BNS office or visit the BNS website.

Certificates of insurance coverage and letters of endorsement are available once the BNS receives payment in full and a copy of the clubs current membership list.

**If an accident does occur, notify a BNS representative at the Tournament immediately!  
Claims must go through the BNS office.**

## **AWARDS**

### **LIFETIME ACHIEVEMENT AWARD**

#### **CRITERIA**

To be awarded to those persons who have provided long time service to the Association in a significant manner. BNS members can nominate a candidate. Approval to grant such awards shall be given by the Board of Directors. Life membership will be awarded at an appropriate time.

#### **RECIPIENTS**

2003 Robert Higgins, Kentville 1995 Annie Longard, Halifax (posthumously) 1994 Gladys Longard, Halifax

### **VOLUNTEER OF THE YEAR**

#### **CRITERIA**

To be awarded to recipients who have demonstrated their commitment through various contribution(s) to the BNS in meeting their stated objectives and towards the development of the sport. Emphasis will be on a provincial scale, with key contribution to specific major events taken into consideration.

BNS members can nominate a candidate. The Board of Directors shall make the decision. The award will be presented annually at the SNS Sport Celebration Day Awards Luncheon in November. BNS will purchase the recipients banquet ticket.

#### **RECIPIENTS**

2003 Gillian Allan, Pugwash	2001 Gerry Vrbensky, Halifax	2000 Gerry Vrbensky, Halifax
1999 Steve Tasker, Halifax	1996 Debbie Campaigne, Sackville	1995 Lynn Scott, Annapolis
1994 Mike Scott, Annapolis	1993 Joe Martell, Antigonish	1992 Henny Rykers, Bedford
1989 Janice Fullerton, Parrsboro	1988 Sheri Parks, Bedford	

### **SERVICE AWARD**

#### **CRITERIA**

This award has been in existence since 1978 and is awarded to persons (currently active or inactive) who have served on the provincial level in any capacity for ten years or more with one sport.

BNS members can nominate a candidate. The decision, up to five per year, shall be made by the Board of Directors. The award will be presented at the SNS Sport Celebration Day Awards Luncheon in November. BNS will purchase the recipient's banquet ticket.

#### **RECIPIENTS**

1996 Len Hanon, Truro	1996 Ralph Fullerton, Pugwash	1996 Sandy Allen, Halifax
1995 Henny Rykers, Bedford	1995 Bob Higgins, Kentville	1995 Keith Manser, Digby
1993 Phil Greaves, Marion Bridge	1992 Gladys Longard, Halifax	Keith Clements, Glace Bay
1991 Basil Pellerin, Larry's River	1989 Dave Cross,	1986 Del Rogers, Sydney
1984 Bob Rogers, Antigonish	1984 Joe Scott, Annapolis	1984 Donald Jacquard, Yarmouth

## JEFF HEBERT MEMORIAL AWARD

### CRITERIA

To be awarded annually to four athletes (one in U12, U14, U16 & U19) for Most Sportsmanlike Athlete. The recipients must exemplify the “Fair Play Code”.

<i><b>FAIR PLAY CODE</b></i>
<i>RESPECT</i> at all times for participants, coaches, officials, teammates, spectators, opponents, administrators and volunteers.
<i>SPORTSMANSHIP</i> prior to, during and following the activity, demonstrating modesty in victory and composure in defeat.
<i>KNOWLEDGE</i> of all rules whether written or unwritten and following the spirit of all rules.
<i>ACCESS</i> for all to participate regardless of age, gender, race, color or level of skill.
<i>PARTICIPATION</i> in a manner that demonstrates more than just the desire to win. Having fun, making friends, improving skills and performing your personal best must be just as important when participating.

All athletes at the Provincial Championships will have one vote each (in their age category) and the athletes (male or female) with the most votes will receive the award. The award will be presented at an appropriate time.

### RECIPIENTS

<b>YEAR</b>	<b>U12</b>	<b>U14</b>	<b>U16</b>	<b>U19</b>
2011	Thomas Ashton Abby Kidd`	Harry Cotaras Abby Forsyth	Riley Shewan Rebekah Strang	Colin Cynthia Charlton
2010	Renaë Shewan		Kevin Stadnyk Roselyn Bevis	David Mills Jennie Newman
2009		Ramona	Matt Shillington	
2008	Kalvin Hirtle Sara Hirtle			
2007	Kevin Stadnyk Sydney Ferguson			
2006	Jerry Zhang, Antigonish	Grace MacKenzie, Pugwash	Ian Manning, NKBC	Ben Hayes, NKBC
2005	Blaine Reid, Pugwash	Paul Manning, Pugwash	Heather Murray, Annapolis Royal	Brent Barkhouse, NKBC
2000	Jarred Nix, Pugwash	Jeff Cox, Pugwash	Tammy Salkus, Dartmouth	Edmund Tan, Halifax
1999	Robbie McGrath, Pugwash	Ian McCarthy, Dartmouth	San Stewart, Bridgetown	Krista Rutledge, Truro
1998	Lee Patriquin, Dartmouth	Nicole Hamm, Halifax	Josh White, Dartmouth	Seth Wheeldon, Wolfville
1997		Mark Scott, Halifax	Blair Gillis, Pugwash	Kristy Power, Cole Harbour
1996		Allison Howie, Dominion	Seth Wheeldon, Wolfville	Josh McGarvey, Digby
1995		Jennifer Priddle, Pugwash	Josh McGarvey, Digby	Mark Chaisson, Cole Harbour
1994		Liette Foy, Clare	Kim Hua, Wolfville	Mark Chaisson, Cole Harbour
1993		Joey Scott, Annapolis	Barb Kerr, Cole Harbour	Stephen Martel, Antigonish

## MALE/FEMALE ATHLETE OF THE YEAR

To Determine Male and Female Athletes of the Year

AREA	Points awarded per event			
	1 <sup>st</sup>	2 <sup>nd</sup>	semi	quarter
Senior Provincials / Junior Provincials	20	15	10	5
Senior Atlantics / Junior Atlantics	20	15	10	5
National Grand Prix Event	20	15	10	5
National Championship	20	15	10	5

### RECIPIENTS

YEAR	MALE ATHLETE		FEMALE ATHELE	
2011	Kevin Stadnyk	Lower Sackville	Tineke Vanderweit	Windsor
2010	Elliott Beals	Dartmouth	Tineke Vanderweit	Windsor
2009				
2008	Andrew Harding	Halifax	Tineke Vanderweit	Windsor
2007	Ajit Sidhu	Lower Sackville	Shirley Thomson	Halifax
2006	Ajit Sidhu	Lower Sackville	Shirley Thomson	Halifax
2005	Ajit Sidhu	Lower Sackville	Ilana Vanderweit	Windsor
2004	Ajit Sidhu	Lower Sackville	Shirley Thomson	Halifax
2003	Ajit Sidhu	Lower Sackville	Ilana Vanderweit	Windsor
2003	Peter Speight	Bridgewater		
2002	Ajit Sidhu	Lower Sackville	Nicole Hayward	Bridgewater
2001	Joey Scott	Annapolis	Shirley Thomson	Halifax
2000	Joey Scott	Annapolis	Shirley Thomson	Halifax
1999	Rick Murphy	Yarmouth	Shirley Thomson	Halifax
1998	Joey Scott	Annapolis	Ayesha Misquith	Halifax
1997	Joey Scott	Annapolis	Shirley Thomson	Halifax
1996	Cory Gillis	Truro	Kim Hua	Wolfville
1995	Joey Scott	Annapolis	Liette Foy	Clare
1994	Joey Scott	Annapolis	Kim Hua	Wolfville
1993	NOT AWARDED		NOT AWARDED	
1992	Peter Speight	Bridgewater	Tarrah MacPherson	Antigonish
1991	Elliott Beals	Dartmouth	Susan Rogers	Halifax
1990				
1989	Chris Beck	Antigonish	Tanya Hudson	Cole Harbour
1988	Ken Hudson	Cole Harbour	Tanya Handerrick	Cole Harbour
1987	Rick Murphy	Yarmouth	Carolyn Merritt	Halifax

**The first thing is to love your sport.**  
**Never do it to please someone else. It has to be yours.**  
**Peggy Fleming, 1948 -**  
**American Skater**

## **PUBLICATIONS & PROMOTIONS**

### **BNS WEBSITE**

The BNS has and is maintaining a great website. It contains everything that you ever wanted to know about the BNS, its programs and its policies. The website address is: [www.nsba.ca](http://www.nsba.ca)

### **Publishing Pictures on the BNS Website**

The association maintains a website to publicize the association and its activities to members and the public and from time to time photos will be taken of various participants while engaged in play activity or social or other functions of the association. If you do not consent to [your image/your child's image] being/displayed published on the association's website make your wishes known when registering for an event or by contacting the BNS office. By consenting to the association displaying/publishing [your image/your child's image] on the association's website you release the association from any and all liability for so doing.

### **BNS HANDBOOK**

The BNS Handbook attempts to provide all information required by its members. We will update the handbook each year so if you think something relevant should be included, please speak to a Board member or contact the BNS office. The handbook is available on line.

### **TOURNAMENT NOTICES**

Tournament announcements are sent out, via email, before each event and are posted on our website. If you do not have email or Internet contact our office to make other arrangements.

### **PRESS RELEASES**

Press releases are sent out after each tournament. However, it is left up to the media's discretion to print the material we send them. Local media may cover events if you call and request that they visit the site. Unfortunately, we cannot control the media, so please keep that in mind if your results don't get published!

Tournament organizers are asked to fax in results to the BNS office by Sunday, so a release can be made as soon as possible.

**Sports do not build character. They reveal it.  
John Wooden 1910 -, American Basketball Coach**

## **BNS DISCIPLINE POLICY**

This policy is based on the principles of the “Fair Play Code”, as outlined on page 12.

### **SPECTATOR CODE OF CONDUCT**

I recognize value and affirm the inherent dignity and the equal rights of all members of the human family. An individual's conduct must be bound by the law, respect for property and by the rights of others to enjoy the game.

#### **THEREFORE...**

I recognize that participants play sport for their own enjoyment as well as that of spectators.

I will respect the official's decisions and encourage others to do the same.

I will not participate in violence, racism, sexism or any other unacceptable behavior.

## **CODE OF ETHICS**

### **COACHES**

#### **RESPECT FOR PLAYERS AND COACHES**

Participants should show respect for others in the sport by:

1. Considering the opinions of other players and coaches:
2. Refraining from talking badly about other players or coaches:
3. Being discreet when talking about players or coaches in public:
4. Being willing to let their players talk to other coaches:
5. Avoid interfering in players personal affairs:
6. Not discriminating or allowing others to discriminate on any basis, including athletic potential:
7. Using proper language at all times:
8. Encouraging players to be responsible for their own behavior, performance and decisions:
9. Considering and respecting, as much as possible, the decisions that players make that affect them.

#### **RESPONSIBLE COACHING**

A coach has responsibility to his players, the other coaches and the sport. To properly handle this responsibility, a coach must:

1. Strive to acquire appropriate training and stay up to date on new ideas and techniques:
2. Have a good understanding of themselves and not pass on any negative attitudes and beliefs:
3. Consider a players future health and well being above all else, especially where injuries are involved:
4. Ensure a suitable and safe setting for training and playing:
5. Have a good understanding of the power that a coach has and how to avoid sexual intimacy with athletes both on and off the court:
6. Not tolerate or take part in any form of harassment. Sexual harassment can be:
  - a) Using the power of a coach to force a player to tolerate or engage in sexual activity by using threats or promises.
  - b) Engaging repeatedly in unsolicited sexually oriented comments, anecdotes, gestures or touching.

A good coach must avoid any action that a player may find offensive and unwanted or that is causing tension.

Anything that may be harmful to the player, either at present or in the future, must not be allowed.

Coaches must be honest, sincere and honorable in all of their relations with players, coaches or any person involved in the sport.

## **HONORING THE SPORT**

A coach should do everything possible to promote the value of the sport to players, teams and society in general:

1. They should be leaders in the fight for fair play, honest competition, self discipline, integrity, personal growth and development and respect for themselves and others.
2. They should fight against the ideas of winning at all costs and stretching the rules at the expense of the sport.
3. The coach should up-hold not only the letter of the rules, but the spirit of them as well. This idea should be shared with the player as part of a coach's responsibilities.
4. A coach must try to correct incompetent or unethical behavior. This can be done informally, if possible, or formally when necessary.

**\*\*\* ANY player who feels that their coach is not complying with this code, and that the coach is not acting in their best interest, is encouraged to approach another coach or a member of the BNS Board of Directors, either in person or in writing, so the problem can be addressed.**

## **HARASSMENT**

In this policy, harassment is defined as:

Comments, conduct, or gestures directed toward an individual or group of individuals that are insulting, intimidating, humiliating, malicious, degrading, and/or offensive.

In this policy, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submitting to or rejecting this conduct is used as the basis for making decisions that affect the individual;
- Such conduct has the purpose or effect of interfering with an individual's performance, or
- Such conduct creates an intimidating, hostile, or offensive environment.

## **POLICY STATEMENTS**

1. Badminton Nova Scotia is committed to providing a sport environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an environment that promotes equal opportunities and prohibits discriminatory practices.
  - Harassment is a form of discrimination. It is prohibited by the Canadian Charter of Rights and Freedoms and by human right legislation in every province and territory of Canada.
  - Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code. As such, Badminton Nova Scotia will neither tolerate nor condone such behavior.
  - Whether the harasser is an organizer, coach, official, volunteer, parent, or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another. Badminton Nova Scotia does not support these acts.
  - Badminton Nova Scotia is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, sex, marital status, sexual orientation, or disability.
2. This policy applies to all members, officers, volunteers, coaches, athletes and officials of Badminton Nova Scotia. Badminton Nova Scotia encourages the reporting of all incidents of harassment, regardless of who the offender may be.
3. This policy applies to harassment which may occur during the course of all Badminton Nova Scotia business, activities, and events. It also applies to harassment between individuals associated with Badminton Nova Scotia but outside Nova Scotia Badminton business, activities, and events when such harassment adversely affects relationships within the Badminton Nova Scotia sport environment.

4. Notwithstanding this policy, every person who experiences harassment has the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.
5. For the purposes of this policy, retaliation against an individual
  - for having filed a complaint under this policy, or
  - for having participated in any procedure under this policy, or
  - for having been associated with a person who filed a complaint or participated in any procedure under this policy, will not be treated as harassment, and will not be tolerated.
6. Every member of Badminton Nova Scotia has a responsibility to play a part in ensuring that Badminton Nova Scotia sport environment is free from harassment. This means not engaging in allowing, condoning, or ignoring behavior contrary to this policy.

## **ACTION STATEMENTS**

Badminton Nova Scotia and its membership are responsible for:

1. Discouraging and preventing harassment within Badminton Nova Scotia;
2. Investigating formal complaints of harassment in a sensitive, responsible, and timely manner;
3. Imposing appropriate disciplinary or corrective measures when a complaint has been substantiated, regardless of the position or authority of the offender;
4. Providing advice to persons who experience harassment;
5. Doing all in their power to support and assist any employee or member of Badminton Nova Scotia who experiences harassment by someone who is not an employee or member of the Association;
6. Making all members and employees of Badminton Nova Scotia aware of the problem of harassment, and in particular sexual harassment, and of this policy;
7. Regularly reviewing terms of this policy to ensure that they adequately meet the organization's obligations and public policy objectives; and
8. Ensuring that cases of harassment which come to the attention of Badminton Nova Scotia are directed to the proper avenues should they warrant further action.

**The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.**

**-Vince Lombardi, 1913-1970 American football coach**

# **BNS PROGRAMS**

## **CLINICS**

Clinics can be provided for all ages and abilities. They can be very structured and can focus on conditioning, strategy, and the technical side of the sport OR they can focus on FUN, with games and drills to encourage everyone to participate and play badminton. For more information contact the BNS Office.

Officiating and Coaching clinics are also available by contacting the office.

## **ACCESS SHUTTLE PROGRAM**

This program is designed to help underprivileged children gain access to badminton. Children can be identified, to the BNS, by teachers, coaches, parents or peers. Once identified, the child can receive, anonymously, free tournament coupons, a racket if needed and any other finance related support such as free camp registration.

## **ELITE JUNIOR DEVELOPMENT**

The BNS will establish an Elite Junior Development Committee (EJDC) that will oversee an elite junior development program with the Canada Games as its final goal. This committee would be the sole control of the elite junior program and would provide support and approval to most of the major decisions made by the Canada Games coach. The committee would also be in charge of appointing a Canada Games coach and manager. The make up of the committee will be as follows:

1. President of the BNS (Chairman)
2. Director of Player Development
3. Parent Representative
4. Director of Junior Tournaments
5. Canada Games Coach
6. Coach of "B" Team
7. Canada Games Manager (non-voting)

The Board should also try to ensure the continuity of the committee through the four years. The EJDC will have an annual planning meeting in May of each year to plan the next season, arrange a fundraising event and to produce a prioritized "A" and "B" squad list. The EJDC will meet, either by person or phone, one month prior to each EJD camp. The purpose will be to update the prioritized lists for both squads.

Any problems or concerns that pertain to the Core Team or the elite junior program should be taken to the Chairperson of the EJDC. He/she will determine the appropriate action and inform or consult with the other members of the committee regarding the concern.

### **The Canada Games Coach**

The Canada Games Coach will be chosen, through an application process, by the EJDC. The applicants must be fully certified Level II or higher. If an applicant is not certified Level III, then they must submit, with their application, a detailed plan and time frame for completing their full Level III by the summer of Year III (18 months before the games). The applicant should be familiar with the Plan and the commitment that it requires on their part.

The expenses of the Canada Games coach shall be paid as if he/she were a Director of BNS.

### **The Canada Games Manager**

The Canada Games Manager will be chosen through the application process by the EJDC. He/she should be familiar with the Plan and be willing and able to commit the necessary time.

The expenses of the Canada Games manager shall be paid as if he/she were a Director of BNS.

## **EJD Program Team Philosophy**

### **“A” Team**

The EJDP “A” Team’s main goal is to polish and refine the athlete’s basic badminton skills developed in the “B” camps or on their own. Emphasis is placed on training of the three energy systems, nutrition, performance, visualization and imagery. The players will be exposed to top-level play in the form of team “away” trips. The team will have two specific goals: 1) to improve the caliber of our top junior players in the province, and 2) to act as a feeder system for the Canada Games Team. The EJD Program will do everything in its power to assist the players involved in reaching their maximum potential.

### **“B” Team**

Although the EJDP “B” still follows the long-range goals of the EJD Program, it must be understood that this is very much a developmental team. Not only is BNS looking for players with tournament results, it is also looking for players with untapped potential. For this reason, results cannot be as much of a deciding factor as they are with the “A” Team. Since future potential will be a key ingredient, the EJD Committee will be required to take an active role in assessing the players chosen for this developmental team.

## **Elite Junior and Canada Games Identification Camps**

Through a series of identification camps, the EJDC will establish a list of potential players. The EJDC will maintain a file on all athletes attending these camps including things like fitness level, attitude, commitment and ability. These files will be used as a part of the evaluation process for future camps or Core Team selections.

Coaching at these elite junior camps will be as follows: “A” camps will be conducted by the provincial coach/ Canada Games coach. Assistant coaches must be a full-certified Level 1 or higher. A full-certified Level 1 will conduct “B” camps. It is recommended that assistants at “B” camp have a minimum Level 1 Technical. All elite junior camps will be the responsibility of the EJDC.

From time to time during, it may be deemed necessary to call on outside expertise to supplement the junior development programs. This could be another coach, a person involved with mental training, a fitness specialist or even a top level NS player. The EJDC will coordinate all of these sessions.

## **Camp Criteria**

### **“A” TEAM**

- Players must be eligible for 2011 Canada Games (born in 1988 or later)
- Each camp is for top 12 males and top 12 females (if gym size permits)
- Results will be gathered from all tournaments, both junior and senior.
- Tournament results will be used to update list one month prior to each camp to determine participants dedication and performance
- Disputes about the list should be outlined in a letter along with all tournament results to the EJD Committee for consideration
- A list of required “A” team tournaments will be outlined in the “A” team player contract.
- Canada Games Coach will arrange the partners for all “A” Team players.
- Players, club coaches and parents are required to sign a “A” team contract
- Failure to attend required tournaments will result in dismissal from the “A” team, unless exempted by the Canada Games Coach
- All “A” team members will be required to participate in an annual fundraising event; failure to participate will result in dismissal from the “A” team.

### **“B” TEAM**

- Players must be eligible for the 2015 Canada Games (born 1992 or later)
- The “B” Team will consist of 12 males and 12 females.
- Tournament results from the previous season and identification camp performance will be used to determine the members of the “B” team.

- Disputes about the list should be outlined in a letter along with all tournament results to the EJD Committee for consideration.
- A list of required “B” team tournaments will be outlined in the “B” team player contract.
- “B” Team members will be able to pick their own partners for tournaments, until they become part of the “A” Team or unless requested by the Canada Games Coach to partner with an “A” Team member
- Players that are cut from the “A” team will become members of the “B” team, if they are eligible for the 2015 Canada Games
- Players, club coaches and parents are required to sign a “B” team contract
- All “B” team members will be required to participate in an annual fundraising event; failure to participate will result in disqual for the “B” team.

### **Criteria for Canada Games Core Team Selection and Cuts**

1. Ability and skill level
2. Fitness level
3. Attitude and commitment
4. Fundraising
5. Fair play

The players will be given a standardized fitness test to determine a base level. This test will be given again at each of the following camps. This, along with skill level, attitude, commitment and fundraising, will determine future cuts from the Core Team.

The Canada Games Coach will keep a file on each Core Team member, consisting of a fitness graph and remarks from each camp on each of the above items. These files will be used to back up cuts or dismissals from the Core Team. Core Team members will also be required to attend selected NS tournaments. These will include the:

- NS Scott Open,
- Longard Halifax City & District Championships,
- NS Provincial Championship (Jr and /or Sr),
- Atlantic Championships (Jr and/or Sr)
- certain Round Robins as determined by the coach and EJDC.

### **Expectations of Athletes**

- Players must meet team and/or personal fitness requirements and maintain a training log book
- Players that miss camps must have a reason that is deemed appropriate by team coach and manager.
- Players must attend the tournaments and camps outlined in player contracts.
- A player must not exhibit behavior, which is deemed detrimental to:
  - a) him/herself;
  - b) his/her partner, and/or
  - c) the team.

If a rule is broken, the athlete will be automatically cut from the next camp. If a player is suspended from two camps the player will be brought before the EJD Committee who will decide if the player should be removed from the team. Once the Core Team is chosen, rules may be changed and tightened, however, players will assist in these rule changes. Cuts to or dismissal from the Core Team will be the responsibility of the Canada Games Coach with the approval of the EJDC. Once a player is dismissed or cut from the Core Team the decision is final.

## **COACHING CERTIFICATION PROGRAMS**

BNS fully supports and encourages all our coaches to become a fully certified NCCP coach.

### **What is the NCCP?**

The National Coaching Certification Program (NCCP) is an educational program aimed at upgrading the ability of coaching in Canada. It caters to the needs of all coaches, from the novice to master, and is available in both French and English.

The NCCP provides for five levels of certification. The first three levels, geared towards the coaches of developing

athletes, are structured into three components:

<b>THEORY</b>	general principles of coaching
<b>TECHNICAL</b>	sport skills and techniques
<b>PRACTICAL</b>	evaluation of coaching experience

### **Becoming Fully Certified**

To enroll in the NCCP, you must be at least 16 years of age. Once you have completed one component of the program, you will receive a record of progress which is updated as more components are achieved.

Upon successful completion of all three components, you will receive the NCCP National Passport acknowledging full certification.

### **What Coaching Courses Will Do For You**

The quality of coaching is an integral part of sport development. Parents, administrators, and athletes today are placing a greater emphasis on high standards of coaching education and leadership at all coaching levels. NCCP courses will build on your coaching knowledge to help you meet these expectations.

The standards set by the NCCP certification process are an effective means of raising community awareness of the qualifications, competence and talents of individual coaches.

Levels 4 and 5 are designed for coaches of high performance athletes and are determined by the respective national sport governing body.

### **TECHNICAL COACHING COURSES**

If you are interested in becoming a certified badminton coach, contact the BNS office and your name will be added to the course mailing list.

Level 1, 2 and 3 technical courses maybe offered throughout the year. Check the BNS website, or contact the office, for the clinic nearest you. If you would like to request a clinic in your area, contact the BNS office.

**NATIONAL COACHING CERTIFICATION PROGRAM  
Directory of Nova Scotia Badminton Coaches  
As of July 2006**

**CERTIFIED LEVEL I**

Terry Baker Graham Bernard James Beeler Mike Cameron Diane Charlton Wendy Cooper David Cutler Alan Deacon Patricia Demont	Judy Dewolf Dave Edmunds Gerorge Forsythe Ken Forsythe Joanne Fraser Brette Fullerton Janice Fullerton James Grosvenor William Harison	Sheldon Higdon Keith Jackson Donald Jacquard Chris Jordan David Knowlton Dave Lawrence Marc LeBlanc Roderick Lemmon Holly Power Deborah Reardon	David Ritcey Lynn Scott Frederick Smith Michelle Smith Richard Speight Kevin Stevens Michael Stewart John Vanderweit Karen Stadnyk Craig Stadnyk
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**CERTIFIED LEVEL II**

Craig Davidson Ralph Fullerton Rene Larocque	Michelle Hayward Cheryl Myers Nathan Myers	Michael Hingston Donnie McKinnon Sheri Parks	Donna Sim Ken Smith Andrew Harding
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**CERTIFIED LEVEL III**

Mike Scott, Granville Ferry      Elliott Beals, Halifax      Gary MacDougall, Canning

**CERTIFIED LEVEL 1 COURSE CONDUCTORS**

Donna Simm, Mike Hingston, Michelle Hayward, Andrew Harding, Sheri Parks

**NOTE:**

If you are not on the list, you have not completed the Theory or the Practical component.  
For more information on what you have to do to become certified, contact the BNS Office.

## **BNS OFFICIATING PROGRAM**

BNS is in the process of revising its officiating program for Regional and Provincial level officials. The revised program will assist officials to gain skills in the areas of Umpiring and Service Judging.

### **OFFICIATING**

Level 1 and 2 officiating clinics may be offered throughout the province during the year. Check the BNS website or contact the office for the clinic nearest you. If you would like to request a clinic in your area, contact the BNS office.

### **OFFICIALS LOG BOOK**

We have available by request, an Officials Log Book for you to keep records of all your matches officiated. A record of all matches officiated is a requirement for advancement in officiating

## **REGIONAL UMPIRE PROGRAM:**

### **Part One - Technical**

The Technical component consists of approximately three hours of in-classroom detailed discussions on the Laws of Badminton including their interpretation, and the Recommendations to Officials. Emphasis is on the use of correct terminology and the duties and hand signals for umpiring, service judging and line judging. Other topics include how to prepare for a match and mark a score sheet.

### **Part Two - Practical**

The practical component comprises a three-hour on-court session where candidates perform as umpires, service judges and line judges. Shuttle testing, net measuring, announcing a tournament match, marking a score sheet, and providing appropriate technical wording and hand signals are included. A 45-minute written examination requiring a 75% passing grade completes the technical and practical components. Upon final assessment, a recommendation will be made to each candidate to:

- a) repeat the clinic;
- b) repeat the written examination; or
- c) proceed to the experience and final certification requirements.

### **Part Three - Experience**

Candidates are required to umpire and/or service judge eight to ten matches at a minimum of three BNS sanctioned tournaments. The matches officiated must be recorded on your listed in a record book and confirmed by tournament referees or chairpersons.

### **Part Four - Certification**

Evaluation and final certification of the candidate is carried out by an appropriate examiner at a mutual time and place when the candidate must show proficiency in preparing for a match, umpiring a full game and service judging a full game. A certificate is issued to a successful candidate.

## **PROVINCIAL UMPIRE PROGRAM**

### **Part One - Technical**

The Technical component consists of a two-hour instructional clinic on interpretation of the more difficult laws, use of case studies, review of official's duties, and introduction to international tournament regulations.

### **Part Two - Practical**

The Practical component comprises a three-hour on-court practical clinic that provides the umpire with hands-on experience to improve umpiring and service judging techniques. Upon completion of the Technical and Practical

components, a written examination, requiring an 80% passing grade, will be administered. A recommendation will be

made to each candidate to:

- a) repeat the clinic;
- b) repeat the written examination; or
- c) proceed to the experience and final certification requirements.

### **Part Three - Experience**

It is recommended that candidates umpire and service judge ten matches each, from the quarter finals onward, in district and provincial competitions involving "A" players.

### **Part Four - Certification**

A provisional Provincial Umpire must umpire a full game and service judge a full game for a Provincial Examiner at a mutually convenient time and location. The umpire must show a high degree of proficiency in preparing for a match, umpiring, scoring and service judging. A certificate is issued to a successful candidate.

## **NATIONAL CERTIFICATION**

Fully certified provincial officials are encouraged to obtain national certification.

Provincial officials as well as national officials are given the opportunity to apply for national and international assignments by the National Officials Committee (N.O.C.). The N.O.C. is the national governing body responsible for training and accreditation of national officials. The essential components are:

- two years experience as a provincial official;
- written exam (approx. three hours); and
- on court practical skill evaluation.

Details about national certification may be obtained from the BNS office.

## **OFFICIALS CODE OF ETHICS**

1. Each official shall follow and enforce the laws and procedures as outlined in the BNS Officiating Handbook, in accordance with the IBF Statute Book.
2. An official shall be dressed in proper attire according to BNS, Badminton Canada or IBF Dress Policy and present a meticulous appearance.
3. An official shall remember that while their work as an official is important, they must act in such a way that attention is drawn not to him or her, but to the players playing the game.
4. An official shall shape his/her character and conduct so as to be a worthy example to players who play under his/her jurisdiction.
5. An official shall be fair and unbiased in all decisions, rendering them without regard to the score.
6. The actions of an official should be firm, but not overbearing; courteous, but not ingratiating; positive, but never rude; dignified, but never arrogant; friendly, but not companionable and calm, but always alert.
7. An official shall be prepared both physically and mentally to administer the game.
8. An official shall be constantly alert to the possibility of player injury, so that injured player may be properly treated.
9. An official:
  - a) to fellow officials - shall act in a courteous and correct manner at all times and never in a critical manner in public.
  - b) to coaches - shall act in a correct and courteous manner at all times.
  - c) to players - shall offer an explanation after declaring a call
  - d) shall not give the appearance of obvious familiarity immediately before, during or after any match.

## **DRESS POLICY FOR BNS OFFICIALS**

An official dress code for BNS Regional and Provincial Officials has not been formalized at this time. It is recommended that an BNS official dress in dark slacks (navy or black), black shoes and a dark green or white collared golf shirt. As an alternative, an official can use the approved dress for National or IBF level officials if they have attained that certification.

An official also needs to have the following equipment with them at all times: a stop watch, yellow and red warning cards, an extra pen, a flipping coin and a tape measure.

## **DIRECTORY of Badminton Officials Active since 1991**

### **CERTIFIED REGIONAL**

Bailey, Crystal	Lombard, Derek
Beaupre, Roger	MacLean, Paul
Brothers, Jason	Marchione, Jim
Champaigne, Debbie	McGarvey, Josh
Chaisson, Mark	Misquith, Ayesha
Chaudhry, Huma	Murray, Ashley
Cross, Heather	O'Brien, Denny
Cummings, John	Power, Kristy
Draper, Danny	Power, Trevor
Dufour, Jesse	Priest, Gina
Fahie, Chris	Rector, Matt
Farrell, Geoff	Scott Joey
Foy, Liette	Scott, Mike
Gerrior, Tanya	Shakeshaft, Mark
Gillanders, John	Shipp, Richie
Gillis, Cory	Sim, Donna
Hall, Krista	Smith, Wendi
Hayward, Michelle	Thompson, Dave
Hobbs, Chris	Trask, Rob
Hua, Kim	Withrow, Julie
Briscombe, Mark	

### **CERTIFIED PROVINCIAL**

Coldwell, Larry  
Coldwell, Lynn  
Hayward, Kevin

### **CERTIFIED NATIONAL**

Cress, James  
Doucette, Adrienne  
Davidson, Craig  
Himmelman, Ray  
Muir, Pam  
Rykens, Henny

### **ACCREDITED INTERNATIONAL**

Tasker, Steve

## **KIDSPORT Fund**

The KIDSPORT Fund was established by Sport Nova Scotia with the philosophy that every child no matter who they are should be able to have fun participating in any sport. Children should feel there will always be a place for sport in their lives and that sport will always have a place for them.

Funds will be directed towards sport and recreation programs throughout the province that benefit children under the age of 19 years. Financial assistance to socially and economically disadvantaged children will be granted as funds allow.

Application forms can be obtained through Sport Nova Scotia.

## **ELITE PLAYER FUNDING POLICY**

### **Philosophy**

It is felt that Badminton Nova Scotia, as an organization dedicated to the development of Nova Scotia badminton players, has a responsibility to provide opportunities for athletes to gain the necessary experience to attain higher levels of development. If we wish to produce athletes who can compete at a national level, we must first expose them to tournaments at that national level.

This will assist us in a number of ways. Firstly, we will gain valuable exposure for our organization at a local and a national level as players improve and potentially become top level competitors. Secondly, it is important for the Association to have high caliber athletes in order to access all areas of funding. Finally, as a mandate of the Association, we would be fulfilling this role in ensuring that those athletes who have the potential to compete at higher levels are given the opportunity to do so and not have their competitive peaks end at a provincial or Atlantic level.

### **Elite Player Funding Policy**

As a means of supporting the continued development of Nova Scotia's elite badminton players, the Association offers financial assistance under the following conditions:

1. Support will go to both Junior and Senior players who, in the opinion of the Board of Directors, qualify as "elite".
2. Each request will be looked at on its own merits and "elite" status will be awarded accordingly.
3. Funding will only be given to attend National or International Level events, either tournaments or training camps (applications must be submitted before the events or training camps).
4. Each athlete will only be funded once during any given badminton season, defined as September 1<sup>st</sup> to August 31<sup>st</sup>.
5. Requests will only be considered from members in good standing of the BNS and who have been consistent supporters of either the Jr. or Sr. circuit tournaments.
6. The amount of funding, if approved, will be for top 2 males and top 2 females in the amount of \$50.00 each

**It's not the size of the dog in the fight, but the size of the fight in the dog.  
-Archie Griffin 1954-, two time Heisman winner**

## **JUNIOR PROVINCIAL CIRCUIT**

The Junior Grand Prix Circuit will consist of approximately five tournaments, round robin if possible, held throughout the province. Circuit rankings will be determined as stated on page 28 under rankings

The Junior age classifications for the 2009 – 2010 Circuit are:

- U19 (Junior) Born in 1991 or later
- U16 (Juvenile) Born in 1994 or later
- U14 Born in 1996 or later
- U12 Born in 1998 or later

### **Junior Tournament Format**

In a junior round robin event the minimum numbers of games for ALL age categories will be 1 game to 21. The desire is for all juniors to enjoy as much play as possible.

## **JUNIOR TOURNAMENTS**

Provincials – The format for the BNS Junior Provincials will be “Elimination”.

The Junior age classifications for the 2011 – 2012 Provincial Championship are:

- U19 (Junior) Born in 1992 or later
- U16 (Juvenile) Born in 1995 or later
- U14 Born in 1997 or later
- U12 Born in 1999 or later

\* Ages are determined as of January 1st of the Badminton Season.

### **Tournament Start Times**

No tournament is to start before 3pm on Friday afternoons. Doors can open as early as 2pm for registration and warm up. This is to allow players sufficient time to travel to the event and to eliminate the possibility of back to back games when they do arrive.

## **JUNIOR CIRCUIT SHUTTLE POLICY**

Beginning in the 2011/2012 season, the official shuttles for each age category will be as follows:

Age Category	Official Shuttle
Under 12	Yonex, Mavis 350 Nylon
Under 14	Yonex, Mavis 350 Nylon
Under 16	Yonex
Under 19	Yonex

## BNS GOGGLE POLICY

In an effort to be pro-active, to promote safety and reduce on-court eye injuries, the BNS has adopted a mandatory eyewear policy. The guidelines of this groundbreaking by-law are as follows:

1. All junior age players in Nova Scotia **MUST** wear eye-protection, protective goggles or shatterproof glasses, for all doubles play in the following situations:
  - All Nova Scotia Junior Grand Prix Tournaments
  - All Senior Round Robin Tournaments
  - Nova Scotia Junior and Senior Provincials
  - Senior and Junior Atlantics
  - All BNS sponsored camps and clinics when more than two players are on the court
  - All BNS member club practices/club play when more than two players are on the court
2. The wearing of eye protection **WILL NOT** be required in the following situations, though the BNS strongly recommends wearing eye protection at all times:
  - During singles competition at any BNS sponsored or Atlantic tournaments
  - At BNS sponsored camps/clinics where only two players are on the court
  - All BNS member club practices/club play when only two players are on the court
  - At tournaments/camps/clinics that are outside the Atlantic region
3. Nova Scotia Junior age players not wearing eye protection in all situations, outlined in #1 above, will not be allowed to remain on court. Policing of this policy will be the responsibility of the person in charge of the tournament, camp, clinic or club function. The coaches, chaperones, and parents will police Atlantic events held outside of Nova Scotia.

## CALCULATION OF RANKINGS

### Ranking Players for Junior Circuit

The Nova Scotia Provincial Circuit for the 2011-2012 season will consist of the following tournaments:

1. "Junior" All Round Robin Tournaments
2. "Junior" N.S. Provincial Championships

### Ranking System

A Junior Ranking Committee will be established to mediate ranking disputes and to decide ranking issues as outlined below. This committee will be made up of the Junior Tournament Director, the Vice President, and the BNS President.

The ranking system is seasonally cumulative, which means that it always starts with first tournament of the season and ends with last tournament of the season and will start all over next season.

Only registered BNS individual members will be in the Ranking System

The number of points earned by a player in a specific tournament, for an event, is determined based on the table that follows. The competitor's overall performance is assessed after each tournament by dividing the total points earned that season, by a "current divisor", the value of which varies by the number of tournaments played in the same period (see Table on page 29). The more tournaments a player plays, the lower their divisor, thus encouraging players to get out to more events.

The Junior Provincial Ranking System will be used to determine the overall, end of season winners of the Junior Circuit, in each age category. The Junior Atlantic Championships **will not** be used in these calculations, but may be taken into consideration by the tournament chairperson.

## JUNIOR/SENIOR POINTS TABULATION TABLE

	Points Earned	Points Earned	Divisor	Divisor
	Round Robin Tournament	Provincials	# of Tournaments	
Winner	50	100	1-3	3
Finalist	30	60	4	3.5
Semi Finalist	20	40	5	4
Quarter Finalist	12	24	6	4.5
Round of 16	6	12	7	5
Round of 32	2	4	8+	5.5
Round of 64	1	2		

### Use of Player Points In Making Up Draws

The Junior Ranking System will be used to determine the seeding for tournaments. In determining seeding for doubles or mixed, the total points of the two players on the team will be used.

In Round Robin tournaments, the top seeds will be placed in different sections if there is more than one section. For example, in a two section event, one section would contain the 1<sup>st</sup> and 4<sup>th</sup> seeds, while the other section would contain the 2<sup>nd</sup> and 3<sup>rd</sup> seeds. If only one section, the top two seeds should be placed so they will meet in their final matches.

The end of the year point standings will be used to seed the first tournament of the next season. For players that move up a category, from one season to the next, the tournament chairperson can use his/her discretion in whether or not to seed that player/team.

In unusual circumstances, the tournament chairperson, in consultation with the Junior Tournament Director of the BNS, or another Board member, may award a seed to a player who may not have the points to back it up.

### **Ranking Players for Junior Atlantics**

Players attending Junior Atlantics will be ranked according to their points as tabulated using the Seasonal Ranking System, as previously outlined. This system will be used exclusively except for the year of Canada Games and any other extenuating circumstances as agreed on by the Junior Ranking Committee (see above).

## **NOVA SCOTIA SENIOR CIRCUIT**

The Nova Scotia Senior/Masters Provincial Circuit and Provincail championships will consist of all the round robin tournaments held throughout the province and provincial championships.

## **MASTERS ATLANTIC CIRCUIT**

This circuit will consist of at least 3 tournaments, of which will be the NS Scott Open, the Longard City & District and the Senior Provincials. Points will be tabulated according to the Provincial Ranking System, which can be found on the BNS website.

## **MASTERS TOURNAMENT GUIDELINES**

1. Both Masters Men and Masters Women start at 35+ (as of tournament date).
2. Players are allowed to play both Open and Masters Division; but not in the events being run simultaneously.
3. All Masters Events will use feather shuttles unless all parties agree to use nylon.

In order to be ranked in this circuit, a player must participate in that event, in at least three tournaments.

## **ROUND ROBIN TOURNAMENT - GUIDELINES**

### **1.0 Division Set Up**

- If the draw has 4 entries or less, they will play best two out of three games.
- If the draw has 5 - 6 entries, they will play one game to 21 points.
- If the draw has over 6 entries, they will be split as evenly as possible into sections.
- Total wins will be calculated.
- If there is a two-way tie, the tie will be broken by looking at who won the head to head match. If there is a three-way tie, the points for and against shall be totaled in only the matches involving the three tied teams.

### **2.0 Categories**

- “A” entries will be split evenly and they will play off. Time permitting, the format will be such that more than two players or teams make the playoff, (ie, double crossover when there are four divisions).
- “B”/“C” entries will be split into groups of equal caliber and there will be no play offs unless designated by the Tournament Chairperson.
- “Elite” ladies may play in the men’s sections in round robin tournaments, if there are less than three players/teams in the women’s event. However, the female players will play in different sections, and no points will be earned. In order to earn points, they will have to play each other on a “side match”.
- An “elite” lady is one who consistently shown herself to be far superior to any other ladies in the province, and must be approved by the BNS.

### **3.0 Shuttles**

- “A” & “B” will use tournament sponsored feather shuttles.
- “C” will use tournament sponsored feather nylon shuttles.
- All Masters events use feather shuttles, unless all agree to use nylon.

**Sports do not build character. They reveal it.  
John Wooden, 1910-, American Basketball Coach**

## GENERAL TOURNAMENT RULES

1. All tournament rules shall be those of Badminton Canada and the BNS unless otherwise specified.
2. The host club shall be responsible for managing Round Robin tournaments and shall report to the Junior/Senior Tournament Chairperson, or to another BNS Executive member delegated by the Tournament Chairman, the Executive or the President.
3. The BNS expects the responsibilities of the host club to be followed as outlined, and reserves the right to respond to any serious breach of those responsibilities with one or more of the following:
  - a) Cancellation of the tournament
  - b) De-certification of the tournament
  - c) Withholding the host club's share of the tournament net funds
4. **Age Classifications**
  - a) It shall be the responsibility of the host club to determine that all players are registered in the correct age groupings.
  - b) Masters are as stated in the Masters Tournament Guidelines.
5. **Registration**
  - a) All players **MUST** pre-register by the published deadline. **No phone registrations will be accepted.**
  - b) All players entered for the draw in doubles shall play with the registered partner, except when the partner withdraws from that event prior to commencement of play. That partner may not return to play in the event, and the remaining partner must take a replacement designated by the tournament chairperson from registered tournament players not entered in the event. Switching partners shall not be permitted.
  - c) Players registered for an event without a partner, or requesting a partner, shall be assigned a partner at the time the draw is made. This assignment is official and may not be switched.
  - d) Players wishing to enter an event but with no assigned partner at the time of the draw may be given a partner prior to commencement of play if a player becomes available. Such a pairing shall be final, and a pairing made after completion of the draw shall not be seeded.
  - e) If a player pre-registers and does not show up, he/she can be penalized.
  - f) **No Late Registrations will be accepted.**
6. The host club shall exercise control over players and fans in the best interest of the sport.
7. **Shuttles**

The official shuttles shall be designated by the BNS.
8. **The Draw**
  - a) The seeding for the draw shall be provided by the BNS or shall be approved by the BNS. It shall be the responsibility of the draw-maker to assure the seedings are BNS approved.
  - b) The general draw rules shall be those of Badminton Canada and the BNS.
  - c) All rankings will be calculated by the BNS, therefore, it is essential that all tournament draws be returned as soon as possible to the office (keep in mind that they must be legible).
  - d) Whenever possible, players from the same club or province should be placed in different sections of the draw.
9. **Play**
  - a) Play will be continuous. A 15-minute default rule shall be enforced, with the exception of pre-arranged late starts on opening day.
  - b) Play in all championship round matches shall be best of three (rally point system) and consolations shall be one game or best of three, depending on judgment of the Tournament Chairperson. All participants must adhere to the judgment call.

- c) Players shall be given 30 minute rest between matches, as determined by Badminton Canada. This right may be waived by a player (with the exception of round robins).
- d) Scheduling of finals shall be at the discretion of the tournament chairperson.

#### 10. Dress

- a) Court clothing may be of any color, (except for fluorescent) but should be in good taste. The BNS and the tournament chairperson have the right to interpret “good taste” as they see fit. For example, vulgar and/or obscene language/pictures will not be permitted. Shirts advertising or promoting things that are considered inappropriate will not be permitted. The decision of the tournament chairperson shall be final in these matters.

#### 11. Tournament Start Times

A tournament shall not start before 3pm on Friday afternoons. Doors can open as early as 2pm for registration and warm up. This is to allow players sufficient time to travel to the event and to eliminate the possibility of back to back games when they do arrive.

#### 12. Junior Safety Eyewear Policy

Please refer to goggle policy on page 28

## TOURNAMENT RESPONSIBILITIES

### BNS Responsibilities

The following shall be the responsibilities of the BNS in regards to the BNS Tournaments.

1. Provide infrastructure for badminton in the province, including the financial records, sponsorship and quality tournaments in the program.
2. Approve host clubs for tournaments, and assure that the responsibilities of the host club are met.
3. Provide to the host club for each tournament:
  - a) draw sheets
  - b) tournament seeding if necessary
  - c) rule book
  - d) shuttles for sale
  - e) tournament report form
4. Provide assistance to the host club with pre-tournament registration if necessary.
5. Encourage players throughout the province to participate in BNS tournaments.
6. Publish a schedule, to be made available throughout the province.

### HOST CLUB ORGANIZATION RESPONSIBILITIES

The following shall be the responsibilities of a club hosting a BNS tournament:

1. Provide a minimum of 8 courts for 4 age group tournament play (junior) and 6 for a senior round robin, as well as suitable court equipment and dressing room areas. (May vary depending on tournament location - changes must be approved by the BNS).
2. Be familiar with and follow the Tournament Guidelines and Sponsorship Guidelines (Black Knight Junior Elite Series and Black Knight Senior Grand Prix Circuit.)
3. In co-operation with the BNS, arrange for at least one on-court official to be present at the tournament if possible.
4. Provide responsible personnel for:
  - a) administering the tournament draw and draw desk
  - b) supervising registration
  - c) distribution of shuttles
  - d) enforcement of the BNS Goggle Policy

- e) first aid kit and first aid personnel.
5. Complete, in keeping with the General Tournament Guidelines, a tournament draw, or arrange within no less than four days before the tournament for the compiling of the draw or part thereof.
6. Complete Tournament Report forms and return with tournament funds, *in the form of a cheque or direct deposit*, within 7 days of tournament completion. Any unused shuttles provided by BNS MUST also be returned within 7 days.
7. Return completed draw-sheets and result forms to the BNS office within 1 week of tournament completion.
8. Notify the BNS Office of the tournament results within 24 hours of competition.
9. Liaison with local news media.
10. The host club is responsible for the tournament prizes.

## TOURNAMENT FUNDING FOR HOST CLUBS

	Junior/Senior R.R. Circuit	Junior/Senior Provincials	Senior Open	Special Events (Atlantic/National)
Host club must be a member of BNS	yes	yes	yes	no
Prizes provided by	Host club	BNS	BNS at cost	BNS at cost
Shuttles provided by	Host club	BNS	BNS at cost	BNS at cost
Budget		must be approved	must be approved	must be approved
Committee	Club volunteers	Club &/or BNS	BNS volunteers	BNS volunteers
Expenses reimbursed	Receipts required	Receipts required	Receipts required	receipts required
Responsible for loss	Host club	BNS	BNS	BNS
Ratio net profit	60% Host 40% BNS	100% BNS	100% BNS	100% BNS

## RANKINGS

Both the Junior and Senior Circuits will calculate final standings as an average based on the below points and the number of tournaments played. ALL final standings will be tabulated by the below calculations.

The **JUNIOR/SENIOR CIRCUIT** rankings are calculated according to the system outlined on page 28.

Overall winners will be announced at the end of the year.

## PROVINCIAL SENIOR RANKING SYSTEM

The **Provincial Ranking System** covers only the Round Robin tournaments played in the Province as well as the Provincial Championship Results. It is continuous, which means that it will always contain the data of twelve consecutive months. Only registered BNS individual members will be in the Ranking System.

However, the tournament director still has some discretion on this subject. The points earned by a player in a specific tournament are determined based on **JUNIOR/SENIOR POINTS TABULATION TABLE** found on page 29. The competitor's overall performance is assessed after each tournament by dividing the total points earned in the twelve (12) month period by a "current divisor", the value of which varies with the number of tournaments played in the same period.

**Only the rankings from the Senior Provincial Round Robin Circuit will be used to determine the seeding for the Senior Provincials.**

## THE ATLANTIC CIRCUIT

The Atlantic Circuit will consist of the following tournaments: (1) Guy Martin Fall Classic, (2) Ev Staples Early Bird, (3) Scott Open, (4) Longard City and District, (5) Atlantic Championships.

The ranking system will be the same as the provincial system. See Table below.

A circuit fee is included in the tournament fee, and registration on the circuit and ranking system is automatic. The ranking system will be used to determine the winners of the circuit. Prizes will be awarded as follows:

1. Winners for each event (singles, doubles and mixed doubles); and
2. Male and Female overall winners.

Points:	5 Open Tourneys	Atlantic Champs	Divisors: # Tournaments	Divisor
Winner	20	25	3 or less	3
Finalist	16	20	4	3.5
Semis	12	15	5	4
Quarters	8	10	6	4.5
Round of 16	4	5	7	5

## TOURNAMENT LOG BOOK

For your convenience we have available by request a Tournament Log Book for you to keep records of all your matches. Canada Games athletes and all junior athletes should keep these books up to date.

## CODE OF CONDUCT

The Code of Conduct applies in general to all players, officials of events and specifically to players in Tournaments and all meetings sanctioned by Badminton Nova Scotia.

All players and officials have a duty to encourage and maintain the highest standard of good sportsmanship, gentlemanly conduct and fair play, and are under an obligation to avoid all unsportsmanlike conduct and any acts or practices which are, in the opinion of Badminton Nova Scotia, detrimental to the game. Such acts include but are not limited to:

### Index of Penalties

1. Entry / Punctuality Offenses
  - a) Entering a tournament and failing to appear (i.e., failing notification of more than 24 hours without proper excuse)
  - b) Entering a tournament or event in an age category for which he/she is ineligible
  - c) Defaulting during a tournament without valid reason
2. Improper Attire
  - a) Appearing on court without proper attire as designated by BNS and / or not in accordance with regulations of the host club.
3. Failure to Complete Game
  - a) A player must complete a game in progress unless he/she is unable to do so by reason of illness, injury or personal emergency recognized by the appropriate tournament official(s).
4. Physical Abuse

- a) Players shall not at any time physically abuse any official, opponent, spectator or other person during a match or within the precincts of the tournament site. Physical abuse is the unauthorized touching of an official, opponent, spectator, or other person.
- 5. Coaching
  - a) Players shall not receive coaching (advice or instruction verbally or by signals by any person) during a tournament match, except during the 90 second break between the first and second game as well as the five minutes between second and third game.. Following the first offense a warning will be given
  - b) If the coaching persists, the players will be subject to immediate default.
- 6. Illegal Drugs and Alcohol
  - a) Players shall not at any time within the precincts of a tournament site, possess, use or be under the influence of “illegal drugs”. Illegal drugs for the purpose of this rule are drugs which are illegal under the laws of any place at which an event is being played.
- 7. Team Travel
  - a) Misbehavior or behavior contrary to the Code of Conduct or behavior detrimental to the best interests of the team or which demeans the image of the sponsoring governing body or the game whether committed on or off court.
- 8. Defaults
  - a) Where the violation is flagrantly unsportsmanlike, the penalty imposed may be the immediate award of a ROM, a game, or a default.
  - b) A player defaulted from a tournament shall be defaulted from all other events in the tournament. All rules apply to both singles and doubles matches.

**Violations of the Code of Conduct are listed below.**

**1. Penalty**

- a) Unreasonable Delay - Players shall commence play after the expiration of the warm-up period. Thereafter, play shall be continuous and a player shall not unreasonably delay a match for any cause, including without limitation, natural loss of physical condition.
- b) Audible Obscenity - Players shall not use audible obscenity during a game or within the precinct of the tournament site during a game. Audible obscenity is defined as the use of words commonly known and understood to be profane and uttered clearly and loudly enough to be heard by the officials, referee, spectators, or line’s people.
- c) Visible Obscenity - Players shall not make obscene gestures of any kind during a match or within the precincts of the tournament site during a game. Visible obscenity is defined as the making of signs by player with his/her hands and/or racquet that commonly have an obscene meaning or impart to reasonable people.
- d) Abuse of Rackets or Equipment - Players shall not violently or with anger hit, kick, or throw a racket or other equipment during a match or within the precincts of the tournament site. Abuse of rackets or equipment is defined as intentionally and violently hitting the net, court, umpire’s chair or other fixture during a game out of anger or frustration.
- e) Verbal Abuse - Players shall not at any time verbally abuse any official, opponent, spectator or other person during a match within the precincts of the tournament site. Verbal Abuse is defined as a statement that is directed at an official, opponent, spectator, or other person that implies dishonesty or is derogatory, insulting, or otherwise abusive.
- f) Unsportsmanlike Conduct - Players shall at all times conduct themselves in a sportsmanlike manner and give due regard to the authority of officials and the rights of opponents, spectators, and others. Unsportsmanlike Conduct is defined as any misconduct by a player that is clearly abusive or detrimental to the game of badminton but that does not fall within the prohibition of any specific on-site offense contained herein.
- g) Reporting a False Score - Players shall at all times play to whatever score is designated by the tournament chairman/official.
- h) Doubles - All warnings incurred by players involved in singles matches will be carried to any subsequent doubles matches.

## TOURNAMENT NOTICE

Tournament announcements will be posted on the BNS website ( [www.nsba.ca](http://www.nsba.ca)) and via email.

## REGISTRATION

All registrations must be received at the BNS office by email, regular mail or fax by the published deadline.

**NO PHONE REGISTRATIONS WILL BE ACCEPTED!**

**\*\* Payment is due before play begins at each tournament. Any individual who registers for a tournament and does not show up will have to pay that tournament fee prior to registering for any future tournament, and may be required to pay in advance for all future tournaments.**

**NO LATE REGISTRATIONS WILL BE ACCEPTED!!**

## BNS TOURNAMENT CANCELLATIONS

- If the weather conditions are questionable or a storm is being forecasted - it is your responsibility to contact the BNS office or the designated Tournament Chairperson to see if it has been cancelled.
- The BNS office machine can be accessed by calling (902-425-5450 ext. 353) 24 hours a day. Any cancellations will be put on the machine as soon as possible. Cancellations will also be posted on the front page of the website as soon as possible after the decision is made.
- The BNS is no way responsible for expenses incurred for individuals who show up at a canceled tournament.
- This applies especially for Round Robin tournaments when there is no pre-registration, for Junior Elite Series, for Senior Grand Prix and elimination tournaments we will try our best to notify registered participants - however, if you are in doubt, please call the office and/or tournament chairperson.

**It's not necessarily the amount of time you spend at practice that counts;  
it's what you put into the practice.**

**-Eric Lindros, 1973-, Professional hockey player**

# BY-LAWS

Effective: March 2009

## 1) Definitions and Interpretations

1. The name of the association shall be Badminton Nova Scotia, here after referred to as BNS.
  - “By-law” means any By-law of the Association from time to time in force and effect,
  - “Special Resolution” means a resolution passed by the Directors and confirmed with or without variation by at least two-thirds (2/3) of the votes cast at a Special General Meeting of the Members of the Corporation duly called for that purpose or at an Annual or Fall General Meeting, or, in lieu of such confirmation, by the consent in writing of all of the Members entitled to vote at such meeting.
  - “Club” means any badminton Club or organized group of persons, body or multi-sport corporation having a badminton section consisting of not fewer than 10 players that has agreed to support all applicable By-laws, rules and regulations of Badminton Canada and has paid all applicable Corporation membership fees;
  - “Representative” means a senior player appointed by a Member to represent it at any meeting of the Corporation.
  - “Member” means a recognized badminton club located within the territory determined by BNS.
2. Interpretation. Unless the context otherwise requires, this By-law shall be construed and interpreted in accordance with the following:
  - All terms that are contained in the By-laws of the Corporation and defined in the Act or the Regulations shall have the meanings given to such terms in the Act or the Regulations;
  - Words importing the singular include the plural and vice versa; and the word “person” includes bodies corporate, Corporations, companies, partnerships, syndicates, trusts and any number or aggregate of persons;
  - The headings used in the By-laws form no part of the By-laws, but are deemed to have been inserted for convenience only.

## 2) Objectives

1. The objectives of the Association shall be:
  - To foster the game of badminton and to uphold the rules of the game as adopted by Badminton Canada, with such changes as may from time to time be deemed appropriate by the Association.
  - To support Badminton Canada regarding regulations for running tournaments, inter-provincial competitions, exhibition matches or any event sanctioned by Badminton Canada.
  - To arrange for annual Junior, Senior and Masters Provincial Championships, and to assist in the promotion of the Atlantic Junior and Atlantic Senior Badminton Championships.
  - To carry on the affairs of the Association without the purpose of financial gain for the Association or its members.
  - To use any profits of the Association for the management of its affairs and/or the promotion of its objectives.
  - To generally do such things, which are in the interest of badminton and the Association, as may from time to time be deemed necessary.

## 3) Activities

The activities of the Association are to be carried on primarily in the province of Nova Scotia.

## 4) Membership

1. **Club Membership.** All clubs within the province of Nova Scotia that are willing to conform to the By-Laws of the Association shall be eligible for membership in the Association.
  - Application for club membership shall be in writing, addressed to the secretary of the Association.
  - The Executive shall have full power to accept or reject candidates for club membership.
  - Club membership fees are due by October 31 of each year.
  - Any membership clubs wishing to resign must give notice in writing to the secretary of the Association. Any resignations received on or before the first day of November in any year shall be taken as relieving the resigning member club of responsibility for the fees of the current season.
  - On or before the last day of November in each year, the secretary or president of each member club shall submit to the Executive Director of BNS a membership list (names, addresses, phone numbers, and e-mail addresses of all members).
  - Each member club representative shall be entitled to hold office and have two representatives attend any meetings. The two representatives shall have the right to cast votes on behalf of the member club. All representatives shall behave in accordance with the By-laws and Objects of the Association.
  - Member clubs that have not paid their dues will no longer be considered members of BNS.
  - The Board of Directors may, if deemed advisable, reinstate a delinquent Member club to membership upon receipt of its overdue fees and written application.
2. **Individual Membership.** All individuals within the province of Nova Scotia who are willing to conform to the By-Laws of the Association shall be eligible for membership in the Association.
  - Individuals can join the Association at any time during the season by (a) sending their membership fee and completed membership form to the secretary of the Association, or (b) paying their membership fee and completing a membership form at a BNS-sanctioned tournament.
  - The membership season is from September 1<sup>st</sup> to August 31<sup>st</sup>.
  - The benefits of individual membership will be outlined in the BNS handbook.
3. The Executive shall set yearly club and individual membership fees.
4. To be a member of the Association, membership fees must be paid in full.
5. **Non-members.** Non-members may participate in BNS-sanctioned events, provided the non-membership fee is paid for that event.

## **5) Meetings**

1. The Annual General Meeting: The Executive will set the date of the Annual General Meeting. At least thirty (30) days notice shall be given for such meetings.
2. Semi-Annual Meetings: A semi-annual meeting of the Association may be held each year, in the fall, if deemed necessary by the Executive. At least thirty- (30) days notice shall be given for such meetings.
3. Special General Meetings: Special General Meetings may be held at the discretion of the Executive. At least thirty (30) days notice shall be given for such meetings.
  - I. Call to order
  - II. Order of Business
  - III. Agenda
  - IV. Confirm minutes of last meeting
  - V. Business arising from minutes

- VI. Reports of Directors and committees
- VII. Old business
- VIII. New business
- IX. Adjournment

4. Failure to give Notice: Accidental failure to give proper notice of any meeting shall not invalidate any motions, By-laws passed or decisions made at such meeting.
5. Only senior members, in good standing with the Association, are entitled to vote at General Meetings. Senior members are defined as those members who hold Senior membership. Those members holding Junior memberships are not eligible to vote at any AGM. A Senior Member is a member who is of 19 years or older at the beginning of each season (September) and a Junior Member is a member who is below the age of 19 years at the beginning of the current season (September).
6. Senior members, in good standing with the Association, may give their proxy to another senior member for the purpose of voting. No individual member shall carry more than three (3) votes in total.

### **6) Board of Directors and Officers**

1. Definition: The Executive shall mean the duly elected officers of the Association.
2. Directors of Badminton Canada: The representatives of the Association who will attend the Badminton Canada Annual General Meeting will be chosen from, and voted for by, the Executive. The President shall normally be one of these Directors. One Director may be sent to these meetings, carrying both the Nova Scotia votes.
3. The Executive shall consist of the following:
  - President
  - Vice President
  - Director of Masters Tournaments & Player Development
  - Director of Senior Tournaments & Player Development
  - Director of Junior Tournaments & Player Development
  - Regional Director at Large for Cape Breton
  - Regional Director at Large for North/Central Mainland
  - Regional Director at Large for Southwestern
  - Regional Director at Large for of Halifax Metro Region
  - Regional Director at Large for Valley Region
  - Secretary/Comptroller
  - Executive Director
  - Fundraising Officer

The Fundraising Officers and Executive Director are to make every effort to attend all Executive and General Meetings BUT will not have any voting rights.

#### 4. Role of the Executive:

The executive shall construe and enforce the provisions of the By-Laws of the Association and shall have power to:

- decide all points of law or questions otherwise relating to the game which may be submitted for decision, or refer inquiries to Badminton Canada.
- appoint and delegate persons to sub-committees for any purpose that may be desirable.
- maintain full responsibility of all funds and securities of the association and control expenditures thereof, and to write off accounts owing to the association which may be deemed to be uncollectible.
- Generally do all such things as in its opinion may be necessary or expedient to carry out effectively the objectives of the Association.
- manage the affairs of the Association.
- For dereliction of duty, physical incapacity or continued absence without cause, an Executive member may be removed by a majority vote of the Executive. The Executive member, who has been so removed,

may appeal the decision of the Board at a General Meeting. Any Executive member who misses more than two consecutive meetings shall have his/her Directorship reviewed under this section.

- meet from time to time to conduct the business of the Association. Such meetings shall be held on a regular basis at least four times in a fiscal year together with such additional meetings as may be deemed required by the Management Committee.
- Notice of a meeting of the Executive Committee may be given orally or in writing at least thirty(30) clear days prior to such a meeting.
- Attendance at such meetings shall be restricted to the Executive of the Association, each of who shall be allowed one vote in any proceedings of the Executive.
- The President, or executive member acting in his/her absence, shall not have a vote except as required to decide votes in which equal numbers of the Executive support and oppose any motion.
- A quorum of half plus one of the members of the Executive shall be required at any meeting, one of whom must be the President, notwithstanding any vacancy among the Directors.
- The Executive shall from time to time solicit the attendance of persons as advisors or observers at meetings of the Executive. Such attendance is in a consultative capacity only and at the direction of the management committee. No voting right is attached to such attendance.
- Telephone Participation. If all the Directors of the Association consent, a meeting of Directors may be held by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to hear each other simultaneously and instantaneously, and a Director participating in such meeting by such means is deemed to be present at that meeting. Any decisions taken at such meeting must, in order to be binding, must be validated at a regular meeting of the Directors.

#### 5. Standard of Care and Indemnity of Directors

- Standard of Care. Every Director and Officer of the Association in exercising his powers and discharging his duties shall act honestly and in good faith with a view to the best interests of the Corporation and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the regulations, articles and By-laws.
- Indemnity of Directors and Officers. Without limit to the right of the Association to indemnify any person to the full extent permitted by law, the Association shall indemnify a Director or Officer, a former Director or Officer and his heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him in respect of any civil, criminal or administrative action or proceeding to which he/she is made a party by reason of being or having been a Director or Officer, if
  - a) he/she acted honestly and in good faith with a view to the best interests of the Association; and
  - b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that his conduct was lawful.

6. Vacancies in the Executive: Vacancies in the office of President shall be filled by the appointment of a member of the Executive, with the approval of a majority of the Executive. Vacancies in any other position may be filled from the regular membership, with the approval of a majority of the Executive.

#### 7. Duties of the Directors and Officers:

##### 6.7.1 President

- To act as Chairperson at all General and Executive meetings
- To supervise the activities of all officers and committees of the Executive
- To maintain weekly contact with the Executive Director
- To help develop general policies and give direction to the future of the Association
- To provide a visible presence at as many BNS sponsored events as possible
- To make every effort to attend all Executive and General Meetings

#### 6.7.2 Vice President

- Assist the president in the performance of his/her duties and exercise all the powers of the president in his or her absence.
- To chair the Nominating Committee to select candidates for Directors, at the next Annual General Meeting
- To establish and chair a Coaching/Officiating Committee and to follow the following committee guidelines:
  - a) Each committee must have a minimum of four members including the chairperson.
  - b) Each Committee must hold a minimum of two, formal committee meetings per season.
  - c) Each chairperson of a committee must complete and forward a “Committee Meeting Report Form” to the President and Executive Director, within seven (7) days of the meeting.
  - d) Each chairperson of a committee must complete and forward a “Committee Outcomes Form” to the President and Executive Director, within seven (7) days of the first meeting of each season. This form will summarize the seasonal and long-term goals of that Directorship.
  - e) Each chairperson of a committee must complete and forward a “Committee Outcomes Review Form” to the President and Executive Director, within seven (7) days of the final meeting of the season.
- To make every effort to attend all Executive and General Meetings
- To complete other relevant tasks as assigned by the President and/or the Executive Director

#### 6.7.3 Secretary/Comptroller

- To record the minutes of Annual, Semi-Annual, Special General and Executive meetings and to distribute them in an efficient and timely manner
- To oversee the payables and receivables of the Association
- To submit the minutes of meetings to the Executive Director, for timely distribution to the parties involved
- To prepare an Income Statement and Balance Sheet, for the year to date, and present it along with the Auditor's report at the Semi Annual General Meeting in the fall
- To oversee the Registry of Joint Stock Company registration
- To present a brief report on the state of the finances of the Association for each meeting of the Executive
- To make every effort to attend all Executive and General Meetings
- To complete other Finance related tasks as assigned by the President and/or the Executive Director
- To forward all relevant information to the Directors and/or committee members

#### 6.7.4 Director of Senior Tournaments & Player Development

- It is recommended to establish and chair a standing Senior Tournament Committee (of a minimum of 2 members) to meet the following objectives:
- Complete and forward a “Committee Meeting Report Form” and “Committee Outcomes Form” to the President and Executive Director within seven (7) days of the meeting. This form will summarize the seasonal and long-term goals of that Directorship.
- Complete and forward a “Committee Outcomes Review Form” to the President and Executive Director within seven (7) days of the final meeting of the season.
- To organize and run the Senior Round Robin Circuit tournaments, the Atlantic Circuit tournaments held in Nova Scotia and the Senior Provincial Championships each year, including the following tasks:
  - a) To choose tournament dates and locations, within the structure of the BNS’s yearly Tournament Schedule.
  - b) To work with the ED in booking facilities for each tournament.
  - c) To ensure that shuttles and prizes are ready for each tournament.
  - d) To ensure that there are sufficient volunteers to run each tournament.
  - e) To complete the necessary paper work involved with running a tournament and forwarding it to

the ED in a timely fashion.

- To promote participation in Senior events through a variety of means such as, but not restricted to:
  - a) Setting up a Promotions Committee
  - b) Setting up a phone committee
  - c) working with Regional Directors to promote in their area of the province
  - d) BNS email notices
  - e) BNS web-page link
  - f) Personal club visits
- To work with their committee towards achieving the outcomes as determined at the initial committee meeting of each season.
- To make every effort to attend all Executive and General Meetings
- To complete other Senior related tasks as assigned by the President and/or the Executive Director

#### 6.7.5 Director of Junior Tournaments & Player Development

- It is recommended to establish and chair a standing Senior Tournament Committee (of a minimum of 2 members) to meet the following objectives:
- Complete and forward a “Committee Meeting Report Form” and “Committee Outcomes Form” to the President and Executive Director, within seven (7) days of the meeting. This form will summarize the seasonal and long-term goals of that Directorship.
- Complete and forward a “Committee Outcomes Review Form” to the President and Executive Director, within seven (7) days of the final meeting of the season.
- To organize and run the Junior Circuit tournaments, the Junior Provincial Championships, and the Atlantic Circuit tournaments held in Nova Scotia including the following tasks:
  - a) To choose tournament dates and locations, within the structure of the BNS’s yearly Tournament Schedule.
  - b) To work with the ED in booking facilities for each tournament
  - c) To ensure that shuttles and prizes are ready for each tournament.
  - d) To ensure that there are sufficient volunteers to run each tournament
  - e) To complete the necessary paper work involved with running a tournament and forwarding it to the ED in a timely fashion.
- To promote participation in Junior events through a variety of means such as, but not restricted to:
  - a) Setting up a Promotions Committee
  - b) Setting up a phone committee
  - c) Working with Regional Directors to promote in their area of the province
  - d) Sending out BNS email notices
  - e) Creating an BNS web-page link
  - f) Making personal club visits
- To sit on the Elite Junior Development Committee
- To work with their committee towards achieving the outcomes as determined at the initial committee meeting of each season.
- To make every effort to attend all Executive and General Meetings
- To complete other Junior related tasks as assigned by the President and/or the Executive Director

#### 6.7.6 Director of Master's Tournaments & Player Development

- It is recommended to establish and chair a standing Master's Tournament Committee (of a minimum of 2 members) to meet the following objectives:
  - a) Complete and forward a “Committee Meeting Report Form” and “Committee Outcomes Form” to the President and Executive Director, within seven (7) days of the meeting. This form will summarize the seasonal and long-term goals of that Directorship.
  - b) Complete and forward a “Committee Outcomes Review Form” to the President and Executive Director, within seven (7) days of the final meeting of the season.
- To organize and run the Master's Round Robin Circuit tournaments, the Master's Provincial Championships each year, including the following tasks:

- To choose tournament dates and locations, within the structure of the BNS's yearly Tournament Schedule.
  - a) To work with the ED in booking facilities for each tournament
  - b) To ensure that shuttles and prizes are ready for each tournament.
  - c) To ensure that there are sufficient volunteers to run each tournament.
  - d) To complete the necessary paper work involved with running a tournament and forwarding it to the ED in a timely fashion.
- To promote participation in Master's events through a variety of means such as, but not restricted to:
  - a) Setting up a Promotions Committee
  - b) Setting up a phone committee
  - c) Working with Regional Directors to promote in their area of the province
  - d) Sending out BNS email notices
  - e) Creating an BNS web-page link
  - f) Making personal club visits
- To make every effort to attend all Executive and General Meetings
- To complete other Master's related tasks as assigned by the President and/or the Executive Director

#### 6.7.7 Regional Directors at Large

- To maintain a current list of active clubs in their respective region.
- To develop a contact person at each of the clubs above.
- To relay the information about clubs and club contacts to the Director of Recreation and the ED.
- It is recommended to establish and chair a standing Regional Club Committee (of a minimum of 2 members) to meet the following objectives :
  - a) The committee will have a representative from each club in their respective region.
  - b) The committee must hold a minimum of two formal meetings per season. The first meeting must be held prior to September 30th. The purpose of this meeting will be to outline the benefits of becoming BNS Club Members, to encourage discussion around how the BNS could assist in making badminton better for their region and to develop outcomes for the upcoming season. The final meeting of the committee must be held no more than one (1) month prior to the Annual Planning Meeting of the Executive. The purpose of this meeting will be to review the outcomes set in September and to give the Regional Director input to present at the Annual Planning Meeting.
  - c) The Regional Director must complete and forward a "Committee Meeting Report Form" to the President, Recreation Director and Executive Director within seven (7) days of the meeting.
  - d) The Regional Director must complete and forward a "Committee Outcomes Form" to the President, Recreation Director and Executive Director within seven (7) days of the first meeting of each season. This form will summarize the seasonal and long-term goals of the committee.
- The Regional Director, following the spring meeting of the committee, must complete and forward a "Committee Outcomes Review Form" to the President, Recreation Director and Executive Director within seven (7) days of the final meeting of the season.
- To represent the concerns of their badminton community to the Board.
- To relay information from the Board to their regional badminton community.
- To work with their committee towards achieving the outcomes as determined at the initial committee meeting of each season.
- To make every effort to attend all Executive and General Meetings. To complete other Regional related tasks as assigned by the President and/or the Executive Director

#### 6.7.8 Executive Director (Staff)

- To maintain a database of individual members and clubs, coaches and officials
- To maintain a sufficient inventory of products, including shuttles, and to manage the distribution and ordering of these products

- To assist the specific Directors with the booking of facilities for BNS sponsored events.
- To assist the Tournament Directors in supplying shuttles and forms to the chairperson of each event.
- To order, get engraving and assist with the delivery of tournament prizes, as requested by the tournament chairperson and/or the Tournament Director.
- To maintain an up to date email database.
- To send out mass emails, in a timely manner, as requested by the Directors.
- To manage the BNS's mail, email and phone calls and to relay relevant information to the Directors and/or committees.
- To coordinate the completion, every four years, of the Funding Assessment Tool
- To coordinate the yearly updating and printing of the BNS Handbook
- To act as a liaison between the BNS and:
  - a) -Badminton Canada
  - b) -Sport Nova Scotia
  - c) -Nova Scotia Sport & Recreation Commission
  - d) -Other Provincial Badminton Associations
  - e) -Coaching Association Atlantic
  - f) -NCCP Coaching Certification
  - g) -Recreation Nova Scotia
  - h) -Canada Games TSP Program
  - i) -Badminton Canada's "Atlantic Initiative"
- To assist the BNS Directors to fulfill their roles and responsibilities
- To make every effort to attend all Executive and General Meetings
- To complete other related tasks as assigned by the President

#### 6.8 Terms of Office:

- All executive terms of office will be for a two-year period of time, a person may not hold the same position for more than 3 terms (6 years).

#### **The following will be elected ....**

<u>on even numbered years</u>	<u>on odd numbered years</u>
President	Vice President
Director of Junior Tournaments & Player Development	Secretary/Comptroller
Director of Master's Tournaments & Player Development	Director of Senior Tournaments/ & Player Development
Director at Large for Southwestern NS	Director at Large for Cape Breton
Director at Large for Metro Halifax	Director at Large for North-Central Mainland
Director at Large for the Valley	Fundraising Director

- If a Board member resigns, then the Board has the power to appoint an individual to complete that year. If they resign their position in the first year of the term then an election will take place at the AGM for the remainder of the two-year term.

## **7) ACCOUNT PROCEDURES**

### 7.1 Financial Management:

- Three members of the Executive shall be designated by the Executive as having authority to sign, accept, draw and endorse, on behalf of and in the name of the association, cheques or bills of exchange and generally to conduct the banking business of the Association. Two of the three signatures are required on all cheques. Cheques shall not be issued except where sufficient proof of legitimate expenditures is available through the existence of receipts and other documentation. The comptroller will enforce this principle.

### 7.2 Auditing of Accounts:

- Auditor – An auditor shall be appointed by the Executive.
- Duties – The auditor shall examine the books, vouchers and accounts of the Association, and report the results of such examination to the semi-annual AGM.

### 7.3 Seal of the Association:

- The seal shall be in custody of the Executive Director and shall be used as required in the transaction of the Association.

### 7.4 Preparation and Custody of Records:

- The preparation and custody of books and records of the Association shall be in accordance with the duties of the Comptroller/Secretary outlined in By-Laws VII. For the purpose of maintaining formal records the fiscal year of the Association shall end annually on March 31st each year.

### 7.5 Inspection of Records:

- All records of the Association, including finances, shall be open at any time to the inspection of any member.

### 7.6 Contracts

- Submission of Contracts or Transactions to Members for Approval. The Board of Directors in its discretion may submit any contract, act or transaction with the Corporation for approval or ratification at any Annual Meeting of the Members or at any General Meeting of the Members called for the purpose of considering the same.
- Conflict of Interest. A Director or Officer of the Corporation who is a party to, or who is a Director or an Officer of, or has a material interest in any person who is a party to, a material contract or transaction or proposed material contract or transaction with the Corporation, shall disclose in writing to the Corporation or request to have entered in the minutes of meetings of Directors the nature and extent of his interest. Disclosure, as aforesaid, shall be made at the time and in the manner required by the Act. A Director so having an interest in a contract or transaction shall, unless expressly permitted by the Act, not participate in discussions relating to and not vote on any resolution to approve the contract or transaction.

### 7.7 Execution of Instruments

- The Signing Officers of the Association for execution of contracts, obligations and other instruments in writing requiring the signature of the Corporation may be signed on behalf of the Corporation by the President and the Secretary, or in the absence of the President, the Vice-President and the Secretary. In the absence of the Secretary the signing Officers shall be the President and the Vice-President, and all contracts, documents and instruments in writing so signed shall be binding upon the Association without any further authorization or formality. The Board of Directors shall have power from time to time by resolution to appoint any Officer or Officers or any person or persons on behalf of the Association either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.
- The term “contracts, documents or instruments in writing” as used in this By-law shall include but not be limited to deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, share warrants, stocks, bonds, debentures or other securities and all paper writings.
- The seal of the Association when required may be affixed to any instruments in writing signed as aforesaid or by any Officer or Officers appointed by resolution of the Board of Directors.

### 7.8 Borrowing Powers

- For the purposes of carrying out its objects, the Association may borrow or raise or secure the payment of money in such a manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of an extraordinary resolution of the society.

## **8) Administration:**

The administration of the Association shall be conducted by the Executive in accordance with the duties of the Executive outlined on page 39

## **9) Amendments to the By-Laws:**

The By-Laws may be amended at any General Meeting, provided that a copy of such amendments has been filed with the Executive Director at least 30 days before the meeting and provided that such amendment is passed by at least three-fourths of the votes at such meeting. Amendments must be passed by special resolution and are only effected upon approval by Registrar pursuant to Sections 2(e) and 13 (1) of the Societies Act.

## **10) Discipline Committee**

### **10.1 GENERAL**

- The Discipline and Appeals Committee is a Standing Committee of Badminton Nova Scotia whose mandate is:

To hear discipline and appeal cases that are within the jurisdiction of Badminton Nova Scotia as per Discipline and Appeals

- To hear appeals for discipline administered under the jurisdiction of Badminton Nova Scotia
- The President of the Association will preside as chairperson of the Discipline and Appeals Committee and (s)he will appoint at least two other members from the Executive.
- Any individual who breaches normal codes of behavior at any event or in any activity under the sanction or jurisdiction of Badminton Nova Scotia may become subject to disciplinary action taken by that Association.
- Member clubs shall ensure that their disciplinary Rules, Regulations and Procedures are consistent with those of Badminton Nova Scotia.
- For the Discipline and Appeals process time is of the essence. Failure to observe timelines established by these rules may render any disciplinary action taken after the expiration of the time null and void.
- A person subject to a discipline proceeding has the right to attend any hearing regarding their case, at his/her own expense.
- The report provided by the tournament chairperson, to Badminton Nova Scotia, shall be regarded as his/her report to the Discipline Hearing Committee as well. The presence of the tournament chairperson is not required at any hearing unless the Committee deems it necessary.

### **10.2 Misconduct - Defined**

- In addition to matters referred to in the By-Laws of Badminton Nova Scotia or in the Laws of Badminton, it shall be misconduct if any player, coach, club or spectator is proved at a hearing to the satisfaction of a Discipline Hearing Committee of the Association to have done, or permitted or assisted in doing or permitting any of the following:
  - a) Violated the Laws of the Badminton or the By-Laws of Badminton Nova Scotia.
  - b) Committed any act or made any statement either verbally or in writing, or been responsible for conduct, continuing misconduct or any other matter which, in the opinion of Badminton Nova Scotia is considered to be unsportsmanlike, insulting or improper behavior or likely to bring the game into disrepute.
- Badminton Nova Scotia reserves the right to take disciplinary action in any case of criminal misconduct or human right abuse not covered specifically in its By-Laws or the Laws of Badminton.

### **10.3 Filing of Complaint**

- A complaint of misconduct shall be initiated by filing a written complaint with the President of Badminton Nova Scotia, within seven days of the alleged occurrence. The written complaint shall

contain a consistent statement of the facts and the relevant rule or regulation under consideration. Each complaint shall be accompanied by a \$100.00 fee payable to the Association in the form of a certified cheque or money order. In the event the complaint is upheld, the fee is refundable.

#### **10.4 Hearings**

Each discipline hearing held within the jurisdiction of Badminton Nova Scotia shall be conducted in accordance with the following:

- A Discipline Hearing Committee shall have no less than three members, one of whom shall act as Chairperson.
- One of the Committee members shall act as Recording Secretary, or a non-voting Recording Secretary (not one of the Committee) shall be appointed to be present for the whole hearing.
- A person subject to a discipline proceeding may be accompanied by legal counsel only with the permission of Badminton Nova Scotia.
- In the event the person subject to a complaint does not attend the hearing, the hearing may proceed in his/her absence.
- Failure to appear at a discipline hearing when due notice has been given, may result in suspension of the person subject to a discipline proceeding until (s)he requests in writing and attends another hearing.
- A request for another hearing under the above shall be accompanied by the fee of \$100, as set by the Association, in the form of a certified cheque or money order. In the event the complaint is dismissed, the fee is refundable.
- Adjournment of a hearing may be granted by the Committee on such terms as are reasonable.

##### **10.4.1 Location of Hearing**

- Unless the parties to a complaint otherwise agree, discipline hearings shall be held at the Sport Nova Scotia building in Halifax.

##### **10.4.2 Timeliness and Notices**

- Any person or club accused of misconduct shall be given at least ten clear days' notice of any scheduled hearing into the allegation. A copy of such notice shall also be sent to the club if the person complained against is one of their registered players or is acting as an official representative. Where special circumstances exist, the Appeals Committee may abridge the notice period, but the parties concerned must receive written notice of the hearing.
- Notwithstanding a), Badminton Nova Scotia may publish in advance the dates of regularly scheduled hearings, and the giving of notice in a) is waived.
- Any person or club shall be given at least seven working days' notice of any scheduled hearing, if the Discipline Hearing Committee requires their presence.
- Requests for postponement of a hearing scheduled by Badminton Nova Scotia must be received by the Association at least five working days prior to the date of the hearing, accompanied by the approved fee of \$100 in the form of a certified cheque or money order, which shall be refunded if the request is denied.
- In cases where a person, subject to a discipline proceeding, stands suspended pending a hearing, or for any adjourned hearing, the date for the hearing shall be set within fifteen working days of the receipt of the misconduct report (or previous hearing).
- The result of any hearing shall be sent to the accused no later than fifteen (15) working days after the hearing.

##### **10.4.3 Hearing Procedure**

- With all required persons present, the hearing shall proceed as follows:
- The Chairman shall read the report and state the complaint.
- The person(s) writing the report(s) (if present) shall be given the opportunity to amplify or qualify the report(s).
- The person subject to a discipline proceeding shall be allowed to ask relevant questions of the author of

the author of the report if (s)he is present or to make submissions on the report and testify on his/her own behalf.

- The person subject to a discipline proceeding and the person(s) writing the report(s), shall have the opportunity to call witnesses to the incident.
- The Chairman and any Discipline Hearing Committee member may question the accused or any witness.
- The person(s) writing the report, and the person subject to the complaint proceeding, shall be allowed to make final summations before withdrawing.
- The Discipline Hearing Committee shall consider the report and any further evidence provided, and shall either decide the case, or adjourn the hearing for decision.
- The person subject to a discipline proceeding shall be notified in writing of the result of the hearing.
- All decisions are to be rendered by the Committee hearing the appeal within fifteen days of the hearing date unless all parties agree to a further specified extension.

### **10.5 Punishment**

- On misconduct being proved to its satisfaction, a Discipline Hearing Committee shall have the power to order the offender to be suspended, or fined, or both.
- A Discipline Hearing Committee shall set timelines for the payment of any costs, fines or bonds, and may set further terms of punishment for non-compliance.
- In all cases where a person has been charged in Criminal Court with offences of moral turpitude involving youths, the person subject to a discipline proceeding shall be suspended from all badminton activity until the cases have been concluded in the Criminal Court and then Badminton Nova Scotia may decide if further proceedings are warranted pursuant to their Rules and Regulations.
- Suspensions shall be served for a continuous period, or for consecutive tournaments, except where there is a break in the competition, in which case the suspension may be continued accordingly.
- In a situation where there are any reports sent into Badminton Nova Scotia, the player, coach or official automatically receives a suspension until a hearing is conducted.
- All suspensions referring to number of tournaments will be served in consecutive tournaments.

### **10.6 Appeals**

- An appeal to Badminton Nova Scotia shall be commenced by an application as follows:
  - By making an application in writing to the Executive Director of Badminton Nova Scotia within seven days after receipt of the said decision setting out:
    - a) The decision sought to be appealed;
    - b) A concise statement of the facts; and
    - c) A concise submission stating the By-Law or Rule that has been contravened and setting out clearly in what respect the decision is alleged to be wrong.
  - Forward, with the said application, a certified cheque or money order payable to Badminton Nova Scotia in the amount of \$150.00 and copies of all relevant documents, By-laws and Constitutions. The fee is refundable if the original decision is reversed.
- The Executive Director of Badminton Nova Scotia shall forward a copy of the application for the appeal to the Appeals Committee of the Association.
- If leave to appeal is granted, the Appeals Committee shall state reasons for granting, and hold an appeal hearing without further notice of appeal or deposit of further fee.
- The Appeals Committee shall give reasons for their decision, in writing, to all parties to the appeal
- **The decision of the Appeals Committee shall be final and binding**

### **10.7 Appeal Hearings**

- Appeal hearings shall be held in accordance with the following:
  - a) An Appeals Committee, which shall consist of at least three members, one of whom shall be the Chairperson and one of whom shall act as Recording Secretary, shall hear all properly submitted appeals. The Appeals Committee may appoint a non-voting Secretary to act on any appeal.
  - b) Any individual who has participated in the judicial process of a case is automatically

disqualified from membership of the Appeals Committee.

- Those who are required to attend an appeal hearing shall include:
  - The appellant
  - The respondent

Both parties shall be given ten days notice of said appeal hearing.

- In addition to the fee required to initiate an appeal, the appeal hearing may order costs against any party arising out of an appeal hearing.
- A person or club may be legally represented at any Hearing or Inquiry only with prior written consent of the Association. Subject to the foregoing, a club may be represented at any Hearing or Inquiry by any member of its Executive. Any person required to attend must attend personally.

### **10.8 Withholding Prizes**

- Nothing set out above shall in any way restrict the jurisdiction of the officials of a tournament or competition in regard to disciplining competitors in such tournament or competition, by way of suspension from all portion of further play in such tournament or such competition, or by the way of withholding prizes.