



Badminton Canterbury

SENIOR HANDBOOK 2023

DRAFT

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MISSION STATEMENT

Under review as part of our Strategic Plan Consultation.

ORGANISATION STRUCTURE

Under review as part of our Strategic Plan Consultation.

CONTACT INFORMATION

For all phone contacts, call our office on 03 389 8534 and leave a message. The office is open part time, so your message will be responded to next time it is open.

Office office@badmintoncanterbury.com

For general enquires, court bookings, accounts and administration. Open part time.

Senior administration/enquiries seniors@badmintoncanterbury.com

Coach and Development Manager jo@badmintoncanterbury.com

General Manager lou@badmintoncanterbury.com



Badminton Canterbury

PLAYER PATHWAY

EVENTS PARTICIPATION PATHWAY

<p>National</p>	<p>NZ National Squad NZ U19 Squad NZ U17 Squad NZ U15 Squad</p>	<p>Wisden/Slozenger Cup NZ Junior Teams NZ Individual Age Group Championships NZ U13/U15/U17/U19 Team Championships NZ Secondary Schools Championships</p>
<p>Mainland</p>	<p>Canterbury Team to compete at NZJTC Mainland Team to compete at NZJTC Mainland Development Programme • U15 or U17/19 squad</p>	<p>South Island Associations Senior Division Team Championships Neil Cup Regional Derby – Under 17's Other South Island Tournaments South Island Age Group Team and Individual Championships South Island Associations Individual Age Group Championships</p>
<p>Badminton Canterbury</p>	<p>Association Performance Programme (Individual plans in conjunction with BNZ/Alfred Wong) Association Representative Programme to compete at SI Age Group Champs • U13/U15/U17/U19</p>	<p>BC Senior Tournaments (Division 1 or 2) • SI Pacifics Day Tournament (Open and B Grade), Canterbury Open, B or C Grade, Championships, pre-season doubles, singles tournaments, Mid Winter Doubles BC Individual Age Group Championships</p>
<p>Badminton Canterbury and/or 'School of Badminton'</p>	<p>Development Programmes • BC - Mondays (Pages Rd) Open to all U17/19 players/MID U15 Squad Members/U13's by invitation only • School of Badminton – Academy Squad</p>	<p>Badminton NZ South Island School Teams Tournament – Individuals and Teams AMS Games B Grade Zhu Junior Club Challenge Trophy Local Junior Club nights and any tournaments they run Shuttle Time Carnival Event – Zhu Centre Canterbury AMS Tuesday Sport – Primary Sport Canterbury BC After School Programmes Kōu Games – Selwyn Sports Trust BC Holiday Programmes BC In-School Coaching Programmes</p>
<p>Club badminton and/or 'School of Badminton' Badminton in Schools</p>	<p>SHUTTLE TIME NEW ZEALAND</p>	

SENIOR REPRESENTATIVE SELECTION INFORMATION

SELECTION PROCESS

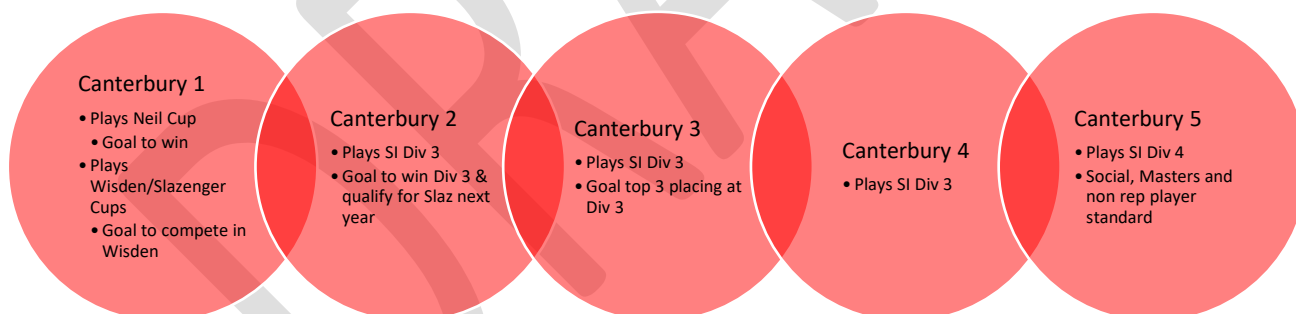


TEAM FORMATION

- All senior ties including Wisden/Slazenger Cup, Neil Cup and the South Island Division 3 and 4 competitions will be a 12-match format

2 x MS, 2 x WS, 2 x MD, 2 x WD, 4 x XD

- SI Div 4 may alter the tie format to help associations form teams. This will be decided by Mainland in conjunction with BNZ in early 2023
- Players are encouraged to make themselves familiar with the information contained on Badminton New Zealand's website, particularly for inter association [Inter Association](#)



- Canterbury 1 & 2 will form a "Level 1" training squad
- Canterbury 3 & 4 will form a "level 2" training squad
- Canterbury 5 training needs will be determined in the new year, they may participate in the level 2 training squad
- The intention is for squads to be formed prior to the teams being named. This gives players the opportunity to prove and improve themselves further as the year goes on. Players need to be aware that positionings and squads may change as the year progresses – particularly for SI Division 3 & 4 players as those ties are not until August/September.
- Playing teams will be named no less than two months prior to the ties.
- Any non travelling reserves should still attend training

SELECTION PHILOSOPHY

The selectors will choose a team that (in their opinion) will:

1. gain the highest placing possible in regional and national tournaments
2. Selectors are also asked to consider player development opportunities

Selection will be based on the senior players available but may include some junior development players (there is a sub-section below detailing Juniors in Senior Teams policy).

After squad selections are made, Badminton Canterbury will verify the teams, checking all players meet the selection criteria and are eligible for the team they have selected in (this may also involve BNZ and/or club player verification).

It is the role of the selectors (including coaches) to choose the players for the squads and teams, it is the role of BC management to ensure players are eligible and selection criteria have been followed. It is not to the opinion of BC Board, Staff or Management to assess player ability or positioning.

SELECTION PANELS

As the group of players who will form the senior rep teams varies greatly in playing ability, and it is important that the selectors are familiar with the players from whom they are selecting teams. To ensure player familiarity, there will be two selection panels, each consisting of the squad coach and two nominated selectors. Naturally these panels will overlap in the middle and will be required to communicate between the groups for this group of players.

- Level 1: Selecting Canterbury 1 & 2 training Squad
- Level 2: Selecting Canterbury 3 & 4 training squads

BC will ask for volunteers/nominations to be a senior selector in January, and the selectors will be decided by BC management, taking into account a vote by players and the opinions of the coaches.

SELECTION CRITERIA/ELIGIBILITY

To be considered for a team, players must meet the below criteria. BC will check player eligibility prior to travelling teams being announced, and where exceptions are made this will be communicated to the coaches, selectors, and other team members while maintaining player privacy (this means BC may not disclose the reason for an exception if it is not in that players' best interests).

FINANCIAL

- Players will be up to date financially with BC for the past season and any invoices for the current season. This includes any payment plan set up must be current.
- Players must be a registered member of a BNZ affiliated Badminton Club, and be in 'good standing' with their club and association or be directly affiliated with Badminton Canterbury
- Players are expected to sign a players' contract at trials, which outlines their commitment and approximate cost. Players that pull out after trials maybe required to pay a percentage of costs incurred.

COMMITMENT TO BADMINTON IN CANTERBURY

- BC wants players dedicated to their badminton to wear the red and black with pride. It is required that players participate in the following key senior events during the year they are selected:
 - 2 out of 3 codes in the St Patricks Day Tournament
 - A grade or Doubles 1 interclub, or the equivalent competition
 - 2 out of 3 codes at the Canterbury Open
 - Any Badminton NZ tournament held in Christchurch the player is eligible for
- Any player who would like to be considered for a rep team but is unable to play in these events should email seniors@badmintoncanterbury.com to explain their circumstances. These applications will be treated in confidence between BC management, the player and their coach.
 - Consideration will be given for work, family, sickness/injury, financial or other extenuating circumstances.
 - BC will communicate any exceptions approved to the coaches, selectors and other team members (but to protect player privacy the reason may be kept confidential).
- Training attendance:
 - Senior players should be attending pre-season training or completing an equivalent level of training to ensure badminton fitness coming into the season
 - All players should aim for a minimum of 80% attendance at senior squad training (or junior equivalent).
 - No discount to training fees for sessions missed.
 - Any player who would like to be considered for a rep team but is unable to attend training regularly should email seniors@badmintoncanterbury.com to explain their circumstances. These applications will be treated in confidence between BC management, the player and their coach.
 - Consideration will be given for work, family, sickness/injury, financial or other extenuating circumstances.
 - If an exception is granted to not attend training for a specific session on an on-going basis, it would be expected the player make every effort to attend other training sessions offered.
 - BC will communicate any exceptions approved to the coaches, selectors and other team members (but to protect player privacy the reason may be kept confidential).
 - Training attendance list will be made available to all squad members
- Flexibility will be given to any player unable to compete or train due to COVID isolation requirements.

PLAYERS FROM OUT OF THE CHRISTCHURCH AREA:

- It is recognised here that Canterbury covers a large land area – from Kaikoura, to south of Ashburton, and inland to the West Coast boundary. Players from throughout this region must be given the opportunity to represent Canterbury, yet it may not be practical for them to attend weekly training sessions. It would still be expected that any player from outside one hour's travel to Pages Road would still meet other requirements (e.g. one off events), and would attend training for a couple of sessions prior to any team ties/tournaments.
- Players based out of Canterbury. Here we note that there are players with strong ties to Canterbury, but circumstances have taken them away from here. In deciding if these players are eligible to play for Canterbury, BC will consider:
 - Commitment to play at BC events (obviously weekly interclub isn't possible)
 - Past commitment to play representative badminton for Canterbury (this means if the player has been here for just a year then moved away is different to a player who has had an extensive playing history for Canterbury)
 - Recent playing history for Canterbury
 - Should a player be on a similar level to someone living in Canterbury, the preference should be given to the Canterbury residing player due to their overall commitment to the region.

- Any players living outside of Canterbury will be required to attend St Paddy's or trials in the year that they are wishing to play so their performance can be viewed and assessed against other Canterbury players. Relevant results (ie against Canterbury players) from another recent event may also be considered.
- There should be no more than two players per team from outside of Canterbury so that the overall impact on the team is minimal.

BREACHES OF PLAYER CONTRACT

It is obviously in everyone's best interests that Players, Coaches, Selectors and BC work together throughout the year. It is the responsibility of the coach and BC to monitor attendance at training, and BC to monitor entries into events.

If a player will be absent from training or a prescribed event, they should notify their team via chat. Should a player breach their commitment to their team (e.g. un-notified non-attendance), the following processes will apply:

1. BC will send player communication to player and coach, drawing players attention to their attendance record, and request either improved attendance or communication of reason
2. BC will continue to monitor attendance
3. If there is no improvement or communication, the player will be contacted by BC management
4. If there is still no improvement the player will be notified that further action may be taken, including not being considered for a travelling team

If a player continues to not attend training or events with no communication to their coach or BC, then their eligibility to play for Canterbury the following year may be affected. This is not to exclude, but the player will need to explain what their commitment to the team will be prior to being considered for selection the following year. In addition, where there is a close call between player abilities, then preference will be given to players who regularly attend training and events.

PLAYERS WILL BE SELECTED ON THEIR:

Primary considerations:

- Current year's performance at tournaments held to date predominantly at the St Paddy's Day tournament.
- Results at any trials or trial games held within training times
- Demonstrated attitude and commitment to badminton (this includes attendance at training)

Secondary considerations

- General fitness, health and well being
- Ability to work well with others in the team
- Last year's performance at tournaments, attendance at training and overall player attitude
- Players are expected to give equal importance to away games and home games (i.e. not available only for home games)
- Positional balance within the team (can't have a team full of singles specialists)

JUNIORS SELECTED IN SENIOR TEAMS:

Firstly, congratulations on playing at a level that has you selected into a senior team! Both you and your parents need to know that the senior teams are operated quite differently to junior team trips. Please be aware of the following, and feel free to discuss any concerns with the Senior Convener, or General Manager.

- Senior teams are accompanied by only 1 coach, and a player/manager. They are not able to provide active supervision for a young person.
- Players are responsible for their own meals. This is often eating out. No meals will be provided or cooked for them.
- Our senior players often have a social night on the last night. At times this may mean being at a bar, which may leave juniors unsupervised. Other times the players may gather at the accommodation where senior players are permitted to drink alcohol or smoke cigarettes/vaping responsibly. Senior players are not to provide any juniors with such products, and Junior players are not to consume any alcohol/cigarettes/vaping products, and similarly junior players are not to request or consume these products.
- It is expected that playing at a higher level, Junior players will conduct themselves with maturity and be able to take more responsibility for themselves. As such, they will not have their electronic devices removed each night, nor would they be given a "lights out" time.
- Junior players should advise their team manager before leaving the playing hall/accommodation, it is not the team managers responsibility to control this or monitor the junior players.
- Parental supervision of anyone under the age of 16 playing in senior teams will be required at the parent's own cost.
- Parents of a junior travelling in a senior team need to understand and be comfortable with the above. Should they not be, we would suggest a parent travels with the team at their own cost to ensure supervision, or it may be better for the junior player to stay with junior teams that are more closely supervised.

FEEDBACK

Once the senior squads are named, feedback will be given as a general statement together with naming of the squads. Naturally there will always be people disappointed if they miss out on a squad/team they are aiming for. It is also important that selectors and coaches are able to give these players feedback so that they may be able to improve for future consideration.

- Players can request the feedback from the selectors and coaches through BC by way of email
- BC will communicate feedback from the selectors directly back to the player.

Such feedback could include things such as what the player needs to improve, or that they may have missed out due to positioning (i.e. not having a team full of singles players). For example, selectors felt your fitness needs improvement, or there were other stronger doubles players in the team and we needed to balance with some singles specialists.

Feedback will not include specifics about another player (e.g. Player x was selected over you because they beat you in singles on a particular day)

- If a player feels like they have been unjustifiably left off a squad or team selection, they may appeal via email to manager@badmintoncanterbury.com. Such an appeal must clearly state why they feel they should be in the team

Note in fairness to all, it is highly unlikely a player would be withdrawn from a team and replaced by another player.

NZ DIVISION 1 (WISDEN) & 2 (SLAZENGER) CUPS

- All 12 teams (pending entries) will be seeded based on their previous years finishing positions with a single tie qualification round i.e. 1 v 12, 2 v 11, 3 v 10
- All winners will progress to playing off for the Wisden Cup, losers progress to playing off for the Slazenger Cup
- Last place from Slazenger Cup will play in a promotion/relegation round robin alongside first from North Island Division 3 and first from South Island Division 3.
- The winner of the promotion/relegation will compete in Wisden/Slazenger Cup for the following year, and the two other teams will compete in their respective Division 3 competitions

SOUTH ISLAND DIVISION 3

- Is played on a rotational system in the South Island at a location decided by the Mainland committee.
- Exact tie structure is decided by Mainland in conjunction and with approval from Badminton NZ.
- The winning SI div 3 team will need to be available to play in the relegation match with the losing Slazenger team and winning North Island Div 3 team.
- There is {currently} no playoff or relegation to Division 4.

SOUTH ISLAND DIVISION 4

- This is a stand-alone division – i.e. there is currently no promotion/relegation with SI div 3 or play off with North Island teams.
- Is played on a rotational system in the South Island at a location decided by the Mainland committee.
- Exact tie structure is decided by Mainland in conjunction and with approval from Badminton NZ.
- Tie format may be amended by Mainland at the start of the year to help more teams enter this competition (i.e. less matches per tie so smaller teams required)

NEIL CUP

- The premiere inter-association event in the South Island – while it's not a BNZ event, it sets the best of the South against each other
- Played on rotation between the participating associations
- Round robin format
- This event is at NZ Division 1/2 level, so it is expected that the Canterbury 1 team will be available. Players from Canterbury 2 may be called in as reserves if needed.

December	<ul style="list-style-type: none">• BC will call for and appoint coaches• BC will call for and appoint Group Leaders to support lead coach(es)
January	<ul style="list-style-type: none">• Pre-season training starts• BNZ entries for Division 1 & 2 close• Those interested in playing senior reps required to register their interest• BC will call for, and appoint senior selectors
February	<ul style="list-style-type: none">• Neil Cup travelling team will be announced early February.
March	<ul style="list-style-type: none">• Probable Division 1 & 2 players are required to be named to BNZ by 31st March• Canterbury 1 & 2 squad named as soon as possible after St Paddy's (A Squad)
April	<ul style="list-style-type: none">• Canterbury 3, 4 & 5 squad named (B Squad)• Canterbury 1 travelling team to Wisden will be named early April
May	<ul style="list-style-type: none">• NZ Division 1 & 2 played• Canterbury 1 players can continue to train with the squad after Div 1 & 2
June	<ul style="list-style-type: none">• Division 3 and 4 travelling teams named from squads• Division 3 training runs June to August
Rest of year	

NOTES: In 2023, Canterbury will have 5 senior rep teams: Canterbury 1 plays in Wisden/Slazenger Cup Tournament; Canterbury 2, 3 and 4 are in South Island Division 3, Canterbury 5 plays in SI Division 4.

	DIV 1 & 2	DIV 3/4
Senior Training Block 1 - Pre Season	➤	
Trials Attendance Required	<ul style="list-style-type: none"> ➤ St Paddy's Day Tournament: 19th – 20th March (Open Grade) ➤ Senior Training (Block 2) ➤ 3rd April, 2 – 5pm, Pages Road 	
Team Announcements	<ul style="list-style-type: none"> ➤ Made via Social Media and email ➤ By 18th April ➤ Player contract's and deposits for travel required by 30th April ➤ Named teams will include 5 males/5 females ➤ We will also select up to 4 males/4 females as non-travelling reserves 	
Senior Training Block 2 – all rep players	<ul style="list-style-type: none"> ➤ 3rd May – 28th June ➤ 5.30 – 7.30pm, Pages Road ➤ Coach: Alfred Wong. ➤ \$90 ➤ Senior Training Registration ➤ Players must be considering rep play and be of doubles 1 standard or above. ➤ Trial games may be held during these sessions. 	
Senior Training Block 3	<ul style="list-style-type: none"> ➤ 5th July – 2nd August, ➤ 6 – 7.30pm ➤ Coach: Alfred Wong ➤ \$50 for training block or \$15 per session ➤ Senior Training Registration ➤ Optional training 	<ul style="list-style-type: none"> ➤ 5th July – 2nd August, ➤ 6 – 7.30pm ➤ Coach Alfred Wong ➤ \$50 for training block or \$15 per session ➤ Senior Training Registration ➤ Required Training

TOURNAMENT DATES: FOR A FULL LIST SEE [BNZ CALENDAR](#)

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REPRESENTATIVE PROGRAM COSTS

BC contributes a significant investment into its senior rep programs, passing on a minimum of costs to players.

Cost		Division 1 & 2 Auckland	Neil Cup Dunedin	Division 3 Christchurch	Division 4 West Coast
		6 ties	3 ties	5 ties	4 ties
Player Cost per player	Senior Training – Block 1	\$90		\$90	
	Senior Training – Block 2	\$90		\$90	
	Senior Training – Block 3	\$50		\$50	
	Travel Costs	Individual arrangements to be made at own cost			
	Accommodation		\$200	\$200	
	Coach Travel Contribution				
	Team Travel/Training Costs	\$230	\$200	\$430	
BC Cost	Team Entry Fee	\$799		\$329	\$329
	Tie fee (\$69 per tie)	\$414	\$207	\$345	\$276
	Shuttles (1.5 tubes/tie) \$49	\$441	\$220	\$367	\$294
	Coach allowance	\$150	\$100	\$100	\$100
	Cost Per Team	\$1804	\$527	\$1141	\$999
	Cost Per Player	\$180	\$52	\$114	\$99

In addition BC supplies courts, training shuttles and coaches pay for training time, plus their pay for court time while away.

Note costs are estimated only and will be finalised prior to St Paddy's tournament each year, so players are aware of potential costs prior to trials.

Players will be invoiced as per Player responsibility detailed below.

As players make their own travel arrangements at senior level, there may be times where there is a last minute substitute is made (eg if a player withdraws through injury). In this case, BC recognises that any player making last minute travel arrangements may be considerably financially disadvantaged. If a player is asked to travel away with less than four weeks' notice, BC will offer a partial travel allowance.

Other costs not included above:

- Individual travel costs to away ties
- Entry to St Paddys, Canterbury Open, Interclub and any other events
- Uniform t shirt if needed
- Refundable jacket bond \$50
- Food and other player incidentals

INTERCLUB 2023

Interclub will again be run on a term by term basis.

TERM ONE:

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TERM TWO: AFFILIATED INTERCLUB COMPETITION

- Teams are entered only through affiliated clubs to BC.
- Clubs to advise BC if they have players but can't fill a team – we will assist in connecting clubs
- Registered team members need to be affiliated to a club.
- Fill in's may be affiliated to any club or hold a direct affiliation to BC
- Format of competition is
 - 2 Males/2 Females
 - 1 MD/1 WD/ 2 XD

Doubles 1		\$pp/night 6 weeks	Division 1, 2 and 3 representative level players. Top Masters players. Developing Juniors U17/19
Doubles 2		\$pp/night 7 weeks	Competitive Doubles Grade

TERM THREE: DOUBLES LEAGUE

- Teams are entered directly to BC by individual groups
- Players in an individual teams can either be affiliated to a specific club or need to be financial member of Badminton Canterbury
- Format of competition is
 - 2 Males/2 Females
 - 1 MD/1 WD/ 2 XD

Doubles 1		\$pp/night Max 8 weeks	Division 1, 2 and 3 representative level players. Top Masters players. Developing Juniors U17/19
Doubles 2		\$pp/night Max	Competitive Doubles Grade

TERM FOUR: SUMMER LEAGUE

Summer League		\$pp/night Max 8 weeks	Doubles 1 and Doubles 2 grade players
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SOCIAL GRADE

Social Grade Interclub is a grade that suits many players – social, those wanting to take a step back from the tough games of doubles 1 or 2, those getting back after injury, or those who are wanting to start playing a few more competitive games, or mis up who they are playing with a bit. Age is no barrier, with last years competition ranging in age from about 16 through to over 70 years old.

Term 2		Max 10 weeks	Social and Club Grade Players
Term 3		Max 10 weeks	Social and Club Grade Players
Term 4		Max 8 Weeks	Social and Club Grade Players

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ROLES AND RESPONSIBILITIES:

BADMINTON CANTERBURY

- Advertise for and appoint senior coach(es)
- Advertise for and appoint Group Leaders to support lead coaches on court
- Advertise for and appoint senior selectors
- Call for interest from players
- Liaise with the selectors and as to the number of teams to be entered, and ensure teams are entered
- Ensure players and coach know what is expected before pre-season training starts
- Ensure teams are named on time
- Select and announce team managers within 2 weeks of teams being named
- Communicate with all players via email and Facebook
- Engage with team managers regularly to sort out any issues
- To ensure accommodation is booked
- To speak to players regarding any issues or if they are failing to meet ongoing selection requirements
- Provide monthly reports to the Board
- To work in conjunction with the office in organise South Island and NZ Teams Events, Regional Tournaments, squad and team trainings.

SELECTORS

- Selectors will be advertised for by BC
- When nominations have come in for Selectors, candidates will be advertised to the senior rep community for votes
- Selectors will be appointed by BC taking into account the wishes of players, coaches and needs of BC.
- There will be 2 groups of selectors appointed:
 - Level 1: Canterbury 1 & 2 – that is for Division 1/2 team and the top SI Division 3 team
 - Level 2: Canterbury 3-5 – that is the 2nd and 3rd division 3 and division 4 team
- Two independent selectors to be appointed in each level with the third being the team coach.
- As there is some blurring of lines between the two levels, it is essential that the Selectors can maintain open lines of communication not only between their own group, but that of the other group.
- Be aware of and adhere to the selection criteria
- Check eligibility of any players with BC and BNZ inter-association rules
- Ensure decisions are made based on individual merit and recorded in the “selection player matrix” to allow transparent communication with BC and back to players.
- To be present at prescribed events and observe players. Track players performances at tournaments.
- Selection of any Junior Player has to be agreed to by the Junior Convenor and the players parents.
- Liaise with the senior convenor and office as to the number of teams to be selected.

COACHES

- Run pre-season training (1 per week) and squads (2 per team) throughout the season
- To keep a full attendance record of training, including any casuals, through Friendly Manager.
- Team selection in conjunction with appointed Selectors
- Optional - a fitness session such as the beep test (as a base measure at the start of the season) for selection purposes. The results are to be shared amongst selectors
- To agree at the start of the season with the other selectors on the number of people travelling within each team
- To implement a coaching programme that develops each player and the team to a level of standard required for the competition.

- To provide an excellent role model by always setting an example of good conduct through dignity and respect for everyone.
- To assist the Manager during both training and competition with the administration of the team.
- To select the team for each tie within the requirements requested by the Tournament Officials. To meet all the guidelines and requirements of the Tournament Officials.
- To hold team meetings with players – prior to leaving for the hall outlining team selection and game plan.
- To support the players during the competition by providing coaching, guidance, and encouragement.
- To provide a report at the end of the competition to Badminton Canterbury
- To invoice the office for work completed within the month
- Team coaches are appointed by BC

TEAM MANAGERS RESPONSIBILITY

- Managers' report to the Senior Convenor
- Hold regular discussions with the team
- Collect players contracts and medical information
- To ensure all players have made private arrangements for travel to the tournament. Organise players to travel together on the same flights or car-pool where appropriate.
- Encourage the team to engage in fundraising initiatives and assist with the organisation of these
PLEASE NOTE it is difficult for Badminton Canterbury to obtain funding on your behalf when they cannot show in the funding application that you are actively fundraising yourselves.
- Be a spokesperson for the team and raise any issues or concerns if player not comfortable with the Senior Convenor
- Arrange through the office items for travel and return of same at the conclusion of each event (not season)
 - Players tracksuits
 - Shuttles
 - First aid kit
- Attend managers meetings if applicable at the tournaments
- Ensure umpiring responsibilities are organised and shared amongst the team
- Ensure score sheets are recorded correctly and handed in as appropriate
- Managers are to provide a written report following South Island or New Zealand events on template attached to the Senior Convenor within two weeks of the tournament

OFFICE

- In discussion with Senior Convenor the office will enter teams, arrange for hire of vans and make accommodation bookings as requested
- Attend to all invoicing of players and inform Senior Convenor and Selectors of any non- payment
- Will apply for all funding options available in a timely manner on behalf of the senior teams. If successful, funding will be passed onto the players
- Organise the following for away ties: team bag which includes first aid kit, shuttles, team tracksuits, fuel cards, pre-payment of expenses such as mini vans (if requested) and accommodation
- Record and distribute team jackets to each Team Manager

PLAYERS RESPONSIBILITY

- To ensure you receive/read and respond where appropriate to all communication from Badminton Canterbury such as the newsletter, private emails, Facebook communications. Please inform the Office on office@badmintoncanterbury.com if you are not receiving information
- To show good sportsmanship and respect towards other players, coach and officials

- Abide by the BC Code of Conduct (given to all players with team naming, on the wall in the hall at BC, and on the BC website). You are also agreeing to this when you register for any player group through our database.
- Players are reminded they are not to provide alcohol/cigarettes or vaping products to any junior players under any circumstances.
- To agree to play in Canterbury Badminton team shirts to be supplied at their own cost. Loan tops are available through the office.
- To wear either the BC Hoodie or Team Jacket.
- To return supplied team jacket, clean and undamaged. Otherwise, you will be invoiced replacement costs. Bond for jacket may be charged.
- It is the expected that players stay with their team. The costs are split evenly among all the players in the team.
- Players are responsible for their own travel arrangements to each tie
- To keep costs to players down, one person in each team will be required to be the team manager.
- Non travelling reserves are still expected to train with the team. They need to have flexibility to be able to travel with the team at late notice (due to reasons like injury etc). Should they travel, there can be flexibility around payment of the travel costs. The training fee should still be paid on naming of the team.
- Availability
 - Division 1 and 2 (Canterbury 1) players need to make themselves available for Wisden/Slazenger Cup and Neil Cup
 - Division 3 players need to make themselves available for the SI Div 3 tie. Should Canterbury win the Div 3 title, then the winning Div 3 team will be required to travel to the National Finals.
 - Division 4 players need to be available for their weekend tie
- Costs/payments
 - Players are required to cover all costs involved i.e. travel, accommodation, food and training fees (minus any funding grants or money raised by the team).
 - Players will be given an estimate of costs when the teams are named.
 - Players will be invoiced for the costs on acceptance of their position in the team. A small deposit (\$50) is due within 7 days. The balance of the invoice is required 3 weeks prior to their first tie. Longer term payment arrangements can be made in consultation with the Office Manager.
 - Players cover the accommodation and travel costs of a coach between the team.
- Refund Policy:
 - No refund for training sessions missed.
 - Withdrawal from the team at least 2 months prior to tie date – full refund less any training fees already used
 - Withdrawal from the team between one and two months prior to the tie date – no refund of training fees or any flights booked that BC is unable to transfer. 80% refund of other costs.
 - Withdrawal from the team less than one month prior to the tie date – no refund of training fees or any flights. 50% refund of other costs only with a medical/injury certificate from a doctor or physio.
 - Players should arrange suitable time off work to meet the team’s travel schedule on acceptance of their position in the team. Being required to work will not be sufficient to trigger a refund less than one month prior to tie.

APPLICABLE FOR ALL PEOPLE PLAYING BADMINTON IN CANTERBURY

1. The players will follow instructions and directions given by the Badminton Canterbury Association (BC), any of our clubs, coaches, manager's or team captains.
2. Players will maintain consideration and respect towards the public, coaches, officials and other athletes regardless of race, national or ethnic origin, religion, age, sex, sexual orientation, marital status, family status or disability.
3. Treat their opponents with respect; show good sportsmanship by winning with humility and losing with dignity; respect the decisions of officials; and recognise the efforts of all team-mates or opponents.
4. Players will have good court etiquette and respect other members playing in the hall.
5. Players will not partake in any form of harassment (any form of comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive)
6. The player will not do anything, which would or might be likely to bring the BC Association or Club, any member of BC or Club, or any sponsor of BC or Club into disrepute. This applies both on and off the court.
7. The player will not partake in unacceptable behaviour. Examples of such behaviour are set out below:
 - 7.1. Not practicing the principles of fair play - at all times.
 - 7.2. Abusing court officials, coaches, managers, spectators or fellow players by verbal or sign language.
 - 7.3. Not using one's best efforts to win a match.
 - 7.4. Consumption of alcohol (minors) or excessive alcohol (seniors) or drugs.
 - 7.5. Misbehaviour or unacceptable behaviour at tournaments or accommodation.
8. If there is any damage to property at BC or your club premises, then the individual will be accountable for this. If no one takes responsibility, then the collective of individuals participating at the time will be responsible.
9. Any incidences that need to be dealt with will be done so by the Association or Club, according to their guidelines.
10. Take full responsibility for your own personal items – BC or Clubs will not be accountable for any loss of or theft of belongings.
11. Report any incidences to your club or team manager immediately and to the BC office as soon as practical.
12. Report any Health and Safety concerns to your club or team manager immediately and to the BC office as soon as practical.

APPLICABLE TO PLAYERS REPRESENTING THEIR ASSOCIATION OR CLUB WHILE TRAVELLING

1. To be selected for a travelling team is an honour and there are expectations on all individuals to ensure that they support the other players in their team and behave in a professional manner.
2. Any indiscretion, which relates to 6 (d) above, will result in the player being sent home at their own expense, after the team coach/manager/captain has advised the individuals parents (where appropriate)
3. Players acknowledge that the team coach/manager/captain shall have absolute authority over the conduct and behaviour of the player during the time the team is away, and the team coach/manager/captain decision is final in all matters relating to the conduct and behaviour of the player.
4. If there is damage to any property while representing the Association or your Club, for which no one will take responsibility, the whole team will be required to contribute to the costs.
5. Any fines imposed from Badminton New Zealand on the team or individual will be the responsibility of the individual/s involved.

REPORTS

COACHES REPORT

Coach:	
Team:	
Tournament:	Date:
Team Results:	
Comments (Pre Tournament):	
Comments (During Tournament):	
Any issues:	
General Comments:	

Signed.....

Date.....

TEAM MANAGERS REPORT

Manager:	
Team:	
Tournament:	Date:
Players in team:	
Comments (Pre Tournament):	
Comments (During Tournament):	
Any issues:	
General Comments:	

Signed.....

Date.....

SPONSORS AND FUNDERS

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