



Badminton Canterbury

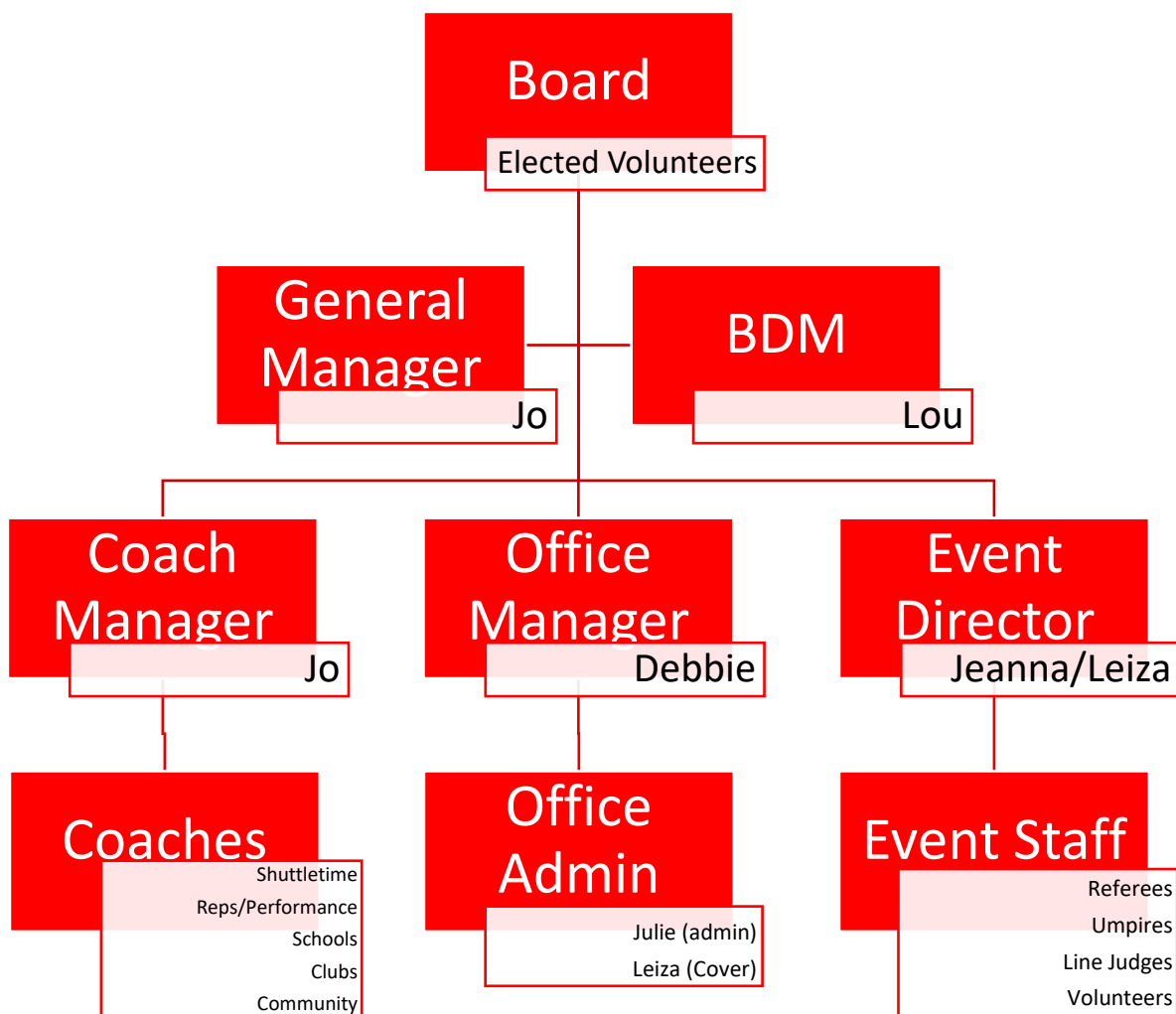
JUNIOR HANDBOOK 2025

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ORGANISATION STRUCTURE



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 administration office@badmintoncanterbury.com

For general enquires, court bookings, account enquiries.

Office Manager debbie@badmintoncanterbury.com

General Manager/Coach and Development Manager jo@badmintoncanterbury.com

Business Development Manager lou@badmintoncanterbury.com

Events leiza@badmintoncanterbury.com

Jeanna (St Paddy's and Canterbury Open) jeanna@badmintoncanterbury.com



PLAYER PATHWAY

EVENTS PARTICIPATION PATHWAY

<p>NZ National Squad NZ U17/19 Squad NZ U15 Development Squad</p>	<p>Wisden/Staenger Cup NZBL NZ Individual Age Group Championships NZ U13/U15/U17/U19 Team Championships NZ Secondary Schools Championships Other Association Age Group Championships</p>
<p>Mainland Teams to compete at NZJTC Mainland Development Programme <ul style="list-style-type: none"> • U15 or U17/19 squad • New – U17 Development Programme BNZ </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>Association Senior Representative Programme Association Junior Representative Programme Term 2 – Development Programme/Training for NZJTC Term 3 – Development Programme/Training for SJTC</p>	<p>BC Senior Tournaments <ul style="list-style-type: none"> • St Patricks Day Tournament (Open and B Grade), Canterbury Open, B or C Grade Championships, super series, Canterbury Closed Champs BC Junior Tournaments <ul style="list-style-type: none"> • Abilities Tournament, BC Individual Age Group Championships </p>
<p>Development Programmes <ul style="list-style-type: none"> • Regional Coaching Days • School of Badminton • BAPN </p>	<p>South Island Secondary School Teams Event Canterbury Secondary School Teams Event (held bi annually) AIMS Games B Grade Local Junior Club nights and any tournaments they run BC Junior Teams Competition @ ZBC Canterbury AIMS Tuesday Sport – Primary Sport Canterbury BC After School Shuttle Time Programmes Koru Games – Selwyn Sports Trust Holiday Programmes BC In-School Coaching Programmes</p>
<p>Badminton Canterbury/School of Badminton/BAPN</p>	<p>Club badminton/ School of Badminton/BAPN</p>
<p>Badminton in Schools</p>	<p>SHUTTLE TIME NEW ZEALAND</p>

Sport NZ, with the backing of numerous amounts of research into understanding the best ways of providing sport and activity to our Tamariki (5 – 11-year-olds) and Rangatahi (12 – 18-year-olds), has developed the Balance is Better strategy to inform and provide a framework that puts the needs of the participant first.

It originated from the Sport NZ Talent Plan 2016-2020 that focused on growing the capability of the sporting system to better prepare athletes in their development phase to help them realise their potential. Balance is Better has now become a broader conversation underpinning Sport NZ's overall approach to youth sport that focusses on maximising participation and skill development.

Players, parents, and coaches play a part in bringing this strategy to life and enhancing the chances of participants becoming lifelong lovers of sport.

Badminton Canterbury and Badminton New Zealand strongly support the Sport New Zealand 'Balance is Better' strategy. We encourage kids to try and play a wide range of sports and focus on having fun. Our role is ensuring that kids have high quality sport experiences that meet their needs and inspire them to love badminton for life.

Age Group Limitations:

- U13, U15, U17 and U19 Sanctioned Events will have a four-year participation window, i.e., players must be turning either 9, 10, 11 or 12 to participate in Under 13 events.
- Senior Events (including Internationals) will be restricted to players turning 15 or older.
- National Events will have the same restrictions except for Under 13s that must be turning 10, 11 or 12 (a three-year participation window).

Guidelines for Ages of Participation:

- Under 13s – Players who turn 9, 10, 11, 12 in the year of competition. National events to be 10, 11, 12 only.
- Under 15s – Players who turn 11, 12, 13, 14 in the year of competition.
- Under 17s – Players who turn 13, 14, 15, 16 in the year of competition.
- Under 19s – Players who turn 15, 16, 17, 18 in the year of competition.
- Seniors – Players who turn 15 or older in the year of competition.

Badminton New Zealand has an exemption process in place so that Associations can apply in exceptional circumstances for a player to compete above their eligible age.

Age Group Exemption Process:

- The request must be submitted by Associations no later than 7 days prior to the Event Entries closing through the following form <https://badminton.org.nz/events/age-dispensation/>
- Requests will not be considered if received directly from parents or players.
- Upon receipt of the form, Badminton New Zealand Balance is Better Lead - Donna Trow will engage in conversations with the Association and relevant Badminton New Zealand staff members before reaching a final decision. **Note that it is intended that this process is collaborative, however a high bar for approval will be required.**

RESOURCES FOR PARENTS AND COACHES

[Balance is Better](https://balanceisbetter.org.nz/) (<https://balanceisbetter.org.nz/>)

[Keep Up With The Play](https://keepupwiththeplay.org.nz/) (<https://keepupwiththeplay.org.nz/>)

[GoodSports Programme](https://aktive.org.nz/what-we-do/good-sports/) (<https://aktive.org.nz/what-we-do/good-sports/>)

[Parents & Coaches: Your Role in Developing Participants/Athletes](https://sportnz.org.nz/media/1706/developing-participants-athletes-parents-coaches-oct-2017.pdf)

(<https://sportnz.org.nz/media/1706/developing-participants-athletes-parents-coaches-oct-2017.pdf>)

[Sports Leaders: Your Role in Developing Participants/Athletes](https://sportnz.org.nz/media/1708/developing-participants-athletes-sports-leaders-oct-2017.pdf)

(<https://sportnz.org.nz/media/1708/developing-participants-athletes-sports-leaders-oct-2017.pdf>)

SHUTTLE TIME

Shuttle Time is a Badminton World Federation (BWF) programme that runs internationally. Full information can be found at [Shuttle Time](#).

Our programmes cater to children from 8 – 18 years of age, that aren't playing representative badminton. The programme is inclusive of all children regardless of their physical abilities.

We offer a number of programmes throughout the city, some are split into beginner/intermediate levels as below, while others cater to all playing levels at the same time.

For full information please visit [Badminton Canterbury](#)

Merit/Bronze: Catering to all beginner players

Silver/Gold: Players who are capable of the following can participate in these sessions

Silver Shuttle Time Badge Assessment		
Silver	6/10	Success Criteria (6 out of 10 to pass)
Grips	y/n	Can demonstrate what a forehand grip and a back hand grip looks like
Footwork		Demonstrate correct foot work (lunge, split step and chasse) to 4 corners at moderate speed without hesitation. Coach to point to corners.
Short Serve		Shuttles to land in the service court having passed at a height of less than 50cm above the net
Backhand Net Shot		Shuttles to land inside the short service line. Coach to hand feed; player to move from singles base
Forehand Net Shot		Shuttles to land inside the short service line. Coach to hand feed; player to move from singles base
Changing Grips	y/n	Use both forehand and backhand grips/shots during a game
High Serve		Shuttles to land in the correct service court and in the back ½ of the court
Forehand Lift		Shuttles to land in back ½ of court. Coach to hand feed; player to move from singles base
Backhand Lift		Shuttles to land in back ½ of court. Coach to hand feed; player to move from singles base
Forehand Clear		Shuttles to land in back ½ of court. Coach or player feeds high, full length serve
Forehand Drop Shot		Shuttles to land inside the short service line. Coach or player to feed high serve full court
Knowledge of the Law	/10	Answer 6 out of 10 correctly

ABILITIES TOURNAMENTS

In 2023 we introduced an 'Abilities Tournament'. This tournament is designed to cater to all players from Bronze level through to U23 year olds. Players enter a tier based on their ability, not age group and have the opportunity to play other players from around Christchurch. Players are given support with learning how to umpire. This is a great entry level competition for those looking for something extra. The format of the games varies depending on the tier.

Venue:	Badminton Canterbury
Time:	Saturday 8.30 – 5pm
Dates:	23 February 13 April 22 June 14 September 2 November
Cost:	\$30 per tournament
Register Via:	Tournament Planner

ABOUT:

- Players enter a tier based on the guidelines below
 - Tier 4 – Bronze level players
 - Tier 3 – Silver/Gold players
 - Tier 2 – Rep Level Players – U13/15 Emerging Players, U17/19 Developing players
 - Tier 1 – Rep Level Players – Top U15 Players, U17/19 Rep Players, U23 players that fall outside senior reps.
- Players get a minimum of 3 singles and 3 doubles per tournament.
- Players get support with learning how to umpire correctly.

FORMAT:

- Tiers 3 and 4 will play one game to 31, if time allows
- Tiers 1 and 2 will play best of three games to 21, if time allows
- BC reserves the right to adjust the format of the games depending on entry numbers.
- Full prospectus can be found via Tournament Planner

CANTERBURY AGE GROUP CHAMPIONSHIPS – DIVISION 2

In 2024 we launched a Division 2 within our age group championships. This is a great opportunity for our developing players to get some game time – without having to compete against our representative level players. The added bonus is that they get the opportunity to watch our top players competing in Division 1.

Venue:	Badminton Canterbury
Time:	Saturday 8.30 – 7pm (time of play may vary) Sunday 8.30 – 5pm (time of play may vary)
Dates:	Under 15/19 Championships: 3 rd and 4 th May Under 13/17 Championships: 9 th and 10 th August
Cost:	TBC
Register Via:	Tournament Software link will be posted closer to the time.

ABOUT:

- Division 2 will cater to our club and school players who are not yet ready to challenge themselves against our more experienced and developing players who may be looking to play representative badminton for Canterbury.
- It will provide an opportunity for competitive games but in an environment more catered to their ability level.
- Tournament will run alongside the Division 1 competition allowing an opportunity to observe and learn from our more experienced players.
- Players are given the opportunity to learn to umpire with support provided by some of our more experienced players.
- Players in U13 and U17 age groups are entitled to play up an age group into the Canterbury U15 and U19 Championships
- All players looking to play representative badminton for Canterbury need to be entering Division 1

FORMAT:

- Badminton Canterbury reserves the right to amend the length of the games – however if time allows, we will endeavour to play matches as the best of three games to 21.
- Format of the draws will depend on entry numbers.
- Please visit the tournament planner link (which will be available on Facebook and website) for the full prospectus.
- Time of play will be dependent on the entry numbers and can be checked via Tournament Software.

REPRESENTATIVE PROGRAMMES

WHAT DOES REPRESENTATIVE BADMINTON MEAN?

Badminton Canterbury, as your Regional Sports Office (RSO), is affiliated to Badminton New Zealand your National Sports Office (NSO). This affiliation allows players to compete in the South Island Junior Team Championships (SIJTC) and the New Zealand Junior Team Championships (NZJTC)

By playing in these tournaments players get to experience travelling and competing as a team. Children thoroughly enjoy these tournaments, and they provide opportunities for personal growth both on and off the court. Over the past couple of years Badminton New Zealand have allowed us to enter 'Mainland Teams'. Mainland is the term used to represent the combined South Island Associations.

The commitment in 2023 by Canterbury was to enter teams under the 'Mainland' umbrella for a period of 2 years at which time it would be reviewed again.

This review process has been completed and Badminton Canterbury is committed to sending Mainland teams in Under 15/17 and 19 age groups with Badminton Canterbury sending teams in the U13 age group to NZJTC for a further two year period.

New Zealand Junior Team Championships (NZJTC): 28th June – 3rd July, Palmerston North.

For the 2025 season BC has made the following commitments

U13: A maximum of two teams will be entered into (NZJTC)

U15: Maximum of two Mainland Teams

U17: Maximum of 2 Mainland Teams

U19: Maximum of 2 Mainland Teams

South Island Junior Team Championships (SIJTC): 30 September 2nd October, Christchurch

- This tournament, particularly for our younger players, is a great development opportunity and steppingstone to compete in the larger National Tournament. BC will try and enter as many teams as possible into this event to give all players the opportunity to experience the enjoyment and pride that comes from playing for your province in a team environment.
- This is followed by the Individual Championships which we expect all players to play in – from the 3rd – 4th October.

TEAM FORMATION:

U13 South Islands 2 x BS, 2 x GS, 1 x BD, 1 x GD, 2 x XD

U15 South islands 2 x BS, 2 x GS, 1 x BD, 1 x GD, 2 x XD

U17 South Islands 2 x BS, 2 x GS, 1 x BD, 1 x GD, 2 x XD

U19 South Islands 2 x BS, 2 x GS, 1 x BD, 1 x GD, 2 x XD

U13 Nationals: 2 x BS, 2 x GS, 1 x BD, 1 x GD, 2 x XD

U15 Nationals 4 x BS, 4 x GS, 2 x BD, 2 x GD, 4 x XD

U17 Nationals 4 x BS, 4 x GS, 2 x BD, 2 x GD, 4 x XD

U19 Nationals 2 x BS, 2 x GS, 1 x BD, 1 x GD, 2 x XD

Please see <https://badminton.org.nz/calendar/> for a list of all sanctioned events around the country. Please note that we are only allowed to sanction 3 events per region, plus the South Islands.

In the South Island the sanctioned events are:

Otago Open	5 th – 6 th April
Canterbury U15/19 Championships	3 rd – 4 th May
Otago U15/19 Championships	17 th – 18 th May
Southland U17 Championships	7 th June
Southland Open/ SI Open	9 th – 10 th May
Canterbury Open/NZ Tour	25 th – 27 th July
Canterbury U13/17 Championships	9 th – 10 th August
Southland 19 Championships	16 th August
Otago 17 Championships	30 th – 31 st August
South Island Age Group Championships U17/19	3 rd – 4 th October

Unsanctioned South Island Events are:

Southland U13 Championships	7 th June
Southland U15 Championships	16 th August
West Coast – Open/B Grade/U19	14 th June
West Coast – U13/15/17	15 th June
South Island Age Group Championships U13/15	3 rd – 4 th October

CANTERBURY AGE GROUP CHAMPIONSHIPS – DIVISION 1

Our age group championships are a pre-requisite for any player wanting to play representative badminton for Canterbury. This year we will also be providing a division 2 competition for our club and school players that will run alongside this event.

Venue:	Badminton Canterbury
Time:	Saturday 8.30 – 7pm (time of play may vary) Sunday 8.30 – 5pm (time of play may vary)
Dates:	Under 15/19 Championships: 3 rd - 4 th May Under 13/17 Championships: 9 th – 10 th August
Cost:	TBC
Register Via:	Tournament Software link will be posted closer to the time.

ABOUT:

- All players that are looking to trial for representative badminton are required to enter division 1.
- All players are expected to umpire correctly and may be called upon to assist those in Division 2 that are still learning. If you are unfamiliar with the correct way to do this – then please let the tournament control know and we can provide assistance.
- Players in U13 and U17 age groups are encouraged to play up an age group for the Canterbury U15 and U19 Championships.

FORMAT:

- Best of three games to 21 for all main draws.
- Format of the draws will depend on entry numbers.
- Please visit the tournament planner link (which will be available on Facebook and website) for the full prospectus.
- Time of play will be dependent on the entry numbers and can be checked via Tournament Software

SELECTION PHILOSOPHY

The selectors will choose a team that (in their opinion) will gain the highest placing possible in regional and national tournaments, while adhering to the eligibility criteria below.

SELECTION CRITERIA/ELIGIBILITY

FOR NZ JUNIOR TEAM CHAMPIONSHIPS

U13 PLAYERS

- Are required to attend a trial/regional coaching day on
 - 9th February 1 – 5pm (30 min break)
 - 9th March 10 – 2pm (30 min break 11.30 – 12pm)

U15 PLAYERS - MAINLAND

- Players in BNZ U15 Development Squad are preselected into Mainland 1 team
- These players expected to attend Sunday session of Mainland U15 Development Camp
- Remaining spaces for the two Mainland teams will be selected from:
 - Mainland Development Camp in January
 - Performance at training
 - Mainland Development Camp in April
- We will aim to have the majority of the team selected at the end of the January camp, with remaining spaces following the April Camp

U17/19 PLAYERS

- Have been invited to attend a training camp at Badminton Canterbury on the 8th and 9th February

ALL PLAYERS SHOULD BE ENTERING CANTERBURY U15/19 AGE GROUP CHAMPIONSHIPS

FOR SOUTH ISLAND JUNIOR TEAM CHAMPIONSHIPS

- U13/15/17/19 players are required to play in the U15/19 Canterbury Age Group Championships 3rd and 4th May
- All age group players wanting to be considered for the South Island Junior Team Championships are to attend the Trials/Regional Coaching Day on the 8th June.
- U13/15 players 9 – 12pm
- U17/19 players 1 – 4pm

GENERAL CRITERIA

- Be up to date financially with BC for the past season and any invoices for the current season.
- Be in 'good standing' with their club or association.
- Sign a players' contract at trials, which outlines their commitment and approximate cost.
- A deposit of \$200 is required for Nationals and South Islands
- Make every attempt to attend all trainings. Any planned or unplanned absences are to be notified to the coach. No discount to training fees for sessions missed.
- Participate in any Badminton New Zealand tournament held in Christchurch unless otherwise approved by their coach or the junior selectors.
- Must be a registered member of an affiliated Badminton Club or hold direct affiliation to Badminton Canterbury.
- Exceptions to the above criteria can be made on a case-by-case basis by way of an application to the convenor and approved by BC Board.

Players will be selected on their:

- General fitness, health and wellbeing.
- Ability to work well with others in the team.
- Demonstrated attitude and commitment to badminton.
- Performance in the previous season and any competitions up to the date of selection
- Positional balance within the team (not have a team full of singles specialists)
- Attendance at trainings – unexplained absences will be taken into consideration upon team selection.

Players are expected to play in their own age group first. At times, it may be appropriate for a player to play outside their age group, this will be considered on a case-by-case basis and approved by the convenor and BC Board. Decisions may differ depending on whether it is a South Island or National Tournament. The best interests of BC and the player/s will be taken into account.

BC can consider players from outside of our association to fill a team however best endeavours will be made to fill teams with Canterbury players first before other Association players are invited.

Exceptions to the above criteria can be made on a case-by-case basis and approved by the convenor and the BC board.

REPRESENTATIVE TRAINING PROGRAMME:

BC TRIALS/REGIONAL COACHING DAY

Venue:	Badminton Canterbury – 220 Pages Road
Date:	9th February - NZJTC
Time:	U13 players 1 – 5pm
Date	9th March – NZJTC
	U13 players 10 – 2pm
Date	8th June - SIJTC
Time:	U13/15 Players: 9 – 12.00pm. Those in BNZ U15 squad are encouraged to attend the U17/19 time slot. U17/19 Players: 1 – 4.00pm.
Cost:	\$20 for each session
Register via:	Player login at www.badmintoncanterbury.com

ABOUT:

- Regional Coaching Days provide an opportunity for any player in Canterbury to get some intensive coaching by Badminton Canterbury's top coaches.
 - Minimum standard of play is players' who are able to achieve 'Silver' in the Shuttle Time Badge Assessment (See below for guidelines – you don't need to formally hold this badge but be capable of what is required).
 - With the Mainland camps that the U15/U17/19 players will be having for NZJTC we are not holding a Regional Coaching Day for these age groups during term 1.
 - U13 players wanting to be considered for the **New Zealand Junior Team Championships** in July, attendance is compulsory on the 9th February and 9th March as is playing in the Canterbury U15 Championships.
 - All age group players wanting to be considered for the **South Island Junior Team Championships** in October, attendance is required on the 8th June
-

BC TERM 1 – PRESEASON DEVELOPMENT SQUAD

Venue:	Badminton Canterbury, 220 Pages Road
Time:	All age groups 5 – 7pm
Dates:	17 th Feb – 7 th April
Cost:	\$160
Register Via:	Player login at www.badmintoncanterbury.com

ABOUT:

- Pre-season training programme for players as per criteria below
- Run by coaches TBC.
- Open all age groups who are of 'Silver' standard and above.

FORMAT:

- Term 1 is a 8-week programme.
- Number of coaches will depend on player registrations.
- Focus more on fitness and shot production.

Venue:	Badminton Canterbury, 220 Pages Road
Time:	All age groups 5 – 7pm
Dates:	28 th April – 23 rd June No Session 2 nd June – Kings Birthday
Cost:	\$160
Register Via:	Player login at www.badmintoncanterbury.com

ABOUT:

- Required training for all players going to Nationals in July
- Includes all players representing Mainland and Canterbury
- Players also required to play in Canterbury U15/U19 Championships

FORMAT:

- Term 2 is a 8-week programme.
- Number of coaches will depend on player registrations.

Venue:	Badminton Canterbury, 220 Pages Road
Time:	All age groups 5 – 7pm
Dates:	14 th July – 15 th September
Cost:	\$200
Register Via:	Player login at www.badmintoncanterbury.com

ABOUT:

- Required training for all players going to South Islands in October
- Players also required to play in Canterbury U13/U17 Championships if age permits.

FORMAT:

- Term 3 is a 10-week programme.
- Number of coaches will depend on player registrations.

SILVER SHUTTLE TIME BADGE ASSESSMENT CRITERIA:

Silver Shuttle Time Badge Assessment		
Silver	6/10	Success Criteria (6 out of 10 to pass)
Grips	y/n	Can demonstrate what a forehand grip and a back hand grip looks like
Footwork		Demonstrate correct foot work (lunge, split step and chasse) to 4 corners at moderate speed without hesitation. Coach to point to corners.
Short Serve		Shuttles to land in the service court having passed at a height of less than 50cm above the net
Backhand Net Shot		Shuttles to land inside the short service line. Coach to hand feed; player to move from singles base
Forehand Net Shot		Shuttles to land inside the short service line. Coach to hand feed; player to move from singles base
Changing Grips	y/n	Use both forehand and backhand grips/shots during a game
High Serve		Shuttles to land in the correct service court and in the back ½ of the court
Forehand Lift		Shuttles to land in back ½ of court. Coach to hand feed; player to move from singles base
Backhand Lift		Shuttles to land in back ½ of court. Coach to hand feed; player to move from singles base
Forehand Clear		Shuttles to land in back ½ of court. Coach or player feeds high, full length serve
Forehand Drop Shot		Shuttles to land inside the short service line. Coach or player to feed high serve full court
Knowledge of the Law	/10	Answer 6 out of 10 correctly

SMART GOAL:

Goal setting is an effective tool for players to use to improve their game.

If players are wanting assistance with setting their own goals, then this is a useful framework to use.

BC Coaches may also work with players to help them set SMART goals throughout the season.

What is a smart goal?

- Specific i.e. Well defined, clear and unambiguous
- Measurable i.e. Within specific criteria that measure your progress towards the accomplishment of the goal
- Achievable i.e., Attainable and not impossible to achieve.
- Realistic i.e. Within reach, realistic or relevant
- Timely i.e. Within a clearly defined timeframe, including a start and end date.

For example: I want to be able to hit a cross court forehand net shot using the correct hitting technique of pronating forearm, with the shuttle landing within 30cm of the service line 8 out of 10 times by the end of July. To do this I will practice this shot for 5 – 10 minutes at each training session.

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.

ROLES AND RESPONSIBILITIES:

JUNIOR SUB COMMITTEE: NOT CURRENTLY OPERATING

- Formed by nomination process at start of year. Selected by board and Junior Convenor by end of February.
- To support the junior convenor where necessary (Junior Convenor Role not currently filled)
- To organising fundraising opportunities and work out rosters/supplies etc.
- Keep track of families that have worked at fundraising events as money is allocated directly back those that supported the fundraising.

SELECTORS

- Two independent selectors to be appointed with the third being the team coach. These are to be advertised for and selected by BC and convenor.
- Be aware of and adhere to the selection criteria.
- Have open lines of communication amongst each other.
- Ensure players are held accountable to selection criteria and any approval of variances are agreed amongst yourselves and reported to the Junior Convenor for recording purposes
- To track players performances at tournaments and interclub
- Liaise with the junior convenor and office as to the number of teams to be selected.
- To assist coaches at Regional Coaching Day's by organising comparable games to be played

COACHES

- Run pre-season training and junior squads throughout the season (1 - 2 per week)
- Keep an attendance register via Friendly Manager to aid in team selection.
- Work with appointed selectors to organise teams.
- To run 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 support the players during the competition (Both teams and individuals) by providing coaching, guidance, and encouragement.
- 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 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 the convenor and BC.

OFFICE

- In discussion with Junior Convenor the office will enter teams, arrange for hire of the vans and make accommodation and travel bookings as requested.
- Attend to all invoicing of players and inform Junior Convenor and Selectors of any non-payment.
- Will apply for all funding options available in a timely manner on behalf of the junior 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 and accommodation.
- Record and distribute team jackets.

PLAYERS RESPONSIBILITY

- To pay training fees at the start of the training block
- To pay/or set up a payment plan for tournament costs prior to the event. An estimate of costs will be provided by the Junior Convenor and invoices sent out. Any refund or extra invoice sent will be made closer to the tournament date.
- 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.
- To agree to play in Canterbury Badminton team shirts these can be ordered through the office at your own cost or borrowed.
- Players playing in Mainland Teams will be required to wear a Mainland Rep Shirt and Black shorts.
- You must provide your own black shorts or skirt for playing.
- To return supplied team jacket, clean and undamaged. Otherwise, you will be invoiced. Bond for jacket may be charged.
- To notify team manager and junior convenor on any personal plans to travel to ties.
- It is the expectation that the team travels and stays together unless prior discussion is made 2 months in advance. Otherwise, you may be invoiced for any bookings already made by the office.
- To cover all costs involved i.e., travel, accommodation, food and training fees (minus any funding grants or money raised by the team). Please note a refund is not possible for trainings missed.
- To agree to cover their share of the travel and accommodation costs of the travelling coach and manager.

TRAINING ATTENDANCE REGISTER:

- Attendance registers are kept via Friendly Manager to aid selectors in making their team decisions.
- These are not kept for invoicing purposes.

JOB DESCRIPTION: TEAM MANAGER – JUNIOR TEAM

KEY POSITION STATEMENT

- Handles the managerial tasks of the team (on court) to help ensure an orderly and efficient operation of the team that enables a performance of the highest possible quality.
- To work with the team Coach to sufficiently support the players off court.

APPOINTMENT CRITERIA

- NB: Where possible we will look to have a gender mix between Coach and Manager's positions for each team. Where this is not practical or the best solution, we will ensure there are sufficient males/females across the travelling Coaches and Managers to be able to support the players.
- Will have the relevant organisational, management and people skills.
- Available to travel to the tournament & attend training sessions where possible.
- Ability to look after and discipline children as appropriate.
- Ability to communicate with the Coach and Development Manager and discuss any issues.
- Appointed by BC staff after gaining expressions of interest or after being approached to do the job by BC.
- Will be police vetted by Badminton Canterbury
- Will need to complete the Safeguarding Children module through Sport Tutor

DUTIES

TOURNAMENT PRE-PLANNING

- Receive briefing/information from BC.
- Assist Development Manager (You are likely to have more interaction with the parents/players) with
 - finalising travel plans
 - organising team uniform
 - identifying accompanying parents
 - confirming helpers and responsibilities
 - ensure all players have BC playing top and hoodie/ or BC Jacket
- Collect first aid kit.
- Collect Prezy Card to access grocery/fuel funds while away.
- Plan menu's for while away with other managers/parent helpers/Coach and Development Manager
- Attend Managers meeting at the Tournament Venue at designated time and hold a meeting with players to pass on any information.

CARNIVAL/TOURNAMENT – ON COURT/AT VENUE

- Attend Managers briefing at the start of the event and pass on relevant information to the players.
- Ensure coach lodges team lists on time.
- Ensure team briefings are being held pre/post ties.
- Collect tie sheet and shuttles (if not supplying our own) upon arriving at the hall.
- Liaise with opposition team manager regarding umpiring duties/line judges for the tie.
- Ensure score sheets are being completed correctly by umpires and tie sheet is updated with match results.

- Return tie sheet to tournament referee/officials upon completion of the tie.
- Collect up remaining new shuttles and divide evenly with opposition team.
- Collect up our share of used shuttles to be brought back home for training.
- Organise transport of players to/from venue
- Support players and coach
- Keep records of the tournament
- Ensure players are
 - Supporting their team
 - Keeping off their phones
 - Not distracting line judges
 - Wearing correct uniform
 - Tidying up any mess
 - Being respectful to everyone
 - Notifying a coach or manager if they are needing to leave the team area.

- See BC's Visions and Values document for more on expected behaviours of our players.

CARNIVAL/TOURNAMENT – OFF COURT

- Manage funds according to the budget.
- Support players – for some this is their first time away from their parents.
- Help prepare snack box to take to the hall.
- Ensure players are
 - Showering
 - Getting their washing handed in
 - Getting enough sleep
 - Eating properly
 - Being respectful and inclusive of other players
 - Obeying the team rules e.g. not leaving the premises without notifying the manager or coach
 - Assisting with cooking/washing up
 - Obeying accommodation rules
 - Having fun

AFTER TOURNAMENT

- Provide receipts for any funds spent on Prezzy cards.
- Aid in the return of team jackets and loaned BC playing shirts.
- Return First Aid kit.
- Return any unused new shuttles.
- Return any training shuttles collected.
- Provide a report on any recommendations for next year.

REPORTING:

- A post tournament survey will be sent to you for completion.

SKILLS, EXPERIENCE AND ATTRIBUTES

- A friendly, approachable nature
- Positive, enthusiastic, organised and reliable
- Understanding of cultural differences. Badminton is a popular sport in many ethnic communities, so you need to be comfortable engaging within those.

FINANCIAL DETAILS

THE FOLLOWING COSTS ARE EQUALISED AMONGST THE PLAYERS

- Travel to/from the tournament venue
- Travel to/from the hall while at the tournament
- Accommodation while at the tournament
- Breakfast/lunch and dinners on days of participation at the tournament
 - Food while travelling to from tournament venue is at your cost.

All other expenses are the responsibility of the Manager.

CHECKLISTS

TASK LIST FOR NATIONALS	DATE REQUIRED BY	DATE COMPLETED
Hold parent information evening in conjunction with Jo – estimate of costs to be provided to parents for Nationals Tournament		
Appoint junior selectors in conjunction with the board for U13 teams		
Enter teams		
Appoint Team Managers		
Police check coaches/managers		
Ensure managers have collected signed player agreement and COC – maybe done via online form		
Ensure Managers have sorted Playing Tops for players		
Accommodation is booked		
Flights are booked		
Hold pre-tournament parent meeting		
Check travel and accommodation bookings – done by the office		

GENERAL DUTIES	DATE REQUIRED BY	DATE COMPLETED
Communicate with junior sub-committee regularly		
Deal with player/parent/coach issues (Seek assistance from BC if required and keep BC informed)		
Provide a monthly report to the board to keep them updated		
Work with committee to organise any fundraising opportunities		

TASK LIST FOR SOUTH ISLANDS	DATE REQUIRED BY	DATE COMPLETED
Hold parent information evening in conjunction with Jo – estimate of costs to be provided to parents for South Islands Tournament		
Appoint junior selectors in conjunction with the board		
Liaise with the selectors and office as to the number of teams to be entered into SOUTH ISLANDS		
Ensure managers have given player agreement and Code of Conduct out		
Ensure managers have collected signed player agreement and COC		
Ensure all players are aware to enter Individuals separately through Tournament Planner. Team's will be entered by BC. Coach and Manager to encourage all players to enter all 3 events (Singles, Doubles, Mixed with a member from their team where possible)		
Appoint managers to teams for South Islands and give info sheet		
Ensure Managers get orders for team playing tops		
Check travel and accommodation bookings – done by the office		

GENERAL DUTIES	DATE REQUIRED BY	DATE COMPLETED
Provide BC with signed player agreements – hold a copy yourself		
Communicate with junior sub-committee regularly		
Deal with player/parent/coach issues (Seek assistance from BC if required and keep BC informed)		
Provide a monthly report to the board to keep them updated		
Work with committee to organise any fundraising opportunities		

SPONSORS AND FUNDERS

Badminton Canterbury are grateful for and acknowledge our Junior Program funders and commercial sponsors. We would encourage anyone associated with our Junior Program to support these businesses wherever possible.

If any individuals representing Canterbury or Mainland at the Nationals or South Island Event wish to apply for funding for themselves individually, here is a link to some information.

<https://ccc.govt.nz/culture-and-community/community-funding/youth-development-fund/>

If anyone is able to provide sponsorship or prizes for junior tournaments, then please contact jo@badmintoncanterbury.com



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