

THE BRITISH KORFBALL ASSOCIATION

RULES AND CONSTITUTION

1 TITLE

- 1.1 The Association, formed on 31st July 1946 and situated in London, will be called the "British Korfball Association" (hereafter referred to as the BKA) and will be affiliated to the "International Korfball Federation" (referred to as IKF).

2 THE OBJECT AND PURPOSE OF THE ASSOCIATION

- 2.1 The object and purpose of the Association will be to organise, develop and control the game of Korfball within Great Britain (which may include the provision of facilities) in accordance with these Rules and Constitution and the Statutes and Byelaws of the International Korfball Federation and, for these purposes, authorise such expenditure and enter into such legal agreements as is necessary.

3 ELIGIBILITY OF MEMBERSHIP

- 3.1 All Associations, Areas and Clubs, playing in accordance with the Rules of Korfball, shall be eligible to become a Member. All approved National Associations, all Area Associations who have one of their competitions recognised as a feeder competition for the National League or have a team playing in the National League, and all Clubs which have a team play in the National League shall be deemed to be Full Members with voting rights as laid down in rule 5. All Associations who do not have one of their competitions recognised as a feeder competition for the National League and all Clubs that do not have a team playing in the National League shall be deemed to be Associate Members and have no voting rights as laid down in rule 5.
- 3.2 Any person who is not a member of an affiliated club may apply for Individual Associate Membership.
- 3.3 An Associate Member may apply to the Executive or Management Committee for Full Membership. The Executive or Management Committee alone has the power to accept the change of status. An Associate member Area may elect to apply for full membership provided that they have been in existence for at least two years. An Associate member Club may elect to apply for full membership provided that they have participated in a recognised area or BKA Competition for at least two years. An individual associate member shall not be eligible to become a full member.
- 3.4 Those who draw material or financial benefit - either directly or indirectly - from participating as a player in korfball matches, or training sessions aimed at personal proficiency in korfball, may not be members of the BKA.
- 3.5 The BKA shall have the power to undertake obligations on behalf of its own members.
- 3.6 The BKA accepts on behalf of its own members the obligation to comply with the Articles of Association, the byelaws and rules of the game as laid down by the IKF and the resolutions of each of its bodies.
- 3.7 The members of the BKA undertake to conduct themselves in accordance with the provisions laid down in 3.6.

In addition, all clubs, together with their members, and all national/area associations shall be obliged to comply with any resolution made by an Annual or Extra-ordinary General Meeting or the Executive Committee, together with the requirements of the BKA's Child Protection Policy, its Anti-Doping Regulations, its Disciplinary Regulations, and all clauses of these Rules and Constitution.

All of the aforementioned bodies and persons must also comply with any applicable government legislation including, but not limited to, The Children's Act 1989, Data Protection Act 1988 and Human Rights Act 2002 - Freedom of Information Act 2000.

- 3.8** All Member National Associations, Clubs and Areas shall provide the General Secretary with an up to date list of its committee members no later than 15 August each year for inclusion in the BKA Handbook. Failure to comply by the due date shall incur a fine as set out in the appendix.
- 3.9** All member national associations, clubs and areas, both full and associate, must have suitable Civil Liability Insurance. The Management Committee shall decide what is deemed to be suitable and any member not participating in the Association's master cover must produce evidence that its cover meets or exceeds that of the BKA. All members are eligible for the cover provided by the BKA and must inform the BKA if seeking alternate cover by 31st July. Otherwise, it is assumed that all members will be taking the master cover and the BKA reserves the right to recoup from its members each year the full cost of arranging this cover. Clubs with only one team will be eligible for a 40% discount.

4 MEMBERSHIP FEES

- 4.1** Each Area Association shall pay an affiliation fee to become affiliated to the British Korfball Association, such fee to be paid at the Annual General Meeting at the rate fixed in accordance with rule 4.3.
- 4.2** Each club shall be charged an affiliation fee to become affiliated to the BKA. For existing full member clubs this shall be payable at the Annual General Meeting at the rate fixed in accordance with rule 4.3. An existing club whose fee is outstanding on 1st August shall have its fee doubled if it wishes to remain in membership. In the case of a new club, the fee shall be paid immediately it is accepted into membership. In addition, each club shall pay affiliation fees for each of its teams at the rates fixed in accordance with rule 4.3.
- 4.3** The affiliation fees to be paid by all Full or Associate Member Clubs and Associations, together with that for individual associate members, shall be fixed at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose. Fees shall be per season with the season deemed to start on 1st September each year. The 'per team' affiliation fees shall be paid in one instalment no later than the date set out in the appendix. If not paid by the due date a fine shall be imposed as listed in the appendix.
- 4.4** No Affiliated Club shall be allowed to compete in any BKA or Affiliated Area League or Competition match against any other affiliated club if the appropriate BKA affiliation fee has not been paid in accordance with the schedule of rule 4.3. Any club contravening this rule may be fined up to £10 per team per match concerned. No Affiliated Club may play any match against an unaffiliated club without the prior written permission of the BKA. Any club infringing this clause shall be liable to a fine of up to £50.
- 4.5** No Member shall be allowed to take part in the business of the BKA unless they have paid their affiliation fee by the due date.
- 4.6** Each area association must, no later than 31st October each season, inform the BKA of all clubs and teams that shall be participating in its competitions for that season. Where any teams are playing under a name that does not correspond to the name of an affiliated club, then the area shall indicate to the BKA which member club such team(s) is/are associated with. Failure to comply with this rule in any respect shall incur a fine at the rate set out in the appendix.

5 ANNUAL GENERAL MEETING

- 5.1** The Annual General Meeting will be held no later than 31st July. Members will receive notice of the Annual General Meeting 42 days prior to the meeting. Members wishing any subject to be discussed, including alterations, amendments or additions to these Rules and Constitution, will give notice of such business, in writing, to the Association's General Secretary 31 days prior to the Annual General Meeting.
- 5.2** The National Executive and/or Management Committee are entitled to put forward for consideration by the AGM any business including alterations, amendments or additions to these Rules and Constitution, provided that 21 days' notice is given in writing to the General Secretary.
- 5.3** The agenda for the AGM will be distributed to Members 14 days prior to the Meeting, and will include all proposed changes to the Rules and Constitution of the Association, together with subjects for discussion as submitted in the above paragraphs.

5.4 All nominations for Officers of the Association will be sent, in writing, to the General Secretary 31 days prior to the AGM. Only Members will be permitted to make nominations. The retiring Officers of the National Executive and Management Committees will be eligible for re-election.

5.5 Quorum for General Meetings

The quorum for a General Meeting will be 25% of Full Members. Any Full Member not in attendance will incur a fine of £50.

5.6 Entitlement to attend General Meetings

Any number of representatives of a member Club/Association may attend General Meetings. If a representative is not a member of the club or association that he/she purports to represent, then he/she must hold certification in writing that he/she has the permission of the club or association concerned to represent them. Each Full Member will be entitled to record up to three votes at each ballot and must have a representative present for each vote cast. Associate members shall not be entitled to vote. No person in attendance at a General Meeting who is under the age of sixteen years may record a vote. A person, including National Executive Committee members, may only represent one member at a General Meeting.

5.7 All voting at a General Meeting will be by show of hands unless at least one third of those present request a ballot. The Chairman of the meeting will use a casting vote if a vote results in a draw. Voting for Officers, however, will be by ballot when any post is contested.

At the Annual General Meeting all members will: -

- a Receive the Chairman's Report.
- b Approve the audited Statement of Accounts for the previous financial year and receive the provisional Statement of Accounts for the financial year just ended.
- c Receive sub-committee reports.
- d Vote on any proposed amendments to the Rules and Constitution.
- e Elect the National Executive Committee.
- f Elect the Honorary Auditor.
- g Approve the draft outline budget.
- h Discuss any other business on the agenda.

6 THE NATIONAL EXECUTIVE COMMITTEE

6.1 The National Executive Committee of the BKA will comprise of the following Officers of the Association: - Chairman, General Secretary, Finance Officer and five Executive Officers with responsibilities for - Competitions; Development & Education; Internationals; Youth Korfball and PR & Marketing together with one representative from each affiliated National Association recognised in accordance with rule 14. The officers of the National Executive Committee shall be elected for a period of three years with at least two of these retiring each year. Retiring members shall be eligible for re-election. The retirement rota shall be published with the notice of the AGM.

6.2 The National Executive shall meet at least four times a year. A quorum for the National Executive Committee shall be at least 50% of members currently in post, one of whom must be the General Secretary or his/her nominated deputy. Should the position of General Secretary become a paid position, then he/she shall not be entitled to a vote.

6.3 The National Executive Committee shall annually appoint an Hon. President and shall have the power to create Life Members.

7 THE MANAGEMENT COMMITTEE

7.1 The day-to-day running of the BKA may be entrusted to a Management Committee that shall comprise of the Chairman, General Secretary and Finance Officer. The Management Committee shall meet as and when required. All must be present in order to form a quorum for the Management Committee. Meetings may be in person, or by telephone/video conference or by using the Internet.

8 MEETINGS

- 8.1** Any member of the Management or National Executive Committee who fails to attend two consecutive Committee meetings without offering satisfactory reasons will be deemed to have resigned their appointment. The National Executive Committee shall have the power to fill a vacancy until the next AGM or EGM called for the purpose of making elections.

9 SUB-COMMITTEES

- 9.1** The National Executive Committee shall have the power to set up sub-committees for specific purposes and may delegate powers to such committees subject to the right of appeal under rule 22. Each subcommittee shall provide a report on its activities for the National Executive Committee as and when requested. Each Area Association shall have the right to have at least one person representing it on any BKA Sub-Committee and will be notified within 14 days of the setting up of any such sub-committee. Each Area Association shall exercise its right to be represented, or otherwise, within 28 days of such notification.

10 FINANCE AND ANNUAL AUDIT

- 10.1** The financial year of the Association will end on 30th April.
- 10.2** The accounts of the Association will be kept by the Finance Officer who will be responsible to the National Executive Committee for all money received and paid on the Association's behalf.
- 10.3** The Accounts of the Association will be audited annually and a printed Statement of Accounts, detailing income and expenditure, will be sent to each Member with the agenda of the Annual General Meeting.
- 10.4** The National Executive Committee shall present to the Annual General Meeting, or an Extraordinary General Meeting called for that purpose, an outline budget for the use of the income from the Membership Fees mentioned in rules 4.1 to 4.3. The General Meeting concerned shall approve this outline budget.
- 10.5** The National Executive Committee shall, on behalf of the Association and its members, ensure that a suitable Civil Liability Policy is purchased to cover the Association and its members' activities. A contribution towards this cost shall be borne by each member.

11 TRUSTEES OF THE ASSOCIATION

- 11.1** The Chairman, Finance Officer and General Secretary of the BKA are appointed, for all intents and purposes, Trustees and legal owners of all trophies, property and funds of the BKA, and will deal with the same according to instructions from the National Executive Committee.

12 ALTERATIONS TO THE RULES AND CONSTITUTION

- 12.1** Alterations to these Rules can only be made at an AGM or an Extraordinary General Meeting convened for that purpose.
- 12.2** A proposed alteration will only be carried when supported by two-thirds of the persons present and eligible to vote.
- 12.3** No proposed alteration will be considered at the AGM or at an Extraordinary General Meeting unless it has been lodged with the General Secretary, in writing, within the prescribed time limits (see rules 5 and 13).
- 12.4** Any such alteration, addition or amendment approved at an Annual or Extraordinary General Meeting will come into effect immediately.

13 EXTRAORDINARY GENERAL MEETING

- 13.1** The General Secretary will convene an Extraordinary General Meeting within 28 days of a request by any of the following: the National Executive or Management Committees; the Hon Auditors; or upon receipt of a written request from at least 25% of Full Members stating the business they wish discussed.

14 NATIONAL & AREA ASSOCIATIONS

- 14.1** National Associations for England, Scotland, Wales and Northern Ireland may be inaugurated with written permission of the National Executive Committee. Such National Associations will be responsible for fulfilling the objectives and purpose of the BKA within their geographical borders in consultation with the National Executive Committee.
- 14.2** Area Associations will only be inaugurated with written permission from the National Executive Committee, who will define the area of such Associations.
- 14.3** The Rules and Regulations of each National and Area Association, together with those of their Leagues and other Competitions, will be submitted to the Management Committee for final approval and acceptance. This also applies to amendments and addenda referring to each respective Association. All amendments to the above must be notified to the BKA within 21 days of the Area General Meeting where they were voted upon.

Each National and Area Association shall notify the Committee of the date of its Annual General Meeting at least 28 days prior to the meeting and submit a copy of the minutes of the AGM and the agreed approved accounts within one month of the meeting. Each National and Area Association shall, if requested to do so, submit to the Management Committee a copy of the minutes of its annual meeting and its audited accounts. Failure to comply with any of these requirements will incur a fine of £20.

- 14.4** A player shall be eligible to play for a National Association's representative team under the Rules of the Competition.
- 14.5** A player shall be eligible to play for a County team under the Rules of the Competition.

15 TOURNAMENTS AND FOREIGN VISITS

- 15.1** Members of the BKA wishing to organise a tournament or to play against Associations/Clubs of another nationality must apply for written consent from the Management Committee. Application should be made at least 6 weeks prior to the date of the intended match/tournament.

16 BRITISH KORFBALL ASSOCIATION COMPETITIONS

- 16.1** With the exception of Rule 8 of the National League Rules, only the National Executive or Management Committee has the powers to alter or amend the Rules of the National League or its competitions. Rule 8 of the National League Rules (i.e. the rule referring to Youth players and development), and any appendices or conditions concerning that rule, may only be altered or amended at an AGM (or EGM called for that purpose).
- 16.2** Rule changes will be reported to clubs at least two months before the start of that season's competition. After that date changes will become effective after the completion of that season's competition.

17 COLOURS

- 17.1** The colours of the BKA will be red, white and navy blue.

18 INTERNATIONAL AWARDS

- 18.1** The National Executive Committee may award a memento to each individual playing his or her first international representative match. A commemorative award may also be made for each match, or tournament, whichever is appropriate.

19 LONG SERVICE AWARD

- 19.1** The National Executive Committee may grant a Long Service Award to any Officer or Member of the BKA who has served for ten years.

19.2 The National Executive Committee may also grant awards for continuous service as an Officer or member of a Full or Associate Member of the Association.

19.3 The National Executive Committee may also grant awards in recognition of service to korfbal in the tiered format created in 2005; the Jan Hanekroot Korfbal Lifetime Achievement Award; the Marion Atkinson Award; the Graham Crafter BKA Award of Distinction; the BKA Certificate of Merit.

20 TRAVELLING EXPENSES

20.1 With the exception of representatives from National Affiliated Associations and Area Associations, all National Executive or Management Committee Members and appointed Sub-Committee Members are permitted to claim from the BKA for any expenses incurred in travelling on business of the BKA. All claims are subject to approval by the National Executive or Management Committee.

20.2 The representatives from National Affiliated Associations shall claim their expenses from their own Association.

20.3 Each year the National Executive Committee shall lay down what may be claimed as expenses during the Financial Year in question and the mileage rate that shall apply.

21 CONDUCT AND MISCONDUCT

21.1 General Behaviour

21.1.1 A Participant shall, at all times, act in the best interests of the game, and shall not act in any manner that is improper or brings the game into disrepute.

21.1.2 A Participant shall not use violent, threatening, abusive, indecent, or insulting words or behaviour.

21.1.3 If working with young children, defined as anyone under the age of 18 years old, a participant must comply with the provisions of the BKA's Child Protection Policy.

21.2 Discrimination

21.2.1 A Participant shall not carry out any act that is discriminatory by reason of ethnic origin, colour, race, nationality, religion, sex, sexual orientation or disability.

21.3 Compliance with Decisions, including Suspensions

21.3.1 Each Participant shall comply with a decision made pursuant to the Rules and Regulations of The Association, including but not limited to a decision of a Disciplinary Commission or Appeal Board.

21.3.2 A Participant shall not participate in any activity with another Participant suspended from carrying out such activity.

21.3.3 A Club shall do all things necessary to ensure that a Player associated with it complies with a penalty or order imposed by a Disciplinary Commission or Appeal Board.

21.3.4 An Affiliated Association or Club shall not appoint to any position, or allow to continue in such position, any individual who has been suspended from holding such position.

21.4 Reporting Misconduct

21.4.1 A Participant shall immediately report to The Association any incident, facts or matters which may constitute misconduct. For the purposes of this Rule, a report to an Affiliated Association shall constitute a report to The Association.

21.4.2 A report to The Association of any incidents, facts or matters shall not be made for vexatious or frivolous reasons.

21.5 Suspension Pending Misconduct Hearing

21.5.1 The Association shall have the power to order that a Club Official or Player associated with a Club shall be suspended from all or any specific korfbal activity for such period and on such terms and conditions as The Association considers fit (an "Interim Suspension Order") where The Club Official or Player has been charged by The Association in relation to an alleged act of misconduct, or with a criminal offence, in connection with disciplinary action pursuant to relevant regulations.

21.5.2 The period of an Interim Suspension Order shall not be capable of lasting beyond the date upon which any charge of misconduct or criminal offence or other disciplinary proceedings referred to in paragraph 21.5.1 above is decided or brought to an end.

21.5.3 Notification of an Interim Suspension Order shall be given as soon as reasonably practicable to the individual concerned and/or the Club and/or Association with which the individual is associated.

21.6 Attendance at and Participation in Matches

21.6.1 An individual (including a spectator) may take part in or attend at a Match only on condition that such individual observes the BKA's Rules, and each Affiliated Association and Club is required to observe and enforce such Rules.

21.6.2 Each Affiliated Association and Club shall be responsible for ensuring that its players, officials, representatives, spectators, and all persons purporting to be its supporters or followers, conduct themselves in an orderly fashion and refrain from violent, threatening, abusive, obscene or provocative behaviour, conduct or language whilst attending at or taking part in a Match in which it is involved, whether on its own ground or elsewhere; and that no spectators or unauthorised persons are permitted to encroach onto the pitch area, save for reasons of crowd safety.

21.6.3 Any Affiliated Association or Club which fails effectively to discharge its said responsibility in any respect whatsoever shall be guilty of misconduct, save that it shall be a defence if it can show that all events, incidents or occurrences complained of were the result of circumstances over which it had no control, or for reasons of crowd safety, and that its responsible officers or agents had used all due diligence to ensure that its said responsibility was discharged.

21.7 Doping Control

21.7.1 A Participant shall comply with the provisions of any Doping Control Regulations as shall be in force from time to time as determined by the National Executive Committee.

21.7.2 A player is absolutely responsible for any prohibited substance found to be present in his/her body. It is a player's responsibility to ensure that no prohibited substance enters his/her body and that prohibited methods are not used. In order for a doping offence to be established under the BKA Doping Control Regulations it is not necessary that intent or fault on the part of a player be shown.

21.7.3 The BKA Doping Control Regulations must comply with the Anti-Doping Regulations of the IKF together with the requirements of UK Sport and WADA. Notice of any changes in the regulations, including the prohibited list of substances and methods, shall be published on the BKA web site and sent to each member club and association.

21.7.4 Players named in the IKF testing pool shall be required to sign that they have been informed of the requirements of the IKF Anti-Doping Rules and that they agree to comply with all provisions. Failure to do so will mean exclusion from participation.

21.7.5 Each player is responsible for ensuring that they are aware of the requirements of the BKA Anti-Doping regulations and the prohibited substances and methods as listed by WADA. If anti-doping testing takes place then the players being tested will need to sign a declaration that they have been informed of, or are aware of, the requirements of the BKA's Anti-Doping regulations and the WADA list of prohibited substances and methods.

21.8 Reinstatement

21.8.1 A member who has been suspended or removed from any Area Association or Club will not be eligible for membership of any other Area Association or Club affiliated to The Association, without special permission from the National Executive Committee.

22 DISCIPLINARY POWERS

22.1 The Association may act against a Participant in respect of any misconduct.

22.2 Misconduct is a breach of any of the following:

22.2.1 the Playing Rules of Korfbal;

22.2.2 the Rules and Regulations of The Association;

22.2.3 the Statutes, Byelaws and Regulations of the IKF;

22.2.4 the rules or regulations of a BKA Competition or an Affiliated Association or one of its Competitions;

22.2.5 an order, requirement or instruction of The Association.

- 22.3** The same facts or matters may constitute a breach of more than one rule, regulation, statute, or law referred to above and The Association may bring a charge or such charges, as it sees fit.
- 22.4** Only the Association, or an Affiliated Association on its behalf, may deal with Misconduct under Rule 22.2.1 above, notwithstanding that the alleged breach may constitute misconduct under the rules and regulations of an Affiliated Association or Competition.
- 22.5** The Association shall have the power to take disciplinary action in all cases where facts or matters give rise to alleged misconduct under Rule 22.2.2 to 22.2.6 above.
- 22.6** The power to impose a penalty or other order for misconduct shall be exercised by a Sub-Committee having responsibility for such matters (referred to in these Rules as a "Disciplinary Commission"). Where alleged misconduct is to be dealt with, the Chairman of the Disciplinary Sub-Committee or (in the Chairman's absence) the Chairman's nominee, shall appoint the Disciplinary Commission to deal with the matter.
- 22.7** The setting up of the Disciplinary Sub-Committee and procedures for dealing with misconduct shall be in compliance with The Association's Disciplinary Regulations as laid down by the National Executive Committee.
- 22.8** If a member of a Disciplinary Commission doubts his or her ability to be impartial, or believes there to be a materially conflicting interest in the proceedings, this must be declared as soon as possible, and unless all parties waive it and request the member to act, then the member shall withdraw completely from the proceedings.
- 22.9** Misconduct under Rule 22.2.1 above shall be dealt with under Rule 22.10.
- 22.10** The Affiliated Association having jurisdiction over the Club in relation to the Match concerned shall, on behalf of The Association, deal with any breach of the Playing Rules of Korfball involving a Player associated with its affiliated Club. The Affiliated Association shall deal with the matter in accordance with the relevant Disciplinary Procedures and Regulations laid down by the BKA National Executive Committee.
- 22.11** Misconduct under Rule 22.2.2 – 22.2.6 shall be dealt with under The Association's Disciplinary Regulations.
- 22.12** The Association shall have the power to monitor the compliance by each Participant with the Rules, the Playing Rules of Korfball, the Statutes, Byelaws and Regulations of the IKF and the rules and regulations of each Affiliated Association and Competition to which a Participant is subject and inquire into any incident, facts or matters which may constitute misconduct under these Rules.
- 22.13** In carrying out its functions under Rule 22.11, The Association shall have the power to require:
- 22.13.1** the attendance, upon reasonable notice, of any Participant to answer questions and provide information; and
 - 22.13.2** the production, upon reasonable notice, of documents by a Participant.
- 22.14** Each Affiliated Association, Competition, or Club shall ensure the compliance by its officials, players or representatives with a requirement to answer questions and provide information or to produce documents.
- 22.15** In carrying out its functions under Rule 22.11, The Association may request any person who is not a Participant to assist it by producing documents or answering questions and providing information.

23 APPEALS, COMPLAINTS AND CLAIMS

- 23.1** Except when subject to Rule 23.2 below, an appeal may be to an Appeal Board under these Rules and Regulations from a decision of:
- 23.1.1** a Disciplinary Commission; or
 - 23.1.2** an Affiliated Association or Competition where rules and regulations provide for an appeal to the National Executive Committee or Management Committee of The Association.

- 23.2** No appeal may be made to an Appeal Board under these Rules and Regulations
- 23.2.1** from a decision of a Disciplinary Commission of The Association, or a penalty imposed by such a Commission, for a breach of the Playing Rules of Korfbal (i.e. yellow/red cards or equivalent); or
- 23.2.2** where an appeal has been heard by an Affiliated Association in respect of decisions arising out of competitions of Affiliated Associations where the rules and regulations provide that such decisions are final.
- 23.3** Only the person or body who is the subject of the original decision being appealed against may make an appeal.
- 23.4** An appeal must be made in writing in accordance with The Association's Appeal Board Regulations. Any appeal must be made within 7 days of the disputed decision and a deposit of £25 must be paid in accordance with those Regulations.
- 23.5** The Association's Chairman, or such individual that the Chairman shall appoint from time to time as nominee for the purpose of this Rule, shall appoint an Appeal Board, which shall comprise three Members, at least two of whom shall be members of the National Executive Committee.
- 23.6** If a member of an Appeal Board doubts his or her ability to be impartial, or believes there to be a materially conflicting interest in the proceedings, then this must be declared as soon as possible and unless all parties waive it and request the member to act, then the member shall withdraw completely from the proceedings. An individual who sat on the body that made the decision appealed against may not be a member of the Appeal Board.
- 23.7** An Appeal shall be dealt with under The Association's Appeal Board Regulations.
- 23.8** A complaint or claim made by any Association or Club against any other Association or Club will be submitted in writing, in duplicate, to the General Secretary together with a fee of £25. In the event of the complaint or claim being disallowed, the fee may be forfeited and all expenses incurred in hearing the case may be payable by the complainant.

24 REGISTRATIONS

- 24.1** The Association shall keep a register of all players. By making a request, through a club, to become a registered player, a player shall be deemed to have given consent to being included on this register and that if he/she is over the age of 16 then he/she may be subject to Doping Control testing in accordance with the provisions of the BKA Doping Control Regulations. All clubs must notify their players of this requirement before applying to register them. It is a requirement under the Doping Control Regulations that once a person, through his/her club, has been notified that their registration has been accepted, they must keep the Association (or anyone whom it directs) informed of their up-to-date address and contact telephone number(s).
- 24.2** Copies of an area's registered players will be provided for each area and the Registrations Coordinator will liaise as required with each area to update the list of registered players.
- 24.3** Unless individual competition rules prescribe otherwise, all players must be registered with the BKA's Registrations Coordinator prior to playing in any league or competition match.
- 24.4** **REGISTRATION PERIOD & TRANSFERS**
- 24.4.1** The season's registration shall last from 1st September until the following 31st May.
- 24.4.2** Players wishing to change clubs during this period shall comply with the conditions laid down in the BKA Regulations concerning Transfers.
- 24.4.3** Players transferring must pay to the BKA a transfer fee of £10.
- 24.4.4** No player may transfer to another club, or apply to register for another club for the following season, unless he/she has discharged their financial responsibilities to the club that he/she is leaving.

- 24.4.5** Transfers made after 31st January may have conditions imposed by the competition rules of the BKA or Area as to whether the player concerned is eligible to play in a particular competition for the remainder of that season.
- 24.5** Any club entering an Area or BKA Competition shall register its players with the BKA by 1st September. A club must have registered its players with the BKA, thereby complying with the requirements of the BKA Anti-doping regulations, before it can participate in any Area or BKA Competition match. Clubs not complying with this rule shall be fined at the rate set out in the appendix.
- 24.6** A player registered in the previous season will only have his/her registration renewed if a club sends to the BKA's Registrations Coordinator by 1st September an update of the data held on that player. A copy of the previous data will be sent to the club no later than 31st July. New players or any players not registered by the date mentioned above shall have their forms sent to the registrations coordinator immediately a club wishes to play them in any area or competition match.
- 24.7** Every player shall complete a paper or electronic registration form provided by the BKA. Clubs shall be responsible for issuing each of its players with a registration number and the official registration card. Each registration card shall be completed in full, signed by the player and, if playing in an adult competition, bear the holder's recent photograph.
- 24.8** A player may be registered for more than one club providing that the teams concerned do not play in the same competition.

25 CONTINGENCIES

- 25.1** The National Executive or Management Committee will have the right to provide for any contingency that may arise.

8th August 2005

APPENDIX

The National Executive Committee reserves the right to add a surcharge to monies owed, or to fine a member for failing to comply with a specified rule or given deadline. This includes, but is not limited to, rules 3.8, 4.3 and 24.5.

FEES FOR 2005-06 SEASON

Full Members	Associations £ 15	Clubs £ 10
Associate members	Associations £ 10	Clubs £ 5
Individual Associate members (non-playing)	£ 10 (includes the right to have newsletters delivered to them)	

Team fees per team

Team playing in an Adult Competition	£ 132
Surcharge for Administrative help (per team) This surcharge is due to be paid by 1st November	£ 36
New Clubs or teams playing in an Adult Competition (All rates are per team)	
1st year	£ 44 (1/3 adult rate) & surcharge = £ 12
2nd year	£ 88 (2/3 adult rate) & surcharge = £ 24
3rd year +	£132 (full adult rate) & surcharge = £ 36

(If a new club is formed with more than 66% of their players from existing clubs they will only be treated as a new club if the existing club(s) remain(s) in membership)

Junior (i.e. under 16) teams playing in a Junior Competition	£ 15 per competition age group
Under 18 team playing in an Area Adult Competition **	50% of adult rate (£66)
** these teams are defined as those teams made up with 100% of players within the respective category	

All of the above fees shall be paid on or before 1st November.

University/college Club, or Club in an Area where there is no local league or formal regular competition, playing in an Adult Competition	£ 48 per club
University/college Club, or Club in an Area where there is no local league or formal regular competition, NOT playing in an Adult Competition	£ 36 per club

Fees for University/college Clubs shall be paid no later than 1st February.

REBATE SCHEME for Season 2004-05

An affiliated club who paid the full fees in season 2004-05 (£126) and who has full-time student and/or under 18 players may apply for a rebate under the following conditions:

- 1 Each student/U18 player applied for must have played in at least 8 or two thirds of their Area Competition matches, whichever is the lower, between 1 September and 31 March in season 2004-05.
- 2 (a) For each qualifying student the rebate shall be £6.
(b) For each qualifying U18 the rebate shall be £6.
- 3 The rebate shall be credited towards that club's fees for the season 2005-06.
- 4 The maximum rebate shall be £60 per team.
- 5 The club is responsible for providing copies of the relevant match forms and registration details.

The closing date for claiming rebates shall be 1st October 2005 (i.e. one month before the fees for season 2005-06 are due).