



**Standing Orders
of IYENGAR YOGA (UK) Ltd**

Contents

Title and nature of the Association	3
Aims and objects of the Association	3
Structure of the Association	4
1 The Board of Iyengar Yoga (UK) Ltd.....	5
2 The Executive Council of Iyengar Yoga (UK)	7
3 Member Groups of the IY(UK)	11
APPENDIX A: Aims and objectives of the Ramamani Iyengar Memorial Yoga Institute	13
APPENDIX B: Standing Committees of IY(UK).....	14
1. Archives and Research Committee (AR).....	14
2. The Assessments and Teacher Training Committee (ATC).....	14
3. Communications and Public Relations Committee (CP).....	17
4. The Ethics and Appeals Committee (EA)	18
5. Events Committee (EC).....	18
6. The Finance Committee (FC)	19
7. Iyengar Yoga Development Fund Committee (IYDF).....	19
8. Membership Committee	20
9. Therapy Committee (TC)	20
APPENDIX C: Complaints and appeals procedures.....	22
A) Complaints by members of the public against IY(UK) teachers	24
B) Complaints by members of IY(UK) against IY(UK)	26
C) Complaints by members of the IY(UK) against other members.....	27
D) Appeals after Assessments.....	30
APPENDIX D: Procedures for teacher training, assessments and certificates.....	32
1 Certificates of the Ramamani Iyengar Memorial Yoga Institute	32
2 Grades and Levels of Certificates	32
3 Mentors and the training of teachers	33
4 Organisation and Running of Assessments	34
5 Officers Responsible for Overseeing Assessments.....	36

6	Format of Assessment Day	37
7	Eligibility Requirements for Candidates applying for Introductory Teacher Training and Assessment	38
8	Finances of Assessments and Qualifications	38
9	Validity of Certificates.....	39
10	Requirements for Assessments	41
11	Quality Assurance Process for Assessments.....	41
	APPENDIX E: Guidelines on Yoga Therapy.....	43
	APPENDIX F: Ethical guidelines for Iyengar yoga teachers.....	46
1	Professional Ethics of Iyengar Yoga Teachers.....	46
2	Responsibility to Students and Community - Social Ethics.....	46
3	Personal Responsibility of Iyengar Yoga Teachers - Individual Ethics	47
4	Responsibility of IY(UK) - Ethical Guidelines.....	47
	APPENDIX G: Principles for interpreting the term “not mixing methods”	48
	APPENDIX H: Appeals procedure for refusal to grant or renew the Certification Mark or to terminate the right to use the Certification Mark for any reason other than failure to pay the annual sub-licence fee or membership subscription.....	49
	APPENDIX I: Teaching yoga to children or vulnerable adults: special requirements	50
	APPENDIX J: Partner Work in a classroom environment.....	51

Title and nature of the Association

- The Association shall be called Iyengar Yoga (UK) Ltd, hereinafter referred to as the Association or IY(UK).
- The President of the Association shall be Yogacharya Sri B.K.S. Iyengar or his designated successor.
- The Association shall be affiliated to the Ramamani Iyengar Memorial Yoga Institute, situated in Pune, India, hereinafter referred to as the RIMYI.
- The Association shall be a not-for-profit organisation.

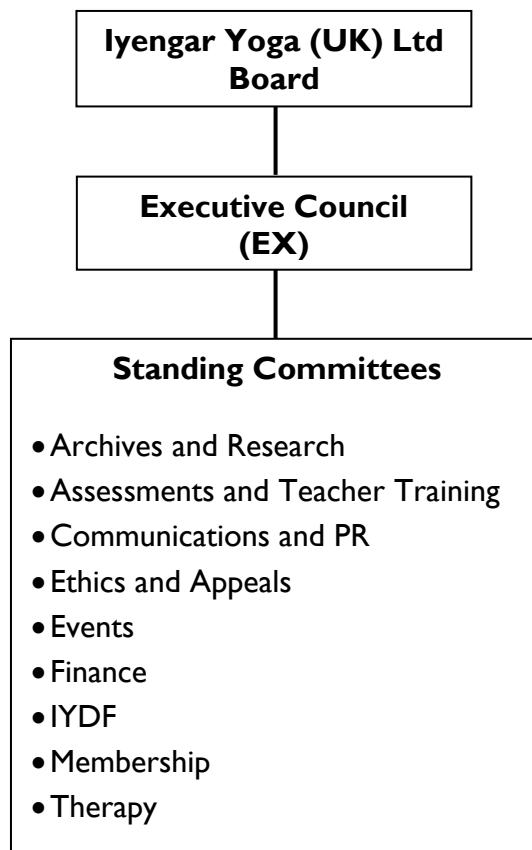
Aims and objects of the Association

- promote and encourage the teaching of the Iyengar method and to maintain the teaching standard set by Ramamani Iyengar Memorial Yoga Institute situated in Pune, India;
- provide facilities for the instruction and training of individual persons in the principles of Yoga according to the Iyengar method;
- affiliate to the Ramamani Iyengar Memorial Yoga Institute situated in Pune, India and to support its aims and objects;
- act as the sole Awarding Organisation in the UK for recognised Iyengar Yoga teaching Qualifications
- be solely responsible in the UK for training and assessing applicants for Iyengar Yoga teaching certificates and issue those certificates;
- maintain and disseminate a national register of approved teachers and teacher trainers of Iyengar Yoga;
- provide qualified teachers of Iyengar yoga with opportunities for continuing professional development
- promote and advance the study and the practice of, and research into, the therapeutic effects of Iyengar Yoga as a means of improving the mental, physical and spiritual health of the community, and to publish the useful results of any such research;
- advance public education and engagement in the classical teachings of the science of Yoga based upon the principles of the highest standards of personal conduct and service to others;
- arrange and provide for the holding of Yoga demonstrations, meetings, conventions, lectures and classes;
- encourage communication, harmony and unity among Iyengar Yoga practitioners in the United Kingdom and in other parts of the world;
- establish and maintain links with Iyengar Yoga Institutes and groups in the UK and overseas.
- provide information and advice services to Members and to the general public including the publication of a regular magazine and/or other publications as appropriate, and the maintenance of a website

Structure of the Association

Iyengar Yoga (UK) Ltd (IY(UK)) is made up of members who can join individually or via a Member Group, and is managed by a Board.

- The **Board** will oversee administration and finance, and will consider all decisions on policy.
- Below the Board is the **Executive Council (EX)**, made up of Member Group Representatives, Individual Representatives and appointed officers of IY(UK), and having a number of Standing Committees reporting to it.



I The Board of Iyengar Yoga (UK) Ltd

- I.1 IY(UK) is run by a Board consisting of up to twelve people, and they are responsible for managing the business of the Company. The Board is guided by the Executive Council (EX) and it is anticipated that on most matters of policy it shall choose to ratify the recommendations of the EX.
- I.2 Board members shall be appointed by a decision of the Board (in accordance with Article 25) and it is anticipated that they will always choose to appoint the people filling the roles listed below:
- Chair of IY(UK)
 - Vice-Chair of IY(UK)
 - Secretary of IY(UK)
 - Treasurer of IY(UK)
 - Deputy Treasurer of IY(UK)
 - Membership Secretary of IY(UK)
 - Constitutional Officer
 - Chair or representative of the Ethics and Appeals Committee
 - Chair of the Assessments and Teacher Training Committee
 - A second representative of the Assessments and Teacher Training Committee
 - Chair or representative of the Therapy committee
- I.3 The Board shall have the power to co-opt up to an additional three members.
- I.4 The Chair, Vice-Chair and Secretary of IY(UK) shall act as Chair, Vice-Chair and Secretary of the Board.
- I.5 The Board shall operate according to the rules and procedures laid out in the Articles of IY(UK).
- I.6 The Board shall be responsible for managing the Association and in particular for financial management. The Treasurer shall be responsible for the administration of the finances of IY(UK) in accordance with the instructions of the Board.
- I.7 The Board shall fulfil the personnel role with regard to paid employees. The Chair of the Board will act as line-manager to all paid employees, and be responsible for day-to-day line management decisions such as job priorities, holidays timings etc. Decisions on pay will be made as follows:
- I.7.1 The Treasurer of IY(UK) will carry out an annual review of the pay of employees in consultation with other members of the Board and with the employees themselves, and will present a written proposal to the Board.
- I.7.2 The Board shall attempt to reach a consensus and, failing this, shall make its decisions on the basis of a majority vote.
- I.7.3 The decision of the Board regarding the pay of employees shall be reported to the EX.
- I.7.4 Any individual member of the EX who wishes to question the decision of the Board shall do so in writing to the Chair of the Board. The Board shall convene to reconsider its decision in the light of any such submissions.
- I.7.5 The second decision of the Board shall be final.

- I.8 The Board shall be responsible for administering the granting of master licences to Iyengar Yoga associations within the EU, and ensuring that 60% of the income from the individual Certification Mark Sub-licenses (CM) issued by IY(UK) is sent to B.K.S. Iyengar (or his nominee) and the remaining 40% is used in whatever way IY(UK) decides will spread the art, science and philosophy of yoga according to the teachings of B.K.S. Iyengar, subject to the approval of B.K.S. Iyengar (or his nominee).
- I.9 The decision making process for all matters except those relating to the employment of paid administrative staff is as follows:
- I.9.1 Standing Committees submit proposals to the EX, including (but not limited to) proposed new appointments of Chairs, proposed appointments of a committee representative who shall attend the EX in place of the committee Chair, and any co-opted committee members.
- I.9.2 The Executive Council either ratifies these proposals or, in exceptional circumstances, refers them back to the relevant Committee;
- I.9.3 Once ratified by the Executive Council, the recommendations are passed to the Board who shall ratify them or, in exceptional circumstances, refer them back, amend them or reject them.
- I.9.4 The Board has the authority to make decisions without reference to the Executive Council, but this will only occur if these decisions are:
- Urgent; i.e. it is not possible to wait until the following Executive Council meeting.
 - Minor; i.e. they do not involve fundamental changes to IY(UK) policy.
- I.9.5 All such decisions made by the Board shall be reported in full to the following Executive Council meeting.
- I.9.6 If a major decision needs to be made urgently, the Board should consult members of the Executive Council by e-mail and report its decision to the Executive Council immediately. All positions on the Board of the IY UK and Officer Roles within any Standing Committee should be held by members who are wholly resident within the UK or ROI for the majority of their time, i.e. for not less than 9 months of each year. The Expenses policy of the IY UK makes clear that only expenses incurred within the UK or ROI will be paid, except in exceptional circumstance that have been agreed by the Board before travel commences.
- I.9.7 The Board shall have the authority to call a special meeting of the Executive Council .
- I.10 Summary of functions and method of selection of Board members
- I.10.1 The **Chair** has the responsibility for chairing the General Meetings, meetings of the EX and meetings of the Board. The Chair has the responsibility for representing the work of IY(UK) to outside bodies. The Chair has the overall responsibility for co-ordinating the work of the Officers and facilitating communication between the EX and their Committees. The Chair shall sign the minutes when they have been agreed as a correct record. The Chair acts a line-manager to administrative staff employed by IY(UK). The Chair of IY(UK) shall be nominated from and elected by the EX.
- I.10.2 The **Vice-Chair** shall work closely with the Chair and shall help the Chair with the performance of his or her office. In the absence or disability of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair until such time as the Chair shall resume his or her duties or elections for a new Chair can be held. The Vice-Chair shall assume other duties and powers for IY(UK) as may from time to time be assigned to him/her by the Board. The Vice-Chair of IY(UK) shall be nominated from and elected by the EX.

- 1.10.3 The **Secretary** has the responsibility for the administration of the Board and the EX and for calling General Meetings, Board meetings and EX meetings on agreed dates. The Secretary shall be responsible for keeping an accurate record of business conducted at these meetings. The Secretary shall administer the appointment of new Board members and the election of new EX members. The Secretary of IY(UK) shall be nominated from and elected by the EX.
- 1.10.4 The **Treasurer/Deputy Treasurer** have the responsibility for the administration of the finances of IY(UK) in accordance with the instructions of the Board. The duties include preparation of the annual budget in liaison with the EX, controlling expenditure to budget, proper keeping of the accounts of IY(UK) and for having annual accounts reviewed and approved by accountants in accordance with UK law and accounting procedures. The Treasurer shall have the responsibility for giving receipts for monies received by IY(UK). The Deputy Treasurer shall have the responsibility for overseeing and keeping track of the merchandising page of the IY(UK) website. The Treasurer and Deputy Treasurer of IY(UK) shall be appointed by the Board.
- 1.10.5 The **Membership Secretary** coordinates the activities of the Membership Committee (MC) and liaises between the Board, the EX and the MC. The Chair of the MC shall be nominated by the MC and ratified by the EX and the Board
- 1.10.6 The **Chair of the Ethics and Appeals Committee** coordinates the activities of the Ethics and Appeals Committee (EA) and liaises between the Board, the EX and the EA. The Chair of the EA shall be nominated by the EA and ratified by the EX and the Board
- 1.10.7 The **Chair of the Assessments and Teacher Training Committee (ATC)** coordinates the activities of the ATC and liaises between the Board, the EX and the ATC. The Chair of the ATC shall be nominated by the ATC and ratified by the EX and the Board. The second Board representative of the ATC shall support the Chair in this role and shall also be nominated by the ATC and ratified by the EX and the Board.
- 1.10.8 The **Chair of the Therapy Committee** coordinates the activities of the Therapy Committee (TC) and liaises between the Board, the EX and the TC. The Chair of the TC shall be nominated by the TC and ratified by the EX and the Board.
- 1.10.9 The **Constitutional Officer** has the responsibility of advising other Board members on the rules of IY(UK) and for drafting and implementing changes to the Articles and Standing Orders as agreed by the EX and the Board. The Constitutional Officer will also inform the Board of changes to the law that may affect the Articles or Standing Orders of the Association. The Constitution Officer shall be appointed by the Board.

2 The Executive Council of Iyengar Yoga (UK)

- 2.1 The Executive Council of IY(UK) shall consist of Member Group Representatives, Individual Representatives and appointed Officers.
- 2.2 The Executive Council shall have the following officer positions:
 - 2.2.1 Chair
 - 2.2.2 Vice-Chair
 - 2.2.3 Secretary
 - 2.2.4 Deputy Secretary
 - 2.2.5 Treasurer
 - 2.2.6 Vice Treasurer

2.2.7 Membership Secretary

2.2.8 Constitution Officer (appointed by Board)

These Officers shall be nominated from, and elected by, members of Executive Council. If no Executive Council Member has registered an interest then the Membership and Office Manager will send the Job Description to all members of IY(UK), subject to approval by the EX and by the Board of IY(UK).

- 2.3 If a member of the EX is elected to an Officer position they will continue to fill their previous representative role on the EX as well. If their term of office as Member Group or Individual Rep comes to an end, they shall remain on the EX and fill their Officer role until their term as Officer ends.
- 2.4 Each Member Group shall elect Representatives to the Executive Council of the IYA: one Representative from each Member Group with between 30 and 300 members, or two Representatives from Member Groups with more than 300 members. These Representatives, hereinafter referred to as Member Group Representatives, to be elected from the members of that Member Group by postal ballot (if more than one nomination be received) organised and funded by that Member Group.
- 2.5 A maximum of six Representatives shall be elected from the Individual Members. When a vacancy occurs all Individual Members will be asked for volunteers to be elected. If no volunteers from amongst the Individual Membership is forthcoming then all IY(UK) members will be asked for nominations. The Representatives, hereinafter referred to as Individual Representatives, will be elected by postal ballot (if more than one nomination be received) of all individual members of IY(UK), organised and funded by the IY(UK).
- 2.6 Members in Member Groups that are too small to qualify for an Member Group Representative will be eligible to vote in elections for Individual Representatives.
- 2.7 Elections by postal ballot shall be carried out in accordance with procedures decided by the Executive Council of the IY(UK).
- 2.8 In the case of members being dissatisfied with election procedures complaint may be made to the Executive Council of the IY(UK).
- 2.9 In order to stand for election as an Member Group or Individual Representative, candidates must be nominated and seconded by two current members of IY(UK). Candidates must be either:
 - teacher members;
 - non-teaching members who have:
 - signed a document in a form prescribed by the Executive Council affirming commitment in their Yoga practice to the Iyengar method only;
 - practised Iyengar Yoga for a period of at least three years;
 - at the point of nomination, have provided the signature of their regular Iyengar Yoga teacher and listed their Iyengar Yoga teachers over the designated period.

- 2.10 Member Group and Individual Representatives shall be elected for a period of three years and shall be eligible for re-election for one further term; thereafter there must be a gap of three years before they can stand for further election.
- 2.11 If an Member Group or Individual Representative's membership is terminated by resignation or for any other reason before the end of his/her three year term, the individual or Member Group members, as applicable, shall elect a replacement by postal ballot (if more than one nomination be received).
- 2.12 Any member who is on the Committee of a Member Group may not stand as an Individual Representative; and if an Individual Representative joins the committee of any Member Group they must consequently stand down as an Individual Representative.
- 2.13 A member of the Executive Council shall cease to hold office if he or she:
 - 2.13.1 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - 2.13.2 is absent without permission of the Executive Council for three or more consecutive meetings and the Executive Council resolves that his or her office should be vacated;
 - 2.13.3 notifies the Executive Council of his or her wish to resign;
 - 2.13.4 ceases to be a member of IY(UK) for any reason.
- 2.14 A retiring member of the Executive Council is entitled to an indemnity from IY(UK) in respect of any liabilities properly incurred while he or she held office.
- 2.15 The Executive Council shall maintain an up-to-date list of Member Group and Individual Representatives and publish it annually.
- 2.16 If a Member Group Representative is unable to attend a meeting of the Executive Council of the IYA, that Member Group may appoint another member as a substitute. This substitute will not have the right to vote in meetings of the Executive Council.
- 2.17 It shall be the responsibility of the Member Group Representatives to report back to the members of their Member Groups on the discussions and decisions of the Executive Council and in return to convey local opinions to the Executive Council.
- 2.18 The Executive Council shall hold a minimum of three meetings per year and not more than five months shall elapse between such meetings:
 - 2.18.1 A special meeting may be called at any time by the Chair or by any two other members of the Executive Council together with an Officer upon not less than 14 days' notice being given to the other members of the Executive Council of the matters to be discussed but if the matters include the appointment of a co-opted member then not less than 21 days' notice must be given.
 - 2.18.2 There shall be a quorum when at least one third of the number of members of the Executive Council are present at a meeting.
 - 2.18.3 Every matter shall be determined by a majority of votes of the members of the Executive Council present and voting on the question but in the case of equality of votes the Chair of the meeting shall have a second or casting vote.
 - 2.18.4 Every matter shall be decided in the first place on a show of hands but the Chair may order a poll and must do so if requested by more than five members.

- 2.18.5 The Executive Council shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Council and any Standing Committee.
- 2.18.6 The Executive Council may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with these Standing Orders.
- 2.19 The Chair of the Executive Council will be responsible for overseeing communication between Standing Committees, in particular ensuring the consistency and harmonisation of their recommendations.
- 2.20 The Membership Secretary shall work in conjunction with the Assessments and Teacher Training committee to ensure that the terms and conditions for membership and Certification Mark renewal are carried out in a coherent manner and to ensure that the work of maintaining IY(UK)'s regulations and rules to pursue the tasks of the membership office is carried out. The Membership Secretary has responsibility for liaising with insurers to ensure that adequate and appropriate insurance is in place to protect Board members and teacher members of IY(UK). The Membership Secretary is responsible for ensuring that the database is secure and access to the information it holds is restricted to users who are authorised by the EX for the purpose. The Membership Secretary is responsible for ensuring that the database is maintained and processed in accordance with the Data Protection Act 1998. Finally, the Membership Secretary is responsible for providing the Executive Council and the Board with relevant membership statistics.
- 2.21 Members of the Executive Council and Standing Committees shall be indemnified whilst carrying out their duties for IY(UK).
- 2.22 There will be Standing Committees as determined from time to time by the Executive Council each with a designated task.
- 2.23 These Standing Committees will be made up of members of the Executive Council and of co-opted members, subject to approval by the Executive Council of IY(UK).
- 2.24 The members of the Assessments and Teacher Training Standing Committee shall all be teacher members of IY(UK).
- 2.25 All members of the Standing Committees shall have equal voting rights within their committees.
- 2.26 Each Standing Committee shall elect a Chair from amongst its own members. It is preferable for this person to be an existing member of the Executive Council; if this is not possible, the Standing Committee shall, in addition to its Chair, elect an existing member of the Executive Council to become a member of that Standing Committee and represent it on the Executive Council.
- 2.27 Policy proposals by the Standing Committees shall be subject to ratification by the Executive Council.
- 2.28 All members of Standing Committees shall have tenure of three years. Members may stand for a second consecutive term, but following the second term there must then be a gap of one or more terms before they can occupy the same position again.

- 2.29 A Chair or Secretary of a Standing Committee can be elected for a third term to the same Standing Committee but may not hold the same office of Chair or Secretary during their third term.
- 2.30 All Standing Committees to meet as necessary but at least twice per year.
- 2.31 Any proposals by a Standing Committee to commit expenditure on behalf of IY(UK) shall be referred to the Executive Council for approval before implementation.
- 2.32 Current Standing Committees of the IY(UK) are described in Appendix B.

3 Member Groups of the IY(UK)

3.1 There are three types of Group membership as follows:

- Member Groups
- Affiliated Centres
- Friends of IY(UK)

3.2 Member Groups

3.2.1 Member Groups of Iyengar Yoga in the UK which are properly constituted, not-for-profit, democratically run, open to all practitioners and with aims and objectives consistent with IY(UK), may join the Association as Member Groups.

3.2.2 All the members of a Member Group shall be members of IY(UK)

3.2.3 Member Group members of IY (UK) shall pay a basic annual subscription, comprising both their IY (UK) membership subscription and their Member Group subscription. For members who renew this basic annual subscription via the facility on the IY (UK) website, IY (UK) will inform Member Groups that these members have joined, provide these members' details, and remit that proportion of the basic annual subscription due to the Member Group.

In the event that renewal of the basic annual subscription is arranged via a Member Group, the Member Group will be invoiced for the proportion due to IY (UK).

3.2.4 Each Member Group will:

- Provide details of any members who have renewed directly with the Member Group in the format provided by the Membership Office;
- Organise and fund a proper election for an Member Group Representative to the Executive Council, by a ballot of all members if more than one candidate is nominated;
- Distribute publications and other materials to their members as required by the Executive Council;
- Distribute, or arrange for the distribution, to its members the magazine of IY(UK)

3.2.5 In all other ways Member Groups are separate autonomous bodies whose funds are entirely separate from those of IY(UK)

3.2.6 IY(UK) reserves the right to charge additional fees where action or inaction on the part of Member Groups leads to a requirement for unbudgeted resources to be deployed by the IY(UK).

3.3 **Affiliated Centres**

- 3.3.1 Private centres, or organisations not wishing, or not meeting the criteria, to be Member Groups, may subscribe to IY(UK) as Affiliated Centres for an annual fee if they fulfil the following criteria:
- the only yoga taught is Iyengar Yoga;
 - the Centre does not allow classes where subjects which conflict with the principles of Iyengar Yoga are taught;
 - individual IY(UK) membership forms and other materials are made freely available to their members.
- 3.3.2 The annual fee will not entitle the members of Affiliated Centres to be members of IY(UK) nor allow representation on the Executive Council of the IYA.
- 3.3.3 The benefits include being able to:
- promote or advertise as an IY(UK) Affiliated Centre;
 - receive copies of the Iyengar Yoga News;
 - be eligible to have listings and links on IY(UK) website.
- 3.3.4 Details of where to apply for Affiliated Centre status are available from IY(UK). Re-application is required if there is any material change in the Centre's circumstances, activities or operation.

3.4 **Friends of IY(UK)**

- 3.4.1 Organisations or centres not wishing or not meeting the criteria to be Member Groups or Affiliated Centres, may subscribe to IY(UK) as 'Friends' for an annual fee, providing regular Iyengar Yoga is taught in that centre, or arranged by that organisation, by teachers holding a valid Certification Mark. Shops, retail suppliers, etc. would not be eligible to become Friends of IY(UK)
- 3.4.2 Benefits include being able to:
- promote or advertise as a 'Friend of IY(UK)';
 - receive copies of the Iyengar Yoga News.

APPENDIX A: Aims and objectives of the Ramamani Iyengar Memorial Yoga Institute

1. To promote yogic education and impart yogic instruction for the development of and integration of human personality in all its aspects, physical, mental and spiritual, in accordance with the techniques evolved and developed by the Director, Yogacharya Sri B. K. S. Iyengar, and as followed by Associate Directors Dr Geeta S Iyengar and Sri Prashant Iyengar.
2. To make proper arrangements for the teaching of Yoga and Yoga science.
3. To initiate aspiring individuals in Yoga irrespective of caste, colour, sex, religion and nationality.
4. To propagate the value of the yogic order of living to the intelligentsia and the masses in all forms of media without detracting from the dignity and value of the subject.
5. To initiate, encourage and guide in the works of methodology and techniques.
6. To print and aid in the writing of publications, books, articles, magazines and journals connected with the subject of Yoga.
7. To do all acts and things necessary to achieve the objects mentioned above either alone or in conjunction with any other person or institution.
8. To establish a library of Yogic literature.
9. To render Yogic advice and organise Yoga clinics where physical, nervous, and psychic disorders and diseases can be treated according to Yogic methods.
10. To arrange cultural and social programmes and/or Yoga performances on behalf of the Institute.
11. To make films either in black & white/or colour on Yoga Asanas, Pranayama and Meditation, with or without sound, and distribute the same for exhibition in schools and colleges, educational institutions and elsewhere and/or making television films for the education and propagation of Yoga.
12. To train teachers and instructors in the science and art of Yoga, conduct tests, and award Certificates of merit to successful candidates.
13. To revive interest in the teachings of the ethical and spiritual philosophy of India.
14. To invite scholars, philosophers and others to give talks on Yoga.
15. To grant scholarships, or give monetary and/or other assistance, feeships, to students studying Yoga.
16. To give donations or contribute to any other public charitable institution.
17. To foster and develop correct meditative practice, and to make comparative studies in the meditative practices of East and West. In this way the Institute will contribute positively to the dialogue between different schools of philosophy.
18. To enter into agreements with other public charitable institutions or Trusts for running and conducting Yoga classes in conjunction with others and for the spread and propagation of the aims and objects of the Institute.

APPENDIX B: Standing Committees of IY(UK)

1. Archives and Research Committee (AR)

Membership:

- Two members nominated from and elected by the Executive Council and up to three members co-opted by the Archives and Research Committee, subject to the approval of the Executive Council.

Duties:

- To record, store and manage data from the Chair, Treasurer, and any other relevant IY(UK) member/standing committees.
- To collect, record and catalogue any information about B.K.S. Iyengar, Geeta S. Iyengar and Prashant Iyengar and the RIMYI that the IYQ or the IYA find necessary or as requested by the RIMYI;
- To participate fully in the International Archive project at RIMYI;
- To foster medical and psychological research and exchange research findings on yoga-related issues;
- To work with Finance Office to secure funds and/or grants to assist such activity whenever possible.

2. The Assessments and Teacher Training Committee (ATC)

Membership:

- The Assessments and Teacher Training Committee will consist of all active Moderators, selected in accordance with Appendix D Section 5, and four additional members who shall be Assessors, as defined in Appendix D.
- Assessor members of the Assessments and Teacher Training Committee may serve for up to two terms of three years and shall then have to take a break of three years before becoming eligible to stand again. There is no limit to the term of Moderators while they are active Moderators for IY(UK).
- When new Assessor members are required the Assessments and Teacher Training Committee will invite applications from all Assessors. The Assessments and Teacher Training Committee will consider the applications and make recommendations to the Board. The Board will then formally appoint the new Assessor members, subject to Executive Council ratification.

Duties:

- The role of the Assessments and Teacher Training Committee is to plan, review and organise all aspects of assessments and the training of teachers through its committees and sub-committees, with the administrative support of the IY(UK) Administrators.
- The ATC will meet two or three times a year.

Structure:

Directly under the main Assessments and Teacher Training Committee is the **Management Committee** of the ATC and its duties are:

- To ensure the work of the Assessments and Teacher Training Committee is maintained, kept up-to-date, and that there is no duplication of work.
- To set the policy of the Assessments and Teacher Training Committee.
- To communicate with all Assessments and Teacher Training Committee members, Assessors and Teacher Trainers, and all IY(UK) teacher members.
- To oversee the work of the sub-committees as outlined below.
- To ask the Assessments and Teacher Training Committee to consider individuals to recommend to the Board for Honorary Life Membership. A nomination for Honorary Life Membership status can come from any member of IY(UK) and must go to the Assessments and Teacher Training Committee, who will decide by majority vote whether to recommend the nomination to the Board.

There is a potentially variable number of sub-committees of which the main ones are listed below with their duties.

Assessments and Timetabling

- To have responsibility for the organisation of all assessments, via the Assessments Administrator, for each level as approved by B.K.S. Iyengar and the Iyengar family.
- To appoint one to three Assessment Advisers for the Introductory, Intermediate Junior and Intermediate Senior assessments, as required. Whose role is to check timetables for balance and manageability, and to liaise with the Assessments Administrator concerning queries, and with Chair of the Management Committee as required.
- To oversee the applications for teacher training courses throughout the UK and to ensure that requirements for entering such courses are met.
- To approve teacher applicants with the correct qualifications to run approved courses or to train teachers for certification.
- To deal with applications to be trainee Assessors and trainee Teacher Trainers, who meet the criteria set out in Appendix D.
- To inform the Chair of the Management Committee of any changes to the following lists:
 - Teacher Trainers and teacher training courses
 - Trainee Teacher Trainers
 - Moderators
 - Assessors and the level to which they're qualified
 - Trainee Assessors
- To liaise with the Treasurer of IY(UK) (via the Management Committee, as appropriate) for fees for assessments, trainee registrations and fees for Moderators, Assessors and test paper markers.

Professional Development

- to organise all Professional Development Days;
- to organise the annual Moderators, Assessors and Trainers (MAT) meeting;
- to set the definition of 'specialised training' required by paragraph 9.3 Appendix D Standing Orders for teachers to renew teacher membership;
- to consider the wider development and education of teachers.

Other sub-committees may be established, as workload requires e.g.:

- **Manuals and assessment paperwork:**
 - Update assessment paperwork and ensure it is consistent with current syllabus and assessment procedures;

- Produce and maintain up-to-date manuals for both teacher training and moderating/assessing.
- **Test papers and syllabus** – for all assessment levels:
 - Draft and review test papers, answers and feedback forms, as appropriate, ensuring that they are current and on website;
 - Check that the syllabus is current.

The Assessments and Teacher Training Committee will consist of:

Management Committee

- Chair who will also be a member of the Board or may appoint another ATC member to sit on the Board in which case that member will also become a member of the Management Committee. The Chair will liaise with RIMYI and other associations regarding assessments and training unless it is appropriate for the Chair of IY(UK) to do so;
- Vice-chair;
- Secretary: to perform function of secretary to the Management Committee;
- EX Reps: a minimum of two; one is the Chair, or her appointee, plus one other member of the Management Committee;
- A representative from each working sub-committee, if not already represented.
- Membership of Management Committee: members to volunteer and be nominated and seconded by two members of the Assessments and Teacher Training Committee. If more than one nomination, to be decided by a vote of the Assessments and Teacher Training Committee. Term of three years with one extra term optional and no return for three years, unless a different role is being taken by the Chair or Secretary, in accordance with the Standing Orders 5.28 and 5.29.

Sub-committees:

- Assessments and Timetabling
- Professional Development
- Further sub-committees to be determined by the Assessments and Teacher Training Committee when required, as above.
- Membership of sub-committees (except for Moderators): Interested members should volunteer and be nominated and seconded by two members of the Assessments and Teacher Training Committee. No member should sit on more than two sub-committees.
 - Assessment and Timetabling: a minimum of five members to include the Assessment Timetable Advisers including a minimum of two Moderators.
 - Moderators: All Moderators, as defined in Appendix D Sec. 5.
 - Further sub-committees: a minimum of three members each, except for the Organiser for Applications to attend RIMYI.
 - The Assessments and Teacher Training Committee may co-opt individuals with particular expertise to work on projects within the sub-committees. Only one co-optee may serve on each sub-committee.

Guidelines for sub-committees:

- Appoint a Chair and Secretary.
- Identify tasks required and set a time limit for completing the task.
- If appropriate, allocate parts of task to different people within the sub-committee.
- Wherever there could be an overlapping interest, liaise with the relevant sub-committee.

- Sub-committees should feel free to consult with the Management Committee or the Assessments and Teacher Training Committee.
- When decisions have been made or minutes taken, these should be forwarded to the Management Committee, who, will not normally interfere with a decision of a sub-committee unless it is inconsistent with existing policy or documents or there is another reason to require a decision by the Management Committee or the full Assessments and Teacher Training Committee. If there is a disagreement between the sub-committee and the Management Committee, the decision will be put to the whole Assessments and Teacher Training Committee.
- The Assessments Administrator will distribute the minutes or decisions to all members of the Assessments and Teacher Training Committee.
- The Secretary of the Management Committee will inform the Assessments and Teacher Training Committee and, where appropriate, the Assessments Administrator, will inform Assessors, Teacher Trainers and teachers of decisions made.
- The Assessments Administrator will liaise with the Assessment Advisers and the Chair of the Management Committee.

3. **Communications and Public Relations Committee (CP)**

Membership:

- Six members nominated from and elected by Executive Council, and up to four members co-opted by the Communications and PR Committee, subject to the approval of the Executive Council. The Communications and PR Committee shall be divided into three sub-committees:
 - the Editorial Board of IYN: this shall consist of the Chair of the IY(UK) or her/his designate and five members of the Communications and PR Committee (at least three of whom shall be members of the Executive Council);
 - the Editorial Board of the website: this shall consist of the Chair of IY(UK) or her/his designate and three members of the Communications and PR Committee (at least two of whom shall be members of the Executive Council);
 - the PR sub-committee: this shall consist of the Chair of IY(UK) or her/his designate and three other members of the Communications and PR Committee.

Notes:

- If either Editorial Board or the PR sub-committee fails to reach agreement on any editorial question then the matter shall be referred to the Executive Council which shall either make a decision itself or refer the matter to the Board of IY(UK) for advice.
- The role of Chair of IY(UK) or her/his designate on the Editorial Boards and the PR sub-committee is as a final check on all material that is produced for publication.

Duties:

- Produce a minimum of two magazines a year entitled Iyengar Yoga News (IYN); IYN will constitute the official journal of IY(UK) for distribution to every member.
- Draft any other leaflets, circulars, brochures as required by the Executive Council .
- Maintain the IY(UK) website.
- Proactively communicate the benefits of Iyengar Yoga to the public and the press etc.
- Prepare and arrange for the publication of appropriate press releases, articles etc. in national and local media.
- Respond appropriately to references to Iyengar Yoga in the media.

- Ensure that all articles, letters etc. published in IYN and on IY(UK) website, and all PR articles, press-releases etc., accord with the aims and objectives of IY(UK)

4. **The Ethics and Appeals Committee (EA)**

Membership:

- The Ethics and Appeals Committee has five members appointed by the Board. Members of the Ethics and Appeals committee may serve for up to two terms of three years and shall then have to take a break of three years before becoming eligible to stand again.
- The Board shall invite applications from all teachers qualified at Intermediate Junior level 2 or above who have attended at least two months classes at the RIMYI.
- If there are more nominations than places on the Committee, appointments will be made following a vote of the Board of IY(UK). No existing Board members nominated for a place on the Committee shall take part in this process.
- At least one member of the Ethics and Appeals Committee must be qualified at Intermediate Senior level.

Duties:

The role of the Ethics and Appeals Committee is:

- To oversee the maintenance of high ethical standards for members and recommend to the Board any action to be taken in accordance with the disciplinary procedures already in place.
- To provide a forum for any complaints from within or outside IY(UK) about any conduct by members of IY(UK) and implement a structured complaints procedure.
- To provide a forum for any complaints related to the assessment or certification process and implement a structured grievance process with the approval of the Board.
- To protect the Iyengar name from misuse by members of IY(UK) and others.
- Consider applications for business use of the name Iyengar.
- The Ethics and Appeal Committee shall have the authority to delegate specific tasks to appropriately qualified members of IY(UK). Such members shall be answerable to the Ethics and Appeals Committee, which shall retain responsibility for the carrying out of the delegated tasks.

5. **Events Committee (EC)**

Membership:

- A minimum of three members and a maximum of six. Three members nominated from and elected by the Executive Council and up to three members co-opted by the Events Committee, subject to approval by the Executive Council.

Duties:

- Organise annual IY(UK) conventions;
- Co-ordinate events in the UK if a teacher comes to the UK from India, or any other country outside the UK, at the request of IY(UK)
- The Committee will use local people to organise an event, with the Events Committee as co-ordinator, wherever possible.

6. The Finance Committee (FC)

Membership:

The Finance Committee will consist of:

- Treasurer
- Deputy Treasurer
- Membership Secretary of IY(UK)
- Deputy Membership Secretary of the IY(UK)

The paid administrators of the IY(UK) will be non-voting members of the Finance Committee.

Members of the Finance Committee may serve for up to two terms of three years and will then have to take a break of three years before becoming eligible to stand again.

Duties:

- Preparation of the annual budget in liaison with the the Board and IY(UK) Executive Council .
- Controlling expenditure to budget.
- Proper keeping of the accounts of IY(UK) and having annual accounts reviewed and approved by accountants in accordance with UK law and accounting procedures.
- Reviewing subscription levels annually and making recommendations to the Board.
- Reviewing assessment and other fees annually and making recommendations to the Board.
- Overseeing and reviewing the merchandising page of the IY(UK) website.

7. Iyengar Yoga Development Fund Committee (IYDF)

Membership:

- Three members, with a minimum of two members nominated from and elected by the Executive Council, and one co-opted member.

Duties:

- To invite applications from teachers for money from the IYDF and to determine how to distribute the funds;
- To ensure that expenditure from the fund does not exceed income;
- To keep proper records of all money that goes in and out of the fund;
- To produce regular reports to the Executive Council of IY(UK);
- To produce regular articles and reports for publications in Iyengar Yoga News.

The Iyengar Yoga Development Fund (IYDF) was set up to fund teachers to work with people who would not normally be able to afford or access yoga classes and could benefit a great deal from the positive outcomes of regular yoga practice.

Every certificated Iyengar yoga teacher pays an annual sum to Iyengar Yoga (UK) Ltd for the use of the Iyengar Yoga Certification Mark: 60% of this money goes towards development projects like schools and hospitals in the village of Bellur, India, where Mr Iyengar was born. Part of the remaining 40% goes towards the International Iyengar Yoga Archives project and the rest is used for the IYDF. Other funds for the IYDF come through donations from Groups and individuals.

The criteria for receiving money from this fund are as follows:

- teachers will be paid £40 per class;
- classes can either be free, or teachers can choose to make a small charge to the students which would be subtracted from the £40 teacher payment;
- the classes should be arranged through a local organisation that works with people who would not normally be able to access yoga classes or who are deprived in some way;
- the host organisation will be responsible for identifying students and publicising classes;
- if possible the host organisation will provide a venue;
- the classes will be for beginners and will use minimal equipment;
- teachers need to be qualified to Junior Intermediate Level I or higher;
- if there is a remedial aspect to the classes, the teachers must have therapy status;
- some classes are funded indefinitely, subject to the availability of the teacher, the co-operation of the host project and that the students remain eligible for IYDF classes. Other classes are funded for one year only, to be reviewed annually subject to funds being available.

8. Membership Committee

Membership:

- The IY(UK) Treasurer, Membership Secretary, Deputy Membership Secretary, plus paid administrative staff members or volunteers as deemed appropriate by the Executive Council.
- The Membership Secretary shall chair the Membership Committee, and shall be a member of the Board of IY(UK)

Duties:

- To ensure that all membership activities of IY(UK) are properly managed.
- To ensure that any policy proposals concerning membership are put forward to the Executive Council for consideration.
- To advise and report to the Executive Council on all matters relating to membership.
- To ensure that the membership database is secure and access to the information it holds is restricted to users who are authorised by the Board.
- To work in conjunction with the Assessments and Teacher Training committee to ensure that the terms and conditions for membership and Certification Mark renewal are carried out in a coherent manner.
- To seek to increase the membership of IY(UK).

9. Therapy Committee (TC)

Membership:

- Five elected members and up to two co-opted members.
- Election of members to the Therapy Committee:
 - The Board will invite nominations from senior teachers who are qualified and experienced in teaching yoga therapy under the guidelines from B.K.S. Iyengar issued in 2009.

- If there are more nominations than places on the Committee, appointments will be made following a vote of the Board of IY(UK). No existing Board members nominated for a place on the Committee shall take part in this process.
- Members of the TC will be elected for a period of three years and can stand for re-election once before taking a break from the Committee so that the maximum consecutive time that an individual can serve on the Committee is six years.
- Co-opted members must be qualified at Junior Intermediate Level 2 or above. The elected members shall identify potential co-opted members from as wide a field as possible and submit them to the Board of IY(UK) for approval. Co-opted members shall act as full members of the Therapy Committee.

Duties:

- To define the term 'Therapy' and review this definition as and when appropriate.
- To define the criteria for Therapy teacher status and approve applications from Iyengar Yoga teachers where appropriate.
- To liaise with the British Council for Yoga Therapy (BCYT).
- To seek to ensure that Iyengar Yoga therapy teachers are accepted for inclusion on the Complementary and Natural Healthcare Council (CNHC) register, and administer their inclusion on the CNHC register.
- To set up and maintain a database of yoga therapy teachers.
- To develop and maintain an information resource on yoga therapeutic issues.
- To set up a support network for therapy teachers.

APPENDIX C: Complaints and appeals procedures

IY(UK) is committed to achieving the highest standards of conduct but it is recognised that dissatisfaction may occur from time to time and complaints of one sort or another may arise. The IY(UK) is keen to ensure that complaints and assessment appeals are taken seriously and handled fairly.

Complaints and assessment appeals are initially considered by the Ethics and Appeals Committee (EA). Specific procedures relating to different types of complaints and appeals are described below. Should it be necessary for the EA to set up an Investigation Panel, the following procedure will be followed:

When conducting an investigation into any complaint or appeal, the EA will:

- first contact the complainant or appellant to let them know the identity of the Investigation Panel and for further information if necessary;
- contact the individual or Committee being investigated about the complaint or appeal. The following information should be provided by the EA to the individual or Committee being investigated at this stage:
 - a copy of the written complaint or appeal, redacted to keep the identity of the complainant confidential. In some cases it is appropriate to reveal the name of the complainant (e.g. all assessment appeals or where the complainant is happy for their name to be revealed).
 - the identity of the Investigations Panel
- provide the individual or Committee being investigated an opportunity to respond to the complaint or appeal in writing;
- collect further evidence for the investigation if necessary from the complainant, the individuals or Committee being investigated, potential witnesses and any other relevant source;
- consider relevant evidence without bias;
- evaluate any action already taken;
- decide whether further action is required;
- produce a report;
- inform all parties about the outcome of the investigation.

The Association will ensure that all investigators involved in any appeal will:

- have a clear brief and understanding of their role;
- have suitable experience, knowledge and skills to conduct an investigation;
- work objectively, honestly and accurately;
- write fair reports based on evidence;
- act responsibly and treat people with courtesy;
- respect the confidentiality and source of any information handled as part of the investigation;
- maintain an auditable record of every action during an investigation to demonstrate that they have acted appropriately;
- log the number of attempts made to contact an individual;
- declare any possible conflicts of interest.

If the Association needs to interview anyone formally during an investigation, it will ensure

that:

- interviews are carried out by two investigators, with one primarily acting as interviewer and the other as note-taker;
- the notes of the meeting will be recorded in writing and the interviewee asked to confirm that they represent a true record;
- those being interviewed are informed that they may have another individual of their choosing present and that they do not have to answer questions.

This document sets out procedures for the following types of complaint or appeal:

- A) Complaints by members of the public against IY(UK) teachers**
- B) Complaints by members of IY(UK) against IY(UK)**
- C) Complaints by members of the IY(UK) against other members**
- D) Appeals after assessments**

A) Complaints by members of the public against IY(UK) teachers:

1 Complaints:

- 1.1 Any member of the public may make a complaint in writing to the Chair of IY(UK) or to the Ethics and Appeals Committee (EA) concerning the conduct of any teacher member of IY(UK).
- 1.2 On receipt of a complaint, the complainant will be encouraged to raise the complaint with the teacher concerned.
- 1.3 If the complainant feels unable to do this, or is not satisfied with the outcome, then a member of the EA shall contact the complainant personally to attempt to resolve the complaint informally.
- 1.4 If the complainant is not satisfied with the outcome of this informal arbitration, s/he can request that the EA set up an Investigations panel to resolve the complaint.
- 1.5 All parties involved in any complaint and the ensuing investigation will be treated in a respectful manner and with due confidentiality.

2 Grounds for Disciplinary Action:

- 2.1 It shall be a ground for disciplinary action if a teacher member is considered to have acted in an unprofessional or inappropriate manner. This may be defined as a member having:
 - 2.1.1 acted in a manner that conflicts with the Aims and Objectives of IY(UK);
 - 2.1.2 taught in a poor or dangerous manner;
 - 2.1.3 exceeded the teaching syllabus for which the member has been certified;
 - 2.1.4 used a Yoga teaching syllabus other than that of IY(UK);
 - 2.1.5 mixed the Iyengar Yoga teaching syllabus with other methods and/or subjects;
 - 2.1.6 breached any guideline which may, from time to time, have been issued by the RIMYI in Pune and be in force;
 - 2.1.7 been responsible for any act or conduct which might bring discredit on the teaching method of B.K.S. Iyengar, IY(UK) or its members.

3 Appointment of the Investigations Panel:

- 3.1 Upon receipt of a complaint accompanied by a request to set up an Investigations Panel, the EA shall set up an Investigations Panel consisting of one member of the EA, a Moderator chosen by the EA, and an external adviser, chosen by the EA.

4 Duties and Powers of the Investigations Panel:

- 4.1 The Investigations Panel shall cause inquiries to be made to establish the facts and circumstances of the matter by whatever means it considers appropriate including usually raising questions directly with the member. The member shall be informed that such questions are asked in connection with possible disciplinary proceedings.
- 4.2 The identity of the complainant in any case shall be made known to the member, unless the Investigations Panel determines that there are compelling reasons why the

complainant should not be identified, taking into account, amongst other things, the need for the member to fully understand the case against him/her.

- 4.3 The aim of the Investigations Panel will be to investigate the complaint and decide whether to reject or accept the complaint and, if accepted, to impose appropriate disciplinary action on the person against whom the complaint is levelled.
- 4.4 If, having undertaken appropriate initial inquiries, the Investigations Panel decides that there is no case to answer and therefore no need for any further investigation, the complainant and the member against whom the complaint was made will be informed in writing of the decision.
- 4.5 If, having undertaken appropriate initial enquiries, the Investigations Panel decides that further investigation is necessary it will carry out such investigation. If it determines that there is sufficient evidence to prove the allegations of unprofessional or inappropriate behaviour to support disciplinary action it will propose a course of disciplinary action.

5 Disciplinary Action:

- 5.1 One or more of the following courses of disciplinary action may be proposed by the Investigations Panel as is considered appropriate having regard to the nature and seriousness of the matter, the member's character and past record and to any other circumstances considered to be relevant:
 - 5.1.1 the member to receive a written warning;
 - 5.1.2 the member be required to give a written undertaking to refrain from continuing or repeating the conduct in question;
 - 5.1.3 if a certificated teacher, the member to have the right to use the Certification mark withdrawn, either for a fixed period or until specified conditions are met by the member;
 - 5.1.4 the member be excluded from membership of IY(UK) for a fixed period or until specified conditions are met by the member (note: periods of exclusion shall always terminate at the end of a membership year).

6 Consequences of the Disciplinary Action:

- 6.1 As soon as the Investigations Panel has decided on the course of action the member should be informed in writing of the following:
 - 6.1.1 the grounds for the complaint in accordance with Paragraph 2;
 - 6.1.2 the evidence to support the decision for disciplinary action;
 - 6.1.3 the course of disciplinary action as set out in Paragraph 5;
 - 6.1.4 the procedure for appealing against a decision of the Investigations Panel.
- 6.2 The consequences of exclusion of membership will be as follows:
 - 6.2.1 There shall be no refund for subscriptions previously paid to IY(UK)
 - 6.2.2 All benefits of membership shall be withdrawn.
 - 6.2.3 Any member who has been excluded from basic membership of IY(UK) shall be permitted to re-apply, once the term of exclusion is over. The application should be sent, at the start of a membership year, to the Chair of IY(UK) who shall refer it to the Investigations Panel. The Panel shall normally approve the application, unless it has clear evidence that a recurrence of the behaviour for which the member was originally excluded is likely to reoccur.
 - 6.2.4 Any teacher who has been excluded from basic membership of IY(UK) shall automatically and immediately have their Certification Mark Sub-Licence withdrawn. In the event that the teacher successfully re-applies for basic membership, as set out

in section 6.2.3, the teacher can apply for teacher membership according to IY(UK) re-instatement rules.

6.2.5 Teacher members may have to pay an additional fee for reinstatement as well as an administration charge.

7 Appeal procedure following Disciplinary Action

7.1 A member who is the subject of a decision made by an Investigations Panel or the complainant has twenty-one days to appeal the decision of the Investigations Panel;

7.2 The appeal shall be submitted to the Board via the Chair of IY(UK);

7.3 The Board shall investigate the original complaint and the findings of the Investigations Panel and shall gather any further information as appropriate. The Board shall then uphold or overturn the decision of the Investigations Panel.

7.4 The decision of the Board shall be final.

8 Action of the Board following Disciplinary Action

8.1 If disciplinary action is taken against a teacher member of IY(UK) following a complaint, the Board shall consider whether any other members of the public were affected by the actions of the member complained about and shall take appropriate action.

B) Complaints by members of IY(UK) against IY(UK):

1 Complaints:

1.1 Any member of IY(UK) may make a complaint in writing to the Chair of IY(UK) or to the EA concerning the conduct of the IYI (UK) Ltd.

1.2 All parties involved in any complaint and the ensuing investigation will be treated in a respectful manner and with due confidentiality.

2 Appointment of the Investigations Panel:

2.1 On receipt of a complaint, a member of the EA shall contact the complainant personally to attempt to resolve the complaint informally.

2.2 If the complainant is not satisfied with the outcome of this informal arbitration, s/he can request that the EA set up an Investigations panel to resolve the complaint.

2.3 On receipt of such a request, the EA shall set up an Investigations Panel consisting of one member of the EA, a Moderator chosen by the EA, and an external adviser, chosen by the EA.

3 Duties and Powers of the Investigations Panel:

3.1 The Investigations Panel shall cause inquiries to be made to establish the facts and circumstances of the matter by whatever means it considers appropriate.

3.2 The first aim of the Investigations Panel shall be to attempt to resolve any dispute that led to the complaint being made. If attempts to achieve this fail, the second aim shall be to investigate the complaint and decide whether to reject or accept the complaint and, if accepted, to propose changes to IY(UK) practice or policy and to determine reparations to the complainant if appropriate.

3.3 If, having undertaken appropriate initial inquiries, the Investigations Panel decides that there is no case to answer and therefore no need for any further investigation, the complainant will be informed in writing of the decision.

3.4 If, having undertaken appropriate initial enquiries, the Investigations Panel decides that further investigation is necessary it will carry out such investigation.

4 Appeal procedure following Disciplinary Action

- 4.2 A member whose complaint against IY(UK) is the subject of a decision made by an Investigations Panel has twenty-one days to appeal the decision of the Investigations Panel;
- 4.3 The appeal shall be submitted to the Board via the Chair of IY(UK);
- 4.4 The Board shall investigate the original complaint and the findings of the Investigations Panel and shall gather any further information as appropriate. The Board shall then uphold or overturn the decision of the Investigations Panel.
- 4.5 The decision of the Board shall be final.

5 Action of the Board following Disciplinary Action

- 5.1 If disciplinary action is taken against a member of IY(UK) following a complaint, the Board shall consider whether any other members were affected by the actions of the member complained about and shall take appropriate action.

6 Vexatious Complaints:

- 6.1 If the Investigations Panel considers that there is sufficient evidence to indicate that any complaint was made for vindictive reasons, it shall consider taking disciplinary action against the complainant.

C) Complaints by members of the IY(UK) against other members:

1 Complaints:

- 1.1 Any member may make a complaint in writing to the Chair of IY(UK) or to the EA concerning the conduct of any other member if they feel that there are grounds for disciplinary action.
- 1.2 All parties involved in any complaint and the ensuing investigation will be treated in a respectful manner and with due confidentiality.

2 Grounds for Disciplinary Action:

- 2.1 It shall be a ground for disciplinary action if a member is considered to have acted in an unprofessional or inappropriate manner. This may be defined as a member having:
 - 2.1.1 acted in a manner that conflicts with the Aims and Objectives of IY(UK);
 - 2.1.2 taught in a poor or dangerous manner;
 - 2.1.3 exceeded the teaching syllabus for which the member has been certified;
 - 2.1.4 used a Yoga teaching syllabus other than that of IY(UK);
 - 2.1.5 mixed the Iyengar Yoga teaching syllabus with other methods and/or subjects;
 - 2.1.6 breached any guideline which may, from time to time, have been issued by the RIMYI in Pune and be in force;
 - 2.1.7 been responsible for any act or conduct which might bring discredit on the teaching method of B.K.S. Iyengar, IY(UK) or its members.

3 Appointment of the Investigations Panel:

- 3.1 On receipt of a complaint, the complainant will be encouraged to raise the complaint with the other members concerned.
- 3.2 If the complainant feels unable to do this, or is not satisfied with the outcome, then a member of the EA shall contact the complainant personally to attempt to resolve the complaint informally.

- 3.3 If the complainant is not satisfied with the outcome of this informal arbitration, s/he can request that the EA set up an Investigations panel to resolve the complaint.

4 Duties and Powers of the Investigations Panel:

- 4.1 The Investigations Panel shall cause inquiries to be made to establish the facts and circumstances of the matter by whatever means it considers appropriate including usually raising questions directly with the member. The member shall be informed that such questions are asked in connection with possible disciplinary proceedings.
- 4.2 The identity of the complainant in any case shall be made known to the member, unless the Investigations Panel determines that there are compelling reasons why the complainant should not be identified, taking into account, amongst other things, the need for the member to fully understand the case against him/her.
- 4.3 The first aim of the Investigations Panel shall be to attempt to resolve any dispute that led to the complaint being made. If attempts to achieve this fail, the second aim shall be to investigate the complaint and decide whether to reject or accept the complaint and, if accepted, to impose appropriate disciplinary action on the person against whom the complaint is levelled.
- 4.4 If, having undertaken appropriate initial inquiries, the Investigations Panel decides that there is no case to answer and therefore no need for any further investigation, the complainant will be informed in writing of the decision. In cases where the member is aware that an investigation into their conduct is being carried out, the member will also be informed in writing of the decision.
- 4.5 If, having undertaken appropriate initial enquiries, the Investigations Panel decides that further investigation is necessary it will carry out such investigation. If it determines that there is sufficient evidence to prove the allegations of unprofessional or inappropriate behaviour to support disciplinary action it will propose a course of disciplinary action.

5 Disciplinary Action:

- 5.1 One or more of the following courses of disciplinary action may be proposed by the Investigations Panel as is considered appropriate having regard to the nature and seriousness of the matter, the member's character and past record and to any other circumstances considered to be relevant:
- 5.1.1 the member to receive a written warning;
- 5.1.2 the member be required to give a written undertaking to refrain from continuing or repeating the conduct in question;
- 5.1.3 if a certificated teacher, the member to have the right to use the Certification mark withdrawn, either for a fixed period or until specified conditions are met by the member;
- 5.1.4 the member be excluded from membership of IY(UK) for a fixed period or until specified conditions are met by the member (note: periods of exclusion shall always terminate at the end of a membership year).

6 Consequences of the Disciplinary Action:

- 6.1 As soon as the Investigations Panel has decided on the course of action the member should be informed, in writing, of the following:
- 6.1.1 the grounds for the complaint in accordance with Paragraph 2;
- 6.1.2 the evidence to support the decision for disciplinary action;
- 6.1.3 the course of disciplinary action as set out in Paragraph 5;
- 6.1.4 the procedure for appealing against a decision of the Investigations Panel.
- 6.2 The consequences of exclusion of membership will be as follows:

- 6.2.1 There shall be no refund for subscriptions previously paid to IY(UK)
- 6.2.2 All benefits of membership shall be withdrawn.
- 6.2.3 Any member who has been excluded from basic membership of IY(UK) shall be permitted to re-apply, once the term of exclusion is over. The application should be sent, at the start of a membership year, to the Chair of IY(UK) who shall refer it to the Investigations Panel. The Panel shall normally approve the application, unless it has clear evidence that a recurrence of the behaviour for which the member was originally excluded is likely to reoccur.
- 6.2.4 Any teacher who has been excluded from basic membership of IY(UK) shall automatically and immediately have their Certification Mark Sub-Licence withdrawn. In the event that the teacher successfully re-applies for basic membership, as set out in section 6.2.3, the teacher can apply for teacher membership according to IY(UK) re-instatement rules.
- 6.2.5 Teacher members may have to pay an additional fee for reinstatement as well as an administration charge.

7 Appeal procedure following Disciplinary Action

- 7.1 A member who is the subject of a decision made by an Investigations Panel or a complainant has twenty-one days to appeal the decision of the Investigations Panel;
- 7.2 The appeal shall be submitted to the Board via the Chair of IY(UK);
- 7.3 The Board shall investigate the original complaint and the findings of the Investigations Panel and shall gather any further information as appropriate. The Board shall then uphold or overturn the decision of the Investigations Panel.
- 7.4 The decision of the Board shall be final.

8 Action of the Board following Disciplinary Action

- 8.1 If disciplinary action is taken against a member of IY(UK) following a complaint, the Board shall consider whether any other members were affected by the actions of the member complained about and shall take appropriate action.

9 Vexatious Complaints:

- 9.1 If the Investigations Panel considers that there is sufficient evidence to indicate that any complaint was made for vindictive reasons, it shall consider taking disciplinary action against the complainant.

D) Appeals after Assessments:

- 1 Stage 1 – Informal arbitration:
If a candidate who has failed an assessment is unhappy with the result, they should first contact their teacher trainer to discuss the assessment. The teacher trainer is entitled to contact the Moderator involved in the assessment to discuss the case and, if both agree that the assessment result was fair, the Teacher Trainer will attempt to explain to the candidate the reasons for their failure.
- 2 Stage 2 – Appeal to the Ethics and Appeals committee (EAC):
If a candidate who has failed an assessment has gone through Stage 1 of this process and still has grounds for believing the failure was unjust he/she may submit a written appeal, within twenty eight days from the receipt of the result of an assessment, to the Assessments Administrator of IY(UK), who shall inform the Ethics and Appeals Committee.
 - 2.1 The Ethics and Appeals Committee will:
 - question the Moderator and Assessors involved in the assessment;
 - examine the marking sheets and written reports;
 - where appropriate, discuss the matter with the candidate;
 - discuss the matter with the candidate’s trainer;
 - encourage discussion between the candidate’s trainer and the presiding Moderator;
 - where appropriate, encourage discussion between the candidate’s trainer and the candidate and between the presiding Moderator and the candidate;
 - decide whether there are sufficient grounds for the appeal;
 - advise the appellant of this decision and the basis for it.
 - 2.2 The Ethics and Appeals Committee will inform the Board, the Assessments and Teacher Training Committee and the Moderator and Assessors involved in the assessment in writing of their decision.
 - 2.3 If there are any lessons to be learned from the complaints made, then the Assessments and Teacher Training Committee will discuss these and alter procedures accordingly. Complainants will be informed in writing of this. Any candidate who does not pass the assessment may without prejudice reapply for future assessments and be assessed on the same basis as the other candidates.
 - 2.4 If the Ethics and Appeals Committee upholds the appeal at this stage then it shall request that the Assessments and Teacher Training Committee amend the disputed assessment result (and the candidate be awarded a certificate, if appropriate) or require that the candidate be re-assessed at the earliest practicable opportunity.
 - 2.5 If the candidate is dissatisfied with the Ethics and Appeals Committee’s decision then a further appeal to the Board may be made.

3 Stage 3 - Appeal to the Board:

3.1 On receipt of a formal appeal against the decision of the EA, the Board shall set up a Tribunal consisting of:

- A member of the Board of IY(UK);
- A member of the Assessments and Teacher Training Committee;
- A Moderator wholly unconnected with the process that has led to the appeal.

3.2 The Tribunal shall request:

- A written statement from the appellant explaining why the s/he is dissatisfied with the decision of the Ethics and Appeals Committee, the basis for the appeal and any supporting evidence and testimony.
- A written report from the Moderator and each of the Assessors involved along with their marking papers for the assessment in question.
- If necessary, a further written report from the Ethics and Appeals Committee explaining their decision.

The Tribunal shall make a decision on the basis of the written evidence placed before it and after interviewing any of the parties to the assessment should it deem this necessary. The Tribunal's decision will be final.

4 After the Appeal:

4.1 If the decision is that the assessment was conducted fairly then the candidate will be informed in writing that the assessment result will stand. Every effort will be made by discussion with the presiding Moderator and the candidate's trainer to ensure that the candidate understands the reason for the rejection of his or her appeal.

4.2 Where it is determined that the rules and procedures of the assessment have not been followed correctly, or that the candidate has been in some way unfairly treated, such that the outcome of the assessment may have been affected, the Tribunal shall have the power to:

- a. award the candidate a pass, or
- b. allow for the candidate to be reassessed according to the guidelines for reassessment, or
- c. recompense the candidate in some other way that will be acceptable to him or her.

4.3 The Tribunal will inform the Board, the Ethics and Appeals Committee, the Assessments and Teacher Training Committee and the Moderator and Assessors involved in the assessment in writing of its decision.

4.4 If there are any lessons to be learned from the complaints made, then the Assessments and Teacher Training Committee will discuss these and alter procedures accordingly. Complainants will be informed in writing of this. Any candidate who does not pass the assessment may without prejudice reapply for future assessments and be assessed on the same basis as the other candidates.

5 If irregularities take place in an assessment and these are reported to IY(UK) by a third party and not by the candidate, the Ethics and Appeals Committee shall follow the same procedures outlined above.

APPENDIX D: Procedures for teacher training, assessments and certificates

I Certificates of the Ramamani Iyengar Memorial Yoga Institute

- 1.1 The following are the grades of Certificate:
 - Introductory Certificate
 - Intermediate Junior Certificate Levels 1, 2 and 3.
 - Intermediate Senior Certificate Levels 1, 2 and 3.
 - Advanced Junior Certificate Levels 1, 2, and 3.
 - Advanced Senior Certificate Levels 1 and 2.
- 1.2 Each certificate has a separate syllabus. In the classroom situation and in the use of electronic media used for teaching, members are required to adhere to the syllabus appropriate to their certificate.
- 1.3 Certificates are gained by either:
 - an adequate standard of practice and teaching at an approved and authorised assessment of IY(UK) after passing all coursework and test papers relevant to that certificate level, or:
 - recommendation of the RIMYI, Pune.

2 Grades and Levels of Certificates

- 2.1 Introductory Certificate:
 - 2.1.1 A minimum of three years general studentship followed by a minimum of three years specialised training under an accredited mentor must pass before a candidate may take an Introductory assessment. A minimum of 500 contact hours (as defined in the Mentors' Manual) must be completed during the course of this mentorship.
 - 2.1.2 IY(UK), will award a Teaching Certificate when a candidate attains a pass at Introductory assessment. Successful candidates can then apply for a RIMYI certificate.
 - 2.1.3 Before the teaching of individual pupils, specialised classes, or the training of teachers is undertaken, higher certificates are required.
A minimum of three years must pass before an Introductory certificate holder may apply for Intermediate Junior Level 1.
- 2.2 Intermediate Junior Certificate:
 - 2.2.1 The Intermediate Junior certificate is graded into three parts, Level 1, Level 2, and Level 3.
 - 2.2.2 Each part has its own syllabus and is separately assessed.
 - 2.2.3 Upgrading from Level 1 to Level 2, or from Level 2 to Level 3, will take place not less than six months after gaining the previous Level.
 - 2.2.4 Teachers may teach the level of Intermediate Junior syllabus belonging to each Intermediate Junior Level 1, 2 or 3 assessment they have passed.
A minimum of three years must pass, and must have attended general classes at RIMYI, Pune, before an Intermediate Junior 3 certificate holder may apply for Intermediate Senior Level 1.
- 2.3 Intermediate Senior Certificate:
 - 2.3.1 The Intermediate Senior certificate is graded into three parts, Level 1, Level 2, and Level 3. Each part has its own syllabus and is separately assessed.

- 2.3.2 Only holders of Intermediate Senior 1 and higher certificates may conduct therapeutic yoga classes and themed workshops; they must have attended classes in Pune to see how the art of adjusting is applied in therapy classes for therapy cases.
 - 2.3.3 Upgrading from Level 1 to Level 2, or from Level 2 to Level 3, will take place no less than six months after gaining the previous Level.
 - 2.3.4 Teachers may only teach the level of Intermediate Junior syllabus belonging to each Intermediate Junior Level 1, 2 or 3 assessment they have passed.
- 2.4 Advanced Junior and Advanced Senior Certificates:
- 2.4.1 These certificates are only awarded on the recommendation of the RIMYI.
 - 2.4.2 Where a country is not able to assess higher certificate levels, all persons seeking to up-grade must send photos of their practice (all asanas and pranayama) and request that Geeta S. Iyengar view these photos and assess the teacher in Pune; the teacher must write to the Chair of the Assessments and Teacher Training Committee to inform the Committee of their intention to seek upgrading while in Pune.

3 Mentors and the training of teachers

Teachers may apply to the Assessments and Teacher Training Committee for teacher trainer status to enable them to run courses for the Association, to train teachers for the Introductory Level Iyengar Yoga Teaching Certificate, or to train teachers who wish to upgrade their certification level. Every course opened in a new location must be approved before commencement by the Assessments and Teacher Training Committee and ratified by IY(UK). Permission will normally be given by IY(UK) on the recommendation of the Assessments and Teacher Training Committee.

- 3.1 An Iyengar Yoga certified teacher applying for mentorship status must:
- 3.1.1 be a teacher member of IY(UK);
 - 3.1.2 teach yoga according to the methods developed by B.K.S. Iyengar;
 - 3.1.3 not mix contradictory or incompatible elements from other disciplines in his/her teaching;
 - 3.1.4 clearly distinguish Iyengar teaching from any related/associated/compatible disciplines he/she may draw upon, such as anatomy, physiology, philosophy;
 - 3.1.5 acknowledge the governing influence of B.K.S. Iyengar on his or her own yoga practices and teaching;
 - 3.1.6 maintain a regular and consistent personal practice of asana and pranayama;
 - 3.1.7 be certified at Intermediate Junior Level 3 or be certified at a higher level so there is a minimum difference of two certification levels between their certificate and those they are training;
 - 3.1.8 either: have attended classes at RIMYI at least three times
or: in the training of any prospective teacher, collaborate closely with a fellow mentor who has attended classes at RIMYI at least three times;
 - 3.1.9 either: be a qualified Assessor for IY(UK)
or: in the training of any prospective teacher, collaborate closely with a fellow mentor who is a qualified Assessor for IY(UK);
 - 3.1.10 either: have attended regularly to observe and assist an existing teacher training or mentorship class and be approved by the existing mentor.

or: have undergone an apprenticeship on the job, by working in close collaboration with an existing mentor in the training of any prospective teacher, and be approved by the existing mentor.

A teacher fulfilling the above requirements must apply in writing to, and obtain permission from, the Assessments and Teacher Training Committee before starting to observe and assist a training group. The application should include relevant information about themselves and their reasons for wanting to train teachers, together with their proposed plans for either assisting an existing course or to start a new course.

- 3.2 Qualifications required to train teachers for the Introductory certificate are as follows:
- an Advanced certificate; or
 - an Intermediate Senior certificate; or
 - an Intermediate Junior certificate Level 3.
- 3.3 Qualifications required to train teachers to upgrade their certificate to Intermediate Junior Levels are as follows:
- an Advanced certificate; or
 - an Intermediate Senior certificate; or
 - an Intermediate Junior certificate Level 2 or 3, which has been held for four years.
- 3.4 Qualifications required to train teachers to upgrade their certificate to Intermediate Senior Levels are as follows:
- an Advanced certificate; or
 - an Intermediate Senior Level 3 certificate for those teacher trainers who have been running successful courses for a period of three years, or who have held their Intermediate Senior certificate for five years.
- 3.5 Mentors shall read and follow the guidelines and procedures for assessments as set out in the Mentors' Manual.

NOTE: If there is an area requiring a teacher training course and no qualified and authorised teacher is available then the most senior teacher in that area should apply to the Assessments and Teacher Training Committee for advice.

4 Organisation and Running of Assessments

- 4.1 The Assessments and Teacher Training Committee will appoint from among its number Introductory, Intermediate Junior and Intermediate Senior Assessment Advisers who will oversee assessments in liaison with the Assessments Administrator.
- 4.2 Arranging the Assessment: candidates must be notified of the date, time, venue, cost and format of the assessment, either by direct contact from the Assessments Administrator or via their teacher trainers (for Introductory level candidates).
- 4.3 The Officers on the Assessment:
- 4.3.1 A Moderator and two or three Assessors will be assigned to each assessment, on behalf of the Assessments and Teacher Training Committee, by the Assessment Administrator for that level of assessment in conjunction with the Assessments Administrator.

- 4.3.2 The Moderator and Assessors must not have regularly taught the candidates who are in the assessment.
- 4.3.3 The Moderator will pre-select, before the assessment, the postures to be taught by the candidates and randomise the choice.
- 4.3.4 Moderators and Assessors should not be sent details of where the candidate is from and who the teacher trainer is.
- 4.3.5 Moderators and Assessors must read and follow the guidelines and procedures for assessments, as set out in the Moderators and Assessors manual which are included with the assessment papers.
- 4.4 The size of the Assessment:
- 4.4.1 Number of Officers:
- There will be one Moderator and at least two, and preferably three, Assessors at the Introductory Assessments.
 - There will be one Moderator and two Assessors at the Intermediate Junior and Intermediate Senior Assessments.
- 4.4.2 Number of candidates:
- There will normally be a minimum of six, and a maximum of eight, in any Introductory Assessment.
 - There will normally be a minimum of four, and a maximum of six, in any Intermediate Junior Assessment.
 - There will be a minimum of one and a maximum of six in any Intermediate Senior assessment.
 - The Assessments and Teacher Training Committee is empowered to set a lower minimum requirement for assessments at all levels in exceptional circumstances.
- 4.5 Organisation of the Assessment:
- The Assessments Administrator will notify the Teacher Trainers at Introductory level, the candidates at all other levels, the Moderator and Assessors of the date, time and venue of the assessment and make sure that each group of persons receives the relevant information and test papers.
- 4.5.1 Candidates must receive their questionnaires and other papers at least one month before the return date so that they can be completed and returned to the Assessments Administrator by the stated deadline;
- 4.5.2 The Assessments Administrator, in liaison with the relevant Assessment Adviser, will take bookings for assessments from candidates, send out paperwork to candidates and assessors, and arrange suitable venues for assessments.
- 4.5.3 The Assessments Administrator must ensure that:
- All the relevant marking forms and assessment papers are sent to the Moderator and Assessors.
 - All completed test papers are marked and returned to her/him and the marks sent to the relevant Moderator at least two weeks before the assessment
 - Instructions as to the order of the day, travel directions and guidelines for refreshments are sent to all candidates at Intermediate Junior and Intermediate Senior levels. (Introductory candidates will get this information from their Teacher Trainer).
- 4.5.4 The Assessment Administrator will co-ordinate with a local organiser at the agreed venue(s) so that the following shall be provided:

- a suitable hall;
- suitable students to act as volunteers for the teaching sessions;
- a room for the Moderator and Assessors to discuss the assessment in private;
- refreshments for the officials;
- drinks for the candidates and volunteers.

NOTE: During assessments, where candidates are found to be mixing methods of teaching, or where standards are found to be substantially below those expected by IY(UK), the Assessments and Teacher Training Committee must be informed so that it can take appropriate action.

5 Officers Responsible for Overseeing Assessments

5.1 Moderators:

5.1.1 IY(UK) will appoint, or cause to be appointed on the recommendation of the Assessments & Teacher Training Committee, Moderators to oversee the assessments for certificates.

5.2 Criteria for Selection of Moderators:

5.2.1 The recommendations of the current Moderators must be sought by IY(UK) when selecting future Moderators.

5.2.2 A potential Moderator must be mature, responsible and sincerely devoted to Iyengar Yoga.

5.2.3 A potential Moderator must hold the Advanced or Intermediate Senior Level 3 certificate.

5.2.4 A potential Moderator must be actively involved in both the Iyengar movement and the assessing of teachers.

5.2.5 A potential Moderator must have had successful teacher training experience.

5.2.6 Any teacher who is or becomes eligible to be a Moderator will be automatically invited to become one at any time this occurs. Once ratified by the Board, a new Moderator will then undergo training as specified by the ATC before undertaking the role.

5.3 At each assessment a Moderator must be present. The Moderators' duties are:

5.3.1 to supervise the running of the assessment;

5.3.2 to ensure fairness and to ensure the declared standards of the Assessments and Teacher Training Committee are applied properly and impartially;

5.3.3 to ensure that standards across the country are uniform;

5.3.4 to guide and assess Trainee Assessors and provide a record of their performance as an Assessor to the Assessments and Teacher Training Committee.

5.4 At each assessment, Assessors will also be present. The Assessors are responsible for marking candidates according to agreed guidelines, and for recommending successful applicants for certification. If there is no agreement amongst the Assessors, the Moderator will discuss the disagreement with the Assessors and endeavour to reach agreement. In the event of no agreement being reached the Moderator's mark can be included and the resultant decision is final. Refer to Moderators Manual.

5.5 Requirements for Assessors and Trainee Assessors:

5.5.1 A Trainee Assessor for the Introductory Certificate shall:

- hold an Intermediate Junior Level 3 Certificate or above and be involved in, or have had experience in, mentoring prospective teachers;
 - attend three Introductory Assessments, spread over a **minimum** of two years;
 - obtain signatures of approval at all three assessments, from at least two different Moderators, before their name can be submitted to the Assessments and Teacher Training Committee for instatement as a full Assessor;
 - teachers who have not reached the appropriate certificate level but have been teaching for ten years or more and are considered by the Assessments and Teacher Training Committee to show tremendous maturity in their teaching and practice may be considered eligible to assess Introductory Certificates.
- 5.5.2 For all other levels the Assessor must be two certificate levels above the level being assessed e.g. to assess at a Junior Intermediate Level 2 Certificate the Assessor must be a Senior Intermediate Level 1 or above. For Senior Intermediate Levels 2 and 3 the Assessor can be a Senior Intermediate Level 3 certificate holder of at least 5 years' standing.
- 5.5.3 Before assessing at a higher level each Assessor will be required to attend a training assessment at that level.
- 5.5.4 All Assessors must have attended classes at RIMYI three times and one of those within the past three years at the time of qualifying to be an assessor. After that time all assessors are expected to make regular visits to classes at RIMYI in Pune (every three years is recommended).

6 Format of Assessment Day

6.1 General Details:

- 6.1.1 Candidates will be separately assessed on both their practice and their teaching to ascertain the competence in each.
- 6.1.2 Assessments will consist of both an asana practice and a teaching session.
- 6.1.3 Assessments at higher levels than Introductory **may** also include pranayama practice, theory and teaching, according to the level of certificate.
- 6.1.4 The postures to be taught will be given to the candidates at the end of the practice assessment and before the Moderator and Assessors leave the room.
- 6.1.5 After the practice session there will be a short break during which discussion and marking of the asana practice by the Moderator and Assessors will take place.
- 6.1.6 The teaching session will be conducted and assessed in two ways:
- The teaching of Sirsasana and Sarvangasana, each candidate to take one student volunteer into each of the syllabus inversions. At Intermediate Senior Levels 2 and 3 the candidates will take each other into the Sirsasana inversions.
 - The teaching of other selected asanas to a class of volunteers.
- 6.1.7 At an Intermediate Senior Level 3 assessment the practice and teaching sessions will be assessed together.
- 6.1.8 The postures to be taught at Intermediate Senior Level 3 will be given to candidates in the morning before the practical assessment begins.

6.2 At the conclusion of the Assessment:

- 6.2.1 Introductory candidates and Intermediate Junior candidates will be sent their results by post or by e-mail;
- 6.2.2 Intermediate Senior candidates will be given their results in person, immediately after each Level 1, 2 or 3 Assessment;

- 6.2.3 A record of the results will be kept by the Assessments Administrator on behalf of the Assessments and Teacher Training Committee.
- 6.2.4 All candidates will receive a letter informing them of the result of their assessment including marks of any test paper.

7 Eligibility Requirements for Candidates applying for Introductory Teacher Training and Assessment

- 7.1 Certificates are normally awarded to candidates who have completed a minimum of three years of general studentship followed by a minimum of three years specialised training, under an accredited mentor, have completed a minimum of 500 contact hours as defined in the Mentors' Manual, and have passed an approved Assessment.
- 7.2 The training will include three written assignments and one pranayama practice assessment. These will be set and marked by the mentor at any time in the training agreed to be suitable by mentor and trainee. The training will also include one test paper to be marked by an Assessor or Moderator and submitted to the Assessment Administrator by the set submission date before the assessment.
- 7.3 Candidates applying for an Introductory Level Assessment require two signatures on form DI- Declaration Form, one from their mentor and one from another teacher who has observed their practice and teaching and who is certificated at Intermediate Junior Level I or higher. In exceptional circumstances the two signatures may both be provided by the mentor.
- 7.4 In exceptional circumstances IY(UK) may waive part of these requirements.

NOTE: Candidates becoming pregnant during teacher training shall not continue on the training course. This requirement **came** from **BKS Iyengar** and is based on the notion that students should be focusing on how they practise yoga for themselves and for the safety of their baby whereas teacher training puts the focus on others. Also, to take an assessment the asanas have to be shown but in pregnancy they would have to be adapted therefore they could not be properly assessed.

- 7.5 Additional arrangements for Introductory Teacher Training courses starting in January 2018. These will be the last Introductory Teacher Training courses in the current format and trainees will be assessed in 2020.

At the time of assessment trainees must have completed a minimum of 6 years studentship, so will need to have attended classes regularly for 4 years when they start in January 2018.

8 Finances of Assessments and Qualifications

- 8.1 The assessment fee to be paid by candidates for each assessment shall be set by IY(UK). This fee will be collected on behalf of IY(UK) in advance of each Assessment and is non-refundable.
- 8.2 The Moderator, Assessors and Trainee Assessors shall have their reasonable expenses reimbursed by IY(UK) after the Assessments.

- 8.3 Moderators and Assessors may be paid a daily fee for Assessing and Moderating. Such fees to be set by IY(UK).
- 8.4 A Registration Fee may be levied by IY(UK) on all prospective candidates undertaking mentorship. Such fees are to be set by IY(UK).
- 8.5 Newly-qualified teachers (i.e. those awarded the Introductory Certificate) who apply for teacher membership of IY(UK) before the 31st December in the year in which they qualify are eligible to purchase the Certification Mark Sub-Licence at the concessionary rate. This will be valid until the 31st March of the following year. Annual renewal at the full rate is required thereafter.
(NB the financial aspect of this paragraph and 8.6 to be considered by Membership/EX having regard to change of timing of Introductory assessment to June/July in 2017).
- 8.6 Newly-qualified teachers who apply for teacher membership of IY(UK) up to the 31st December in the year in which they qualify may purchase the teacher supplement and insurance on a pro rata basis at a rate recommended by the Finance and Membership Committees, and agreed by the Board of the IY(UK) and the IY(UK) insurers. Annual renewal at the full rate will apply thereafter.
- 8.7 Newly-qualified teachers who apply for teacher membership of the IY(UK) at any other time are required to pay for the CM Sub-Licence and teacher supplement at the full annual rate (or at the concessionary rate according to their means). There will be no reduced rates for insurance. The CM Sub-Licence will be issued when payment is made and will be valid until the end of the membership year.

9 Validity of Certificates

- 9.1 Once a person holds an Iyengar Yoga teaching certificate, that certificate can never be taken away or deemed as invalid.
- 9.2 To promote or teach as an Iyengar Yoga teacher, a qualified Iyengar Yoga teacher must have an Iyengar Yoga teaching certificate, a Certification Trademark Sub-Licence (CM) and Teacher Membership of an Iyengar Yoga Association.
- 9.3 To renew an IY(UK) CM Sub-Licence and Teacher Membership, teachers must comply with the CM renewal requirements by completing at least twenty-five hours of regular Iyengar Yoga tuition each year including at least five hours of specialised training hours every other year, and pay the CM and annual Teacher Membership Association fees.
Every three years teachers must refresh their emergency life support skills by attending a suitable course.
- 9.4 The annual IY(UK) CM renewal requirements are designed to facilitate the continuing Iyengar Yoga education and professional development of teacher members.
- 9.5 It is recommended that Iyengar Yoga tuition is continued by attending classes on a regular basis throughout the year, with a teacher who has a more senior qualification or more teaching experience than the teacher applying for renewal.

- 9.6 Specialised training hours are completed by attending any course which has been approved by IY (UK) including Professional Development (PD) days, conventions organised by IY (UK), any foreign convention with a RIMYI teacher and remedial courses run by Stephanie Quirk or courses organised by the IY(UK) Therapy Committee.
- 9.7 Attending classes at RIMYI, including any special intensives run by RIMYI such as Yoganushasanam, is classed as regular tuition and specialised training.
- 9.8 Renewal applications from all teachers (including those based overseas) who fail to comply with the IY(UK) annual renewal requirements will be given consideration on an individual basis by the Ethics and Appeals Committee.
- 9.9 Teachers who hold an Iyengar Yoga Teaching Certificate who are living and working overseas in a European country where there is no Association with a Master Licence to grant individual licences, may become full teacher members of IY(UK) and be sub-licensed to use IY(UK) CM provided they comply with CM renewal requirements, either by attending classes at RIMYI or by completing at least twenty-five hours of Iyengar Yoga tuition in the country in which they live.
- 9.10 Overseas teachers are exempt from IY(UK) specialised training requirement if such training is not available in the country in which they live.
- 9.11 Teachers who are living and working in overseas countries, who are already licensed to use a CM sub-licence issued by an approved Iyengar Yoga Association in the country where they live, will not be required to be licensed again, or comply with IY(UK) CM renewal requirements, for full teacher membership of IY(UK) but they must send a signed copy of their current sub-licence agreement, with their application to IY(UK). If proof is not provided the application will be refused.
- 9.12 If a certified teacher discontinues their teacher membership of the Association, or has non-teacher membership, at any time they cannot use IY(UK) "Mark" to promote or teach as an Iyengar Yoga teacher.
- 9.13 If a certified teacher discontinues membership of the Association for a period of up to three years, they may be re-instated as a Teacher Member and use the "Mark" as long as they have complied with the CM Sub-Licence requirements, and pay an administrative charge determined by IY(UK), in addition to the CM and teacher membership fees.
- 9.14 If a teacher discontinues membership for a period in excess of three years, they may become eligible to join IY(UK) as a full teacher member and use the "Mark" providing they have held non-teacher membership and completed the minimum number of tuition hours necessary to comply with the CM Sub-Licence requirements during the year prior to their application; are recommended by a senior teacher(s) as being "stable in their practice and wholly within the method"* and pay an Administrative charge determined by IY(UK), in addition to the CM and teacher membership fees. (* B.K.S. Iyengar, 2007)

10 Requirements for Assessments

- 10.1 The time between passing the Introductory certificate and taking the Intermediate Junior Level 1 Assessment should not be less than three years other than in exceptional circumstances (see 10.5).
- 10.2 The time between passing Intermediate Junior Level 3 and taking Intermediate Senior Assessment Level 1 should not be less than three years other than in exceptional circumstances (see 10.5).
- 10.3 Those who fail an assessment may re-sit at the next opportunity.
- 10.4 Only those who have the ability to perform the poses well and who show that they also teach to a good standard may take the higher certification levels immediately after the minimum period.
- 10.5 Teachers who wish to take the Intermediate Junior 1 or Intermediate Senior Level 1 in less than three years after passing Introductory or Intermediate Junior Level 3 respectively may not do so until at least eighteen months have passed (the minimum set for exceptional students by Guruji). After this minimum period, they will be subject to a review of their teaching skills in one of their own classes by an experienced local teacher who is an Assessor or Moderator at the appropriate level, but not their regular teacher, before being authorised to proceed to assessment. They should produce a letter from the reviewing teacher when they apply to take the assessment to confirm that their teaching is of a satisfactory standard.
- 10.6 Those who wish to take Intermediate Senior Certification must have attended general classes at the RIMYI at least once before applying to be assessed.
- 10.7 Applicants for Intermediate Junior levels 1, 2 and 3 must include with their application a letter of recommendation from their regular weekly teacher at least one level senior to themselves. Applicants for Intermediate Senior levels 1 and 2 must include with their application a letter of recommendation from an Intermediate Senior Level 3 teacher.
- 10.8 Those who wish to take any level of Intermediate Senior certification should supply with their application a letter of recommendation from a senior level 3 or higher certified level teacher.

11 Quality Assurance Process for Assessments

- 11.1 IY(UK) undertakes to actively dissuade unqualified persons or non-teaching members of IY(UK) from using the name of B.K.S. Iyengar. When necessary steps will be taken to inform suitable and relevant bodies.
- 11.2 IY(UK) shall maintain the following:
 - a list of authorised teacher trainers and teacher training courses;
 - a list of Moderators;
 - a list of authorised Assessors;
 - a list of Trainee Assessors.

All lists are to be freely available to all members and shall be kept under constant review.

- 11.3 IY(UK) is committed to ensuring that all assessments are conducted in a fair and professional way, so that all candidates are treated equally. To see that this is the case IY(UK) undertakes the following:
- 11.3.1 Pass and fail rates are monitored to ensure that no patterns are emerging e.g. a disproportionate number of fails or passes from particular Trainers or assessors. If any such patterns emerge, then they are investigated and appropriate action taken
 - 11.3.2 Assessments are observed at random by an external verifier to monitor the actions of the officials and standards of the assessment. The role of the external verifier is to establish equitable treatment of candidates and identify any training needs.
 - 11.3.3 All current Moderators, Assessors and Trainers attend an annual Professional Development Day specifically for Moderators, Assessors and Trainers. This meeting focuses on what is expected for each posture at assessment both in the candidates own work and in their teaching. This is done in rotation across the syllabus levels owing to the number of asanas.
 - 11.3.4 Prior to these meetings a letter is sent to all Moderators, Assessors and Trainers asking for any queries and questions that have arisen from assessments or training e.g. ways of working, ways of teaching, or formulaic teaching from a particular group.
 - 11.3.5 Content and attendance at these days is monitored.
- 11.4 IY(UK) is also committed to provide adequate and on-going training for Moderators, Assessors and Trainers :
- 11.4.1 Trainee Assessors sit in on three Introductory assessments spread over two years, where they mark the candidates but their marks do not count. This is to see that before being accepted as full assessors the award marks in accord with those of the experienced examiners. At each assessment the Moderator must sign to say they have reached the required level of competence. They must obtain confirmation of competence from at least two Moderators. Further training is given for marking of papers and higher syllabus levels.
 - 11.4.2 New Moderators are chosen from Teacher Trainers who are Senior Teachers and are Assessors with sufficient level of experience. They undergo two weekends of training and must shadow an experienced Moderator at one assessment.
 - 11.4.3 New Teacher Trainers must satisfy the entry requirements of IY(UK). They shadow an experienced Teacher Trainer for a minimum of two years and will undertake a number of training days to meet the standard required to deliver an IYQ course.

APPENDIX E: Guidelines on Yoga Therapy

Therapeutic or remedial applications of yoga are an important aspect of Iyengar Yoga, as can be seen at the medical classes held at the RIMYI in Pune.

In a way, every Iyengar yoga class is 'therapeutic' but our method does not adopt a *medical* model, in which a particular condition is diagnosed and then treated with specific poses. Rather, we have a much more *holistic* approach in which a particular medical condition is seen as linked to a wide range of other factors; environmental, postural, psychological etc. Yoga does not treat the *condition*, in the way that medical doctors may give everyone with a certain illness the same medicine, but rather it treats the *person*. The knowledge and skills that yoga teachers need in order to provide therapeutic help to individual students with medical conditions cannot be learnt just from a book or from a workshop; it has to be learnt and developed over many years through practice, teaching and observing. The teacher must have a deep understanding of the student's body and the way they practise yoga and this can only be learnt through experience.

Teachers who do not have this depth and length of experience can still help students who are not in perfect health. All teachers make adjustments or use props for individual students in their general classes. These teachers are not 'treating' students in a therapy class, but are helping them practise in ways that will help with their condition.

The table below sets out the kinds of classes that Iyengar Yoga teachers are qualified to take.

	Intro. 2	Int. Junior 1	Int. Junior 2	Int. Junior 3	Int. Junior 3 with Therapy status	Int. Senior 1, 2, 3	Int. Senior with Therapy status
Healthy students with common conditions with minor risks. e.g. knees, low back, neck and shoulders, constipation, diarrhoea, headache, high blood pressure, anxiety and depression, diabetes and chronic fatigue syndrome	YES see note 1	YES see note 1	YES see note 1	YES see note 1	YES	YES	YES
Normal pregnancy, healthy student who already attends your class	YES	YES	YES	YES	YES	YES	YES
Antenatal class, if student has healthy pregnancy	NO	NO	YES	YES	YES	YES	YES
One-to-one teaching of healthy students	NO	MAYBE see note 2	YES	YES	YES	YES	YES
Abnormal pregnancy	NO	NO	MAYBE see note 3	MAYBE see note 3	YES	YES	YES
Gentle classes, for students needing slower pace, more assistance/props (see note 4)	NO	YES	YES	YES	YES	YES	YES
Assisting Senior teacher in therapy class, under their supervision	MAYBE see note 5	YES	YES	YES	YES	YES	YES
Offer therapy for medical conditions in a general yoga class situation	NO	NO	MAYBE see note 6	MAYBE see note 6	MAYBE see note 6	YES	YES
Yoga therapy classes (see note 7)	NO	NO	MAYBE see note 6	MAYBE see note 6	MAYBE see note 6	YES	YES
Eligibility for CNHC Register of Yoga Therapists (see note 8)	NO	NO	NO	NO	NO	NO	YES
Themed workshops (see note 9)	NO	NO	NO	NO	NO	YES	YES

Notes to table:

1. Teachers should always consult a senior therapy teacher if students have conditions that they are unsure how to deal with, even if those conditions are minor.
2. Teachers who gained their Intermediate Junior Level 1 qualification in 2009 or earlier can continue to teach existing one-to-one classes. Teachers who gained their Intermediate Junior level 1 qualification in 2010 or later must wait until they have gained their Intermediate Junior Level 2 qualification before taking on one-to-one classes.
3. If no Senior teachers are available locally, Intermediate Junior level 2 and 3 teachers can teach abnormal pregnancy cases, but only under the supervision of a Senior teacher. This does not apply to teachers who gained their Intermediate Junior level 1 qualification in 2010 or later – these teachers should not take on students with pregnancy complications.
4. 'Gentle classes' are not therapy classes and should not include therapy sequences. They are ordinary classes for students who need to work at a slower pace or with more help from props.
5. On the matter of Introductory teachers helping in therapy classes, Introductory Level 2 teachers can observe in therapy classes and, at the request of the senior teacher taking the class, they can help with bringing and arranging equipment. In due course, Intermediate Junior Level 1 and 2 teachers can handle students under the guidance of the senior teacher. Helpers are covered by the Senior teacher's Therapy insurance.
6. If an Intermediate Junior Level 2 or 3 teacher qualified in 2009 or earlier and has been teaching a therapy class or medical cases, then they may continue, subject to approval by IY(UK) This does not apply to teachers who gained their Intermediate Junior Level 2 qualification in 2010 or later – these teachers must wait until they have qualified at Intermediate Senior Level 1 before they can become therapy teachers.
7. Any teacher teaching a therapy class is expected to have assisted in the medical classes at the RIMYI.
8. CNHC Register eligibility also requires that you should have assisted in the RIMYI medical classes, hold a current First Aid certificate, and adhere to CNHC code of conduct
9. In 2011, Mr Iyengar sent a message to the IYA (UK) asking for a new ruling concerning the teaching of themed workshops to be put in place. Only those teachers holding Intermediate Senior Level 1 and above certification levels are qualified to teach or advertise themed workshops or classes. Examples of themes might be: knee injuries, back problems, classes geared towards inversions, rope work, classes for shoulders and upper backs, etc.
Teachers can still advertise classes by level (e.g. beginners) and can describe classes as Asana, Pranayama or restorative poses. Classes advertised as general Asana classes can vary in their content (standing poses one week, twists and forward bends the next week, for example). Teachers qualified at Junior Intermediate level 2 or above are allowed to take ante-natal or pregnancy classes for women with normal pregnancies (although additional insurance cover is required).

Therapy/Pregnancy Insurance

From the IY(UK) membership year 2014-15, teachers will no longer be required to purchase extra cover for pregnancy and/or therapy classes; these will in be included in standard policies at no additional cost for teachers who are qualified at the appropriate levels. Please refer to the document "Teaching to Certification Level" which is available on the IY(UK) website and has been incorporated into the insurance policy documents. Teaching beyond certification level or without the relevant approval from IY(UK) will render invalid any insurance policy should a student make an injurious claim against the teacher.

APPENDIX F: Ethical guidelines for Iyengar yoga teachers

The Ethical Guidelines for Iyengar Yoga Teachers are pursuant to IY(UK) Standing Orders, and are formulated to take into consideration the unique position of Iyengar Yoga Teachers. A position unique in that it was at the request of B.K.S. Iyengar that the Yamas and Niyamas (in particular Ahimsa, Satya, Asteya, Bramacharya, Aparigraha and Sauca), along with current UK Law and social climate, be blended into a set of ethical guidelines that are reasonable and yet set high standards for individual, social and professional conduct binding on all teacher member of IY(UK)

1 Professional Ethics of Iyengar Yoga Teachers

Iyengar Yoga Teachers are dedicated to maintaining the highest standards of professional competence and integrity.

- a) Iyengar Yoga Teachers dedicate themselves to studying, teaching, disseminating and promoting the art, science and philosophy of Yoga according to the teachings and philosophy of B.K.S. Iyengar (Tapas).
- b) Iyengar Yoga Teachers seek to continue their studies of Yoga put forth by B.K.S. Iyengar and family directly by attending classes at the RIMYI or indirectly by attending workshops, classes or conventions organized by members of IY(UK) Study should be with Iyengar Yoga Teachers certified at a higher level, i.e. the teacher in training should be at least one level below the teacher (Svadhyaya).
- c) Iyengar Yoga Teachers endeavour to accurately represent their education, training and experience relevant to their teaching of Iyengar Yoga (Satya).
- d) When in an Iyengar classroom situation, Iyengar Yoga Teachers will not mix the teachings of Iyengar Yoga with any other disciplines (Aparigraha).
- e) Iyengar Yoga Teachers strive not to be publicly critical of other Iyengar Yoga Teachers in their absence or of other systems of Yoga (Ahimsa).
- f) Iyengar Yoga Teachers refrain from using the figure Hanumanasana and temple trademark design registered with the United States Patent and Trade Mark Department in B.K.S. Iyengar's name. The use of this Service Mark is reserved for use by non-profit organizations composed of students and friends of B.K.S. Iyengar who meet the criteria of I(a) and are approved for such usage by the Service Mark Committee (Asteya) of the B.K.S. Iyengar Yoga National Association of the United States.

2 Responsibility to Students and Community - Social Ethics

Iyengar Yoga Teachers are committed to enhancing the general health and welfare of their students and the community in which they live. This includes respecting the rights and opinions of their students and obeying local laws.

- a) Iyengar Yoga Teachers embrace truthfulness in all dealings with their students and the community (Satya).
- b) Iyengar Yoga Teachers welcome all students regardless of race, religion, gender, sexual orientation, financial status, national origin, or physical disability (skill level of teacher permitting) (Asteya).
- c) Iyengar Yoga Teachers avoid all forms of sexual harassment of students and are honest in their intimate relationships (Ahimsa and Bramacharya).
- d) Iyengar Yoga Teachers recognize the responsibility inherent in the relationship between student and teacher and will avoid exploiting the trust and potential dependency of such students (Ahimsa and Aparigraha). Iyengar Yoga Teachers recognise that they are in a position of power in the classroom and do not exploit the trust or acquiescence of students. Having regard to the power differential, Iyengar Yoga Teachers are aware of the possibility of relationships between

teachers and students outside the classroom complicating or compromising the student-teacher relationship.

- e) When possible, Iyengar yoga Teachers generously assist students in finding another Iyengar teacher when requested (Aparigraha).
- f) Iyengar Yoga Teachers espouse the importance of being earnest and sincere in their efforts to avoid casual or careless teaching (Tapas).

3 Personal Responsibility of Iyengar Yoga Teachers - Individual Ethics

Iyengar Yoga Teachers sincerely cultivate a level of purity in matters of personal habits and lifestyle (Sauca).

- a) Iyengar Yoga Teachers maintain a clean and well-groomed appearance (Sauca).
- b) Iyengar Yoga Teachers dress in a modest manner when teaching or participating in an Iyengar Yoga class (Sauca and Bramacharya).
- c) Iyengar Yoga Teachers avoid abuse of substance such as drugs and alcohol (Sauca).

4 Responsibility of IY(UK) - Ethical Guidelines

Iyengar Yoga Teachers find these IY(UK) Ethical Guidelines binding by virtue of their membership in IY(UK)

- a) IY(UK) Ethical Guidelines are not exhaustive. The fact that a given conduct is not specifically addressed by IY(UK) Ethical Guidelines does not mean that the conduct is necessarily ethical or unethical. Classical codes of conduct should be honoured and observed as well as UK Law.
- b) Lack of familiarity with or misinterpretation of these Ethical Guidelines is not justification for unethical conduct.
- c) Failure to cooperate in an ethics investigation or disciplinary proceedings is a violation of IY(UK) Ethical Guidelines.
- d) Iyengar Yoga Teachers who are uncertain as to the meaning or content of IY(UK) Ethical Guidelines as it relates to a particular situation shall contact IY(UK) Ethics & Certification Committee for clarification before acting.

APPENDIX G: Principles for interpreting the term “not mixing methods”

All certificated Iyengar Yoga teachers who are licensed to use the Certification Mark are not permitted to teach any form of yoga other than that which has been approved by BKS Iyengar.

This does not mean that Iyengar Yoga teachers cannot have an interest or be qualified in another field or discipline, even one which may be closely related to yoga either in reality or by its appearance, but it is the individual responsibility of all certified teachers not to introduce into their Iyengar yoga classes teaching methods from other yoga disciplines or teaching schools.

Where permission for business use of the name Iyengar has been given to the owner of a yoga centre, studio or other organisation, no other form of yoga should be taught or advertised.

Iyengar Yoga teachers teaching through other organisations or using their buildings to hold classes, must not link these organisations to Iyengar Yoga or introduce other activities into the Iyengar Yoga class and must make it clear to their students that Iyengar Yoga is a separate system.

For Iyengar Yoga teachers who also teach meditation or other spiritual or religious techniques from a different tradition, it is important that such techniques are taught as a separate entity and that they do not in any way become part of their Iyengar yoga classes.

EC Committee, February 2012

APPENDIX H: Appeals procedure for refusal to grant or renew the Certification Mark or to terminate the right to use the Certification Mark for any reason other than failure to pay the annual sub-licence fee or membership subscription

If IY(UK) is not satisfied that the requirements as set out in the Sub-Licence Agreement (1 to 7) have been met, or that the statements contained in the Application for a Sub-Licence are complete or true, it shall so inform the Applicant. The Applicant may within twenty-one days after receiving the notice, by written notice to IY(UK), appeal to the Ethics and Appeals Committee (EA).

The EA will consider such submissions and supporting documentation as the Applicant and IY(UK) may submit and any further information which may be required relating to the compliance of the Sub-Licencee with the terms of the Sub-Licence Agreement, or the status of the Sub-Licencee's certification as is relevant.

If, after consideration of all such information and after giving the Applicant an opportunity to be heard the EA decides that the Applicant does meet certification requirements and has complied with the terms of the Sub-Licence Agreement and/or that the statements contained in the Application for a Sub-Licence are complete and true then IY(UK) shall certify the Applicant as meeting the above requirements and invite the Applicant to enter into a Sub-Licence to use the Certification Mark.

If, having carried out the procedure outlined above, the EA decides that the Applicant does not meet the above requirements or that the statements contained in the Application for a Sub-Licence are not complete or true, the Applicant will be informed that he/she is not entitled to enter into a Sub-Licence to use the Certification Mark. The decision of the EAC is final; there will be no appeal from the decision of the EA.

On termination of the Sub-Licence to use the Certification Mark the terms of Paragraph 9 of the Sub-Licence Agreement shall be instituted.

Any Applicant refused the right to enter into a Sub-Licence under these procedures is entitled to make a future application. If the Applicant later complies with the above requirements at the date of such future application he/she will then be entitled to apply for a Sub-Licence in accordance with these Rules.

The Master Licensee is entitled to terminate any Sub-Licence in the event of any breach of the terms of the Agreement as set out in Paragraph 8 of the Sub-Licence Agreement but waives that right in favour of the above procedures.

Failure to pay the annual Sub-Licence fee or to pay the annual subscription for membership of IY(UK) shall not constitute a reason for an appeal against termination of a Sub-Licence.

APPENDIX I: Teaching yoga to children or vulnerable adults: special requirements

1. Children can begin Yoga at six years of age.
2. It is a mandatory requirement for people who take classes *in schools* to have Disclosure and Baring Service (DBS) clearance.
3. IY(UK) strongly recommends that all teachers who teach private classes to children or vulnerable adults in venues other than schools have DBS clearance.
4. Details about where to get DBS clearance can be found on the IY(UK) website or by contacting the main office.
5. For children under eight, there are special regulations if any individual child stays in class for more than two hours each day. In this case, the teacher must be registered and this requires an OFSTED inspection (www.ofsted.gov.uk/childcare). For less than two hours a day this is not required.
6. Although the standard insurance policy available to all teachers through IY(UK) includes cover against any injurious claim while teaching yoga to children, it does not provide protection against an allegation of misconduct or abuse. It is therefore strongly recommended that any Iyengar yoga teacher who teaches children or vulnerable adults should select the additional option 'Legal expenses for claims where no injury occurs'. If there is any doubt about this please contact the IY(UK) main office for advice.
7. As legislation is subject to change, it is the responsibility of teachers to keep up to date with current policy and regulations if they are teaching children or vulnerable adults.
8. There is no special requirement for children between the ages of 16 and 18 (or vulnerable adults) who attend classes which are primarily for adults
9. Private classes for vulnerable adults are those which have been set up primarily to teach adults who are elderly or who are known to be incapable of making normal everyday decisions for themselves.

APPENDIX J: Partner Work in a classroom environment

1. Teachers should demonstrate *asanas* themselves and only use students if necessary or helpful to show a specific point to the rest of the students.
2. It is permissible and correct for teachers to adjust students.
3. It is permissible for trainee teachers to assist a more senior teacher in class and under their guidance learn teaching methods and how to adjust students safely, including hands on adjustments and the use of props.
4. Students should not assist each other in class. The risk of injuries occurring is greatly increased. Students can be reluctant to tell the teacher if an injury has occurred and it is our duty as teachers to safeguard them. There is no insurance cover if things go wrong.
5. Encouraging students to act as teachers is not endorsed by RIMYI. Students are not teachers.
6. If students help each other they communicate verbally which is distracting and comes away from the purity of yoga, which is self-practice.
7. As well as hands-on adjustment or help, Partner Work also includes students using belts or props e.g. one student holding a belt around another student's thighs / hips to support them in *adho mukha svanasana* when there are no wall ropes. This kind of assistance is Therapy.