

## Hatherley Badminton Club: Constitution

Last Updated: May 2020

The Club shall be called the Hatherley Badminton Club and shall be affiliated to the Gloucestershire Badminton Association. It shall operate in accordance with the following Constitution.

### 1.0 Membership and Visitors

- 1.1 Club membership consists of up to 40 members who pay the applicable full membership fee.
- 1.2 Membership is at the discretion of the Committee.
  - 1.2.1 Membership is offered based on the playing standard of the individual in question, as judged by the majority view of the current members of the Committee. The minimum desired playing standard for a new member is approximately equivalent to the standard of play of the existing members of the club's appropriate lowest place league team.
- 1.3 In addition, the club membership may include a maximum of 5 associate members.
  - 1.3.1 Associate members:
    - must meet one of the qualifying criteria (paragraph 1.3.2)
    - must not play as a team member for another club affiliated to the Gloucestershire Badminton Association
    - be registered with Badminton England
    - pay a one-off registration fee of a value determined at the AGM followed by a visitor fee each time they attend
    - cannot attend more than twice in a one month period
    - cannot play matches for Hatherley Badminton Club, but may still provide cover for matches
  - 1.3.2 The qualifying criteria for associate membership are that an individual must fall into one or more of the following categories:
    - The individual is of an extremely competitive playing standard (competing for a space in the Men's 1 or Ladies 1 team)
    - The individual has been a member of Hatherley Badminton Club within the last two years and is now facing significantly changed personal circumstances that limit their ability to join the club as a full member
    - The individual has been a member of Hatherley Badminton Club within the last two years but cannot commit to club membership due to maternity/paternity responsibilities
- 1.4 No member may introduce a visitor on more than 3 occasions during the season and the same visitor may not be introduced more than 3 times each season by one or more members. All visitors shall be subject to a payment of a visitor fee to be agreed at the AGM.

## 2.0 Membership Fees

- 2.1 The membership fee shall be paid annually by each member, and the amount fixed at the AGM.
- 2.2 The membership fee shall be reviewed annually at the AGM.
- 2.3 Information regarding the membership fee shall be made clearly available to all club members and visitors. This shall include information on any variations in the membership fee over the course of a year. The Treasurer will maintain a document containing this information, which will be available to all club members.
- 2.4 The deadline for receipt of the membership fee shall be clearly communicated by the Club Treasurer. The membership fee must be received by the Club Treasurer by no later than the start date of the Gloucestershire Badminton Association league season, but may be requested prior to this date at the discretion of the Committee.
- 2.5 Visitors who are invited to become club members during the course of a season must pay the required membership fee (pro rata for the month in the season which they join the club), in line with the amount agreed at the AGM.
- 2.6 All members must be registered with Badminton England, paying their registration fees via Hatherley Badminton Club, or providing evidence that they have registered with Badminton England via another route.

## 3.0 Annual General Meeting

- 3.1 The Annual General Meeting shall be held in April or May each year and not less than 14 days notice shall be given, in writing,<sup>1</sup> to each member, specifying the date, time and venue for such a meeting.
- 3.2 Requests for resolutions and amendments for inclusion on the agenda of the AGM must be passed to the Club Secretary no later than one week before the date of the meeting. The agenda of the meeting will be determined by the members of the Committee, respecting and requests for resolutions and amendments proposed by club members.
- 3.3 A quorum for the AGM shall consist of 33% of the membership. The business of the meeting shall consist of:
  - Presentation of report of the Chairperson
  - Presentation of the Club Treasurer's report and audited statement of accounts made up to 31 March, and/or the end of the most-recently completed season.
  - Discussion of membership fees for the upcoming year
  - Election of Committee
  - Alterations to Rules (to be specified in detail)
  - Discussion of other matters arising

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<sup>1</sup> In all cases in this document, reference to communication 'in writing' is considered to include email communication.

- Any other business (to specifically exclude alterations to the Rules)

#### **4.0 Committee**

- 4.1 The Club shall be governed by a Committee elected at the AGM and shall consist of:
- One Club Chairperson
  - One Club Secretary
  - One Club Treasurer
  - One Club Fixture Secretary
  - One to Three Ordinary Members
- 4.2 Example responsibilities for Committee members are outlined in Annex 1.
- 4.3 A quorum for a meeting of the Committee shall consist of 4 members, and no meeting shall be held without notification of all Committee members.
- 4.4 The Committee shall meet at least quarterly, and will always meet at least one week before the AGM to decide on the agenda for the meeting.
- 4.5 The Committee shall have full power to deal with matters that may arise and for which provision is not specifically made herein. Should these matters relate to a change of playing venue, or an alteration to the general membership fee, club members must be consulted.
- 4.6 Minutes of committee meetings must be maintained by the Club Secretary, and will be available to any club member on request.

#### **5.0 Extraordinary General Meeting**

- 5.1 The Club Secretary shall, upon the written request of 6 members, call an Extraordinary General Meeting.
- 5.2 Such meetings shall be convened within 1 month, by notice in writing to each member not less than 14 days before the meeting. The notice convening the EGM shall specify the date, time, venue and business.
- 5.3 A quorum for an EGM shall consist of 33% of the total membership.

#### **6.0 Team Selection**

- 6.1 The club shall select the membership of teams to play in the Gloucestershire Badminton Association leagues each season, with the number of teams varying according to the interest of club members in becoming a member of a team.
- 6.2 The club shall commit to determining the level of interest in club members playing in a team for the forthcoming season shortly after the completion of the previous season.

- 6.3 The Team Selection Committee shall consist of:
- The Club Chairperson
  - The Team Captains of each team entered in the previous season
- 6.4 Team Selection Committee meetings are Chaired by the Club Chairperson. The Team Selection Committee proposes team membership for the upcoming season by selecting from the club members who have expressed a desire to act as a team member for the forthcoming season. Potential team members are selected based on their playing standard and tactical abilities, as judged by the Team Selection Committee.
- 6.5 Teams will be selected on the principle of fielding the strongest teams possible, seeking to provide as many club members with a place on a team as possible where this does not compromise the strength of the team overall.
- 6.6 After team selections have been announced, the members of each team must select a Team Captain. Team Captains take responsibility for team management, including working with the Club Fixture Secretary to re-arrange postponed matches, gathering match fees on behalf of the Club Treasurer, and submitting match scores to the Gloucestershire Badminton Association.
- 7.0 Club Code of Conduct**
- 7.1 All club members and visitors must abide by the club Code of Conduct, detailed in Annex 2.

## Annex 1: Committee Member Responsibilities

### All committee members

- Welcome visitors and encourage them to come back the following week at the end of the night.
- Vote on membership for new players (based on ability, availability for teams, and number of spaces).
- Ensure visitors are invited to join prior to the three week trial period if a player clearly meets criteria.
- Ensure equipment is set up/taken down on club nights.
- Raise agenda items at committee meetings and AGM.
- Act as liaison point for all members.
- Attend committee meetings.
- Publicise club and recruit new members.
- Promote and demonstrate behaviours in club code of conduct.
- Ensure club equipment box keys are accounted for at end of night.

### Chairperson

- Primary contact for club enquiries.
- Handle whole club email communications and notices.
- Arrange and chair committee meetings and AGM.
- Ensure agenda is set for committee meetings and AGM.
- Ensure AGM is published 14 days in advance of AGM.
- Oversight of other committee roles.
- Maintain up-to-date list of members/visitors contact details: minimum telephone numbers and email.

### Secretary

- Maintain up-to-date list of members/visitors contact details: minimum telephone numbers and email.
- Primary contact for Badminton England (BE) – ensure club is up to date with relevant BE news.
- Register members with BE as renewals are due.
- Ensure all Gloucestershire and BE regulatory criteria are met on time:
  - Teams are registered with Gloucestershire Badminton league in June/July
  - Players are nominated to Gloucestershire Badminton league in September
  - Members are registered and paid for in BE and GBA
- Ensure insurance is paid and up-to-date
- Liaise with school when necessary on ad hoc matters.
- Circulate agenda for committee meetings and AGM.
- Take minutes at committee meetings and AGMs.
- Maintain oversight of content of club website.
- Organise EGM if required.

### Treasurer

- Collect subs from members at the start of the season and when new members join.
- Collect visitor fees each week (arrange committee member to deputise on absence).
- Collect match fees from Team Captains as required.
- Collect summer club fees every week (arrange committee member to deputise on absence).

- Bank all the cash/cheques.
- Check invoices.
- Raise payment for venues/shuttles/association fees etc.
- Collate annual accounts.
- Present accounts to AGM.
- Present recommendation for membership fees and match fees at the AGM.

#### **Fixture Secretary**

- Primary contact for club night and match night venues.
- Primary contact for our teams & other clubs to rearrange matches.
- Organise new dates for cancelled/ rearranged matches and inform Gloucestershire Badminton League in accordance with current procedures

#### **Ordinary Members – example responsibilities**

- Participate fully in committee meetings.
- Organise team shirts and other apparel.
- Update club publicity as required.
- Organise and publicise social events for club members.
- Maintain club social media presence.

## Annex 2: Hatherley Badminton Club Code of Conduct

Our code of conduct helps to ensure that all players have an enjoyable night of badminton. The aim of this document is to make clear to all players of the club's core values and the spirit in which we play the game.

Most of these guidelines are common courtesy, whilst others are specific to the badminton court. By adhering to the code of conduct, you will be helping us provide a safe, welcoming, and friendly environment for playing badminton.

### Courtesy

- Our number one rule is **respect and consideration for other players**. Treat others as how you would like to be treated yourself. Under no circumstances shall a player subject anyone to abuse of any kind (be it verbal or physical). At the discretion of the committee, players who are found to be in breach of this rule will no longer be permitted to play.
- Do not use foul language, and endeavour to avoid language that may cause offense to others. In the event that you break this rule, apologise as soon as possible.
- Be welcoming to all visitors, introduce yourself, and explain to them how the club works. If you are not a member of the club's committee, please introduce a visitor to a committee member as soon as possible.
- At times, you may be paired up with players of lesser ability than yourself. Look after them, offer constructive advice, and make them feel welcome on court. Remember, everyone has to start from somewhere and you were once a beginner too.
- Should more than 25 players be present during any point on a club night, games should be played to 15 points rather than 21 points. Games revert to 21 points once fewer than 25 players are present. This allows club attendees to play frequently during busy evenings.

### Set-Up, Take-Down, and Tidiness

- Should you be the first to arrive at a club night, please speak to the sports centre staff at the front desk to get the key for the club box, and open up for the evening.
- If you arrive early and the sports centre staff are setting up, please assist them with the nets. Place the baskets of knock-up shuttles between the courts along with tubes of unused shuttlecocks.
- If you are still at club at the end of the night, please assist in taking down the nets, moving the posts back towards the sports hall entrance, and collecting shuttlecocks.
- Keep the court clean by returning used-but-useable shuttlecocks to the baskets between courts. If a shuttle is no longer suitable for use in knock-up, please dispose of it in the bin.
- Take away or dispose of any rubbish you are responsible for.
- If you are the last player at club, please ensure the club box has been locked and return the key to the sports centre front desk.

### Safety

- Do not walk across any part of a badminton court while games are in progress.
- Be mindful when walking behind a court while a rally is in progress. When possible, pause between the courts and continue walking in between rallies.
- Should anyone become injured while on a court, immediately stop play on that court, and inform the sports centre staff if first aid may be necessary.

### Selecting Games

- We use a peg board system to maintain a constant flow of games during the evening. The rules for using this board are clearly marked on the board itself.
- When you arrive at club, find your named peg and add it to the board *before* you begin warming up or playing a game.

- When a visitor arrives, please assist them by making it clear to them which visitor number they will be for the evening, and briefly explaining how the peg board works. Visitors should not be expected to pick games themselves, but should not be bypassed when their peg is at the head of the queue!
- Do not complain if you are paired with players of a significantly different standard to yourself for a game. If you think that you are consistently being asked to play inappropriate games for any reason, politely and temporarily excuse yourself from the peg board queue for a few moments while you wait for other players.

### **In-Game Etiquette**

- Introduce yourself to your partner if you have never met. When practical, introduce yourself to opponents you have not met before.
- Toss or knock the shuttlecock up to determine which side will serve.
- If your shuttlecock lands on another court, wait for a break in play before retrieving it.
- If you lose the point and the shuttlecock is on your side of the court, it is considered polite to fetch and return the shuttlecock to the opponent's court.
- After a game, thank all the players by giving them a handshake or equivalent gesture.

### **Line Calls, Lets, and Faults**

- Make fair line calls when the shuttlecock lands on your side of the court.
- The person nearest to the shuttlecock has the final decision and the call should not be disputed.
- If you are in doubt as to whether the shuttlecock is in or out, either call it in favour of your opponent or play a let.
- Importantly, respect and accept your opponent's calls – no matter how wrong you believe they may be.
- If the shuttlecock hits the ceiling or roof beams, it is considered a fault.
- You should play a let if the shuttlecock hits the basketball nets that hang from the ceiling.

### **Have Fun**

- We aspire to play competitive badminton, but this must be carried out in an atmosphere of friendly competition: we place greater emphasis on having fun.
- Don't take things too seriously, and be gracious in victory or defeat.
- There is nothing wrong with people having cause to laugh while they are on court!