

# Harpenden Badminton Club

Home Venue: St. Albans Girls School

Affiliated to BAoE No.1805/5123



## CLUB CONSTITUTION RULES

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Rule 1. Club Name.....	2
Rule 2. Aims and Objects of the Club.....	2
Rule 3. Annual General Meeting.....	2
Rule 4. Officers of the Committee.....	2
Rule 5. Membership.....	3
Rule 6. Subscriptions.....	3
Rule 9. Extraordinary General Meeting.....	4
Rule 10. Distribution of Rules.....	4
Rule 11. Alterations to the Club Rules.....	4
Rule 12. Dissolution of the Club.....	4
Appendix 1.....	6
Team Selection.....	6
Definitions.....	6
Responsibilities.....	6
Process.....	7
Guidance for team selection.....	8
Appendix 2.....	9
Visitor - New Member Selection.....	9
Definitions.....	9
Responsibilities.....	9
Process.....	10
Guidance for selection.....	11
Appendix 3.....	12
Club Roles and Responsibilities.....	12
Appendix 3.....	14
Pegboard System.....	14
Pre-requisites.....	14
Method.....	14



### **Rule 1. Club Name.**

The Club shall be known as the Harpenden Badminton Club.

### **Rule 2. Aims and Objects of the Club.**

- (a) To promote the game of badminton.
- (b) To compete with other Clubs in friendly and league matches.

### **Rule 3. Annual General Meeting.**

The Annual General Meeting (AGM) of the Club shall be held as soon as possible after the end of the season. All members shall be given at least fourteen days notice of the meeting. Copies of the agenda, which can be requested beforehand, will be available at the AGM. Ten members shall constitute a quorum for the AGM.

### **Rule 4. Officers of the Committee.**

The following officers and committee of the Club shall be elected at the AGM:

- (a) President (Chairman).
- (b) Honorary Vice Presidents may be elected. These persons shall be retired members of the Club, elected in recognition of past services.

Current Honorary Vice President is Martin Wood

- (c) Secretary and Badminton Association of England Co-ordinator.
- (d) Treasurer.
- (e) Match Secretary.
- (f) Match Captains. Current match captains:

1. Mens Match Captain
2. Ladies Match Captain
3. Mixed Match Captain
4. Medley Match Captain

Match Captains perform the team selection process and is documented in: *Team Selection*. [See Appendix 1]



(g) Social Secretary who shall have the power to co-opt assistants who may be required from time to time.

(h) Shuttle co-ordinator

(i) An Auditor

The Executive Committee shall consist of the President, Secretary, Treasurer, Match Captains, Social Secretary, Match Secretary and Shuttle Co-ordinator. The Committee shall be able to elect an additional Committee Member when the need arises and resolve any club issues.

### **Rule 5. Membership.**

(a) The membership of the Club shall, as far as possible, consist of an equal number of ladies and gentlemen.

(b) The number of members of the Club shall be left to the discretion of the Committee.

(c) New member process is documented in: *Visitor – New Member Selection*. [See Appendix 2]

(d) At the AGM of the Club, the Committee shall have the power to nominate for election life members of the Club who shall be exempt from all subscriptions, but shall have all the privileges of members.

### **Rule 6. Subscriptions.**

(a) The annual subscription, as fixed at the AGM, becomes due on 1<sup>st</sup> of September following the AGM and all members should be fully paid by 31<sup>st</sup> of October. A reduction determined at that meeting will be given to the previous season's members providing the subscription is paid on or before the 30th of September following the AGM.

(b) Any member failing to pay the annual subscription by the 31<sup>st</sup> of December following the AGM may have his or her membership withdrawn at the discretion of the Committee.

(c) Members unable to play during the season who wish to remain non-playing members of the Club shall pay an annual subscription, as determined at the AGM, for one season only, and thereafter at the discretion of the Committee.

(d) Members may bring visitors to the Club subject to payment of a fee determined at the AGM.

(e) Visitors to the club must pay the visitor fee determined at the AGM.



(e) Subscriptions paid shall be non-returnable after the date of the first club night of the season.

(f) Junior subscriptions are to be set at the AGM and are to be included within the overall Club finances.

(g) If the financial situation of the Club demands urgent changes in the subscription, the Treasurer shall ask the Committee for permission to impose a levy in addition to the subscription agreed at the AGM.

### **Rule 9. Extraordinary General Meeting.**

An Extraordinary General Meeting (EGM) shall be called on the demand of not less than eight members. All resolutions which it is desired to submit to an EGM shall be given in writing at the same time as the demand for the EGM. Such a meeting shall be held within 28 days, and all members shall be given at least 14 days notice of the meeting together with a copy of the agenda. At any EGM 18 members shall constitute a quorum.

### **Rule 10. Distribution of Rules.**

All members shall have access to them via the club website, or, if requested, given a paper copy of the Club Rules

### **Rule 11. Alterations to the Club Rules.**

Alterations to the Club Rules can only be made at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose.

### **Rule 12. Dissolution of the Club.**

Should the club need or be forced to dissolve then all current club members will be jointly and equally responsible for all debts.

Should the club, after discharging all debts have any remaining monies these will be equally distributed to all current club members.

<b>Date</b>	<b>Change</b>
July 1987	Original club constitution rules
September 2008	Provisional updates to be confirmed at the 2009 AGM.  Key changes: change to club officers to reflect new roles of BAofE Coordinator and Shuttle Coordinator; documented [in appendix] team and new member selection processes

## CLUB CONSITUTION RULES



March 2009	<p>Minor updates to be confirmed at the 2009 AGM:</p> <ul style="list-style-type: none"><li>• Noted that club rules would be made available by the club website</li><li>• Visitor Coordinator will be a club officer</li><li>• Added club roles and responsibilities to the appendices</li></ul>
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Harpenden Badminton Club



## Appendix 1

### Team Selection

Harpenden Badminton Club wishes to maintain a thriving club that enables its members to enjoy playing at club nights and to offer the opportunity to participate in team matches in the local badminton leagues, for those interested in competitive match play. To maintain a thriving club it is vital to attract and retain members of an appropriate badminton playing standard and managing the team selection process is part of that for those members interested in competitive matches. The following is designed to ensure that:

- a) As a club we have a transparent policy and process for managing team selection
- b) Club members are aware of the team selection process and how it works
- c) The outcome is that either the club member is offered the opportunity to join a league match team or is offered a chance to be a reserve for that team

In general the team selection process is to ensure that the club selects and fields the strongest teams for competitive play. In the event that there are more club members interested in regular competitive play than team places [team members and reserves] available then those club members should take a proposal to the club officers for a another team to be created and registered for league match play. The club officers will then make a decision on the proposal.

### Definitions

Role	Definition
Club Officer	President, Treasurer, Secretaries, Match Captains, Shuttle Coordinator
Team Captain	Captain of a league match team, appointed at an AGM or via the club officers
Team Member	Club member selected to be a team member of one or more of the club teams - Ladies, Mens, Mixed or Medley
Reserve Team Member	Club member that has been selected as a reserve for a team and may replace an existing team member on either an individual match basis or for a number of matches as required
Club Member	Fully paid up member of the Harpenden Badminton Club

### Responsibilities

Role	Responsibilities
Club officer	<ul style="list-style-type: none"><li>• Club has registered one or more teams for local league matches</li><li>• Ensure that a team captain is selected for each team</li><li>• Ensure that the team selection process is followed</li></ul>



Team Captain	<ul style="list-style-type: none"><li>• Select team for league matches</li><li>• Ensure a full team plays each match either with the team members or a combination of team members and reserves</li><li>• Collects match fees as appropriate and gives them to the Treasurer</li><li>• Ensure that visitors have a selection of snacks and drinks for home matches</li><li>• Record league match result with the league</li><li>• Nominate and agree who is the team's vice-captain</li></ul>
Team Member	<ul style="list-style-type: none"><li>• Commits to play regularly for team at scheduled matches</li><li>• Knows location of matches or finds out</li><li>• Plays matches as scheduled</li><li>• Advises as early as possible of any known schedule conflicts or when they are unable to play to allow the captain to obtain a reserve in plenty of time</li><li>• Pay match fees as appropriate</li></ul>
Reserve Team Member	<ul style="list-style-type: none"><li>• On standby to play matches, possibly at short notice</li><li>• If asked, commits to play in one or more scheduled matches</li><li>• Knows location of matches or finds out</li><li>• Plays matches as scheduled</li><li>• Advises as early as possible of any known schedule conflicts or when they are unable to play to allow the captain to obtain another reserve in plenty of time</li><li>• Pay match fees as appropriate</li></ul>

### Process

1. Club decides that it will enter one or more teams into local league matches and club officer subsequently register those teams. That decision can be taken at:

- Club AGM
- Executive Committee meeting

2. Team Captain is appointed at AGM of the prior season or via the club officers at the beginning of the new season. If a Team Captain needs to be replaced during the badminton season, then the Club Officers will select a new captain. Team Captain's should be:

- Club member
- Willing to organize the team over the course of the entire season



3. Team Captain selects the team at the beginning of the new badminton season, including two or more reserves. The selection process should adhere to two rules:

- Selected players must be Club Members
- Selected players are [or will be] registered to play for the club and in particular are not registered to play for another club in the same league

4. Team Captain informs the Match Secretary of the team selection to ensure that all of the players are registered with the league

5. Team selection process should be finished by the end of September or before the first league match for that team, whichever is earlier

### **Guidance for team selection**

A Team Captain should select the team on the basis of who are the strongest players AND who make the strongest pairings. It is possible for two individually strong players to form a weak partnership and for two individually weaker players to form a strong partnership. A Team Captain must be aware that the selection process should encompass both individual and pair performance and select accordingly.

Whilst a Team Captain should select the strongest team, where possible, they should show a selection preference for regular club night members. That selection preference should NOT extend to automatically reselecting last season's team because the selection should be based on current members and no team member should have an automatic place from season to season

A Team Captain should seek input from other senior club members before completing their team selection, including their reserves.

In the event that there are club members that are dissatisfied with the team selection then in the first place they should raise that with the captain. If that has not solved the problem then the club member and Team Captain should discuss it with a club officer. If the matter is still not resolved then it should be escalated to the club officers for a final decision.





## Appendix 2

### Visitor - New Member Selection

Harpenden Badminton Club wishes to maintain a thriving club that enables its members to enjoy playing at club nights and to offer the opportunity to participate in team matches in the local badminton leagues, for those interested in competitive match play. To maintain a thriving club it is vital to attract and retain members of an appropriate badminton playing standard and managing new visitors is essential to that process. The following is a mixture of policy and process, which is designed to ensure that:

- a) As a club we have a transparent policy and process for managing visitors
- b) Visitors are made to feel welcome and find out more about the club
- c) Visitors are aware of the selection process and how it works
- d) The outcome is that either the visitor is offered the opportunity to join the club or redirected to another club
- e) New members, whether having previously played or not, shall be on a probationary period of three months. At least three members of the Committee, present when the visitor arrives, shall decide if new members shall be acceptable to the Club. In the event of their not being acceptable they shall only be liable for one half the annual subscription.
- f) The Treasurer shall have the authority to adjust the subscription of any new member joining the Club after the start of the new season.

### Definitions

Role	Definition
Club Officer	President, Treasurer, Secretaries, Match Captains, Shuttle Coordinator
Visitor Co-ordinator	Club officer designated to look after the visitor during their visit
Unknown Visitor	Potential new member of the club, who may visit the club between one and three times and is not known by any club members. To visit more than three times it must be with the agreement of a club officer
Known Visitor	Potential new member of the club being introduced by an existing club member [the club member may or may not know the visitor's standard of play]
Irregular Visitor	Generally a previous member of the club and who may visit many times whilst back in the area. These visitors are allowed with the agreement of a club officer

### Responsibilities

Role	Responsibility
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Club officer	<ul style="list-style-type: none"><li>• Ensure that the process is followed</li><li>• Assesses visitor's standard of play</li><li>• May seek further opinion from other club members</li><li>• May perform in their role or as a visitor co-ordinator</li></ul>
Visitor Co-ordinator	<ul style="list-style-type: none"><li>• Welcomes the visitor to the club</li><li>• Collects the visitor fees at their arrival at the club</li><li>• Shows the visitor the peg-board system</li><li>• Ensures that the visitor plays one or more games</li><li>• Describes the club and answers any questions</li><li>• Explains the selection process</li><li>• Assesses visitor's standard of play</li><li>• May seek further opinion from other club members</li></ul>

### Process

- 1) Unknown Visitor is welcomed by the Visitor Co-ordinator
  - a) Known visitor may be welcomed to the club by an existing member but a Visitor Co-ordinator must explain the selection process before their first game on court. The Visitor Coordinator will carry out the assessment.
  - b) Irregular visitors are assumed to know the club and have an open invitation to club nights so the Visitor Co-ordinator does not need to welcome them and take them through the selection process
- 2) Club is described and selection process is explained BEFORE the first game
- 3) Visitor Co-ordinator ensures that at least two club officers are aware of the new visitor
- 4) All present Club Officers and Visitor Co-ordinator assess the visitor's standard of play
  - a) Racket skills - hitting the shuttle-cock
  - b) Body skills - movement around court
  - c) Tactical skills - court positioning and shot selection
- 5) Club officers and Visitor Co-ordinator discuss and agree:
  - a) Visitor meets the club standard of play and could be offered a position at the club
  - b) Visitor is below the club standard of play
  - c) Visitor is at a borderline standard of play and is unlikely to improve to club standard



d) Visitor is at a borderline standard of play but is likely to improve to the club standard

e) Visitor is at a borderline standard of play and needs to be seen again

6) Only visitors falling into "a" or "d" will be offered a place at the club. Visitor Co-ordinator and/or club officer communicates the decision. If the person is a Known Visitor then the introducing club member may be present

### **Guidance for selection**

A new visitor may be very nervous: new environment, new people, new shuttles... so more than one club session might be needed to allow the visitor to settle down. This will be decided at the discretion of the group performing the selection process. Therefore the selection process may take place after the first, second or third club session. [The summer club will operate the same rules but it is generally assumed that the club is more open to visitors and so visitors are more likely to come up to three times before a decision.]

If a visitor is offered a place but they wish to take some further time to decide then they can visit the club up to three times; visiting more than that will require the agreement of a club officer. In general, we wish to encourage new members to join rather than visit multiple times.

If a visitor does not meet the club standard then they should be tactfully and diplomatically advised of this and given alternative suggestions such as the contact names/numbers for beginner/improver or social clubs.

If the visitor comes to more than one session then ideally the same group continues to assess the standard of play. In the event that this is not possible then it is the responsibility of the person who will not be there to find an alternative person and to let the group know of their current opinion.

In the event that there is an issue with the selection process that cannot be resolved by the selection group then the issue will be escalated to the Executive Committee for a final decision and resolution.



## Appendix 3

### Club Roles and Responsibilities

Role	Responsibilities
President	<ul style="list-style-type: none"> <li>Promote and uphold the club interests: friendly, well-run club and participating with other clubs in matches</li> <li>Address any issues that affect the club interests</li> <li>Ensure that the constitution is maintained and used to appropriately govern the club membership</li> <li>Ensure that club officer roles are filled</li> <li>Ensure that the club officers perform the role appropriately in accordance with the role's mandate</li> <li>Organise and chair the annual AGM and ensure that the proceedings are in alignment with the constitutional needs</li> </ul>
<p>Treasurer</p> <p>The Club Treasurer should have as a minimum a general understanding of the basic principles bookkeeping and have access to suitable computer software to maintain the financial records of the club.</p>	<ul style="list-style-type: none"> <li>Meet club financial commitments from club funds for location, shuttles and equipment</li> <li>Receive all monies from matches, guests &amp; members</li> <li>Set pro-rata rates for membership fees for late joiners</li> <li>Maintain the club financial records in an appropriate manner</li> <li>Keep safe the club cheque book &amp; cash</li> <li>Act as a signatory for club accounts (cheque book, etc)</li> <li>Be an authorised signatory on club documents</li> <li>Present at the AGM full and complete accounts (Balance Sheet, P&amp;L) for the year, including forecasts &amp; budgets for next season</li> <li>Present at the AGM recommendations for club fees (membership, guest &amp; match and summer club)</li> </ul>
Club Secretary	<ul style="list-style-type: none"> <li>Maintaining a current list of club members</li> <li>Co-ordinating club membership with the BAofE [Badminton Association of England]</li> </ul>
Match Secretary	<ul style="list-style-type: none"> <li>Registering teams and players with the match league</li> <li>Organising initial set of team matches and then any occasional match re-arrangements, if needed</li> <li>Issuing team captains with their match schedules</li> <li>Maintain [or access to] contact and location information for the match league officers and participating clubs</li> </ul>
Team Captain	<ul style="list-style-type: none"> <li>Select team for league matches</li> <li>Ensure a full team plays each match either with the team members or a combination of team members and reserves</li> </ul>



	<ul style="list-style-type: none"><li>• Collects match fees as appropriate and gives them to the Treasurer</li><li>• Ensure that visitors have a selection of snacks and drinks for home matches</li><li>• Record league match result with the league and the website coordinator</li><li>• Nominate and agree who is the team's vice-captain</li></ul>
Shuttle Coordinator	<ul style="list-style-type: none"><li>• Ensure club and captains have enough shuttles for club nights and matches</li><li>• Purchase shuttles as needed to maintain sufficient shuttles for the entire season and a small contingency set</li><li>• Ensure shuttles are cleared away at the end of a club night and that degraded shuttles are thrown away as needed</li></ul>
Website Coordinator	<ul style="list-style-type: none"><li>• Maintain domain name with service provider</li><li>• Maintain general club content with internet service provider</li><li>• Update content with match results</li><li>• Periodic [annual] backup of club content</li></ul>
Social Secretary	<ul style="list-style-type: none"><li>• Organise club social events</li></ul>



### Appendix 3

#### Pegboard System

Harpenden Badminton Club uses a pegboard system to select club night games. The intent behind the system is to provide fair and transparent method for club members to organise their own games during the course of the evening. The desired outcome is that the games are balanced, competitive and enjoyable with players playing with a number of different club members throughout the course of the evening.

#### Pre-requisites

There are a number of pre-requisites for the pegboard system to work effectively:

- Each club member should have a peg with their name on it
- Each visitor should be identified by a male or female visitor number
- Pegboard operates as a simple queue system with the players joining the end of the queue when either they arrive at the club or have just finished a game
- Pegboard is used to identify players on court
- Pegboard is used to identify those players waiting to go on court
- A Player is identified as "Next To Choose" [preferably a club member not a visitor] who will select the next four players to go on court
- Players coming off court should let the Next To Choose player know who won their game so that the winners followed by the losers join the end of the queue of players waiting to go on court

#### Method

The Player that is *Next To Choose* is simply the first player in the queue and they should:

1. Ensure that the players on court are the same as the players shown on court by the pegboard system
  - Players coming off the court have joined the end of the queue, winning pair followed by losing pair
  - Players who are now just about to go on court are shown as on court on the pegboard



2. Select a mixed or level game from the next six players, including them to go on next. [If they elect to not go on next then they either join the end of the queue or take their peg off the queue and give the pegboard to the next person in the queue]
  - Aiming for a balanced game, four players of similar ability or by pairs of ability level
  - Mixing up players so that no groups are formed, players should not play against the same people for most of the evening
3. Inform the other three selected players that they are on court next
4. Having now selected the next game and informed the players, give the pegboard to the Next To Choose [next player waiting to go on court]
5. Cycle starts again

Any queries or questions – speak to a committee member.

Harpenden Badminton Club