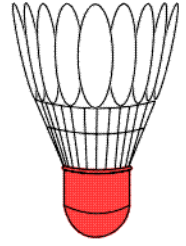


BEDFORDSHIRE BADMINTON
ASSOCIATION



RULES

MAY 2008

**Rules of the
BEDFORDSHIRE BADMINTON ASSOCIATION**

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NAME

1. The Association shall be called the Bedfordshire Badminton Association (hereinafter referred to as The Association).

DEFINITIONS

2. Where the following words appear in these Rules and Appendices they shall have the same meaning as defined below:

- 2.1. The Association - The Association shall mean the Bedfordshire Badminton Association.
- 2.2. Affiliated Club - As defined in Rule 2.
- 2.3. Affiliated League - As defined in Rule 2.
- 2.4. Affiliated School - As defined in Rule 2.
- 2.5. Associated Club - As defined in Rule 2.
- 2.6. Associate Membership - As defined in Rule 2.
- 2.7. BE - Shall mean BADMINTON England.
- 2.8. Chairman - Chairman of The Association - as defined in Rule 3, whether male or female.
- 2.9. Committee - As defined in Rule 3.
- 2.10. Community Badminton Network - As defined by BE.
- 2.11. County - County of Bedfordshire.
- 2.12. General Meeting - Annual General or Extraordinary General Meeting.
- 2.13. Honorary Member - As defined in Rule 2.
- 2.14. I.C.C. - Inter County Championship.
- 2.15. I.C.T. - Inter County Tournament.
- 2.16. Membership - As defined in Rule 2.
- 2.17. Officers - As defined in Rule 3.
- 2.18. Performance Centre - As defined by BE.
- 2.19. Schools Members - As defined in Rule 2.
- 2.20. Sub-Committee - As defined in Rule 3.
- 2.21. Vice-Presidents - As defined in Rule 2.
- 2.22. Working Group - As defined in Rule 3.

RULE 1 - OBJECTS

- 1.1. The objects of The Association are:
 - 1.1.1. To promote Badminton generally in the County;
 - 1.1.2. To continue affiliation to the BE;
 - 1.1.3. To participate in the I.C.C. and the I.C.T.;
 - 1.1.4. To promote County Championships and Tournaments;
 - 1.1.5. To promote the County Leagues;
 - 1.1.6. To administer a county-wide Performance Framework comprising Community Badminton Networks and Performance Centres;
 - 1.1.7. To ensure that Affiliated and Associated Clubs adhere to the relevant rules of The Association.

RULE 2 - MEMBERSHIP

Full Membership

- 2.1. The Association shall comprise:
 - 2.1.1. **Affiliated Clubs:** Badminton clubs, who have their hall in the County, subject to the approval of the General Committee.
 - 2.1.2. **Affiliated Schools:** Any school within the County where badminton is played and which is accepted as a School Member by the Junior Section Sub-Committee.
 - 2.1.3. **Vice-Presidents:** The Association may elect Vice-Presidents in recognition of their outstanding services to The Association.. Vice-Presidents are to be elected for life at an Annual General Meeting. Nominations for Vice-Presidents shall be supported by 8 members of the General Committee. Vice-Presidents do not have to be members of Affiliated Clubs, but are entitled to receive all notices sent to members of The Association, to attend Annual and Extraordinary General Meetings, but are not entitled as Vice-Presidents, per se, to vote at any meeting.
 - 2.1.4. **Honorary Members:** May be elected at a General Meeting for the coming season or remainder of the season. They may hold office and The Association shall pay their affiliation fees to the BE and The Association for that year.
 - 2.1.5. **Affiliated Leagues and Associations:** Any league or association, which operates primarily within the geographical area of the County, subject to the approval of the General Committee.

Associate Membership

- 2.2. **Associated Clubs:** Any club having its hall outside the County may be accepted for Associate membership for the purpose of participating in the league and tournaments of The Association, subject to approval of the General Committee and of its parent County Association, to which it must be affiliated.

RULE 3 - ADMINISTRATION

3.1. The affairs of The Association shall be managed by a General Committee (hereinafter referred to as the Committee) and the following Sub-Committees & Working Groups, and unless otherwise agreed, all members of the Committee and following Sub-Committees & Working Groups and any co-optees to any position in The Association shall be honorary.

- 3.1.1. Emergency Sub-Committee
- 3.1.2. Finance Sub-Committee
- 3.1.3. Junior Section Sub-Committee
- 3.1.4. League Sub-Committee
- 3.1.5. Match Sub-Committee
- 3.1.6. Coaching Sub-Committee
- 3.1.7. Tournament Sub-Committee
- 3.1.8. Development Working Group
- 3.1.9. Performance Centre Working Group

3.2. The Committee shall consist of:

- 3.2.1. Chairman;
- 3.2.2. Secretary;
- 3.2.3. Treasurer;
- 3.2.4. Secretary of the Junior Section Sub-Committee;
- 3.2.5. League Secretary;
- 3.2.6. Match Secretary;
- 3.2.7. Coaching Secretary;
- 3.2.8. Tournament Secretary;
- 3.2.9. Web Site Manager;
- 3.2.10. The representative of The Association to the BE.;
- 3.2.11. Veterans Co-ordinator.

The above Committee members shall hereinafter be referred to as Officers.

3.3. The Sub-Committees shall consist of:

- 3.3.1. **Emergency** Four members who are - Chairman, Secretary, Treasurer, and BE representative.
- 3.3.2. **Finance** Three members to include the Treasurer.
- 3.3.3. **Junior Section** Five members to include the Secretary of the Junior Section.
- 3.3.4. **League** Five members to include the League Secretary.
- 3.3.5. **Match** Three members to include the Match Secretary.
- 3.3.6. **Coaching** Five members to include the Coaching Secretary and the Secretary of the Junior Section.
- 3.3.7. **Tournament** Five members to include the Tournament Secretary.

NOTE: No two members of any Sub-Committee comprising fewer than five persons may be members of the same Affiliated Club other than Officers who are in membership of that Sub-Committee in an ex-officio capacity. Where a sub committee comprises five or more members, no more than two shall be from the same Affiliated Club.

3.4. The Working Groups shall consist of:

3.4.1. **Development Working Group** Three or more members of The Association including the Chairman and Development Officer.

3.4.2. **Performance Centre Working Group** Three or more members of The Association including the Chairman, Secretary and Development Officer.

NOTE: Working Groups may contain members who are outside of The Association and its Affiliated Clubs, provided that their membership is relevant to the Working Group. E.g., the Development Working Group requires members from BE, Schools Sports Partnerships and regional/local sports development agencies.

3.5. Should the secretary of any Sub-Committee or, in the case of the Finance Sub-Committee, The Treasurer,

3.5.1. fail to call regular meetings of that Sub-Committee, or;

3.5.2. fail to submit reports to the Committee or the Annual General Meeting without offering good reason, or;

3.5.3. fail to abide by the majority vote of the members of that Sub-Committee, or;

3.5.4. fail to attend more than two consecutive meetings of the Committee without offering good reason,

then that secretary (or, in the case of the Finance Sub-Committee, the Treasurer) will be required to resign and the remaining members of that Sub-Committee shall nominate a replacement who shall be appointed, subject to the approval of the Committee.

3.6. Any vacancy on a Sub-Committee created by such resignation may be filled by co-option (in accordance with APPENDIX A, paragraph A.1.7).

3.7. The Emergency Sub-Committee has full delegated powers to deal with any matters of an urgent nature which may arise between meetings of the Committee.

3.8. In addition to the above Officers and Sub-Committees elected at the Annual General Meeting, The Association may appoint paid officials. The initial establishment of any paid role within The Association shall be approved by the members at an Annual General Meeting or an Extraordinary General Meeting. Any person appointed to a paid role within The Association shall be accountable to a panel set up by bodies contributing money to such an appointment, and shall meet with this panel to plan and assess progress. Such person shall attend Committee or Sub-Committee meetings as required. The panel shall submit reports of their meetings to the Committee.

RULE 4 – MEETINGS

- 4.1. Annual General Meeting to be held once a year during the month of May.
- 4.2. Extraordinary General Meetings to be held at any time upon requisition, in writing, of not fewer than 25% of the Affiliated Clubs, or when called for by the Committee.
- 4.3. Committee meetings to be held at least three times during the year. At the first meeting the Committee will elect one of the Officers as a Vice-Chairman.
- 4.4. Sub-Committee meetings to be held as necessary.

RULE 5 - ANNUAL SUBSCRIPTIONS

- 5.1. The subscriptions payable by Affiliated Clubs and Associated Clubs to The Association shall be fixed at any General Meeting.
- 5.2. The Fees will be as follows:
 - 5.2.1. **Affiliated Club Affiliation Fee** - to be a fee payable by each Affiliated Club and to be paid by the last day of June each year by any club entering the Bedfordshire League. Affiliation fees of clubs not entering the League shall be payable by October 1st. Clubs attending the previous Annual General Meeting may be entitled to a discount. Junior Clubs shall not be entitled to a discount for attending. Retiring Officers are not allowed to claim discounts on behalf of clubs, and no person shall represent more than one club at an Annual or Extraordinary General Meeting.
 - 5.2.2. **School Member Fee** - to be a fee payable by each school registered as a School member and to be paid by last day of September in each year.
 - 5.2.3. **Associated Club Affiliation Fee** - to be a fee payable by each Associated Club and to be paid by last day of June each year, if entering the Bedfordshire League, and October 1st if not entering the League.
 - 5.2.4. **Affiliated Club Members Fee** - To be a fee payable by each Affiliated Club in respect of every member of that Club and to be paid by the last day of October each year. All members whether registered for the League or not, are required to pay and members in more than one club are required to pay through each club.
 - 5.2.5. **Associated Club Members Fee** - to be a fee payable by each Associated Club in respect of every member of that Club registered for the League and to be paid by the last day of October each year.
 - 5.2.6. **League Fee** - To be a fee payable by Affiliated and Associated Clubs for each team entered into any of the Leagues and to be paid by the last day of June each year.
 - 5.2.7. **Match Fees** - To be the same, whether county or veterans where appropriate.
- 5.3. Fees payable by The Association to the BE in respect of each Affiliated Club are to be in addition to the above fees and in accordance with the Standing Orders of the BE.
- 5.4. Clubs in arrears with their subscriptions to The Association after the last day of October shall cease to be members of The Association for all purposes from the first day of November.
- 5.5. Other associations or leagues may, by agreement, affiliate to The Association for an annual subscription to be decided at the Annual General Meeting.

RULE 6 - ACCOUNTS

- 6.1. The Accounts shall be in the name of The Association.
- 6.2. The Association shall have accounts with financial institutions as authorised by the Committee.
- 6.3. The authorised signatories in connection with The Association's accounts shall be the Chairman, the Treasurer, and the Secretary. Any two of three shall sign for the withdrawal of funds. The Finance Sub-Committee shall have the power to set up additional accounts and authorise signatories
- 6.4. The financial institutions shall be instructed to honour and debit to the account or accounts of The Association, whether in credit or overdrawn or becoming overdrawn in consequence to any debits, provided they are signed in accordance with paragraph 6.3.
- 6.5. No financial liabilities shall be incurred, nor payments made by any person, except as laid down in Appendix A, paragraph A.2.6.
- 6.6. The Committee shall have power, at any time, to instruct the Treasurer to submit all books, accounts and monies belonging to The Association, to the Chairman.
- 6.7. The financial year of The Association shall close on the last day of March each year.
- 6.8. A statement of Income and Expenditure and a Balance Sheet shall be prepared as at the end of the financial year and promptly submitted for approval to the Finance Sub-Committee.
- 6.9. A suitably qualified Auditor for the ensuing year shall be appointed at the Annual General Meeting.
- 6.10. A statement of Income and Expenditure and Balance sheet, signed as approved by the Finance Sub-Committee, shall be circulated before and considered at the Annual General Meeting. The statement of Income and Expenditure shall be audited before the 1st October each year, and presented to the Committee at their next available meeting.

RULE 7 – CHILD PROTECTION POLICY

- 7.1. The Association agrees to adopt the BE Child Protection Policy and Implementation Procedures.
- 7.2. All individuals at all levels involved in Badminton through Bedfordshire, must abide by BE's Child Protection Policy and the Code of Ethics and Conduct ('the Code') and all individuals, by participating or being involved in Badminton through Bedfordshire are deemed to have assented to and thereby adhere to the principles and responsibilities embodied in these documents.
- 7.3. Those in membership of The Association (including their individual members) and The Association's Officers including, without limitation, all clubs and leagues shall be responsible for the implementation of the Child Protection Policy and Procedures in Badminton in relation to their individual members.
- 7.4. Any act, statement or other behaviour that harms a child or group of children or poses a risk of harm to a child, or group of children shall constitute conduct that is improper and thereby brings Badminton into disrepute. Such conduct will be dealt with, at the appropriate level, through the BE Disciplinary Procedure.

RULE 8 – EQUITY POLICY

- 8.1. The Association is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity.
 - 8.1.1 Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
 - 8.1.2 The Association respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
 - 8.1.3 The Association is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
 - 8.1.4 All Association members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
 - 8.1.5 The Association will deal with any incidence of discriminatory behaviour seriously, according to the BE disciplinary procedures.

RULE 9 - VARIATION OF RULES

- 9.1. Proposed variations of the Rules of The Association shall be made at a General Meeting except as allowed for under Rule 9.3. Any rule changes agreed shall become effective at the close of the meeting.
- 9.2. The Committee may propose rule variations. Any other proposed variations shall be submitted by at least 3 clubs, or the relevant Sub-Committee, to the Secretary, by February the first for initial consideration by the Committee.
- 9.3. Where a new regulation or policy is mandated by the governing body of the sport, the General Committee shall be empowered to adopt said regulation or policy on behalf of The Association without requiring a vote at a General Meeting.

RULE 10 - DISSOLUTION

- 10.1. If, upon the winding up or dissolution of The Association, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among, the members of The Association, but shall be given or transferred to some other body or bodies, institution or institutions having objects similar, wholly or partially, to the objects of this Association. Such body, or bodies, institution or institutions, to be determined by the members of The Association, at or before, the time of dissolution, and insofar as effect cannot be given to the aforesaid provision then to some charitable body or institution to be decided by the members of The Association at, or before, the time of dissolution.

Appendix A - Standing Orders for Administration

A.1 General

- A.1.1. The administration of The Association shall be wholly administered by the Committee and Sub-Committees. Working Groups may contain members from outside of The Association.
- A.1.2. All members of the Committee and Sub-Committees shall be members of Affiliated Clubs.
- A.1.3. The interpretation of all Rules, shall be the responsibility of the Committee, (or, if time does not permit, the Emergency Sub-Committee).
- A.1.4. All correspondence received by and sent by The Association, shall be handled by the Secretary or, in his/her absence, by a person nominated by the Committee unless directed to any particular Sub-Committee or Officer. Where possible, all communications to and from The Association will be via electronic media, e.g. e-mails.
- A.1.5. The Secretary shall be responsible for giving appropriate notice of Annual General, Extraordinary General, and Committee meetings to those eligible to attend in accordance with the Rules, and for taking the minutes thereof.
- A.1.6. The Chairman shall be responsible for overall conduct of The Association in accordance with the Rules and Appendices. The Chairman, Secretary, and Treasurer are entitled to attend and speak at any Sub-Committee meeting of which they are not members, but not to vote.
- A.1.7. The Committee shall have powers to co-opt members(s) (from Affiliated Clubs) as required, both to itself and Sub-Committees, and establish additional Sub-Committee(s) for specific purposes. Additional Sub-Committees shall be subject to all rules relating to The Association's Sub-Committees as in Standing Orders for Administration, and shall set up their terms of reference and accountability at their first meeting submitting them to the Committee for approval. In the event of such Sub-Committees still being in office at an Annual General Meeting they shall be required to be elected at the Annual General Meeting and nominations shall be required in exactly the same way as for other Association Sub-Committees. The Committee may also appoint individuals or working parties to investigate special projects using the expertise of members of The Association. These persons or the secretary of the working party shall submit a written report to every Committee Meeting and the Annual General Meeting.
- A.1.8. The secretary of each Sub-Committee, (or, in the case of the Finance Sub-Committee, the Treasurer), shall be responsible for the conduct of their respective Sub-Committee and shall be answerable to the Chairman, Committee, and members. The secretary of each Sub-Committee shall:
 - A.1.8.1. Convene meetings of the Sub-Committee to which he/she is secretary;
 - A.1.8.2. Circulate an agenda including minutes of the previous meeting of that Sub-Committee. Such agenda and minutes shall be circulated to members of that Sub-Committee, Chairman, Secretary, and Treasurer, to arrive at least seven days prior to the meeting;
 - A.1.8.3. Take minutes of the Sub-Committee meetings to which they are secretary;
 - A.1.8.4. Be responsible for all correspondence conducted on behalf of that Sub-Committee;
 - A.1.8.5. Submit reports to the Secretary of The Association in time for circulation prior to meetings of the Committee and Annual General Meeting in accordance with the Rules of The Association;

- A.1.8.6. Be responsible for the referral of matters raised by the Annual General Meeting, Committee, or members to the Sub-Committee when applicable;
 - A.1.8.7. Supply the Web Site Manager with results and information to the deadlines set by the Web Site Manager;
 - A.1.8.8. Submit an outline budget to the Treasurer by 15th July of each year ending at the following 14th July. N.B. Budget acceptance by the Treasurer does not confer an ability to commit expenditure - specific approval should still be sought in each case from the Treasurer for expenditure in excess of £40.00 (forty pounds).
- A.1.9. Officers and members of Sub-Committees shall be elected at the Annual General Meeting, taking office at the end of that meeting, and will hold office until the end of the next Annual General Meeting. Not less than eight weeks before the Annual General Meeting, those entitled to vote shall be invited to nominate members of The Association to serve as Officers and members of the Sub-Committees. The list of nominations will then be circulated to those entitled to vote at least 2 weeks before the Annual General Meeting. Further nominations may be made before or at the Annual General Meeting. Nominations will only be accepted if nominated and seconded by persons entitled to vote. Any nominee must inform the Chairman in writing of their preparedness to stand for election and give details of the Affiliated Club or Clubs of which they will be a member during their term of office. If such membership is not continuous throughout the term of office, it must be reported to the Secretary, and that person may be required to resign by the Committee.
- A.1.10. Any Officer not continuing in office shall hand over to their successor or to the Chairman all results, records, minutes, correspondence, shuttles or other property within 21 days of the Annual General Meeting. All papers etc, shall be considered to be the property of The Association and not the property of Officers.
- A.1.11. The President should be invited to Committee meetings but is not obliged to attend. The President will have no voting rights, and does not have to be a member of an Affiliated or Associated Club.

A.2 Finance Sub-Committee

- A.2.1. The Finance Sub-Committee shall be responsible for the conduct of the financial affairs of The Association in accordance with the Rules.
- A.2.2. At any time the Finance Sub-Committee may obtain from any Affiliated or Associated Club such authorised evidence of club membership as the Finance Sub-Committee shall define.
- A.2.3. The Finance Sub-Committee shall ensure that the fees received are in accordance with the evidence presented.
- A.2.4. The Finance Sub-Committee may levy upon any Affiliated or Associated Club a sum equal to twice the amount not received which should have been paid.
- A.2.5. The Finance Sub-Committee shall adjudge the amount to be paid by an Affiliated or Associated Club if it fails to submit evidence of membership in accordance with paragraph A.2.2 above.
- A.2.6. Before any member of the Committee commits expenditure in excess of £40 (forty pounds), approval shall be sought from the Treasurer or his/her nominated deputy and minuted at the next Finance Sub-Committee meeting.
- A.2.7. The Treasurer shall be responsible for preparing the accounts in accordance with Rule 6, page 6.

- A.2.8. The Treasurer in his role of registrations secretary shall:
- A.2.8.1. Create and maintain a list and details of Membership including appropriate contacts;
 - A.2.8.2. Receive appropriate membership information from clubs and other organisations and collect fees;
 - A.2.8.3. Account to the Treasurer for fees received;
 - A.2.8.4. Ensure that appropriate information and fees are promptly remitted to the BE.

A.3 Junior Section Sub-Committee

- A.3.1. Junior Section Sub-Committee shall be responsible for:
- A.3.1.1. With such advisors as he/she shall choose, (if any), be responsible for all activities solely arranged for juniors with the exception of any tournaments organised for juniors by the senior county;
 - A.3.1.2. Advise the Tournament Sub-Committee on the seeding of any junior tournament;
 - A.3.1.3. Ensure that young players finishing their participation in badminton at schools level are encouraged to become members of Affiliated or Associated Clubs;
 - A.3.1.4. Organise events for the under 17's when appropriate.

A.4 League Sub-Committee

- A.4.1. The League Sub-Committee shall be responsible for:
- A.4.1.1. The organisation of the Leagues in accordance with the League Rules as set out in APPENDIX C;
 - A.4.1.2. The continuous review of all of the League structures with recommendations to the Committee.
- A.4.2. The League Secretary shall be responsible for:
- A.4.2.1. Placing relevant information on the master computer and also for the safe keeping of the master computer;
 - A.4.2.2. Monitoring league activities from score-sheets;
 - A.4.2.3. Reporting to the League Sub-Committee all breaches of League Rules, or undertake to act upon them as directed by that Sub-Committee;
 - A.4.2.4. Generation and supply of back-up software to person(s) authorised to hold The Association's back-up computer(s). In the event of any dispute over computer use, the Committee will decide priorities and rule on use of any Association owned computers.
- A.4.3. All disputes between clubs competing in any of the Leagues shall be adjudged by the League Sub-Committee whose decision shall be final and binding on both parties in dispute.
- A.4.4. A dispute between a club and the League Sub-Committee involving rule interpretation shall be referred to the Committee or Emergency Sub-Committee whose decision shall be final and binding.

A.5 Match Sub-Committee

A.5.1. The Match Sub-Committee shall:

- A.5.1.1. Be responsible for trials, and select teams to represent The Association in matches;
- A.5.1.2. Ensure that selected players are in all respects worthy to represent The Association;
- A.5.1.3. Be responsible for the organisation of all aspects of matches and trials;
- A.5.1.4. Inform the Junior Section if including any of their members in an organised activity.

A.6 Coaching Sub-Committee

A.6.1. The Coaching Sub-Committee shall be responsible for the arrangement and the running of The Association's coaching.

A.6.2. The Coaching Sub-Committee's decision for the coaching programme, entry fees, and all other matters shall be final.

A.7 Tournament Sub-Committee

A.7.1. The Tournament Sub-Committee shall be responsible for the arrangement and the running of all Tournaments held by The Association with the exception of Open Tournaments. The seedings for the County Restricted Tournaments shall be the responsibility of the Match Sub-Committee and Veterans Co-ordinator as appropriate.

A.7.2. The Secretary of the Junior Section shall be consulted with regard to, and be responsible for the seeding of, any junior tournament organised by The Association.

A.7.3. The Tournament Sub-Committee's decision on the type of Tournament, entry fees, and all other matters shall be final, except that the Sub-Committee shall attempt to respect the wishes of the donor of any trophy.

A.8 Web Site Manager

A.8.1. Unless otherwise agreed by the Committee the Web Site Manager shall be responsible for:

- A.8.1.1. Maintenance of The Association's website on a regular basis.

A.9 Representative of The Association to the BE or Alternate

A.9.1. The Representative of The Association to the BE or their Alternate shall:

- A.9.1.1. Represent The Association upon the Council of the BE, and shall, if given a mandate by The Association on any particular item, vote in accordance therewith at the Council of the BE;
- A.9.1.2. Report to The Association upon the decisions of the Council of the BE.

A.10 Veterans Co-ordinator

A.10.1. The Veterans Co-ordinator shall, with such advisers as he/she shall choose (if any), be responsible for all activities solely arranged for veterans with the exception of the veterans tournament.

A.11 Development Working Group

A.11.1. The Development Working Group shall be responsible for:

A.11.1.1. Coordinating the promotion and development of Badminton as a sport within Bedfordshire;

A.11.1.2. Acting as a focal point for liaison with interested parties outside of The Association with an interest in the promotion and development of Badminton as a sport within Bedfordshire.

A.12 Performance Centre Working Group

A.12.1. The Performance Centre Working Group shall be responsible for:

A.12.1.1. Obtaining Premier Club accreditation for The Association to a level that will allow it to submit a bid and run a Performance Centre;

A.12.1.2. Acting as the coordinating authority in the setting up of and gaining accreditation for a Performance Centre led by The Association.

Appendix B - Standing Orders for Meetings

	Annual General / Extraordinary General	Committee	Sub-Committee / Working Group
Amount of Notice	At least 21 days	At least 7 days	
Method	Via e-mail to all Committee members, Affiliated Club Secretaries, and Vice Presidents.	Via e-mail to all Committee members	
Entitled to Attend	Committee, Vice Presidents, Members of each Affiliated Club	Committee	Sub-Committee members, Chairman, Secretary, and Treasurer.
Quorum	The nearest whole number above 33% of available votes	The nearest whole number above 50% of the membership of the Committee or each sub-committee.	

- B.1 The Chairman, or in his absence, the Vice Chairman shall authorise the calling of the Annual General Meeting, Extraordinary General Meetings, and Committee meetings. The Sub-Committee and Working Group secretaries shall be responsible for calling meetings of their respective Sub-Committees or Working Groups, or in the case of the Finance Sub-Committee, the Treasurer. The Vice Chairman shall deputise for the Chairman when requested or necessary.
- B.2 The Agenda for each Annual General Meeting or Extraordinary General Meeting shall be prepared and circulated by the Secretary with the notice of the meeting together with (in the case of the Annual General Meeting) the annual reports as defined in paragraph 8.e, below.
- B.3 The Chair shall be taken by the Chairman or in his absence the Vice Chairman. If neither the Chairman nor the Vice Chairman is present, the Secretary shall take the Chair for the purpose of electing, by those present and entitled to vote, a Chairman for the meeting.
- B.4 The Agenda for the Annual General Meeting shall be as follows:
- B.4.1. Apologies for absence.
 - B.4.2. To approve the Minutes of the previous Annual General Meeting and any interim Extraordinary General Meeting.
 - B.4.3. To hear of matters arising from the Minutes.
 - B.4.4. To consider any proposed rule changes. (See Rule 8, page 7).
 - B.4.5. To receive any questions on the previously circulated annual reports from:
 - B.4.5.1. The Chairman;
 - B.4.5.2. The Treasurer;
 - B.4.5.3. Secretary of the Junior Section Sub-Committee;
 - B.4.5.4. The League Secretary;
 - B.4.5.5. The Match Secretary;
 - B.4.5.6. The Coaching Secretary;
 - B.4.5.7. The Tournament Secretary;
 - B.4.5.8. The Web Site Manager;
 - B.4.5.9. The Development Officer;

- B.4.5.10. The Representative of The Association to the BE.;
- B.4.5.11. The Veterans Co-ordinator;
- B.4.5.12. Any reports from panels working with paid officials.

B.4.6. To approve the accounts of The Association.

B.4.7. The election of Officers and members of Sub-Committees:

- B.4.7.1. Chairman;
- B.4.7.2. Secretary;
- B.4.7.3. Treasurer and two members of the Finance Sub-Committee;
- B.4.7.4. Secretary of the Junior Section and four members of the Junior Section Sub-Committee;
- B.4.7.5. League Secretary and four members of the League Sub-Committee;
- B.4.7.6. Match Secretary and two members of the Match Sub-Committee;
- B.4.7.7. Coaching Secretary and three members of the Coaching Sub-Committee;
- B.4.7.8. Tournament Secretary and four members of the Tournament Sub-Committee;
- B.4.7.9. Web Site Manager;
- B.4.7.10. The Representative of The Association to the BE. and an alternate representative in the event of the indisposition of the first named;
- B.4.7.11. Veterans Co-ordinator;

N.B. The Representative of The Association to the BE. (and an alternative representative) shall be for the next Annual period of the BE.

B.4.8. To elect Vice Presidents.

B.4.9. To elect any honorary members for the coming season.

B.4.10. To fix the annual subscriptions, fees, fines, and financial incentives.

B.4.11. To appoint an Auditor.

B.4.12. To elect the President.

B.4.13. Any other business.

B.5 The Agenda for an Extraordinary General Meeting shall only be for the purpose for which the Meeting is called.

B.6 The Chairman and/or the Secretary shall prepare the agenda for Committee meetings. The Committee shall decide whether written reports are required for the next meeting, and, if so they are to be submitted to the Secretary at least fourteen days in advance of the meeting.

B.7 Although the Agenda for the Annual General Meeting is fixed (see paragraph B.4), the Chairman may alter the order in which items are taken if, in his opinion, such a change would expedite the meeting. The Agenda for Sub-Committee and Working Group meetings shall be determined by the secretary of that Sub-Committee or Working Group.

- B.8 In respect of an Annual General Meeting, the Chairman may request that any subject to be brought up under sub-clause B.4.13 shall be notified via e-mail to the Chairman prior to commencement of the meeting. The Chairman shall have the right to allow, or not allow, any subject to be raised explaining his reasons for doing so.
- B.9 At an Annual General Meeting and Extraordinary General Meeting each member present of the Committee or representative of an affiliated league or association shall have one vote and the representative of each Affiliated Club present shall have votes in accordance with the number of members for which the affiliation fees have been paid, viz:
- | | | |
|--------|--|----------|
| B.9.1. | Up to and including 40 (forty) members | 1 vote; |
| B.9.2. | From 41 (forty one) to 80 (eighty) members | 2 votes; |
| B.9.3. | From 81 (eighty one) to 120 (one hundred and twenty) | 3 votes; |
| B.9.4. | Over 120 (one hundred and twenty) members | 4 votes. |
- B.10 In the event of an Extraordinary General Meeting being convened in June, July, August, September, or October, voting rights of clubs can be based on membership at the preceding Annual General Meeting.
- B.11 Officers have only one vote in their own right and not as the representative of their club. An Officer holding more than one office has only one vote.
- B.12 At a Committee, Sub-Committee or Working Group meeting each member entitled to attend and all those present shall be entitled to one vote.
- B.13 The Chairman of an Annual General Meeting, Extraordinary General Meeting, Committee meeting, Sub-Committee meeting or Working Group meeting shall have the casting vote in addition to his/her ordinary vote.
- B.14 Voting shall be by a show of hands or by ballot at the discretion of the Chairman. No proxy or postal votes shall be admitted.
- B.15 All resolutions must be proposed and seconded. Any amendment to a resolution must be proposed and seconded. The amendments shall be voted on in the reverse order to which they were proposed. The first amendment, if any, passed, shall become the resolution.
- B.16 The election of Officers and members of the Sub-Committees and the fixing of any subscriptions shall be decided upon a simple majority. Any variation of the Rules, in which context the Appendices are part of the Rules, shall require a two thirds majority of those votes entitled to be cast.
- B.17 Nominations of persons for an Office or as a member of a Sub-Committee, shall not be accepted unless received via e-mail, stating proposer, seconder and e-mail address of the person proposed. The Association will e-mail the person proposed to confirm that, if elected, they are prepared to stand.

Appendix C - League Rules

C.1 General

- C.1.1. The Leagues shall be open to all Affiliated Clubs and Associated Clubs.
- C.1.2. The Rules of the Leagues shall be administered by the League Sub-Committee.
- C.1.3. A club wishing to compete in any of the Leagues shall send to the appointed Officer, no later than 30th June, its entry on The Association's official form. Entries received after that date may be refused.
- C.1.4. At the commencement of each season the arrangement of the Leagues, and the divisions within the Leagues, and the fixtures, shall be the responsibility of the League Sub-Committee, whose decisions shall be final. (ref rule C.2.13).
- C.1.5. All League matches shall be completed on or before the second Saturday in April. An extension may be granted at the discretion of the League Sub-Committee.
- C.1.6. If a club has more than one team in any one division its internal matches must be played before these teams play any other matches in that division.

C.2 League Match Rules

C.2.1. Observance of Rules

- C.2.1.1. All matches shall be played in accordance with the following rules and the Laws and Regulations and Code of Conduct as adopted by the BE so far as the latter is applicable. The League Sub-Committee shall have the right to fine any club breaking any League Rule where no penalty is stipulated. If a fine remains unpaid at the end of the League Season, or last issued deadline, the League Sub-Committee shall determine appropriate disciplinary action.

C.2.2. Court Standards

- C.2.2.1. Clubs whose courts are not, in the opinion of the League Sub-Committee, of reasonable standard may be obliged to play all matches 'away'.
- C.2.2.2. At any league match if 8 (eight) players in any match involving 12 (twelve) players or 6 (six) players in any match involving 8 (eight) players consider the court or surrounding conditions unsafe or unplayable for any reason, then the match may be postponed and played at a later date at the same or a different venue. Both clubs involved must inform the League Secretary of the delay within 3 (three) working days and submit a report them within 7 (seven) days.

C.2.3. Qualifications to Play for a Club

- C.2.3.1. No player may play in a League Match after 31st October until club, association, and BE fees have been paid. If a player plays in a League match before 31st October, club, association, and BE fees are due from that club by 31st October irrespective of whether or not the player continues to play at that club. In the event of a player defaulting in respect of fees his/her results shall be expunged.
- C.2.3.2. No player may represent more than one club in the same League during any one season without prior written sanction from the League Sub-Committee, before he/she represents the new club.

- C.2.3.3. Each club shall submit to the League Secretary all changes to the list of registered players together with nominations for each League. Alterations to this list shall be submitted as necessary during the season, and no player shall take part in matches until his/her name has been so listed by the League Secretary. The playing of an ineligible player, (as defined in League Rule C.2.4) will result in automatic loss of the events concerned.

C.2.4. Team Structure and Player Eligibility

- C.2.4.1. A team shall consist of three men and three ladies in the Medley or Mixed Leagues, or four/six men and four/six ladies in levels Leagues as determined at an Annual General Meeting.
- C.2.4.2. There is no requirement for the members of a team in the Ladies League to be members of the same club (although all members must be affiliated to BE and The Association).
- C.2.4.3. Any club entering more than one team shall nominate at least three men and three ladies in the Medley or Mixed Leagues, or four/six men and four/six ladies in levels Leagues as appropriate, to represent each team except the last, and the teams shall play in direct order of strength with the strongest in the highest division. No player shall be nominated for more than one team in the same League.
- C.2.4.4. The names and computer numbers of nominated players shall be received by the League Secretary before the second Saturday in October or before the club's first match, whichever is sooner.
- C.2.4.5. Changes in nomination during the season are permitted upon written application to the League Secretary, whose approval must be obtained before the first match involving any of the changes is played.
- C.2.4.6. Nominated players are permitted consecutive non-appearances in their team as indicated in the table below. A further nomination should normally be made before the next non-appearance. Application to exceed the allowed number of non-appearances must be received by the League Secretary and approved before the relevant (next) match, and application confirmed in writing within seven days thereof. Failure to observe this Rule may result in the deduction of a League point. The League Sub-Committee is empowered to insist on nomination of another player. Before that player can be considered for subsequent re-nomination or de-nomination, he/she must represent that team four times.

Number of teams in a division at commencement of first match in the division	Permitted non-appearances
5 or more teams	4
4 teams	3
3 teams	2

- C.2.4.7. Where a club either: asks for one of its teams voluntarily to be relegated to a lower division than would otherwise be the case, or withdraws a team from the league, then the league committee may impose such restrictions regarding player eligibility for that club's teams as it sees fit, including limiting the number of players nominated for the club's teams in the previous season who are eligible to play for the club's teams in the following season.
- C.2.4.8. No player may play for a lower team than the one for which he/she is nominated.

- C.2.4.9. No nominated player may play up into a higher team more than the number of times indicated in the table below, and no unnominated player may play up other than for the lowest team more than the same number of times.

Number of teams in a division at commencement of first match in the division	Number of times a player may play up
5 or more teams	4
4 teams	3
3 teams	2

- C.2.4.10. On a further time of playing up the player will become automatically renominated into the next higher team in which they have appeared, remaining there for a minimum of three further appearances before application to renominate to a lower team can be considered.
- C.2.4.11. Representation in any of the 'played-up' matches for teams higher than the automatic renomination will remain on record.
- C.2.4.12. A player re-nominated to a lower team must play four matches for the lower team before playing in a higher team.
- C.2.4.13. No player may play for a lower team than that for which he/she was nominated once the higher team has completed its fixtures.

C.2.5. Home and away Matches

- C.2.5.1. Each team shall play 'home' and 'away' matches, except as defined in League Rule C.2.1.1, against each of the other teams in the same Division.

C.2.6. Matches

- C.2.6.1. Each match will consist of events as follows:-
- C.2.6.1.1. Medley Doubles League: Three Ladies', three Men's, and three Mixed Doubles.
 - C.2.6.1.2. Mixed Doubles League: Each pairing will play each opposing pair.
 - C.2.6.1.3. Level Doubles League: Team of six: Each player will play each opposing pair.
 - C.2.6.1.4. Team of Four: Each player will, in turn, partner each of his/her team against corresponding pairing of opponents.
 - C.2.6.1.5. The final score between teams of six players will normally total nine events.
 - C.2.6.1.6. The final score between teams of four players will normally total six events.
- C.2.6.2. Each event shall consist of the best of three games to twenty-one points, except as affected by 'setting'.
- C.2.6.3. Events will be umpired if requested by either captain.
- C.2.6.4. Team of six: The team winning five or more events shall be declared the winner and awarded a League Point.
- C.2.6.5. Team of four: A League Point will be awarded for each event won.

- C.2.6.6. Should circumstances beyond the control of the participating teams prevent a match being completed it may be postponed to a later date provided that neither team has won sufficient events to win the match. (League Rule C.3.1 then applies). If one team has won sufficient events the unfinished or unplayed events shall be awarded according to circumstance and appropriate League Point(s) awarded. It should be noted that, should no other circumstances intervene, a match not completed due to lack of time to finish will result in the unfinished or unplayed events being awarded to the 'away' team.
- C.2.6.7. A 'walk-over' shall count as played and scored as follows:
- C.2.6.7.1. A win to love events, games and points where a complete fixture is concerned;
- C.2.6.7.2. A win to love in games and points where any one of the events is concerned;
- C.2.6.7.3. A win to love points where any game is concerned.
- C.2.6.8. A team conceding a match by 'walk-over' shall lose one League Point for team of six, and six League Points for a team of four.
- C.2.6.9. A team conceding more than two matches in one season shall have their results expunged. Notwithstanding the provisions of League Rule C.1.1, the League Sub-Committee may decline to accept an application from a team whose results have been thus expunged to participate in the following season's Leagues.

C.2.7. Player Rankings

C.2.7.1. Medley League

- C.2.7.1.1. In the Ladies and Mens doubles events the players shall be ranked according to their individual strengths namely:
- No. 1 event - No. 1 player partners No. 2 player;
- No. 2 event - No. 1 player partners No. 3 player;
- No. 3 event - No. 2 player partners No. 3 player.
- C.2.7.1.2. Ranking for 'mixed' events may vary from the level doubles events but must still be in order of pair strengths.
- C.2.7.1.3. Any ineligible player should play all their three events as number three player, and concede all three events. If an ineligible player plays as number one then their team will concede three mixed and three mens/ladies doubles. If playing at number two, that team will concede two mixed and three mens/ladies doubles.

C.2.7.2. Level Doubles Leagues

- C.2.7.2.1. Teams of four: The players shall be ranked according to their individual strengths, but see rule C.2.7.1.3.
- C.2.7.2.2. If a team turns out with less than a full compliment of, or with ineligible players, the missing or ineligible players shall be deemed to have the lowest ranking as defined in C.2.7.1.3.

C.2.8. Order of Play

C.2.8.1. The opposing team Captains must exchange their completed team names and numbers before play commences. In the event of a disagreement over the order of play the home team shall have the priority of choice.

C.2.9. Match Start Time

C.2.9.1. All players should be available to play at the stated starting time of the match unless the two teams have a prior agreement for a late arrival. If 15 minutes without play in an event has elapsed from when an absent player was required to play in it, the opponents shall be awarded that event as a walkover. A further 15 minutes per event shall be allowed for play to commence in the absent player's remaining events.

C.2.10. Injury or Illness During a Match

C.2.10.1. An eligible substitute may replace a player injured or taken ill during a match. Such substitution cannot be made during an event which must be awarded to the opponents, if necessary by awarding an extra game, whilst any completed games and points shall stand. If a substitution is not possible any remaining affected events shall be awarded to the opponents.

C.2.10.2. Substitutes must be ready to play when required.

C.2.11. Match Score Sheets and Disputes

C.2.11.1. The winning team shall send a fully completed score sheet including correct computer numbers signed by both captains, to be received by the League Secretary within three weekdays of the conclusion of the match. In the event of a draw, the home team shall submit the score-sheet. Following the receipt of an incorrectly completed score-sheet the club will be informed via e-mail, however for a second incorrect score-sheet submitted from that team, two league fines will be levied and further offences will incur the standard league fine. Should payment not be received within 28 days of the date of the fine notice the league point will not be awarded.

C.2.11.2. In the event of a dispute a disputing club shall submit to the League Secretary within three weekdays of the conclusion of the match a statement of the dispute and details of any proposed claim. The League Secretary must then request a similar statement from the opposing club to be received within seven days. Failure to comply with this rule by either club may prejudice the assessment.

C.2.12. Division Winners

C.2.12.1. The team having the highest number of League points in its division shall be the winner of that division. If several teams have the same number of winning points, the result shall be taken on the percentage of events won to events played; if these are equal then on the percentage of games won to games played, if these be equal on the percentage of game points won to game points lost.

C.2.13. Promotion and Relegation

C.2.13.1. Two teams shall be promoted and relegated between all divisions in all leagues or according to decisions taken by the League Sub-Committee.

C.2.14. Team Resignation or Expulsion

C.2.14.1. In the event of a team resigning or being expelled from a division all records of matches played shall be expunged.

C.2.15. Amalgamation of Clubs

- C.2.15.1. The Association recognises that amalgamation can take place between clubs. Every consideration will be given to accommodate associated existing teams so long as in the League Sub-Committee's judgement the relative strengths of the teams warrant their position at that time.

C.3 Match Arrangement, Rearrangement or Cancellation

C.3.1. Match Arrangement/Rearrangement

- C.3.1.1. Fixtures not pre-arranged by the League Sub-Committee shall be arranged by the home clubs involved.
- C.3.1.2. A request to rearrange the date of a fixture must be made to the opposing club normally at least seven clear days before the originally arranged date unless the reason is either inclement weather or non-availability of playing facilities.
- C.3.1.3. Non-availability of players is not a valid reason to insist upon rearrangement.
- C.3.1.4. The home club involved shall notify the League Secretary of a postponement within seven days of the original date of the fixture. The League Secretary is to be informed by the home club of the new date, venue, and starting time before the arranged or rearranged match takes place. Any club not complying with this procedure will be fined for each offence and should this fine not be received by the League Secretary within 28 days of the date of the fine-notice, the relevant team may be expelled from the League and all records of matches will be expunged.

C.3.2. Match Cancellation

- C.3.2.1. A match may be cancelled and a 'walk over' conceded to the opposing team which should submit to the League Secretary a completed score-sheet showing names and computer numbers of its own players and all events to 'love'. That score-sheet must be received by the League Secretary within three working days of the agreed date of the fixture. The team conceding the match must also notify the League Secretary within the same time-scale. Failure to comply may result in a fine as specified in league rule C.3.1.4 Refer also to League Rule C.2.6.8 and C.2.6.9.
- C.3.2.2. The club cancelling the game must notify the opposing team and the League Secretary before the scheduled time of the match. Failure to do so may result in a fine as applied in League Rule C.3.1.4.

C.4 Trophies and Mementoes

- C.4.1. The winning team in each division shall be awarded the trophy appropriate to that division in accordance with the conditions of Appendix E to the Rules of The Association.
- C.4.2. Four/Six mementoes will be presented to the winning team of each division.
- C.4.3. Additional mementoes may be purchased by each winning club.

Appendix D - County Colours

- D.1 County Colours shall be awarded for a minimum of nine appearances in The Association's First team in I.C.C. matches.

- D.2 County Second team colours shall be awarded for a minimum of nine appearances in the Second team in I.C.C. matches. Any appearances in the first team shall count towards this total.

Appendix E - Association Trophies

- E.1 All trophies are owned by The Association. The Treasurer of The Association shall for all intents and purposes be the legal owner of all such trophies, holding them in trust for The Association. The Treasurer is to ensure that the trophies are continuously insured for their full replacement value.

- E.2 Each trophy may be retained by the winner/winners after presentation, subject to the Committee's agreement, provided that one of the recipients shall, by signing a receipt, accept responsibility for:
 - E.2.1. The safe keeping of the trophy;

 - E.2.2. The return of that trophy in clean and good order direct to the Treasurer or other nominated officer of The Association, upon request.