



## PARKSIDE BC - CLUB RULES & PROCEDURES 2022-23



### 1. MEMBERSHIP FEES

#### Club Membership Fee

£45 (September 2022 – August 2023).

Memberships taken out after September 2022 will be liable to a prorated fee.

**Additional Match Players Membership Fee:** £18.50 for standard Badminton England and Kent Association membership. The club can register you, but any further enhanced membership will be arranged and paid for by the individual member.

If you wish to play matches please email [parksidebcinfo@gmail.com](mailto:parksidebcinfo@gmail.com).

#### Club Night Members Fee

£7 per session

#### Club Night Guest Fee

£11 per session

#### Match Fee (Members only)

£To Be Determined (2022/23 Season)

### 2. CLUB SESSIONS AND MATCHES

The Club requires that players pay for each session/match individually and directly to the Club's community bank account.

Members and guests must pay any fees for club nights and matches promptly and, in any case, by the attendance date. If a player does not pay the required fees they will be contacted by the Club and reminded to do so. If the player attends another session/match with any such payments outstanding they will be politely asked to pay their outstanding balance or leave.

All players attending club nights or representing the Club in matches are required to abide by the code of conduct.

#### *Club Member Sessions*

- The number of courts available to players will be as follows:
  - Two courts as standard
  - Three courts once 15 participants are in attendance
  - Four courts once 19 participants are in attendance
- After gaining access to the court club members are asked to begin their game as soon as possible in order to enable the maximum number of games to be played during each club session. Members who arrive late to a club night should keep their warm-up to a minimum to avoid delaying the start of games. They should warm up on spare courts if possible.
- Club members shall be entitled to bring guests to club nights, but members must obtain permission from one of the Management Committee. A guest shall pay a fee at such amount as shall from time to time be agreed annually at the AGM. Once a visitor has attended 4 sessions they are required to become a club member, and only after the approval of the Management committee. A prorated membership fee will then be payable.



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### League Membership and Matches

- The Chairperson and/or the Secretary shall be the Club's official representatives at general meetings of Leagues and shall have the power to vote on all matters affecting the Club's interest. If unable to attend or act in these capacities the Management Committee shall have the power to appoint another member of the committee to officially represent the Club at such meetings.
- The Management Committee shall decide as soon as possible following the Annual General Meeting as to the type and number of entries to be submitted for entry into any League for the following season.
- Initially, all members of the Management Committee shall be responsible for selecting and where appropriate nominating teams, whose decision must be regarded as final in respect of the first matches played. Thereafter, the Team Captain, also to be nominated by the Management Committee, may make permanent changes to their team.
- Members selected to represent the club in competitions will be expected to have been regularly attending sessions organised by the club, and to continue doing so.
- Members taking part in league and friendly matches shall pay a match fee for home and away matches at an amount determined by the Management Committee.
- Members should keep to the agreed timings for matches. They should inform the team captain or appropriate official if they are going to be late.
- Members should inform their team captain or appropriate official immediately if they are required to withdraw from a match or competition that they have been selected for.

### 3. DROP-IN POLICY

Although our club wants as many people to play badminton as possible, we have to limit the number of players at each of our sessions to ensure that:

- players spend as much time on court as possible
- our sessions, and all who attend them, remain safe

As such, we are unable to accommodate players who drop-in to a session i.e., attend a session without prior invitation. All players are required to have completed an online registration form before turning up to any of our sessions. Getting in touch with us beforehand allows a member of our committee to advise players on which of our sessions are most suitable for them. If there is availability, they will then be invited to attend a session.

Failure to obtain an invite to one of our sessions will result in an unfortunate situation in which players are turned away and told they are unable to take part.

Once a guest visitor has attended 4 sessions they are required to become a club member, and only after the approval of the Management committee.



#### **4. CODE OF CONDUCT FOR PLAYERS/MEMBERS**

Parkside Badminton Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open in sharing any concerns or complaints they may have about any aspects of the club with the Chairperson or Session Leader.

Members of Parkside Badminton Club are expected to abide by the following code of conduct:

- All members must play within the rules and laws of badminton and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Members should be honest and play fairly in everything they do and never deliberately cheat or be dishonest.
- Members should encourage, support and help other players enjoy badminton.
- Applaud good performance and efforts from all players and teams.
- Never punish or belittle players for losing or making mistakes.
- Members should challenge and / or report discriminatory or bullying behaviour.
- Poor behaviour during a session should be reported to the session organiser. They will take appropriate action which may involve issuing a verbal warning, giving the player a timeout or sending the player home early. In extreme cases, the incident will be referred to the management committee who may choose to temporarily suspend or permanently terminate membership.
- Inform the session organiser of any injury / health or welfare issues that you feel it is appropriate for them to know.
- Members must wear suitable badminton sports clothing for club sessions and competitions.
- Members will use the correct equipment for the sport and will look after it to the best of their ability.
- Members are not allowed to smoke, consume alcohol or take non-prescription drugs (prescription medicine should be declared and discussed with the session organiser) during club sessions, or whilst representing the club.
- Members must not use social or other electronic media to publicly criticise any other player involved in the game of badminton or otherwise bring the sport into disrepute through inappropriate communications.



## **5. ROLE DESCRIPTIONS FOR THOSE SUPPORTING THE RUNNING OF THE CLUB**

The following section contains a non-exhaustive list of responsibilities for each Club Officer.

### **Chairperson**

- To lead the overall day-to-day management of the club by the Club Committee
- To sit on the Club Committee, attend and chair club meetings
- To ensure the targets of the club development plan are met
- To maintain an open, equitable and inclusive environment
- To represent the club at relevant times

### **Secretary**

- To act as the first point of contact for the club
- To ensure there is a straightforward and efficient network of communication in place for existing and new members
- To maintain a database of committee members, club members, guest players and external contacts
- To affiliate all match players with BADMINTON England
- To enter club teams and players into competitions/events as agreed by the Club Committee

### **Treasurer**

- To maintain and monitor the financial records
- To produce the end-of-year accounts and draft the budget for the forthcoming year
- Monitor shuttle levels and order accordingly
- To ensure hall bookings and invoices tally with usage, and cancel nights as required
- To ensure prompt collection and payment of all invoices and fees
- To account for affiliation fees received from club members

### **Match Secretary**

- To be the first point of contact for changes to league fixtures
- To attend the relevant league meetings and ensure all team matches are arranged with opponents
- To work in partnership with the leagues and other club match secretaries to ensure the club has a working fixture list
- To advise club members and league secretaries of any subsequent changes

### **Team Captain**

- To organise a team for each league fixture, giving players plenty of notice that they are required to play
- To keep a record of the players, courts and shuttles used and to send this information to the committee at the end of each match
- To promptly submit match cards for home matches to the relevant league
- Retain copies of match cards for all fixtures until the end of the season, in case a score dispute arises



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- For home matches: welcome the opposition, advise them of any rule changes (e.g., obstructions), ensure swift and continuous play to avoid running out of court time
- Ensure the team provides refreshments for the opposition when playing home matches

### Session Organisers

- To set out the suitable number of courts as specified in the Club Sessions section.
- To keep a record of the number of attendees, courts and shuttles used and to send this information to the committee at the end of each session
- To ensure that each session is conducted in accordance with the rules and regulations set out by the club
- To observe all health and safety requirements required by the session venue

### 7. DECLARATION

Parkside Badminton Club Management Committee hereby adopts and accepts these Rules & Regulations.

SIGNED:

DATE:

NAME: Ben Murphy

POSITION: Club Chairperson

SIGNED:

DATE:

NAME: Samantha Murray

POSITION: Club Secretary