

LINCOLNSHIRE BADMINTON ASSOCIATION CONSTITUTION (Adopted 29th June 2022)

1. Title

This Association shall be called 'Lincolnshire Badminton Association' (LBA)

2. Policy

The LBA shall be affiliated to Badminton England (BE) and abide by its general principles including its Equality and Diversity Policy, Safeguarding and Young People's Policy and Disciplinary Procedures. The Association's County Specific Procedures, i.e., LBA Safeguarding and Young People's Policy, LBA Equality and Diversity, and Equal Opportunities Policy and LBA Disciplinary Procedures must be always adhered to by all affiliated clubs and members.

3. Objects

The objects of the Association shall be: -

- a) to advance the interests of the game in the three counties of Lincolnshire, North Lincolnshire and North East Lincolnshire
- b) to give coaching and instruction in game play and encourage good sportsmanlike behaviour both on and off the court
- c) to arrange trials for county teams at junior, senior and veteran levels and to manage and select teams for county matches
- d) to arrange teams to play in the inter-county competitions at all age groups
- e) to arrange and manage competitions and matches and tournaments for all age groups and abilities within the counties f) to support and encourage members, coaches, registered cells and affiliated clubs.

4. Membership

Membership, by affiliation, will be open to any properly constituted badminton club within the three counties of Lincolnshire, North Lincolnshire and North East Lincolnshire. An affiliated club must have a Club Constitution, Club Safeguarding and Young People's Policy, Club Equal Opportunities Policy and Equality and Diversity Policy and Club Disciplinary Procedure and adhere to them at all times.

Affiliation Fees

The annual affiliation fees shall be decided at the AGM. Affiliation fees are due in advance and must be forwarded to the LBA Treasurer on or before 1 November annually. Clubs wishing to resign from the Association must do so in writing to the LBA Secretary before 1 November, otherwise they will be liable for the current affiliation fees.

Affiliation

Each affiliated club shall forward to the LBA through the League Affiliation Secretary the name and address of the Club's Secretary, Treasurer and Match Secretary annually, as early as possible, after the Annual General Meeting of the Association. The definition of a 'Club' or of other terms used in these rules shall be the definition laid down by the LBA and BE (see Disciplinary Procedure under Other Policies). All affiliated clubs and individual members shall conform to the rules of BE.

Vice Presidents

Persons who have made a major contribution to badminton in the region will, at the discretion of the Council, be invited to become a Vice President.

A President may be elected at the AGM, through proposal and seconder, then with a general vote, based on that proposed person's good standing and service to Lincolnshire Badminton Association, if the President's position is vacant. The President role is expected to be for the life of the elected person, but in exceptional circumstances, such as incapacity to complete the role requirements, a request from the incumbent to stand down, or loss of good standing, removal of post entitlement may be made at an AGM by proposal, seconder and general vote or in exception, where necessary to support the position, the above may be managed through an Extraordinary General Meeting.

5. Management

The affairs and management of the Association shall be vested in a Council which shall consist of Chairperson, Secretary, Treasurer, Publicity Officer, Senior County Captain, Head Coach, Masters County Captain, Junior County Captain, Affiliation and League Secretary, BE Representative, Senior Match Secretary, Junior Match Secretary, Club Safeguarding Officer, Web Site Manager, County Kit Manager, Junior Affiliation Secretary and Fundraising Officer. All Council positions shall be held for one year and the holder shall be eligible for re-election with no limit to the number of terms of election.

6. Powers of the Council

The Council shall have the following powers:

- a) to carry out the objects of the Association specified above and uphold the LBA's Policies
- b) to make such regulations and byelaws for the management and control of the Association, as they may consider necessary, subject nevertheless to the constitution of the Association
- c) to appoint such Sub-Committees as they deem necessary under the Chairpersonship of a Council member with relevant officers of the Association and co-opted members. Sub-Committee Chairpersons will report their activities back to the Council
- d) to fill any vacancy which may occur and co-opt advisors as necessary
- e) to appoint selection committees who shall have the following duties:
 - to arrange trials and notify all clubs
 - to select teams and arrange matches for inter-county competitions
 - to admit clubs to membership and remove the name of any club from membership, provided that two-thirds at least of the members of the full Council shall assent to that removal and that club has the right of appeal to BE
 - to decide on the suitability of club courts for competition play
 - to grant the right to wear county colours.

7. Council Meetings

The Council shall meet as and when required to transact the business of the Association, with a minimum of five meetings per annum. The quorum for a Council meeting will be four elected Council members. Council members shall, at the first council meeting of the year, nominate a suitable alternative person to act as their alternative if they are ever unable to attend a council meeting. Such an alternative shall bring the Council member's views and reports to the Council and have full voting rights.

8. Annual General Meetings

The AGM of the Association shall be held before 30th June each year either by face-to-face meeting or virtually through IT technology, (or a combination of both) to:

- a) receive reports from the Officers of the Council
- b) electing the Council members as listed above
- c) election of the posts of Junior Team Managers (as required)
- d) fixing of affiliation fees for the coming year
- e) election of the auditor
- f) alterations to the Constitution

AGM Procedures

Not less than 21 days' notice in writing of the AGM shall be given to all clubs affiliated to the Association and to members of the Council. Any items for inclusion on the agenda of the AGM must be tabled with the Secretary 14 days prior to the AGM. The AGM Agenda shall be published at least 7 days prior to the date of the AGM by the Secretary and to affiliated clubs through the Affiliation and League Secretary.

Any member of an affiliated club shall be entitled to attend the AGM, but each affiliated club shall be entitled to send only two representatives, who shall be members of that club. Each such representative, present in person, shall be entitled to one vote. The same individual shall represent not more than one club. No club shall be entitled to more than two votes. 12 persons shall form a quorum. The Chairperson shall have a casting vote on any equal matter.

9. Extraordinary General Meeting (EM)

An Extraordinary Meeting of the Association shall be called by the Secretary upon the request, in writing or through electronic media, of not less than 25% of affiliated clubs representation, or upon the resolution of the Council. Procedures for an EM shall be the same as for the AGM.

10. Alteration to the Constitution

Changes to the Constitution may only be made at an AGM. Any proposed Constitution changes shall be made in writing and delivered to the Secretary by 30th April. Notice of such proposals shall be forwarded to each affiliated club with the AGM notification. Any proposed alteration or amendment to the Constitution of the Association shall only be carried by a majority vote being in favour thereof.

11. Finance

All expenses only to be that which is deemed to be relevant to and within LBA normal business and activity. The Council must approve in advance all expenditure over £500 on specific or irregular items. All expenditure is governed by availability of funds and upon the advice of the Honorary Treasurer

Separate self-financing funds for specific purposes are permitted with Council approval.

The Financial Year will be from 1 June to 31 May, in order for auditing of accounts and presentation at the AGM.

Sponsorship

The Association may, at its discretion, seek sponsorship from appropriate people, companies or organisations and allow such sponsors names or products to be linked with the Association. BE guidelines must be followed and the sponsor's business must not be in the area of alcohol, tobacco, gambling or drugs. Treasurers reports must be submitted in preparation for every council meeting and for the Annual General Meeting.

12. Dissolution

The decision to dissolve the Association must be taken either at the AGM or an EM of the Association. Upon dissolution and after all debts and commitments have been honoured, any property, cash or other assets remaining shall be transferred to a recognised Association with aims broadly similar to the Association. Failing this, the aforementioned assets shall be distributed between the John Hudson Award and charities decided upon by the Association. No member, coach or officer will be permitted to benefit personally from the dissolution of the Association.

SENIOR SELECTION COMMITTEE RESPONSIBILITIES

1. The Selection Committee (SC) will be comprised of at least three and up to five members of the Council including the Senior County Captain, Junior County Captain, Head Coach and Team Managers from the previous season wherever possible.
2. SC will select Team Managers to carry out the administrative duties for each team.
3. All teams will be selected on the basis of strength, eligibility and availability
4. SC will select a maximum of six men and six ladies for the first team but will endeavour to play the strongest four men and four ladies in each match.
5. A minimum of four men and four ladies for the first team will be nominated to BE. They will be deemed to be the strongest players and once nominated they cannot play for a lower team. The second team is exempt from nomination.
6. Nominated players will be expected to play in all fixtures. Any nominated player who is unable to play, through illness, injury, or bereavement, must notify Team Managers as soon as possible.
7. Any player incapacitated during the season through injury or illness will be replaced by the strongest player from the team below. The SC will determine which player is promoted and will notify all other team members of their decision.
8. Where a player is temporarily unable to play, the strongest male/female from the team below will be selected to play but on no more than two occasions. If said player represents the higher team on more than two occasions, that player will be tied to the higher team and will be unable to play for his/her original team for the remainder of the season.
9. To avoid tying a player to a higher team, the next strongest male/female from the team below will be selected to play and so on.
10. If the first or second team gain promotion or maintain their position within their league with matches in hand, the SC (with the TM) may give those players with potential the chance to play in 'dead' fixtures to gain match experience.

11. The SC shall have the power to recommend to the council, disciplinary action for any player who fails to adhere to the guidelines.

TEAM MANAGER RESPONSIBILITIES

1. Senior County Captain will provide paperwork to each Team Manager (TM) prior to the first tie: fixture sheets for each player, travel directions and details of away venues for each player, ICC score sheets and envelopes, with entries of results online, match fee letters to Linc's Treasurer and shuttle usage sheet.
2. Senior County Captain will provide each TM with contact details and affiliation numbers of every player eligible to represent the County at the start of the season, including reserve players.
3. Senior County Captain will issue each TM shuttles for home fixtures at the start of the season (assuming funds are available in the LBA accounts). It is anticipated that three dozen shuttles will be used for each match. The TM is responsible for conserving shuttle usage as much as possible. Knock up shuttles will be provided for the first home match, after which the TM will retain used shuttles as match knock up shuttles, until the end of the season.
4. TM must keep an ongoing record of shuttles used for each match.
5. Each TM may nominate a deputy TM who will also aid in match selections.
6. The TM will be expected to be present at all fixtures to oversee proceedings. The deputy TM must be in attendance if the TM is unable to be there.
7. TMs should ensure that all players receive a fixture list.
8. TMs should ensure every player has received details for all fixtures at the start of the season and is made aware of the venue and start time
9. TM must reconfirm players selection for match fixtures at least 2 weeks prior to the fixture date, (except where players are asked to play at short notice, due to other team members being unavailable.)
10. TM role requirement is to field the strongest possible team i.e., nominated players.
11. If nominated players cannot play, the TM must contact the remaining members of the squad before approaching the TM of the players in lower teams. Once all squad players have been exhausted, the TM should contact players on the reserve list (see point 2).
12. TM role requirement is to confirm payment of each players match fees create a record of payments and forward to the Treasurer within one week of the fixture being played. Treasurer to monitor LBA account to ensure payments have been received and inform TM of any non-payment.
13. TM should arrive early for home fixtures and ensure that all players arrive at least 10 minutes before the start of the match. TM should seek assistance from team members to assist with the setting up and taking down of nets and posts and the setting up and clearing away of the refreshment area.
14. TM should ensure all rubbish is removed at home venues (hall and refreshment areas) and that facilities are left in a clean and tidy condition.
15. To ensure all players have a six digit affiliation number (see point 2).
16. Affiliation number must be entered onto the score sheet for the first match.
17. The TM must work in conjunction with the Senior County Captain and the Senior Match Secretary to ensure all fixtures are played. BE will fine any county that fails to fulfil all fixtures

18. In the event of a win, the TM should transfer the score sheet to the BE Championship Secretary within 4 days of the tie being played. Staple the transmission receipt to the score sheet to show the date it was faxed. A late score sheet may incur a fine and the TM will be responsible for the fine. If the TM has no access to media such as email, posting the original on Sunday evening or Monday at the latest, with a further copy being sent to the Senior County Captain.

19. If the opposition win, email or post the score sheet to the Senior County Captain.

20. TM should ensure all players wear county kit during play. Any player without kit can place an order with the County Kit Manager

21. Any problems regarding player issues must be reported in the first instance to the Senior County Captain, who will refer the matter to the Council for further discussion if merited.

SENIOR PLAYER RESPONSIBILITIES

1. Once selected to represent Lincolnshire, players must show commitment and make themselves available for all home and away fixtures where possible.

2. Nominated players participating in BADMINTON England ranking events e.g. gold, silver, bronze and National Tournaments, should try and ensure that their playing schedule does not clash with fixtures. The TM must be informed as soon as possible if a clash occurs, so that a replacement may be found in good time.

3. Any nominated player within a BADMINTON England World Class Programme will not be expected to play in any fixture if it clashes with regional/national training or England representation. Players should let the TM know as soon as possible.

4. If a player declines to play in any fixture for an invalid reason, the player may be referred by the Senior County Captain to the Council as in TM duties point 24 above. An invalid reason would be choosing to play a club fixture when it clashes with a county fixture, unwillingness to travel to home or away fixtures. In the event of a referral, the outcome may include actions of deselection for further matches in the season, at the discretion of the council.

5. Players must pay match fees either before or on the day of the tie with players having responsibility to confirm payment has been completed with the TM before the end of the match. Funds may be made by electronic payment / BACS transfer or if none of these are possible, by cash. The amount of match fees will be set at the beginning of each season by the Council.

6. It is the responsibility of the player to inform the TM as soon as possible if injury or illness prevents play so that a replacement may be found in good time. If a player becomes injured, the TM must know immediately. Any player failing to give the TM enough notice may be referred for review by the Council.

7. All players must maintain/improve fitness to reduce the likelihood of injury. Players wishing to represent the county must prove their-fitness and playing abilities.

8. Every player must ensure that they are affiliated to BE through an affiliated club associated with LBA or as an individual as a Compete player at least 4 weeks before the start of County representation in matches.

9. In the event of injury or illness, reserve players should show a degree of flexibility with regard to a) playing in a higher team and b) playing singles, level and mixed doubles and should accommodate the TM as much as possible.

10. Players must wear county kit during play. Kit can be ordered from the County Kit Manager.

