



## Rules & Practices

Approved on 3 October 2013

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## 1. Introduction

This document is compiled in accordance with Chapter 6 of the Statutes. Its purpose is to guide the management of the Club by the Committee, the organisation of the teams in the league competition and to facilitate the day to day running of the Club.

All members are expected to be familiar and comply with the Club's Statutes and the rules and practices described in this document.

The Rules and Practices define the roles of different positions in the Committee and lay down specific requirements for meetings, financial management, expenses, social events, participation in the league competition, prizes, court assignment & play, shuttles, coaching & training, teams, publicity, website, insurance, privacy and any other aspects necessary to run the Club.

The Rules and Practices may be amended by the Committee, acting by an absolute majority of at least five officers or 60% (whatever the higher). There shall be no point of conflict between these Rules and Practices and the Statutes approved by the AGM. If any direct or indirect conflict nevertheless occurs, the Statutes take precedence.

## 2. Positions in the Committee

Committee members elected by the AGM according to the provisions of the Statutes shall be allocated specific positions in the Committee. A different Committee member shall be appointed to each of the positions required by the Statutes (except in cases provided for by the Statutes). Depending on the size of the Committee, other positions may be merged.

Committee positions listed below that are not explicitly required by the statutes are not compulsory, but nevertheless strongly recommended in order to ensure a good functioning of the club.

### 2.1. Chairperson

The Chairperson is responsible for management of the Committee and chairing the meetings as well as contracts (halls & insurance), equipment and maintaining a list of members (unless this role is taken over by a dedicated membership secretary).

### 2.2. Treasurer

The Treasurer is responsible for payments of invoices, accounts, financial reporting (mid-term, end-of-year), income and expenditure, balance sheet, projections and annual external audit.

### 2.3. Secretary

The Secretary is responsible for the management of meetings, including the preparation of an agenda and the minutes. This includes preparations for the AGM in cooperation with the Chair and other Committee members as appropriate.

### 2.4. Social secretary

The Social Secretary is responsible for the organisation and management of social events.



## **2.5. Match secretary**

The Match Secretary is responsible for maintaining all correspondence and relations with the League, including: club affiliation, membership registration, match schedules, tournaments and contacts with other clubs.

## **2.6. Web master**

The web master is responsible for maintaining the club's website and updating content on a regular basis and for ensuring hosting and domain name renewal arrangements.

## **2.7. Membership secretary**

The membership secretary is responsible for the management of the list of club members and ensures that the Committee always has an up-to-date and accurate membership list at its disposal. The membership secretary liaises with the treasurer to ensure that all members pay the due membership fee and may also act as a point of contact for prospective new members.

## **2.8. Other tasks and roles**

Committee members may perform other tasks as required – either in addition to any of the roles described above or as their only role in the Committee. The Committee may also designate new functions not mentioned above (for example the post of a Vice Chair or a Publicity secretary).

## **3. Meetings**

### **3.1. Annual General Meeting**

The Annual General Meeting (AGM) shall be held in a public place with easy access for all members. The notice and agenda for the AGM are prepared in accordance with Article 2 of the Statutes.

### **3.2. Committee meetings**

Committee or Club documents are available to any member upon request. Any member may address the Committee and attend Committee Meetings as an observer, but shall not be eligible to vote.

There should be at least 6 Committee meetings per season. An indicative calendar for the entire season is recommended. The agenda for each meeting should be issued at least 7 days before the meeting. Minutes shall be kept of all meetings, outlining decisions taken and proposed actions. The first committee meeting should be held as soon as possible after the AGM and cover the following items:

- Appointment of Committee members to Committee posts, reflecting the conclusions of the AGM and, in particular, its vote on the members of the Committee
- Management of the club's bank account (including access for the treasurer to all bank transactions)
- Handover actions: e.g. addresses for contracts, League, insurance, contacts etc.



## **4. Financial Management**

### **4.1. Subscription**

The subscription rate is proposed by the Committee and approved by the AGM. The mid-season fee is applicable to new members joining the club from January onwards.

The Treasurer is required to submit an estimate for the subscription fees for the next season at the end of the current season. The estimate should be presented to the Committee at the last Committee meeting of the season.

### **4.2. Audit**

The Treasurer shall compile the accounts after the end of the season and submit them to the appointed auditor. The audited accounts shall then be sent to all members of the Committee for comments before being presented at the following AGM.

### **4.3. Expenses**

The club shall reimburse Members for expenses incurred by Committee Members or other Members for club-related business. This may include expenses for stationery, stamps and copying. The Committee may approve other reasonable expenses such as entertainment. Travel expenses are not reimbursed.

### **4.4. Various**

The Treasurer shall report the financial status of the Club to the Committee at least three times a season. Invoices should to be sent immediately to the Treasurer who shall pay them promptly. The treasurer shall approve the purchase of equipment and merchandise such as the bulk purchase of shuttles (plastics/feathers), T shirts etc. The Committee shall approve other costs such as League fines. The nominated officers shall issue receipts for all cash receivable and these shall be given to the treasurer at the end of the season before the audit.

## **5. Social Events**

Social events organised by the club include a Christmas/ New Year's party, a summer BBQ and any other event deemed relevant (weekends away, other sporting activities, etc.).

End-of-season team dinners shall be organised by the respective team captains.

## **6. League competition and tournaments**

The Club shall be affiliated to the Flemish Badminton League ("BadmintonVlaanderen"). Any changes to this affiliation shall be approved unanimously by the Committee after consulting the Club's membership.

Any club member wishing to play in official tournaments or in the league competition may be registered with the League. The respective request should be sent to the Match Secretary who will make the necessary arrangements. Registration with the League is an essential condition to play league matches and tournaments, but does not guarantee a place on a team.



## 6.1. League Matches and Teams

The Committee ensures the Club's participation in the League competition as foreseen in the Statutes.

League matches shall be conducted in accordance with the regulations of the Badminton League.

The Club's participation in the league competition is organised by the Match Secretary who shall maintain regular contacts with the respective regional and provincial badminton organisations and who shall be responsible for the Club's official communication with the League. The Match Secretary shall monitor the participation of each team in the league competition throughout the season and take all necessary action to ensure a smooth running of the competition.

The Match Secretary, in cooperation with the team captains, shall monitor the draft match schedules provided by the League and check them for potential overlaps with hall closures and other problems that might occur (two matches scheduled on the same day, etc.). The Match Secretary shall inform the opposition and the League of any required amendments in accordance with the applicable rules.

If a match needs to be rescheduled during the season (extraordinary hall closure, bad weather, etc.), the team captain and the Match Secretary shall make all the necessary arrangements and inform the league, the opposition and all team members in due time.

In accordance with the League's provisions, the Club establishes a ranking of all its mixed, men's and ladies' teams.

## 6.2. Team players and substitutes

Each team shall have a core team designated at the beginning of the season by the Committee in agreement with the respective team captains. A special selection committee may be set up for this purpose. For practical reasons, this core team may be different to the official nomination of team members to the League.

The selection criteria for the core teams shall be the classification and strength of each player and the coherence of the team. If there is sufficient demand for places on the teams, each core team should consist of six players.

If there is sufficient demand, the lowest ranked teams may be opened up to more upcoming players to allow them to gain match practice.

The number of players selected by the captains for individual competition matches may exceed six, especially when there is strong demand for places on the teams and/or in teams that have been designed to give upcoming players more match experience.

Team players shall only play for one team per season. However, if a team requires a substitute, it is acceptable for members of lower teams to play in a higher team from time to time. "Playing down" is not acceptable unless there is no other alternative to ensure a full team. In order to ensure that enough players are available for every match, team players are obliged to attend and notify team captains in good time if they cannot attend a match.

In case several teams require the same player, the captains shall endeavour to find a suitable solution for all parties concerned. The higher teams shall have priority in the selection of substitutes from lower teams, although the individual circumstances of the teams concerned may be taken into account.



Team players should ensure they do not register for tournaments if they are needed for a match on the same day. In case of case of doubt, they should always check in advance with their team captain. Team matches take precedence over tournaments in cases of conflict.

Team players are expected to wear the Club shirt at official matches.

### **6.3. The role of team captains**

The day to day organisation of the teams throughout the season falls within the responsibility of the team captains. They shall ensure the completeness of their teams, enlist substitutes as appropriate, complete match sheets on time and manage the team's participation in the league competition as appropriate and in accordance with the provisions of the League.

The Committee shall only intervene in the day to day management of the teams in exceptional circumstances or if any of the Club rules specified in this document or by the Committee are breached.

The line-up for each team match is the responsibility of the team captain. Team members shall respect the captain's decisions regarding the line-up.

Nevertheless, team captains shall ensure that all team members are treated fairly in the selection process and the match line-ups. This includes that all core team members are asked to play regularly and that players should normally be able to expect to play a minimum of two individual matches per team match (unless the concerned team member explicitly agrees to play only one match). If more than six players have been selected of the match, the concerned players should be informed that they will only play one match.

The Committee shall approve teams and captains for the following season in good time before the start of the season. Nobody shall serve as a captain of more than one team in any given year, unless no suitable alternative candidate is available.

## **7. Courts, training and play**

At least one member of the Committee should be present during the normal Club sessions. All members are required to comply with the local regulations of the sports hall with respect to footwear, consumption of food/drinks, timing/departure etc. In general, the first members to show up shall put up the nets and the last ones shall put them away.

### **7.1. Hall bookings**

The Committee ensures that an adequate sports hall is available for training sessions and matches. Subject to the number of members, two training sessions during the week and one weekend session for training and matches are deemed appropriate. Training sessions may be reduced or suspended in periods of low demand, for example in the summer months, and at times when the hall is unavailable.

In accordance with the match schedule of the BadmintonVlaanderen, hall space for matches must be available throughout the entire level and mixed seasons (usually from September (sometimes the last weekend of August) until the end of April. Public holidays are exempt from this rule.



## 7.2. Court Assignments

The Committee makes court assignments at the beginning of the season. This includes partitioning and timings of all courts at all sessions for the following:

- League matches
- Casual play (doubles and singles)
- Coaching (if appropriate)

## 7.3. Casual Play

In order to allow a good mix of different players together with frequent changes of partners and opponents, one game of doubles shall be played on a typical session, followed by a change of courts and partners. Anyone waiting should be given priority for the next game.

Singles or matches (up to 3 games) should only be played if there is sufficient court space available and if nobody is waiting. All players are asked to contribute to a rotation of partners/opponents that allows every present club member to get a fair share of games with different partners and at adequate levels. Higher ranked players are kindly asked to adapt their game to leisure players when appropriate.

## 7.4. Coaching & Training

Courts and times may be reserved for coaching sessions. However, this shall not obstruct access for casual players to a sufficient number of courts. Coaching at different levels shall be arranged at the discretion of the Committee, in function of the available means and demand.

## 7.5. Shuttles

All shuttles used shall be in accordance with the approved list from the League.

The Club provides plastic shuttles for competitions, coaching/training and leisure play. Currently, the preferred plastic shuttles are yellow Yonex Mavis 300s.

The Club provides feather shuttles for the league competition only. Members have to provide their own feather shuttles for training, leisure play and tournaments. Feather shuttles may be purchased from the club.

## 7.6. Steve and Heather Cole Memorial Prize

The Steve and Heather Cole Memorial Prize shall be awarded annually to one male and one female player who win the most points in their category during singles matches played for the club in the league competition. The prize shall be awarded at a club event.

## 8. Membership

The Committee shall monitor the membership development and the club shall remain open to new members throughout the season. Standard membership runs from September to August of the following year, coinciding with the badminton season. Reduced membership rates are available for members joining in the second half of the season.

At present, no restrictions apply on access to courts for secondary members.



## 9. Publicity

The club shall maintain a website, written in English: [www.brusselsbadminton.com](http://www.brusselsbadminton.com). As the website is one of the main channels of communication with the members of the club, it shall be updated on a regular basis, providing members with all relevant information about the club, including competition results and announcements, practical matters such as hall closures and the announcement of events.

The website shall include a presentation of the club for prospective new members and shall present an attractive public image of the club. All pages shall be written in good English avoiding inappropriate language.

If required, the club shall advertise regularly in periodicals such as The Bulletin, Newcomer and other relevant publications, and advertise with posters at international organisations, EU institutions, companies, embassies, consulates, NGOs, etc.

## 10. Insurance

All members are required to have their own medical insurance and civil liability insurance. The club shall have a complementary insurance for members up to 65 years of age. This is in addition to personal medical insurance schemes and the insurance of the League. A membership list should be sent to the insurance company every 6 months.

The club shall maintain a register of injuries incurred by members. Any injuries must be reported to a Committee Member within 2 days. The relevant insurance authority shall be informed within 8 working days. Insurance claim forms are available from the Committee.

## 11. Privacy

The Committee is required to maintain a membership list containing personal and private information.

The information must be kept up to date and shall be changed upon request by a Member. The club shall respect the privacy of all of its members and comply with the appropriate legislation on this issue. The Club will not divulge this information to third parties. The information shall be used only by the Committee and strictly for Club related business only.

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