

## **HORSHAM AND ARUN BADMINTON CLUB RULES – 2024**

### **1.0 NAME**

1.1 The Club shall be called “Horsham Arun Badminton Club” (hereinafter and elsewhere referred to as “The Club, Club or HABC”).

### **2.0 OBJECTIVES**

2.1 The objectives of The Club are to provide courts for Members for the playing of Badminton in accordance with the Laws of the game as determined by the Badminton World Federation and in accordance with the Rules and Regulations adopted by Badminton England.

### **3.0 MEMBERSHIP**

3.1 There shall be the following categories of membership;

- a) Full Club Members - including Daytime, & Keenager members
- b) Student Members (must be in Full time education on 1<sup>st</sup> September in the Club year)

3.2 Persons shall be eligible to be Full Members provided they are over 18 years of age. Persons below the age of 18 years may become Members but shall not be entitled to serve on a committee of The Club or to exercise the power of voting.

### **4.0 VISITORS**

4.1 The Member shall be responsible for payment of any visitor’s fee to the session representative or arranging payment by the visitor directly into the Club’s bank account.

4.2 Visitors may have three visits, paying a fee each time. The fee to be determined by the Management Committee.

4.3 If a session representative is not present, a committee member must be responsible for collecting the fees.

4.4 Having had 3 visits, visitors must be assessed by a committee member and if deemed to be of a sufficient club playing standard, will be invited to join the club. If however, they do not wish to join, they will no longer be eligible to be visitors.

4.5 Past members can visit if agreed by the Committee and should pay a visitors fee.

4.6 Officials and members of visiting teams and participants in tournaments run by The Club shall not be required to sign the Visitor’s Register.

### **5.0 SUBSCRIPTIONS**

5.1 For all Members there shall be annual subscriptions to be determined from time to time by the Management Committee. The Management Committee shall have the right to determine

and levy a Visitor Fee.

- 5.2 Annual Subscriptions shall be payable by the 31<sup>st</sup> August in each club year. A defaulter shall cease to be a Member of The Club. A defaulter may be re-admitted to membership on payment of all arrears and the “new members fee” at the discretion of the Management Committee.

## **6.0 CONDUCT**

- 6.1 Should members act in any way which could bring The Club into disrepute or have an adverse impact on other members, then the Management Committee reserves the right to impose sanctions.
- 6.2 If at any time the Management Committee shall be of the opinion that the interests of The Club so require, they may by letter invite any Member to resign from The Club within the time specified in such letter. In default of their resignation, the question of their expulsion shall be submitted to the next Management Committee meeting after the date specified in such letter as the date before which they shall have been invited to resign, the Member whose expulsion is sought shall have notice of such meeting and the grounds on which expulsion is sought. At such a meeting the Member shall be entitled to offer an explanation for their conduct verbally or in writing. If a majority of the Management Committee Members present shall vote for their expulsion, they shall thereupon cease to be a Member of The Club. Any other action short of expulsion may be imposed in accordance with The Club’s Disciplinary Policy.

## **7.0 EFFECT OF CEASING TO BE A MEMBER**

- 7.1 Any person ceasing to be a Member of The Club shall forfeit all right to and claim upon The Club, its property and funds and any official of The Club acting on behalf of The Club. Such person shall return all property relating to The Club immediately to the Secretary on termination of membership.

## **8.0 LIABILITY**

- 8.1 No Member shall have any right to claim liability against The Club for any accident, damage or loss incurred within the curtilage of the Leisure Centre howsoever arising.

## **9.0 ADMINISTRATION**

- 9.1 The affairs of The Club shall be managed by a Management Committee which shall be responsible for membership; subscriptions; the approval of all budgets before expenditure is incurred; all negotiations on behalf of The Club except regarding day to day purchases; all matters relating to the Leisure Centre premises, use thereof except as provided in Rules 9.2 to 9.8.
- 9.2 Matters relating to the playing of badminton shall be administered by the Management Committee which shall be responsible for playing; grading, if grading is in use; shuttles; coaching; tournaments and matches.
- 9.3 The Management Committee shall be empowered to form different classification of playing membership and to levy playing subscriptions appropriate to each classification.

- 9.4 Playing visitors will be allowed at the discretion of the Management Committee on payment of a fee determined by the Management Committee. No person shall be allowed to play as a visitor during Club sessions on more than 3 separate occasions in any Club year. Committee members will be responsible for collecting the playing visitor's fee. A visitor's fee shall be payable whatever time the courts may be used by a visitor for playing badminton.
- 9.5 The Management Committee shall determine playing times for any session of playing Members considered appropriate and also arrangements for matches. Notwithstanding any further classifications, the playing members may be divided into grades. The decision as to whether Grading will take place will be made only at an AGM or, exceptionally at a Special General Meeting. The courts may not be used by non-members of The Club and for matches involving representative teams of The Club without prior approval of the Management Committee.
- 9.6 It shall be the responsibility of the playing members to ensure the Leisure Centre facilities are left clean, tidy at the end of each badminton session.
- 9.7 Playing members may provide food and non-alcoholic beverages for matches and tournaments (excluding National and County events) but no food or beverages are allowed in the Leisure Centre hall.
- 9.8 The Club shall affiliate to Badminton England each year. A decision to affiliate shall be made only at an AGM or, exceptionally, at an SGM.

## **10.0 MANAGEMENT COMMITTEE**

### **10.1 *The Management Committee shall consist of members as follows:***

- ***Chairman***
- ***Secretary (General Administration, lettings)***
- ***Membership Secretary (Membership, Subscriptions)***
- ***Treasurer (Financial Control,)***
- ***Match Secretary***
- ***Evening Members representative(s)***
- ***Daytime Members representative(s)***
- ***Keenagers representative(s)***

***The members of the Management Committee shall be elected annually at the AGM of The Club. The Management Committee may also elect additional members to the Management Committee as it deems necessary e.g. Website Co-ordinator.***

- 10.2 All appointments to the Management Committee shall take effect immediately after the AGM at which the elections take place and shall have effect until the conclusion of the next AGM. Any casual vacancy occurring during the Club year may be filled by appointment.

10.3 At all meetings of the Management Committee each Member of the committee shall have one vote but the Chairman shall have the casting vote in event of a tie. A quorum shall be 5 Members. In the absence of the Chairman, Members shall elect an Acting Chairman.

10.4 The Management Committee shall meet not less than 4 times during a Club year.

#### **11.0 SUB-COMMITTEES**

11.1 The Management Committee may appoint sub-committees from amongst the membership of The Club as may be necessary or expedient and may depute or refer to them such of the powers and duties of the Committee as the Management Committee may determine.

#### **12.0 FINANCIAL ARRANGEMENTS**

12.1 The Management Committee shall be responsible for the financial affairs of The Club.

12.2 The Club accounts shall be audited by not later than the second week in May in the Club year.

#### **13.0 ANNUAL GENERAL MEETING**

13.1 The AGM of The Club shall be held between 1<sup>st</sup> May and 30<sup>th</sup> June in each year upon a date and at a time to be determined by the Management Committee for the purposes of receiving and approving from the Management Committee a report and statement of the consolidated audited accounts for the preceding financial year; to elect Chairman, Secretary, Treasurer, and other members of the Management Committee; to appoint an auditor. A copy of the audited accounts will be available to Members on request.

#### **14.0 SPECIAL GENERAL MEETING**

14.1 The Management Committee may at any time for any special purpose call an SGM and they shall do so forthwith upon the requisition in writing of any 20 Members stating the purpose for which the meeting is required.

#### **15.0 NOTICE OF GENERAL MEETINGS**

15.1 Notice of the AGM shall be given by email/letter at least 6 weeks before the date of such meeting. Notice of SGM's shall be given by email/letter at least 4 weeks before the date of such meeting.

#### **16.0 RESOLUTIONS**

16.1 Any Member desirous of moving a resolution at the AGM shall give notice thereof in writing to the Secretary of the Management Committee not less than 21 days before the date of such meeting. Notice of the agenda containing such resolutions shall be given by email/letter not less than 14 days before the date of the meeting. Any amendments to any resolution on the agenda shall be notified to the Secretary of the Management Committee not less than 7 days before the date of the meeting. No amendments which would alter the basic sense of any resolution or amendment may be accepted at the meeting itself.

## **17.0 QUORUM AT GENERAL MEETINGS**

17.1 The quorum at all General Meetings shall be 10 members

## **18.0 NOMINATIONS FOR COMMITTEE**

18.1 Nominations for Officers and elected members of committees, shall be notified to the Secretary of the Management Committee not less than 14 days before the date of the AGM. All nominations must state the names of the Proposer and Seconder, both of which must be eligible to vote on the election. Notice of all nominations shall be given by email/letter not less than 7 days before the date of the meeting.

18.2 Any vacancy on a committee resulting from no nominations being received, except as hereinafter stated, shall be filled by appointment of the Management Committee.

## **19.0 CASUAL VACANCIES ON COMMITTEES**

19.1 Any casual vacancy occurring on a committee during The Club year may be filled by appointment by the respective committee providing that the Member appointed shall fulfil the requirements for membership of such committee laid down in Rule 11 of The Club. The proceedings of a committee shall not be invalidated in consequence of there being less than the prescribed number thereof.

## **20.0 CHAIR AND VOTING**

20.1 At all General Meetings of The Club the Chairman of the Management Committee, and in their absence a Member selected by the meeting, shall take the chair. Every Member present shall have 1 vote upon each motion and, in the case of equality of votes, the Chairman shall have a second or casting vote. Votes by proxy, in writing and signed, may be accepted for and against any resolution or amendment, but must be received by the Secretary of the Management Committee before the date of the meeting.

## **21.0 FINANCIAL YEAR**

21.1 The financial year of The Club shall end on the last day of March in each year.

## **22.0 HONORARY AUDITOR**

22.1 At every AGM an Auditor (not being a Member of the Management Committee) shall be elected to serve as Honorary Auditor for the ensuing year. A vacancy occurring in the Office of Auditor shall be filled by appointment by the Management Committee.

## **23.0 PAYMENT OF MEMBERS**

23.1 No member shall, except for professional services rendered at the request of the Management Committee, receive any profit or emoluments from the funds or transactions of The Club.

## **24.0 EXPENSES OCCURRED BY OFFICERS**

24.1 Expenses duly incurred by Officers of The Club shall be met from Club funds provided that proper accounts are kept, and receipts duly provided where applicable.

## **25.0 LIST OF EVENTS**

25.1 All events in The Club, including matches and any social events, including Club sessions, shall be shown on The Club's website ([www.habc-badminton.com](http://www.habc-badminton.com)). The entire premises may be reserved for specific reasons by approval in advance of the Leisure Centre, subject to Rule 9.7.

## **ADDENDUM**

A1.0 Members are entitled to play in any group session, except match practise sessions which are by appointment.

A2.0 The group members playing times will be proposed and agreed at committee meetings.

A3.0 Shuttles are provided.

A4.0 No person who is a non-player shall be allowed on court.

A5.0 Committee members are responsible for collecting visitor's fees. Rule 4 applies. No casual visitor will be accepted, at the discretion of the session representative, if more than 18 members are present at a session.

A6.0 Each section shall select a representative (or representatives) who will be responsible for looking after and running the group.

A7.0 Members are covered under the Badminton England Insurance for personal accident; details of cover can be given on request. If Members feel it necessary, they should take out extra insurance cover.