RDBA

Rugby & District Badminton Association

Constitution

Revision: 2024-25 Season

RDBA
Rugby & District Badminton Association

Revisions

Revision	Author	Checker	Date Published
2024-25	Steve Turner (Association Secretary)	Tim Gordon (Chairman)	17-08-2024
2018-19	Mark Hope (Chairman)	Mark Hope (Chairman)	10/09/2018

Changes since last revision:
Document moved to new association document template and Section B numbering changed to match Section A. **Document name changed from "RDBA Rules of the Association" to "RDBA Constitution".** **Section A9 – 13 added.** **Section C added.** **Appendix A added to detail the roles and responsibilities of committee members.**

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Rugby & District Badminton Association

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RDBA
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Section 'A' - Rules of the Association

This section of the Constitution is applicable to all clubs affiliated with the Rugby and District Badminton Association whether they take part in the league or not.

1. Name

The organisation shall be named: "Rugby and District Badminton Association", abbreviated to "RDBA".

2. Objectives:

The objectives of the Association shall be to:

i) Promote and stimulate interest in the game of Badminton in Rugby and surrounding areas,

ii) Improve the standard of play where possible, and

iii) Organise, promote, and regulate the playing of league matches, tournaments and other events held in Rugby and surrounding areas.

3. Membership:

i) Conditions

Clubs must be registered with the Rugby and District Badminton Association.

Affiliation to County Badminton Associations (and hence Badminton England) shall NOT be required as a condition of membership of the RDBA. There shall be no restriction on individual clubs affiliating to Badminton England, at the discretion of their membership .

ii) Registration

New clubs shall register by email in the first instance to the Association Secretary. Acceptance is at the discretion of the General Committee.

iii) Membership Fees

An RDBA membership fee per Club, per season, shall be payable at the RDBA AGM and no later than the Match Fixtures Meeting. The fee will be decided at the RDBA Annual General Meeting. (Section 6 refers).

iv) Club Catchment Area

Member clubs would ordinarily play within a 10-mile radius of Rugby Town Centre. However, exceptions can be made to this rule at the discretion of the General Committee.

Where clubs outside of the 10-mile radius wish to participate in the league, acceptance will be proposed and put to a vote at the AGM.

4. Committees:

i) Executive Committee

a) Members:

The Executive Committee shall consist of a minimum of the elected officers. These positions will be elected annually at the Annual General Meeting. These positions consist of:

- Chairperson,
- Association Secretary,
- League Secretary,
- Treasurer,
- Youth and Development Officer.

As standard practice, no elected official shall hold more than one position on the Executive Committee. The General Committee may overrule this by exception under mitigating circumstances.

Individual roles and responsibilities of elected officers can be found in the appendices of this document.

b) Terms of reference:

The executive committee will be responsible for the day to day running of the Association, the league, and the implementation of the rules in between committee meetings.

ii) General Committee:

a) Members:

The general committee shall consist of the elected officials, plus, if possible, one nominated representative of each of the affiliated Clubs. The aim being to have all clubs represented on the General Committee.

b) Terms of Reference:

The General Committee shall make all decisions regarding the affairs of the Association and its' Leagues, tournaments and other events.

The decisions of the General Committee shall be binding on ALL affiliated Clubs (represented or not represented).

c) Roles:

The following roles may be taken by members of the General Committee:

- Tournament Secretary
- Web Master

The above committee roles are not elected officials but may be held by elected officials where required and appropriate.

The roles shall be appointed at the AGM but can be changed at any time during the season as needed by the General Committee.

Individual responsibilities of committee roles can be found in the appendices of this document.

5. General Committee Meetings

Committee meetings shall be held when deemed necessary by the Executive Committee. Most business may be conducted via informal communication (WhatsApp group, etc).

Where a Committee Meeting is held it shall observe the following:

i) Quorum:

A quorum shall be formed if 50% of the General Committee is present at the meeting, which must include two elected officials as a minimum.

ii) Voting:

Each member of the General Committee, including the officials, shall be entitled to vote except the Chairperson. In the event of a tied vote on any matter, the Chairperson shall have the casting vote.

iii) Disputes:

If a dispute between Clubs occurs on any matter, the Association Secretary shall be informed in the first instance. The matter shall then be discussed by the General Committee and settled by representatives from Clubs not involved in the dispute (a representative shall be present from each of the Clubs in dispute). The decision of the General Committee shall be final.

Note 1: Rule 5i governing the 'Quorum' must be observed prior to making any decisions (i.e. the representatives of the Clubs in dispute should not be taken into account).

Note 2: Where the Association Secretary is the representative of the club raising the dispute, the Chairperson shall be informed in writing instead.

6. Annual General Meeting (AGM)

i) Date and Venue:

The AGM should be held no later than the end of June.

ii) Aims:

To consider business relating to the past season, review of any rule changes, the election of the Executive Committee and to consider business relating to the next season.

iii) Club Representation:

Each Club shall be represented by no more than one voting delegate. However, the AGM shall be open to all members of affiliated Clubs.

iv) Tied Vote:

In the event of a tied vote, the Chairperson shall have the casting vote.

v) Quorum:

A quorum shall consist of at least one delegate from one half of the affiliated Clubs. Where the number of clubs is odd, quorum shall be the next whole number. For example, if there are 9 affiliated clubs, quorum shall be 5 representatives.

vi) Rule Amendments and/or Additions:

Amendments and/or additions to the clauses of the Constitution may only be made at the Annual General Meeting.

Proposed amendments and/or additions to the Constitution clauses may be submitted to the Association Secretary at any time but must be submitted no later than May 30th for submission at the AGM.

Proposed rule changes shall be considered at the AGM.

vii) Notice of AGM:

The date, agenda and notice of any proposed rule changes for the AGM will be sent to all member Clubs, by the Association Secretary, at least 21 days before the AGM is to be held.

7. Extra-ordinary General Meeting (EGM)

An extra-ordinary general meeting may be called by the General Committee, or at the written request of at least one quarter of the affiliated Clubs. The meeting shall be held no later than six weeks after the receipt, in writing, of such a request by the Association Secretary.

8. Attendance at Meetings

i) League playing clubs should be represented at ALL meetings called by the RDBA which shall include: the Annual General Meeting (6 refers), as necessary, Extra-Ordinary General Meetings (7 refers) and the Fixtures Meeting (Section B - Rules of the League 3i refers).

ii) Whilst it isn't mandatory, we would strongly encourage all non-league clubs in the Rugby and District area to also attend all meetings except the Fixtures Meeting.

iii) If a Club fails to be represented at any meeting, as defined above, without reasonable cause (apologies not being acceptable), the General Committee shall reserve the right to deduct 2 league points from that Club's highest placed team in any League and in any Division.

9. Communications

i) Contact Information

a) The Association Secretary is responsible for maintaining an up-to-date contact list for affiliated clubs for the use of the General Committee in accordance with the GDPR.

b) Affiliated Clubs are required to provide accurate information for a point of contact to the Association Secretary for general business (e.g. Club Secretary) and where required, for specific league business (e.g. Match Secretary).

This contact information should include an email address and a mobile telephone number.

c) By submitting contact information for their points of contact, clubs are accepting that the General Committee will use this information to conduct the business of the Association in accordance with GDPR and this Constitution.

ii) Individual committee member communication responsibilities are detailed in the 'Executive Committee and General Committee Responsibilities' in the appendices.

iii) Communication Methods

a) The primary method of general communication to clubs will be by email using the RDBA's email account: info@rugbybadminton.org.uk.

b) Communication may be sent from individuals' private email accounts, but should be kept to a minimum and for specific reasons.

c) As a secondary method of communication, the Association shall have a WhatsApp group, "RDBA Club Comms", including all club points of contact, to be used for emergency and short notice communications.

This WhatsApp group shall fall under the Association's social media rules.

iv) Public Relations

a) No individual is permitted to speak publicly on behalf of the Association unless approved to do so by the Executive Committee, this includes on social media.

b) Any individual who speaks publicly (including on social media) in a defamatory manner regarding the Association or in a way that will harm the Association's reputation will be subject to investigation by the General Committee which may result in penalties being issued to their club.

v) Advertising

a) Advertisements for the Association and its activities may be placed in newspapers and public articles (e.g. The Rugby Advertiser). These must be commissioned and agreed by the General Committee before the advertisement is placed.

vi) Logo

The RDBA shall use the following logos on all written and published material:

Colour with transparent background:

RDBA
Rugby & District Badminton Association

White with black background:

RDBA
Rugby & District Badminton Association

Colour with black background:

RDBA
Rugby & District Badminton Association

Black and white:

The shorter version may also be used on medals and trophy centre disks:

10. Website

The association shall have two websites:

i) Association Website

a) The association website will be used for all RDBA general business and information.

b) The association website shall have the URL: www.rugbybadminton.org

c) All fees incurred for the hosting of the website shall be paid for by the RDBA.

ii) League Website

a) The League Website will be used for running the League.

b) The League website shall be hosted by League Repulic and shall have the URL: www.rdba.leaguerepublic.com

c) All fees incurred for the hosting of the website shall be paid for by the RDBA.

d) The League website shall have the ability for clubs to submit match teams and results following the match.

11. Social Media

i) Facebook

a) The Association shall have a public Facebook group named "Rugby and District Badminton".

b) The group shall be used to publish information and news instantly to clubs and the general public.

c) The Facebook page may be used by anyone to promote strictly Badminton related activities in the Rugby and District area.

d) The group will be administered by the Association Secretary who will monitor the page. Any posts or comments which are not in line with the Constitution will be removed.

ii) WhatsApp

a) The Association shall make use of WhatsApp to communicate emergency and short notice information to clubs or between members of the General Committee.

b) Users are expected to use the group responsibly and within the terms and conditions of WhatsApp. Anyone abusing the WhatsApp group will be removed from the group.

c) Where a limited amount of light-hearted "banter" is acceptable, the Association's groups should be used for Association business only and should not be used for exchange of personal messages.

d) Anyone found posting content which does not align with the RDBA's objectives will be removed from the group and be subject to investigation by the General Committee which may result in club penalties.

12. Equality, Diversity and Inclusion

i) In line with our objectives the Association is committed to ensuring that Badminton in the local area is as inclusive as possible.

ii) Every player should have equal opportunity to participate in the sport in the Rugby and District area as far as is reasonably practicable and it is expected that all member clubs support this commitment.

13. RDBA Sponsored Trophies

i) The RDBA shall award and maintain the following trophies:

a) Association Trophy (Silver Shuttle)

RDBA League Division 1 winners shall be awarded with the 'Association Trophy' which may be taken for a limited time by the winning club, but must returned to the Association at an agreed time in original condition.

b) League Shields:

All Division winners shall be awarded a shield trophy, which is engraved with the winning team's name. The shields may be held by the winning team/club for the following season and for no longer than 12 months. The shields shall be returned to the Association at the agreed time and in original condition.

c) Britannic Assurance Trophy (Cup)

The Britannic Tournament Group A winners shall be awarded the Britannic Assurance Trophy which is engraved with the winning team's name. The trophy may be taken for a limited time by the winning team, but must be returned to the Association at an agreed time in original condition.

ii) Trophy Collection:

a) The Association Secretary shall be responsible for collecting and maintaining trophies. Clubs shall return trophies immediately on request of the Association Secretary or within 12 months of receipt.

b) Clubs shall be responsible for showing appropriate respect to the RDBA trophies by keeping them in good condition while in their possession, this includes giving the trophies a polish with a cloth before return. There is no requirement to have them professionally polished as this will be done by the engraver.

c) Clubs shall not be permitted to remove the trophies from the Rugby and District area without WRITTEN permission from the Association Secretary.

d) Repairs to, or replacement of trophies because of damage or loss shall be invoiced to the respective club.

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Section 'B' - Rules of the League

1. Name

The league shall be named: "Rugby and District Badminton League"

2. League Registration

i) Conditions

a) The Leagues shall consist of teams from Clubs affiliated to the Association.

b) The league is played as an open doubles format where a team may be made up of players of any gender and may play either level doubles or mixed doubles as they wish.

c) New team registration shall be made by email to the League Secretary before 30th July.

d) Clubs wishing to withdraw a team or teams from the Leagues must do so by email to the League Secretary before 30th July.

ii) League Team Entry Fee:

A subscription per team shall be payable no later than the Match Fixtures meeting. The fee shall be fixed at the AGM.

3. Arrangement of Fixtures:

i) The Annual Fixtures Meeting shall be held no later than the 15th September where all club Match Secretaries or representatives shall arrange fixtures for the following season.

ii) All fixtures must be arranged during this meeting, with only minor adjustments to be made outside of the meeting.

iii) No League matches shall be scheduled for an Association Tournament date.

iv) Where a Club has two teams in the same Division, the fixtures against each other shall be scheduled before those against teams of other Clubs. Ideally this would be in the first two weeks of the league season.

v) Once a club has agreed it's fixtures, those fixtures must be forwarded to the League Secretary for submission to the league website. Any agreed changes to fixtures must be forwarded to the League Secretary for submission to the league website.

vi) A match, once arranged, shall not be postponed except by the mutual agreement of both teams or, the unavailability of the venue, and shall be done at least 24 hours prior to the match.

vii) Dates of rearranged matches must be notified to the League Secretary in writing by both teams within 10 days of the original match date.

viii) Where a match is postponed or cancelled by either team within 24 hours of the arranged match's start time without an acceptable justification, the General Committee will impose a penalty on the offending club in the form of a monetary fine capped at £20 per team.

Note 1: The fine shall be equivalent to the non-offending club's match fees, multiplied by the number of players in their team. Total amount not exceeding the cap.

Note 2: The General Committee will consult with the non-offending team before imposing the penalty.

Note 3: Fines shall be collected by the RDBA and passed onto the non-offending club.

ix) Fines must be paid within 30 days of the penalty being issued.

4. Divisions

i) Organisation:

a) The league shall normally be divided into equal divisions.

b) The General Committee reserves the right to reconstitute the league with new teams being allocated to any appropriate division.

c) Except in the lowest division, no more than two teams from any Club should be allowed to play in the same division unless agreed in advance, by the General Committee.

ii) Winners:

The winners in each division shall be the team gaining the most points. In the event of a tie, the winners shall be the team gaining the greater number of rubbers or, failing this, games difference or, failing this, total game point difference.

iii) Promotion / Relegation:

a) Where applicable, the winners or winners and runners up of each division shall be promoted to the next highest division and one or two bottom teams shall be relegated to the next lowest division.

b) Promotion and relegation between the lowest division and the one above shall be at the discretion of the General Committee.

c) Casual vacancies shall be filled by suspending relegation or promoting extra eligible teams from the next lowest division at the discretion of the General Committee.

d) Where a club's higher team is relegated from a division and a lower team promoted, the teams shall be renamed/renumbered according to new league position.

5. General Regulations for Match Play

i) Play shall be in accordance with the 'Laws of Badminton'. A copy can be found on the Badminton England website: www.badmintonengland.co.uk.

ii) Normally, the roof shall be regarded as a fault and beams a let; the home team captain shall clarify the ruling for members of the visiting team.

iii) Matches shall commence at the mutually agreed time as confirmed at the Fixtures Meeting, unless the League Secretary has been informed in writing of a change to the start time.

iv) Any team that is not ready to play at the mutually agreed time shall forfeit one rubber for each 20-minute period by which play is held up after the mutually agreed start time (applied to each match court).

v) The rubber(s) to be forfeited shall be chosen by the non-faulting team captain from the rubbers still to be played at the end of the allotted time.

vi) The home team shall forfeit any rubbers not played or unfinished at the time the hall becomes unavailable, assuming the match started at the agreed time. Or rules 5i, c, d and e shall apply.

vii) The number of match courts available shall be notified to the opposing team in advance.

viii) The WINNING team, or HOME team in the event of a draw, should input the match result onto the RDBA league website within 14 days of the match being played. If unable to access the website, a copy of a completed match card should be sent to the League Secretary within 7 days of the match being played.

ix) Both teams should review the website scoring input and they have the right to dispute the result if necessary. If such a dispute occurs, both team captains should resolve the dispute and inform the League Secretary of the conclusion.

x) If scores are not submitted to the league website within the 14 days, this will result in no points being awarded to the defaulting team (rubbers, games and total game points will be recorded as normal).

xi) Two points shall be awarded to the winning team. In the event of a match being equal in rubbers the match will count as a draw and one point shall be awarded to each team.

xii) If a match is conceded, the team conceding the match shall input the result onto the RDBA league website with the words "Conceded to" in the notes section, or send a copy of a completed match card to the League Secretary with the words 'conceded to' within 7 days of the match scheduled date.

xiii) In the case of a dispute, the RDBA General Committee shall have the power to award the match to one side or the other.

6. Shuttles

i) The home team shall provide the shuttles.

ii) All League matches shall be played with cork-based shuttles.

iii) Shuttles to be used by each team (Plastic or Feather) shall be notified in writing to the League Secretary and opposing teams prior to the first match.

7. Match Format

i) Rally Points Scoring System

a) **Scoring System:** A match consists of the best of 3 games, first to 21 points, winning by 2 clear points. If the score reaches 20 all, the side which gains a 2-point lead first wins the game, unless the score reaches 29 all, at which point the side scoring the next point wins the game.

The side winning a rally adds a point to its score.

The side winning a game serves first in the next game.

b) **Change of Ends:** Pairs change ends after each game. In the third game, players change ends when the first side's score reaches 11 Points.

c) **Doubles:** There is only one serve per hand per pair in doubles.

At the beginning of the game and when the score is even, the person in the serving pair who is in the right-hand court serves. When the score is odd, the server serves from the left court.

The sequence for server's should always be the same, in that if no errors are made then each player should serve in sequence, only when an error has been made will this not be the case.

If the serving side wins a rally, the serving side scores a point, and the same server serves again from the alternate service court as normal.

If the receiving side wins a rally, the receiving side scores a point and the receiving side becomes the new serving side, however the serve goes to the player in the respective court side based on the pair's score, i.e. right if score is even and left is score is odd.

The player of the receiving side who served last stays in the same service court from where they served last. The reverse pattern applies to the receiver's partner.

Players do not change their respective service courts until they win a point when their side is serving.

If an error is made, either the wrong person is serving or serving from the wrong service box, then the error should be corrected as soon as the mistake is noticed.

ii) Order of Play:

a) Six rubbers shall be played.

b) Before the commencement of play both teams shall be declared with the order of play as follows:

Rubber	Home Players		Away Players
1	1 + 2	v	1 + 2
2	3 + 4	v	3 + 4
3	3 + 4	v	1 + 2
4	1 + 2	v	3 + 4
5	1 + 3	v	1 + 3
6	2 + 4	v	2 + 4

8. Eligibility of Club Members

i) Players representing a Club's team in the League must be a bona-fide member of that Club.

ii) All members of a Club must be registered, IN WRITING by Email, with the League Secretary before that Club takes part in any match (Club members who are unlikely to play in a match should still be registered).

iii) During the season, Clubs must inform the League Secretary immediately if there are any additions to the Club membership. A new club member must be registered, and if necessary nominated, before that player takes part in any match. Registrations and nominations shall be made IN WRITING, by Email. The League Secretary shall notify all Clubs in the appropriate League and Division when there is any change to the nominations approved by the General Committee at the start of the season.

iv) A player may change Club once only in any season, and the reason for change should be a "special circumstance" and will be approved/declined by the RDBA General Committee. The player must be a bona-fide member of that Club.

v) If a Club fields an unregistered member in a team in any match all rubbers played by that member shall be forfeited to the opposition.

vi) Any member registered after the last day of February shall not be eligible for match play.

vii) Player Appearances

a) The total number of matches played by any one player must not exceed twice the number of teams in that player's normal division.

b) If an un-nominated player plays more than four times for any team, that player is ineligible to play in any lower team except the team immediately below.

viii) Player Nominations:

a) A Club with more than one team in the League must nominate the best two players likely to play for its first team and for every subsequent team except the lowest.

b) Nomination shall be made IN WRITING by Email to the League Secretary at least 14 days before a Club takes part in its first match in each League. Nominations shall be approved by the General Committee.

c) An originally nominated player must play in at least one third of the outstanding or remaining matches scheduled for their team or for a higher team.

d) A nominated player shall not be eligible to play in any lower team.

e) In the event that a nominated player is unable to meet the condition c) above, the club must inform the League Secretary of a replacement nomination.

f) The General Committee shall consider the change to the nomination in favour of a new nominee.

g) A new club member must be registered, and if necessary nominated, at least seven days before that player takes part in any match. This may be waived at the discretion of the General Committee under special circumstances.

9. Adjudication

The General Committee shall have the power to adjudicate on any matter not covered by these rules.

RDBA
Rugby & District Badminton Association

Section 'C': Declaration

Rugby and District Badminton Association hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members and, as such, is signed by the Association's Officers:

Official	Name	Signed	Date
Chairperson	Tim Gordon	T Gordon	17-08-2024
Association Secretary	Steve Turner	S R Turner	17-08-2024
League Secretary	Darren Hawes	D Hawes	17-08-2024
Treasurer	Ryan Smith	R Smith	17-08-2024
Youth and Development Officer	-	-	-

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Appendix A: Executive Committee and General Committee Responsibilities

1. Chairperson

The Chairperson will:

- Chair the committee meetings, AGM and EGM when held in accordance with the Constitution.
- Attend any relevant external meetings on behalf of the Association unless another official is appointed in their place by the General Committee.
- Lead the strategic development of the Association with the assistance of other committee members or working groups as required.
- Ensure that the General Committee is operating within the objectives set out within the Constitution.

2. Association Secretary

The Association Secretary will:

- Arrange committee meetings, issue the agenda, and take and publish the minutes of the meeting in accordance with the Constitution.
- Arrange the AGM, issue the agenda, and take and publish the minutes of the meeting in accordance with the Constitution.
- Be the Association's main point of contact for general business and enquiries.
- Maintain up to date details for affiliated club points of contact and use the information in accordance with the General Data Protection Regulations (GDPR).
- Send all club wide communications unless done via the Association or league websites.
- Be responsible for arranging the engraving and maintenance of all current trophies and for the purchasing of new trophies on instruction of the General Committee, with assistance of the Treasurer.

3. League Secretary

The League Secretary will:

- Arrange and chair the Fixtures Meeting each year.
- Be the Association's point of contact for all league related business and shall liaise directly with nominated Match Secretaries from each club.
- Mediate any disputes between teams and decide on appropriate resolution, in consultation with the General Committee.
- Maintain and update the League Website (www.rdba.leaguerepublic.com) with fixtures at the start of the season and ensure clubs are updating scores as the season progresses as stipulated by the Constitution.

4. Treasurer

The Treasurer will:

- Set the budget for the association for the coming season.
- Pay any bills and invoices received by the Association (website fees, trophy engraving costs, etc).
- Maintain accurate financial records and present at relevant meetings.
- Monitor the Association's financial situation against the set budget and report any issues to the committee as soon as reasonably possible.

5. Youth and Development Officer

The role is typically held by a Coach involved in the local junior clubs, but could be held by a DBS checked volunteer involved in local junior clubs.

The Youth and Development Officer will:

- Report on junior club and coaching activities in the Rugby and District area.
- Act as a liaison between the Association and junior clubs, junior players more generally, and coaches in the Rugby and District area.
- Advocate for the needs of junior players, junior clubs and coaches within the Association.

Where appropriately trained and vetted, the Youth and Development Officer may also act as a Safeguarding Officer for the Association, which will be formally recorded on appointment.

6. Tournament Secretary

The Tournament Secretary will:

- Organise any tournaments during the season as instructed by the General Committee (e.g. arrange venue, take player/team registrations, organise the format of the tournament, and any other duties required).
- Run the tournament on the day unless it is impractical to do so (e.g., they are playing in the tournament), in which case a nominated person can run the tournament in their place.

7. Webmaster

The Webmaster will:

- Maintain up to date information on the Association's website (rugbybadminton.org.uk).
- Add news articles to the website when requested by the General Committee.
- Change the website design on instruction from the General Committee.
- Ensure that no incorrect or defamatory information is published on the website that may harm the Association's reputation.
- Ensure that the website remains secure and free from any cybersecurity risks (spyware, malware, etc).