

SOUTH HUNSLEY B A D M I N T O N C L U B

MEMBERS HANDBOOK 2017 – 2018 season





Message from the Chairman

Dear Club Member,

I am pleased to welcome to you to a new season with South Hunsley Badminton Club. Please make new members feel welcome and thanks for joining us.

We hope to give everyone who wants to, the opportunity to play league badminton.

Please approach myself or committee members if you have comments or concerns on the club and we will try to address them.

I wish you a successful season and enjoy your badminton.

Gary Lines
Chairman

Club Internet Site

All of the information and more, (except contact information) in this handbook can be found on the club internet site at:

<http://www.shbc.org.uk>

On the site you will find resources for team captains, stewards, fixtures, team sections, league information, club contacts and most importantly results as the season progresses.

Please visit the site and let Halim know what else you would like to see on the site.

Club Night Venues & Times

Club night is at the Sports Hall of South Hunsley School on up to four courts from 19:00 until 22:00.

A Committee member with a key to the club box should be down for every club night (Steward). Please note if you are the first down and a committee member has not arrived there is a key with the Sports Hall staff in reception which you can borrow so you can open the club box and get shuttles.

The box contains shuttles for club night, peg board and money box to collect fees for the night. We also have a medical kit in the club box and if you think the floor needs cleaning please ask a member of the sports hall staff. They are obliged to clean it.

Match Fixtures

Details of matches for the coming season will be emailed to all those wishing to play in the Hull & District Badminton League and posted on the website. We will be entering two levels and two mixed teams this year.

Playing in a Team

Team selections will be available on the club internet site in early October. If you are in a team please make a note of your fixtures. Please tell your Team Captain as soon as possible if you cannot make any fixture to give your captain time to find a replacement.



The Committee

Your committee are there to serve you as members. They meet a minimum of three times a year. In the autumn they discuss arrangements for the current season and plan for the AGM. In March they plan for the summer club and social event. Before the season starts they make the arrangements for the start of the season. Your current committee elected for the 2017–18 season at the AGM are:

Chairman:	Gary Lines
Secretary & Fixtures secretary:	Halim Inceer
Treasurer & Shuttle secretary:	Ling Storr

General Members:

Chris Marshall, Darren Storr, CS Chun, Diana Halsey, Simon Benson and Andrew Lawson

Membership Contacts

See a committee member for a list of current members.

Club Night Equipment

Posts are owned by the Sports Centre and should be put out by the Sports Centre staff. We use our own nets. These are stored in the Club box and will have to be put up at the beginning and put away at the end of each club night. This will be the responsibility of the club night steward. Please make sure they are put away in our box at the end of the night if you are the last one there. The nets are marked SHBC. Please also put unused shuttles away in a tube in the SHBC club box at the end of the night. The box contains a rudimentary First Aid kit, a black folder with a copy of the league rules, a copy of this document, club calendar, team details, club constitution, four nets, shuttles, both new and used for knocking up, peg board and book to log who's been down and box for the collection of club night fees.

Feather shuttles are remarkably resilient but please treat them with respect and smoothing the feathers before serving at the start of a rally should ensure they fly truly. **Each shuttle costs £1.18** and after the Sports Hall fees this is our biggest outgoing.

Annual events

Help is always required by our fund raising committee. If you are willing to help in any way please approach any member of the committee.

We are looking to make the following events annual but need volunteers.

Suggested events to have annually are: Quiz night, HADBL end of season meal – early May, charity fund raising event (over the summer), BBQ and games – over the summer, Christmas meal – December



Appendix 1: SHBC Club Rules

1 Club Nights

- 1.1 During club play the peg board must be used properly at all times, with fair and unbiased selection to ensure each and every member has an equal chance of play.
- 1.2 A committee member will be the steward for the night. This entails collecting subscriptions for the night – but please assist by paying for the night prior to putting your peg on the peg board/start playing. Monitoring shuttle usage, assisting new members in what to do and keeping the peg board moving. Collect money and give to the treasurer and get the box out at the beginning of the evening and put it away at the end of the evening. Also if coaching is on collect any money for coaching and assist the coach (7 to 8pm on Thursdays). However, it would be appreciated if all members can assist the steward as there is a lot to do.
- 1.3 For club nights we use our own nets. These are stored in the Club box and have to be put up at the beginning and put away at the end of each night in the SHBC box. The nets are marked SHBC. Please assist the steward in putting up/putting away.
- 1.4 The club operates a peg board system for selecting games. The 'normal' peg board rules described below apply up until 9pm at which point members are allowed to "challenge".
- 1.5 Members should remember to place their peg at the back of the board as soon as they arrive at club. Visitors to the club should speak with one of the members who can give them a "Visitors" peg to place on the board.
- 1.6 The member at the front of the board selects the next game on and may select any 4 players from the front 8 - or 3 from the next 7 players assuming they have selected themselves.
- 1.7 Visitors are not allowed to select games and the next full club member must pick the game, which must include the visitor but need not necessarily include the member. To differentiate between visitors and Club members, Visitors pegs names will be written in red. If they subsequently become a club member then their name will be written in black.
- 1.8 After 9pm the club operates a "challenge" system which is described below
- 1.9 Challenge System Explained - After 9.00pm the peg board can be used to "Challenge" and select games. If a group of members wish to "challenge" then they should each flick over their peg so that it points upwards. It is expected that all 4 players flick their pegs up. Pegs flicked upwards cannot be picked to go on court by other members. When one of the "challengers" reaches the front of the board they can then select the match they want to go on court as long as all the players are in the first 8 players on the board. If all 4 players are not in the first 8 on the board then they must miss their pick and wait until all 4 players are in the first 8 pegs. If in doubt ask a committee member. This can be used for team practices.
- 1.10 Visitors may attend on club nights.
- 1.11 Visitors may attend for 6 sessions as a paying guests before being asked to join the club. The Treasurer should take the payments into consideration if the applicant subsequently joins the club (excluding shuttle fees).



2 Duties of captains

- 2.1 Collect appropriate number of tubes of shuttles from the Shuttle secretary prior to any home matches.
- 2.2 Collected match fees and give to the treasurer as soon as possible.
- 2.3 Completed home match scores to be signed by both home and away captains in the score book and kept until the end of the season. Within 4 days of the date of the fixture the home captain, or member of the home team must enter the result on the league website (www.sportsganiser.net). **Failure to do so will result in a 3 point penalty.** The away team captain, or member of the away team must confirm the result as correct on the league website within 7 days of the fixture. Any inaccuracies must be reported to the Match secretary immediately for investigation. Both the home and away team must keep a copy of the match details until the end of the season, signed by a member of the opposing team.
- 2.4 ALL shuttles used for matches to be returned to the Shuttle secretary.
- 2.5 All Captains to notify the secretary each time they use a reserve in their team/ log on sportsganiser website.
- 2.6 All Captains must use reserves selected from the team immediately below them. Only if eligible players from the team immediately below are not available should eligible players from the team below that one be approached.
- 2.7 For home matches during the winter season we use our own nets. These are stored in the Club box and have to be put up at the beginning and put away at the end of each match in the SHBC box. This is the responsibility of the Team Captain. The nets are marked SHBC.

3 Matches

- 3.1 Match play according to the Hull & District league rules.
- 3.2 Home matches start at 7pm prompt on Tuesdays and Thursdays.
- 3.3 If there is one home match being played. Then Club night starts at 7pm and there will be only one court for club night until eight or more players come down to the club night when two courts will be available for club night until the match finishes.
- 3.4 If two home matches are played at the same time: Club night starts at 7pm and there will be one court for club night once four or more players come down to the club night until one of the matches finishes.
- 3.5 If junior coaching is on, and there is one home match being played, junior club will have one court from 7 to 8pm and club night will also have one court, provided there are four or more players down for club. Matches will, therefore, start on two courts.
- 3.6 All members when representing the club in matches or other occasions shall exhibit an exemplary standard of conduct to ensure the good name and reputation of the club is maintained.
- 3.7 When representing the club in matches members dress shall be in line with BE, County and local league rulings.
- 3.8 Visiting teams are guests of the club and shall be treated cordially at all times.



- 3.9 One person can only play 3 matches for a team as a reserve during the season before being automatically re-registered to the higher team. Players playing as a reserve need to be logged on sportsganiser in the notes section.
- 3.10 Don't forget to check the club calendar before you come down by visiting <http://www.shbc.org.uk/club-calendar/club-calendar.html> OR <http://www.sportsganiser.net/index.php?sportname=badminton&leagueid=10> and logging in. If there is any conflict the sportsganiser website will be correct.

4 Duties of the club night steward

Check rota and arrange cover with another committee member if you are unable to attend

Arrive at 7pm with the key to the club box

Ensure the nets are up, shuttles are available and the peg board up at the start of the evening

Complete club night registration book

- stewards name
- Date
- Players name with amount paid
- Check previous night's list for those that owe money
- At the end of the evening check money received against book entries
- Sign against the total amount of money received in
- Ensure the top copy of that nights page plus money is passed to Ling ASAP (if Ling is not around please hand to her ASAP or pay the money into the club account (bank or internet #) and then scan the page of the nights taking and email Ling.
- Note any accidents or injuries that occur and the condition of the court e.g. slippery floor*
- Get the email address of any new players and give to Halim
- write in the subs book how many courts were used and the times

Bank details:

Account Name: South Hunsley Badminton Club

Bank: Lloyds Bank PLC **Sort code:** 30-94-44 **Account Number:** XXXXX955 (ask a member of the committee for the account code)

For a club night enter Club + date of the club night as reference, e.g. 1st September 2016 would be Club010916. Match subs would be the team name and date e.g. 23rd November 2016 Level A would be LevelA231116.

* If the floor was slippery a letter needs to be sent to the Sports Centre every time it's unacceptable.

Encourage continuous play on courts using the peg board system (player from the front of the list picking from the first 8 names only)

Encourage a mixture of players and pairings

Enforce the club rules – see Handbook

Liaise with match captains if appropriate on the use of courts whilst following the club rules



Encourage all members to help put away our nets and shuttles at the end of the evening

Make any visitors welcome and make them aware of the club procedures. Introduce them to other members and help them where necessary.

Ensure play on court concludes at 10pm promptly unless previously agreed with the hall management.

Take down the nets and peg board and collect any decent shuttles and return to the club box.

Lock up and put away the club equipment box.

Assist the coach if you are steward when coaching is being run and collect any coaching monies due.

Appendix 2: SHBC Club Fees 2017-2018 season

1 Winter Club 2017 - 2018

- 1.1 The winter season runs from the first Tuesday/Thursday in September until the end of the following April each year.
- 1.2 During the winter season there are opportunities to play mixed, ladies and level doubles competitively in the Hull and District Badminton league and play in club tournaments.
- 1.3 Up to four courts are available every Tuesday and Thursday from 7pm to 10pm †.
- 1.4 Fees for the 2017-2018 season are as follows:

Winter club	Subscription	Club night	Match fees (per match)
Adult	£100	£2	£5
Junior/student /concession	£55	£2	£3
Students studying away from home	£13	£3	£3
BE registered adult	£ -	£5	N/A
BE registered Junior	£ -	£3	N/A

U18 coaching	Coaching 7 to 8pm	Club night	Total for the evening
Junior/student club member	Free	£2	£2
Junior/student non club member	£1	£3	£4

New member/non-member	First six visits
Adult	£5
Junior/student	£3

† - There are no club nights between Christmas and New Year. Also there may not be club nights the last session before Christmas, the first session in the New Year and sessions either side of Easter. Throughout the season the Committee will review the number of courts and nights we use based on the number of people expected to



attend to enable membership and shuttle fees to be kept as low as possible. This information will be emailed to club members and highlighted on the website.

1.5 Fees can be paid either in full on the first club night or instalments by:

Cash or Cheque, made payable to "South Hunsley Badminton Club" and given to Gary, Halim or Ling OR Online via direct internet bank transfer to the club account:

Account Name: South Hunsley Badminton Club

Bank: Lloyds Bank PLC

SORT code: 30-94-44

Account Number: XXXXX955

Use your **initial of first name surname + year** as reference, e.g. BrianSmith in 2016 would be BSmith16.

Send an email to the Club Treasurer, Ling for confirmation. Upon receipt at the club bank account your payment will be promptly acknowledged.

If paying by instalments the fees are:

Club Member	ASAP in September	1 st October	1 st November
Adult	£40	£30	£30
Junior	£25	£15	£15
Student living away	£13		

- 1.6 Note: Until fees are paid you will not be able to play in matches and if the winter subscription has not been paid by the end of September there is a £10 surcharge added. If someone is struggling to pay they need to talk to the treasurer to agree when and how to pay.
- 1.7 Club tournaments. To cover the three club tournaments, Rickies, Handicapped and the Open, a £1 charge will be made for all entrants.
- 1.8 BE registered players who are registered with another club can play as a guest as many times as they want after providing their BE registration number to a Committee member.



2 Summer Club 2018

- 2.1 The Summer Club runs from the beginning of May until the end of August each year.
- 2.2 There will be a minimum of one courts per session every Thursday from 7pm to 10pm; more will be purchased if enough members come down (subject to the courts being available).
- 2.3 Fees for 2018 are to be agreed at the AGM held at the beginning of May each year. The fees for Summer 2017 were:

Summer club	Subscription, up front before 17 th May		Per session
Adult	£45	OR	£5
Junior/student/concession	£25	OR	£3