



CONSTITUTION

Cornwall County Badminton Association

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CONSTITUTION

1. Name

The name of the Association shall be the Cornwall County Badminton Association (hereinafter referred to as the Association).

2. Objectives

The objectives of the Association shall be to arrange County Matches, County Championships and other Tournaments and to organise League and Inter-Club Competitions as well as promote Badminton within the County.

Mission Statement

To promote and develop the sport of Badminton in the County of Cornwall.

Values

CCBA promotes, facilitates and develops the playing of Badminton regardless of age, race, gender or ability.

Conduct

All the above shall be in accordance with the rules, regulations and policies set out by Badminton England.

3. Affiliation

The Association shall be affiliated to Badminton England and shall be subject to their rules. The Laws of Badminton as adopted by the Badminton World Federation shall be deemed to be incorporated in these rules.

4. Membership

All leagues and clubs playing badminton within Cornwall shall be eligible for affiliation subject to the approval of the committee. Clubs must only participate in affiliated leagues and events. All club members must be affiliated to and agree to abide by the policies and expectations set out by Badminton England. Any club wishing to join shall apply in writing to the Honorary Secretary.

5. Resignation

Any club or league wishing to resign from the Association shall give notice in writing to the Honorary Secretary on or before the Annual General Meeting.

If, upon winding up or dissolution of the club, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be distributed to the Association for distribution with preference made to the wishes of the club, to be determined by a simple majority of the members of the club at or before the time of dissolution.

6. Subscription

The official year shall commence on 1st May. The annual subscription, which includes Badminton England's levy shall be paid on or before the 30th November or upon joining. A full membership from the previous year lasts until the date when the next seasons subscription is due. The committee shall have the power to suspend the benefits of membership from any league, club or individual member.

7. Committee

Apart from the President, Committee members shall retire annually at the AGM, but shall be eligible for re-election and shall form the Committee.

All newly elected Officers and Committee members shall take office as from the close of the AGM.

MANAGEMENT COMMITTEE

The Management of the Association shall be vested in a Committee consisting of the President, Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer, such section secretaries as shall be appointed and elected members plus one representative of each affiliated league and one representative from Cornwall Youth Badminton. The committee may consist of no more than three representatives from any individual club or team as at the time of voting at the AGM.

The Committee shall have power to fill casual vacancies amongst Officers or Members of the Committee. The Committee shall have power to elect sub-committees at their discretion and to delegate such powers and duties as they think fit to these sub-committees.

Any person wishing to put themselves forward for election must be registered to Badminton England either as a member of a registered club within the bounds of the CCBA and/or registered to Cornwall through the coaching register.

Apart from the President, all members of the Committee (including any person co-opted to act on behalf of the association) are required to maintain registration with Badminton England for the duration of term served.

SELECTION COMMITTEE

The Selection Committee shall consist of up to 5 members elected at the Annual General Meeting.

WELFARE OFFICER

At the commencement of the season, all affiliated clubs will be informed of the contact information for the county welfare officer. Should any welfare issues arise, the club welfare officer is encouraged to reach out to the county welfare officer for guidance and support.

8. Committee Meetings

Committee Meetings shall be held as called by the Chairperson or Honorary Secretary at their discretion, or by the Honorary Secretary upon request or in writing by three members of the Committee. Four members shall form a quorum. The Chairperson shall have a casting vote in addition to his / her / their ordinary vote.

9. Minutes

Minutes of any meeting shall be recorded. Such minutes, once signed by the Chairperson of the meeting to which they relate, shall be deemed as a true record. Minutes shall be circulated within 14 days of the next meeting.

10. Annual General Meeting

The Annual General Meeting shall be held by 31st May each year, when all general business shall be transacted. Each club and league shall have at least fourteen days' notice of such meeting. All affiliated members are entitled to attend the Annual General Meeting.

Any notice of motion for presentation to the Annual General Meeting must be sent, in writing and signed by the proposer and seconder, to the Honorary Secretary not later than 31st March.

All affiliated clubs and leagues shall receive a minimum of two weeks' notice of the closing date for submission of proposals to ensure adequate time for preparation and communication.

The Agenda of the Meeting shall be sent with the notice calling the meeting and must include the motions which will be up for discussion.

11. Extraordinary General Meeting

An Extraordinary General Meeting may be called by the committee and shall be convened by the Honorary Secretary if such a request is given in writing by 3 members of the committee or members of 6 affiliated clubs. Such a request should state the reason for which the meeting is called and be held within 21 days.

Notices of such meeting and representation shall be as for the Annual General Meeting (see Rule 10). The motion or motions to be discussed shall be incorporated in the notice and no other business than that specified shall be transacted.

12. Quorums And Adjournments

At all General Meetings, Ten eligible voting members shall form a quorum. If within half an hour of the appointed time a quorum is not present the meeting shall be dissolved.

13. Voting Rules for Annual General Meetings / Extraordinary General Meetings

Any person wishing to vote at an AGM/EGM must be registered to Badminton England either as a member of a registered club within the bounds of the CCBA and/or registered to Cornwall through the coaching register. All representatives of a club may attend an AGM/EGM, however only three attending members of each club shall be entitled to vote.

Every motion submitted shall be decided by a majority on a show of hands, but a ballot may be demanded by the Chairperson or majority at any meeting. Such ballot shall be secret, and the Chairperson shall appoint two scrutineers to count the votes, and the result shall be final. The Chairperson, in the event of an equality of votes, both on the show of hands and at the poll, shall have a casting vote in addition to the vote to which he / she / they are entitled as a member of the committee. Every member of the standing Committee has a vote at the Annual General Meeting in addition to the three club votes.

No proxy voting shall be permitted.

15. Amendments

Representatives entitled to vote, attending the Annual General Meeting or an Extraordinary Meeting, shall have power to vote on any amendment to any published motion. The Committee shall act upon any such amendment if carried, as though due notice of it had been given.

16. Audit

The Honorary Treasurer shall submit to the Annual General Meeting, duly audited by elected auditors, for approval, the accounts of the Association.

16. Alterations In Rules

Alterations to the constitution and / or rules can only be made at the Annual General Meeting of the Association or at an Extraordinary General Meeting called for the purpose. Written notice of any suggested alteration or additions must be received by the Honorary Secretary, in writing, not later than the date set out in the official invitation to the Annual General Meeting (or 31st March if no date is provided) or 21 days before an Extraordinary General Meeting.

A two thirds majority is required i.e. the votes cast for must not be less than two times votes against.

17. Dissolution

If, upon winding up or dissolution of the Association, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among, the members of the Association but shall be given or transferred to some other body or bodies, institution or institutions, to be determined by a simple majority of the members of the Association at or before the time of dissolution and in so far as effect cannot be given to the aforesaid provision, then to some charitable object.

18. Other Matters

The Committee shall have power to decide any matter not covered by the Rules and their decision shall be final.

COMPETITION

1. Tournaments

Leagues and Clubs wishing to run a fee-paying tournament must request sanction in writing from the Committee.

All tournaments promoted by the Association or held under their sanction shall be confined to affiliated members only (except for sanctioned No-Strings/Bonanza tournaments).

Members of affiliated clubs shall not compete in any non-sanctioned tournament within the County.

2. Restricted Championships

Players competing in the Cornwall Restricted Championships must, at the date on which entries close, be affiliated to Badminton England and / or playing members of a club and eligible to represent the County as stated in the Badminton England handbook.

3. County Trials

All Clubs shall be entitled to send as many representatives as they wish to the County Team 'Trials'. All players attending county trials must be affiliated to Badminton England on the date of the event.

4. TEAMS

County team selections will be made based on performance at the following events:

- Restricted Championships
- County Trials
- County Training

Players unable to attend the above will be considered only under exceptional circumstances.

All eligible players are required to hold the appropriate affiliation to Badminton England and are encouraged to be regular playing members at a Badminton England affiliated club.

5. Dress Code

In all Tournaments and Matches organised by the Association, it is expected that all players will appear in regulation dress code as specified by the Badminton World Federation and / or Badminton England.

6. Travelling Expenses

The Committee, at its discretion, shall have power to authorise payment of travelling expenses in whole or part to players representing their County in matches at home or away.

7. ACCOMMODATION FEES

The Committee will determine the accommodation fees for the county matches based on historical fee data. Players will be notified of these fees no later than two weeks prior to the commencement of the matches.

DEVELOPMENT

1. DEVELOPMENT FUND

The Association shall set aside a portion of its resources as a Development Fund to be distributed amongst affiliated clubs. These funds are intended to support initiatives that promote growth, enhance training facilities, or provide equipment aimed at improving the overall standard of badminton within the region. Clubs are encouraged to submit proposals detailing their needs and how the funds will be utilised to the Committee for consideration.

2. FUNDING AVAILABILITY

The committee will ascertain the total funding available to affiliated clubs for the upcoming season subsequent to the closure of the accounts at the Annual General Meeting (AGM).

3. FUNDING ALLOCATION

Clubs looking to access development funding must submit an application in writing using the forms provided by the Association. These applications should clearly outline the club's development plans, including specific goals, required resources, and a breakdown of how the funding will be utilised. All submissions will be reviewed by the Committee, with decisions based on the merits and viability of the proposals.

This decision ensures that affiliated clubs have clarity on the resources at their disposal, allowing them to plan effectively for their seasonal development activities. By aligning funding decisions with the AGM's closure of accounts, the Committee fosters transparency and accountability in the allocation process.

FINANCIAL ASSISTANCE

1. FINANCIAL ASSISTANCE FUND (FAF)

The Association shall allocate a designated portion of its resources to establish and maintain a Financial Assistance Fund (FAF). The purpose of this fund is to provide financial support to individuals who are residents of Cornwall and affiliated to the County, who require assistance to access, participate in, or continue involvement in badminton activities. Such support may apply to activities conducted within the County or externally.

2. FUNDING AVAILABILITY

Following the close of accounts at the Annual General Meeting (AGM), the Committee shall review the Association's financial position and determine the total amount available for distribution through the Financial Assistance Fund for the upcoming season.

3. FUNDING APPROVAL COMMITTEE

Applications to the Financial Assistance Fund shall be assessed and approved by the Funding Approval Committee.

Following the Annual General Meeting (AGM), the duly elected committee shall appoint a sub-committee to act as the Funding Approval Committee for the ensuing year.

The Funding Approval Committee shall consist of a minimum of three individuals, including at least one County Welfare Officer. The Committee shall be responsible for ensuring that all decisions are made fairly, consistently, and impartially.

4. APPLICATION PROCESS

4.1 SUBMISSION REQUIREMENTS

Individuals seeking financial assistance must submit a written application using the official forms provided by the Association. Applications must include:

- A clear outline of the applicant's needs / development plans
- Specific objectives or goals
- Details of the resources required
- A full breakdown of the anticipated use of funds

4.2 REVIEW PROCESS

Before applications are presented to the Funding Approval Committee, the County Secretary shall redact, where possible, any personal or identifiable information to support an impartial review process.

All applications will then be assessed on their merits, feasibility, and alignment with the objectives of the Financial Assistance Fund.

COMMITTEE ROLES AND RESPONSIBILITIES

The following outlines the basic responsibilities of the roles within the Association Committee.

Upon standing down, it is an expectation of all officers to support handover or succession planning for the position.

All officers of the Association are expected to take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.

PRESIDENT

The role of President of the Cornwall County Badminton Association is reserved for individuals who have demonstrated outstanding service to the County. It is an ambassadorial role – the President is the public face of the Cornwall County Badminton Association to the members, partner organisations and the public, and ensures that the diverse viewpoints of our members are represented to the committee.

- The role is an honorary position with no executive or decision-making powers.
- Represent the Cornwall County Badminton Association at events to be agreed during the term of office.
- Carry out ceremonial duties, such as the presentation of medals.
- Connect with the clubs, members, and volunteers.
- Feedback to the chairman / committee as appropriate.
- Report each year at the AGM on work undertaken on behalf of the Cornwall County Badminton Association.

CHAIRPERSON

- Support the efficient running of the County.
- Chairing regular committee meetings and the Annual General Meetings (AGM).
- Helping others to understand their roles and responsibilities.
- Recruiting new committee members, taking into consideration skills, experience and diversity.
- Communicating with clubs within the County.
- Being actively involved in creating and following a County Development Plan.
- Representing the County at local, county and other events.
- Assist the County to fulfil its responsibilities to safeguard children and adults within the County.
- Ensuring an understanding of the legal responsibilities of the County to which the County has to comply.
- To take on other responsibilities as determined by the committee.

HONORARY SECRETARY

- Being the first point of contact for County enquiries.
- Set down meeting dates.
- Book venues for AGM and Committee meetings as needed.
- Delegating tasks to committee members.
- Dealing with all correspondence.
- Attend to the affiliation to Badminton England.
- Ensuring any insurance is up to date and relevant.
- Maintaining up to date records and reference files.
- Organising and attending key meetings (including Annual General Meetings).
- Recording and distribution of minutes.

HONORARY TREASURER

- Managing the Association income and expenditure in accordance with Association rules.
- Producing an end of year financial report.
- Ensuring all revenue and expenditure is accounted for.
- Reconciling Association bank accounts (at least monthly).
- Identifying suitable individuals to independently review the annual accounts.
- Regularly reporting back to the committee on all financial matters.
- Efficient payment of invoices.
- Proposing amendments to annual fees as appropriate.
- Safe handling and depositing of any monies received.
- Maintaining up to date financial records.

WELFARE OFFICER

- Assist the Association to fulfil its responsibilities to safeguard children and vulnerable adults.
- Assist the Association to implement its safeguarding children and vulnerable adults plan.
- Be the primary County point of contact where concerns about a children's or vulnerable adults welfare, poor practice or abuse are identified.
- Implement the Associations reporting and recording procedures.
- Promote the Associations best practice guidance / code of conducts within the County.
- Represent welfare on the Associations management committee.
- Ensure appropriate confidentiality is maintained.
- Promote anti-discriminatory practice.
- Maintain up to date credentials as set out by Badminton England.

SELECTION COMMITTEE

- Attendance at the following events to monitor player performance:
 - County Championships
 - County Trials
 - County Matches
 - Training Sessions
- Selection of the team for each County match based on the defined criteria.
- Organising games at the County Trials to assess player performance.
- Recording results of organised games to assess player performance.
- Communicating selected teams to the Honorary Secretary for distribution.

HEAD COACH

- Hold an appropriate Badminton England coaching award for the level of coaching applied.
- Develop a coaching programme where the emphasis is on technical and tactical development.
- Producing published session plans for all training sessions.
- Risk assessing training venues prior to commencement of play.
- Evaluation of sessions and providing opportunity for in person and anonymous feedback.
- Maintaining safety checklists including but not limited to:
 - Emergency contact information
 - Emergency first aid procedures
 - Emergency action plans
- Producing player and / or team development plans for County teams.
- Mentoring players in the following:
 - Technical skills
 - Tactical skills
 - Physical fitness
 - Strength
 - Speed
 - Endurance
 - Psychological
 - Lifestyle
- Co-ordinating with external coaches / instructors where applicable.
- Feeding back relevant information to the selection committee.

WEBSITE AND SOCIAL MEDIA OFFICER

- Updating of Association Website / Social Media (at least monthly).
- Managing Association social media.
- Co-ordinating with committee and sub-committees to collect new and images.
- Ensuring compliance with GDPR.