

SOUTH WOLDS BADMINTON CLUB MEMBERS HANDBOOK 2024 – 2025 season



South Wolds Badminton Club Logo

Message from the Chairman

Dear Club Member,

I am pleased to welcome you to a new season with South Wolds 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 me 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.

Henry Syson
Chairman

Club Internet Site

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

<https://southwoldsbc.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 at least 21:00.

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, club nets, a QR code which links to useful club information. 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 in October.

Playing in a Team

Team selections will be available on the club internet site from 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.

For the 2023 2024 season we had 6 teams. Their positions on Sportsgniser.net were as follows:



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Level A team 3rd out of 5 teams in division 1
Level B team 1st out of 5 teams in division 2
Level C team 2nd out of 6 teams in division 4
Level D team 1st out of 6 teams in division 4
Mixed A team 3rd out of 6 teams in division 1
Mixed B team 5th out of 6 teams in division 1

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 events. Before the season starts, they make the arrangements for the start of the season. Your current committee elected for the 2023–24 season at the last AGM is:

Chairperson, fixtures secretary and social secretary:	Henry Syson
Secretary:	Matt Pallot
Treasurer & Shuttle secretary:	Natalie Woodbridge
Publicity secretary:	Halim Inceer
Coaching & linking with South Hunsley School & junior representative:	Carl Woodbridge
Welfare Officer:	Barry Gray
Internal Tournament secretary (not a committee position)	Joe Thompson

If you'd like to help run the club, please let any member of the committee know.

Membership Contacts

See a committee member for a list of current members.

Club Night Equipment

The Sports Centre owns the net posts 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 SWBC. Please also put good used shuttles away in a tube with the wrapper taken off in the SWBC club box at the end of the night. The box contains a QR code link with a copy of the league rules, a copy of this document, club calendar, team details, club constitution, four nets, shuttles, both new (yellow wrapper on) and used for knocking up (no wrapper on) and the pegboard.

Feather shuttles are remarkably resilient but please treat them with respect smoothing the feathers before serving at the start of a rally should ensure they fly truly. **Each shuttle currently costs £1.76 (Aug 24) up from £1.55 (Aug 23)** 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 our social secretary.

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), Trip to Bridlington beach – over the summer, BBQ and games – over the summer, Christmas meal – December.

Appendix 1: SWBC Club Rules

1 Club Nights

- 1.1 A committee member/team captain will be the steward for the night. They will contact all club members a couple of days before the club night via the Clubs WhatsApp group and ask that you reply before 5pm on the night of the club night. This is so we can advise the Sports Hall on how many courts we need for the Club night and keep our costs down.
- 1.2 Club nights will be from 7pm to 9pm. One or more courts can be extended from 9pm to 10pm, if there is demand. For each court we use after 9pm we will be charged the full hour. We cannot use two courts for ½ hour and say to the Sports Centre that we have used one court until 10pm.
- 1.3 New players who come down to the club - the steward for that night will take their name, email address and mobile number (get them to write it in your phones contacts) and send to the secretary or Halim so they can be added to the register (google sheet) and so the treasurer can invoice them at the end of the month.
- 1.4 No club night fees will be collected from Club members on a Club night because we are cashless Club! Instead, the Stewards will log everyone who has come down each club night (take a photo of the peg board about 8pm if there are a lot of people down) on the clubs google sheet and then at the end of each month the Treasurer will send an email saying how much each person who has been down owes. Each person who comes down then has a week to pay into the clubs account online. If anyone does not pay in time, they will be barred from playing until they have paid unless there are extenuating circumstances (please talk to the treasurer).

Bank details:

Account Name: South Wolds Badminton Club

Bank: Lloyds Bank PLC **Sort code:** 30-99-50 **Account Number:** ask a member of the committee for the account number

To pay for the month (club nights and home matches) put the month year and your name as the reference when paying, e.g., January 2025 for Brian Smith would be Jan 25 B Smith.
- 1.5 The Steward for the night will monitor shuttle usage, run the peg board, assist new members in what to do and keep games moving plus get the box out at the beginning of the evening and put it away at the end of the evening. It would be appreciated if all members can assist the steward as there is a lot to do.
- 1.6 For club nights we use our own nets. These are stored in the Club box and must be put up at the beginning and put away at the end of each night in the SWBC box. The nets are marked SWBC. Please assist the steward in putting up/putting away.
- 1.7 Visitors may attend on club nights.
- 1.8 Visitors may attend for 6 sessions as a paying guest 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).

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2 SWBC Peg board – The Rules

- 2.1 If only one or two courts are being used the peg board doesn't need to be used. If two courts are used, after the first game has been played on both courts the winners of each game go onto one court, split pairs and play each other. Similarly, the losers of both games go onto the other court, split pairs and play each other. This process continues for the rest of the session.

3 The Pegboard System explained

- 3.1 It is the responsibility of all members to enforce the overriding policy principle of: equal playing time, varied playing partners and opponents with a fluent mix of sexes and skill levels. It is reasonable to pick players to make an even match, but please be fair to ensure players are rotated and not left waiting.
- 3.2 If players wish to take an extended break from playing, their peg should be removed from the board and placed on the storage rail. When wishing to participate again, their peg is returned to the 'waiting' area (at the back of the queue).
- 3.3 Should a member find they are consistently playing with the same player(s), please refer to a committee member who will consider how to make alternative player rotations. Under no circumstances should members move pegs to resolve the issue.
- 3.4 At the discretion of the committee, these guidelines may be varied from time to time to improve rotation.

4 Pegboard Operation

The club operates a peg board system for selecting games if there are three or more courts being used. The 'normal' peg board rules described below apply up until 8:30pm at which point members are allowed to "challenge".

- 4.1 Members should remember to place their peg at the back of the board as soon as they arrive at club (no queue jumping!). Visitors to the club should speak with the Steward or one of the committee members who can give them a "Visitors" peg to place on the board (Red for girls, black for boys).
- 4.2 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.
- 4.3 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. Visitors will be given a numbered visitors peg.
- 4.4 Players coming off court return their pegs to the back of the 'waiting' area, winners in front of losers.
- 4.5 If all courts are full and there are more than four waiting then the person at the front of the pegboard should pick the next game and put the pegs in the waiting area to ensure a quick turnaround.

5 Challenge system after 8:30pm

- 5.1 After 8:30pm the club operates a "challenge" system which is described below
- 5.2 Challenge System Explained - After 8:30pm 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 if 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.

6 Other points to note.

- 6.1 All games are to 21 with setting. The side that first scored 21 points shall win. - The side winning a rally shall add 1 point to its score. - If a score becomes 20-20, the side which scores 2 consecutive points shall win that game. - If the score becomes 29-29, the side that scores the 30th point shall win that game.
- 6.2 If the shuttle hits the ceiling it is a foul if it hits any other object suspended from the ceiling it is a let.
- 6.3 Please help put shuttles and nets away at the end of the night. The steward needs help. If the shuttle is damaged so it won't fly, please throw it out. Also please fill up tubes with used shuttles so they are full before filling another tube. Used shuttles are in tubes with the wrapper taken off so they can easily be distinguished from tubes with new shuttles in. Please don't try and squeeze tubes of shuttle into the box if they won't go. If tube/s won't fit, take them home and bring them back to the next club night.

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7 *Duties of captains*

- 7.1 Setup a WhatsApp group with your team members in and get confirmation on who can play when, so you have plenty of time to find reserves.
- 7.2 Collect appropriate number of tubes of shuttles from the Shuttle secretary prior to any home match.
- 7.3 Log who played in a home match on the Match log for your team (google sheets). At the end of each month the Treasurer will send an email saying how much each person who has played in a home match owes. Each team player then has a week to pay into the clubs account online. If anyone does not pay in time, they will be barred from playing until they have paid unless there are extenuating circumstances (please talk to the treasurer). There will be one charge per month covering home matches and club nights.
- 7.4 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.
- 7.5 All shuttles used for home matches to be returned to the Shuttle secretary.
- 7.6 All Captains to notify the secretary each time they use a reserve in their team/ log on sportsganiser website (except the lowest team).
- 7.7 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.
- 7.8 For home matches during the winter season, we use our own nets. These are stored in the Club box and must be put up at the beginning and put away at the end of each match in the SWBC box. This is the responsibility of the Team Captain. The nets are marked SWBC.

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7.9

8 Matches

- 8.1 Match play according to the Hull & District league rules.
- 8.2 Home matches start at 7pm prompt on Tuesdays and Thursdays.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 When representing the club in matches members dress shall be in line with BE, County and local league rulings.
- 8.7 Visiting teams are guests of the club and shall be always treated cordially.
- 8.8 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.
- 8.9 Check the club calendar before you come down at <https://southwoldsbc.org.uk> 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.



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9 Duties of the club night steward

Contact all club members a couple of days before you are the steward via the Clubs WhatsApp group and ask that they reply before 5pm on the night of the club night. This is so we can advise the Sports Hall on how many courts we need for the Club night and keep our costs down.

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

To setup a Poll in WhatsApp

1. Open the South Wolds Badminton Club chat.
2. Tap **Attach** 
> **Polls** > **Create Poll**.
3. Enter your question in **Question** > **Ask question**. Who will be attending club night on day/date.
4. Enter your poll options in **Options** > tap **+ Add**. (Yes/No)
5. Tap  to create your poll.

Adding who came to a club night.

Take a photo of the peg board around 8pm as some people just turn up.

For any guests that attend get them to add their name, email address and mobile number to your mobile phones contact App and then forward to the secretary or Halim. This is also so you can add them to the relevant google sheet,

If you are a Steward/Team captain, you will be given access to a google sheet.

This has a tab for each month and a tab for all home matches.

Go to the month you were steward and then select your name from a drop down list for the date you were steward.

Then for every person who played that night add a 1 in the date column next to their name.

If a guest comes down and they've been down before their details will be on the sheet, so you just need to add a 1 in the relevant comment.

If a new guest comes down either tell Halim OR follow the details under the Key tab in the google sheet.

Arrive at 7pm with the key to the club box.

Ensure the nets are setup and shuttles are available.

Get the name, email address and mobile number of any new players and give to the secretary or Halim (get the visitor to type their details (name, email address and mobile number) into their phone and then send these details to the Secretary to log on the google sheet).

- 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.

Encourage a mixture of players and pairings.



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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 9 pm promptly unless previously agreed with the hall management.

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

Lock up and put away the club equipment box.

On leaving the Sports Centre confirm with the Sports Hall staff how many courts we had and for how long.

Log on to google sheet to note who played, and how many courts were used. Also, if any visitors came down add their details.

Appendix 2: SWBC Club Fees 2024-2025 season

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- 1.1 The season runs from the first Tuesday/Thursday in September until the end of the following August each year.
- 1.2 During the winter season there are opportunities to play mixed and open level doubles competitively in the Hull and District Badminton league and play in club tournaments (October to the end of April the following year).
- 1.3 Up to four courts are available every Tuesday and Thursday from 7pm to 9pm †.
- 1.4 Fees for the 2024-2025 season are as follows:

Class of member	Subscription	Club night	Home Match fees only (Per match) Away matches free
Adult	£130	£3	£5
Junior/student /concession	£60	£3	£3
Students studying away from home	£24.78*	£3	£3
BE registered adult	£ -	£6	N/A
BE registered Junior	£ -	£3	N/A

New member/non-member	First six visits
Adult	£6
Junior/student	£3

* - Depends on the number of members in the club

- † - 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 and communicated via the Club WhatsApp Group.

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- 1.5 Season fees can be paid either in full or in two instalments online via direct internet bank transfer to the club account:

Account Name: South Wolds Badminton Club

Bank: Lloyds Bank PLC

SORT code: 30-99-50

Account Number: ask a member of the committee for the account number.

Use your **initial of first name surname + year** as reference, e.g., Brian Smith in 2024 would be BSmith24.

If paying by instalments the fees are:

Club Member	ASAP in September	1 st October
Adult	£80	£50
Junior	£30	£30
Student living away		£24.78*

* - estimate, fee covers BE and Yorkshire County fees and BE affiliation fee (varies depending on the number of members)

- 1.6 Note: Until fees are paid you will not be able to play in matches and if the 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 club tournaments a £1 charge will be made for all entrants.
- 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.