

BACKGROUND:

After receiving feedback about the “proposed standards” from a few clubs, we have made some modifications to the proposal. This is to help us meet the needs of various sized clubs with varying resources, together with schools and community groups.

OVERALL AIM:

1. To support the diversity of badminton organisations in Canterbury – encompassing clubs, schools, community organisations
2. Maintain and improve the standards of clubs in Canterbury
3. Ensuring BC can comply with its compliance requirements (e.g., funding, BNZ)
4. To help support existing clubs with available resources
5. To help clubs and community organisations to get established
6. To ensure player pathways are available for all players – from casual social players to those wanting to enter competitive play
7. To give potential coaches, administrators and officials a pathway

CLUB STANDARDS

CLUB STRUCTURE:

A good club operates with an independent structure, to provide transparency to all its stakeholders. To run a club there are some basic standards that should be in place:

- A committee, with a minimum of President, Secretary and Treasurer (i.e., 1 person to lead, 1 person to document and keep track of members and club business, and 1 person to track the financials)
- Officers notified to members of the club and to BC – so members and BC know who to communicate with
- an AGM advertised to club members and advised to BC – for all members to have a say and their chance for input in how the club runs
- The option for BC to be invited as a visitor to AGM (not voting etc) – an opportunity for BC to update clubs, and also get feedback from clubs.
- Members pay an annual subscription to the club to be considered a member of club

FINANCIALS:

Good financial management of a club is important to show members how club funds have been obtained and spent. The club is a separate entity to any member and finances should be separate. Banks have their own requirements for setting up bank accounts.

- An independent bank account for club funds, operating with 2 signatories. 2 signatories stop any one individual being responsible for club funds.

- Basic financial summary available to club members and BC at AGM. A template will be made available from BC clubs can use as a guideline - clubs are free to choose their own formatting of financial reports to suit their needs

INFORMATION

- Submission to BC of a list of registered players during April each year. Clubs need to ensure they have provided their members with the appropriate Privacy Act statement to do this (BC can provide a template to use). This is for:
 - Statistical reporting of member numbers to the following organisations. This is purely numbers, no names or contact details re shared.
 - BNZ,
 - Sport Canterbury,
 - Sport NZ,
 - Various funding agencies that BC submits an application to.
 - For BC to monitor active player numbers in Canterbury
 - Monitoring the eligibility of players to receive benefits:
 - cheaper court hire at BC (member rates)
 - entry into sanctioned tournaments (interclub and other regional tournaments). This confirmation is also provided to Badminton NZ as needed, contact details are not shared with B NZ
 - member rates for entry to BC events
- Current contact information for the club readily available, including on BC website and in Hall

CLUB ACTIVITIES

- Clubs know their members and determine the best way to look after them. Activities will vary from club to club; clubs should advertise their activities through websites and social media and keep BC current with their activities.
- Suggestion of running a minimum of 1 club night a week
- Support BC tournaments by actively encouraging members to enter
- BC will provide 3 coached sessions to club at no charge per year
- Clubs to have at least one representative attend the BC AGM

AFFILIATION

- There will be an annual fee set by the board and invoiced pre-season with payment due within 30 days. Payment of this invoice will affiliate the club with BC, and in turn BNZ, therefore all named players who have paid a subscription to the club will be eligible to enter any BNZ sanctioned events and BC tournaments at members rates
- All affiliated clubs to BC will have voting rights at the BC AGM as per the constitution
- In addition to its named members having cheaper court hire, the club will be eligible for discounted court hire, for its club activities only. These times are to be booked through the BC office.

- BC will provide 1 A3 frame and 1 DL flyer holder inside the hall for clubs to put their information in. It is up to the clubs to provide content for these and keep it current and stocked up.
- Each club will have 1 page on www.badmintoncanterbury.com to advertise their activities, contact details and a small amount of information, along with links to their own web and social media presence. Information will need to be provided by clubs to the BC office, and can be updated every six months.

THERE ARE OTHER SUGGESTIONS FOR CLUBS TO RUN EFFICIENTLY:

- Website and social media presence
- Incorporation – see <http://www.societies.govt.nz/cms/incorporated-societies> for more details
- Coaching and coached sessions for members
- “friendly” competition with other clubs, either within Christchurch or travelling
- A regular newsletter to members
- A junior club – to promote the sport to juniors as they are the future players of your club. Details of Junior player pathways and how clubs fit in with this are on the BC website and available from the BC office
- Club T shirt or other merchandise
- Undertakes club health program available online (Sport NZ)

Affiliated Club Standards

NON-CLUB MEMBERSHIPS

Community Organisations & Schools

Badminton is the predominant focus of the club	Various organisations that offer badminton as one of their activities, badminton is not their main/sole focus
Have a committee and club officers named and voted on Operate as a separate (but not necessarily legal) entity (although may be a separate legal entity).	Could be a community group, or charitable organisation – a group recognized as being a separate entity (as opposed to a group of friends)
Obtains an annual subscription from all members. Could offer a casual nightly cost, but these would not be affiliated members	May not have any subscription fee
List of registered players (i.e., paid a subscription, not casual players) is provided to BC at the start of each season. Clubs can choose not to provide a list of players, but recognise that those players will not obtain the member benefits from BC or BNZ	Not eligible for member benefits
Has a database and keeps track of members, ideally sends newsletter	
May have a junior section, or may have alignment with after school program (not essential)	Include the afterschool Shuttletime programs with no club alignment in this bracket
May have coaching available. Where coaching is available, the club will ensure the coach is suitably qualified/experienced and vetted as appropriate Club coaches should attend Shuttletime/coach development opportunities provided by BC	
Runs activities for its members – ideally a regular club night	Associate Member
Promotes BC tournaments and social activities to members	Available to individuals for direct membership to BC to allow individuals access to member benefits where joining a club is not practical
Has a current health and safety policy	