

# **SWANSEA & WEST GLAMORGAN BADMINTON ASSOCIATION CONSTITUTION**

**2025**

## **NAME**

Swansea and West Glamorgan Badminton Association (SAWGBA) moving forward will be referred to as “the League”

## **OBJECTIVES**

The objectives of the league shall be:-

- To provide competitive badminton for all clubs in the neighbourhood of Swansea & West Glamorgan, and to arrange matches, tournaments and all other events in accordance with the laws of badminton adopted by the Badminton World Federation and subject to the Rules and Regulations laid down by the Welsh Badminton Union.
- To administer the game of Badminton within the district of Swansea and West Glamorgan for the benefit of all affiliated players and to carry out the objectives of the Welsh Badminton Union.
- To foster and encourage the game of badminton generally in the Swansea & West Glamorgan District

## **ADMINISTRATION & MANAGEMENT**

### **FUNCTIONS & DUTIES OF COMMITTEES**

- The overall affairs of the league shall be managed by the General Committee which shall have the power to carry out all functions assigned to it by these rules and shall have the power to overrule any decision made by any current or future committees established to run the affairs of the league.
- The General Committee shall have the power to appoint additional Committees to carry out duties as required. It shall also have the power to enquire into and investigate all complaints relating to the behaviour, conduct and discipline of all registered players and clubs, and to enquire into incidents or breaches of the constitution that may occur. The Committee shall have full power to impose penalties as deemed suitable and appropriate.
- The General committee will be responsible for league organisation, county representation and junior development.

## **MEMBERSHIP OF THE LEAGUE**

- The League shall be open to clubs situated within a radius of 25 miles from the Swansea Guildhall.
- Any club wishing to join the League shall apply via email to the League Secretary and their acceptance shall be subject to the decision of the league fixture secretary and general committee.
- Membership shall be granted on full payment of fees.
- The affairs of the League shall be managed by the General Committee consisting of:-
- The Elected Officers consisting of the President, Chairperson, Vice Chairperson , Secretary and Treasurer of the league.
- A nominated representative from each club within the league

## **ELIGIBILITY AND NOMINATION OF COMMITTEE MEMBERS**

- Each elected Officer and club representative of the General Committee must be either a fully paid and registered member of a Club or a Life Member of the League.
- Nominations for election of Officers must be made/confirmed via email to the secretary by the interested party prior to the date of the Annual General Meeting (AGM). The General Committee shall have the power to accept or reject any nomination received. All nominations shall be subject to election at the AGM.
- The term of office for all elected officers shall be for two years commencing their election.
- Members of the General Committee may serve on one or more of any additional committees

## **LIFE MEMBERS**

- The League shall have the power to elect as a Life Member, any person who has served the League admirably.
- Nominations for membership to be made via email to the secretary for consideration by the general committee.
- Life Members shall be entitled to full membership of the league at no cost and to attend all meetings, however will not be entitled to vote at meetings except where they are nominated as the representative of an affiliated club or elected as an Officer.

## **FINANCES**

### **ACCOUNTS**

- The Treasurer will maintain at all times an accurate and up to date statement of the Accounts for the league, showing the consolidated figures, and a breakdown of expenses. Where appropriate these will consist of League, County, Junior and any other sub division.
- The Treasurer will submit to the Annual General Meeting a full audited set of accounts for the league up to 30th April.

### **ANNUAL FEES**

- The official year shall commence on the 1st day of September.
- The Annual Fees payable to the league shall be determined for the following season at the AGM following a recommendation by the league Treasurer and shall include any fees due to Badminton Wales.
- All fees must be received by the Treasurer before the end of September. Failure to meet the payment deadline will result in automatic suspension from the league of both the Clubs and their players until the fees are received by the Treasurer. All fixtures played prior to the receiving of the fees will be deemed to be conceded and any points be allocated to the opposing team.

## **MEETINGS**

### **ANNUAL GENERAL MEETING**

- The Annual General Meeting shall be held in June of each year when all general business shall be carried out.
- Each Club affiliated to the league and each elected Officer shall have notice via the secretary of such meeting, setting out the date, time and venue. All proposed amendments and alterations to Constitution & Rules must be submitted to the Secretary of the league in writing 7 days Prior to the AGM at which they will be discussed and voted on by all attending. The decision at the AGM will be final
- All amendments and alterations to the Constitution & Rules shall be agreed only at an Annual General Meeting or at an Extraordinary General Meeting of the league.

### **EXTRAORDINARY GENERAL MEETING**

- An Extraordinary General Meeting may be called at the discretion of the General Committee or at the request of not less than three clubs affiliated to the league. Requests must be sent to the Secretary stating the purpose for which the meeting is required.

- The Secretary of the league shall ensure that the meeting is held at the earliest possible date of receipt of the request and at least 7 days notice given to those entitled to attend.
- The Quorum for any Extraordinary General Meeting shall be five persons entitled to vote at that meeting.
- Only items on the Agenda will be discussed at an E.G.M

### **GENERAL COMMITTEE MEETINGS**

- Notice of General Committee Meetings shall be sent by the league Secretary within seven days before the date of the meeting to all club secretaries and officers and set out the date, time, and venue of the meeting.
- A Quorum shall consist of not less than five members consisting of Officers and club representatives.

### **VOTING ENTITLEMENTS**

- At all General Meetings - i.e. A.G.M., E.G.M., & General Committee
  - For each Club nominated representative - one vote in person
  - For each Officer - one vote in person
- At all meetings where there is a tied vote:- The designated Chairperson of the meeting shall cast an additional vote to resolve the tie.

### **MINUTES**

- The league Secretary shall be responsible for recording minutes of all General Meetings including all actions passed.
- All minutes shall be reviewed and approved by the chairman before being circulated to officers and club secretaries.

## **LEAGUE & FIXTURES**

### **COMPOSITION OF THE LEAGUE**

- Entries of teams for the league must be submitted to the fixture secretary no later than the 10th August each year.
- The League shall consist of Ladies, Levels and Mixed doubles Sections. Within the Levels division pairs can be made up of any combination of players. Any alterations to these sections shall be recommended by the fixture secretary and reviewed for approval at the A.G.M.

- Each Section shall be run on a competitive basis and shall be divided into divisions consisting of six teams in each Division where possible. The composition of the League shall be finalised and approved by the fixture secretary, Adjustments may be made to accommodate new clubs or to maintain competitive balance.
- At the end of each league season
  - The top team in each division is promoted to the division above (except for the highest division)
  - The bottom team in each division is relegated to the division below (except for the lowest division)
- In the event of a tie for promotion or relegation the positions shall be decided on game difference. Where any concessions have been awarded to one team the corresponding fixture will be removed from the opposing teams game difference and final points be calculated accordingly to decide the winning team. In the event of a tie this will then be decided on the results of the games of the head to head matches where these are tied then overall points of the 2 fixtures.

### **RESIGNATIONS & WITHDRAWALS**

- If a club having played a match or matches resigns or withdraws a team or teams from the League during the season any matches played will be void and leagues adjusted accordingly.
- Clubs or teams withdrawing during the season shall not be entitled to any refund.
- Any Club withdrawing a team during the season shall be responsible for notifying the fixture secretary to void all future games, update tables and circulate any fixture amendments.

### **FIXTURES**

- The fixture secretary will prepare fixture lists for the forthcoming season to be circulated no less than 14 days before the first match. All clubs will within 7 Days report any issues or fixture clashes to be resolved by the fixture secretary. Where tournaments or events are arranged after the fixtures are finalised, clubs shall report any additional clashes/unavailability to be resolved at the discretion of the fixture secretary.
- Matches must be played on the dates stated, and only in the event of a hall not being available will it be permissible for a match not to be played on the due date. In this case, the secretary of the home club will immediately contact the secretary of the away team, and the Fixture Secretary notifying the reason. A new date for the fixture to be played will be decided by the fixture secretary within a month of the original fixture date and circulated to both clubs for agreement.

- All fixtures should be completed by the end of April. However, in the event of fixture congestion, the league can be extended to a reasonable time to fulfil remaining fixtures at the discretion of the fixture secretary.

## **PLAY**

- Each match (Levels and Mixed) shall consist of nine games, Ladies Matches to have six Games with all games having a maximum of 3 ends per game. Teams shall consist of three pairs for levels and mixed and 2 Pairs for Ladies, all to play all (except Ladies Matches whereby the pairs alternate in accordance with the scoresheet order). No match will be allowed to take place if a team has only one pair available to play at which the match will be conceded and awarded to the opposition.
- Where a club can not provide a team for a match they must contact the opposing secretary to inform them of the concession and immediately email the fixture secretary and include the opposing secretary's email to confirm the circumstances. Points will be awarded to the opposing team on receipt of the email unless evidence of exceptional circumstances can be provided within 48 hours. Evidence supplied will be reviewed within 7 days by the fixture secretary who will escalate it to the committee to be reviewed for a final decision.
- Any team conceding three matches will be automatically relegated at the end of the season to the division below.
- All clubs have a responsibility to ensure they have sufficient time to play their match, should any team have a restriction on playing time this will be communicated before the start of the match. All League matches must start on time with the appropriate number of pairs and on the number of courts listed on the club details page of the league website unless there are exceptional circumstances. The playing order shall follow the score sheet and only alter on approval of both captains. If after 20 minutes of the allotted start time players are not on court ready to play, any games not completed by the official end time will be awarded to the opposing side (whose players were ready). These unplayed games will be deemed affected by player lateness and having to play out of order, resulting in them being awarded to the opposition.
- The team that wins the majority of games shall be deemed the winner of the match and shall be awarded two points. Any club conceding a match shall have one point deducted from their points score for the season. Should the number of games be equal, the match will be considered a draw and each team will be awarded one point.
- The captain or nominee of the winning team shall within 7 days of the date of the match being played submit an official score sheet to the league, duly signed by the Captains of both teams and containing full details of the match to be reviewed by the Fixture secretary. A scoresheet must be supplied for played matches however If no score sheet is received within seven days the match will be awarded as a

forfeiture and points allocated to the losing team, other than at the discretion of the fixture secretary.

- All teams in the League shall play with a tournament approved cork based shuttle. First division teams must play with feather shuttles
- Each Club representative shall, on the document provided, send a list of registered players to the Fixture Secretary no less than 48 Hours before playing the first League match of the season. Additional players must be registered with the Fixture Secretary no less than 48 Hours before playing in any league match.
- To play in the league, players must live in Wales. An exception can be made for those players born in Wales and currently residing outside of the area due to work or education. The general committee will review these players.
- All player registrations will be reviewed by the committee throughout the season. Any player registration can be altered by the committee if they feel that the player has been registered at an inappropriate level.
- If any player who is not registered participates in a league match, the offending club will lose any points gained from that match. The opposing club will receive those points.
- A player can join more than one club but can only represent one club in each discipline. Where a club has more than one team entered in any section of the League, it will be required to nominate a minimum of six players for each team entered. Clubs must choose their leading players for their first or 'A' team in order of strength followed by their 'B', 'C' and 'D' team nominations. These nominated players will not be allowed to play for a team of a lower grade (e.g. An 'A' team player will not be allowed to play in the 'B', 'C', or 'D' teams or a 'B' team player in a 'C' or 'D' team).
- There will be a limit of 3 matches that any nominated player will be eligible to play for the team above which they are nominated for and any games played for a higher team will count towards the player's allocation. A player will be able to play a total of 3 games for a team higher than their nominated team. On the playing of the third game the player will be deemed promoted to the next highest team and will be ineligible to play for any lower team. This rule will not apply to a smaller club that are defined as having a maximum of two levels teams referred to as "A" and "B" teams. Players for the "B" teams of these clubs will be permitted to play for the "A" team an unlimited number of times to enable them to fulfil fixtures.
- All players will be monitored throughout the season and should they play for a team they are ineligible to represent the match will be considered a forfeit and the points awarded to the opposing team.
- All new teams entering the League will be registered in the leagues lowest division irrespective of strength. The committee will have the power to promote any team for the benefit of balancing the league.

- Where two or more clubs merge to form a new club the new team may elect the division they wish to participate in subject to approval by the committee. If this happens during a season, the committee will review the situation and decide how to proceed with the remaining fixtures.

### **PLAYER TRANSFERS**

- A player wishing to transfer clubs must email the fixture secretary listing the current club and the proposed club. The fixture secretary will then email the relevant club secretaries to confirm the transfer and only when confirmation is received from both secretaries will the transfer be confirmed. Any objections from either club will be reviewed and voted on by the committee.
- When a player transfers from one club to another club, the vacancy left by the transfer must be filled by the club's next strongest player. A player transferring to a club must be registered in the new club in order of strength, the seventh player of the team will then be allowed to be repositioned to the lower team and be repeated for subsequent lower teams to balance the clubs structure.
- The committee will have the power to question and if they think fit, disallow any nomination they feel misrepresents the strength of a team.

### **COUNTY ORGANISATION & DUTIES**

- County team registration fee will be provided for review at the AGM along with a breakdown of projected running costs for the season ahead. This should include all court and shuttle costs for the county trials and the county training sessions. Where agreed these costs will be funded by the league however external sponsorship should be sourced where costs exceed those available from the leagues finances.
- All organisation and running of the county team will be via the committee to ensure fair representation of the area.
- A team captain should be appointed to the county team to facilitate the running of the county and elected to represent the county at the AGM.
- The county trial will be held at least 4 weeks before the first fixture and all current players representing the league will be invited to attend. The results of the trial will be submitted to the committee for approval before the successful players will be notified by the county manager.
- County weekend dates will be required to be provided to the fixture secretary before the release of the season's fixtures to avoid fixture congestion and ensure the availability of all players for the county squad.
- Following a county fixture the result and review of the weekend will be submitted to the secretary to be taken to the next committee meeting to enable the



committee to review the county teams progression throughout the year. A full end of year review will be presented by the team manager at the A.G.M

- A player picked to represent the county must before their first fixture
- Be registered to play for the current season
- Have played no less than 3 league games of the season for which they have been selected
- Have been born in the area or resided in the area for a period of 3 months
- No player shall play for more than one county in the same season
- Meet all eligibility requirements set out by the Badminton England County Competition Eligibility
- Any player not meeting the above criteria can be presented to the committee for review and may be granted special dispensation for selection. The committee has the power to refuse the request for any reason.

### **COUNTY COLOURS**

- The form of colours used by the County shall be agreed by the Committee and no amendments will be made without prior approval.
- The wearing of colours should be encouraged however will not be mandatory for any player for personal or religious reasons.
- A player becomes eligible for county colours after representing the county in three or more matches. The Committee will decide on the granting of colours, and their decision is final. Eligible players will receive their colours at the end-of-season event.

### **JUNIOR**

- The league is committed to junior badminton development, facilitating play, and creating opportunities for young players to thrive. Clubs are encouraged to develop junior programs and events, with the league offering potential funding to support the continuation of badminton in the region for years to come. Coaches within the league should be encouraged to assist with junior sessions and club development. Should enough junior members be available a junior league could be reintroduced to the league.

### **END OF YEAR EVENT**

- An end of year event will be organised by the committee. The committee shall have the right to cancel if the circumstances make the running of the event unviable.

## **AWARDS**

- At the end-of-year event, the league president will present awards to those who have won their respective divisions or have exemplified outstanding representation of the league throughout the season.

## **INTERPRETATION OF RULES**

- Any dispute between clubs must be noted on the scoresheet or emailed to the fixture secretary within 48 hours of the match's completion. A full report should be included for review, and if necessary, the matter will be escalated to the committee for a final decision.
- If any club or player is found to be violating the rules outlined in the constitution, the committee will conduct an investigation and, if necessary, impose a suitable penalty. The affected club or player has the right to appeal the penalty by presenting evidence at an Extraordinary General Meeting (E.G.M.). The committee's decision following the appeal will be final.
- Throughout the Constitution & Rules, the masculine gender shall be interpreted as Gender Neutral.

## **POINTS NOT COVERED**

- Any point not covered by the Rules shall be decided by the Committee whose decision shall be final.

## **Distribution of Rules**

- A copy of these Rules will be supplied to all clubs taking part in the League competition

## **Revision History**

### **2025 AGM**

#### **Original Ruling 2024 AGM**

- All League matches must start on time with the appropriate number of pairs and on the number of courts listed on the club details page of the league website unless there are exceptional circumstances. The playing order shall follow the scoresheet and only alter on approval of both captains. If after 15 minutes of the match starting the required pairs are not available to play the initial games those games may be claimed as a forfeiture 21-0 21-0. Following on for every fifteen minute interval any subsequent games for which they do not have pairs available to play may also be forfeited, 21-0: 21-0. This will be at the discretion of the captain for the opposing team regardless of the venue.
- All clubs have a responsibility to ensure they have sufficient time to play their match, should any team have a restriction on playing time this will be communicated before the start of the match. If matches are not completed by the specified match finish time any games outstanding will be awarded to the opposing team. Where a team does not have pairs to play the initial game and it is agreed by a captain to not claim that game the match will be played in order of the scoresheet and those games moved to the end of the fixture to be completed. Should the match be concluded before those games are complete they will then be forfeited and awarded to the opposing team.

**(This rule is no longer required as it is superseded by proposal i) in resolutions.)**

#### **Replaced With (Vote: passed by all clubs, (zero clubs abstained or voted against))**

- All clubs have a responsibility to ensure they have sufficient time to play their match, should any team have a restriction on playing time this will be communicated before the start of the match. All League matches must start on time with the appropriate number of pairs and on the number of courts listed on the club details page of the league website unless there are exceptional circumstances. The playing order shall follow the score sheet and only alter on approval of both captains. If after 20 minutes of the allotted start time players are not on court ready to play, any games not completed by the official end time will be awarded to the opposing side (whose players were ready). These unplayed games will be deemed affected by player lateness and having to play out of order, resulting in them being awarded to the opposition.

#### **Original Ruling 2024 AGM**

- All fixtures must be completed by the end of April.

#### **Replaced With (Vote: passed by all clubs, (zero clubs abstained or voted against))**

- All fixtures should be completed by the end of April.  
However, in the event of fixture congestion, the league can be extended to a reasonable time to fulfil remaining fixtures at the discretion of the fixture secretary.

#### **New Rule**

- To play in the league, players must live in Wales. An exception can be made for those players born in Wales and currently residing outside of the area due to work or education. The general committee will review these players.

**(Vote: passed by all clubs, (zero clubs abstained or voted against))**