

PLYMOUTH BADMINTON

The P & D Churches Badminton League (Founded 1930)

AIDE MEMOIR FOR CLUB SECRETARIES AT THE START OF THE BADMINTON SEASON 2006/2007

- 1) Do you have a copy of the Plymouth Badminton Constitution and Rules? (Obtainable from the League Committee and also available from www.plymouthbadminton.co.uk)
- 2) Have you arranged for club members to attend the League Annual General Meeting (Rule 4 Constitution)? Up to six members may vote at an AGM but any number may attend.
- 3) Have you arranged for a club representative to attend the Fixtures Meeting? It is essential that your club is represented at the meeting, details of which will be given at the AGM or from http://www.plymouthbadminton.co.uk/diary_dates.htm
- 4) Are you adding or removing teams from the League (Rule 1.1)? If you are, please inform the Press and Fixtures Secretary before the AGM.
- 5) Is the lists of affiliated club players correct (Rule3.1)? Please inform the Press and Fixtures Secretary of any changes before the Fixtures Meeting.
- 6) Before your first match of the season you must have sent the following to the Press and Fixtures Secretary:
 - i) Your fixture list
 - ii) Your list of affiliated players (Rule 3.1)
 - iii) Your list of nominated players (Rule 3.2). If you have more than one team have you nominated your 'A' team? If you have more than two teams have you nominated your 'B' team also?
- 7) Before your first match of the season you must have sent the following to the Treasurer:
 - i) Annual team subscription (Rule 7 Constitution) – **Form attached**
 - ii) Confirmation that your County subscription has been paid

Failure to complete any of the items listed in 6) and 7) above will mean the forfeiture of all League points gained until the omission is rectified (Rule 1.8).