

PLYMOUTH BADMINTON

The P & D Churches Badminton League (Founded 1930)

Aide Memoir for Club Secretaries

1. Do you have a copy of the Plymouth Badminton Constitution and Rules? (Obtainable from the website 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.
4. Are you adding or removing teams from the League (Rule 1.1)? If you are, please inform the Fixtures Secretary two weeks before the Fixtures Meeting.
5. Before your first match of the season you must have sent the following to the Fixtures Secretary:
 - a) the fixture list/s (see below);
 - b) checked that all your players are affiliated with Badminton England (Rule 3.1);
 - c) If you have more than one team, you need to nominate your 'A' team? (Rule 3.2) If you have more than two teams you need to nominate your 'B' team also?
6. Before the first fixture of the season you must have sent the following to the Treasurer:
 - a) Annual team subscription (Rule 7 Constitution);
 - b) Your nominated teams (if needed).

Failure to complete any of the items listed in 5 and 6 above will mean the forfeiture of all League points gained until the omission is rectified (Rule 1.8).

Submitting the Fixture List(s)

When submitting the fixture lists to the Fixtures Secretaries, please send a separate spreadsheet for each of your teams in the following format. Please add both the home and away fixtures for each team as a check for the Fixtures Secretaries.

Date dd/mm/yyyy	Time HH:MM	Division	Home Team Code	Away Team Code
11/10/2019	19:00	Ladies Division A	CNLA	EDLA
13/01/2020	19:30	Ladies Division A	EDLA	CNLA