



Registered Clubs Policy

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Purpose	To outline the club rules, costs, responsibilities, benefits and process to become a registered club.
Scope	All current and future clubs registered to Badminton North Harbour (BNH)
Effective Date	May 2023

Section 1: Club Rules, Costs and Responsibilities	
Rules and Requirements	<p>A BNH Club is required to:</p> <ul style="list-style-type: none">• have a minimum of twenty players registered to BNH• ensure all players registered to the club pay a full registration fee• participate in the BNH Interclub competition and other domestic competitions• attend the BNH Annual General Meeting attend any Club meetings that BNH may call.• provide voluntary assistance to BNH when requested• ensure all players using the courts booked by the club are wearing non-markings soled shoes• abide by the rules of BNH and ensure that all members adhere to these same rules.• ensure the club and its members abide by the BNH Constitution and policies• be open for anyone to join. It is not permitted to have a closed membership by way of race, religion, sex or playing ability• ensure the court booking policy is adhered to. This is available from the office, or online at http://www.bnh.org.nz/about-us/policies/• ensure all members treat the facilities with care and respect and leave the centre clean and tidy after use.• acknowledge that BNH and Badminton New Zealand events take precedence over club court bookings. Clubs will be notified in writing when this arises• provide a copy of their Financial Report and balance sheet to the Chief Executive within fourteen days of their Annual General Meeting• advise BNH of the Annual General Meeting date to enable the Chief Executive, or his representative, and/or a board member to attend. Advise BNH within fourteen days of your Annual General Meeting, the names, addresses and contact numbers of the club office holders. Failure to adhere to these rules and responsibilities may result in membership of the club being cancelled.
Costs	<p>All club members must be registered to BNH. The costs are as follows:</p> <ul style="list-style-type: none">• Senior Member \$60.00 per year• Junior Member (Under 19) \$30.00 per year <p>Note: The annual cost is determined at the BNH Annual General Meeting each year.</p>



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	<p>Registration documentation including confirmation of the registration fee is distributed by the BNH Office in February each year with the correct money owing, which is to include registration fees paid.</p> <p>Court costs and any other costs will be invoiced, all invoices must be paid by the 20th of the following month.</p>
Registration	<p>By 30th March each year, completed Registration Forms must be returned to BNH. Failure to do this may incur a penalty to the club of \$25 (including GST) per day for every day that they remain unpaid after 31 March. For members joining the club after the Registration Forms have been submitted, they must be advised to BNH using a Late Registration Form which will be supplied to your club.</p> <p>New club members registration can be made at any point during the year, however the full registration fee applies. Full documentation must be completed.</p>

Section 2: Benefits

Court Bookings	<ul style="list-style-type: none"> • a permanent booking at the BNH Centre for club playing time. An invoice is sent to the club at the end of each month for courts used. Courts are charged to the club at the club rate. This rate may be changed, as approved by the Board of BNH. • court bookings are done in advance by the office. Any change you wish to make to your regular bookings must be given in writing to the office. • club members can purchase a registered member's court card which gives them a special registered member court hire rate, at the badminton centre.
Competitions	<ul style="list-style-type: none"> • members are eligible to compete in BNH and Badminton New Zealand tournaments/events • clubs can enter teams in BNH Interclub competitions. It is expected that all clubs will enter teams in this competition • members are eligible for BNH representative teams
Other Benefits	<ul style="list-style-type: none"> • free use/access to the kitchen and upstairs mezzanine area of the Badminton Centre. This does not include the lounge/bar area or the meeting room, without the prior approval of the Chief Executive. • voting rights at the BNH Annual General Meeting. Clubs will be entitled to 1 vote per 20 registered senior members with a maximum of 5 votes for any one club. This gives each club a say in how the organisation is run. • promotion by BNH by way of their website, social media, promotional flyers, notice boards, telephone enquiries, open days, etc. • administrative assistance where required. • opportunities for club personnel to attend Badminton New Zealand and Harbour Sport courses, e.g. administration, coaching and court officials.



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Section 3: Forming an Affiliated Club	
Process	<p>Stage 1 Apply in writing to the Chief Executive. Applications must advise the name of the club and all office holder's name, addresses and contact details. Also advise the preferred time for your club to play. There is an application fee payable of \$200 to be made by cheque, eftpos or direct credit to BNH. If the application is declined this sum will be refunded.</p> <p>Stage 2 If the Stage 1 application meets the minimum criteria you will be invited to attend a meeting with the Chief Executive. If the Chief Executive is satisfied the application meets all requirements, it will then be considered by the BNH Board, the Board will make the final decision.</p> <p>Stage 3 Consideration by BNH Board.</p> <p>Stage 4 Advice in writing whether the application is approved or declined by the Board.</p>
After approval of affiliated club application	<p>If approved Registration Forms will be provided which are to be completed and returned, together with a cheque for fees owed before courts can be booked. BNH must receive the minimum requirement of 20 registered players at this time, or club affiliation will not be accepted.</p>
Governance	<p>Groups who form a club for the sole purpose of gaining cheaper court hire will be refused membership status.</p>

Document Control			
Policy Number		Effective Date	May 2023
Review Cycle	Bi-Annual	Review Date	May 2025
Version Control			
<i>Version No.</i>	<i>Version Date</i>	<i>Document Author</i>	<i>Change Description</i>
V0.1	June 2020	Kati Turver	Combined the Registered Clubs Policy and Forming a Registered Clubs policy to avoid duplication.