

Guide for Membership

2008 – 2009

BADMINTON England
www.badmintonengland.co.uk

INTRODUCTION TO THE MEMBERSHIP REGISTRATION SYSTEM

This guide is designed to help you through the registration process for Senior and Junior Clubs for the 2008/2009 season.

We have tried to keep the paperwork to a minimum, as we appreciate that everyone is busy and there are better things to do than filling in forms! But there are certain details we require about members to ensure they receive insurance cover, and to receive the magazine etc. We work under the Data Protection Act 1998 and all data will be processed in accordance with this.

Guidelines for renewing membership for Senior and Junior clubs, as well as new clubs, have been incorporated into this one guide rather than the four separate hand-outs employed last season.

Please remember that fees are due to your County as well as to BADMINTON England, so make sure that payment for both is included.

We will send the club report via e-mail where possible, so please make sure you write your email address on the club registration form.

New players who join half way through the season, still need to be registered and a fee paid for them. At present (but could change) there is no discount on the set fees.

Should you have any questions, please do not hesitate to contact us in the Membership department on 01908 268400 or via e-mail membership@badmintonengland.co.uk

Please remember that the current insurance policy runs out on the 30th September 2008.

Thank you for your support.

Adrian Hill
Head of Communications

Tina Heeney
Membership Co-ordinator

CONTACT DETAILS

ADDRESS

BADMINTON England
Membership Department
PO Box 4924
Warwick
CV34 9HE

TELEPHONE

01908 268400

FAX

01908 268412

EMAIL ADDRESSES

Membership Department	membership@badmintonengland.co.uk
Online Membership	onlinemembership@badmintonengland.co.uk
Head of Communications	adrianhill@badmintonengland.co.uk
Membership Co-ordinator	tinaheeney@badmintonengland.co.uk
General Enquiries	enquiries@badmintonengland.co.uk

CLUB MEMBERS' BENEFITS:

- Quarterly *Badminton* magazine
- £10 million Public Liability Insurance
- Ability to enter BADMINTON England sanctioned tournaments
- Discounts on tickets for BADMINTON England organised events
- Eligibility for ICC events
- Information on special offers when they are available
- Access to www.badmintonrewards.co.uk

ADDITIONAL COPIES OF ALL MEMBERSHIP FORMS

MAY BE DOWNLOADED FROM OUR WEBSITE:
www.badmintonengland.co.uk

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**IF YOU NEED ADDITIONAL COPIES OF ANY FORMS,
PLEASE DOWNLOAD FROM OUR WEB SITE
www.badmintonengland.co.uk**

1 OVERVIEW

A membership pack has been produced for existing Senior and Junior Clubs. This is sent to you via your County Registration Secretary, who will have advised you of any special requirements from the county.

Senior club members' date of birth must be on or before 31st December 1988.
Junior Club members' date of birth must be on or after 1st January 1989.

Fees for all categories of membership are listed at the back of this guide.

The pack should contain:

- Membership Guide
- Club Registration Form
- Club Member Renewal Report (existing clubs)
- New Additions Form – **Junior clubs** – New Members (JNR) Form
- **Junior Clubs** – Adult With Junior Club Form
- Changes Form
- Remittance Forms – **SNR/REMIT – JNR/REMIT**
- Child Protection Policy and Procedures
- Child Protection and CRB Information
- Venue questionnaire

In addition to completing the details for the members of your club, you are asked to verify the details of your club – the name of the Officers, the venue used for matches etc., and to complete a Club Remittance Form, which summarises the subscriptions included on the membership renewal form.

All of the forms should be returned, together with a cheque for the appropriate amount (payable to **Badminton England**) to:

BADMINTON England, Membership Department, PO Box 4924, Warwick, CV34 9HE.

Club secretaries are reminded that membership rules apply to ALL members of their club, not just those who represent the club in competitions. The insurance cover provided by BADMINTON England will only apply to members of the association. There may be serious consequences if a member of a registered club has not been registered as a member of BADMINTON England. **Visitors and new members may attend on up to six occasions before they are required to complete the membership forms and the Secretary is advised to keep a Visitors' Book which they can sign each time they attend a session.** In the event of any insurance claim for visitors or new members, the insurance company may require evidence of the dates of attendance of the claimant.

Clubs will be processed as quickly as possible once received at BADMINTON England. Membership reports will be sent via email where possible to Club Secretaries and County Registration Secretaries. A certificate of registration, together with a relevant insurance certificate, handbook etc, will be posted to the club secretary.

2 CLUB REMITTANCE FORM

The club secretary will be required to complete a remittance form every time fees are forwarded to BADMINTON England. This will be upon renewal, and at various times throughout the year when registering additional members to the club. The information completed on this form will be a statement of the number of members and the subscriptions being paid for those members, both to BADMINTON England and to the County Badminton Association.

Please include those members who pay via another club, but are also a member of your club – indicated as “Unpaid Seniors” and “Unpaid Juniors”. In this category you should also include any members paying via the Coaching Register (shown as Unpaid seniors).

This form has been designed to allow for different procedures adopted by the County Associations, and some sections of the form may not apply to your club. Please check with your County Registration Secretary if a player who is paying the BADMINTON England fee via another club, is due to pay County fees at each club of which they are a member. There is space on the form to include any such payments.

PLEASE NOTE THAT COUNTY FEES ARE DUE AS PART OF YOUR BADMINTON ENGLAND MEMBERSHIP. WE CANNOT PROCESS ANY MEMBERS FOR WHOM YOU SEND ONLY BADMINTON ENGLAND FEES.

Please note that the insurance cover extended to members by BADMINTON England runs from 1st October annually. Special arrangements are made to account for the time taken in completing and processing the forms, but are helpful if all of the renewal documentation is sent to BADMINTON England as soon as possible.

Please send **only** the fees that are relevant to the members' details that are being sent at that time.

3 COMPLETING THE CLUB REGISTRATION FORM

This form provides the basic details of your club that are required by BADMINTON England and by your County Badminton Association.

The information on this form will enable BADMINTON England and the County Badminton Association to contact the correct person with any queries that we may have about the club, and ensures that information from BADMINTON England and the County Badminton Association is sent to the right person.

Wherever possible, please ensure that e-mail addresses are given for the Officers of your club, as this is the most economical and efficient means of communication, and will speed up the transmission of membership data to you.

PLEASE RETURN THIS FORM, PRINTING CLEARLY USING CAPITAL LETTERS, AS THIS MAKES IT EASIER FOR US TO READ.

The form should be completed by the Club Secretary, and should be submitted direct to BADMINTON England together with the remittance form, list of existing members, new members forms, changes forms (if any) and a cheque for the relevant subscriptions.

NOTE

If the Club Secretary does not have an email address, and you would like the report sent electronically to another Officer of the club, please indicate the address to be sent to on this form.

4 VENUE QUESTIONNAIRE

This form helps us to maintain our database of venues and the facilities at those venues. New clubs please complete, existing clubs please make any new changes on the form.

Note: It is very important that you enter the postcode of the venue as our venue database on the web site searches by postcode.

5 COMPLETING THE CLUB MEMBER RENEWAL REPORT

SENIOR CLUBS

Existing Clubs: Cross out members no longer re joining for the new season (on your members renewal report).

Add new members on your New/Additions form

Any changes use changes forms

NEW CLUBS: Please complete new Senior/Junior pack enclosed.

JUNIOR CLUBS

Existing Clubs: Cross out members no longer re joining for the new season (on your members renewal report) you need to do the same for your adults with junior form.

Add new junior members on your New Members form (JNR)

Add any Senior members on your Adults with Junior Club Form

Any changes use the changes form

NOTE

The abbreviations used in the 'class of membership' column are as follows:

SCM	Senior Club Member
JCM	Junior Club Member
COACH	Member of the BADMINTON England Coaching Register
HVO	Non-paying Member (for example, helpers in junior clubs, club officials who are not playing)
JJC	Junior member of a junior club (i.e. £46.20 for all members)

NOTE

Junior members are born in 1989 or after. Senior members are born 1988 and before.

6 CIVIL AND PUBLIC LIABILITY INSURANCE

For all club members, adult helpers and Club Secretary to be covered by the Civil Liability cover, you must submit a list of all relevant details on the registration forms. Any adult helpers within the junior club that are not members of BADMINTON England must also be listed on the form provided. This is a requirement of the insurance company and these details will be required should a claim arise. For insurance purposes, BADMINTON England will consider these adults as non-paying members (HVO's).

Adults within the junior club that are already members of BADMINTON England, either through another club or via the Coaching Register, already receive the full insurance benefits. However, they should still be listed as part of the junior club to validate a claim that arises whilst involved in junior club activities. These people should be indicated on the form as "paid elsewhere".

FULL BENEFITS OPTION

Some junior clubs have opted to pay the full BADMINTON England junior fee of £4.65 per junior member, in order that their junior members receive the full benefits. Should you choose to register **all** your members individually, you are **not** required to pay the junior club fee of £46.20. If you have some members who want to take the full benefits option and some who do not, then you have to pay the club fee, plus any individual fees. Counties will require county fees, where applicable. Your County Registration Secretary will be able to advise you of the current fees.

OTHER INFORMATION

Some junior clubs are a separate section of their senior club, and, when registering to BADMINTON England, these clubs should be registered as two separate clubs. If members of the junior club also play for the senior club, this member must pay their BADMINTON England fee through the senior club at the rate of £4.65. This only applies to junior clubs that have paid the junior club fee £46.20, and not junior clubs that have taken the full benefits option as detailed above.

In order to comply with data protection procedures, it is important that the member signs the form as evidence that he/she confirms acceptance of the terms and conditions. BADMINTON England will not pass on details from its database to any other organisation without the express permission of its members.

PLEASE WRITE CLEARLY IN CAPITAL LETTERS!

7 WHAT TO DO NEXT

Once you have completed all of your documentation, please return the forms to:

BADMINTON England
Membership Department
PO Box 4924
Warwick
CV34 9HE

Remember – if you are waiting for 1 or 2 people's information, fees etc, you can send their money later rather than hold up the whole club's affiliation.

8 PROCESSING THE DATA

On receipt of these documents, the membership department will post a certificate of registration to the club secretary, together with details of the insurance cover and other benefits enjoyed by the club and its members.

The membership team will enter all details onto the database. On completion of the processing and validation of the data, we will send to the club and the County Association a full report of the data for the membership of the club.

9 BADMINTON England SUBSCRIPTIONS & COUNTY SUBSCRIPTIONS

BADMINTON England Subscription rates for the 2008/2009 season are as follows

Senior club member (SCM)	£9.30
Junior club member (JCM)	£4.65
Junior Club (Includes one senior club member, usually the Secretary)	£46.20

The County Badminton Association subscription rates vary from County to County, and these will be notified to clubs by your County Association.

IF YOU NEED EXTRA COPIES PLEASE DOWNLOAD THEM FROM OUR WEBSITE

[WWW. BADMINTONENGLAND.CO.UK](http://WWW.BADMINTONENGLAND.CO.UK)

10 COUNTY REGISTRATION SECRETARIES

NO.	COUNTY NAME	REGISTRATION SECRETARY	ADDRESS	CONTACT DETAILS
1	AVON	Brenda Bird	15 Sabrina Way, Stoke Bishop, Bristol, BS9 1ST	0117 968 3281 (eve) brendasteve.bird@btinternet.com
2	BEDS	Roy Boness	150 Brickhill Drive, Bedford, MK41 7QH	01234 404837 roy.boness@ntlworld.com
3	BERKS	Ali Lederman	1 Wilberforce Way, Harmanswater, Bracknell, RG12 9PN	01344 455900 aledermann@gmail.com
4	BUCKS	Gwen Mann	5 Fairways, Two Mile Ash, Milton Keynes, MK8 8AL	01908 561270 gwen@mann2300.freeserve.co.uk
5	CAMBS	Steve Hutt	21 Coronation Close, Waterbeach, Cambridge, Cambridgeshire, CB25 9NP	01223 515670 steven.hutt@ntlworld.com
6	CHESHIRE	David Spencer	37 Kinnerton Close, Moreton, Wirral, CH46 6HT	0151 678 4839 Spencer928@btinternet.com
7	CORNWALL	Lyndon Allen	11 Chipponds Drive, Edgcumbe Green St Austell, Cornwall, PL25 5DE	01726 63245 (home) 01726 71929 (work) Lyndon.allen2@btinternet.com
8	CUMBRIA	Cambell Logue	8 Roods Drive, Kirkoswald, Penrith, Cumbria CA10 1EH	01768 898495 ctlogue@aol.com
9	DERBYS	Janet Fletcher	6 Stanton Avenue, Belper, Derbyshire, DE56 1EE	01773 826139 jp@terrance83.wanadoo.co.uk
10	DEVON	Margaret Force	6 Furzedown Road, Kingskerswell, Newton Abbot, Devon, TQ12 5AF	01803 873456
11	DORSET	Mrs L Cerfontyne	39 Wentworth Avenue, Bournemouth, Dorset, BH5 2EQ	01202 425416
12	DURHAM	Ian Little	19 Ewesley, Chapel Wood, Rickleton, Washington, Tyne & Wear, NE38 9JG	0191 415 3376 (home) 0191 491 5502 (work) ian@yehlex.co.uk
13	ESSEX	Paul Barber	24 West Street, Leigh on Sea, Essex, SS9 1QG	01702 477386 P_barber@sky.com (home) paul.barber@rbs.co.uk (work)
14	GLOS	Derek Wood	81 Porchester Road, Hucclecote, Gloucester, GL3 3DY	01452 611848
15	GUERNSEY	Angela Stuart	Glenshee, Les Rouvets, Vale, Guernsey, GY6 8NH	01481 255503 Angela.stuart@cwgsy.net
16	HANTS	Hazel Marks	354 Hursley Road, Chandlers Ford, Eastleigh, Hants, SO53 5PL	023 8025 3709 hazel.marks@virgin.net
17	HEREFORD	Shirley Pobiega	15 Arran Avenue, Putson, Hereford, HR2 6BT	01432 268957 shiedd@tesco.net
18	HERTS	Malcolm Fraser	7 Smallford Lane, St Albans, Herts, AL4 0SA	01727 826892 Frasermalcolm1@beeb.net
19	I.O.M.	Julie Thomas	48 Ballanard Road, Douglas, Isle Of Man, IM2 5HE	01624 688341 07624 480476 Juliet@manx.net
20	I.O.W.	Laurie Scott	114 Worsley Road Newton, Isle of Wight, PO30 5JB	01983 240555 sales@lsmortgageservices.co.uk
21	JERSEY	Kerry Coombs- Goodfellow	Coral, 28 Seafield Avenue La Route de St Aubin St Helier, Jersey JE2 3LZ	01534 852389 goodies@jerseymail.co.uk
22	KENT	John Bristow	Russet Tiles, Mill Lane, Hildenborough, Kent, TN11 9LX	01732 832277 jb_man@msn.com

23	LANCS	Glyn Pike	10 Mark Road, Hightown, Liverpool, L38 0BH	07711 238038 glyn.pike@virgin.net
24	LEICS	David Dobson	7 Gisborough Way, Loughborough, Leicestershire, LE11 4FU	01509 646713 dave@dobsonweb.co.uk
25	LINCS	John James	89 Bunkers Hill, Lincoln, LN2 4QT	01522 511292 johnjames@freeuk.com
26	MIDDX	Margaret Lee	17 Gatehill Road, Northwood, Middlesex, HA6 3QF	01923 825173 www.middlesexbadminton.co.uk mr17lee@btinternet.com
27	NORFOLK	Evelyn Lovatt	6 Highlands, Costessey, Norwich, NR8 5EA	01603 743121 malcolm.lovatt@btopenworld.com
28	NORTHANTS	Maurice Hoffland	66 High Street, Stanwick, Wellingborough, Northants, NN9 6QA	01933 625733 mo.lynn@tiscali.co.uk
29	NORTHUMBS	Michael Waterfield	6 Neasdon Crescent, North Shields, Tyne & Wear, NE30 2TP	01912 903358 michael.waterfield@blueyonder.co.uk
30	NOTTS	Alison Bexon	63 Runswick Drive Wollaton, Nottingham NG8 1JF	01159 854659 (home) 01158 230143 (work) Paul_alison20@hotmail.com
31	OXON	John Boyd	106 High Street, Chalgrove Oxford OX44 7ST	01865 400413 (work) 07905 321010 johnboyd67@hotmail.com
32	SHROPS	Ian Sadler	Stoncroft, Lime Kiln Lane, Lilleshall, Newport, Shropshire, TF10 9EX	01952 604554 sadler60@tiscali.co.uk
33	SOMERSET	Andrew Bentley	3 Marina Cottages, Upper High Street, Castle Cary, Somerset, BA7 7AT	01963 351269 andybentle@aol.com
34	STAFFS	Andy Reaney	55 Shelley Drive Four Oaks, Birmingham B74 4YD	0121 480 2964 lesley.andy@tiscali.co.uk
35	SUFFOLK	Tony Bristow	53 Folly Road, Mildenhall, Suffolk, IP28 7BX	01638 713967 tony.bristow@talktalk.net
36	SURREY	Sarah Pendred	7 Highclere Gardens Knaphill Woking, Surrey, GU21 2LP	sarahpendred@yahoo.co.uk www.surreybadminton.co.uk
37	SUSSEX	Sue Bailey	10 Paynters Way Newick, Lewes East Sussex, BN8 4PH	01825 722588 suebailey123@aol.com
38	WARCS	John Timms	4 Hasilwood Square, Coventry, CV3 1GH	024 7645 4196 timms.hasil@btinternet.com
39	WILTS	Martin Garrett	7 Ryeland Way Trowbridge, Wiltshire, BA14 7SH	01225 760062 martingarrett@gasco.eu
40	WORCS	Margaret Hargreaves	2 High House Drive, Inkberrow, Worcester, WR7 4EG	01386 792123 mgthargreaves@compuserve.com
41	YORKS	Nick Rogers	13 Oak Crescent, Temple Newsam, Leeds, LS15 0DS	0113 294 8976 nicholas.rogers3@ntlworld.com

WHAT TO RETURN TO BADMINTON England

CHECK LIST

1. Club registration form []
Please return whether there are changes or not
2. Venue questionnaire []
Please return whether there are changes or not
3. Club Member renewal report []
4. Changes form []
5. Member registration form – New/Additions []
6. Junior Clubs – New Members (JNR) Form []
7. Junior Clubs – Adult With Junior Club Form []
8. Child Protection Policy and Procedures []
9. Child Protection and CRB Information []
10. Remittance Form []
11. Cheque []

*Make your cheque payable to 'Badminton England.'
Don't forget to sign and date it!*

**Remember to get the
envelope weighed and
put on enough postage!**

Post to:

**BADMIINTON England
Membership Department
Po Box 4924
Warwick
CV34 9HE**

Please put return
address on the
outside of
the envelope!

**REMEMBER THAT SOFT COPIES OF ALL MEMBERSHIP FORMS ARE
AVAILABLE ON THE WEB SITE UNDER 'JOIN BADMINTON ENGLAND'.**

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