

General Letter to Clubs

Club Match Secretaries should now be prepared to start to arrange fixtures. Confirmations and other information will need to be by post or email as we do not hold a Fixture Meeting. With limited choice of match nights and with (it would seem) the expectation of bad weather causing problems please try to start your fixtures early to avoid end of season problems.

Please note that fixtures should be confirmed in writing (together with any special points such as the need for two pairs to be available at the start) and clear travel instructions, perhaps with a map, should also be provided. Once fixtures have been confirmed clubs should not seek to make changes except for **EXTREME REASONS ONLY** (such as very bad weather, unavailability of hall etc) and not because one of the best players is going to be on holiday.....!! If the cancellation of a match proves unavoidable then the opposition must be given as much notice as possible in order to minimise inconvenience and costs. If there is a late change, cancellation etc then clubs must **make sure** that the opposition is aware of this – an unacknowledged email, answerphone etc is not acceptable. Remember the rule that clubs conceding matches will usually be penalised by the deduction of 2 points and defaulting clubs may be asked for some financial compensation for wasted expenses.

May I remind you that nomination and registration lists will be due soon after the start of the season. These are two separate requirements to be sent to the Regional Match Secretary (Kathy Vaughan):

- A list of all your club players (the registration list) is an early requirement, only players on this list and who have been affiliated to BE may play in league matches. Further names may be added later. If you have composite or ladies teams then you will need to include the ranking order for your players. (Contact Kathy if you are not sure of what's required).
- Where you have more than one team of any type (mixed, mens, etc) the players forming all but the lowest team must be nominated before any match of that type with other clubs takes place.

Once the season is underway we try to produce league tables on a regular basis. Each table will be posted on the internet and emailed to anyone who has requested this - together with all individual results. Copies of all general letters etc will also be posted on our website. Clubs may well have limited choice about match nights so we expect Match Secs to be flexible in accepting the occasional need for fixtures on consecutive nights.

The dates for various tournaments are included in the structure. Please avoid these dates when organising fixtures.

On behalf of the Committee I should like to wish you an enjoyable season. I have included here a summary of things you have to do over the next few months– perhaps you could note them in your diary or calendar.

Most clubs now use the on-line option for supplying match results but if you would like printed cards to send by post or for your own records then copies can be downloaded from the web site as can the e-cards for the on-line approach (website – select Reference Material).

It is a club's responsibility to ensure that its teams report match scores promptly – please emphasise this to your team captains. We are now asking that both home and away teams

email, phone or text the simple result to Kathy – this could be done immediately the match finishes.

Last year we sent entry forms for our senior tournament direct to many players using contact details provided by Badminton England and this seemed to have the desired effect. However much club secretaries try to publicise the event this direct approach appears to have the edge. However the BE details are incomplete and not always up to date so I would like to try producing our own NFRBA contact list. If you do not already include email addresses in the list you provide to Kathy perhaps you would consider this addition. It would only be used for NFRBA issues such as our local tournament.

The BE online club affiliation system will be open soon for the new season. If you aren't receiving the regular emails from BE which include such info then get in touch with them to ensure that they have your contact details:

membership@badmintonengland.co.uk or by calling 01908 268400

The main affiliation fees for the season are – seniors - BE £12 – Kent£5.75

Summary of Action:

as soon as available (probably October) complete first BE affiliation

by date of first fixture (and preferably sooner if available)

Send to Kathy Vaughan:-

- ** list of all club players
- ** fixture lists
- ** nominations of top teams

Confirm fixtures in writing/email with opponents.

Throughout the season chase your teams to send in results promptly.

Inform Kathy of any fixture changes.

Add new members to your BE affiliations.

Main contacts:

Kathy Vaughan - kathleenm.vaughan@btinternet.com / 01227 761822 / 07719 667192

Dave Gardner - davehbgardner@yahoo.co.uk / 01227 374919 / 07710 454226

Website - www.nfrba.co.uk