

**Leicestershire Schools Badminton Association**  
**Annual General Meeting Minutes 22<sup>ND</sup> May 2018.**

Meeting commenced at 7.10.pm

**Apologies:** Terry Talbot, Greg Howes, Amie Houlton, Jo Pike, Chris & Alex Sherwin,

**Present:** Dave Armstrong, Paul Murray, Alaina Goodenough, Carole Spencer, Cathy Buckler, Ray Phipkin, Dave Watts, Adam Sewell, Chris Hall, Grahame Forryan, Alan Cowperthwaite, Laura Cowperthwaite, and Laura O'Connor (BE Relationship Manager)

Dave opened the meeting by thanking everyone for attending and introducing the top table, and stating the main purpose of the meeting is to receive reports from officers/members of the committee, election of officers and approval of accounts.

**Minutes of Last Year's AGM:** After consideration by the meeting last year's minutes were agreed as a true record. **Proposer** Laura Cowperthwaite **Seconder** Chris Hall **Agreed.**

**Matters arising:** Request for help made by Chris on behalf of the PC. Amie had volunteered to be a Liaison Officer.

**Chairman's Report: Season 2017 – 2018**

I once again take great pleasure in providing this end of season report.

This Association work with Schools, Clubs and Local Sports Associations throughout the County to provide Competitive play for children from the ages of 8 to 17yrs.

Many thanks to all of our Team Managers and Coaches for the management and team selection during our competitive campaign this season.

Also thanks to all parents and volunteers – we could not function without your tireless support.

I would like to single out our Junior County Captain – Chris Hall a position he has held for 4 years. Chris provides a valuable connection between the players, performance centre and parents.

This is our 5th year of the formal Team Leicestershire/ Performance Centre set up. Well done to Chris, Mark, Anthony and all coaches involved.

Leicestershire Senior County 1<sup>st</sup> team achieved a top 3 finish in the County Premiership league recently. This is the first time this has been achieved by any Leicestershire team!  
Out of the 12 players competing in the above team - 6 have come through the Leicestershire Junior to Senior system!

Quite an achievement – and a testimony to our long term ' Team Leicestershire ' legacy!

We continue to be supported by Greg Howes- Leicestershire's Badminton Development Officer – 'Mr Badminton' efforts and involvement is not only Junior but all aspects of Leicestershire Badminton.

Congratulations to all of our successes in competitive play both individually and at team level. Details of which can be found on the LSBA website and in this Newsletter.

To date so far this season the U12 & U14 Shires Teams reached the Play off finals. The U18 ICT Team had a fantastic tournament this year finishing 12<sup>th</sup> of 32 teams!

Exceptional results at this year's Nationals:-

U13 Girls Doubles Bronze – Carly Stevenson

U15 Girls Doubles Gold – Sophie Watson

U15 Boys Singles Bronze - Luke Holt

U19 Women's Doubles Gold – Hope Warner

U19 Men's Doubles Bronze – Jai Chandarana

A personal thanks again to Carole Spencer for producing another outstanding LBA newsletter.

Without players there would be no LSBA. We have a dedicated network of coaches and officials that take every opportunity to 'talent spot' for young new players. This is done at area coaching sessions, schools leagues, trials and club coaches introducing their players. A special mention to Carole Spencer, Greg Howes, Terry Talbot, Graham Forryan for their efforts.

A final mention, not only those mentioned earlier, but to all members of the LSBA Committee who work behind the scenes.

A special mention to Cathy Buckler who will be retiring from the position of Secretary at the end of this season. The 5 years Cathy has been in the position has been one of total dedication! Her attention to detail and the many hours of committee tasks have been much to be admired. Cathy enjoy your retirement!

### **Secretary's Report – May 2018**

Good Evening everyone and thanks to you all for attending this year's Annual General Meeting.

In case you are unaware this will be my last report as Secretary for the LSBA as I am retiring from this position having joined the committee in July 2012, being encouraged by Dave Watts to do something to keep my brain active, which I can honestly say was a good description of my last 6ish years and the things that have kept me on my toes during that time.

During those years we have had some changes to the way things have been done firstly changing the way training sessions are delivered, age changes made by Badminton England effecting the number of teams we enter into the shires league, Babington College being re-developed effecting but not stopping our important Tournaments run by Dave Watts, Graham Forryan and Terry Talbot, along with registering of over 500 players with Badminton England are just a few.

Throughout it all I have been helped by many committee members including Carole Spencer, Dave Armstrong, Ray Phipkin and Alan Cowperthwaite who have helped me to keep the LSBA hopefully running smoothly and enable our Managers and Coaches to assist the players in achieving their potential.

This season our teams and players have maintained their progress and achievements as highlighted by the Managers reports contained within the Newsletter that Carole has put together again for this year on behalf of all Badminton within the County. Many thanks again Carole for producing this news round-up.

Finally my thanks also go to the Managers past and present for their help and assistance over the years and my best wishes to my successor and everyone on the committee to carry on the good work of the LSBA.

## Treasurer's Report

Following my re-election at the last AGM on 23rd May 2017 the first task was to resolve some of the provisional budget items figures which then forecast a potential loss of **£823.12**.

- At the committee meeting on 9th January 2017 it was again confirmed that match fees were £5.00 per player with the total amount collected to be at least equal to minimum number of players required to make up a team. This would be for all matches in the Shires, Play-offs or Final, NMBL and all friendlies. All players who take part in the RIO, Yorkshire U12, U14, Cerryg Davies, the match fee should be £6.00 irrespective of number of games they play at these events. Also entering the championships the fees to stay the same £5.00 for one event or £12.00 for all three. For the ICT at present no match fee (or the tournament fee) charged to players and it was agreed unanimously that no fee should be collected. Honorariums agreed to be kept as they are at the moment but could still be agreed to be reduced as the season progresses. (Note: In April 2018 it was agreed none for any NMBL Team managers)

- At the committee meeting on 27th September 2017 it was agreed to purchase Babolat (No 2) Shuttles and continue to use up the existing stock of Yonex shuttles for the LSBA Championships.

- The LSBA finally agreed with the PC for the PC to again make from September 2017 a total of 10 monthly payments of £250.00 as a donation to giving a total of £2,500.00. In addition the PC would re-imburse the LSBA the total a sum of all players the PC decided should have a membership with Badminton England as Junior Club (COMPETE) and the cost of this is £10.00 per player. All other players would have a membership with Badminton England as Junior Club (PLAY) and this is free. The LSBA would pay to Badminton England the £100.00 for 2017/18 Badminton England Membership 16+, without claiming this back from the PC.

In order to help track income and expenditure, (and also shuttlecock usage) we continued to use the template forms for (i) Match Fees-Remittance Advice Payment Form; (ii) Tournament – Remittance Advice Payment Form; (iii) NMBL Event-Remittance Advice & Request for Payment Form; (iv) Tournament Event-Remittance Advice & Request for Payment Form. All these updated forms have been on the LSBA web site to download by the LSBA tournament organisers & team managers and I would take this opportunity to thank them again for “buying-in” to this process.

From the final forecast budget the items that stand out are:-

- (i) At the time of the budget it was assumed for season 2017/18 the LSBA would again only completely look after the U19's and no firm details had been agreed on the number of schools wishing to take part, format, and administration cost etc. However it was decided that the budget should be based on the previous year of 13 schools paying £25.00 each to indicate just a net income of £325.00 & the expenditure the same value of £325.00. As it was agreed the project must at least be self-financing. Finally it was agreed that the LSBA would not be completely responsible for running this league but rather receive a sum for Greg Howes to be the administrator. As indicated in item (ii) the £120.00 received was paid out to Greg.
- (ii) A Grant had been indicated as £500.00 in respect of the LRS taking over the School League (excluding U19's) and we had to pay out the same amount to our administrator (Carol Spencer) for running the league. However we did finally receive £620.00 from Leicestershire County Council but this included an extra £120.00 in respect of the U19's league. We did however have to pay out this £120.00 to our other administrator (Greg Howes) for running the league. It had been assumed that the income would be the same as expenditure with no profit to the LSBA.
- (iii) In the 2017/18 accounts we had allowed £105.00 for “Safeguarding & Protecting Children” Courses. However no one claimed for this so taken as additional profit.

- (iv) No purchase or sales of the hoodies or T-Shirts have taken place during this financial period.
- (v) The £100.00 loss on LEICS tracksuit tops is due to two team managers having a 50% reduction in price and we have in stock a size 10/12 and large worth £70.00.
- (vi) A sum of £177.50 was incurred for the purchase of 9- Babolat Junior & 1 - Senior Shirts with "U14's Shires 2017 Winners" Printed on them. Free issue to players & Coach.
- (vii) There has been no income this year from Catering which in the past has been a venture completely separate from the direct control of the LSBA, with all proceeds being donated to the LSBA to be used towards the general running of the LSBA.
- (viii) To really monitor usage we have again used the template forms which have a requirement to indicate the number and type of shuttles used at each match, tournament and event. The budget based on the previous season assumed again a total of 57 dozen shuttles would be used. We have in fact used 73 dozen (i.e. 15 dozen Yonex AS30 & 58 dozen Babolat No 2) with 25 dozen in stock. We only purchased 70 dozen shuttles and these were 65 dozen Babolat No2 and 5 dozen Yonex Mavis 300. In addition we had 3 dozen Yonex left over from the U12 Doubles event which Withers Sport provided free of charge making a grand total of 73 dozen. We have used 15 dozen out of the 15 dozen Yonex shuttles we had in stock for the LSBA. Championships. At the last AGM we finally reported there are 30 dozen left of different types. **This year we only have a total of 25 dozen left which are Babolat No 2 plus Yonex Mavis which Graham Forryan holds to be used for non-county tournaments** The budget indicated £1,114.36 and we have spent £1,089.00 a saving of £25.36 on the budget.
- (ix) The budget was based on the previous Badminton England Junior membership criteria of £5.00 per person for 105 players with the income the same as expenditure then irrespective of the players affiliated the figures would have balanced each other out. However the new Junior Badminton England Membership has (i) Junior Club (PLAY) which is free and (ii) Junior Club (COMPETE) as an extra £10.00. As part of the **re-arranged** agreement with the PC they re-imbursed the LSBA for the initial 53 members who are Junior Club (COMPETE) at a total cost of which was £530.00.
- (x) The 2016/17 accounts for the School league U18's had indicated as a debtor for £50.40 for the hall hire expected to be paid in 2017/18. However we never had to pay for the hall hire but did have an outstanding invoice which had never been notified to the treasurer or received before to pay £15.00 for 10 Medals on Ribbons in respect of Primary Schools Tournament. The difference of £35.00 has been taken as profit for 2017/18.
- (xi) This season we have again purchased new County Colour Badges to reflect new age groups of U12's, U14's, U16's & U18's. We have 15 of each age group at a total cost of £270.00. This is indicated as a creditor in the accounts and no value had been included in the budget but there should be enough in stock without the need to purchase any in 2018/19.
- (xii) The Shires league will show a net profit of approximately £189.00, but if we take into account we used 28 dozen shuttles worth £460.00 then really the net loss is **£271.00**. The main reason for the reduction in profit from last season £210.50 is the great performance again by three age groups (last year three but U14's rather than U16's)) which was our U12's; U16's & U18's in reaching the finals. This however resulted in having to pay initial entry fees of £194.00, £213.00 &

£231.00. Any additional match fees from the U16's & U18's finals will be recorded in 2017/18 accounts.

- (xiii) In the NMBL this year we entered two U11's, one U13's, one U15's and one U17's teams. The NMBL matches resulted in a loss of around **£334.65** but as a matter of interest as we used 11.8 dozen shuttles worth £183.37 then really the net loss to take part was **£518.02**. This loss would have been even higher if the second U17's match which was cancelled due to bad weather could have been re-scheduled.
- (xiv) The ICT event is always a loss and this time was **£1,042.00**. As stated before no match fee (or the tournament fee) in the past had been charged to players and it was decided to discuss again nearer to the date of the event based on the then current LSBA accounts. A decision was made again this year not to charge but would be reviewed as the same criteria on an annual basis.
- (xv) The 2015/16 accounts indicated the costs for hall hire for both matches and meetings a creditor of £39.60. We finally did not have to pay this amount so £39.60 has been recorded as income in the 2017/18 accounts.
- (xvi) The 2016/17 accounts indicated the costs for hall hire (in respect of U15 Bronze & Silver and U12's Doubles Tournament ) as a creditor of £561.60. We finally did not have to pay this amount so £561.60 has been recorded as income in the 2017/18 accounts.
- (xvii) For season 2017/18 we saved £705.56 of hall hire cost for both matches and meetings from the budget. This figure also allows for a £44.00 creditor for hall hire.
- (xviii) The main income again was from tournaments looked after by Dave Watts. The U15 Bronze & Silver Tournament really had net profits of £2,066.60. The accounts indicate £2036.60 but we had a creditor of £60.00 from the 2016/17 accounts in respect of umpire fees. The U12's Doubles Tournament had a net profit of £351.80. This is allowing in the 2017/18 accounts creditors of £210.00 for hall hire costs and £100.00 from Badminton England for sanction fee.
- (xix) Due to all the efforts of Graham Forryan / Terry Talbot this year we held two LSBA American tournaments on 3rd December 2017 producing a net profit of £440.00 The one on 15th April 2018 produced a net profit of £375.00 allowing in the 2017/18 accounts a creditor of £60.00 for hall hire cost.
- (xx) Informed figures have been used to reflect monies still due or to be paid out. The "controlled" manner of reducing expenditure and the PC donations have been able to result in a profit. **Bob Drake has agreed to audit the 2017/18 accounts which indicate a profit of £1,326.61 as at 30th April 2018 which may or may not be signed off prior to the AGM.** This compared to the £955.79 profit as at 30th April 2017. The profit rather than the budget figure forecast loss was due to the fact that the 2017/18 accounts have also been able to reflect additional income of £601.20 from 2016/17 creditors forecast. Also the £705.56 saving on Hall costs and Honorarium saving of £200.00. Shuttlecock saving of £25.96 and £99.00 saving on 2016/17 trophies creditor. Income from additional American Tournament of £ 375.00 and £105.00 from not having to pay for "Safeguarding & Protecting Children" Courses. However without the agreement of the PC to make monthly donations to the LSBA totalling £2,500.00, and to reimburse the Badminton England Membership Fees for Junior Club (Compete) of £530.00, plus the £200.00 reduction by the committee in respect of Honorary payments, the LSBA would have been faced with a heavy loss.

It is unlikely that the Budget for 2017/18 (**draft indicates £515.22 loss**) can look at what further cost cutting items can still be made and that most grant funding has been withdrawn.

We need to make an application in 2017/18 to LCC for £625.00 for Carol & Greg to administrate the School leagues.

The current cost of Babolat No 2 shuttlecocks are £18.50 / dozen and the budget has allowed for a total of 73 dozen Babolat at a 10% price increase). At present we are assuming the cost of Badminton England Junior Affiliation Membership Fees for 2018/19 are to remain for "PLAY" at £0.00 and "COMPETE " at £10.00. Have also allowed £750.00 for the hire of Sports Hall, over and above the £580.00 for the hire of the LBA Hall. It is possible that for 2017/18 the Shire League may introduce more **multi-events (i.e. more than two teams are at the same venue)** which means all teams taking part have to pay towards the cost of hall hire & shuttlecock costs even if they are deemed the away team. For 2016/17 these costs were split 50/50% between home & away teams. For **single events** then the LSBA as the home team paid 100% hall hire & shuttlecock cost.

The LSBA receives a £5.00 match fees from players for all county & NMBL external matches There is currently a £6.00 "event fee" rather than a "match fee", which players pay to take part in the RIO, Cerryg Davies, Yorkshire U12's & U14's events, There is currently no match or event fee for the ICT. Suggest that the new committee elected at the AGM make a decision(s) during the respective season for any change to match / event fees.

- The LSBA has already had discussions with the PC to seek the same framework agreement as season 2017/18. This would be from September 2018 a total of 10 monthly payments of £250.00 as a donation to give a total of £2,500.00. The PC to also cover the cost of all the players (whatever the total number they advise) of the Badminton England Junior Membership Fees for "PLAY" and "COMPETE". The LSBA would pay to Badminton England the £100.00 for 2017/18 Badminton England Membership 16+, without claiming this back from the PC.

The LSBA need to be in a situation that we can continue to provide the funding and opportunity for players to take part in as many matches, tournaments & events as possible in respect of county and non- county games.

The LSBA committee had agreed that it was important to continue to fund the coaching that Greg Howes does in the city schools. An application for a £200.00 grant for 2018/19 from the LSBA has been included in the budget.

Finally, thank you to all committee members for their help & support for this fourth year in the role as treasurer, with special thanks to Cathy Buckler as we always seem to be on the same page when trying to get things done! Cathy will be a very hard act to follow whoever is finally elected at this year's AGM. Also many thanks to Bob Drake for auditing the LSBA accounts

**Ray** mentioned that a potential loss had been predicted but we had in fact made a profit and mentioned various parts of the report then asked for questions.

**Chris** asked if he had looked at investment of the balances in the bank as the interest was not great at the moment and Ray said it could be discussed at a normal committee meeting.

**Discussion** took place as to who would be registered as a Compete Player next season and asked that the PC look at whether it could be all players within their system instead of Tuesday/Thursday players being Compete and Friday/Saturday/Monday players being registered as Play only. This does have an impact on the accounts and PC asked to liaise with Ray.

**Dave** thanked Ray for his very comprehensive report and asked the meeting to vote on the unaudited accounts as they were with Bob Drake at the moment.

Accounts to be agreed by the meeting **Proposer:** Carole Spencer **Seconder:** Graham Forryan **passed unanimously.**

**(Balance sheet and Budget for next season etc. as per attached sheets)**

## **Match Secretary's Report**

### Shires League 2017/18

For the 2017/18 season teams were entered in the U12, U14, U16 and U18 age groups. Three out of the four age groups reached the Shires League finals.

Each team had six fixtures:

**The U12's** came 8th out of 16 teams.

Won 3 matches, Lost 3 and won a place in the finals on 8<sup>th</sup> April 2018 and ended up 6<sup>th</sup> overall.

**The U14's** came 10th out of 26 teams.

Won 4 matches, drew 1 and lost 1. Travelled down to Devon on 7<sup>th</sup> April for their play off match with a depleted team being short of two girls, lost the match 17-3.

**The U16's** came 5<sup>th</sup> out of 34 teams.

Won 5 matches, Lost 1 qualifying for the play-offs and beat Norfolk 20-0. In the finals they lost to Yorks 14-6, beat Essex 14-6, beat Berks 12-8 finishing 5<sup>th</sup> overall.

**The U18's** came 9th out of 41 teams.

Won 5 matches (one win was as a result of a 'no blame cancellation' against Bucks), Lost 1. In the play-offs beat Avon 15-5 earning a place in the finals on 27<sup>th</sup> May 2018.

Bad weather during the season resulted in numerous matches having to be re-arranged however additional courts only had to be paid for one match.

We also had four age groups taking part in the North Midway League plus the various team events which the individual team managers will be reporting on.

New for the 2018-19 season will be an U20 team being entered in addition to the U12, U14, U16 and U18 teams.

The Shires League AGM is being held on 23<sup>rd</sup> June 2018 and I hope to be able to attend along with the new Match Secretary.

**Alan** also reported that the U20 Team entered into the Shires League will be looked after by the LBA.

**Chris** also said that at this point he would like to point out that Adam had done a great job getting teams out to fulfil matches for the U14's as he had no girls of the proper age and relied heavily on younger players so thanks for that effort.

### **Manager's Reports:**

**Below is a brief summary of the teams activity with the Full Reports for them available in Carole's Newsletter (attached).**

#### **Primary Manager's Report:**

After the first of 2 legs Leicestershire were in 2<sup>nd</sup> place keeping the team effort going they found that after the 2<sup>nd</sup> leg they were in a play-off position going on to play and beat our Leicestershire 2<sup>nd</sup> team and gaining 3<sup>rd</sup> place overall.

#### **U12's Manager's Report:**

Most of the players in the U12's were under age and playing in the team to gain valuable experience by winning 3 and losing 3 games but qualifying for the Finals were a good performance by everyone enabled the team to finish 6<sup>th</sup> overall.

### **U13's Manager's Report:**

The U13's play in the North Midway League and have 2 events to attend and with a mixture of seasoned and first time players they managed to gain a creditable 3<sup>rd</sup> place.

### **U14's Manager's Report:**

After a long hard snow hit season making the last part of the year busy our team finished 10<sup>th</sup> so had a play-off scheduled against Devon, after a long trip and with some players missing the opposition proved too strong and so they ended the season in 10<sup>th</sup> place.

### **U15's Manager's Report:**

U15's again in the North Midway League having two legs, after leg 1 they were in 3<sup>rd</sup> place and even though games were close in the 2<sup>nd</sup> leg they ended up 3<sup>rd</sup> overall.

### **U16's Manager's Report:**

The aim for this season for this team was to make the Finals and after the first half of the season managed to finish 5<sup>th</sup> which meant that we were in the play-offs against Norfolk managing to win 20-0 to make the Finals where we finished in 5<sup>th</sup> place. Well done.

### **U17's Manager's Report:**

Again this team plays games over 2 legs and after the 1<sup>st</sup> leg were in first place with convincing wins over all the other 5 teams but unfortunately the 2<sup>nd</sup> leg had to be cancelled due to bad weather.

### **U18's Manager's Report:**

We have had a successful season, coming 9<sup>th</sup> in the Shires League which meant that we played Avon for a place in the Shires League Finals. The team won 15-5 so will be playing a final position between 1-8 on Sunday 27<sup>th</sup> May so best wishes to our players for the day.

Having been invited to play in the York RIO (Railway Institute Open) tournament in January as individuals as well as a team event everyone had an enjoyable weekend and it was great preparation for the ICT event to come.

### **U18's Inter County Championships 2017**

This is the pinnacle of junior badminton in the UK when counties attend a four day competition based at the University of Nottingham campus. After 4 hard days of competition we ended up in 12<sup>th</sup> position as even though we are saying goodbye to a large group of our players to this tournament we have welcomed some young players in the team showing that we have a bright future.

### **Development Officer's Report:**

Greg had nothing extra to add to his entry in the newsletter so asked that this be taken as his report.

**Carole** wanted to thank everyone who had submitted items for the Newsletter this year as without that information she would not be able to produce such a good detailed report. Also a special mention to Angie and Gary Connors who had put it all together for her and the print room at County Hall for making it into such a good booklet. She had sent either hard copies or email copies to all LRS/LSBA/LBA personnel and website and had received a special

reply from Adrian Christie at Badminton England who thought that it showed how much good work was being carried on within the County.

**Dave** again thanked Carole for all her hard work.

### **Publicity Report:**

No Report received but the committee wanted to thank **Jo** for all her efforts during the season.

### **Election of Officers**

Previous officers standing apart from:

Resignation: Cathy Buckler – Secretary  
Alan Cowperthwaite – Match Secretary  
Publicity Officer – Jo Pike  
Website Manager – Chris Rodgers (temporary occupant)

Nominations for Secretary was Paul Murray and Match Secretary was Suresh Mali (to be confirmed) and as no other nominations received the following will be elected unopposed. **Proposer** Dave Watts, **Seconded** by Alaina Goodenough **passed unanimously**.

Chairman	-	Dave Armstrong
Honorary Vice Chairman	-	Colin Kent
Secretary	-	Paul Murray
Treasurer	-	Ray Phipkin
Tournament Secretary	-	Carole Spencer
Match Secretary	-	Suresh Mali (to be confirmed)
Development Officer	-	Greg Howes
Welfare Officer	-	Laura Cowperthwaite
Publicity Officer	-	To be advised

### **2018-2019 Season**

#### **Managers**

Primary/U12 Managers		Chris/Alex Sherwin
U13 Manager	(North Midway)	County Captain
U14 Managers	-	Karen Stevenson/Adam Sewell
U15 Manager	(North Midway)	County Captain
U16 Manager	-	Amie Hoult
U17 Manager	(North Midway)	County Captain
U18 Manager	-	Alaina Goodenough
County Captain	-	Chris Hall
BE Events Organiser	-	Dave Watts
Parent Representative	-	position vacant
Catering Manager	-	position vacant
Schools representative	-	position vacant
Junior Club representative	-	Carole Spencer
Website Manager	-	position vacant

### **Any Other Business**

**Adoption of Badminton England Safeguarding Guidelines** – This item had been discussed at the previous Committee Meeting and had been agreed to be implemented by the LSBA it was officially needed to be voted on as being accepted at the AGM.

The Item was **Proposed** Dave Armstrong **Seconded** Adam Sewell – **passed unanimously**.

**Carole** asked that when the U20 games are being arranged they needed to liaise with her regarding Hall availability.

**Data Protection Regulations** need to be discussed at the next committee meeting. Paul Murray agreed to look into this in general. This would not only be emails but all aspects of DATA relating to the new Government regulations soon to come into effect.

Laura O'Conner (BE Representative) advised that BE have a draft document available.

Discussion then took place specifically regarding emails and whether to use the BCC copy facility Paul to look into whether this was an appropriate way to deal with messages being sent out to players at one time and hopefully a decision could be made as to what way to advise the Manager's to communicate with the players.

**Dave Watts** had agreed with Badminton England to sanction a mixed only tournament to be run on Sunday 19<sup>th</sup> August 2018 at Babington it is listed as National Mixed Tournament Bronze for U13 and Silver for U15, U17. Laura O'Connor was asked if she could find out about the effect of grading/ranking system on this tournament as changes were being made by Badminton England and to liaise with Dave regarding the outcome.

**Ray** pointed out to the meeting that the registration for everyone runs out at the end of August so he proposed to register all players as Play and then upgrade to Compete Players when the PC had that information.

**Cathy** mentioned that new forms for registration and permission for photographs would be needed for the start of the season and that the PC should be aware of this needing to be carried out.

**Laura O'Connor** was then asked to present a Bouquet of flowers to Cathy and a Bottle of Wine to Alan on behalf of the committee to show appreciation on their retirement.

**The Meeting Closed 8.30pm**