

# Herts West Badminton Development Group

## Statement of Operation

### 1. Name and affiliation

The name of the group shall be the Herts West Badminton Development Group (HWBDG). There is no formal association with any other organisation. However, monies, assistance and help may be obtained from Badminton England, Hertfordshire County Badminton Association and other similar groups and associations.

### 2. Background

This non-constitution bound group has been formed from the dissolved Herts West Community Badminton Network. Monies from HWCBN have been recovered from the suspended bank account (See below [Finance & Accounts](#) ).

### 3. Interested Parties

HWBDG is open to all badminton interested organisations in the West Hertfordshire area. Such parties are, but not limited to: Clubs, schools, coaches, community badminton development organisations.

### 4. Aims and Objectives

The aims and objectives of the Group will be to bring together local badminton-related organisations in order to work together more closely to:

- **Grow** the number of people playing badminton by providing new players with appropriate playing opportunities to access the sport.
- **Sustain** current players and strengthen their club/participant structure.
- Increase opportunities for players to achieve their full potential to **excel**.

### 5. Finance and Accounts

- All Group monies will be held in a ring-fenced account within Harpenden Badminton Club (EB Club number CL 000639) and administered by the Treasurer of Harpenden Badminton Club (HBC), until such time as a formal constitutionally bound structure is implemented.
- The accounts will be administered by the HBC Treasurer on behalf of HWBDG.
- Should the HWBDG no longer be viable and the accounts need to be wound up, then any residual funds, after all creditors have been satisfied, shall be donated to one or more organisations with similar aims and objectives.
- The accounts will be available for review. Financial statements should be provided at each meeting for group assessment, approval and audit.

### 6. Operational Structure

The HWBDG will operate with an informal structure of interested parties but will have the following as a minimal requirement:

1. Meeting Chair
2. Funds controller (nominally Treasurer)
3. Meeting organiser & Minute taker & document distributor (nominally a secretary)
4. Interested parties

*(Position 3 can change from meeting to meeting)*

It is hoped the following local organisations will be represented within the group:

- Schools
- Facilities
- Clubs
- Hertfordshire Badminton Association
- Hertfordshire Sports Partnership
- Local Authority Sports Development
- Oaklands and West Herts Colleges

## 7. Frequency of Meetings

There will be a minimum of 3 meetings per year.

## 8. Funds Distribution

### i. Funding Request.

Any party/organisation/group wishing to secure funds for badminton development in their area must submit a formal request via a Funding Request document. The request will be submitted to HWBDG for approval. The request MUST be supported by a representative of the requesting party at the appropriate group meeting.

### ii. Funding Approval.

Approval of any monies for a project will be based upon the submitted request and be authorised by a simple majority of attending group members. The submitter will NOT have a vote.

In the event of no majority the request will not be approved.

## 9. Document Authorisation Signatures

Acting Chair: Dave Bartlett



Organisation: Herts Badminton Assn

Date: 13Oct21

Acting Secretary: As above

Organisation:

Date:

Acting Treasurer: Dave Hill



Organisation: Harpenden Badminton Club

Date: 5 Nov 21

## 10. Document Management

Date	Version	Status	Headline
Sept 2021	V0	Draft	First draft
13Oct2021	V1	Final	