



The Galway County Badminton Association Constitution

2025-2026

1. The Association shall be called the Galway County Badminton Association (GCBA) of Badminton Ireland.
2. It shall have for its objective, the advancement and control of badminton in the Association, as played under the laws of the IBF and the rules of Badminton Ireland.
3. The Association shall consist of affiliated clubs situated within the county of Galway, and clubs who are affiliated, must be affiliated members of Badminton Ireland.
4. The government/management of the Association shall be exercised through the Executive Committee. The Committee shall be elected at the AGM of affiliated clubs.
5. The Executive Committee shall consist of a maximum of 15 persons, which shall consist of:
 - a. The Chairperson
 - b. The Vice-Chairperson
 - c. The Honorary Secretary
 - d. The Honorary Treasurer
 - e. The League Secretary
 - f. The Juvenile Co-Ordinator
 - g. The PRO
 - h. The County Team Manager
 - i. Club Children's Officer
 - j. Designated Liaison Person
 - k. Ordinary Committee Members
6. All Club Reps are encouraged and entitled to attend all General meetings and may voice their opinions.
7. The Hon. Secretary shall keep minutes of all procedures from Committee meetings.
8. The Hon. Treasurer shall keep a record of all financial affairs of the Association and have a Balance Sheet showing detailed accounts of the Association for the AGM.
9. Officers may serve in an Executive position i.e. Chairperson, Vice-Chairperson, Hon.Secretary, Hon.Treasurer and League Secretary, for 3 consecutive years, only.





10. Should any elected officer resign from the committee during the year, or if any committee member is absent for 2 consecutive meetings without input or reasonable excuse, the committee should have the power to co-opt a new committee member.
11. Elected officers, where possible, may only hold one position on the Executive Committee to ensure efficiency, transparency and to act for the general good of the Executive Committee and the aims set out in the constitution.
12. All officers and members of the elected county committee will act as servants and custodians of its constitution. No individual officer has the power to bend or break any of its rules. Any committee member that challenges the GCBA Constitution through an appeal with Connacht Badminton or Badminton Ireland, shall first inform all fellow GCBA committee members by email of their intentions and then temporarily step down from all committees (except their own club) while the appeal is in process. The executive committee as a whole may exercise **their** discretion.
13. The Executive Committee shall in addition act as a grading committee in accordance with the guidelines set out by Badminton Ireland and Connacht Badminton Branch.
14. The grading committee may regrade a player to a lower grade league team subject to a handicap and/or any other restrictions, at the discretion of the committee. Handicapped players must play at the higher grade for County Championships. The handicapped player must be indicated on the league score sheet. If handicaps are not implemented correctly by the players, points will be deducted from the overall score. Clubs are responsible initially for the correct grading of their players. All regrade decisions will be made public via our website.
15. Any player, or any club on behalf of that player, making a re-grading submission to Badminton Ireland must inform the GCBA Committee by email and submit a copy of their appeal.
16. The Executive Committee shall meet as often as becomes necessary during the season to carry out the running of the affairs of the Association.
17. All affiliated clubs as a condition agree to abide by the county constitution and rules that govern the Galway County Badminton Association.
18. TOURNAMENTS: All Inter-Club Tournaments must have the prior permission of the GCBA and only affiliated clubs will be permitted to compete.





19. Clubs must register their members with Badminton Ireland independently of the GCBA and must provide a photocopy of the registration form and BI numbers of the players to the League Secretary.
20. The affiliation fees for each club shall be determined at the AGM and must be paid at the appropriate meeting. The club registration fee and any competition fees shall be paid at the appropriate time.
21. The registration fee for teams in the County Leagues shall apply to all grades.
22. Players may register with more than one club, but can only play league badminton with one club during any given season.
23.
 - a) No players are allowed to compete in the County League, County Championships or any other competition organised by GCBA, Connacht Branch or BI or avail of coaching unless they have been registered to Badminton Ireland and Galway County Badminton Association.
 - b) Any team who plays an unregistered player or an incorrectly registered player or a player in excess of the permitted number of players, will have the total points won by that player taken from them and awarded to the opposing team. No exceptions will be made to this rule. In addition, the offending Team will have 2 further points deducted from their total.
 - c) Clubs and players need to ensure that they comply with the BI regulations in regards to participating in Connacht and BI competitions.
24. The GCBA shall run Leagues for Grades C, D, E, F, G and H.
25. Any player registering with Galway County Badminton for the first time, must complete a "New Player Registration Form" prior to being given a grade and playing in any Galway County Badminton events. Failure to provide correct information will result in penalties as stated in Rule 23 B.
26. ANNUAL GENERAL MEETING:
 - a) The AGM shall be held before the 30th September each year. 21 day's notice specifying the date, time and venue will be sent by email to the secretary of each affiliated club.
 - b) Any motions for the Agenda of the AGM must reach the county Hon. Secretary 14 days before the AGM.
 - c) Motions for the County AGM will be circulated to Club Secretaries at least 7 days before the AGM.
 - d) The Agenda for the AGM will be as follows:
 - i. Apologies
 - ii. Roll Call of the Meeting





- iii. Minutes of the previous AGM and matters arising
 - iv. Chairperson's Report
 - v. Hon. Secretary's Report
 - vi. Hon. Treasurer's Report and Balance Sheet and setting of Affiliation Fees for the coming year
 - vii. Report of the Sub-Committee
 - viii. Election of Officers and Committee
 - ix. Any Motions previously submitted to the Hon. Secretary
 - x. AOB
27. VOTING: Each affiliated club shall have two votes. To exercise these votes, the club must have two delegates in attendance at the AGM. If no delegate in attendance no vote. If one delegate in attendance one vote. Each outgoing committee members shall be entitled to 1 vote. Members must attend at least 60% of Executive meetings during the year or they will lose their vote.
28. The voting procedure for the Executive Committee is that each member shall have 1 vote, which will be done by private ballot and members from the clubs which brought a matter to the Executive Committee be excused until voting has taken place.
29. A quorum at the AGM or EGM shall consist of 50% of the affiliated clubs.
30. An Extraordinary General Meeting may be held at any time, upon the authority of the Executive Committee or upon a request signed by a third of the affiliated clubs in the Association. Only matters which appear on the agenda previously circulated to clubs will be discussed at the meeting. All affiliated clubs must be given 10 days notice of such a meeting.
31. The Club rep of each affiliated club, or person authorised to receive notices shall send their name, email address and phone number to the Hon. Secretary of the Association before October 15th each year.
32. The quorum for an executive committee meeting shall be 50% of the committee members.
33. The format for Committee Meetings for the Galway County Badminton Association shall be:
- a. Minutes of the previous meeting
 - b. Matters arising
 - c. Correspondence
 - d. Treasurer's Report
 - e. Sub-Committee's Reports ie. County Manager, Juvenile Co-ordinator
 - f. AOB





34. The GCBA will inform each club Rep in writing (when and where possible) of all decisions taken by the GCBA pertaining to their club. Under no circumstances will verbal communications between members of the Association and Club Secretaries be taken into consideration or tolerated. In the event that a club has to be notified by phone, a letter/email will immediately follow.
35. The GCBA will decide at the beginning of the season the dates of all County League play-offs, semi Finals and Finals. These dates will be strictly adhered to and will not be departed from under any circumstances.
36. Any subcommittee of the GCBA that is established must manage their respective activities within the county and report to the executive of the GCBA. The manager/co-ordinator of these committees will be **elected** at the annual Executive GCBA AGM. Those elected shall act under the following guidelines:
 - a. Those elected to be in charge of a subcommittee eg. County Team Manager, Juvenile Co-Ordinator etc. must attend and give a report at the monthly Executive GCBA Committee meeting.
 - b. Subcommittee Managers/Co-ordinators must have monthly meetings. The quorum for a subcommittee meeting shall be 50% of the committee members. A record must be documented of these monthly meetings and decisions made must be reported by the manager/co-ordinator to the GCBA Executive at their monthly committee meetings.
 - c. Any financial transactions of the subcommittee must be approved by the Treasurer of the GCBA Executive committee and an additional member of the Committee. All monies collected must be handed over to the GCBA treasurer within 30 days.
 - d. Members and/or coaches involved with any subcommittee must be fully compliant with Badminton Ireland regulations regarding Garda Vetting, Badminton Ireland registration and Safeguarding. The Executive GCBA Committee reserves the right to request copies of this documentation from any persons on any subcommittee and these must be furnished on request.
 - e. The head of the subcommittee should make known to everyone involved on that subcommittee, the name of the person who is Club Children's Officer. The head of the subcommittee should give frequent reminders of competition dates to all players involved.

The County Team Manager also takes into consideration, the following:

- a. The County Team Manager has the autonomy to select a subcommittee of at least 5 people, represented from a variety of grades, to help manage county teams.
- b. Where possible the county team subcommittee do not play on a county team and they manage a team lower than their grade.





- c. GCBA executive committee can assist the County Team Manager where required and reserve the right to make a final decision if necessary.
- d. The County Team Manager should organise and facilitate the training and selection of teams as per the schedule laid out in Executive Committee guidelines for managing county teams.

The Juvenile Co-Ordinator also takes into consideration, the following:

- a. Each Juvenile club **must** be registered with GCBA and have paid the necessary registration fees (pre-determined at the GCBA AGM), otherwise they will forfeit their **two** votes at the GCBA AGM/EGM.
- b. **All** juvenile clubs **must** put forward **one** representative to participate on the County Juvenile Committee.

It is in the best interest of all juvenile players that they be represented by a club rep in the sub-committee, to have a voice and be included in all decisions made for juvenile players at county level.

- c. The Aim of a County Juvenile Co-Ordinator is to promote, encourage and build badminton within the juvenile structure at **all ability levels**, prepare players, partnerships and teams at as many different age groups as possible to compete in team competitions for Galway, at Connacht and All-Ireland level while representing GCBA.

In the event of further subcommittees being developed, a list of duties will be evolved in line with the details above.

- 37. All Galway Badminton Clubs must follow Badminton Ireland Child Protection Guidelines.

A club bringing juveniles to play in another club are responsible for their juveniles. Juveniles must be accompanied and supervised by their parent/guardian and/ or a person designated in a Club Children's Officer role in the juvenile's club.

The host club must be notified in advance that there will be juvenile players in attendance, prior to the club's arrival.





Rules for Leagues and Championships

- 1.a) The GCBA League's will run at Grades C,D,E,F,G and H, and will comprise 3 or 4 men and 3 or 4 ladies but all matches will consist of seven games.

b) The GCBA County Championships will be run at Grades Premier D,E,F,G and H.
2. Beginners to badminton are graded H.
3. Where a player fails to attend a match, and has been named on the team sheet his/ her games must be conceded.
4. A player on a league team may, in any given league fixture, play one or two games. This may consist of the singles and doubles, the singles and a mixed, or the doubles and a mixed. No player can play in two mixed games.
5. Feather shuttles will be used for Grades C,D,E,F,G and H.
6. Each winning mixed league team will be presented with a perpetual cup, which will have to be signed for by the captain. If misplaced/lost, it is the responsibility of the relevant winning club to replace the perpetual trophy/cup. All perpetual League cups and trophies must be handed back to the county association by 31st January each year.
7. a) All matches must be played on or before the date indicated for the various rounds of the different leagues. All matches shall commence at a mutually agreed time between both captains. Results sheets or letters claiming points must be posted or emailed to reach the league secretary not later than five days after the match date. The results sheet must be properly filled in, i.e. Grade must be clearly marked on the sheet and team A or B where necessary, also name of club, venue and games counted. Points for each game won, i.e. 5-2 or 7-0, or 3-4 etc must be stated.

b) The home team gives two dates for a match. If neither date is agreeable the league secretary sets a date and venue for the match to be played.

c) The Executive committee will publish a fixture list at the start of the league season and whether the game is home or away. It will specify one or more dates by which teams must play their league fixtures. As the deadline(s) are reached, then for each unplayed game there will be a one point league deduction. The game must still be completed before the end of the season.





d) When a club enters a team into the GCBA leagues, they must provide the following information:

- a) A contact email address for each team.
- b) A contact name and phone number for each team.
- c) Home venue name and days available to play matches.

It is the responsibility of the home team to contact the away team and offer two dates for their proposed fixture. All correspondence between each team contact must be by email and the league secretary must be copied in. In the event of a difficulty in arranging a fixture, the league secretary may intervene as per the GCBA rules.

e) No team shall have the right to delay League fixtures while they are waiting an appeal of one or more of their players.

8. Sheets must be signed by a member of each team and be sent in by both teams and must be signed and dated by the actual sender.

9. a) The normal order of play for grades C to H shall be as follows:

- i. Men's Doubles
- ii. Women's Doubles
- iii. Men's Singles
- iv. Women's Singles
- v. 1st Mixed
- vi. 2nd Mixed
- vii. 3rd Mixed

b) A team must declare before the fixtures starts, that they are giving a walkover or walkovers and the team receiving the walkovers can amend their team sheet if they so wish.

10. a) In exceptional circumstances i.e. adverse weather conditions, car breakdown, late working hours of a player for the visiting team, the match may depart from the normal order of play. Completed team sheets must, however, be exchanged before commencement of any game. This does not apply to Quarter Finals, Semi-Finals or Finals.

b) For all County Quarter Finals, Semifinals and Finals, all teams must be at the venue at the appointed time. If the players are not there within 20 minutes as the matches are called, matches will commence in order of play and teams will have to concede games if players are not available.

11. A bonus point will be awarded to a team who wins the overall match on any match night. Total points will be added up and the highest scoring teams will play in the Semi-Finals and





Finals. Semi-finals will only occur where the grade is sectioned (e.g. East/West), in which case the two top teams from each section will cross play in the semi-finals. Where teams end up on equal points, the games between the teams (when they played each other) will be looked at and the scores from these matches added up and whichever team has the most games will go through. If still equal the number of sets from the matches when they played each other will be counted and if still on equal points, the number of points from the results when they played each other will be counted.

All Semi-finals, Finals etc shall be determined by the GCBA. Where a grade is sectioned, there will be a Shield final between the third and third place teams in each section. For the Shield to take place there must be a minimum of five teams in each section at the end of February of the current season.

12. All matches, scoring etc. shall be played in accordance with the rules and laws of Badminton Ireland. The GCBA reserves the right to appoint a person in charge of a match.

13. The captain of each team must present the composition of his/ her team to the opposing team captain in writing before play begins. The names of each player must be filled out in full including their BI numbers. No change in teams or order shall subsequently be allowed in that match.

14. All objections, in writing, must reach the County Secretary within five days of the match date. The committee of the GCBA will enquire into any objection.

- a. If an objection comes before the committee, a representative of both teams shall be present at a county meeting when a decision is made on the objection.

15. Coaching is only permitted as per Badminton Ireland guidelines.

16. All monies paid to the GCBA and its subcommittees must be made by cheque/bank draft/postal order or online payment only. Under no circumstances will cash be accepted. The GCBA will not be responsible or will accept no liability for cash sent through the post. Clubs are required to submit payment at the beginning of the year for registering players, teams and club. All other monies i.e. subsequent registrations, County Championships etc will be collected after all the County Championships have been completed and an account will be sent by the Treasurer to each club at this stage. Failure by a club to pay their outstanding fees will result in disqualification in any subsequent competitions and loss of vote at AGM.

17. Any person U18 wishing to play in the County League or County Championships must seek permission from the Executive County committee and permission will not be withheld unreasonably. Any players taking part in the Galway County Badminton Grade G and H leagues, must be over 18. To play on league teams in grades E and F, players must be over 16.





See Below.

- a. All Juveniles selected for a National Team Panel and wishing to play in County Leagues and championships must play in grade E or higher grades. (This is subject to review on a case by case basis).
- b. All Juveniles selected for Connacht team panel and wishing to play in County Leagues and championships, must play in Grade F or higher grades. (This is subject to review on a case by case basis).

*Eg:

For the season 2025-2026: To play in League teams in Grades G and H: Players must be over 18. (Born in 2007 or before)

For the season 2025-2026: To play in League teams in Grades E and F: Players must be over 16. (Born in 2009 or before)

18. If a team cancels an agreed fixture, notice of at least 48 hours must be given to the captain of the team involved and also the League Secretary. Subs should be available to step in for the absence of a player. If less than 48 hours notice is given, the cancellation must be approved by the League Secretary. Cancellations at short notice may be subject to a point's penalty if an insufficient reason for cancellation is given.

19. If a team has failed to fulfill all their fixtures by the dates set out by the League Secretary all that team's matches will be deemed null and void and the club will be subject to a fine of €100. To fulfill a fixture you must be able to play a minimum of four of the seven matches. The fine is increased to €250 if a club fails to fulfill all their fixtures two seasons in a row.

20. Clothing: Proper badminton attire to be worn at all County fixtures.

21. At the end of the year, the winning team in each League grade is promoted upwards, to the next grade for the following year, subject to individualized grading. The two finalists in Grade H get promoted to Grade G.

22. a) There can be NO substitution of players from one team to another team of the same club in the same grade.

- b) The maximum number of players on a panel for a league team will be 12 players.
- c) No player can be added to a panel after the first half of their league matches for each grade. The mid-season date will be listed by the league secretary. In exceptional circumstances the GCBA committee can allow a team to add a replacement player to their panel providing an existing player is deleted from their panel. The deleted player





cannot be added back at a later date.

- d) Only players affiliated by the Badminton Ireland cut off date are eligible to play in the GCBA leagues.

23. When a player is re-graded for a particular grade, they can play in that grade for both League and County Championships. Anyone on a handicap can play Championship in that grade. A club may, with the permission of the Executive committee, use a player of a higher grade under handicap in the League but only if they absolutely cannot field a team for a particular grade. If a new player within that grade becomes available/ is registered to the Club and County, they may not use the higher graded player for any future games. No higher graded player may be used in any Quarter Final, Semi Final or Final.

24. The player(s) that win a grade in a particular County Championship event may not take part in that grade or a lower grade in the same County Championship event in the following season.

25. A player can play in two grades on Mixed League Final Day.

26. No player can play in the league final, quarter final, semi-final or shield final of a grade without having played a minimum of once in League matches for that grade during the year. Subs from a lower grade are exempt from this rule, or where there is a straight final. A grade with 3 teams or less, are exempt from this rule. They will be allowed play a player in the Galway League finals, that has not played in League games.

27. A minimum of four participants is needed for a County Championship competition to be run and if there are 17 participants and/or 17 pairs, quarter finals will be played.

b. If a player fails to give adequate notice of non appearance before County championship/ competition, the player is fined €20 for singles/ €40 for doubles and is not allowed to enter the next County Championship.

28. The GCBA Committee's interpretation of the rules is final.

Glossary of Terms:

AGM	Annual General Meeting
AOB	Any Other Business
BI	Badminton Ireland





EGM	Extraordinary General Meeting
GCBA	Galway County Badminton Association
IBF	International Badminton Federation
PRO	Public Relations Officer

