

## GUIDELINES FOR REGIONAL CHAPTERS OF THE BADMINTON ASSOCIATION OF GHANA

The purpose of this document is to provide information about regional association duties, expectations of regional representatives and General Operating Guidelines for the administration of the region. The President in consultation with various stakeholders in the regions of the country has directed all person(s) interested to be nominated for various roles to inform BAG Secretariat or NSA officers for final nomination.

### **Regional Guidelines**

Each region may develop rules and policies suited to the region; however, it is the responsibility of each Regional Board to operate within the following guidelines and according to the organizational structure provided by Ghana Badminton with its amendments from time to time.

### **DEFINITIONS**

#### ***In these rules-***

- a) "approved rules" means rules/internal rules vetted by the Badminton Association of Ghana.
- b) "doping", in relation to the practice of sports, means the administration of any prohibited substance or the application of any practice intended to enhance performance artificially;
- c) "the Association" refers to Badminton Association of Ghana (BAG)
- d) "Regional Association Chapter" means the regional body of badminton of a specific region, an affiliated member and recognized by Badminton Association of Ghana
- e) "membership card", in relation to an athlete, means a document which authorises the holder to practise badminton for competitive purposes and delivered by Badminton Association of Ghana.
- f) "member" means a sportsman who holds a membership card issued by the Badminton Association of Ghana
- g) "Executives" means the Executives of the Regional Association
- h) "Ghana Olympic Committee" (GOC) means the Ghana Olympic Committee established by the Olympic Charter in 1951 and registered in Ghana by the Registrar of Companies under the Companies Code 1963, Act 179, Company Registration Numbered G100
- i) Badminton World Federation (BWF) is the world governing body of the sport of badminton
- j) "Ministry of Youth and Sports" means the regional office of the Ministry of Youth and
- k) Sports
- l) National Sports Authority (NSA) refers to the governing body of sports in Ghana with authority from the Ministry of Youth and Sports
- m) "Olympic Charter" means the governing rules of International Olympic Committee (IOC);

- n) "prohibited substance" means a substance, the use of which is prohibited by World Anti-Doping Agency (WADA)
- o) "Badminton club" means a badminton organization set up by a group of persons for the practice of the sport
- p) "WADA" means the World Anti-Doping Agency;

The following shall be the positions for the Regional Chapter

1. Regional Chairman
2. Regional Vice Chairman-Development Officer
3. Regional Secretary
4. Regional Treasurer
5. National Sports Authority (NSA) Representative
6. Athletes Representative
7. International/Private Schools Representative
8. Ghana Education Service (GES) Schools Representative
9. 1 Para Badminton Representative
10. 1 (one) representative from each registered Club within the Region
11. One Representative from the Media in the region as co-opted member

Every regional Association executive must take the online National Administrators and event Management course by BWF. The Executive body of a Regional Association shall set up the following committees to aid in the running of some of its important mandates

**1) Events/Development**

- i. Be in charge of spearheading events and developmental programmes; the aim of which is to help the sport progress by focusing on athletes and officials
- ii. To concentrate on players and officials and draw up programmes that will help them develop through the pathways that has been outlined by BAG

**2) Marketing/Sponsorship**

- i. Project the image of the Regional Association positively, making it draw attention from potentials sponsors and other stakeholders
- ii. Solicit for sponsorships for the organization of the Association's major events and programmes

**3) Media and Communication**

- i. Be the mouthpiece of the Regional Association. Members of this committee should establish strong relationships with media houses in the region to help in the public awareness of the sport.
- ii. Ensure that, all events and programmes to be organized in the region will be adequately publicized and do all possible to get good attendance

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#### 4) Finance

- i. Work hand in hand with the Treasurer and the sponsorship committee on all financial issues pertaining to the Regional Association.

#### 5) Discipline and Grievance

- I. put in place clear sanctions for offences. The committee shall at every time refer to the constitution of BAG on disciplinary issues.

### ARTICLE 1: DENOMINATION - DURATION - SEAL

- (1) The affiliated member shall be called "Volta" Regional Badminton Association Chapter
- (2) The seat of the Regional Association shall be at the capital city of that region or such place as the National Executives may decide.
- (3) Any change in address shall be notified in writing to Badminton Association of Ghana within fourteen days.
- (4) The Association shall have a seal bearing its name and a BAG email address correspondence.

### ARTICLE 2: RESPONSIBILITIES OF THE ASSOCIATION

The responsibilities of the Regional Association shall be:

- 1) to promote the development and practice of Badminton in the specific region
- 2) to develop and promote badminton at grass-roots level in the specific region in collaboration with Badminton Association of Ghana, local authorities, educational bodies and the Ministry of Youth and Sports
- 3) organize periodic competitive or non-competitive badminton tournament among clubs or schools
- 4) to ensure that every badminton club of the region complies with BAG regulations as amended; and
- 5) to uphold and operate on the principles of good governance, transparency, democracy, fairness and non-discrimination.
- 6) Be responsible to the National Association

### ARTICLE 3: FUNCTIONS, DUTIES AND POWERS OF THE REGIONAL CHAPTER

- 1) Subject to recognition by the Badminton Association of Ghana, the Regional Association, where applicable, shall be the only organization empowered to promote badminton in the specific region.
- 2) The Regional Association shall be the only badminton organisation in the region which is empowered, with regard badminton, to -
  - a. operate at regional level;
  - b. grant such regional championship award or title as it may determine.
  - c. do all such things that are conducive to the attainment of the objectives of the Association.
- 3) The Regional Association shall, in furtherance of its objectives -

- a) in collaboration with stakeholders concerned including Badminton Association of Ghana and local authorities, develop and implement a yearly programme of activities which shall include a regional championship, and carry out a qualitative and quantitative evaluation of that programme;
- b) ratify competition or game results and keep an up-to-date list of regional records;
- c) keep an up-to-date register of its Club membership database licensees;
- d) Advice to the setting up of the installations and equipment required for the development of the sport in the specific region for which it is responsible;
- e) ensure that its members, members of a club strive to achieve a harmonious relationship with every sporting body and Badminton Association of Ghana in line with the Olympic Charter
- f) ensure that awards or titles for regional competitions are restricted to persons residing in the specific region unless otherwise specified by Badminton Association of Ghana
- g) develop athletes who shall represent the region in regional competitions or games;
- h) where appropriate, submit an unresolved conflict to the specially constituted committee of BAG
- i) ensure the implementation of any sanctions imposed by Badminton Association of Ghana;
- j) ensure that every club in the region and enrolled with Badminton Association of Ghana promotes social cohesion by -
  - (i) not using communal words in its appellation;
  - (ii) promoting multiculturalism as one of its objectives; and
  - (iii) ensuring that no person is discriminated against in relation to the membership of the Association;
- k) assist Badminton Association of Ghana in determining the league in which a member and a club enrolled with it shall, on enrolment, be entered for the purpose of any regional competition or game;
- l) be responsible for the implementation of the principles of regionalization envisaged within Badminton Association of Ghana
- m) assist Badminton Association of Ghana in arranging for regular doping control on its members and use all possible means to ensure compliance by its members with any directive issued by IOC or WADA against the use of any prohibited substance.
- n) ensure that coaches, technical officials, referees, competitors and athletes in the region are adequately represented on its committees

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- o) conduct its activities in such a manner that it runs no risk of creating any ill feeling towards any section of the community.
- 4) The Regional Association may -
  - i) receive assistance for the furtherance of its objectives from Badminton Association of Ghana, local authorities (District & Municipal authorities) or any sponsor;
  - ii) refer all such disciplinary cases concerning its members, an official of the region or a club affiliated to the Arbitration Committee of Badminton Association of Ghana; and
  - iii) organise competitions or games open to its members in good standing at regional level under the aegis of Badminton Association of Ghana;
- 5) The Association shall adopt approved rules and shall make them available to Badminton Association of Ghana and the clubs of the region a copy of those rules.
- (6) The Association shall,
  - i) ensure that every club of the region be responsible for any misconduct of its supporters;
  - ii) set up subcommittees, including a technical and training subcommittee and a disciplinary subcommittee as required.
  - iii) have such powers and duties, not inconsistent with the Sports Act and rules of Badminton Association of Ghana, as it may assign to it.

#### **ARTICLE 4: MEMBERSHIP**

- (1) The Regional Association consists of Clubs (schools, community, security services, corporate) of the region recognized by BAG and the members of which practice badminton
- (2) The Regional Association shall ensure that no person is discriminated against in relation to its membership.
- (3) No Club shall form part of the Association unless it has been recognized by the Regional Body.
- (4) An application for enrolment shall be made in writing and Badminton Association of Ghana shall decide upon the acceptance or rejection within one month of the application and in further to be consistent with BAG constitution.

#### **ARTICLE 5: EXECUTIVES**

- 1) There shall be Executives of the Regional Association which shall meet quarterly or at the request of the Chairman or at the motivated request of half of the Executives for the purpose of taking stock of any relevant development at the regional level and of electing the persons who will serve on the Regional Association for the next mandate.
- 2) The members of the Executives shall be convened by the Secretary of the Association by registered communication at latest 3 days before the date fixed for the meeting of a Regional Executives.

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- 3) The Secretary of the Executives shall give prior written notice of the holding of every meeting to the President of Badminton Association of Ghana, and the latter may attend any such meeting.
- 4) Half of the number of members in Executives plus one shall constitute the quorum for a meeting; in the event the figure being a decimal, the quorum will be the next whole number.
- 5) The Chairman shall preside over all executive meeting and ensure that all relevant rules or regulations are followed.
- 6) The Secretary shall keep minutes of the proceedings of every meeting.
- 7) Where there is a vacancy in its membership, the Executives may fill up the vacancy by the appointment of a member for the period ending at the next meeting when a replacement election shall take place.
- 8) The Executives may take disciplinary actions against any one of its members in case of misconduct and sanction against the member may take the form of suspension or expulsion and the member shall be notified of the decision by registered letter.
- 9) Any member against whom disciplinary action is being taken under the above paragraph may appeal to the General Assembly of the Region.
- 10) Notification of such appeal shall be made by registered letter within 15 days of the date of receipt of the decision of the Managing Committee.
- 11) The Secretary of the Executives shall convene a meeting within a month of the receipt of the notification of appeal from any member.
- 12) Every club allocated to the Regional Association shall send to the Executives of the Association one representative who has been a member of the club for at least one year immediately preceding the general meeting.
- 13) The quorum is half the number of representatives to the General Assembly plus one.
- 14) The representatives to the Executives shall be convened by the Secretary of the Association at least fourteen days before a meeting.
- 15) The representatives shall normally vote by raising of hands or by ballot if requested by a majority of representatives present.
- 16) In case of equality of votes, the candidates concerned shall be designated by drawing of lots unless there is voluntary withdrawal.
- 17) No person shall be eligible as a member of the Executives where
  - a) he is a public officer posted in or employed by the Ministry of Youth and Sports or its allied agencies, even on a part time basis;
  - b) he has been sanctioned by an Arbitration panel within 4 years prior to the election;

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- c) he has failed to maintain harmonious relationship with a public body in line with the Olympic Charter;
- d) he is an office bearer of another Regional Badminton Committee and/or another National Sports Federation;
- e) where he has not been a member in good standing of the badminton club which he is representing, for 2 years preceding the election;
- f) the badminton club he is representing is not a member in good standing as stated in the rules of Badminton Association of Ghana.

18) BAG will appoint regional technical officers, coaches etc from time to time

19) No person shall be a member of the Executive unless

- i) he is 18 years of age;
- ii) he is a citizen of Ghana; and
- iii) he is domiciled in the specific region;

20) A member of the Executives who has unreasonably absented himself from 3 consecutive meetings is automatically replaced.

21) No member shall take part in the deliberations of the Executives on any matter which directly concerns a player to whom he is related by blood or marriage.

#### **ARTICLE 6: POWERS OF THE EXECUTIVES**

1) The Executives shall have powers:

- a) to incur expenditure not exceeding the limit approved by the Executives of the region unless the expenditure has been previously approved by them
- b) to invest the funds of the Association with BAG Approval;
- c) to appoint such subcommittees as it thinks fit, including a Technical and Development subcommittee and a Regional Disciplinary subcommittee, their memberships and powers and duties;
- d) to take disciplinary measures against a badminton Club of the region or a member thereof;
- e) to employ an Administrative Secretary, to assign duties to him and to delegate to him the day to day running of the affairs of the Regional Association if need be;
- f) to appoint and fix the emoluments of employees to carry out the work of the Regional Association or to secure, with or without remuneration, the service of any person for any purpose;
- g) The Executives shall not be empowered to dispose, pledge, mortgage or any property worth more than three thousand Ghana Cedis (or any amount that may subsequently be provided for in relevance from BAG)
- h) In conformity with our governance and membership global objective, the Chairman and Vice – Chairman should not exceed 65 years of age and Athletes Representative must have represented Ghana in two BWF sanctioned events.

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- i) As far as possible, the Regional Patrons Board of 5 members to be constituted must be of a minimum age of 65 years.
- j) Our technical Officials and coaches appointed must conform to the technical officials policy and pathway as issued by BAG

#### **ARTICLE 7: MODE AND RIGHT OF VOTING AT REGIONAL MEETINGS**

- (1) The voting members shall include at least one official representative for each badminton club.
- (2) Voting by proxy at the regional general assembly shall be allowed but a member may vote by proxy through another member but no member shall vote as proxy for more than 2 members.
- (3) For any purpose other than the taking of a "special resolution", no member shall vote by proxy through another member for more than 3 members.

#### **ARTICLE 8: TERMINATION OF MEMBERSHIP**

- 1) A Regional Association shall cease to be enrolled with Badminton Association of Ghana
  - a) where it does not comply with the rules of BAG
  - b) where the Executive Board of BAG deems it fit to cancel the membership of an affiliated regional association
  - c) where pursuit of objectives are contrary to the rules of Badminton Association of Ghana
  - d) when there is failure to pay to the Badminton Association of Ghana the annual fee membership fee as ascribed by BAG;

#### **ARTICLE 9: DUTIES OF THE CHAIRMAN**

- 1) The chairman shall –
  - a) preside over all meetings of the Association;
  - b) at the meeting, submit a report on the working of the Regional Association for the preceding accounting period, together with a statement of accounts drawn up and signed by the Treasurer.
- 2) In the absence of the Chairman, the Vice-Chairman shall preside over any meeting.
- 3) In the absence of the Chairman and the Vice-Chairman at a meeting, any executive member chosen from among and by the committee members present at a meeting shall preside over the meeting.
- 4) In case of equality of votes, the presiding member shall have a casting vote.
- 5) Oversee the promotion of badminton in the region and organizing Championships and programmes for talent identification
- 6) The Vice-Chairman shall, in the absence of the Chairman, exercise the same powers and rights, and assume the same responsibilities as those of the Chairman.

#### **ARTICLE 10: DUTIES OF THE SECRETARY**

- 1) The Secretary shall -

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- a) convene all meetings of the Executives and any other meetings of the Regional Association;
  - b) draw up the minutes of proceedings of meetings which shall, after confirmation at the first ensuing meeting be countersigned by the Chairman;
  - c) have the custody of the records of the Regional Association;
  - d) keep a **'Register of Members'** in which shall be recorded, in respect of each member -
    - i) the surname and other names;
    - ii) the address;
    - iii) the date of admission;
    - iv) the date of birth;
    - v) such other as the Executives may require.
- 2) The Secretary shall, within ten days give written notice of the change to the Badminton Associations of Ghana following any change
    - a) among the executive members;
    - b) events and development reports
    - c) in the address of the office of the Regional Association
  - 3) The Assistant Secretary shall, generally, assist the Secretary in his duties but in case of absence of the Secretary, he shall replace the Secretary and exercise the same powers and rights, and assume the same responsibilities as those of the Secretary.

#### **ARTICLE 11: DUTIES OF THE TREASURER**

- 1) The Treasurer shall -
  - a) have the custody of all the accounting books and financial records of the Regional Association;
  - b) receive all sums of money due or accruing to the Regional Association and deliver receipts thereof;
  - c) within the least possible delay, pay into one or more of the local banks, chosen by the Executives, the money received by him;
  - d) be allowed to keep in his possession a sum not exceeding one five hundred Ghana Cedis (GHe500), as cash in hand for petty expenses;
  - e) lay before the Executives at its monthly/quarterly meeting:
    - i) a statement showing the financial transactions of the last month;
    - ii) a list of all members who are in arrears with their subscriptions for three months or more;
- 2) keep a **'Register of Members'** as prescribed by law;
- 3) prepare the statement of accounts;

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- 4) Signatories to Bank Account will be treasurer, Chairman, vice Chairman, Secretary and President of BAG (if and only if amount exceeds GHe 5000.00 or its equivalent is due)
- 5) produce his books and related documents for examination whenever required by the Chairman or by the Auditor;
- 6) in conjunction with the Chairman, sign all cheques, deeds and other documents of the Association.
- 7) keep a 'Record of Revenue' in the form prescribed by law and a cashbook showing its receipts and payments;
- 8) once a year, not later than one month after the accounting date, prepare and submit to the Executives:
  - (a) a statement of the receipts and payments for the last accounting period; and
  - (b) a statement of the assets and liabilities of the Regional Association existing on the accounting date;
- 9) on his resignation or on vacation of his office, or whenever required so to do by the rules of the Regional Association, render to it a true account of money received and paid by him since his appointment or since he last rendered an account, whichever occurs later.
- 10) The Assistant Treasurer shall, generally, assist the Treasurer in his duties but in case of absence of the Treasurer, he shall replace the Treasurer and exercise the same powers and rights, and assume the same responsibilities as those of the Treasurer.

**BAG or the Regional Badminton Association can send auditors/assurances**

- 1) The Auditor(s) shall -
  - a) make a thorough examination of all the books and documents in the custody of the Treasurer at least once yearly and shall forthwith report to the Executives through the Chairman any error or omission detected in the course of the examination;
  - b) verify and certify all statements of accounts prior to their being submitted to the Executives;
  - c) draw an inventory of all the belongings of the Regional Association, in conjunction with the Treasurer, at least once yearly.

**ARTICLE 13: SECURITY BOND**

- (1) The Chairman, the Vice Chairman, the Treasurer shall each become bound with two sureties in the sum of one thousand Ghana Cedis (GHe5000), or any amount that may subsequently be provided for in the relevant law, jointly and severally for the true performance of their duties.

**ARTICLE 14: KEEPING AND INSPECTION OF BOOKS**

- (1) All books of the Association shall be kept in English and shall be inspected by BAG as and when relevant.
- (2) The books shall be open to inspection to any person having an interest in the funds of the Regional Association.

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 REGIONAL ASSOCIATION OF CHAIRMAN  
 FEDERAL CHAIRMAN

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- (3) All books and documents shall be kept at the seat of the Regional Association.

#### **ARTICLE 15: ACTIONS BY OR AGAINST THE ASSOCIATION**

- (1) The Association shall act, sue and shall be sued, implead or be impleaded and shall do all other acts under its corporate name through its Secretary.
- (2) Whenever the Association shall be sued or be impleaded and whenever it shall be necessary to serve notices, summonses or any other legal process, judicial or extra-judicial, upon the Association, service upon the Secretary shall be good and sufficient upon the Association.

#### **ARTICLE 16: AMENDMENTS, AMALGAMATION AND WINDING UP**

- 1) No amendments of these rules shall be effected except from BAG from time to time
- 2) The decision to dissolve a Regional Association or to amalgamate it with another association shall be taken by BAG.
- 4) In the event of winding up of a Regional Association, all its property, movable or immovable, its cash at bank and in hand, shall be transferred to BAG.
- 5) Where the Association has taken a 'resolution' that it shall be wound up, the Secretary shall, within three days after the resolution has been approved, give written notice of the resolution to Badminton Association of Ghana
  - a) a certified copy of the minutes of proceedings of all Executive meetings at which the 'resolution' to wind up the Association has been approved;
  - b) a detailed statement of the assets and liabilities of the Regional Association; and
  - c) a declaration signed by him that the constitution of Badminton Association of Ghana has been complied with.

#### **ARTICLE 17: SIGNING OF CHEQUES, DEEDS AND OTHER DOCUMENTS**

- (1) The President of BAG, Chairman, Vice-Chairman and Treasurer shall jointly sign all payment mandates. Deeds and other documents legally binding the Association shall be agreed by the Chairman in consultation with the President.
- (2) In the absence or incapacity of the Chairman or the Treasurer, the Vice-Chairman shall respectively sign all payment mandates. Deeds and other documents legally binding the Regional Association shall likewise be signed by the Assistant Secretary or the Vice-Chairman in the absence or incapacity of the Chairman and Secretary.

#### **ARTICLE 19: MISCELLANEOUS**

- (1) The accounting date of the Association shall be 31 December and its accounting period (financial year) shall be from 01 January to 31 December, except for the first year, from the date of its registration to 31 December.
- (2) In these rules, words importing the masculine include feminine unless otherwise required by the context.
- (3) Any dispute between the Regional Association and any of its members or any person's claim by or through a member shall be settled by BAG.

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- (4) The handing over of all books, documents, cash in hand, etc., belonging to the Association shall be effected by the outgoing Executive Members within two weeks of the date of appointment of the newly elected Executive members.
- (5) Any dispute relating to badminton in the region, which cannot be resolved by amicable means and which is within the jurisdiction of the Appeals Committee of the Badminton Association of Ghana for settlement whose decision shall be considered as final and conclusive.

Date 12 November 2018

Signature: 

BADMINTON ASSOC. OF GHANA  
P. O. BOX 1272  
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Name: President, Badminton

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