



USA Badminton  
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# CLUB HANDBOOK



**USA BADMINTON**

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## INTRODUCTION

Badminton is a sport that is not only fun, but can offer many other benefits. It can be recreational or competitive, give you a good physical workout, give you a feeling of success, and provide a lifetime of physical exercise. Many recognize it as the backyard game played during a summertime picnic, but once you bring the sport inside, where conditions can be controlled, you have a most competitive sport and the basis for a "badminton club."

Some clubs are formal and operated like a business, while others are more social and fun loving. Some clubs have a large membership and a permanent playing site, some have six or seven players and struggle for a good playing facility.

No matter the size, every club has its own problems and may have its own unique organization and method of operation. This booklet is a guide for those who are attempting to set up a club and cope with all the challenges they may incur.

It's a challenge to start a badminton club, but it will be exciting, rewarding, and fun (most of the time). Be persistent, and the feeling of satisfaction you get will be worth all the effort.

***Good luck!***

## WHY START A BADMINTON CLUB?

If you are fortunate enough to secure a facility with badminton courts and have players to fill those courts, then you may be the perfect candidate for starting a badminton club. All you need are willing members and someone to organize those members and you'll have a club in no time. Organizing a group of players will give everyone a feeling of achievement, and you'll have a common sport and fellow camaraderie for many years to come.

## STARTING MEMBERSHIP

The first step is to find players interested in starting a club. Some good ways of doing this include:

- ★ Ask friends if they would be interested in playing
- ★ Put up posters at the YMCA, JCCA, college union, community center, high school, and sporting goods stores
- ★ Ask students who may be taking a badminton class through the local community college, university, recreation center, etc.
- ★ Contact senior citizen groups such as the local AARP, etc.

Many successful clubs have started with only five or six inexperienced players. However, the more people you can interest in the sport, the more fun you can have.

## PUTTING IT TOGETHER

At your first organizational meeting, a steering committee should be established. This steering committee is a temporary work group that will be responsible for the initial development of the club with regard to:

- ★ Finding a place to play
- ★ Getting equipment (nets, standards, shuttles)
- ★ Establishing playing dates and times

### *Putting It Together continued...*

When the steering committee has accomplished its tasks, a meeting may be announced to those who have shown an interest and to the general public. At this meeting, a club name may be chosen (usually reflecting the locality or sponsorship) and officers elected. An initial agreement must be established to ensure that all have an equal opportunity to play.

The club will need a president, vice president, and secretary or treasurer. Each officer has a defined role in the club. Club officers are working positions and must be openly elected with no distinction due to gender.

#### **PRESIDENT**

Presides at all meetings of the membership or officers  
Recommends committees and chairpersons  
Aids in conducting correspondence and collection of dues  
Makes periodic reports to the membership  
Maintains relations with venue owner  
Actively recruits new members

#### **VICE PRESIDENT**

Acts as president in the absence of the president or at the president's direction  
Carries out whatever duties he/she may be assigned by the club

#### **SECRETARY/TREASURER**

Records minutes of meetings  
Prepares and distributes correspondence, notices, agendas, tournament reports, etc., that are not specifically assigned to others  
Responsible for the keeping of club funds  
Keeps a club checking account, records club finances and files needed tax forms

## **COMMITTEES**

Committees such as Equipment, Membership, Activities, Publicity, and Tournament could be established to do the bulk of the club's work and provide a larger number of members with the opportunity to take part in the club's operation. Members will develop a feeling of worth and satisfaction, thereby becoming more active and becoming potential leaders of the club.

Standing committees are set up to handle a specific part of the club's regular work. They have a limited term and a well-defined area of responsibility. They must report regularly to the president on their activity. For those situations that aren't covered by a standing committee (such as a fund-raising project or a special tournament), the president may appoint a special committee. It will exist until the completion of the assigned work. Each committee may have one of the officers as a member, and other members must be chosen carefully.

## **MEMBERSHIP**

When there is a foundation membership and the club is playing regularly, each member must be inspired to attract new members. When those prospective members arrive to play, make them feel comfortable. Pay attention to all members. Gender equality is the rule and no distinction may be made because of gender. Encourage skilled players to refrain from unpleasant remarks about a new player's quality of play. Don't be too pushy but see to it that all new club members have an opportunity to get in on the action. Another nice touch for guests and new members is a club fact sheet. It may include:

- ★ A list of current members, addresses, and phone numbers
- ★ A club website (an essential part of your club if you want to attract members—one of your players may be interested in setting it up and maintaining it)

- ★ A short history of the club
- ★ Regular playing times
- ★ Copy of the By-Laws (if any)
- ★ Dues and any special fees
- ★ List of events for the upcoming season

The club president and secretary must maintain a current membership file. A simple method is to use index cards, or you may want to use a computer database. Include the member's name, address, phone number, date he/she joined, and birthday.

Some additional thoughts on new members:

- ★ Call to remind them of the club playing times.
- ★ In some cases, you might offer transportation.
- ★ Be certain they are introduced to other club members. Let them know they are an important asset to the club.
- ★ Be sure all visitors and new members get court time. If they don't have fun they probably will not return!
- ★ After new members have been to play a few times, put them to work on a committee or project.

Remember—developing membership is an ongoing activity: *“The road to success is always under construction.”*

## CLUB REGULATIONS

Every organization needs a set of standards to which its members are expected to adhere. Without such regulations and their enforcement, each player will set his/her own standards of conduct, and some will be unacceptable. Here are some rules that may be considered:

- ★ Players must conduct themselves in a sportsmanlike manner.
- ★ Loud, coarse, insulting, racist or sexist language must not be tolerated.

- ★ Willful damage to the club's equipment or the facility will not be tolerated.
- ★ Members should help clean up trash from the playing area before leaving.
- ★ Smoking and drinking alcoholic beverages at the playing site should be prohibited.

Badminton courtesies must be observed:

- A let will be called when a stray shuttlecock enters your court.
- No one will unnecessarily pass through a playing area in use.
- “Court hogging” must not be tolerated and all members must be allowed equal playing time regardless of skill level or gender or race.
- The USA Badminton *Rules of Play* will govern all play.

## FINANCES

Membership dues are an economic necessity to most clubs. Dues are often used to pay for facility rental and/or shuttlecocks. Some clubs charge dues that also include regional association and/or national association fees. To facilitate bookkeeping, the membership fee should be due once a year. New memberships can be pro-rated.

Some clubs charge for shuttles by setting a “bird fee” for each playing time, or by the month, or semester, etc. Some clubs also have a coupon system where each player purchases a set number of coupons and each player contributes a coupon when he/she uses a shuttle for play. Each club usually works out their own system for dues and shuttle fees. All club expenditures should be approved by a majority vote of the club.

Remember, your members will become more invested in the club if they are putting money towards its future.

## WHERE TO PLAY

Finding a place to play is often one of the most difficult problems to solve in starting a badminton club. It would be great to find a facility fulfilling the requirements listed below. However, take what you can get to get started and keep looking for a better place.

### FACILITY REQUIREMENTS

LOW COST- This means that you will be looking for some kind of public building (school gym, church gym, recreational center, warehouse). To provide rental funds, it may be necessary to collect a small per-night playing fee from each player.

PHYSICAL ATTRIBUTES- The court must be rectangular and defined by 1 ½ inch wide lines. A regulation doubles badminton court measures 44 x 20 feet. A regulation singles court measures 44 x 17 feet. The ceiling may be no less than 30 feet from the floor and ideally with no overhangs or obstructions. Wood floors are best, but composition and tile floors are a distant second. Avoid carpet and concrete. A portable synthetic court may be laid out over an existing surface. Make arrangements to have access to a dry mop to clean the floor before you play. Avoid a slick floor that may cause injuries. Usually three badminton courts will fit on a basketball court.

Ideally, the background for playing should be a dark color—gray, green, blue. However, many facilities will have white or cream-colored walls. Other than painting the walls, which may not be feasible, yellow nylon shuttlecocks may increase shuttle visibility. For feather shuttles, the cork may be colored black with a marker. Black plastic may be draped over the walls. If windows are a problem, black plastic may be used to cover them as well.

Make sure the playing site has restrooms.

### AVAILABILITY

Most clubs like to play at least twice a week. Regardless of how often you play, regularity is imperative. A badminton club can't be successful if it doesn't have a regular playing night and time that the members can rely on and that can be promoted to the public.

### HOW TO FIND A PLACE

If your city has a parks and recreation department, this is the first place to go. Frequently, the recreation director is responsible for a recreation facility and may be able to help you. YMCA's, JCCA's, Boy's Clubs, churches, and schools are good prospects. These organizations usually welcome activities that are youth and family oriented.

## LIABILITY INSURANCE

Often the facility owner will require liability insurance on the part of the club before renting the space. One million dollars in liability insurance is available for a fee through the USAB National Office by filing a request with scheduled playing dates and times.

Whatever you end up with, be sure to leave the facility clean and undamaged after each use and follow all published rules concerning food and drink. This creates considerable goodwill.

## EQUIPMENT

Attractive equipment, accurate lines and nets enhance the pride and play of your club. Players and clubs are encouraged to purchase equipment from USAB sponsors.

### COURT LINES

Badminton court lines may already be painted on the floor of the facility. If not, the facility may allow the painting of lines. Be sure you have the correct measurements for painting court lines.

If paint is not allowed, courts may have to be taped. Court tape is available in the official width of 1 ½ inches in white and other colors. The adhesiveness of tape may remove some floor finish. Check with the facility supervisor before laying tape. Official court tape is available from badminton retailers.

### NETS

The net needed for a badminton court is 20 feet wide and is referred to as a doubles-width net. The white tape across the top of the net should be 1 ½ inches wide.

A badminton net should be 5 feet high in the center and 61 inches high on the sides. Three or four nets may be strung together on a continuous rope to match the number of courts. Nets are available in a variety of qualities, i.e., light weight, medium-weight, heavy-duty. A good net may seem costly, but it is a worthwhile investment. Take a look at several before making a purchase.

### **STANDARDS**

A standard is a post to which a net is connected. Rarely will you find a facility with true badminton standards. However, many facilities will have volleyball standards that can be used to support badminton nets. Some clubs have a player who can build wood or metal standards to support the nets at the correct height.

### **SHUTTLECOCKS**

Shuttlecocks vary greatly in quality and playability. Shuttles are available in nylon and feather varieties and sold by the dozen. Nylon shuttles are more durable and come in white and yellow colors. Some clubs prefer nylon shuttles because of the durability while others prefer the delicacy of touch only experienced with a true feather bird. Feather shuttles are available in white only and are less durable but more playable to the skilled players. Most clubs have shuttles available for sale or players may bring their own.

### **RACKETS**

Club members provide their own rackets. Badminton rackets and strings vary greatly in playability, durability and performance. The club may have a few rackets on hand for guests.

### **WHERE TO BUY**

Experienced badminton players often can recommend a professional badminton retailer. The USAB may have an equipment list available to members and publishes ads in the *Badminton USA* magazine from which equipment may be ordered by mail.

## **TOURNAMENTS**

One of the rewards of organized club activity is the recognition that comes from competitive play—the badminton tournament. Whether the tournament is on the club level, state, regional Classic or Championships, or National Championships, it requires the planning and work of many volunteers. The USAB sanctions all tournaments within the five regions of the United States and provides information on tournament organization and operation.

### **TYPES OF TOURNAMENTS**

Tournaments are classified as open or closed. Open tournaments allow any player to participate. A closed tournament is limited to players in a specific geographical area or organization. Regional and national championships are usually “closed” tournaments.

### **TOURNAMENT SEASON**

The badminton season usually begins in September and ends in April or May. However, some regions run tournaments year-round.

### **ENTRY FEES**

Entry fees may be set to cover the cost of running the tournament, but they should be kept as low as possible. Finding a sponsor for a tournament will keep the fees low.

### **AWARDS**

For club and most closed tournaments, trophies or medals are the appropriate award. Trophies or medals are usually given to the top two finishers in singles competition and the top two teams in doubles. You may find a sponsor who is willing to provide gifts instead of trophies. While this is fine for adults, it may be less desirable for juniors. Receiving an award that has monetary value for competitive play may jeopardize eligibility for school, collegiate/NCAA, AAU, junior Olympics, and Olympic-sponsored events. Take no chances—provide trophies, medals, ribbons, or certificates for the kids.

### **ENTRY BLANK**

The entry blank is your tournament information sheet and entry form. It is the basic advertisement for the tournament and must be sufficiently complete to answer the normal questions a player might ask.

Entry blanks for large tournaments may be mailed 4-5 weeks prior to the event. For club and local tournaments, you should expect to take the entries up to the last minute.

### **ENTRY BLANK INFORMATION**

- Date and time of the tournament
- Location of the tournament and phone number if possible
- Name of the club and any sponsors
- Qualifications for entrants, i.e., membership and age requirements
- Entry fees
- USAB Sanctioned
- Waiver
- Name and phone number of tournament director
- Schedule of play, any prizes or awards

### **TOURNAMENT FORMAT**

The format of a tournament or events can be the following:

- ♦ *A-Consolation:* Players who win the first-round match of a tournament continue playing until they lose or have won the finals. Players who lose the first-round match go to consolation where they must win further matches to continue playing.
- ♦ *ABCD or Drop-Flight:* All players begin in the "A" flight. If one loses in the first round, one drops to the "C" division. If one loses in that flight, one drops to the "D" flight. If one loses in that round, you are out of the event. If one wins the first round but loses the second round, one drops to the "B" division. One must continue to win to remain in the event.
- ♦ *A-Feed-In Consolation:* Players are fed back in to the play after they have lost anywhere along the draw.
- ♦ *Round Robin:* The draw is usually so small that all the players in an event play all the other players one time. The player winning the most matches is declared the winner.
- ♦ *Straight Flights:* Players choose to play in only one flight according to their skill level. For instance, if a player is a "B" player, he/she plays only in the "B" flight with other "B" players.

### **EVENTS**

There are a number of events that players have come to expect when going to a tournament. These may include:

- ★ Men's Singles
- ★ Women's Singles
- ★ Men's Doubles
- ★ Women's Doubles
- ★ Mixed Doubles
- ★ Junior Singles, Doubles, and Mixed Doubles (Under 19)
- ★ Junior-Senior Singles, Doubles, and Mixed Doubles (35-39)
- ★ Senior Singles, Doubles, and Mixed Doubles (40-49)
- ★ Master Singles, Doubles, and Mixed Doubles (50-59)
- ★ Grand Master Singles, Doubles, and Mixed Doubles (60-69)
- ★ Golden Master Singles, Doubles, and Mixed Doubles (70+)

### **SEEDING**

The draw, or seeding, is one of the most important elements of a successful tournament. The two principal purposes of the draw are to systematically select and separate the top players and separate as much as possible players from the same geographical area.

### **FINAL NOTE**

There is one publication that you must secure and review prior to organizing and running a tournament, the *USAB Official Rules of Play*.

## USA BADMINTON

Organized in 1936 as the American Badminton Association, USAB is the National Governing Body for badminton as recognized by the United States Olympic Committee and the International Badminton Federation. USAB is dedicated to the advancement of the game, and benefiting players, tournament directors, and clubs. USAB is responsible for:

- ★ Sanctioning tournaments
- ★ National Championships annually
- ★ International Open Championships annually
- ★ Sending a US team to the Olympics
- ★ Sending a US team to the World Championships
- ★ Sending a US team to the Pan American Games
- ★ Sending a US team to the Thomas Cup and Uber Cup
- ★ Conducting training camps for players and coaches
- ★ Conducting officials' clinics for umpires and referees
- ★ Developing materials for tournament/club operation

Address: USA Badminton  
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(719)-866-4507 (fax)  
usab@usabadminton.org

When a club affiliates with USA Badminton, it becomes eligible for the following benefits:

- ★ Jr. & College Clubs receive member stickers to place on student ID cards
- ★ Placement on the national mailing list to receive tournament notices and club information
- ★ Club may hold "sanctioned" tournament with approval of USA Badminton
- ★ Privilege to play in other sanctioned tournaments
- ★ Information about the club and annual tournaments will be included on the USA Badminton web site

## CLUB MEMBERSHIP INFORMATION

### CLUB MEMBERSHIP CATEGORIES

There are three different types of club memberships available as explained below: Recreational, Junior, and Collegiate. Please indicate on your club application which category your club falls under. The distinction between club types determines the tournament participation eligibility for each member. Members of all three clubs are not automatically members of USA Badminton, although we invite and encourage all club members to join USA Badminton. Memberships are explained in the enclosed membership application brochure.

**Recreational Clubs** typically consist of adult members, open to all.

Members of a Recreational Club are not able to compete in any USA Badminton sanctioned tournaments unless they are current USA Badminton members.

**Junior Clubs** consist of members less than 22 years of age.

These members will receive a club sticker to be placed on a picture ID. This ID and sticker must be presented at each tournament and will serve as verification of participation eligibility in all sanctioned competitions, **except National Championships and Ranking Tournaments**. Please let us know how many stickers you will need.

**Collegiate Clubs** are based at a university or college, but do not limit membership to only students.

Full-time students under 22 years of age are entitled to play in all sanctioned tournaments **except National Championship and Ranking Tournaments** for no additional fees. These students will receive member stickers to be placed on their student ID cards for tournament eligibility verification. Please let us know the number of stickers you will need. Non-full time student members and the members aged over 22 of collegiate clubs must meet regular USA Badminton tournament requirements and be USA Badminton members.

### AVAILABLE TO EACH CLUB

Eligibility to apply for liability insurance for scheduled practice/training under the USA Badminton policy and financial requirements of \$100.00 per year for certificate of insurance for club play (**Tournament Sanction fee is not included in this amount**).

Ability to sanction tournaments and have the events publicized on USA Badminton newsletter and website.

Information about the club and annual tournaments will be included on the USA Badminton Website under "Where to Play" section.



**CLUB MEMBERSHIP APPLICATION**

All 2007 club memberships and insurance policies will expire  
March 1, 2009

**Club Membership - \$50.00 annually**  
**Insurance Coverage – additional \$100.00 annually**

Club Type: (please circle)    Recreational (adult)    Junior    Collegiate

Name of Club: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Club Website: \_\_\_\_\_

Location of Club Activities: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Days and Times of Play: \_\_\_\_\_

Private or Public Club (please circle one)

Club Membership Dues?: \_\_\_\_\_

Annual Tournaments: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

**Sample Only**  
**Contact USAB**

**USA BADMINTON**  
**REQUEST FOR CERTIFICATE OF CLUB INSURANCE 2008**

Club liability insurance provided at \$1,000,000 per occurrence

(Please Type or Print)

1. Club Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: . Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

2. Send Certificate To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: . Zip: \_\_\_\_\_

Additional Insured?     Yes     No    If Yes,

Venue \_\_\_\_\_ Address \_\_\_\_\_

Venue \_\_\_\_\_ Address \_\_\_\_\_

Venue \_\_\_\_\_ Address \_\_\_\_\_

Venue \_\_\_\_\_ Address \_\_\_\_\_

Signature of Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Position Within Club: \_\_\_\_\_

**Please forward completed form and payment to:**  
USA Badminton, One Olympic Plaza, Colorado Springs, CO 80909  
(719)866-4808, FAX (719)866-4507

**For Credit Card payment please complete the following information**

Credit Card Type \_\_\_\_\_ Credit Card Number \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Original waivers and applications must be returned to USA Badminton in order to process insurance requests and insure coverage**

## Waiver and Release of Liability

**Note: This form must be read and signed before the participant is permitted to take part in event sessions. By signing this agreement, the participant affirms having read it.**

In consideration of my involvement at the \_\_\_\_\_ under the auspices of USA Badminton and \_\_\_\_\_, I acknowledge, appreciate, and agree that:

1. I risk bodily injury, including paralysis, dismemberment, disability, and death, and while particular rules of the sport, equipment, and discipline may reduce this risk, this risk of injury does exist, as well as the risk of damage to or loss of property.
2. I knowingly and freely assume all such risk; both known and unknown, even if arising from the negligence of the releases of others;
3. I willingly agree to comply with the state and customary terms and conditions for participation. If, however, I observe any unusual or unnecessary hazard during my presence or participation or if I observe any concern in my readiness for participation, I will immediately bring such to the attention of the nearest official and refrain from participation; and 3a. I, for myself, and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, hold harmless and promise not to sue USA Badminton, the committee, their sponsors, their officers, volunteers, staff, sponsors and/or agents, ("releasees") with respect to any and all injury and loss arising from my participation, whether caused by the negligence of the releasees, the condition of the premises or otherwise, except that which is the result of gross negligence or wanton misconduct, to the fullest extent permitted by law.
4. I agree to be bound by the rules and regulations of the International Badminton Federation and those of USA Badminton and I hereby stipulate that I am eligible to play in the events for which I am applying and that I understand that the above mentioned make no representation or warranty with respect to the condition of the premises or the operation of the event.
5. I hereby grant to USA Badminton, it's licensees and contractees including photographers, television and motion picture rights including to film or videotape me during matches, narratives, personal interviews, or comment thereon for any and all commercial, news or other purposes together with the right to transfer or grant their rights to others, all without remuneration or compensation to me whatsoever.

**I have read this Release of Liability and Waiver Agreement, fully and understand the terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement. And I further acknowledge by their presence that I am aware that DRUG TESTING may occur at this event.**

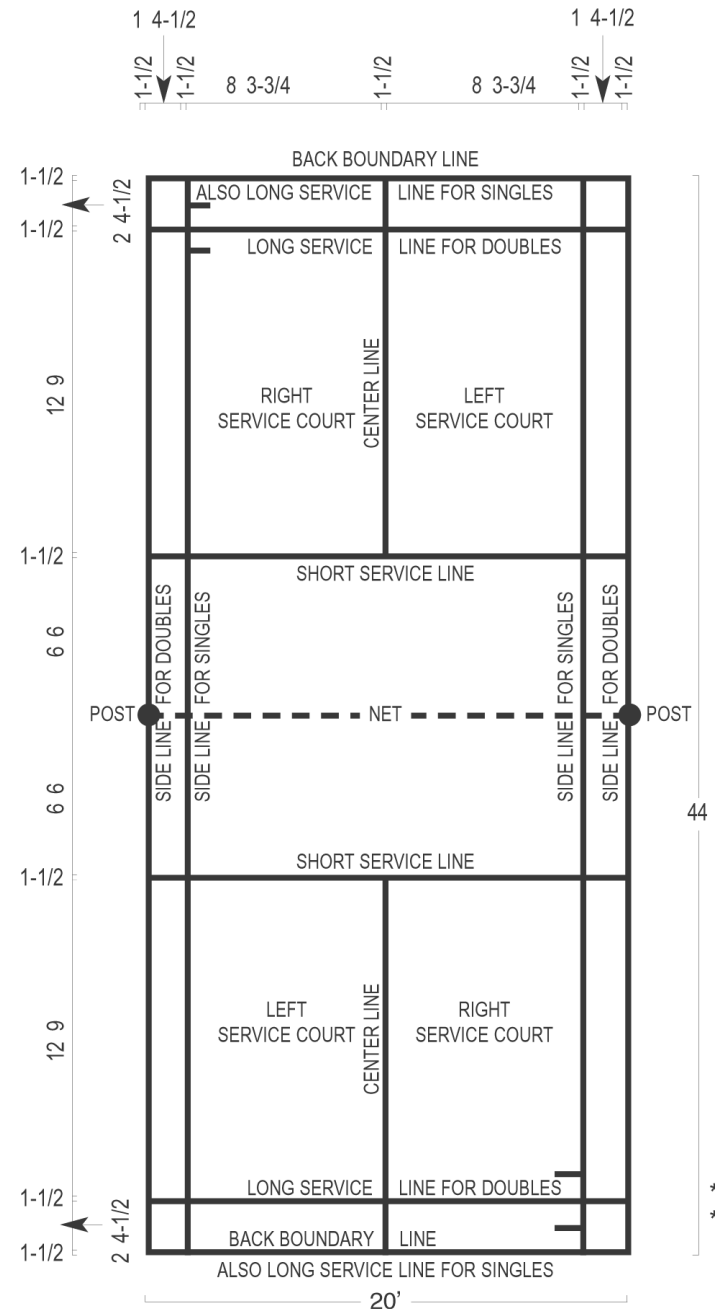
\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Membership Number

\_\_\_\_\_  
Participants Name (Printed)

\_\_\_\_\_  
Date of Signature

**PLEASE NOTE: NOT A COMPLETE FORM. CONTACT USA BADMINTON FOR FULL FORMS.**



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