

Oxfordshire Badminton League–Minutes of the 2019 AGM held on 1 May 2019

The AGM was held at 7.30pm in the Dining Hall of The Manor Preparatory School, Abingdon.

1. Chairman’s welcome

The Chairman welcomed club representatives and thanked them for attending. Judy said the League was very grateful to those that had made the effort to attend as it enabled clubs to participate in how the League is run and to influence the decisions that are made. Judy advised that light refreshments were available and invited people to enjoy them.

Clubs were asked to ensure they had signed in, nominated the person who would vote on behalf of the club and picked up the named voting cards to identify their club’s designated voter. .

2. Attendees and apologies for absence

Eighteen of the twenty two clubs and ten Committee members attended. Apologies were received Louisa Britton (Evenlode), Stuart Quick (Feathers) and Charles Malyon (Wallingford).

Club/Committee	Club Attendee(s)	Club vote held by	No. of teams
Abingdon	Matt Jackson & Peter Browning	Matt Jackson	13 (14)
Bicester	Anthony Lyle	Anthony Lyle	2
Blewbury	Penny Brassell & Debbie Ritson	Debbie Ritson	1
Chilton	Cathy Brown & Andrew Snowdon	Cathy Brown	1
Deddington	Ian Cartledge	Ian Cartledge	2 (3)
Evenlode	Lilian Pallister	Lilian Pallister	15
Feathers	-	-	4
Gosford Hill	Ian Whitehead & Charlotte Buckle	Ian Whitehead	7
Harwell Laboratories	Janet Atkins	Janet Atkins	4
The Leys	Norman Stewart	Norman Stewart	7
North Abingdon	David Rowles +3	David Rowles	7
Oxford	Neil Clarke	Neil Clarke	4
Oxford Academy	Val Pomeroy	Val Pomeroy	1
Oxford Brookes	-	-	3
Oxford University	-	-	3
The Park	John Boyd	John Boyd	2
Pegasus	Laura Huang	Laura Huang	4
St Clements	David Newman	David Newman	4
Thame	-	-	3
Wallingford	Karina Lewis	Karina Lewis	4
Wantage	Helen Clewley	Helen Clewley	4
Windrush	Julie Viney & Vijay Desor	Julie Viney	10
			105 (107)
Outgoing Committee			
Chairman (acting)	Judy Bendall	Casting vote only	
Treasurer	Ian Whitehead	N/A	
Secretary	Janet Atkins	N/A	
League Fixtures Secretary	Peter Browning	N/A	
Committee	Rosanna Berrows, James Fisk, Matt Jackson, Karina Lewis, Jo Simpson & Julie Viney	N/A	

Oxfordshire Badminton League—Minutes of the 2019 AGM held on 1 May 2019

3. Minutes of the 2018 AGM held on 2 May 2018 and matters arising

The AGM minutes were emailed to the notified Club Secretaries and were also available in the document section of the League website. It was proposed by The Leys, seconded by Evenlode, that the minutes be accepted as a true record of the meeting. Proposal carried.

Actions taken on the matters arising were:

- a) Designated contingency period at the end of a season– the Committee viewed the current Rules as specific enough regarding the duration of the season and the requirement to build in contingency.
- b) On-line reporting system – refer to 2019 AGM agenda item.
- c) 4 Discipline format aswell/instead of 5D – refer to 2019 AGM agenda item.
- d) GDPR – consultation with Steph not pursued as BE issued guidance to clubs re implementation.
- e) Presentation evening charity raffle – the Treasurer issued cheques to four of the charities that were nominated by clubs at last year’s AGM (The Besom, Helen and Douglas House, Oxfordshire Air Ambulance Service and Style Acre, all of which operate within the League’s area).

4. Chairman’s report

“My view is that this has been a much better year than previous years. Although we had a few issues, with support from the Committee I believe we managed to help resolve most of the issues and generally we have had a good year. The Committee believes we had less conceded matches this year.

I would like to thank the Committee for their input and hard work, from running the Fixtures process and manual reporting of results to communicating with clubs and the many tasks to ensure the Social and AGM happen.

I would as always please ask all clubs to read the rules and ask all your team captain as well as they have changed quite a bit over the years and may again this year.

We are seeking new blood on the Committee so please do ask if any of your club members wish to volunteer as we believe it is in the interest of the League to have as wide a representation of clubs on the Committee as possible. I am pleased to welcome the nomination of Charles Malyon from Wallingford.

The Presentation and Social evening is being held on Friday 10th May so I hope lots of clubs are ready to buy these tickets later for this event (please see Pete tonight to collect your tickets). If clubs have any more ticket requests please tell me urgently as I will be confirming numbers with the caterer tomorrow. This year it is a Barn Dance with Ploughman’s Supper. It’s always a good fun and cheap evening. Please could you donate a raffle prize as well.

I would like to record our thanks to The Manor Preparatory School for the use of their hall and facilities for tonight and the Social.

As we look forward to next season, please ask your Fixtures Secretary to organise your club’s fixtures and to ensure that all matches are scheduled within the season ending on 31 March (this should be easier this season as Easter is much later).

Thank you again to the Committee, especially Janet and Pete for all their hard work .Pete has sadly decided to stand down as Fixture Secretary this year. Pete has done a tremendous job over the past few years and without his commitment we wouldn’t be where we are today so Thank You Pete. Pete will be staying on a as

Oxfordshire Badminton League—Minutes of the 2019 AGM held on 1 May 2019

Committee member. Rosie has taken over his position. Also Julie from Windrush has been on our Committee for the past few years and has also decided to step down, so thank you Julie for your support over the past few years.

Thank You.”

5. Treasurer’s report

Ian presented the accounts for 2018/19. He asked people to look at the copies of the accounts that were available and drew attention to some of the figures. As at 31 March 2019, the League had net funds of £4,742 after a season in which expenditure exceeded income by £364, compared with a surplus of £734 for 2017/18. Income from team entries fell by £108 which was predominately as a result of the agreed reduction in entry fee combined with fewer teams entering. Bursaries of £525 were distributed following applications from clubs and trophy and engraving costs, at £435, increased due to several trophies needing upgrading (as was flagged at last year’s AGM). Ian recorded OBL’s thanks to The Manor Preparatory School for allowing us to use the hall free of charge. Abingdon proposed the accounts be accepted and The Leys seconded.

Ian then invited questions on the accounts. He was asked what his expectation was for next year. In response to Oxford’s enquiry about the intended level of working capital, Ian advised that, whilst he did not wish to specify an exact figure, OBL needed a contingency to cover any unexpected costs (eg if the social was cancelled and liabilities still had to be paid) and to cover the timing of when income and costs arose. He also anticipated a likely website set up and ongoing maintenance charge if/when OBL migrates with OBA but is not currently aware of the likely charges. Peter mentioned that engraving costs are cheaper than a few seasons ago as he uses an on line engraver for the stick on plaques (Blewbury asked for contact details). They also expressed their thanks for OBL’s contribution towards the badminton flooring in their village hall. There has been some delay which may impact the timing of home fixtures but they are hoping work will be finished by Christmas.

Ian proposed that the entry fee be retained at £5 per team. The vote was unanimous agreement.

6. League Reports

Peter Browning, League Fixtures Secretary, thanked clubs for the generally improved quality of scoresheets this season. Although most of the rescheduled matches were sorted satisfactorily he reiterated the need to keep the League Fixtures Secretary informed of progress. He asked that those clubs who have not yet returned trophies do so as he wishes to present them to the winners at the Presentation evening next week (those from Pegasus and North Abingdon (Mens Div 5) are outstanding). The tables on the OBL website are now complete. Two teams withdrew during the season: 3D, Div 2, Abingdon D and Mixed, Div 3, Deddington.

Wallingford wondered if the mens teams could play the same format as the ladies (switching partners for some rubbers and four not six players) but there was no support for this suggestion from the floor.

Looking to the 2019/20 season, entries (with payment, including any fee for non attendance at the AGM) need to be submitted to the (new) League Fixtures Secretary by 30 June using the entry form that will be in the OBL document library soon. The working assumption for clubs should be that two teams will be promoted and two relegated from each division. However, the final allocation of teams to divisions and the size of the divisions will depend on the number of entries received, the impact of any withdrawals or new teams and the application of the League Rules by the Committee. Peter mentioned that he will be stepping down but is willing to continue on the Committee. Cathy Brown (Chilton) thanked Peter for all his hard work over many years and other clubs agreed with her.

Oxfordshire Badminton League—Minutes of the 2019 AGM held on 1 May 2019

For the record, 2018/19 winners were:

5 Discipline

Division 1 Abingdon A

3 Discipline

Division 1 Abingdon A

Division 2 Windrush A

Division 3 Wantage A

Division 4 Oxford B

Mixed Doubles

Division 1 Abingdon A

Division 2 Evenlode A

Division 3 Pegasus A

Mens Doubles

Division 1 Windrush A

Division 2 Evenlode A

Division 3 Abingdon C

Division 4 St Clements A

Division 5 Oxford Brookes A

Ladies Doubles

Division 1 Abingdon A

Division 2 Windrush B

Division 3 Wallingford A

The continuation of 5D was discussed. This season there had been a few issues with clubs being unable to field a team on the scheduled date and, as fewer clubs seem interested each season (understood to be partly a lack of ladies), should the existing format still be offered? Matt Jackson said 5D is the only format offering singles and James Fisk said a lack of depth in players of the required standard meant that some clubs were unable to field a team. There did not appear to be support from the floor for changing to a 4D format (ie 5D excluding ladies singles).

Peter mentioned that a club which plays in the Newbury League is still interested in joining our 5D league but he wanted to know how clubs felt about this as it would have logistical implications. Deddington said they would not travel to Newbury. However, there seemed not to be an objection from clubs if the potential club were to host at a venue within Oxfordshire. It was decided to retain the option of submitting a 5D team on the entry form and for the Committee to review after entries are received. Depending on the entries, this would determine if 5D was viable and therefore if the Newbury club could be contacted. **Action: Committee**

7. Proposals to be voted on at the AGM

No proposals were received from clubs. There was one proposal from the Committee which Judy explained was to improve communication between clubs when negotiating any changes to agreed fixtures. The proposed new Rule (14) aims to ensure that if clubs agree to concede or postpone a fixture then this is mutually agreed prior to the match, confirmed in writing between both clubs and forwarded by the home club's Fixtures Secretary to the League Fixtures Secretary. The reason is that there were some issues this season during discussions about the potential rescheduling of a fixture and it seems that the process would have been aided

Oxfordshire Badminton League—Minutes of the 2019 AGM held on 1 May 2019

by there being a mutually agreed written record that the League Fixtures Secretary was aware of earlier in the season. The proposed wording, also detailed on the AGM agenda, is:

- a. *If a match is postponed, in addition to notifying the League Fixtures Secretary prior to the original fixture date, the home club's Fixtures Secretary must provide the League Fixtures Secretary with evidence of the written agreement that was made between the clubs. This needs to show that it was agreed to postpone the original match, the reason for the postponement, when the agreement was made and between which named representatives of each club. When the fixture has been rescheduled, the written agreement between the clubs must be forwarded by the home club's Fixtures Secretary to the League Fixtures Secretary.*
- b. *If a match is conceded, in addition to specifying the reason on the front of the scoresheet (per D4), the home club's Fixtures Secretary must also provide the League Fixtures Secretary with evidence of the written agreement that was made between the clubs. This needs to show that it was agreed to record the match as conceded, when the agreement was made and between which named representatives of each club.*

The wording was discussed. Some enhancements were suggested by The Leys such as specifying "email" rather than "written" and requiring that the email also "be copied to the opposing team's Fixtures Secretary". Janet said that an earlier version had included the suggested copying but she had removed it as the Rule was growing in length. Other clubs seemed to agree with the amendments. St Clements seconded it and a vote was taken. All eighteen clubs present voted in favour of Rule I4 incorporating the adjustments agreed at the AGM.

8. On-line Reporting system

Rosie Berrows provided an update on the Azolve on-line reporting system and associated issues, with input from Peter Browning as they had both been liaising with Badminton England representatives (the Azolve system is used for BE membership). The AGM was advised that this is the current position but that, as with many new systems, it is expected to evolve and consequently some operations may also change.

She explained that a dummy league structure had been created on Azolve, teams had been input, clubs had named the teams and, where they wished, input a club specific logo. The intention is to invite clubs to a "user" session before the season starts but this cannot be until after some technical issues have been resolved.

She outlined some of the main differences in how the proposed system will operate compared with the current system:

- Fixtures that have not had details input will show as "pending" (?)
- Clubs will upload scores and player names. The home club representative will do this and the fixture will change to "awaiting verification" status
- The opposing club representative will verify the scores
- The league will then make the fixture status "final"
- Clubs will be very aware if (apparently) non affiliated players are used in a match

Some aspects of the reporting would not change, namely:

- Each fixture will continue to be identified by a unique number
- Results would still be visible on the OBL website (showing games, rubbers, points, etc) for each division
- The League will be able to amend scores for any Rule infringements

Oxfordshire Badminton League—Minutes of the 2019 AGM held on 1 May 2019

The BE main information hub of player details will be used to populate the blank scoresheets, with clubs selecting from named affiliated players for the clubs involved in each match. Each club member is expected to have a BE number although it is recognised that players may, especially prior to the start of the season, be in the process of affiliating. Club Fixtures Secretaries (using their BE designated role identifier) will be given permission to access player names and BE numbers and, if they wish (as is anticipated for some clubs) to delegate the completion of on-line scoresheets to their team captains then they will need access to the log-in.

Rosie then made the meeting aware of some of the issues that must be resolved prior to the system going live:

- Currently, player emails are visible when the BE number and player name are displayed which is not considered acceptable by the OBL Committee (there is no need for clubs to have such personal information to process results). It may also contravene GDPR legislation.
- For 3D, the points for and against are not displayed in the league table (it shows rubbers with points visible at a lower level). How the OBL “non-standard” league formats are displayed needs amending.

Peter reiterated that all BE members should have access to the Azolve system and if they have forgotten their log-on details then to contact the BE membership department. The new system should, once it is up and running and teething problems overcome, provide a more automated way of reporting, encourage teams (both home and away) to take ownership of their results, eliminate the use of unaffiliated players and also save some time for the League Fixtures Secretary (mainly as they would no longer be scanning in results).

There followed discussion and questions to clarify what was expected of clubs and the League and how perceived problems were going to be addressed. Comments included:

Cathy (Blewbury) asked if scoresheets and who played in a match would still be visible. Yes.

Richard (North Abingdon) asked if teams would still need a hard copy of the scoresheet. Yes, OBL would want clubs to complete a scoresheet, with signatures and retain it until the end of the season (just as now), both as back up and in case OBL needed to see the original in any disputes. However, unlike now, it is not the intention to issue a pre-printed scorepack but instead for clubs to print scoresheets from the OBL document library.

Wantage asked if people whose designated club role was a “volunteer” would have logons to Azolve (like playing members). This will be followed up with BE.

What should clubs do if a player is in the process of affiliation and has not been issued with a BE number? Peter advised that whilst the timeframe for this should be minimal (as a number is allocated as soon as a club attempts to affiliate a player, even if shown as “pending” when payment has not been received by BE), there is the facility to show a player as “unknown” and then to amend to their name and number. It is anticipated that if there are any amendments like this that it will be done by OBL not clubs as the use of this option will be monitored by the League Fixtures Secretary.

Matt Jackson asked how fixtures will be uploaded at the start of the season. Will OBL do it based on the pro-forma of fixtures previously submitted by clubs before the August deadline? Will OBL still validate the fixtures to identify mismatches in fixture details so that they can be rectified by the relevant clubs? Rosie/Peter explained that the mechanism for the submission of fixtures has not been finalised. If it can be done by clubs then this would be consistent with clubs taking more responsibility for their arrangements. However, OBL must find an acceptable mechanism for the fixture information to be uploaded without transcribing club input (with the inherent risk of introducing errors) and to validate the input and ensure any mismatches are resolved by mid September. The process needs further review.

Oxfordshire Badminton League—Minutes of the 2019 AGM held on 1 May 2019

Janet (HLBC) said she had found it frustrating when looking at the draft system that a player's name needed to be input for all the rubbers they played rather than inputting once and then being autofilled into the remaining rubbers of a scoresheet. Also, all players were displayed which meant more scrolling to select players in larger clubs so please could these be looked at to make it less onerous to input information. Rosie commented that as well as being able to sort on gender, when selecting players the choices are reduced if the initial letters of a name are input so that should help. She will pursue the autofill suggestion.

It was asked how opposing clubs were expected to input player names when a player was known by a different or abbreviated name. OBL said that it was expected that team captains would provide the home captain with a player's BE registered name (and, in cases where there could be confusion, also their BE number).

It was asked if the system is a web based or mobile application or potentially both. This will be investigated.

Gosford Hill asked who will make amendments to fixture dates? OBL will adjust these once there is evidence of agreement from both clubs. This would apply to pre-season validation mismatches and during the season if any matches are rescheduled.

The Leys asked if the input will be free-form or drop down? OBL envisages drop down for player names but free form for scores. The format for the input of initial fixtures has not yet been decided (see above).

A few clubs asked for clarification of the envisaged process for inputting and validation. Rosie explained that there were several stages to this and the Azolve system identified these by status markers such as "awaiting input", "awaiting verification", "pending" and "final". Only OBL would be able to subsequently edit scores or names post submission. The home club would input player names for both of the teams together with the agreed scores then the away team would verify the details and the result would then be finalised by OBL. Evenlode asked when the away team would know to verify the result or if they would have to keep looking to see if the home team had input it. North Abingdon asked that this be followed up to see if it will be possible to generate a message to notify the away team that the result has been input and requesting them to verify it.

Evenlode asked if a "team captain" role can be created to enable scores to be input but not for other access that existing club role holders may have on Azolve such as for affiliation. Peter will request this for the "score management" areas of Azolve.

The OBL Secretary commented that the Committee was aware that some Rules would require amendment and/ or clarification to reflect the new reporting system but that this was not planned until after the introduction and a season's running of the system as OBL wishes to do all the changes as a block rather than piecemeal. In the meantime please would clubs adhere to the spirit of the existing Rules where there may appear to be a discrepancy with the letter of the Rules if it is solely due to using the new system.

North Abingdon asked when OBL is expecting to make a decision about going live with the new system. Peter advised probably around mid July as there were implications for going ahead (such as training for clubs), dual running or retaining the existing system for another season. It all depended on if, when and how the various issues were resolved. Judy stated that whilst OBL wants to migrate to on-line reporting it will not do so unless the Committee is happy that it is sufficiently robust and the visibility of personal data has been sorted.

Rosie advised clubs that she had brought along some handouts about the new system. These were based on screenprints of the "tool screens" from BE information. She encouraged attendees to read it and, if they have further questions, please contact her or Peter. North Abingdon requested a link to the document.

The **actions** identified during the discussion are to be progressed by **RB, PB or full Committee** as appropriate.

Oxfordshire Badminton League—Minutes of the 2019 AGM held on 1 May 2019

9. Presentation and Social evening

The event is scheduled for Friday 10 May. Tickets are £10 for a Barn Dance with Ploughman's Supper as a change from the Live Band with Indian buffet of recent years. As before, the bar will be at about cost price. The Committee has delegated tasks amongst its members.

Nominations for the charities to receive this year's raffle proceeds are invited. Please write the charity your club would like to nominate on the list next to the sign in sheet. Further nominations may be made on 10 May.

Post AGM note – eleven charities were nominated by clubs from the AGM and Presentation evenings.

The Treasurer will issue cheques to the charities after the Committee has voted on the suggestions (to forward donations to a range of charities without undue duplication within charity sectors). **Action IW**

10. Election of Committee for 2019/20

The Secretary reported that one volunteer (Charles Malyon from Wallingford) had been received in advance of the meeting. After Judy again thanked Julie Viney for serving on the Committee, the acting Chairman passed control of the meeting to the Treasurer.

Chairman – Blewbury proposed Judy Bendall, seconded by Evenlode. All agreed and Judy resumed control.

No nominations were made on the night so it was suggested that the current Committee, with the addition of Charles, be voted for en masse. This was proposed by Wantage, seconded by Oxford Academy and agreed unanimously. Peter had advised earlier in the meeting that he would not continue as League Fixtures Secretary but that Rosie Berrows had volunteered to replace him.

The new Committee of Treasurer Ian Whitehead, League Secretary Janet Atkins, League Fixtures Secretary Rosie Berrows with general Committee members Peter Browning, James Fisk, Matt Jackson, Karina Lewis, Charles Malyon and Jo Simpson was elected.

11. Any Other Business

Norman Stewart thanked OBL for the bursary which had enabled The Leys to fund a Level 2 coach to help their junior club and this had benefitted eighteen juniors, including ten girls.

Blewbury expressed their thanks for the bursary towards the badminton flooring in their village hall. When asked if it would be ready for the new season they replied there was currently expected to be a small delay but please would clubs please show understanding if they should need to amend any home match fixture dates.

The meeting finished at 8.35pm.

Janet Atkins
Oxfordshire Badminton League Secretary

23 October 2019