



BADMINTON ASIA
RULES AND REGULATIONS

CONTENTS

1. INTRODUCTION.....	2
2. OBJECTIVES.....	3
3. ADMINISTRATIVE AND FINANCIAL GUIDELINES.....	4
4. PROCEDURES FOR ELECTION.....	12

1. INTRODUCTION

As Badminton Asia is heading towards professionalism and proper governance, it is imperative to have proper guidelines and procedures for internal stakeholders. This document should provide guidelines on proper system and process within the organisation.

Although the constitution of Badminton Asia will always take precedence, this document will provide the procedures, instructions and guidelines to all operational matters. This document should also be consistently reviewed and updated to ensure relevancy of the document. The updates will be based on the decision of the EXCO Members, which will be presented and recommended by the Secretary General.

2. OBJECTIVES

- 3.1** To promote and develop the game of badminton strategically and efficiently within Asia.
- 3.2** To develop long-term and short-term planning based upon a generally agreed strategy for development of the game of badminton in Asia and at the same time, safeguarding the image of the sport and Badminton Asia.
- 3.3** To make regulation and term of reference for Badminton Asia to be properly administer and ensure effective management and good governance.
- 3.4** To ensure transparency, fairness and effectiveness in running the Confederation and its office.

3. ADMINISTRATIVE AND FINANCE PROCEDURES

3.1 SIGNATORIES FOR BADMINTON ASIA

Bank Signatories

The following will be Bank Signatories for Badminton Asia:

- ▶ Treasurer
- ▶ Secretary General
- ▶ Chair of Finance Standing Committee

For all payments that are less than USD150,000; either two out of three authorised signatories will sign.

The procedures will be as follows:

Relevant personnel to make the requisition upon approval



Submit to Finance Department for checking



Submit to COO for verification



Approval by Secretary General and one of the signatories

For payments that are more than USD150, 000; all three authorised signatories must sign upon getting the approval from the President.

Contract Signatories

From time to time, Badminton Asia will be signing various contracts and Memorandum of Understanding (MOU) with various parties. It is expected that the contracts or MoU follow the conditions as set out in the approval process. The following are general policies for the signatories on behalf of Badminton Asia.

Category	Signatories	Remarks
Hosting contracts Badminton Asia major events	President, Secretary General	
Hosting contracts BWF Level 4 and below (delegated to Badminton Asia by BWF)	Secretary General / Events Chairman	
Commercial contracts (total value more than USD10,000)	President, Secretary General	Includes rental of property agency contracts
Commercial contracts (total value less than USD10,000)	Treasurer, Secretary General, Chair of Finance	
Memorandum of Understanding (MOU)	President, Secretary General, COO and Respective of Chair of Committee	
Staff contracts	Secretary General, COO	

3.2 ACCOUNTING AND INSURANCE PRINCIPLES

Procedure for Budget Control and Overspending

Budget responsibilities are held by number of different stakeholders (EXCO, Committee Chairmen and COO). The person responsible for each budget item has to follow up continuously to check that actual spending is in line with the budget. Requests to get the actual accounts can be made to the finance department.

Budgets cannot be overspent. In cases where the person responsible for the budget foresees a risk for overspending, this has to be reported to the Secretary General or COO, who will look into the matter together with the Chair of Finance, who will advise on appropriate action. Hence, a half-yearly review on the budget must be done, with the meeting chaired by the Treasurer or Chair of Finance.

People responsible for a number of budget line items can to a certain extent shift spending between their budget lines depending on changing proprieties within the annual work plan. The spending however always has to follow the principles in the working plans. Significant spending outside the planned budgets has to be approved by the Treasurer, Chair of Finance and / or the Secretary General.

Insurance for Badminton Asia

Badminton Asia has undertaken personal liability insurance and a travel insurance for all staff involved in working within and on behalf of Badminton Asia. More information can be requested from the Finance Department.

Planning of Meetings and Financial Considerations

All meetings in committees and working groups have to be reported as early as possible to the Secretary General and COO to be registered in the Badminton Asia corporate calendar.

It is expected that minutes of meetings of working groups, and committees are taken and the draft approved by the chairs of the meetings (a formal approval process may occur at the following meeting of the group).

All working group meetings incurring costs have to be approved by the respective Committee Chair.

General guidelines for meeting costs:

- All costs have to be within budget limits.
- EXCO Members and staff will be reimbursed for costs related to meetings (as described in the guidelines for “Travel and operational expenses”).
- Working Group meetings can involve attendance of external experts. External people attending such meetings pay own travel and accommodation costs unless otherwise specified in the EXCO approved budget or approved by the Treasurer, Chair of Finance and the Secretary General.
- Member Associations attending meetings pay own travel and accommodation costs unless otherwise specified in the EXCO approved budget or approved by the Treasurer, Chair of Finance and the Secretary General.
- In case of Badminton Asia paying travel cost for external people their flight ticket costs have to be approved in advance by the Secretary General.

Participation in seminars and conferences where registration fees are involved has to be approved by the Secretary General, unless explicitly approved by EXCO.

3.3 FINANCIAL GUIDELINES

Travelling and operating Expenses

Badminton Asia will reimburse EXCO and Volunteers reasonable travel and other expenses. They are expected to exercise care and good judgement in incurring expenses for Badminton Asia. All expenses are to be clearly described in the claim form. Any travelling plans for the EXCO or any Volunteers, the Secretary General must be notified of the travelling plan.

Approval for Travel

Other than scheduled EXCO meetings, prior approval for all travels will have to be obtained from Secretary General. The durations and reasons for travel will need to be given. Secretary General will obtain approval from President for his own travels. Upon the notification of the Secretary General, then only the reimbursement can be processed.

Airline Tickets

In general, EXCO and Committee Members are to make their own arrangement for air travel. They are expected to exercise cost effective judgement in the choice of airlines and travel routes. The guideline is to arrive the day before the meeting and leave the day after the meeting.

Points earned on frequent flyer and other loyalty programmes can be used for private purposed.

All members (except President) are to travel by economy class.

Accommodations

Badminton Asia will pay for the accommodation for the room as billed but not cover any other incidental charges including mini bar, laundry, room dining and etc. Class of room will be standard room accommodation.

Allowance

A daily allowance to cover all incidental expenses will be paid for the days of arrival and departure and the days of the meetings.

The standard rate for the allowance for EXCO and Committee Members will be USD80.00 per day.

- Full Allowance is only paid for full day meetings (minimum 9 am to 5 pm) that are officially arranged by Badminton Asia and approved by the Secretary General.
- Other expenses can be claimed upon delivering a receipt of the costs.

Other Allowance

To cover incidental expenses eg Telecommunications, Stationeries etc, that may have incurred during the course of duty in serving Badminton Asia, an annual allowance will be paid to the following office bearers: -

PRESIDENT	-	Annual Allowance USD3, 000.00
SECRETARY GENERAL	-	Annual Allowance USD2, 000.00
TREASURER	-	Annual Allowance USD1, 000.00

The amount will be prorated in an election year according to the number of months served. A prorated amount will be paid to the acting person if the position is left vacant in accordance with the Constitution.

Payment will be made by end of the calendar year, preferably, by second week of DECEMBER.

Approval for Expenditure

The committees are expected to submit an annual plan including total expenditure for the annual budget. Once the annual budget is approved, the committee can progressively spend on their various activities (including meetings) in accordance with the annual plan. The Chair of the Committees will sign off on these expenditures as it is incurred.

If there are additional expenditure needed during the year including expenditure needed for activities (and meetings) not planned, the Chair of the Committee are to seek approval from EXCO for additional funds. No expenditure should be incurred until EXCO approval is granted.

3.4 GENERAL OPERATION GUIDELINES – Expense Claims

The following general guidelines apply to claiming expenses: -

- Every person is allowed to pay for airline travel / transport / accommodation / operational costs and then claim back from the Badminton Asia.
- Airline ticket costs have to be approved by the Secretary General if above certain limits.

Other Claims

- An advance payment can be requested from Badminton Asia.
- Badminton Asia standard expenses claim forms must be used and those making claims must provide all required information, such as type of expense, activity, purposed, date for expense, cost centre, full name / address, paid on behalf of, participants in dinner, etc.
- Badminton Asia needs original invoices and bills to approve an expense claim, except when paying standard allowances. Based on scanned copies of invoices / bills an advance payment can be made on the relevant amount but subject to approval after original invoices / bills are sent or handed in to the finance department. If original invoices are not received in a timely manner the finance department will withhold future expenses claims until original invoices / bills are received.

Advance Payment

An advance payment to cover specific costs can be requested of the Finance Manager and has to be approved by the Secretary General. Advanced payments can only be made to cover related to specific and already defined activities.

Flight tickets can if necessary be claimed in advance based on a fixed quote or booking.

Original supporting documentation need to be submitted as a standard expense claim afterwards.

Requests have to be sent to the Finance Department preferably one (1) month before the payment is to be received. Depending on country specific conditions, transfer may take a long time to process and requests may have to come in earlier to accommodate this.

Signing off Procedures

An expense claim always has to be verified by Finance Department and COO. The Secretary General will then approved it if everything is in order. No one is permitted to approve their own expenses.

Expense claims and invoices above USD5, 000.00, have to be signed off by the Secretary General and/or Treasurer. All the payments are prepared by the Finance Department.

Flight Tickets

The following rules apply regarding booking of flight tickets:

Ticket Categories

- The President is entitled to reasonable Business Class travel.
- For other personnel (EXCO), travel must be on cost-effective economy class air travel, booked well in advance of meetings, with the arrival date generally the day before meeting(s) and departure the day after meeting(s) – unless Badminton Asia pre-meetings are arranged / or travel itineraries prevent the arrival the day before the meeting.
- Only under special circumstances where other flight arrangements cannot be made to accommodate the purpose of the flight or with the approval of the President (for EXCO) and the Secretary General and COO (for Staff), a higher-level fair can be booked.
- Flight tickets booked and paid for by external organization will follow travel policies of the respective organization.

Other Operational Expenses – Phone and Operational Expenses

EXCO, Committees, Working Group Members and Staff are expected when possible to use Skype and another free computer-based telecommunication tool to conduct regular committee work and business on a day to day basis.

Telephone calls and other operational expenses related to Badminton Asia business can be claimed however when itemized and highlighted on the invoice, receipt or bill. The Badminton Asia does not cover for expenses for EXCO related to telephone calls while conducting business while attending EXCO meetings.

4. PROCEDURES FOR ELECTION

- 4.1. As provided in Badminton Asia constitution, an election for office bearers must be held every four years. This election is for the office bearers of President, seven (7) Vice Presidents, Secretary General, Treasurer and Continental Representatives to BWF.
- 4.2. To ensure fair and transparent election to be conducted, all procedures of the election must be adhered by all Members Association. Therefore, nominations for the office bearers must reach the Secretary General at the address of Badminton Asia's Secretariat not less than thirty (30) days before the commencement of the General Meeting.
- 4.3. The nominations must be made in a nomination form provided by Badminton Asia's secretariat and the nominations must be made by the Members Association of the nominee. However, a seconder for the nomination is NOT required.
- 4.4. The list of the nominees will then be published at Badminton Asia's official website after the closing of the nomination date.
- 4.5. During election, which is always part of the General Meeting's agenda, three (3) scrutineers can be appointed to conduct the election process and also to do the counting of the votes. Voting will be by secret ballot.
- 4.6. The nominee with the highest vote counts for each position will be elected; similarly, with the position of the seven Vice Presidents, where the top seven nominees with the highest counts shall be elected.
- 4.7. The elected office bearers will take over the respective positions immediately after the official election's result is formally announced.