

1. THE BADMINTON GROUP

1.1. History of the Group

1.1.1.The Group was set up more than 10 years ago after the Angus Glen Community Centre was completed in 2006. There were only a few members volunteering to run the program. Since then, the Group has been growing steadily. It underwent several changes to deal with the growth demand for the program, earned its value resiliently and became the biggest group among the City's Community Centres. The program was owned and operated by the City, which in turn, recruited members as Conveners to help run the courts. This was called "Conveners" system. Nonetheless, it was run in the traditional way in a small-scale operation which came with growing pain of a typical closed group of about 120 members in 2014.

1.2. Incorporation of the Club 2014

1.2.1.In the Spring of 2014, a Steering Committee was formed to explore the possibility of forming a Club to manage Senior programs in North Markham. AGAOC was incorporated in May of 2014 and began recruiting members from existing programs including badminton. As an Incorporated Non-Profit Organization, AGOAC is an independent entity whose conduct is governed by its Constitution and Bylaws as well as applicable legislations and corporate principles. The first Partnership Agreement was executed in the summer of 2014 which signified a new era of senior programs in North Markham. The first election was held in September of 2014. The elected Board initiated changes to the Governance structure of AGOAC. Conveners are now replaced by Program Coordinators. Roles like Program Leads, instructors, court monitors and volunteers are recognized.

1.2.2.In order to comply with the Club's Constitution and Bylaws, changes in the registration system in the badminton program are required. Online registration was launched in the Fall of 2015. Continued efforts have been made to further automate the registration system by way of Google Form. Now the Group consists of **over** 200 AGOAC members. Only by progressive adoption of new technology and automation will the Group be able to achieve its mandate to become an open, transparent, fair and efficient one. With the help of AGOAC Web Tech, the Group is able to upgrade from using emails and Google Form and to, now, our own customized registration form which integrates technology to improve fairness and efficiency.

1.3. Need for the change

1.3.1.Due to the progressive growth of the Badminton Group, there is a need to revamp how the Group is managed in order to deal with the increasing complexity and work load.

1.3.2.With the utilization of the technology and forward vision, the Group is almost automatic in registration. In order to further enhance the administration of the Group, there is a need to form an Executive Committee to set up guidelines and formal structure within the Badminton Group.

2. STRUCTURE OF BADMINTON EXECUTIVE COMMITTEE (BEC)

2.1. The Structure of the Committee consists of Badminton Members who are AGOAC members and pay full annual bird fee and in good standing. It includes the following:

2.1.1.Program Coordinator

2.1.2. Deputy Coordinator

2.1.3. Badminton Members

2.2. The Committee Members are by invitation on the basis of, but not limited to, Member's knowledge and experience in the Group such as participation, dedication, contribution to the Group, court behaviour, forward looking vision with open mind, problem solving, human relationship, legal and regulation, and organization behaviour

2.3. The Committee was recently formed with the following members in alphabetical order:

- Agnes Chan
- Fui Chong (See Note* below)
- Casey Chung
- Gilbert Tam
- Note*Ms Chong was invited to the Executive Meeting but resigned prior to the first meeting of the Committee.

2.3.1. The Committee may be expanded to include more members should the need arise at a later date. Meetings will be on the basis of "As Needed". All the information discussed during the meetings is treated as confidential and cannot be disclosed outside of the Committee unless agreed upon by the Committee.

2.3.2. The Committee will utilize the strength of individual Committee member while diversify the duties and responsibilities accordingly.

2.3.3. ROLES AND RESPONSIBILITIES OF COMMITTEE

- 2.3.3.1. To have collective discussion, decision and execution.
- 2.3.3.2. To administer grievances, complaints officially submitted to the BEC.
- 2.3.3.3. To administer registration, court assignment and attendance records
- 2.3.3.4. To administer Group's book keeping with AGOAC Treasurer including birdie's fee
- 2.3.3.5. To work with Court Monitors and Volunteers
- 2.3.3.6. To set up ad-hoc committee to help run open house, social Group gathering and/or annual functions
- 2.3.3.7. To review/evaluate requests related to Badminton operation, such as opening more sessions, schedules
- 2.3.3.8. To review/evaluate suitability of new and/or existing programs/sessions (such as registered vs drop-in, duration)
- 2.3.3.9. To review/evaluate suitability of court monitors and/or volunteers for the programs/sessions to ensure they are not in conflict with existing programs and/or the AGOAC mission.
- 2.3.3.10. To maintain good relationship with fellow Badminton Members.

2.3.4. PROGRAM COORDINATOR AND DEPUTY COORDINATOR

- 2.3.4.1. **PROGRAM COORDINATOR :** The notion whether a Program Coordinator should be voted in or not had been reviewed and rejected by the Board of Directors of AGOAC. Program Coordinator is appointed by the Board. According to the AGOAC structure, there is only one (1) Program Coordinator appointed by the Board in each program. The Coordinator will

- 2.3.4.1.1. Act a bridge between the Group and AGOAC Board and carry out duties as defined by the Board
- 2.3.4.1.2. Oversee all of the Badminton programs, coordinate with other Committee Members and interface with the Board
- 2.3.4.1.3. Website administration relating to Badminton Group, including but not limited to
 - 2.3.4.1.3.1. posting announcement and broadcast to the Group
 - 2.3.4.1.3.2. Administration of emails and enquires from Members
 - 2.3.4.1.3.3. Administration of official grievances and complaints
- 2.3.4.1.4. Coordinate and/or handles the registration of the programs with other Committee Members and Court Monitors
- 2.3.4.1.5. The Program Coordinator may assign all or part of the above to other Committee members to relieve the workload when required or on vacation or leave of absence

2.3.5. DEPUTY COORDINATOR : This is a new position added by AGOAC in April 2019 in order to assist the Program Coordinator to administer the program. The Deputy will have full authority in the program when the Program Coordinator is not available.

2.3.6. COURT MONITOR

- 2.3.6.1. The Court Monitors will
 - 2.3.6.1.1. Be appointed by BEC
 - 2.3.6.1.2. run the sessions and may be assisted by Volunteers
 - 2.3.6.1.3. Take Attendance including vacation and leave of absence
 - 2.3.6.1.4. Ensure AGOAC/Badminton Rules and Regulations and court assignments
 - 2.3.6.1.5. Understand any broadcast sent to the Group and make the Members aware of the same
 - 2.3.6.1.6. Report any accident, incidence or grievances to the Committee as soon as possible
 - 2.3.6.1.7. Request assistance from City to remove any member in Court, who would disturb the session
 - 2.3.6.1.8.

2.3.7. VOLUNTEERS

- 2.3.7.1. To assist the Court Monitors in taking attendance, setting post and net, collect or distribute birdies.
- 2.3.7.2. Report any accident, incidence or grievances to the Court Monitors
- 2.3.7.3. To help run open house, social Group gathering functions and/or annual event