

## **CHAIRPERSON**

**REPORTING TO:** Devon Schools Badminton Association Committee

### **Role Purpose**

To motivate and facilitate the organisation of junior badminton within the county association, including committee members and volunteers with the objective of delivering on participation, profile, pathway and performance.

### **Main Duties**

- To act as a principle contact for DSBA
- To lead the overall day-to-day management of the association Committee,
- To chair DSBA committee meetings.
- To promote a partnership working approach across the DSBA with external and internal agencies.
- To maintain a baseline knowledge of related national programmes of sport.
- To maintain an awareness of countywide issues and report back to BADMINTON England.
- To maintain an open, equitable and inclusive environment.
- To represent the DSBA at relevant times.
- To ensure DSBA representation on CBA committee and SW region AGM.
- To maintain silver clubmark folder.
- To hold CRB checks and ensure all are current.
- To answer questions and queries from parents and players as required and try to resolve any grievances
- To offer support to all committee members and coaches

### **Experience or attributes**

- Ability to lead and motivate volunteers and committees.
- Good organisational and communication skills.
- A positive and approachable manner.
- A good understanding of badminton would be of benefit.

### **Personal and community benefits**

- Satisfaction of running a well organised association.
- The rewards of developing junior badminton opportunities within the county.

### **Special Conditions**

- CRB Disclosure – Yes

## **TREASURER**

**REPORTING TO:** Devon Schools Badminton Association Committee

### **Role Purpose**

- To produce the accounts and manage the assets, liabilities and financial records of the DSBA.

### **Main Duties**

- To maintain, monitor and archive the financial records.
- The strategic co-ordination of lottery grants, working in partnership with the Badminton Development Officer.
- To provide a simple reporting process with comments on any changes
- To produce the end of year accounts and draft budget for the forthcoming year.
- To ensure prompt collection and payment of all invoices and fees.
- To sit on the DSBA Committee and attend DSBA meetings.

### **Experience or attributes**

- Any qualification in accounting or bookkeeping would be desirable.

### **Personal and community benefits**

- Enhancement of accountancy skills and experience in the financial systems of an organisation.
- By ensuring the DSBA is financially sustainable with surplus investment back in to junior county badminton.

### **Special Conditions**

- CRB Disclosure - Yes

## **SECRETARY**

**REPORTING TO:** Devon Schools Badminton Association Committee

### **Role Purpose**

To ensure the efficient recording, reporting, administration and circulation of DSBA information and communication, received via the DSBA, CBA, BADMINTON England or other internal and external agencies.

### **Main Duties**

- To act as principal contact for the DSBA.
- To ensure there is a straightforward and efficient network of communication in place between all relevant partners.
- To organise and service DSBA meetings in accordance with the constitution of the DSBA. (minutes, agendas and reports)
- To maintain a database of committee member.
- To liaise with BADMINTON England.
- To bring all matters affecting the association to the attention of the DSBA,
- To account for membership fees received direct and/or via BADMINTON England, and ensure treasurer is kept up to date
- To sit on the DSBA Committee and attend DSBA meetings.
- To send out all correspondence to all players at the beginning of the season and to collate replies, draw up complete list of players
- To draw up yearly calendar, taking into consideration the BE yearly calendar and the SW league match dates.
- To ensure someone attends DCSS meetings every year.
- To produce annual county handbook.
- To send our correspondence to all players throughout season.
- To arrange the AGM and AGM papers to be circulated in accordance with constitution.
- To maintain Data Protection Act registration.

### **Experience or attributes**

- Good organisational, administration and communication skills.
- Knowledge of computers, word processing and the Internet

### **Personal and community benefits**

- Experience in administration of a countywide structure.
- Enhancement of I.T., communication, administration and organisational skills. Members, clubs, volunteers, leagues and internal and external groups will receive a prompt and efficient service from the DSBA,

### **Special Conditions**

- CRB Disclosure - Yes

Admended 22<sup>nd</sup> May 2007

These role descriptions are not to be regarded as exclusive or exhaustive and in consultation with the DSBA Committee, may be altered at any time

## **CHILD WELFARE OFFICER**

**REPORTING TO:** Devon Schools Badminton Association Committee

### **Role Purpose**

To ensure that BADMINTON England's Child Protection Policy and Implementation Procedures work in practice. To act as first point of contact for anyone (coaches, volunteers, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children, and to pass these concerns on to the appropriate person or organisation.

### **Main Duties**

- To assist BADMINTON England to fulfil its responsibilities to safeguard children and young people at club level.
- To assist BADMINTON England to implement its child protection plan at county level.
- To act as the first point of contact for coaches, volunteers, parents and children/young people in badminton where concerns about children's welfare, poor practice or child abuse are identified.
- To be the first point of contact with the BADMINTON England Lead Child Protection Officer.
- To implement BADMINTON England's reporting and recording procedures.
- To maintain contact details for local Social Services, the Police and know how to obtain Area Child Protection committee guidelines.
- To promote BADMINTON England's best practice guidance/code of ethics and conduct within the club.
- To sit on the DSBA committee and attend DSBA meetings.
- To promote and ensure adherence to BADMINTON England's child protection training plan.
- To promote and ensure confidentiality is maintained.
- To promote anti-discriminatory practice.
- To facilitate the Criminal Records Bureau Disclosure process within the organisation.

### **Special Conditions**

- Attendance on the sports coachUK 'Good Practice and Child Protection' workshop or equivalent, approved by BADMINTON England – Yes
- CRB Disclosure - Yes

Admended 22<sup>nd</sup> May 2007

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## **REGISTRATION SECRETARY**

**REPORTING TO:** Devon Schools Badminton Association Committee

### **Role Purpose**

To affiliate all DSBA members to BADMINTON England and the county. To act as a contact point for information regarding membership.

### **Main Duties**

- To record all DSBA information provided by Badminton England.
- To submit registration documents to BADMINTON England.
- To maintain DSBA records and provide data when requested.
- To collate information monthly when received from coaches and inform BADMINTON England as appropriate
- To act as a principal contact for queries on affiliation.
- To provide statistics for DSBA meetings as required.
- To sit on DSBA Committee and attend DSBA meetings.
- To complete insurance details and ensure every player is insured.

### **Experience or attributes**

- Good organisational, administration and communication skills.
- Knowledge of computers, word processing and the Internet would be advantageous.

### **Personal and community benefits**

- Provision of membership services to participants.
- Enhancement of IT., communication, administration and organisational skills.

### **Special Conditions**

CRB Disclosure - Yes

## **COACHING CO-ORDINATOR**

REPORTING TO: Devon Schools Badminton Association Committee

### **Role Purpose**

To work in partnership with the Badminton Development Officer and county coaching secretary to ensure the BADMINTON England coaching system is set up within the association, incorporating the principles of Long Term Athlete Development. Ensuring the correct placement and deployment of registered coaches within the association.

### **Main Duties**

- To ensure coaching and the coaching pathway is well published across the association.
- To support and encourage coaches to continue and develop their coach education. To act as the principal contact for coaches working within the association.
- To ensure all coaches involved within the association are BADMINTON England registered, and have obtained the appropriate CR8 Disclosure.
- To work in partnership with internal and external groups to maximise deployment of quality coaching.
- To sit on the DSBA committee and attend DSBA meetings.
- To ensure all coaches have all the paperwork for the season.
- To collate monthly reports etc from coaches and forward to secretary.
- To ensure additional players are invited to training throughout the season in accordance with the coaches and committees wishes.
- To co-ordinate all coaches at the beginning of the season, ensure that coaching is maintained according to the wishes of all concerned.
- To ensure risk assessments are up to date and to ensure health and safety for all. To organise regular coaching meetings and to organise coaching appraisals.

### **Experience or attributes**

- Good organisational and communication skills.
- A reasonable knowledge of badminton would be beneficial.
- Personal and community benefits
- Enhancement of communication, organisational and managerial skills.
- Supporting coaches in their professional development.
- Association will receive a programme of quality coaching delivered by qualified BADMINTON England coaches.

### **Special Conditions**

- CRB Disclosure - Yes

## **TOURNAMENT CO-ORDINATOR**

**REPORTING TO:** Devon Schools Badminton Association Committee

### **Role Purpose**

Arranging and co-ordinating DSBA's and BADMINTON England's local tournaments programme to ensure tournament competition for all levels of play. Establishing a county competition structure with the support of the BDO.

### **Main Duties**

- To work in partnership with BADMINTON England, the Badminton Development Officer and other relevant parties to ensure the association delivers tournament competition as defined by the national framework and the DSBA.
- To co-ordinate and market the DSBA's tournament programme.
- To produce a database and report on each separate tournament.
- To liaise with coaching co-ordinator, secretary and BADMINTON England as and when required.
- To sit on the DSBA Committee and attend DSBA meetings.
- To collate results after the tournaments and pass results to coaching coordinator and secretary, and Badminton England where appropriate.
- To receive and collate tournament entry's, organise the draw and send out acceptance letters.
- To produce tournament programme.

### **Experience or attributes**

- Good organisational and administration skills.
- Personal and community benefits
- Liaising and working in partnership with BADMINTON England.
- Development of organisational skills and forward planning.
- Providing access to competition at a variety of participant levels, including young people.

### Special Conditions

- CRB Disclosure - Yes

Admended 22<sup>nd</sup> May 2007

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## **VENUE CO-ORDINATOR**

**REPORTING TO:** Devon Schools Badminton Association Committee

### **Role Purpose**

Arranging and co-ordinating the association's venues to ensure training is offered throughout the county.

### **Main Duties**

- To book all venues for the season for training and matches and AGM. To be main contact for all venues.
- To arrange alternate venues when needed, and ensure correct people notified of change.
- To liaise with coaching co-ordinator, secretary and chairperson throughout the season, and notify them immediately of any changes to venues.
- To draw up yearly calendar, taking into consideration the BE yearly calendar and the SW league, match dates and tournaments.
- To organise venues and bookings for committee meetings.
- To sit on the DSBA Committee and attend DSBA meetings.

### **Experience or attributes**

- Good organisational and administration skills.
- Personal and community benefits
- Development of organisational skills and forward planning.

### **Special Conditions**

CRB Disclosure - Yes