

# **TOURNAMENT CO-ORDINATOR**

## **REPORTING TO:**

Committee

Devon Schools Badminton Association

## **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