

## **VENUE CO-ORDINATOR**

**REPORTING TO:**  
Committee

Devon Schools Badminton Association

### **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*