

After the Match

If it is a home fixture return any unused shuttles and gather up the used ones. They can be used at club coaching sessions and save considerable costs.

Make sure the match fees and payment slip are given to either the club secretary or the treasurer.

Let the match secretary know the details of the result as soon as possible (by email, fax or telephone). This allows the production of the weekly results newsletter.

Give the score sheets to the match secretary or the club secretary as soon as possible after that.

These will be sent on to the league results coordinator after Swifts have recorded the result. They must be with the league within seven days of the match so please do not delay.

For the teams in the adult league score-cards should be posted to the league results coordinator by the winning team. But don't forget to keep a full copy for our purposes!

Season's End

Take a well-earned rest, basking in the knowledge that you have made a major contribution to the continuing success of the club.



Swifts Junior
Badminton Club

Important Note

Please notify the match secretary as soon as possible of any changes to fixture dates and times so that he can notify the league and rearrange court bookings.

Please be aware that we cannot get a refund on court fees if the courts are cancelled within a week of the fixture.

SWIFTS JUNIOR
BADMINTON CLUB

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Team Manager's Aide-Memoire

Guidance on Managing a Swifts League Team



Swifts Junior
Badminton Club

SWIFTS JUNIOR
BADMINTON CLUB

Notes on Successful Team Management for Swifts League Matches

The Start of the Season

Familiarise yourself with the squad of players you have available. If necessary, have a chat with the other team managers and coaches to get a feel for their qualities.

Sometimes, strong players from a lower age group can be used to fill gaps in teams so make sure that you understand what your options are.

If you have some core players, make sure they have the relevant dates in their diaries for the matches you want them to play. Don't forget that players of all strengths will periodically be unavailable due to school commitments, national tournaments, local tournaments, family holidays etc. If you can get to them first you will have a better chance of fielding the team that you want.

Familiarise yourself with the league rules and match format.

Two Weeks Before the Match

Select the team.

Complete the players' match selection cards.

Get them handed out at the club session.

For new players, ensure that they know how to get to the venue.

One Week to Go

Check that the players are still available and that their parents have been told.

If not, find a substitute.

Match Day

If your team is in the adult league don't forget to bring the official match scorecard for a home match.

Arrive at the venue in good time, preferably ten minutes early, and find the opposition team manager.

Don't forget the league rule about what happens if one team is late or there is not enough time.

Make sure the players warm up properly.

For a home match, collect the match shuttles.

For a junior home match the courts will normally already be set up, since our matches usually follow the second club session. If they are not please get the leisure centre staff to set up the nets.

For a junior home match liaise with the other team managers about control of which game goes on which court. There will usually be four courts for the shared use of three or four matches and it is important to make sure that all courts are in use at all times as far as possible. It is suggested that one of the team managers takes responsibility for court allocation and keeps things moving,

Collect the match fee (£3 for junior league, £5 for men's matches in the adult league and £4 for adult mixed matches) from every player and complete the payment slip.

Mark the score sheet with the names of your players and get the opposition team manager to do the same for his or her team.

Encourage the defeated, congratulate the victorious.

Liaise with the opposition team manager and the players in resolving on-court problems and disputes.

Agree the game score after each game and enter it onto the score sheet.

Be aware of the time and progress made, especially if you are the home team.

At the end of the match agree the match score and write the totals on the score sheet.

Get the two team captains to sign both your copy and the opponents' copy. Make sure the players carry out an effective warm-down routine.

At a home match defend our courts from interlopers so that the matches can be finished with as little disturbance to the players as possible.

At home matches ensure that all players have access to squash for refreshment. No food is required to be served.