



Swifts Junior
Badminton Club

ROLE DESCRIPTION

Club chairman

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Purpose of Role

Leading the club's officers, committee and helpers within the constitution to maintain and develop the club as the best junior badminton club in Surrey.

Main Duties

To lead the club and act as its representative in all externally-facing situations.

To liaise with the SCBA, leagues and BADMINTON England.

To chair club committee meetings and attend club meetings.

To lead the recruitment, training, retention and rewarding of volunteers within the club.

Talent spotting of potential volunteers.

To promote and consider nominations of individuals and the club for national and local volunteering awards.



Club secretary

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Purpose of Role

Ensuring the efficient recording, reporting, administration and circulation of club information and communications, received via the SSBA, the leagues, BADMINTON England or other internal and external agencies.

Main Duties

To act as principal contact for the club.

To ensure there is a straightforward and efficient network of communication in place for existing and new members.

To organise and service club meetings in accordance with club constitution.

To maintain a database of committee members, club members and external contacts.

To liaise with the SSBA, leagues and BADMINTON England.

To bring all matters affecting the club to the attention of the club committee.

To issue new members with a club welcome pack.

To sit on the club committee and attend club meetings.

To co-ordinate the recruitment, training, retention and rewarding of volunteers within the club.

To review and issue role descriptions to new committee members and volunteers.

Talent spotting of potential volunteers.



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ROLE DESCRIPTION

Club treasurer

Purpose of Role

- Producing the club's accounts.
- Managing the financial records of the club.
- Managing the assets and liabilities of the club.

Main Duties

- To maintain a database of committee members, club members and external contacts.
- To liaise with the SSBA, leagues and BADMINTON England.
- To affiliate all club members to BADMINTON England.
- To produce and update a club membership application form.
- To maintain, monitor and archive the financial records.
- The strategic co-ordination of lottery grants, working in partnership with the SSBA 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 account for affiliation fees received from club members.
- To sit on the club committee and attend club meetings.
- Talent spotting of potential volunteers.



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ROLE DESCRIPTION

Match secretary

Purpose of Role

Arranging club fixtures and production of the club's fixture list, including subsequent changes.

Reporting to members on results of fixtures and other competition matters.

Arranging club tournaments.

Main Duties

To work in partnership with the leagues and other relevant parties to ensure the club delivers a competition structure.

To ensure all club matches are arranged with opponents and to organise courts for home matches.

To advise club members, team managers and league secretaries of any subsequent changes.

To distribute the fixture list to relevant parties and ensure submission of the results to the league secretaries.

To register players with the leagues as necessary.

To liaise with and support league secretaries and the SSBA as and when required.

To sit on the club committee and attend club meetings.

To sit on the club selection committee in order to nominate league teams, select teams for club competitions, grade players for club tournaments and provide handicap information for club tournaments.

To attend league AGMs on behalf of the club.

To attend league fixture meetings on behalf of the club.

To organise the club's internal tournaments.

To publish a weekly newsletter during the season, giving members news of match results.

To recruit and brief managers for the teams that Swifts enters in competitions.



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ROLE DESCRIPTION

Publicity officer

Purpose of Role

Creating and promoting a positive and popular image, and to raise the profile of badminton for the club.

Main Duties

To act as the principal contact for all media enquiries in respect of badminton.

To ensure that all badminton programmes, good news stories and success at whatever level of participation or involvement (coach, volunteer, player) receive the appropriate media attention.

To liaise with the marketing manager at BADMINTON England and the SSBA development officer as and when required.

To work in partnership with the SSBA development officer and others on marketing of programmes, new initiatives from BADMINTON England and targeting of sponsorship.

To attend events where appropriate.

To sit on the club committee and attend club meetings.

Talent spotting of potential volunteers.



Child welfare officer

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Purpose of Role

Ensuring that the club's child protection policy (modelled on that of BADMINTON England) and implementation procedures work in practice.

Acting 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 within the club, 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 and to implement its child protection plan within Swifts.

To act as the first point of contact for coaches, volunteers, parents and members 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 welfare officer and to implement its 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 club committee and attend club meetings.

To manage a team of duty managers who will attend club sessions on a rota basis.

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 manage the DBS disclosure process within the club.

Talent spotting of potential volunteers.



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ROLE DESCRIPTION

Volunteer coordinator

Purpose of Role

Acting as a focal point for volunteering within the club, raising the profile of volunteering and providing the support the club wishes to offer volunteers.

Main Duties

To co-ordinate the recruitment, training, retention and rewarding of volunteers within the club.

To liaise with volunteer organisations and other agencies to help locate suitable volunteers in vacant positions.

To ensure ongoing training and support is provided to the club volunteers.

To work in partnership with the SSBA, leagues and the SSBA development officer.

To promote and consider nominations of individuals and the club for national and local volunteering awards.

Talent spotting of potential volunteers.

Acting as a principal contact for any volunteer enquiries.

Promote club volunteer awards programme.

To sit on the club committee and attend club meetings.



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ROLE DESCRIPTION

Head coach

Purpose of Role

Taking full responsibility for the club's coaching sessions at Lightwater Leisure Centre on Saturdays in the badminton season.

Main Duties

To maintain high ethical standards in coaching and prepare all coaching sessions in advance.

To work with and include the assistant coach and coaching assistants in the preparation and running of each session.

To lead the assistant coaches and coaching assistants in developing the members' badminton skill.

To attend junior club meetings and report on progress.

To offer the club feedback on the organisation and degree of success of junior coaching and competitions.

To sit on the club selection committee in order to nominate league teams, select teams for club competitions, grade players for club tournaments and provide handicap information for club tournaments.

To inform the club committee in advance of any sessions that cannot be attended and to take significant steps to ensure that all club sessions have appropriate coaching and supervisory cover.



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ROLE DESCRIPTION

Coach

Purpose of Role

Assisting with the club's junior coaching sessions at Lightwater Leisure Centre on Saturdays in the badminton season from 10:00am to 1:00pm.

Deputising for the head coach when necessary.

Main Duties

To develop and maintain high ethical standards in coaching and assist the preparation of all coaching sessions in advance.

To work with the head coach in the preparation and running of each session.

To offer the club feedback on the organisation and degree of success of junior coaching and competitions.

To inform the head coach in advance of any sessions that cannot be attended.

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ROLE DESCRIPTION

Coaching assistant

Purpose of Role

Assisting with the club's junior coaching sessions at Lightwater Leisure Centre on Saturdays in the badminton season from 10:00am to 1:00pm.

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Main Duties

To develop and maintain high ethical standards in coaching and assist the preparation of all coaching sessions in advance.

To work with the head coach and assistant coach in the preparation and running of each session.

To offer the club feedback on the organisation and degree of success of junior coaching and competitions.

To inform the head coach in advance of any sessions that cannot be attended.



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ROLE DESCRIPTION

Team manager

Purpose of Role

Managing a league or tournament team.

Main Duties

To attend the team managers' meetings.

To select the team from among the squad of players available.

To follow the club's guidelines for team management.

To liaise with opposition team managers and coaches in managing the fixture and resolving disputes.

To communicate the results of a fixture to the match secretary as soon as possible in order to facilitate the timely reporting of results to the leagues and members.

To ensure that selected members know when and where to attend for the match.

To ensure that match fees are remitted to the duty manager or treasurer.

To manage court time effectively and efficiently at home matches.

To ensure that match shuttles are available at home matches from the club store.



Duty manager

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Purpose of Role

To manage Swifts' off-court activities at regular club sessions.

Main Duties

To attend club sessions on a rota basis, as agreed with the club's child welfare officer. An early arrival is essential.

To bring all matters affecting the club to the club committee's attention .

To take the club session register and communicate it to the club secretary.

To answer members' enquiries as to when and where they have to attend matches, using information provided by team managers.

To assist members who become ill, injured or distressed during a club session, involving a first-aider when appropriate.

To follow the club procedure for incident reporting.

To assist members of the public who make enquiries about the club at club sessions.

To assist team managers with contacting members when trying to complete teams for matches during club sessions.

To liaise between Lightwater Leisure Centre, team managers, members, members' parents, coaches, committee members and visiting players and organisers, as appropriate.

To ensure that any match fees received at club sessions are remitted to the club treasurer.

To ensure that all members that are under 16 and not involved in matches are supervised until they have been collected or their parents contact-ed.

Talent spotting of potential volunteers.



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ROLE DESCRIPTION

Tournament coordinator

Purpose of Role

To coordinate Swifts members' entries to local tournaments.

Main Duties

To receive entries for local ACDBL tournaments and the Jubilee Tournament from Swifts members.

To encourage a strong entry from Swifts members for these tournaments.

To assist Swifts members to find partners for these tournaments.

To advise members about which grade of the tournament they should enter, gaining information to inform this process from coaches, committee and team managers where necessary.

To collate Swifts members' entries and forward them to the relevant tournament organiser.

To bring all matters affecting the club to the attention of the club committee.

To liaise with the tournament organisers, coaches, members and members' parents in order to resolve queries and problems.

To remit entry fees received to the club treasurer.

Talent spotting of potential volunteers.



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ROLE DESCRIPTION

Clothing coordinator

Purpose of Role

To be responsible for the stock management and sale of club clothing to members.

Main Duties

To administer orders, hold the club's stock of clothing and manage it in an orderly fashion.

To attend club sessions on a regular and predictable basis in order to sell clothing to members, at prices set by the committee.

To remit all monies received to the duty manager or club treasurer.

To account for all stock movements using the spreadsheet provided by the committee.

To liaise with the committee, members and members' parents in order to resolve queries and problems.

To bring all matters affecting the club to the attention of the club committee.

Talent spotting of potential volunteers.



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ROLE DESCRIPTION

Webmaster

Purpose of Role

To be responsible managing the club website.

Main Duties

To maintain the club's website, keeping it up to date with news culled from the club's newsletter on a weekly basis where possible.

To ensure that all information displayed on the website is kept up to date and displayed in a suitable fashion to aid members, members' parents, coaches, committee members and potential members throughout the season.

To bring all matters affecting the club to the attention of the club committee.

To liaise with the committee, coaches, members and members' parents in order to resolve queries and problems.

Talent spotting of potential volunteers.



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ROLE DESCRIPTION

Development officer

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Purpose of Role

To be assist parents and members in understanding how they can progress from club level to county level and the national circuit of tournaments.

Main Duties

To liaise with the senior coaches to identify potential county squad members.

To encourage suitable members in putting themselves forward for training and playing opportunities.

To respond to queries from parents and members concerning progression within the county and national competition system.

Talent spotting of potential volunteers.