

HSBA and HBA Volunteer Roles that Need to be Filled

The list of roles need to be filled is shown below. The degree of badminton knowledge required is indicated as: No knowledge required, Some knowledge required, Must have knowledge of the game and players – plus any other skills. If interested, please contact: Dave-HBA@Bartlett1@Plus.com

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Competitions, Leagues and Tournaments

Senior County Selectors

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
Senior County Chairman of Selectors for county teams, 2 - 4	Co-ordination of team selections with team selectors for inter-county matches. To select teams according to agreed criteria and with the assistance of the County Chairman of Selectors	3 weekends away from home for national league. And/or 6 hours per regional match plus travel 30 hours pre-season training sessions 6 hours per regional match plus travel 30 hours pre-season training sessions	Selection of county teams difficult. Selection of county teams difficult.	Smooth running of county teams. Smooth running of county teams.	Must have knowledge of the game and players Must have knowledge of the game and players

Senior County Match Secretaries

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
Inter-county Match Secretary	Matches are arranged by BAofE. If dates are inconvenient rearrange matches with other counties. Book venues for home matches, produce fixture list. Liase closely with Chairman of Selectors.	Fixtures arranged at start of season. Time involved approximately 12 hours per year.	Fixture clashes	Smooth professional-looking matches	Must have knowledge of the game and players

Shuttle negotiator for inter-county matches

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
County shuttle negotiator	Negotiate shuttle deal with supplier, order shuttles for County matches, tournaments and possibly clubs	Correspond with inter-county match secretaries and supplier - about 3 hours per year. Act as middleman between supplier and users 3 hours per year	High cost to county	Happy players, and low county costs.	Not a lot. Enthusiasm for keeping players happy with minimising county costs

Venue Negotiator for County Matches and Tournaments

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
County match and tournament venue negotiator	Negotiate venues for County matches, tournaments.	Correspond with inter-county match secretaries and venues - about 3 hours per year.	High cost to county.	Happy players, low county costs.	Not a lot. Enthusiasm for keeping players happy with minimising county costs

Senior Tournament Secretaries

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Tournament Secretaries	Receive entries, organise the draw, notify players of start time, produce score sheets and match slips, organise medals	Three hours per tournament. Approximately six tournaments per season plus attending some tournaments	No senior tournaments in Herts	More and enjoyable tournaments	Some knowledge required

Senior Tournament Helpers

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Tournament Helpers	Assist on the day – shuttle control, record results, write match slips, general help.	Each tournament can involve up to 9 hours, Half day 4-5 hours.	No senior tournaments in Herts or a few people doing a lot.	Smooth running matches and results completion. Happy players!	No knowledge required Reliability, legible writing.

Junior Match Secretary

Job	Job Description	Time Involved	Consequence if job not filled	Opportunities if filled	Knowledge required
HSBA/ Junior Match Secretary	Make contact with Team managers and with opposite numbers in other counties. Arrange match-es to suit needs of the three squads. Book venues for home matches and send de-tails to visitors. Gather venue information for away matches and pass to Team Managers	Main bulk of work in Summer before start of season. Continuing work of collect-ing and trans-mitting inform-ation during season.	Currently done by senior Team manager who will continue to be overloaded.	Provide a match programme which will help the development of junior players.	Must have or be prepared to gain quickly a feel of the differing standards of junior play in various counties with which we are in touch.

HSBA Tournament Assistant

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Tournament Assistant	There are 6 tournaments a year and each is 8 - 10 hours long Choice of jobs: 1 Recording results on master sheet 2 Transferring results to display sheets 3 Marshalling Players (Age range 9 - 18 yrs depending on the Tournament) 4 Monitoring play and occasional scoring (Coaches or Umpires only)	Time commitment your choice. 3 hours minimum.	Tournaments are not run smoothly. The current few assistants are over-worked and feel unhappy.	Tournaments are run smoothly. All volunteers feel relaxed. Happy experience for junior participants.	No previous experience required. Training available.

Veterans Co-ordinator

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Veterans Co-ordinator	To enter teams in the Inter County Championship league: involving arranging venues and dates, appointing captains, and liaising with them. Keep record of match results and inform Newsletter editor. Assist with annual Veterans tournament. Attend annual BAofE Co-ordinators meeting. Arrange trials and select players.	A few hours a month. August-September is busy owing to fixture arrangements.	No Veterans teams entered.	Tournaments are run smoothly. All volunteers feel relaxed. Happy experience for junior participants.	No previous experience required. Training available.

Communication and Publicity

HBA Newsletter - Advertising Space Sellers

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Advertisement Space Sellers	Phone to ask the current list of 12 Advertisers if they would place an advert (currently £30) in the HBA Newsletter. Ideally 6 needed per edition. If possible find new advertisers	Up to 12 phone calls three times a year: Equates to up to 2 hours 3 times a year., i.e. 6 hours. To expand the number might require 10 letters per year. Equates to 2.5 hours per year.	The size and quality of the Newsletter will diminish. There is the opportunity to increase the number of adverts which would allow more pages e.g. Match reports, Coaching tips, more photos, etc.	Improved Newsletter to include features not currently covered adequately, e.g. Match Reports, Coaching Tips, Reviews of clothing, equipment, vendors, sports centres.... 3 More colour 4 Improved quality 5 Extra funds.	No knowledge required Ability to sell.

Journalists/ article writers

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Newsletter Journalists	Write articles of interest to readers: e.g. on your district, match reports, clothing reviews, 'gripes gossip and good news'	Up to 3 articles per year. One hour per article.	The Newsletter will become staid and not reflect members' interests.	More and varied information and interesting articles. Easier to sell space to advertisers.	Some knowledge of subject required. Ability to write interestingly.

Newsletter Displayers

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Newsletter Displayers	To pin up colour versions of the HBA and HSBA Newsletter in a sports centre	5 minutes three times a year	Badminton will lose influence compared with other sports.	More people will learn of our activities and some more will participate.	No knowledge required. Reliability.

Website information providers

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
Provide information in website format to go into HBA-HSBA website	Provide or help other committee members provide information in a format suitable for inclusion on website	A few hours per month	Quality of website and therefore information to members and potential members suffers	Happy, confident and motivated members.	No knowledge of the game. A PC and knowledge of website basics.

County Match and League Press Officers

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
County Match Press Officer	Report matches to local press. Use of fax necessary.	1 hour per match about 10 times a year.	No publicity of badminton matches	High level of visibility for badminton and personalities.	Minimal. Ability to write brief article, use PC and/or fax

League Match Press Officer

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
League Match Press Officer	Report matches to local press. Use of fax necessary.	1 hour per match about 10 times a year.	No publicity of badminton matches	High level of visibility for badminton and personalities.	Minimal. Ability to write brief article, use PC and/or fax

Badminton Development and Support

District Coordinator-Developers

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
District Coordinator-Developer	To be the main focal point for your District To help expand badminton at junior or adult level in your District	Speak with sports centre management and L A Sports Development Officer once or twice a year. Contact local clubs to listen to concerns and liase with HBA-HSBA Development Committee once every two months. Equates to about 10 evenings per year.	Badminton will lose out to other sports in Districts and then across the county. In the worst case clubs will continue to collapse and then leagues will collapse.	Maximise opportunities available to clubs e.g.: prevention of decline and help expansion. Representation of badminton with Local Authority SDOs, Sports Centre management, etc. Expansion of b. in this LA	2 - some knowledge required, e.g., Knowledge of HBA and HSBA resources.

Under 13 Squad Assistant Coach(es)

Under 13 Squad Assistant Coach(es)	Attend on a regular basis at Squad Training sessions from September to May. Help the Team Coach/Manager to develop the potential of the players in the squad. Contribute to the planning of the coaching programme.	Ideally, weekly attendance at the Squad sessions on Wednesdays 6 – 8 pm. But a job share could be negotiated!! Plus take responsibility for the team at some of the matches and team events, on Saturdays and Sundays, if possible.	Continued overloading of the Joint Team Managers.	Tremendous satisfaction as you see young players develop into the players of the future. Herts is regarded as one the top counties for juniors as well as seniors and you will share in that pride and satisfaction.	Ideally Coach (Part 1). Training and/or upgrading could be organised. Mentoring available.
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Coaches and Leaders

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Coaching in Junior Clubs, Senior Clubs, or Sports Centres	Expand badminton at junior and adult level in your Local Authority	Coach at local junior or adult coaching session in any of: 1 Sports Centre 2 a club - 1- 2 hours per week Help clubs expand by running taster session (with other coaches). - 1-2 hours per event.	Badminton will lose out to other sports in Districts and then across the county. Clubs will continue to collapse and leagues will collapse.	Expand the number of junior and adult badminton clubs. Expansion of b. in your LA Happy smiling players!	Need to attend a coaching course: Leaders - 9 hours; Coach Part 1 - 28 hours plus log book.

Coaching Coordinator

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
Coaching Coordinator	Organise Coaching Courses for: Potential coaches, (Leaders, Coach Part 1) Organise a Coaches Update Day Maintain a list of coaches for: clubs, sports centres, individuals - on request	To organise one Leaders or Coach Part 1 Award Course takes about 6 hours over several days, A coaches Update Day takes 4 hours. About 20 phone inquiries per year.	Decline in coaches leading to fewer players, squads and general decline of standards and enjoyment.	Happy and motivated coaches, players, clubs. More badminton players.	Must have knowledge of the game, players, needs of clubs, sports centres and coaching system. A PC is needed to maintain current lists of coaches, write and mail letters.

Administration And Finance

Secretary for HBA Committee

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
Secretary for HBA Committee	1 Attend 4 meetings a year, take minutes and distribute them via email and/or post. 2 Receive and deal with incoming HBA mail, phone and email enquiries.	- Two hour meetings, 1 hour to write and distribute, 4 times a year = 15 hours a year. - 3 phone calls per month, 3 letters per month, 3 emails per month for 8 months of the year = 1 hour per month.	Committee members and those who depend upon the information are not properly informed. HBA service to members suffers.	Those who are doing HBA work are fully informed and competent. Happy and motivated members committee coaches, members, etc.	No knowledge of the game. A PC is needed to maintain to produce minutes and communicate by email.

Secretary (or two) for HSBA

Originally HSBA Hon.Sec. (elected position at AGM): this position could be split into the following 2 secretarial roles:

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
A) Minuting Secretary for HSBA Committee meetings	Attend all HSBA committee meetings (app.7 plus AGM), take minutes, distribute agendas and minutes.	1. app.7*2 hour meetings, 1-3 hours writing and distributing minutes.	1. Committee will have to take it in turns to do minutes etc. on top of all that they already do.		No knowledge game required, useful to know HSBA set up.
B) General Secretary for HSBA	<ol style="list-style-type: none"> Postal address for ESBA/BAofE and other incoming HSBA mail, phone and email enquiries. Forwarding of aforementioned info. Collation of tournament dates and match fixtures Maintain address lists for squads and committee members 	<ol style="list-style-type: none"> Various depending on mail. 1-2 hours, perhaps twice a year 	Vital information on Team Tournaments and ESBA BAofE legislation not through to right people.	Smoother (?) running of HSBA and efficient service to squad members and parents.	No knowledge game required, useful to know HSBA set up. Computer skills and use of PC very useful but not essential.

Position B could be filled by a Parent Rep. As they should have reasonable contact with squad managers and players at training sessions, matches and tournaments.

Sponsorship for HSBA and HBA

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
Sponsorship funding for 1 General HSBA and HBA Development and/or 2 Specific events	Additional funds of approximately £1000 per year are needed to expand our badminton activities. Need to find and motivate sponsors.	Based on 8-10 phone calls and perhaps 4 – 5 meetings with prospective sponsors – about 8 hours per year.	Badminton Development will not maintain its current direction. And there is an opportunity to expand what we provide.	Expansion of badminton within Herts. More enjoyable experiences for all.	Some knowledge required. Ability to motivate potential sponsors.

HBA Membership Card Producer

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities if filled	Knowledge Required
Membership Card Producer	Maintain a current database of all HBA Members and Coaches. Produce membership cards and supply to Newsletter Editor for mailing to members.	Annual update takes three days. Second update about 4 hours. Producing cards with local print shop about 3 hours.	Quality of membership suffers.	Happy, confident and motivated members.	No knowledge of the game. A PC is needed to maintain current database of members, and to produce sheets of cards for print shop to encapsulate.

County Supporters Club Secretary

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
County Supporters Club Secretary	Generate more interest in our 4 senior county teams matches (and HSBA matches) Use of fax necessary.	1 hour per match about 10 times a year.	No improvement in county badminton esteem	Higher level of visibility for badminton and personalities.	Minimal. Enthusiasm vital.

County Social Secretary

Job	Job Description	Time Involved	Consequence If Job Not Filled	Opportunities If Filled	Knowledge Required
County Social Secretary	Generate more social interest: Variable social events: perhaps, an annual County Dinner with Presentations. Organised Trips to All England, Championships and other events	Up to the individual's enthusiasm.	No improvement in county badminton sociability and interaction.	Higher level of 'feel-good factor'. Improved inter-sociability between all ages and levels of players.	Minimal. Enthusiasm vital.