

Thame Badminton Club – Roles and Accountabilities

The Club is governed by the Committee consisting of Chair, Secretary, Treasurer, Club/Team Captains, Fixtures Officer, Development and Welfare Officer, Social Secretary, and two other Committee Members; any four members shall form a quorum.

In summary, the roles are as follows:

Chair: Overall leadership and representation of the club (*c. 2 hours per week*)

Secretary: club administrator and support to the Chair. They bridge communication between members, the committee, and external organisations, while acting as a record-keeper. (*c. 1-2 hours per month*)

- **Treasurer:** manages financial health of the club; keeps accurate records of financial transaction and manages court bookings process. (*c. 2-3 hours per month*)

Fixtures Officer: arranges all competitive fixtures for the club's teams across leagues and disciplines and manage league interface. (*very low, seasonal*)

- **Development Officer:** accountable for juniors and their development; supports grow in skill of players across the club. (*depends, but could be 1-2 hours per week*)
- **Club/Team Captains** leads respective team(s) in the Oxford or Aylesbury league. (*c. 1 hour per month per team*)

Social Secretary: leads on any social activities for the club. (*minimal*)

Committee Member: ad hoc support to the committee and the club e.g. running or supporting Sun, Tu, Weds badminton sessions; social media or website support etc.

Role Accountabilities

Chair

Purpose: overall leadership and representation of the club

Key Accountabilities

- Represents the club externally and ensures compliance with external and legal requirements, including attendance at Aylesbury and Oxfordshire AGM meetings annually, and club chair liaison
- Upholds the constitution of the club
- Leads the development and implementation of the strategy and vision for the club
- Supports and promotes good governance, inclusion and accountability in the running of the club
- Working with the committee in general, and the Development Officer in particular, leads on Welfare and supporting implementation of Badminton England Safeguarding and Child Protection policies
- Chairs committee meetings, facilitates key decision making and leads on dispute resolution. Collaborates with Secretary on agendas
- First point of contact for external parties; welcomes and brings in new members; accountable for membership drive activities, club email queries
- Ensures coverage and representation to run the thrice weekly sessions of the club (Casual (Sunday), Juniors (Tuesday), Performance (Wednesday)), working with volunteers and committee members.

- Supports committee and volunteers in everyday running of the club and is involved in ad hoc decision-making and discussion taking a longer-term and more strategic perspective.
- Accountable for the external face and promotion of the club through external media e.g. Facebook page; Instagram, Thame Guide Book; Website management etc
- Is a bank signatory for the club

Secretary

Purpose: club administrator and support to the Chair. They bridge communication between members, the committee, and external organisations, while acting as a record-keeper.

Key Accountabilities

- Organises and minutes committee meetings, maintains accurate membership records, sends out meeting agendas and minutes, develop agenda with Chair and others
- Keeps club documentation up to date including constitution, policies, and Badminton England memberships.
- Maintains BE membership lists, coordinates renewals, and ensuring all members are registered where required. Primary contact with Badminton England. Liaises with Treasure on BE invoicing
- In collaboration with the committee, captains etc, manages WhatsApp messaging group structure and administration; particularly ownership of Committee WhatsApp group
- Ensures the club meets its constitutional obligations, maintains records, coordinates AGM preparations, and keeps track of important deadlines.

Time Commitment

Low. Peak periods include the run-up to BE membership renewals (end of October) and preparation for the AGM, usually at the end of the season (May/June). The commitment includes attending committee meetings, responding to emails and enquiries, maintaining records, and coordinating administrative tasks.

Treasurer

Purpose manages financial health of the club; keeps accurate records of financial transaction and manages court bookings process

Key Accountabilities

- Records credit and debits to the club accounts
- Makes invoice payments and records them
- Purchases shuttles based on guidance
- Monitors club cashflow. Reports on the accounts to the Chair and committee every quarter. Makes recommendations of subscription and fee levels. Provides financial information to enable invoices to be chased by committee/team captains/development officer; provides guidance on appropriate financial control.
- Books and pays for courts for the club liaising with Fixtures Officer and Chair and Thame Leisure Centre

- Produces an annual profit and loss account and balance sheet for the AGM.
- Ensures compliance with Constitution and good governance of financial matters of the club
- Manages online financial tools i.e. Lloyds Bank account and Paypal (zettle) POS system
- Is a bank signatory for the club

Time Commitment:

This varies throughout the season. Snapshot accounts to ensure we are on track financially and end of year accounts. Ordering shuttles, paying for court bookings as needed. Provide regular updates to the Chair and Fixtures Officer.

Fixtures Officer

Purpose: arrange all competitive fixtures for the club's teams across leagues and disciplines and manage league interface

Key Accountabilities

- Planning and scheduling all league fixtures for club teams throughout the season, liaising with league organisers to confirm fixture dates and venues
 - Aylesbury League: (usually in early September) one meeting to arrange the whole season's fixtures in one evening, attendance in person.
 - Oxfordshire League: fixtures are arranged via email between each club, with a list of email addresses for all clubs circulated in early July; clubs have 8 weeks (during July & August) to communicate with each other offline and agree match dates, before uploading them onto the BE Website (Azolve). There is no requirement to meet.
- Communicating fixture details to team captains, coordinating home fixture arrangements including advising Club Treasurer on court bookings, ensuring court time is available for match days.
- Managing any fixture changes or cancellations, liaising with opposing clubs and league administrators to reschedule as needed. Maintaining and updating the season Fixtures Calendar.
- Primary point of contact between the club and league for fixture-related matters.
- Supporting team captains with fixture queries. Submitting match results to appropriate leagues and updating on websites as required.

Time Commitment:

Very low; minor peaks during fixture planning periods and when managing changes or issues. Requirement to attend one Fixtures Evening per year (Aylesbury)

Development Officer

Purpose: accountable for juniors and their development; supports grow in skill of players across the club

Key Accountabilities

- Primary accountability for the Tuesday junior session
 - liaison with parents/guardians; running the sessions; ensuring a safe fun environment,

- developing coaching sessions for juniors with professional coaches (e.g. Steve Mann etc); involving experienced players to help support development
- enlisting volunteers to help share management of the sessions
- assessing juniors to manage their route into the mixed (Sunday) or Performance (Wednesday) sessions
- Collaborates with committee and team captains on development activities and coaching opportunities and initiatives.
- Collaborates with Treasurer on court booking; take payments for junior session and chases up invoices (if issued)
- Manages communication with junior group and parents

Time Commitment

Medium/Low: attendance at each Tuesday session during September to May for two hours, although co-opting volunteers to support can mitigate this

Team Captains

Purpose: lead respective team(s) in the Oxford or Aylesbury league

Key Accountabilities

- Collaborates with committee on which teams to run each year
- Selection of team (s) in co-ordination with other captains
- Manages team i.e. getting team together, co-ordinating travel to away fixtures
- Liaises with fixtures secretary on result submission
- Takes payment for match fees at each game; collaborate with Treasurer on chasing invoices (if issued)
- Provides report of team's year at the annual AGM

Time Commitment

Low/Medium. Small amounts of regular activity through the year (Sept-May) to organise teams. Each team will have between 8-12 matches per season

Social Secretary

Purpose: leads on any social activities for the club

Key Accountabilities

- Manages annual Christmas Dinner – invitations, venue liaison and negotiation, collaborates with Treasurer on invoicing and funding
- Leads on any other social activities during the year as decided on an ad hoc basis

Time Commitment

Very low. Currently just managing the annual dinner at the Black Horse at Christmas.