

Tasks required to run JUNIOR TCBC (Non-treasurer tasks)

I (Sue) and Claire (the treasurer) will be stepping down at the end of this season (July 2022). We are looking for other people to step forward to take up places on the committee. The formal roles that need to be filled are:

Treasurer – administers accounts, pays (coaches) invoices and expenses. Is a signatory to the bank account

Secretary – is a signatory to the club, and the bank account

Child Welfare Officer – Takes training in Child Welfare (a 3 hour course, held in a single evening)

All the other duties (listed below) can be divided by as many, or as few people as you like.

If enough people come forward and the club looks viable starting Sept 2022, then Claire and I will stay on another year to act as mentors. If no one can commit, then, unfortunately, the Junior club will fold.

If you would like anymore information, please contact Sue. suedixon@ritel.co.uk

Date	Details	Amount of time required per year
By first Tuesday in Sept.	Submit the advertisement that is to go in the Thornden Parent newsletter to contact at Thornden. Repeat for first Tuesday in Oct if you still want more members.	1 hour
Throughout year	Answer phone and email inquiries. About 20-30 a year. Maintain a waiting list if required.	4 hours
Once a month or quarterly	Receive/confirm invoices submitted by coaches and forward them to treasurer.	1 hour
Weekly or biweekly	Ensure that there is a parent attending each session. Helped greatly by the automatic parent rota on the website. Ideally, this is done by a parent volunteer coordinator.	0 hours (when system works), but more realistically, 8 hours. (Checking, sending out emails.)
Sept/Oct, then a little each month after	The members register themselves and this information is saved automatically to a spreadsheet on Google Drive. Input member details into Badminton England. Pay for membership and club affiliation. There is a way to export from the membership spreadsheet then download into BE website, but I haven't been successful yet.	7 hours in Sept/Oct, then once every 2 weeks, 30 minutes max.
Every half term.	Update and print off register list for all groups.	2 hours
Twice a year	Work with treasurer to keep track of payments (spreadsheet used) and gently remind some parents if they haven't yet paid.	6 hours
Once a year	Order badminton shuttles. Store then disperse as needed.	2 hours
Once a year	Order racquets if required, ensure first aid is current.	1 hour
Once a year	Hold an AGM. Invite members' parents to attend.	4 hours
As needed	Liaise with school if things are needed (i.e. if we need a mop, or the badminton nets suddenly start disappearing.)	3 hours
5-8 times a year	Communication: Email members' parents to inform/remind them of cancelled sessions, volunteer requests, tournament.	8 hours
4-5 times a year	Update website with current information regarding session cancellations due to exams, tournament, any other	10 hours

	information, tournament info. (There's a good user's guide for the website.)	
Around June/July	Reserve sessions with the school for the following academic year. Email correspondence with school rep who will send out a contract that needs to be signed and returned.	3 hours
Feb – April	Club Tournament. Advertise club tournament, starting after half term. Update website with tournament info. Order trophies, print out forms. Set up draw on day. Usually a double knockout. Supervise play on day. Recruit people who know how to score to help score the Bronze/Primary games.	6 Hours plus 8 hours on the day.