

Surf Coast Badminton Association Inc.

BADMINTON CO-ORDINATORS' POLICY

ROLES:

1. To organise to ensure the session is:
 - o welcoming and supportive
 - o enjoyable
 - o appropriately equipped
 - o cost effective , and
 - o safefor all participants.
2. To use a collaborative / co-operative approach.
3. To assume ultimate control of the session.

DUTIES:

1. To be the contact person for appropriate session.
2. To liaise with Recreation Centre staff as appropriate.
3. To arrange equipment for play by:
 - o Opening coded padlock
 - o Obtaining equipment
 - o Returning equipment
 - o Locking cupboard
 - o Collect session fees and prepare for treasurer using "labelled" envelopes. Include date and sign the envelope
4. Maintain session roll:
 - o record numbers and amounts for fees and memberships.
 - o inform secretary of new players details – phone, email, date of birth.
 - o add emergency contact number to Roll Book * Addition made
 - o pass player Registration form to President.
5. Monitor session players and ensure appropriate standards of behaviour are maintained.
6. Report , through President, to Committee any matters requiring its consideration and/or support.
7. Organise / train replacement/ support persons in case co-ordinator is unavailable.
8. In case of injury:
 - o Obtain first aid kit
 - o Fill in accident form
 - o Contact ambulance/ medical assistance if required
 - o Contact emergency contact number from Roll Book
9. To expect support from Committee members at your request.
10. Co-ordinators are required to act within:
 1. Surf Coast Badminton Association Constitution and Rules.
 2. Victorian Fair Play Policy
 3. Child- Safe Policy.
 4. Privacy and other legal provisions.

Appointed Co-ordinators are:

Monday: Margaret Taylor.
Wednesday: Jan Pritchard.
Thursday: Kathy Hose.

Date: 22/10/2018