

The Badminton Association of Western Australia (Inc.)
DRAFT BY-LAWS TO GOVERN
MANAGERS OF STATE SQUADS AND TEAMS

1.0 NOMINATION

The BAWA Secretary or Executive Officer will send out nomination forms for State Team Managers at the appropriate times.

Those parties interested in the position of Manager must submit the BAWA nomination form to the nominated address no later than the stipulated date or such other date as determined by the Board of Management.

2.0 APPOINTMENT

2.1 The BAWA Board of Management will make the appointment from the nominations received.

2.2 Should no suitable nominations be received or a vacancy occur for any reason, the BAWA Board of Management shall appoint a Manager.

3.0 REQUIREMENTS

3.1 The person applying for the Manager's position shall be a registered member of BAWA and have a police clearance or Working with Children Certificate, at the time of selection or appointment.

3.2 Preference may be given to an applicant with a first aid or sports trainer's certificate.

3.3 The appointed Manager must be conversant with the Codes of Conduct pertaining to players and officials.

3.4 The appointed Manager must be conversant with the BAWA Risk Management Policy

4.0 DUTIES

4.1 To meet with BAWA Secretary and a member of the BAWA Board of Management to receive copies of relevant by-laws and receive any other instructions as required.

4.2 The Manager will have administrative responsibility for the squad/ team- i.e. will deal with all matters relating to the team, as listed within these bylaws.

4.3 Player Code of Conduct

The Manager is responsible for the behaviour of team members. This means ensuring the player Code of Conduct is followed and enforced.

4.4 Medical

It is the Manager's responsibility to be aware of any medical conditions of the squad/ team members. (These are shown on player's nomination forms).

4.5 First Aid.

The Manager is to ensure that a suitable fully-equipped first aid kit is available at all training sessions, tournaments and carnivals which the squad/team members are attending.

4.6 Travel.

The Manager, in full consultation with the Board of Management, shall be responsible for arranging or ensuring all travel for team members and officials to and from the respective national carnival (including travel insurance) is arranged.

- 4.7 Transportation.
The Manager shall make the necessary arrangements to ensure that members of the team travel together at all times to and from the playing venue, where possible and/or practicable, and ensure that appropriate insurance cover is current.
- 4.8 Accommodation
The Manager shall be responsible for organising all team accommodation.
- The Manager shall jointly decide with the Coach of the relevant team whether parents/carer of U15, U17 and U19 team members should stay with team members at the team's accommodation venue, but the Manager is not required to make these bookings.
- 4.9 Dress and Uniform
The Manager must organise the State team uniforms, as required by the Board of Management.
He/she is responsible for the good appearance of the team at all times.
- 4.10 Rules and Laws
As soon as possible after appointment, the Manager must procure and study a copy of the rules governing the carnival concerned.
- 4.11 Public Relations
The Manager is responsible for ensuring representation at all functions and events as required, and shall be the spokesperson for the team in all formal, public or publicity occasions demanding such voice.
- 4.12 Financial transactions
The Manager shall be responsible for all monetary transactions, the organising of fund-raising and collection of monies at training sessions; and shall forward all monies received together with a record of all monies received and expended, to the Treasurer of the BAWA.
- He/she will also supply estimated costs to all team members.
- 4.13 Training sessions
The Manager will attend all training sessions and be available to respond to any player/parent or administrative queries.
- 4.14 Managerial Role at Carnival
The Manager must attend any Carnival Manager's meetings, submit match lists, collect shuttles, record all results, sign off on results sheets, organise players to be line judges, umpires (if required)... and any other matters that will ensure the smooth management of the team.
- The Manager must organise the food requirements for the team and oversee the washing of team uniforms.
- The Manager must ensure the cleanliness of the accommodation.
- 4.15 Team meetings
The Manager, in conjunction with the Coach, shall call and attend squad/team meetings.

4.16 Photographs and Documentation

The Manager shall be responsible for ensuring, at BAWA's expense, that a formal team photograph is obtained, and that players are offered the option to obtain at the Carnival, photographs at their own expense.

Any local press or other documentation or publicity available on the event, must also be obtained and included in the final report.

4.17 Final Report

The Manager shall present a written report to the Board of Management, using the prescribed pro forma, no later than three weeks after the return from the Carnival.

4.18 Liaison

The Manager shall liaise with the Coach and selectors on all matters pertaining to the squad / team.

4.19 Monitoring Player Contract

The Manager shall assist the Coach in monitoring each player's participation in squad/teams in accordance with their contractual commitment to the BAWA.

4.20 Selection on Tour

The Manager is to be one of the team selectors on tour (except where the Manager is ineligible because he/she is a relative of a player) and in the event of dispute the Coach's decision shall prevail.

END OF BY-LAWS

These by-laws were approved by the Board of Management:

1st Edition issued on 30th April 1994

Revision 1 September 1997

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