

MATCH SECRETARY DUTIES

Pre-season Meeting

Meet with Julie Pope, Carole Spencer and the Tournament Secretary to discuss and arrange next season's calendar, all the county championships, local non-county tournaments and any other events will be arranged at this meeting.

Before this meeting you need:-

- ☆ The new national calendar from Badminton England
- ☆ Masters County match dates
- ☆ Senior County match dates

Following this meeting the dates when the LBA Hall is available for junior matches will be known.

Attend the Shires Badminton League AGM in July to represent the LSBA and to meet match secretaries from other counties. This an opportunity to provisionally agree Shires League fixtures for the forthcoming season.

When arranging dates for matches try and avoid national and team tournaments and North Midway League fixtures.

Arranging fixtures

Shires Leagues matches should be arranged by liaising with other county match secretaries by phone or email and before any friendly matches. Generally alternate fixtures i.e. if last season we played Notts U15 away then this season try and play them at home. Try and get an even split of home and away matches for each team.

All Shires League matches are confirmed by the League Secretary at the end of September, it is then possible to arrange friendly matches.

Fixture Lists

Prepare a fixture list for each team and circulate to the Committee and Team Managers. Update lists as other matches are arranged

Wall Chart for LBA Hall

Liaise with the Secretary to prepare the wall chart for the LBA Hall which shows all County tournaments, Shires League matches, friendly matches, non-county tournaments, training sessions, holidays and any other relevant information. Ask Dave Armstrong for an A1 calendar for the wall

Matches

Start times for home matches depends on where the other team are travelling from ie if it's a local team Notts or Derbyshire a start time of 10am is ok. If the team has to travel further try to offer a later start time.

4 courts for 3 hours will be required for each match.

Masters and Senior County have preference over the LBA hall. Only U18 can play in the LBA hall with the Masters (not ideal as would take around 5 hours to complete on 2 courts).

Friendly Matches

These can be Shires Format or some other.

The LBA hall (and Sports Hall if needed) will need booking when the matches are arranged. The LBA hall with Carol Spencer and the Sports Hall with Babington College (James Lillystone).

Shires League

Inform Ian Rizzotto (Shires League Secretary) of match dates, venues and times. He must also be informed if any matches are altered.

It is the responsibility of the Match Secretary to update the Shires League secretary of the current Team Managers names and contact details at the start of each season.

Send out match confirmation to county match secretaries with all the details of the upcoming matches. Shires League matches should have at least 2 weeks confirmation.