

EBBISHAM BADMINTON CLUB

ROLE OF A SECTION REP

Section reps serve as a point of contact between the members of their section, the badminton Chair and committee, club staff and visitors to that section.

- The office should inform them (generally via email to the whole committee) of any players looking to join the session as new members. These details should also have been added to a Google spreadsheet which is shared with section reps to add their comments following any play-ins.
- They take the lead in making any visitors to their section feel welcome. They ensure that all visitors sign in and have obtained a guest peg from behind the bar (on payment of the required guest fee if appropriate (see below)).
 - New members to the club looking to join the section may attend two sessions free of charge as part of the play-in process.
 - Other invited guests (i.e. those not looking to become full members of the club) must pay a graded session guest fee of £12 (£6 for juniors & young adults). Such guests may only visit the club a maximum of 3 times during any season.
- They make sure that visitors understand the peg board system, are included in a variety of games, encouraging them to join (if deemed to be of the required standard for the section) and providing them with an application form where required (these are usually available on the shelf opposite the office). If possible, try to get the application form completed and signed at the time – returning the completed form behind the bar.
- For those visitors playing-in, in conjunction with the other section rep and/or other regular session members, they decide on whether the visitor is of a suitable standard for the section, redirecting them to another section if appropriate and informing the related section reps. If undecided they may seek the assistance of a coach through the committee. They must notify the office (by email) of the result of any play-in so that the office can follow-up on the next step.
- They attend committee meetings, making known any concerns or issues within the section and then reporting back to their members the result of any discussions and decisions.
- Shuttles – they monitor the use of shuttles during the session, ensuring the maximum use is made of the allocation (many shuttles can often be re-used by simply straightening out a few feathers). They should make sure that all shuttles are collected up at the end of the session, returned to the tubes (the right way round please!) and returned to behind the bar.

3 full tubes of new shuttles are provided for each graded session night. These are available from behind the bar. Only one tube at a time must be taken from the bar (all bar staff have been instructed about this).

July 2025

- Section WhatsApp group – all graded sections now have a WhatsApp section group set-up as a useful means for communicating information specifically related to the section (e.g. late requests for anyone to play a match when someone drops out at the last moment). Members should be asked (if not encouraged) if they want to join the group. Note: it must be made clear that the purpose of the group is for section-related communication only (i.e. it must not be used for members to promote goods or services). If members do not comply, post inappropriate comments, or leave the section for whatever reason (i.e. become inactive), then they should be removed from the group.
- Team selection – for those sections fielding teams, at the beginning of each new season, section reps should ask all members (from a list that the office can provide if necessary) who wishes to play (or simply be a floater or fill-in) in the various teams. They should then follow the process detailed in the Team Selection Process document, which is available from the website (or request a copy from the committee, not the office).

Notes: Sections reps must:

- i) have been a full member of the club for a minimum of two years.
- ii) be regular playing attendees at their section night..
- iii) attend a minimum of 50% of the committee meetings