

## **JOB DESCRIPTION FOR THE MANAGER of the 2012 ODBA Team**

- The Manager and Coach would share some of these responsibilities -

1. Familiarity with all rules/regulations of the OWG, from OWG Website/Badminton Ontario Co-coordinator
2. Track Expenses
  - a. OWG Entrance Fees
  - b. Shuttle Costs
  - c. Gym Rental
  - d. Travel Costs to the OWG
  - e. Uniforms
  - f. Sundries (nutrition at the games)
  - g. Honorariums
3. Assist with the Team Selection Process
4. Provide Official/Referee for the OWG
5. Communicate with parents regarding OWG information when needed
6. Look for sponsorship opportunities from local clubs to offset costs
7. Ensure proper paperwork is completed (medical forms, registration etc)
8. Assist with any other items that may come up
9. Travel with the ODBA team to the OWG in early March (2-3 day trip)
10. Attendance to most practices is not required
11. The deadline for applying for the 2012 ODBA OWG Manager position is **Friday, November 18th, 2011**. Applications to [kevin.willington@odba.ca](mailto:kevin.willington@odba.ca), and applications only require a short description of qualifications in an email. The ODBA board of directors will be presented with the applications to make a final decision.