

The Ottawa District Badminton Association (ODBA) is accepting applications for the positions of
MANAGER
for 2026 Ontario Winter Games (OWG) team

The applicants for this position shall meet the following requirements:

- have strong communication skills
- be able to work as a team with coach & ODBA OWG committee
- Successful police check (cost will be reimbursed by the ODBA).

Responsibilities of the MANAGER:

Training Team and OWG Team Selection Guidelines (working together with coach for the following)

- book training dates, times & locations
- consult OWG committee and coaches for input into the training team selection
- use the OWG 2026 Winters Games Selection Criteria posted by the ODBA
- propose a format for the final selection event (Fall 2026) and work with the OWG committee to seek endorsement of this format from the ODBA Board of Directors
- A more detail team selection criteria will be provided later from Badminton Ontario
- communicate selection criteria to all players, parents, clubs, and coaches
- provide a training schedule to players including an expected code of conduct

Finance & Planning

- assist the ODBA in providing a detailed budget (expenses and revenues)
- organize and conduct fundraising where possible
- secure sponsor(s) where possible and procure uniforms
- organize transportation to/from Games
- submit all invoices/expenses to the ODBA treasurer

Preparation for the OWG

- be familiar with all rules / regulations of the OWG
- complete all paperwork for the Games (registration/medical)
- consult OBA for any required information prior to OWG games

At the OWG

- travel with team players to and from the Games
- ensure the safety and well-being of the team
- provide extra drinks and food at the Games

After the OWG (working together with coach)

- provide a report documenting lessons learned and recommendations for future OWG events within 6 weeks after the event

Selection Criteria

- Combination of leadership and managing experiences
- Passion for badminton and works well with juniors

Remuneration

Expenses incurred by the manager through his/her involvement with the team prior to the actual event in Feb 2026 in Orillia will be reimbursed and an honorarium will be offered as determined by the OWG committee. Travel, accommodations and food expenses incurred by the participation of the coach and manager in the 2026 event will be covered by the ODBA. However the overall estimate budget needs to be approved by Board of Director.

Application information:

Interested parties are required to send a brief resume detailing their related credentials.

Send applications to the Director of Junior Player Development (Yong Shi) via email (yong.shi@outlook.com) by end of day on the application deadline.

Application deadline for Manager: June 20, 2025 at 11:59 pm

Note – first qualified applicant will get the position and this posting will be closed at that time.

- The manager will have to be a female since the qualified coach is a male.