



ASSOCIACIÓ KEEP CALM BARCELONA

KEEP CALM BADMINTON

Organiser Guide

ORGANISER GUIDE

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THE ROLE IN ONE SENTENCE

You're the human layer on top of a Google Form and some behind-the-scenes automation - review the roster the system builds each week, decide who's collecting payment, post it to the group, and make the day-of calls.

HOW A SESSION COMES TOGETHER

Badminton runs two weekly sessions, Friday evening and Sunday morning. Sign-up happens through a Google Form, not a WhatsApp poll: about a week before each session, the sign-up link goes out on its own, and it closes on its own a few days before the session. Once it closes, a roster card - courts, level and gender balance, who's playing where, payment tags - is built and sent to the organisers group for you to check.

You don't need to build the roster yourself. Your job starts once it lands.

WHAT'S AUTOMATIC

- The sign-up announcement, about a week ahead
- Sign-ups closing at the set cutoff
- The roster card itself - courts, level/gender balance, payment-tier and priority-flag tags, and a waiting list kept in strict sign-up order
- The post-session thank-you post

WHAT'S YOURS

- **Review the card before it goes out:** courts and groupings look sensible, nothing obviously wrong. The waiting list is always kept in strict sign-up order by design, even when that waitlists someone who'd offered to help book a court - that's deliberate, not something to fix on your own
- **Decide who's collecting payment that week, then post the roster to the community group** with that settled. Rotate who collects rather than defaulting to yourself or the same person every time - spreading it out means no one volunteer builds up a pattern of taking everyone's payments, and the group doesn't depend on any one person being around every week
- **Handle the few things the system leaves to you on purpose:** a genuine duplicate sign-up, someone asking for a +1 once the session's full, a forced level mix that looks off. The card will usually flag these for you, but the call is yours
- **Book the courts** once numbers are confirmed

- **Note lateness, early leaves, or no-shows as a priority flag** for future sessions - a lighter, badminton-specific record that's separate from Keep Calm's community-wide strike system. It doesn't remove or reorder anyone automatically, and it clears once resolved
- **Chase payment** where it hasn't come in, and **confirm who actually paid and showed up** once the session's done - that record is what future cards (including the Cash OK tag for regulars) are built from, so it only stays accurate if someone keeps it current
- **Welcome newcomers**, help them pick a level honestly, and point them at the group for anything they're unsure about
- **Make the day-of calls**: venue or weather issues, no-shows, minor on-the-day reshuffling

JUDGEMENT CALLS THAT ARE YOURS ALONE

- Who collects payment each week
- Duplicate sign-ups, +1 requests, and similar roster edge cases the card flags to you
- Priority flags, and clearing them once resolved
- Day-of court and rotation calls

ASK ANOTHER ORGANISER FIRST

- Changing venue, day, time, or cost
- Adding, dropping, or splitting a session (for example, a level-specific one)
- Anything with a recurring cost

TALK TO THE COMMUNITY LEAD FOR

- Money beyond the above
- Bans and appeals - the community-wide strike system is a decision for the Community Lead, not you
- Venue contracts
- Anything technical: the form, the automation, the website

STEPPING DOWN

If you're stepping down, follow the Stepping Down checklist in the Association's [Organiser Guide](#).