

JOB DESCRIPTION

Job Title:	BAM Events Manager	Division/Department:	Events
		Reports to:	General Secretary
	To assist in managing and delivering BAM's tournaments, international and local, according to standards and requirements of external and internal stakeholders.		

Job Description and Key Responsibilities:

BAM EVENTS AND TOURNAMENTS

1. Managing day to day work for the Event's Department in preparing and planning all events – tournament and non-tournament.
2. To coordinate the requirements of other departments such as marketing, media, logistics, safety & security for Events organised by BAM.
3. Assist in tournament planning process, ensuring that all requirements of each tournament / event are captured and integrated into the planning process taking into account all the requirements of all functional areas and stakeholders
4. Ensure tournament regulations, tournament sanction from Sports Commissioner, tournament prospectus, draw, entry, venue selection, etc. are done in accordance to required timeline
5. As part of the Events team, to be well-versed with **tournamentsoftware** programme and responsible for all matters related to tournament software, including tournament entries, withdrawal processes, seeding and tournament draws.
6. Ensure tournament venue and training hall is prepared up to standard and requirements of BAM.
7. Assist in drafting and monitoring tournament budget, regulations, guidelines for events organized and sanctioned by BAM
8. Advise event host organisers in matters related to competition regulations, BAM rules and regulations as well as policies approved by BAM Council
9. To effectively communicate with event host organisers, sponsors, event broadcasters, logistic providers and related BAM stakeholders;
10. To ensure host event organisers follows highest standards in organising events by adhering to all contractual obligations related to the events
11. Ensure effective and timely resolution of all match-days venue specific issues and cross-functional issues that directly affect the operation of the venue and escalate issues that require cross Functional areas resolution / discussion.
12. Develop and maintain strong working relationship with the BAM internal and external stakeholders
13. Ensure that all necessary documentations, policies, procedures and contingency plans required for the planning, readiness and operational phases are produced on time and to the standard required.
14. Assist in overseeing event delivery from a technical and sponsorship rights perspective;
15. Assist in compiling comprehensive event operational process for the purpose of organising tournaments organised by BAM;
16. Assist in compiling reports, including post-event reports, for BAM and assist in other duties as require by BAM and Events Department from time to time.

TECHNICAL OFFICIALS

17. Maintain a database for all BAM Technical Officials, including issuance of a membership card
18. Assist in training and retraining, assessment, nomination and selection of Technical officials officiating in tournaments;

COACHING EDUCATION PROGRAMME

- To liaise with all the State Badminton Associations (State BAs) to coordinate a CEP calendar to conduct the courses;
19. To liaise with BWF and BAC for the appointment of instructors and organization of CEP courses;
 20. To liaise with BWF and BAC to train trainers within BAM, who will be capable of organizing coaching courses and ;
 21. To coordinate shuttle time programmes with BWF and State BAs and arrange meetings and administrative aspect CEP;

22. Coordinating with instructors and trainers to ensure reports on courses, exam results are submitted on time;
23. Printing of Certificates and distributing to members or the State BAs;
24. Assist in compiling relevant reports related to CEP for Development Committee;
25. To coordinate with all the stakeholders including participants of the Coaching course, appointment of Instructors, State BAs and BAM for smooth implementation of the scheduled Coaching Courses;
26. To prepare relevant reports to be submitted for the purposes of Council Meeting, Development Committee Meeting and AGM upon request;
27. Preparation of Budget under CEP for all BAM Coaching Courses activities and financial commitment related to State BAs' development and CEP.
28. To carry out any other related task necessary for the smooth function of CEP.

PARABADMINTON

29. Work with Malaysia Paralympic Council and National Sports Council of Malaysia in all matters related Para badminton athletes' participation including logistic arrangements, compiling training programmes, preparing claims (if any) for BAM coach under Para Badminton programme.
30. Assist National Sports Council in talent identification programme.
31. Submit report for BAM Management, BAM Council and AGM.

OTHERS

32. Any other work required by BAM as necessary
33. Team player with good interpersonal skills;
34. To effectively use Microsoft One Drive applications in saving documents and files related Events Department;
35. Good command of written and spoken Bahasa Malaysia and English;

Experience Required

*Functional Experience (No. Of years, Specialized Field if any)	Proven track record of success as a leader within large scale event management and operational delivery environments, with major event experience Experience in working with multiple, diverse range of stakeholders
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Education and Qualifications Requirement

Relevant bachelor's degree;
Any Additional Requirements (<i>Language skills, Computer Skills</i>) specify:
Extensive interest in sports is an advantage High competency in Microsoft Office Knowledge of Tournament Software operation is an advantage Ability to work on tight deadline Some travel and weekend work may be required.

Employee Acknowledgment	
Name & NRIC No.:	
Signature	