**Roles and Responsibilities for Sanctioned Competitions (Bronze, Silver & Gold Competitions)**

Version Control

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| 1.0 | 01.08.2017 |  |  |
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|  | Responsibilities for Clubs/Tournament Organisers | Responsibilities for Scottish Squash |
| Pre-Event | * Set-up SportyHQ event page to allow for online entry.
* Request sanctioning from Scottish Squash through SportyHQ.
* Coordinate entry process.
* After the event closing date notify the Regional Manager that seeds have been set (as per Scottish Squash rankings). The Regional Manager will then confirm the seeds.
* On receiving confirmation of seeds and players from the Regional Manager, put together event draws and schedule.
* Publish and notify the players of the draws/schedule.
 | * Add the competition to the Scottish Squash website along with the link to the SportyHQ entry site.
* Advertise the competition through appropriate marketing channels (website/social media etc).
* Where required support the competition organiser with the use of SportyHQ.
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| During Event | * Run the competition in line with the rules of the game and Scottish Squash code of conduct and fair play statement.

<http://www.scottishsquash.org/about-us/governance/policies-procedures/#toggle-id-2> * Coordinate all aspects of the event from results entry, scheduling requests etc.
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| Post Event | * Inform the Regional Manager that the competition is complete. (No requirement to send results as they can be accessed through SportyHQ).
* Send any pictures/reports to Scottish Squash to be added to the website (if applicable).
* Arrange the appropriate payout of finances from the competition.
 | * Upload any reports/photos to the Scottish Squash website.
* Review the event with the Regional Manager and address any areas of concern.
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**Roles and Responsibilities for Sanctioned Competitions (Platinum Competitions)**

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|  | Responsibilities for host Clubs | Responsibilities for Scottish Squash |
| Pre-Event | * Work closely with Scottish Squash to agree the partnership contract of providing the facilities for the competition.
* Coordinate catering facilities that will be available during the competition.
* Coordinate any other club facilities that may be required during the competition.
 | * Set-up SportyHQ event page to allow for online entry.
* Coordinate entry process.
* Following the closing date, seed the entries and put together the draws and schedule for the competition.
* Publish and notify the players of the draws/schedule.
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| During Event | * Coordinate the running of all club facilities.
 | * Run the competition in line with the rules of the game and Scottish Squash code of conduct and fair play statement.

<http://www.scottishsquash.org/about-us/governance/policies-procedures/#toggle-id-2> * Coordinate all aspects of the event from results entry, scheduling requests etc.
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| Post Event | * Work in partnership with Scottish Squash to review the competition.
 | * Upload any reports/photos to the Scottish Squash website.
* Review the competition with the staff team and host club.
* Arrange any payment to the club which was agreed within the partnership contract.
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