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

Version Control

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| Version No. | Date Amended | Amended By | Reason |
| 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. |
| 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. |  |
| 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. |

**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. |
| 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. |
| 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. |