

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

Version Control

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	Responsibilities for Clubs/Tournament Organisers	Responsibilities for Scottish Squash
Pre-Event	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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)

	Responsibilities for host Clubs	Responsibilities for Scottish Squash
Pre-Event	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Coordinate the running of all club facilities. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Work in partnership with Scottish Squash to review the competition. 	<ul style="list-style-type: none"> • 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.