

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

### Version Control

<u>Version No.</u>	<u>Date Amended</u>	<u>Amended By</u>	<u>Reason</u>
1.0	01.08.2017		
2.0	25.04.2019	Allan McKay	Update

	Responsibilities for Clubs/Tournament Organisers	Responsibilities for Scottish Squash
Pre-Event	<ul style="list-style-type: none"> <li>Set-up SportyHQ event page to allow for online entry.</li> <li>Request sanctioning from Scottish Squash through SportyHQ.</li> <li>Coordinate entry process.</li> <li>Confirm seeds for each category. Support can be provided by Scottish Squash if required.</li> <li>On completion of seeds, put together competition draws and schedule.</li> <li>Publish and notify the players of the draws/schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Add the competition to the Scottish Squash website along with the link to the SportyHQ entry site.</li> <li>Advertise the competition through appropriate marketing channels (website/social media etc).</li> <li>Where required support the competition organiser with the use of SportyHQ.</li> </ul>
During Event	<ul style="list-style-type: none"> <li>Run the competition in line with the rules of the game and Scottish Squash code of conduct and fair play statement. <a href="http://www.scottishsquash.org/about-us/governance/policies-procedures/#toggle-id-2">http://www.scottishsquash.org/about-us/governance/policies-procedures/#toggle-id-2</a></li> <li>Coordinate all aspects of the event from results entry, scheduling requests etc.</li> </ul>	
Post Event	<ul style="list-style-type: none"> <li>Send any pictures/reports to Scottish Squash.</li> <li>Arrange the appropriate payout of finances from the competition.</li> <li>Carry out a competition review.</li> </ul>	<ul style="list-style-type: none"> <li>Upload any reports/photos to the Scottish Squash website.</li> <li>Support the organiser(s) to review the competition and address any areas of concern.</li> </ul>

## Roles and Responsibilities for Sanctioned Competitions (Platinum Competitions)

	Responsibilities for host Clubs	Responsibilities for Scottish Squash
Pre-Event	<ul style="list-style-type: none"> <li>Work closely with Scottish Squash to agree the partnership contract of providing the facilities for the competition.</li> </ul>	<ul style="list-style-type: none"> <li>Set-up SportyHQ competition page to allow for online entry.</li> <li>Coordinate entry process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate catering facilities that will be available during the competition.</li> <li>• Coordinate any other club facilities that may be required during the competition.</li> </ul>	<ul style="list-style-type: none"> <li>• Following the closing date, seed the entries and put together the draws and schedule for the competition.</li> <li>• Publish and notify the players of the draws/schedule.</li> </ul>
During Event	<ul style="list-style-type: none"> <li>• Coordinate the running of all club facilities.</li> <li>• Work closely with the competition organiser(s) to deliver a successful competition.</li> </ul>	<ul style="list-style-type: none"> <li>• Run the competition in line with the rules of the game and Scottish Squash code of conduct and fair play statement. <a href="http://www.scottishsquash.org/about-us/governance/policies-procedures/#toggle-id-2">http://www.scottishsquash.org/about-us/governance/policies-procedures/#toggle-id-2</a></li> <li>• Coordinate all aspects of the event from results entry, scheduling requests etc.</li> </ul>
Post Event	<ul style="list-style-type: none"> <li>• Work in partnership with Scottish Squash to review the competition.</li> </ul>	<ul style="list-style-type: none"> <li>• Upload any reports/photos to the Scottish Squash website.</li> <li>• Review the competition with the staff team and host club.</li> <li>• Arrange any payment to the club which was agreed within the partnership contract.</li> </ul>