

ADM09-G06 Masters Working Group: Terms of Reference

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TOGETHER FOR SQUASH IN SCOTLAND



Overview

The Scottish Squash Masters Working Group has been established to strengthen the Masters squash community in Scotland and act as a focal point for players and Scottish Squash for any questions or issues. The terms of reference outlined in this document detail how the workgroup will work to achieve its purpose, aims and objectives.

The terms of reference are valid from November 2025 and should be reviewed by the membership and Scottish Squash on an annual basis.

Membership

The voluntary membership will be requested via Scottish Squash and are from the Masters community. Prominent engagement and entry on the Master Regional Circuit is preferred, with Home Internationals experience also desirable.

A Chair of the group will act as the lead convenor, and to shape the direction of conversations and flow of agendas at all meetings. The Chair will be the main point of contact for the group with the national governing body and will work closely with NGB staff in developing relations, taking appropriate actions and supporting the player community.

The Chair role will be held by a volunteer on an initial two-year term, with four years being the maximum tenure. Should Scottish Squash identify, or be notified of, a neglect of duties by the Chair, the membership will be contacted and supported in the identification and appointment of a new Chair.

The Scottish Squash Head of Development will be the focal point of communication with the NGB. The staff member will be identified to support the Working Group and will attend all meetings. In the event of absence or other working commitments, a suitable replacement NGB staff member may attend.

Purpose

To strengthen and grow the Masters Squash playing community in Scotland and increase participation through development strategies.

Aims and Objectives

The aims and objectives of the Working Group will be:

- To provide a consistent two-way communication link with the Masters playing community and the NGB.
- To support Scottish Squash in the promotion of Masters squash through sharing of newsworthy items, event reporting and photographs which can be shared on the Scottish Squash channels.
- To support in communicating regular messages to the Masters playing community.
- To continually learn from other countries Masters Committees and work with Scottish Squash to implement new practices that are a communal desire of the Masters playing community.



- To work with Scottish Squash in the development and delivery of the Masters Regional Circuit, including calendar development, event preparation, proactive support for regional organisers, and seeding.
- To work with Scottish Squash in the development and delivery of the annual Home Internationals series.
- To support Scottish Squash delivering its aims as realised in the [2023-27 Strategic Plan – Together for Squash in Scotland](#).

Standard Agenda

The following standard agenda will apply for all meetings:

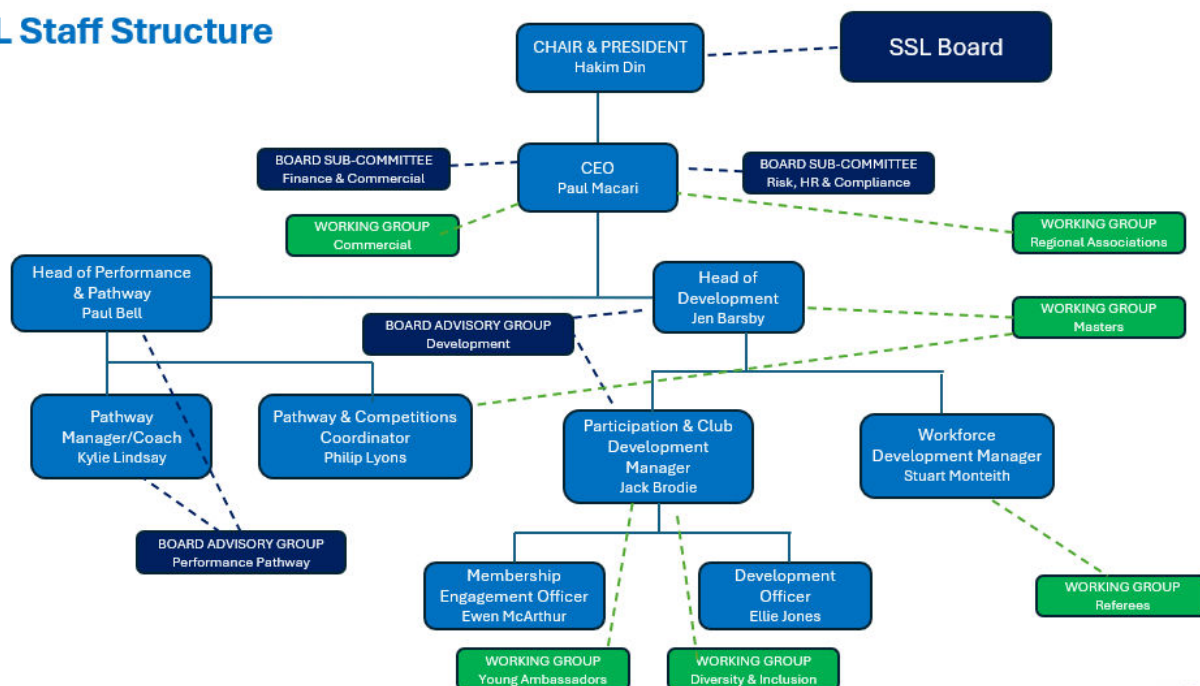
- An update on previous actions agreed from the last meeting
- An update from Scottish Squash and review of latest communications from the NGB
- Update on topics which the Working Group are working on
- Agree new actions and delivery dates generated from the meeting.

Governance and Delivery

Similar to other SSL working groups, the Scottish Masters Working Group will feed into the SSL Executive Teams, which reported to the SSL Board via the Executive Leadership Team, and designated Sub-Committees or Advisory Groups. The SSL Board will also have a designated 'Masters Champion' (see Appendix 1) member who will represent the interests of the Masters community at Board level.

The below visual demonstrates the current structure and active working groups as of October 2025.

SSL Staff Structure





The Chair of the Masters Working Group's main point of contact within Scottish Squash will be the Head of Development. Any feedback or reports from group members should be submitted to the Chair in the first instance, unless previously delegated.

In the instance of any subgroups being active at times, a designated subgroup member should provide updates to the Chair as appropriate.

Meeting Frequency and Attendance

There should be three formal meetings held annually, with at least one in-person meeting preferred. The actions from the meetings will be formally documented. Additional meetings may be held as required, and the regularity of the meetings will be consistently reviewed to ensure that the Working Group is efficient and effective in delivering its purpose.

It is expected that members attend every meeting planned to ensure continuity of purpose. In the event of absence, the Chair should be notified in advance.

Code of Conduct & Confidentiality

All members must sign and adhere to the [Scottish Squash Working Groups Code of Conduct](#) upon appointment. Key expectations include:

- Treating all persons with respect, fairness and dignity.
- Upholding the highest standards of integrity, honesty and accountability.
- Declaring and appropriately managing any conflicts of interest.
- Maintaining confidentiality of non-public information.
- Refraining from harassment, discrimination or any behaviour that may bring the sport or Scottish Squash into disrepute.

Breaches of the Code will be investigated under Scottish Squash's disciplinary procedures and may result in suspension or removal from the Masters Working Group.

Appendix 1 - Role of a Masters Champion

The Masters Champion sits on the Scottish Squash Board of Directors and plays a crucial role in promoting all areas of Masters Squash within Scotland. They act as a bridge between the Scottish Board and the Masters Working Group, ensuring alignment with organisational goals and providing strategic oversight.

Expectations

- Attend all Masters Working Group meetings or organise a suitable stand-in to attend.
- Ideally be a Masters Squash player.
- Lead and promote Masters Squash discussions at board meeting.
- Communicate to the Scottish Board and Masters Voluntary Group the outputs of any meeting between them to aid in the promotion of Masters Squash.

