



ADM10-G04 Roles and Responsibilities for Sanctioned Competitions

Version Control

Version No.	Date Reviewed	Reviewed by	Next Review Date
4.0	02/07/2024	Performance Pathway Executive Team	July 2027
5.0	22/09/2026	Performance Pathway Executive Team	September 2029

1. START and PLAY Sanctioned Competitions

The following table explains the roles and responsibilities for both Clubs/Competition Organisers and Scottish Squash for START and PLAY sanctioned competitions.

	Responsibilities for Clubs/Competition Organisers	Responsibilities for Scottish Squash
Pre-Competition	• Perform a Risk Assessment for the event. • Set-up SportyHQ competition page to allow for online entry. • Publish any terms and conditions for the competition which entrants must agree to on the event sign-up page. Relevant sections (or all) of the Scottish Squash Competitions and Events Terms & Conditions can be adopted if you wish. • Request sanctioning from Scottish Squash through SportyHQ. • Coordinate entry process, transactions and any refunds required. • Establish any requirement for competition seeding. This can be done using an objective ranking such as SquashLevels or through local knowledge. • Put together competition draws and schedule, and prepare for publication. • Establish any desire / requirement for referees based on event budget. Coordinate referees via Scottish Squash. • Publish and notify the players of the draws/schedule. • Ensure participants have agreed to the Scottish Squash Code of Conduct & Fair Play Policy. Junior Events • Ensure club/venue's Welfare Officer is aware of the event and relevant people in the club have PVGs if they are working or volunteering on the day. A PVG can be obtained via Scottish Squash if needed. • Welfare officer has up to date CWPO training • Have a Child Wellbeing and Protection policy in place (can adopt Scottish Squash policy) • Ensure clear reporting and incident procedures and entrants are aware of the safeguarding lead • Ensure officials and coaches have completed a code of conduct before attending.	• 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/newsletter etc). • Where required, support the competition organiser with the use of SportyHQ and organising their competition. • Provide connection to referees if requested by the organiser.

During Competition	• Run the competition in line with the rules of the game and Scottish Squash Code of Conduct & Fair Play Policy. • Coordinate all aspects of the competition from results entry, scheduling requests etc. • Clear signage in venue for reporting any safeguarding concerns (name of CWPO and phone number/email). • Direct any breaches of code of conduct to the Call it Out! concern report form.	
Post Competition	• Send any pictures/reports to Scottish Squash. • Send a summary email to participants via SportyHQ and request feedback on the event. • Carry out a competition review. Scottish Squash can support with this process if required. • Follow up on any incidents reported as per CWP policy guidelines	• Support the organiser(s) to review the competition and address any areas of concern. • Depending on capacity and communication strategies, share social posts or reports of the event.

1. PERFORM Junior/Senior Gold and Masters Regional Sanctioned Competitions

The following table explains the roles and responsibilities for both Clubs/Competition Organisers and Scottish Squash for PERFORM Junior/Senior Gold and Masters Regional sanctioned competitions.

	Responsibilities for Clubs/Competition Organisers	Responsibilities for Scottish Squash
Pre-Competition	• Perform a Risk Assessment for the event. • Set-up SportyHQ competition page to allow for online entry. • Request sanctioning from Scottish Squash through SportyHQ. • Coordinate entry process, transactions and any refunds required. • Masters Regional only: confirm seeds for each category. SquashLevels can be used as a baseline and the Regional Committee or Masters Working Group can be contacted for review. • On completion of seeds, put together competition draws and schedule, and prepare for publication. Seeding and draw formats must be sent to Scottish Squash for review before publication. • Establish any desire / requirement for referees based on event budget. Coordinate referees via Scottish Squash.	• Add the competition to the Scottish Squash website along with the link to the SportyHQ entry site. • PERFORM Junior/Senior Gold only: confirm seedings with the competition organiser as per the Regulations for Sanctioned Competitions. • Advertise the competition through appropriate marketing channels (website/social media/newsletter etc). • Where required support the competition organiser with the use of SportyHQ and organising their competition.

	• Arrange appropriate prizes for the event. For PERFORM Senior Gold events, a minimum prize fund of £300 per draw must be offered (Men's/Women's). • Publish and notify the players of the draws/schedule. • Ensure participants have agreed to the Scottish Squash Code of Conduct & Fair Play Policy. Junior Events • Ensure the club/venue's Welfare Officer is aware of the event and relevant people in the club have PVGs if they are working or volunteering on the day. A PVG can be obtained via Scottish Squash if needed. • Ensure clear reporting and incident procedures and entrants are aware of the safeguarding lead. • Welfare officer has up to date CWPO training • Have a Child Wellbeing and Protection policy in place (can adopt Scottish Squash policy) • Ensure officials and coaches have completed a code of conduct before attending.	• Review seeding and draw formats before draw publication. • Provide an availability notice of referees.
During Competition	• Run the competition in line with the rules of the game and Scottish Squash Code of Conduct & Fair Play Policy. • Coordinate all aspects of the competition from results entry, scheduling requests etc. • Clear signage in venue for reporting any safeguarding concerns (name of CPO and phone number/email) • Direct any breaches of the code of conduct to the Call it Out! concern report form.	
Post Competition	• Send any pictures/reports to Scottish Squash. • Send a summary email to participants via SportyHQ and request feedback on the event. • Oversee the payout of finances from the competition, including any prize money offered. • Carry out a competition review. Scottish Squash can support with this process if required. • Follow up on any incidents reported as per CWP policy guidelines	• Upload any reports/photos to the Scottish Squash website. • Support the organiser(s) to review the competition and address any areas of concern.

2. Roles and Responsibilities for PERFORM National Championships and Scottish Squash Cup Finals Day

The following table explains the roles and responsibilities for both Host Clubs and Scottish Squash for Scottish Squash PERFORM sanctioned National Championships competitions and the Scottish Squash Cup Finals Day.

	Responsibilities for Host Clubs	Responsibilities for Scottish Squash
Pre-Competition	• Work closely with Scottish Squash to agree the required facilities for the competition and access to the venue. • Ensure equipment that will be needed for the event, as agreed with Scottish Squash, is available and operational. • Liaise with Scottish Squash on sponsor requirements, branding standards or partner commitments to avoid issues on the day. • Coordinate catering facilities that will be available during the competition. • Work with Scottish Squash to determine volunteer requirements for the event and confirm the availability of volunteers to support event delivery.	• Set-up SportyHQ competition page to allow for online entry. • Coordinate entry process and advertise the competition through appropriate marketing channels (website/social media etc). • Following the closing date, seed the entries and put together the draws and schedule for the competition. • Establish and coordinate any requirement for referees. • Publish and notify the players of the draws/schedule. • Identify Safeguarding Lead during event if SSL Lead is not present. • Ensure participants have agreed to the Scottish Squash Code of Conduct & Fair Play Policy. • Ensure officials and coaches have completed a code of conduct before attending.
During Competition	• Coordinate the running of all club facilities, maintaining cleanliness and standards throughout. • Coordinate and manage volunteers throughout the event, ensuring they are briefed, assigned roles and supported as required. • Work closely with the competition organiser(s) to deliver a successful competition. • Clear signage in venue for reporting any concerns	• Run the competition in line with the rules of the game and Scottish Squash Code of Conduct & Fair Play Policy. Breaches of the code of conduct identified by SS will be dealt with according to the SS Disciplinary Policy. • Coordinate all aspects of the competition from results entry, scheduling requests etc.
Post Competition	• Work in partnership with Scottish Squash to review the competition and request feedback from participants. • Follow up on any incidents reported as per CWP policy guidelines	• 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 as required.