ADM10-G04 Roles and Responsibilities for Sanctioned Competitions

Version Control

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3.0	04/08/2023	Competitions Advisory Group	July 2024
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Bronze, Silver, Gold and Masters Regional Sanctioned Competitions

The following table explains the roles and responsibilities for both Clubs/Competition Organisers and Scottish Squash for Bronze, Silver, Gold and Masters Regional sanctioned competitions.

	Responsibilities for Clubs/Competition Organisers	Responsibilities for Scottish Squash
Pre-Competition	- Set-up SportyHQ competition page to allow for online entry. - Request sanctioning from Scottish Squash through SportyHQ. - Coordinate entry process. - Confirm seeds for each category. For Gold competitions, SquashLevels will be used to determine seeding. Support will be provided by Scottish Squash as required. - On completion of seeds, put together competition draws and schedule, and prepare for publication. Seeding and draw formats for Gold and Masters Regional competitions 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. - 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/newsletter etc). - Where required support the competition organiser with the use of SportyHQ and organising their competition. - Review seeding and draw formats for Gold and Masters Regional competitions. - Provide connection to referees if required.
During Competition	- 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 competition from results entry, scheduling requests etc.	
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.	- Upload any reports/photos to the Scottish Squash website. - Support the organiser(s) to review the competition and address any areas of concern.

Roles and Responsibilities for Platinum Sanctioned Competitions

The following table explains the roles and responsibilities for both host Clubs and Scottish Squash for Scottish Squash Platinum sanctioned competitions.

	Responsibilities for Host Clubs	Responsibilities for Scottish Squash
Pre-Competition	• Work closely with Scottish Squash to agree the required 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. • Complete and return **ADM10-F01 Platinum Partnership Agreement** upon request.	• 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.
During Competition	• Coordinate the running of all club facilities. • Work closely with the competition organiser(s) to deliver a successful competition.	• 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 competition from results entry, scheduling requests etc.
Post Competition	• Work in partnership with Scottish Squash to review the competition and request feedback from participants	• 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.