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## Squash Central Committee Job Descriptions

### President

The President leads the Central Squash Committee, has regular contact with Administrator, any Squash Development staff and Treasurer.

- Leads Committee meetings.
- Speaks on behalf of District at Squash Central and Squash New Zealand events.
- Oversees district development, long-term goals and strategic planning
- Chairs and organises Committee meetings (works with Secretary to set agenda)
- Manages and supports committee volunteers
- Delegates and oversees tasks to members of committee and clubs where required
- Represents district at Squash New Zealand meetings (including Presidents meetings & AGM) and represents the District through voting rights.

### Treasurer

The Treasurer controls all Central's finances and is the District's Chief Financial Officer.

- Administers the finances of the Central Squash Trust.
- All accounting is done through Xero software accounting package.
- Authorises and pays all expenses
- Pay wages, records all annual and sick leave, files relevant payroll forms with IRD
- Files and pays GST, files with IRD
- Creates invoices and manages collection for affiliation fees, interclub fees, player contributions and anything else necessary
- Has account signing authority and is chief approver of payments (with another signatory)
- Monitors expenditure during the year and reports to all committee meetings
- Monitors term deposits and reports to committee meetings
- Liaises closely with administrator
- Provide administrator with audit material for funding grants
- Set the annual budget and monitors it
- Arranges review of annual accounts with independent reviewer.

### Elite Squad Convener

- Encourage and grow player grading's
- Establish senior team selection and management
- Provide coaching guidelines for players and coaches
- Appoint as required team selection and management panels
- Manage senior teams representing the district.
- Coordinate with District administrator to ensure all teams requirements are met.
- Responsibility - Rep Teams, District Coaches/Managers



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## District Coach

- Appointed by the incoming Central Committee, the District Coaches role is to oversee all playing and rep squads and various coaches within Central.
- Prepare and implement a District wide 'coaching plan' in conjunction with other appointed Central coaches throughout the district.
- Organise annual Central Coaching Conference.
- Communicate all things 'coaching' with Squash New Zealand and attend the National Coaching Conference.
- Achieve coach growth targets
- Ensure coaching requirements of funding providers and SNZ are met
- Encourage coaching programs and attendance at modules.

## Development and Participation Convener

- Encourage quality tournament/competition catering for all levels of players
- Continue to encourage junior growth
- An increase in number of active players within the central region
- Encourage full participation in both inter-regional triangular tournaments
- Provide necessary events for all levels of the game
- Encourage new events
- Develop more effective communication between Committee, clubs and players
- Encourage personal contact with all clubs via Buddy Club system
- Provide even spread of district events throughout region

## Marketing Convener

- Enhances the District identity and brand through an effective Marketing plan.
- Seeks sponsors and funding to assist the District, providing sponsor packages.
- Attempts to obtain \$8,000 + of sponsorship funding.
- Responsible for assisting with website, Facebook, Annual Report and any District advertising or branding or marketing.

## Junior Convener

- Promote J Grade and grow junior numbers and participation within the district.
  - Controls with the assistance of the District Coach, the Districts overall juniors programme.  
Includes overseeing the Zone squads and training programs, Rep Squad, Jnr Interclub and Jnr Prince Series, thru to Central Junior Champs, rep fixtures and Jnr team to Nationals.
  - 3 Major events for juniors within Central: - vs. Eastern, Central Age Group Champs and vs. Wellington
  - Organise coaches/managers for all junior events.
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- Liaise with District Secretary and clubs to get all juniors interested in playing for Central.
- Vs. Eastern – team of 20 players 2 boys 2 girls from each age group – chose best two players in each age group and organise getting them to the event.
- Vs. Wellington – team of 24 U17 players 2 boys and 2 girls from range of 6 bands of points – hold a coaching/selection day, choose team and liaise with players to get them to the event.
- National Age Groups team: Support with running Central Juniors, which is a compulsory tournament for those wanting to be selected for Central Junior Age Groups team. Select team and liaise with District Administrator on logistics of sending them to event.
- Works with schools, District Association and Regional Sports Trust to promote squash within schools.
- Represent Junior interests on the committee



### **Masters Convener**

- Promote and grow Masters participation at all events.
- Assists with organization of the Central Masters tournament
- Controls with the assistance of the District Coach, the Districts overall masters programme.
- Responsible for any training sessions, Masters squads and Masters team selection and management to Nationals.

### **Players Representative**

- Represent the players in our district and their opinions to the committee at meetings.  
Encourage greater communication between the district and Central players at all levels.

### **iSquash Administrator**

Appointed by the incoming Central Committee, the iSquash Administrator role is to oversee all players in Central district and their entry and movements on the SNZ iSquash website.

- Maintains the districts Grading List, ensuring all new players are added and players are deleted where required.
- Trains members on the Grading List, their player code and results entry
- Raises and deals with any results disputes on iSquash
- Enters results from District and Inter-district competitions including tournaments and One Day Rep fixtures
- Familiar with the SIT Club Administrator Manual

### **District Captain**

- Appointed by the incoming Central Committee, the District Captain oversees District events, including...
- Interclub Playoffs
- Central SuperChamps
- Champion of Champions

- One day Rep fixtures hosted within Central (when required)

Familiar with iSquash and from time to time will assist with other Central events (Open, Jhrs or Masters) and other SNZ National events hosted within Central.

### **Committee Members**

Offering general support (and localized voice) to the Central committee. Can offer assistance in personalized areas of expertise e.g. HR, Finance, Planning, Events etc. Can assist in communications from District through to zone, clubs, plus assisting with Central events from Interclub, to rep fixtures to Central Open, Masters and Junior events.

