

CUMBRIA SQUASH

ORGANISATIONAL RESPONSIBILITIES

GENERAL

- 1.1 Each Activity Group takes full ownership of the activities assigned to it, under the direction and leadership of the Group Organiser who has full responsibility to the Executive Committee for ensuring that the Group meets its commitments on a timely basis. Groups will meet as often as they think is necessary to achieve this.
- 1.2 Group Organisers will be responsible for managing their Groups` day to day activities. They will be members of the Executive Committee. They will give general reports of Group activities to the Committee. If an Organiser has a problem that the Group cannot resolve, or if a Group decision makes major changes to the way CS operates or is controversial, then the Executive will debate it and make a decision on it. Each organiser must use his/her discretion to get the balance right between what decisions should be made by the Group and which by the Executive.
- 1.3 The Steering Group is not to be considered as an Executive in its own right. Its purpose is to act as a `think tank` for the development of CS and its policies, practices and principles of operation. The purpose of the Group in those areas is to make recommendations for review and consideration by the Executive Committee. The Group also has specific operational tasks associated with the offices held by its members
- 1.4 Each Group Organiser is responsible for providing the Treasurer with documented income/expenditure statements for each individual activity. These are to be simple factual statements detailing each source of income and expenditure. All expenditures must be covered by an invoice/receipt.
- 1.5 The Secretary will prepare minutes for each Executive Committee meeting and will issue a copy to each Club, Group Organiser, Group member and England Squash.
- 1.6 At the end of each season, each Group Organiser must prepare a written summary of the activities of the Group for issue with the minutes of the AGM.

CHAIRMAN

- General management and leadership of Cumbria Squash in a way that meets the CS Constitution
- Chairman of the Executive Committee
- Oversees the management and operation of Cumbria Junior Squash by the Junior Organiser in accordance with CJS Constitution
- Leader of the Steering Group
- Liaison with England Squash

SECRETARY

- Member of Cumbria Squash Executive Committee
- General secretarial work for Cumbria Squash
- Secretary of the Steering Group

TREASURER

- Member of Cumbria Squash Executive Committee
- Management & maintenance of financial accounts for Cumbria Squash & Cumbria Junior Squash

CHILD PROTECTION OFFICER

- Member of Cumbria Squash Executive Committee
- General management of Cumbria Squash Child Protection Policy
- Liaison with England Squash, Cumbria Squash Clubs and Activity Groups to achieve this

DEVELOPMENT OFFICER

- Member of Cumbria Squash Executive Committee
- Supports the implementation of England Squash National Development Initiatives in liaison with the Executive Committee & Clubs
- Implement Cumbria Squash local development initiatives in liaison with the Executive Committee and Clubs.
- Active member of the Junior Committee
- Liaises with England Squash & other organisations to seek grant aid for development initiatives.

MANAGER: CS & CJS WEBSITES

- Maintenance of the websites
- Development of the websites

These done in close liaison with the Executive Committee, the Junior Committee, Squash Clubs, England Squash & the Publicity & Communications Officer

STEERING GROUP

Members:

Chairman
Secretary
Treasurer
Development Officer
Publicity & Communications Officer
Website Manager

Responsibilities:

Making recommendations on the following for presentation to the Executive Committee for review and approval:

- Financial Budgeting
- Financial Guidelines to support the Budget
- County Badge Award System – setting standards of achievement
- issue and presentation
- Archiving & Statistics

- Promotion & Publicity
- Communications with Clubs & England Sport
- CS Handbook, CS & CJS Web Site
- CS & CJS Activity Programmes
- General Development in liaison with England Squash, CS Clubs, Sport England, Local Authorities, Schools etc.
- Sponsorships
- Control & Insurance of Trophies
- General vision for the future of CS

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COUNTY LEAGUE GROUP

Executive Members

League Secretary: Men
League secretary: Women

Responsibilities

- Men`s League management
- Women`s League management
- Men`s League Cup management
- Women`s League Cup management
- Development, preparation and issue of League rules
- League and League Cup trophy presentation

COACHING GROUP

Executive Members

Coaching Organiser

Other Members

Cumbria Qualified Coaches

Responsibilities

- General development, maintenance and management of the Coaching Establishment
- Organise the qualification of Coaches
- Organise introductory seminars for potential Coaches
- Organise adult starter days
- Prepare & maintain a Register of Coaches
- Organise routine Senior & Junior Coaching sessions
- Provide coaching support for Clubs
- Organise periodic technical update sessions for Coaches
- Interlink with the Marking & Refereeing Group

COUNTY TEAM GROUP

Executive Member:

County Team Organiser

Other Members:

Men`s & Women`s County Squad Captains

Responsibilities:

- Organising Men`s & Women`s Inter County Championship requirements
- Organising teams for Men`s & Women`s friendly County matches
- Organising Inter County weekends hosted by Cumbria
- Management & administration of the South African Knights `once per two year` visits to Cumbria

- Liaising with the Marking & Refereeing Organiser for provision of referees for County matches
- Maintenance of player Ranking Lists
- Comprehensive recording of match results
- Manage the County Team selection process

MARKING AND REFEREEING GROUP

Executive Member: Marking & Refereeing Organiser

Other Members: Cumbria Qualified Markers & Referees

Responsibilities

- General development, maintenance and management of the Marking & Refereeing Establishment
- Organise the qualification of new Markers & Referees
- Organise the qualification of Tutor Assessors so that we can run our own M&R qualification courses
- Organise and deliver Marking & Refereeing instruction for Clubs (introductory sessions, discussions etc)
- Develop & maintain a Register of Qualified Markers & Referees
- Provide a professional marking & refereeing support to Cumbria SRA events in liaison with the Tournament group and the County Team Group
- Link with the Junior Group to introduce young players to the rules of squash
- Link with the Coaching Group

TOURNAMENT GROUP

Executive Member: Tournament Organiser

Other Members: Representatives of host Clubs

Responsibilities

- Manage the following County Closed Championships in close liaison with the host Clubs

Senior Men

Senior Women

Over 35 Men

Over 45 Men

Over 55 Men

Club Player men

Club Player Women

- Liaise with the Marking & Refereeing Group to get M&R support for the Championships
- Maintain comprehensive records of championship results

CUMBRIA JUNIOR SQUASH

Executive Members: Junior Organiser
Development Officer
Child Protection Officer

Other Members: Members of the Junior Committee
Junior County Squad Managers

Responsibilities:

- Manage Cumbria Junior Squash in accordance with the CJS Constitution – in liaison with the Chairman of Cumbria Squash
- Maintenance of a Junior Player Register
- Maintenance of Junior Ranking Lists
- Routine Coaching of Junior County Squads
- Liaison with and support for the England Squash Northern Region High Performance Centre
- Organising Junior Teams to meet the Inter County Championship requirements at all age groups for boys and girls.
- Organise teams to enter the Northern Area Junior Championships
- Manage & organise the Northern Area Junior Championships when hosted by Cumbria
- Organise Junior friendly County Matches
- Organise and manage Junior Y2K Leagues
- Organise and manage Junior County Closed Championships at all boys & girls age groups
- Organise starter days to introduce young players to squash
- Interlink with the Marking & Refereeing Group to formally introduce young players to the rules of squash
- Management of Cumbria Junior Squash financial account

PUBLICITY & COMMUNICATIONS OFFICER

Member of Cumbria squash Executive Committee

Supported by: Donald Cape for management of websites

Responsibilities:

- Preparation and issue of Newsletters
- Maintenance & development of CS & CJS websites
- General publicity – media – other
- Development & maintenance of data base of Club contacts
- General liaison with Clubs

Tom Armstrong
6 November 2003