

# Squash Central Committee Job Description

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## President

Estimated Time Commitment Required - 5 hours per week plus any travel and meetings required.

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

Leads Committee meetings. Chairs and organises Committee meetings (works with Administrator to set agenda).

Represents District at Squash Central and Squash New Zealand events.

Oversees district development, long-term goals and strategic planning.

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.

Knowledge and Skills Required.

Can communicate effectively.

Is well informed of all organisation activities.

Is aware of the future directions and plans of district.

Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees.

Is a supportive leader for all the organisations members.

The President is entitled to a \$500 honorarium per year.

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## Vice President

Estimated Time Commitment Required

The estimated time commitment required as the Vice President of Squash Central is 1 hour per week in addition to scheduled meetings of around two hours duration.

The position will report to the President.

The main role of the Vice President will be to sit on the committee and stand in for the District President when absent. The President is the principle leader of the District and has overall responsibility for the management of the district.

The Vice President is elected by the Squash Central committee members at the first committee meeting after the Annual General Meeting and responsible for being back up and support for the president and learning the role in preparation of stepping into the role at the end of the current Presidents term.

Responsibilities and Duties

Attend Committee meetings

Undertake any tasks as delegated by the President

Stand in for the President when they are absent or unavailable to carry out required duties.



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## **Treasurer**

Hours per week required for the role are approximately 3-5 plus any travel for meetings.

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

Payroll for employees and contractors via Xero, producing payslips via Xero.

Completes PAYE monthly and GST returns bi monthly.

Administers the finances of the Central Squash Trust.

Pays expenses and creates invoices where necessary.

Sets the annual budget and monitors throughout the year.

Has account signing authority and is chief approver of payments (with another signatory) as required.

Monitors expenditure throughout year (including monthly reconciliations) and reports to Committee at meetings throughout year.

Produces annual accounts and arranges independent review of annual accounts.

Authorises all expenditure.

Ensures receipts are received for all expenditure.

Files and pays GST, files with IRD

Creates invoices and manages collection for interclub fees, player contributions and anything else necessary.

Liaises closely with district administrator.

Provides administrator with account and audit material for funding applications and accountability.

Offers support and guidance to managers in regards to their budgets.

The Treasurer is entitled to a \$500 honorarium per year.

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## **District Coaching Co Ordinator**

Estimated time required per week is 2 hours.

Nominated position at the AGM, the District Coaching Co Ordinator's role is to plan and oversee all rep squads coaches, working closely with each team manager in consultation for this and to prepare and implement a district wide 'coaching plan'.

Communicate all things 'coaching' with Squash New Zealand.

Ensure coaching requirements of funding providers and SNZ are met.

Encourage coaching programmes and attendance to modules.

Working with team managers and admin to pull together Rep booklet and coaching plan for year. Assist Administrator in completing funding application for coaching each year by supplying a comprehensive and costed coaching plan.

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## Development and Participation Convener

Estimated time required is 3 hours per week.

Encourage quality tournament/competition catering for all levels of players.

Continue to encourage junior growth/liaise with Junior convener.

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 and regularly review events for to make fit for purpose.

Develop more effective communication between Committee, clubs and players.

Encourage personal contact with all clubs via Buddy Club system.

Working closely with calendar administrator provide even spread of district events throughout region.

Help clubs develop programmes to encourage membership and participation growth.



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## Senior Convener

Estimated time required 2 hours per week plus travelling and attendance to events.

Encourage and grow player grading's and performance within the senior ranks.

Makes senior team selection based on Central criteria.

Works closely with Administrator to publish Rep booklet.

Provide coaching guidelines liaising with Coaching Co Ordinator and coaches for annual coaching plan and requirements of senior players.

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 - Senior Rep Teams and coaches.

Work with Treasurer to produce budget for senior programme for following year.

Works closely with players and coaches.

Travels to the One Day rep fixtures and Teams Nationals with players.

Act calendar planning time schedules senior One dayers with neighbouring districts.

Major events for Central Seniors:

Senior One Day Rep Teams – A team of 6 men, 6 women to be selected to represent Squash Central at two One Day Rep fixtures against Squash Eastern (Newbiggin Shield) and Squash Waikato (Leevey Shield).

Senior Teams Nationals - A Team of 5 Men and 5 Women will be selected to represent Squash Central at the New Zealand Nationals Senior Teams Event.

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## Masters Convener

Promote and grow Masters participation at all events.

Assists with organisation of the Central Masters tournament.

Controls with the assistance of the Coaching Co Ordinator, the districts overall masters programme.

Responsible for any training sessions, Masters squads and Masters team selection and management to Nationals.

Select team and liaise with District Administrator on logistics of sending them to event.

Works with administrator to develop Rep booklet.

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## Junior Convener

Estimated time for this role 5 hours a week (during lead up of major junior events) plus travel and attendance at Junior Events.

Promote J Grade and grow junior numbers and participation within the district.

Controls with the assistance of the Coaching Co-ordinator, the districts overall juniors programmes.

Includes overseeing training programmes, Rep Squad and Junior Prince Series, thru to Central Junior Champs, rep fixtures and Junior team to Nationals.

Major events for Juniors within Central:

- Eastern One Day Challenge
- Wellington One Day Challenge
- Central Junior Open
- National Age Group Individual and Team event
- Junior Prince Series and finale

One Day Challenges:

Liaise with Junior Conveners of neighbouring districts to set the date of the challenges.

Select a team of 20 players for each challenge consisting of 2 boys & 2 girls from each age group (U11 - U19)

Communicate and organise for a manager (if required), junior coaches, families, marketing convener (uniforms), hosting clubs to arrange the event.

Central Junior Open:

Support with running Central Juniors, which is a compulsory tournament for those wanting to be selected for Central Junior Age Groups team.

National Age Group Champs:

Together with junior selectors select and officially name a team to represent Squash Central at the National Age Group Champs. A team of 5 boys and 5 girls to be selected. Liaise with the District Administrator to arrange travel and accommodation arrangements.

Junior Prince Series:

Support with running of the Prince Series and the prize giving at the finale.

Other responsibilities (not limited to the below)

- Controls with the assistance of the Coaching Co-ordinator, the district's overall juniors programmes.
  - Training camps and other personal development opportunities should be considered when planning for all Central Juniors annually.
  - Prepare a budget for the following year, prior to the annual report being printed and submit to the Treasurer.
  - Works with schools, District Association and Regional Sports Trust to promote squash within schools.
  - Represent Junior interests on the committee
  - Organise coaches/managers for all junior events
  - Promote J Grade and grow junior numbers and participation within the district.
  - Support District Clubs with running internal junior programs.
  - Ensure Committee and Clubs are kept updated with Central Junior events.
  - In addition, general committee commitments
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## MySquash Administrator

Estimated time required 5 hours per week plus extra for event draws like Super Champs.

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

Maintains the districts Grading List, ensuring all new players are added and deleted where required.

Trains members on how to use the Grading List, their player code and results entry.

Raises and deals with any results disputes on MySquash. Enters results from Inter-district competitions including tournaments and One Day Rep fixtures held within Central.

Sets up draws in iSquash for District Super Champs so clubs can easily enter results after each round.

Familiar with the SIT Club Administrator Manual and keeps up to-date with any changes to IT so they can be key contact and educator on the system.

The grading list administrator is entitled to a \$500 honorarium per year.

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## District Captain

Time required per week is 2 hours plus extra when events on that they are overseeing.

Appointed by the incoming Central Committee, the District Captain oversees all District events, including...

Super Champs, Champion of Champions, One day Rep fixtures hosted within Central (when required).

Familiar with grading list software and from time to time will assist with other Central events (Open, Juniors or Masters) and other SNZ National events hosted within Central.

Advises and assists clubs with hosting of district, national and major events.

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## Sponsorship Manager

Estimated time required is 1 hour per week.

Seeks sponsors and funding to assist the District, providing sponsor packages.

Liaison between committee and sponsors

Attempts to obtain \$5,000 + of sponsorship funding.

Responsible for assisting with website, Facebook, Annual Report and any District advertising, branding or marketing to meet sponsorship agreements.

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## Marketing Manager

Estimated time required is 3 hours per week.

Enhances the District identity and brand through an effective Marketing plan.

Responsible for assisting with website, Facebook, Annual Report and any District advertising, branding or marketing.

Plans and engages members and public in initiatives to achieve strategic objectives through media communications and event templates.

Support clubs in sharing stories, tournament posters and other initiatives through district digital platforms.

Supports administrator with any marketing materials.

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## Players Representative

Estimated time is 1 hour per month.

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.

Gain feedback from players around events and their perceived running of the district, feeding this back to committee.



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## Referee Convenor

Estimated time is 1 hour per week plus event attendance.

The referee Convenor makes a refereeing development plan for the year and budget submitting this to committee for approval and administrator for any required funding.

The referee will support the qualified referees within the district in maintaining and progressing their qualification giving them opportunities to be assessed and support with travelling to events when required to further their qualifications.

The position aims to maintain and grow the number of qualified referees within the district and support clubs when they request referee assistance and education in the form of assigning referees to specific events. Organising a TC (tournament referee) attending or assigning referees to take rules nights at clubs. Helping with resources for the district to dispense and support player education.

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## Committee Members

Estimated time required 1 hour per week plus attendance to meetings.

Offering general support (and localised voice) to the Central committee. Can offer assistance in personalised 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.

Maybe asked to take on roles by the President that have not been filled at AGM.

Expected to participate in the buddy system which requires attendance to at least one buddy club committee meeting. Reporting back at meetings after any communications.

***Job titles in red are considered essential to the running of the district and will be assigned to committee or incorporated into Administrator Job description if not filled at the AGM.***

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