

EVENTS POLICY

1 PURPOSE

The purpose of this policy is to provide direction to all Squash WA staff and members on the planning and execution of endorsed events, ensuring that participants and spectators are safe, a level of uniformity is maintained, and the sport of squash is represented in a positive light at all times.

2 SCOPE

This policy applies to all Squash WA staff and members, including players, coaches, referees and markers, and professional and volunteer support staff.

For the purposes of this policy, an event is defined as any organised activity or function where people are brought together for recreation or entertainment purposes. This includes, but is not limited to, tournaments, awards nights, dinners, clinics and camps.

3 RESPONSIBILITIES

This document outlines the responsibilities and requirements of any person/s planning and executing an event.

4 POLICY STATEMENT

Squash WA recognises that events play an important role in creating a vibrant, connected and celebrated squash community.

Squash WA runs a variety of events throughout the calendar year and recognises the importance of providing a set of guidelines and procedures that ensures best practice event management. It is also vital to the sustainability of the sport that Squash WA actively supports Clubs in hosting their own events.

This document is to be taken into consideration alongside all other Squash WA policies.

5 POLICY

This document outlines how Squash WA and individual Clubs should plan, execute, and evaluate all events.

5.1 Planning

All major events delivered within Western Australia require approval or acknowledgement from Squash WA, through a written request, in the year prior to the event where practicable.

Things to consider:

- What is the purpose of the event?
- How many people should attend? Will there be an option to participate remotely (eg. Zoom)?
- Will the event be free to attend? If not, how much will it cost to register (including prizes if applicable)?

- How will people register (eg. Eventbrite, SportyHQ, revolutioniseSPORT, via email, etc.)?
- Where and when will the event take place? Check the calendar on the Squash WA website for clashes with other events.
- How will the event be promoted (eg. social media, email, flyers, text messages, etc).
- Who will be required to assist? Will they require any qualifications or checks (eg. Working With Children, Responsible Service of Alcohol, coaching certification, etc.).

5.2 Finances

The event organisers are responsible for paying any costs in relation to the event.

Things to consider:

Outgoing

- Venue/court hire
- Catering
- Prizes and thank you gifts (eg. trophies, cash, etc.)
- Personnel (eg. coaches)

Incoming

- Sponsors
- Registration fees

5.3 Evaluation

Evaluation activities should be conducted after all events to ensure continuous improvement. These can be informal (eg. team debrief) or formal (eg. evaluation form or online survey).

A written report of 200-500 words is to be provided to Squash WA for all events and tournaments to be added to the monthly newsletter. Photos are to accompany the report which should be at least 500kb in size.

6 ACCOUNTABILITIES

Squash WA is responsible for ensuring that all volunteers, staff, and Members have read and understand the requirements of this policy.

Squash WA volunteers, staff, and Members are responsible for abiding by this policy at all times.

7 RELATED DOCUMENTS

- Liquor Control Act (1988)
- Working with Children and Criminal Record Checking Act (2004)

Version	Date	Amendments approved by the Board	Approved Date	Review Date
01	Nov 2022	Document reviewed		Nov 2025