

League Secretary Duties

The main duties of this role are to ensure the smooth running of the IOMSRA Squash Leagues. This can be split into 8 tasks, please do note that this is a description of what is currently done and of course can be changed and adapted to your style:

Initial Organisation of Leagues at Season Start

Determine the team's that will be entering the IOMSRA Squash Leagues; which Divisions they will be entered into; who will be Captain and Vice Captains of the teams; who will be the squash players in the teams.

League Fixtures Setup

Once the Initial Organisation phase has been completed you can create Fixture lists, these show which teams will play each other on which days. These are to be sent to Tim Stainton at League master to be set up on the IOMSRA League Master (LM) System. Create a WhatsApp Group for all the Team and Vice Captains in each Division Captains so you can communicate with them using this.

Inform Captains about Fixtures and access to LM

Once the Fixtures have been set up on LM by Tim you can publish the Fixture lists on the Website and inform Captains that the Fixtures are now on the LM System. You also send them the Username and Password to access the Teams area on LM. Also send them a simplified User Guide to LM so they can perform the Captains duties.

End of Autumn and Winter halves of Season - congratulations to winners

Post a little article with a photo on re Website at the completion of a league saying nice things about the winning team and congratulating them in winning the league.

End of Season Play Off Matches

If different teams win the Autumn and Winter Divisional leagues a Play Off final is to be arranged at the end of the season. Inform teams about this and arrange for Courts to be booked so the Play Off Final can run smoothly. Post a little article with a photo on re Website at the completion of the season saying nice things about the winning team and congratulating them in winning the league play off final.

League Rules and applying them to ensure no issues/cheating

Monitor the Leagues from time to time to ensure things are running smoothly. Ensure the league rules are kept.

IOMSRA Rankings - Squash Levels

As IOMSRA League Secretary you will be a Squash Levels (SL) Super User. Use this to ensure that Results from League matches and Tournaments transfer to the SL Rankings OK. Occasionally names will be mis-spelt in different teams, correct

these. Also if players who have played in leagues across start to play squash in the IOM leagues merge their IOM playing history with their previous playing history, do a player Merge. Similarly if IOM players play in International Tournaments or Tournaments 'across' merge their results from these events into their players IOM playing history.

NSC Notice Board - Rules , Rankings and Fixtures

Ensure that the Rules and Fixture Lists on the IOMSRA NSC Notice Board are kept up to date.

Press Secretary Duties

The main duties of this role are to ensure that IOMSRA Squash, with Leagues and Tournaments gets publicity through the local press, IOMSRA Website and Facebook. This can be split into 4 tasks, please do note that this is a description of what is currently done and of course can be changed and adapted to your style:

Press Weekly Reports and Photos

Write a Weekly Press article to include a photo. The article should pass on news about the IOMSRA League fixtures played the previous week, or if a Tournament was played the previous week it should pass on news about that. Articles can also contain news about Junior events or IOM players playing across or in International Tournaments. Get the article to IOM Newspaper Sports Desk by Monday night. The article can also be posted on the Website, it will automatically transfer to the Facebook site from there. Post the article on the Website on the Wednesday of the week

End of season, congratulations to winners

Write a Press article to include a photo. The article should be a small article containing a few bullet points of information about the team winning the league and congratulating the team on their success. Send this to IOM Newspaper Sports Desk and post it on the Website at the end of the season.

Player of the Month (POM), article and photo

Write a Press article to include a photo of the Player of the Month. The article should be a small article containing a list of the top 5 players in the race to become Player of the Month. Add additional lines of information for the top 3 players in the article. Send this to IOM Newspaper Sports Desk and post it on the Website in the first week off the new month.

Player of the Season (POS), article and photo

Write a Press article to include a photo of the Player of the Season. The article should be a small article containing a list of the top 10 players in the race to be player of the Season. Add additional lines of information for all the players and highlight their achievement in improving the players playing level.