



**Date:** 12<sup>th</sup> March 2010  
**Memo:** To District Presidents and Secretaries  
**From:** Jim O'Grady  
**Re:** Update

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## Hello Everyone

In this memo please find an update on the SIT project, two attached reports conducted by Squash Auckland, the minutes of the last SNZ board meeting and an update on club development. Can you please distribute to your club networks.

## Attachments

- The board minutes from the meeting held February 6<sup>th</sup>
- Secondary schools sports survey report
- Competition survey report

## SIT Update

If a player is already a member of a squash club and/or on the grading list before 1<sup>st</sup> November 2009, then a username and password has already been generated for these players.

To get their username and password they need to either;

- Contact their Club Statistician/Administrator
- Contact their District Administrator
- Contact Squash New Zealand

A player needs to be registered and have applied for membership on the Squash IT Platform before they can be allocated a code and appear on the grading list.

## Registering

- If a user has not registered on the Squash NZ IT Platform the player needs to do so.
- They do this through clicking on the "Register" button on the right hand side of the Squash IT Platform homepage.
  - They then need to fill in all the details in the required fields, tick the terms and conditions, then click submit.
  - A confirmation email will be sent to the email address the user specified. They need to click the confirmation link in the email to confirm their registration.
  - Once this is done they will have full access to the Squash IT Platform.

## Applying for Membership

- Once a player has registered on the IT Platform, they need to login.
- Once they login, a prompt will appear on the homepage with instructions to the player to apply for membership of their club on the Squash IT Platform.
- The player finds their club from the list, and then clicks “add”. Their membership status will then appear as a pending member of that club.
- An email will then be sent to the club administrator that this player is now a “pending member” of their club which the club administrator then needs to approve.
  
- **Note:** Players who are not on the grading list but who are still members of the club still need to register and apply for membership. This is so there is a full list of members, both competitive and leisure on the membership database for that club.

## Adding Players:

- Once a player has logged in, applied for membership and has been accepted as a member of the club, the club administrator can then apply for a code for this player to be graded.
- To do this the club administrator fills out the “add/move/delete player” form which is located under the administration tab.
- Squash NZ then gives the player the code and notifies the club administrator of this code.

## Changing Clubs:

- If a player changes squash clubs they need to login to the Squash IT Platform and apply for membership of their new club.
- The club administrator will receive an email that this player is a member of their club which the club administrator then needs to go in and approve.
- Once this player has been accepted as a member of the club, the club administrator can then apply for a code by using the “add/move/delete player” form under the administration tab on the Squash IT Website.
- Squash NZ will then change the code and notify the club of the player’s new code.

## Suspending/Deleting Players:

### a. Suspending Players:

- If a player’s membership has lapsed/they are slow to pay their fees, the club administrator can suspend this member from the club’s membership list. This is done through the “member management” tab under “administration”.
- To suspend a player, click “suspend”. This player will now be showing up in the suspended member page under member management.

### b. Deleting Players:

- If a player is no longer a member of a club, the club administrator is able to delete this player off the club’s membership list. They do this by;
  - o Suspending a player from the club’s membership list under “member management”.
  - o Clicking “delete”. This player is then deleted from the club’s membership database.

## Results Entry for tournaments:

- There is now the functionality for clubs to be able to input results for tournaments.
- This can be located under results entry.
- Please refer to the Club Committee manual for instructions on how to input tournament results.

## Results:

- Only results from the current year will be accepted and inputted into this system (January – December).
- It is at Squash New Zealand's discretion as to whether results from the previous year will be accepted for inputting. This will usually only be in exceptional circumstances.

## Club Administrator email address

- When a new member applies for membership on the Squash IT Platform an email is sent to the Club Administrator informing them that a player has applied for membership at their club.
- It is vital that this person is the club contact who deals with the club's member management on the Squash IT website.
- We ask that club's email Squash NZ the name and email address of the person who should be receiving these emails so that our records are up to date and to ensure that this email is going to the correct person.

## Club Development

Squash New Zealand is currently producing a resource to assist clubs with their own development programmes. This will be available to clubs in April and is designed to assist with –

- Club promotional days
- Membership campaigns
- Prospecting
- Membership retention
- Club programmes

Four districts have submitted club development proposals to date which are closely aligned to the SNZ strategic plan. It is encouraging to see closer links being developed with the regional sports trusts and also between clubs and schools. I would encourage every district to make contact with their RST to foster potential partnerships for their development and coaching programmes.

If you require any further information on who to contact please get in touch with the SNZ office.

We have received a number of submissions from districts about special club development projects. Once they have been reviewed a decision will be made on which projects will be selected and they will be advised within the next month. The aim of this initiative is to provide some expert advice at the planning and development stage based on previous experience with larger scale developments in squash and multiuse facilities. Please contact me if you require any further information about this programme.

**Jim O'Grady**

**Chief Executive  
Squash New Zealand**