

## **Squash Tasmania State Coaching Conference Administrator Regulation**

The conference administrator will have the task of coordinating the organisation of the conference as outlined in the State Coaching Conference Regulation with their responsibilities outlined below.

The conference administrator is to ensure that the following are organised and booked:

- Registration form
- Conference program
- Accommodation deals for guests
- Conference dinner
- PSCAA and Squash Australia approval
- Guest Speakers
- Court hire
- Technical equipment
- Food/beverages
- Other items as required

The conference administrator should coordinate with the Treasurer of Squash Tasmania to organise payments. The cost of attendance to the conference should be constructed such that all costs associated with the conference are covered by registration fees and any sponsorship money sourced.

The conference administrator may receive assistance in completing their responsibilities from other parties as required, e.g. the state coaching director, President of Squash Tasmania, an organising committee.

The conference administrator must complete a report on the conference and provide this to Squash Tasmania.