



NSW Masters Squash Association

NSW Masters Squash Association Inc.

Guide to

APPLICATION PROCESS

and

TOURNAMENT CONDITIONS

NSW Masters Squash Association (NSWMSA) Tournament Information

Facility Requirements

Required

1. Squash Court venue(s) to be of a standard required by NSW Squash Ltd. that complies with the specifications issued by the World Squash Federation
2. Venue to accommodate:
 - Local tournament - approx. 100 players
 - State Titles - approx. 180 players
3. Event accounting both Financial and Procedural to NSWMSA
4. Squash Centre Reception:
 - a. Usual facilities of a squash centre reception providing sales of soft / sports drinks, light snack foods, squash supplies, etc.
 - b. Racquet stringing available with quick turnaround
5. Tournament Control:
 - i. Registration Desk
 - ii. Provision a PA system
 - iii. Notice Board to facilitate:
 1. Match times
 2. Displaying the next half dozen matches or so
 3. Results Control
 - iv. Sufficient stationary to run the Tournament
 - Score sheets
 - Running sheets
 - Result sheets
 - Notification sheets etc.
6. Details of Public Liability insurance
7. Balls suitable for the event
8. Provision of free tea/coffee and biscuits

Preferred

1. Squash Bag Area
 - An area set aside for people to leave squash bags is desirable, especially in smaller centres
2. Car Parking
 - Adequate car parking at centre or off-street parking
3. First Aid Area
 - An area for the provision of basic first aid
 - Plenty of ice/cold packs
 - Somewhere to lie down and elevate limbs
 - Basic supplies of First Aid items e.g. bandages, disinfectants, painkillers, plaster etc.
 - Massage areas
4. Food and Alcohol
 - Supply of food to a good standard and beverages at a reasonable cost



Process

1. In August/September of any year, NSWMSA invites Expressions of Interest (EOI) from interested persons to conduct a tournament for the following year on behalf of the Association, in accordance with the policy and procedures published in this guide.
2. An EOI to conduct a tournament (*application on Page 8*) is required to be received by the NSWMSA Tournament Sub Committee by the 15th October of the current year.
3. The NSWMSA Tournament Sub-Committee liaises and recommends a Tournament Calendar to the General Committee.
4. Liaison over an application shall include agreement for the parties to be bound by the Tournament Conditions contained in this guide, and shall include return of the agreement in accordance with the guide procedure (page 9).
5. NSWMSA Squash committee approve the Tournament Calendar with/without amendment.
6. The tournament sub-committee convener advises applicants of Calendar determination. The calendar information is advised to NSWMSA members at the AGM.

Tournament Procedure

1. Tournament Host is to compose a Tournament Entry Form which shall include:
 - a) All information contained in the *Entry Form Information* section (page 5)
 - b) *Player's Tournament Conditions* section (page 6), and
 - c) COVID Safe Plan and COVID Declaration (page 7)
2. A draft copy of entry form to be submitted to the Tournament Subcommittee convener at least 6 weeks prior to the tournament. This can be either posted or sent electronically.
3. The Tournament Subcommittee convener shall advise suitability of the submission to ensure the Tournament Host can finalize and produce the "Entry Form"
4. Tournament Entry fees are set at \$40.00 for Masters Members and \$50.00 for non-members
5. A levy of \$4.00 per Masters Member and \$9.00 per non-member is payable to the NSWMSA within two weeks of completion of the tournament (reconciliation and payment requirement Page 9).
6. Entries to close on the Friday of the week preceding the tournament at the nominated fee. Late entries at the specified entry fee may be accepted, at the discretion of the host, however a penalty of \$5.00 for inconvenience and retention by the tournament host may be charged.
7. The Association's Registrar shall provide the Tournament Host with the current Association's Ranking List to assist with the administration/draw for the tournament.
8. **Three days prior to the event, a list of all entrant's details and a copy of the draw is to be forwarded to the Association's Registrar, as a check of the administration and correct gradings. A full list of all match results needs to be sent to the Association's Registrar within 3 days of completion of the tournament to registrar@nswmsa.com**
9. The Association's Registrar may be engaged by the Tournament Host to either assist with the draw or administer the tournament. The Tournament Subcommittee convener can supply details of other persons, who are appropriate for these functions.
10. Once a tournament has been sanctioned by NSW committee, it will be posted on NSWMSA Web site with the Entry form and communicated to members. Starting time will be posted on Web Week prior to Event.
11. Balls are to be supplied by the court owner, and should be suitable for climatic conditions and standard of play (double yellow or yellow dot). Balls may be available for the tournament at a reduced cost to the host due to a sponsorship arrangement with Dunlop Sports by application to the Tournament Sub Committee convener.
12. Courts are required to be clean with non-slippery surfaces, and male and female players should have access to change room facilities of a high standard.
13. Tournament Host to advise on Dinner Dance options:
 - A suitable dinner dance venue to be arranged at a total cost of not more than \$40.00 per person. This is not to be a profit-making exercise (see page 9), or
 - Nomination of a suitable venue where members can experience the same type of facilities and camaraderie as provided for a dinner dance
14. Tea and coffee to be provided free of charge at each venue used.



15. Healthy light refreshments to be available for purchase by players at all tournament venues.
16. If additional courts are to be used, then maps are to be provided at the counter for player's use.
17. A Friday night meeting place is to be printed on the tournament entry form.
18. Public address system to be provided for controller of tournament matches.
19. A "NO SMOKING" policy will be strictly enforced within the Squash Centres and at all functions.
20. Note: The Tournament Sub Committee chairman can provide a list of suitable persons who may be available to run the tournament should the tournament host wish.
21. Prizes will not be "perishable" goods such as Cakes and Chocolates. Prize money will be acceptable to the Value of \$50.00 e.g. cash, gift vouchers

Entry Form Information

1. The entry form to be printed in Blue or Black on white A4 paper to an acceptable standard
 - a proforma entry form will be sent to each successful tournament host.
 - a writable .pdf version of the entry form can be placed on the NSWMSA website and distributed to members by email. *Please contact the Vice President for instructions.*
2. Following are a list of essential items to be included on your entry form.
 - The name of the Tournament
 - Tournament dates
 - The name(s) of the playing centres
 - Telephone number(s) and a time to ring on Friday for match times
 - Friday night meeting place
 - Saturday night Dinner Dance information or other suitable venue
 - N.S.W. Masters Sanctioned tournament
 - Name of Hosts
 - Host's contact details
 - Event format
 - Outline your COVID Safe Plan and advice that each player is to complete a COVID Declaration Form and return it to the host between the previous Saturday to Monday of the event. This is to ensure their entry can be accepted into the tournament.
Note: This is subject to change based on information from NSW Health.
 - Player's details (including their signature and membership number)
 - Player's Tournament Conditions
 - Return address for entry forms
 - Accommodation Hotel/Motel/other
 - Advertising and Sponsors

Player's Tournament Conditions

1. Generally, NSWMSA competitions are open to male competitors 35 years and over and female 30 years and over (age taken as at the first day of the tournament).
2. NSWMSA State Championships are open to any gender members 35 years and over.
3. Tournament entries must be made on the official entry form and must be accompanied by the prescribed entry fee to arrive at the designated address by the date specified on the Entry Form.
4. Players may enter ONE EVENT only and, if an aged event, in their own age group.
5. Any notice of withdrawal and request for a refund must be made in writing received by the Tournament Director by the day preceding the tournament.
6. Tournament entrants, if applicable, may nominate an entry in either the Open or Graded Divisions. The Tournament Committee reserves the right to determine the number of Divisions in each age group and, in the interests of even competition, grade entries taking into account past results.
7. Matches are to be conducted according to the size and type of venue but will generally use a Swiss, Triple Plate or Round Robin type draw depending upon the number of entries per event. Every effort is to be made to ensure that each player competes in at least three matches.
8. The Draw will be posted on the Tournament website when finalized. Entrants may contact the Tournament host to confirm the draw after midday of the day preceding the tournament.
9. As a function of Masters Squash, matches will usually be best of five games played to 15 points a rally (PAR) & Opens 11 points system under the International Rules of the World Squash Federation however this may be varied by the Tournament Subcommittee to accommodate a maximum number of entries.
10. Balls appropriate to the grade and climatic conditions, as determined by the Tournament Subcommittee, will be used.
11. A Tournament Referee will be appointed by the Association's committee. Any disputes must be referred directly to the Tournament Referee.
12. All players will be required to mark and referee a match as directed by the Tournament Control or Tournament Referee.
13. All players will be required to report to the Tournament Control Desk at least 30 minutes before their match times.
14. All players will be expected to be warmed up and ready for hit-up as soon as the previous match is completed.
15. Forfeits will count as matches but may be varied at the discretion of the Tournament Referee.
16. Player entries to the tournament shall on the basis of playing at their own risk therefore NO claims on NSWMSA will be recognized should any player receive an injury during the period of the Tournament
17. A "NO SMOKING" policy will be strictly enforced within the Squash Centres and at all functions.



PLAYER'S COVID-19 DECLARATION FORM

Prior to any of our host clubs running a Masters tournament, we would like to run through some due diligence to ensure everyone's safety to be able to mitigate risks.

All centres are required to have a COVID Safety Plan – Indoor recreation facilities which outlines the measures they have put into place regarding; hygiene and safety, physical distancing, recording contact details of staff and customers, staff wellbeing.

Each centre must have Service NSW COVID Safe Check-ins strategically located in their premises, and a writable file in a folder for those without mobile phones.

Squash NSW have stipulated that we are to exclude any players, spectators and officials who:

- 1) Have been to affected states or territories within the last 14 days
- 2) Travelled or worked in any of the hot spots list in the [NSW Health Website](#)
- 3) Have any flu like symptoms
- 4) Have been in close or casual contact with any person who has been confirmed with COVID-19 within the last 14 days.

By doing this, we are striving to keep you and everyone safe. To ensure the declaration is current, could you provide your declaration to the host of the tournament between the Saturday to Monday prior to the weekend of the tournament.

COVID-19 DECLARATION (please place "Y" to indicate)

- That you have not travelled to affected states or territories within the last 14 days
- That you have not attended any of the reported case locations listed on the [NSW Health Website](#) in the last 14 days (this includes home and work location)
- That you are not showing any signs and symptoms of COVID-19 (fever, flu-like symptoms such as coughing, sore throat, headache or have difficulty breathing)
- That you have not been in close or casual contact with any person who has been confirmed with COVID-19 within the last 14 days.
- That you will comply with the centre's directions regarding hand-hygiene and social distancing whilst in the premises

Name: _____ Date: _____

Phone: _____

- I acknowledge that I have read and understood the above (type "Y")



NSWMSA TOURNAMENT APPLICATION

Name of Applicant _____

Address of Applicant _____

_____ Postcode _____

Contact Details: Mobile _____ Home _____

E-mail _____

Preferred Playing Date _____ Alternative Playing Date _____

Name(s) and Address(s) of Tournament Centre(s)

1 _____

2 _____

3 _____

Facilities available at each Centre (either *place a "Y" or a number in each applicable section*)

	(Centre 1)	(Centre 2)	(Centre 3)
Number of Available Courts	_____	_____	_____
Male Amenities	_____	_____	_____
Female Amenities	_____	_____	_____
Male Showers / Dressing Room	_____	_____	_____
Female Showers / Dressing Room	_____	_____	_____
Club Room / Players Socializing area	_____	_____	_____
Spa / Pool (Optional)	_____	_____	_____
Parking (up to 100 vehicles approx.)	_____	_____	_____
PA System (for Tournament Control)	_____	_____	_____
Squash Equipment Sales Counter	_____	_____	_____

Available Dinner Dance venues and addresses:

Number of Accommodation venues available (place a number in the spaces)

Motels 1 to 5 _____ 6 to 10 _____ 11 to 15 _____ Over 15 _____

Hotels 1 to 5 _____ 6 to 10 _____ 11 to 15 _____ Over 15 _____

Self-Contained Apartments 1 to 5 _____ 6 to 10 _____ 11 to 15 _____ Over 15 _____

Caravan Parks / Cabins 1 to 5 _____ 6 to 10 _____ 11 to 15 _____ Over 15 _____



Acceptance of NSWMSA Tournament Conditions

Digital (social media) use and Promotion

NSWMSA reserves the right to use/ promote Digital vision/ photography for the promotion of Squash in NSW. This includes Web and Facebook information for member's and committee use. NSWMSA reserves the right to engage a "third" party for video and photography use.

The date negotiated for the tournament with the NSWMSA Tournament Subcommittee is _____

Location of Tournament _____

Name of Host _____

I have read the tournament conditions as set out by the New South Wales Masters Squash Association, and hereby agree to those conditions in the running of the tournament (type "Y")

Date _____

To Return this Form

Save this file to your laptop (click *File* and then *Save as...*)

Email it as an attachment to secretary@nswmsa.com

Secretary NSWMSA

Dianne Elliott

Convener Tournament Sub Committee

NSW Masters Squash Association

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