



# **HOSTING STANDARDS**

**FOR:**

**ONTARIO CHAMPIONSHIPS  
JUNIOR GOLD EVENTS  
JUNIOR SILVER EVENTS**



# **SQUASH ONTARIO CHAMPIONSHIP HOSTING STANDARDS**

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## **SQUASH ONTARIO ONTARIO CHAMPIONSHIPS HOSTING STANDARDS**

### **Introduction**

The Ontario Championships are a key component of Squash Ontario's senior and junior athlete development model.

The purpose of this manual is to provide hosting committees with a complete and comprehensive understanding of the technical standards governing Ontario Championships, and all associated responsibilities of the Championship.

All decisions regarding the conduct of the Championship not clearly covered by these Hosting Standards will be referred to the appropriate Squash Ontario Committee.

### **Squash Ontario Committees – selection of host clubs**

#### **Junior Advisory Committee**

- reviews bids for the Ontario Junior Open, the Ontario Junior Closed , the Ontario High Schools and when appropriate, the Ontario Junior Teams Championships/Ontario Winter Games
- reviews bids for all Gold and Silver events
- awards bids
- assists tournament organizing committee in promoting participation

#### **Masters Committee**

- reviews bids for the Ontario Open Masters, and Masters Closed
- awards bids
- assists tournament organizing committee in promoting participation

#### **Doubles Committee**

- reviews bids for the Ontario Mixed, the Ontario Open, B, C, the Ontario Men's & Women's Veterans
- awards bids
- assists tournament organizing committee in promoting participation

#### **High Performance**

- reviews bids for the Ontario Closed and Ontario Open
- awards bids
- assists tournament organizing committee in promoting participation



## ONTARIO CHAMPIONSHIP OPERATIONS

### Facility

Provincial Championships must be played on the court appropriate to the type of tournament and meet all World Squash Federation specifications for markings.

Singles	32' x 21'
Doubles	45' x 25'

Floors must consist of unsealed, bare hardwood. All courts must provide suitable viewing and allow for good visual and verbal communication between players and officials during matches.

Court temperature should be maintained between 15-20 degrees Celsius throughout the Championship. When two facilities are utilized, playing conditions should be reasonably comparable.

### Balls

The Host Committee must use only Squash Ontario approved balls for Provincial Championships. Where Squash Ontario has a contract with a sponsor to provide balls to the Championship, the Host Committee must use the ball designated and provided by Squash Ontario.

### Minimum Facility Requirements

Ontario Closed, A, B, C, D, E Championships	6 singles courts
Ontario Open Championships	4 singles courts
Ontario Open Masters Championships	5 singles courts
Ontario Closed Masters Championships	4 singles courts
Ontario Head Silver Junior Championships	6 singles courts
Ontario Junior Open Championships	6 singles courts
Ontario Junior Closed Championships	6 singles courts
Ontario Junior Teams Championship	4 singles courts
Ontario High Schools Championships	6 singles courts
All Ontario Doubles Championships	1 doubles court

### Courts

Must be regulation size

Must be able to be refereed. Window in court door is not considered "refereeable". Clubs having a glass-backed court must agree to provide a microphone for the referee

Must be well maintained so that they are safe for play

### Viewing – Seating Capacity

Show court must be able to accommodate a minimum of 50 people with no obstructions.

### General Athlete Eligibility

Any athlete who is an individual member of Squash Ontario and who is in good standing with Squash Ontario and the hosting club or who is a member in good standing of his/her state, provincial or national squash racquets association, may participate in an Ontario Championship, where residency eligibility is not an issue.

**NOTE:**

Where a player is subject to a sanction imposed by the host club, Squash Ontario shall respect that sanction, including any sanction that may preclude the player from entering the premises and thus participating in the Championship, provided the sanction was imposed using fair procedures. Specifically, the sanctioned player must have been informed by the Host Club of the nature of the infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

**SPECIFIC ATHLETE ELIGIBILITY**

- (a) **ONTARIO CLOSED CHAMPIONSHIPS** (Junior and Senior Singles)  
In order to compete in an Ontario Closed Championship, a player must be a Canadian citizen or landed immigrant and have resided in Ontario for 12 months preceding the Championship.
  
- (b) **ONTARIO MASTERS CHAMPIONSHIPS**  
All athletes in the Ontario Open Masters Championships must have reached the age of the category they have entered by the first day of the Championship.

**CLASSIFICATION ELIGIBILITY**

If a person has won an Ontario A, B, C, D or E Championship, they must move up to the next level in A, B, C, D or E events. To be reinstated at a preferred level, the individual must sit out one full year and apply for classification review by the appropriate Squash Ontario committee.

**CATEGORIES OF PLAY**

- (a) **Junior**  
Boys and Girls Under 19, Under 17, Under 15, Under 13, Under 11  
General – Singles  
All categories of play will use a single elimination with feed-in consolation. Events with less than 4 entrants may be combined with the lower age category.
  
- (b) **Singles**  
Men’s and Women’s Open, A, B, C, D, E  
**Masters**  
Men’s 35+, 40+, 45+, 50+, 55+, 60+, 65+, 70+, 75+  
Women’s 35+, 40+, 45+, 50+, 55+, 60+, 65+  
General – Singles  
All categories of play will use a single elimination with feed-in consolation. Events with less than 3 entrants in the 35+, 40+, 45+ 50+, 55+ may be combined with the lower age category. The 60+, 65+, 70+ and 75+ must have a minimum of 3 entrants or events will be combined with the lower age category.  
There must be a minimum of 25% of participants in a draw from outside the host club in order to be considered an Ontario Championship.  
**Doubles**  
Men’s and Women’s Open, B, C, 40+, 50+  
Men’s 55+, 60+, 65+, 70+  
General – Doubles  
All categories of play will use a single elimination with feed-in consolation. Events with less than 3 entrants in the 35+, 40+, 45+ 50+, 55+ may be combined with the lower age category. The 60+, 65+, 70+ and 75+ must have a minimum of 3 entrants or events will be combined with the lower age category.

## **ONTARIO CHAMPIONSHIP DRAW FORMAT**

### **Open Events – Singles**

The format of play in the Open and Closed Soft Ball and Open Masters will consist of an elimination main draw featuring a feed in consolation for first and second round losers. A separate plate will be held for quarterfinal losers in draws over 16; a feed-in only will be required for draws under 16 players.

### **Open Events – Doubles**

The format of play in the Men's and Women's Open Doubles, Mixed Doubles, B Doubles and C Doubles events will consist of a single elimination main draw featuring a consolation for 1<sup>st</sup> round losers. There will be play offs for 3<sup>rd</sup> and 4<sup>th</sup>.

## **GUARANTEE OF MATCHES**

In all Ontario Championships, competitors will be guaranteed **2 matches**.

## **DEFAULTS**

There is a mandatory 10-minute default time from the scheduled draw sheet time in all Ontario Championships and this default time is expected to be enforced consistently and fairly throughout the event. This time may be extended but only upon agreement of the "late" player's opponent and upon court availability.

## **CLOSING DATE FOR ENTRIES**

In all Ontario Championships except Doubles, the closing date for entries shall be **Wednesday midnight**, 10 days prior to the first day of the championship. Players wishing to play but who have not entered by the deadline date shall be placed on a waiting list.

In all Ontario Doubles Championships, the closing date for entries shall be **Monday, noon** the week of the championship. Players wishing to play but who have not entered by the deadline date shall be placed on a waiting list.

## **START TIMES**

Publication: Must be ready by Wednesday at 6:00 p.m. the week of the Championship  
Play: In the case of the Ontario Junior Closed and the Ontario Junior Open, start times may begin Friday at 11:00 am. In the case of all other Ontario Championships, start of play will generally be Friday after 3:00 p.m. unless the size of draw dictates that play must begin earlier. The VP Competitions and the Executive Director must approve an earlier start time.

**NOTE: The Tournament Chair may NOT circulate the draws to the participants. The Tournament Chair will provide the start times to Squash Ontario and Squash Ontario will take the responsibility for circulating those to the participants.**

## **REFUNDS**

Refunds after Monday at 5:00 p.m. the week of the Championship only with a doctor's note or certificate and will be less a 15% administration fee. **There will be no refunds after the draw has been done.**

## **SEEDING**

25% or 4 players (whichever is greater) shall be seeded.

In the case of doubles, A "dark horse" is defined as a doubles squash player/team which is (are) not ranked under the North American ranking system due to insufficient current data but who

has (have) sufficient history of success in doubles competitions to merit a placement in the draw.

The "dark horse" team shall be placed to meet the lowest seed in the quarterfinals (if four teams are seeded) or the round of sixteen (if eight teams are seeded) to preserve the integrity of the draw and fairness to the seeded teams.

If two or more "dark horse" teams are entered, they shall be seeded by the Squash Ontario Doubles Committee and placed in the draw as above with the top ranked "dark horse" team playing the lowest seed, the next ranked "dark horse" team playing the next to lowest seed, etc.

The final decision of who qualifies as a "dark horse" rests solely with the Squash Ontario Doubles Committee.

### **SCHEDULING OF MATCHES**

The Host Committee will use the following guidelines when scheduling matches in Ontario Championships:

- (a) **Time per match (Senior Singles)**
  - (i) prior to quarterfinals 40 minutes
  - (ii) quarter finals 50 minutes
  - (iii) semi-finals and finals 60 minutes
  
- (b) **Time per match (Junior Singles)**
  - Under 11, Under 13, Under 15
    - (i) prior to quarterfinals 30 minutes
    - (ii) quarter finals 40 minutes
    - (iii) semi finals and finals 45 minutes
  
  - Under 17, Under 19
    - (i) prior to quarterfinals 35 minutes
    - (ii) quarter finals 45 minutes
    - (iii) semi finals and finals 50 minutes
  
- (c) **Time per match (Doubles)**
  - (i) prior to quarterfinals 60 minutes
  - (ii) quarter finals 75 minutes
  - (iii) semi finals and finals 90 minutes

### **REST TIME**

A minimum of 12 hours must be allowed between a competitor's last match of one day and his/her first match the next day. Competitors should not have to play more than 3 matches per day, but chairs are encouraged to schedule only 2 matches per day when possible. When playing more than 1 match on the same day, the following time lines should be observed:

- (i) no less than 3 hours between the start time of one match and the commencement of the next in any draw, prior to the quarter finals
- (ii) no less than 3 hours between the start time of a quarter final match and a semi final match in the main draw
- (iii) no less than 3 hours between the start time of the semi final match and the final match in the main draw
- (iv) no less than 3 hours between the start time of a quarter final match and a semi final match in the consolation draw

- (v) no less than 3 hours between the start time of a semi final match and final match in the consolation draw

### **WITHDRAWALS**

The following guidelines will be used in the case of the withdrawal of a seeded competitor(s):

- (i) 48 hours or more prior to the commencement of the first Championship match (including qualifying), all seeded competitors are moved up to the next seeded position as appropriate. Competitors who have been placed will remain in their position.
- (ii) Between 48 hours and 24 hours prior to the commencement of the first Championship match (including qualifying), the draw must be replaced with only seeds 1 through 8 re-positioned as appropriate and with the 9<sup>th</sup> seed moving into the 8<sup>th</sup> seed position, if necessary. However, changes (as stipulated) may be made within 24 hours of the start of the event, at the discretion of Squash Ontario if time and resources are available.
- (iii) Last minute withdrawals or "no shows" are violations of the Code of Conduct. Tournament Chairs may submit names of players to Squash Ontario for follow up.

### **EYEGUARDS**

All players competing in any Ontario Championship must appropriately wear eyeguards made of polycarbonate or similar materials designed for protection in sports or comply with any eyeguard policy that may be in place at the time of the Championship.

### **CLOTHING**

Competitors in provincial championships shall wear appropriate squash attire of any colour.

Playing clothing for men shall consist of a short-sleeve shirt, shorts, socks and playing shoes. Playing clothing for women shall consist of a shirt worn with a skirt or shorts, or a dress, socks and playing shoes. Other garments, such as part of all of a tracksuit, may be worn during play with the permission of the referee.

The wearing of headwear is permitted provided it is not so conspicuous or brightly reflective as to distract or insights an opponent and shall not be potentially dangerous.

If a host club maintains an "all white" clothing requirement, it will include this information as part of its application to host.

### **PRIZES**

Squash Ontario shall provide suitably engraved prizes for champion and finalist.

The Host Committee should present prizes to competitors in each event. Prizes should be awarded to competitors finishing first, second and third. Prizes for other finishers may be awarded at the discretion of the Host Committee (e.g. fourth place, Classic Plate winner, Consolation winner, etc.). If there are 3 participants in a round robin, the Host Committee is not expected to provide a prize for third place. Standards for Ontario Junior Championships differ slightly. See Gold and Silver Events Prizes.

### **HOSTING AGREEMENT**

Upon approval of the bid, a Hosting Agreement will be signed by Squash Ontario and a representative of the Host Committee. The agreement will outline the responsibilities of both parties for the appropriate Championship and confirm that the Host Committee will abide by the Squash Ontario Hosting Standards.

**PLAYER FEE**

The racquet fee for an Ontario Singles Championship is **\$45.00** plus gst; \$3.00 of which will be an administrative fee retained by Squash Ontario and \$2.00 will be allocated for referees for the Championship.

The racquet fee for an Ontario Doubles Championship is **\$45.00** plus gst; \$3.00 of which will be an administrative fee retained by Squash Ontario and \$2.00 will be allocated for referees for the Championship.

**PLAYER PACKAGE**

- quality tournament souvenir – must be screened with the event, club and Squash Ontario logo
- quality prizes for third, fourth and fifth
- 1 meal (in the case of junior and senior soft ball only)

**REPLACEMENT PLAYERS IN ONTARIO DOUBLES CHAMPIONSHIPS**

A team member may be replaced provided the replacement player does not have a higher provincial ranking than the player who is being replaced. No replacement is allowed if either the original or substitute player has played a first round match.

**ROUND ROBINS OF 4 IN ONTARIO DOUBLES CHAMPIONSHIPS**

In the event of a tie in matches won, calculate games won. If a tie still exists, calculate number of games won minus games lost. If there is still a tie, calculate head-to-head results between the two tied teams



## ROLES AND RESPONSIBILITIES

### HOST COMMITTEE/FACILITY

- organize and stage the Championship according to the Squash Ontario Hosting Standards
- Organizer must meet with Vice President Competitions if organizer has never run an Ontario Championship
- secure a minimum of \$500.00 in sponsorship in cash or in kind
- secure a minimum of \$2,000.00 in prize money for the Ontario Closed and Ontario Open Championships (senior soft ball)
- May secure sponsorship but if that sponsorship involves providing a booth to display or promote product, that product may not include squash balls which would conflict with the Squash Ontario official ball (Dunlop);
- provide all relevant information for the tournament poster to Squash Ontario at least 6 weeks prior to the Championship
- have start times available on Wednesday, the week of the Championship
- provide Squash Ontario with the start times for posting on the website and circulation to the participants
- fulfill all sponsor requirements
- name a host hotel for the Championship and secure best possible room rate
- provide prizes for champion, finalist and third which are of reasonable dollar value. The Host Committee is strongly encouraged to provide prizes for 4<sup>th</sup>, 5<sup>th</sup>, and classic plate champion. Standards for Junior Championships differ slightly; see Gold and Silver Events for prize distribution.
- position appropriate sponsor signage within the facility for the duration of the Championship
- return all signage immediately following the Championship to Squash Ontario
- return completed draw sheets (if applicable) to Squash Ontario immediately following the conclusion of the Championship
- provide all designated full time officials at the Championship with a tournament package equivalent to that received by the players, including admission to all social functions at no cost. A "full time" official is defined as an official who attends the tournament 2 of the 3 days
- provide all designated officials at the Championship with a name tag or badge identifying them as officials
- provide refreshments for all officials who are present and working at the Championship for more than 4 hours
- provide one meal to all participants
- **NOTE The Tournament Chair will not circulate the draw to the participants**

### SQUASH ONTARIO

- provide the tournament organizer with an operations manual pertaining to the Championship
- Organize and facilitate a tournament management/organization workshop for all provincial championship hosts
- receive and process all entries

- prepare all draws
- seed all draws
- Circulate and post start times
- prepare and distribute Ontario Championship promotional material
- calculate and approve prize money breakdown for the Ontario Senior Closed and Ontario Open Championships
- advise host committee of any sponsorship arrangements which affect the Championship
- provide balls, score pads and draw sheets
- provide appropriate Squash Ontario and/or sponsor banners
- appoint a Tournament Referee and provide his/her compensation
- remit a cheque for the total number of paid participants and applicable gst, less the \$3.00 administrative fee and \$2.00 per player referee fee, once the completed draw sheets and banners have been returned to Squash Ontario
- Provide to the Tournament Referee the exact address of the facility and location in the building including access and egress for an ambulance.
- Initiate player satisfaction survey immediately following the Championship and provide written feedback, in consultation with the Vice President Competitions, to the Tournament Chair
- Program Co-Ordinator will be responsible for ensuring that the Tournament Referee or designated individual has current EMS certification;
- Program Co-Ordinator will be responsible for having the contact name of the hosting club personnel who has current EMS certification;
- Executive Director will be responsible for ensuring hosting club which does not have a working defibrillator on site, receives the Squash Ontario defibrillator;
- Executive Director will be responsible for retrieving the Squash Ontario Defibrillator Unit immediately upon conclusion of the Championship

#### **TOURNAMENT REFEREE**

- in co-operation with the Squash Ontario Program Co-Ordinator, recruit qualified officials
- advise the Tournament Chair at least 5 days prior to the start of the Championship as to how many qualified officials will be working the event
- ensure all matches during the Championship are assigned a referee
- where possible, ensure that all quarter final and subsequent matches in the main event (including all classic plate matches and 7/8 play offs) are assigned a certified referee and marker
- ensure that all matches from the semi finals on in the main event, including  $\frac{3}{4}$  player offs, are assigned a referee and marker
- adjudicate on all appeals by players concerning referee assignments and rule interpretations
- strictly and with no exceptions, enforce the Squash Ontario mandatory eyeguard policy and where challenges are made to the policy, work with Tournament Chair and/or Squash Ontario representative to enforce the policy or eject the player
- strictly and with no exceptions, enforce the Squash Ontario Code of Conduct
- strictly and with no exceptions, enforce the Squash Ontario clothing policy
- if not present for any period, name an Acting Tournament Referee for that period. Likewise, if matches are played at more than one location, the Tournament Referee must appoint an Acting Tournament Referee for each location
- if accommodation is provided by Squash Ontario, Tournament Referee will be expected to share the room with another certified official as approved by Squash Ontario
- Squash Ontario assigns Tournament Referee to Provincial Host
- Tournament Referee should know the exact location of the Defibrillator and ideally it should be near the court during the tournament if at all possible.

- Tournament Referee upon acceptance of the Defibrillator unit should confirm the following:
  - a) the working order of the unit in question
  - b) it includes a pair of scissors, razor, 2 sets of gloves, towel, CPR mask and 2 fresh sets of pads and logbook.



## **ONTARIO JUNIOR TEAMS/ONTARIO WINTER GAMES**

### **Hosting Standards**

#### **Ontario Winter Games/Ontario Junior Teams Championship**

##### **General Athlete Eligibility**

In order to represent a region, an athlete must:

- be an individual member of Squash Ontario and in good standing with Squash Ontario
- have been resident in the region for a minimum of ninety days immediately preceding the Championship
- may not have represented Canada at a World Junior Team Championship
- have been selected through a broadly based regional selection process in which an opportunity for selection has been open and available to any eligible junior within the region. The selection process must include a promotional flyer distributed to all member clubs within the region and which details how and where selections will take place and any age or residency requirements.

##### **Age Eligibility**

Eligibility is the last day of the Championship

##### **General Coach's Eligibility**

In order to coach a regional team, a coach must:

- hold a minimum NCCP Level 2 Certification or CBET equivalent as at January 1 the year of the Games
- have been selected through a broadly based regional selection process in which an opportunity has been open and available to any eligible coach within the region. The selection process must include a "call for applications" flyer distributed to all eligible coaches within the region and which details how and where the selections will take place. This would include an interview process if a region receives more than one application.
- Be resident in the region for a minimum of 90 days immediately preceding the Championship

##### **General Team Manager Eligibility**

In order to manage a region team, the applicant should possess

- excellent organizational and managerial skills
- minimum level 1 coaching certification or CBET equivalent as at January 1 the year of the Games
- have been selected through a broadly based regional selection process in which an opportunity has been open and available to any eligible coach within the region. The selection process must include a "call for applications" flyer distributed to all eligible coaches within the region and which details how and where the selections will take place. This would include an interview process if a region receives more than one application.
- Be resident in the region for a minimum of 90 days immediately preceding the Championship

## **TEAM COMPOSITION**

A team consists of 8 players:

One girl under 19, under 17, under 15, under 13

One boy under 19, under 17, under 15, under 13

## **REGIONAL TEAM SELECTION CRITERIA**

- program must initially be open to all interested athletes in the region before selections are made
- selection camp(s) must be held at a member club of Squash Ontario in the province of Ontario
- program information and selection criteria must be published and circulated to all member clubs within the region at least 4 months prior to the Games/Teams Championship
- at a very minimum, the regional coach and manager must run a one day trial on the designated date as set by the Junior Advisory Committee
- regions wanting to include any other selection criteria must have criteria approved in advance by the Junior Advisory Committee

## **REGIONAL COACH AND MANAGER SELECTION CRITERIA**

- there must be an open competition for the coaching and managing positions
- clear selection criteria will be established by the Junior Advisory Committee
- selection criteria will be circulated to all eligible coaches in the regions by Squash Ontario Junior Advisory Committee
- Coach must be level 2 or CBET equivalent by January 1 the year of the Games
- Manager must be level 1 or CBET equivalent by January 1 the year of the Games
- Junior Advisory Committee will review all applications and make appointments
- one of the positions must be filled by a male and one of the positions must be filled by a female

## **ENTRY FEE**

The entry fee shall be no more than \$450.00 plus gst unless otherwise stipulated by the Ontario Winter Games Organizing Committee.

## **DRAW FORMAT**

The format for the Ontario Winter Games and Ontario Junior Teams Championship will be:

8 matches per tie. Wins will be calculated by matches won, followed by games won and points won

## **HOST REGION**

If there are an odd number of teams in the draw for the Ontario Junior Teams Championship only, the host region may enter a second team. This is not applicable in the Ontario Winter Games.

## **PLAYER RANKINGS**

Player rankings will be established during the current Ontario rankings database. Any player without a provincial ranking will be designated as NR (non-ranked)

## **TEAM SEEDINGS**

Team seedings will be established using a pair-wise comparison method.

## **WITHDRAWALS**

- (i) any competitor may be replaced prior to the commencement of play in the Ontario Junior Teams Championship
- (ii) if a competitor is replaced 72 hours or more prior to the first match, the pair-wise comparisons will be re-calculated and team seeding revised if appropriate. This applies only to the Ontario Junior Teams Championship
- (iii) If a competitor is replaced less than 72 hours prior to the first match, no changes will be made to the draw

## **REPLACEMENT PLAYERS – ONTARIO JUNIOR TEAMS CHAMPIONSHIP**

If a region is short a player, that region may request a replacement player through Squash Ontario which will compile a list of candidates of players not selected to their regional team. All replacement matches do not count in match scoring but will be used for Squash Ontario ranking calculations.

There will be no replacement players for the Ontario Winter Games.

## **SCHEDULING OF MATCHES**

- (a) **TIME PER MATCH**  
Team encounters should be scheduled in blocks of 4 hours
- (b) **REST TIMES**  
Teams should not play more than 3 matches per day

## **COACH'S RESPONSIBILITIES AND TIME LINES**

- advise Squash Ontario in writing of all players' names, addresses, emails and ages
- follow event accommodation guidelines as established by the host club and/or Squash Ontario
- complete a cost analysis per player and convey the information to the parents in a timely fashion
- advise parents and team members in writing of all details of the Championship including date, location, accommodation, departure times, etc., at least one month prior to the event
- organize transportation for the team to and from the event and advise all participants and parents one month prior to departure
- register all team members and ensure that each member has completed and submitted an Acceptance of Risk form
- stay in accommodation with team or own gender

## **REGION'S RESPONSIBILITIES**

- contribute a portion of the cost of team travel and accommodation expense
- contribute a portion of the cost of regional clothing identification
- assist the team, coach and manager in raising funds throughout the region for the team's expenses. This could include utilizing league nights, region's website, etc.

## **PRIZES**

Squash Ontario will provide keeper mementos for each member of the Champion, Finalist and Third place teams.

Host club must provide additional prizes of approximately \$5.00 per player



## **SQUASH ONTARIO JUNIOR GOLD AND SILVER EVENTS HOSTING STANDARDS**

### **GENERAL ATHLETE ELIGIBILITY**

Any athlete who is a member in good standing of Squash Ontario and a Squash Ontario member club or who is a member in good standing of his/her state, provincial, or national squash racquets association, may participate in any Squash Ontario sanctioned squash activity, where residency eligibility is not an issue.

### **MINIMUM FACILITY REQUIREMENTS**

Gold Events: Minimum 5 courts in the primary club  
Silver Events: Minimum 4 courts in the primary club

### **INDIVIDUAL MEMBERSHIP**

In order to participate in a Squash Ontario Gold or Silver event, a participant must be an individual member of Squash Ontario. Players who are not members and wish to participate in any Gold or Silver event will be required to pay the individual membership fee in addition to the entry fee.

### **OUT OF PROVINCE PLAYERS**

If a player is from out of province and is registered with his/her provincial or national squash association, Squash Ontario will honour that registration and the player will not be required to register as an individual member of Squash Ontario. However, if the player wishes to have an Ontario ranking, he/she will be required to register as an individual member.

### **AGE ELIGIBILITY**

The eligibility date for all junior age categories is the last day of the Gold or Silver event.

### **CATEGORIES OF PLAY**

Gold Events: Boys Under 19, Under 17, Under 15, Under 13, Under 11  
Girls Under 19 and Under 17 may be combined except in a national core event where the age categories will not be combined  
Silver Events: Boys and Girls Under 11, Under 13, Under 15, Under 17

**SCORING:** In Gold events, under 11, under 13 and under 15 will use PAR 15 scoring; under 17 and under 19 will use PAR 11 scoring

### **DRAW FORMAT**

All categories of play will use a single elimination with feed-in consolation except if there are 4 to 7 entries, in which case, the format will be round robin. Events with less than 4 entrants may be combined with the next lower age category. Any draws with 33 or more entries, the draw format may include a Classic Plate.

Grinner events will be 2 out 3 unless otherwise specified by the Tournament Chair and based upon court availability. When matches are played 2 out of 3, all draw sheets must be clearly highlighted with format and when possible, finals should be 3 of 5.

## **ENTRY FEE**

Entry fee for a Gold event is \$43.00 plus gst. Of this amount, \$3.00 will be retained by Squash Ontario as an administrative fee.

Entry fee for a Silver event is \$40.00 plus gst. Of this amount, \$3.00 will be retained by Squash Ontario as an administrative fee.

## **REGISTRATIONS**

All registrations for Gold and Silver events will be through the Squash Ontario office. Entrants will be required to provide t-shirt size upon registration and this information will be provided to the hosting club.

Squash Ontario will remit appropriate cheque when the hosting club has completed all of its commitments for entry fee x # entries plus GST to the host club.

The host club may not limit the number of registrations in Gold Events. In Silver Events, entrants in tournaments based upon number of courts available.

## **HOSTING CLUB REQUIREMENTS – MEALS AND PRIZES**

### ***Provide one healthy meal – Saturday lunch***

The host club is required to provide suitably engraved keeper mementos (trophies, medals), for the champion and finalist, and prizes for third, fourth and fifth. These are minimum requirements and the host club is encouraged to enhance the quality and number of prizes.

## **GUARANTEE OF MATCHES**

All participants in Gold and Silver events are guaranteed 3 matches

## **TOURNAMENT SOUVENIR**

Squash Ontario, through its sponsorship agreement with Head, will provide tournament souvenirs for all participants in Silver events.

Gold events must provide a tournament souvenir from entry fee and enhance the event with Ontario Jesters sponsorship money (\$1,000.00). Gold event tournament chairs must provide an accounting of what the tournament souvenir will be using the supplemental funding from the Jesters. If Squash Ontario is not satisfied with the enhancement of the tournament, Jesters funding will be withheld.

## **SILVER EVENT ELIGIBILITY**

The top-ranked 8 boys in U13, U15, and U17 may not participate in any Silver Event; the top-ranked 8 boys in U11 must move up a minimum of one age group. The top-ranked 4 girls in U13, U15, and U15 may not participate in any Silver Event; the top-ranked 4 girls in U11 must move up a minimum of one age group.

## **SCHEDULING OF MATCHES**

**Gold Events:** Start play no earlier than 3:00 p.m. on Friday when size of draw necessitates and make every effort to schedule people geographically closest to the host club first. Try to finish play no later than 3:00 p.m. on Sunday and try to schedule a particular division on the same courts where possible so referees are of equal level of players.

**Silver Events:** Start play early Saturday morning and try to finish play no later than 4:00 p.m. on Sunday. The Junior Advisory Committee reserves the right to begin play earlier on the Friday should numbers warrant.

First round scheduling should be 30 minutes maximum.

## **SCHEDULING OF MATCHES**

The Host Committee will use the following guidelines when scheduling matches in Gold and Silver Events:

- (c) **Time per match (Senior Soft Ball)**
- |                              |            |
|------------------------------|------------|
| (i) prior to quarterfinals   | 40 minutes |
| (ii) quarter finals          | 50 minutes |
| (iii) semi-finals and finals | 60 minutes |
- (d) **Time per match (Junior)**
- Under 11, Under 13, Under 15
- |                              |            |
|------------------------------|------------|
| (i) prior to quarterfinals   | 30 minutes |
| (ii) quarter finals          | 40 minutes |
| (iii) semi finals and finals | 45 minutes |
- Under 17, Under 19
- |                              |            |
|------------------------------|------------|
| (i) prior to quarterfinals   | 35 minutes |
| (ii) quarter finals          | 40 minutes |
| (iii) semi finals and finals | 45 minutes |
- (c) **Time per match (Doubles)**
- |                              |            |
|------------------------------|------------|
| (i) prior to quarterfinals   | 60 minutes |
| (ii) quarter finals          | 75 minutes |
| (iii) semi finals and finals | 90 minutes |

## **REST TIME**

A minimum of 12 hours must be allowed between a competitor's last match of one day and his/her first match the next day. Competitors should not have to play more than 3 matches per day, but chairs are encouraged to schedule only 2 matches per day when possible. When playing more than 1 match on the same day, the following time lines should be observed:

- (vi) no less than 3 hours between the start time of one match and the commencement of the next in any draw, prior to the quarter finals
- (vii) no less than 3 hours between the start time of a quarter final match and a semi final match in the main draw
- (viii) no less than 3 hours between the start time of the semi final match and the final match in the main draw
- (ix) no less than 3 hours between the start time of a quarter final match and a semi final match in the consolation draw
- (x) no less than 3 hours between the start time of a semi final match and final match in the consolation draw

## **DRAWS AND SEEDING**

The draws will be done by Squash Ontario and provided to the host tournament chair within 24 hours of the closing date for entries. Squash Ontario will also provide the seeding for the event.

## **OFFICIATING**

The winner of the match must referee a match as directed by the tournament chair or face defaulting their next scheduled match. Tournament chairs should also utilize parents and coaches as officials.

## **CLOSING DATE FOR ENTRIES**

Shall be the Sunday prior to the event at 11:59 p.m. and start times must be available on Wednesday evening at 6:00 p.m.

**START TIMES**

Start times must be available no later than 6:00 p.m. Wednesday prior to the start of the event.

**REFUND POLICY**

Refunds after Monday at 5:00 p.m. the week of the Championship only with a doctor's note or certificate and will be less a 15% administration fee. **There will be no refunds after the draw has been done.**

**WITHDRAWALS**

Last minute withdrawals or "no shows" are violations of the Code of Conduct. Tournament chairs may submit names of players to Squash Ontario for follow up. No refunds will be made after the draw has been done and published.

**EYEGUARDS**

All participants must appropriately wear Eyeguards made of polycarbonate or similar materials designed for protection in sports or comply with any Eyeguards policy that is in place at the time of the event.



## Provincial Championship Checklist For Tournament Chair and Squash Ontario

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Organizer: \_\_\_\_\_

Time Line	Task	Person(s) Responsible	Status to Date	Follow-Up
Upon awarding of the bid	Establish Organizing Committee.	Tournament Chair		
Shortly after awarding of the bid	Will be contacted Squash Ontario Liaison:  Junior Gold & Silver Events: Sherry Funston 416-426-7202 or sfunston@squashontario.com  Provincial Championships: Marc Leger 416-426-7203 or mleger@squashontario.com	Squash Ontario		
Shortly after awarding of the bid	Secure additional sponsorship <b>(For Provincial Championships, a minimum of \$500.00 in sponsorship is required).</b>	Tournament Chair		
Shortly after awarding of the bid	Establish budget using Squash Ontario hosting standards.	Tournament Chair		
As Event approaches	Receive and process all entries	Squash Ontario		
By September 1 <sup>st</sup>	Provincial Soft Ball Championships: A tournament referee will be appointed by Squash Ontario.	Squash Ontario		

September 15 <sup>th</sup>	Facilitate a Tournament workshop for all Provincial Tournament hosts; all hosts must attend the event	Squash Ontario		
10 weeks prior to Event	Name a host hotel for the event and secure the best possible room rate. Information must be included on poster.	Tournament Chair		
8 weeks prior to Event	Provide all details to Squash Ontario – ensure that any sponsor logos are provided either by e-mail or by mail on disk in .EPS, .TIF, .BMP, or .JPG format – faxed logos are unacceptable.	Tournament Chair		
8 weeks prior to Event	Recruitment of officials (for Provincial Championships)	Tournament Referee		
6 to 8 weeks prior to Event	Promotional poster will be distributed to member clubs and “upgrade” members via mail and posted on website. Provided to Tournament Chair in PDF format for distribution.	Squash Ontario		
Saturday before the Event	Entry Deadline 5:00 PM (may be extended by Tournament Chair to no later than Monday at Noon with approval from the Tournament Chair and either Squash Ontario Executive Director or VP Competitions)	Squash Ontario, Tournament Chair		
Monday before the Event	Draws will be prepared and seeded by Squash Ontario and sent to Tournament Chair.	Squash Ontario		
Monday before the event	Balls, Score Pads, Draw Pads and appropriate Squash Ontario/Sponsor Banners, prizes sent to Tournament Chair	Program Coordinator		
Tuesday before the Event	Where applicable, prize money breakdowns calculated and relayed to Tournament Chair	Squash Ontario		
Tuesday before the Event	List of full-time officials will be provided to the Tournament Chair	Squash Ontario, Tournament Referee		

Wednesday before the Event	Have start times available by 6pm.	Tournament Chair		
1 day prior to Event	Provide player package for each participant and full time officials which includes tournament souvenir, facilities available in the club, location of locker rooms, signing privileges (if applicable), parking, prize money breakdown (if applicable) schedule of events and mini draw sheets which must be done on Squash Ontario draw sheets.	Tournament Chair		
1 day prior to Event	Ensure signage in club is appropriate – location of reception, court location. Ensure all sponsor commitments are met – decals on tin, signage, display booth area (if applicable).	Tournament Chair		
At Event	Ensure all draw sheets are completed properly (including game scores) and names are printed in full and legibly. Where applicable, ensure that all results are entered into the online draw program accurately.	Tournament Chair		
At Event	Ensure that all Squash Ontario policies are being enforced. (Including Eyeguard Policy, Clothing Policy, and the Code of Conduct).	Tournament Chair, Tournament Referee		
At Event	Provide all designated officials with a nametag or badge identifying them as an official.			
At prize presentation	Thank and acknowledge all sponsors. Have someone take photographs for inclusion in club newsletter, Squash Life magazine, and website. Thank and acknowledge all volunteers and officials.	Tournament Chair		
Upon Completion of the event.	<b>Where applicable, send all completed draw sheets to Squash Ontario IMMEDIATELY FOLLOWING EVENT</b> – the results are used for both provincial and	Tournament Chair		

	national rankings.			
Upon Completion of the event.	Return all provided signage to Squash Ontario.	Tournament Chair		
Upon receipt of Draw Sheets and signage.	Remit a cheque for the total number of paid participants and applicable GST, less the \$3.00 per player administrative fee.	Squash Ontario		



# Tournament Draw Sheet - Sample

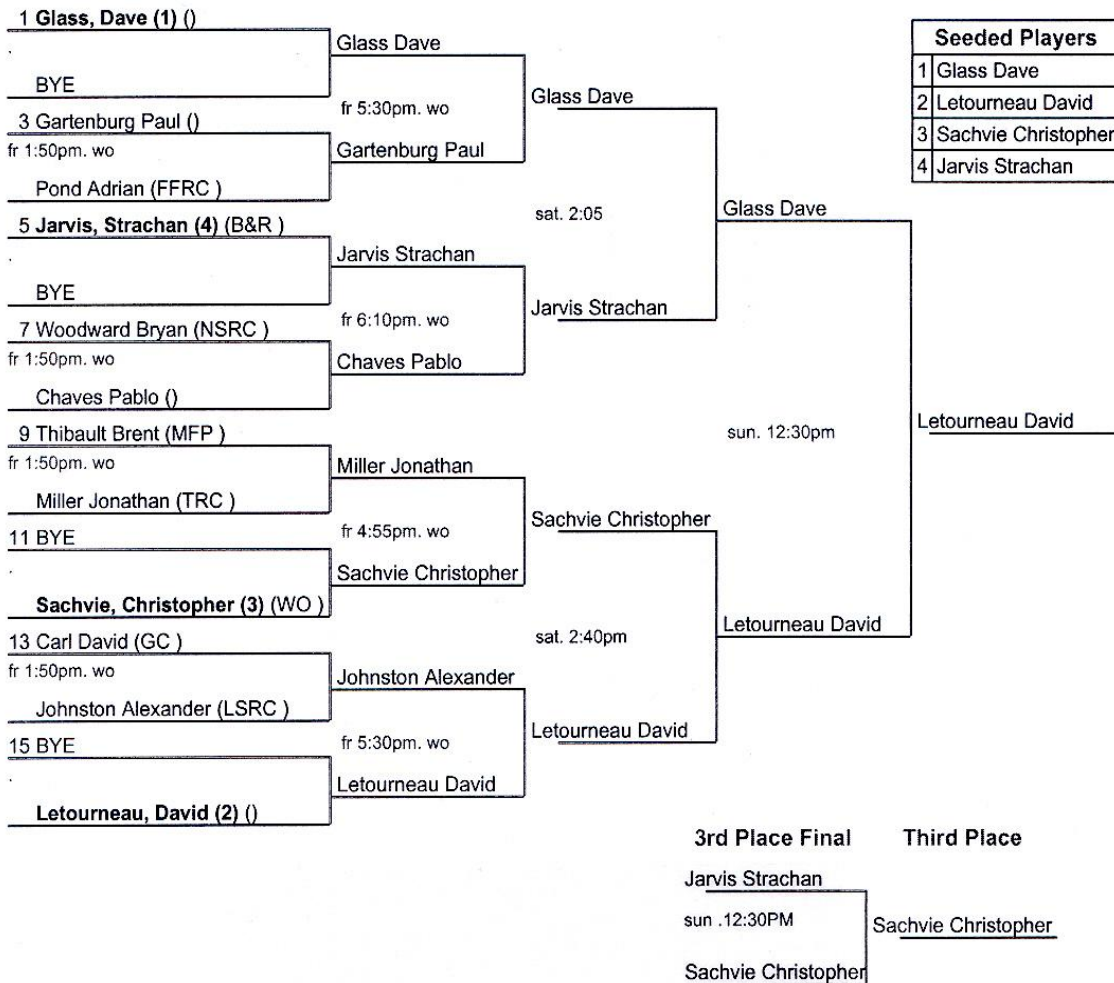


## Gold Draw (Main):



Squash Ontario  
www.squashontario.com

2006 Jesters/Harder Ontario Junior Open : Boys Singles - U19 (GOLD) From : 3/24/2006 To : 3/26/2006  
Round of 16 Quarterfinals Semifinals Final Winner

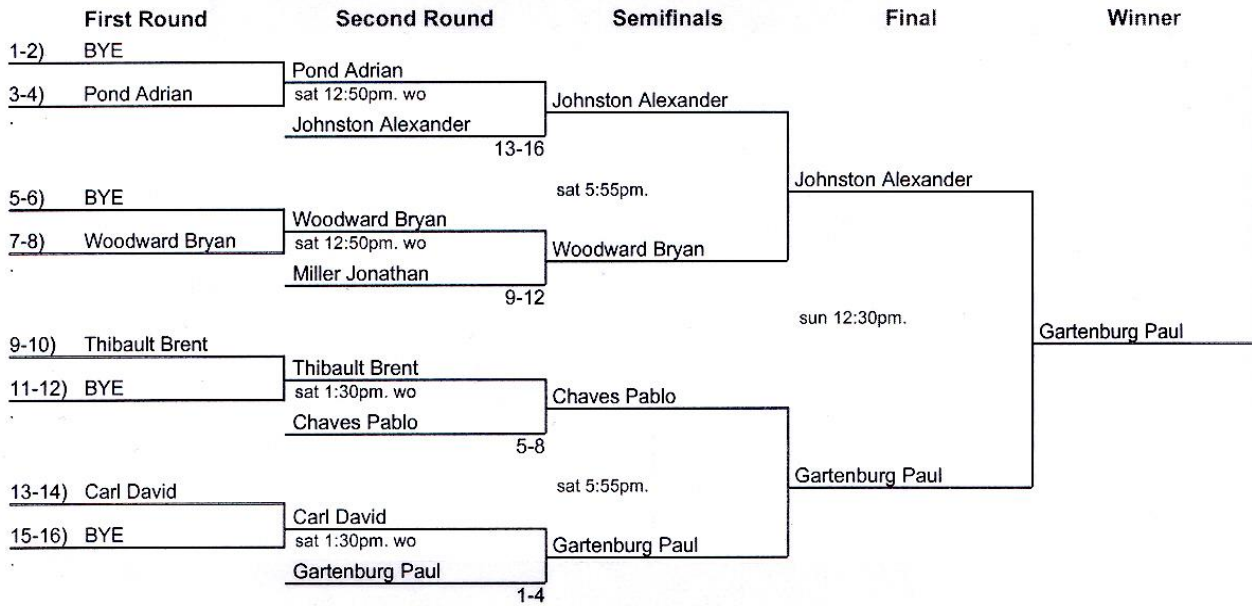


**Silver Draw (Consolation):**



**Squash Ontario**  
www.squashontario.com

2006 Jesters/Harder Ontario Junior Open : Boys Singles - U19 (SILVER) From : 3/24/2006 To : 3/26/2006



**Bronze Draw (Grinner):**



**Squash Ontario**  
www.squashontario.com

2006 Jesters/Harder Ontario Junior Open : Boys Singles - U19 (BRONZE) From : 3/24/2006 To : 3/26/2006

