



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 and of the Canadian Sport4Life program/long term athlete development.

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

All decisions regarding the conduct of the Championship not clearly covered by these Hosting Standards will be referred to the Executive Director or the President of Squash Ontario.

Squash Ontario Committees

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

- assists tournament organizing committee in promoting participation

Consultants

- In the case of both doubles and high performance, the Board of Directors consults with experts in these areas in terms of hosting standard changes, tournament procedures, seedings, prize money.



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	8 singles courts
Ontario Open and Masters Championships	8 singles courts
Ontario Closed Masters Championships	6 singles courts
Super Silver Junior Championships	6 singles courts
Ontario Junior Open Championships	6 singles courts
Ontario Junior Closed Championships	6 singles courts
Ontario Junior Teams Championship/Winter Games	5 singles courts
Ontario Regional Open and Masters Teams Championship	8 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.
- (c) **ONTARIO JUNIOR CHAMPIONSHIPS**
The eligibility date for all junior age categories is the last day of the Championships

CLASSIFICATION ELIGIBILITY - Singles

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.

CLASSIFICATION ELIGIBILITY – Doubles

"Once a player has won an Ontario C or B Doubles Championship they are not permitted to play in any C or B doubles event (with the exception of the Canadian Championships) for a period of two (2) years. Thereafter, if the player wishes to enter an Ontario doubles event at a lower level, they must petition Squash Ontario to reassess eligibility. The player must provide Squash Ontario with acceptable rationale for their request. Please note that the skill level of the player's partner would not be an acceptable justification for playing down a level. If a tournament chair is in doubt as to skill level eligibility of a participant, he/she may refer the decision to Squash Ontario.

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
Masters
Men's 30 – 39+, 40+, 45+, 50+, 55+, 60+, 65+, 70+, 75+
Women's 30 – 39+, 40+, 45+, 50+, 55+, 60+, 65+, 70+
General – Singles
All categories of play will use a single elimination with feed-in consolation. Minimum number to be considered an Ontario Championship is 6 - 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+, 75+

General – Doubles

All categories of play will use a single elimination with feed-in consolation. Events with less than 3 entrants in the 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 1st round losers. There will be play offs for 3rd and 4th.

GUARANTEE OF MATCHES

In all Ontario Championships, competitors will be guaranteed **3 matches except in the case of doubles where court limitations do not make this possible. In doubles events, 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 **Friday, noon** eight (8) days prior to the beginning 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 President and the Executive Director must approve an earlier start time.

REFUNDS

A refund less 15% administration fee will be given after the closing date for entries provided Squash Ontario has been able to fill the position with another athlete. **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 9th seed moving into the 8th 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, finalist and third place – these will be gold, silver and bronze engraved medals.

NOTE: In order for an Ontario Championship medal to be provided, an event must have been run with the minimum number of participants as outlined under “Categories of Play”.

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 **\$60.00 including hst**; \$5.00 of which will be an administrative fee retained by Squash Ontario and \$2.50 will be allocated for referees for the Championship.

The racquet fee for an Ontario Doubles Championship is **\$60.00 including hst**; \$5.00 of which will be an administrative fee retained by Squash Ontario and \$2.50 will be allocated for referees for the Championship.

For Ontario Championships: The host club will receive \$45.50 per player registered plus 13% hst

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
-

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

SINGLES SCORING

Par 11 scoring w/b 2 will be used in all Ontario Singles Championships.



ROLES AND RESPONSIBILITIES

HOST COMMITTEE/FACILITY

- organize and stage the Championship according to the Squash Ontario Hosting Standards
- Organizer must meet with President or Executive Director 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)
- Due to increased traffic generated by the tournament, club management should ensure that **locker rooms and washrooms are monitored on a regular basis. Clubs are expected to maintain minimum public health standards within the facility**
- Due to increase traffic generated by the tournament, **club management should ensure there is an adequate amount of food and food variety for participants**
- 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
- 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 4th, 5th, 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 works the tournament all 3 days
- Provide one meal to all participants

SQUASH ONTARIO

- provide the tournament organizer with an operations manual pertaining to the Championship which shall be the Hosting Standards
- Provide ongoing communications and advice to host club to assist in meeting all tournament conditions
- receive and process all entries
- prepare all draws
- seed all draws
- 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 hst, 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
- Executive Director will be responsible for ensuring that the Tournament Referee or designated individual has current EMS certification;
- Executive Director 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
- # of Referees to be used for an Ontario Singles Championship: Based on # of courts being utilized each day – multiplied by (2).
- Minimum and Maximum # of Referees for an Ontario Singles Championship:
- Minimum of (3) to a maximum of (16) based on 8 courts.

TOURNAMENT REFEREE/TOURNAMENT ASSESSOR GUIDELINES

Roles & Responsibilities

Note: Tournament Referees for Ontario Championships are appointed through a “call for interest” policy; eligible and certified officials are asked to complete a letter of interest with respect to specific Ontario Championships. The Tournament Chair of that Ontario Championship will be consulted by the Chair of the Officiating Committee as to appointment of the TR.

Before the Tournament:

- **Tournament Referee**
 - In cooperation with the Squash Ontario Program Coordinator, recruit qualified officials and have them register with the Squash Ontario to keep an accurate list of all officials wishing to referee during the tournament
 - Contact the Tournament Chair the Monday prior to the start of the tournament to inform them of the number of officials that will be working the tournament and to receive the tournament schedule
 - Ensure the Tournament Chair has enough Tournament Souvenir Packages for all registered officials
 - In cooperation with the Squash Ontario Program Coordinator, contact the registered officials to outline any information they will need to know leading up to the tournament (if not possible prior to the tournament, this should be done at the start of the tournament); information should include:

- Reminder they must enforce the mandatory Squash Ontario Eyeguard Policy at all times
 - Reminder they must enforce the mandatory Squash Ontario Code of Conduct at all times
 - Reminder they must enforce the mandatory Squash Ontario Clothing Policy at all times
 - Outline the appropriate professionalism that must be displayed and the officials attire that must be worn at all times
 - Outline the time each individual official is expected to be present at the tournament as laid out in what the official indicated when registering with Squash Ontario
 - Outline the rules of play being used for the tournament and ensure all officials are comfortable with them
 - Other notes that may arise due to location, match times, unforeseen situations, etc.
- Liaise with the Tournament Director to ensure enough supplies (pens, scorepads, etc.) are available to the officials and where possible, a room/area is set aside for the officials
- **Tournament Assessor**
 - In cooperation with the Squash Ontario Program Coordinator and Tournament Referee, assist with recruiting qualified officials and have them register with the Squash Ontario to keep an accurate list of all officials wishing to referee during the tournament
 - Allow officials registered to provide their personal mentoring goals that they wish to accomplish during the tournament and to establish an assessment schedule to ensure all officials receive as many opportunities when possible (if not possible prior to the event, sit down with official during start of the event)

During the Tournament:

- **Tournament Referee**
 - The general role of the Tournament Referee is as follows:
 - Ensure that the tournament is conducted fairly in accordance to the Rules of Squash
 - Adjudicate on all appeals by players concerning referee assignments and rule interpretations
 - Ensure you have available at all times a copy of the Rules of Squash and it's current interpretations along with a copy of the tournament regulations
 - Act as the Squash Ontario representative during the tournament in rules and refereeing matters
 - Monitor and with no exceptions, strictly enforce the following Squash Ontario policies at all times:
 - The mandatory Squash Ontario Eyeguard Policy
 - The mandatory Squash Ontario Code of Conduct
 - The mandatory Squash Ontario Clothing Policy
 - The appropriate professionalism that must be displayed by officials and the officials attire that must be worn
 - Assist Tournament Chair with ensuring all registered officials receive Tournament Souvenir
 - Work with Tournament Assessor to ensure any official wanting assessments are given opportunities
 - Ensure all matches during the tournament are assigned a referee, in cases where no certified referee is available the players must act as the referee (players should be aware of this potential responsibility before the tournament starts)

- Ensure all Main Event Semi-final, Finals and 3/4 Place Matches are assigned both a referee and a marker
- Where possible, ensure that all Main Event Quarter-final, Semi-final and Finals (including any Classic Plate and 7/8 Place Matches) are assigned both a referee and a marker
- Be present at all times during matches should a Match Referee require assistance or replacement. If not present for any period of time, appoint 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
- Where possible, a Match Referee should not referee the same player in consecutive rounds
- If possible, the Tournament Referee should consider holding an Officials Meeting for briefing/debriefing prior to the start of each day or at the end of each day
- Must know the exact location of the Defibrillator during the tournament; ideally near the squash courts if possible and upon acceptance of the Defibrillator, the Tournament Referee should confirm:
 - The working order of the unit in question
 - The unit includes a pair of scissors, razor, 2 sets of gloves, towel, CPR mask and 2 fresh sets of pads and logbook
- Designate an official clock and ensure Tournament Director and players are aware of its location
- Work with Tournament Chair to ensure all playing surfaces/conditions are safe for players
- Track all officials who work matches (except when they are players) for reporting purposes

- **Tournament Assessor**
 - Notify and work with Tournament Referee to schedule assessments for all officials wanting opportunities
 - When requested, provide the Tournament Referee with assistance

After the Tournament:

- **Tournament Referee**
 - Must provide a copy of all Conduct on Court Forms immediately following the tournament to the attention of the Squash Ontario Executive Director via scan/email or fax
 - Must complete the Tournament Referee Report (provided by Squash Ontario Program Coordinator) upon tournament completion and submit to Squash Ontario within 7 days of the tournament completion date; printed or typed (must be legible or will not be accepted) and must be received before all referee payments will be released
 - Must complete a Squash Ontario Expense Claim Form (provided by Squash Ontario Program Coordinator) upon tournament completion and submit within 7 days of the tournament completion date and must be received before all referee payments will be released
 - Provide nominations to Squash Ontario for the Official-of-the-Year Award via Tournament Referee Report when applicable

- **Tournament Assessor**
 - Must complete the Tournament Assessor Report (provided by Squash Ontario Program Coordinator) upon tournament completion and submit to Squash Ontario within 7 days of the tournament completion date; printed or typed (must be legible or will not be accepted) and must be received before all referee payments will be released

- Must complete a Squash Ontario Expense Claim Form (provided by Squash Ontario Program Coordinator) upon tournament completion and submit within 7 days of the tournament completion date and must be received before all referee payments will be released
- Provide nominations to Squash Ontario for the Official-of-the-Year Award via Tournament Assessor Report when applicable



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 \$57.00 per player (excluding coach and manager) including hst 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:

Par 11 in Gold and Ontario Championships for ALL EVENTS
Par 15 in Silver under 11 events
Par 11 in Silver under 13, under 15, under 17, under 19

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 of 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 **\$57.00 including hst.** Of this amount, \$5.00 will be retained by Squash Ontario as an administrative fee.

The host club will receive \$45.00 per player registered plus hst for Gold Events.

Entry fee for a Silver event is **\$51.00 including hst.** Of this amount, \$5.00 will be retained by Squash Ontario as an administrative fee.

The host club will receive \$40.00 per player registered plus hst for Silver Events.

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 HST 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. These are minimum requirements and the host club is encouraged to enhance the quality and number of prizes.

For Gold events, Squash Ontario through Dunlop (HB Brown) and The Jesters Club – Ontario will provide prizes for first, second and third.

GUARANTEE OF MATCHES

All participants in Gold and Silver events are guaranteed 3 matches

TOURNAMENT SOUVENIR

Tournament host will be responsible for providing a tournament souvenir to each competitor for Gold events. Squash Ontario through Harrow will provide the tournament souvenir for Silver events.

GOLD ELIGIBILITY

Juniors must play in their age group, unless they meet the following criteria:

Won any 2 (two) of the following junior events in their current age group

- National Championships
- Provincial Championships (Open or Closed)
- Junior Gold event.

Note: If a player won 2 of the required events (as above) in their age group but then moves up an age category, they must then win 2 events in their new category before they can move up again. For example, in 2010-2011, an Under 15 junior wins an Under 15 Gold and an Under 15 Ontario

Championship, he/she may then play under 17 in the 2010-2011 year. However, when he/she turns 15, he/she has to stay under 17 until he/she wins 2 of the required events in that age category.

Results from the 2010-2011 season will be used to determine eligibility for the 2011-2012 season.

Players will have to adhere to this policy each year in each age category that they are qualified to enter. The exception to this rule is when players are required by Squash Canada to play in a Core event in the under 19 age category.

SILVER EVENT ELIGIBILITY

Silver Events

Boys' Eligibility

The top 4 ranked under 11 boys may not participate in a Silver event; the top 8 ranked under 13 boys may not participate in a silver event; the top 12 under 15 and under 17 ranked boys may not participate in a silver event.

Girls' Eligibility

The top 4 ranked girls under 11 must **move up** a category; The top 2 ranked girls under 13 and under 15 **may not** participate in a silver event.

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. Host will be required to submit the start times to Squash Ontario in an Excel format; Squash Ontario will post to the website and circulate to all competitors

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. Refunds less 15% administrative fee after the draws are done provided Squash Ontario is able to fill the spot; if not, no refunds.

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.

BALL

Gold and Ontario Championships double yellow

Silver events – under 11 – single yellow

Silver events – Under 13, under 15, under 17, under 19 – double yellow



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 and Ontario Championships Sherry Funston 416-426-7202 or sfunston@squashontario.com	Squash Ontario		
Shortly after awarding of the bid	Secure additional sponsorship (For Provincial Championships, a minimum of \$500.00 in sponsorship is required).	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 st	Provincial Soft Ball Championships: A tournament referee will be appointed by Squash Ontario.	Squash Ontario		

September 15 th	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.	Where applicable, send all completed draw sheets to Squash Ontario IMMEDIATELY FOLLOWING EVENT – 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 HST, less the \$3.00 per player administrative fee.	Squash Ontario		



Tournament Draw Sheet - Sample

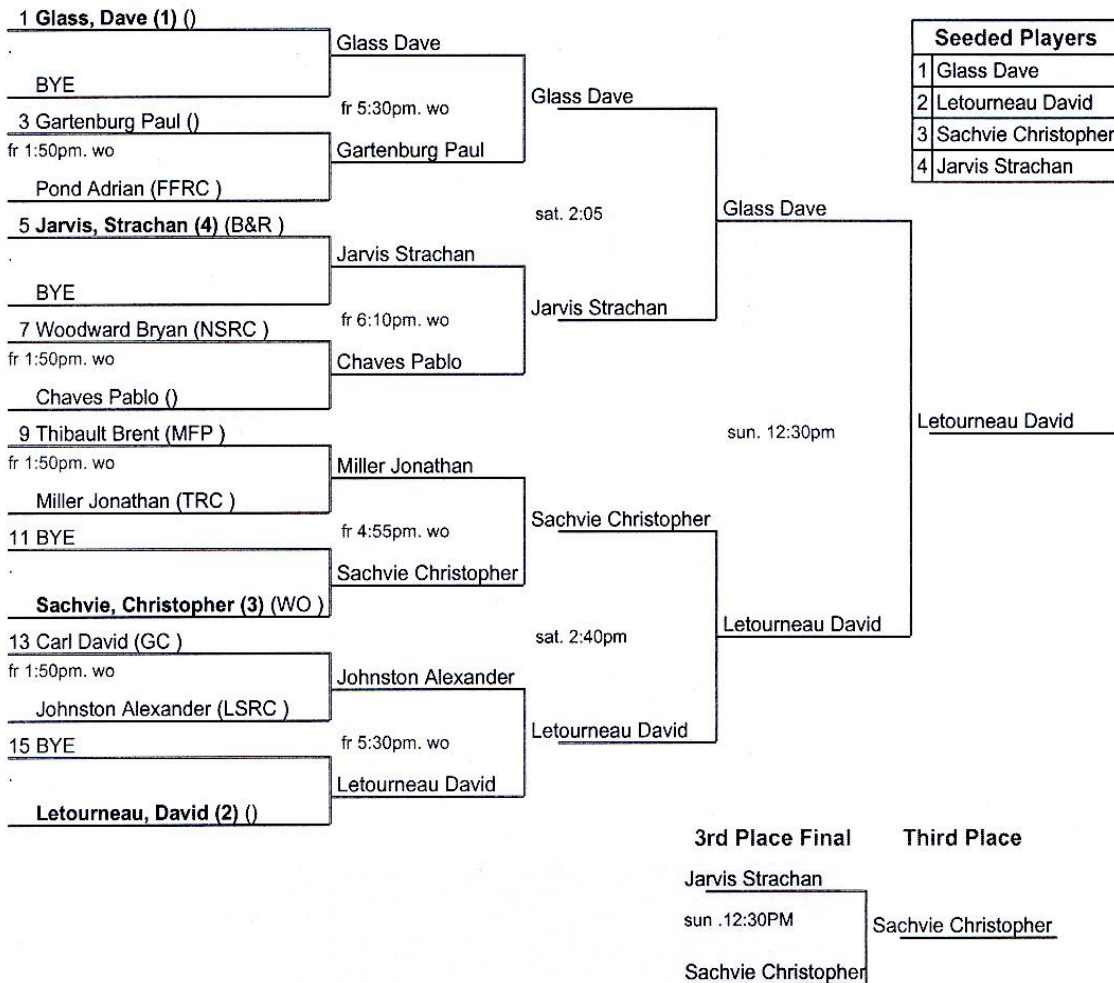


Gold Draw (Main):



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

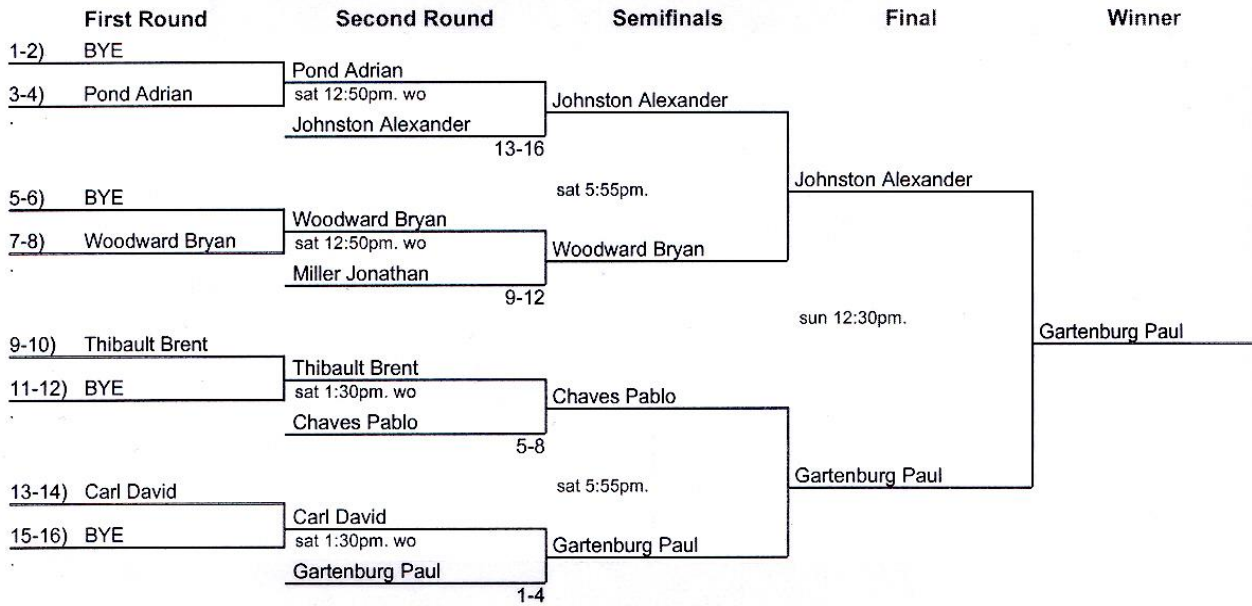


Silver Draw (Consolation):



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

