



SQUASH ONTARIO PROVINCIAL CHAMPIONSHIP HOSTING STANDARDS

Singles Closed Championships | Masters Closed Championships | Singles Open, A & Masters Championships |
Ontario Masters Regional Team Championships | Doubles Championships | Ontario Men's & Women's
Veterans' Championships | Ontario Mixed Open Doubles Championships

The Timeline

TOURNAMENT CHAIR

September 30th (Fall events) / December 15th (Winter events) - Any event details, sponsorship or tournament logos and host Hotel information must be sent in by above deadline in order to finalize tournament posters and registration page.

Minimum 6 weeks prior to start date – Squash Ontario begins promoting event online

- Programs Coordinator will contact Tournament Chair to discuss:

- Prizes, tournament souvenir, Referee & Officiating plan, etc.
 - Ensure Tournament Chair has secured a minimum of \$1,000.00 sponsorship and a minimum of \$2,000.00 in prize money for the Ontario Closed and Ontario Open Championships
 - All sponsorships including signage and live streaming to be approved to meet Squash Ontario Criteria
 - Sponsors are not to promote any Squash ball other than Squash Ontario official ball Dunlop
- Emergency Action Plan including the location of Defibrillator to be sent to Squash Ontario

Sunday 2 weeks before start date - Entry deadline. After this date, S.O. will contact Chair to discuss timing and courts.

Tuesday prior to start date - Program Coordinator will send draws and times to Tournament Chair by 4 PM to be reviewed and approved

- Squash Ontario will mail tournament package (balls, sponsorship items, etc.)

- Tournament chair to send Welcome Letter to Squash Ontario

Wednesday prior to start date -

- Start times and Welcome Letter sent by 6 PM

Thursday prior to start date- draws to be posted online by 6 pm and then passed over to the Tournament Chair to take over.

During the Event:

- Clearly post all draws and court allocations and set up court control desk with volunteers
- Set up welcome desk where souvenir package is distributed to all players
- Officials will require a designated area of their own with appropriate beverages
- Clearly post all round robin and tiebreaker rules
- Have a hard copy of the Code of Conduct and Player/Parent information packages [FAQ] on hand

- Ensure results are completed and updated properly.
- Ensure that all Squash Ontario policies are enforced throughout the event - Eyeguard Policy, Clothing Policy, and the Code of Conduct. See Squash Ontario website for policy information.
- Make sure there is a Defibrillator in working condition and a First Aid Kit readily available within the facility

Immediately after the event:

- Tournament Chair will need to send the following by 12 PM on Monday:
 - Send photos of winners and the event to Squash Ontario, which will be uploaded to social media. Photos should ideally have the top 3 finishers and a sponsor and/or Tournament Chair. Clear action shots welcomed.
- Squash Ontario will remit a cheque for total number of paid participants and applicable HST

The Full

Souvenirs & Prizes

Player Package - The host club must complete a player package which consists of:

- (a) Quality tournament souvenir – Clothing must be screened with the event, sponsor and Squash Ontario logo. OR work with Squash Ontario to supply the souvenir for a fee.
- (b) Squash Ontario to supply prizes for top 3. Tournament Chair to supply any additional prizes at own cost but this is not mandatory.
- (c) Officials to receive one meal per shift

Squash Ontario shall provide suitable medals 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 “Play Format”.

Facility

Courts

Provincial Championships must be played on courts that 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. Clubs having a closed glass-backed court must agree to provide a microphone for the referee.

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.

Athlete Criteria

Athletes must be a Competitive Member in good standing of Squash Ontario. Out-of-province athletes must be in good standing with their provincial squash association.

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.

Ontario Closed Championships (Junior and Senior Singles)

Athletes must be a Canadian citizen or landed immigrant and have resided in Ontario for 12 months preceding the Championship.

Ontario Masters Championships

All athletes in the Ontario Masters Championships must have reached the age of the category they have entered by the first day of the Championship.

Ontario Junior Championships

The eligibility date for all junior age categories is the last day of the Championships

Local and Out of Province Spots

Gold tournaments and Provincial Championships will be restricted to the following players:

Top 24 ranked players in the Girls & Boys Under 19, Boys Under 17 with 4 local spots and 4 out of province spots awarded in each draw awarded by Tournament Chair.

Top 12 ranked players in the Girls Under 17, Boys & Girls Under 15, Boys & Girls Under 13, Boys & Girls Under 11 with 2 local spots and 2 out of province spots in each draw awarded by Tournament Chair.

After deadlines have passed, available local and out of province spots will be awarded in order to next highest ranked players (ie #25 in BU17 will be the first player contacted) and they will have until Friday at 12:00pm week before event to confirm their registration.

Tournament Charis are to submit all players filling Local and Out of Province spots to Squash Ontario for approval by the Junior Committee.

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.

Doubles - The following policy applies to players who have won either an Ontario or Canadian Doubles Championships in a draw containing at least eight teams:

- o C division winners must move up to the B division for a period of two (2) years.
- o B division winners must move up to the A division after winning two events within two years 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 the Squash Ontario Doubles Committee with acceptable rationale for their request. Please note that the skill level of the players partner would not be an acceptable justification for playing down a level.

Play Format

Junior - Boys and Girls Under 19, Under 17, Under 15, Under 13, Under 11
All categories of play will use a single elimination with feed-in consolation.

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+

All categories of play will use a single elimination with feed-in consolation. If there are more than 32 in the draw, it will feature a classic plate. 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, A, B, C, 40+, 50+, 60+, Men's 45+, 55+, 60+, 65+, 70+, 75+, Women's 45+, 55+, 60+, 65+, 70+, 75+

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 4 entrants or events will be combined with the lower age category.

Open Events, Singles - The format of play in the Open and Closed 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. Using the computer software program, the third and fourth seeds are drawn randomly, unless in the case of a "dark horse" team.

Guarantee of Matches - Athletes will be guaranteed 3 matches in singles events, and 2 matches in doubles events.

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.

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.

Schedule of Matches - The Host Committee will use the following guidelines when scheduling matches in Ontario Championships. Age and level of play should be taken into consideration when planning tournament match schedule:

(a) Time per match (Senior Singles)

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| (i) prior to quarterfinals | 35 or 40 minutes |
| (ii) quarter finals | 40 - 50 minutes |
| (iii) semi-finals and finals | 45 - 60 minutes |

(b) Time per match (Junior Singles)

Under 11, Under 13, Under 15

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|----------------------------|------------|
| (i) prior to quarterfinals | 30 minutes |
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(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 - 50 minutes
(iii) semi-finals and finals	45 - 60 minutes
(c) Time per match (Doubles)	
(i) prior to quarterfinals	45 - 60 minutes
(ii) quarter finals	60 - 75 minutes
(iii) semi finals and finals	60 - 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:

- (a) 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
- (b) no less than 3 hours between the start time of a quarter final match and a semi-final match in the main draw
- (c) no less than 3 hours between the start time of the semi-final match and the final match in the main draw
- (d) no less than 3hours between the start time of a quarter final match and a semi-final match in the consolation draw
- (e) no less than 3hours between the start time of a semi-final match and final match in the consolation draw
- (f) no less than 2hours between the start time of a consolation or bronze match and another bronze match

Replacement Players in Doubles Events - 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 All Events - 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 will be used in all Ontario Singles Championships.

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.

Registration & Set Up

Athlete Fees – The player fee for an Ontario Doubles Championships is \$75.00 + HST. Ontario Singles and Junior championships are \$85 + HST. The host club will receive \$45.00 per player registered plus HST.

Entry Closing Date - The closing date for entries is Sunday at 11:30 pm , 2 weeks prior to the Championship. Players wishing to play but who have not entered by the deadline date shall be placed on a waiting list. Extended deadlines may be requested by the Tournament Director and authorized at the discretion of the Squash Ontario.

Start Times - Start times will be emailed to athletes and posted on the Squash Ontario website by Wednesday at 6:00 pm the week of the event. The draw will be published on Thursday at 6:00 pm the week of the event.

In the case of the Ontario Junior Closed and the Ontario Junior Open, start times may begin Friday at 12:00 pm based on the number of final entrants. In the case of all other events start of play will generally be Friday after 4:00 p.m. unless the size of draw dictates that play must begin earlier. Squash Ontario must approve of earlier start times.

Refunds - An 85% refund will be given for withdrawals 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 made.**

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.

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

- (a) 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.
- (b) 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.
- (c) 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.

Withdrawal Due to Injury

- (a) **In Tournament** - Players defaulting from an Ontario Championship or sanctioned event for medical reasons must submit a doctor’s note to Squash Ontario by the Friday, (5 business days) following the last day of the tournament, on or before 4:00 p.m.
- (b) **Prior to Start of Play** - Players defaulting from an Ontario Championship or sanctioned event for medical reasons must submit a doctor’s note to Squash Ontario by the Friday (5 business days) following the last day of the tournament on or before 4:00 p.m.

Addition Roles & Responsibilities

TOURNAMENT REFEREE

Note: Tournament Referees (TR) are appointed through a “call for interest”; 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 Event:

- Recruit and provide a list of full-time officials to the Tournament Chair the Monday prior to the event
 - The number of officials to be used for an Ontario Singles Championship is based on the number of courts used multiplied by 1.5
- Ensure the Tournament Chair has enough Tournament Souvenir Packages for all registered officials
- Contact the registered officials to outline any information they will need to know leading up to the tournament. If this cannot be done prior to event, do so on the first day. Information should include:
 - Reminder they must enforce the mandatory Squash Ontario Eyeguard Policy, Code of Conduct and 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
 - Outline the rules of play being used for the tournament
 - 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

During Event:

- Ensure that the tournament is conducted fairly
- Make final decision on all appeals by players concerning referee assignments and rule interpretations
- Ensure you are available at all times with a copy of the Rules of Squash and a copy of the tournament regulations
- Act as the Squash Ontario representative during the tournament in rules and refereeing matters
- Monitor and 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
- Advise Tournament Assessor of any official requesting to be assessed
- 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
- Ensure all Main Event Semi-final, Finals and 3/4 Place Matches are assigned both a referee and a marker. If possible, assign a referee and marker to Quarter-finals and classic plate matches
- Appoint an Acting Tournament Referee for any period you may be absent. 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
- 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
- Track all officials who work matches (except when they are players) for reporting purposes

After Event:

- 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 in order to release all referee payments.
 - 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 in order to release all referee payments.

TOURNAMENT ASSESSOR

Before Event:

- Assist the Squash Ontario Program Coordinator and Tournament Referee with recruiting qualified officials and have them register with Squash Ontario to keep an accurate list of all officials wishing to referee during the tournament
- Assure registered officials provide their personal mentoring goals and establish an assessment schedule to ensure all officials receive opportunities to be assessed when possible

During Event:

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

After Event:

- 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 in order to release all referee payments.
- 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 in order to release all referee payments.

- Provide nominations to Squash Ontario for the Official-of-the-Year Award via Tournament Assessor Report when applicable

