



HOSTING OF SQUASH CENTRAL TOURNAMENTS

These guidelines are for clubs hosting any Central District event. This includes the Central Open, Central Doubles, Central Junior Open, Central Masters, District Superchamps and District Graded Champs. They are to provide clear communication between Squash Central and the hosting clubs, and to ensure that the hosting clubs are getting the support that they require from Squash Central.

NZ Squash rules including scoring will apply to all tournaments.

A one-page checklist will be provided of the club's responsibilities and Squash Central responsibilities.

The host club:

Two months prior to the event the host club is required to:

- Confirm who the sponsor/s of the event will be and total value of this sponsorship
- Provide Squash Central with their club and sponsors logos for the poster and any other advertising required. Squash Central will produce the poster.
- Put event on iSquash, if this has not been done already.
- Advise Squash Central of the amount of sponsorship being received for the event.
- Inform Squash Central of the following people:
 - Tournament Control - The main point of contact and the main person running the tournament.
 - 2nd point of contact – This is someone who can step in for the main tournament controller if they are unavailable before or during the tournament.
 - Tournament Committee/organisers – Any other people who have significant roles in the tournament preparations and running of the event.

One month prior:

- Invoice Squash Central for contribution (Open \$750, Masters, Doubles and Juniors \$500 Inclusive of GST) - This is for food, entertainment and tournament running costs
- Organise Prize giving dinner and appropriate entertainment for the tournament being hosted.
- Organise bar and food for duration of tournament.
- Liaise with Squash Central contacts in regards to prizes/prize money allocation. Central Squash will help set/advise the prizes or money allocation for each tournament. Cash prizes will be given wherever possible with the minimum Consolation Plate Prize being the value of the entry fee. The only exception to this is juniors.
- Advertise appropriate entertainment
- Purchase, if necessary, back up Dunlop balls. Squash Central will provide one box of a mix of Single and/or Double Dot balls as required to the specific event.

- Acquire spare safety glasses that can be borrowed by players if needed. This is for the Junior Open and Doubles in which safety glasses are compulsory.

One week prior and Tournament:

- Draws are done. Squash Central can help or do the draws if needed. Templates are available and support is there as required. Game times should allow players to have at least a three hour break between matches. No match should be programmed to commence later than 10pm or earlier than 8am each day. Visiting players should not be expected to play before 6pm Friday night unless they have specified they are available.
- Draws to be completed on iSquash and players notified of first round games by the Tuesday prior.
- Ensure club is clean and tidy.
- Squash Central will provide trophies/banners that are required for the tournament.

Completion of Tournament:

- Provide Squash Central with event write up and photos of winners for publicity.
- Provide Squash Central with a written report including feedback and budget breakdown.

Event Specific Information:

Central Doubles - Scoring is to 11, best of 5, win by 2 for all divisions. Main prizes are for Men's Open, Women's Open and Mixed Open.

District Super Champs – Squash Central will distribute posters and entry forms. Entries and fees will be taken by the district and draws completed. Host clubs will be provided with completed draws, banners and a ball allocation suitable to the grade being hosted. The host club is expected to field at least 1 team in the grade being hosted. Your club will be charged an entry fee for the team whether they are fielded or not. Results should be entered into iSquash within 48 hours of completion of the event. Squash New Zealand rules apply for this event except where the draw requires 3 games to be played in one day by a team, if this is the case Squash Central reserve the right to alter draw format or extend the competition to Thursday Evening or early Friday to allow for numbers. This is at the discretion of the tournament director.

Graded Champs - Squash Central will produce and distribute entry forms for this event. Entry forms will be forwarded to the tournament organiser of the host club to make up draws 7 days prior to event. Please make sure each player gets a minimum 3 games. This competition may run Saturday and Sunday dependant on entries and club size with no Friday night round.