

# **AUSTRALIAN MASTERS SQUASH ASSOCIATION INCORPORATED**



## **AUSTRALIAN CHAMPIONSHIPS OPERATIONS MANUAL OCTOBER 2020**

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## AUSTRALIAN CHAMPIONSHIPS

### OPERATIONS MANUAL

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**Note: 1** *“State” throughout this document refers to both State and Territories*  
**Note 2** *AMSA was incorporated on 9 October 2014 and throughout this document the incorporated entity will be referred to as AMSA.*

The AMSA gratefully acknowledges the contribution of all States and Territories towards the original compiling of this manual. In the years since its creation, the states hosting the National Championships have found it to be an invaluable source of information.

The Operations Manual is a live document, being constantly updated and revised.

#### **VERSION CONTROL**

<b>Version No</b>	<b>Date Updated</b>
1	09/04/2015
2	01/11/2016
3	01/05/2019
4	01/08/2019
5	01/10/2020

## PREAMBLE

The Australian Championships are an official AMSA event, which are to be conducted using the basic set of Procedures and Guidelines within this document. The Championships are held annually on a rotating basis. Each year, the AMSA, through its affiliated members (listed below), allocate the Australian Championships to a Host State to conduct the Championships on their behalf. The members are as follows:

- ACT Masters Squash Inc
- New South Wales Masters Squash Players Association Inc
- Northern Territory Masters Squash Association Inc
- Queensland Masters Squash Association Inc
- South Australian Masters Squash Association Inc
- Tasmanian Masters Squash Association Inc
- Victorian Masters Squash Association Inc
- Western Australian Masters Squash Committee

The Championships are designed to allow individual players of affiliated member States and Territories (hereinafter referred to as States), to compete at the highest level commensurate with their abilities and within the ranking parameters determined by the AMSA Executive and to enjoy camaraderie and bonhomie off the court over a two-week period. The Championships are normally held in the first two weeks of September. Any change must be approved by the AMSA Executive. The Championships encompass two basic components - the Individual Age Championships and the Interstate Teams Series.

The overriding aim of the Championships is that it is run on the basis that each individual player is the most important person, taking into consideration that players and accompanying persons also use the Championships as a holiday period.

To ensure continuity and to assist the Host State in the conducting of the Championships, the AMSA Executive Committee will be responsible for the *Tournament* segment of the National Championships, with the Host State Management and Organising Committees being responsible for all other aspects of the Championships (See Management Structure).

The Host State will pay a pre-determined License Fee (negotiated at the previous year's AGM) and a fixed fee for managing the AMSA website and its development, to the AMSA. Any profit that is generated by the Host State will belong to the Host State. However, an additional amount may be paid to the AMSA if it is so deemed by the Host State.

Variations to these Guidelines and Procedures can be implemented according to local conditions, but such variations need prior approval of the AMSA Executive Committee.

The following is the recommended schedule of events for the Championships:

Week 1	
Saturday/Sunday	Player registration
Sunday evening	Welcome Function
Monday to Friday	Individual Championships
Tuesday or Wednesday	VIP Function
Friday	Individual Championships Trophy Presentation & Dinner Dance

Week 2	
Saturday/Sunday	Player registration
Monday to Friday	Interstate Teams Series
Monday evening	Annual General Meeting
Tuesday or Wednesday	Function to be determined by Host State in conjunction with the AMSA Executive
Friday	Interstate Teams Series Trophy Presentation & Dinner Dance

## **MANAGEMENT STRUCTURE**

As mentioned on the previous page, the make-up of the various Championships' Committees is as follows:

### ***AMSA MANAGEMENT COMMITTEE***

- AMSA Executive Committee (President / Vice President / Secretary / Treasurer / Registrar)
- President of Host State
- Chairperson of Host State Management Committee (if different from President of Host State)

### ***HOST STATE MANAGEMENT COMMITTEE***

The *Host State* will form its own Management Committee comprising the Chairperson, Secretary, Tournament Director, Event Manager, and Finance Manager. In consultation with the AMSA Management Committee, the *Host State Management Committee* is responsible for:

- Dates of the Championships (to be confirmed with the AMSA Executive Committee before publication)
- Overall control of the Tournament
- Days of Play/Match Schedule
- Selection of Tournament Referees
- Functions and Presentations Protocol

Note: AMSA Executive (President, Vice President, Secretary, Treasurer and Registrar), Patrons and Life Members and their partners are to be invited to all functions as Official guests. AMSA will reimburse the Host State the cost of meals provided at the Individual Dinner Dance and the Interstate Teams Series Dinner Dance. Partners are not invited to the VIP function unless invited as guests by the Host State.

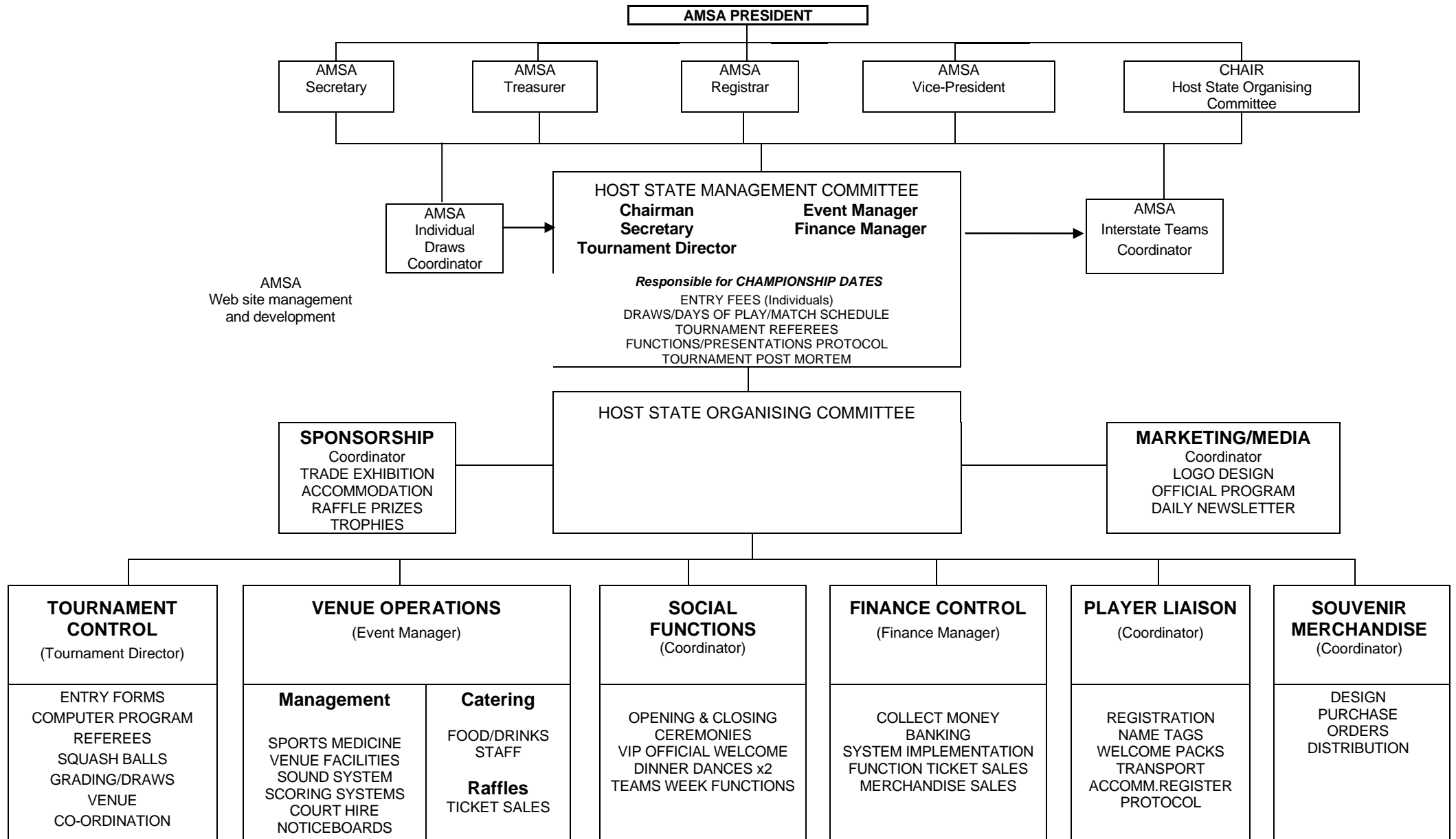
### ***HOST STATE ORGANISING COMMITTEE***

The *Host State* will form its own Organising Committee with the following responsibilities for the Championships:

- Preparation of the Individual Championship Entry Forms, (The AMSA Executive will approve the entry form prior to its printing and distribution).
- Obtaining of Sponsorship, etc.
- Preparation of a Championship Budget (The budget will be available for the AMSA Executive prior to their State visit).
- Championships Social Program.
- Trophies for Individual Championships and Interstate Teams Series.
- Venue selection for major social functions.
- "Back Room" arrangements for major social functions, i.e., tickets, entertainment, catering, transport etc.
- Invitations to VIPs (in consultation with Host State Management Committee).
- Tournament control (i.e., courts, control desk staff, security, catering, etc...).

- Preparation of the Souvenir Booklet (this must be approved by the AMSA Executive prior to its printing and distribution).
- Welcome Kits for players.
- Souvenir Clothing.
- Shuttle buses for courts and functions.
- Medical facilities.
- Housekeeping.

# MANAGEMENT STRUCTURE CHART





# AUSTRALIAN MASTERS SQUASH CHAMPIONSHIPS SCHEDULE

INDIVIDUAL CHAMPIONSHIPS  
MONDAY TO FRIDAY (1<sup>st</sup> Week)

INTERSTATE TEAM SERIES  
MONDAY TO FRIDAY (2<sup>nd</sup> Week)

DAY/DATE	TIME	ACTIVITY		COMMENT/VENUE	COMMITTEE(S) RESPONSIBLE
4 months prior		ENTRY FORMS CIRCULATED			TOURNAMENT DIRECTOR
4 weeks prior		INDIVIDUAL ENTRIES CLOSE			TOURNAMENT DIRECTOR
4 weeks prior		INTERSTATE TEAM SERIES' ENTRIES CLOSE			AMSA SECRETARY
2 weeks prior		INDIVIDUAL DRAW COMPLETED INTERSTATE TEAM SERIES PROVISIONAL GRADING COMPLETED		Approval of president/registrar required	AMSA Executive AMSA ITC
SATURDAY/SUNDAY SUNDAY LATE AFTERNOON	10 AM - 4 PM 4 PM - 6 PM	PLAYER REGISTRATION INFORMAL WELCOME FUNCTION		Smart casual dress	PLAYER LIAISON/ SOCIAL COORDINATOR
MONDAY	8.00 AM	INDIVIDUAL CHAMPIONSHIPS COMMENCE			TOURNAMENT DIRECTOR
TUESDAY OR WEDNESDAY	6.00 PM	VIP FUNCTION		To be invited <ul style="list-style-type: none"> <li>• AMSA Executive, Life Members &amp; Patrons</li> <li>• President and Secretary of each State (invitation not transferable if unable to attend)</li> <li>• Host State Organising Committee</li> <li>• Sponsors</li> <li>• Invited Guests by the Host State</li> </ul>	SOCIAL COORDINATOR
FRIDAY		INDIVIDUAL CHAMPIONSHIPS FINALS			TOURNAMENT DIRECTOR
FRIDAY	4PM - 6PM  7.30 PM	INDIVIDUAL CHAMPIONSHIPS TROPHY PRESENTATIONS  INDIVIDUALS CHAMPIONSHIP DINNER DANCE		Includes presentation of: <ul style="list-style-type: none"> <li>• Perpetual Trophies to winners of Open Aged events</li> <li>• Judith Goadby Memorial Award (if present)</li> <li>• Peter Wright OAM Award (if present)</li> <li>• Player Participation Badges.(if present)</li> </ul>	TOURNAMENT DIRECTOR SOCIAL COORDINATOR

SUNDAY	10AM -4PM	INTERSTATE TEAM SERIES PLAYER REGISTRATION			
MONDAY		INTERSTATE TEAM SERIES COMMENCES			AMSA ITC
MONDAY	6.00 PM	AMSA ANNUAL GENERAL MEETING			AMSA SECRETARY
TUSDAY or WEDNESDAY		MIDWEEK FUNCTION			SOCIAL COORDINATOR
FRIDAY		INTERSTATE TEAMS SERIES CONCLUDES			AMSA ITC
FRIDAY	4PM - 6PM  7.30 PM	INTERSTATE TEAMS SERIES TROPHY PRESENTATIONS  INTERSTATE TEAMS SERIES DINNER DANCE		Includes presentation of: <ul style="list-style-type: none"> <li>• Handing over of AMSA Banner to representative of next Host State (usually President)</li> <li>• Judith Goadby Memorial Award (if not already presented)</li> <li>• Peter Wright OAM Award (if not already presented)</li> <li>• Player Participation Badges.(if not already presented)</li> </ul>	TOURNAMENT DIRECTOR SOCIAL COORDINATOR

# **FINANCE GUIDELINES**

## **1. FINANCE COMMITTEE OPERATIONS**

### **1.1 Chairperson/Treasurer**

Must be qualified and/or suitably experienced.

### **1.2 Committee**

- Sufficient members required to guarantee continuity of staffing during the tournament.
- The Finance Committee will include convenors of Sub-Committees (ie: Catering/Social, etc...) who report to the Finance Committee Chairperson.

### **1.3 Bank Account**

If practical, open a separate Championships Bank Account at the nearest Branch to the venue to facilitate the cashing of cheques, the processing of credit card transactions, and the receipt of tournament entry fees that are directly debited to the bank account.

A cheque account is becoming somewhat outdated but does make recording of transactions easier. However, direct deposits may be made into a supplier's account to facilitate quicker payment of accounts. Whichever approach is adopted there needs to be an adequate internal control system and all expenditure needs to be approved by the Host State Management Committee.

### **1.4 Credit Cards**

Credit card facilities are an advantage to maximise sales and reduce the amount of cash handled but be aware of credit card transaction charges and card holder authorization requirements. Credit card facilities should be set in place prior to the entry forms being circulated. Merchant costs should be included as part of the overall budget.

## **2. BUDGET**

The tournament can, and should, be budgeted to break-even. This includes sponsorship, grants and advertising revenue.

- Players are prepared to pay *real* costs – particularly if the tournament is obviously well-organised and well-run. Every endeavour should be made to equate cost with quality.

### **3. INSURANCE**

AMSA does not have its own insurance coverage for the Australian Championships and players play at their own risk. No claims whatever will be recognized should any player receive an injury during the period of the championships.

Public liability insurance is the responsibility of the court owner and is a matter between the Host State and the Court Proprietor.

### **4. ENTRY FEES (Individual Championships and Interstate Teams Series)**

Fees are to be set by the Host State Management Committee in consultation with the AMSA Executive Committee.

## **SPONSORSHIP GUIDELINES**

It is often easier to obtain sponsorship from businesses in a regional town/city than a capital or major city. However, meaningful sponsorship can be obtained with enthusiastic marketing.

1. List previous sponsors of championships and approach where appropriate.
2. Potential sponsors may include:
  - ball manufacturers
  - squash equipment manufacturers/suppliers
  - accommodation proprietors
  - official photographers
  - raffle prize donors
  - local social venues
  - breweries/wineries
  - trophy suppliers, etc.

### **3. TRADE EXHIBITION**

If trade exhibitors contribute towards sponsorship, every effort should be made to encourage that company to exhibit their product within prime, rent-free space. Trade exhibitions are mostly applicable when the tournament is held at one centre.

### **4. SOURCING SPONSORSHIPS**

This task should be allocated to an experienced salesperson.

It is essential that this person has an overview of the squash industry and is familiar with the operations of the potential sponsors and the advantages of the sponsorship to each party.

Sponsors gained must receive value for money and receive maximum exposure and co-operation before, during and after the tournament.

## **PLAYER CLOTHING**

All players are to be attired in clean and customarily acceptable squash clothing in accordance with the clothing regulations of the World Squash Federation (Section L) and Squash Australia (Part 8, Regulation 10.2).

- Players may wear clothing of any colour or combination of colours.
- Playing clothing for men shall consist of a sleeveless shirt, short sleeved shirt with attached collar or non-cotton t-shirt, shorts, socks and playing shoes. Compression shorts above the knee are allowed to be worn under playing shorts. Compression socks up to below the knee are also permitted.
- Playing clothing for women shall consist of a polo shirt with attached collar or non-cotton t-shirt, or a sleeveless non cotton vest top, worn with a skirt, shorts or dress, socks and plain shoes. Compression shorts above the knee are allowed to be worn under playing skirts, shorts or dresses. Compression socks up to or below the knee are also permitted.
- Other garments may be worn during play for cultural/religious reasons with the prior permission of the Tournament Referee,
- The use of tracksuit trousers is permitted in normal play.
- Players shall dress and present themselves for play in a professional manner. Clean and customarily acceptable squash attire shall be worn. Unacceptable clothing shall include sweatshirts, promotional cotton t-shirts, long sleeved tops or long sleeved compression tops, leggings or full length compression stockings and aerobic bodysuits of any description.
- Tight body suits are not considered acceptable clothing for females.
- Loose jewellery is not permitted to be worn on court.
- Shoes must have non-marking soles.
- The Tournament Referee will have the final word on any decision of acceptability.

## **SOUVENIR MERCHANDISE**

The Host State will provide a range of souvenir merchandise at the Championships. This may include but is not limited to:

- Polo shirts
- T-shirts
- Singlets
- Vests
- Jackets
- Shorts
- Skorts
- Stubby Holders
- Towels

Players can pre-order when entering the Championships and purchase the souvenir merchandise at the Championships.

The AMSA has a Sponsorship Agreement with Inform Connection until 31 December 2024. As part of that Sponsorship Agreement, Host States are to provide Inform Connection the opportunity to tender for the supply of merchandise at the Championships.

## **SOUVENIR BOOKLET**

The souvenir booklet should contain the following information. The following list of items should be seen as the minimum, however additional relevant information may also be included by the Host State.:

- List of sponsors
- Venues and locations
- Office Bearers and Committee members
- Organising committee members including Tournament Personnel, Duty Referees and Disciplinary Committee members
- Welcome messages including AMSA President, President of Host State, major sponsor and State dignitaries
- Events calendar
- Past titleholders – Men and Women
- Judith Goadby Memorial Award winners
- The Peter Wright OAM Award winners
- Individual Championships details
- Interstate Team Series details
- Conditions of Entry
- Player Clothing
- Tournament Information
- List of Competitors
- Services Available

Prior to publishing, the Souvenir Booklet must be approved by the AMSA Executive, who will ensure that the booklet is consistent with information contained in the Operations Manual.



## **TOURNAMENT CONTROL**

It is preferable to use one centre for the Individual Championships. This may require scheduling early starts and later finishes, especially during the first two days of the tournament, when every entrant is still in an event. Note: Starting times for seniors (Over 75 plus), including finals, should not be scheduled before 12 noon (10.00am in Queensland and the Northern Territory).

Multiple centres should be as close as possible to the main centre to prevent the feeling of isolation. If possible shuttle buses may be utilised for player transport.

Seedings for the Individual Championships will be determined by the AMSA Executive.

Overseas entrants are most welcome to enter the Individual Championships in accordance with the conditions of entry, viz: the entrant must be a financial registered Masters squash player of a registered Masters Squash Association in his/her country or the Host State.

Overseas entrants may not enter a representative team in the Interstate Teams Series event but may become a member of a State team on condition that they become a financial member of that State's Masters Squash Association.

### **Manual system**

The following pages are guidelines for Championship preparation and the running thereof, as compiled by a manual system.

Although this method is quickly becoming a system of the past, nevertheless there are important guidelines that are to be used, regardless of the method of compilation.

### **Computer System**

"Autodraw"© is the system ratified by the AMSA. It has been compiled over a number of years and is constantly being upgraded according to the needs of the Championship organisers. Therefore, the structure of events, draw creation etc are based on the manual system. Autodraw is a sophisticated system which can reorganise matches if required, change the type of draw used, and record all matches of all competitors. This should enhance correct rankings of players, as well as other details/factors.

## **1. GENERAL**

### **1.1 Program**

Construct time/dates program for all activities leading up to the Tournament. For example, some program items include:

- Overall Coordination of Championships
- Sponsorship and Promotion
- Project Planning Milestones and Meetings
- Championship Control

- Information Packs
- Organisation of Championship Venue/s
- Social and Special Functions
- Finance
- Clothing & Souvenirs

## **1.2 Championship Dates and Venue/s**

At Organising Committee level, decide on recommended venue/s to be used, and set provisional Championship dates for:

- Individual Championships
- Interstate Team Series

Then confirm with the AMSA Executive that the dates are appropriate, before finalising.

## **1.3 Championship Entry Fees**

In conjunction with the AMSA Executive Committee, the Finance Manager determines entry fees for the Individual Championships.

### **1.3.1 Individual Championships:**

Entries for the Individual event may be made on-line on the official online entry form, or a paper-based form, and must be accompanied by the prescribed fee set by the Host State either by means of a cheque, credit card authorisation, bank funds transfer or direct debit and lodged by the closing date.

The Individual Championships entry form also doubles as a registration form, therefore, all entrants must complete the form and return it to the Host Organising Committee.

### **1.3.2 Interstate Team Series:**

Individuals entering the Teams event who have not already entered via the Individuals entry form, must complete the registration form either online or as a paper-based official entry form.

Team entries should be made on the official Teams entry form which should be distributed to the State Secretaries by the AMSA Secretary. Completed entry forms are to be sent to the Interstate Teams Co-ordinator and the Teams entry fee paid direct into the AMSA bank account by the closing date.

## 1.4 Entry Form

The entry form sets closing dates for acceptance of entries for Individual Championships and the Interstate Teams Series. Advise all States when the entry form is available. The entry form must include the following information (see proforma at **Attachment A**):

- Individual Championships' dates and venues,
- Available events
- Entry fees
- Registration details which will include the entrant's full name, address, contact details including phone (work, home, and mobile), fax, email, date of birth, and current grading standard
- Conditions of entry
- Details of official functions
- Entry closing date
- Expression of interest only to enter Interstate Teams Series, with a notation that the entrant must contact their State coordinator for nomination in a team.

Separate entry forms for the Interstate Teams Series are sent to each State Secretary by the AMSA Secretary to coordinate their respective teams (see **Attachment B**).

All players should receive confirmation (either paper-based or by electronic means ie email) acknowledging their entry and setting out the event(s) entered e.g., Individuals: age group, Interstate Team Series (Yes/No), social functions attending and any pre-ordered merchandise.

## **CONDITIONS OF ENTRY**

### ***INDIVIDUAL ENTRY FORM***

1. The 20... Australian Masters Squash Association Incorporated (AMSA) Individual Championships are open to all competitors 35 years and over, and who are current financial members of a registered Masters Squash Association in a State/Territory/Country.
2. Conditions of entry are contained in **Attachment A** (page 48)

### ***INTERSTATE TEAMS SERIES ENTRY FORM***

1. The 20... Australian Masters Squash Interstate Teams Series is open to all Australian players, provided they are aged 35 years and over, and are current financial members of a registered Australian State Masters Squash Association. Note: an International player can be part of a State team as long as they are a current financial member of that State Masters Association.
2. Interstate Teams Series entry forms must be completed by each State Association, accompanied by a fee per team as determined at each AGM, and forwarded to the AMSA Secretary, by the closing date.
3. Competitors must have attained the minimum entry age of 35 years by the first day of the Interstate Teams Series event.
4. Each team will consist of a minimum of three (3) players (preferably mixed gender). Up to five (5) players may be nominated per team, and graded appropriately.
5. The order of play is set out in section 1.4 of the Conduct of Tournament (Page).

Conditions 4-8, 13, 17-20 pertaining to the Individual Championships apply to the Teams Series.

# **STRUCTURE OF EVENTS**

## **1. INDIVIDUAL CHAMPIONSHIPS**

After the closing date, a list of the entrants compiled according to gender and age shall be forwarded to the AMSA President. The AMSA President will appoint an AMSA Individual Draw Coordinator (IDC) to prepare and grade the entrants for the Individual Championships. The IDC will liaise with the Host Tournament Director and other AMSA Executive members, as required. Once the draft draw has been finalised it will be forwarded to the States for any input that they may have. The draw, when finalised will be forwarded to the Host State Tournament Director at least 1 week prior to the Championships for uploading to the website.

### **1.1 Age Brackets**

Events shall be sub-divided into 5-year age brackets, from 35yrs to 90+ years, for example 35-39, 40-44, etc.

### **1.2 Event Type**

Each event shall be either a Triple Plate knockout or Round Robin event. Every entrant shall (subject to unforeseeable circumstances, such as last minute withdrawals, forfeits, injury, etc) be guaranteed a minimum of three matches.

If there are 4 entrants, they should play a 1 x RR event;  
If there are 5 or 6 entrants, they shall play a 1 x RR event;  
If there are 7 entrants, they should play a 2 x RR event;  
If there are 8 entrants, they may play a 2 x RR event and either 2 finals or 4 finals with a cross-over semi, or a Triple Plate knockout; and  
if there are nine or more entrants, it will be a Triple Plate event.

The age groups for over 75, 80, 85 and 90+ may play round robin events where appropriate. Starting times for these groups (including finals) should not be scheduled before 12 noon (10.00am in Queensland and the Northern Territory).

### **1.3 Creating Events**

When the entries for the Championships have been received, they will be grouped into their relevant events. The total numbers for each will then be entered into an Event Summary matrix. There shall be two summaries, one for women and one for men. These summaries will assist in seeing which events might be combined to achieve workable Tournament events.

Where possible, players from the same State/Territory should not be drawn against each other in the 1<sup>st</sup> round. Also, where possible try and ensure that players in their first-round matches are not playing the same people they played the previous year. Note: Divisional winners in

the preceding Championships in other than the Open Divisions, may be promoted to a higher Division.

Where there are 6 or less entries in any age group, a Round Robin event will be used irrespective of the individual players' AMSA or Squash Australia equivalent rankings. The IDC in conjunction with the Tournament Director, will use the AMSA rankings as a guide to determine whether the event will be an Open or Graded event.

If there are more than 6 entries in an age group, the event may consist of a number of divisions including an Open event, with all events being either a Round Robin or Triple Plate event.

AMSA rankings or the Squash Australia equivalent ranking system will determine which event a player participates in. If the player does not have an AMSA ranking or a Squash Australia equivalent ranking, the relevant State will be contacted to determine an estimated AMSA ranking.

As a guide for Graded events, a variation of two AMSA ranking points will be used to determine the event within which the player participates, in the Age group. For players graded in an Open event some players will have a much higher ranking than others and in these cases a grading variation will be based on either the 2<sup>nd</sup> or 3<sup>rd</sup> ranked player in the Open Division. Conversely at the other end of the scale, a player with the lowest ranking will be placed in a Graded Division within their Age group that avoids a grouping of 1 to 3 players.

Age groups will be combined where appropriate to ensure that players play a minimum of four games at the discretion of the IDC and Tournament Director. In these cases, players will play their "counting" matches first.

Final times and courts are to be allocated in conjunction with the AMSA Executive Committee to ensure spectators get to see all matches. The AMSA Executive will liaise with the Tournament Director to organise a plan for the finals.

The draft draw will be forwarded to the Tournament Director for agreement.

## **2. INTERSTATE TEAMS SERIES**

- 2.1 The AMSA President will establish a sub committee comprising the Interstate Teams Series Coordinator (ITSC), the Tournament Director (TD) and another AMSA Executive member to oversee the preparation of the ITS draw and running of the event. This sub committee will be called the Interstate Teams Series Sub Committee (ITSSC)

- 2.2 After the closing date, a list of the state teams, plus their rankings, will be forwarded to the AMSA ITSC for perusal and preliminary grouping prior to the ITSSC meeting.
- 2.3 Each team will consist of a minimum of three players (preferably mixed gender), graded 1, 2 or 3 according to their AMSA Player rankings issued by the AMSA Registrar after the conduct of all State Championships in the current year. The Squash Australia equivalent ranking system may be used where the player does not have an AMSA ranking. A maximum of 5 players may be nominated for any one team.
- 2.4 Each team selected should result in a Team Differential Of 1.00 or less – this is the difference between the top ranked player and the third ranked player irrespective of their order in the selected team.
- 2.5 In the event where the Team Differential is greater than 1.00, the Team Differential will be based on the two top ranked players in the team irrespective of their order in the team.
- 2.6 There will be no reference to injured players in the selection of teams unless such selection can be confirmed by actual results and other supporting information.
- 2.7 The ITSSC recognises that there may be exceptional circumstances and they will consider each situation on its merits and will outline the reasons for its decision.
- 2.8 Examples of exceptional circumstances may include but are not limited to:
- Division 1 is usually based on a team average of 3 players as they are the top players from each State;
  - The last team from each State usually has a team average greater than 1.00 but is based on the team average of 3 players as they are the lowest ranked players for that State; and
  - Where there is a differential greater than 1.00 and it is not possible to select a team with a team average of 1.00 or less.
- 2.9 The ITSSC will endeavor to following the timelines outlined in the schedule below

<b>Date</b>	<b>Action</b>
1-2 weeks prior to team entries closing date	Teleconference between ITSSC and State Coordinators to be held to discuss the criteria and schedule for the selection of the teams.
Teams entries closing date	Team entries close.
1 <sup>st</sup> day after closing date	ITS Coordinator to compile the first draft of ITS Divisions and commentary sent to the ITSSC.
2 <sup>nd</sup> day after closing date	Teleconference with ITSSC to discuss and finalise the 1 <sup>st</sup> draft of the ITS Divisions.

3 <sup>rd</sup> day after closing date	ITS Coordinator to finalise 1 <sup>st</sup> draft of ITS Divisions following teleconference and send to ITSSC.
4 <sup>th</sup> day	Acceptance of 1 <sup>st</sup> draft of ITS Divisions by the ITSSC.
5 <sup>th</sup> day	AMSA Secretary to send approved 1 <sup>st</sup> draft of ITS Divisions and commentary to State Coordinators.
8 <sup>th</sup> day	Feedback provided by States to AMSA Secretary to compile feedback for review by the ITSSC.
9 <sup>th</sup> day	Teleconference with ITSSC to discuss and finalise 2 <sup>nd</sup> draft of the ITS Divisions and commentary.
10 <sup>th</sup> day	ITS Coordinator to finalise 2 <sup>nd</sup> draft and forward to ITSSC.
11 <sup>th</sup> day	Acceptance of 2 <sup>nd</sup> draft by the ITSSC.
12 <sup>th</sup> day	AMSA Secretary to send approved 2 <sup>nd</sup> draft of ITS Divisions and commentary to State Coordinators.
15 <sup>th</sup> day	Feedback provided by States to AMSA Secretary on 2 <sup>nd</sup> draft.
16 <sup>th</sup> day	ITS Coordinator to compile feedback for review by the ITSSC.
17 <sup>th</sup> day	Teleconference with ITSSC and State Coordinators to discuss feedback on the 2 <sup>nd</sup> draft.
18 <sup>th</sup> day	Teleconference with ITSSC to discuss and finalise the ITS Divisions.
19 <sup>th</sup> day	AMSA Secretary to send approved final ITS Divisions to State Coordinators.
1 <sup>st</sup> day of Individual Championships	State Coordinators to provide any changes to teams resulting from withdrawal of players by 2pm to ITS Coordinator. ITSSC to meet and finalise any changes to the ITS Divisions so that final draw can be completed
3 <sup>rd</sup> day of Individual Championships	Draw submitted to State Coordinators for comment.
4 <sup>th</sup> day of Individual Championships	ITS Review meeting held with the ITSSC and State Coordinators at 5pm. Final draws distributed to the State Coordinators.

2.10 Prior to the commencement of the ITS, any last minute changes requested by the States will be considered and agreed by the ITSSC. The Host State requesting a change should consult with the ITSC immediately it is known that a player is withdrawing for any reason.

2.11 The ITSC will advise the States of approved changes.



- 2.12 The States will be able to change the playing order within a team prior to the commencement of their team's first match. Once the series has commenced, deviation from the advised team order is not permitted under any circumstance, the exception will be the Monday Order and Reserve Rules (see below).
- 2.13 On the 1st day of the AMSA ITS, there is the ability for teams to change the approved Playing Order (see above) due to current form and the opinion of the team and their State ITS Coordinator. Such decisions do not have to be advised to the AMSA ITSC as all score sheets will be analysed at the end of the day for any changes. NOTE: The amended Playing Order will then be maintained throughout the remainder of the ITS unless circumstances require a change, ie injury. Such changes must be discussed with the Sub-Committee (through the AMSA ITSC before such changes take effect. This is to be considered in conjunction with the Reserve Rule below.
- 2.14 Teams may play a reserve that has the **SAME** Australian Masters Ranking (AMR), or a lower ranked player from within the State's Team Listing to replace an unavailable/injured player. Reserves must play in AMR order within the team. e.g. If the team's No. 1 with an AMR of 10.5 is injured or unavailable, the State ITS Coordinator may find a reserve to replace the player with an AMR of 10.5, or depending on individual circumstances a slightly higher ranking (providing the replacement player does not affect the Team Average (TA) from remaining in that Division to play at No 1). If the team's No. 2 has a higher AMR than your reserve, then this player moves up to No 1 and the reserve plays at No 2, if their ranking is higher than the No 3. This allows States to use the AMR to find a reserve player. Any such decision shall immediately be communicated to all teams in the affected Division.
- 2.15 As always, there is the option for a team to play just (2) players where one of those players plays twice ie No.2 can play also at No 1 and No 3 can also play at No 2. No 1 cannot play twice under any circumstances. Note: In the spirit of Masters, the AMSA ITSC should be advised when a team wishes to play/has played other than in accordance with the approved team listing by utilising an alternate player under the Reserve Rule.

# PRE TOURNAMENT CONSULTATION

## 1. PLANNING ARRANGEMENTS

To ensure the annual Australian Masters Squash Championships run as smoothly as possible, the Host State will be required to submit planning details to the AMSA Executive. Preliminary planning details should be referred to the above at least 12 months prior to the event.

All Organising Committee meeting minutes shall be sent to the AMSA Secretary for information as soon as practicable, but no later than 5 days after the meeting. This is to ensure that all planning aspects have been covered, and will enable the Host State to seek assistance should difficulties be experienced.

The AMSA President and one other AMSA Executive member may visit the Host state 6 – 8 months prior to the tournament to confirm that planning is proceeding well; to discuss planning and tournament issues, visit the proposed playing venues, recommended accommodation, social venues, discuss costs, local conditions and alterations.

## 2. RANKINGS

### 2.1 Initial Listing of Entries after Closing Date

The AMSA will send a complete list of all entries from each State to that State's Registrar to ensure that all players have lodged an entry form. This will enable States to "provisionally" grade players that do not have an AMSA or Squash Australia equivalent ranking.

## 3. PLAYER GRADING AND SEEDING

### 3.1 Seeding Data and Order of Merit List

AMSA, through its Registrar, will maintain a register of players Australia-wide, and make available from it an Order of Merit list. This list will significantly help in seeding players in the various events.

**Note:** The Registrar can successfully maintain the AMSA rankings only if results from the Australian and various States' tournaments are progressively forwarded to the Registrar.

### 3.2 New Players

Where an entrant has not previously played in a tournament and no indication of their grading is available, an attempt should be made to contact them to determine some relative standing. If that is impractical, a seeding should be *estimated* (around the midway level of that particular event), for others to pick up on and assist at the time of AMSA Pre - Tournament consultation.

## **4. DRAW CREATION, COURT ALLOCATIONS AND SCORE SHEETS**

### **4.1 Calculating Numbers of Matches**

When all seedings have been established, the total number of matches to be played during the entire Championships should be determined. This will enable the number of courts and the number of hours of play that are required to complete the Championships in the time frame set. This is done by consulting the Draw Summary, which shows the number of players in a particular event, the number of sessions, or rounds, plus the total number of matches.

### **4.2 The Running Sheet**

The key to running a successful tournament is the creation of the Running Sheet. This document will allow the organiser to plan and implement a balanced tournament. The Running Sheet will ensure sessions, or rounds, are spread evenly across the tournament, assist in ensuring that the same players are not starting early matches each day, and where possible, tries to ensure competitors coming from the same areas do not play each other in the early rounds. It will also act as a reliable backup to enable the tournament to progress should a problem occur with a computer-run tournament. It is a useful practice during the development of the Running Sheet to leave one or two courts empty in the middle of the morning and afternoon sessions. This gives the tournament flexibility to increase the number of scheduled matches if the tournament is running behind time, or accommodate players who have special requirements.

### **4.3 Match Allocations**

Time allocation for Individual Championship matches should be either 40 or 45 minutes (possibly less in the early rounds).

Time allocation for Interstate Team Series fixtures should be no less than 2 hours; 2 ½ hrs if time allows.

Remember to try to schedule the completion of fixtures early on the afternoon prior to the social functions, and try to schedule a later start the following day.

#### **4.3.1 Feeder Rounds and First Round Matches**

In allocating matches to be played, those events having the most sessions (rounds) should be scheduled first.

The senior Masters (ie Over 75, 80, 85 etc) should be the next group to be allocated matches. It is important that they are given the maximum time possible between games. In addition, they should not have matches scheduled for play before 12 noon (10.00am in Queensland and the Northern Territory).

All feeder rounds should be accommodated first and then Organisers should schedule all remaining first round matches.

Normally second round matches should not commence until every person has, or is in the process of, completing their first round match.

#### **4.3.2 Second and Subsequent Matches**

Matches for individuals should then be evenly spread across the tournament program and care taken to avoid the same players having all early matches or all late matches.

No player should be expected to play two matches in a day. This cannot be avoided when there is a big draw, in which case action should be taken to allow sufficient time between matches.

#### **4.3.3 Meeting Special Requirements**

Only after all the matches have been accommodated on both the Running Sheet and the Draw Sheet should consideration be given to trying to meet players' special time requirements. If changes are made, care must be taken to adjust the Running Sheet and the Draw Sheet, not only for the initial change, but also for all flow-on matches affected.

#### **4.3.4 Check of Running Sheet and Draw Sheet.**

It will not matter how careful organisers are in preparing the Running and Draw sheets, mistakes will inadvertently occur. This is even more likely to be the case when there are special requirements or player cancellations. It is useful to have a new person who has not been involved in the preparation of the tournament to assist in the checking process. That person should read direct from the Draw Sheet the name and match number of each match in that entire event. The other person should check the Running Sheet to see whether the details match, and if they do, tick that particular line entry. When completed, this information may then be loaded into a computer if applicable. Once again it is desirable to check the computer-generated Running and Draw Sheets to pick up any typographical errors.

#### **4.4 Record of First Round Matches**

It is necessary to compile an alphabetical list of first round matches for each individual who has entered the tournament. This is important for both local and interstate players who can plan their arrival at the courts to coincide with the time they are required to play. They should arrive at least 30 minutes before their allotted match start time. The Draw should be available on the website one week prior to the commencement of the Individual Age Championships.

Personal draws can be printed and distributed, possibly in the player souvenir packs, but all players should be reminded that this is a guide only and all first round matches should be verified at registration.

#### **4.5 Score Sheets**

The score sheets for all first-round matches should be filled out before commencement of the tournament. Each score sheet is to include the event description, match number from the running sheet, the time of the planned match commencement, and the names of the two competitors. Provision should also be made on the score sheet of the next match to be played should the competitor win or lose. The court number should not be allocated until both players have checked in and a spare court is available. At the end of the day, score sheets for the next day should be prepared where possible.

#### **4.6 Matches**

Open finals on the last playing day of the Individual Championships should be scheduled on courts that provide maximum viewing.

Older age groups should be scheduled first with the Open 35 years being scheduled last. For all age groups where there are 3 or less entries their counting matches will be played earlier in the week. Note that 75+ age groups will be scheduled after 12 noon (10.00am in Queensland and the Northern Territory).

All events should be spread evenly across all centres. Note: players cannot ask for specific re-scheduling of their matches.

# **REFEREEING**

## **1. COMPETITION RULES**

All matches in the Championships shall be conducted in accordance with the Rules of the Game of Squash as specified under the International Rules of Squash, and as approved by the World Squash Federation.

## **2. STATE REFEREES**

Each State is required to nominate 2 qualified Duty Referees to support the Tournament Referee, and who may be required to officiate at certain matches during the Championships.

## **3. REFEREEING AND MARKING NORMAL MATCHES**

In general, matches will be marked and refereed by the players whose match preceded the one now on court. At the start of the day's play, it is advisable to allocate two matches in the first time slot so that one set of players can mark and referee the first match and then play their match at the completion of the first match. When players have concluded their match, they should immediately report back to the tournament desk whilst the players in the next match are warming up, and pick up the scoresheet for that match.

## **4. WARM UP AND BREAKS BETWEEN GAMES**

The Referee is to ensure that the warm up period does not exceed the four (4) minute period allowed under the International Rules of Squash, and should ensure that the break between games does not exceed the 90 seconds allowed. This aspect is very important if the Championships are to run on time.

## **5. MATCH FINALS**

As the matches reach the final stages of each Individual event, an effort should be made to have finals matches refereed by competitors of similar standards or controlled by one of the qualified referees nominated by the States. Note: the tournament referee will coordinate referees for all finals matches in the Open events.

Open division finals matches should be staggered during the final playing day of the Individual Championships to enable those finalists to watch a number of other matches.

# **CONDUCT OF TOURNAMENT**

## **1. INDIVIDUAL EVENTS**

All matches shall be played under the International Rules of Squash as approved by the World Squash Federation.

Matches between two competitors shall be played and decided as best of five (5) sets.

The winner of a game shall be the first player to score 11 for the Open age groups 35/40/45/50/55/60/and 65. The winner of the match will be the first player with a margin of two clear points.

For Open age groups 70/75/80/85/and 90+, and for all graded teams, Par 15 will be used. The winner of the match will be the first player with a margin of two clear points.

Two matches shall be allocated for the first time slot of the day, to enable one pairing to mark/referee this match. Note: Each time slot is usually either 40 or 45 minutes.

### **1.1 Triple Plate Draw (knockout)**

This system is used when there are 9 or more players in the event.

First round losers in the main draw are entered into the Plate event.

Second round losers in the main draw are entered into the Special Plate event.

First round losers of the Plate event are entered into the Consolation Plate event.

This ensures that every entrant plays a minimum of 3 (three) matches.

#### **1.1.1 Plate commitments**

All competitors are expected to fulfill their commitment to the Championships and are required to play in all Plate events.

### **1.2 Round Robin Draw**

A Round Robin draw will be used when there are less than 9 entrants in that event.

If there are 6 players or less, there will be one Round Robin draw.

If there are 7 entrants, there shall be 2 Round Robin draws (i.e. a group of 3 and a group of 4), and at the end of the event, the No 1 player of each group contest the final (Winner and Runner up), the No 2 player in each group contest the 3<sup>rd</sup> and 4<sup>th</sup> positions and the No 3 player in each group contest the 5<sup>th</sup> and 6<sup>th</sup> positions. The final player does not play

any more matches (i.e. the player with the lowest amount of total points.)

If there are 8 entrants, 2 Round Robin draws may be played, and at the end of the event, either the No 1 player of each group contest the final (Winner and Runner up), the No 2 player in each group contest the 3<sup>rd</sup> and 4<sup>th</sup> positions, the No 3 player in each group contest the 5<sup>th</sup> and 6<sup>th</sup> positions and the No 4 players contest 7<sup>th</sup> and 8<sup>th</sup> position, OR they may play a 2 x RR event and either 2 finals, or 4 finals with a cross-over semi, or a Triple Plate knockout.

### **1.2.1. Round Robin Scoring: Individual events**

The winner of a Round Robin Individual Event shall be decided as follows:

1. The undefeated player shall be declared the winner.
2. If no player is undefeated then the player with the most wins shall be declared the winner.
3. If there are two players with the same total of wins, the player with the most match points shall be declared the winner
4. Match Points shall be awarded as follows:

3-0	Win	5 points
3-1	Win	4 points
3-2	Win	3 points
2-3	Loss	2 points
1-3	Loss	1 point
0-3	Loss	0 points
5. If Matches won and Match Points are equal, the player with the highest ratio of games won to games lost shall be declared the Winner.
6. If Matches won, Match Points and Games ratio are equal, the player with the highest ratio of points won to points lost shall be declared the winner.
7. If all of the above (Matches won, Match Points, Games ratio, Points ratio) are equal the winner of their match shall be declared the winner.

The above will also apply to decisions on minor placings.



### 1.3 Interstate Teams Series

Teams shall be representatives of their States.

Each team will consist of a minimum of three players (preferably mixed gender), proposed as numbers 1, 2 & 3, with a maximum of 5 players nominated in a team. The number 1 players from each State will play each other, similarly the number 2s and the number 3s.

Team composition and ranked order of play is determined according to AMSA rankings and approved by the States prior to the commencement of the ITS. If a player is unable to play because of injury, the match can be forfeited at that position, or another player in the same team in any position below can play twice - at their own position and at the injured player's position. (See pages 15/17 for Monday order and replacement reserves information)

The order of play shall be as follows:

Monday	2 3 1
Tuesday	3 1 2
Wednesday	1 3 2
Thursday	2 1 3
Friday	3 2 1

All members of the team are to be present at the commencement of the day's fixture.

To enable the day's fixtures to run to time, and to allow for catch-up, each court should be left empty at some time through the course of the day.

#### 1.3.1 Round Robin Scoring: Interstate Teams Series

Because all teams field THREE players, in order to enable all matches in that fixture to be "live", the ratio of matches won to matches lost is NOT relevant. The result depends on the total number of games won at the conclusion of that fixture. The Match Performance Points (MPP), (see below) allocated according to the result of each match will determine the outcome of each fixture, and Bonus Points (BP), (see below) awarded accordingly.

A *FIXTURE* is deemed to be the three matches played between two opposing teams.

A *MATCH* is deemed to be the best of five (5) games played between two opposing players of the same ranking in those teams playing the fixture.

a) Match Performance Points (MPP):

Points awarded according to **games** won by each player as follows:

3-0 Win	5 Points
3-1 Win	4 Points
3-2 Win	3 Points
2-3 Loss	2 Points
1-3 Loss	1 Point
0-3 Loss	0 Point

b) Bonus Points (BP):

Points (2) awarded to the team who accumulated the higher total MPP score after that fixture, ***irrespective of matches won***

c) Total Match Score (TMS):

The sum of the 3 x MPPs + BPs, is awarded to that team.

The *WINNER* of a Round Robin Team Event shall be decided as follows

1. The team that is undefeated (i.e., that team has been awarded a score of 10 points or greater, being the MPPs plus 2 BPs, per **each** fixture) shall be declared the winner.
2. If no team is undefeated, the Team with the highest Grand Total Score (GTS) shall be declared the Winner.
3. If two or more Grand Total Scores are equal, the Team with the highest ratio of games won to games lost shall be declared the winner, irrespective of whether that team was beaten during the Round Robin by the other team equaling the Grand Total Score.
4. However, if the ratio of games won to games lost between two or more teams is equal, the Team with the highest ratio of points won to points lost shall be declared the winner.
5. If the ratio of points won to points lost is equal, the winner of the match between those teams shall be declared the Winner of the event.

# **AMSA FUNCTIONS' PROTOCOL**

## **1.1 WELCOME FUNCTION**

*Requirements:*

Audio system/microphone

Useful to have an MC who can make the necessary introductions. This can be anyone.

The Host State President should say a few words of welcome and then introduce the AMSA President or his/her representative, who will then officially open the Championships. This should occur about half an hour or 45 minutes after the starting time. (The Host State may prefer to have a dignitary/politician to officially open the Championships, e.g., Minister for Sport, local member, etc).

## **1.2 VIP FUNCTION**

*Requirements:*

Audio system/microphone

Again, useful to have an MC

Invitees include:

- AMSA Executive
- AMSA Life Members
- AMSA Patrons
- President and Secretary of each State (invitation not transferable if unable to attend)
- Host State Organising Committee
- Sponsors
- Invited Guests by the Host State

The MC should invite the Host State President to speak, followed by the AMSA President or his/her representative, followed by a dignitary (Mayor/Councillor/Politician). it is not necessary to have any dignitaries – it is an option for the Host State.

### 1.3 INDIVIDUAL DINNER DANCE

*Requirements:*

Table(s) on which to put all the perpetual trophies

Table on which to put the AMSA medallions

Table on which to put the Judith Goadby Memorial Award, Peter Wright OAM Award and glasses/champagne (if being announced at the Individuals Dinner Dance)

Again, it is useful to have an MC to do the introductions. Official proceedings will commence after the main course.

Host State President to introduce the AMSA President or his/her representative

Welcome speech by the AMSA President or his/her representative

The AMSA President or his/her representative presents the Perpetual Trophies to the Australian Champions. (The actual presentation of the trophies can also be done by a Guest of Honour). If the AMSA President or his/her representative is presenting the trophies then the President of the Host State should read out the names of the Australian Champions and their age group. If it is a Guest of Honour, then the AMSA President or his/her representative will read out the names.

If it is a year that the Trans Tasman Test Series is being held, either in Australia or New Zealand, the Australian Test Team and Manager will be invited to come forward, and any new Team members will be presented with their tracksuit.

A member of the AMSA Executive will read out the names of recipients and the presentation of the AMSA medallions will be made by the AMSA President or his/her representative.

The AMSA President or his/her representative will announce the Judith Goadby Memorial Award and Peter Wright OAM Award (if the recipient is playing/attending in the first week only). Otherwise the presentation will be at the Interstate Teams Dinner Dance. For this presentation, AMSA will purchase 3 or 4 bottles of champagne to toast the recipient. All past recipients attending the Championships will be invited to come forward and will be given a glass of champagne. A Member of the AMSA Executive will say a few words about Judith and also about the recipient. The previous recipient will hand over the Award. Attendees will be asked to stand and toast the new recipient.

Peter Wright will present the Peter Wright OAM award.

## **1.4 ANNUAL GENERAL MEETING**

### *Requirements*

AGM will start at 6.00 pm

Venue for the AGM to be sourced by the Host State

Tables and chairs for attendees. Seating can be theatre style or tables in a square/rectangle

Tea/coffee/water to be provided by the Host State

The Venue for the dinner after the AGM will be sourced by the Host State.

### *Attendees*

- The AMSA Executive, together with two representatives from each State.
- Observers are also welcome.

### *Costs*

The costs of hiring the venue will be met by the Host State and provision of dinner drinks and meals will be met by AMSA. These latter costs will form part of the AMSA budget approved at the AGM.

## **1.5 INTERSTATE TEAMS SERIES DINNER DANCE**

### *Requirements:*

Table on which to put the AMSA Medallions

Table on which to put the Judith Goadby Memorial Award, Peter Wright OAM award and glasses/champagne (if being announced at the Interstate Teams Series Dinner Dance)

### *Process*

It is useful to have an MC to do the introductions. Following the main course, the official speeches will take place.

The Host State President will say a few words and invite the AMSA President or his/her representative to speak.

Presentation of the AMSA Medallions by the President or his/her representative (see Individuals Dinner Dance)

Announcement of the Judith Goadby Memorial Award - if recipient participated in/or attended the Teams event only. (See Individuals Dinner Dance)

Announcement of the Peter Wright OAM Award - if recipient participated in/or attended the Teams event only

Handover of the Championships' banner to the incoming Host State President. Host State President (or his/her representative) to respond on behalf of his/her State.

Closing words from the AMSA President or his/her representative.

## 1.6 TRANS TASMAN TEST SERIES

The Test Series is held every two years, alternating between Australia and New Zealand. If the Series is being held in Australia the Host State needs to organise it, in consultation with the Australian Team Manager:

Opening ceremony – just prior to commencement of the first test

The Host State may wish to invite sponsors/diplomatic representatives/local politicians to attend, and perhaps speak and/or watch the first test

Requirements/Process

National flags of both countries to be displayed (if you are able to get them)

MC to make the introductions

AMSA President or his/her representative to say a few words of Welcome

National Anthems of both countries to be sung/played

Each Team Manager is invited to introduce their test team. If played in Australia, then NZ goes first.

Suppers should be provided for each test

At the conclusion of the test series, an official dinner is held to present the Vic Belsham Trophy to the winner of the series. This needs to be organised in consultation with the Australian Team Manager.

# TROPHIES

## 1. INDIVIDUAL CHAMPIONSHIPS:

The following is the recommended list of prizes (and correct definitions) that should be allocated against each event number:

Round Robin: 4, 5 person	Winner Runner-up
Round Robin: 6, 7, person	Winner Runner-up Special Plate/Third (winner of 2 v 2)
Round Robin: 8	Winner Runner-up Special Plate/Third ( winner of 2 v 2) Plate (loser of 2 v 2)
Triple Plate 9 or more entrants	Winner Runner-up Special Plate/Third (second round loser in main draw) Plate (first round loser in main draw) Consolation Plate (first round losers in Plate event).

However, it has become traditional to present trophies to all the players in the oldest age group in Male and Female, even though there are often only 3 or 4 entrants, as we feel it is important to recognise the efforts of all those players. If the number of recipients exceed 4 for the oldest Male and Female groups, it is at the discretion of the Host State as to whether trophies will be presented to all players.

All Perpetual Trophies are to be returned to the Host State President by the first Monday of the following year’s Individual Championships. This is to ensure all trophies have been returned (and updated if necessary), and available to be presented to the newly crowned winners.

## 2. INTERSTATE TEAMS SERIES:

Trophies are to be allocated for both Winners and Runners-up. On occasions there may be more than 3 players nominated in a team. As a guide it is suggested that the Host State budget for an additional 10% of trophies to cater for 4 person teams.

## **WEBSITE FOR THE AMSA CHAMPIONSHIPS**

AMSA will operate a website that includes a Championship page. The States will no longer have the option to develop their own website for the Championships.

The AMSA websites will be managed by Gerard McNally from the Northern Territory.

The Championship website will be a cost incurred by the Host State. The fee will be \$1,600, which includes \$1,300 for development and maintenance costs, plus a fee of \$300 for hosting costs etc.

The Championship website will consist of three (3) broad types of information

### **1. STATIC PAGES CONTAINING GENERAL INFORMATION, eg,**

- Welcome message
- Social function information
- Playing venue information
- General environs information
- Sponsors
- Online and downloadable entry form
- Conditions of entry
- Merchandise information
- Other information as considered useful

### **2. DATABASE INFORMATION OF ENTRANTS**

- Entrants search by surname, State, age group, gender, entering Individuals/Interstate Teams Series.
- Various sort options of surname, State, age group, gender.
- Database can be located on the AMSA website (which will be MS Access database enabled) with a link from the static details website.
- Assistance should be sought through AMSA.

### **3. DRAW DETAILS FOR INDIVIDUALS AND INTERSTATE TEAMS SERIES IN CONJUNCTION WITH AUTODRAW**



## **MARKETING/PROMOTION GUIDELINES**

Without attempting to define a difference between marketing and promotion there is a range of actions which span both these activities that will need to be coordinated professionally for a successful tournament. Marketing and promotion also links to, and overlaps other areas of organisation, particularly that of sponsorship and finance. The tournament must be marketed to potential sponsors, and subsequently the goods and services of sponsors must be promoted before and during the tournament.

Due to variables in local conditions no single set of guidelines will be, or should be, followed in totality by the Host State Organising Committee. The following document therefore provides a fairly comprehensive checklist of actions which should be considered.

ACTION	DETAILS FOR CONSIDERATION	PRIORITY	TIMING
<b>PRE-TOURNAMENT</b>			
Prepare marketing material for AMSA	Presentation to AMSA AGM Firm dates Programs Venues Social Program Indicative costs Accommodation options Travel Options Contact numbers Take Away Packs for AMSA Delegates	Mandatory	Preparation:- 15 months before Presentation at AGM:- 12 months prior
For potential sponsors	Presentation material for sponsorship approaches Could include: Statement of support (State Govt, AMSA, Squash Australia) Dates/program for tournament Details on expected participation Previous year's program and reports High profile participants Tentative budget Estimate of impact on local economy Sponsorship sought Benefits to sponsors Use of products/services Advertising Etc	Essential	At least 12 months prior. (Be conscious of budget timing of prospective sponsor/s)
For general distribution	Poster(s) and/or brochure(s); newsletter(s) Distribute via:- State Associations Other Masters Sports carnivals Individual mailout, email contact Discreet use of AMSA database Ensure contact details are available	Optional	9 to 12 months or earlier; once major sponsorship/s secured
Seek high level support	State Sports Minister Local Government State and National Squash bodies	Optional	For inclusion in marketing packages
Slogan/Logo	Adopt a slogan/logo for incorporation on all correspondence, advertising material, entry forms, score sheets, results sheets etc	Optional	Preferably 12 months prior, to incorporate in all presentation material

ACTION	DETAILS FOR CONSIDERATION	PRIORITY	TIMING
Sports Calendars	Ensure event is listed on annual calendars published by Govt sports and tourism agencies	Optional	15 months before
Player Packs	For collection by all players on arrival; to include: Souvenir program Local maps Sponsor's support material Local information on restaurants, transport, attractions, services etc Discount vouchers (if available) Identity badge/Lanyard Function tickets (if ordered)	Mandatory	By commencement of tournament
High profile participants	Discuss willingness to be profiled in advertising/marketing material and availability for media interviews etc	Optional	Initial contact 12 months before; follow-up 3 months before
Press Conference	Prepare press release and conduct press conference either separate to, or in conjunction with, official welcome function	Optional	Immediately prior to tournament
<b>DURING THE TOURNAMENT</b>			
Media Coverage	Provide daily results to local newspaper and email/fax interstate Provide preview and review material to press Arrange for TV footage (if possible) Arrange for player interviews and photographs (if possible)	Essential	Daily
Match results	Provide complete listing of daily results for team managers and players generally, and upload to the website.	Essential	Daily
Sponsors	Ensure sponsors' advertising & signage is prominent, and in place in a timely manner Ensure sponsors are invited and recognised at all official functions/activities Volunteer workers to wear sponsor T-shirts where appropriate	Essential	During
Photography	Compile full photographic record of tournament (Particularly trophy presentations)	Essential	During
<b>AFTER THE TOURNAMENT</b>			
Reporting	Provide a report of all results to the AMSA Registrar	Essential	By 2 months following tournament
Acknowledgement	Formally thank all sponsors with reporting and photographic record of advertising exposure where appropriate	Essential	Within one month of completion of tournament

## ENTRY FORMS

The entry form is a very important document as it not only contains relevant information regarding the tournament, but it is a form of advertising for the Championships. The AMSA must be acknowledged on the front of the entry form, using the logo and wording in a prominent location at the top of the entry form. The entry form also doubles as a registration form and must be completed by **ALL** competitors.

### 1. GENERAL INFORMATION:

The Individual Championships Entry form will be available on the AMSA website for completion on-line or downloading (if a hard copy is required).

Registration is essential for all players, including both Individual Championships and Interstate Teams Series participants. Registration information should be kept on the Host State computer database and although participants may only be playing in the Interstate Teams Series during the second week, name tags/lanyards, dinner dance tickets and other handouts are required to be packaged into “player’s kit” for distribution at registration. Therefore, registration is vitally important for **ALL** participating players.

All State Secretaries or State Coordinators need to submit Interstate Teams Series information to the Host State Organising committee so that **every** player is registered by the due date.

Tournament Hosts/Directors with telephone/fax numbers/email addresses need to be clearly printed on the entry form.

International players over the age of 35 are eligible to enter the Individual Championships provided they are members of their National or a Masters Squash Association.

Individual Championships entry forms should be uploaded to the AMSA website 3–4 months before the commencement of the Championships.

Closing date for the Individual entries should be **4** weeks prior to the commencement of the Championships.

Late entries may be put on an emergency list.

All competitors must fulfil their commitment to the Championships and should play in all plate events.

Interstate Teams Series entry forms should be distributed to the State Secretaries/Coordinators 2 months prior to the commencement of the Interstate Teams Series.

Closing date for Interstate Team Series entries should be 4 weeks prior to the commencement of the Interstate Teams Series.

Withdrawals from the Championships after the close of entries should be made in writing to the Tournament Director. Refunds may be given within 3 weeks of the commencement of the Championships at the discretion of the Tournament Director.

An acknowledgement of entry should be made to every competitor within two weeks of receipt of the entry form.

The entry fee should be banked as soon as possible after receipt and acknowledged to the entrant.

## INDIVIDUAL CHAMPIONSHIPS ENTRY FORM

**Information required on the front page of the entry form:** (not in any set order; depends on the tournament host and the design of the form)

1. **Name of the event and the name of the Host State Association hosting the event.**
2. **Dates of the event:** Individual Championships  
Interstate Teams Series
3. **Closing Date** for the above events
4. **Championships Program:** including:-
  - **Official Welcome** – Venue, time, date
  - **Individual Championship Presentation and Dinner Dance\*\*** – venue, date, time, cost and theme (if any)
  - **Social function** – venue, date, time, cost
  - **Interstate Teams Series Presentation and Dinner Dance\*\*** – venue, date, time, cost and theme (if any)

\*\* *The venue for the Individual and Interstate Teams Series Dinner Dances may include the presentation of winners' trophies no less than 1½ hours before the function.*

5. **Sponsors** need to be highlighted on the form and given appropriate space according to the level of sponsorship awarded. Logos should be used rather than slogans. Care needs to be taken to use the sponsors' current logo, and the appropriate placement of the logo on the entry form is paramount to gain maximum attention and exposure.
6. **Conditions of entry:** this information needs to be placed onto the entry form, which is retained by the participant.
7. **Additional Information:**

This section may include:-

- Tournament venue location and information times for registration.
- Availability of practice courts, including costs and practice times.

- Order of Merit of teams' participants to be supplied by State Coordinator – time, date, venue for Teams' meeting.
- Availability of match times – Individual events: telephone number of Tournament Director, web site address.
- Food/Hospitality Facilities – location, hours of operation.
- Clothing for the tournament – availability of clothing and order form to be included as an additional document for distribution with the entry form.

## **8. Registration Details:**

This section should include:-

- Surname, given name, address, State, postcode, preferred name
- Phone numbers – home, work, mobile, fax
- Email address
- State Membership number – financial member only
- Age and Date of Birth

## **9. Entry Details:**

This section should include:-

- Individuals Championships entry only.
- Age groups clearly defined in 5-year bands from 35 years up to, and including, 90+ years for both male and female entrants.
- Pennant Details including grade and position in team, along with tournament results (past 12 months), and results in previous National Championships to be listed.
- Teams' entry: include a statement that those players wishing to participate in the Interstate Teams event must register separately with their own State Association, but complete personal details on the entry form.
- Teams' entry: include a question whether the participant intends to play in the Interstate Teams Series.

## **10. Financial Balance Sheet:**

This section to include:

- Ordering of tickets for functions – Welcome, Individuals Dinner Dance, Interstate Team Series Dinner Dance
- Clothing orders
- Individual entry fee
- Method of payment:- cheque, credit card or direct debit
- Total balance
- Cheques Payable to: Address to send entry form and cheque

## 11. Medical Information Section: This section should be OPTIONAL.

This section may include:

- Known medical conditions (eg: heart problems, diabetes, asthma)\*\*
- Medications/treatments
- Allergies (eg penicillin)
- Next of Kin and phone number
- Personal Doctor and phone number
- Disclaimer that the AMSA will not be responsible for any injury/illness sustained by any competitor
- Name and phone number of a responsible colleague at the tournament

\*\* *In the case of a known illness, eg heart condition, it is recommended that the competitor be required to supply a medical certificate to the Tournament Director stating fitness to play squash at a competitive level*

## 12. Accommodation Details:

This may include:

- Contact number at the tournament
- Location of accommodation (address)
- Dates of booking
- Any Masters' squash discounts available.

## 13. Participant's Signature:

Each entrant needs to sign and date the entry form as an acceptance of the tournament conditions when the entry form is posted.

## 14. Privacy

The privacy rights of individuals must be respected, and personal information must be protected if requested

- Reference at all times to the Squash Australia Policies and Procedures Manual, Regulation 2, Privacy Matters, pp 335-342 (2004).
- The name of the entrant must be on the daily score sheet, and on the main draw sheet, including progressive results.
- The entrant's name will be entered in all statistical data for the purpose of future grading and ranking.
- The entrant's name will be suppressed in the Souvenir Program and other advertising material including the player's name badge/lanyard (if requested).
- A Privacy Statement should be printed in the official entry form, inclusive of a negative "privacy" tick box for completion by anyone requesting suppression of his/her name eg:

**Privacy Statement:** *Please note that in registering for this tournament, your relevant details will be incorporated in an entrants list for the benefit of all players, and may also be made available*

*for the use of organisers of future Championships. If you do not wish your details to be included on the entrants list, please indicate below:*

***NO – Please DO NOT INCLUDE my name in the list of entrants on the website or in the souvenir booklet***

## **A PROFORMA ENTRY FORM – REFER ATTACHMENT A**



## **INTERSTATE TEAMS SERIES ENTRY FORM**

Interstate Team Series Entry Forms will be sent to the State Coordinator/Secretary by the AMSA Secretary for completion about 6 weeks prior to the tournament. Completed entry forms should then be forwarded to the ITSC. The entry fee can be directly deposited into the AMSA bank account. The AMSA Treasurer will, after deducting the agreed % of fee, then on-forward the balance of funds to the Host State.

Information to include on entry form:

- AMSA and Host State logos
- Dates of tournament; closing date for entries
- Entry fee per team
- Name of nominating State
- State Team number
- Name, DOB of each player; submitted in correct order of merit
- Minimum of 3, maximum of 5 players to be nominated in each team
- Contact details of Interstate Teams Coordinator

Conditions of entry to be sent to State Coordinator:

- a) Entrants must be financial members of a State Masters Squash Association.
- b) All Interstate teams will consist of three (3) players (preferably mixed gender); up to five (5) players may be nominated in one team.
- c) Interstate Team Series players are required to wear their appropriate State uniform when competing in the Interstate Teams Series.
- d) Round Robin draws, as per the AMSA guidelines, will be used.
- e) Other playing conditions of entry as per those printed in the Individual entry form

**PROFORMA INTERSTATE TEAMS SERIES ENTRY FORM - REFER ATTACHMENT B.**

## **CATERING**

A selection of healthy food should be available during the day at all centres being used for the Championships. Refreshments should also be made available. A liquor license must be obtained for the duration of the Championships if serving liquor on unlicensed premises. Prices should be kept reasonable.

Suggestions for food include:

- Fresh fruit
- Slices/cakes
- Sandwiches
- Rolls
- Salads
- Hot/cold choices
- Toasted sandwiches
- BBQ

Suggestions for refreshments include:

- sports drinks
- soft drinks
- fruit juices
- beer
- wine (both red and white which can be purchased either by the glass or bottle)
- champagne (which can be purchased either by the glass or bottle)

Tea/coffee and biscuits should be made available at each centre free of charge.

The Host State may wish to sub-contract the catering to the juniors or a professional catering firm or do it in-house themselves. You need to ensure that there are sufficient people to help in the kitchen and serve at the bar.

## **POST CHAMPIONSHIP REVIEW**

Within one month of the conclusion of the Championships, State Presidents will provide AMSA with written comments on the operation of the Championships and whether any amendments are required to the Operations Manual.

The AMSA Executive will use these comments as the basis for making further amendments to the Operations Manual.

# **TRANS TASMAN TEST SERIES**

## **GENERAL**

Australia and New Zealand contest the Vic Belsham Trophy every two years. New Zealand will host the Test Series in 2019 and every four years thereafter. Australia will next be hosting the Test Series in 2021 and every four years thereafter. The Series is run in conjunction with the Australian Masters Squash Individual Championships and the NZ Masters Squash Individual Championships. There are three tests played, with Age Groups from 35 to 65 being contested.

When playing in Australia, members of the New Zealand Test Team usually compete in the Individual Age Championships free of charge.

The Host State needs to factor the test series into their budget. The Host State will liaise and coordinate with the AMSA President and the Australian Test Team Manager throughout the test series. There is a reciprocal arrangement for the NZ Championships.

The first and second tests are set down for the Friday evening and Sunday afternoon prior to the commencement of the Individual Championships with the Third Test being played on Saturday afternoon between the Individual Championships and the Interstate Teams Series. This is always negotiated between the AMSA and Squash NZ.

At the end of the Test series the Host State will organise a dinner function for the two teams and their managers and support staff. The AMSA Executive will also be invited to attend this function. The cost of the dinners will be met by the attendees.

### **AMSA – Home Series – to be included in AMSA budget:**

Tracksuits for new Australian Representative players - (1) set (Jacket and Pants) per player;

Playing Uniforms for Australian players – (2) sets per player (Male – Polo Shirt and Shorts; Females – Polo Shirt and Skorts);

Australian Player Subsidy as agreed in yearly AMSA Budget – (1) per player and Manager;

Discuss with NZ Management re transport of NZ team to and from Airport; and

Discuss with NZ Management re transport of NZ team to and from Test venue for each Test.

Note: as agreed at the 2011 AMSA AGM, representative players from WA/SA and NT will receive an additional subsidy which will be the difference between Economy return airfares from Sydney/Melbourne/Brisbane to Series venue and Economy return airfares from Perth/Adelaide/Darwin to Series venue.

## **HOST STATE – to be included in Championship budget:**

In consultation with the Australian Test Team Manager the following is required to be organised:

1st Test:

Scheduled for Thursday or Friday before the commencement of the AMSA Individual Championships;

Provision of playing venue with (2) upgraded courts for the conduct of Test matches (preferably glass back and side by side) with “grandstand” seating upstairs and additional viewing area on Ground Floor;

Provision of Live Streaming of all matches (which can then be continued through the AMSA Individual Championships on the same courts);

Provision of qualified/badged Referees and Markers for each match;

Provision of squash balls for each match;

In consultation with AMSA Secretary, provide Publicity for the Series utilising local media outlets;

In consultation with the AMSA Secretary and Australian Team Manager, organise the Welcoming Function before the commencement of the Test; this will include all representative players, Management, invited guests, sponsors and supporters of both teams;

Provision of food for representative players and Manager throughout the duration of the matches ie some players prefer to eat before they play and others after they play;

Provision of Supper for representative players, team management and supporters after the conclusion of the final match.

AMSA – Away Series – to be included in AMSA budget:

Tracksuits for new Australian Representative players - (1) set (Jacket and Pants) per player

Playing Uniforms for Australian players – (2) sets per player (Male – Polo Shirt and Shorts: Females – Polo Shirt and Skorts)

Australian Player Subsidy as agreed in AMSA Budget – (1) per player and Manager

## **1. CRITERIA FOR SELECTION OF AUSTRALIAN MASTERS SQUASH TEST TEAM**

- Nominees must be a current financial member of a State/Territory Association.
- Nominees must be an Australian citizen.
- Nominees must be an active supporter of Masters Squash in Australia.
- Nominees must be available for all three (3) tests and the NZ Masters Squash Championships (NZ Masters Squash Championship participation applicable for the Test Series conducted in New Zealand only.).
- Nominees should have participated in at least one (1) Australian Masters Squash Championship.
- Nominees must compete in the Australian Masters Squash Championships in the year preceding the Test Series. If unable to do

- so, they must seek the approval of the AMSA Executive (Applicable for the Test Series conducted in New Zealand only).
- Preference will be given to the current Australian champion, **except**
    - Where a player has just moved into an older age group and could be considered a better player, and/or
    - Where another player is obviously of a higher standard.
  - State Championships and all tournament results will be used as a guide for selection.
  - Where there is no nominated player available, or a nominated player is not of an appropriate standard, a player from an older age group may be selected.
  - The on-court demeanor of nominees for selection will be taken into consideration.

## **SELECTION CRITERIA FOR THE TEST TEAM MANAGER**

- Must be a current financial member of a State/Territory Masters Squash Association
- Must be nominated by a State/Territory Masters Squash Association
- Must be available for three tests; and
- Must work under the direction of the AMSA Executive

The AMSA Secretary will seek written nominations from member associations for the position of Australian Test Team Manager in October of the year preceding the test series.

Nominees must provide a statement demonstrating their ability to undertake the role of Team Manager. Nominations must be forwarded to the AMSA Secretary.

The AMSA Executive Committee will consider all nominations and make its decision. The AMSA Selection Committee will also be involved in the final decision to appoint the Australian Test Team Manager.

## **2. RESPONSIBILITIES OF THE AUSTRALIAN TEST TEAM MANAGER**

The Australian Test Team Manager will be responsible for:

- Coordinating travel and accommodation arrangements in conjunction with AMSA Executive;
- Coordinating the Australian team in Australia/New Zealand for the three (3) tests;
- Arranging team uniforms and tracksuits where necessary;
- Arranging Australian and NZ Team photos;
- Ensuring that the team arrives at the playing venues on time;
- Liaising with the NZ Masters Squash Coordinator;
- Performing general administrative matters;
- Dealing with any issues that may arise; and
- Providing a written report to the AMSA Executive following the completion of the Test Series.

### **3. SELECTION COMMITTEE**

- There will be five (5) selectors appointed to select the Australian Masters Squash team or any other number as agreed upon at the AMSA AGM before the selection of the team. No more than one selector can be appointed from the same State.
- Selectors will be appointed for a two year term.
- A selector must be a current financial member of a State/Territory Association.

### **4. SELECTION PROCESS**

- The AMSA Executive will consider all nominations for the Test Team Manager to ensure that they meet the criteria for selection and will make an appointment.
- A remote meeting will be convened with the Selection Committee. All nominations for the Test Team will be considered by the Selection Committee without prior screening by the AMSA Executive to ensure that they meet the criteria for selection. The Selection Committee may consult with the AMSA Executive (if required). The Selection Committee will select the Test Team.
- The Secretary will advise all nominees of the outcome of their nomination and will announce the Test Team and Test Team Manager to the State Presidents and Secretaries.



ATTACHMENT A

HOST STATE LOGO

**(Host State) Masters Squash Association**

**on behalf of the AUSTRALIAN MASTERS SQUASH ASSOCIATION  
INCORPORATED**

**presents the**

**NAMING RIGHTS SPONSOR'S NAME/LOGO**

**Australian Masters Squash Championships**

**Individual Championships**

**DATE**

**and**

**Interstate Teams Series**

**DATE**

**CONDITIONS OF ENTRY**

1. The 20... Australian Masters Squash Association Incorporated (AMSA) Individual Championships, are open to all competitors 35 years and over, who are current financial members of a registered Masters Squash Association in a State/Territory/Country.
2. Competitors must have attained a minimum age of 35 years by Monday (DATE) for the Individual Championships and by Monday (DATE) for the Interstate Teams Series.



3. The Interstate Teams Series event is open to all Australian and overseas players provided they are aged 35 years and over, and are a current financial member of an Australian State/Territory Masters Squash Association.
4. Entries for the Individual Championships must be made on the official entry form and must be accompanied by the \$ entry fee to arrive at the HOST STATE tournament control no later than (DATE).
5. Interstate Teams Series entry forms must be completed by State Associations and forwarded to the ITSC by (DATE).
6. All matches will be best of five games played to either par 11 or par 15 depending upon age and type of event, under the International Rules of the World Squash Federation.
7. Dunlop Revelation Pro Balls XX [double yellow dot] will be used for all Divisions except where in the lower age Divisions, or where players agree to use a single dot ball. In the event of any disagreement on the use of balls, the Tournament Director or their co-ordinator will be the final arbiter.
8. All players will be required to report to the Tournament Control Desk at least 30 minutes before their match times.
9. All players will be expected to be warmed up and ready for hit-up as soon as the previous match is completed.
10. All players will be required to mark and/or referee the match following their own match, or as directed by the Tournament Control or Tournament Referee.
11. All entries received will be acknowledged either by telephone or by email. The final Draw will be posted on the TOURNAMENT website no later than (Date). ([www.amsasquash.com](http://www.amsasquash.com)). Any notice of withdrawal and request for a refund must be made in writing and received by the Tournament Director by (DATE). No refunds will be made after this date.
12. The Tournament Referee will be supported by Duty Referees from each State. Any disputes during the Individual Championships must be referred to the Tournament Referee or Duty Referee for that day.
13. The Individual Championships will be conducted on a Triple Plate or Round Robin basis depending upon the number of entries per event. Every effort will be made to ensure that each entrant gets at least three matches.
14. Forfeits will count as matches.
15. The Tournament Committee reserves the right to accept, decline, or re-grade any entries, or combine any events where insufficient entries are received.
16. All entries received must be accompanied by full payment and a completed Entry Form.
17. No claims whatsoever will be recognised should any player receive an injury during the period of the Championships.
18. A "NO SMOKING" policy will be strictly enforced within the Squash Centres.

**PRIVACY STATEMENT:**

HOST STATE Masters Squash Association abides by the relevant National Privacy Principles of the Privacy Act 2001. We are committed to protecting your privacy. Much of the information on this form is sensitive information. Sensitive information will not be used for direct marketing purposes. The information on this form is used for providing us with the background as to your past and present medical details

**DISCLAIMER:**

"The information contained in this resource is in the nature of general comment only, and neither purports, nor is intended to be advice on a particular matter. No reader should act on the basis of anything contained in this resource without seeking independent professional advice from appropriate persons. No responsibility or liability whatsoever can be accepted by the Host Masters Squash Association Inc. or the authors for any loss, damages or injury that may arise from any person acting on any statement or information contained in this resource, and all such liabilities are expressly disclaimed."

HOST STATE LOGO	<h2 style="margin:0;">ENTRY FORM</h2> <h3 style="margin:0;">Australian Masters Squash Championships 2...</h3> <p style="margin:0;">This page must be completed by <b>all</b> players competing in the Individual Championships or the Interstate Teams Series</p> <p style="margin:0;"><b>CHAMPIONSHIPS ENTRY NOMINATIONS CLOSE (DATE)</b></p>	
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Mr/Mrs/Ms/Dr Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_ (F)

Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_ Age as at .. September 2...

Email Address \_\_\_\_\_

Address while in CITY \_\_\_\_\_

**EMERGENCY CONTACT DETAILS**

Mr/Mrs/Ms/Dr: Surname:	Given Names:	Relationship to player:
Phone No.:	(H) _____ (W) _____ (M) _____	
<b>HEALTH CARE DETAILS (optional)</b>		
Medicare No. _____	Private Health Ins: Yes <input type="checkbox"/> No. <input type="checkbox"/>	Name of Fund .....Membership No. _____
Private Doctor _____	Phone No. _____	

**PLEASE NOTE: Tick the event you wish to enter.**

Do you wish to enter the INDIVIDUAL Championships? (DATE September) Yes  No

(You must pay the Individual Championship fee when submitting this form.)

35-39  40-44  45-49  50-54  55-59  60-64  65-69  70-74  75-79  80 -84  85-89

Over 90

**IMPORTANT: Fill in all the details of your pennant team, grade and position.**

	Pennant	State	Country	Masters
League				
Grade				
Position				
Club				

I am a current financial member of \_\_\_\_\_ **Masters Squash Association**  
State/Territory/Country

Have you played in the Australian Masters Championships in the last THREE years	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be entering the Interstate TEAMS Series? (DATE) (Please register with your State Team Coordinator)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are new to the Australian Masters Squash Championships, or have not played in the championships within the last three years, please provide details of recent pennant competitions or tournaments you have played in the table above, to assist with grading.		
Do you wish to include your name on the Official Website?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you wish to include your name in the Souvenir Booklet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My preferred name is .....		

**I DECLARE THAT THE INFORMATION CONTAINED IN THIS ENTRY FORM IS TRUE AND CORRECT AND THAT I HAVE NOT OMITTED ANY RELEVANT INFORMATION**

SIGNATURE		DATE	/ /2...
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HOST STATE LOGO	<b>Australian Masters Squash Championships 2... PAYMENT DETAILS</b>	
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	No. of People	Cost per Person \$ incl. GST	Total \$
1. Individual Championships Entry Fee is \$		\$	
2. Interstate Teams Entry Fee (Pay your State coordinator)		\$	
3. Are you attending the Welcome function Sunday ? September Yes <input type="checkbox"/> No <input type="checkbox"/> Venue and address		<b>No charge</b>	
4. Individual Championships Dinner Dance Friday (DATE)		\$	
5. Social function Tuesday/Wednesday (DATE)		\$	
6. Interstate Teams Series Dinner Dance Friday (DATE)		\$	
7. MERCHANDISE (Refer to order form)		\$	
		<b>TOTAL</b>	<b>\$</b>
If you have specific dietary requirements, a special meal may be provided Please list:			

The Organising Committee has prepared a website that includes details of all that will happen during the Championships. This will be continually updated leading up to and during the Championships. It will also provide details of what merchandise is available.

My preferred method of payment is:	
Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Cheque <input type="checkbox"/> Direct debit or bank transfer <input type="checkbox"/>	
Card Number: ____-____-____-____   ____-____-____-____   ____-____-____-____   ____-____-____-____	
Card Holder's Name (please print) _____ Expiry date ____/____	
Payment Amount \$ _____ Signature (Card Holder only)	
_____	

**Send Entry form and payment to:**

HOST STATE LOGO	<b>Australian Masters Squash Championships 2... CALENDAR OF EVENTS</b>	
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SATURDAY/SUNDAY	<b>Date</b>	Players registration, venue and times
SUNDAY		Welcome function, venue and times
MONDAY		2... Individual Championships commence
TUESDAY		2... Australian Masters Individual Championships.
TUESDAY or WED		VIP Function, venue and time
WEDNESDAY		2... Australian Masters Individual Championships.
THURSDAY		2... Australian Masters Individual Championships.
FRIDAY		2... Australian Masters Individual Championships - Finals
FRIDAY		Individual Championships Trophy Presentations; venue; between <b>4:00 pm</b> and <b>6:00 pm</b>
FRIDAY		Individual Championships Dinner Dance; venue; <b>7.30 pm START</b>
SATURDAY		Free Day
SUNDAY		Interstate Teams Series player registration, venue and times
MONDAY		2... Australian Masters Interstate Teams Series commence.
MONDAY		AMSA Annual General Meeting; venue; <b>6.00pm</b> start
TUESDAY		2... Australian Masters Interstate Teams Series
TUESDAY or WED		Social function; venue and time
WEDNESDAY		2... Australian Masters Interstate Teams Series.
THURSDAY		2... Australian Masters Interstate Teams Series.
FRIDAY		2... Australian Masters Interstate Teams Series concludes
FRIDAY		Interstate Teams Series Trophy Presentations; venue; <b>6.00 pm</b>
FRIDAY		Interstate Teams Series Dinner Dance; venue; <b>7:30 pm START</b>

Squash Venues	Addresses	Phone
Event Functions	Addresses	Phone

HOST STATE LOGO	<b>Australian Masters Squash Championships 2...</b> <b>MERCHANDISE ORDER FORM</b>	
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Please complete the table below with your merchandise pre-order by listing the quantity of each size and the colour, in the appropriate section. We highly recommend that you pre-order your garments to avoid disappointment, as we may not have the garment or size you need on site. Please note that due to having to reach a minimum quantity, some garments may not be able to be made – if this occurs you will be notified, and an alternative garment provided. However, a full refund will also be available.

Example of layout and size charts are set out below.

**Men's Polo - \$**

White/Navy	Navy/White	Red/White	S 53	M 55.5	L 58	XL 60.5	XXL 63	XXXL 68	
Photo	Photo	Photo							

**Men's T-Shirt - \$**

White/Navy	Navy/White	Red/White	S 53	M 55.5	L 58	XL 60.5	XXL 63	XXXL 68	
Photo	Photo	Photo							

**Women's Polo - \$**

White/Navy	Navy/White	Red/White	S 53	M 55.5	L 58	XL 60.5	XXL 63	XXXL 68	
Photo	Photo	Photo							

**Women's T-shirt - \$**

White/Navy	Navy/White	Red/White	S 53	M 55.5	L 58	XL 60.5	XXL 63	XXXL 68	
Photo	Photo	Photo							

HOST STATE LOGO	<b>Australian Masters Squash Championships 2... INTERSTATE TEAM SERIES DATE</b>	
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**Official Team Entry Form**

Please complete this cover form, and a form for each individual team  
Attached is our cheque for \$..... (\$210 per team) or  
Direct debit or bank transfer to the AMSA Bank Account

Post to: ITSC  
Name  
Address

**or email to ITSC**

Entries close (DATE)

Name of Affiliated Association: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Position in Association: \_\_\_\_\_

Signed: \_\_\_\_\_

Contact: Phone: \_\_\_\_\_ (W) or \_\_\_\_\_ (H) \_\_\_\_\_ (M)

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Teams Entered

Duty Referee (two persons to be nominated): 1. \_\_\_\_\_

2. \_\_\_\_\_

HOST STATE LOGO	<b>Australian Masters Squash Championships 2...</b> <b>OFFICIAL TEAM ENTRY FORM</b>	
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Graded Event. Mixed gender format where possible. Please use the AMSA Rankings.

STATE/TERRITORY .....

TEAM NUMBER: .....

Team members' names in order of merit (Please print details clearly)

Order of Merit	Surname	First Name	DOB	AMSA Ranking
1.				
2.				
3.				
4.				
			<b>AMSA Team Ranking</b>	



**A.M.S.A.**  
**Australian Masters Squash Association Inc.**

*PATRONS*  
*Heather McKay Geoff Hunt*

**JUDITH GOADBY MEMORIAL AWARD**  
**CRITERIA AND SELECTION PROTOCOL**

The following is the guideline and selection protocol for the Judith Goadby Memorial Award as approved at the 2018 AGM.

**CRITERIA**

1. The nominee shall be a Masters player recognised by their State body.
2. The nominee should have an active role in Masters Squash administration and/or promotion of the sport.
3. OPEN GRADED PLAYERS ARE NOT ELIGIBLE.
4. Previous unsuccessful nominations can be re-submitted.

**SELECTION PROTOCOL**

1. Nominations to be submitted to the AMSA Secretary by the closing date for nominations.
2. Nominations to be considered by the AMSA Executive to ensure that they meet the criteria for the nominated award.
3. Nominations to be circulated to each state/territory, AMSA Executive and Life Members at least four (4) weeks prior to the commencement of the Championships.
1. Each State/Territory President (or their nominee), AMSA Executive and Life Members vote for the Judith Goadby Memorial Award using a preferential voting system (3, 2, 1). Note that where a member holds a dual position of AMSA Executive and Life Member, they only have one vote. The votes will be collated by the Secretary.
4. The recipient of the Judith Goadby Memorial Award will be announced at the either the Individuals dinner dance or the Interstate Teams dinner dance, depending on which function the recipient will be attending.

**September 2018**





**A.M.S.A.**

**Australian Masters Squash Association Inc.**

*PATRONS*

*Heather McKay Geoff Hunt*

**PETER WRIGHT OAM AWARD  
CRITERIA AND SELECTION PROTOCOL**

The following is the guideline and selection protocol for the Peter Wright OAM Award as approved at the 2018 AGM.

**CRITERIA**

1. The nominee shall be a Masters player recognised by their State body.
2. The nominee should have an active role in Masters Squash administration and/or promotion of the sport.
3. The nominee may have played any level of squash.
4. Previous unsuccessful nominations can be re-submitted.

**SELECTION PROTOCOL**

1. Nominations to be submitted to the AMSA Secretary by the closing date for nominations.
2. Nominations to be considered by the AMSA Executive to ensure that they meet the criteria for the nominated award.
3. Mr Peter Wright will consider the nominations and select the recipient. However, the recipient may not necessarily be a nominee put forward by the states/territory.
4. The recipient of the Peter Wright OAM Award will be announced at either the Individuals dinner dance or the Interstate Teams dinner dance, depending on which function the recipient will be attending.

**September 2018**