

England Squash Masters' Terms and Conditions for Bronze Level Masters Events for 2023-2024 Season

Introduction

1. England Squash Masters (ESM) have implemented a bronze tier of master's events which can sit below ESM regional events and may be organised by the following English squash communities:
 - 1.1. A club or several clubs.
 - 1.2. A county or number of counties.
 - 1.3. A squash association.
2. The purpose of the bronze tier of events is to:
 - 2.1. Promote ESM to a wider community of master's level players across England.
 - 2.2. To assist bronze event organisers to run well managed and promoted events using the ESM tournament software and equipment.
 - 2.3. To provide a much-needed source of income for bronze event organisers.
 - 2.4. To increase participation in Squash in line with one of [England Squash's priorities](#).

Outline Concept

3. Potential organisers will be able to apply to ESM to run a bronze level event over several days throughout the season as per the list of dates provided on the ESM website.
4. The organisers of these events do not need to meet the challenging venue requirements of an ESM regional tournament event and they will be permitted to vary many aspects based on the constraints within the hosting venue, or venues. These may include but are not limited to:
 - 4.1. **Number of courts.** For a regional masters we required a minimum of 6 courts, but the suggested requirement for bronze level events will be a minimum of 3 courts.
 - 4.2. **Format.** The format of the event is negotiable, provided ESM are able to support it on the tournament software. Therefore, aspects such as draw types, scoring methods and event duration are all areas that can be determined by the organisers.
 - 4.3. **Parking.** Adequate parking close to the hosting venue is a key requirement for regional ESM events. However, organisers can address this issue as they see fit for this new type of event.

- 4.4. **Food and Refreshments.** It is understood that some hosting venues may not be able to provide food or refreshments to the level required by an ESM regional event.
- 4.5. **Event Fees and Sponsorship.** The organisers can set the event fees based on the package they will be offering to players. Sponsors can also be used to offset costs for bronze events. ESM will promote sponsors if requested to do so.
5. ESM will provide the service of an Event Manager to support the event from start to finish. The Event Manager will attend the event and provide support to the nominated Event Director. ESM will supply its tournament equipment (touch screens, TVs etc) to provide the players with the same level of event information as available at regional events.
6. All players playing in bronze level events will earn ESM events points. ESM event points are used as part of the England team selection for the Home Internationals at the end of the season. The points awarded at a bronze event will be 25% of that awarded to a regional event. Players will be permitted to count their top bronze level result towards their overall qualifying points total for the season.
7. England Squash and England Squash Masters intend that the cost to organisers for this service will be subsidised for the next 2 seasons depending on the number of events run.

Bronze Level Organisation Requirements

8. **Event Director or Point of Contact.** The organisers must appoint a nominated Event Director or point of contact for the duration of the event from initial request to completion.
9. **Event Name.** The organisers will be allowed to determine the name of the event. It can be based on the hosting venue or the county, or other relevant descriptor such as city, area or primary sponsor if one used (i.e. ACME South Wessex Masters 2023)
10. **Application Form.** The organisers must complete the application form and submit it to the ESM Event Manager for processing.
11. **Promotional Material.** The organisers are to assist the ESM Event Manager with the necessary information and media to promote the event on the ESM website and other communication channels. This may include, but is not limited to:
 - Organisation logos and weblinks
 - Sponsor logos and weblinks (if used)
 - Address of hosting venues
 - Location of suitable parking
 - Travel constraints such as clean air zones
 - Details of suggested hotels and accommodation, if required
 - Details or arrangements for food and refreshments
 - Details of any prizes or gifts to players
12. **Player Seeding.** Seed all the players in the draws as requested by the Event Manager. This will assist with the rapid amendment of draws in the event of one or more withdrawals.

13. **Venue Requirements.** The ESM Event Manager will require the following at the hosting venue in order to support the running of the event:
- Access to setup for the event up to 2 hours in advance of the first match on the first day and an hour in advance for other days.
 - One good size table (Approximately 2 x 1600mm x 600mm) for the tournament desk.
 - Electricity points close to the tournament desk.
 - Electricity points close to the tournament desk or near the courts for the touch screen event information screen (maximum of 2).
 - If possible, access to high-speed WiFi access for updating results, the touch screen event information screens. The Event Manager can also run the event over 4G or 5G access using the EE network if available.
 - Access to a backup printer, should the ESM printer fail. PDF files of marking sheets and any other information can be sent via email to print locally should the need arise.
 - If possible, a lockable room or store to store the ESM equipment overnight at the venue
 - A prominent area at the venue to display 2 x ESM pull up banners
 - Squash balls for the event.
 - Parking for the Event Manager as close to the venue as possible
14. **Match Marking Requirements.** The organisers can determine how they wish matches to be marked. The Event Director or nominated representative will be responsible for ensuring the matches are marked in accordance with the requirements for the event.

ESM Event Managers Responsibilities

15. The ESM Event Manager is responsible for:
- 15.1. **Point of Contact.** Acting as the primary ESM point of contact for aspects of the bronze level events.
- 15.2. **Application Review.** Reviewing bronze events applications and working with the organisers to clarify or provide additional information.
- 15.3. **Promote Events.** Promoting any successful applications for bronze events on the ESM website and newsletters, as a minimum.
- 15.4. **Registration Management.** Providing access to the ESM event registration system and managing any issues for players trying to register for events.
- 15.5. **England Squash Referee Support Liaison.** Provide liaison between the organisers if England Squash referee support is officially requested.
- 15.6. **Draw Management.** In liaison with the Event Director develop the draws for the event based on the seeding provided. Also manage the draws, including any plate draws until the completion of the event.
- 15.7. **Results Management.** Ensure all results are recorded correctly on the ESM website and ensure all completed results are exported to SquashLevels.

15.8. **Points Management.** Ensure all points accrued by players in events are recorded correctly on the ESM website.

15.9. **Event Management.** The Event Manager is to attend all sanctioned bronze events and provide support to the Event Director and organisers. This includes:

- Assisting with registration of players
- The printing of marking sheets
- The input of results
- The maintenance of draws, including the creation of plate draws, if required
- Photography support of the presentations, if requested
- Setting up and managing the event equipment provided by ESM.

16. If the Event Manager is unable to attend an event a pre-agreed number of options may be available, including:

- Another member of the ESM Committee may be able to attend on behalf of the Event Manager
- The Event Manager may be able to run the event remotely, in which case the event management fees would be reduced.
- Another member of the ESM Committee may be able run the event remotely.
- The event could be postponed.

ESM Responsibilities

17. ESM is responsible for:

17.1. **Sanctioning Bronze Event.** Managing the review process for applications from organisers and sanctioning events where approved. Feedback will be given to any unsuccessful application, with reasons.

17.2. **Event Equipment.** Provide the following equipment to the event, under the supervision of the ESM Event Manager:

- 1 x Display TV and Stand (for the master court schedule)
- 2 x Touchscreen systems (for the event information for players, draws, schedules etc)
- 1 x laptop and secondary screen for the Event Manager to manage the event
- 1 x GoPro and stand (Optional for live streaming)

17.3. **Event Promotion.** Promoting any successful application for a bronze event on the ESM website and newsletters, as a minimum.

Event Cost

18. ESM will charge for its services as follows (note ESM is not VAT registered, therefore VAT has not been levied):

Item	Cost	Remarks
ESM Event Sanctioning, website event hosting and equipment hire.	£75.00	Note this cost would normally be £150 per event, but England Squash Masters have provided funding to offset this charge for up to 2 seasons in order to promote this new event format
Event Managers fees	£50.00 to £150.00	<p>The charge is based on the number of registered participants when registration closes for an event, as follows:</p> <ul style="list-style-type: none"> • Less than or equal to 50 participants = £50.00 • More than 50 but less than 100 participants = £100.00 • 100 or more participants = £150.00 <p><i>Note the maximum cost would normally be £300 per event, but England Squash have provided funding to offset this charge of £150 per event for up to 2 seasons in order to increase participation in events.</i></p>
Event Manager hotel fees on a B&B basis	Actual	Normal standard of hotel is Premier Inn where available. Estimate an average of £80-90 per night.
Event Manager transport fees	£Variable based on average fuel price	<p>The three tariffs which are based on the average UK price of unleaded petrol, are as follows:</p> <ul style="list-style-type: none"> • Higher Rate: when average above £1.59 per litre = £0.45 per mile for the first 200 miles and £0.25 per mile for the remaining distance • Standard Rate: when average above £1.29 and below £1.60 per litre = £0.45 per mile for the first 200 miles and £0.10 per mile for the remaining distance • Lower Rate: when average is below £1.30 per litre = £0.35 per mile for the first 200 miles and £0.10 per mile for the remaining distance <p><i>Note the Event Manager is based near Swindon, Wiltshire</i></p>
Event Manager food and refreshment	£25.00 per day	An allowance of £30 per full day (> 8 hrs including travel time) and £15 for part day (<= 8 hrs including travel time)

Item	Cost	Remarks
ESM Payment Gateway charges	£0.00	ESM will not charge any additional fee for the use of its payment system. ESM employs the Stripe payment gateway and Stripe will automatically charge fees for its services.

Event Application Process

19. Event organisers wishing to apply for a bronze tier event should contact the ESM Event Manager in the first instance using the email address events@englandsquashmasters.co.uk
20. The Event Manager, in liaison with the organisers, will next work through the application form for an event to ensure all the relevant information is captured.
21. The Event Manager will finally submit the application form to a sub-committee of ESM for a sanctioning decision. If approved the event will be promoted as detailed and if not approved feedback will be provided to the organisers.