

## **GUIDANCE NOTES FOR CLUBS HOSTING REGIONAL TOURNAMENTS**

### **1. Introduction**

The England Squash Masters Committee (ESM) organises six regional tournaments each year, open to men and women aged 35 upwards, playing in five year segments. These tournaments attract 100+ entries, and players accrue points according to how far they progress in each tournament, which count towards selection for England teams which play in the Home Internationals at the end of the season. The tournaments commence from 2.00pm on Friday, with finals on the Sunday. Any club hosting a Regional Tournament will need to meet the requirements as detailed below.

### **2. England Squash Affiliation**

The venue must be affiliated to England Squash in order to host a regional event.

### **3. Club Point of Contact**

The club will be expected to nominate one or more points of contact to liaise with ESM and the Event Coordinator. The event trophies, which are provided by ESM will be delivered to the point of contact at the club's address.

### **4. Court Requirement**

A minimum of six courts will be required for the duration of the event. This may include courts at an adjacent club if entries are high, and/or to cope with the Plate event for first round losers, which is normally played on the Saturday. The courts must be clean, well-lit and adequately heated from the start of play on each day. Adequate heating is particularly important for older players, who may be aged up to 75+. The courts must be made available over the following periods, noting that ESM will release unused courts back to the host club where possible.

<b>Day</b>	<b>Timing</b>	<b>Courts Required</b>
Friday	2.00 pm to 11.00 pm	Minimum 6
Saturday	9:20 am to 9.00 pm	Minimum 6
Sunday	9:20 am to 2.00	Minimum 4

ESM will pay £400 for the use of these courts. If any additional courts are required, normally for large event entries, then England Squash will contribute a maximum of £8.00 per court / hour towards the cost.

### **5. Changing Facilities**

There must be adequate changing facilities and space for warming up. Because many players occupy the viewing area at one time, it would be helpful to have a separate space for bag storage.

### **6. Physiotherapist**

A sports Physiotherapist is required from 6.00 pm to 10.00 pm on the Friday, and 9.30 am to 7.00 pm on the Saturday. If the club cannot provide one, then ESM can do so, but the club needs to make available a space for the Physiotherapist to work.

ESM will pay up to £250 for the availability of a Physiotherapist.

## 7. Refreshments

A range of hot and cold food should be available on Friday evening and Saturday, with snacks on the Sunday morning. Bar facilities should be available at standard times. The club can expect to make substantial income from these facilities.

Day	Timing	Service Required
Friday	2.00 pm to 11.00 pm	Refreshments available. Bar facilities available for the duration if possible.
Friday	5.00 pm to 9.00 pm	Hot and cold food options available.
Saturday	9.20 am to 9.00 pm	Refreshments available.
Saturday	12.00 am to 9.00 pm	Bar facilities available
Saturday	12.00 am to 7.00 pm	Hot and cold food options available.
Sunday	9:20 am to 2.00 pm	Refreshments available, bar facilities available for the duration if possible. Hot and cold food options available, if possible.

\* Note this service requirement is only a guideline and the exact level of service will be agreed in liaison with ESM.

## 8. Event Coordinator

ESM provides an Event Coordinator to run the event from start to finish. The Event Coordinator will liaise with the club point on contact to ensure the smooth running of the event.

The Club is requested to provide the Event Coordinator:

- Access to setup for the event up to 2 hours in advance of the first match on the Friday and an hour in advance for Saturday and Sunday.
- Two good size tables (Approximately 2 x 1600mm x 600mm) for the tournament desk.
- Electricity points close to the tournament desk.
- Adjacent space for a free-standing display board which exhibits draws and up to date results.
- The area provided to the Event Coordinator should be close to the viewing area and well lit.

The Event Coordinator will provide the following:

- Display panels to display the match draws.
- All printed match draws.
- A monitor to display the active court schedule.
- All match balls.
- All marking sheets.
- All clip boards used for marking.

## 9. Match Marking / Referees

The Event Coordinator organises the marking of matches, most of which is done by the players. If the club has qualified markers who are interested in getting practice, they are welcome to assist by arrangement with the Event Coordinator, and would be especially welcome for the first round of matches on the Friday afternoon and Saturday morning. England Squash usually provide two or three markers for the finals on the Sunday, whose expenses are paid by ESM.

## 10. Accommodation

Accommodation will be required by many of the players on the Friday and/or Saturday evenings. It would therefore be helpful if the club could provide a list of nearby hotels and maybe negotiate a

discount with one or more, since it assists the 'togetherness' of the tournament if most players are based in the same place. This information should be sent to the Event Coordinator, for display on the website, as far in advance of the event as possible, since many players like to book their accommodation well ahead of the tournament date.

## **11. Local Participation**

The club should take advantage of the event to encourage local players of a reasonable standard to enter, for whom there is a reduced entry fee, and to publicise it locally to attract spectators, since the tournaments feature the country's best age group players.

## **12. Sponsorship**

Clubs may wish to seek sponsorship for these high-profile events. ESM will not ask for any share in the income raised by the club through sponsorship. The club may use this income as they see fit, but other clubs have used some of the income for additional prizes, T-shirts etc. ESM will promote your sponsors as follows:

- Sponsors company logos will be displayed on the bottom of the event page with hyperlinks to the sponsors website where appropriate. (Size 180x180 pixels per sponsor with a maximum space for 5 sponsors).
- Sponsors company logos will be displayed on the event confirmation registration emails sent to registered players with hyperlinks to the sponsors website where appropriate.
- Sponsors company logos will be displayed on all draws with hyperlinks to the sponsors website where appropriate on the website copies. (Size on A3 paper when printed 40mm x 100mm for all sponsors).
- Sponsors company logos will be displayed on the event draw boards (2 x A3 prints).
- Sponsors are invited to present the awards to the prize winners.

## **13. Event Information**

All details relating to the event including details on how to enter the event can be found on the ESM website [www.englandsquashmasters.co.uk](http://www.englandsquashmasters.co.uk). Entries close on the Friday afternoon a week prior to the tournament, and the draws and court allocations are usually displayed on the website within 24 hours.

## **14. Invoice Payment**

Invoices for the venue fee (£400) and, if appropriate, for the Physiotherapist (£250), should be submitted to the ESM Treasurer.

## **15. Event Bidding Process**

If clubs wish to bid to host an ESM regional event they should submit an ESM Event Host Application Form and, if possible the Event Host Venue Questionnaire, to the Event Coordinator. Two representatives from ESM will arrange to visit new shortlisted venues to verify the suitability to host ESM events. The ESM committee will notify successful hosting venues in order to arrange event dates.

- [Event Host Application Form](#)
- [Event Host Venue Questionnaire](#)

## 16. Contacts

<b>Role</b>	<b>Name</b>	<b>Mobile</b>	<b>Email</b>
Chairman	Martin Pearse	07957 856281	mcpmotorsport@aol.co.uk
Event Coordinator	Brian Brock	07757 739156	events@englandsquashmasters.co.uk
Treasurer	Steve McLoughlin	07779 161362	smclough1965@hotmail.com