

GUIDANCE NOTES FOR CLUBS HOSTING REGIONAL TOURNAMENTS

1. Introduction

The England Squash Masters Committee (ESM) organises four regional tournaments each year, open to men and women aged 35 upwards, playing in five-year segments. These tournaments attract 150+ 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 normally commence at 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 Manager. 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.

Day	Timing	Courts Required	Remarks
Friday	12.00 pm to 2.00pm	Minimum 2	Practice courts for event players
Friday	2.00 pm to 11.00 pm	Minimum 6	For large events more courts may be required in order to minimise play after 10.00 pm.
Saturday	9:20 am to 9.00 pm	Minimum 6	For large events more courts may be required to cater for the Plate rounds between 10.00 am and 4.00 pm
Sunday	9:20 am to 2.00	Minimum 5	

ESM will pay £600 for the provision of six courts on Friday and Saturday and five courts on Sunday for the times set out above (Note if a Club must charge VAT for court fees, then this figure includes VAT). If any additional courts are required, normally for large event entries, then ESM 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. Car Park Facilities

There must be adequate parking at the club, or also close to the club as possible, for event players and spectators.

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.
Friday	5.00 pm to 11.00 pm	Bar facilities available.
Friday	5.00 pm to 9.00 pm	Hot and cold food options available.
Saturday	9.00 am to 9.00 pm	Refreshments available.
Saturday	12.00 am to 9.00 pm	Bar facilities available.
Saturday	12.00 am to 8.00 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 Manager

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

The Club is requested to provide the Event Manager:

- 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.
- Electricity points close to the tournament desk or near the courts for the touch screen event information screen (maximum of 4).
- The area provided to the Event Coordinator should be close to the viewing area and well lit.
- High speed WiFi access for updating results, the touch screen event information screens and streaming live match videos, if used.

The Event Manager will provide the following:

- A large monitor to display the active court schedule.
- Up to 4 touch screen event information screens.
- All match balls.
- All marking sheets.
- All clip boards used for marking.
- Video streaming hardware, if required.

9. Match Marking / Referees

The Event Manager organises the marking of matches. This is managed via referees provided by England Squash supplemented where necessary by players. If the club has qualified markers who are interested in getting practice, they are welcome to assist by arrangement with the Event Manager and would be especially welcome for the first round of matches on the Friday afternoon and Saturday morning. ESM will pay reasonable expenses at an agreed rate for referees provided by England Squash. Similarly, if the host club can supply suitably qualified markers or local referees ESM will offer to cover reasonable expenses at a rate agreed with the Event Manager and ESM Treasurer.

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 Manager, 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 of 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 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 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 can be found on the ESM website 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 (£600) and, should be submitted to the ESM Treasurer and the Event Manager (contact details below).

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 Questionnaire, to the Event Committee Representative and Event Manager (contact details below). At least one representative 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 and Questionnaire

16. Contacts

Role	Name	Mobile	Email
Event Committee Representative	Robert Smith	07836 218703	robert.smith@englandsquashmasters.co.uk
Event Manager	Brian Brock	07757 739156	events@englandsquashmasters.co.uk
Treasurer	Mandy Akin	07802 412601	mandy.akin@englandsquashmasters.co.uk