



**SQUASH CANADA CHAMPIONSHIP
HOSTING STANDARDS**

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CANADIAN CHAMPIONSHIP HOSTING STANDARDS OVERVIEW

Squash has evolved significantly in Canada since the building of the first squash court in Quebec City in the 1800's. Squash Canada (formerly the Canadian Squash Racquets Association) was formed in 1913, and it then represented a handful of clubs in Montreal, Toronto and Hamilton. As the number of clubs grew, so did Squash Canada's responsibilities. With squash's widespread increase in popularity, especially as "the sport of the 80's", Squash Canada grew into a federation of 12 provincial and territorial squash associations with over 400 clubs representing more than 100,000 players.

Squash Canada's Championships represent the premier competitive opportunities for athletes from all provinces and territories. The ten annual Championships recognize the best junior, senior, doubles, and mixed doubles players in Canada in all age categories, and the best provincial/territorial men's, women's and master's teams.

Squash Canada's goals are:

- ✓ To ensure the quality of all its Championships;
- ✓ To find the means to have good representation at all its Championships from across the country;
- ✓ To promote the sport of squash through each event;
- ✓ To encourage camaraderie among participants from across the country

The events that the Canadian Squash Championships Standards govern are:

- Canadian Squash Championships (Open, "A" and Masters)
- Canadian Junior Squash Championships
- Canadian Men's Team Championships
- Canadian Women's Team Championships
- Canadian Masters Team Championships
- Canadian Doubles Championships (Open and Masters)
- Canadian Mixed Doubles Championships (Open and Masters)
- Canadian Junior Open Squash Championships
- Canadian University and College Championships (Open and "A")

For Canada Winter Games, while operated by the respective Canada Winter Games Host Society, Squash Canada is responsible for the technical regulations in conjunction with the Canada Games Council.

For PSA sanctioned events, such as the Canadian Men's and Women's Open Championships, PSA regulations will supersede the Canadian Squash Championships Standards.

1.0 – INTRODUCTION

The purpose of this document is to provide all stakeholders (Squash Canada, Host Committees and Provincial/Territorial Squash Associations) involved in hosting Squash Canada Championships with a complete understanding of the technical standards governing the Championships, and all associated responsibilities for the various parties.

All decisions regarding the hosting of Squash Canada's Championships not clearly covered by these Canadian Squash Championships Standards shall be referred to Squash Canada's Competitions Committee.

1.1 – THE MANDATE OF SQUASH CANADA

Squash Canada provides a high-performance system for athletes, coaches and officials, and sets standards for squash in Canada.

- Squash Canada selects and develops Canadian teams, coaches and officials for international competition.
- Squash Canada sets and maintains standards for the training and certification of coaches and officials in the sport of squash. The provincial and territorial squash partners administer the training and certification.
- Squash Canada awards its Championships to a host venue as approved by the respective Provincial/Territorial Squash Association partner, and provides the technical standards for these events.

Squash Canada takes a leadership and coordinating role with its Provincial/Territorial Squash Association partners. Squash Canada is the national voice of squash, and represents Canadian squash internationally.

(Squash Canada Council; June 1995)

1.2 – SQUASH CANADA CHAMPIONSHIPS

Championships are a key part of Squash Canada's athlete development and high performance system. Squash Canada will work with the Host Committees to ensure well-organized and successful Championships.

2.0 – GENERAL OPERATIONS

2.1 – RESPONSIBILITIES FOR CHAMPIONSHIPS (SUMMARY)

A. Squash Canada will:

- i. Set and maintain standards (policies and guidelines) for the running of its Championships, in a document titled "Squash Canada Championship Hosting Standards";
- ii. Provide each Host Committee with a package including the standards, previous reports and examples of promotional materials (poster, entry form, program, etc.);
- iii. Provide each Host with generic tournament policies and forms (translated): entry form, player agreement and eye guard policy and a current list of acceptable eye guards;
- iv. Promote the event on the Squash Canada web site and social media platforms to include entry and tournament information;
- v. Receive entries through on-line registration on the Squash Canada web site or via the national office;
- vi. Maintain an up to date Squash Canada National Ranking System (NRS) including Men's and Women's categories, Junior Men's and Junior Women's categories, plus Men's, Women's and Mixed Doubles categories, to be used for all National Championships;
- vii. Seed draws for its Championships in accordance with respective Championship Special Regulations and/or APPENDIX C: Seeding Policies & Procedures.
- viii. Provide draws with first-round placements and consolation draws (with feed-ins);
- ix. Assign a Squash Canada Representative to each of its Championships and have that individual maintain a process for adjudication and appeal at the Championships (this individual may or may not be present at the event);
- x. Assign a Squash Canada Technical Director to its Championships and have that individual oversee all technical aspects of the Championships (this person may or may not be present at the event);
- xi. When possible, provide email addresses of all known Provincial/Territorial Squash Associations member clubs to Host Committees for the purpose of sending posters and entry forms;
- xii. Approve the Tournament Referee as nominated by the Host Committee, or in the event if the nominees are not suitable Squash Canada may appoint an alternative;

- xiii. Prepare prize money breakdown for the Canadian Squash Championships according to the Squash Canada policy and the prize fund as confirmed by the Host Committee;
- xiv. Collect a sanction fee from the Host Committee;
- xv. Advise the Host Committee and Host Provincial/Territorial Squash Association of any sponsorship arrangements that affect the Championships;
- xvi. Prepare the Hosting Agreement with the Host Committee.
- xvii. Provide bio information for all National team athletes participating in Squash Canada championships.

B. The host Provincial/Territorial Association will:

- i. Endorse the bid from the Host Committee prior to submission to Squash Canada;
- ii. Assist the Host Committee with the provision of sufficient qualified officials;
- iii. Assist the Host Committee with publicity requirements if required.

C. The Host Committee will:

- i. Organize and stage the event according to Squash Canada's Canadian Squash Championship Hosting Standards;
- ii. Design and circulate the poster (also translated in French);
- iii. Ensure sufficient entries are received in each category or ensure that all suitable, eligible candidates have had reasonable notice of the event. This may include sending tournament information by mail or electronically to Provincial and Territorial governing bodies, Canadian squash clubs with either singles or doubles courts and to past championships' participants. Squash Canada will endeavor to assist by distributing information electronically at the direction of the Host Committee. The Host Committee will make reasonable efforts to contact suitable individuals directly to encourage their participation.
- iv. Ensure sufficient qualified officials;
- v. Ensure that the approved Tournament Referee is part of the Host Committee;
- vi. Schedule and set match times as appropriate. Start times must be available at least **7 days** prior to the start of the event;
- vii. Follow the Squash Canada Championship Hosting Standards regarding registration of competitors, accommodation, transportation, publicity and social events;
- viii. Pay the stipulated event sanction fee to Squash Canada;
- ix. Submit the final income and expense statement, as compared to budget, and final report to Squash Canada within 3 months of the completion of the event.

D. The Tournament Referee will coordinate the officials for the event (*see Appendix D*).

E. When available to attend in person, the designated Squash Canada Representative will act as the on-site liaison. (*see Appendix F*).

F. The Squash Canada Representative will oversee all technical aspects of the Championships when present in person. (*see Appendix F*).

2.2 - BIDDING FOR AND AWARDING OF NATIONAL CHAMPIONSHIPS

A. Bidding Schedule and Deadlines

Future bidding process is under review.

B. P/T Endorsement

- All venues wishing to host a championship must submit their bids together with their Provincial/Territorial Squash Association endorsement procedures to take place, prior to the deadline for endorsed bids to be received by Squash Canada.

2.3 – HOST VENUE REQUIREMENTS

- Number of regulation-sized courts for the Championships available in Host Venue(s), with access to additional court space if required:
 - *Canadian Squash Championships* (8 courts in a maximum of 2 venues in close proximity)
 - *Canadian Junior Squash Championships* (8 courts in a maximum of 2 venues in close proximity)
 - *Canadian Team Championships* (3 courts in 1 facility, for each of the Women’s and Men’s Events, when held separately, 5 courts when held jointly; 4 courts in 1 facility for the Masters event).
 - *Canadian Doubles and Mixed Doubles Championships* (3 courts for Doubles in venues in close proximity; 2 courts only for Mixed Doubles event). Consolation must be run in all events.
 - *Canadian Junior Open Championships* (8 courts in a maximum of 2 venues in close proximity)
 - *Canadian University and College Championships* (4 courts in a maximum of 1 venue in close proximity)
- Squash Canada may, at its sole discretion, accept a Championship bid with use of a court(s) that does not fully comply with WSF court specifications. In such instances, the court variation shall be disclosed in advance as published on the event web page.
- Seating and viewing capacity available on a show court for officiating and spectators:

○ Canadian Squash Championships	150+ seats
○ Canadian Junior Squash Championships	- 75 seats
○ Canadian Team Championships	- 50 seats
○ Canadian Doubles and Mixed Doubles Championships	- 50 seats (preferable)
○ Canadian Junior Open Championships	- 75 seats
○ Canadian University and College Championships	- 50 seats

2.4 - COMPANION EVENTS

Squash Canada may approve the hosting of Companion events in conjunction with its Championships. Companion events are considered to be events that run alongside Championships but are not part of the Championships (e.g. B events in Doubles and Mixed Doubles, B/C/D events in Canadian Squash Championships and Canadian University and College Championships). A national title/national medal is not awarded. Host Committees may request to hold Companion events with Championships. Squash Canada may grant approval to the Host Committee to run Companion events providing the Host Committee can demonstrate that:

- The Companion event will not in any way deter from the Championships;
- The Companion event will augment and support squash and the event.

Companion events must follow the same registration process through Squash Canada and associated fees. Medals for Companion events, different than Squash Canada championship medals, can be ordered through Squash Canada at the expense of the Host Committee.

The Host Committee is responsible for all aspects of any Companion events (including seeding, draws, prizes).

2.5 – HOSTING AGREEMENT

Squash Canada and the Host Committee will enter into a hosting agreement within 60 days of having been conferred the event and not less than 120 days prior to the event, which serves as a contract that both parties

understand their respective responsibilities for the Championships, and abide by the Canadian Squash Championship Hosting Standards.

2.6 – RECEIVING OF ENTRIES AND ENTRY FEES

Squash Canada will receive all entries and fees. Any required Entry Form will be developed by Squash Canada in consultation with the Host Committee.

Squash Canada has developed on-line registration for most of its Championships. Where on-line registration is not available, such as for Team Championships, entries may be made by e-mail, mail or fax. The entry fee, Acceptance of Risk form and Player's Agreement (signed), and any proof-of-age documentation must be received not less than 72 hours prior to commencement of play.

A. Event Information Sheet/Event Web Page

The Host Committee must submit an Event Information Sheet to Squash Canada at least three months prior to the event, that will form the basis for creating the event's web page on squash.ca and opening of registration. The following information must be provided:

- Title and date of the Championships;
- Name, address and telephone numbers of host venue(s);
- Name of Tournament Director;
- Name of Tournament Referee;
- Entry deadline;
- Categories of play;
- Entry fee and other social fees or surcharges, and applicable taxes;
- Name, address, telephone, email, web page and cost of tournament hotel(s);
- Any ground transportation services
- Location and time of on-site check-in;
- Prize money (if any);
- Tournament sponsor logos;
- Clothing regulations;
- Brief description of social activities;
- Any live streaming plans;
- Towel service, if any.

A tournament poster/flyer must be designed and produced by the Host Committee. The poster/flyer must be bilingual (French/English), gender appropriate, contain all Squash Canada required logos and obtain final approval by Squash Canada prior to production or distribution. The poster should be prepared and forwarded to Squash Canada at least 90 days prior to the event.

B. Entry Fee

The entry fee will be determined in consultation between Squash Canada and the Host Committee. The Squash Canada per racquet fee will be added to the agreed upon registration fee. This amount shall be retained by Squash Canada and shall not be deemed a revenue or expense to the Host Committee.

For Championships including all Companion events, other than Team and Doubles championships, a minimum of a two-tier entry fee will be established as follows:

Full Registration Fee	To include the Basic Fee plus other features the Host Committee will include with this amount, such as banquet ticket, souvenir item, meals, etc.
Basic Registration Fee	To include no additional features.

In the case of a Doubles Championship, the Host Committee may establish a junior racquet fee to encourage junior participation.

A Host Committee may propose an early bird registration fee, or a family discount, subject to approval by Squash Canada.

C. Entry Limits

Squash Canada, in consultation with the Host Committee, may place limits on the number of entries that will be accepted in a Championship:

- i. Collectively within a given Championship; and/or
- ii. Within a category.

Such limits will be published in advance on the event’s web page on squash.ca. In cases where entry limits have been established, entries will close at the earlier of the limit(s) having been reached or the entry deadline.

Entries will be accepted on a first come, first served basis. If the limits are reached before the entry deadline, a waiting list will be maintained by Squash Canada should a withdrawal occur. Entries into Championship events shall take precedence over Companion events in the event of Championship entry limits are reached.

D. Player’s Agreement and Acceptance of Risk Form

A condition of entry into Canadian championship is the participant’s agreement of the Player’s Agreement and Acceptance of Risk form. During the online registration process, participants are required to select the box that indicates their, or in the case of a minor, their guardian’s acceptance. For any championship registration that is not done online, participants will be required to fill out and sign the Player’s Agreement and Acceptance of Risk form and submit with the registration form.

E. Entry Deadline

The entry deadline for Squash Canada’s Championships shall be as follows:

- Canadian Squash Championships - 3 weeks (prior to the start of play)
(exception Open event, see Open Regulations)
- Canadian Junior Squash Championships - 3 weeks
- Canadian Team Championships - 3 weeks
- Canadian Doubles and Mixed Doubles Championships - 2 weeks
- Canadian Junior Open Championships - 3 weeks
- Canadian University and College Championships - 2 weeks

Squash Canada will pre-arrange a Seeding Committee meeting for a date as soon as practical after the entry deadline, and publish such on the event web page. A ‘Late Entry’ opportunity may be provided after the entry deadline up to the date of the Seeding Committee meeting with payment of an additional ‘late entry’ fee as follows:

Individual event	\$25.00 plus HST
Doubles event	\$40.00 plus HST (\$20/per player)
Team event	\$60.00 plus HST

Late entry fees shall be retained exclusively by Squash Canada.

In the interest of adequate time for proper seeding, draw preparation, scheduling and event planning, and the status of these events as national championships or international events, it is expected that the entry deadline, and the late entry deadline if applicable, will be firmly implemented. ***In very extenuating circumstances, Squash Canada, in consultation with the Host Committee, may extend the entry deadline(s).***

Competitors whose entries are received after the final deadline will be notified.

F. Confirmation of Entry

The entrant is responsible for confirming their entry was received.

G. Proof of Age/Citizenship/Residency

For age category events within Championships, competitors must be prepared to provide government proof of age as may be requested by the Host Committee and/or Squash Canada prior to or at the event.

For any events within Championships that require Canadian citizenship, landed immigrant status or residency, competitors must be prepared to provide government proof of such as may be requested by the Host Committee and/or Squash Canada prior to or at the event.

2.7 – SQUASH CANADA SANCTION FEE/REPORT GUARANTEE

As a condition of being awarded the event, the Host Committee will pay Squash Canada a tournament sanction fee of:

Canadian Squash Championship	\$500
Canadian Doubles Championships	\$500
Canadian Junior Open	\$500
Canadian Junior Championships	\$500
Canadian Mixed Doubles Championships	\$350
Canadian University & College Championships	\$350
Canadian Men’s Team Championship	\$350
Women’s Team Championships	\$350
Canadian Masters Team Championships	\$350

The fee is due and payable to Squash Canada within 14 days of the execution of the Host Agreement by both parties. This will also represent a non-refundable bond should the host relinquish hosting of the event.

2.8 – SQUASH CANADA RACQUET FEE

Squash Canada will add a racquet fee of \$20.00 (plus HST) per participant to the registration fee for all Squash Canada Championships. This fee will be collected and retained by Squash Canada and shall not be construed as Host Committee revenue or expense.

2.9 – PAYMENT OF REGISTRATION FEES TO HOST COMMITTEE, REPORT REQUIREMENT

Upon the conclusion of the event, the Host Committee will submit a final report and financial statements to Squash Canada.

The final report and final income and expense statement, as compared to budget, shall be submitted to Squash Canada within three months of the end of the Championships. A key feature of the report will be recommendations for future events. Squash Canada may require use of a specified report template.

Squash Canada will forward applicable event registration fees due to the Host Committee as follows:

Start of the event:	90% of registration fees collected as at the entry closing date
Upon receipt of final reports:	Balance of applicable registration fees net any required refunds

Squash Canada shall collect applicable HST on registration fees, at source. Given that Squash Canada serves as a collection agent on behalf of the Host Committee, Squash Canada will forward 100% of HST collected to the Host Committee. It is the Host Committee's responsibility to report and remit taxes collected to respective provincial governments and/or Canada Revenue Agency. In cases where the Host Committee or club is not HST or GST registered, Squash Canada may do so on their behalf.

2.10 – WITHDRAWALS/SUBSTITUTIONS

A. Withdrawals from Individual Championships

The following guidelines will be used in the case of the withdrawal of a seeded competitor(s):

- i. **24 hours or more** prior to the commencement of the first Championship match (including qualifying), all seeded competitors are moved up to the next seeded position as appropriate, with another player moving into the vacant seeded position. Competitors who have been placed will remain in their position. The highest non-ranked player will move into the last seeded position.
- ii. **Less than 24 hours** prior to the commencement of the first championship match (including qualifying), no changes will be made to any draw.

Vacancies created in a draw following the re-positioning of seeded competitors may be filled by the first player on the wait list for the event, if applicable.

B. Withdrawals and Substitutions from Doubles Championships

The following guidelines will be used in the case of the withdrawal of a seeded team:

- i. **24 hours or more** prior to the commencement of the first match of the draw concerned, all seeded and placed teams are moved up to the next seeded or placed position as appropriate. At the discretion of the Host Committee this may include maintaining the original first round match-up or the entire quarter of the draw to maintain the original schedule as the objective is to minimize the disruption to the draw and playing times. In the case of a draw with 2 seeds and 2 placed teams, the first placed team may be treated as a seeded team if deemed appropriate by the Host Committee. No changes to the seeding placement will be made within 24 hours of the first scheduled match of the draw concerned.
- ii. **The replacement player may not improve the seeding or placing of the original pair** or create an additional Dark Horse team. If the replacement player causes the team to be seeded in a lower position the new team will take its proper place in the seeding order.
- iii. **1 hour or more** prior to the commencement of a first round match, if one member of a doubles pair withdraws the remaining player may find an eligible replacement player approved by the Host Committee so long as the replacement player does not constitute a substantive change to the original draw. Ideally the replacement player would be of the same or lesser skill level of the remaining partner.

C. Withdrawals and Substitutions from Team Championships

i. Competitor

See respective Team Championship regulations for specifics.

ii. Team

The following guidelines will be used in the case of the withdrawal of a team:

- Prior to 24 hours before the commencement of the first match of the championships, the team seeding will be revised;
- Less than 24 hours before the commencement of the first match of the championships, there will be no changes to the draw.

2.11 – REFUND POLICY

Requests for refunds of entry fees will be handled by Squash Canada upon receipt of written notice. Refund requests will be treated in accordance with the following regulations:

- i. Withdrawals prior and up to the entry deadline date will receive a full refund less a \$5 processing fee.
- ii. Withdrawals from singles Championships after the entry deadline date until seedings are first published will receive a 50% refund.
- iii. Withdrawals from Doubles Championships after the entry deadline date until start times are first published will receive a 50% refund.
- iv. No refund will be given after the final seedings or draws are posted, except for medical reasons or bereavement. In these cases, medical notes or other documentation (e.g. doctor's note, death notice, etc.) must be provided within 48 hours of the withdrawal for a refund to be considered. In these cases, when approved, a full refund less a \$20 processing fee, will be issued.

Portions of entry fees not refunded are retained by Squash Canada.

2.12 – EYE GUARD POLICY

All juniors are required to wear eye guards as per Squash Canada's policy:

“That only protective eyewear appearing on the Squash Canada list of acceptable eye guards meeting the ASTM designation F803 (Standard Specification for Eye Protectors for Use by Players of Racket Sports) shall be allowable at any Squash Canada sanctioned event where the use of protective eyewear is mandatory.”

All Doubles athletes are required to wear eye guards as per Squash Canada's policy.

All other competitors are advised, though not required, to wear eye guards when participating in Squash Canada Championships.

2.13 – CLOTHING

Competitors in national championships shall wear appropriate squash attire of any colour, provided it is not so

conspicuous or brightly reflective as to distract the opponent. Players shall dress and present themselves for play in a professional manner. Clean and customarily acceptable squash attire shall be worn.

Appropriate squash attire for men 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.

Appropriate squash attire 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 playing shoes. Compression shorts above the knee are allowed to be worn under playing skirts, shorts or dresses. Compression socks up to below the knee are also permitted.

The wearing of hats, other than religious headwear, is NOT permitted. Headbands, wristbands and bandanas, which are designed to control perspiration, are permitted, provided they are not so conspicuous or brightly reflective as to distract or unsight an opponent and shall not be potentially dangerous. Headbands, bandanas and straps for approved protective eyewear may worn.

Unacceptable attire shall include sweatshirts, gym shorts, running shorts, boxing trunks, dress shirts, promotional cotton t-shirts, long sleeved tops or long sleeved compression tops, leggings or full length compression stockings and aerobic bodysuits of any description.

Other garments, such as part or all of a tracksuit, may be worn during play for cultural/religious reasons with the prior permission of the Championship Referee. Tracksuits may be worn during the warm-up.

If a host club maintains an "all-white" or any other restrictive clothing requirement, they must include this information as part of their application to host; competitors must adhere to the host club's clothing requirements

Teams are encouraged to wear matching attire in order to facilitate easy identification for the referee and spectators.

Players in Team Championships are strongly encouraged to wear shirts or tops that carry the provincial/territorial title that they represent, and their name, in accordance with specifications below:

- i. The whole title or generally accepted abbreviation of the title;
- ii. Contained within an area at least 200 square centimetres and not exceeding 300 square centimetres on the back of the shirt or top.
- iii. The player's name may also be displayed within an additional area not exceeding 150 square centimetres.
- iv. Lettering must be in one colour that strongly contrasts with the shirt or top colour.

In all matters of judgement or opinion arising from the interpretation of this clothing regulation the decision of the Championship Referee shall be final, except that he/she may not rule illegal or unacceptable an item of clothing or a design which has been approved by Squash Canada. A referee must ensure that any player is conforming to these Regulations at all times during a match.

2.14 - SEEDING

Squash Canada is responsible for seeding all draws for Squash Canada Championships. Refer to *Appendix C* for further seeding/placing information.

2.15 – DRAW PREPARATION/SCHEDULING

Draw Preparation:

Squash Canada will determine the draw software to be used for Canadian championships and which will be provided to the Host Committee.

Squash Canada will provide draws with first-round placements and consolation draws with feed-ins to each Host Committee.

Scheduling and Start Times:

Once draws have been prepared by Squash Canada, they will be forwarded to the Host for scheduling.

Hosts are responsible for preparing the schedule and start times, subject to approval by Squash Canada. Start times are to be published one week prior to the start of the championship. Draws with schedule are generally published three (3) days prior to the commencement of the championship.

2.16 – OFFICIATING AT NATIONAL CHAMPIONSHIPS

2.16.1 Selection of the Tournament Referee (TR)

- The TR shall be named no more than two (2) months after the host is selected and not less than 120 days prior to all doubles championships
- The TR should, whenever possible, be certified at the National or higher certification level.
- The TR should ideally have officiated at a minimum of 2 National Championships, or 1 Pan American Championships or Games, or 1 Commonwealth Games, or 1 WSF Championship in the last five years of the National Championships.

2.16.2 Guidelines for Referee Numbers

- The number of Referees to be used for a National Championship is based on # of courts being utilized each day, multiplied by (2) as well as considering the officiating systems to be used.
- For singles championships:
 - There must be at least one National (or higher) Referee for every 8 Referees
 - There must be at least one Assessor (Provincial or National) for every 8 Referees

2.16.3 Experimental Officiating Systems

- These must not be utilized without the written recommendation of the Squash Canada Officiating Committee, and subsequent approval by the Squash Canada Competitions Committee.
- Entry forms and posters must include a notification to competitors of the approved use of the experimental officiating system.

2.16.4 Use of Players as Referees

The following guidelines shall be considered:

- Player Referees may be used in the consolation or bronze side of draws;
- Player Referees may be used in Companion events;
- Doubles matches may be player Refereed; except for all finals must be referred by a Provincial or higher certified referee

2.16.5 Responsibilities of Host Committee

- Nominate a TR for approval by the Officiating Committee, who shall approve the nominee without undue delay, or suggest an alternative.

- Include the TR as part of the Host Committee.
- Recruit, in conjunction with the TR, Squash Canada, and the host PTA, sufficient qualified officials.
- For singles Champs:
 - Provide all designated full-time officials at all singles Championships with:
 - Complimentary water, coffee and/or tea, or similar refreshments while working during the tournament;
 - A complimentary food voucher or per diem (\$10 Lunch, \$15 Dinner) over each meal worked;
 - A tournament package equivalent to that received by the players, including souvenir item, and admission to all social functions, including any closing banquets, at no cost.
 - Possible travel and accommodation assistance, which may be billeting.
 - Provide all designated officials with a nametag or badge identifying them as officials.
- Identify location(s) that can be used for all Referee meetings, assessment debriefing, and general administration in as close a proximity to the courts as possible for singles championships
- Provide and reserve appropriate seating for all officials on all courts for singles championships.

2.16.6 Responsibilities of Tournament Referee (TR)

It is the responsibility of the TR, with assistance from the Tournament Assessor (TA), to:

- Assign the correct skill level/trained Referee to act as Referee, Centre Referee, or Side Referee depending on the system used.
- Ensure that all matches, excluding Companion events, are assigned a certified Referee where possible.
- Ensure there are no conflicts of interest between a Referee and a player from a given Province or territory. However, having an official of appropriate skill/level takes priority over any conflicts with home Province/Territory
- Ensure that all quarterfinal and subsequent matches in the main event of Open divisions are assigned at least two 'National' officials. Squash Canada recommends the use of a 3-Referee system for all quarterfinal and subsequent matches in the Open categories.
- Subject to availability of sufficient officials, ensure that all matches from the semi-finals on in the main event of all age divisions (including 3/4 play-offs) are assigned at least two officials.
- Ensure for Canadian Junior Squash Championships, that all quarterfinal and subsequent matches in the main event of both Under 17 and Under 19 divisions are assigned to the correct skill level Referees.
- Ensure, for Canadian Junior Squash Championships, that all final matches in the main event of all divisions are assigned at least two officials.
- Subject to availability of sufficient officials, ensure for Canadian Men's and Women's Team Championships, matches from semi-finals on are assigned at least two officials of the correct skill level, i.e., Provincial or higher.
- Ensure, for Canadian Doubles/Mixed Doubles Championships, that all final matches are assigned three officials.
- Adjudicate on all appeals by the players concerning Referee assignments and rule interpretations.
- Ensure that the Referees strictly enforce Squash Canada's eye guard policies and clothing regulations.
- Ensure that all Referees, including the TR, are wearing the official dress standard of Squash Canada
- Define daily, in consultation with the TA, the Referee & Assessor upgrading requirements
- Use the appropriate Conduct Report Form. Normally it will be the Squash Canada form but for PSA sanctioned events this will be the PSA form. Subsequently, dispatch all completed forms to the appropriate body to meet their specific deadlines.

2.16.7 Restrictions/Requirements for the TR

- The TR, if not present for any period of time, must name an acting TR for that period.
- If matches are played at more than one location, the TR must appoint an assistant TR for each location.
- The TR may not officiate at any match during the Championships unless an acting TR has been appointed.

- The Tournament Referee must sign all *Rule 17: Conduct on Court forms* filled in by match Referees. These forms will be submitted to the Squash Canada National Office, who will then forward the forms to the appropriate body: The Provincial/Territorial Squash Association of which the offending player is a member, any professional association to which that player belongs, and the High-Performance Committee (for players who are part of the National Team Program). It will be up to these bodies to impose further sanctions on the player depending on the severity of any one offence, or the continuing pattern of a series of offences.
- The Tournament Referee shall not be permitted to play in the Championships.

2.16.8 Selection of Officials for National Championships for singles championships

- All requests to work in the Championship will come to the TR.
- Once the selection process has closed, the TR will submit the list of selected Referees to the SCOC & Squash Canada's National Office no later than 40 days prior to the start of the event.
- The SCOC will then review and confirm or make adjustments with the TR.
- The TR must inform the Host Committee of the final names by no later than 30 days prior to the start of the event.
- The TR will then advise the selected Referees.
- The TR will then communicate with the selected Referees.

Funding **may** be provided by Squash Canada for officials to attend the Canadian Squash Championships or Canadian Junior Championships or Canadian Junior Open in accordance with the approved budget of the association. Allocation of available funding is determined by Squash Canada.

2.16.9 Responsibilities of Tournament Assessor (TA)

The Squash Canada Officiating Committee shall appoint the TA. Where no TA is appointed, the TR will take on all TA responsibilities.

- For those officials who would like to be observed for assessment, the TA shall assign Assessors and ensure that qualified officials are given equitable consideration for upgrading opportunities.
- Optimize the use of any WSF Assessors (when possible) to primarily work with National Referees or National Assessors, and use WSF Referees, Pan Am Referees, National Assessors, Provincial Assessors as applicable with National/Provincial/Local/Club level Referees present.
- The TA may also perform upgrading or refereeing duties.
- In consultation with the TR, prepare a daily list of potential assessments.
- The TA shall not be permitted to play in the Championships.

2.16.10 Responsibilities of Officials

- All officials must attend scheduled Referee meetings and any Referees' Symposium held in conjunction with the Championship as defined by the TR.
- All officials are responsible for confirming their appointed hours of duty.
- Those officials who would like to be observed for assessment purposes should inform the TA.

2.17 – CONDUCT AND APPEALS

All competitors in Squash Canada's Championships are subject to the Squash Canada Code of Conduct, Discipline and Complaints and In-Event Appeal and Appeal Policies. Prior to the start of the Championships, appeals will be dealt with by Squash Canada. Conduct and appeal matters will be dealt with by the Squash Canada Representative at the Championships. The Host Provincial/Territorial Squash Association will deal with conduct matters following the Championships.

The following forms are supporting documentation in the area of conduct and appeals (see Appendices A & B):

- Player's Agreement and Acceptance of Risk Form
- In-Event Appeals Policy
- Appeal Policy
- Discipline and Complaints Policy
- Eye Guard Policy and a current list of approved Eye guards

3.0 – CHAMPIONSHIP OPERATIONS

3.1 - FACILITY

All courts to be used for Championship matches must conform to the specifications determined by the World Squash Federation and be in acceptable playing condition.

Squash Canada may, at its sole discretion, accept a Championship bid with use of a court(s) that does not fully comply with WSF court specifications. In such instances, the court variation shall be disclosed in advance as published on the event web page.

Floors must consist of unsealed, bare hardwood.

Court Temperature should be maintained between 15-20°C throughout the Championships. When two facilities are utilized, playing conditions should be reasonably comparable.

3.2 - BALLS

The Host Committee must use only Squash Canada approved balls for Championships. Where Squash Canada has a contract with a sponsor to provide balls to the Championships, the Host Committee must use the ball designated and provided by Squash Canada.

3.4 – ON-SITE CHAMPIONSHIPS CHECK-IN/TOURNAMENT PACKAGE

Members of the Host Committee should be appropriately identified for easy recognition. An area should be established for the initial check-in of competitors upon their arrival. The distribution of tournament packages and souvenirs should also take place at this time.

Tournament packages should include:

- Any Tournament souvenir;
- Tournament regulations;
- Club information;
- Map of the city;
- Outline of social functions;
- Tournament program;
- Transportation schedule;
- Notes to obtain any missing information - (e.g. acceptance of risk form not signed, entry fee not paid, proof of age required, etc.).

Tournament packages must be given to all participants, including competitors, full-time referees, and any Squash Canada representative and any staff attending.

3.5 – CHAMPIONSHIPS CONTROL DESK

The Host Committee shall establish a control desk in a central location at each venue during Championships. Competitors shall be asked to "check in" at the control desk prior to each match. Sufficient volunteers should be scheduled to work this desk throughout the event to assist with court flow, score reporting and general inquiries.

Master draw sheets, including match times, venues, and complete results, must be posted in the control desk area. Court assignments should also be displayed prominently and at least one court period in advance of the designated match time.

Master draw sheets must be enlarged no less than 18" x 24" featuring the Squash Canada logo, Squash Canada sponsors and may contain those of the Host Committee. Squash Canada must approve draw sheets before they are printed.

It is the responsibility of the Host Committee to maintain posted draw sheets with detailed individual set scores within 60 minutes of the end of each match.

3.6 – ACCOMMODATION

The Host Committee must make arrangements for host hotel accommodations for Championships participants. Special room rates should be negotiated. The Host Committee is not responsible for the actual booking of rooms for participants.

For the Canadian Junior Squash Championships and the Canadian Junior Open Championships, the Host Committee should take into account that coaches and parents may be traveling with athletes. Other accommodation arrangements (i.e. student residence) may be made, with prior approval of Squash Canada. Student residences must be secure (i.e. lockable rooms) and have appropriate adult supervision (daytime and overnight).

Because of liability issues, Squash Canada recommends that billeting not be offered.

3.7 - TRANSPORTATION

The Host Committee must provide a complimentary regular shuttle service between the Championship venue(s) and the host hotel(s).

The Host Committee must provide information on any arranged transportation and/or as to any available commercial service to and from arrival and departure points (airports, train and bus stations).

The transportation schedules/information should be established and communicated to all Championships participants prior to arrival at the event.

3.8 – SOCIAL EVENTS

The Host Committee shall provide Championships participants with an appropriate schedule of social events to encourage interaction of competitors, referees, club members, official delegates, the Host Committee and guests. Tickets or passes to these events may be included in the tournament entry fee, and should also be available for purchase by guests. In the case of singles championships with a two-tier entry fee, only those who choose the full registration fee would be entitled to receive social event tickets as applicable.

As guidelines for the following events:

- For all Singles and Team Championships should establish a meal package to include the equivalent of not less than three meals, and an awards ceremony.
- Canadian University and College Championships should offer light refreshments (non-alcoholic) and a banquet dinner on Saturday.
- For all Doubles Championships, should include a meal package equivalent to not less than two meals.

3.9 - TOWELS

Whenever possible, it is recommended that clubs provide a minimum of one towel to participants each day. However, if this is not possible due to host club policies, then it should indicate that towels will not be available in the event information.

3.10 – PUBLICITY, PROMOTION, SIGNAGE AND DIGITAL BROADCASTING

A. Pre-Event

Media: The Host Committee should contact local media representatives to ensure coverage of the Championships. Squash Canada will provide information for press kits (national athlete profiles, general information on the sport of squash, Squash Canada sponsors) upon request.

Promotion: Squash Canada will advertise all its Championships on its website to promote the event and the sponsors. Each event will have its own mini-site on *squash.ca*. Additional promotions can take place through Squash Canada's social media channels.

Web Page: The Host Committee shall not create a separate event web page. The host can provide content for inclusion on the event page hosted on *squash.ca*

Program: The Host Committee should produce a Championships program highlighting Championships sponsors, scheduled draws for each event, welcoming messages, player profiles, etc.

B. During Event

Media: Daily results should be sent (via email or fax) to Squash Canada for circulation to Provincial/Territorial Squash Associations as well as website and social media updates. The local media and Squash Canada should also receive results updates and leading news story at least once per day.

Promotion: The Host Committee should arrange for a tournament photographer. Squash Canada will require action photos, as well as coverage of awards presentations and social events for inclusion with in and post-event website articles and reports.

Signage: The Host Committee shall produce the following signage for the Championship.

- Directional road/parking lot, as permitted within any applicable by-laws or venue policies
- Directional in-venue, as required
- Welcoming
- Photo/Media backdrop

Draft of signage artwork must be approved by Squash Canada prior to production. Squash Canada logo and that of sponsors may be required.

Any signage sent to the Host from Squash Canada must be displayed. Squash Canada will communicate with Host as to the placement of that signage.

Viewing: Competitors, full-time referees, official delegates, and Committee members should be provided seating for all rounds of competition, either directly or by closed circuit viewing.

The names of competitors playing in each match and their province/territory or nation (if other than Canada) must be on display courtside as visible to spectators.

Live Streaming:

The Host Committee shall arrange for live streaming in accordance with the following specifications:

Championship	Mandatory	# of Courts	Number of Cameras per court/Switcher Capabilities	Commentary: 1 commentator	Commentary: 2 commentators	Player Names and P/T name or flag	Live Scoring Graphics	Playback Capabilities
Canadian Squash Championships	x	2	2		x	x	x	x
Canadian Junior Squash Championships	x	2	1	x		x	x	
Canadian Junior Open Championships	x	2	1	x		x	x	
Canadian Men's and Women's Team Championships	x	1	1	x		x	x	
Canadian Masters Team Championships	At discretion of host committee, in consultation with Squash Canada							
Canadian Doubles and Mixed Doubles Championships	At discretion of host committee, in consultation with Squash Canada							
Canadian University and College Championships	At discretion of host committee, in consultation with Squash Canada							

Where live streaming exists, the following minimum requirements exist:

- Screen graphics with the name/logo of the Championship, Squash Canada and Squash Canada sponsors;
- The live stream must be recorded and made available online for post event viewing for a minimum of 90 days;
- The Host Committee, or the streaming service provider, must provide Squash Canada with full viewership analytics;

Merchandise: The Host Committee may produce championship merchandise as part of the tournament package and/or as a saleable, such revenues to belong to the host. The item(s) should contain the name of the Championship, event logo, Squash Canada and as may be contractually required, its sponsors logos. Other logos or artwork may be included at the discretion of the host. Artwork for branded items must be approved by Squash Canada prior to production.

Squash Canada shall be entitled to sell merchandise at Championships, such revenues to belong to Squash Canada. The Host Committee shall provide prominent complimentary retail space of up to 10 ft x 10 ft, and supply sufficient tables and chairs, and power supply if required. Squash Canada may ask the Host Committee to recruit a volunteer(s) as may be possible, to assist with the merchandise booth.

Auction: Squash Canada shall be entitled to organize a silent and/or live auction at Championships, such revenues to belong to Squash Canada. The Host Committee shall provide reasonable complimentary space, and supply sufficient tables.

3.12 - TICKETING

Generally, there shall be no admission charge to Championships. Where ticketing is intended, the Host Committee must indicate in the bid documents, and be subject to approval by Squash Canada. Any ticketing revenues to belong to the host. Squash Canada staff, members of the Board of Directors, sponsor representatives and invited dignitaries/guests shall be granted free admission.

3.13 - PRIZES

A. Appearance Fees

No appearance fees will be paid to any competitor in any Squash Canada Championship.

B. Prize Money

For the Canadian Squash Championships, Squash Canada will utilize the Prize Money Allocation Formula listed in the 'Special Regulations for Canadian Squash Championships'

The minimum amount of prize money to be awarded for the Canadian Squash Championships in the Open division is \$10,000 Canadian. **The Host Committee is responsible for securing the prize money for this event.**

Prize money may be provided in other Championships, should the Host Committee decide to do so and is able to secure the funds. The breakdown of any prize money shall be equal for men and women, and is subject to approval by Squash Canada.

C. Perpetual Trophies

When they exist and as practical, Squash Canada will make available the perpetual trophy at Championships. The Host Committee may display these trophies in a secure location throughout the Championships. Squash Canada will determine the location of where the trophies will be kept throughout the year.

D. Medals

Squash Canada will supply Championship medals for each winner, runner up and third place finisher. For purposes of clarity, this does not include Classic Plate, Consolation or Companion events. Squash Canada will have a supply of different, Companion medals available at cost should the Host Committee wish to award medals in such events.

E. Prizes

The Host Committee should present prizes to competitors in each event. Prizes should be awarded to competitors finishing first, second and third. Prizes for other finishers may be awarded at the discretion of the Host Committee (e.g. fourth place, Classic Plate winner, Consolation winner, Companion, etc.).

For the Canadian Team Championships, prizes should be awarded to the Team Champions and finalists. Additional prizes may be awarded at the discretion of the Host Committee (e.g. 3rd place, MVP).

Information as to which places will receive prizes should be included in event information and available to participants leading up to the event.

3.14 – AWARDS PRESENTATIONS

If feasible, an awards presentation should be held following the completion of the Championship, affording suitable recognition to athletes, sponsors, Squash Canada, Host Committee and referees. Alternatively, awards may be presented to competitors following completion of their event (*See Appendix H*).

3.15 – LIAISON/REPORTING

Squash Canada will designate a representative to serve as the main liaison with the Host Committee. The Squash Canada representative shall be given the opportunity to remotely attend organizing committee meetings, or in person as may be feasible.

The Host Committee will provide Squash Canada with regular reports (e.g. minutes of meetings, budget updates) of its organizational activities.

The Host Committee will also provide Squash Canada with a complete Championships report, including final financial statements, **within 3 months** of the completion of the Championships. The report should include photographs, highlight positive and negative issues, and provide recommendations for future Host Committees.



SPECIAL REGULATIONS FOR THE CANADIAN SQUASH CHAMPIONSHIPS

4.0 – CANADIAN SQUASH CHAMPIONSHIPS

4.1 – GUIDING STATEMENT

The Canadian Squash Championships are the premier competitive opportunity for athletes from all provinces and territories. They recognize the best players in Canada in all categories. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of squash through each event;
- To encourage camaraderie among participants from across the country;
- To ensure that all matches are completed in a fair and safe environment.

4.2 - DATES AND DURATION

The Canadian Squash Championships will take place during the first **full** weekend in May. The Championships will generally begin on the Wednesday, exception being the Open event which may commence the Tuesday, and end on the Saturday evening or mid-day Sunday.

If the Host Committee wishes to alter the schedule of play for the Canadian Squash Championships, it must indicate this in its bid.

4.3 – ATHLETE ELIGIBILITY

The Open events are 'closed'. Only Canadian citizens, landed immigrants or persons residing continuously in Canada during the one year prior to the commencement of the Championships are eligible to enter the Men and Women's Open events.

All other events are 'open'. These events are open to anyone of any nationality.

All competitors must be members in good standing with their respective Provincial/Territorial Squash Association and/or Squash Canada, or the National Association of their residence.

Notwithstanding a competitor may be a member in good standing with their respective Provincial/Territorial Squash Association and Squash Canada, or the National Association of their residence, where a competitor is subject to a sanction imposed by the Host Club, Squash Canada shall respect that sanction, including any sanction which may preclude the person from entering the premises and thus participating in the Championships, provided

the sanction was imposed using fair procedures. Specifically, the sanctioned person must have been informed by the Host Cub of the nature of the infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

All competitors in respective age category events must have reached the age of the category that they have entered by the first day of the Championships.

4.4 – MINIMUM NUMBER OF COURTS REQUIRED

The minimum number of courts required for the Canadian Squash Championships is 8 courts, in a maximum of 2 venues in close proximity.

4.5 – CATEGORIES OF PLAY

Categories of play in the Canadian Squash Championships will be as follows:

- Men's Open;
- Women's Open;
- Men's Masters; 30+, 35+, 40+, 45+, 50+, 55+, 60+, 65+, 70+ (and further events as demand warrants);
- Women's Masters; 30+, 35+, 40+, 45+, 50+, 55+, +60, 65+ (and further events as demand warrants);
- Men's A
- Women's A

Participants may enter only one event.

4.6 – DRAW FORMAT

A. General

All categories of play will use a single elimination main draw with feed-in consolation except if there are 4 to 6 entries, in which case the format will be round-robin. Events with less than four entrants may be combined with the next lower age category. See Appendix J for Squash Canada Tie Breaking Policy.

B. Masters Events

All Master's categories of play will be conducted with a single elimination main draw featuring a feed-in consolation (including quarter final losers) and playoffs for 3rd/4th.

C. Open Event

See Special Open format regulations below, 4.10.

4.7 – SCHEDULING OF MATCHES

The Host Committee will use the following guidelines when scheduling matches in the Canadian Squash Championships:

A. Practice Courts

Practice Courts of proper dimensions, must be available at each host venue during a period of 48 hours prior to the commencement of play (including qualifying).

B. Allocated Time per Match

- Prior to quarter-finals - 35 minutes for all events with the exception of the Open Events (40 minutes)
- Quarter-finals and classic plate - 40 minutes for all events with the exception of the Open Events (45 minutes)
- Semi-finals and finals – 45 minutes for all events with the exception of the Open Events (60 minutes)

C. Rest Time

A minimum of 8 hours must be allowed between the start time of a competitor's last match of one day and their first match the next day. Competitors should not have more than two matches per day. When playing more than one match on the same day, the following timelines should be observed:

For the Open events:

- No less than **4** hours between the end of one match and the commencement of the next, prior to the semi-finals;
- No less than **5** hours between the end of a semi-final match and the commencement of a final match;

For all other events:

- No less than **4** hours between the start time of one match and the commencement of the next in any draw, prior to the quarter-finals;
- No less than **6** hours between the start time of one match and the commencement of the next match for quarter-finals and beyond in the main draw or Classic Plate;
- No less than **4** hours between the start time of a quarter-final match and a semi-final match in the consolation draws;
- No less than **6** hours between the start time of a semi-final match and final match in the consolation draws.

4.8 – 17” TIN

A 17” tin should be used for all Men’s Open matches at the Canadian Squash Championships. Where access to a 17” tin is limited, priority is to be given to main round matches, followed by classic plate matches. A 19” tin should be used for all Women’s Open matches and all Masters categories at the Canadian Squash Championships.

4.9 – PRIZE MONEY

The Host Committee is responsible for securing a minimum of \$10,000 Canadian Dollars prize money for the Men’s and Women’s Open Division, which is to be evenly distributed for the Men & Women’s division. Squash Canada’s Board of Directors approves the minimum prize money for the Canadian Squash Championships and the prize money distribution for the Men’s / Women’s event is determined by the Board of Directors in consultation with the Athlete Representatives.

Men’s Event – Based on \$5,000 Total Purse			Women’s Event – Based on \$5,000 Total Purse		
Placing	% Of Total Purse	Amount \$	Placing	% Of Total Purse	Amount \$
Champion	24%	\$1,200	Champion	24%	\$1,200
Finalist	20%	\$1,000	Finalist	20%	\$1,000
3rd Place	16%	\$800	3rd Place	16%	\$800
4th Place	12%	\$600	4th Place	12%	\$600
5th Place	10%	\$500	5th Place	10%	\$500
6th Place	8%	\$400	6th Place	8%	\$400

7th Place	5%	\$300	7th Place	5%	\$300
8th Place	5%	\$200	8th Place	5%	\$200

NOTE: BASED ON \$10,000 Prize Money

4.10 – OPEN QUALIFICATION, FORMAT AND WITHDRAWALS

These regulations do not apply to age category events at the Championships.

The regulations supersede ‘normal’ Championship hosting standards. Where not otherwise specified below, all other applicable regulations and standards for the Canadian Squash Championships shall apply.

Where needed, Squash Canada reserves the right to alter, add and interpret these regulations when they may be silent or ambiguous, impractical given circumstances, and/or in the interest of the integrity or operation of the Championship.

4.10.1 Entry Deadline

In consideration of the qualification round process, travel arrangements, draw formulation, seeding, and venue and officiating arrangements, the entry deadline for the Open event only of the Championship shall be 45 days prior to the start of the Open main draw.

4.10.2 Draw Size

The draw for the respective Men’s and Women’s Open events will be limited to a 16-player main draw and, should there be more than 16 entries, a maximum of a 16-player qualification round. Thus, there will be a maximum of 28 players in the Open event. Registration for the Open event, however, will not be capped. If more than 28 players register, the process outlined below will be used to determine which 28 players shall qualify for the Open event.

4.10.3 Entry Qualification

i. Main Draw

First Twelve Entries

As at the entry deadline, twelve entries will be awarded to registered players as outlined below in priority sequence until all twelve positions are filled:

- Defending Canadian Open Champion;
- Top 100 PSA World ranked players as at 45 days prior to the start of the Open main draw;
- Top ranked players on the most recent Canadian NRS published at least 45 days prior to the start of the Open main draw;

Entries 13 to 16

Should there be more than 16 Open registrants by the Open entry deadline, the final four entries in the main draw will be determined via a qualification round. The four winners of the qualification round(s) shall qualify for the main draw.

The successful qualifiers will have their places in the main draw drawn by lot (random) from amongst the top 8 seeds. The first name drawn will go into the first vacant qualification place, and so on. This drawing of names must be made in the presence of a minimum of two Squash Canada representatives, or one representative plus a witness.

ii. Qualification Round

Should there be more than 16 registrants by the Open entry deadline, a qualification round capped at 16 players will be held immediately prior to the start of the main draw of the Championship.

Should there be more than 16 registrants relegated to the qualification round, the entries will be awarded to registered players based on the most recent Canadian NRS published at least 45 days prior to the start of the Open main draw.

A player who registered by the Open registration deadline, but who does not qualify for either the main draw or qualification round, shall be given the opportunity to enter the 'A' Category at the Championships. Squash Canada may impose a reasonable time limit for acceptance of the entry into the 'A' Category. Should a player in such circumstance decide not to enter the 'A' category, a 100% refund of the registration fee shall apply.

4.10.4 Draw Format

i. Main Draw

The main draw format will be a 16-player draw featuring a top and bottom bracket with playoffs that will play down to all places, 1 through to 16.

As a condition of entry, players must commit to playing all main draw matches for placement.

ii. Qualification Round Draw

The qualification round draw shall be a single elimination format.

A player who completes the qualification round but does not qualify for the main draw, shall be subsequently and automatically entered in the 'A' Category of the Championships, at no additional cost.

4.10.5 Seeding

i. Main Draw

Eight players will be seeded by a Seeding Committee, based on a combination of current PSA World Rankings, most recent Canadian NRS published at least 45 days prior to the start of the Open main draw, head to head matches and past Canadian Championship results.

The random draw method shall be used for the entire draw including the seeds; 1st seed placed at the top, 2nd seed at the bottom, 3/4 seeds drawn, then 5/8 seeds drawn. For the remainder of the draw, the next name drawn will go into the first vacant unseeded place, and so on. This drawing of names must be made in the presence of a minimum of two Squash Canada representatives, or one representative plus a witness.

ii. Qualification Round

50% of the qualification round shall be seeded based upon the most recent Canadian NRS published at least 45 days prior to the start of the Open main draw, subject to review and possible amendment by the Seeding Committee.

The remainder of the draw is then completed using the 'random draw method'. The first name drawn will go into the first vacant unseeded place, and so on. This drawing of names must be made in the presence of a minimum of two Squash Canada representatives, or one representative plus a witness.

4.10.6 Byes

Where it is necessary to have byes in the draw, the byes will be awarded to the highest seeded players. If there are 3 or 7 byes, a random draw will be done to determine which 3/4 seed, or 7/8 seed, as the case may be, shall receive the bye.

4.10.7 Entry Qualification Publishing

Squash Canada will publish the qualified list of entries for the main draw and qualification round within seven days of the Open entry deadline. Squash Canada reserves the right to change this deadline at their discretion.

4.10.8 Draw Publishing

i. Main Draw

The draw will be published a minimum of 14 days prior to the start of the Open main draw.

ii. Qualification Round Draw

The draw will be published a minimum of 24 hours prior to the start of the Open qualification round.

4.10.9 Withdrawals

i. From Main Draw

a) Prior to Start of Qualification Round

Should a player entered and qualified for the main draw withdraw from the Championship prior to the start of the qualification round, the entry in the main draw will be filled by the highest seeded player in the qualification round draw. If the withdrawn player was a seeded player, the seeding and draw may be re-done at the discretion of Squash Canada.

b) After Start of Qualification Round but One Hour Before Start of Open Main Draw

Should a player entered and qualified for the main draw withdraw from the Championship after the qualification round has commenced, but not less than one hour before the Open main draw has commenced, the entry in the main draw will be filled by a 'lucky loser' as described below. If the withdrawn player was a seeded player, the seeding and draw may be revised at the discretion of Squash Canada.

Players who lose in the final round of qualifying are eligible to be lucky losers. At the conclusion of the qualification round, in the presence of eligible players, a Squash Canada representative will conduct the draw for the order of lucky loser qualification consideration. The first name drawn will be lucky loser number one and so on. They will go into the main draw as follows:

- The first vacant place is filled by lucky loser number one.
- Should any other withdrawals occur these are filled by the next in line.
- If simultaneous withdrawals occur, then these are filled in the draw from top to bottom
- Note: It is the responsibility of the designated lucky losers to keep the Squash Canada representative or Tournament Director informed of their whereabouts so that they can be contacted immediately should there be a withdrawal after the finish of the qualification and before the start of the first main draw match.

Note: any player who does not finish their qualification round match due to retirement through injury or illness is not eligible for a lucky loser position.

c) After the Open Main Draw Has Started

Withdrawals, defaults and/or match retirements in the main draw will be closely scrutinized by Squash Canada, and may involve consequences for the player where explanations for such are not deemed satisfactory to Squash Canada at its sole discretion.

If a player withdraws from the event because of illness or injury they must supply a medical certificate within 72 hours of the end of the tournament, unless Squash Canada communicates to the player that it is satisfied with the overt legitimacy of the injury or illness.

Squash Canada may also require the player to be assessed by an on-site medical professional.

Squash Canada may use their discretion to contact medical professionals to verify medical certificates and may refuse to accept it if evidence is not substantiated.

Medical certificates must be issued from a medical doctor, and include a statement of the injury or illness, prescribed treatment and be on headed paper with the company and/or medical doctor's name, address and date, and signed by the medical doctor authorizing the document.

Possible Consequences

Prize Money Implication

If the player is otherwise so eligible, any prize money entitlement shall be withheld temporarily or permanently by Squash Canada until such time that it is satisfied, in its sole discretion, as to the injury or illness explanation.

Future Entry Implication

If the player has previously withdrawn, defaulted or retired from a Canadian Squash Championship Open main draw, and where explanations for such were not deemed satisfactory to Squash Canada at its sole discretion, Squash Canada reserves the right to refuse entry to the next such championships and/or to require a performance bond of the player.

National Team Implication

If the player withdraws, defaults or retires from a Canadian Squash Championship Open main draw, and where explanations for such were not deemed satisfactory to Squash Canada at its sole discretion, and where the player is a current member of a Squad within Squash Canada's National Team Program, a further review and possible player sanction may be enacted in accordance with the Squash Canada – Athlete Agreement.

ii. From Qualification Round

- a) In the instance where there were 16 or less players who registered and qualified for the Open qualification round, and a player withdraws:
 - Prior to the qualification round draw being published, and the player was seeded, the seeding will be re-done;
 - After the qualification draw has been published, the seeding and draw will remain unchanged, subject to the discretion of Squash Canada.

- b) In the instance where there were more players who registered for the Open event and were not initially qualified for one of the 12 main draw or 16 spots in the qualification round, and had entered the 'A' category, and a player in the qualification round withdraws:
 - Prior to the 'A' category and qualification round draws being published, the next highest ranked player in the 'A' category based upon the most recent Canadian NRS published at least 45 days prior to the start of the Open main draw, and who had registered for the Open event prior to the entry deadline, will be given the opportunity to enter the Open qualification round. Squash Canada may impose a reasonable time limit for acceptance of the entry into the qualification round, after which the entry opportunity is forfeited in order to provide the opportunity to the next highest ranked player, as the case may be. If the withdrawn player was seeded, the seeding will be re-done.

- After the 'A' category and qualification round draw has been published, the qualification round spot will not be filled, subject to the discretion of Squash Canada. If the withdrawn player was seeded, the seeding may be re-done at the discretion of Squash Canada.

4.10.10 Qualification Round Playing Schedule/Rest Period

The qualification round shall normally occur in one day, on the day immediately prior to the start of the main draw. It is therefore expected that players may play up to two matches on the day of the qualification round. Matches should be scheduled so that players are given a minimum of four hours' rest between the end of their previous match and the beginning of their following match.



SPECIAL REGULATIONS FOR THE CANADIAN JUNIOR SQUASH CHAMPIONSHIPS

5.0 – CANADIAN JUNIOR SQUASH CHAMPIONSHIPS

5.1 – GUIDING STATEMENT

The Canadian Junior Squash Championships is the premier competitive opportunity for athletes from all provinces and territories. It recognizes the best junior players in Canada in all categories. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of squash through each event;
- To encourage camaraderie among participants from across the country;
- To ensure that all matches are completed in a fair and safe environment.

5.2 – DATES AND DURATION

The Canadian Junior Squash Championships will take place during the 2nd last **full** weekend in April (2 weeks prior to the Canadian Squash Championships). The Championships will begin on the Thursday and end on the Sunday.

Consideration may be given to holding the Canadian Junior Squash Championships 1 week prior to the Canadian Squash Championships if both are to be hosted in the same geographic area. The Host Committee must indicate this in its bid.

5.3 – ATHLETE ELIGIBILITY

Only Canadian citizens, landed immigrants or persons residing continuously in Canada during the one year prior to the commencement of the Championships are eligible to enter the Canadian Junior Squash Championships.

All competitors must be members in good standing with their respective Provincial/Territorial Squash Association and/or Squash Canada. Canadian citizens who reside outside of Canada are eligible to enter the Canadian Junior Squash Championships.

Notwithstanding a competitor may be a member in good standing with their respective Provincial/Territorial Squash Association and Squash Canada, where a competitor is subject to a sanction imposed by the Host Club, Squash Canada shall respect that sanction, including any sanction which may preclude the person from entering the premises and thus participating in the Championships, provided the sanction was imposed using fair procedures. Specifically, the sanctioned person must have been informed by the Host Club of the nature of the

infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

All competitors must be under 19, 17, and 15 or 13 years of age as of the final day of the Canadian Junior Squash Championships, as appropriate for the category they have entered.

5.4 – MINIMUM NUMBER OF COURTS REQUIRED

The minimum number of courts required for the Canadian Junior Squash Championships is 8 courts, in a maximum of 2 venues in close proximity.

5.5 – CATEGORIES OF PLAY

Categories of play in the Canadian Junior Squash Championships will be as follows:

- Junior Men's U19, U17, U15, U13.
- Junior Women's U19, U17, U15, U13.

Participants may enter only one event.

5.6 – DRAW FORMAT

The Canadian Junior Squash Championships will use a single elimination main draw format, a playoff for 3rd/4th, and a full feed-in consolation, where draw size dictates, a quarter finalist consolation, and with all competitors guaranteed a minimum of three matches).

To illustrate, the format for different draw sizes are:

Draws of 32 or less:

- Full feed-in
 - Main draw, Consolation, Bronze
 - Main draw winner is 1st, loser 2nd
 - Main draw has 3rd-4th match
 - Consolation winner is 5th place, loser 6th
 - Add in Consolation semi-final losers match to give 7th & 8th position

Draws of 64 or more:

- Full feed-in with Classic Plate
 - Main Draw, Classic Plate, Consolation, Bronze
 - Consolation feed-in ends at Rd. of 16
 - Main Draw quarter-final losers go to the Classic Plate and play out positions 5-8
 - Consolation winner is 9th place, loser 10th

The exception would be for events with between 4 and 6 entries, in which case the format will be round robin. Events with less than four entrants may be combined with the next higher age category. See Appendix G for Squash Canada Tie Breaking Policy.

5.7 – SCHEDULING OF MATCHES

The Host Committee will use the following guidelines when scheduling matches in the Canadian Junior Squash Championships:

A. Practice Courts - of proper dimensions, must be available at each host venue during a period of 48 hours prior to the commencement of play (including qualifying).

B. Allocated Time per Match -

Under 13/Under 15

Prior to Quarterfinals - 35 minutes

Quarterfinals - 40 minutes

Semi-Finals, 3/4 playoffs and finals – 40 to 45 minutes

Under 17/Under 19

Prior to Quarterfinals - 35 to 40 minutes

Quarterfinals – 45 to 50 minutes;

Semi-Finals, 3/4 playoffs and finals – 50 to 60 minutes

C. Rest Time - a minimum of **8** hours must be allowed between the start time of a competitor's last match of one day and their first match the next day. Competitors should not have more than three matches per day. When playing more than one match on the same day, the following timelines should be observed:

- No less than **4** hours between the start time of one match and the commencement of the next in any draw, prior to the quarter-finals;
- No less than **4** hours between the start time of a quarter-final match and a semi-final match in the main draw or Classic Plate;
- No less than **6** hours between the start time of a semi-final match and a final match in the main draw or Classic Plate;
- No less than **3** hours between the start time of a quarter-final match and a semi-final match in the consolation draws;
- No less than **4** hours between the start time of a semi-final match and final match in the consolation draws.

5.8 - BILLETS

Because of liability issues, Squash Canada recommends that billeting not be offered.

5.9 – CANADA CUP (FORMERLY NCSRA CUP)

The clubs that hosted the 1980 Canadian Junior Squash Championships in Ottawa, and the Ottawa and District Squash Association initiated the NCSRA Cup. Squash Canada will present the Canada Cup to the province or territory accumulating the highest number of points according to the following criteria (instituted in May 1993):

- Each P/T will be asked to designate four competitors; two junior women and two junior men, to Squash Canada with a submission deadline seven (7) days prior to the start of competition
- Each designated competitor will receive points for finishing in the top 8 of their respective draws.

Points will be awarded for the following finishes:

1st - 8 points

2nd - 7 points

3rd - 6 points

4th - 5 points

5th - 4 points

6th - 3 points

7th - 2 points

8th - 1 point

If final placings cannot be determined (i.e. no 7/8 playoff), the points for the positions will be added together and divided by 2 so that the points are shared by the two competitors.

For any draw with less than 8 competitors, the Squash Canada Representative, in consultation with the provincial/territorial coaches, will determine the point allocation.

The Canada Cup will be presented during the Championships Award presentations.

5.10 – ALEX DOUCAS MEMORIAL AWARD

This award will be presented to the competitor in the Canadian Junior Squash Championships who best exemplifies the spirit of fair play, enjoyment of life and commitment to excellence, as exhibited by Alex Doucas during his lifetime. In particular:

- **Fair Play** - includes having respect for the rules of the game and having respect for referees and opponents.
- **Enjoyment of life** - includes actions off the court that demonstrate openness, honesty, friendliness, and support for fellow competitors.
- **Commitment to excellence** - includes a willingness to sacrifice, exhibiting a high degree of discipline and dedication, in order to achieve the highest possible standard of play.

Candidates will be restricted to one of the top 8 finishers in the Women's or Men's U19 category.

The Performance Director will coordinate selection. Junior coaches and officials will be polled during the Championships for their recommendation. The selection committee will be comprised of the Performance Director, the Junior Men's National Coach, the Junior Women's National Coach and the Squash Canada representative. In extenuating circumstances, consultation by telephone with one or more of the committee would be appropriate.

The Performance Director should make the presentation of the award.



SPECIAL REGULATIONS FOR THE CANADIAN MEN'S TEAM CHAMPIONSHIPS

6.0 – MEN'S TEAM CHAMPIONSHIPS

6.1 – GUIDING STATEMENT

The Canadian Men's Teams Championships is a high calibre event that strengthens mutual understanding and pride among participants representing all provinces and territories, and the Canadian Armed Forces while declaring Canadian Team Champions. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of squash through each event;
- To encourage camaraderie among participants from across the country.

The Canadian Men's Teams Championships:

- Involve the best eligible players from all Provincial/Territorial Squash Associations, and the Canadian Armed Forces;
- Promote the unique concept of squash in "teams";
- Provide the opportunity for any Provincial/Territorial Squash Association to run the event;
- Ensure that participants are treated fairly; and
- Encourage camaraderie among participants from across the country.

6.2 – DATES AND DURATION

The Canadian Men's Teams Championships will take place during the first (or second if New Year's is on the first) full weekend in January. The Championships will begin on the Friday and end on the Sunday.

6.3 – ATHLETE ELIGIBILITY

In order to represent a Provincial/Territorial Squash Association a competitor must be:

- A member in good standing of the respective Provincial/Territorial Squash Association.
- A Canadian citizen, landed immigrant, **or** have resided continuously in Canada for one (1) year immediately preceding the Championships.
- A resident in the province/territory that they are representing for a minimum of not less than twelve months. They must have belonged to the PTA that they represent for a minimum of not less than twelve months in their lifetime. If a player has resided in more than one province for more than twelve months in

each province and if a player has been invited to represent more than one province, the player at his or her sole discretion shall have the option of representing the single province of their choice.

- If a competitor is in full-time attendance at a university or college, or if a competitor has temporarily relocated to a training centre outside their home province, the competitor may compete for either their home Provincial/Territorial Squash Association or resident Provincial/Territorial Squash Association.

In order to represent the Canadian Armed Forces a competitor must be:

- A member in good standing of a Provincial/Territorial Squash Association as at the time of registration and through to the end of the competition.
- A Canadian citizen, landed immigrant, **or** have resided continuously in Canada for one (1) year immediately preceding the Championships.

Provincial/Territorial Squash Associations (PTA) who are unable field a full team from within their PTA may acquire players from other PTAs subject to the approval of Squash Canada. Squash Canada approval will require the PTA to demonstrate the lack of players within their PTA and that the incoming player is not ranked higher within their team to ensure fairness.

Notwithstanding a competitor may be a member in good standing with their respective Provincial/Territorial Squash Association and Squash Canada, where a competitor is subject to a sanction imposed by the Host Club, Squash Canada shall respect that sanction, including any sanction which may preclude the person from entering the premises and thus participating in the Championships, provided the sanction was imposed using fair procedures. Specifically, the sanctioned person must have been informed by the Host Club of the nature of the infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

Provincial/Territorial Squash Associations and the Canadian Armed Forces may individually adopt further eligibility requirements in addition to the Squash Canada requirements.

6.4 – MINIMUM NUMBER OF COURTS REQUIRED

The minimum number of courts required for the Canadian Men's Teams Championships is 3 courts in one facility, when held separate from the Women's event.

6.5 – COMPETITORS PER TEAM (TEAM COMPOSITION)

A team consists of three competitors. Provinces and territories may send a team of up to four competitors (i.e. the team and a reserve/substitute).

6.6 – DRAW FORMAT

The format for the Canadian Men's Teams Championships will be as follows:

- Draw format if greater than or equal to seven (7) teams;
- Round-robin format if less than seven (7) teams.

See *Appendix G* for Squash Canada Tie Breaking Policy.

6.7 – SCHEDULING OF ENCOUNTERS

- A. Practice Courts - must be available at each host venue during a period of 48 hours prior to the commencement of play.
- B. Time per match - Team encounters should be scheduled in blocks of four hours (i.e. 10:00 a.m., 2:00 p.m., 6:00 p.m.).
- C. Rest time - Teams shall not play more than 2 encounters per day.

6.8 – TEAM ENTRY ELIGIBILITY

Each Member Provincial/Territorial Squash Association in good standing with Squash Canada is eligible to enter a Team in the Canadian Men's Team Championship. In addition:

- The Canadian Armed Forces may enter a team into the Championship; and
- The Host Provincial/Territorial Squash Association may enter two teams into the Championship.

The selection of teams is strictly the responsibility of the Provincial/Territorial Squash Association or the Canadian Armed Forces, as the case may be. Athletes must meet the athlete eligibility requirements (*see Section 6.3*).

6.9 – TEAM ORDERS

Teams must be submitted in descending order of strength. Team orders should correspond to current NRS, or if not applicable, provincial or territorial rankings. Team orders that do not correspond to current NRS must be substantiated by current sanctioned tournament results. Any player without a current national ranking will be designated as NR (non-ranked).

6.10 – TEAM SEEDS

The Team seeds are the responsibility of Squash Canada. 100% of the draw will be seeded (*see Appendix C*).

Seeds will be published by Squash Canada's National Office approximately two weeks prior to the start of the Championships.

6.11 - PROTESTS

A. Seeds

Protests of team seeds must be made within 72 hours of the distribution of the seeds by Squash Canada's National Office. Protests must be submitted in writing to Squash Canada's National Office with appropriate documentation.

Any changes from the original seeding must be supported using the following weighted method:

1. Head to head results from the current squash season (September 1 – until the last day of the month preceding the month of the Championship)
2. Most recent provincial/territorial rankings
3. National or international results from the previous year.

B. Team Orders

Protests of team orders must be made within 72 hours of the distribution of the seeds by Squash Canada's National Office. Protests must be submitted in writing to Squash Canada's National Office with appropriate documentation.

Squash Canada will form a three-member panel to review the protest(s) and determine the final seeding/order.

6.12 – ORDER OF PLAY

The order of play is to commence as 2,1,3 and should alternate each day from 2,1,3 to 3,1,2. The number one position must always be second in the order. All three matches should be played consecutively on one court.

6.13 – TEAM SUBSTITUTIONS (CHANGES TO TEAM COMPOSITION)

In the event of sickness or other circumstances within seven days of the start of the competition, a team may substitute a player on their team provided the incoming player is not ranked higher within their team to ensure fairness.

No substitutions or additions (i.e. fourth competitor) to the team composition will be allowed after the commencement of the Championship.

If a team has fewer than three players for a particular encounter (due to injury, illness or other) then the default(s) will occur in the vacant position, i.e. ranked player number 1, 2 or 3 (the team does not have to move players up in ranked order in case of a defaulted match). A defaulted match will be scored as 3-0 in games and 33-0 in points.

If a team has 4 players and wishes to play the player ranked #4 that player will play at position #3 and the other players will move up in playing order until the vacant spot is filled. Should this change in team composition be required by the team they must notify the Tournament Referee, Squash Canada Representative (by email if not present), and the Host Committee Chair no less than one hour prior to the scheduled commencement of their team's encounter.

6.14 – DEAD RUBBER

There are three matches in each encounter. A team will win the encounter if they win two of three matches. If a team wins the first two matches played, the third match is considered a 'dead rubber', i.e. the results do not affect the outcome of the encounter (the outcome has already been determined). All dead rubbers are to be played to best 3 of 5 games. (All matches are entered into the Squash Canada NRS. This is to guarantee fairness to all athletes and to increase the amount of NRS results.)

A player that defaults, withdraws or retires from a dead rubber match without justification satisfactory to the Squash Canada representative the defaulting player and/or team may be subject to the following consequences:

- The rubber match would be considered a loss by the defaulting player;
- Loss of rankings points to the defaulting player in accordance with Squash Canada's Canadian National Rankings Policy;
- Loss of the defaulting player's continued right to play in the Championship.



SPECIAL REGULATIONS FOR THE CANADIAN WOMEN'S TEAM CHAMPIONSHIPS

7.0 - CANADIAN WOMEN'S TEAMS CHAMPIONSHIPS

7.1 – GUIDING STATEMENT

The Canadian Women's Team Championships is a high calibre event that strengthens mutual understanding and pride among participants representing all provinces and territories, and the Canadian Armed Forces while declaring Canadian Team Champions. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of squash through each event;
- To encourage camaraderie among participants from across the country.

The Canadian Women's Team Championships:

- Involve the best eligible players from all Provincial/Territorial Squash Associations, and the Canadian Armed Forces;
- Promote the unique concept of squash in "teams";
- Provide the opportunity for any Provincial/Territorial Squash Association to run the event;
- Ensure that participants are treated fairly; and
- Encourage camaraderie among participants from across the country.

7.2 – DATES AND DURATION

The Canadian Women's Teams Championships will take place during the first (or second if New Year's is on the first) full weekend in January. The Championships will begin on the Friday and end on the Sunday.

7.3 – ATHLETE ELIGIBILITY

In order to represent a Provincial/Territorial Squash Association a competitor must be:

- A member in good standing of the respective Provincial/Territorial Squash Association.
- A Canadian citizen, landed immigrant, **or** have resided continuously in Canada for one (1) year immediately preceding the Championships.
- A resident in the province/territory that they are representing for a minimum of not less than twelve months. They must have belonged to the PTA that they represent for a minimum of not less than twelve months in their lifetime. If a player has resided in more than one province for more than twelve months in each province and if a player has been invited to represent more than one province, the player at his or her sole discretion shall have the option of representing the single province of their choice.

- If a competitor is in full-time attendance at a university or college, or if a competitor has temporarily relocated to a training centre outside their home province, the competitor may compete for either their home Provincial/Territorial Squash Association or resident Provincial/Territorial Squash Association.

In order to represent the Canadian Armed Forces a competitor must be:

- A member in good standing of a Provincial/Territorial Squash Association as at the time of registration and through to the end of the competition.
- A Canadian citizen, landed immigrant, **or** have resided continuously in Canada for one (1) year immediately preceding the Championships.

Provincial/Territorial Squash Associations (PTA) who are unable field a full team from within their PTA may acquire players from other PTAs subject to the approval of Squash Canada. Squash Canada approval will require the PTA to demonstrate the lack of players within their PTA and that the incoming player is not ranked higher within their team to ensure fairness.

Notwithstanding a competitor may be a member in good standing with their respective Provincial/Territorial Squash Association and Squash Canada, where a competitor is subject to a sanction imposed by the Host Club, Squash Canada shall respect that sanction, including any sanction which may preclude the person from entering the premises and thus participating in the Championships, provided the sanction was imposed using fair procedures. Specifically, the sanctioned person must have been informed by the Host Club of the nature of the infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

Provincial/Territorial Squash Associations and the Canadian Armed Forces may individually adopt further eligibility requirements in addition to the Squash Canada requirements.

7.4 – MINIMUM NUMBER OF COURTS REQUIRED

The minimum number of courts required for the Canadian Women’s Teams Championships is 3 courts in one facility, when held separate from the Women’s event.

7.5 – COMPETITORS PER TEAM (TEAM COMPOSITION)

A team consists of three competitors. Provinces and territories may send a team of up to four competitors (i.e. the team and a reserve/substitute).

7.6 – DRAW FORMAT

The format for the Canadian Women’s Teams Championships will be as follows:

- Round-robin format in two pools, with placement matches, if greater than or equal to seven (7) teams
- Single pool round-robin format if less than seven (7) teams

See *Appendix G* for Squash Canada Tie Breaking Policy.

7.7 – SCHEDULING OF ENCOUNTERS

- A. Practice Courts - must be available at each host venue during a period of 48 hours prior to the commencement of play.
- B. Time per match - Team encounters should be scheduled in blocks of four hours (i.e. 10:00 a.m., 2:00 p.m., 6:00 p.m.).
- C. Rest time - Teams shall not play more than 2 encounters per day.

7.8 – TEAM ENTRY ELIGIBILITY

Each Member Provincial/Territorial Squash Association in good standing with Squash Canada is eligible to enter a Team in the Canadian Women's Team Championship. In addition:

- The Canadian Armed Forces may enter a team into the Championship; and
- The Host Provincial/Territorial Squash Association may enter two teams into the Championship.

The selection of teams is strictly the responsibility of the Provincial/Territorial Squash Association or the Canadian Armed Forces, as the case may be. Athletes must meet the athlete eligibility requirements (*see Section 7.3*).

7.9 – TEAM ORDERS

Teams must be submitted in descending order of strength. Team orders should correspond to current NRS, or if not applicable, provincial or territorial rankings. Team orders that do not correspond to current NRS must be substantiated by current sanctioned tournament results. Any player without a current national ranking will be designated as NR (non-ranked).

7.10 – TEAM SEEDS

The Team seeds are the responsibility of Squash Canada. 100% of the draw will be seeded (*see Appendix C*).

Seeds will be published by Squash Canada's National Office approximately two weeks prior to the start of the Championships.

7.11 - PROTESTS

A. Seeds

Protests of team seeds must be made within 72 hours of the distribution of the seeds by Squash Canada's National Office. Protests must be submitted in writing to Squash Canada's National Office with appropriate documentation.

Any changes from the original seeding must be supported using the following weighted method:

1. Head to head results from the current squash season (September 1 – until the last day of the month preceding the month of the Championship)
2. Most recent provincial/territorial rankings
3. National or international results from the previous year.

B. Team Orders

Protests of team orders must be made within 72 hours of the distribution of the seeds by Squash Canada's National Office. Protests must be submitted in writing to Squash Canada's National Office with appropriate documentation.

Squash Canada will form a three-member panel to review the protest(s) and determine the final seeding/order.

7.12 – ORDER OF PLAY

The order of play is to commence as 2,1,3 and should alternate each day from 2,1,3 to 3,1,2. The number one position must always be second in the order. All three matches should be played consecutively on one court.

7.13 – TEAM SUBSTITUTIONS (CHANGES TO TEAM COMPOSITION)

In the event of sickness or other circumstances within seven days of the start of the competition, a team may substitute a player on their team provided the incoming player is not ranked higher within their team to ensure fairness.

No substitutions or additions (i.e. fourth competitor) to the team composition will be allowed after the commencement of the Championship.

If a team has fewer than three players for a particular encounter (due to injury, illness or other) then the default(s) will occur in the vacant position, i.e. ranked player number 1, 2 or 3 (the team does not have to move players up in ranked order in case of a defaulted match). A defaulted match will be scored as 3-0 in games and 33-0 in points.

If a team has 4 players and wishes to play the player ranked #4 that player will play at position #3 and the other players will move up in playing order until the vacant spot is filled. Should this change in team composition be required by the team they must notify the Tournament Referee, Squash Canada Representative (by email if not present), and the Host Committee Chair no less than one hour prior to the scheduled commencement of their team's encounter.

7.14 – DEAD RUBBER

There are three matches in each encounter. A team will win the encounter if they win two of three matches. If a team wins the first two matches played, the third match is considered a 'dead rubber', i.e. the results do not affect the outcome of the encounter (the outcome has already been determined). All dead rubbers are to be played to best 3 of 5 games. (All matches are entered into the Squash Canada NRS. This is to guarantee fairness to all athletes and to increase the amount of ranking results.)

A player that defaults, withdraws or retires from a dead rubber match without justification satisfactory to the Squash Canada representative the defaulting player and/or team may be subject to the following consequences:

- The rubber match would be considered a loss by the defaulting player;
- Loss of rankings points to the defaulting player in accordance with Squash Canada's Canadian National Rankings Policy;
- Loss of the defaulting player's continued right to play in the Championship.



SPECIAL REGULATIONS FOR THE CANADIAN DOUBLES CHAMPIONSHIPS

8.0 - CANADIAN DOUBLES CHAMPIONSHIPS

8.1 – GUIDING STATEMENT

The Canadian Doubles Championships is the premiere competitive opportunity for doubles players across the country. It recognizes the best players in Canada in events that celebrate the proud past and bright future of the doubles game. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of doubles squash through each event;
- To encourage camaraderie among participants from across the country;
- To ensure that all matches are completed in a fair and safe environment.

8.2 – DATES AND DURATION

The Canadian Doubles Championships will take place during the first or second full weekend in April, beginning on a Friday and ending on a Sunday (depending on when Easter weekend falls). Matches may begin on Wednesday or Thursday if required.

NOTE: If the Doubles or Host Committee wishes to hold the event on a different weekend than the set schedule, the request must come to the Squash Canada National Office who will seek Board approval for the change.

8.3 – ATHLETE ELIGIBILITY

All competitors in the Canadian Doubles Championships must be members in good standing of their respective Provincial/Territorial Squash Association and Squash Canada, or the National Association of their residence.

Notwithstanding a competitor may be a member in good standing with their respective Provincial/Territorial Squash Association and Squash Canada, or the National Association of their residence, where a competitor is subject to a sanction imposed by the Host Club, Squash Canada shall respect that sanction, including any sanction which may preclude the person from entering the premises and thus participating in the Championships, provided the sanction was imposed using fair procedures. Specifically, the sanctioned person must have been informed by the Host Club of the nature of the infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

All competitors in Master's events must have reached the age of the category that they have entered by the first day of the Championships.

8.4 – MINIMUM NUMBER OF COURTS

A minimum of 4 regulation size doubles courts in close proximity.

8.5 – CATEGORIES OF PLAY

Categories of play in the Canadian Doubles Championships will be as follows:

Men's Doubles - Open, 40+, 45+, 50+, 55+, 60+, 65+, 70+, 75+, 80+

Women's Doubles - Open, 40+, 45+, 50+, 55+, 60+

NOTE: Squash Canada will consider other categories as demand warrants.

Participants may enter only one event.

8.6 – DRAW FORMAT

All categories of play will use a single elimination main draw format. Consolation draws should accommodate all teams losing prior to Saturday or use a feed-in format including all losing teams including the quarter-finalists.

All categories require 6 teams to be a recognized Canadian Championship. In the case of a category with insufficient entries those teams will be entered in the next lower age category. Draws with 4 teams or less may be a round robin format at the discretion of the tournament chair.

In exceptional circumstances, due to geography and the strength of the entries, at the discretion of the Tournament Committee and with the agreement of the SC Doubles Competitions Committee chair, a category with insufficient entries may be played and recognized as a Canadian Championship. The Men's 65+, 70+, 75+ and 80+ categories should be held despite having 3 to 6 teams. In the case of 3 teams a round robin draw format shall be used and in the case of 4 or 5 teams a single elimination draw with consolation for third place shall be used. See Appendix J for the Squash Canada Tie Breaking Policy in the case of a tie in a 3 team round robin.

Playoffs for 3rd and 4th will be scheduled in all categories where feasible (where courts permit).

8.7 – SCHEDULING OF MATCHES

The Host Committee will use the following guidelines when scheduling matches in the Doubles Championships:

A. Out-of-town Teams

Wherever possible consideration will be given to travel time/time zone changes, endeavoring to schedule the same section of the draws at approximately the same time.

B. Allocated Time per Match:

- Prior to quarter-finals – alternate 45 minutes and 60 minutes;
- Quarter-finals – 60 minutes;
- Semi-finals and Finals – 75 minutes

C. Rest Time

- A minimum of **12** hours must be allowed between the start time of a team's last match of one day and their first match the next day. Teams should not have more than two matches per day. In the main round (and

where possible in consolation) when playing more than one match on the same day, the following timelines should be observed:

- No less than **4** hours between the start time of one match and the commencement of the next in any draw;
- The semi-final match and final match in the main draw should not be played on the same day (if required due to draw size, a minimum of **6** hours between should be allowed).

8.8 - RULES

The Championships will follow the World Squash Federation Doubles Rules.



SPECIAL REGULATIONS FOR THE CANADIAN MIXED DOUBLES CHAMPIONSHIPS

9.0 - CANADIAN MIXED DOUBLES CHAMPIONSHIPS

9.1 – GUIDING STATEMENT

The Canadian Mixed Doubles Championships is the premiere competitive opportunity for mixed doubles players across the country. It recognizes the best players in Canada in an event that celebrates the proud past and bright future of the doubles game. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of doubles squash through each event;
- To encourage camaraderie among participants from across the country;
- To ensure that all matches are completed in a fair and safe environment.

9.2 – DATES AND DURATION

The Canadian Mixed Doubles Championships will take place during the first weekend of March or the last full weekend of April, or the weekend between the Canadian Junior Championships and the Canadian Squash Championships. The Championships will begin on the Friday and finish on Sunday.

NOTE: If the Doubles or Host Committee wishes to hold the event on a different weekend than the set schedule, it should be noted in the bid document in the first instance, or a request must come to the Squash Canada National Office who will seek Board approval for the change.

9.3 – ATHLETE ELIGIBILITY

All competitors in the Canadian Mixed Doubles Championships must be members in good standing of their respective Provincial/Territorial Squash Association and Squash Canada, or the National Association of their residence.

Notwithstanding a competitor may be a member in good standing with their respective Provincial/Territorial Squash Association and Squash Canada, or the National Association of their residence, where a competitor is subject to a sanction imposed by the Host Club, Squash Canada shall respect that sanction, including any sanction which may preclude the person from entering the premises and thus participating in the Championships, provided the sanction was imposed using fair procedures. Specifically, the sanctioned person must have been informed by the Host Club of the nature of the infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

All competitors in Master's events must have reached the age of the category that they have entered by the first day of the Championships.

9.4 – MINIMUM NUMBER OF COURTS

A minimum of 2-regulation size doubles courts in close proximity.

9.5 – CATEGORIES OF PLAY

Categories of play in the Canadian Mixed Doubles Championships are:

Open, 40+, 50+, 55+, 60+

NOTE: Squash Canada will consider other categories as demand warrants.

Participants may enter only one event.

9.6 – DRAW FORMAT

All categories of play will use a single elimination main draw format. Consolation draws should accommodate all teams losing prior to Saturday or use a feed-in format including all losing teams including the quarter-finalists.

All categories require 6 teams to be a recognized Canadian Championship. In the case of a category with insufficient entries those teams will be entered in the next lower age category. Draws with 4 teams or less may be a round robin format at the discretion of the tournament chair.

In exceptional circumstances, due to geography and the strength of the entries, at the discretion of the Tournament Committee and with the agreement of the SC Doubles Competitions Committee chair, a category with insufficient entries may be played and recognized as a Canadian Championship. If 60+ or older divisions are offered, categories should be held despite having 3 to 6 teams. In the case of 3 teams a round robin draw format shall be used and in the case of 4 or 5 teams a single elimination draw with consolation for third place shall be used. See Appendix J for the Squash Canada Tie Breaking Policy in the case of a tie in a 3 team round robin.

Playoffs for 3rd and 4th will be scheduled in all categories where feasible (where courts permit).

9.7 – SCHEDULING OF MATCHES

The Host Committee will use the following guidelines when scheduling matches in the Canadian Mixed Doubles Championships:

A. Out-of-town Teams

- Wherever possible consideration will be given to travel time/time zone changes, endeavoring to schedule the same section of the draws at approximately the same time.

B. Allocated Time per Match:

- Prior to quarter-finals – alternate 45 minutes and 60 minutes;
- Quarter-finals – 60 minutes;
- Semi-finals and Finals – 75 minutes

C. Rest Time

- A minimum of **12** hours must be allowed between the start time of a team's last match of one day and their first match the next day.
- Teams should not have more than two matches per day.
- In the main round (and where possible in consolation) when playing more than one match on the same day, the following timelines should be observed:
 - No less than **4** hours between the start time of one match and the commencement of the next in any draw;
 - The semi-final match and final match in the main draw should not be played on the same day (if required due to draw size, a minimum of **6** hours between should be allowed).

9.8 – RULES

The Championships will follow the World Squash Federation Doubles Rules.



SPECIAL REGULATIONS FOR THE CANADIAN JUNIOR OPEN

10.0 - CANADIAN JUNIOR OPEN CHAMPIONSHIPS

10.1 – GUIDING STATEMENT

The Canadian Junior Open Squash Championships was developed to encourage competition between national and international junior athletes. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of squash through each event;
- To encourage camaraderie among participants from across the country.
- To ensure that all matches are completed in a fair and safe environment;
- To ensure the quality of the international competition; and
- To find the means to have good representation nationally and internationally.

10.2 – DATE AND DURATION

The Canadian Junior Open Championships will take place during the second full weekend in December. The Championships will begin on the Saturday and end on the Tuesday.

Squash Canada will coordinate with the US Squash regarding dates of the US Junior Open Championships, and may alter the dates of the Canadian Junior Open Championships if prudent.

10.3 – ATHLETE ELIGIBILITY

All competitors must be under 19, 17, and 15 or 13 years of age as of the final day of the Canadian Junior Open Championships, as appropriate for the category they have entered.

All competitors in the Canadian Junior Open Championships must be members in good standing of their respective Provincial/Territorial Squash Association and Squash Canada, or the National Association of their residence.

Notwithstanding a competitor may be a member in good standing with their respective Provincial/Territorial Squash Association and Squash Canada, or the National Association of their residence, where a competitor is subject to a sanction imposed by the Host Club, Squash Canada shall respect that sanction, including any sanction which may preclude the person from entering the premises and thus participating in the Championships, provided the sanction was imposed using fair procedures. Specifically, the sanctioned person must have been informed by the Host Club of the nature of the infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

10.4 – MINIMUM NUMBER OF COURTS REQUIRED

The minimum number of courts required for the Junior Open Championships is 8 courts, in a maximum of 2 venues in close proximity.

10.5 – CATEGORIES OF PLAY

Categories of play in the Junior Open Championships will be as follows:

- Junior Men's U19, U17, U15, U13.
- Junior Women's U19, U17, U15, U13.

Participants may enter only one event.

10.6 – DRAW FORMAT

The Canadian Junior Squash Championships will use a single elimination main draw format, a playoff for 3rd/4th, and a full feed-in consolation, where draw size dictates, a quarter finalist consolation, and with all competitors guaranteed a minimum of three matches).

To illustrate, the format for different draw sizes are:

Draws of 32 or less:

- Full feed-in
 - Main draw, Consolation, Bronze
 - Main draw winner is 1st, loser 2nd
 - Main draw has 3rd-4th match
 - Consolation winner is 5th place, loser 6th
 - Add in Consolation semi-final losers match to give 7th & 8th position

Draws of 64 or more:

- Full feed-in with Classic Plate
 - Main Draw, Classic Plate, Consolation, Bronze
 - Consolation feed-in ends at Rd. of 16
 - Main Draw quarter-final losers go to the Classic Plate and play out positions 5-8
 - Consolation winner is 9th place, loser 10th

The exception would be for events with between 4 and 6 entries, in which case the format will be round robin. Events with less than four entrants may be combined with the next higher age category. See Appendix G for Squash Canada Tie Breaking Policy.

10.7 – SCHEDULING OF MATCHES

The Host Committee will use the following guidelines when scheduling matches in the Canadian Junior Open Championships:

A. Practice Courts of proper dimensions, must be available at each host venue during a period of 48 hours prior to the commencement of play (including qualifying).

B. Allocated Time per Match -

Under 13/Under 15

Prior to Quarterfinals - 35 minutes

Quarterfinals - 40 minutes

Semi-Finals, 3/4 playoffs and finals – 40 to 45 minutes

Under 17/Under 19

Prior to Quarterfinals - 35 to 40 minutes

Quarterfinals – 45 to 50 minutes;

Semi-Finals, 3/4 playoffs and finals – 50 to 60 minutes

C. Rest Time –

- a minimum of **8** hours must be allowed between the start time of a competitor's last match of one day and their first match the next day. Competitors should not have more than three matches per day. When playing more than one match on the same day, the following timelines should be observed:
- No less than **4** hours between the start time of one match and the commencement of the next in any draw, prior to the quarter-finals;
- No less than **4** hours between the start time of a quarter-final match and a semi-final match in the main draw or Classic Plate;
- No less than **6** hours between the start time of a semi-final match and a final match in the main draw or Classic Plate;
- No less than **3** hours between the start time of a quarter-final match and a semi-final match in the consolation draws;
- No less than **4** hours between the start time of a semi-final match and final match in the consolation draws.

10.8 - ACCOMMODATION

A Tournament Hotel must be arranged. Other accommodation arrangements (i.e. student residence) may be made with prior approval of Squash Canada. Student residences must be secure (e.g. lockable rooms) and have appropriate adult supervision (daytime and overnight).

Because of liability issues, Squash Canada recommends that billeting not be offered.



SPECIAL REGULATIONS FOR THE CANADIAN UNIVERSITY & COLLEGE CHAMPIONSHIPS

11.0 - CANADIAN UNIVERSITY AND COLLEGE CHAMPIONSHIPS

11.1 – GUIDING STATEMENT

The Canadian University and College Championships is the premier competitive opportunity for university and college student athletes from all provinces and territories. It recognizes the best players in Canada in all categories. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of squash through each event;
- To encourage camaraderie among participants from across the country.
- To ensure that all matches are completed in a fair and safe environment;

11.2 – DATE AND DURATION

The Canadian University and College Championships will take place during the first full weekend in March. The Championships will begin on the Friday and end on the Sunday.

11.3 – ATHLETE ELIGIBILITY

An Athlete must be a member in good standing of a provincial/territorial squash association, and be enrolled in an accredited **Canadian** college or university in accordance with the following course load and academic success requirements

A. Course Load Requirements

A student-athlete must be registered in a minimum of three (3) courses (nine (9) credit hours of recognized course credit or the equivalent), in the semester in which they participate, or the full time equivalent as defined by the registrar at the institution they are representing in the term in which they are competing.

B. Academic Success Requirements

A student-athlete must successfully complete a minimum number of courses and meet academic success requirements for eligibility:

- A university student-athlete must successfully complete a minimum of three (3) full courses or six (6) half course (eighteen (18) credit hours of recognized course credit at the institution they are representing) or full-time equivalent as defined by the institution's registrar during the academic year in which they are

competing in order to be eligible in a subsequent academic year. An academic year is defined as the 365-day period following the first day of fall classes as established by the institution's academic calendar

- A college student-athlete must successfully complete a minimum nine (9) credit hours in the semester in which they are competing in order to be eligible in a subsequent academic semester.
- In the event a university student-athlete does not meet the above academic success requirements, to re-establish academic eligibility, the student must successfully complete a minimum of three (3) full courses or six (6) half course (eighteen (18) credit hours of recognized course credit at the institution they are representing) or full-time equivalent at the institution they wish to represent within an academic year in order to be eligible for a subsequent academic year.
- In the event a college student-athlete does not meet the above academic success requirements, to re-establish academic eligibility, the student must complete one (1) academic semester at an accredited post-secondary institution with a minimum of nine (9) credits passed in a single semester to be eligible to participate in the subsequent semester.

C. Other Information

It is the student athlete's responsibility to determine if participation in Squash Canada's Canadian University & College Squash Championship contributes to the determination of whether such participation will result in a year of eligibility from the U Sports, the Canadian Colleges Athletic Association or other collegiate sport entity.

11.4 – MINIMUM NUMBER OF COURTS REQUIRED

The minimum number of courts required for the Canadian University and College Championships is 4 courts, in a maximum of 2 venues in close proximity.

11.5 – CATEGORIES OF PLAY

Categories of play in the Canadian University and College Championships will be as follows:

- Men's Open
- Men's A
- Women's Open
- Women's A

Participants may enter only one event.

11.6 – DRAW FORMAT

A. General

All categories of play will use a single elimination main draw with feed-in consolation except if there are 4 to 6 entries, in which case the format will be round-robin. Events with less than four entrants may be combined with other events. See Appendix J for Squash Canada Tie Breaking Policy.

B. Open & A Events

The format of play in the Men's and Women's Open & A events will consist of a single elimination main draw featuring a feed-in consolation.

Final placement matches will be held to determine positions 1 through 8.

All seeds and draws will be determined and constructed by a Seeding Committee, which may be constructed by coaches, past players, Squash Canada personnel and other stakeholders.

11.7 – SCHEDULING OF MATCHES

The Host Committee will use the following guidelines when scheduling matches in the Canadian University and College Squash Championships:

A. Practice Courts - of proper dimensions, must be available at each host venue during a period of 48 hours prior to the commencement of play (including qualifying);

B. Allocated Time Per Match

- Prior to quarter-finals - 35 minutes for all events with the exception of the Open Event (40 minutes)
- Quarter-finals and classic plate - 40 minutes for all events with the exception of the Open Event (45 minutes)
- Semi-finals and finals – 45 minutes for all events with the exception of the Open Event (60 minutes)

C. Rest Time

A minimum of **8** hours must be allowed between the start time of a competitor's last match of one day and their first match the next day. Competitors should not have more than two matches per day. When playing more than one match on the same day, the following timelines should be observed:

- No less than **4** hours between the start time of one match and the commencement of the next in any draw, prior to the quarter-finals;
- No less than **6** hours between the start time of a quarter-final match and a semi-final match in the main draw or Classic Plate;
- No less than **12** hours (Open only) all other events **6** hours between the start time of a semi-final match and a final match in the main draw or Classic Plate;
- No less than **8** hours (Open only) all other events **4** hours between the start time of a quarter-final match and a semi-final match in the consolation draws;

11.8 – CHALLENGE CUP

Squash Canada will present a Challenge Cup to the designated team accumulating points according to the following criteria:

A team is comprised of three (3) athletes from the same college/university competing in the open event with both genders represented.

Each designated competitor will receive points based on their final placement in the open draws as follows:

1 st place	- 1 point	5 th - 8 th place	- 5 points
2 nd place	- 2 points	9 th - 16 th place	- 6 points
3 rd place	- 3 points	17 th - 32 nd place	- 7 points
4 th place	- 4 points		

The team accumulating the least number of points will be awarded the Challenge Cup.



SPECIAL REGULATIONS FOR THE CANADIAN MASTERS' TEAMS CHAMPIONSHIPS

12.0 - CANADIAN MASTERS' TEAMS CHAMPIONSHIPS

12.1 – GUIDING STATEMENT

The Canadian Masters' Team Championships is a high calibre event that strengthens mutual understanding and pride among participants representing all provinces and territories, and the Canadian Armed Forces, while declaring Canadian Masters' Team Champions. Squash Canada's goals are:

- To ensure the quality of all its Championships;
- To find the means to have good representation at all its Championships from across the country;
- To promote the sport of squash through each event;
- To encourage camaraderie among participants from across the country.

The Canadian Masters' Teams Championships:

- Involve the best eligible players from all Provincial/Territorial Squash Associations and the Canadian Armed Forces;
- Promote the unique concept of squash in "teams";
- Provide the opportunity for any Provincial/Territorial Squash Association to run the event;
- Ensure that participants are treated fairly; and
- Encourage camaraderie among participants from across the country.

12.2 – DATES AND DURATION

The Canadian Masters' Teams Championships will take place during the second (or third if New Year's is on the first) full weekend in January. The Championships will begin on the Friday and end on the Sunday.

12.3 – ATHLETE ELIGIBILITY

In order to represent a Provincial/Territorial Squash Association a competitor must be:

- A member in good standing of the respective Provincial/Territorial Squash Association.
- A Canadian citizen, landed immigrant, **or** have resided continuously in Canada for one (1) year immediately preceding the Championships.
- A resident in the province/territory that they are representing for a minimum of not less than twelve months. They must have belonged to the PTA that they represent for a minimum of not less than twelve months in their lifetime. If a player has resided in more than one province for more than twelve months in

each province and if a player has been invited to represent more than one province, the player at his or her sole discretion shall have the option of representing the single province of their choice.

In order to represent the Canadian Armed Forces a competitor must be:

- A member in good standing of a Provincial/Territorial Squash Association as at the time of registration and through to the end of the competition.
- A Canadian citizen, landed immigrant, **or** have resided continuously in Canada for one (1) year immediately preceding the Championships.

Notwithstanding a competitor may be a member in good standing with their respective Provincial/Territorial Squash Association and Squash Canada, where a competitor is subject to a sanction imposed by the Host Club, Squash Canada shall respect that sanction, including any sanction which may preclude the person from entering the premises and thus participating in the Championships, provided the sanction was imposed using fair procedures. Specifically, the sanctioned person must have been informed by the Host Club of the nature of the infraction and have been given an opportunity to provide information concerning the incident prior to the sanction being imposed.

Provincial/Territorial Squash Associations and the Canadian Armed Forces may individually adopt further eligibility requirements in addition to the Squash Canada requirements.

12.4 – MINIMUM NUMBER OF COURTS REQUIRED

The minimum number of courts required for the Canadian Masters' Teams Championships is 4 courts in one facility.

12.5 – COMPETITORS PER TEAM (TEAM COMPOSITION)

A team consists of seven competitors; Men 40+, 45+, 50+, 55+; Women 35+, 40+, 45+.

While the tournament is intended to be an interprovincial team championship, in the interest of encouraging participation by all provinces and territories, where it is not possible for a province or territory to field a complete team, players from outside the province or territory may be included in the team under certain conditions:

1. Smaller provinces or territories (e.g. Atlantic Region, the North) may combine together to form a regional team.
2. If a province or territory is unable to field a team of seven competitors they may send a team with a minimum of four competitors from that province or territory with at least two of the four competitors being men and at least one of the four being a woman, and they may fill their roster with additions from the other provinces. These roster additions will be counted as full members of the team in terms of scoring. Substitutions that are made under this provision may not be made with the intention of strengthening a particular team.
3. If the Canadian Armed Forces is unable to field a team of seven competitors they may send a team with a minimum of four competitors with at least two of the four competitors being men and at least one of the four being a woman, and they may fill their roster with additions from Provincial/Territorial squash associations. These roster additions will be counted as full members of the team in terms of scoring. Substitutions that are made under this provision may not be made with the intention of strengthening a particular team.

4. The Provincial or Territorial squash associations, or the Canadian Armed Forces, must confirm with Squash Canada that they are unable to field a complete team in time for the start of the Championships before 1, 2 or 3 above.

No substitutions or additions to the team composition will be allowed after the commencement of the Championship.

12.6 – DRAW FORMAT

The format for the Canadian Masters' Teams Championships will be as follows:

- Pool round-robin format with placement matches if greater than or equal to seven (7) teams
- Single pool round-robin format if less than seven (7) teams

See *Appendix G* for Squash Canada Tie Breaking Policy.

12.7 – SCHEDULING OF ENCOUNTERS

- A. Practice Courts - must be available at each host venue during a period of 48 hours prior to the commencement of play.
- B. Allocated Time per match - Team encounters should be scheduled in blocks of four hours (i.e. 10:00 a.m., 2:00 p.m., 6:00 p.m.)
- C. Rest time - Teams shall not play more than 2 encounters per day.

12.8 – TEAM ENTRY ELIGIBILITY

Each Member Provincial/Territorial Squash Association in good standing with Squash Canada is eligible to enter a Team in the Canadian Masters' Team Championship. In addition:

- The Canadian Armed Forces may enter a team into the Championship; and
- The Host Provincial/Territorial Squash Association may enter two teams into the Championship.

The selection of teams is strictly the responsibility of the Provincial/Territorial Squash Association or the Canadian Armed Forces, as the case may be. Athletes must meet the athlete eligibility requirements.

12.9 – TEAM ORDERS

Teams must be submitted in order of strength by gender, and with age group noted. Team orders should correspond to current national rankings, or if not applicable, to provincial or territorial rankings. Team orders that do not correspond to current national rankings must be substantiated by current sanctioned tournament results. Any player without a current national ranking will be designated as NR (non-ranked).

12.10 – TEAM SEEDS

The Team seeds are the responsibility of Squash Canada. 100% of the draw will be seeded (*see Appendix C*).

Seeds will be published by Squash Canada's National Office approximately two weeks prior to the start of the Championships.

12.11 – PROTESTS

A. Seeds

Protests of team seeds must be made within 72 hours of the distribution of the seeds by Squash Canada's National Office. Protests must be submitted in writing to Squash Canada's National Office with appropriate documentation.

B. Team Orders

Protests of team orders must be made within 72 hours of the distribution of the seeds by Squash Canada's National Office. Protests must be submitted in writing to Squash Canada's National Office with appropriate documentation.

Squash Canada will form a three-member panel to review the protest(s) and determine the final seeding/order.

12.12 – ORDER OF PLAY

The order of play is to commence as Male #3, Female #2, Male #4, Female #1, Male #1, Female #3 & Male #2, and will remain the same throughout the event. All seven matches should be played consecutively on one court, unless the Tournament Director determines a scheduling or other need.

12.13 – TEAM SUBSTITUTIONS / CHANGES TO TEAM COMPOSITION DURING THE MATCH

In the event of sickness or other circumstances within seven days of the start of the competition, a team may substitute a player on their team provided the incoming player is appropriately ranked within their team to ensure fairness.

If a team has fewer than three players (Female) or four players (Male) for a particular encounter (due to injury, illness or other) then the default(s) will occur in the vacant position, i.e. ranked player number 1, 2, 3 or 4 (the team does not have to move players up in ranked order in case of a defaulted match). A defaulted match will be scored as 3-0 in games and 33-0 in points.

12.14 – DEAD RUBBER

There are seven matches in each encounter. A team will win the encounter if they win four of seven matches. If a team wins the first four matches played, the remaining matches are to be considered a 'dead rubber', i.e. the results do not affect the outcome of the encounter (the outcome has already been determined). All dead rubbers are to be played to best 3 of 5 games. (All matches are entered into the Squash Canada NRS. This is to guarantee fairness to all athletes and to increase the amount of ranking results.)

A player that defaults, withdraws or retires from a dead rubber match without justification satisfactory to the Squash Canada representative the defaulting player and/or team may be subject to the following consequences:

- The rubber match would be considered a loss by the defaulting player;
- Loss of rankings points to the defaulting player in accordance with Squash Canada's Canadian National Rankings Policy;
- Loss of the defaulting player's continued right to play in the Championship.



**SQUASH CANADA
CHAMPIONSHIP
HOSTING STANDARDS**

APPENDICIES

APPENDIX A: Player's Agreement and Acceptance of Risk

GENERIC AGREEMENT & FORM

PARTICIPANT'S CONDUCT: Participants, including players, coaches, officials and organizers, will conduct themselves at all times in a manner which brings credit to the sport of squash. Participants are expected to be familiar with the Squash Canada Code of Conduct, Squash Canada's Adjudication Process, Squash Canada's Doping Policy & Procedures, as well as all conditions of entry to the Championships. Participants over the age of majority will not supply alcohol to minors, and participants under the age of majority will not consume alcohol. Participants will be responsible for damage to property (host facility, hotel, billet's home, vehicles, or any property not belonging to the athlete) and will be responsible for the financial compensation of the damaged property. All juniors must appropriately wear eye guards made with polycarbonate lenses, or similar material designed for protection in sports, while competing in any Squash Canada sanctioned event. Contravention of the Participant's Agreement is subject to the penalties of the Squash Canada Code of Conduct and/or Doping Policy & Procedures and/or National Championship Adjudication Process. The Participant's Agreement is applicable to all Squash Canada Championships.

ADJUDICATION PROCESS: All persons involved as players, officials, coaches or organizers of a Squash Canada Championship are expected to conduct themselves in a manner which brings credit to the sport. Any conduct, which brings the sport into disrepute or violates the Squash Canada Code of Conduct, the Tournament Rules, the Rules of Entry, or this Participant's Agreement, will be subject to an immediate adjudication process. The key points of the process are as follows: There must be a written complaint against the participant delivered within one hour. If the conduct of the participant is found to be in serious breach of any of the above listed Codes, Rules or Agreements, the participant may be disqualified from the event or have his/her prize money withdrawn. There is an appeal process available to the participant. It is possible for the respective provincial/territorial squash association to take action against the participant in situations where no action was taken at the Championship or for an incident, which occurred outside the Championship.

CODE OF CONDUCT: A player, coach, official or organizer may be ejected or disqualified from an event or ejected or disqualified from further participation for the balance of an event by a Designated Individual on the following grounds: non-compliance with the rules and regulations put in place or adopted by Squash Canada and/or the relevant provincial or territorial squash association, relating to participant safety or equipment; deliberate disregard of the rules of squash adopted by Squash Canada, which rules constitute the rules enforced by the relevant provincial or territorial squash association; verbally or physically abusing an opponent, the marker, referee, officials, spectators or the sponsors; showing dissent to the marker, referee or officials, including foul language and obscene or offensive gestures; an abusing of playing equipment or the court; failing to comply with the condition of entry of an event including any rules with regard to clothing or advertising; having entered an event or accepted an invitation to participate, withdrawing from the event or failing to attend; failing to complete a match; defaulting from an event. The Discipline Committee may require evidence or proof of "bona fide" injury, illness or other emergency situation; failing to be available to meet reasonable requests for interviews by the media; any other unreasonable conduct which brings the game into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors. Copies of the Adjudication Process and Code of Conduct are available from Squash Canada.

AGREEMENT OF THE PLAYER Acceptance of Risks I am aware that there are physical risks and hazards inherent in squash and in my participation in the 20XX Canadian (XXXX) Squash Championships, which include but are not limited to: muscular injuries resulting from vigorous physical exertion, rapid movements and quick turns and stops on court, injuries to the eyes, teeth, face and other parts of the body resulting from being hit by racquets or balls, bruises, scrapes and other injuries resulting from falling to the floor or colliding with the wall or other players,

additional risks associated with my travel to and from the Championships and associated with non-competitive activities related to the Championships. By participating in the Championships, I am exposed to these risks. I agree to accept these risks and to release the organizers of responsibility for any injuries I might receive while participating in the Championships. In this agreement, I understand "organizers" to include Squash Canada, provincial/territorial squash associations, owners/operators of the facilities where the Championships are being held, sponsors and each of their respective directors, officers, employees, coaches, officials, volunteers and members. I understand that wearing protective eye-guards while playing squash significantly reduces the risk of eye or related facial injury. Juniors and Doubles players must wear eye-guards in all Squash Canada sanctioned events. It is strongly recommended that all players wear protective eye-guards at all times. Acknowledgement: I acknowledge having read and understood the terms of this agreement, including the description of risks. While participating in the 20XX Canadian (XXXX) Squash Championships I agree to be bound by the Player's Agreement, Squash Canada's Code of Conduct, Squash Canada's Adjudication Process, Squash Canada's Doping Policy & Procedures, and the tournament conditions of entry, and I agree to conform to all rules and regulations

APPENDIX B: Policies

NOTE: Please refer to Squash Canada's website www.squash.ca/en/policies-and-procedures for the latest version of Squash Canada's Policies which apply to all Championships

POLICIES LIST:

1. APPEALS POLICY
2. IN EVENT APPEALS POLICY
3. CODE OF CONDUCT POLICY
4. DISCIPLINE AND COMPLAINTS POLICY
5. EYE GUARD POLICY AND A CURRENT LIST OF APPROVED EYE GUARDS

APPENDIX C: Seeding Policies & Procedures

1. GENERAL INFORMATION

Squash Canada is responsible for seeding all draws for National Championships.

An ad hoc Seeding Committee will be formed for each Championship to establish seeds. Seeding will be based on rankings, including international, national, provincial, and/or head to head results where appropriate.

The percentage, based on the of number of entries in each draw, that shall be seeded are:

Canadian Team Championships	-	100%
Canadian Squash Championships – Open Event	-	50%
Canadian Squash Championships – “A” and Masters Events	-	25%-50% (as appropriate)
Canadian Squash Championships – Masters Events	-	25%-50% (as appropriate)
Canadian Junior and Junior Open Squash Championships	-	25%-50% (as appropriate)
Canadian Doubles and Mixed Doubles Championships	-	25%
Canadian University and College Championships	-	25%-50% (as appropriate)

Placement of Seeds and Seeding Information for Singles:

- a) Seeded players must be listed on the draw sheet in numbered order as determined by the Seeding Committee
- b) Squash Canada uses the random draw method when placing seeds for our National Championship events. Every seed position except the first and second is determined by lot, using the following procedure:
 - i. Place Seed 1 on Line 1 and Seed 2 on Line 8 (8 draw), Line 16 (16 draw), Line 32 (32 draw), Line 64 (64 draw) or 128 (128 draw).
 - ii. To determine the locations of Seeds 3 and 4, draw them as a pair, placing the first drawn in the top half and the second draw in the bottom half as per the following Seeding Chart (Figure 1).
 - iii. To determine the location of the remaining seeds, draw them in groups of (4) (or groups of eight (8) where there are more than sixteen (16) seeds), placing them in the order drawn on the lines indicated in the Seeding Chart (Figure 1).
- c) The Canadian Team Championship is an exception where the seeds are placed as follows; 1v8, 2v7, 3v6, 4v5

Note: When the number of seeds is not a multiple of 4 (i.e., 6 or 10 seeds are used), the two “extra” seeds (i.e., 5 and 6, or 9 and 10) will be drawn into sections in such a way as to avoid placing them in the same sections as Seeds 1 and 2. Thus in a 32 draw with 6 seeds, Seeds 5 and 6 would be drawn as a pair onto lines 16 and 17 (rather than lines 8 and 25).

After seeded players have been placed:

- Remaining players will be drawn, and placed from top to bottom, filling vacant slots in continuous order.
- ***Consideration may be given*** for avoiding players from the same club/city/province in first-round.
- Where it is necessary to have byes in the draw, seeded players are put through in ranking order.

Preliminary Seeding Review

Squash Canada will make best efforts to publish preliminary seedings for a 48-hour review period to detect and report in writing any errors or omissions.

After the preliminary seeding review period, publishing of the seedings, and close of the seeding protest period, the draw will be published. Once the draw no further changes to the seeding will be permitted unless withdrawals dictate it as per the Canadian Championship Hosting Standards

Figure 1: SEEDING CHART

Seeds	8 Draw (2 seeds)	16 Draw (4 seeds)	32 Draw (8 seeds)	64 Draw (16 Seeds)
1 & 2	Line 1 Line 8	Line 1 Line 16	Line 1 Line 32	Line 1 Line 64
3 & 4				
First drawn		Line 8	Line 16	Line 32
Second drawn		Line 9	Line 17	Line 33
5, 6, 7 & 8				
First drawn			Line 8	Line 16
Second drawn			Line 9	Line 17
Third drawn			Line 24	Line 48
Fourth drawn			Line 25	Line 49
9, 10, 11 & 12				
First drawn				Line 24
Second drawn				Line 25
Third drawn				Line 56
Fourth drawn				Line 57
13, 14, 15 & 16				
First drawn				Line 8
Second drawn				Line 9
Third drawn				Line 40
Fourth drawn				Line 41
17 to 24				
First drawn				
Second drawn				
Third drawn				
Fourth drawn				
Fifth drawn				
Sixth drawn				
Seventh drawn				
Eighth drawn				

25 to 32				
First drawn				
Second drawn				
Third drawn				
Fourth drawn				
Fifth drawn				
Sixth drawn				
Seventh drawn				
Eighth drawn				

2. CANADIAN SQUASH CHAMPIONSHIPS – OPEN AND “A” EVENTS

Formation of the Committee

Squash Canada will name a Chair (the Performance Director and/or Programs Manager) and committee members, comprised of the national coaches and knowledgeable coaches representing geographic regions.

Development of the Seeding

Eight players will be seeded by a Seeding Committee, based on a combination of current PSA World Rankings, most recent Canadian NRS published at least 45 days prior to the start of the Open main draw, head to head matches and past Canadian Championship results.

For “A” events, the seeding will be in accordance with Squash Canada NRS. The top 25%-50% (as appropriate) of each draw will be seeded. The committee may, in exceptional circumstances and with documented evidence, award a seed to an athlete who would otherwise not be seeded.

Placement of Seeds – Open Events & “A” Events

The random draw method shall be used for the entire draw including the seeds; 1st seed placed at the top, 2nd seed at the bottom, 3/4 seeds drawn, then 5/8 seeds drawn. For the remainder of the draw, the next name drawn will go into the first vacant unseeded place, and so on. This drawing of names must be made in the presence of a minimum of two Squash Canada representatives, or one representative plus a witness.

Please refer to the seeding chart (figure 1) for seeding information and placement of seeds in the respective draws. Any BYES required will be placed prior to the drawing for positions.

NOTE: Squash Canada is not responsible for seeding Companion events (B & C etc.). The host Provincial/Territorial Squash Association is responsible for the seeding procedures for Companion events (if held).

3. CANADIAN SQUASH CHAMPIONSHIPS – MASTERS EVENTS

Formation of the Committee

Squash Canada will name a Chair and committee members, comprised of knowledgeable master’s players. The committee will include approximately 5 men and 3 women, representing a range of age events and geographic regions.

Development of the Seeding

The Chair of the committee will complete a draft seeding of each event (seed 25%-50% as appropriate) of the draw) based on the most recent Canadian NRS.

The Chair will circulate the draft to all committee members, accompanied by any current supporting information

(e.g. national and provincial rankings, results from major events, head to head results etc.). The committee members will forward their input to the Chair. The Chair will review all of the committee's input, consolidate the information into a second draft seeding, and re-circulate to all committee members. A conference call will be organized to discuss and confirm the seeding.

Any changes from the draft seeding must be supported using the following weighted method:

1. Head to head results from the current squash season (September 1 – until the last day of the month preceding the month of the Championship)
2. Most recent provincial/territorial rankings
3. National or international results from the previous year.

The Chair will forward the final seeding to the Championships draw-master.

Placement of Seeds – Masters Events

Please refer to the seeding chart (figure 1) for seeding information and placement of seeds in the respective draws. Any BYES required will be placed prior to the drawing for positions.

NOTE: Squash Canada is not responsible for seeding any Companion events (B & C etc.). The host Provincial/Territorial Squash Association is responsible for the seeding procedures for Companion events (if held).

4. CANADIAN JUNIOR AND JUNIOR OPEN CHAMPIONSHIPS

Formation of the Committee

Squash Canada will name a Chair and committee members, comprised of knowledgeable junior coaches representing geographic regions.

Development of the Seeding

Squash Canada's Programs Manager and/or Performance Director will circulate the following information to the committee members:

1. A spreadsheet entry list for all categories. On this list, there are columns indicating the national ranking, provincial ranking and results from past junior national and junior open tournaments. For the Junior Open, additional information (if available) will be from the player's country of origin, e.g. National ranking, recent results, etc.
2. The details of a conference call to be held once committee members have reviewed the spreadsheet.

Each committee member will complete a draft seeding of each event (seed 25%-50% as appropriate of the draw). The Chair will review the committee's input, consolidate the information into a second draft seeding, and re-circulate to all committee members. A conference call will be organized to discuss and confirm the seeding. The chair will forward the final seeding for the Championships to the Sport Development & Events Manager.

Any changes from the draft seeding must be supported using the following weighted method:

1. Head to head results from the current squash season (September 1 – May 31)
2. Most recent provincial/territorial rankings
3. National or international results from the previous year.

Seeding Principles/Procedures

Squash Canada junior NRS will be the main source of information for seeding. Documentation of recent head to head results will also be taken into consideration. Players who are moving up an age group must be evaluated by

rankings and results.

Placement of Seeds – Junior Events

Please refer to the seeding chart (figure 1) for seeding information and placement of seeds in the respective draws. Any BYES required will be placed prior to the drawing for positions.

5. CANADIAN DOUBLES AND MIXED DOUBLES CHAMPIONSHIPS

Formation of the Committee

Squash Canada (the Doubles Committee) will name a Chair and committee members, comprised of knowledgeable doubles players representing geographic regions.

Seeding

1) Seeding for all Canadian tournaments will be determined by combining the total ranking points of the 2 players on a team from the latest Canadian Doubles Squash Rankings. Note that mixed rankings are not included in Men/Women ranking totals and vice versa. Ranking points only will determine the seeding process except for Dark Horse teams.

2) For players who are ranked in the top 20 of the then-current SDA Rankings, they shall be seeded based upon the following formula: The #1 ranked SDA player shall have 20% more points than the current #1 ranked Canadian player with a corresponding 2% reduction in points for each player in the top 20 of the SDA (for example, the # 20 SDA player would have the same number of points as the then-current #1 ranked Canadian player. For those individuals that have both SDA points and Canadian Ranking points, the seeding committee shall take the higher points.

3) “**DARK HORSE TEAMS**” Are defined as those players and or teams with an established doubles history but insufficient current data. At the discretion of the seeding committee having jurisdiction over the tournament, dark horse team(s) may be placed anywhere in the draw but traditionally shall be placed in the 3rd and 4th quadrant.

4) Past champions have no precedence over a team with more ranking points.

Draw Format

1) A maximum of 25% of the draw must be seeded for all National championships and no more than 50% of any draw may be seeded and/or placed including Dark Horse teams. In the event of a fraction, round up to the higher number.

2) The format for seeded players must be placed as follows:

- 1 plays 4
- 2 plays 3
- 5 plays 4
- 6 plays 3
- 7 plays 2
- 8 plays 1

3) All draws must have player’s full name and home city on the draw. Emphasis must be given to avoid players from same city or club meeting in the 1st round and also be given to avoid a team playing the same team they have played in a recent tournament in 1st rounds whenever possible.

4) All draws shall be single elimination format.

5) Draws with 4 teams or less may be a round robin format at the discretion of the tournament chair.

6) All Canadian National Championship draws will be prepared by Squash Canada in conjunction with the Squash Canada Seeding Committee.

5) Individual tournaments may, in circumstances which the tournament's seeding committee deems just and proper to insure a fair draw, deviate from the within "Guidelines" at their discretion.

NOTE: Squash Canada is not responsible for seeding any Companion events (B & C etc.). The host Provincial/Territorial Squash Association is responsible for the seeding procedures for Companion events (if held).

6. CANADIAN TEAMS CHAMPIONSHIPS

Development of the Seeding:

Squash Canada's Programs Manager and/or Performance Director will prepare a list of all teams entered. Information on this list will include each player's name and current national ranking.

Seeding Principles/Procedures

The Team seeds are the responsibility of Squash Canada. 100% of the draw will be seeded. The seeds will be established using a pair-wise comparison method. All competitors at positions 1-3 are compared using their national ranking. Where players have no rankings, but do have indications of current form these may be considered. Additional information will be utilized where appropriate including PSA rankings, head to head results and results at previous team championships.

Ties are settled by comparing the ranking of the tied teams position by position. If the tie cannot be broken by this method, the final placement of the teams at the preceding championships will be used to break the tie.

Seeds will be distributed by Squash Canada's National Office approximately two weeks prior to the start of the Championships.

Protests

A. Seeds

Protests of team seeds must be made within 72 hours of the distribution of the seeds by Squash Canada's National Office. Protests must be submitted in writing to Squash Canada's National Office with appropriate documentation.

Any changes from the original seeding must be supported using the following weighted method:

1. Head to head results from the current squash season (September 1 – until the last day of the month preceding the month of the Championship)
2. Most recent provincial/territorial rankings
3. National or international results from the previous year.

B. Team Orders

Protests of team orders must be made within 72 hours of the distribution of the seeds by Squash Canada's National Office. Protests must be submitted in writing to Squash Canada's National Office with appropriate documentation.

Squash Canada will form a three-member appeal panel to review the protest(s) and determine the final seeding/order. The decision of the panel is final.

7. CANADIAN UNIVERSITY AND COLLEGE CHAMPIONSHIPS

Development of the Seeding:

Squash Canada's Programs Manager will forward a list of all players entered to the Tournament Chair and also the University Committee. Information on this list will include each player's name and current national and provincial rankings.

Seeding Principles/Procedures

The Committee will complete a draft seeding of the Open & A events (seed 25%-50% as appropriate of the draw). Seeding should take into account current national and provincial rankings, previous results and head-to-head matches.

Any changes from the draft seeding must be supported using the following weighted method:

1. Head to head results from the current squash season (September 1 – until the last day of the month preceding the month of the Championship)
2. Most recent provincial/territorial rankings
3. National or international results from the previous year.

Placement of Seeds – Open Events

Please refer to the seeding chart (figure 1) for seeding information and placement of seeds in the respective draws. Any BYES required will be placed prior to the drawing for positions.

NOTE: Squash Canada is not responsible for seeding Companion events (B & C etc.). The Tournament Chair and/or host Provincial/Territorial Squash Association are responsible for the seeding procedures for Companion events (if held).

APPENDIX D: Tournament Referee Guidelines

SQUASH CANADA TOURNAMENT REFEREE GUIDELINES

INTRODUCTION

The Squash Canada Tournament Referee Guidelines are based on a similar set of regulations published by the WSF. Clearly, they must be adapted to the particular circumstances of the tournament in question. At local tournaments, common sense dictates that these guidelines be followed only to the extent that is reasonable. However, at major Provincial Opens and certainly National Championships and PSA events held in Canada, these guidelines should be followed closely.

Someone other than the Tournament Referee can fulfill the regulations concerning responsibilities prior to the tournament, especially when the Tournament Referee is not resident in the town where the tournament is to be held. This does not mean to imply that the points mentioned should be ignored, and indeed, tournament organizers are urged to use this as a checklist, so as to ensure that nothing is left to chance. It is quite common, for example, for a draw master to be appointed to fulfill all the responsibilities contained herein concerning the scheduling of matches.

Likewise, responsibilities after the tournament can be modified depending on the level of tournament. However, it should be stressed that any Rule 17 - Conduct on Court violation must be reported to Squash Canada for possible further action. See *Appendix E* of the National Championships Standards.

THE ROLE OF THE TOURNAMENT REFEREE

- To ensure that the tournament is conducted fairly and in accordance with the current WSF . Rules of Squash and WSF Referee guidelines which can be found on the WSF website - <http://www.worldsquash.org>
- To adjudicate on all questions of law, e.g. issues relating to the construction and application to specified facts of the current WSF Rules of Squash (including Guidelines and Appendices) and the tournament regulations. As such, the Tournament Referee is the final on-site authority for the interpretation of the WSF Rules, and must keep on hand at all times a copy of the current WSF Rules together with the current approved interpretations, a copy of any current Squash Canada regulations concerning tournament play, and a copy of the tournament Regulations.

DUTIES PRIOR TO THE TOURNAMENT

- Undertake the recruitment of a sufficient number of suitably qualified officials for the tournament. (See *Section 2.13*)
- Arrange such training sessions as may be necessary to thoroughly familiarize all officials with all applicable rules, current interpretations, code of conduct, and any other current Squash Canada regulations. These sessions should be held prior to and during the tournament.
- Ascertain that the courts are suitable for play by checking:
 - Floors - repaired and sanded in accordance with current WSF regulations. Ensure that if paint has been applied to the floor, it absorbs sweat and does not mark the ball.
 - Walls must be in good repair, clearly painted and free from condensation. If a transportable

court is in use, ascertain the stability of all walls, and that there is no glass-to-glass contact between joints.

- Ceilings - that sufficient height exists between the front wall out line and the ceiling (5.64 metres from the floor to the ceiling).
 - Lighting - that the lighting level is adequate and that all equipment is functioning correctly. Ascertain the availability of spare equipment.
 - Doors - that all doors together with hinges and handles fit flush with the back wall.
 - Markings - which all lines conform to the current W.S.F. specifications, and where tape is used, that all lines are properly stuck down
- Where a transportable court is in use, ensure that netting is used above the front wall to contain a ball that is hit out.
 - Sponsorship signage - that any signage around the court is of suitable colour to prevent any visible interference of the ball during play. All backgrounds above and adjacent to transparent courts should be checked to ensure they do not affect the visibility and sighting for players.
 - Nicks - that all gaps between the floor and walls are within the acceptable tolerances.
 - Tin - that the line across the front wall marking the height of tin will deflect any ball hit onto it, and that the surface below the line provides a different effect on a ball striking it, from a ball hit above the line.
 - Where a transportable court is in use, ensure that the surrounding lighting (outside the court) will not cause problems for the players on court through shadows, glare, or reflections.
 - Ensure that seats are provided together on all courts for both the match referee and marker in a central position overlooking the back wall and affording the best possible view of the court. If the Three Referee System is being used, ensure that seats for the Side Referees are provided.
 - Ensure that players are notified of the conditions of play, e.g. make and speed of balls, type of wall and floor surface, clothing regulations, system of officiating to be used, and other items of interest prior to the commencement of the tournament and/or qualifying competition.
 - Ensure that an adequate number of balls, designated for the tournament, are available for match play.
 - Be given the opportunity to brief the players before the start of the tournament either verbally (preferred), or in writing.

DUTIES DURING THE TOURNAMENT

- Provide a sign-in sheet in the Tournament Referee's office (desk) for all officials.
- Designate, in a highly visible place in a general players' area, an official bulletin board and notify all players of its designation and location. The daily order of play together with a list of the appointed officials should be posted on the official bulletin board as soon as it is available and at least 60 minutes before the start of the first matches. It is the responsibility of all players to ascertain their schedules from the Tournament Referee for each day's play. However, the Tournament Referee should also use all available means to notify all players of their schedules. Match times for all matches should be noted on the official draw sheet.
- Have available for any player a copy of the current WSF Rules of Squash, a copy of the current WSF Guidelines on Interpretations to Players and Referees, and a copy of any clothing regulation pertaining to the tournament.
- Designate a visible timepiece at a fixed location as the official clock of the tournament and notify all players of its designation and location.
- Designate a specific area from which all matches will be called in accordance with the order of play using all available and reasonable means. Players must be ready to play when their matches are called.
- Ensure that every court is equipped as follows:
- Reserved seats for the match officials. Each seat should be equipped with a writing platform or alternatively,

a clipboard and if a microphone is to be used, it must have an on-off switch and must not be hand-held.

- Chairs for players should be located as close to the court as possible, and these areas should be provided with water and cups.
- Two score sheets and two pens/pencils for each official and spare ball for the match.
- Towels and mop to wipe the court floors in the event that a player falls on the court or if too much sweat accumulates on the court floor. Normally, floor cleaning should occur at the start of each session and between all games. A First Aid Kit should also be provided near the court, in case of accidents or emergency.
- Consult with the Tournament Director (and/or Upgrading Scheduler) in preparing the daily order of play, referee appointments, and court allocations.
- Decide whether or not a court is fit for play.
- Liaise with the match officials and assess their ability.
- Ensure that all officials have been allocated the appropriate identification in order to facilitate their freedom of movement at the tournament.
- If player assessments of referees are to be done, it is the Tournament Referee's duty to ensure that the proper forms are filled out and returned to the appropriate authority. These forms are confidential and must not be seen by the match referees.
- The Tournament Referee has the power to replace a match referee and/or Marker if necessary to improve the officiating of that match. Remember, the players no longer have the right to request such a change.
- Be present at all times during the playing of matches during the tournament. The Tournament Referee may not be a match referee unless an Assistant Tournament Referee has been identified to the players and is present at the tournament. During play, the Tournament Referee should circulate and check both officials on all courts on a regular basis, and be available should any dispute arise.
- Arrange a daily meeting with the Tournament Director and all officials prior to each session of the tournament to discuss situations that have occurred during play, and to instruct officials on any points that need addressing.
- Schedule the match officials for each day of the tournament. It is advised that when arranging the schedule, the following points be considered:
 - Officials for the quarterfinals, semi-finals, and finals should have worked at least two matches prior to the quarterfinals.
 - Where possible, in the early rounds of a tournament, match referees should not officiate the same player in consecutive rounds. In the latter rounds of a championship, it may not be possible or desirable to apply this recommendation.
 - Where possible, match officials should not be required to officiate two consecutive matches without a rest interval of at least 60 minutes.

DUTIES AFTER THE TOURNAMENT

- Prepare a list of all officials that attended to each ½ day. Also submit a list prepared with the Tournament Assessor of the number of assessments performed on each official, which upgrades were given, which QCPs for Referees and NEs were attained and submit these list's to Squash Canada.
- Prepare and forward a report to the Chair of the Squash Canada Officiating Committee and the National Office within seven days after the tournament. Failure to do so may result in the TR's honourarium being withheld until the completion of a satisfactory report is submitted to the National Office.

Where penalties under the Rule 17 - Conduct on Court, have been applied, all Canadian, PSA, WSA or WSF reports must be submitted within seven (7) days of the offence occurring, so that any further action can be considered promptly.

APPENDIX E: Code of Conduct and Conduct on Court Report Forms

CANADIAN CODE OF CONDUCT

<http://squash.ca/sites/default/files/files/Canadian%20Code%20of%20Conduct%20Final%20June%206%202015%20.pdf>

NOTE: To access the Conduct on Court Report Form, please download the current form at

http://www.squash.ca/sites/default/files/files/SCCodeOfConductReportForm_Jan12017.pdf

APPENDIX F: Role of Squash Canada Representative and Staff

ROLE OF THE SQUASH CANADA REPRESENTATIVE AT SQUASH CANADA CHAMPIONSHIPS

The role of the Squash Canada Representative (SCR) at Squash Canada Championships is primarily to serve as a representative of Squash Canada at a Championship.

Some of the main roles that should comprise the SCR's duties are:

- Thanking the Host Committee on behalf of Squash Canada, for hosting and operating the events; and presenting the Committee with a plaque as a token of our appreciation. In coordination with the host, present awards to the Open Champions at the conclusion of the event.
- Be available for consultation on any matters that are outside of the rules of the game. Serve as the coordinator of issue resolution (liaising with appropriate individuals), where the matter is outside of the jurisdiction of the Tournament Chair and the Tournament Referee; or those avenues have been exhausted.
- Speak on behalf of Squash Canada on any matters that require attention (e.g. press concerns).
- Ensure that tournament results are forwarded to the National office, Webmaster and press agent. Where possible, ensure event champions contact the press agent immediately following their event, to provide quotes suitable for the press release.

The SCR should provide Squash Canada with a brief report on their observations and any recommendations for future events, following the event.

ROLE OF THE SQUASH CANADA STAFF AT SQUASH CANADA CHAMPIONSHIPS

If Squash Canada assigns a staff member to a Championships, and depending on the specific staff member, the role of the Squash Canada staff member(s) is primarily to ensure that the event adheres to the technical and operational hosting standards, and Squash Canada policies.

Some of the main roles include:

- Be available for consultation on any matters that are outside of the rules of the game. Serve as the coordinator of issue resolution (liaising with appropriate individuals), where the matter is outside of the jurisdiction of the Tournament Chair and the Tournament Referee; or those avenues have been exhausted.
- Speak on behalf of Squash Canada on any technical matters that require attention (e.g. press concerns).
- Event communications.
- Ensure that tournament results are updated to Squash Canada's website. News and results are communicated via various social media platforms.
- Ensure live streaming meets Squash Canada requirements.
- Ensure Squash Canada sponsor obligations are fulfilled.

APPENDIX G: Tie Breaking Procedure for Round Robin Draws

All competitors (whether in team or individual competition) play one another in a pool to establish an order of merit. The final order is decided, taking account of all results in that pool (e.g. Each match in an individual event, or encounter in a team event, is recorded as a win or a loss, with a win worth one point), as follows:

- If two competitors are tied, the winner will be determined by the head-to-head result between the two competitors.
- If three (or more) competitors are tied, the winner will be determined by the head-to-head results among the tied competitors:
 - First by the greater number of matches won against the tied competitors;
 - If equal, by the greater number of games won against the tied competitors;
 - If equal, by the greater positive difference between the games won and lost among the tied competitors;
 - If equal, by the greater positive difference between the points won and lost among the tied competitors.

If any of the above criteria result in a tie between two competitors, then revert to the procedure for two competitors tied (head-to-head result between the two competitors).

APPENDIX H: Protocol

At all Canadian Squash Championships, the Host Committee is responsible for the organization of all awards ceremonies or presentations, and all social events.

Squash Canada, as the awarder of all Canadian Squash Championships, is to receive recognition of their role as the governing body of squash in Canada. At a minimum, Squash Canada is to be provided the following:

- A. The opportunity for a representative of Squash Canada to give a short speech at every social event and/or awards ceremony or presentation;
- B. The opportunity for a representative of Squash Canada to present the host committee with a plaque recognizing their achievement in hosting a Canadian Squash Championship;
- C. The opportunity for a representative of Squash Canada to present the Squash Canada trophy to the winner(s) of a Canadian Squash Championship
- D. The opportunity for a representative of Squash Canada to present any other appropriate Squash Canada award (e.g. Canada Cup; Alex Doucas Memorial Award, etc.)

The Host Committee shall confirm with Squash Canada's Executive Director, at least two weeks prior to the commencement of an event, the proposed schedule of social events and/or awards ceremonies or presentations.

Squash Canada's Executive Director, at least two weeks prior to the commencement of an event, shall confirm with the Host Committee the name of Squash Canada's representative for the event.

For the Canadian Junior Squash Championships, the following order is recommended at the conclusion of the event:

- A. Host Committee thanks to referees, volunteers, sponsors, etc.
- B. Squash Canada Awards:
 - Canada Cup
 - Alex Doucas Memorial Award
 - Plaque to Championships Director
- C. Individual categories