



# TOURNAMENT DIRECTOR EXPECTATIONS





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## COACH PASS PROGRAM:

It is mandatory for a Tournament Director to have a Premium Coach Pass, and any assistant pros/site managers that are helping run the tournament need to be coach pass basic or premium. Any volunteers on the tournament desk or referees need to be Safe Sport trained. These Safe Sport Certificates need to be sent to [Coaching@USSquash.org](mailto:Coaching@USSquash.org)

Please use this [LINK](#) to access the Coach Pass poster (also see below). It is required that Tournament Directors of Gold, Silver and Bronze Tournaments ask visiting coaches to show them their digital coach passes to enter the venue/event. Please put this poster up around your venue and at the tournament desk to encourage coaching pros to check in and show their digital Coach Pass. If a given coach does not have a digital pass, we ask that TD's take the pros name, cell #, email address and name of the family they are coaching (if known) and send this info to US Squash to [Linda.Elriani@USSquash.org](mailto:Linda.Elriani@USSquash.org) so US Squash can contact these pros asap to get them set up with a Coach Pass.

For ease and understanding when checking the Coach Pass on the phones, please note the following information....

- Coach Pass Lite is aqua in color, Pros cannot coach at junior tournaments with this pass. This pass is for school leaders and school teams.
- Coach Pass Tournament Director is orange in color. Pros cannot coach at junior tournaments with this pass. This is for the very small group of TD's that only run tournaments and do not coach or have a certification.
- Coach Pass Basic is bright blue in color. Pros can coach at Bronze, Silver and Gold tournaments only.
- Coach Pass Premium is also bright blue in color. Pros can coach at JCT's and Nationals as well as Bronze, Silver and Gold tournaments.

Please use this [LINK](#) to the US Squash website to find out more about Coach Pass.

COACH PASS POSTER: Link [HERE](#)





## TOURNAMENT DIRECTOR EXPECTATIONS:

US Squash supports and guides our Tournament Directors with their events, and we obviously all want to give our squash community the best and most consistent squash tournament experience possible across the country. We also want our TDs to enjoy running tournaments and be accountable for their role in the process. If any TDs have any questions, concerns or ideas about the tournament process please email Linda on [linda.elriani@USSquash.org](mailto:linda.elriani@USSquash.org)

To do this, we have certain expectations of the TD that will help tremendously towards a successful tournament for everyone involved.

It is imperative that our TD's READ and FOLLOW the expectations that we put in place in this document. It is very often the attention to minute details that will help our tournaments run more smoothly, but this does take time, effort, and a lot of planning ahead.



## THE LEAD UP TO YOUR TOURNAMENT(1)

**TOURNAMENT INFORMATION PAGE AND TABS:** To give participants a better understanding of your tournament, venue, and its surroundings, it is required that tournament directors will update the tabs on the tournament information page with any important event related information. When you have detailed information in the tournament page tabs you can direct participants to your tournament page and save yourself Time while keeping them happy!

Please include the following information....

- 1. Hotels:** Hotels nearby (with distance from venue if possible) and any special rates that may be available to participants.
- 2. Venue address:** ALL venues should be shown on the main tournament page area. Please include any detailed information FOR ALL VENUES. This will make finding the courts easier. Courts can sometimes be in hidden areas or buildings, so putting up venue signs can be extremely helpful. State how long it takes to get from one venue to another.
- 3. Parking:** Give parking instructions for your facility, or parking garages nearby.
- 4. Locker room:** Can participants use the showers? Do you have towels that can be used? If you have more than 1 venue? Do the same rules apply?
- 5. Practice courts:** Give practice court availability, the cost of the practice court (if any), how to book the practice court. If there is more than one venue, are there practice courts available at both? Do the same booking rules apply?
- 6. Dress code:** Be clear about specific dress codes your venue may have. If you are a venue that has an all-white sports attire rule, we suggest relaxing this rule for open tournaments if possible. Speak to your manager or board if necessary.
- 7. Restaurant recommendations:** Posting a list of local restaurants and delis (their address and distance from the venues) that participants can access throughout the tournament is incredibly helpful.

.....and any other relevant information that will help your participants to have a better experience.



## THE LEAD UP TO YOUR TOURNAMENT(2)

**SAFESPORT CERTIFICATION:** The U.S. Center for SafeSport requires that ALL TOURNAMENT STAFF AND VOLUNTEERS, who work at the tournament and have authority over a minor, must pass the SafeSport Certification Course. Please plan your staffing ahead so they all have time to take the course. It takes approx. 1 hour and a half to complete the full course, and half an hour to complete the refresher.

To take the course, please go to page 15 for the instructions.

**TOURNAMENT DIRECTOR JUNIOR POLICIES EXAM:** There is a mandatory Junior Policy Exam for TDs and site assistants to pass on Junior Squash Policies and Rules. This exam is attached to your US Squash Club Locker account. Please email US Squash if you need this attached.

**PLAYER GIFTS:** All participants must be provided with a player gift at the tournament check-in. TDs are expected to spend the approximate amount below for each tournament category.

Bronze Tournament \$10

Silver Tournament \$12

Gold Tournament \$15

**TROPHIES:** Trophies must be provided for 1st Place; 2nd Place for an 8 draw or less. A 3rd Place trophy must also be added if the draw is larger than 8 players.



## THE LEAD UP TO YOUR TOURNAMENT (3)

**TOURNAMENT SUPPORT/COMMUNICATION:** There is tournament support person from US Squash allocated to each tournament. It is important to have timely communication with your US Squash tournament support and give them all the information needed. They can only assist TDs fully if they are given full and correct information.

- Please note if you need to communicate during the weekend of your tournament, please email your tournament support person and [Tournaments@USSquash.org](mailto:Tournaments@USSquash.org)
- Be clear about # of courts at each venue and if any are converted. Which are the show courts for finals? Which courts have limited or no viewing.
- If there is more than 1 venue, the tournament support will discuss age groups venue allocations with the TD. Final decision lands with the Tournament support depending on entry/draw size and refereeing appropriate age groups in the same venue.
- Do not tell participants the court venue allocations for age groups without checking with your tournament support.
- Please note for match time allocations, bronze matches will be allocated 30 minutes a match, Silver 35/40 minutes and Gold 40/45 minutes. Do not ask for less than 30 minutes.
- Please also note that Tournament Support needs to allocate 90 minutes between matches for Bronze, 2 hours for Silver and 3 hours for Gold.
- It is important to answer ALL tournament emails that you can in the lead up and during your tournament. Do NOT forward every tournament related email to your US Squash support. It is YOUR job to run YOUR tournament. The US Squash tournament Support person is there to schedule your matches and send emails out to your entrants in the lead up to the event and afterwards and ensure that junior policies are applied.
- Every TD should know the junior policies and rules of squash. On page 18-21 are the rules that are most needed for a tournament. Carry these with you during your event.
- Expect to be checking emails, texts, and voicemails before and during the tournaments. There are likely to be last minute withdrawals and you will need to contact the opponents straight away to let them know the adjustments.





## THE LEAD UP TO YOUR TOURNAMENT (4)

**COMMUNICATE WITH YOUR PARTICIPANTS:** Give timely replies to participants emails in the lead up and during the tournament. Regularly check your phone for texts and voice messages left by participants. Direct them to the tournament page if the answer is there.

US Squash tournament support will be sending out emails on your behalf leading up to the event and sending the tournament survey at the end. This will also remind them that good sportsmanship is expected from players and great behavior from parents. You may want to send your own emails to participants welcoming them before the start, updating them on any relevant info, and thanking them at the end.

Again, you can save yourself time by having ALL relevant information on your tournament page and directing people there.

**BEVERAGES:** There must be access to a water fountain in the squash area, otherwise bottled water must be provided. Sports drinks and snacks to purchase are appreciated.

**ONSITE TOURNAMENT DIRECTOR:** The listed tournament director is expected to be US Squash's contact for the tournament and is also expected to be onsite for the duration of the tournament as the person in charge.

**If you have more than one venue, the TD's, and ALL assisting TD/Venue Directors need to take and pass the Junior Policy Exam and have a Coach Pass Premium (which includes being Safe Sport Trained).**

**STAFFING:** Next to planning ahead, good staffing at your tournament is the key to running a successful event. As mentioned above, all tournament staff members, from pros and referees to tournament desk volunteers need to be trained in Safe Sport. Please send US Squash your staffing plan by the registration deadline.

Please also note that the venue club pros can only coach at their home tournament if they are NOT part of the event staff. Coaching at your home tournament can be and is often seen as a conflict of interest.

Be sure to clearly allocate the tasks for each tournament staff member so all aspects of the tournament run smoothly.



## TASKS DURING THE TOURNAMENT INCLUDE:

**TOURNAMENT DESK:** Tournament desk will handle Coach Pass check of coaches/Player Check In/Tournament Gifts/Answering general venue questions. Staff accordingly. Use the Coach Pass Poster to remind Pros to show their show.

**DRAWS:** Update the draws with match results for that venue each time a score sheet comes in.

**MASTER COURT SCHEDULE:** Updating the master schedule as the matches are played so that you stay up to date with the matches, check ins for later matches. and if the matches are running on time.

**SCORE SHEETS:** Updating the score sheets from the master schedule and placing them in piles for each court so they are ready for subsequent matches. Using score sheets for matches is recommended in case there is problem with WIFI or the tablet.

**COURT MONITORING:** Checking the courts are on time, that players are there to referee the next match on time, that warm-ups are fair (2 shots and over) and only 4 minutes long. Ideally 1 court monitor per 3 courts.

**TABLETS AND SQUASH BALLS:** Checking that iPads have enough battery and if squash balls need to be changed. Order your squash balls ahead of time. A gold tournament should have at least 12 dozen balls available (less for silver and bronze). We recommend a ball change on each court at least every 3 hours.

All matches must be scored live using Club Locker software. Be sure to have the correct number of tablets for your courts, remember to have extras so you can switch them out when the batteries are low. Check that your WIFI is working sufficiently for the tablets and extra WIFI usage over the tournament.



## TASKS DURING THE TOURNAMENT CONTD...

- **REFEREEING:** Monitoring that players are doing an excellent job of refereeing and focusing fully on the match. Please try to organize ahead of time to have referees for the first matches of the day and try to have an official referee or pro to referee the main finals.
- **BOOKING COURTS/START AND END PLAY TIMES:** Matches are to begin no earlier than 4:00pm on Friday and end no later than 4:00pm on Sunday. In certain instances, US Squash may allow tournaments to operate outside of these designated hours. Please make sure your facilities can work in the time constraints of your event. Block out courts at your facility as soon as your tournament is accredited so not to have any conflicts with your members. It is also advised to send an email to your own membership to inform them that the courts are offline and encourage them to attend the tournament, volunteer, and cheer on the local juniors.
- **FACILITY FRONT DESK:** Be sure to inform the main front desk of your tournament venues (where calls may go through to) of necessary tournament information. Advise all staff to send tournament questions your way to avoid misinformation. If the facility desk is uninformed, it can lead to confusion and unhappy parents and co-workers! Give them a list of everything they need to know.
- **ONSITE TRAINER:** We strongly recommend having a trainer on site throughout the duration of the tournament.
- **FIRST AID KIT AND AED:** A fully equipped first aid kit needs to be at each venue. Self-adhesive black bandages and bleed stopping agents/wound seal powder are great for bleeding incidents. Band aids are often needed for scraps from falls on the court. There also needs to be an AED in the building.
- **ICE/ICE PACKS/BAGS:** Players very often need ice during and after their matches, so it is essential to have ice and plastic bags conveniently at hand, or at the very least, ice packs for players.



## TASKS DURING THE TOURNAMENTS CONTD...

- **FACILITY AFFILIATE:** All facilities at which matches are played during an accredited tournament must be current US Squash facility affiliates at the time of the tournament.
- **VENUES:** Check that you have access to all your venues one 1 hour before the first match time (likely to need access at 7am) and later times than may be usual for the facility. There have been issues in the past with facilities wanting to close or not having someone to open on time or early for the matches.
- Be sure to check court availability with the other venue as soon as you are accredited. Do NOT assume you can use the courts. Book the courts and make sure any financial payments are dealt with in a timely manner.
- If you are planning to use just one facility, it is still a good plan if you have a second back up facility in case of a large entry. If you have no other venues close by, make sure your US Squash tournament support person knows this.
- **COURT REQUIREMENTS:** To complete the tournament in the time provided, US Squash requires that the tournament director have a certain number of courts to enable them to run their tournament. In rare instances, US Squash may allow tournaments to operate on fewer courts. This will be established during the accreditation process.



## SET UP FOR TOURNAMENTS:

### CHECK LIST

Below is a general checklist of what needs to be done at a facility for setting up the event.

The start of play is the most hectic part of the day, so please get the items below set up at least 3 hours BEFORE tournament play starts, as players start to turn up at least 1 hour before their match.

Please check the following.....

1. WIFI name/password posted on wall in squash area, emergency numbers, locker room codes, tables and chairs, clip boards, charged iPad/tablets etc.)
2. Check the WIFI connection and make sure all iPad devices are connected to the network
3. Put your Injury/Blood/Illness rules and Tournament Rules Summary up on the walls and have it available at the tournament desk
4. Have injury/illness rules available at the tournament desk and give a copy to each member of tournament staff.
5. Set up the tournament desk and registration desk with tablecloths on tables
6. Plug in radios for charging (if applicable)
7. Plug in iPad devices for charging
8. Set up printer – or have access to a printer
9. Print court matrix
10. Print score sheets for first rounds
11. Box of pens on table
12. Lay out clipboards on table
13. Display the US Squash Player Reminder poster in playing area
14. Install hotspots if necessary
15. Set up any signage/directions to courts/Tournament signs
16. Put up the draws on the walls – may need to update with late withdraws/additions (if using paper draws)
17. Lay out player gifts behind the registration desk
18. The registration desk should have the player responsibilities
19. Set up TV/Monitor display for live matrix (if TV or Club Locker Venue being used)
20. List of local restaurants/different local foods is helpful and appreciated by guests
21. List of parking in the area (if applicable and tournament is in an area with restricted parking)



## DURING THE TOURNAMENT:

**LIVE SCORING:** All matches must be scored live using Club Locker software. Be sure to have them charged and connected to the WIFI BEFORE the start of play.

**MATCH RESULT CHECK ON CLUB LOCKER:** The results for all matches must be recorded on the website before the end of each day. Be sure to check over the draws online at the end of the day (and during the day if you have time) to make sure that all matches have been submitted to allow the players to move to their next respective place in the draws online. Sometimes a match does not get submitted properly on the tablet and then the draws are not up to date online and can cause some confusion.

**VENUE OPENING:** Be sure to have ALL venues open at least 1 HOUR BEFORE the first match is due to start. Players like to arrive early to warm up or could be travelling in from out of town.

**INJURY/BLOOD/ILLNESS RULES:** The injury/bloody/illness rules were updated in Nov 2021. Please remember to have a copy of these rules at hand throughout the event. Please see page 18 &19 for the rules.

### THINGS TO MONITOR DURING THE TOURNAMENT:

1. Warm up: Keep an eye on players only hitting 2 shots to themselves and then
2. Quality of refereeing/timely refereeing: Keep a close eye on the quality of the refereeing throughout the tournament and that children are there to referee the next match and are focused while referee and marking. Make a note of any child that leaves after they play and report them to US Squash.
3. Coaching: No coaching in between rallies. Words like 'Come on' or 'You've got this' are allowed. Applause for both players is good. 'Focus,' 'One point at a time' or 'Hit deep' etc are NOT allowed! These are coaching phrases.
4. Parents and spectators: Must NOT speak to the referees or interfere with the referees in any way, regardless of whether they believe calls to be against their player. Report anyone that is breaking this rule to US Squash. Ask Parents to come to the tournament desk if any players needs assistance refereeing.
5. Sportsmanship: Good sportsmanship is expected. Step in and act if needed. Report bad and good sportsmanship to US Squash.
6. Eye wear: Only approved protective eyewear is allowed. Rudy Projects and Oakley's are NOT approved. Any regular prescription eyewear will need to be covered by an imask.



## AFTER THE TOURNAMENT

**COMMUNICATION WITH US SQUASH:** If certain problems occur during your tournament with parents and players, please complete the form below once the incident has occurred.

Equally, if you witness good sportsmanship on or off the court, please use the form below to inform US Squash.

To report a conduct violation or a sportsmanship act, please do so by using the forms below:

- o [Code of Conduct Reporting](#)
- o [Sportsmanship Nomination](#)



## SAFE SPORT COURSE INSTRUCTIONS:

Safe sport certificates are only valid for **one year**, so please note your expiration date so that you take the refresher course in a timely manner.

Please also note that you only need to take **ONE Safe Sport course per year**.

To take your Safe Sport course, please follow the instructions below:

### **IF YOU HAVE NEVER USED SAFE SPORT BEFORE, USE THIS INFORMATION:**

**IT IS IMPERATIVE THAT YOU USE THE LINK BELOW TO ASSOCIATE YOUR ACCOUNT WITH US SQUASH AND FOR IT TO BE FREE OF CHARGE. If it asks you to pay you have used the wrong link.**

1. Click on <https://safesporttrained.org?KeyName=NGBUSS-buf8Jp>
2. Click enroll and fill out the form to create an account (once submitted it will ask you to wait while it sets up your account).
3. Then agree to the terms and conditions.
4. Go to 'My Courses' from the home page. The course that you need to take will be the one with a blue 'Start' button on it.
5. This SafeSport course should be the NGB1.

The SafeSport Trained NGB1 course takes 90 Minutes to complete. Any other courses are optional and will not certify you as SafeSport Trained for squash.

### **IF YOU HAVE USED SAFE SPORT BEFORE AND HAVE PREVIOUSLY COMPLETED THE 90 MINUTES SAFE SPORT TRAINING COURSE, USE THIS INFORMATION.**

1. Go to [safesporttrained.org](https://safesporttrained.org).
2. Click on 'Login' and enter your username and password.
3. Go to 'My Courses' and the course you need to take should show 'START'.
4. **Do NOT take this course if you have a course that is valid. This course should be taken just before your last course expires.**
5. To check when your courses expire, go to the home page, and click on the 3 white lines at the top right. Click for the drop down and click on 'Transcripts'. All your course info is there, including being able to download your certificate to send to US Squash.

NB: After you have taken 3 refresher courses you will need to take the full 90-minute course again regardless of the time span between the courses taken.

Please email completed certificates to [USSquashsafesport@ussquash.org](mailto:USSquashsafesport@ussquash.org) and [Linda.elriani@ussquash.org](mailto:Linda.elriani@ussquash.org)





## USEFUL INFORMATION (1)

**EDUCATING YOUR MEMBERS:** It is vital that each Tournament Director and Squash Professional make the effort to educate players and parents on rules, refereeing, tournament timelines and expectations during the season. TD's and Program Directors need to be accountable for teaching these aspects of the game. You are the direct link between US Squash and the playing community and your hard work in these areas can really make a positive difference and is much appreciated.

**REVIEW PROCESS/ACCOUNTABILITY:** It may be necessary to schedule a review of a certain tournament about 10 days after the completion. If the expectations of the Tournament Director are not met, this can lead to a warning, and may affect their ability to host future tournaments.

**REFEREEING** is such a large part of having a positive or negative tournament experience, for the players on and off the court and the parents. It is particularly important that our squash pros around the country pay attention to teaching the juniors how to referee.

We strongly encourage pros to organize referee clinics and/or incorporate refereeing in their clinics, especially at the beginning of the season as players start to plan their tournaments and season.

**RATINGS PLAY/CLUB LOCKER:** Friendly but competitive in-house play will also provide young juniors the chance to practice refereeing and get used to playing in a more competitive environment. The new URS rating tournaments are a wonderful way to create playing opportunities. Use Club Locker to input the names of ALL your juniors. It is free to have a Club Locker account. Everyone should have a profile. US Squash needs to have visibility of players in every program so they can make decisions based on actual numbers, rather than predicted.



## USEFUL INFORMATION (2)

**TOURNAMENT PLAY/RANKINGS:** There is a shocking statistic that 40% of children that play their first squash tournament do NOT play another!!!! We must all work together to make sure this statistic changes. Pros should educate themselves on the ranking/ratings rules so they can guide their players to enter the correct tournaments for their level and progression path. Good sound knowledge will also allow pros to give strategies when their players age up.

Juniors need to work their way through the ranking/rating system in place, starting with bronzes and up through Silvers, and maybe eventually competing in gold and JCTs (Junior Championship Tour).

If juniors skip the tournament levels just to gain points it is likely to adversely affect their experience while competing. Remind families that the process is a marathon not a sprint! It's important that a junior earns their strips at each level and gains confidence as they move through each different tournament level.

Remember when attending a tournament to coach, use the 'sign up' button on the tournament page if there is one, so US Squash will know which pros will be there. Remember to check in at the tournament desk and show your Coach Pass.



## INJURY/BLOOD/ILLNESS RULES:

**KEEP A COPY OF THE INJURY/BLOOD/ILLNESS RULES WITH YOU AND ALL YOUR TOURNAMENT STAFF AT ALL TOURNAMENTS. INJURY/BLOOD/ILLNESS RULES (Updated on 27 November 2021)**

14.4.1. Self-inflicted: where the Blood Injury is caused by a player's own action or condition, such as a fall, lunge, dive, crowding, nosebleed or similar, the player is permitted 5 minutes to stem the flow of blood and cover the bleeding. The referee is in charge of starting the timer, which will start from when the injured player's treatment begins. If the injured player is not ready to resume play after 5 minutes has elapsed, the player must concede the game and take the game interval, if available, for further recovery.

If the same Blood Injury reoccurs, no further recovery time is permitted, and the injured player must concede the game and take the next game interval, if available, for further recovery.

If the same Blood Injury reoccurs and is caused by both players' actions (see 14.4.2 Contributed) the injured player shall have further reasonable time to address the Blood Injury.

If the injured player cannot resume play within the permitted time allowed, the referee will award the match to the injured player's opponent.

### 14.1. Illness

14.1.1. A player who suffers an illness that involves neither an injury nor bleeding must either continue play immediately or concede the game in progress and take the 90-second interval between games to recover. This includes conditions such as cramps, nausea, and breathlessness, as well as asthma. Only 1 game may be conceded. The player must then resume play or concede the match.

14.1.2. If a player's vomiting or other action causes the court to become unplayable, the match is awarded to the opponent.

### 14.2. Injury The Referee:

14.2.1. If not satisfied that the injury is genuine, must advise the player to decide whether to resume play immediately, or to concede the game in progress and take the 90-second interval between games and then resume play, or concede the match. Only 1 game may be conceded;



## INJURY/BLOOD/ILLNESS RULES CONTD:

14.2.2. If satisfied that the injury is genuine, you must advise both players of the category of the injury and of the time permitted for recovery. Recovery time is permitted only at the time the injury takes place;

14.2.3. If satisfied that this is a recurrence of an injury sustained earlier in the match, they must advise the player to decide whether to resume play immediately or concede the game in progress and take the 90-second interval between games or concede the match. Only 1 game may be conceded. Note: A player who concedes a game retains any points already scored.

14.3. Categories of injury:

14.3.1. Self-inflicted: where the injury is the result of the player's own action. This includes a muscle tear or sprain, or a bruise resulting from a collision with a wall or falling over. The player is permitted 3 minutes to recover and, if not then ready to resume play, must concede that game and take the 90-second interval between games for further recovery. Only 1 game may be conceded. The player must then resume play or concede the match.

14.3.2. Contributed: where the injury is the result of accidental action by both players. The injured player is permitted 15 minutes to recover. This may be extended by a further 15 minutes at the discretion of the Referee. If the player is then unable to continue, the match is awarded to the opponent. The score at the conclusion of the rally in which the injury occurred stands.

14.3.3. Opponent-inflicted: where the injury is caused solely by the opponent.

14.3.3.1. Where the injury is accidentally caused by the opponent, Rule 15 (Conduct) must be applied. The injured player is permitted 15 minutes to recover. If the player is then unable to resume play, the match is awarded to the injured player.

14.3.3.2. Where the injury is caused by the opponent's deliberate or dangerous play or action, if the injured player requires any time for recovery, the match is awarded to the injured player. If the injured player is able to continue without delay, Rule 15 (Conduct) must be applied.



## RULES SUMMARY:

### MID TOURNAMENT DEFAULTS:

**LATE FOR A MATCH:** The tournament director may default a player if that player has not arrived on court 15 minutes after the scheduled match time. Players who default a match in a tournament also default any subsequent scheduled matches. Players may be permitted to continue in the tournament at the discretion of the tournament director. In making these decisions, the tournament director will take into consideration the level of communication with the player, court availability, and any other relevant specific factors. In no case is the tournament director obligated to make special accommodations for a player.

Players are expected to arrive at each tournament with the intention of playing and completing all scheduled matches. Any player deemed to have needlessly defaulted out of a tournament will receive a mid-tournament default ranking penalty. The penalty will be a zero-point tournament being added to the player's record. The zero-point tournament counts as a tournament exposure and will be treated like any other tournament with regards to rankings.

**INJURY/ILLNESS:** If a player begins a tournament but is unable to complete all scheduled matches due to illness or injury, the zero-point mid-tournament default ranking penalty can be waived with a doctor's note. The doctor's note must be submitted using this form within one week of the last day of the tournament. The doctor's note cannot be written by a family member and must be from an independent source.

In the case of an approved and received doctor's note, the player will receive the lowest amount of points available based on the round achieved at the time of the withdrawal. For instance, if a player defaults a semifinal match, he or she will receive points for a 4th place finish if there was a 3/4 playoff match scheduled.

Players may not opt out of zero-point rankings penalties when a penalty is assessed during a points-optional tournament (e.g., Regional Junior Championships or U.S. Junior Open). In the event the rankings penalty occurs during a Summer Gold tournament, the tournament will count as one of the two Summer Gold tournaments allowed to count towards a player's ranking.

**RETIRING DURING A MATCH:** If a player retires during a match, they are then defaulted from the rest of their tournament matches. In exceptional circumstances decided by the Tournament Director/US Squash a player may be able to play in subsequent matches. **IMPORTANT NOTE:** If a player retires from a match, Club Locker will automatically default them from further matches. If there is a special circumstance and the player can continue to compete the Tournament Director will need to contact US Squash for them to adjust the draw to allow further play.



## RULES SUMMARY CONTD:

### LATE WITHDRAWAL:

For all junior accredited tournaments, a player may withdraw without penalty before 12:00pm (noon) in the time zone of the tournament on the Monday prior to the start of the tournament. Any withdrawal after this deadline and before the start of a player's first match is considered a late withdrawal. Any player who is registered for a tournament and does not show up to play is also considered a late withdrawal. Doctor's notes are not accepted to waive late withdrawal penalties.

### PENALTIES FOR LATE WITHDRAWALS ARE AS FOLLOWS:

- 1st late withdrawal within an 11-month period: No penalty, but the late withdrawal will be noted on the player's record.
- 2nd withdrawal within an 11-month period: The player receives a rankings penalty. The penalty is a zero-point tournament being added to the player's record. The zero-point tournament counts as a tournament exposure and will be treated like any other tournament with regards to rankings
- 3rd or further withdrawal within an 11-month period: For any additional late withdrawal within the 11-months, the player will continue to receive a late withdrawal rankings penalty for each tournament in question.

NOTE: Any ranking penalty which results from a late withdrawal in a Summer Gold tournament will count on that player's record as a penalty/exposure, even if he or she has played in more than two summer gold tournaments. In other words, the penalty associated with a late withdrawal cannot be waived, removed, or otherwise opted out of.

**TOURNAMENT TIMELINES:** TDs are expected to know the timelines of their own tournament (which are on the tournament page on US Squash) and be able to answer questions pertaining to this to participants.



## TD EXPECTATIONS AGREEMENT

Click [HERE](#) for the Tournament expectations.

Please sign below to confirm you have read and understood The Tournament Director Expectations and scan and return to [Coaching@ussquash.org](mailto:Coaching@ussquash.org) or click on the link above to sign online.

I..... confirm that I have read and understood the US Squash Tournament Director Expectations, and that I will follow them before, during and after my US Squash sanctioned event.

Date signed: .....