



This entry form is to be completed and forwarded to the Host Club by each individual entrant

PLEASE PRINT clearly in BLOCK LETTERS

TOURNAMENT ENTRY FORM

Name of Tournament

PLAYER CODE						
Current Grade			Points			
from the			/ / grading list			

Surname First Name Male Female

Club Email

Postal Address

Phone (h) (w) (m)

I wish to enter the following event: (Refer to Tournament Poster for Events being held **CIRCLE** as applicable.)

Men's Open B C D E F

Women's Open B C D E F

Men's Masters 35+ 40+ 45+ 50+ 55+ 60+

Women's Masters 35+ 40+ 45+ 50+ 55+ 60+

Junior Men's Open U19 U17 U15 U13 U11

Junior Women's Open U19 U17 U15 U13 U11

I will be arriving at the Squash Club courts at: pm, on

Masters & Juniors
- when entering tournaments

I ENCLOSE PAYMENT OF \$ **being the Tournament Entry Fee.**

Date of Birth

Signed (Entrant)

/ /

Tournament Playing Advice

(Entrants - PLEASE complete name and postal address below).

From the

.....
Squash Club

The playing time of your first game is

.....
opponent

.....
.....
.....

.....



GUIDELINES FOR CONDUCT OF TOURNAMENTS

All players participating in tournaments listed on the Squash NZ Tournaments Schedule are required to be a financial member of a club affiliated to Squash NZ, and to be on the Grading List with a Player Code. The results ALL tournaments listed on Squash NZ Tournaments Schedule, between 1 February and 30 November each year are required to be submitted for inclusion in the Grading System.

- GENERAL** These guidelines are provided to assist Clubs with the conduct of Tournaments and to provide Players with an indication of the manner in which they can expect a tournament to be organised. Although these guidelines are not mandatory for conduct of tournaments, it is hoped that all Clubs will follow the points made.
- TOURNAMENT POSTERS** The following information should be included on the tournament poster:
1. Name of event, host club and date.
 2. All grades and/or competitions for which entries are invited.
 3. Playing entry fee.
 4. Type of ball to be used.
 5. Minimum number of matches for each player.
 6. Name and phone number of tournament organiser.
 7. Closing date for entries - usually 2 weeks prior to event, but may be a shorter time.
- TOURNAMENT ENTRIES** All entries should be forwarded to the host club on the Squash NZ Official Tournament Entry Forms which should be made available for club members at all clubs. A cheque for the entry fee should be attached to each individual form.
- Where a club indicates that entries by email are acceptable, the following is the minimum information that should be provided by the entrant: surname, first name, club, player code, phone numbers, arrival time at club / availability for first match, date of birth (for junior and masters events). Players entering by email should ensure that their entry fee is received by the host club before the tournament commences otherwise an "additional" fee may be incurred.
- ENTRY FEE** The playing entry fee should be assessed on the following expenses:
1. Poster and postage of same.
 2. Balls (1 doz. per 30 players).
 3. Score sheets, pencils/pens, whiteboard markers.
 4. Any "District Players' Fund" contributions.
 5. Cost of prizes (in conjunction with sponsorship).
- NUMBER OF ENTRIES** For a tournament where all players receive a minimum of three matches (each best of 5 games) a Club should accept between 24 and 32 entries per court - subject to intended "playing times".
- HOURS OF PLAY** Visiting players should not be expected to play before 6pm Friday night, (unless it is noted on the poster that "local" players may be required on Wednesday and/or Thursday evenings), or unless specifically agreed to with the player(s) concerned. No match should be programmed to commence later than 10.00pm each night (Wed/Thur/Fri.), nor earlier than 8am each day (Sat/Sun).
- ALLOCATION OF TIME** Time for a tournament should be averaged throughout the day to even intervals with overall time being allowed as follows (all matches best of five):
- Wednesday to Friday: All grade matches 40 minutes.
 - Saturday & Sunday: All grade matches 40 minutes and semi finals/finals 45 minutes.
- MATCHES** It is strongly recommended that ALL matches in a tournament be best of five games. It is also recommended that all players play a minimum of three matches. For a normal Friday night, Saturday and Sunday tournament (with matches between "local" players on Wednesday / Thursday night - where players/courts are available), it recommended that draws be limited to 16 players. For ease of conduct, all events should have the following plates:
1. Plate: First game losers from championship.
 2. Consolation Plate: First game losers from plate.
 3. Special Plate: Second game losers from championship.
 4. Classic Plate: Third round losers from championship (optional, but should apply in a 32 Draw).
 5. 3rd/4th play-off, for top division of tournament (optional at the discretion of the organising committee).
- SEEDING EVENTS**
1. When seeding tournaments the LATEST available grading list at the CLOSE OF ENTRIES should be used. This may be obtained from the Squash NZ website - www.squashnz.co.nz
 2. Where practical, two players from the same club should not be drawn to play one another in the first round of a draw. This can usually be achieved by swapping the draw placing of the of the lower graded player, with that of a similar seeded player - i.e. If seeds 1 and 16 are from the same club, swap 16 with 15.
- PRIZES** Prizes should be given as follows:
- | | |
|--------------------------------|--|
| Championship event: | Winner and runner-up |
| Plates of 8 or more players: | Winner (and runner-up - optional at the discretion of the organising committee). |
| Plates of less than 8 players: | Winner |
- BALLOTING OUT GUIDELINES**
1. Late entries should not be accepted.
 2. Entries not on official entry form or not by email where club has indicated acceptance of such entries.
 3. Failure to provide "player code"
 4. Where both a husband and wife have entered the principal should be established of balloting out both or neither from the tournament.
 5. If it is obvious that several players are making up a group from another District or from a distant club in the district either ballot all out or accept of them in total.
 6. Look after players who are on your committee or associated in some way in running the tournament (or social).
 7. Check entry forms for indication of players balloted out of previous district tournaments in the current season and ensure good cases are not balloted out again.
 8. If balloting is still necessary then it should be done to ensure a manageable number of entries (approx 24 to 32 per court) or by the deletion entirely of one or more "lower" grades, i.e., if a 'C' grade tournament don't ballot out any 'C' graders.
 9. Place those to participate in ballot in hat, drawing out the required number of players for the event.
 10. Notify those balloted out within three days of the dosing of entries and send refund cheque with ballot notice.