**National Event Hosting Agreement**

**Between Squash New Zealand and HOST CLUB for EVENT, DATE.**

The purpose of this agreement is to clarify the relationship and the operational process between the host club and Squash New Zealand.

**The HOST CLUB will:**

1. Provide entries to Squash New Zealand at least seven days before the event begins so selectors can advise on seedings.
2. After receiving seedings from Squash New Zealand selectors, complete the draws for the event and provide to Squash New Zealand for approval at least five days before the event begins.
3. Post and update results (including game scores) on the club website after EACH round of play (at least daily).
4. Submit results to the SIT grading list within FIVE DAYS of the event’s conclusion.
5. Prior to the event, build a relationship with local media. During the event, provide updates (including game scores) and photographs to local and national media after EACH round of play (at least daily) – see Appendix One for sample media release template.
6. Subject to venue locations, be able to provide regular transport service between venues as required.
7. Player accommodation options advised to all players (including billets where available).
8. Provide kitchen and bar facilities open to players and spectators during ALL scheduled matches, with tea/coffee/water available for free.
9. Appoint a Referee Liaison Officer to ensure officiating at the event runs smoothly.
10. Have Club and District Referees available and willing to assist at the event.
11. Take photos of champions at the conclusion of the event, and e-mail these to Squash New Zealand within three days of the event’s conclusion (this can be a club member with a digital camera).
12. [Where applicable] Arrange prize money in line with Squash New Zealand agreement.
13. Ensure that all trophies/medals/shields/banners are ready to be presented (liaise with Squash NZ).
14. Submit an event report (a template is available from Squash New Zealand) to Squash NZ within 30 days of the tournament‘s conclusion.

**For Junior/Senior/Masters/Superchamps National Championships, Cousins Shield/Mitchell Cup:**

1. Design and print event programmes within the club’s event budget (liaise with Squash NZ for examples) and send one copy of the programme to Squash NZ for their records.
2. Arrange and budget for lunches (during teams’ events).

**Squash New Zealand will:**

1. Seed the players in the top male and female draws at least seven days prior to the event.
2. Provide support and guidance for creating draws, and approve all draws at least four days prior to the event.
3. Provide XX dozen balls from the national office.
4. Appoint national referees (as available) for the event and take responsibility for their transport and accommodation requirements.
5. Provide previous examples of event programmes.
6. Provide support and guidance on prize money allocation.
7. Facilitate relationship development between the club and the Squash New Zealand Media Manager.
8. Promote the event prior to the date, via the Squash NZ website and other forms of communication (eg. Newsletters, Facebook etc).
9. Provide templates as necessary (eg. Reports, results sheets).
10. Organise cups/shields/medals/banners for winners.
11. Be available (via phone, e-mail) to provide guidance/advice at any time in the lead-up to the event – if you have any questions or need any help just ask.

**Further Information is contained in Appendices 1-3 below.**

**Additionally, host clubs may contact the Squash Director for guidance –**

michael@squashnz.co.nz

(09) 815 0970

021 875 204

Agreement dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_.

Between

President/Tournament Director Club Jim O’Grady, Squash New Zealand CEO

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix One: Sample Media Release from SPARC**

## MEDIA RELEASE

**(SAMPLE ONLY)**

**ABC SQUASH CLUB**

**MEDIA RELEASE** – **Attach photos where possible and distribute to local and national newspaper contacts and radio stations as soon as possible.**

### FEBRUARY 1, 2011

**JONES RETURNS TO COMPETITION**

Having been forced onto crutches after a serious car accident just three years ago, few people expected Wellington schoolgirl Claire Jones to play squash again.

But the former squash champion was determined the accident which changed her life forever would not prevent her from competing.

Each night as she lay in bed, she looked up at the posters of her heroes world champions Nick Matthew and Nicol David on her bedroom walls and vowed she would return to training and competing.

That day came this week when Smith, now 16, returned to the court for a light training session with her old teammates at ABC Squash Club under ABC Squash Club coach John Smithers.

“It was awesome. I’’ve been waiting for this day for so long,” exclaimed an emotional Jones.

“Ever since the accident I have wanted to be back playing squash. It’s good to be back on the court – the idea of returning played a significant role in my rehabilitation both physically and mentally.

“I always knew I would eventually achieve my goal of training and playing again.”

Smith, who wants to compete in Wellington’s under 19 team in September next year, plans to steadily build up her strength over the next few months and begin full-on training again by the middle of the year.

“I might not be able to walk very well, but I reckon my arms can only be stronger after so long on the crutches. I love being back on the court, and I plan on working toward the Commonwealth Games one day,” Claire said.

“For me it will be a harder goal to reach, but after my accident, I reckon I’ve got the internal strength to do it!”

**FOR MORE INFORMATION**

**Jo Bloggs, ABC Squash Club publicity officer**

#### Phone: (04) 333 3333 Mobile: 021 333 333

**Email: jbloggs@abcsquashclub.org.nz**

**Appendix Two: National Events Specific Criteria**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Event** | **Date\*\*** | **Individual / Team** | **$$ required for Prizemoney** | **Entry Fee Minimum and or maximum** | **Prizegiving** | **Accommodation** | **Media** |
| NZ National Champs | July | I & T | $8 - 10,000 | Ind: $40Teams: $35 / person | Formal Dinner | Motels | Yes |
| North Island Champs | June | I | $6000 | $35 | Type A | Motels | Yes |
| South Island Champs | June | I | $6000 | $35 | Type A | Motels | Yes |
| PSA event | Various | I | $US3,000 | No entry for PSALocals $35 | Type A | Motel / Billet | Yes |
| WISPA event | Various | I | $US4,000 | No entry for WISPALocals $35 | Type A | Motel / Billet | Yes |
| Cousins Shield / Mitchell Cup | June | T | prizes | $40 / person | Type A | Motels | Yes |
| NZ Junior Open | April | I | Prizes | $35 | Type A | Motel / Billet | Yes |
| NZ National Junior Age Groups | October | I & T | prizes | Ind: $30Teams: $40 / person | Type A | Motel / Billet | Yes |
| North Island Junior Champs | July | I | prizes | $30 | Type A | Motel / Billet | Yes |
| South Island Junior Champs | July | I | prizes | $30 | Type A | Motel / Billet | Yes |
| NZ Masters Nationals | September | I & T | prizes | Ind: $40Teams: $40 / person | Type B | Motels | Yes |
| NZ Masters Club Teams Event | June | T | prizes | $35 / person | Type B | Motels | Yes |
| Super Champs National Finals | September | T | prizes | $40 / person | Type B | Motels | Yes |

**NOTES TO SPECIFIC Criteria**

**Individual Events**

In accordance with National Guidelines for the specific event.

**Teams Event**

In accordance with National Guidelines for the specific event.

**Prizemoney**

WISPA/PSA as per guidelines for the specific event

National Events as per National Guidelines

Perpetual trophies provided by Squash New Zealand

**Prizes**

At the discretion of the Host Club in accordance with National Guidelines

**Entry Fees**

As set out in attached schedule – if change needed in consultation with Squash New Zealand

**Prizegiving**

 **Formal Dinner** with sponsors and NZ/District representatives

Awards type dinner where the following winners/awards presented:

NZ Men’s National Champion/NZ Women’s National Champion

NZ Players Series Winners Men/Women

Most Improved Male/Most Improved Female

Derek Cook Memorial Trophy for Refereeing

Squash NZ Team Coach of the Year

Squash NZ Junior Coach of the Year

Squash NZ Coach of the Year

**Type A**

 Formal Prizegiving with sponsors and/or NZ & District representatives

**Type B**

Formal Prizegiving with District and Club representatives (NZ representative if possible)

**Accommodation**

Motel accommodation is required for all National Events.

PSA/WISPA events billeting is required for overseas players.

*Junior Events:* Very limited billeting (if any). NZ players are required to look after themselves.

Junior Interdistrict Teams Event – Districts are required to book their teams into motel accommodation for the entire duration of the tournament. i.e Individuals and teams event.

All teams events – Motel accommodation.

**Media** – Maximum media coverage possible.

**Appendix Three: National Events Generic Criteria**

The following outlines the criteria for the *club* rather than the *event* and are the standards needed to successfully host any national event. These were sent out with the expression of interest forms so should be familiar.

**Facilities**

|  |  |  |
| --- | --- | --- |
|  | **What is Required** | **Tick** |
| **1** | Have a minimum of four (4) courts, for larger National Events at least one (1) court being a glassback preferably with gallery seating. |  |
| **2** | Have a back-up squash complex with at least two (2) courts within reasonable distance of the main venue. |  |
| **3** | Have changing rooms including showering and toilet facilities that are adequate in size to cater for the expected number of competitors. |  |
| **4** | Be located close to motel facilities where up to one hundred and fifty (150) or more motel beds can be booked. |  |
| **5** | Have a large main lounge separate to the playing area. |  |
| **6** | Have substantial kitchen and bar facilities. |  |
| **7** | Have telephone, fax, ability to email, photocopy equipment and EFTPOS on site throughout the duration of the event.  |  |
| **8** | Make sure ventilation systems are in place to ensure no condensation is present on any court throughout the duration of the event. |  |
| **9** | Ensure all court markings (i.e. either tape or paint) do not show any fading or have any flaking. |  |
| **10** | Ensure the squash court flooring is of a light colour and is non slippery. |  |
| **11** | Ensure all squash court walls and floors are cleaned regularly and re-cleaned one (1) week prior to the commencement of the tournament. |  |
| **12** | Ensure the squash court out-of-court side netting is clean and dust free. |  |
| **13** | Ensure all lighting is up to standard and ensure all fluorescent tubes are working. |  |
| **14** | Ensure the club has appropriate marker and refereeing seating arrangements - which do not block off the viewing of matches for the public and spectators. |  |
| **15** | Ensure that a competent racket re-stringing service is available either within the club or in the local area. |  |

## Management & Administration

The club hosting National Events must:

|  |  |  |
| --- | --- | --- |
|  | **What is Required** | **Tick** |
| **16** | Adhere to the Squash NZ Tournament Regulations and the event Guidelines. |  |
| **17** | Demonstrate a proven administration capable of running a national event. |  |
| **18** | Appoint a Tournament Director six (6) months prior to the event and advising theNational Office of this person. |  |
| **19** | Tournament Report. A full report must be sent to Squash NZ within 30 days of the event finishing. |  |

## Finance

The club hosting National Events must:

|  |  |  |
| --- | --- | --- |
|  | **What is Required** | **Tick** |
| **20** | Be up-to-date with payment of levies to the local District Association and Squash New Zealand. |  |
| **21** | Have personnel capable of compiling a tournament budget which must show a surplus of income over expenditure. |  |
| **22** | Have members of the Tournament Committee capable of securing funding from outside sources. (Some National Events have a set amount of Sponsorship required to be met). |  |
| **23** | Have members of the Tournament Committee capable of handling the cash and other entries and of presenting balanced accounts at the end of the event. With report to Squash NZ |  |

## Refereeing

|  |  |  |
| --- | --- | --- |
|  | **What is Required** | **Tick** |
| **24** | Have members of their organising committee who are capable of liaising with the appointed Tournament Referee (where applicable) to ensure smooth running of the officiating at the event. |  |
| **25** | Have Club and District Referees willing to assist at the event. |  |

## Transport

|  |  |  |
| --- | --- | --- |
|  | **What is Required** | **Tick** |
| **26** | Subject to venue locations, accommodation, airport location, be able to provide regular transport service between venues/accommodation/airport as necessary. |  |