
EUROPEAN SQUASH FEDERATION

ESF Junior Circuit Guidelines

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ESF Junior Circuit Guidelines

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ESF Junior Circuit Guidelines

Glossary of Terms

ESF	European Squash Federation
VP	ESF Vice President responsible for Juniors
CjC	Chairman, Junior Committee
DJC	Director, Junior Committee
JC	Junior Committee
JCSP	Junior Committee Seeding Panel
MNF	Member Nation Federation
TD	Tournament Director
TR	Tournament Referee

Update	Changes Implemented
September 2018	B - Reference to Privacy Policy C5 - Addition of Safeguarding statement Increase in ranking fee to €5 Removal of the entry fee amount General cosmetic amendments
November 2018	Glossary of Terms : MNA Member Nation Association replaced with MNF Member Nation Federation Appendix numbers aligned with website C4 – Code of Conduct reference
End November 2018	C3 – Introduction of European Squash ID
December 2018	New ESF Logo
January 2019	Introduction of Combined Junior Rankings : Addition of Appendices 6 and 7. Change to Appendix 2 Change to seeding timeline
February 2019	B12 – Ball allocation updated to include GP tournaments A5 – Update to Evaluations C5 - Update to Safeguarding statement
August 2019	A5 – Added requirement for Super Series hosts to possibly provide a package for an ESF official for evaluation purposes D1 – Seeding updated
November 2019	D2 and D4 – seeding updated
January 2020	D – seeding update

A. ESF Responsibilities

1. The ESF Vice President responsible for Juniors (VPJ) :

- a) is the Chairperson of the Junior Committee (CJC)
- b) forms a Junior Committee (JC) with a minimum of 5 members
- c) May appoint a Director of the Junior Committee (DJC)
- d) appoints three or more members of JC to form the Junior Committee Seeding Panel (JCSP)

2. The CJC, DJC and the JC under the supervision of the ESF Board will be responsible for:

- a) Overall supervision of the Junior Circuit events i.e. Super Series (SS), Grand Prix (GP) and Junior Open (JO) events
- b) Granting and withdrawal of Junior Circuit event hosting status (SS, GP, JO)
- c) Approval of Tournament Directors (TD), Tournament Referees (TR)
- d) Ranking system and seeding
- e) Ensuring overall consistency in the organization of all tournaments
- f) Providing the tournament software and licence to operate the tournament.

3. Planning of a season

The Junior Circuit runs from August to August.

For events held at the beginning August to the end of January next season

- a) August the ESF will remind MNFs that the Tender Documents are available on line
- b) Organizers who wish their tournament to be part of the Junior Circuit must send in their application between 1st September and 31st October
 The ESF will invoice a Levy to help cover administration costs and the promotion, publication, and distribution of Junior Circuit information
- c) November Junior Committee approve Calendar, and MNF'S informed
- d) End November Calendar published online

For events held between February and July

- a) Mid November the ESF will remind MNFs that the Tender Documents are available online
- b) Organizers who wish their tournament to be part of the Junior Circuit must send in their application between 1st December and 28th February
 The ESF will invoice a Levy to help cover administration costs and the promotion, publication, and distribution of Junior Circuit information
- c) Calendar approved at the Junior Committee meeting held during the Under 19 Championships or European U15/17 Championships, and MNF's informed
- d) Mid May Calendar published online.

The Junior Committee will hold its annual meeting at the European U19 Championships or European U15/U17 Championships, where a full review of the Junior Circuit will take place and upgrades of status considered. The ESF will then publish a Junior Tournament Calendar with the dates and places of all recognised SS, GP and JO events for the full season

Date	Process	Tender period
August	ESF sends newsletter with reminder about tender datelines to MNF'S	August - January
1 st September	Tenders open	August - January
31 st October	Closing date for Tenders	

End November	Junior Committee agree Calendar. Published online	August - January
Mid November	Remind MNF 'S re tender window	February - July
1 st December	Tenders open	February - July
28 th February	Closing date for tenders	February - July
U19 or U15/U17	Committee agree calendar	February - July
Mid May	Calendar online	February - July

4 Status of a Tournament

The status of tournaments will be reviewed and agreed by the Junior Committee on a seasonal basis.

- a. GP status will be awarded on the basis that the event has proven to be well organized in the past and satisfies the following criteria
 - i. The event has run for a minimum of 2 years.
 - ii. the Junior Circuit Guidelines have been followed.
 - iii. the tournament includes events for boys and girls U19, U17, U15, and U13.
 - iv. a basic package has been offered within the maximum fee.
 - v. the ESF junior ranking has been used to seed the players.
 - vi. the tournament attracts at least 100 entries, including at least 50-60% percentage of foreign players. A higher/lower percentage of foreigners means a higher/lower evaluation for the tournament.
 - vii. the Tournament software has been used for the administration of the event.
 - viii. satisfactory reports have been received about the previous events.

- b. SS status will be awarded to those tournaments that meet the following additional criteria:
 - i. The tournament has a proven record of success at GP level for a minimum of 2 years
 - ii. the tournament attracts at least 200 entries, including at least 70/75% percentage of foreign players
 - iii. very good reports have been received about the previous events.
 - iv. Live streaming on main courts.
 - v. SS event hosts will be required to provide an accommodation package for an ESF official for evaluation purposes.

- c. When considering applications for the first event, ESF may require additional information and may inspect the facilities on a charge of the organizer prior to making a decision.
- d. Granting GP or SS status cannot be automatically claimed, the decision will be made by the JC
- e. When SS or GP tournament is not run according to the Guidelines it may lose its status and be downgraded..
- f. Ranking points will be awarded for European Championships (U19), SS, GP and JO tournaments as shown in Appendix 2.

5 Evaluation

Evaluation reports will be made. Hosts will request that participants complete an online survey which sends results directed to the ESF office. The purpose of these reports is to help us continuously improve the standard of these tournaments and the reports will be reviewed by the JC at their annual meeting.

B. Organisation of Tournaments

All tournament shall be run under the terms and conditions as set out in EUROPEAN SQUASH FEDERATION PRIVACY POLICY as published on the ESF website www.europeansquash.com

1. Application & Tender Document

Potential hosts must submit tender document confirmed by their MNF using the ESF tender document template published on the ESF website www.europeansquash.com/juniors/circuit-guidelines.html

- a) Only tender documents confirmed by the appropriate MNF and sent to the ESF according to the rules for planning of a season will be considered for inclusion in the European Junior Circuit.
- b) The information in the tender document and the reports of last season's event will affect the status of the tournament
- c) The MNF or TD must keep to the information given in the tender document when organizing the event; if any changes are proposed, the TD must contact the ESF for confirmation

2. Tournament Director (TD)

- a) The TD is responsible for the invitation, the entry form and the promotion of the event
- b) The name of the TD must be mentioned in the tender and will be the contact person for the ESF
- c) The TD is responsible for all contact with ESF
- d) The TD must ensure that the tournament is run in accordance with the ESF Guidelines. If in the opinion of the JC, the tournament is not run wholly in accordance with the ESF Guidelines it may be downgraded
- e) The TD must use the designated Tournament software provided by ESF.
- f) The TD must seed the tournament, which will be done according to the ESF Junior ranking valid 2 weeks prior to the tournament start date.
- g) The TD will ensure that all competitors wear approved protective eye guards over the eyes during competition play including the knock up.
- h) The TD must make sure that all the matches and times are displayed in the venue(s) as well as at the hotels and online on the Tournamentsoftware website
- i) The TD will keep ESF informed on all matters concerning the running of the tournament
- j) The TD will send all relevant information to ESF, before and after the event, for appropriate addition to the ESF website
- k) The TD must send the invitation and entry form to ESF for approval and distribution to all ESF Members and for publishing on the ESF website

3. Tournament referee (TR)

- a) The TR will arrange the referees for each match
- b) Usually, both players will mark/referee the next match on the court, where they played
- c) Referees should referee matches at their own level
- d) The TR will make sure that from the quarterfinals have a competent referee

4. Invitation and Entry Form

Appendix 3 is a Template Invitation and a Template Entry Form which should be used in full. The invitation and entry form can be combined into one document, the Entry Form can be replaced by an online entry system.

5. ESF logo and sponsors

The following information should be clearly indicated on every document, including Invitation, Entry Form, posters, programme book, result book, website, social media or any other web-based applications, such as Facebook etc. The ESF office will supply the logo(s) on request.

- a. The name and status of the event
- b. That the event is part of the ESF Junior Circuit
- c. The ESF logo
- d. The sponsors of the ESF Junior Circuit (where applicable)

6. Eye Guards

- a) All Junior players (under 19 years of age) must wear protective eyewear (manufactured to an approved national safety standard) properly over the eyes at all times during practice and match play. The list of WSF Certified Eyewear allowable at the time of participation can be viewed on the WSF website.
- b) It is the responsibility of the player, the referee and finally of the TD to ensure that eye guards are worn over the eyes at all times during play.
- c) Neither the TD nor the referees have responsibility for ensuring the quality of the products worn by the players. Information on which eye guards meet national safety standards may be obtained from the WSF. (Details are also available on the WSF website www.worldsquash.org)
- d) When the referee doubts the suitability of an eye guard, especially in the case of ordinary spectacles or eye protectors without lenses, the referee should be able to provide the player with an alternative approved eye protector to be worn over his/her own spectacles. It is recommended that tournament organisers hold a stock of 2-3 pairs of approved eye protection for this purpose.
- e) Information and details of approved eye guards are available from the WSF website (www.worldsquash.org)
- f) The referee should make sure that the cleaning of glasses does not interfere with the continuity of the game.

7 Age groups and nationalities

- a) The ESF Junior Circuit will be run for Junior players as defined by the ESF for Junior Championships (Under the age of 19,17,15,13 years on the final scheduled day of the event)
- b) The ESF Junior Circuit will be open to all Juniors of any nationality provided the player is not banned by his MNF or ESF/WSF.
- c) U11 categories are not recognised for ranking purposes of ESF.
- d) Junior Opens, Grand prix and Super Series; Boys and Girls U19, U17, U15 and U13 categories are mandatory.
- e) Age categories may be combined due to low entry levels at the discretion of the tournament organiser. If age categories are combined, players will receive ranking points corresponding to the category they play. Ranking points will not be awarded for draws of less than 3/4 player

8 Prizes

- a) TDs may determine prizes for their event
- b) Only the total value of the prize money for the boys and girls U19 may be published in the tournament information or on any poster
- c) The ESF recommends prize money is given only for the U19 age group

9 Venue

- a. Preferably, all age groups should play at the same centre. When this is not possible it must be stated in the tender document, and careful consideration be given as to which matches are played at which centre.
- b. When two venues are used they should be within 15 minutes drive and the organizer must provide a regular, scheduled shuttle between the two venues, it is suggested that this should be at least hourly
- c. Promotional presence and advertising space for the ESF and/or its sponsors must be available at the squash centre(s)
- d. The number of courts available for play must be sufficient for the appropriate running of the event without unduly long intervals between matches
- e. Recommendations for a 3/4-day tournament:
 - up to 100 entries: 5/6 courts
 - up to 150 entries: 8/9 courts
 - up to 200 entries: 11/12 courts
- f. All venues should be non smoking venues
- g. It is recommended that a separate internet connection be established for coaches/managers

10 Hotel

- a) Must be within 45 minutes' drive from the nearest airport.
- b) Must be within 15 minutes' drive from the venues
- c) The organiser must provide shuttles at regular scheduled times of the day between the hotel and venue(s).
- d) Two or maximum 3 persons to share a room (two separate beds and an extra bed), unless it's not a designated room for more persons; ie a family room, suite, 4-bed room. If an MNF requests that their players share a room but it is not possible to meet this request (for example, because an odd number of boys/girls have entered the tournament), the cost of the single room supplement is to be paid by the host/tournament organiser.
- e) Separate accommodation must be arranged for boys and girls.
- f) Separate beds must be arranged for players sharing rooms.
- g) No coaches or managers are allowed to share rooms with players

11 Fees & Packages

The organizers tournaments must provide a basic package which must include :

- a. Event Fee
 - i. Entry fee
 - ii. Ranking levy paid to ESF
- b. Hotel & Food package must include:
 - i. Transportation from and to the nearest airport or train station – by arrangement.
 - ii. 2 nights' accommodation for a 3-day tournament / 3 nights' accommodation for a 4-day event
 - iii. Provision for single room accommodation and extra nights at a supplementary cost
 - iv. 3 lunches, 2 dinners and 2 substantial breakfasts for a 3-day tournament; 4 lunches, 3 dinners and 3 substantial breakfasts for a 4-day tournament
 - v. regular transportation between the hotel and the venue(s) and between the venue(s)

12 Squash Ball

ESF will provide the host nation with a sufficient number of squash balls for SS and GP Junior events for as long as ESF receives squash balls as a result of a sponsorship agreement. If the host accepts the free offer of balls they are under obligation to use them

13 Scoring

PAR 11 scoring will be used at all tournaments on the ESF Junior Circuit (to 2 clear points). All matches will be played as the best of five games. All game scores will be reported in full. The use of scoreboards is recommended.

14 Tin height

All matches shall be played on courts with 19" (48cm) tins.

15 Insurance

The organization and/or centre must have a public liability insurance policy valid for the duration of the event. Players are responsible for their own insurance. The ESF never can be held liable.

16. Tournament Dates & Playing Times

A 3-day tournament will take place from Friday to Sunday unless prior approval by ESF.

A 4-day tournament can only be held during a holiday period and will take place from Thursday to Sunday unless prior approval by ESF.

a) For a 3-day tournament, the maximum playing times are:

- a. Friday (Day 1) from 09.00 until 21.00 hrs
- b. Saturday (Day 2) from 09.00 until 21.00 hrs
- c. Sunday (Day 3) from 09.00 until 15.00 hrs

b) For a 3,5-day tournament (Only SS events), the maximum playing times are:

- a. Thursday (Day 0.5) from 17.00 until 21.00 hrs
- b. Friday (Day 1) from 09.00 until 21.00 hrs
- c. Saturday (Day 2) from 09.00 until 21.00 hrs
- d. Sunday (Day 3) from 09.00 until 15.00 hrs

c) For a 4-day tournament, the maximum playing times are:

- a. Thursday (Day 1) from 09.00 and 21.00 hrs
- b. Friday (Day 2) from 09.00 until 21.00 hrs
- c. Saturday (Day 3) from 09.00 until 21.00 hrs
- d. Sunday (Day 4) from 09.00 until 15.00 hrs

d) For a 4.5-day tournament (Only SS organised in the Summer or Winter Holidays), the maximum playing times are:

- a) Thursday (Day 0.5) from 17.00 and 21.00 hrs
- Friday (Day 1) from 09.00 and 21.00 hrs
- b) Saturday (Day 2) from 09.00 until 21.00 hrs
- c) Sunday (Day 3) from 09.00 until 21.00 hrs
- d) Monday (Day 4) from 09.00 until 15.00 hrs

- i. The maximum number of matches allowed per day is 2 on the finals day and 3 on all others
- ii. There must be proper rest periods, at least 4 hours must be allowed between the start of two matches

17 Draw size

- a. The maximum draw size for a JO or GP is 64 per category
- b. The maximum draw size for a SS Event is 96 but only if a 4 day event
- c. If the number of entries received for any category exceeds the maximum draw size, a reserve list must be operated. No B Tournaments or qualifying events are permitted.
- d. Players from U13,U15,U17 age categories which are over-subscribed may be invited to play in the next age group category if places are available.
- e. All players must be guaranteed 3 matches.
- f. For draws of 96,64,32,and 16 players the first 48,32,16,and 8 places must be played out. Plate matches regardless of the status of the plate must be played out in full on a knock out basis. It is recommended that all other places shall be played out as far as possible and for SS events is mandatory.

C. Entries

1. The TD will send invitations for participation at least 3 months before the start date of the tournament to the ESF Office for ESF to check and distribute to all MNFs.
2. A closing date for entries must be indicated, which may be up to 6 weeks before the start of the event, but must be no later than 3 weeks for SS and GP events and 2 weeks for JO events before, to enable seeding and draws to be approved by the ESF.
3. As specified by the European Squash Federation; to compete in all ESF registered events, all players, coaches, managers and other officials must be registered with ESF for an ESID. This must be approved and validated by the relevant MNF.

The MNF is responsible for ensuring that all players, coaches, managers and other officials are registered with ESF prior to entry, and their entry is fully supported.

Players can register for an ESID through the ESF tournament software website:

<https://esf.tournamentsoftware.com/member/createorganizationaccount.aspx?id=8B5D0106-404D-41C3-B2FB-E6FE1BCEAB52>

* There is no requirement for designated team managers to be Registered.

4. All entries will be accepted provided the player is eligible for the category entered and is not banned. Players may enter and participate in only one category.
 - a. The TD must state on the Entry Form that entries which are not approved by the player's MNF will not be accepted.
 - b. In the event of bad behaviour or damage caused by a player or associated person, the ESF will expect the relevant MNF to ensure the situation is properly addressed and that all actions which need to be taken are agreed, completed and reported to ESF.
 - c. The coach, manager or other nominated official of the MNF will be responsible for the supervision of their participants and for accompanying them from the time of their arrival to the time of their departure.
- In the event of a complaint, on court or off court, please refer to the ESF Code of Conduct.

5 Safeguarding, health and safety

Adults interacting with juniors in the organisation and running of ESF Junior Circuit events are in a position of trust and influence. They should always ensure that junior players are treated fairly, with respect, and given suitable support. Tournaments should be run in a safe, positive and encouraging environment. The host Organising Committee, including Tournament Director and Tournament Referee should be trained in safeguarding children according to the host MNF national standards. The health and safety of all persons (players, officials, spectators, tournament staff) involved in or attending a tournament is of paramount importance. The Organising Committee, via the host MNF is responsible for ensuring an appropriate plan is in place for the tournament.

- 6 Late entries may only be accepted before the seeding is published at the discretion of the TD

D. Seeding and Draws

- a) After the closing date for entries for a tournament:

The TD responsible should send the TP file to the ESF office at least 2 weeks before the tournament, info@europeansquash.com in order that the ESID validation can be checked.

The host will be notified of any players without active ESID numbers and it is the host's responsibility to advise the relevant nation of this to provide them with the chance to register their player.

Any player who fails to register and pay for a ESID number by the start date will not be allowed to participate – it is the responsibility of the host nation to ensure this is implemented.

- b) The TD must ensure that each participant is eligible for the tournament and age category entered.

1 The Seeding:

- a) After closing date all players with ESF Junior Ranking will be seeded in order of the current ESF ranking.

For players from **outside** Europe who do not have a ESF Junior ranking, or a ranking with results from max 2 tournaments, should be seeded manually by the tournament director. The Tournament Director may seek advice from the ESF Junior Seeding Panel The seeding will be published online a week prior to the event using the current ESF Junior Ranking, together with the starting times of each age group. The draw will be published 2 days before the event.

- b) In addition, the TD has the right to seed at his/her discretion and as he/she deems appropriate any player who finished in the top 8 of the last European Junior U19 Individual Championships, regardless of the player's position in the ESF Junior Rankings. (The last European Junior U19 Individual Championships are deemed to be the Championships which took place most recently in the 12 month period before the closing date of the Junior Circuit tournament.)
- c) Whilst the responsibility for the seeding lies with the TD, advice and approval should be sought from the ESF Junior Seeding Panel for all GP and SS events.

- 2 After receiving approval of the draws and timings, the TD will publish on the tournament website:

- a) A list of the seeds (1, 2, 3-4, 5-8, 9-16, 17-32, 33-64 or 65-96) per category;
b) The starting times for the first matches for the appropriate players;

- 3 Finalised draws for the event will be published on ESF website at about 17:00 on the day before the

tournament posted at the squash centre and on the internet at the start of the event. Draw information must not be provided in any published documentation or sent to anyone beforehand. It is recommended that draws are displayed at the venues. Draws must be displayed at the venues and hotels.

- 4 In the event of any dispute regarding the seeding of a particular player, the matter should be discussed with ESF Juniors Committee before the event starts.
- 5 Any dispute regarding the playing time of any participant should be discussed with the TD at an appropriate time.
- 6 Withdrawal and reseeding
 - a) A redraw will take place where one of the top 2 seeds or two of the top 8 seeds withdraw, regardless of the number of players in the draw.
 - i) A redraw must be done if there is a withdrawal by either the number 1 or 2 seed or two of the top 8 seeds before 21.00 hours two days before the tournament start date (usually the Wednesday for a 3-day tournament or the Tuesday for a 4-day tournament)
After this, the original draw will remain the same, except that the word 'bye' will be used in place of the withdrawn player's name.
 - ii) A redraw is not required for withdrawals by players lower than the number 8 seed if the withdrawal is before 21.00 hrs two days before the tournament start date. The TD may use players from the reserve list to replace players who have withdrawn.
 - b) In the case of a mistake been made in the seeding, a player been put in the wrong draw, or a player have been missed out by mistake, a reseeding/redraw may take place after agreement with the DJC or the VPJ.
- 7 Replacement players
 - a) Players who did not enter the tournament before the closing date for entry may not replace players who withdraw. Replacement players can only be taken from the reserve list. The TD must keep the original entry list for the tournament until at least the end of the tournament in case a player's entry in the tournament is questioned.
 - b) It is the responsibility of the TD to determine which player(s) will be selected from the reserve list.
 - c) When a reserve player is from another country, the TD should first confirm the availability of the player in question.

E Withdrawals, Penalties, Fees and Packages Reimbursements

- a. A late withdrawal is a withdrawal made 2 days or less before the start date of a tournament
- b. Ranking penalties may be applied to the records of players who fail to turn up or who make a late withdrawal not supported by a medical certificate.
- c. Please note; The medical certificate must clearly state the players name, date of birth, and nature of the illness/injury the certificate must cover the date of the relevant tournament and must be sent to the ESF Office within 2 days after the final day of the tournament.
- d. Following a withdrawal, fees and packages should be reimbursed as follows:
 - i. Withdrawal up to 14 days before the start date of a tournament: fees reimbursed in full (less bank charges).
 - ii. Withdrawal 3-14 days before the start date of a tournament: 50% of fees reimbursed (less bank charges)
 - iii. Withdrawal 2 days or less before the start date of a tournament: reimbursement at the discretion of the tournament organizer
- e. If a player:
 - i. Has entered a tournament and fails to turn up, if not supported by a medical certificate he/she may receive zero ranking points for the tournament.
 - ii. Fails to play out all scheduled matches for any reason other than illness or injury, he/she may receive zero ranking points for the tournament unless a doctors certificate is received by ESF within 2 days of the tournament finishing.
 - iii. If zero points are awarded the points will count as one of the players 4 best results for the rolling 12 month period and will be taken into account when dividing the points to obtain the ranking average. This penalty will be applied automatically.
 - iv. Commits either of these offenses for the second time within a 12 month period, he/she may be banned from the ESF Junior Circuit for a period of 12 months

F. ESF Junior Rankings

1. After each tournament, points will be awarded to players on condition that:
 - a) The TD has used the seeding number produced by the JCSP
 - b) The Junior Guidelines have been followed
 - c) Tournament Software has been correctly used as per Appendices
 2. Details of the Junior Rankings can be found in Appendix 2
-