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# EUROPEAN SQUASH FEDERATION

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## ESF Masters Circuit Guidelines

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# ESF Masters Circuit Guidelines

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Update	Changes Implemented
December 2018	Guidelines 2019.15, Valid from 1.1.2019 Appendix 1-v-08, Appendix 2-v-07, Appendix 3-v-10, Appendix 4-v-08, Appendix 5-v-05, Appendix 6-v-04, Appendix 7-v-03, (Appendix 8 – removed) - Shortening of tender periods - Changes to Hotel options which must be offered - Introduction of European Squash ID, ESID - General cosmetic and internal organisation amendments
July 2019	General amendments : <ul style="list-style-type: none"> <li>• Player Survey to be co-ordinated from the office</li> <li>• Invitations to be checked by Office</li> <li>• General collaboration terminology between TD and MC, such as <i>control</i> amended to <i>monitor</i> or <i>providing assistance</i></li> </ul>
August 2019	Update to B3 – TD role
December 2019	Update to B8 Age groups and nationalities and C2 entries.

# ESF Masters Circuit Guidelines

## Glossary of Terms

ESF	European Squash Federation
VPM	ESF Vice President responsible for Masters
CMC	Chairperson, Masters Committee
DMC	Director, Masters Committee
MC	Masters Committee
MCSP	Masters Committee Seeding Panel
MNF	Member Nation Federation
TD	Tournament Director
TR	Tournament Referee
TO	Tournament Software Operator (Visual Reality Tournament Planner)
ESID	European Squash ID

## A. ESF Responsibilities

### 1. The ESF Vice President responsible for Masters (VPM) :

- is the Chairperson of the Masters Committee (CMC)
- forms a Masters Committee (MC) with a minimum of 5 members
- may appoint a Director of the Masters Committee (DMC)
- forms a Masters Committee Seeding Panel (MCSP) with a minimum of 3 members, at least one of whom is a member of MC. The members of MCSP may consult others for expert advice.

### 2. The CMC, DMC and the MC under the supervision of the ESF Board will be responsible for:

- Overall supervision of the Masters Circuit events i.e. Super Series (SS), Grand Prix (GP) and Masters Open (MO) events
- Granting and withdrawal of Masters Circuit event hosting status (SS, GP, MO)
- Approval of Tournament Directors (TD)
- Monitoring of results reporting and recording
- Ranking system and seeding
- Providing assistance to TD as needed

### 3. Planning of a season

The season of the Masters Circuit starts on **1st September** each year and ends on **31st August** of the following year.

#### For events held at the beginning of September to the end of February next season

- 1st September the ESF will remind MNFs that the Tender Documents are available on line
- Organizers who wish their tournament to be part of the Masters Circuit must send in their application between 1st September and 31st October
- 31st December the committee finish and to approve the calendar and the ESF will advise MNFs if their application has been accepted and the status (SS, GP, MO) of the tournament. Last changes/modification may be done
- 1st February the ESF will publish a Masters Circuit Calendar with the dates, places, and status of all recognized events for the new season
- 1st February the ESF will invoice a Levy to help cover administration costs and the promotion, publication, and distribution of Masters Circuit information
- The Levy invoice must be paid to the ESF by 31st March. If the Levy invoice has not been paid by 31st March, the event will not be recognized as part of the European Masters Circuit and it will not appear on Masters Circuit documentation

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

- g) 1st March the ESF will remind MNFs that the Tender Documents are available online
- h) Organizers who wish their tournament to be part of the Masters Circuit must send in their application between 1st March and 30th April
- i) 30th June the committee finish and to approve the calendar and the ESF will advise MNFs if their application has been accepted and the status (SS, GP, MO) of the tournament. Last changes/modification may be done
- j) 1st August the ESF will publish a Masters Circuit Calendar with the dates, places, and status of all recognized events for the new season
- k) 1st August the ESF will invoice a Levy to help cover administration costs and the promotion, publication, and distribution of Masters Circuit information
- l) The Levy invoice must be paid to the ESF by 30th September. If the Levy invoice has not been paid by 30th September, the event will not be recognized as part of the European Masters Circuit and it will not appear on Masters Circuit documentation

Date	Action	Responsible	Time Period
1st September	ESF remind MNFs that the Tender Documents are available	ESF	September to February
1st September	Organisers start sending their applications	MNF	
31st October	Closing date for sending applications	MNF	
1st November	Committee starts tendering process	MC	
30th November	Committee finish and approve the calendar, inform organisers	MC	
1st December	Organisers comment on the draft. Last modifications.	MNF + MC	
15th December	ESF publish Masters Circuit Calendar from September to February	MC + ESF	
15th December	ESF invoice a levy	ESF	
31st March	The levy invoice must be paid to the ESF	MNF	
1st March	ESF remind MNFs that the Tender Documents are available	ESF	March to August
1st March	Organisers start sending their applications	MNF	
30th April	Closing date for sending applications	MNF	
1st May	Committee starts tendering process	MC	
31st May	Committee finish and approve the calendar, inform organisers	MC	
1st June	Organisers comment on the draft. Last modifications.	MNF + MC	
1st July	ESF publish Masters Circuit Calendar from March to August	MC + ESF	
1st July	ESF invoice a levy	ESF	

30th September	The levy invoice must be paid to the ESF	MNF	
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#### 4. Status of a Tournament

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

- a) GP status will be awarded on the basis that the event has proven to be well organised in the past and satisfies the following criteria
  - at least the last two tournaments in the country were run successfully;
  - the venue provides capacity for 80 spectators for all semi-final and final matches;
  - the Masters Circuit Guidelines have been followed;
  - the tournament includes events for ladies and men;
  - there is a bar or restaurant at the venue;
  - the tournament attracts at least approximately 120 entries, including at least 60% percentage of foreign players.
  - the Tournament software has been used for the administration of the event;
  - satisfactory reports have been received about the previous events.
- b) SS status will be awarded to those tournaments that meet the following additional criteria:
  - at least the last two tournaments in the country were run successfully at GP level;
  - the tournament attracts at least approximately 150 entries, including at least 60% percentage of foreign players.
  - very good reports have been received about the previous events.
- c) When considering applications for the first event, MC may require additional information and may inspect the facilities on a charge of the organiser prior to making a decision.
- d) Granting GP or SS status cannot be automatically claimed, the decision will be made by the MC
- e) When SS or GP tournament is not run according to the Guidelines it may lose its status and be downgraded or be removed from the calendar.
- f) Ranking points will be awarded for SS, GP and MO tournaments as shown in Appendix 2.

#### 5. Player Survey

A player survey will be carried out after each event. TDs will be provided with a link to the survey by the ESF Office which can be emailed to all players by the TD. The Office will be responsible for collecting the answers to the survey and then sending this on to the MC for assessment. Individual player comments will be provided to the TD to assist with improvements in future events.

## B. Organisation of Tournaments

### 1. Format

- a) Circuit events shall consist of separate individual competitions for men and women at different age groups from 35 years upwards in 5 years intervals
- b) A player may enter and participate in only one category of their choice corresponding to his or her age or lower
- c) Organisers may combine age categories if the number of entries is insufficient for a workable draw; the decision of the MCSP together with the TD is final
- d) All losers shall commit to playing throughout the event until the final position
- e) All players are guaranteed a minimum of 3 matches

### 2. Application & Tender Document

Potential hosts must submit tender document confirmed by their MNF using the ESF tender document template published on the ESF website

- a) Only tender document 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 Masters Circuit
- b) The TD must keep to the information given in the tender document when organising the event; if any changes are proposed, the TD must contact the MC for confirmation

### 3. Tournament Director (TD)

- a) The TD is responsible for the invitation (Appendix 3), the entry form (Appendix 4) and the promotion of the event
- b) The name of the TD must be mentioned in the tender (Appendix 1) and will be responsible for all contact with ESF
- c) The TD must be competent and experienced in using Visual Reality Tournament Planner Software - (this should be confirmed by the MNF hosting the circuit event to the MC at the time of tendering) or there must be a separate person named as Tournament Software Operator in the tender who has the necessary experience
- d) The TD must ensure that the tournament is run in accordance with the ESF Guidelines. If in the opinion of the MC, the tournament is not run wholly in accordance with the ESF Guidelines it may be downgraded or excluded from the following season's Masters Circuit
- e) The TD will receive the seeding and draws from the MCSP in order to then organise match schedules and times
- f) The TD must make sure that all the matches and times are displayed in the venue(s) as well as online on the Tournament software website
- g) The TD will send all relevant information to ESF Office/MC, before and after the event, for appropriate addition to the ESF website
- h) The TD must send all copies of all documents to the ESF Office/MC for approval, including the invitation, the entry form (if used), posters, programme
- i) The TD must send, within 3 working days after the tournament has finished, the TP file with final placings of each category to the MC so that the rankings can be updated (masters@europeansquash.com); final placings not provided in the specified file will not be included in the European Masters Rankings
- j) The TD must send out the link (provided by ESF Office) for the player's survey to all competitors within 3 days of the tournament finishing date. Replies to the survey will be handled by ESF Office and results sent on to the TD
- k) The TD must send a short report, including photos, of the event to the MC/ESF Office within 7 days of the tournament ending.

### 4. 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 the semi-final and final matches have a competent referee

### 5. Tournament Software Operator (TO)

- a) The TO is an experienced Visual Reality Tournament Planner Software operator
- b) The TO properly oversees
  - the overall management of the event software
  - that as soon as the invitation has been published the tournament software link is created and updated regularly
  - that during the tournament all results are properly, fully and accurately displayed in all venues and website on a round by round basis
- c) That during the tournament, all daily results and the following day playing schedule are properly, fully and accurately displayed in all venues and website

- d) The TO must be nominated in the tender document and approval by the MC is required for this appointment

## 6. Invitation and Entry Form

Appendix 3 is a Template Invitation which should be used in full. Appendix 4 is a Template Entry Form which (if used) should be used in full. If kept separate, then the invitation must be a Word document or in PDF Format and the entry form (if used) must be a Word or Excel document. The invitation and (if used) entry form can be combined into one document, which must then be in Word or Excel Format. Entry Form can be replaced by an online entry system, which must be active at the time the invitation is published. Both forms should be sent to the ESF Office and MC in advance of the tournament.

## 7. ESF logo and sponsors

The following information should be clearly indicated on every document, including Invitation, Entry Form, posters, programme book, result book and website or any other web-based application, 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 Masters Circuit
- c) The ESF logo
- d) The sponsors of the ESF Masters Circuit (where applicable)

## 8. Age groups and nationalities

- a) The ESF Masters Circuit will be run for Masters players as defined by the ESF Guidelines.
- b) The ESF Masters Circuit will be open to all Masters of any nationality provided the player is not banned by his MNF or ESF/WSF.
- c) A player may enter and participate in only one category.
- d) A player may enter a specific age category if he reaches the specified age at no later than the start date of the tournament.
- e) A player may only play in their own age group or in the next age group younger than this. Ranking points will not be awarded to a player competing in an age group which is >1 category below their correct age range.
- f) An exception to e) arises where age categories are combined at the discretion of the MCSP in agreement with the TD due to low entry levels.

## 9. Prizes

TD's will award at least 3 prizes for the 3 players finishing first, second and third for each event. If two or more age groups are combined to one event, then at least 3 prizes must be awarded for each age group separately.

## 10. 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
- b) When two venues are used the organiser must provide a regular, scheduled shuttle between the two venues, it is suggested that this should be at least hourly, except when these are within a reasonable walking distance. Alternatively, the organiser can provide tickets for public transport, if this is suitable and convenient
- 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

### 11. Hotel, Transport & Meals

- a) At least one tournament hotel must be named in the invitation, which is within 45 minutes' drive from the nearest airport and within 20 minutes' drive from the venues
- b) This tournament hotel/these tournament hotels can be offered in one of two ways
  - a. "A Hotel package": The organizer has the responsibility for booking rooms for players in the tournament hotel(s). Such a hotel package must also include
    - i. transport from the specified arrival point to the tournament hotel and from the tournament hotel to the specified departure point,
    - ii. regular, scheduled transportation for players (e.g. courtesy cars, mini-buses, coaches) between tournament hotel and venue(s).
  - OR
  - b. "No Hotel package": The players have the possibility of booking rooms for themselves in the tournament hotel(s). In this case the organiser must also offer a transport package consisting of
    - i. transport from the specified arrival point to the tournament hotel and from the tournament hotel to the specified departure point.
    - ii. regular, scheduled transportation for players (e.g. courtesy cars, mini-buses, coaches) between tournament hotel and venue(s).
- c) Transport does not have to be offered, when the distance is a reasonable walking distance. Alternatively, the organizer can provide tickets for public transport, if this is suitable and convenient.
- d) The organizer should offer transport on the day before and on the first day of the tournament, and also on the last day of the tournament.
- e) A meals package (3 lunches, 2 dinners for a 3-day tournament; 4 lunches, 3 dinners for a 4-day tournament) must be offered. If a hotel package is offered, then the meals package can be included in the hotel-package or offered as a separate package. If no hotel package is offered, then the meals package must be offered as a separate package
- f) The invitation can also include further recommended hotels without transport package

### 12. Fees & Packages

- a) Fees and packages must be quoted in Euros and, optionally, may also be quoted in a local currency, if different
- b) An invitation must include all elements of one of the following two possibilities
  - EITHER (With a Hotel package): 1) Event Fee, 2) Hotel package, which includes the transport package, 3) Meals package (either included in the Hotel package or offered separately)
  - OR (Without a Hotel package): 1) Event Fee, 2) Transport package, 3) Meals package
- c) The Event Fee (necessary for all players, except when a hotel package is offered and booked) must include:
  - Entry fee
  - Ranking levy paid to ESF
  - Welcome pack (event branded T-Shirt, towel etc.)
- d) The Hotel package (if offered) must include:
  - Entry fee
  - Ranking levy paid to ESF
  - Welcome pack (event branded T-Shirt, towel etc.)
  - 2 nights' accommodation for a 3-day tournament / 3 nights' accommodation for a 4-day event, including breakfasts
  - Provision for single room accommodation and extra nights at a supplementary cost
  - The transport package as described in B11



- Optionally: The meals package as described in B11
- e) The transport package (only necessary as a separate package if NO hotel package is offered) as described in B11.
- f) The meals package (can be included in the hotel package; only necessary as a separate package if no hotel package is offered) as described in B11.

### 13. Squash Ball

ESF will provide the host nation with a sufficient number of squash balls for Masters 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.

### 14. Tournament Dates & Playing Times

- a) A 3-day tournament will take place from Friday to Sunday unless prior approval by MC
- b) A 4-day tournament will take place from Thursday to Sunday unless prior approval by MC
- c) The maximum number of matches allowed per day is 3 and 2 on following day
- d) There must be proper rest periods, at least 3 hours must be allowed between the start of two matches

### 15. Draw size

- a) The maximum draw size for a 3-day event is 64
- b) The maximum draw size for a 4-day event is 128

### 16. Scoring

PAR 11 scoring will be used at all tournaments on the ESF Masters Circuit (to 2 clear points). All matches will be played as the best of five games. All game scores will be reported in full. Match Signs from the Tournament Software should be used for all courts with room for spectators. The use of scoreboards is recommended.

### 17. Tin height

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

### 18. Insurance

The organisation 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.

### 19. Checklist for TD

Appendix 5 contains an extensive checklist for the TD. The ESF requests the TD to use this checklist in order to improve the general standard of tournaments.

## C. Entries

1. The TD will send invitations and entry forms (if used) for participation at least 3 months before the start date of the tournament to the ESF Office to distribute to all MNFs. If only online entries will be offered, the software must be set up before the invitation is published.
2. Online entries with payment at time of entry are recommended instead of using entry forms.
3. 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 MO events before, to enable seeding to be done by the MCSP in cooperation with the TD. A "Maximum Number of Entries" can also be used, if capacity is limited, in which case this must be clearly indicated in the invitation. Furthermore, the list of entries in internet must be updated regularly, especially when approaching the maximum. If required a second, earlier closing date for hotel packages can be stated.

4. As specified by the ESF, to compete in all ESF Registered events players must hold an active European Squash ID (ESID), which is approved and validated by his MNF and ESF. Objections to the entry of a player from an MNF must be made without delay after the entry of the player has been published. Players without a European Squash ID (ESID) can register through the ESF website:  
<https://esf.tournamentsoftware.com/member/createorganizationaccount.aspx?id=8B5D0106-404D-41C3-B2FB-E6FE1BCEAB52>
5. Late entries may only be accepted before the seeding is published at the discretion of the TD and MCSP in the interest of the tournament.

#### **D. Seeding and Draws**

1. After the closing date for entries for a tournament:
  - a) The seeding and draws will be carried out by the MCSP in collaboration with the TD using the relevant available results and ESF Masters Rankings valid at the closing date
  - b) The seeding will be completed within 2 weeks for SS and GP events and 1 week for MO events by the MCSP
  - c) The seeding lists and the starting time of specific age groups will be published at the latest 7 days prior to the start date
2. Finalised draws for the event and the schedule for at least the first day of the tournament will be published on ESF website on the day before the tournament at the latest late afternoon. Draw information must not be provided in any published documentation or sent to anyone beforehand. The TD must make sure that all the matches and times are displayed in the venue(s) as well as online on the Tournament software website
3. Withdrawal and reseeding:
  - a) If a player is withdrawn 2 or more days before the start date and this change affects the seeding, then the draw will be re-seeded
  - b) If one or more players withdraw less than 2 days before the start date the draw will be re-seeded when this change affects the 1st or 2nd seed or any 2 of the top 8 seeds
  - c) In case of any withdrawal later than 09:00 a.m. on the day before the start date the draw will stand
4. Tournament software should be set up in the recommended way. Details can be found in Appendix 6.

#### **E. Code of Conduct, Privacy Policy, Withdrawals, Penalties, Fees and Packages Reimbursements**

1. The tournament shall be run under the terms and conditions as set out in ESF Regulations: Code of Conduct - appendix D
2. The 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](http://www.europeansquash.com)
3. A late withdrawal is a withdrawal made 2 days or less before the start date of a tournament
4. 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
5. Following a withdrawal, fees and packages should be reimbursed as follows:
  - a) Withdrawal before the relevant closing date of a tournament: fees reimbursed in full (less bank charges).

- b) Withdrawal after the relevant closing date and 7 or more days before the start date of a tournament: 50% of fees reimbursed (less bank charges).
  - c) Withdrawal 6 days or less before the start date of a tournament: reimbursement at the discretion of the tournament organiser.
6. If a player has entered a tournament and fails to turn up or fails to play out all scheduled matches for any reason other than illness or injury, then the Code of Conduct may be used to determine disciplinary consequences.

#### **F. ESF Masters Rankings**

1. After each tournament, points will be awarded to players on condition that:
  - a) The TD has used the seeding and draws produced by the MCSP
  - b) The Guidelines have been followed
  - c) The results and final placing have been sent to MC
  - d) The Tournament Planner file (.tp ) has been sent to the MC
2. Details of the Masters Rankings can be found in Appendix 2