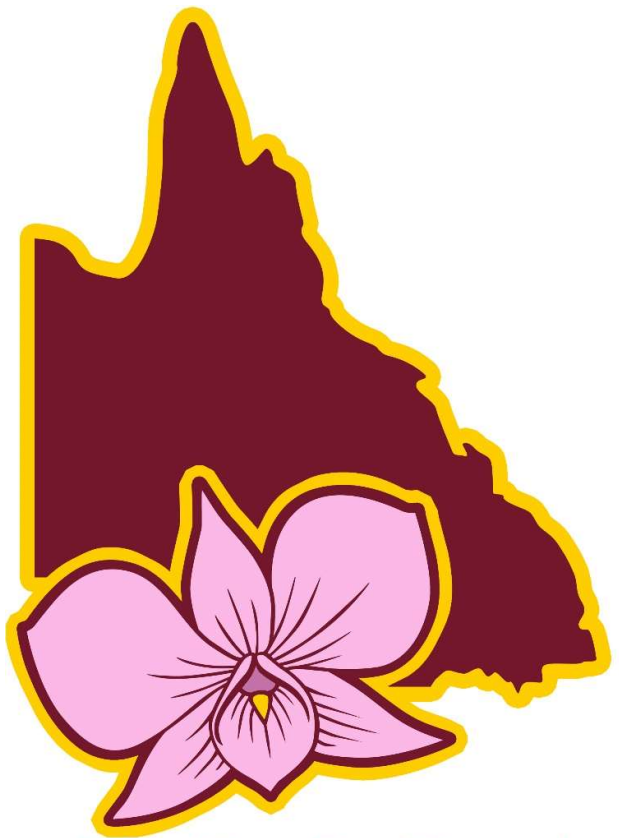


2025

QMSA Tournament Guidelines



QMSA

Email: tournaments@qmsa.asn.au

September 2024



Queensland Masters Squash Association Inc.

Please address queries to: Helen Watkins, QMSA President
Mobile: 0417 005 747
Email: tournaments@qmsa.asn.au
Website: <http://www.qmsa.asn.au>

TOURNAMENT GUIDELINES AND GENERAL RULES OF COMPETITION

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QMSA tournaments aim to provide players with competitive squash on a regular basis and an enjoyable weekend with friendly sociable company. A yearly calendar is created and is available on the QMSA website. Normally there are between 12 – 16 tournaments each calendar year.

The following committee members are mentioned within these Guidelines as your contacts for any queries you may have about the running of your tournament.

PRESIDENT	Helen Watkins	0417 005 747
TOURNAMENT DIRECTOR	Jake Markwart	0402 734 225
SECRETARY	Julie George	0418 191 684
TREASURER	Marisa Zavattaro	0415 735 786
WEBSITE www.qmsa.asn.au	Werfel Thomas	0411 510 507

TOURNAMENT FORMATS AVAILABLE

These are the types of formats available for QMSA tournaments:

1. Mixed Graded Individual - Best of 5 games PAR 15
2. Mixed Graded Individual - Best of 5 games PAR 11
3. Mixed Graded Teams - PAR 15
4. Mixed Graded Individual TIMED
5. Mixed Graded Teams TIMED
6. Combined Masters-Juniors TEAMS
7. Doubles
8. One day – TIMED
9. Junior & Master Tournament
10. Invitation Level & Normal Masters Tournament
11. Other types of tournaments are always encouraged – just check with the Tournament Director.

DRAW TYPE OPTIONS

Following are the characteristics of various draws most commonly used for a 2 day tournament. Players should be guaranteed to have a minimum of 3 matches for a weekend unless otherwise stipulated.

8 Players	Use Triple Plate draw with each player guaranteed 3 matches for the tournament, has Main Draw, Special Plate.
5 – 7 Players	Use two Round Robins with finals as (1v1 = winner/runner-up; 2v2 = Plate)
4 Players	Use 1 Round Robin with Winner & Runner-up



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Round Robin Point Allocation Options

- Win = 4 points (point a game for everyone, winner received 1 bonus point)
- OR Win = 5 points (Point a game for everyone, winner received 2 bonus points)
- Final positions decided in order of - undefeated, matches won, games won, game points won
- In a Round Robin where 2 players (or teams) are on equal points with neither being undefeated, the winner of the match between the two shall be declared the winner.

MATCH TIMING & ALLOCATION

- For tournaments using Best of 5 games format, time slots of 40 minutes (generally allow 30 minutes for the first round) usually keeps the matches running on time. To calculate the number of hours needed when each player has 3 matches, allow 1 hour per player, then divide total entries by number of courts to give court hours required.
- When conducting a Mixed Graded format, divide the number of entries by 8 to calculate how many divisions are required. Left over numbers are catered for by using Round Robin draws.
- Timed events are calculated by multiplying the number of players by 1½, then divide by number of courts to give court hours.
- Calculate the time required mathematically, prior to working out the tournament draw to ensure each player has approximately similar recovery time between matches. Ring the QMSA Tournament Director for tips on this if needed. The QMSA Tournament Director is available to assist with any queries you may have about running your tournament.
- It is recommended to schedule 2 matches on one day and one match on the other day.
- QMSA members are familiar with tournament procedures and are usually punctual, but it is helpful if a vacant spot can be left here and there in the court allocation process to allow for unforeseen circumstances (court numbers permitting).

Suggested hours of play as follows:

- Saturday 8.30am to 5.30pm (9 hours)
- Sunday 8.30am to 2.30pm (6 hours)

Master's players prefer later starts if entry numbers are lower than calculated court time required. It is important to adhere to finish times to allow players to prepare for any social evening on Saturday, and for return travel time on Sunday.

ENTRY NUMBERS

Sometimes entry numbers exceed the courts available, and numbers will have to be restricted. Using the tips above at 1 hour per player, the QMSA suggests a maximum number of players, for example:

- 4 Courts – 80 Players
- 6 courts – 90 players
- 8 courts – 120 players



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Once the entry numbers exceed the maximum, then entries must be closed, and any further entries can be placed on a reserve list to be used in the case of last minute withdrawals.

PRIZES / TROPHIES / PRESENTATION

There should be NO differentiation between divisions, sex and age groups for trophies. Guidelines for the number of trophies given are:

No. of Players in Draw	Prizes / Trophies required
1 to 3	Winner / Runner-up
4 to 5	Winner / Runner-up / 3rd (special plate)
6 to 7	Winner / Runner-up / 3 rd (special plate)/_Plate/Consolation Plate.
8 +	Winner / Runner-up / 3 rd (special plate)/_Plate/Consolation Plate.

It is recommended that the prizes given be of a useful nature, as opposed to 'traditional' trophies. Please note the following suggestions:

- Winner - depending on sponsors - bags, towels, gift cards, shirts, glassware, pottery, small appliances etc. – approximately **\$30 value**
- Runner up - similar to winners but of lesser value - approximately 2/3 value of winner's prize, **\$20**
- Special Plate winners - approximately 1/2 value of winner's prize, **\$15**
- Plate & Consolation Plate winners - grips, wrist bands, socks are some suitable suggestions - approximately 1/4 value of winner's prize, **\$7.50**

It doesn't necessarily cost extra for innovative ideas for your prizes. Unique items are really appreciated by master's players who often travel long distances and outlay a reasonable sum of money to attend QMSA Tournaments.

BALLS

The QMSA ruling on balls is that Double Yellow dot be used for all grades.

ENTRIES – INFORMATION

- Via the QMSA Website. Normally there will be a link on the front page.
- You are required to include QMSA Logo with any of your promotional material.
- You are required to include sponsors that QMSA has Agreements with. This information is obtainable from the Tournament Director.
- It is ideal to include a map with location of courts, function, and local accommodation.
- Information relating to sponsors may be included.
- Include details of any Saturday night entertainment organised or suggested, with price and type e.g. smorgasbord, live music etc



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CLOSING DATE

- The website list of names should be the master list
- Try to have a standby list to call on to fill-in if you have any unexpected withdrawals.
- Closing date for your tournament should be the TUESDAY prior to the tournament to allow your committee time to finalise the draw.
- Email the final names list to the QMSA Tournament Director who will cross reference correct details/rankings and email back to you the list showing any changes and members/non-members.
- First round match times only are to be given to players, no other details of the draw to be given (this saves you a lot of hassle in the case of subsequent draw changes).
- Match times to be available on the FRIDAY before the tournament.

ENTRY FEES

The QMSA committee has set current tournament fees at:

- **\$35** per financial member
- **\$40** per non-financial member

Payment of tournament fees is the total responsibility of the tournament host, not the QMSA, so having a person collecting entry fees when players' first register always works well. Contact the QMSA Treasurer with any queries.

FEES PAYABLE TO QMSA

Payment of \$5 per competitor is payable to the QMSA at the conclusion of the tournament. Contact the QMSA Treasurer with any queries.

DRAW/RESULTS SHEETS

- Ensure that match times and result sheets are clearly visible for all players to check.
- Draw sheets should have the full match results recorded on them during the tournament. These can then be provided to the QMSA Tournament Director, so the rankings can be maintained.
- Final results or award winners are to be provided to the Tournament Director for publication on the website and the next newsletter.



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QMSA TOURNAMENT DIRECTOR

- The current QMSA Tournament Director's phone number is shown at the front of these Guidelines.
- On the Tuesday prior to the tournament, email names list to the QMSA Tournament Director to check correct details, rankings, and members/non-members status. It will then be emailed back to you highlighting any changes. Please ensure to use the updated list with correct details.
- It is highly recommended that you grade entries in your tournament according to the QMSA ranking system which is available from the Tournament Director or via the QMSA Website. Some non-member's ratings are available from other sources, e.g. Sporty HQ.
- The QMSA Tournament Director can answer any queries regarding grading, seeding or tournament format.
- The QMSA Tournament Director is the QMSA tournament overseer NOT your tournament organiser or controller. If you require help with the running of your tournament, please contact the QMSA Tournament Director who will provide guidance.
- It should be noted that email access is most desirable.
- If a Centre wishes the tournament to be run by QMSA, please contact the QMSA Tournament Director who will advise their availability. There will be a cost of **\$150 payable** to the Tournament Director for this service.

CONTROL DESK

Depending on the format of your tournament 2 to 4 people are usually adequate to run the Control Desk to handle the following tasks:

- Check off new arrivals, collect tournament fees and get numbers for any Saturday night function.
- Have next match times and results sheets up **clearly visible for all players to check.**
- Advise participants due to play and have score sheets ready.
- Write results on draws and update running sheet if being used.
- Make draw changes and arrange substitute players if necessary.
- Prepare list of prize winners for presentations.
- You will find QMSA players/members will be happy to help if needed – just ask.

CENTRE PRESENTATION

In the interest of all players attending your centre to play, necessary requirements for hosting a tournament are as follows:

- All lights operational and in bright condition.
- Courts swept daily, and the centre is clean and tidy.
- Toilets and showers cleaned daily, operational with soaps and paper towels (or drier).
- A qualified First Aider and a fully equipped First Aid Kit should be available at the Squash Centre.



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SATURDAY NIGHT FUNCTION

It is not compulsory to organise one, but Members look forward to socialising on Saturday Night. It is a highlight of the tournament and needs to be enjoyable and relaxed! Thoughtful organisation will assure good attendance. The following guidelines were put together with some input from members:

- Meals should be reasonably priced. Any organised/booked venue should be advised that at times the tournament could run late, and when this occurs, some players need time to shower, change and unwind. The meal area needs to be flexible enough to stay open longer if necessary.
- Music should be varied, upbeat with emphasis on good dancing music.
- It is important that the dance area has enough room for everyone that wishes to dance.

ACCOMMODATION

Local accommodation (motels and caravan parks) with phone numbers should be advertised on the promotional materials along with map, as this is a great help to visiting players to organise their accommodation:

- Organisers could negotiate a discount with motel proprietors on usual rates. This guarantees substantial bookings to the preferred accommodation.
- Inform the motel proprietor of any advertising opportunities.

SPONSORSHIP

It is suggested that sponsorship be sought to create a good image for your tournament and to help offset any costs incurred. Obtain your sponsorship some time prior to sending out the promotional material/posters.

If your local paper agrees to print a profile of your tournament liaise with your sponsors to determine what would be beneficial to them (in the article).

PROMOTION

Promotion of the tournament within your club and locally is strongly recommended as there are a great many squash players unaware of master's squash and its benefits, such as:

- Friendly weekend doing something they enjoy
- Meeting new people
- Great social nights
- Great squash
- Approaching your local newspaper for before and after tournament articles benefits all parties, sponsors, courts, and master's squash. Make a point of having your sponsors names mentioned in the articles.

RAFFLES

To assist you with additional fund raising, you may run raffles at your centre over these weekends. However, number/money raffles are traditionally a QMSA raffle, so it would be appreciated if yours are different.



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FOOD & DRINKS

It is extremely important that a suitable variety of reasonably priced foods be available over the whole weekend, as many players do not leave the courts all day.

Examples of foods that prove to be popular are:

- Sandwiches fresh/toasted, wraps, pies, sausage rolls, cups of soup in winter, cakes, slices, fruit and salads
- It is suggested that alcohol should be available and at fair bar prices.
- Tea, coffee, sugar and milk should be provided free of cost to all attendees.
- With good club support there is a deal of money to be made in food & bar sales.

HEALTH & SAFETY – CENTRE PRESENTATION

It is the responsibility of the Host Centre to provide first aid kits and keep the centre in a condition that does not cause harm to any of the players or spectatorship the interest of all players attending, the necessary requirements for hosting the State Titles are as follows:

- All lights operational and the courts are lit brightly
- Courts swept/vacuumed/mopped daily before play commences each day
- Host Centre should be clean and tidy at all times
- Toilets and showers cleaned daily, operational with soaps and paper towels (or drier)
- A fully equipped First Aid Kit

FIRST AID

The host centre is required to have a first aid officer available the weekend of the Tournament. A Defibrillator must also be available at the Centre.

PUBLIC LIABILITY INSURANCE

All Squash Centres are to hold appropriate public Liability Insurance. A copy of the document is required to be provided to the tournament director at least 4 weeks prior to their tournament.

Helen Watkins

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