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### Affiliations

World Squash Federation  
Australian Commonwealth Games Association  
Oceania Squash Federation  
Confederation of Australian Sport  
Australian Olympic Committee

# TOURNAMENT EXPRESSION OF INTEREST

*(Event Policy 1)*



### VERSION CONTROL

Version 2.0	June 2019
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Principal Partner



Official Ball



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## 1.0 About Squash Australia Tournaments

### 1.1 Squash Australia

Hosting a Squash Australia tournament brings reputation and status to the host community. Tournaments of this size tend to attract hundreds of players, parents, spectators, officials and staff. With proper media and promotion of tournaments, we can collectively increase the number of attendees, as well as increase exposure for the event *and* Squash Australia. This will in turn increase revenue from the tournaments, inevitably funding future Squash Australia development programs and events.

### 1.2 Squash Australia Tournaments

This document will provide the potential host with the opportunity to bid for upcoming tournaments across Australia.

#### **Australian Junior Open**

The Australian Junior Open (AJO) is a junior individual tournament (U/11 - U/19) that has entrants fly in from other countries specifically for the tournament. The AJO is a great chance for players to compete against international opponents and increase their national ranking. The AJO brings over two hundred players, parents and spectators to the host city/town, increasing tourism for the local community, thus a favourable aspect of hosting an AJO. The AJO is an expression of interest event.

#### **Australian Junior Championship**

The Australian Junior Championship (AJC) is the only tournament that is on rotation around Australia. The tournament boasts a large number of entrants Australia wide. This tournament is often a highlight of young player's tournaments, as it facilitates team work and simultaneously builds friendships and develops skills. Bidding for this tournament may be done so by affiliated state clubs, if their state is on rotation for that specific year. The AJC must be held in a major city with an international airport, or within 100km of an international airport.

Upcoming AJC Hosts:

2020	Australian Capital Territory
2021	Western Australia
2022	Queensland
2023	New South Wales
2024	South Australia
2025	Victoria
2026	Northern Territory
2027	Tasmania

#### **Oceania Junior Championship**

The Oceania Junior Championships (OJC) is held biennially in Australia and is in rotation with New Zealand every other year. The tournament allows Australian players to travel in large numbers to New Zealand and vice-versa, with New Zealand and other Oceania affiliated players participating in the tournament. A tournament of this capacity allows Squash Australia and the host affiliate to make great connections with New Zealand and other representative countries. States may express an interest in running this event.

## Australian Open

The prestigious Australian Open (AO) is the pinnacle of Squash in Australia and is held annually attracting player's worldwide to compete in a PSA tournament. The tournament is PSA registered which ensures rankings are allocated. The Australian Open is a great opportunity for young and establishing players to watch world class squash on some of Australia's best courts. This event is open to expressions of interest. We encourage adding a Premier, B and D graded event to this competition.

## Australian National Championships

The Australian National Championships (ANC) is a national championship. This can be a PSA registered event which allows Australians another opportunity to gain points on the PSA World Rankings. This tournament is open to expressions of interest and it is hoped this event will add doubles and a graded A, C and E event.

## 2.0 Hosting Squash Australia Tournaments

### 2.1 Who Can Host?

- a) Squash Australia allows any affiliated club to apply to host a national tournament. Providing the club meets the guidelines presented in this document, they will be considered as the sole host of a tournament.
- b) In the event that multiple venues are required to meet the minimum number of courts, it must be clearly stipulated in the application form (Appendix 1.0) and only one responsible local host contact
- c) Squash Australia encourages multiple year tendering.
- d) Applicants must be located in Australia.
- e) All members of the event team are to have a "Working with Children" or Police Check, applicable to their state.
- f) Applicants must agree to be bound by Squash Australia, WSF and PSA regulations and policies where applicable, including but not limited to; Anti-Doping, Member Protection and Integrity, and must adhere to community expectations.
- g) Applicants must sign and fulfil the requirements stipulated in the following document.

### 2.2 Selection Criteria

Applications will be assessed against the Selection Criteria as follows:

- a) Clarity of the proposal;
- b) Facility infrastructure;
- c) Transport infrastructure and accessibility;
- d) Ability to service the facility during the tournament;
- e) Financial consideration;
- f) Accommodation proximity and availability;
- g) Demonstrated capability to host the tournament;
- h) Access to state based funding programs;
- i) Access to any other sponsorship or funding;
- j) Community integration for local affiliates;
- k) Staff and volunteer support;
- l) Compliance with any other guideline stipulated in this document.

### 2.3 Bidding

When making a formal bid for a tournament, Table 1.0, Table 2.0 and the "Squash Australia Official Tournament Application Form" seen on Appendix 1.0 must be completed and returned to Squash Australia (details provided in section 2.4). A host may choose to supply any other supporting documents.

### 2.4 Selection Process

A bid will be accepted by Squash Australia providing the bid fulfils the organisational criteria listed in the following document. If a host is unable to complete a number of the requirements, they must detail this in the appropriate section on the "Squash Australia Official Tournament Application Form"

in Appendix 1.0. Squash Australia will assume the host is able to fulfil all needs in the document unless stipulated specifically by the host.

Shortly after the bid is submitted by the member association, a verbal briefing session and/or site visit with the board of Squash Australia will commence and an assessment on the information provided will occur. The chosen venue will then be selected and formal proceedings will take place (i.e. contractual agreements).

## 2.5 Closing Date

Squash Australia will display tournaments in advance of five years. Future tournaments are able to be bid on at any time (i.e. a host can bid for tournaments over four consecutive years). Squash Australia will process the bids on a “first come, first serve” basis and will announce the successful bid as soon as possible after the agreement and checks have been made.

### **Documents must be submitted to:**

Events Coordinator, Squash Australia  
Email: [events@squash.org.au](mailto:events@squash.org.au)  
Office 9, Sports House  
150 Caxton Street, Milton QLD 4064

Enquiries can be made via email or phone on (07) 3367 3200.

### 3.0 Five Year Existing Tournament Plan

	2019	2020	2021	2022	2023
Australian Open (AO)	Bega, NSW	Bega, NSW - TBC	Bega, NSW - TBC	<b>Available</b>	<b>Available</b>
Australian Junior Open (AJO)	Sydney, NSW	Gold Coast, QLD	Gold Coast, QLD - TBC	<b>Available</b>	<b>Available</b>
Australian Junior Championships (AJC)	Devonport, TAS	Canberra, ACT Woden	TBC, WA	TBC, QLD	TBC, NSW
Oceania Junior Championships (OJC)	New Zealand	Gold Coast, QLD	New Zealand	<b>Available</b>	New Zealand
Australian National Championships (ANC)	Gold Coast, QLD	Gold Coast, QLD - TBC	Gold Coast, QLD	<b>Available</b>	<b>Available</b>

### 3.1 Tournament Details and Requirements

This document should be read in conjunction with all tournament regulations.

For reference in the following document:

- AJO = Australian Junior Open
- AJC = Australian Junior Championships
- OJC = Oceania Junior Championships
- AO = Australian Open
- ANC = Australian National Championships
- SQA = Squash Australia
- PSA = Professional Squash Association
- WSF = World Squash Federation

The following table dictates the responsibilities and requirements of the host member for each SQA tournament. Please complete the right-side of the table with comments/acceptance and/or specifications.

### 3.2 event Bidding Options

Squash Australia have introduced an option for gaining the rights to a Squash Australia event.

#### *Option One*

Option one is for the event to be run by Squash Australia. Squash Australia will be held responsible for any losses incurred by the event. Squash Australia will hold rights to the event including all decision making on the areas listed in Table 1.0 and Table 2.0.

#### *Option Two*

The host may choose to pay an events rights fee. This will mean all profits will go to the host body. All decisions regarding the event will be liable to the host organisation. The rights to the event will cost:

Australian Junior Open: \$5,000

Australian Open: \$10,000

Australian National Championships: \$5,000

## Tournament Details and Requirements Table 1.0

Area	Description	AO	AJO	AJC	OJC	ANC	Comments/Specifications
<b>General</b>							
Year of Tournament	The tournament will be held in the following year	All	All	All	Biennial	All	
Competition dates	The tournament will aim to be held in the following approximate period (unless otherwise requested)	Week 33	Easter Weekend or Week 3 January	Weeks 39/40	Week 3 January or Easter Weekend	Open	
Competition days	The tournament requires the following amount of competition days	6	4	7 Days Play	4	3	
Sanction fee	Fee in AUD for being sanctioned by SQA	\$10,000	\$5,000	\$0.00	\$0.00	\$5,000	
<b>Courts</b>							
Competition courts	The amount of total courts required: Courts must be in accordance with SQA court regulations (unless otherwise requested)	6	6	6	6	5	
Practice courts	The minimum number of warm-up courts required throughout the tournament	2	1	1	1	1	
Seating Capacity	The venue must provide a minimum seating capacity for the duration of the tournament	500	250	500	250	250	
Glass back court	The minimum number of courts that need to be glass backed for the tournament:	1	1	1	1	1	
Glass show court	The minimum number of recommended	1	1*	1*	1*	1*	



	courts that need to be glass for use of a show court *Desirable but not required						
<b>Personnel</b>							
<b>Referees</b>	Minimum number of Tournament Referees to be supplied by the host association	1	1	1	1	1	
<b>Medical</b>	The number of on-site physio/ sports medicine personnel required * First Aid	1	1*	1*	1*	1*	
<b>Other</b>							
<b>Streaming</b>	Where marked with "X" the tournament must be streamed in conjunction with SQA	X	X	X	X	X	
<b>Broadband</b>	The venue must have minimum 5MB upload speed	X	X	X	X	X	

## Additional Requirements Table 2.0

The following table will give further information of the expected terms and conditions for staging Squash Australia tournaments. The table demonstrates who the financial obligations belong to.

For reference in the following table:

ORG = Organising Committee

SQA = Squash Australia

RM = Referee Manager

SMA = Sport Marketing Australia

Area	Description	Responsibility to Organise	Financial Responsibility	Action	Response
<b>General Venue</b>					
<b>Availability</b>	The venue must be available a minimum of one day prior to the tournament and one-day post tournament exclusively for SQA's tournament.	ORG	ORG	Will you provide SA with days prior & post tournament:	
	The venue must be available for the hours requested by SQA and required for the tournament. (Hours may extend into public holidays and/or late nights).			Will you provide SA with the required hours of operation:	
<b>Practice and warm-up courts</b>	The host and venue must provide suitable practice and warm-up facilities (as detailed in "Tournament Details and Requirements" table) for players a minimum of one day before the tournament.	ORG	ORG	Will you provide the minimum number of practice courts one day prior to the tournament?	
<b>Security</b>	The host and venue must provide appropriate security measures to control access – in particular on courts and player and official safety where needed, including any stewarding needed for players and officials and others attending the tournament.	ORG	ORG	Will you provide suitable security measures?	
	Overall security of the venue, officials and equipment is also required.				
<b>Venue</b>					
<b>Office facilities</b>	It is recommended that the host and venue provide SQA with an office for the duration of the tournament, which includes multiple power sockets and internet usage.	ORG	ORG	Will you provide the correct office facilities?	

Area	Description	Responsibility to Organise	Financial Responsibility	Action	Response
	The venue should also provide SQA with a dedicated Referee room that can be secured.			Will you provide dedicated referee rooms?	
Office equipment	<p>It is required that the host provides SQA with necessary office equipment to host the tournament. This list includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Printer (SQA to supply paper and ink as needed)</li> <li>• Stationery (e.g. pencils, pens, highlighters, stapler, staples, thumbtacks, Blu Tack, scissors, sticky tape, erasers, whiteout etc.)</li> <li>• Wireless internet minimum 5MB upload speed for streaming</li> <li>• Separate wireless internet access exclusive for events team</li> <li>• Monitor, screen, or other viewing method suitable for projector (i.e. blank wall)</li> </ul> <p>The host and venue must provide SQA with an area suitable for checking in player's/ call desk/ information desk.</p> <p>Further examples and a more detailed list of office supplies can be provided by SQA.</p>	ORG	ORG	<p>Will you provide all the necessary office equipment?</p> <p>Will you provide a suitable information/check-in desk?</p>	
Meeting rooms	The host and venue must provide a meeting room suitable for board members or judiciaries.	ORG	ORG	Will you provide at least one meeting room?	
Announcement system	The host and venue must provide an announcement system, whether portable or fixed that can be used by SQA throughout the entire tournament.	ORG	ORG	Will you provide an announcement system?	
Results area	The host and venue must provide a space that is suitable for SQA to post updates, draws and upcoming matches.	ORG	ORG	Will you provide a dedicated results area?	
Change room/toilet facilities	Change rooms and toilets must be supplied in abundance according to attendance of the tournament. There must be access for patrons with disabilities to both toilets and change rooms.	ORG	ORG	Will you provide necessary toilets/change room facilities?	
Catering	The host and venue will be responsible for providing food for purchase to all players and attendees. This food	ORG	ORG	Will the facility provide appropriate	

Area	Description	Responsibility to Organise	Financial Responsibility	Action	Response
	should be healthy in nature (i.e. rolls, fruit- not fast-food or junk food) and be available one hour prior to play, and one hour after play ends each day of the competition.			food?	
Refreshments	The host and venue will also be responsible for refreshments. There must be a water source free for patrons. The venue may wish to sell bottled water, as well as other refreshments e.g. sports drinks, soft drinks.	ORG	ORG	Will the facility provide appropriate refreshments?	
Playing equipment	A suitable quantity of squash balls must be arranged and paid for by SQA. The host will be responsible for safekeeping of these during the tournament.	SQA	SQA	Will you ensure balls are stored safely?	
Parking	There must be adequate parking surrounding the venue available to all participants and spectators. VIP parking should be made available to event staff and Key Stakeholders. Any costs associated to parking in the area should also be identified by the venue.	ORG	ORG	Will you ensure there is appropriate parking?  Will you ensure VIP parking is available if needed?	
Medical	All staff members of SQA as well as the event team must hold a current First Aid certificate.  If a physio or sports medicine person is at the tournament, there must be a designated private room for them to work in.  There must be a complete First Aid kit at the venue that is readily available. The host is responsible for ensuring the First Aid kit is completely stocked at all times- taking into account all injuries that may occur.  A separate private toilet must be reserved for ASADA in the case of Drug Testing.	SQA/ORG  ORG  ORG  ORG	SQA  ORG  ORG  ORG	Please specify if all staff have their current First Aid Certificates:  Will there be a dedicated physio/medical room if required? Will there be a fully stocked First Aid kit at the venue?  Will there be a dedicated ASADA room if required?	
Ticketing	The sale of tickets at a tournament (if required) will be decided by the host venue. Income from ticket sales will be included in the tournaments overall budget. The host state must supply 10 free tickets to Squash Australia.	ORG	SQA	Will you ensure there are reserved seats for Squash Australia if requested?	
Entry Fee	The income from entry fees will be included in the tournaments overall budget.	SQA	SQA/ ORG	N/A	

Area	Description	Responsibility to Organise	Financial Responsibility	Action	Response
<b>Personnel</b>					
Referees	Referees will be allocated by Squash Australia. The host must provide minimum one Tournament Referee and three Referees, one of which must be National level or higher. The host state bears all financial responsibility to the referees they must provide. This includes flights, accommodation and allowances.	ORG	ORG	Will you agree to funding and providing the required number of referees?	
Volunteers	The host must organise a team of a minimum of one volunteer to assist the SQA staff for the duration of the tournament. It is up to the discretion of the host whether this volunteer will receive an allowance.	ORG	ORG	Specify the number of volunteers	
<b>Advertising and Promotion</b>					
Sponsors	The host must liaise with SQA on a potential list of target sponsors. Once confirmed, it is the responsibility of SQA to contact and organise sponsorship. If the tournament is gaining funding through SMA, the host is not to announce the name of the venue until funding is confirmed by SQA and SMA. All sponsorship will go into the budget for the event. Any profit or loss gained from the sponsorship will be allocated to SQA.	ORG/ SQA	SQA	Will you provide SQA with a list of potential sponsors?	
Media	The host must provide SQA with local media contacts. SQA will compile media releases and distribute to local and national press.	ORG	SQA	Will you provide SQA with local media contacts?	
Promotion	SQA will provide the host with promotional material such as banners, posters, flags and merchandise. It is the responsibility of the host to display these in accordance to the Guidelines, as provided by SQA with the package. The host will be liable for any losses or damages occurred to the equipment.	SQA/ ORG	ORG	Do you agree to being liable for all expenses incurred from loss or damages of the equipment?	
Streaming	TV production and/or streaming of games will be organised by SQA. The host must provide internet at a minimum upload speed of 5MB to be able to live-stream games. All players give their automatic consent to be filmed unless expressed otherwise by a parent/ guardian/ player on the nomination form.  All footage remains the property of SQA.	SQA/ ORG	ORG	Will you provide a minimum upload speed of 5MB?	

Area	Description	Responsibility to Organise	Financial Responsibility	Action	Response
Photography	<p>Any person that wishes to photograph the tournament must apply for a media pass as directed by SQA.</p> <p>All players give their automatic consent to be photographed unless expressed otherwise by a parent/ guardian/ player on the nomination form.</p> <p>If the host wishes to hire a photographer, the photos become the property of SQA.</p>	SQA	SQA	N/A	
Programme	A programme is required to be produced under the discretion of SQA. This programme must be produced alongside SQA and must contain SQA specific advertising (i.e. sponsors, stakeholder logos).	ORG	ORG	N/A	
<b>Logistics</b>					
Accommodation	<p>The host is to provide information on <b>all</b> of the nearest hotels and accommodation venues surrounding the playing venue.</p> <p>SQA may choose to sell accommodation to players directly. If this is the case, the host must comply and offer to sell accommodation to players through SQA.</p> <p>The accommodation provided by SQA must be at least three-star minimum and each room must have its own toilet and shower.</p>	<p>ORG</p> <p>SQA</p> <p>SQA</p>	<p>SQA</p> <p>SQA</p> <p>SQA</p>	<p>Will you provide SQA with a list of nearest accommodation venues?</p> <p>Will you sell rooms through SQA if required?</p>	
Transport	<p>The host is to provide SQA with a detailed list of motor vehicle or mini-bus firms, trains, busses and flights that could be used for transport to and from this tournament. A list of nearest terminals for these means of transport must also be supplied.</p> <p>The host will organise transport to and from the playing venue/ airport/ accommodation if needed.</p>	<p>ORG</p> <p>ORG</p>	<p>SQA</p> <p>SQA</p>	<p>Will you provide SQA with a list of available transport options?</p> <p>Will the host organise transport to and from venues if required?</p>	
Trophies	SQA will be responsible for the organisation of trophies or medals for the tournament. Specific details of trophies and medals are provided in the Tournament Roles and Responsibilities document provided by SQA.	SQA	SQA	N/A	

Area	Description	Responsibility to Organise	Financial Responsibility	Action	Response
Presentation	The host alongside the Tournament Director of SQA will be required to organise the presentation. This includes, but is not limited to, lights, microphone, tables for trophies/medals, SQA promotional material, special effects and sponsor promotional material.	SQA/ ORG	ORG	Will you, alongside the TD organise the presentation?	
VIP Seats	The host must provide seating on each court for two officials, and two coaches <b>per player</b> , as well as VIP seating if needed (sponsors, board members etc.). The host must also ensure there are up to 10 seats available to SQA VIP, if requested by SQA.	ORG	ORG	Will you provide the required reserved seating?	
Function	If there is a function alongside the tournament (i.e. team dinner, award presentation dinner), then the host must organise the event, as well as bear all costs associated with said event.	ORG	ORG	Do you agree to organise function and bear all costs associated with the event?	
Post Tournament Report	The Event Coordinator at SQA is responsible for organising a post-event report. This report will include: <ul style="list-style-type: none"> <li>- Event Coordinator Report</li> <li>- Tournament Director Report</li> <li>- Host Executive Report</li> <li>- Referee Report</li> </ul> These reports must be done in accordance with the template found on the SQA website.	SQA	SQA	Will you provide SQA with a Host Executive report?	
Merchandising	Squash Australia reserves the right to all merchandising unless stipulated otherwise. For more detail; see section 5.5.	SQA	SQA	N/A	

## 4.0 Sponsors

Squash Australia controls all sponsorship rights to the tournament. Sponsorship for SQA tournaments will fall under certain categories based on what the sponsor provides the tournament.

Tier 1: A sponsor of minimum \$20,000 in cash or in-kind sponsorship.

Tier 2: A sponsor of \$5,000 to \$19,999 in cash or in-kind sponsorship.

Tier 3: A sponsor of less than \$5,000 in cash or in-kind sponsorship.

## 5.0 Rights

### 5.1 Introduction

Prior to the Squash Australia tournament, an agreement must be made between SQA and the Member Association (host) regarding the rights associated with the tournament. The rights are owned exclusively by Squash Australia, except in circumstances where the tournament forms part of a wider circuit (e.g. PSA, or WSF) and are comprised of:

- i. TV/ Broadcasting/ Streaming Rights and Production
- ii. Promotional Material
- iii. Commercial Rights
- iv. Merchandising Rights
- v. Naming Rights

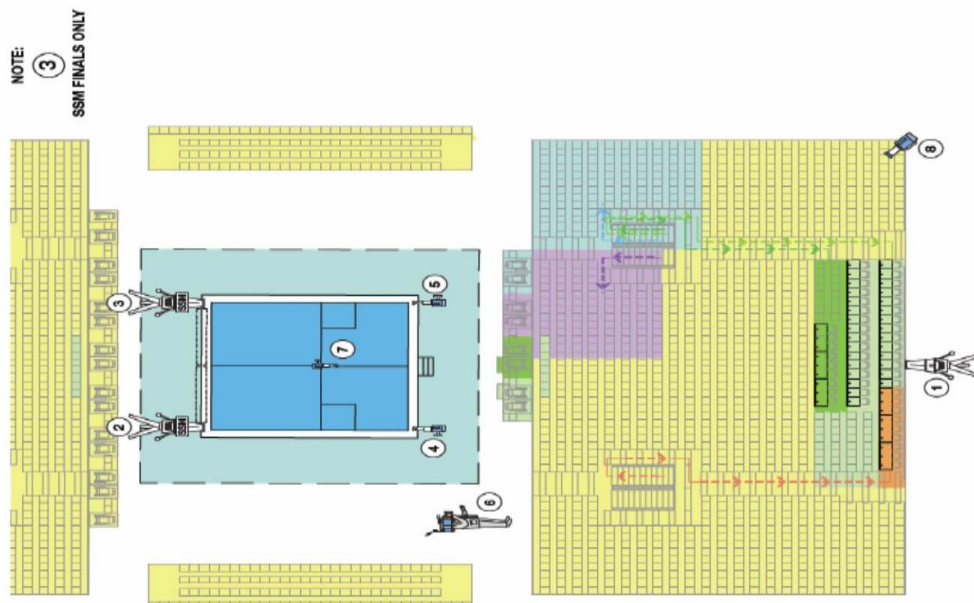
These are collectively known as the “Marketing Rights to the Tournament”.

Rights to these services will be given to the ORG by SQA on the basis of competence, contacts, previous experience and sales and marketing potential.

### 5.2 TV/ Broadcasting/ Streaming Rights and Production

SQA requires that the tournament is streamed to Squash Australia TV at [www.squashaustralia.TV](http://www.squashaustralia.TV). A minimum of 5MB upload speed is required by the organising body for streaming. The following figure (Figure 1.0) demonstrates the ideal camera positions for streaming on a show court at a tournament. This figure should be used as a guide for streaming requirements on courts other than show courts. On courts other than show courts, there must be a minimum of three cameras.

*Figure 1.0 - Camera Positioning for Broadcasting*





### 5.3 Promotional Material

All promotional material produced by the host must be in compliance with SQA promotional guidelines (e.g. size, sponsor placement, correct position and proportion).

During games, advertising will be permitted on the Tin. Specifications for tournaments are as follows:

WSF Tournaments:

- i. The WSF logo is to be placed in the right-hand corner of the Tin in the dimensions of 70cm x 30cm;
- ii. The Dunlop logo is to be placed in the left-hand corner of the Tin in the dimensions of 80cm x 30cm;
- iii. The Squash Australia logo is to be placed in the centre of the Tin in the dimensions of 60cm x 30 cm.

All other Tin space may be occupied by Tier 1 sponsors in accordance with section 4.0.

PSA Tournaments:

- i. The PSA logo is to be placed in the right-hand corner of the Tin as provided by PSA;
- ii. The Dunlop logo is to be placed in the left-hand corner of the Tin in the dimensions of 80cm x 30cm;
- iii. The Squash Australia logo is to be placed in the centre of the Tin in the dimensions of 60cm x 30 cm.

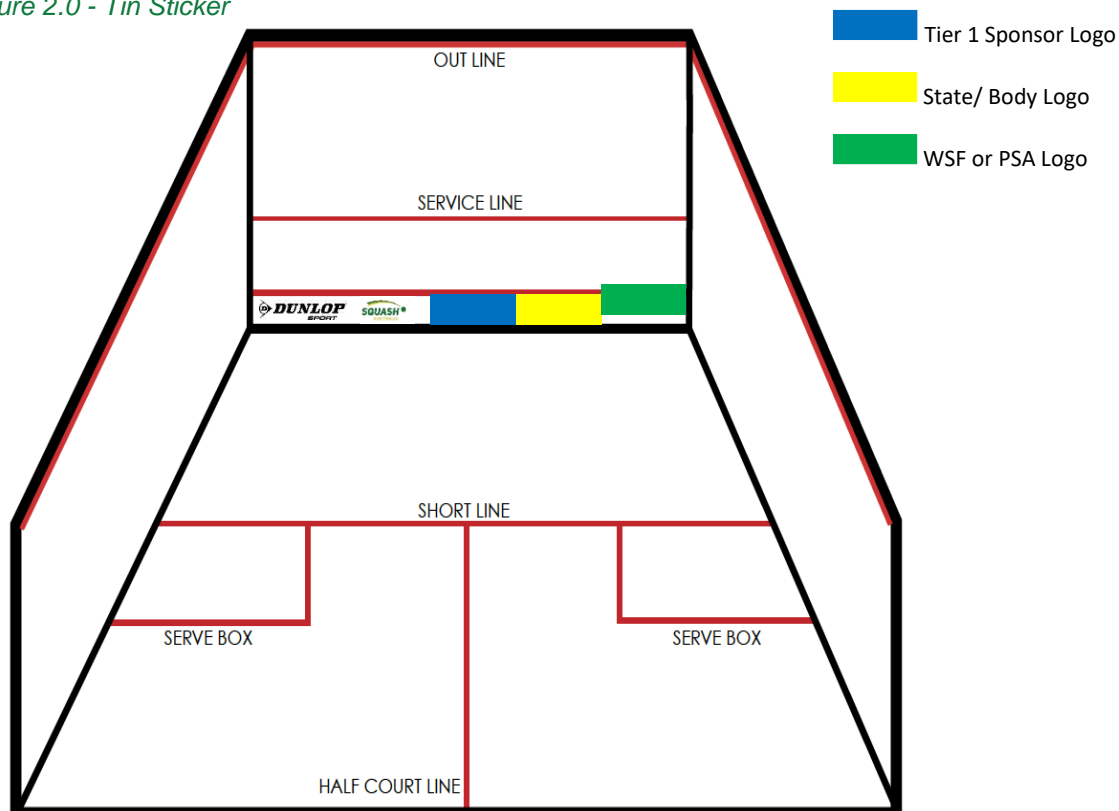
All other Tin space may be occupied by Tier 1 sponsors in accordance with section 4.0.

Sponsors of the tournament may choose to provide SQA with promotional advertising such as banners, flags and posters, which the host will be responsible for displaying throughout the tournament.

If the Host Association / Venue is unable to comply with any of the above, it must be clearly detailed as part of the 'Application Form', with the following diagram amended for consideration.

The following figure (Figure 2.0) demonstrates the position of Tin stickers on the court.

Figure 2.0 - Tin Sticker



## 5.4 Commercial Rights

Squash Australia holds all commercial rights, including exclusive interactive and mobile rights for the tournament. Squash Australia can relinquish some of these rights back to the host upon a mutual agreement.

## 5.5 Merchandise Rights

Squash Australia holds the merchandise rights for the tournament. SQA withholds the right to sell its own equipment throughout the course of the tournament. A merchant may be given rights to the tournament alongside SQA. This merchant will be decided by SQA with input from the hosting organisation.

## 5.6 Naming Rights

All naming rights to the tournament are retained by SQA. This includes sale of the title sponsorship of the tournament.

# 6.0 Bidding

## 6.1 Procedure

This document outlines the process of hosting a SQA tournament. This process controls the relationship between the host organisation and SQA. This document allows for a quicker turnaround of bidding documents and approval and will also provide the opportunity for hosts to bid for more than one tournament at a time.

## 6.2 Application

When making a formal bid for a tournament, Table 1.0, Table 2.0 and the "Squash Australia Official Tournament Application Form" seen on Appendix 1.0 must be completed and returned by either fax, mail or email to the details listed in section 2.4 of this document.

## 6.3 Disclaimer

Squash Australia reserves the rights to reject applications for the tournament, should the applications not meet the desired standards or financial requirements. Squash Australia may extend deadlines under application for affiliates that have had their first application rejected and have then corrected and resubmitted. In the event an extension has been granted for the above reason, or another reason under the discretion of Squash Australia, Squash Australia will inform all parties of the re-advertised bidding process. Other parties may then choose to re-submit their bid as well.

## 7.0 Appendices

### Appendix 1.0 Squash Australia Official Tournament Application Form

#### Squash Australia Official Tournament Application Form

##### General Information

Name of Tournament	
Proposed date of Tournament	
Estimated entry numbers	
Estimated total attendance (workforce, spectators etc.)	
Ages involved	
Name of State Association	
Name of Affiliated Club	
Name of contact	
Title of contact	
Phone	
Email	
Fax number	
Website	

##### Tournament Workforce

Please write an indication of who the contact person/ person in charge of each area will be:

Local Host Contact	
Match Control: Person 1-	
Match Control: Person 2-	
Venue	
Accommodation	
Transport	
Media	
Ticketing	
Marketing	

##### Venue Details

Name of city/town	
Name of squash facility	
Number of available courts	
Court Type	
Seating capacity total	
Is the centre air-conditioned?	
What other facilities are available at the centre? (e.g. restaurant, pro shop, media centre, conference rooms/ halls)	

## Travel and Accommodation

Name of nearest international airport	
Name and address of proposed Tournament hotel	
Distance from airport to hotel (km)	
Distance from hotel to centre (km)	
Proposed form of transport from hotel to centre (officials/ players)	
Type of accommodation provided (price, room share, Inc. breakfast etc.)	

## Budget

Please submit a rough budget using the template below. List all prices in AUD. Some areas may not be applicable for your bid. However, please complete as many of the areas as possible.

### Income

Entry Fee	
Sponsorship/Grants/Free Court Allocation	
Referee contribution	
<b>Estimated Total Income</b>	

### Expenditure

Court Costs	
Events Team (travel/accom. etc) – Min 3 people	
Referees – Min 1 referee	
Medals/Prize fund	
Streaming (\$1500 a day)	
<b>Estimated Total Expenditure</b>	

<b>Estimated Total Profit/ Loss</b>	
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## Declaration

The organiser/s must sign the following declaration as agreed upon by Squash Australia:

I, \_\_\_\_\_ as the host state executive agree:

1. To abide by Squash Australia's financial procedures and policies;
2. To follow the controls and best practice financial guidelines with regard to receipts and payment transactions;
3. To accept that Squash Australia will appoint a Tournament Director to manage/ oversee the tournament on behalf of Squash Australia;
4. To acknowledge that if, for any reason, the tournament becomes financially unviable, Squash Australia reserves the rights to defer or cancel the event;
5. That Squash Australia has the final decision on all matters relating to the tournament run under its name or associated with it;
6. To abide by tournament rules;
7. To supply the necessary items and supplies as listed in the Bidding Document. If these cannot be supplied, I will liaise with Squash Australia to ensure the event has the appropriate equipment.

I understand that if for any reason I cannot fulfil any of the above requirements, Squash Australia make take appropriate action to resolve the issues, which may result in cancellation of the event.

Name:

Date:

Position:

Name:

Date:

Position:

Signature:

Signature: