



# SQUASH NSW

EOI EVENTS POLICY

Version Control  
Version 1.0 July 2022



Supported by the



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## 1.0 Hosting Squash NSW Tournaments

### 1.1 Squash NSW

This document outlines the details and process for submitting an expression of interest (EOI) in hosting a Squash NSW (SQNSW) event. This policy in conjunction with the relevant Squash Australia Event policies controls the relationship between the host organisation and SQNSW

Benefits of hosting a Squash NSW event:

- State and National media coverage.
- Economic growth to host and community.
- Attract tourism to local area.
- Community engagement opportunities.
- Potential for grants, funding and sponsorship for the host and the region.

### 1.2 Squash NSW EOI Events

The current tournaments that operate under EOI to host are:

- Squash NSW Junior Championships
- Squash NSW Open Championships
- Squash NSW Junior Silver

#### **Squash NSW Junior Championships**

The NSW Junior Championships is annually held event with the Boy's and Girl's winners crowned as State Champions.

The event is a junior individual tournament catering to U/11 - U/19 age groups that is open to interstate and international participants

The event is a Gold Ranking Event on the AJST Tour

The event draws a large number of participants and spectators alike.

It is the last event for NSW Juniors Eligibility and selection criteria for the NSW State Junior Team to then connect at the Australian Junior Championships.

Squash NSW will work with club/centres to select a host venue/s each year to provide support, The State Junior coach will oversee and work with the centre to publish the seeding and draws for this event.

Rotation Schedule for The Squash NSW Junior Championship is:

2022 Regional Location

2023 City Location

2024 Regional Location

2025 City Location

2026 Regional Location

#### **Squash NSW Open**

The Squash NSW Open is the highest level of competition players may enter in Men's, Women's and Mixed Open and Graded combined events. This event is usually listed as a PSA (Professional Squash Association) event

The event requires international standard courts for the competition and as a state title event the calibre of players attracted range from professional through to D grade.

### **Squash NSW Junior 4<sup>th</sup> Silver Event**

The Squash NSW 4<sup>th</sup> Silver Event is to be held in later part of each 12month calendar year  
This event is moved to different location across the state

### **Squash NSW Annual Awards Recommencing 2023**

The Annual Awards is a function usually held each year to celebrate the squash community from across the State for the previous 12 months.

The event is the highlight social evening with the presentation of awards including Junior Player of the year, Player of the year, Club of the year and more. The night also includes life members and Hall of Fame inductees attracting over 150 attendees, the Squash NSW Annual Awards is a prestige event on the Squash NSW calendar.

## **2.0 Hosting Squash NSW Tournaments**

### **2.1 Host Eligibility**

To be eligible the host must meet the following criteria:

- a) Be an affiliated club/member of the State and in good standing with the association.
- b) Providing the Host meets the guidelines presented in this document, they will be considered as the sole host of a tournament.
- c) In the event that multiple venues are required to meet the minimum number of courts, it must be clearly stipulated in the application form and only one responsible local host contact. Strong consideration will be given to the radial distance between venues.
- d) Applicants must be located in Australia.
- e) All members of the event team including volunteers, officials and staff are to have a "Working with Children" or Police Check, applicable to their state.
- f) Applicants must agree to be bound by Squash NSW, Squash Australia, WSF and PSA regulations and relevant policies where applicable, including but not limited to; Anti-Doping, Member Protection, and Integrity, and must adhere to community expectations.
- g) Applicants must fulfil the requirements stipulated in this document.

### **2.2 Selection Criteria**

Applications will be assessed against the Selection Criteria as follows:

- a) Clarity of the application;
- b) Venue facilities;
- c) Location infrastructure and accessibility;
- d) Ability to service the venue during the tournament;
- e) Accommodation proximity and availability;
- f) Demonstrated capability to host the tournament;
- g) Financial consideration;
- h) Access to state based funding programs;
- i) Access to any other sponsorship or funding;
- j) Community engagement and impact;
- k) Staff and volunteer support;
- l) Compliance with requirements in this document including Appendix 1.0 and 1.1.

### 2.3 Submission Process

Squash NSW will request and open expressions of interest for events in the following calendar year. A host must submit an EOI application within the allocated EOI period in 2.6.

To submit an EOI for an event the host must complete the following:

- a) Read and review this EOI policy document;
- b) Read and review the appropriate event policies;
- c) Complete and submit the EOI application form within the allocated EOI period;

A host may choose to supply any other supporting documents.

Any space left blank in the application form will be considered a requirement not filled.

If a host is unable to fill a requirement, they must detail this in the appropriate space provided and are able to provide solution if capable.

SQNSW will consider multiple year tendering.

Application form to be completed online: <https://nsw.squash.org.au/w/events>

For all enquiries, please email: [comms@nswsquash.com.au](mailto:comms@nswsquash.com.au)

### 2.4 Relevant Tournament Policies

The host is required to read and review all relevant tournament policies.

Please refer to Squash NSW Events Policy and Squash Australia events policy:

<https://cdn.filestackcontent.com/7WA2ZDxlQl6KZJPdY15R>

<https://www.squash.org.au/w/events/event-policies>

### 2.5 Selection Process

An EOI Application will be accepted by Squash NSW provided it fulfils the submission criteria and is submitted between the EOI period as outlined in section 2.6.

After the EOI period has closed the following process will occur:

- a) Applications will be assessed against the selection criteria from which a shortlist will be selected.
- b) Squash NSW will arrange and conduct a meeting with the shortlist candidates to further assess the application. Squash NSW reserves the right to conduct a venue inspection if required.
- c) A successful EOI applicant will then be selected and notified before formal proceedings take place (i.e. contractual agreements). Any unsuccessful applicant will be notified by Squash NSW by email.
- d) Squash NSW will announce the successful host as soon as possible upon completion of the above process.

### 2.6 EOI Submission Period

Squash NSW EOI annual submission period.

EOI OPEN- 1st of August

EOI CLOSE- 31<sup>st</sup> of August

Squash NSW reserves the right to extend or allow additional EOI application periods when required at its sole discretion.

### 2.7 Disclaimer

Squash NSW reserves the rights to reject applications, should the applications not meet the applicable standards or financial requirements.

Squash NSW 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 any other reason under the discretion of Squash NSW, Squash NSW will inform all parties of the re-advertised EOI process. Other parties may then choose to re-submit their EOI as well.

If a suitable host is not secured for an event, then, Squash NSW will appoint a host at its sole discretion or an additional EOI period may be conducted to allocate an event through the above outlined process.

### 3.0 Rights

#### 3.1 Introduction

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

- a) TV/ Broadcasting/ Streaming Rights and Production
- b) Promotional Material
- c) Commercial Rights
- d) Merchandising Rights
- e) Naming Rights
- f) Sponsorship

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

Rights to these services may be given to the host by Squash NSW at the sole discretion of Squash NSW.

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

Squash NSW requires the right to request the tournament is streamed through the Squash NSW provider.

#### 3.3 Promotional Material

All promotional material must be produced by Squash NSW. Squash NSW may permit the host to produce promotional material for the event but must have approval of the product before publication.

Advertising will be permitted on the Tin. Specifications for PSA tournaments are to follow the Squash Australia guidelines and PSA requirements

Sponsors of the tournament may choose to provide Squash NSW 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 their application.

#### 3.4 Commercial Rights

Squash NSW holds all commercial rights, including exclusive interactive and mobile rights for the tournament. Squash NSW can relinquish some of these rights back to the host at its sole discretion.

#### 3.5 Merchandise Rights

Squash NSW holds the merchandise rights for the tournament. Squash NSW can relinquish some of these rights back to the host at its sole discretion.

### 3.6 Naming Rights

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

### 3.7 Sponsorship Rights

Squash NSW controls all sponsorship rights to the tournament. Squash NSW will collaborate with the host to identify local sponsorship opportunities.

## Appendix 1 Additional Tournament Requirements

The following table will give further information of the expected host venue requirements and should be referred to when completing your application form.

Requirement	Description
Availability	The venue must be available a minimum of one day prior to the tournament The venue must be available for the hours requested by Squash NSW and required for the tournament. (Hours may extend into public holidays and/or late nights).
Practice Courts & Warm-up Areas	The host and venue must provide suitable practice and warm-up facilities for players a minimum of one day before the tournament unless stated differently in applicable tournament policies.
Referees	Referees and if required a Tournament Referee will be selected by Squash NSW and funded through overall event budget. Squash NSW will determine the number of referees based on the event and the funding available for them.
Medical	The minimum number of on-site personnel required is- One First Aid officer or trained staff member onsite at all times of event schedule. 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, readily available First Aid kit including de-fibrillatory at the venue. The host is responsible for ensuring the First Aid kit is completely stocked at all times- taking into account all injuries that may occur.
Security	The host and venue must provide appropriate security measures to control access and ensure safety of all players, officials, and equipment.
Office facilities	The host venue must provide Squash NSW with an office space for the duration of the tournament, which includes multiple power sockets and internet usage if required
Office Equipment	It is required that the host provided with necessary office equipment to host the tournament. This list includes but is not limited to: Printer, tablets, phones, computer, Wireless internet minimum 5MB upload speed for streaming. Monitor, screen, or other viewing method suitable for display of digital draws.
Broadband	Internet access at minimum upload speed of 5MB. This will be used for the tournament operations and streaming purposes.
Meeting Rooms	The host and venue must provide a meeting room suitable for board members or judiciaries.
Announcement System	The host venue must provide an announcement system, portable or fixed that can be used throughout the entire tournament.
Tournament Control Area	The host venue must provide Tournament control area suitable for checking in for players/ call desk/ information desk. There must also be a results space for updates, draws and upcoming matches.
Changerooms	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.



Catering	The host and venue will be responsible for providing food for purchase to all players and attendees. Be available one hour prior to play and can close upon completion of matches each day of the competition.
Refreshments	The host 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.
Restringing Service	The host venue must offer a restringing service onsite or through a nominated third-party provider for drop off and next day collection.
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 where applicable. Any costs associated to parking in the area should also be identified by the venue.
Medical-ASDA	A separate private toilet must be reserved or made available for ASDA in the case of Drug Testing.
Entry Fee	The income from entry fees will be included in the tournaments overall budget.
Volunteers	The host should organise a minimum of one volunteer per venue, per day to assist for the duration of the tournament. It is up to the discretion of the host whether this volunteer will receive any allowance at the host's expense.
Media	Squash NSW will compile media releases and distribute to local and national press and work alongside the host centre
Promotion	Squash NSW 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 with the guidelines. The host will be liable for any losses or damages that occurs to the equipment.
Streaming	TV production and/or streaming of games will be organised by Squash NSW or by the host 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 Squash NSW or the host depending on who streams the event
Photography	Any person that wishes to photograph the tournament must apply for a media pass to Squash NSW All players give their automatic consent to be photographed unless expressed otherwise by a parent/ guardian/ player on the nomination form. If the host wishes to hire a photographer, the photos will become the property of Squash NSW
Program	A tournament program if required will be produced at the discretion of Squash NSW. This programme must contain Squash NSW specific advertising (i.e., sponsors, stakeholder logos).
Accommodation	The host is to provide information on all the nearest hotels and accommodation venues surrounding the playing venue. Squash NSW 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 Squash NSW
Transport	The host is to provide Squash NSW 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 event location.
Trophies	The Centre/Club will be responsible for the organisation of trophies or medals for the tournament accordingly. Consultation With Squash NSW will be required

Presentation	The host is to provide suitable presentation area and equipment. This includes, but is not limited to, lights, microphone, tables for trophies/medals, special effects and sponsor promotional material. Squash NSW will organise the presentation if required and will supply any required promotional material.
VIP Seats	The host must provide seating on each court for two officials, and two coaches per player. VIP seating will be determined by Squash NSW if needed (sponsors, board members etc.)
Function	If there is a function alongside the tournament (i.e., team dinner, award presentation dinner), the host may ask for assistance from Squash NSW.
Post Tournament Report	The Host is required to provide a post-event report to Squash NSW within 14 days of event completion.

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