

National Event Hosting Agreement

Between Squash New Zealand and ... for Oceania
Junior Championships and Trans-Tasman Test
Series, Dates TBC (but likely 14-16 April 2017 and 18-19 April).



The purpose of this agreement is to clarify the relationship and the operational process between the host club and Squash New Zealand.

The HOST CLUB will:

1. Develop a poster advertising the event at least three months before the event begins.
2. Provide entries to Squash New Zealand at least fourteen days before the event begins so the National Junior Selectors can seed the event, with input from other participating nations.
3. After receiving seedings from the National Junior Selectors, complete the draws for the event and provide to Squash New Zealand for approval at least ten days before the event begins.
4. Organise Trans-Tasman Test matches on the evenings of Tuesday 18 and Wednesday 19 April (Dates TBC).
5. Make practise courts available for bookings (free of charge) on Monday 17 April.
6. Post and update results (including game scores) on the club website after EACH round of play (at least daily), and send to the Squash New Zealand.
7. Submit results between New Zealand players to the iSquash grading list within FIVE DAYS of the event's conclusion.
8. Complete all available draws through the iSquash Tournament Module with all results being uploaded after each round. All games to be sent to the iSquash grading list within FIVE DAYS of the event's conclusion.
9. Prior to the event, build a relationship with local media and Regional Sports Trust. During the event, provide updates (including game scores) and photographs to local and national media after EACH round of play (at least daily) – see Appendix One for sample media release template.
10. Subject to venue locations, be able to provide regular transport service between venues as required.
11. Player accommodation options advised to all players (including billets where available).
12. Provide airport pick-ups for National Referees.
13. Provide kitchen and bar facilities open to players and spectators during ALL scheduled matches, with **tea/coffee/water available for free**.
14. Ensure a first aid kit is available for the duration of the weekend.
15. Take full responsibility for following any conditions of the clubs liquor license.
16. Organise Club and District Referees to assist at the event as possible/appropriate.
17. Organise a Master of Ceremonies to announce players on court before finals.
18. Take photos of champions at the conclusion of the event, and e-mail these to Squash New Zealand as soon as possible following the event's conclusion (this can be a club member with a digital camera).
19. Arrange prize money in line with Squash New Zealand recommendations.
20. Present official trophies/medals/shields/banners at prize-giving (liaise with Squash NZ).
21. Submit an event report (a template is available from Squash New Zealand) to Squash NZ within 30 days of the tournament's conclusion.
22. Follow the *National Event Hosting Basic Reminder List*.
23. In conjunction with Squash NZ, appoint a Disputes Panel for the duration of the event.
24. Design and print event programmes within the event's budget (liaise with Squash NZ for examples and records of past winners), and send one copy of the programme to Squash NZ for their records.

Squash New Zealand will:

1. Seed players at least eight days prior to the event.
2. Provide support and guidance for creating draws, and approve all draws at least five days prior to the event.
3. Provide eight dozen balls.
4. Appoint national referees for the Oceania Juniors and Trans-Tasman Test Series event and take responsibility for their transport and accommodation requirements.
5. Provide guidelines on entry fee level and prize money allocation.
6. Facilitate relationship development between the club and national media, and ensure that press releases are circulated to national media outlets.
7. Promote the event prior to the date, via the Squash NZ website and other forms of communication (eg. Newsletters, Facebook etc).
8. Provide templates as necessary (eg. reports, results sheets, previous event programmes etc).
9. Provide cups/banners/medals for winners.
10. Be available (via phone, e-mail) to provide guidance/advice at any time in the lead-up to the event – if you have any questions or need any help just ask.
11. Attend the event to provide a contact point throughout, help with the dissemination of results, and to speak at prize-giving.

Further Information is contained in Appendices 1-3 below.

Additionally, host clubs may contact the Squash Director for guidance –

sam@squashnz.co.nz

(09) 815 6775

021 875 204

Agreement dated this _____ day of _____ 2016.

Between

President/Tournament Director Club

Jim O’Grady, Squash New Zealand CEO

Name: _____

Signature: _____

Signature: _____