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# **2025 GROWTHPOINT JARVIS/KAPLAN TOURNAMENT RULES, GENERAL INFORMATION AND TOURNAMENT ORGANISATION**

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For review by the Executive Committee: by February 2025

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## A GENERAL INFORMATION AND PRE-TOURNAMENT PLANNING

### 1 Jarvis/Kaplan Tournament

1.1 The Jarvis/Kaplan Tournament (referred to hereafter as the Tournament) is the annual South African squash national Team Tournament. For purposes of this document, a regional team may be referred to as a provincial team as historically squash provinces differ from the official 9 provinces.

#### 1.2 Men's Sections:

1.1.2 There are 4 Men's sections, each of which plays for a team trophy:

- 1.1.2.1 A Section: Jarvis Cup;
- 1.1.2.2 B Section: XXV Trophy;
- 1.1.2.3 C Section: Banana Bowl;
- 1.1.2.4 D Section: Daisy Cup.

#### 1.3 Women's Sections:

1.3.1 There are 3 Women's sections, each of which plays for a team trophy:

- 1.3.1.1 A Section: Kaplan Cup;
- 1.3.1.2 B Section: Ransom Trophy;
- 1.3.1.3 C Section: Silver Trophy<sup>1</sup>.

### 2 Squash SA

2.1 The tournament is, and always shall remain, the property of Squash SA (SSA), arranged and played under the auspices of SSA, notwithstanding that the actual organisation thereof is done each year by an Association, affiliate or other duly authorised organisation, agent or individual, on behalf of SSA.

### 3 Team Eligibility

3.1 Associations regarded as the "major" Associations, viz. Eastern Cape - Border, Gauteng - Joburg Squash, Gauteng - Easterns, Eastern Cape - Eastern Province, Free State, KwaZulu-Natal, KwaZulu-Natal - Midlands, Gauteng - Northerns and Western Province may enter.

<sup>1</sup> Note: In recent years there has not been a C Section due to insufficient entries.

- 3.2 Any other Association may apply to SSA to enter. SSA will consider the application and accept or reject the application at their discretion.
- 3.3 South African Country Districts (SACD)<sup>2</sup> select men's and women's teams at their annual SACD Closed Tournament.
- 3.4 The SSA Board may use its discretion to allow other invitational teams to participate should there be space (e.g. Zambia, Zimbabwe, Namibia).
- 3.5 Should an Invitational team participate, it may not win its section. The highest placed **SA Team** in the section shall be considered the winner and be awarded the trophy. However, invitational team members may win individual awards.

#### 4 **Team Entitlements**

- 4.1 SSA shall write to each Association by **1 February** each year advising them of the number of teams that they are entitled to enter and the sections in which they are entitled to play having regard to the automatic promotion/relegation rule.

#### 5 **Confirmation of Entry by each Association**

- 5.1 Each Association must confirm in writing to SSA by not later than **31 March** whether it wishes to take up its entitlement and/or add or reduce its number of teams. Failure to reply by **31 March** will result in an Association forfeiting its entitlement for that year's tournament.
- 5.2 SSA will send the complete list of entries to the Host Association.

#### 6 **Section Composition, Rules for Promotion/Relegation, Placement of New Teams**

Each year the teams in each section shall be the same as the preceding year subject to:

- 6.1 Automatic Promotion or Relegation where the winning team of a section is promoted to the section above and the team coming last is relegated to the section below; or
- 6.2 Where an Association, by notice in writing, informs SSA by **31 March** that:
  - 6.2.1 It no longer wishes to enter one or more teams; or

<sup>2</sup> As decided by SACD from time to time

- 6.2.2 It wishes to enter a new team (Association to provide motivation); or
- 6.2.3 Based on its objective assessment, it is of the opinion that its team/s will not be strong enough to compete in that section or sections and therefore request to play in the **next lower section(s)** (with the exception if a team makes this same choice for two (2) or more consecutive years, they will be obliged to play in the higher section); and/or
- 6.2.4 Based on their objective assessment and supported by factual motivation it believes that its team/s will be strong enough to compete in the **next higher section(s)**.
- 6.3 No Association shall be entitled to field more than 2 teams in any one section.
- 6.4 No Association shall be entitled to field more than 4 teams in either the men's or women's sections. The SSA Board may, on application, allow the host Association to enter more than 4 teams at the Board's discretion.
- 6.5 If the automatic promotion/relegation rule results in contravention of **Clauses 6.3 or 6.4** above, SSA will, at its discretion:
  - 6.5.1 Invite a lower placed team to be promoted; or
  - 6.5.2 Request the lower ranked team of that Association to move down a section; or
  - 6.5.3 Decide to maintain the standard of the sections in the spirit of the Tournament.
- 6.6 The team with the most matches won in the round robin shall be considered the winner of the section and be awarded the trophy and gain promotion to the section above for the next year's tournament.
- 6.7 The team which finishes last in the Men's A, B and C sections shall be relegated to the section below. The team which finishes last in the Ladies A section shall be relegated to the section below.
- 6.8 The SSA selectors will decide on any requests received and present their decision to the SSA Board for ratification.

## 7 Player Eligibility

- 7.1 Players must be South African players. A player is a South African player if

- 7.1.1 he/she is the holder of a South African passport **AND** has a South African Identity Document; or
- 7.1.2 Has permanent residence in South Africa **AND** is eligible to represent South Africa in international competition (proof of permanent residence may be requested).
- 7.2 Players must opt by 1 March to play for an Association. This must be submitted in writing to SSA and be signed by the Chairperson of the Association. A player does not have to repeat the process each year and may continue to represent the same Association thereafter.
- 7.3 Once a player has played for an Association, they must complete the prescribed transfer form if they wish to represent another Association. Both Chairpersons of the Associations that he/she is leaving and joining must sign the form. This will ensure that both Associations are aware of the movement of players in and out of their respective Associations. The deadline for transfer forms to be submitted to SSA, is 1 March.
- 7.4 If a player has never participated in the Growthpoint Jarvis/Kaplan tournament or its predecessors before, he/she does not need to complete a transfer form.
- 7.5 Players must be in good standing with their club, Association, and Squash South Africa.
- 7.6 To satisfy the Board that their participation will enhance the Tournament, South African citizens and permanent residents who have:
  - 7.6.1 Gone overseas specifically to obtain a world ranking and are members of PSA must provide proof of their PSA membership and tournament participation, or
  - 7.6.2 Who are engaged in coaching or league activities must provide proof of active participation in league, tournament and/or coaching activities.
- 7.7 The Board may consider any late transfer request, at its sole discretion, provided a letter explaining why a player's transfer request is submitted after the deadline. The Board reserves the right to decline a transfer request.
- 7.8 Each Association may impose its own criteria as regards eligibility to play for that Association which shall be submitted to SSA annually before 1 March.

- 7.9 The following minimum criteria shall apply for a player to be eligible to play for an Association in the Tournament:
- 7.9.1 A team may not include more than one player that didn't play in the Association's Closed tournament of that year, excluding overseas based players.
  - 7.9.2 A team may not include more than one player that didn't play in the Growthpoint SA National tournament regionals of that year if the player lives within 50 km of a regional tournament venue, excluding overseas based players.
  - 7.9.3 Exceptions to these requirements will only be considered for the lowest teams (men and women) that an Association enters, in the discretion of the Board, where it is necessary to fill a team.
- 7.10 All players selected for the Tournament must have written and passed the relevant Marking and Refereeing examination, minimum South Africa M&R Level 2 or the WSO equivalent qualification, every three (3) years, ensuring qualification is current/valid at date of the Tournament, and SSA will confirm if all qualifications are current.
- 7.11 SA Schools players may represent either the Association in whose area they reside or the Association in whose area they attend school, in the Tournament.
- 7.12 All SA Schools players who want to play in the Tournament must first play in that year's SA Schools IPT before they can be selected. The only exception which may be considered is if the player is playing squash overseas.

- 7.13 Should an Association wish to select a player under the age of 18, they must apply in writing 6 weeks prior to the tournament to SSA, motivating the selection and providing written permission from the parent or guardian as well as the name of the designated person/parent/guardian, who shall chaperone NO MORE THAN 6 players and ensure that the SSA Safeguarding policy is applied in full. This includes that all guardians, team managers and coaches coming into contact with the minor must have completed the online safeguarding course. All additional costs must be covered by the Association. This designated person/parent/guardian cannot participate in the tournament as a player or team member. Players under the age of 18 are not permitted to drink any alcoholic beverages or smoke or take drugs. If this rule is ignored, the player will face immediate expulsion from the tournament and will also face a minimum of a one-year ban from all squash tournaments, including no IPT tournament for the following year, if the dates fall out of the year ban.
- 7.14 All players must also satisfy any other criterion as laid down by SSA from time to time.
- 7.15 It is mandatory for every player under the age of 19 to wear protective eyewear as accredited by the World Squash Federation ([www.worldsquash.org/ws/eyewear](http://www.worldsquash.org/ws/eyewear)) whenever they are on a court.
- 7.16 In the interests of player safety (both the mother to be and opponent), no player who is pregnant may participate in IPT if the player is showing or more than 4 months pregnant.

## 8 Host Association

- 8.1 The Tournament is held each year during the second week of July unless otherwise determined by the SSA Board taking into account other tournaments with conflicting dates.
- 8.2 The tournament will be hosted by an affiliated Association in the following rotation:

2025	Eastern Province	2026	SACD
2027	Midlands	2028	Easterns
2029	Joburg Squash	2030	Kwazulu-Natal
2031	Border	2032	Northerns
2033	Western Province		



- 8.3 Should an Association wish to host or not to host the Tournament in any year, the SSA National Convention, or if this is not possible, the SSA Board shall decide which Association will host the Tournament.
- 8.4 The Host Association or duly appointed organising body may complete the draw, but this must be approved by the SSA Board. Squash SA to attend all preparation meetings either in person or virtually.

## 9 Travel and Accommodation Costs

- 9.1 The cost of travel, accommodation and meals for the players who participate in the Tournament, may be borne by the Association the player represents.

## 10 Tournament Costs

- 10.1 The Host Association or duly appointed organising body shall be responsible for all costs of running the Tournament save for any sponsorship income raised specifically for this purpose by SSA.
- 10.2 The Host Association shall agree a Tournament Levy inclusive of players, managers, referees, with SSA by **1 April** (3 months before the tournament when submitting the budget to SSA for approval). SSA shall not be held responsible for any losses suffered by the Host Association in running the Tournament.
- 10.3 Should the Host Association incur any expenditure outside of what is provided for in the approved budget without the approval of SSA, the Host Association shall be liable to bear the costs of such expenditure and shall have no recourse to recover these costs from SSA or any affiliated Associations.
- 10.4 The Host Association shall inform the Associations as part of the April Newsletter of the Levy payable, which will include accommodation costs at a Southern Sun Hotel. The rate will be negotiated by SSA. The Host Association may charge a reduced Levy for managers/referees (excluding the court fees).
- 10.5 Associations are required to pay the Tournament Levy to the Host Association by **1 June**. There will be no refunds to any Association, after 1 June, including for late withdrawals. Any teams that haven't paid in full by 1 June, will not be included in the tournament.

## 11 Tournament Officials and Committees

- 11.1 **Tournament Director** is appointed by the Host Association and shall convene and chair the Tournament Committee which is responsible for the organisation and running of the tournament.
- 11.2 **Tournament Committee** is convened by the Tournament Director in consultation with the Host Association committee and shall deal with all aspects of the organisation of the Tournament.
- 11.3 **Tournament Referee** is appointed by the Host Association subject to SSA's ratification to allocate match officials and make final decisions on matters arising in matches on court that relate to the Rules of the Game. For any matters of a wider nature, the Tournament Referee shall convene the Disputes Committee.
- 11.4 **Venue Controller** is the person appointed by the Tournament Director for the efficient running of the Tournament at a specific venue.
- 11.5 **Disputes Committee** is the committee which considers and decides upon any dispute or issue of any nature arising out of the staging of the Tournament (Refer **Section B, Clause 16.9**).
- 11.6 **Selection Committee** shall consist of a committee of three (3) persons who shall be those SSA Selectors present at the tournament. If sufficient SSA Selectors are not present, those present shall co-opt one or two members to constitute a committee of three (3) persons. If no SSA Selectors are present at the tournament then the Disputes Committee shall nominate three (3) persons to act as the Selection Committee.
- 11.7 **Safeguarding Officer** is appointed by the tournament Director after approval from Squash SA.

## 12 Awards and the Criteria for Selecting the Winners

The Recipients of the following Trophies and Awards will be selected by, by the Selection Committee, except where otherwise indicated:

- 12.1 **The Best of the Rest**
  - 12.1.1 A team of 5 players, for both men and women, consisting of the best players in positions 1 to 5 in the A Section teams, other than the players in the winning teams, shall be selected and announced at the Awards Dinner.
- 12.2 **Greg Hammond Trophy:** awarded to the Most Promising Male Player
- 12.3 **Lance Sibbald Trophy:** awarded to the Most Improved Male Player

- 12.4 **Lisa O'Grady Award:** awarded to the Most Promising Female Player
- 12.5 **Glenda Erasmus Trophy:** awarded to the Most Improved Female Player
- 12.6 **Seccie de Villiers Award**
  - 12.6.1 The Award is conferred on a player in any section who:
    - 12.6.1.1 Displays outstanding standards of sporting behaviour on court
    - 12.6.1.2 Promotes the general well-being of Jarvis Cup by willingly undertaking marking duties, and supporting provincial team-mates
    - 12.6.1.3 Participates willingly and with good grace in all Jarvis functions
  - 12.6.2 The adjudicators of this Award are:
    - 12.6.2.1 The Tournament Referee
    - 12.6.2.2 The Chairperson of the Host Association
    - 12.6.2.3 The President of SSA or an appointed nominee
- 12.7 **Clifton-Parks Award**
  - 12.7.1 The Award is awarded to a player in any women's section of the National Interprovincial Tournament (currently called Growthpoint IPT's) who:
    - 12.7.1.1 Has not received the award before
    - 12.7.1.2 Has participated in at least 5 IPT single events
    - 12.7.1.3 Displays outstanding standards of sporting behaviour on and off court
    - 12.7.1.4 Willingly undertakes marking duties, supports and encourages team-mates
    - 12.7.1.5 Holds the spirit of the IPT event in high regard and assists in the general well-being of the tournament
    - 12.7.1.6 Is nominated by either the captain's, event organisers or SA Selectors

12.7.2 The adjudicators of this award are the SA selectors, a tournament organiser representative or a Squash SA representative at the tournament and as per 12.7.3 below. Should there be 2 persons with equal nominations/ votes the highest ranked SA official at the event, has the deciding vote.

12.7.3 If a "Clifton-Parks" family member is still involved in squash that person should be consulted on the nominations for the award.

## 12.8 **Gary Thomson Trophy:** awarded for the Best Overall Result

12.8.1 This trophy is to be awarded to the Association achieving the best overall results at the Tournament, subject to the following:

12.8.1.1 An Association must be represented by 3 or more teams

12.8.1.2 Points are allocated according to the final position of each team in each section, e.g. winner 1 point, second 2 points, third 3 points etc.

12.8.1.3 A "weighted average" is then applied to each team's points as follows:

12.8.1.4 An Association with 4 to 6 teams **×1.5**

12.8.1.5 An Association with 3 teams **×1.8**

12.8.1.6 The accumulated scores are then divided by the number of teams entered by each Association, which determines the average points per team for that Association.

12.8.1.7 The Association with the lowest average wins the Trophy.

## 12.9 **The Best Organised Association**

12.9.1 This Award is conferred on the Association which:

12.9.1.1 Responds timeously to all requests for response from the Tournament Committee.

12.9.1.2 Submits team names timeously.

12.9.1.3 Pays levies and other requested fees timeously.

12.9.1.4 Assists the Tournament Committee by prompt responses and considerate co-operation.

12.9.2 The adjudicators of this Award are the Tournament Committee.

## B TOURNAMENT ORGANISATION

### 13 Duties of the Host Association

- 13.1 The Host Association is responsible for the organisation and running of the tournament.
- 13.2 The Host Association is responsible for all costs related to hosting the Tournament.
- 13.3 To meet the costs, the Host Association may impose a player levy which shall be determined by the Board of SSA after consultation with the Host Association. A detailed Income and Expenditure Budget must be submitted to the Board before the consultation.
- 13.4 A final detailed budget must be submitted to SSA three (3) months before the tournament commences.
- 13.5 Notice of the Captains' Meeting shall be sent to the chairpersons of all participating Associations at least one week prior to the tournament and shall be posted at the hotel where the participants are staying.
- 13.6 The **Tournament Committee** of the Host Association shall convene a **Captains' Meeting** for the captains and managers of all teams during the afternoon of the day preceding the start of the tournament.
- 13.7 The Host Association shall organise an **Opening Function** to be held on the same day as the Captains' Meeting.
- 13.8 The Host Association shall organise an **Awards Dinner** to be held on the last day of the tournament.
- 13.9 Once the court allocation and match schedule has been prepared by the Host Association, it must be submitted to SSA for approval before being printed.
- 13.10 The Host Association must capture all results on SportyHQ daily, where all results can/will be checked.
- 13.11 **Doping Control:** should the South African Institute for Drug Free Sport designate the Tournament for testing, the Host Association shall provide the venue, and the equipment requested<sup>3</sup>.

<sup>3</sup> All testing to be undertaken in compliance with WADA guidelines ([www.wada-ama.org](http://www.wada-ama.org))

13.12 The Host Association shall ensure that every person that participates in the Tournament signs the prescribed indemnity form and shall keep all the forms on record to be made available on demand from SSA.

## 14 Deadlines

(assuming the tournament is played during the **2<sup>nd</sup> Week of July**)

Deadline Date	Responsibility
<b>1 February</b>	<ul style="list-style-type: none"> <li>SSA writes to each Association informing them of the number of teams they are entitled to, and in which sections the teams are placed.</li> <li>Host Association informs participating Associations of available accommodation and gives deadlines for bookings.</li> </ul>
<b>1 March</b>	<ul style="list-style-type: none"> <li>Players wishing to transfer must submit the official transfer form, signed by the chairperson of both the Association from which he/she is transferring and the chairperson of the Association to which he/she is transferring, to SSA.</li> <li>SSA to inform all Associations of transfers once ratified by SSA Board asap.</li> </ul>
<b>31 March</b>	<ul style="list-style-type: none"> <li>Each Association must confirm in writing, to SSA, the teams it will be entering.</li> </ul> <p><b>Note</b> Failure to do so will result in the forfeiture by that Association of its entitlement.</p>
<b>15 May</b>	<ul style="list-style-type: none"> <li>The Host Association shall submit a 'final' proposed budget to SSA, whose Board may alter the budget as it sees fit.</li> <li>Tournament Levy to be clearly defined and approved by SSA.</li> </ul>
<b>1 June</b>	<ul style="list-style-type: none"> <li>Deadline for payment of Tournament Levy to Host Association.</li> </ul>
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>Associations must submit all league and tournament results for matches played after <b>16 May</b> to SportyHQ so that the rankings are as up to date as possible.</li> </ul>
<b>± end May</b> (6 weeks prior to the start of the Tournament)	<ul style="list-style-type: none"> <li>All Associations must submit to SSA their team orders i.e. 5 players plus reserves per team in the correct playing order.</li> <li>SSA must immediately send this information to the Selection Committees for seeding the teams in the sections.</li> <li>All players under 18 need to have submitted all their information with regards to participating in the tournament.</li> </ul>
<b>±25 June</b> (14 days prior to the start of the Tournament)	<ul style="list-style-type: none"> <li>The Selection Committees will send the seeded team lists to SSA.</li> </ul>
<b>±29 June</b> (10 days prior to the starting day)	<ul style="list-style-type: none"> <li>SSA will circulate the accepted team orders to the Associations and the Host Association.</li> </ul>
<b>±02 July</b> (7 days prior to the starting day)	<ul style="list-style-type: none"> <li>Associations may send objections, with motivation, to SSA. No late objections will be considered.</li> <li>Should there be any other queries please contact SSA.</li> </ul>
<b>±02 July</b> (7 days prior to the starting day)	<ul style="list-style-type: none"> <li>The Host Association will notify all participating Associations of the time and venue of the Captains' Meeting.</li> </ul>

## 15 Tournament Format

- 15.1 The A sections will have 6 teams and will be played in a round robin format.
- 15.2 The B and C sections may comprise of 6 to 8 teams each. The D section may comprise of up to 10 teams.
- 15.3 6 teams will play in a round robin format, but 8 or 10 teams will play in 2 pools with cross-over play-offs and final positional play-offs.
- 15.3.1 For 8 teams, Pool A will have the teams seeded 1, 4, 5, 8 and Pool B will have the teams seeded 2, 3, 6, 7.
- 15.3.2 For 10 teams, Pool A will have the teams seeded 1, 4, 5, 8, 9 and Pool B will have the teams seeded 2, 3, 6, 7, 10.
- 15.3.3 Each pool will play as set out in par 16.2 below.
- 15.4 Teams in all sections will be seeded by SSA's **Men and Women's Selectors respectively**.

## 16 Team Playing Schedule

- 16.1 General
- 16.1.1 If an Association has 2 teams in a section in either the Men's or Women's Tournament these teams must play each other on the first day, unless in different pools.
- 16.1.2 In both the Men's or Women's Tournament sections the top seeded teams must play each other on the last day i.e. 1 vs 2, 3 vs 4, 5 vs 6
- 16.1.3 With 6 teams in a section each team will play one match per day.
- 16.1.4 In a section with 7 teams playing in a round robin or 9 or 10 teams playing in pools, each team will have two matches on some days.
- 16.2 The playing schedule for a section with **Two (2) Pools** should be as follows:

Day	Fixture
Day 1	• Pool matches to be played (round robin format)
Day 2	• Pool matches to be played (round robin format)
Day 3	• Pool matches to be played (round robin format)



Day	Fixture
<b>Day 4</b>	<b>Semi-final cross-pool play-offs</b> <ul style="list-style-type: none"> <li>Pool A #1 vs Pool B #2 (Match no. 1)</li> <li>Pool B #1 vs Pool A #2 (Match no. 2)</li> <li>Pool A #3 vs Pool B #4 (Match no. 3)</li> <li>Pool B #3 vs Pool A #4 (Match no. 4)</li> <li>For 10 teams: Pool A #5 has a bye and Pool B #5 has a bye</li> </ul>
<b>Day 5</b>	<b>Positional Play-Offs (Finals)</b> <ul style="list-style-type: none"> <li><b>Positions 1 &amp; 2</b> Winner of Match 1 v Winner of Match 2</li> <li><b>Positions 3 &amp; 4</b> Loser of Match 1 v Loser of Match 2</li> <li><b>Positions 5 &amp; 6</b> Winner of Match 3 v Winner of Match 4</li> <li><b>Positions 7 &amp; 8</b> Loser of Match 3 v Loser of Match 4</li> <li><b>Positions 9 &amp; 10</b> Pool A #5 v Pool B #5</li> </ul>

### 16.3 Submission of Team Orders to SSA

16.3.1 Team orders must be submitted to SSA by each Association **six** (6) weeks prior to the start of The Tournament or no later than **18** June, whichever is the earlier.

16.3.2 An Association shall nominate five (5) players per team followed by the available reserves in their correct order in relation to the respective teams.

16.3.3 Should a player withdraw from a side after the final date for submission of the player names and order, then all players below must move up.

16.3.4 An Association with two (2) teams in the same section may submit teams either in Ladder Order or with Split Strength.

16.3.4.1 **Ladder Order:** Team A with players 1-5 and Team B with players 6-10. If one of the 1-5 players withdraws then player 6 moves into the A team. Player 11 then would move to 5 in the B team.

16.3.4.2 **Split Strength:** An Association may split strength between Team A and Team B. However, it must then have 2 reserves, players 11 and 12, either of whom may move into Team A or Team B. Once a reserve has played in one team, he/she may not play in the other team.

16.3.5 All participating provincial leagues and tournament results must be submitted to SportyHQ on an ongoing basis in the format required so that an up-to-date ranking can be generated and made available for the purposes of ranking players and seeding teams.



16.3.6 The latest ranking as at 25 June or 14 days prior to the Tournament will be used to determine the top 20 players in each event. This will be managed by the respective SSA Selectors.

16.3.7 The latest national ranking relative to the tournament dates for the top 20 men and women will be used and SSA will change team orders accordingly if required.

16.3.8 Team orders will be circulated to the Associations 10 days prior to the start of the Tournament or by 21 June whichever is the earlier.

16.3.8.1 Any objections to this order must be sent with the relevant head-to-head results and motivation to SSA in writing within 48 hours of the team orders being sent out.

16.3.8.2 SSA will then decide and circulate the final order to the Associations and to the Host Association.

16.3.9 Once a decision has been made by the National Selectors and ratified by the Board of SSA, this issue cannot be disputed nor brought to the Disputes Committee at the tournament.

#### 16.4 Team Order and Order of Play

16.4.1 The order of the team confirmed by SSA in **Clause 16.3** (above) shall be strictly adhered to and no variation thereof shall be permitted and all matches/ties are to be played, even if the tie is a dead rubber.

16.4.2 A player shall not represent his/her Association in more than one team or section on the same day.

16.4.3 In the event of any player not playing a particular match for any reason, then subject to **Clause 16.4.1** all players below him/her shall move up in accordance with the order in which they were nominated. In this event the number 5 position shall be filled by the highest ranked available player from the next lower team, taking into consideration **Clause 16.4.2**.

16.4.4 Players shall be present for the first match of the week and not arrive at the tournament at a later stage.

16.4.5 A player shall play a minimum of 2 pool matches if he/she is to play in the semi-final/cross-over round and a minimum of 2 earlier matches if he/she is to play in the last round of a 6-team round robin section.

16.5 It shall be considered contrary to the spirit of the Tournament for any player who is injured or ill to play a match unless, despite such injury or illness, he/she is able to and does play to a standard that can be reasonably expected of him/her and is able to complete the match. The Host Association may require such player to provide a medical certificate to confirm his/her ability to play safely prior to the match taking place. The player should either provide a doctor's certificate or indemnify SSA, the organising body, as a result of his/her participation.

16.5.1 If in the opinion of the Disputes Committee any player has breached **Clause 16.5** in order to defeat **Clause 16.4.3** then the Disputes Committee shall, after taking all relevant factors into account, decide if any penalty should be imposed in order to achieve a result that in their opinion would be fair.

16.5.2 A team may play short, forfeiting position number 5 if said team was unable to draw on reserves from below as scheduled team ties had been completed. A doctor's certificate must be produced, and notification must be given to the Tournament Director and the opposing team before completion of the scheduled tie.

16.5.3 The order of play shall be 3, 4, 5, 2, 1. The playing order may be drawn at the captains' meeting for the final round of round robin matches and finals of sections with pools, to make matches more entertaining.

16.5.4 If the playing order is drawn the following will apply:

16.5.4.1 The number 1 player does not play in the first or the last match of the fixture; and/or

16.5.4.2 The number 5 player shall not play the last match of the fixture.

## 16.6 Scoring System

### 16.6.1 Round Robin Format

16.6.1.1 The winner of each individual game shall be awarded 1 point (called a game point) and the team winning the most matches<sup>4</sup> shall be deemed to be the winner of the tie<sup>5</sup> and shall be awarded 5 bonus points,

i.e. a team winning with a score of 3/2, 3/2, 1/3, 1/3, 3/1:

- Will earn 11 game points plus 5 bonus points, 16 points; and

<sup>4</sup> **Matches** are between individual players

<sup>5</sup> **Ties** are between opposing teams

- The losing team will earn 11 points.

16.6.1.2 The team winning the most ties will be deemed the winner of the section.

16.6.1.3 If 2 teams in the same section have equal points then the team which won their head-to-head tie will be deemed the winner.

16.6.1.4 If more than 2 teams have equal points, the team with the higher number of game points won will be deemed the winner.

## 16.7 Pool Format

16.7.1.1 Scoring as in **Clause 16.6.1.1.**

16.7.1.2 In each pool the team winning the most ties in the round robin will be deemed to be the winner.

16.7.1.3 If 2 teams in the same pool have equal points, then the team which won their head-to-head tie will be deemed the winner.

16.7.1.4 If more than 2 teams in the same pool have equal points, the team with the higher number of game points won will be deemed the winner.

16.7.1.5 For cross over play-offs and the final position play-offs refer to **Clause 16.2.**

16.7.2 In the event of an Invitation side competing in any of the said sections, or a team entered at the discretion of the SSA Board, the points awarded to and against such team shall be taken into account. However, such Invitation side may not qualify as the winner of any section, and gain promotion and the trophy shall be awarded to the Association team with the highest aggregate points in that section.

## 16.8 Captains' Meeting

16.8.1 The Host Association shall convene a Captains' Meeting during the afternoon of the day preceding the start of the Tournament.

16.8.2 The Meeting shall be chaired by the Tournament Director and attended by the Tournament Committee, the Tournament Referee and the captains and managers of all participating teams.

16.8.3 Notice of the start time and the venue shall be:

16.8.3.1 Sent to the chairpersons of the participating Associations at least **one week** prior to the commencement of the tournament.

16.8.4 The following matters shall be addressed:

- 16.8.4.1 The distribution of score sheets, result cards, balls, handbooks and other handouts.
- 16.8.4.2 The final order of the teams as stipulated by SSA through the Tournament Director. The Tournament Director, after consulting SSA, shall confirm the final team order from the nominated list of players submitted to him/her by 16h00 on the afternoon of the scheduled Captains' Meeting
- 16.8.4.3 The election of the Disputes Committee.
- 16.8.4.4 The announcement of the Selection Committee to adjudicate awards.
- 16.8.4.5 Confirmation of the times and venue for the team photographs.
- 16.8.4.6 Confirmation of the Tournament Referee for each of the venues at which matches are to be played. Where the venues are close together a request may be considered by SSA for 1 Tournament Referee who travels when needed.
- 16.8.4.7 Confirmation of the Venue Controller at each playing venue.
- 16.8.4.8 Any other matter as may be necessary for the smooth and successful running of The Tournament.

16.9 Disputes Committee

16.9.1 The Disputes Committee shall consist of the Tournament Referee (convenor) plus 4 other persons who shall be elected at the Captains' Meeting from the Captains or Managers present at the meeting provided that;

- 16.9.1.1 An Association may only have one (1) representative on the Committee;
- 16.9.1.2 At least two (2) members shall be women; and
- 16.9.1.3 One (1) committee member shall be designated as scribe and detailed notes/minutes must be taken at each meeting and signed at the end of the meeting as a true reflection of what transpired.

16.9.2 The Disputes Committee shall consider and decide upon any dispute or issue arising out of or connected to a specific match or which is referred to it for a decision. The remit of the Disputes Committee shall include players, managers, spectators, referees and any person linked to playing during the Tournament.

16.9.2.1 The report or complaint must be received by the tournament Referee within 30 minutes of the alleged offence taking place, failing which it shall not be considered; and

16.9.2.2 Each report or complaint shall be accompanied by **R1000** deposit which shall be refunded if the complaint is upheld.

16.9.3 If any dispute or issue referred to the Disputes Committee relates to a team from the same Association as a member of the Disputes Committee, then that member shall recuse him/herself and the remaining members shall co-opt a person not from the complainant's Association who shall then act as a member of the Disputes Committee for the purpose of deciding that particular dispute or issue provided that there shall be at least 2 women and no more than 1 person per Association on the Committee.

16.9.4 The Disputes Committee shall not give a ruling or decision on any dispute or issue without first giving the captains and/or managers of the teams involved an opportunity to make representations.

16.9.5 If it is necessary in order to arrive at a fair decision the Disputes Committee shall also hear the views of any player, marker or referee who is directly involved in the dispute or issue.

16.9.6 If there is no specific rule or bylaw directly applicable to the dispute or issue which is referred to it, the Disputes Committee shall base its decision on principles of fairness in accordance with the spirit of the game and the Tournament.

16.9.7 Where the dispute is lodged after the completion of all matches at the tournament, the Disputes Committee shall consider the dispute if time permits or if not, shall refer it to the National Manager to deal with through the SSA dispute resolution process.

## 16.10 Disciplinary

### 16.10.1 Disciplinary Procedures

- 16.10.1.1 All participants must comply with **Rule 15 (Conduct)** of the WSF Rules ([www.worldsquash.org/ws/rules-of-squash-2](http://www.worldsquash.org/ws/rules-of-squash-2)). Any match referee who believes a player has not complied with this rule must submit a written report to the Tournament Referee who will decide what action should be taken.
- 16.10.1.2 Any dispute of any nature by a player can only be made by a captain or manager and must be submitted in writing to the Tournament Referee together with a **R1000** deposit (payable to the host province) to be considered. Should the dispute be dismissed, the deposit will be forfeited and retained by the host province.
- 16.10.1.3 For matters of a wider nature than the Rules of the Game, the Tournament Referee shall convene the Disputes Committee for a ruling.
- 16.10.2 Sanctions or penalties which may be imposed by the Disputes Committee:
- 16.10.2.1 Player may not play next match/es; and/or
- 16.10.2.2 Fine of up to **R2,000** payable before the next match; and/or
- 16.10.2.3 Suspension of **3, 6, 9 or 12 months** if ratified by SSA; and/or
- 16.10.2.4 Cancellation of results of previous matches.
- 16.10.3 The Disputes Committee is responsible for the formation of the Selection Committee for the tournament if no National Selectors are present (refer **Section A, Clause 11.6**)
- 16.11 Photographs
- 16.11.1 It is recommended that team photographs be taken with the permission of those whose photographs are being taken on the Sunday and that the Host Association provide a schedule of times and the venue. This requires permission from the guardian where a player is a minor.
- 16.11.2 The cost is to be included in the levy.
- 16.12 Practice Courts
- 16.12.1 Provision must be made for practice courts on the Sunday, preceding the start of the Tournament.
- 16.13 Clothing
- 16.13.1 Players may wear clothing of any colour or combination of colours.

### 16.13.2 Clothing may have:

16.13.2.1 The manufacturer's trademark, symbol or name on one breast. The display should be contained within an area not exceeding 20 square centimetres nor more than 10 centimetres in any one dimension.

16.13.2.2 Identification, on areas clearly separated from each other, on the opposite breast to the manufacturer's trademark, symbol or name and/or each sleeve as follows:

16.13.2.2.1 Three (3) sponsor's displays, each to be contained within an area no larger than 40 square centimetres nor more than 10 centimetres in any one dimension.

16.13.2.3 A provincial identification title, plus a sponsor's identification if required, on the back of the shirt, top or dress, the whole to be contained within an area not exceeding 300 square centimetres. The player's name may be displayed within an area not exceeding 150 square centimetres.

### 16.13.3 Shorts or Skirts may have:

16.13.3.1 The manufacturer's trademark, symbol or name on one side or leg contained within an area not exceeding 20 square centimetres or 10 centimetres in any one dimension.

16.13.4 The Tournament Sponsor has the right to request players to wear shirts or tops with the company logo displayed, particularly on the final day.

### 16.14 Squash Venues

When selecting a venue the following should be considered:

#### 16.14.1 **The Number of Courts required:**

16.14.1.1 For sections with 6 teams, 3 courts will be required.

16.14.1.2 For sections with 7 teams, 3 courts will be required with an additional 1 court for a morning or afternoon session (one team will play twice on the day).

16.14.1.3 For sections with 8 teams, 4 courts will be required.

16.14.1.4 For sections with 9 or 10 teams, the section will be divided into 2 pools, each pool requiring 2 courts (total 4 courts) with an additional court for a morning or afternoon session should one team need to play twice on the day.



#### 16.14.2 **Scheduling of Sessions:**

16.14.2.1 If the number of courts is limited, sessions need to be arranged.

e.g. **Morning:** Men's C and D sections; Women's B Section

**Afternoon:** Men's A and B Sections; Women's A Section

16.14.2.2 It is recommended that the Men's A and B Sections and the Women's A Section be played at the same venue.

16.14.2.3 If possible, the Men's C and D sections and the Women's B Section should be played together.

16.14.3 **Condition of the courts** - floors, lighting etc.

16.14.4 **Change-room facilities**

16.14.5 **Parking facilities**

16.14.6 **Refreshment facilities**

16.14.7 **Spectator facilities**

16.14.8 **Accessibility** – for those who may need to use mobility devices

16.14.9 Prior to the Tournament, the Tournament Director must ensure that each Venue Controller is fully aware of their responsibilities (per **Clause 16.15** below).

#### 16.15 Venue Controller's Duties

16.15.1 Each venue must have a Venue Controller appointed by the Tournament Committee to ensure the smooth running of the tournament at the venue. His/her responsibilities include:

16.15.1.1 Checking that all teams have arrived on time.

16.15.1.2 Checking that team names are displayed on each court for each session.

16.15.1.3 Ensuring that all necessary equipment e.g. balls, score sheets, pencils, results cards are provided for each match.

16.15.1.4 Collecting all results, checking them and sending them on to the Results Coordinator.

16.15.1.5 Ensuring that:

16.15.1.5.1 The courts are swept and cleaned daily.

16.15.1.5.2 Someone is on duty with the necessary cleaning equipment during the day to sweep and clean the courts should they become slippery.



- 16.15.1.5.3 Arrangements are made if the lighting is on a time switch.
- 16.15.1.5.4 Spare neon light tubes are available together with the necessary equipment and someone capable of changing the lights.
- 16.15.1.5.5 Water in water coolers is topped up regularly.
- 16.15.1.5.6 The change rooms are kept clean and tidy.
- 16.15.1.5.7 Toilet rolls and soap are checked regularly.
- 16.15.1.5.8 A telephone is available in case of an emergency.
- 16.15.1.5.9 A well-stocked **First Aid Kit** is available if required.

## 16.16 Accommodation

- 16.16.1 If the rates are reasonable, one venue is recommended for ease of communication.
- 16.16.2 If the venue can also be used for the Captains' Meeting, the Opening Function and the Awards Dinner it will facilitate arrangements.
- 16.16.3 If one venue is not feasible then a choice of venues in close proximity is recommended.
- 16.16.4 The Host Association should inform the Associations as soon as possible of the details.
- 16.16.5 The Associations must make their own bookings and they are responsible for the payments thereof.

## 16.17 Functions

The following functions are considered part of the tournament unless otherwise agreed between the Host Association and the SSA Board.

- 16.17.1 An **Opening Function** on the evening of the day preceding the first day's play.
- 16.17.2 An **Awards Dinner** on the evening of the final day's play.
- 16.17.3 The costs of the above functions are to be included in the player levy.
- 16.17.4 Where **Happy Hour** is held, no U18's may attend.

16.17.5 Host Associations may arrange other functions on one or two evenings leaving the other evenings free for team dinners. The cost of any extra functions can be included in the tournament levy. No U18 player may consume any alcohol at such functions.

16.17.6 Partners will be charged for any function attended and arrangements must be made with the organisers well in advance.

16.17.7 Managers and referees who have paid a levy are entitled to attend the functions.

#### 16.18 Opening Function

16.18.1 The Host Association should consider extending invitations to the following people to attend the Opening Function and to watch the squash:

16.18.1.1 The Province's Sport and Recreation representative.

16.18.1.2 The Provincial MEC for Sport.

16.18.1.3 The City Mayor.

16.18.1.4 Sponsors (including Growthpoint, Accelerate and Tsogo Sun).

16.18.1.5 The President and any locally based Board Member of SSA.

16.18.1.6 The National Manager of SSA.

16.18.1.7 Accelerate.

16.18.1.8 SSA's suppliers.

#### 16.19 The Awards Dinner

16.19.1 If the budget will allow, those invited to the **Opening Function** should also be invited to the **Awards Dinner**.

16.19.2 Speeches should be made by the following people at least:

16.19.2.1 The Chairperson of the Host Association;

16.19.2.2 A representative of SSA; and

16.19.2.3 A representative of the Main Sponsor.

#### 16.19.3 Announcement of Award Winners

16.19.3.1 **Interprovincial Tournament, Section Winners** - the relevant trophies shall be presented to the captain of the winning team in each section.

16.19.3.2 Men's Best of the Rest Team

16.19.3.3 Women's Best of the Rest Team

- 16.19.3.4 **Greg Hammond Trophy** - most promising young male player
- 16.19.3.5 **Lance Sibbald Trophy** - most improved male player
- 16.19.3.6 **Lisa O'Grady Trophy** - most promising young female player
- 16.19.3.7 **Glenda Erasmus Trophy** - most improved female player
- 16.19.3.8 **Seccie de Villiers Award** - male player
- 16.19.3.9 **Clifton Parks Award** - female player
- 16.19.3.10 **Gary Thomson Trophy** - Association achieving best combined men's and women's results
- 16.19.3.11 **Best Organised Association**
- 16.19.3.12 **Former President's Award**

## 16.20 Handbook

### Suggested Content

- |   |  |
|---|--|
| 0 Message from the official sponsor   | 11 Maps  |
| 1 Message from the Tournament Director  | 12 Court Allocations                                 |
| 2 Message from the President of Squash South Africa                             | 13 Section Allocations                               |
| 3 Message from the Host Association's Chairperson                               | 14 Sectional Grids                                   |
| 4 Message from the Mayor  | 15 Results from Previous Years                       |
| 5 Acknowledgements  | 16 IPT Rules   |
| 6 Tournament Committee  | 17 Seccie de Villiers Criteria and previous winners  |
| 7 Program of Events   | 18 Clifton Parks Award Criteria and previous winners |
| 8 Photograph Schedule   | 19 Gary Thomson Trophy Criteria and previous winners |
| 9 General Information: Tournament Doctor/Dentist/Physiotherapist, Places to Eat | 20 List of other awards                              |
| 10 Squash Venues  | 21 History of the Jarvis Cup                         |

Obtain advertisements to cover the cost of printing the handbook.

## 16.21 Letters and Newsletters from the Host Association

- 16.21.1 Letters (from SSA)
  - 16.21.1.1 Letter by **beginning of February** informing Associations of the tournament dates, the availability of accommodation and the deadline for booking.
  - 16.21.1.2 Letter by **mid-December** informing Associations of the deadlines regarding player transfers and teams to be entered.
- 16.20.2 Newsletters (from Host Association)

16.20.2.1 Newsletters are an effective means of communication with players, Managers and provincial bodies and it is recommended that at least 2 or 3 be sent out.

16.20.2.2 Suggested content:

<b>March Newsletter</b>	<ul style="list-style-type: none"> <li>• Preferred accommodation partner and agreed rates</li> </ul>
<b>April Newsletter</b>	<ul style="list-style-type: none"> <li>• General Information</li> <li>• Tournament Dates</li> <li>• Accommodation</li> <li>• Schedule of Events and Functions</li> <li>• Team Entries</li> <li>• Tournament Levy with deadline for payment and bank details</li> <li>• Return of Trophies deadline</li> <li>• Tournament Committee</li> <li>• General</li> </ul>
<b>May Newsletter</b>	<ul style="list-style-type: none"> <li>• Accommodation update</li> <li>• Events and Functions update</li> <li>• Special Meal requirements</li> <li>• Levy update</li> <li>• Team Sections update</li> <li>• General update</li> </ul>
<b>June Newsletter</b>	<ul style="list-style-type: none"> <li>• General update</li> </ul>

## 17 Website

17.1 A website is another effective means of communication, but it must be updated on a regular basis.

## 18 Social media

18.1 Where the Host Association does not have the event specific social media options, they should liaise with SSA to support publishing information via social media channels.

## 19 Sponsors

- 19.1 The Host Association must liaise with SSA's National Manager regarding the first meeting with the Main Sponsor.
- 19.2 Thereafter the Host Association must communicate regularly with the Sponsor's designated representative.
- 19.3 The Host Association must liaise with SSA's National Manager regarding the first meeting with the Main Sponsor.

- 19.4 Thereafter the Host Association must communicate regularly with the Sponsor's designated representative.
- 19.5 The Host Association must ensure that the Sponsor's logo appears on:
  - 19.5.1 Letterheads
  - 19.5.2 Score sheets
  - 19.5.3 Result cards
  - 19.5.4 Shirts/tops as requested
  - 19.5.5 Advertisement in the Handbook
  - 19.5.6 Court Tins if required
- 19.6 Any other signage supplied by the firm to be displayed at the playing and accommodation venues.
- 19.7 Representatives of the Sponsor must be issued invitations to watch the squash and attend the functions.
- 19.8 The Host Association may approach other sponsors for sponsorship provided that their line of business is not in conflict with that of the main sponsor.
- 19.9 As much exposure as possible should be given to all sponsors' signage in conjunction with the SSA nominee.
- 19.10 The Host Association must ensure that the sponsors are aware of what exposure they can expect and will get.

## 20 Medical Support

- 20.1 Details must be provided for the following practitioners and services:
  - 20.1.1 Doctor
  - 20.1.2 Dentist
  - 20.1.3 Physiotherapist
  - 20.1.4 Medical Clinic or Hospital.

## 21 Media

### 21.1 Coverage

If this is obtained it is recommended that:

- 21.1.1 The **Tournament Director** shall consult the National Manager regarding coverage from the previous year.
- 21.1.2 Discussion take place regarding the company to film and live stream the presenter.

- 21.1.3 The **Tournament Director** has an on-site meeting with the producer and cameraman prior to the tournament together with a representative of the venue.
- 21.1.4 A written report of the on-site meeting be made and given to the producer to ensure that there are no misunderstandings or unrealistic perceptions.
- 21.1.5 The positioning of the cameras and space required be decided upon at the on-site meeting to ensure the seating arrangements are done correctly.
- 21.1.6 The lighting facilities be checked and decided on.
- 21.1.7 The **Tournament Director** explain and provide details to the TV crew of the order of play and matches on the final day.
- 21.1.8 The **Tournament Director** must ensure that all details and requests from the TV crew are fulfilled.
- 21.1.9 The **Tournament Director** must understand that it is a highlights and/or live streaming package of the tournament and not a promotion for the Host Association.
- 21.1.10 Should the tournament not be in the Gauteng area, the **Tournament Director** must provide the producer with all necessary information such as: Up-to-date results; log positions; pen pictures; previous results etc.

## 21.2 Print and Radio

The following arrangements should be made:

- 21.2.1 **Prior to the tournament**, SSA will send out regular general information.
- 21.2.2 **During the tournament**, SSA will send out daily reports with full results.
- 21.2.3 Each Association is encouraged to send information and daily reports to their local media contacts and get them involved, e.g. local weekly or daily newspapers, radio stations.
- 21.2.4 If the Host Association does not have these contacts, it is encouraged to make them during the year it hosts The Tournament.
- 21.2.5 When the tournament is in progress all results **must** be captured on SportyHQ daily as soon as possible after each session is completed for SSA/Provinces to see the updates.

**Note:** Sections must be complete, and the Scores must be in point form.

### **21.3 Final Day Results and Awards**

All the following information to be submitted to SSA:

21.3.1 The complete list of results with final placings;

21.3.2 The names of the Best of the Rest; and

21.3.3 The names of all the Award Winners.

Cognisance should also be taken of the following:

21.3.4 Trophies are to be retained by SSA and not the individuals/Associations.

21.3.5 Engraving/cleaning of the trophies is the responsibility of SSA.

21.3.6 Annual transport by of the trophies to the respective events throughout the country are the responsibility of SSA.

## **22 Squash SA discretion**

Notwithstanding anything else contained herein, SSA may consider requests for variations to the rules at its discretion.

Approved by the Board on 12 January 2024.