



# **Army Squash Charter**

**August 2020**  
*(Version 3.1)*

## Document Version Control

[illegible]

## **Foreword**

**By**

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**President of Army Squash**

As the President of Army Squash I am hugely proud of everything that has been achieved in our sport and I recognise the tremendous hard work, dedication and commitment of our players, committee members and our supporters. This Charter is an enduring record of our collective decisions and details how we will deliver the sport together; it is a contract by us and for us.

Despite recent challenges, Army Squash is in excellent health, but now is not the time for complacency. We must continue to encourage U25s, grassroots and female players and to strengthen our network of coaches. As a fellow squash player I have a deep affinity with the game and with you, as players – I understand the hard-work and determination required to be the best you can be. In these busy, challenging and often confusing times, I am asking you to continue to do your bit to support the aims of Army Squash, and to support each other.

Very well done and thank you.

Copy to:

Director Army Sports Control Board

## INTRODUCTION

1. Squash within the Army is governed by Army Squash, which in turn is responsible to the Army Sports Control Board (ASCB) for the organisation, administration and delivery of the sport. This Charter explains Army Squash's role, aims, and how we fulfil our responsibilities to the ASCB and our players. It also lays out what we expect of our players and committee members in return; this reciprocal agreement (the Player's Charter below) is critical to the success of Army Squash.

## ROLE

2. The role of Army Squash is to inspire, govern and manage all squash activity, from beginner to elite level, within the Army.

## AIMS

3. Army Squash has a set of key aims, underpinned by a Development Plan, to deliver in order to fulfil this role:

1. <b>Inspire</b> the current and future generation of Army Squash players.
2. <b>Promote</b> squash at all levels of the Army.
3. <b>Maximise</b> squash talent within the four Army teams.
4. <b>Compete</b> at the highest levels of military and civilian squash possible.
5. <b>Deliver</b> sound and transparent governance.
6. <b>Lead</b> the way within the UKAF squash community.
7. <b>Train</b> the next generation of coaches and officials.

## THE PLAYER'S CHARTER

4. Being selected to represent the Army is a fantastic achievement and an honour; with that comes certain expectations and responsibilities. As Army Squash representatives, we must all:

- a. **Exhibit the highest levels of Self Discipline and Leadership:**
  - Follow competition rules as set by the NGB and the Army Squash Committee.
  - Play with dignity and grace, regardless of winning or losing.
  - Behave with integrity, both on and off court.
  - Accept responsibility as a role model for others.
- b. **Demonstrate Disciplined Hard Work:**
  - Do everything you are able, supported by Army Squash, to ensure your performance peaks at the right time.
  - Training is key – noting that the smarter you train, the better you will become ('*train hard, win easy*').
  - Be coachable and open to constructive feedback, no matter what your experience.
- c. **Be a Team Player:**
  - No matter how good you are, think as a team, rather than as an individual.
  - TEAM - Together Everyone Achieves More.
  - Contribute to Army Squash as a referee, coach, committee member or supporter.

- Promote Army Squash within your sphere of influence, particularly amongst junior players.

## GOVERNANCE

5. Army Squash is governed by a committee of serving personnel, who are volunteers and elected into appointment at the AGM. In addition, Army Squash is supported by a number of administrative staff embedded within HQ ASCB and a professional Head Coach. Terms of Reference for all committee members can be found at Annex A.

6. **Executive Committee.** The Executive Committee consists of the following appointments:

a. Chairman	g. Army Development Team Manager
b. Army Men's Captain	h. Engagement Officer
c. Army Womens Team Captain	i. Head Referee
d. Army Masters Team Captain	j. Head Coach
e. Army Development Team Captain	k. Secretary
f. Army Team Manager	l. Coaching Coordinator

7. The Executive Committee meets formally once a year, pre-season, to determine priorities and actions for the forthcoming season; further *ad hoc* meetings to discuss specific business can be called as necessary.

8. **General Committee.** The General Committee consists of the following appointments (in addition to the Executive Committee listed above):

a. President	c. Corps and Regimental Squash Representatives
b. County League Team Captain	d. Administrative Officer

9. The General Committee meets once a year at the Annual General Meeting (AGM), where the Development Plan, financial accounts, committee appointments and forthcoming fixtures are reviewed and agreed.

## FUNDING AND SPONSORSHIP<sup>1</sup>

10. Army Squash receives its income via a number of sources, and has a responsibility to ensure that:

- There are sufficient funds to deliver the key activities that underpin the aims of Army Squash.
- A realistic annual budget is maintained, and that any expenditure is justified, value for money, and complies with extant policy.
- Bids for external funding (e.g. ASCB, Sports Equipment Grant) are completed accurately and submitted on time.
- Players are made aware of any entitlement to Public Funds for Army Squash-related activity, and when required, this entitlement is to be confirmed with HQ ASCB – note that no subsistence allowance is admissible from public funds (JPA claims) in connection with sport, therefore hotel and food expenses cannot be authorised. In addition no publically funded travel is admissible in connection with Overseas Sports Visits, this includes travel in the UK to the port/airport of departure.

<sup>1</sup> Policy documents can be found on the ASCB website [here](#).

e. Additional income is generated through commercial sponsorship arrangements, and that these arrangements comply with extant policy.

f. At the time of writing version 3.1, a sponsorship deal has been agreed with Unsquashable, who will replace Mantis as the AS sponsor for kit and equipment.

11. The Army Squash account is held and managed on a day-to-day basis by HQ ASCB. The Fund Manager is the Secretary and the accounts are audited annually by Fin Man ASCB. As part of the annual audit process the fund (where possible) will be externally checked by a member of the Committee nominated by the Chairman. In addition, the annual report is discussed in detail at the AGM.

## **PUBLIC RELATIONS**

12. Army Squash maintains a public website (<https://squash.armysportcontrolboard.com/>) and Facebook page. Management of both the website and Facebook page is the responsibility of the the Army Squash office, supported by the Engagement Officer. Committee members, Team Captains and event organisers are responsible for the timely submission of match and event reports, in line with the Army Squash Media and PR Plan which is at Annex B.

## **ARMY SQUASH COMPETITIONS**

13. Army Squash is responsible for organising and delivering a number of competitions annually. These are:

- a. **Inter-Corps Championships.** Competition Rules at Annex C.
- b. **Army Individual Championships.** Competition Rules at Annex D.
- c. **Major and Minor Inter-Unit Championships.** Competition Rules at Annex E.

## **REPRESENTATIVE TEAMS AND UK ARMED FORCES (UKAF) COMPETITIONS**

14. In accordance with current policy, Army Squash is able to field four representative teams as follows:

- a. **Mens.** Senior level is the highest level in terms of playing ability, and there is no age criteria to represent the Mens team.
- b. **Womens.** Senior level is the highest level in terms of playing ability, and there is no age criteria to represent the Womens team.
- c. **Masters.** Players may be selected to represent Masters level as follows:
  - i. UKAF Inter-Service Championships. Aged 40 or over on day of competition.
  - ii. Squash Tours, National and International Events. Masters events start at age 35 and rise in increments of 5 years for both men and women.
- d. **Development.** Players may be selected to represent the Development Team if their playing ability has the potential to achieve the senior standard and there is an expectation on the individual to develop to the senior standard. The team is made up predominantly, but not exclusively, of U25 players (except for UKAF competitions, where players must be aged 25 or under).

e. **Funding for elite Army Squash players.** Army Squash players who are selected to compete at National events will be afforded funding from Army Squash to offset costs on the condition that they make themselves available for selection for UKAF SRA fixtures, compete at the Army Individuals Championships (if fit to do so), attend at least three AS Academy workshops and compete in at least one County League fixture for the Army team throughout the year. They are also to wear Army Squash kit when competing at National level.

15. **UKAF Squash.** There are currently two UKAF squash events at which the Army competes against the other Services – the UKAF Individual Championships and the UKAF Inter-Service Championships. Selection for these will be based on the Army Squash Seeding and Selection Policy, which is detailed in Annex F. In addition there are two UKAF representative team fixtures each year, one versus the MCC and one versus the Police, Fire and Civil Service Teams (this is known as the Quadrangular).

## **COLOURS AND AWARDS**

16. **Colours.** Army Squash Colours are awarded to any player who has been selected to represent the Army in either the UKAF Individual Championships or the UKAF Inter-Service Championships. Awards (a tie for men and a bracelet for women) will be presented at the annual Army Squash Dinner; recipients will be expected to wear their Colours at official Army Squash fixtures and events thereafter. The Secretary is to maintain a record of Colours awarded.

17. **The Leakey Trophy.** The Leakey Trophy is presented annually to an individual who has made the most significant contribution to Army Squash, either on or off the court. The recipient is determined by the President, with the trophy being awarded at the annual Army Squash Dinner.

18. **Most Improved Player of the Year.** Nominations are provided by Team Captains at the end of November and the recipient is determined by the President. The trophy is awarded at the annual Army Squash Dinner.

19. **Young Player of the Year and Runner Up.** Nominations are provided by the U25 Team Manager at the end of November and the recipients determined by the President; the awards are presented at the annual Army Squash Dinner.

## **COACHING AND REFEREEING**

20. **Coaching.** In order to promote and encourage squash at the grass roots level and enhance elite player performance, Army Squash must maintain a number of qualified coaches (as well as maximising opportunities for access to external coaching e.g. via England Squash). The past year has seen a significant investment in coaching and the Army Squash Coaching Strategy (available on our website) sets out how success will be achieved.

21. **Refereeing.** Army Squash and UKAF competitions rely on the player community to referee matches. Whilst a formal qualification is not mandatory, it helps to further the understanding of the rules of squash and promote fair play. Army Squash is to advertise and encourage attendance on refereeing courses at all levels, and the Head Referee is to maintain an up to date register of qualified referees, and ensure that this is shared with the Army Squash Office. Corps teams are to provide a minimum of 2 qualified referees per team at the Inter-Corps Championships.

## **SUPPORT TO CORPS SQUASH**

22. In order to promote squash at all levels and maximise talent, Army Squash also provides support to Corps level activity when capacity allows. This could include provision of coaches or referees for development activities and competitive fixtures, and supporting applications for BAE scholarship funding for players with particular potential. Corps Secretaries should approach the Army Squash Secretary in the first instance with any requests.

23. In order to maintain an accurate picture of squash activity across the Army, Corps are required to submit an annual report (Annex G) to Army Squash.

Army Squash Chairman  
August 2020

Annexes:

- A. Terms of Reference - Committee Members.
- B. Army Squash PR Directive and Media Plan.
- C. Competition Rules - Inter-Corps Championships.
- D. Competition Rules - Army Championships.
- E. Competition Rules - Major and Minor Inter-Unit Championships.
- F. Army Squash Seeding and Selection Policy.
- G. Corps Squash Representatives' Annual One-Pager Format.



## TERMS OF REFERENCE – COMMITTEE MEMBERS

**President.** The President serves as head of the sport and provides strategic direction to the Executive Committee. This is a voluntary appointment normally for a 5 year period (but can be extended where appropriate). Every three years the President will also become President of the UKAF Squash Rackets Association (UKAFSRA).

**Chairman.** The Chairman is selected by the President and is responsible for the leadership of Army Squash, ensuring its effectiveness and overseeing the delivery of Army Squash business (assurance, governance and compliance). Every three years the Chairman will also become Chairman of the UKAF Squash Rackets Association (UKAFSRA).

• Execute the strategic direction for Army Squash, via the Development Plan.
• Ensure financial propriety is maintained within the Army Squash budget.
• Approve final team selection for the UK Armed Forces Inter Services.
• Oversee the delivery of key Army Squash events.

**Army Mens Captain.** The Army Men's Captain is responsible for leading the Men's team, in terms of identifying talent, and overseeing training, team selection and match preparation.

• Identify and nurture new talent.
• Actively manage player development within the Army Men's Team (training, match preparation and advice).
• Be responsible for team selection for Army fixtures, and ensure the selection process is transparent and fair.
• Monitor and confirm player rankings (in accordance with the Seeding Policy).
• Comply with the PR Directive.

**Army Womens Captain.** The Army Womens Captain is responsible for leading the Womens team, in terms of identifying talent, and overseeing training, team selection and match preparation.

• Identify and nurture new talent.
• Actively manage player development within the Army Womens Team (training, match preparation and advice).
• Be responsible for team selection for Army fixtures, and ensure the selection process is transparent and fair.
• Monitor and confirm player rankings (in accordance with the Seeding Policy).
• Comply with the PR Directive.

**Army Masters Team Captain.** The Army Masters Captain is responsible for leading the Masters team, in terms of identifying talent, overseeing training, team selection and match preparation.

• Identify and nurture new talent.
• Actively manage player development within the Army Masters Team (training, match preparation and advice).
• Be responsible for team selection for Army fixtures, and ensure the selection process is transparent and fair.
• Monitor and confirm player rankings (in accordance with the Seeding Policy).
• Comply with the PR Directive.

**Army Development Team Manager.** The Army Development Team Manager is responsible for organising the Development Team, in terms of identifying talent, overseeing training, team selection and match preparation.

• Identify and nurture new talent.
• Actively manage player development within the Army Development Team (training, match preparation and advice).

- Be responsible for team selection for Army fixtures, and ensure the selection process is transparent and fair.

**Army Development Team Captain.** The Army Development Captain is responsible for supporting the Development Team Manager in leading the Development Team, in terms of identifying talent, overseeing training, team selection and match preparation.

- Provide mentoring and leadership to Development Team players.
- Support the Army Development Team Manager.
- Monitor and confirm player rankings (in accordance with the Seeding Policy).
- Comply with the PR Directive.

**Head Referee.** The Head Referee is responsible for ensuring compliance with rules, and that there are sufficient markers and referees within Army Squash at all levels.

- Ensure that all Army Squash run competitions comply with the rules laid down by England Squash.
- Oversee the running of Army Squash competitions to ensure compliance with the competition ToRs, and arbitrate as necessary.
- Promote and facilitate marking and referee courses.
- Ensure that there is a pool of qualified markers and referees within Army Squash, both at the elite level and Corps level.
- Maintain an up to date register of qualified referees, and ensure that this is shared with the Army Squash Office.

**Coaching Coordinator.** The Coaching Coordinator is responsible for delivery of the Army Squash Coaching Strategy, and providing administrative and practical support to the Head Coach.

- Deliver the Army Squash Coaching Strategy.
- Administer all Army Squash coaching courses, and support the Head Coach in delivery.
- Ensure that there is a pool of qualified coaches within Army Squash.
- Maintain an up to date register of qualified coaches, and ensure that this is shared with the Army Squash Office.
- Administer Army Squash team training and player development workshops.
- Administer the Army Squash Academy programme, in consultation with the Head Coach.

**Engagement Officer.** The Engagement Officer is responsible for promoting Army Squash amongst the wider squash community, and maintaining the relationship between Army Squash and England Squash.

- Plan and deliver Army Squash Engagement activities, exploiting opportunities whenever possible.
- Manage and deliver the Army Squash MOU with England Squash.
- Lead on recruitment of players from the England Squash junior pathways.
- Support the Army Squash Secretary and Assistant Secretary with all matters related to PR and sponsorship.
- Update and maintain the Army Squash PR Directive. Assist in its implementation.

**County League Team Captain.** The County League Team Captain is responsible for selecting and administering the Army teams for county league fixtures.

- Select and administer the team for all county league fixtures.
- Ensure results are entered on time, and that they have been captured on the Squash Levels database.
- Ensure match reports and results are provided to PR Officer (in accordance with the PR Directive).

**Corps Squash Representative.** Corps Squash Representatives play a vital role in maximising squash participation and identifying talent to feed into Army Squash. They are responsible for facilitating squash throughout their Corps, as well as promoting Army Squash activity.

• Deliver an annual Corps Championships, including Men's, Womens and Novice categories.
• Deliver a minimum of one player development activity annually.
• Support attendance at Army Squash events to ensure maximum participation.
• Encourage players to become qualified coaches, and facilitate this process with Army Squash.
• Train and maintain a pool of qualified referees.
• Ensure representation at the Army Squash AGM.
• Submit a one page annual report to the Chairman by the end of September (Annex G).
• Submit details of all competitions and training events to Army Squash for endorsement and publication.

**Secretary.** The Secretary plays a vital role in coordinating all Army Squash activity and is responsible for the day to day running of Army Squash. The Secretary is the primary interface between HQ ASCB and the Executive Committee.

• Oversee the routine administration and governance of Army Squash.
• Carry out the role of Fund Manager, and manage the Army Squash budget on a day-to-day basis.
• Act as the primary point of contact for Army Squash's sponsors and partners.
• Coordinate and distribute Army Squash sports equipment and clothing as required.

**Administrative Officer.** The Assistant Secretary supports the Secretary in the delivery of routine Army Squash administration.

• Support the Secretary in the delivery of routine administration to Army Squash.
• Manage and maintain routine updates on the Army Squash website and Facebook page.
• Maintain a database of all Committee members and players.
• Maintain an up-to-date Forecast of Events.
• Maintain an archive of all Army Squash activity (event results, Colours and awards, qualified coaches and referees).

## ARMY SQUASH MEDIA AND PR PLAN

### Introduction

1. **Aim.** The aim of this plan is to provide clear guidance to the committee, team captains and players about their respective media and PR responsibilities, and assist them in fulfilling those responsibilities. Any questions should be directed to the PR officer.
2. **Need.** The ongoing success of Army Squash is partly dependant on the support it receives from sponsors and partners; both financial and otherwise. In order to maintain and increase this support, it is essential for Army Squash to develop a positive and sustained public profile.
3. **Scope.** This media and PR plan is developed by the PR Officer and approved by the Chairman and reviewed bi-annually. It encompasses:
  - a. **The Army Squash website.** The website (<https://squash.armysportcontrolboard.com/>) was refreshed in January 2020. It is managed by the Secretary, supported by the Engagement Officer. All Army Squash sanctioned events must be advertised on the website.
  - b. **The Army Squash Facebook page.** The Facebook page ([www.facebook.com/britisharmysquash](http://www.facebook.com/britisharmysquash)) was created in March 2017. It is managed by the Assistant Secretary and updated by the committee and team captains. All Army players and Corps Committee members should be encouraged to monitor and engage with the Facebook page.
  - c. **The Army Squash Twitter feed.** The Twitter feed (@ArmySquash) was created in May 2017. It is managed by the Assistant Secretary and updated by the committee and team captains. All Army players and Corps committee members are encourage to follow Army Squash on Twitter and retweet whenever possible. All posts should include the tags @ArmySportsLty, @ArmySportASCB and @englandsr as a matter of course.
  - d. **Articles in Soldier Magazine.** The Secretary is responsible for ensuring major events reports are submitted to Soldier Magazine; this includes all UKAF events, the Army Championships, Inter-Corps Championships, major tours and any other high profile activity.
  - e. **Media attendance at key events.** The Assistant Secretary is responsible for requesting and facilitating BFBS attendance at major events; this includes all UKAF events, the Army Champio nships, Inter-Corps Championships and Inter-Unit Championships.
  - f. **Physical presence.** A visible presence within the local and national squash communities and the wider Army is a simple but often overlooked opportunity for positive PR. All Army Squash players should be encouraged to maximise their visibility within civilian squash clubs and military sports facilities. Players are encouraged to wear Army Squash kit whenever possible and ensure that the latest Army Squash poster is displayed at their local club or gymnasium.

### Principles

4. In order to be effective, the public profile for Army Squash must be:
  - a. **Visible.** Information on Army Squash must be easily accessible by our target audience of sponsors, partners, current and prospective players and supporters. High-quality images to accompany all match reports, event advertising and article submissions are critical to success. In order to achieve this, Army Squash has purchased a GoPro Hero 3 Black; this will be issued to team captains and tour managers by the Administrative Officer as required.

b. **Up-to-date.** The advance of social media means that audiences expect information to be constantly updated; this is particularly important for forums such as Facebook. Submissions must be made in a timely manner to ensure we achieve this; in the case of major events reports should be **submitted no later than 5 days** after the event concludes.

c. **Relevant.** Committee members and team captains should carefully consider the target audience when writing reports for different media forms and adjust the style of writing accordingly. As a rule of thumb, Facebook posts should include one photo or video, up to 500 characters of text and a link to the website. Website submissions should be written for a 'laymans' audience and include a complete report (PDF or word document) or results table (word document **not** excel spreadsheet), a short summary (around 500 words) and a **minimum** of 3 high quality pictures.

## Major Events

5. **Annual Competitions.** Effective advertising of major events is critical. To ensure these events are publicised and reported on in a coherent manner, responsibility for each of the four major events will be held by one of the Army Team Captains; however, collective input for other captains should be sought to produce a balanced report. In the case of non-attendance, responsibility must be delegated appropriately and the Secretary and PR Officer informed.

- a. UKAF Individuals – Army Womens Captain.
- b. Inter-Corps – Army Masters Captain.
- c. Army Championships – Army Development Captain.
- d. UKAF Inter-Services – Army Mens Captain.
- e. Inter-Unit Championships – Secretary.

6. **Tours and Training Camps.** Responsibility for writing a tour or training event report should be delegated to an attendee by the tour manager or event lead.

## Routine Responsibilities

7. **Administrative Officer.**

- a. Upload routine submissions from team captains onto the AS website, including:
  - i. Army Squash competitions.
  - ii. UKAF competitions.
  - iii. Army Men's, Womens, Masters' and Development Team matches.
  - iv. News items.
- b. Advertise details of Army Squash and UKAF events on the website seven days in advance.
- c. Advertise details of Corps squash activity on the website and Facebook page.
- d. Promote Army Squash via existing ASCB social media outlets.
- e. Ensure BFBS attendance at key Army Squash events.

8. **Men's, Womens', Masters' and Development Captains.** In the case of combined team matches, responsibility falls to the Men's Captain. Responsibility for tour reports should be delegated by the tour manager.

- a. Advertise details of team matches on the Facebook page seven days in advance.
- b. Post real time updates to Facebook and Twitter during matches as appropriate.
- c. Submit a match report to the Administrative Officer **no later than 5 days** after the event.

9. **County League Team Captain.**

- a. Submit league details, fixture list and team list to the Administrative Officer as soon as they are released.
- b. Advertise details of league matches on the Facebook page 48 hours in advance.
- c. Post league match results (including a photo) on the Facebook page within 12 hours of completion.

10. **Corps Secretaries.**

- a. Submit details of all competitions and training events to the Administrative Officer for publication of the website.
- b. Encourage Corps players to advertise Army Squash within their local gymnasiums and squash clubs.
- c. Monitor and engage with the Facebook page (including posting details of Corps activity), and follow the Twitter feed.

11. **Committee Members & Players.**

- a. Advertise Army Squash events and message within their sphere of influence whenever possible.
- b. Post useful squash links to the AS Facebook page and share AS posts as appropriate.

## COMPETITION RULES - INTER-CORPS CHAMPIONSHIPS

### General

1. The Inter-Corps Championships is run under the umbrella of [World Squash Rules](#) for all matches. This Annex is aimed at clarifying specific rules for the Inter-Corps Championships.

### Terminology

2. The table below provides a brief explanation of common terminology for team competitions.

Term	Explanation
Match	A match is the contest between 2 teams of 5 players
Rubber	Within each match there are 5 'rubbers' (the contest between opposing team players)
Game	Within each rubber players contest the best of 5 games (PAR scoring to 11), first to 3 wins

### Responsibilities

3. The following personnel are responsible for the delivery of the Championships:
  - a. **Chair.** Responsible for the overall delivery of the event, and arbitrating where necessary.
  - b. **Tournament Referee.** Responsible for ensuring the rules of the Championships are adhered to, and providing clarification where necessary.
  - c. **Secretary.** Responsible for the overall administration of the event including; collation of entries, match scheduling, collation of results and prizegiving.

### Teams

4. **Number of Teams.** Each Corps may enter a maximum of two teams of up to 7 players, subject to the teams being able to meet the minimum eligibility criteria which is:
  - a. Deliver an annual Corps Championships (or provide credible justification to the Chairman as to why this has not been possible, and what has been done to address the situation (e.g. delivering another development activity instead or combining with another Corps));
  - b. Deliver at least one development activity annually;
  - c. Ensure at least 2 qualified referees are in the team selected to represent the Corps at the Inter-Corps Championships.
5. **Team Eligibility Prioritisation.** In the event of the Inter-Corps Championships being oversubscribed, priority of entry allocation will be as follows:
  - a. The team must meet the eligibility criteria outlined above;
  - b. A Corps A team will be given priority over a Corps B team;
  - c. The Corps B team from a Corps which represents a larger proportion of the overall Army will be given priority over another B team from another Corps that represents a smaller proportion of the Army.

6. **Seeding.** Team captains are to seed their players 1-7 in order of playing ability. The seed is to be determined by the players 'Squash Levels' ranking (see Annex F for details). Where a player does not have a Squash Levels ranking, seeding is to be determined by the results of the Corps Championships. Teams found to have intentionally mis-ranked players will be disqualified.

7. **Nomination of Players.** Team captains must nominate 5 players for the team 15 minutes prior to the start of a match, and nominations provided to the admin desk (nominated players must be from the 7 players declared at the start of the Championships). Once players have been nominated no changes will be permitted unless authorised by the Chairman (on the recommendation of the Tournament Referee)<sup>2</sup>.

8. **Eligibility.** The competition is open to all Regular and Reserve personnel. The following are ineligible to enter the competition:

- a. **Personnel still in Phase 1 Trg.** Players undergoing training that have not yet been 'cap badged' may not represent their future Corps.
- b. **Exchange Officers/Soldiers.** Service personnel not serving in the British Army but on exchange may not enter the competition.

### Championships Format

9. The championships format will be:

- a. 3 Divisions of 7 teams.
- b. Each match will consist of 2 teams of 5 players. Each rubber will be best of 5 games, Point a Rally (PAR) scoring to 11. At 10-10, a player must win by 2 clear points.
- c. Teams will receive 1 point for every game won with an additional 5 points for the team winning the most rubbers.
- d. The winner of the Division will be decided on the following criteria in order of priority:
  - i. The team that wins every match in the Division<sup>3</sup>.
  - ii. The team that secures the most points in the Division.
  - iii. Where 2 teams are tied, the winner (of the match between the 2 tied teams).
- e. Top 2 teams in Divisions 3 will be promoted (and the bottom 2 teams in Div 2 demoted), top team in Division 2 will be promoted (and the bottom team in Division 1 demoted).

### Order of Play

10. **Playing Schedule.** The Championships organiser will set the playing order for the event. The playing order will aim to allow each team equal time between matches. Teams are not to attempt to change the scheduled timings to meet player availability; this is both challenging for the organiser and invariably results in other teams being disadvantaged.

11. **Match Order of Play.** The playing order will be 5, 3, 1, 4, 2. Team captains may agree to play in a different order, however all matches must be played within the time allotted by the

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<sup>2</sup> Only exceptional circumstances will be considered such as injury, player called away on duty, compassionate cases.

<sup>3</sup> It is possible for a team to win every match and have fewer points, in this situation the team will be Div winners having beaten every team in the Div.



Championships organiser. All players should be present 15 mins prior to the start of the match. However by exception, the team captain may choose to start the match without all their players present but, should the absent player fail to turn up once all the other rubbers have been played, the team will forfeit the rubber, and all rubbers below the absent player's seed<sup>4</sup>.

### **Injuries**

12. Players not fully fit to compete are not to be selected. Team captains are not to select injured players in order to push the remainder of the team down the seeding order. It is important that the game is played with both sportsmanship and safety in mind. Players visibly unable to play will be disqualified, in addition the team will lose all rubbers below the injured player.

### **Disputes**

13. All disputes and rule clarifications are to be made through the Tournament Referee. Where necessary the Tournament Referee will refer the matter to the Chairman.

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<sup>4</sup> For example, if the No2 seed fails to turn up the team would lose rubbers 2-5.

## COMPETITION RULES - ARMY INDIVIDUAL CHAMPIONSHIPS

1. **General.** The Army Individual Championships is run in accordance with [World Squash Rules](#) for all matches. This annex is aimed at clarifying the specific rules for the running of the Army Individual Squash Championships.
2. **Responsibilities.** The following personnel are responsible for the delivery of the Army Individual Squash Championships:
  - a. **AS Chair.** Responsible for the overall delivery of the event and arbitrating where necessary.
  - b. **Tournament Referee.** Responsible for ensuring the rules of the Championships are adhered to and providing clarification where necessary.
  - c. **AS Secretary.** Responsible for the overall administration of the event including; collation of entries, match scheduling, collation of results and prizegiving.
3. **Events and Eligibility.** The following events and eligibility criteria for the Army Individual Squash Championships are shown below:<sup>5</sup>
  - a. **Army Open Championship.** Open to serving Regular and Reserve personnel, the open will be split into the following categories:
    - A Grade - Top 16 Army Players.
    - B Grade - (32 draw) Corps Level Players (for guidance only).
    - C Grade - (32 Draw) Unit Level Players (for guidance only).
    - D Grade - (32 Draw) Novice Players (for guidance only).
  - b. **Army Womens Open Championship.** Open to serving female Regular and Reserve personnel.
  - c. **Army Under 25s Championship.** Open to serving Regular and Reserve personnel that are 25 or under on the last day of the Championships.
  - d. **Army Over 40s Championship.** Open to serving and ex-serving Regular and Reserve personnel that are 40 or older on the first day of the Championships.
4. **Exchange Officers and Soldiers.** Exchange officers and soldiers are not eligible to enter the Army Individual Championships (they may however represent their unit in the Inter Unit Squash Championships later in the year).
5. **Entry into Multiple Events.** Players may enter multiple events, however players competing in the A Grade **event** may not enter any other events. Players ranked in the top 16 that have entered multiple events will be contacted by the Men's captain and offered the option of competing in the A Grade or the other event that they have entered. Players entering more than one event should note:

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<sup>5</sup> Plate competitions will also be run for the Male Open, Ladies Open. Masters and Novice competitions.

a. **Schedule.** The playing schedule will, where possible, de-conflict events, allowing players sufficient rest between matches. The schedule, however, will not be changed to suit an individual player.

b. **Finals.** The order of play for the finals will not be changed to suit a player that has entered more than one event.

## **Championships Format**

6. **Seeding.** A player's position in the draw will be determined by their seeding. Players will be seeded as follows:

a. **Squash Levels.** Squash Levels will be the primary source of seeding for Army squash players.

b. **Chair's Determination.** Where a known player does not have a ranking on Squash Levels the Chair will seed the player based on previous performances (in Army level competitions), and in consultation with team captains (as detailed in the Army Squash Seedings and Selection policy at Annex E to the Army Squash Charter).

7. **Event Format.** Every event will use the following format based on the number of entries:

a. **A Grade.** The A Grade event will be a Monrad format, all players will have 4 matches over 2 days.

b. **Knockout Events<sup>6</sup> - 8 (or less) Entries.** 2 leagues will be run for events with 8 or less entries. The winner of each league will play the runner up in the other to form a semi-final knockout.

c. **Knockout Events - 9 (or more) Entries.** All events with 9 or more players will be run as a knockout draw. The draw will be populated based on a player seedings; the seeding and draw position matrix templates can be found at Appendix 1.

8. **Draws and Schedule.** The final draws will be published (on the entry website) prior to Day One of the Championships and playing schedules will be promulgated as soon as they have been confirmed. Players withdrawing from the Championships after the entry closing date (for example through unavailability or injury) will be removed, and their opponent given a walkover into the next round.

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<sup>6</sup> Graded events, U25, Ladies and O40.

# SEEDING KNOCKOUT DRAW POSITIONS

Seed	Position	Matches
1	1	1 v 32
32	2	
16	3	16 v 17
17	4	
8	5	8 v 25
25	6	
9	7	9 v 24
24	8	
21	9	21 v 12
12	10	
28	11	28 v 5
5	12	
20	13	20 v 13
13	14	
29	15	29 v 4
4	16	
3	17	3 v 30
30	18	
14	19	14 v 19
19	20	
6	21	6 v 27
27	22	
11	23	11 v 22
22	24	
23	25	23 v 10
10	26	
26	27	26 v 7
7	28	
18	29	18 v 15
15	30	
31	31	31 v 2
2	32	

## COMPETITION RULES - MAJOR AND MINOR INTER-UNIT CHAMPIONSHIPS

### General

1. The Major and Minor Inter-Unit Championships is run under the umbrella of [World Squash Rules](#) for all matches. This Annex is aimed at clarifying the specific rules for the running of the Major and Minor Inter-Unit Championships.

### Terminology

2. The table below provides a brief explanation of common terminology for team competitions.

Term	Explanation
Match	A match is the contest between 2 teams of 5 players
Rubber	Within each match there are 5 'rubbers' (the contest between opposing team players)
Game	Within each rubber players contest the best of 5 games (PAR scoring to 11), first to 3 wins

### Responsibilities

3. The following personnel are responsible for the delivery of the Championships:
  - a. **AS Chair.** Responsible for the overall delivery of the event, and arbitrating where necessary.
  - b. **Tournament Referee.** Responsible for ensuring the rules of the Championships are adhered to, and providing clarification where necessary.
  - c. **AS Secretary.** Responsible for the overall administration of the event including; collation of entries, match scheduling, collation of results and prizegiving.

### Events

4. The Army Inter Unit Squash Championships will run the following events:
  - a. **Major Unit.** All major units are permitted to enter one team (more teams may be permitted should there be availability). A major unit is defined as a unit with 300 or more personnel on its established strength.
  - b. **Minor Unit.** All minor units are permitted to enter one team (more teams may be permitted should there be availability). A minor unit is defined as a unit with 299 or less personnel on its established strength.
5. Units should check the relevant policy document<sup>7</sup> to ensure that they enter the correct event and, if in doubt, units should check with the Secretary before submitting entry paperwork.

### Teams

6. **Seeding.** Team captains are to seed their players 1-7 in order of playing ability. The seed is to be determined using either [Squash Levels](#) or known playing ability for those that do not have a Squash Levels ranking. Teams found to have intentionally mis-ranked players will be disqualified.

<sup>7</sup> The status of whether a unit is classed as Major or Minor is laid down in para 5.080 to [AGAI Vol 1 Ch 5](#).

7. **Nomination of Players.** Team captains must nominate 5 players for the team 15 minutes prior to the start of a match, and nominations provided to the admin desk (nominated players must be from the 7 players declared at the start of the Championships). Once players have been nominated no changes will be permitted unless authorised by the Chairman (on the recommendation of the Tournament Referee).

8. **Eligibility.** All Regular, Reserve and attached personnel<sup>8</sup> are eligible to play for the unit. Players must be on the strength of the unit on the date of the competition.

9. **Scoring.** Matches are to be played to the best of 5 games (first to win 3), Point a Rally (PAR) scoring to 11. Should a game reach 10-10, a player must win by 2 clear points.

### **Championships Format**

10. The championships format will be:

a. **Leagues.** Initially, a league format will be used for both the major and minor unit events. Once all league matches have been completed, units will be ranked within each league.

b. Each match will consist of 2 teams of 5 players. Each rubber will be best of 5 games, Point a Rally (PAR) scoring to 11. At 10-10, a player must win by 2 clear points.

c. Teams will receive 1 point for every game won with an additional 5 points for the team winning the most rubbers.

d. The winner of the League will be decided on the following criteria in order of priority:

i. The team that wins every match in the League<sup>9</sup>.

ii. The team that secures the most points in the League.

iii. Where 2 teams are tied, the winner (of the match between the 2 tied teams).

e. **Knockout Draws.** A unit's final ranking within the league will determine its position in the knockout draw section of the event. Subsequent knockout matches will then determine the winner of each event.

### **Order of Play**

11. **Playing Schedule.** The Championships organiser will set the playing order for the event. The playing order will aim to allow each team equal time between matches. Teams are not to attempt to change the scheduled timings to meet player availability; this is both challenging for the organiser and invariably results in other teams being disadvantaged.

12. **Match Order of Play.** The playing order will be 5, 3, 1, 4, 2. Team captains may agree to play in a different order, however all matches must be played within the time allotted by the Championships organiser. All players should be present 15 mins prior to the start of the match. However by exception, the team captain may choose to start the match without all their players present but, should the absent player fail to turn up once all the other rubbers have been played, the team will forfeit the rubber, and all rubbers below the absent player's seed<sup>10</sup>.

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<sup>8</sup> This includes exchange officers and soldiers from other nations, as well as RAF and RN personnel.

<sup>9</sup> It is possible for a team to win every match and have fewer points, in this situation the team will be Div winners having beaten every team in the Div.

<sup>10</sup> For example, if the No2 seed fails to turn up the team would lose rubbers 2-5.

**Injuries**

13. Players not fully fit to compete are not to be selected. Team captains are not to select injured players in order to push the remainder of the team down the seeding order. It is important that the game is played with both sportsmanship and safety in mind. Players visibly unable to play will be disqualified, in addition the team will lose all rubbers below the injured player.

**Disputes**

14. All disputes and rule clarifications are to be made through the Tournament Referee. Where necessary the Tournament Referee will refer the matter to the Chairman.

## Army Squash Seeding and Selection Policy

### General

1. It is important that for competitions, players are accurately seeded (ranked) in ability order where possible (starting at 1 for the most capable player downwards). For Army and UKAF competitions, accurate seeding is difficult due to the infrequency of events and the frequent turnover of players (e.g. players being unable to participate due to work and other commitments). This results in player ability not being comparable to each other using just these events alone, and requires an element of judgement. Army Squash has therefore decided that the system which best fits our needs for seeding purposes is the [Squash Levels](#) database, a popular and effective civilian ranking system.

### Squash Levels

2. Squash Levels provides a ranking for players based on results. The following results are included in Squash Levels:

- a. **County Leagues.** Results from counties that use the League Management System (LMS) are automatically included in the Squash Levels database.
- b. **Army Competitions.** Army competition results can be forwarded to Squash Levels for inclusion. Army Squash will ensure that all Army representative level results are forwarded to the Squash Levels System Administrator. This will give every player that has competed in an Army representative level competition a Squash Levels ranking.
- c. **Ad Hoc Events.** The results of ad hoc events (official competitions included on the Army Squash Fixtures List, not friendly matches) can be sent to Squash Levels for inclusion.

3. **Responsibility.** It is the individual's responsibility to ensure that their Squash levels profile is accurate and up-to-date. Where there are inaccuracies or inconsistencies, the Army Squash Squash Levels Administrator (contactable via the office) will engage with the System Administrator to amalgamate/adjust records. For Army Squash-delivered events (Army Championships, Inter-Corps Championships and Inter-Unit Championships) and UKAF events (UKAF Individual Championships and Inter-Service Championships), responsibility for input will sit with the Army Squash Office.

### Seeding Policy

4. Squash Levels will be the basis for team selection and competition seeding. In conjunction, the Team Captain or Tournament Director will use common sense, discretion and transparency to determine seeding.

5. Army Team Captains will use Squash Levels to revise their squad order three times a year. A snap-shot, using the 'damped' setting (for seedings), is to be taken within the date ranges listed below. Any grievance that cannot be resolved between the individual and the Team Captain will be raised to the Chairman for a final verdict. Squad seedings are not to be changed outside of this date range without prior authorisation from the Chairman.

- a. 1-8 Sep (for the first half of the season)
- b. 1-8 Jan (for the second half of the season)
- c. 1-8 Apr (for the summer tours)



## **Tour Selection Policy**

6. Specific direction on tour selection criteria will be promulgated by the Chairman prior to every Army Squash tour (and may differ between tours depending on the tour aims). In principle though, selection will be based first and foremost on playing ability/player seedings (as per the Seeding Policy above), followed secondly by commitment to Army Squash during the current season.

## **Exceptions to Squash Levels**

7. There will be occasions when players do not have a Squash Levels ranking, for example if they play in the county league that does not use the LMS. In these circumstances, the Chairman, in consultation with Team Captains, will agree a notional ranking.

## Corps Squash Representatives Report

**(to be submitted annually to the Chairman by 30 September)**

Chairman's Details		Secretary's Details	
Name		Name	
Contact Number		Contact Number	
Email (Personal DII)		Email (Personal DII)	

Coaching and Referee Statistics <sup>1</sup>					
Coaching Qualifications			Referee Qualifications		
	Total	Last 12 Mths		Total	Last 12 Mths
Level 1 Coach			Club Referee		
Level 2 Coach			County Referee		
			National Referee		

Overseas Tours <sup>2</sup>			
Last Tour Date	Location	Next Tour Date	Location

Corps Championships			Date Held:
Event	Number Participating	Number Previous Year	Plus/Minus Numbers
Open			
Ladies			
Novice			
U25			
Masters			

Training Events			
Previous Season's Event	No Participating	Next Season's Events	Remarks

Squash Report (as at {insert date})
<i>A paragraph to summarise the season, including: main goals and whether they were achieved, key activities held and participation numbers. Also, a look forward to the next season's key activities would be useful.</i>

<sup>1</sup> Ensure that the Army Squash Office is provided with the details of those who are qualified as coaches and referees (name and date qualified) for inclusion on the Army Squash database.

<sup>2</sup> Ensure that any planned tours are endorsed in advance by the Army Squash Office.