



2019-20 Tournament Program Requirements and Recommendations

The following requirements and recommendations are intended to help SEA tournaments run more smoothly and safely for all participants and programs.

Paperwork

Required: Paperwork for SEA

In general, the following paperwork will be required for participation in SEA events:

- **One-day events:** No additional paperwork is required for one-day SEA events unless the host site asks for waivers.
- **Overnight tournaments with program staff supervision:** All staff and students must complete the SEA Consent and Waiver Form, as well as any additional waivers required by the host facility (i.e., Williams, Amherst, etc.).
- **Squads and other events supervised by SEA staff:** All staff and students must submit:
 - SEA's Consent and Waiver Form
 - SEA Participant Info and Health Form
 - A copy of a recent (within 18 months) physical exam signed by a doctor, containing allergies, medical treatments, medications, immunizations, etc.
 - A copy of student travel plans
 - Any additional health forms and waivers as required by the state/facility of the event

Required: Paperwork for Member Programs

Programs must collect and make the following information accessible to all staff/volunteers who supervise students at SEA events.

- Information regarding student allergies, medications, and medical concerns
- A copy of a recent (within 18 months) physical exam signed by a doctor, containing allergies, medical treatments, medications, immunizations, etc.
- Emergency contact information
- Student cell phone numbers
- Waivers authorizing medical treatment in the event of an emergency

Required: US Squash Accounts

National programs must ensure that all students who participate in US-Squash sanctioned tournaments, including SEA national and regional tournaments, have active and accurate US Squash memberships and account profiles, including the following information.

- Full name
- Gender
- Date of Birth
- Member Program
- City

US Squash provides SEA programs with a major discount (approximately 70%) on US Squash memberships, offering memberships at a cost of \$30 each to our students. Payments should be made directly to US Squash.

All requests for student accounts with US Squash must go through SEA in order to streamline the

process for US Squash. SEA will collect and send account updates from member programs to US Squash three times a year: **Oct 1, Jan 1, and May 1**. These dates are based around Urban Team Nationals, Urban Individual Nationals, and the new school year. Programs should make every effort to include all updates at these times.

It is highly discouraged, but if a program needs to add new accounts outside of these SEA group updates, they have the following options:

- Send SEA updates of ten or more students at a time for the rate of \$30 per student
- Send SEA updates of less than ten students, but pay a rate of \$40 per student

Communication and Deadlines

SEA will:

- Give programs at least one month's advance notice of all event paperwork deadlines and have them posted within the calendar section of our website
- Post all necessary paperwork on its website
- Share tournament draws three days before the start of a tournament

Required: Meeting Deadlines

- **Meet deadlines:** Programs must meet all deadlines for submitting student information and paperwork. Deadlines will be posted within the Calendar page of SEA's website.
- **Fax/email in advance:** Please note that when waivers or health forms are required, forms must be faxed/emailed to SEA in advance of the event. Programs/students that do not meet deadlines run the risk of paying a late fee and/or being ineligible for the event. This restriction is in place because SEA cannot risk students attending an event without completed paperwork.
- **Summer deadlines:** Please note that summer deadlines are set further in advance of other deadlines. The reasons for this early deadline are: (1) certain facilities require SEA to provide student paperwork in advance, (2) certain facilities conduct an inspection of student paperwork, and SEA must allow time to follow up with programs if paperwork is missing, and (3) throughout the summer SEA staff is out at event locations, therefore reducing the capacity to review student paperwork in the weeks leading up to an event.

Required: Program Fees

- **Participation fees:** Various SEA events involve participation fees which will be posted within the calendar page of SEA's website. These fees help SEA cover the cost of the events. In most cases, programs are only asked to pay half of the total cost per participant or less.
- **Lost keys:** Most colleges and universities have a fee for lost keys. Programs are responsible for returning all keys to SEA at the end of the event and must pay for any keys lost by their program. Costs vary by location, but can be as much as \$150 per key.
- **Room changes:** Some colleges and universities have a fee for changes made to rooming assignments after their final deadline. If programs make room changes after the deadline, they are responsible for paying the incurred fee.
- **Late fee:** Programs that submit or change names after the roster-entry deadline will incur a late fee. This fee exists to encourage programs taking all possible steps to ensure the programs, students, and families' full commitment to attending events. Backing out of event commitments impacts the draws, other programs, and the costs of the event.

Required: Communication of changes

- **Communication with SEA:** Programs should be in regular contact with SEA about questions or special requests. If there are any last-minute changes, programs must notify SEA as soon as they become aware of the change.
- **Communication with other programs:** If a student drops out after the creation of the final draws, it is the responsibility of the program to notify the programs of the missing player's opponents. In this case, the program whose student drops out must email the Executive Director, Program Director, and Squash Director of every program who their student was scheduled to play, and copy SEA.

Recommended: Communication and Paperwork Collection

- **Be explicit about student/family commitments:** Programs should be explicit with students and families that they are expected to honor commitments to attending events. Conversations with students and families about the limited number of spots given out to interested students, as well as your hard work in planning events, travel, etc. are important.
- **Collection of paperwork:** Set deadlines preceding SEA's required date for collection of paperwork. Assign specific staff members to follow up with students.
- **Student expectations:** Have meetings with students, staff, and volunteers in advance of tournaments and squads to review rules and expectations for students. Make everyone aware of things such as curfews, fees for lost keys, and expectations of sportsmanship.

Tournament Standards

SEA will:

- Provide court monitors with a ratio of approximately 1 monitor: 6 courts for national SEA-led tournaments.
- Enforce Team Tournament rules according to US Squash standards, as follows:
 - Teams are highly encouraged to have 5 players. Four players will be accepted. Teams may include two alternates, ranked on the ladder as positions 6/7.
 - Teams of four default their fifth match, but are required to have a student play twice to fulfill the 5-position match.
 - Due to time constraints, alternates will not have an "alternate" match to play. Coaches must substitute alternates into the ladder for students to play matches. Alternates act as part of the ranked ladder, as positions 6/7, and therefore if brought into the official ladder must stay at the bottom positions.
 - If a student cannot play for any reason, the student seeded directly behind her/him must bump up one spot.
 - Roster ladders may not change after check-in for the tournament.
 - Seedings are based on rankings. Seedings petitions are considered, and final seedings are decided by SEA staff and the Tournament Director.

Required: Referee Standards

Programs should ensure that students fulfill their responsibilities as referees and markers. SEA abides by the refereeing standards set by US Squash (<http://www.ussquash.com/officiate/>). Every student who participates in the National Urban Individuals Tournament in June is required to have passed the US Squash referee exam for their level.

- **Knowledge:** Students should be well-versed in the rules of the game and be able to effectively referee and mark matches.
- **Responsibility:** Students must referee/mark the match following their match. If the student is unable to ref/mark (due to mealtimes, injury, etc.), they must tell their program staff member and, with their help, find a suitable replacement from their program to referee for them.
- **Distraction:** Students may not have their cell phones out or be talking with other players while refereeing/marking. Any staff member who notes this violation should ask the student to put his/her cell phone away, or ask other players not to distract the referee/marker. If the problem persists, the program staff from that program and/or the Tournament Director should be notified. Program staff are expected to address the issue with their own players.

For guidance in how to teach students to officiate, see the [SEA Best Practice Guide on Teaching Officiating](#).

Required: Student Gear

- **Equipment:** Students must have proper, functional equipment (eye guards, athletic clothes, and squash sneakers). *Players wearing eye-glasses must wear iMASK guards or equivalent protection.* Eye glasses are hazardous to wear alone and players will not be allowed to play without additional protection.
- **Uniforms:** Students should wear program or SEA uniforms/t-shirts when they are competing in matches.

Required: Conduct Standards

SEA holds its member programs to the etiquette standards set by US Squash (<http://www.ussquash.com/officiate/code-of-conduct/>).

- **Arrive early:** Students should be at the court 15 minutes before their match time.
- **15-Min Default:** Students who are 15+ minutes late for the scheduled start-time of the match may be defaulted. If the prior match runs more than 15 minutes late, students are expected to be courtside, ready to play within 5 minutes after the completion of the prior match. If they are not present, the Tournament Director has the right to default them.
- **Etiquette:** Players should know basic court etiquette, such as only hitting the ball to yourself 2-3 times in a row during warm-up, no cursing on court, and shaking the hands of opponents, referees, and markers at the end of every match.
- **Sportsmanship:** Referees and markers should give conduct warnings and strokes for poor sportsmanship, following the US Squash Conduct on Court regulations (see link above). If students demonstrate poor sportsmanship, program staff members from that student's program should address the student. If it continues, staff members should consider forfeiting the match. If program staff observe poor sportsmanship by a student from another program, they should inform that student's program staff.
- **Coaching during play:** Squash rules prohibit coaching players during games. Coaches, other players, parents, and volunteers may not offer advice or tips of any kind during a game. Even minor suggestions such as "breathe" or "bend your knees" are against the rules. Coaching may only occur off-court between games and matches. Programs should ensure that all staff, players, and volunteers understand and respect this rule.

Recommended: Player selection for tournaments

- **Level of play:** Considering that players come from across the US to compete in national tournaments, programs should be sensitive to the level of player entered in the tournament. SEA encourages programs to make sure that beginners, at a minimum, are

able to serve and return points in practices.

- **Mixed-gender team:** In rare circumstances, girls may play on a boys' team if that boys' team cannot be filled. Programs that would like to make this request must talk with SEA in advance.

Student Safety

SEA will:

- Provide athletic trainers for all tournaments with 200 or more students.
- Provide background checks on and lead a training with all staff hired by SEA to work at SEA events.
- Have a Tournament Assistant available to help supervise the basketball courts at Williams and Amherst.
- Collect copies of all student waivers.
- Separate student dorms by gender to the extent possible given dormitory options.
- Provide rooming lists to programs in advance of the tournament.

Required: Student Supervision

Member program staff are responsible for the supervision and safety of students. To ensure adequate supervision, programs must do the following:

- **Background checks:** Programs must conduct background checks on all staff/volunteers who are responsible for supervising students.
- **Training:** All staff and volunteers who are responsible for supervising students at the event must be trained and understand program standards related to student safety and supervision, behavior management, and logistics pertaining to the weekend.
- **Supervision:** Every student must have at least one staff member who knows where he/she is at all times (dorm, courts, dining hall, etc.).
- **Alcohol/drugs:** Staff members and volunteers who have any amount of supervisory responsibility for students may not consume alcohol or drugs during events, including during the time after the students have gone to bed.
- **Ratio:** Maintain a minimum ratio of 10 students to 1 staff/volunteer (recommended ratio is 8 students to 1 staff/volunteer)
- **Age of supervisors:** Staff and volunteers responsible for supervising students must be 18 years or older.
- **Age of students:** For students in the U11/U13/U15 divisions, have a staff member accompany students when walking between buildings.

Required: Dormitory Supervision

At overnight tournaments, programs should follow these guidelines.

- **Supervision:** Students may not be in the dorms without a staff member present as well. Student should know where this staff member is so they can locate staff in case of an emergency. Staff should check on students from time to time to ensure their wellbeing.
- **Gender:** No students of the opposite gender in each other's rooms or dorms. When dorms are separated by gender, such as at Williams College, there should be no boys on the girls' side and no girls on the boys' side of the dorm.
- **Lights out:** Lights out is 11PM. Students should be in their rooms by 10:45pm. Program staff should actively supervise students as they prepare for bed. It is the responsibility of programs to ensure their students are in their rooms, and to default any students who do not abide by this policy.

Recommended: Dormitory Supervision

- **Room numbers:** Staff members should know the room numbers of all students under their direct supervision. SEA provides this list to programs in advance of the tournament. Some programs bring dry erase markers for whiteboards and post-it notes for room doors to label which students are in which rooms (to make it easier to quickly locate students).

Required: Preparation for medical emergencies

- **Paperwork:** Programs should bring with them student medical information, emergency contacts, and waivers in case of an emergency (see recommended paperwork section above).
- **Medical concerns:** Staff members should be aware of student allergies, medications, and medical conditions for the students they directly supervise. For students with asthma, staff members should know where students keep their inhalers in case of an emergency.
- **First Aid/CPR:** Programs must train all program staff in First Aid/CPR. SEA also recommends that staff members carry small First Aid/CPR kits with them. Staff who are not certified should be encouraged to seek help from a staff member who is certified rather than treat student injuries themselves.

Fun and Community Building

SEA will:

- Set times/locations in the schedule for program staff to meet with one another according to their area of focus (squash, academics, college support, development, etc.).
- Organize fun program-wide events as time allows in the schedule.
- Set aside an area for programs to hang their program flags at events.
- Provide name tags for staff members.

Required: Represent your program

- **Program Flags:** Programs should bring their program flags to every SEA tournament they attend. Photos with the team and its flag are highly encouraged and we hope will be sent to SEA!

Recommended: Have fun and get to know other programs!

- **Staff-to-staff:** SEA encourages staff, while they are at the tournament, to introduce themselves to staff members from other programs and attend area-specific meeting (academic staff, squash staff, etc.).
- **Students-to-students:** SEA member program staff should encourage students to get to know students from other programs. When students step on court, they are competitors, but off-court we are a community that will be stronger if students build positive relationships with one another.
- **Activities:** SEA encourages programs to lead activities during down-times that involve students from other programs (soccer game, basketball shooting contest, Capture the Flag, Uno, etc.).
- **“It takes a village” mentality:** All program staff are encouraged to be open and accepting of other programs, and to support one another. In particular, SEA hopes organizations will embrace these stances:

- Respect all staff and students, and believe in others' best intentions;
- Communicate directly with staff from other programs if you have concerns or notice issues with staff or students from their programs, and;
- Be accepting of and reflective on feedback received from other programs about your staff and students.

Recommended Program Preparation and Packing List for National Tournaments

This is a recommended (not required) list to support programs in thinking through everything they might need to do in preparation for national tournaments.

Permission Slips and Waivers (collect in advance)
Letters signed by parents authorizing students to leave school early, to be given to school along with list of all students leaving early
Program permission slip detailing event-specific information like departure times, staff contact information, and student packing list
SEA waiver
Location-specific waivers (from hosting facilities like Amherst and Williams)
Information needed to submit to SEA
Student essays or artwork for academic contests
US Squash account updates
Player information (DOB, t-shirt size, division, teams, seeding petitions, etc.)
Staff information (list of staff, contact #'s, etc.)
For Individuals <ul style="list-style-type: none"> - Scholar athlete list - Student award nominations - College plans for seniors attending Individuals
Student/Staff/Family Preparation
Trip information for students and families (where we'll be, schedule, packing list, staff contact info, etc.)
List of staff/volunteer cell phone numbers (ensure students and staff have information for all staff members at their location)

List of staff member emergency contacts (kept by senior staff at the site)
List of student information: allergies, medications, t-shirt sizes, students cell #s, and contact information for parents/guardians and emergency contact
List of students who do not have permission to swim (if applicable)
Ensure student physicals are recent within eighteen months
Housing information (If hotels, assign rooms and share list with staff. If dorms, print out dorm maps and list of student room assignments.)
Training for volunteers and new staff
List of what staff members are responsible for what students
Packing List
Program flag
Cameras / Phones
Extra snacks
Trash bags for bus rides
Staff credit cards
Clipboards for staff
Playing cards, board games, and other down-time entertainment
Extra equipment and t-shirts/uniforms
Extra linens (when staying at dorms)
First Aid Kits: Fully stocked kits for each location, plus 1 mini-kit in for each coach for emergencies (small plastic bag filled with band-aids, gloves, gauze, sanitary pad, sterile wipes, etc.)
Tampons / sanitary pads
For Individual Nationals - (1)Williams - white board markers to write student names on dorm room doors, (2) Amherst - post-it notes to write student names on dorm room doors
Thank you cards for students to sign for hosting organization
Binder with copies of student physicals and waivers authorizing medical treatment (One binder per location. If small groups leave the location, staff members in charge of group should have copies for students they are supervising.)
Van - cleaned, serviced (oil, windshield fluid, etc.), and filled with gas

Directions for drivers (For long trips - identify rest stops on the way in advance. For buses / large vans, identify routes the bus is allowed to travel on)

Attendance list for bus (to ensure all players/staff are on board before departing)

Staff folders - Each staff member should receive a folder with the following information:

- SEA Tournament Information Packet (schedule, rules, SEA staff contact info, etc.)
- Student roster with gender, DOB, squash division, site, and staff member responsible
- Student medications, allergies, and health concerns
- List of student cell phones
- List of staff/volunteer cell phones
- Housing details (room numbers, dorm maps)
- Draws / match trackers as needed (when no internet access)