

2027

QMSA Tournament Guidelines



Email: tournaments@qmsa.asn.au

Version 4 - June 2026

TOURNAMENT GUIDELINES AND GENERAL RULES OF COMPETITION

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1. QMSA CONTACTS

The current QMSA Executive and Committee contacts are available on the QMSA website and should be referred to for the latest information.

Key contacts include:

PRESIDENT	Helen Watkins	0417 005 747
VICE-PRESIDENT	Kay Giacomantonio	0419 705 331
TOURNAMENT DIRECTOR	Jake Markwart	0402 734 225
SECRETARY	Jacqui Neale	0417 593 960
TREASURER	Marisa Zavattaro	0415 735 786
WEBSITE www.qmsa.asn.au	Werfel Thomas	0411 510 507

The Tournament Director should be the primary point of contact for all tournament-related enquiries.

2. TOURNAMENT DIRECTOR

1. The QMSA Tournament Director's phone number is shown at the front of these Guidelines.
2. On the Tuesday prior to the tournament, email names list to the QMSA Tournament Director to verify player details, rankings, and members/non-members status. An updated list highlighting any changes will then be returned to you. Please ensure to use the updated list with correct details.
3. It is highly recommended that entries in your tournament be graded according to the QMSA ranking system, which is available from the Tournament Director or via the QMSA Website. Rankings for some non-members may also be available from other sources, such as Sporty HQ and SquashLevels.
4. The QMSA Tournament Director can assist with any queries regarding grading, seeding or tournament formats.
5. The QMSA Tournament Director is the QMSA tournament overseer NOT your tournament organiser or controller. If you require assistance with the operation of your tournament, please contact the QMSA Tournament Director who will provide guidance.
6. Access to email is strongly recommended.
7. If a Centre wishes the tournament to be run by QMSA, please contact the QMSA Tournament Director to discuss availability. The following fees apply:
 - 7.1 Tournament director fees:
 - Tournament Director Fee for \$250 for sanctioned tournaments
 - A Fee of \$150 for preparation of a QMSA sanctioned tournament. When the Squash Centre runs the tournament over the weekend.

3. TOURNAMENT FORMATS

QMSA supports a variety of tournament formats to encourage participation and provide flexibility for host centres.

Approved formats include:

Individual Events

- Mixed Graded Individual – Best of 5 Games (PAR 15)
- Mixed Graded Individual – Best of 5 Games (PAR 11)
- Mixed Graded Individual – Timed Format
- Men's Graded Individual
- Women's Graded Individual
- Invitational Individual
- Open and Masters Individual

Team Events

- Mixed Graded Teams
- Mixed Graded Teams (Timed)
- Mixed Graded Teams (Timed Accumulated)
- Combined Masters and Junior Teams

Specialty Events

- Doubles Tournament
- One-Day Timed Tournament
- Junior and Masters Tournament
- Alternative formats may be approved by the Tournament Director.

4. TOURNAMENT PLANNING

Successful tournaments require early planning and communication.

Host centres should:

- Confirm tournament dates with QMSA.
- Secure sponsorship where possible.
- Advertise the event through QMSA channels and local networks.
- Arrange trophies or prizes.
- Confirm catering requirements.
- Organise volunteers and control desk personnel.
- Ensure venue facilities meet QMSA standards.

The Host Centre is responsible for supplying approved squash balls for all tournament matches.

Planning should commence at least three months prior to the tournament.

5. DRAW FORMATS

Unless otherwise specified, players should receive a minimum of three matches during the tournament.

Eight-Player Divisions

Triple Plate Draw:

- Main Draw
- Special Plate
- Minimum three matches per player

Five to Seven Players

Two Round Robin pools followed by:

- Championship Final (Pool Winners) (1x1 = winner)
- Plate Final (Pool Runners-Up) (2 x 2 = plate)

Four Players

Single Round Robin:

- Winner
- Runner-Up
-

Round Robin Scoring

Option 1:

- Win = 4 points
- One point awarded per game won
- Winner receives one bonus point

Option 2:

- Win = 5 points
- One point awarded per game won
- Winner receives two bonus points

Final placings are determined by:

1. Undefeated status
2. Matches won
3. Games won
4. Points won

Where two players (or teams) are tied on points, the result of their head-to-head match determines the higher placing.

6. RANKINGS

Tournament draws should be ranked using the current QMSA ranking system wherever practical.

The Tournament Director may adjust rankings to ensure competitive balance.

7. SCHEDULING AND COURT ALLOCATION

Tournament schedules should provide fair recovery periods between matches while maximising court utilisation.

Recommended Playing Hours

Saturday:

8:30am – 5:30pm

Sunday:

8:30am – 2:30pm

Match Allocation Guidelines

Best of 5 Games:

- 40-minute time slots
- First-round matches may be allocated 30 minutes where appropriate

Timed Events:

- Calculate required court time using 1.5 hours per participant divided by available courts

Mixed Graded Events:

- Divide entries by eight to determine the number of divisions required. Left over numbers are to be catered using round robin formats.

Where practical:

- Schedule two matches on one day and one match on the other day.
- Leave sufficient recovery time between matches.

- Build flexibility into schedules to accommodate delays.
- Avoid excessively early starts or late finishes.

Where entry numbers permit, later starting times are preferred by Masters players. It is important to adhere to finish times to allow players to attend social evenings and for return travel time on the Sunday.

8. ELIGIBILITY AND AGE REQUIREMENTS

Players must be at least 30 years of age on the first day of competition to participate in QMSA tournaments.

Exceptions:

- QMSA State Titles: Minimum age 35 years
- Australian Masters Championships: Minimum age 35 years

Players must satisfy any eligibility requirements determined by QMSA or the event organiser.

9. PLAYER CONDUCT

All participants are expected to demonstrate good sportsmanship and respect toward their opponent, officials, volunteers and venue staff. All players are required to abide by the QMSA guidelines.

Any behaviour deemed inappropriate, abusive or detrimental to the reputation of QMSA may result in disciplinary action by QMSA.

10. ENTRY AND REGISTRATION

Tournament entries are submitted through the approved online entry platform (website).

Tournament information should include:

- Event details
- Venue location
- Tournament format
- Accommodation information
- Sponsor acknowledgements
- Social function details
- Contact information

Entry Closing Date

Entries should close on Tuesday prior to the tournament (with the exception of the state titles).

Following closure:

- The entry list must be forwarded to the Tournament Director for verification.
- Rankings and membership status will be checked.
- First-round match times should be emailed to players by the Friday before the event.

The draws and first-round matches times will be published online, and the link will be emailed out to all participants prior to the tournament.

11. ENTRY & ENTRY FEES

Current tournament fees are determined by QMSA and reviewed periodically.

Unless otherwise advised:

- Financial Member: \$40
- Non-Financial Member: \$45

Host centres are responsible for collecting all entry fees.

By entering a QMSA sanctioned tournament, participants agree to comply with all QMSA policies and requirements, including dress standards, World Squash Federation (WSF) rules of squash, and the spirit of Masters squash.

12. QMSA LEVY

- A levy of \$5 per participant is payable to QMSA following the tournament.
- Payment should be made promptly upon completion of the event.
- Any queries should be directed to the Treasurer.

13. TOURNAMENT OPERATIONS

Control Desk

The control desk is the operational hub of the tournament.

Recommended staffing:

- Two to four volunteers

Responsibilities include:

- Player registration – check off new arrivals
- Collection of entry fees – normally the responsibility of the Host Centre
- Match scheduling
- Results recording
- Draw updates
- Communication with players
- Preparation of presentation results

Volunteers should be familiar with tournament procedures and emergency processes.

14. RESULTS AND REPORTING

No. of Players in Draw	Prizes / Trophies required
1 to 3	Winner / Runner-up
4 to 5	Winner / Runner-up
6 to 7	Winner / Runner-up / Plate
8 +	Winner / Runner-up / Plate

Note:

Squash Centres may award additional prizes if they wish however it is not mandatory.

During the tournament:

- Draws and schedules must be clearly displayed.
- Results should be updated promptly.
- Full match scores should be recorded.

Following the tournament:

- Final results must be submitted to the Tournament Director.
- Award winners should be provided for publication.

Ranking information should be forwarded for updating QMSA rankings.

15. PRIZES AND PRESENTATIONS

QMSA encourages consistency across divisions, age groups and genders.

Recommended Awards

It is recommended that prizes be practical and useful to participants rather than traditional trophies.

Practical prizes are encouraged, including:

- Gift cards
- Sporting equipment
- Towels
- Apparel
- Local products
- Sponsor merchandise

Suggested values:

- Winner: Approximately \$40
- Runner-Up: Approximately \$30
- Plate: Approximately \$20

16. PLAYER WITHDRAWALS

Late Withdrawals

A player who withdraws before the commencement of a tournament (other than the state titles) is entitled to a refund of their entry fee, subject to any administration fees approved by the Association.

Medical Withdrawals

A player who withdraws due to illness, injury, or other medical reasons before the commencement of a tournament is entitled to a refund of their entry fee. The tournament Director may require supporting medical documentation.

Withdrawals after commencement of Tournament

No refund shall be payable where a player withdraws after the tournament has commenced, except in exceptional circumstances approved by the Director or the President in accordance with the By-Laws.

The Tournament Director shall make the final decision or refer to the President under the By-Laws.

Authority

The Tournament Director shall determine all withdrawal and refund requests and may refer any matter to the President in accordance with the By-Laws. The President's decision shall be final.

17. CHILD SAFETY

All applicable Qld Child-Safety legislation, regulations, and Association policies must be complied with and acknowledged when conducting a Junior and Masters Tournament.

18. TOURNAMENT REFEREE/DISPUTE RESOLUTION

The Tournament Director is the appointed Tournament Referee and shall have the final authority on all matters relating to match scheduling rule interpretation, and player conduct during the tournament. The Tournament Director may refer to the President in accordance with the By-Laws.

All players are expected to referee/score after their matches. A player may request another referee where reasonable grounds exist. Any such request shall be determined by the Tournament Director.

19. EXTREME WEATHER/VENUE CLOSURE

Where extreme weather conditions or other circumstances beyond the control of the Association affect the safe conduct of the tournament, the Tournament Director shall consult with the Host Centre and President of QMSA and may suspend, postpone, relocate, or cancel the tournament.

Such circumstances may include, but are not limited to, floods, cyclones, severe storms, pandemics, public health emergencies, venue closure, or other events that materially affect the safe operation of the tournament.

20. VENUE STANDARDS AND PRESENTATION

Host venues must present a professional, safe and welcoming environment.

Minimum standards include:

- All court lighting operational
- Courts cleaned before play each day
- Clean and tidy venue
- Functional toilets and showers
- Adequate supplies of soap and paper towels
- Clearly identified emergency exits
- Safe spectator areas
-

21. HEALTH AND SAFETY – CENTRE PRESENTATION

The host venue is responsible for providing a safe environment for all participants.

Requirements include:

- Fully stocked First Aid Kit
- Accessible Automated External Defibrillator (AED)
- Designated First Aid Officer
- Appropriate safety signage
- Incident reporting procedures
- Compliance with workplace health and safety requirements

Emergency contact information should be readily available at the control desk.

22. SATURDAY NIGHT FUNCTION

While not mandatory, a social function is strongly encouraged.

Successful functions typically include:

- Affordable meals
- Flexible venue arrangements
- Suitable music and entertainment
- Adequate seating and dance space
- Opportunities for social interaction

23. ACCOMMODATION

Tournament information should include recommended accommodation options.

Where possible, organisers are encouraged to:

- Negotiate participant discounts
- Promote preferred accommodation partners
- Provide maps and travel information

24. SPONSORSHIP

Sponsorship is encouraged to enhance the tournament experience and offset costs.

Host centres should:

- Seek local business support
- Recognise sponsors in promotional material
- Acknowledge sponsors during presentations
- Include sponsor branding where appropriate

Any QMSA sponsor obligations must be honoured.

25. PROMOTION AND MEDIA

Host centres are encouraged to actively promote their tournament.

Promotion may include:

- Club newsletters
- Social media
- Local newspapers
- Community noticeboards
- Squash networks

- Media coverage should highlight:
- Tournament results
- Sponsors
- Host venue
- Benefits of Masters squash participation

26. FUNDRAISING AND RAFFLES

Additional fundraising activities may be conducted in accordance with relevant legislation and venue policies.

The traditional QMSA Number Raffle remains a QMSA fundraising activity. Host centres conducting additional fundraising activities are encouraged to use alternative raffle formats to avoid duplication.

27. FOOD AND BEVERAGE

Suitable food and beverage options should be available throughout the tournament.

Recommended offerings include:

- Sandwiches and wraps
- Toasted snacks
- Pies and sausage rolls
- Fruit and salads
- Cakes and slices
- Tea and coffee

Host centres must provide complimentary tea, coffee, milk and sugar for participants throughout the tournament.

Where licensed, beverages should be provided responsibly and in accordance with all liquor licensing requirements.

28. INSURANCE REQUIREMENTS

Host venues must maintain current Public Liability Insurance coverage. Evidence of insurance must be provided to the Tournament Director at least four weeks before the tournament.

The Host Centre is responsible for ensuring all insurance policies, permits and licensing requirements remain current for the duration of the tournament.

29. PHOTOGRAPHY AND MEDIA

By entering a QMSA tournament, participants consent to photographs and videos being taken during the event and used by QMSA for promotional purposes unless the participant advises the Tournament Director in writing prior to the commencement of the tournament.

30. GUIDELINES REVIEW

These guidelines will be reviewed annually by QMSA to ensure tournament procedures remain relevant, safe and aligned with organisational objectives.

31. DOCUMENT CONTROL

Version	Date	Approved by	Summary of Changes
1		QMSA Committee	
2		QMSA Committee	
3		QMSA Committee	
4		QMSA Committee	
5		QMSA Committee	Minor updates and updated rates
6		QMSA Committee	Minor updates and updated rates
7		QMSA Committee	Minor updates and updated rates
8		QMSA Committee	Minor updates and updated rates
9		QMSA Committee	Minor updates and updated rates
10	July 2026	QMSA Committee	Major rewrite and appendix included

Tournament Planning Timeline

12 Weeks Before

- Confirm tournament date with QMSA.
- Confirm venue availability.
- Seek sponsorship opportunities.
- Begin promotion.

8 Weeks Before

- Finalise event format.
- Confirm prizes and awards.
- Arrange accommodation information.
- Confirm catering requirements.

4 Weeks Before

- Verify Public Liability Insurance.
- Confirm volunteers and control desk staffing.
- Finalise promotional material.
- Confirm social function arrangements.

Tournament Week

- Close entries on Tuesday.
- Send player list to Tournament Director.
- Publish first-round match times by Friday.
- Prepare draw sheets and results systems.

Tournament Weekend

- Conduct player registration.
- Record results promptly.
- Manage presentations.
- Collect QMSA levy information.

Within 7 Days After

- Submit results to Tournament Director.
- Pay QMSA levy.
- Thank sponsors and volunteers.
- Review event outcomes

Tournament Host Checklist

Administration

- ☐ Tournament approved by QMSA
- ☐ Promotional material distributed
- ☐ Sponsors acknowledged
- ☐ Entry system active
- ☐ Tournament Director advised

Tournament Operations

- ☐ Draw completed
- ☐ Match schedules displayed
- ☐ Results sheets prepared
- ☐ Presentation list prepared
- ☐ Volunteers briefed

Venue

- ☐ Courts cleaned
- ☐ Lights operational
- ☐ Toilets serviced
- ☐ First Aid Kit stocked
- ☐ AED available
- ☐ Emergency exits clearly marked

Post Tournament

- ☐ Results submitted
- ☐ Levy paid
- ☐ Sponsors thanked
- ☐ Incident reports completed

Risk Management Checklist

Facility Safety

- ☐ Courts inspected
- ☐ Glass walls inspected
- ☐ Court doors functioning
- ☐ Seating areas safe

Emergency Preparedness

- ☐ AED accessible
- ☐ First Aid Officer identified
- ☐ Emergency contacts displayed
- ☐ Ambulance access available

Weather/Event Risks

- ☐ Severe weather procedures known
- ☐ Communication process established
- ☐ Venue evacuation plan available

INCIDENT REPORT FORM

Incident details				
Name of person involved in the incident:			Date of incident:	
Location of incident:				
Incident investigation team:				
What task was being performed at the time of the incident?				
What happened? (e.g. 'person tripped over cords' or 'hit head on wall')				
What factors contributed to the incident?				
Environment:			Equipment/materials:	
☐ Noise	☐ Layout / design	☐ Wrong equipment for the job	☐ Equipment failure	
☐ Vibration	☐ Slip / trip hazard	☐ Inadequate guarding	☐ Inadequate training provided	
☐ Damaged / unstable floor	☐ Other	☐ Other		
Work systems:			People:	
☐ Hazard not identified	☐ No / inadequate risk assessment conducted	☐ Procedure not followed / no procedure exists	☐ Drugs / alcohol	
☐ Hazard not reported	☐ Inadequate training / supervision	☐ Change of routine	☐ Distraction / personal issues / stress	
Corrective actions:				
Contributing factor (from above list)	What are we going to do to fix the problem?	Who	When	Completion date
Issue fixed?				
Name	Signature		Date	
Person involved in incident:				

Incident investigation process guide

1. Establish the facts of the incident, including:
 - What happened?
 - When and where did it happen?
 - What was being done?
 - Who was involved?
 - Were there any witnesses?
2. Gather all necessary background information, for example:
 - maintenance records
 - safe work procedures
 - instructions manuals
 - training records.
3. Consider all the potential contributing factors:
 - Environment: *Did environmental conditions (e.g. light, noise, floor surfaces) contribute to the incident?*
 - Equipment /materials: *Did anything about the equipment, materials, tools etc (e.g. equipment failures, missing guards) contribute to the incident?*
 - Work systems: *Was there something about the system that contributed (e.g. hazard not identified, known hazard not addressed)?*
 - People: *Was there something the workers, supervisors or contractors did that contributed to the incident (e.g. poor communication, being tired or rushing to finish on time)?*
4. Determine the primary cause/s of the incident, that is, those which if they hadn't occurred then the incident wouldn't have occurred. Ask yourself "*Would the incident have happened if....?*"
5. Identify the root cause / system failures that underlie the primary cause/s and contributing factors.

One simple technique for identifying the root cause is the 'Five Whys'. This technique involves asking yourself 'Why did this happen?' and continuing to ask 'Why' for each response until you reach a conclusion that does not generate another 'why' and the underlying cause becomes apparent.
6. The final and most important step in any investigation is to take action to fix all the factors that contributed to the incident, starting with the primary cause/s and working through each of the contributing and underlying causes.

Tournament Budget Template

Income	Amount
Entry Fees	
Sponsorship	
Raffles	
Food & Beverage	
Other	
Total Income	
Expenses	
Prizes	
Catering	
Promotion	
Venue Costs	
QMSA Levy	
Social Function	
Other	
Total Expenses	
Net Result: Income & Expenses	