

# GUIDELINES AND REQUIREMENTS FOR SANCTIONED EVENTS

Wales Squash and Racketball  
Sport Wales National Centre,  
Sophia Gardens,  
Cardiff  
CF11 9SW

 029 2033 4911

 [www.walessquashandracketball.co.uk](http://www.walessquashandracketball.co.uk)



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## **SUMMARY**

These guidelines standardise all Wales Squash and Racketball sanctioned tournaments and specify the criteria necessary to hold a junior or adult optional, compulsory or development event and explains the benefits associated with receiving Wales Squash and Racketball endorsement.

**NOTE: FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN WITHDRAWAL OF THE SANCTION OF THE TOURNAMENT FOR THE FOLLOWING SEASON**

**The guidelines are set out in the following sections:**

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## 1. MANDATORY QUALIFICATION

**Compulsory Events only** The Host Club must have been awarded a minimum of the Wales Squash and Racketball **Gold** Charter Award.

**Optional Events only** The Host Club must have been awarded a minimum of the Wales Squash and Racketball **Silver** Charter Award.

## 2. WALES SQUASH AND RACKETBALL RESPONSIBILITIES

**Entry Form** **All Tournaments** - Wales Squash and Racketball will provide the Tournament Entry Form. Following discussions with the Tournament Director the form will be adapted to the needs of each Individual Tournament and must be agreed by Wales Squash and Racketball and the Tournament Director ideally six weeks before the closing date for entries.

Wales Squash and Racketball will circulate the Entry Form to all Junior Gold/Individual Adult members as appropriate, and to registered clubs. The Entry Form will also be available to download from the Wales Squash and Racketball website.

Entry forms and entry fees must be sent to the Wales Squash and Racketball office and must arrive by 12 noon on the closing date. **No late entries will be accepted.** Entries received after the closing deadline will be placed on the Reserve List. A full list of entries will be published on the Wales Squash and Racketball website after the closing deadline.

*The Tournament Director and Wales Squash and Racketball will agree the entry fee which will include an organisation levy of £1 per player which Wales Squash and Racketball will retain to cover the cost of distributing the entry form, collating the entries and completing the draw. There will be an additional levy of £5 for entrants who are not members of Wales Squash and Racketball.*

**Entry Fees** **All Tournaments** - Wales Squash and Racketball will collect all the entry fees for all tournaments. Where a club is to receive the balance of the entry fees these will be paid net of the following costs and charges, where applicable:

- *organisation levy*
- non-member levy
- t-shirts, medals and trophies arranged/provided by Wales Squash and Racketball
- squash balls provided by Wales Squash and Racketball
- *fees charged by the company hosting the online entry system*
- Wales Squash and Racketball staff costs
- Any other costs associated with or attributable to the tournament

An income and expenditure account will be provided when the balance is paid to the club.

**Online Entry** **All Tournaments** - Players will be able to enter sanctioned tournaments online. All entry forms and details of the tournament on the Wales Squash and Racketball website will include an option for players to enter the tournament and pay the entry fees online. The closing date for online entries will be the same as for postal entries. Players who enter online will receive confirmation of their entry by e-mail.

**Calendar** **All Tournaments** – A sanctioned tournament will be included in the Wales Squash and Racketball calendar provided that the signed Tournament Agreement Form has been received by Wales Squash and Racketball by 31<sup>st</sup> August prior to the season in which the tournament is to be held. The calendar is distributed nationally and will be available at all sanctioned events.

## Seeding

**All Tournaments** - Wales Squash and Racketball will seed all players and complete the Draw.

Players must accept their seeding and play in the draw. Appeals should be made directly to Wales Squash and Racketball after the event.

**Adult Tournaments Mens A & Ladies A Categories only** – Seeding for the main events of the Tournament will be completed by Wales Squash and Racketball.

**Adult Tournaments Graded Categories only** – The graded system is designed for players to play people of their equivalent standard. Every effort will be made to place people in the correct grade for their stated standard. However, Wales Squash and Racketball cannot guarantee that all players will be in the grade suitable for their ability.

## Draw

**All Tournaments** - *The Draw will be outlined as 1 – 2 seeds on opposite sides, 1 plays 4 and 2 plays 3 in semi-finals, 5 and 6 seeds and 7 and 8 seeds random draw, 9 – 16 seeds random draw, 17 – 32 seeds random draw, etc*

Wales Squash and Racketball will complete the Draw, as above, and the Schedule and return them to the Tournament Director by e-mail.

*First match times will be available on the Wales Squash and Racketball website at [www.squashwales.co.uk](http://www.squashwales.co.uk) on the Tuesday following the closing deadline for entries. The full draw will be available at 9am on the first day of the tournament, if the first match is scheduled for 5pm or later, or at 4pm on the day before the tournament commences if the first match is scheduled between 9am and 10am.*

## Withdrawal & Reseeding

**All Tournaments** - A redraw will take place where one of the top 2 seeds or two of the top 8 seeds withdraw 48 hours before the time of the first scheduled match, regardless of the number of players in the draw. Wales Squash and Racketball may use players from the Reserve List to replace players who have withdrawn. If a reserve player is a seed there will be a redraw.

*An administration fee of £5 will be deducted from all entry fees where a player withdraws less than 48 hours before the first scheduled match time.*

*If a player enters a tournament and withdraws before or during the tournament because they are injured or ill they must notify the Tournament Director as soon as they become aware that they are not able to play AND provide a medical certificate within 3 days of the last day of the tournament.*

*Any player who withdraws before or during a tournament and does not notify the Tournament Director and/or does not provide a medical certificate within the required timescale will receive three conduct points and these points will become part of the Conduct Report and Complaint Procedures.*

*Any player who withdraws during a tournament and does not notify the Tournament Director and/or does not provide a medical certificate within the required timescale will receive zero ranking points and this result will be included as one of their best four results over a 12 month rolling period.*

## Website

**All Tournaments** - The Tournament will be advertised on the Competition section of the Wales Squash and Racketball website with instructions on how to download the Entry Form and, where appropriate, a link to enter the tournament online.

Wales Squash and Racketball will place all results on the website within 48 hours of them being received from the Tournament Director. The results must be received by e-mail and will be placed on the website in the same format as they have been received.

**Tournament Checklist**    **All Tournaments** - Wales Squash and Racketball will provide each Tournament Director with a checklist of Tournament responsibilities and guidelines before the start of the season.

**Squash Balls**                    **Compulsory Tournaments only** - Wales Squash and Racketball will provide one dozen Dunlop Pro double yellow dot balls for use at the event.

**Optional Tournaments only** – The venue must provide Dunlop Pro double yellow dot balls for use at the event. If the balls are provided by Wales Squash and Racketball the club will be liable to pay for them.

**Ranking Points**                    Wales Squash and Racketball will ensure that the finishing position of all players is forwarded to the League & Tournament Manager as soon as possible after the end of each event so that player rankings can be updated.

### **3. TOURNAMENT DIRECTOR'S RESPONSIBILITIES**

The Tournament Director must complete and return the Tournament Agreement Form one month prior to the start of the season (i.e. by 31<sup>st</sup> August). This Agreement states that the Tournament will be run in accordance with the guidelines. If the Tournament Director does not return the Tournament Agreement Form, Wales Squash and Racketball will not endorse the Tournament.

**Entry Form**                            **All Tournaments** - The appropriate Wales Squash and Racketball standard template Tournament Entry Form must be used.

The Entry Form must include the Wales Squash and Racketball logo and Wales Squash and Racketball main sponsors and ALL of the standard Wales Squash and Racketball conditions of entry/tournament rules.

The Tournament Director must forward the Entry Form to Wales Squash and Racketball for approval at least six weeks before the first day of the tournament.

**Age Groups**                            **Welsh Junior Closed National Championships and Masters Tournaments only** - All players must compete in the correct category in accordance with their age on the last day of the tournament.

**Compulsory Junior Tournaments only** - *If a player wishes to compete in a higher age category they must accept that this action may affect their selection for representative honours.*

*Players who want to compete in a higher age category must complete an Exception Report and return it with their entry form. An Exception Report Form can be downloaded from the Wales Squash and Racketball website at [www.squashwales.co.uk](http://www.squashwales.co.uk) on the Tournament Entry Form page.*

**All Junior Tournaments** - If the Tournament Director feels that the entries are such that the Tournament would benefit from being graded rather than separated into ages, they must consult with the National Coach and Director of Coaching & Development.

**Seeding/Draw**                            **All Tournaments** - Wales Squash and Racketball will seed the players in each age group/grade and complete the Draw and Schedule.

**Match Times**                            **Compulsory Junior Tournaments** – Four hours MUST be allowed between the players finish time of one match and start time of the following match for Under 17 and Under 19 events. Three hours MUST be allowed between the finish time of one match and the start time of the following match for all other age groups except Under 11's where the timings will be discretionary. If players agree to play before the end of these periods, permission must be sought from the Tournament Director.

Tournament Directors will endeavour to schedule that players in the Under 15/17/19/23 age groups play no more than twice per day.

**Adult Tournaments** – Four hours MUST be allowed between the finish time of one match and the start time of successive main round matches. Three hours MUST be allowed between start times for successive plate matches or between a main round and a plate match. If both players agree to play before the expiry of these periods permission must be sought from the Tournament Director.

Tournament Directors must ensure that entrants in the Mens A, Ladies A and Mens B grades are scheduled to play a maximum of twice per day. If players want to play a third match in the same day, approval must be sought from the Tournament Director and both players in the match must agree.

**All Tournaments** - The start time of any match should be no earlier than 9 am and the last match should be scheduled to start no later than 9.30 pm.

For a three day Tournament it is reasonable for the Tournament Director to expect that all players are available for the first scheduled match time on the first day.

#### **Playbacks**

**Welsh Junior Open** – All players will have three scheduled matches in accordance with the European Junior Circuit Guidelines. Each age group will have playoffs to individual places for places 1 to 16. Where court time allows, each age group will have playoffs to individual places for places 17 to 32 (i.e. Monrad system).

**Welsh Junior Closed** – The tournament will be played back to individual places, where court time allows, and this will be taken into consideration when selecting a suitable venue for the event.

**All Tournaments** - All compulsory and optional events must provide three scheduled matches per player, entries permitting.

#### **WSRB Logo**

**All Tournaments** – The Wales Squash and Racketball logo must appear on all Entry Forms, T-shirts and Draw Sheets for the Tournament.

#### **Health and Safety**

**All Tournaments** - The Tournament Director should ensure that the venue(s), squash courts and facilities comply with current Health and Safety Regulations.

#### **Qualified First Aider**

**All Tournaments** - A qualified first aider must be present for the duration of the Tournament. This can be someone provided by the venue or a member of the Tournament Staff.

#### **Child Protection**

**All Tournaments** - The Tournament Director should ensure that a copy of the Wales Squash and Racketball Safeguarding & Protecting Children Policy is held at the Tournament desk. Everyone involved with the organisation and running of the tournament should be aware of the policy and the requirements contained within it. All persons involved in the organisation and running of the event, including volunteers, must complete a Wales Squash and Racketball Self Disclosure Form. The Tournament Director must ensure that these forms have been completed and returned to Wales Squash and Racketball prior to the event.

#### **Goggles**

**All Tournaments** - It is the Tournament Director's responsibility to ensure that players under the age of 19 are made aware that they must wear goggles that comply with the relevant British Standard whilst on court, both when competing and practising. Posters with this requirement must be on display behind every court.

#### **Squash Balls**

**Junior Tournaments** - Each event must use Dunlop Pro double yellow dot balls. The Tournament Director may use a Dunlop Competition single yellow dot ball for younger age groups (Under 15 and below) should the court temperature restrict movement of the ball or to complement the standard of Under 11's.

**Adult Tournaments** – Each event must use Dunlop Pro double yellow dot balls. The Tournament Director may use a Dunlop Competition single yellow dot ball when the court temperature restricts movement of the ball.

## Scoring

**Junior Tournaments** – All age groups must employ the Point-a-Rally (PAR) scoring system (score every point to 11 and at 10-all the game must be won by 2 clear points). Matches will be the best of five games.

**Adult Tournaments** – For the Welsh Open Tournament only the Mens and Ladies A events must use the Point-a-Rally (PAR) scoring system (score every point to 11 and at 10-all the game must be won by 2 clear points). Matches will be the best of 5 games.

All other grades will use PAR up to 15 points per game, should the score reach 14-all, the receiver may elect 1 or 2 points to finish the game. Matches will be the best of five games.

**Round Robin Draws** – The winner will be the player with the highest number of match wins. To decide player positions the results should be taken in the following order:

- a) Highest number of match wins
- b) Highest number of points for
- c) Lowest number of points against
- d) The result of the match between the 2 players who are tied

## Refereeing

**Compulsory Tournaments only** - Referees qualified to a minimum of Club Grade level must be used for ALL semi-finals and finals.

**Optional Tournaments only** - Referees qualified to a minimum of Club Grade level must be used for ALL finals.

**All Tournaments** - The Wales Squash and Racketball Referee Co-ordinator will provide a list of qualified referees.

## Sponsorship

**Welsh Junior Closed or Welsh Closed National Championships** – will be allocated to a venue that can obtain, in advance, £1,000 of sponsorship.

**Welsh Junior Open Championships** – will be allocated to a venue that can obtain, in advance, a minimum of £1,500 sponsorship and that has at least eight squash courts available within 15 minutes travelling time, if the courts are located in more than one venue.

**Welsh Open Championships** - will be allocated to a venue that can obtain, in advance, a minimum of £4,000 sponsorship.

## Incident Reports

**All Tournaments** - Poor conduct, safeguarding and protecting children issues and injuries requiring a first aider must be reported back to Wales Squash and Racketball on the relevant forms.

Poor conduct can be reported by the Tournament Director, a Wales Squash and Racketball officer or qualified coach/referee at any time during the event.

## Tournament Reviews

**All Tournaments** - Wales Squash and Racketball will ensure that they are represented at the Tournament.

A Tournament Directors Report Form will be sent to the Tournament Director for post Tournament feedback. This must be fully completed and returned to Wales Squash and Racketball no later than 1 week after the event.

The Tournament Director should issue Feedback Forms to players/parents/coaches throughout the Tournament. These forms should be collected at the Tournament and returned to Wales Squash and Racketball within three weeks of the last day of the event.

## Final Results

**All Tournaments** - The following information must be sent to Wales Squash and Racketball by e-mail, within seven days of completion of the event:

1. A list of final placings of all age groups/grades including name, category and club
2. Full results of every draw.

#### **4. CHECKLIST FOR HOSTING WALES SQUASH AND RACKETBALL SANCTIONED EVENTS**

**NOTE:** Please refer to the Guidelines in relation to home/away events when filling in this form

<b>Purpose of Trip/Event</b>	<ul style="list-style-type: none"> <li>• Competition, training, social, combination</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>• When?</li> <li>• Where?</li> <li>• Who?</li> <li>• Risk Assessment of the activity</li> </ul>	
<b>Communication with Parents</b>	<ul style="list-style-type: none"> <li>• Pick up times</li> <li>• Destination and venue</li> <li>• Competition dates</li> <li>• Kit and equipment list</li> <li>• Emergency Procedures, home contact</li> <li>• Consent form</li> <li>• Code of Conduct</li> </ul>	
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• What type?</li> <li>• Catering, special diet, allergies</li> <li>• Suitability for group, accessibility</li> <li>• Room lists</li> </ul>	
<b>Hosting or being hosted</b>	<ul style="list-style-type: none"> <li>• Host vetted</li> <li>• Host aware of special requirements</li> <li>• Transport arrangements</li> <li>• Telephone contact</li> <li>• Local map and information</li> </ul>	
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Journey time and stopping points</li> <li>• Supervision</li> <li>• Suitability and access</li> <li>• Drivers Licence checked</li> <li>• Insurance</li> </ul>	
<b>Supervision and staffing</b>	<ul style="list-style-type: none"> <li>• Ratio of staff to participants</li> <li>• Male/female</li> <li>• Specialist carers</li> <li>• Staff checked</li> <li>• Staff have relevant Safeguarding &amp; Protecting Children training</li> <li>• Responsibilities</li> </ul>	
<b>Emergency Procedures</b>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Special Medical Information</li> <li>• Medications</li> <li>• EHC card (EU visits)</li> </ul>	
<b>Insurance</b>	<ul style="list-style-type: none"> <li>• Liability</li> </ul>	

	<ul style="list-style-type: none"> <li>• Accident</li> <li>• Travel</li> <li>• Medical</li> </ul>	
<b>Costs</b>	<ul style="list-style-type: none"> <li>• For trip</li> <li>• Deposit</li> <li>• Payment schedule</li> <li>• Extra meals, refreshments</li> <li>• Spending money</li> <li>• Security</li> </ul>	
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Travel tickets</li> <li>• Passports, visas</li> <li>• Check non EU nationals</li> </ul>	
<b>Preparing participants</b>	<ul style="list-style-type: none"> <li>• Local culture, language</li> <li>• Food and drink</li> <li>• Currency</li> <li>• Telephone</li> <li>• Maps of area</li> </ul>	
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Check rooms, meal times, phones, valuables</li> <li>• Check sporting venue</li> <li>• Collect money, valuables &amp; place in safe</li> <li>• Information on medications</li> <li>• Arrange group meeting(s)</li> <li>• Confirm care and safeguarding procedures with group/staff</li> <li>• Rules, curfews</li> </ul>	
<b>Photography</b>	<ul style="list-style-type: none"> <li>• Seek permission to use camera phones, video equipment and cameras</li> </ul>	

## **5. BRIEF GUIDELINES IN RELATION TO HOME /AWAY EVENTS**

### **i. Planning**

#### **Communication with parents/carers.**

When taking JUNIORS to away events, the following should be communicated to parents/carers:

- |                            |                                      |
|----------------------------|--------------------------------------|
| * Method of transport      | * Pick-up points and times           |
| * Estimated time of return | * Destination and venue              |
| * Competition details      | * Name and details of contact person |
| * Costs                    | * Kit                                |

#### **Transport**

If children are to be transported by coach, the following should be considered:

- Use only a reputable company providing transport with all necessary Insurance.
- Ensure sufficient supervisors (team manager/coach/parents) are on each coach.
- All participants have a seat and seat belt and child seat regulations are adhered to.
- All supervisory staff are issued with all relevant information of passengers. i.e. contact name and number, name of person to collect child, ensuring participants are not left unsupervised, where child will be dropped off.

If children are to be transported by private cars, the following should be considered:

- The vehicle must be roadworthy.
- The driver must have the appropriate licence and insurance cover.
- All relevant documentation (of driver, if not a parent/carer) should be seen and recorded.
- The driver must ensure that all passengers use seat belts and that child seats are available and used, where required in accordance with current legislation.
- Parental consent should be sought for children to be carried in other parent's cars.
- Ideally, central picking up and dropping off points should be arranged.

It is advisable that adults driving children are not put in a position where they are alone with the child. If this is unavoidable:

- Permission from the parent(s)/carers must be obtained.
- The child should travel in the back of the car.

There should be a list of group members, so that a simple head count or register can be easily taken. Access to parents contact numbers should be available.

### **ii. Supervision of Children and Young People**

In general, supervisory people are expected to take the role of a responsible parent, i.e. acting in *loco parentis*, and have a general duty of care towards children. The following points should be considered:

- Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential.
- It must be clear at all times who is responsible for supervision.
- For events involving children under 8 years of age, the supervision ratios are set out in 'Out of School Care'.
- For children and young people over 8 years of age, a ratio of one adult to ten participants is the minimum requirement.
- In the event of an incident, accident or injury requiring one member of staff/volunteer to leave the group, the numbers must be manageable by the remaining adult(s).
- The responsible person must ensure that there is clear guidance on reporting missing participants and what action staff/volunteers should take. As general guidance, where a child is reported missing, there should be a maximum of 20 minutes before the police are called. This may be reduced where young children are involved.
- It is advisable that when mixed teams are taken away, they should always be accompanied by both a male and a female official/responsible adult. If this is not possible, parents must always be notified prior to the event.

- At tournaments or residential events, coaches/managers should not share rooms with children and should not enter children's rooms or invite children into their rooms without good reason. This should then be undertaken on an accompanied basis.

### **iii. Codes of Conduct for Participants, Staff and Volunteers**

All those responsible for implementing the Safeguarding & Protecting Children Policy & Procedures, should ensure that all participants taking part in events are aware of the principles of the Policy and have agreed to abide by the Codes of Conduct. It is suggested that these are discussed at the pre-event briefing. Currently, registered coaches and referees sign the relevant Wales Squash and Racketball Code of Ethics and Code of Conduct. Wales Squash and Racketball also have a Code of Conduct and Commitment Statement, which is required to be signed by National Squad Players and Teams, Excellence Squad Players, Team Managers and Squad/Team Coaches. Participants who represent teams will also be required to complete a Wales Squash and Racketball Code of Conduct, which outlines the behaviour expected of players when representing their country/county. These Codes of Conduct will be presented to the players at the start of the season.

Most Governing Bodies and coaching organisations require volunteers to sign up to their Codes of Conduct and Codes of Ethics.

The Codes of Conduct outline good practice when working with children/young people. An environment that allows bullying, shouting, racism or sexism is not acceptable. The Codes of Conduct give clear guidance about the behaviour that is inappropriate in a relationship between adults and young people, and between young people and their peers.

The main principles of each Code of Conduct should include:

- respect for the rights of children and young people
- the promotion of relationships with participants, based on openness, honesty, trust and respect
- the demonstration of proper professional behaviour
- the provision of a safe environment, which maximises benefits and minimises risks
- the respect of differences, in terms of gender, race, ethnicity, disability, culture and religious belief.

### **iv. Breaches of Codes of Conduct, Complaints and Disciplinary Procedures**

All breaches of an event's Code of Conduct, whether by adults or participants, must be reported through the Event Procedures, but will also need to be reported through their own Sport's structure. At an Event, it will remain the overall responsibility of the Event Co-ordinator, to decide on an appropriate response. For the purposes of event safety, it will be the Event Co-ordinator who decides if a member of staff, a volunteer or participant should be removed from the event.

Wales Squash and Racketball have made clear in their Codes of Conduct, the mechanisms which exist to ensure that any incidents related to breaches of the Codes in relation to:

- gross misconduct/child protection issues
- the use of performance enhancing drugs; illegal drugs and substances
- complaints about bullying or poor practice

will result in possible disciplinary proceedings, dealt with by the Disciplinary Panel. This process applies to both staff and participants/players. All matters should be reported to Wales Squash and Racketball in writing.

The following examples of gross misconduct are not exhaustive or exclusive:

- Theft
- Falsification of reports or accounts
- Breaches of confidentiality
- Violence

Any conviction of a Wales Squash and Racketball Official in a Court of Law is capable of reflecting adversely on the profession, and Wales Squash and Racketball. Members should report any conviction to Wales Squash and Racketball at the earliest opportunity regardless of whether it was obtained before or after they became a Wales Squash and Racketball official. Wales Squash and Racketball currently make use of a Personal Disclosure Form. Registration with the WCVA CRB Unit has been completed and all tournament staff and volunteers are required to undertake an Enhanced Criminal Records Bureau check.

**v. Reporting of Safeguarding & Protecting Children Incidents**

The Wales Squash and Racketball Safeguarding & Protecting Children Policy and Procedures have a clear policy statement about specific reporting procedures. Everyone involved in Wales Squash and Racketball should know what to do if a safeguarding and protecting children concern arises.

The Wales Squash and Racketball Incident Report Form is available to record any referral in relation to safeguarding children.

The Co-ordinator of each event (i.e. home or away events) will have a copy of the Wales Squash and Racketball Policy and Procedures, ideally together with their local area Safeguarding Children Guidelines/Procedures.

Police/Social Services involvement in relation to an allegation/concern about abuse will follow the Local Area Safeguarding Committee procedures.

**vi. The Criminal Records Bureau (CRB) and 'Safeguarding Checks'**

The Criminal Records Bureau (CRB) enables organisations in England and Wales to do checks related to an individuals suitability to work with children. Wales Squash and Racketball uses the umbrella organization, WCVA as a one-stop service.

The latest information on CRB disclosures can be found on the CRB web site [www.crb.gov.uk](http://www.crb.gov.uk).

Wales Squash and Racketball carries out CRB checks on all tournament staff and volunteers which are valid for three years. Disclosures that were obtained through other organisations are not accepted.

Wales Squash and Racketball has guidelines on the recruitment of personnel that are included in the Safeguarding & Protecting Children Policy and Procedures. Guidance on recruitment and safeguarding checks, are provided in the Policy.

**vii. Guidelines on the use of Photography**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs, or film footage of young and disabled sports people, in vulnerable situations. It is advisable that all staff be vigilant, and report any concern to an official or responsible person.

All photographers attending an event must understand and comply with the rules relating to safeguarding and protecting children. Identification must be worn by photographers at all times.

Parents and participants must be informed that a photographer will be present at an event, and consent to, both the taking and the publication of films or photographs.

Unsupervised access to participants or "one to one" photographic sessions at events will not be permitted.

There is no intention to prevent coaches and tutors from using video equipment as a legitimate coaching aid. However, participants and their parents should be aware that this is part of the coaching programme and care should be taken in storing such films.

The use of camera phones and video cameras by unauthorised persons will not be permitted.

**viii. Insurance**

Wales Squash and Racketball has an annual travel policy, which covers County and National teams travelling to away events.

When groups are travelling abroad, it is advised that the following cover should be in place:

- Medical Cover (EHIC for European cover);
- Compensation for loss of baggage, passports or money; (included in Wales Squash and Racketball travel insurance policy)
- Emergency expenses to cover accommodation and transport; (included in Wales Squash and Racketball travel insurance policy)
- Legal Assistance in recovery of claims; (included in Wales Squash and Racketball travel insurance policy).

## **6. LIST OF WALES SQUASH AND RACKETBALL STANDARD FORMS FOR USE IN TOURNAMENTS**

All the forms listed below are available from the Wales Squash and Racketball office by phoning on 029 2033 4911 or can be downloaded from the Wales Squash and Racketball website at [www.squashwales.co.uk](http://www.squashwales.co.uk) – see “Downloads” on the Main Menu then click on “Tournaments”.

- **Tournament Agreement Form**
- **Development Tournament Agreement Form**
- **Junior Tournament Poster and Entry Form - standard format**
- **Adult Tournament Poster & Entry Form – standard format**
- **Personal Disclosure & CRB Checklist Form**
- **Accident/Injury Report Form**
- **Incident Report Form**
- **Conduct Report Form**
- **Procedure for Missing Junior Participants**
- **Tournament Feedback Form**
- **Tournament Directors Report Form – Junior Event**
- **Tournament Directors Report Form – Adult Event**
- **Tournament Directors Checklist**

Wales Squash and Racketball  
Sport Wales National Centre,  
Sophia Gardens,  
Cardiff  
CF11 9SW

 029 2033 4911

 [www.wallessquashandracketball.co.uk](http://www.wallessquashandracketball.co.uk)



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Wales Squash and Racketball  
Sport Wales National Centre  
Sophia Gardens  
Cardiff  
CF 11 9SW

Tel: 029 2033 4911

Fax: 029 2132 8224

e-mail: [squashwales@squashwales.co.uk](mailto:squashwales@squashwales.co.uk)

[www.squashwales.co.uk](http://www.squashwales.co.uk)

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