**ARMY SQUASH**

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**President: Lieutenant General TR Urch CBE**

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| **Chairman**  Lt Col Yvette Ashman  Commanding Officer  PATW, DSPA,  DCPLA, Bldg 101  Worthy Down  WINCHESTER  Hampshire SP21 2RG  Tel: 01962 887651  ATN: 94271 7651  Email: [yvette.ashman631@mod.gov.uk](mailto:yvette.ashman631@mod.gov.uk) | A red and black text  Description automatically generatedA picture containing clipart  Description automatically generated | **Secretary/Treasurer**  Lt Col Dave Campey MBE  Army Sport Control Board  Mackenzie Building  Fox Lines, Queen’s Avenue  ALDERSHOT  Hampshire GU11 2LB  Tel: 01252 787079  ATN: 94222 7079  Email: [dcampey@ascb.uk.com](mailto:dcampey@ascb.uk.com) |
| See Distr |  | Date 28 Jan 20 |

**MAJOR AND MINOR INTER-UNIT SQUASH CHAMPIONSHIPS 10-12 MAR 20:**

**CALLING NOTICE & ADMINISTRATIVE INSTRUCTION**

References:

A. 2019DIN10-033 Army Squash Rackets Association (ASRA) – Major Events 2019-20.

B. Army Squash Rackets Association Charter (Version 2.0 dated August 2018).

C. 2019DIN10-025 - Travel at Public Expense for Army Sport.

1. **General**. As detailed at Ref A, the Army Major and Minor Inter Unit Squash Championships will be held between 10-12 Mar 20 at the Aldershot Garrison Sports Centre, Queen’s Avenue, Aldershot, GU11 2LQ. This calling notice provides event and entry details.
2. **Competition Rules**. The competition rules for the Inter-Unit Squash Championships are detailed in at Annex E to Ref B and are also included at Annex A for convenience. The rules are intended to provide transparency and openness about how the competition will be run and all players are expected to be conversant with the details prior to the start of the competition.
3. **Events**. The Championships will consist of two events: a Major and a Minor Unit Competition. The criteria for Major or Minor units is laid down in para 5.080 to AGAI Vol 1 Ch 5. Units should check the relevant policy document before submitting their entry and if in doubt, check with the undersigned before submitting entry paperwork. Note also that units (including Headquarters) are determined by the formal PIDs that make up the establishment; not simply by geographic proximity. For convenience the key paras are:

a. **Major Unit**. A Major Unit is defined where the unit, or group of amalgamated units, have a total established strength of 300 personnel or greater.

b. **Minor Unit**. A Minor Unit is defined where the unit, or group of amalgamated units, have a total established strength of 299 personnel or less.

1. **Entries**. Units wishing to enter are to complete the entry form at Annex B and return to the AS Administration Officer (cwilliamson@ascb.uk.com) by **NLT COP 25 Feb 20**. Units are advised not to leave it until the last minute as entries will be on a first come - first served. **Late entries will not be accepted**.
2. **Payment**. The entry fee is £25 per team and must be paid **NLT 25 Feb 20** (in conjunction with the completion of the entry form at Annex B). Payment is to be made by BACS to:

* Holts Farnborough Branch,
* Sort Code: 16 19 26
* Acct No. 10529980
* Reference: “**AS 4040**” and you **must** **also put your unit** so that payments can be tracked.

1. **Reporting and Team Registration**. Registration will be between 0830-0900hrs on 10 Mar 20 at the Admin Desk, at which team declarations of up to **seven** players, in seed order, are to be submitted to the AS Secretary using the form at Annex B. This team order will be extant for the duration of the competition although teams can vary their 5 man team per match subject to seeding remaining as originally declared. Teams are to be nominated 15 minutes prior to the start of each match for each team as per the draw. The Captains briefing by the Chairman and Sec AS will be at 0900hrs on Court 6; it is imperative that the team Captain or nominated representative attends.
2. **Competition Format (**this may be subject to change depending on the final number of entries).
3. **Major Units.** Days 1 and 2 of the Competition will be run on a league basis, with the quarter-finals, semis and finals played on Day 3.

b. **Minor Units.** One league with each team playing each other over the 3 days.

1. **Accommodation**. It is the responsibility of all players to make their own accommodation arrangements. Limited transit accommodation is available at St Omer Barracks which can be booked through the CABS booking office 01252 354305.
2. **Refreshments**. Light refreshments will be available for competitors and officials throughout the day and there are several cash vending machines adjacent to the squash courts. All other catering arrangements are to be the responsibility of units / individuals.
3. **Travel**. Travel at public expense is authorised in accordance with Ref C. Personnel are to use the most cost-effective means available including sharing transport where practical.
4. **Part One Orders**. Individuals are to ensure their names and details of their participation are recorded on unit Part One Orders for insurance and administrative purposes.
5. **Risk Assessment**. A generic risk assessment and accompanying safety brief can be found at Annex C. Players are also to familiarise themselves with the local Aldershot Garrison Leisure Centre Safety Plan on arrival, these will be on display at the Admin Desk. The Head Referee is responsible for carrying out regular dynamic risk assessments throughout the tournament paying particular attention to potential hazards and ensuring mitigation is in place to reduce risk of accident and injury to a minimum.
6. **Injuries**.Players must be fully fit to compete prior to selection for the team. Players visibly unable to play will be disqualified following consultation with the Head Referee. All injuries, accidents and near misses are to be reported to the AS Secretary, Lt Col Dave Campey, who will determine follow up action based on the severity and nature of the incident.
7. **Summary**. Please give this event the widest circulation. Any questions should be addressed to the Army Squash Office, ASCB in the first instance.

*{signed electronically}*

D Campey MBE

Lt Col

Secretary AS

Distribution:

AS – for Committee and Website

Corps Squash Chairman / Secretaries

RC (for PT Downrep)

Annexes:

A. Competition Rules – Major and Minor Inter Unit Championships.

B. Entry Form and Team Sheet.

C. Generic Risk Assessment and Safety Brief.

Annex A to

AS Inter Unit AI

dated 28 Jan 20

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

**General**

1. The Army Championships is run under the umbrella of [World Squash Rules](https://data.englandsquash.com/files?fileName=c2d4909e-c948-4f57-a0b5-e9a63d0f813c.pdf) for all matches. This Annex is aimed at clarifying the specific rules for the running of the Major and Minor Inter-Unit Championships.

**Terminology**

1. 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**

1. The following personnel are responsible for the delivery of the Championships:
   1. **AS Chairman**. Responsible for the overall delivery of the event, and arbitrating where necessary.
   2. **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 prize giving.

**Events**

1. The Army Inter Unit Squash Championships will run the following events:
   1. **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.
   2. **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.
2. Units should check the relevant policy document[[1]](#footnote-1) to ensure that they enter the correct event and, if in doubt, units should check with the AS Secretary before submitting entry paperwork.

**Teams**

1. **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](https://www.squashlevels.com/players.php?BaDSquashID=4ape3b1qip1lserkaqekj46ei7&check=1&damp=4&club=1151&county=all&country=all&show=last12m&events=1&matchtype=all&playercat=all&playertype=all&search=Search+name) 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.

1. **Nomination of Players.** Team captainsmust nominate 5 players for the team 15 minutes prior to the start of a match, and nominations provided to the ASRA 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).
2. **Eligibility**. All Regular, Reserve and attached personnel[[2]](#footnote-2) are eligible to play for the unit. Players must be on the strength of the unit on the date of the competition.
3. **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**

1. The championships format will be:
   1. **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.
   2. 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.
   3. Teams will receive 1 point for every game won with an additional 5 points for the team winning the most rubbers.
   4. The winner of the League will be decided on the following criteria in order of priority:
      1. The team that wins every match in the League[[3]](#footnote-3).
      2. The team that secures the most points in the League.
      3. Where 2 teams are tied, the winner (of the match between the 2 tied teams).
   5. **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**

1. **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.
2. **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[[4]](#footnote-4).

**Injuries**

1. Selected players must be fully fit to compete. 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**

1. 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.

Annex B to

AS Inter Unit AI

dated 28 Jan 20

To: Secretary AS **To arrive no later than**

Army Sport Control Board **COP Tue 25 Feb 20**

Mackenzie Building, Fox Lines

Aldershot, GU11 2LB

(or via email [dcampey@ascb.uk.com](mailto:dcampey@ascb.uk.com) & cc [cwilliamson@ascb.uk.com](mailto:cwilliamson@ascb.uk.com) )

**ARMY SQUASH INTER-UNIT CHAMPIONSHIPS 2020 – ENTRY FORM / TEAM SHEET**

|  |  |  |
| --- | --- | --- |
| 1. | Unit: |  |

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| --- | --- | --- |
| 2. | Address: |  |

|  |  |  |
| --- | --- | --- |
| 3. | Team Captain  Details | Rank and Name:  Contact Email (civ):  Mobile Number: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. | Player Details | Seed | Number | Rank | Name | Rep Level\* | Squash Levels Points | Remarks |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |

\**Novice/Corps/Army/UKAF/County/National*

5. This unit wishes to enter the **Major / Minor\*** event (*delete as applicable\**).

6. I can confirm payment for £25.00 as follows:

BACS to Sort Code 16-19-26, A/C Number 10529980, (“**AS 4040” and unit name to be used as the reference**)

Signature: ………...................................... Date: ..................................................

Annex C to

AS Inter Unit AI

dated 28 Jan 20

**GENERIC RISK ASSESSMENT AND SAFETY BRIEF**

1. **Introduction**. AS Head Referees are to ensure that they have carried out a full Risk Assessment prior to the event and have a signed copy of the new AF 5010 displayed in a prominent position during the event. They are also to carry out a dynamic risk assessment immediately prior to the event and any additional risks are to be annotated on the form 5010. An example of a generic AF 5010 for squash is shown below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **MOD Risk Assessment Form** | | **MOD Form 5010** | | | |
| **Establishment /Unit/Ship:**  Army Sport Control Board | | | | | **Assessment Ref:**  Army Squash at AGSC | **Date:** | |
| **Section/Department:**  Army Squash (AS) | | | | | **Assessment Type**  **(Note 1) tick as appropriate** | | |
| **Specific** | **Generic** | |
|  | | | | | | | |
| **Activity/Process:**  There are usually up to 8 – 10 players at each Army fixture and League matches throughout the season. The other main squash events usually take place at the Aldershot Garrison Sports Centre (AGSC) or at a recognised civilian club; both of which will have their own Risk Assessments. The total numbers involved over the season is approximately 420. A Tournament Coordinator will be appointed to run major competitions and each match has a marker / referee who will oversee all aspects of the match. | | | **Who is at risk:** | | | | |
| **All staff:** | | | | |
| **Operators and/or maintenance staff:** | | | | |
| **Visitors, vulnerable groups, public, etc. :** | | | | |
|  | | | | | | | |
| **Ref** | **Hazard** | | | | | | **RA Required** |
| 1 | Impact injury by racket, ball, player or court. Players falling, tripping, injuring themselves in courts. | | | | | | X |
| 2 | Squash Courts | | | | | | X |
| 3 |  | | | | | |  |
| 4 |  | | | | | |  |
|  | | | | | | | |

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|  | | | | | | | | | | | | | | | | | | | | |
| **Likelihood** | | | | | | | | **Risk Matrix** | | | | | | | | | | | | |
| **Common, regular or frequent occurrence.** | | | | | | **3** | | **3 Med** | | | | **6 High** | | | | | **9 High** | | | |
| **Occasional occurrence.** | | | | | | **2** | | **2 Low** | | | | **4 Med** | | | | | **6 High** | | | |
| **Rare or improbable occurrence.** | | | | | | **1** | | **1 Low** | | | | **2 Low** | | | | | **3 Med** | | | |
| **Severity** | | | | | | | | **1**  **Minor injury or illness.** | | | | **2**  **Serious injury or illness.** | | | | | **3**  **Fatalities, major injury or illness.** | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Hazard**  **Ref** | **RISK Associated with Hazard**  **(How people may be harmed – type of injury or ill health)** | | | | **Existing Control Measures**  **(Note 2)** | | | | | | | | | **Risk Rating** | **Additional Controls Required**  **(Note 2)** | | | | | **Review frequency**  **(Note 3)** |
| 1 | Players, Referees, Markers and spectators | | | | * Organisers/Team Captains will apply the England Squash Rackets (ESR) playing safety regulations and brief accordingly at the start of each Tournament or Fixture. * Captains to brief players that they may wear   protective clothing in line with ESR guidelines.   * Ice to be made available for impact injuries. * First aid box to be made available at the game. * Seats for spectators available outside the court.   Courts will have been serviced and cleaned each day.   * Players check kit especially grips, soles of shoes and any protective clothing. | | | | | | | | | 2 x 2 (Med) | Overall control by the Team Captain.  All players are experienced at this level and should be at the appropriate level of fitness to play.  Injuries are dealt with via emergency services 999 call.  Ambulance normally arrives within 10 mins. First aid until ambulance arrives.  Spectators view from outside the court.  No one accesses the court during play, other than the players.  Players to wear correct clothing and equipment. | | | | |  |
| 2 | All | | | | Correct lighting in the Courts, dry surface, clean, exit signs clearly marked, fire escapes appropriately marked, warning of slipping and regulations in case of fire. | | | | | | | | | 2 x 2 (Med) | All risks associated with being in a building from stairs, lighting, fire and hazards and all should be aware of the AGSC RA. | | | | |  |
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| **Assessor** | | | | | | | | | **Manager (Note 4)** | | | | | | | | | **Overall Activity/Process Risk Rating** | | |
| **Name:** | | |  | | | | | | **Name:** | |  | | | | | | |
| **Rank/Grade:** | | |  | | | | | | **Rank/Grade:** | |  | | | | | | |  | | |
| **Line Manager Assessment Review**  **(Note 3 and 4)** | | | | | | | | | | | | | | | | | | | | |
| **Date:** | |  | | **Date:** | | |  | | | **Date:** | | |  | | | **Date:** | | |  | |
| **Name:** | |  | | **Name:** | | |  | | | **Name:** | | |  | | | **Name:** | | |  | |
|  | | | | | | | | | | | | | | | | | | | | |

**Notes:**

1. If using a ‘Generic’ risk assessment, Assessors and line managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Only a reference or simple description of the control measures is required. If the risk assessment identifies the need for additional control measures, the hazard will need to be reassessed once the additional controls have been implemented.
3. Risk Assessments are to be reviewed:

* at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
* where required by local instructions/procedures;
* if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
* if there is reason to doubt the effectiveness of the assessment.
* following an accident or near miss.
* following significant changes to the task, process, procedure, personnel or line management.
* following the introduction of more vulnerable personnel.
* If a “Generic” assessment then prior to use.

1. Line managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| High | Common, regular or frequent occurrence. | **3** | **3 Med** | **6 High** | **9 High** |
| Medium | Occasional occurrence. | **2** | **2 Low** | **4 Med** | **6 High** |
| Low | Rare or improbable occurrence. | **1** | **1 Low** | **2 Low** | **3 Med** |
| **Risk Matrix**  **Likelihood X Severity** | | | **1** | **2** | **3** |
| Minor injury or illness. | Serious injury or illness. | Fatalities, major injury or illness. |
| Low | Medium | High |

|  |  |
| --- | --- |
| **High** | Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain. |
| **Medium** | Review control measures and improve if reasonably practicable to do so, consider alternative ways of working. |
| **Low** | Maintain control measures and review regularly or if there are any changes. |

1. **Safety Briefing.** This RA compliments the mandatory safety briefing that should also be carried out prior to an event starting. The relevant points have been extracted from the Army Squash Sport Safety Management Plan (SSMP). This will normally be delivered by the AS Sec following the Chair’s Tournament Briefing and will be specific to the event, location and level of player competing.
2. While the generic Risk to Life (RtL), for squash activities is LOW, there are 2 potentially HIGH risk areas; significant injury to a competitor and heart attack. These risks have been managed and mitigated by:
3. A dynamic risk assessment being carried out at the start of each day.
4. Ensure that both players wear appropriate footwear i.e. squash shoes
5. Team Captains/Referees are to ensure all players are fit to play the game. Ensure that both players are physically fit to play with no visible injuries. If a player appears unfit to play the referee is to suspend play and contact the tournament referee for a decision.
6. Appropriate medical provision is in place (on and/or off site). Note that England Squash advocates the availability of Automated External Defibrillators (known as AEDs or Defibrillators) within all Clubs and facilities although these may not always be available.
7. Referees, captains, managers and / or players should inspect the court prior to play to ensure that it does not present a hazard.
8. Referees control the game and ensure that dangerous play is not permitted. The referee must control the game and ensure the game is played safely and where players are striking the ball unsafely stop play and warn the offending players, if it continues issues a conduct point/stroke/match. Unsafe play must not be allowed to continue.
9. Players act within the rules (and spirit) of the game and do not cause injury to others or themselves due to reckless behaviour.
10. Safety on court, in leisure centre and outside Leisure Centre
11. All reportable accidents, injuries and near misses to be reported to the AS Admin Desk (AS Secretary or Administration Assistant) in the first instance. Relevant action will be taken dependent on the nature and severity of the incident (e.g. completion of AF510 and formal submission to AINC via 'SafetyCentre-AINC-Mailbox@mod.gov.uk’.

1. 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](http://defenceintranet.diif.r.mil.uk/libraries/corporate/Army/Publications/AGAI_005.pdf). [↑](#footnote-ref-1)
2. This includes exchange officers and soldiers from other nations, as well as RAF and RN personnel. AS is still waiting to see if attached Civil Servants can compete at this event. An announcement is expected in early Feb 20. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. For example, if the No2 seed fails to turn up the team would lose rubbers 2-5. [↑](#footnote-ref-4)