

BASIC GUIDELINES FOR MANAGING A SQUASH SIDE AT IPT OR FESTIVAL

1. The safety of your team must be your major concern at all times.
2. Managers/manageress's are required to travel to and from the tournament with their team (in the transport provided).
3. Managers/manageress's should stay in residence with their team.
4. Managers/manageress's should know the whereabouts of their team at all times. At no time should any member of the team you are managing be allowed to wander off alone. The team should stay together at all times, especially where they are allowed to go out in the evenings. The safety of the children is of utmost importance.
5. Ensure that players are neatly dressed and that they attend the functions in the appropriate attire.
6. Ensure that the players are neatly dressed when they go on court. They are representing their province. During the week players will play several matches. Some players might need a clean shirt for every match. In the past North Gauteng teams have built up an excellent reputation for neat appearance – let's keep it up! If possible suggest to the players to take at least three sets of team squash clothes (North Gauteng shirt, navy blue shorts). Extra squash wear of their choice (school squash shirts are fine!), but it should be regular squash clothing. (No baggy/oversize shorts or bright colours – only pastels. If ski pants are worn they must be navy blue and worn under shorts/skirts). Squash shoes with white or clear soles and enough socks (please a clean pair every day!).
7. No player is permitted to wear a cap on court. No chains or heavy jewellery etc. are allowed either.
8. Make sure that your players abide by all the rules laid down by the tournament organisers and hostel residences/accommodation provided. Usually the accommodation provided (if a school or university hostel) require a key deposit (on average R125 per team) which is refunded at the end of the tournament. Managers/manageress's to organise either to collect a key deposit from each player or cash/cheque from the NJSA Treasurer before leaving for the IPT. Remember if a key is lost organisers usually charge a R50 replacement fee! In addition, organisers have in the past charged a team (or the guilty culprit) R1 000 (for refilling) if a fire extinguisher is activated. Please inform players of this fine if they should do that. It is also usual that a 23h00 curfew is imposed (with lights out and all players in their own rooms at this time).
9. All players must wear sweat top and navy blue tracksuit pants to the Festival functions and Northerns full tracksuit to the IPT functions, in particular the welcoming function at which photographs are taken.

10. The use of alcohol is **strictly forbidden**. (USSASA Indemnity Form must be signed by all players participating in the IPT). Players will be sent home immediately if they transgress. The same applies to smoking!
11. There is usually a managers/manageress's meeting at the start of the tournament and during the tournament where tournament rules are discussed, playing order of each team fixed (or any changes to team members made) and the general tournament rules outlined for managers/manageress's. Please communicate these to your team.
12. Times for team photographs will also be provided at this meeting. Please ensure all players wear the same Northerns Junior Squash kit for these and that all members are in the photo.
13. Organise a marking order for the matches. Depending on the order of play, we suggest the following: Six player team: No. 6 (reserve) plays first and No. 1s mark & referee. No. 6 would then mark & referee (with the loser of the match marking and winner refereeing) the next game (No. 5s) and so on all the way up to the No. 1s. This however will be confirmed at the managers/manageress's meeting.
14. Please do not interfere with their marking/refereeing – allow them to make their OWN decisions. However, insist that they pay close attention to what is going on the court during the match (no playing with cell phones or chatting to spectators etc.) and to keep strict time for warm-ups (2½ minutes each side), breaks in between games (90 seconds) and for injuries (3 minutes). Do not allow your team members, parents or any other team's members to get involved with making decisions. (If any dramatic incorrect calls are made these can be discussed with the whole team after the match. Here you can advise them that a good principle to follow is that if there is any doubt the safest option is to play a let but they must make their decision on what they see.) Please do not allow ANY parent to verbally abuse opponents, markers or referees.
15. Please stamp out bad behaviour on the court. No racquet throwing, display of temper, shouting or swearing on court to be tolerated. Players should also not argue/dissent with any marking/refereeing decision made irrespective of the quality of the decision. All of this behaviour can lead to a conduct warning, a conduct point, conduct game and even a conduct match being awarded against them. Reprimand and discipline players if necessary – even during a match. If persistent bad behaviour occurs this must be reported to the NJSA (in the team manager's report) so that the EXCO can follow up on the matter and take the appropriate action on the player's return from the tournament.

16. Ensure that the players thank their opponents, marker and referee for the match.
17. There has been a disturbing tendency in junior squash for players to 'hog' the ball in the warm-up. It is only good manners (and according to the rules) for each player to have **equal use** of the ball i.e. as a general principle no player should hit more than **two** consecutive balls to themselves, in other words in the **third** shot the ball should be hit across to the opponent.
18. Motivate and encourage your team at all times. Managers/manageress's can also (if they feel up to it) give squash playing advice to each player at the end of each game (in the match). Please do not encourage your players during a rally. After a rally you are welcome to applaud and encourage but no coaching like play deep, stay on the T etc. A chat together in the evening to discuss each player's match is a good idea.
19. Create a sense of pride within your team. Let them support other Northerns teams playing at your venue as well as their own team mates.
20. **BE AWARE** that there might be players who often feel excluded from their team when it is predominantly made up of players from one school or the rest of the team are good friends.
21. You must supervise all matches (this also involves getting players up in time for breakfast, getting them to the venue **on time** for their matches, getting players ready for matches, providing the ball (organisers usually provide a supply of balls to managers/manageress's for use during the tournament) fill in scores, sign score sheets and hand to organisers, etc. This also includes respecting the facilities at the venue by not allowing littering and general abuse of the facilities. You can also appoint a captain to assist you. Being punctual for matches in fact involves being at the venue a minimum of 15 minutes before the match is due to start.
22. **Protective eyewear** must be worn for every match at the IPTs and Festival.
23. **Cell phones** may not be switched on at the venue of play.
24. Make sure that you have the player's indemnity forms/letters of consent, medical details and alcohol declarations (USSASA form) with you before leaving for the IPT (the Letter of Consent must be in your possession at the IPT). Please be aware of any medical condition, allergy, medication that might be prescribed, special dietary requirements of any player in your team.

25. Valuables and pocket money can be handed to you for safekeeping. Please encourage players not to leave cell phones and expensive racquets lying around – they have a tendency to go 'missing'.
26. Managers/managers's must prepare a **report** on EACH player in your team, which should include the results of all his/her matches, as well as comment on behaviour, attitude, team spirit etc. Overall team results to be included in the managers'/manageress's IPT report (and any other comments regarding the tournament, organisation, accommodation, etc. as a whole). These reports to be forwarded to NJSA Committee as soon after the tournament as possible. Template of report just a suggestion, you may draw up your own if you wish.
27. In correspondence to your players before the start of the IPT please remind them about the following:
 - a. Water bottle and sports towels are needed.
 - b. Casual clothing for evenings or outings. Not too much!
 - c. Sleep wear (warm!), toiletries, towels, Northernns scarf.
 - d. Every player should have a basic medical kit consisting of : Instant Ice pack, Band Aids, Voltaren Gel, Panado or Myprodol, etc ALL ITEMS SHOULD BE CLEARLY MARKED.
 - e. Pocket money, for snacks and other outings. Will vary with age. Include an amount for possible restringing if necessary. All groups will have at least one outing (movies, pizza etc.). Save pocket money by taking some snacks (for bed-time hunger) and preferred energy drink in powder form.
 - f. WARNING: Valuable items such should rather be left at home. Keep money on your person or locked away. Hand to your manager or friend while you play.
 - g. Anything you need to add to ensure that you and your team feels comfortable knowing what to expect.
28. **ENJOY THE TOURNAMENT AND TRY TO ENSURE THAT YOUR TEAM DOES TOO!!!!
YOUR SUPPORT OF JUNIOR SQUASH AND DEDICATION IS MUCH APPRECIATED
AND NJSA EXCO WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK YOU.**