2020 CHAMPIONSHIP POLICIES
AND PROCEDURES

Updated – August 1, 2019
NESCAC
CHAMPIONSHIP POLICIES AND PROCEDURES
MEN’S AND WOMEN’S SQUASH

SECTION 1 - FORMAT
Championship Dates
The men’s and women’s championships will be conducted the first two weekends in February, usually two weeks prior to the US Squash Team National Championships. In odd years, the men’s championship will be conducted first with the women’s championship the following weekend. In even years, the women’s championship will be conducted first with the men’s championship the following weekend. The 2020 women’s championship will be hosted by Wesleyan University, Friday – Sunday, February 7-9, 2020. The 2020 men’s championship will be hosted by Bowdoin College, Friday – Sunday, February 14-16, 2020.

Championship Format
- All 11 teams in the conference shall participate in the tournament.
- The champion shall be determined by a single elimination tournament. Full feed-in consolation matches will be used to determine final placements.
- The top five seeds shall receive byes in the preliminary round.
- See Appendix A for a schedule of all matches.

The following format shall be used for both the men’s and women’s championship:

Preliminary Round – Friday
- The No. 11 seed will play the No. 6 seed; the No. 10 seed will play the No. 7 seed; and the No. 9 seed will play the No. 8 seed.
- If at a facility with 9 or more courts, all three matches will start at 6 p.m.
- If at a facility with 7-8 courts, the earliest start time shall be given to teams closest to the site. The latest start time will be given to teams that must travel the farthest.
- The winners of Friday’s preliminary round will advance to the quarterfinals on Saturday.
- If at a facility with 9 or more courts, the non-advancing teams from Friday will compete on Saturday in a round-robin session consisting of three matches (two per team). If at a facility with 7 or 8 courts, the non-advancing teams from Friday will compete in at least one match on Saturday.

Quarterfinals – Saturday
- The winner of the 8/9 match will play the No. 1 seed; the winner of the 7/10 match will play the No. 2 seed; the winner of the 6/11 match will play the No. 3 seed; the No. 4 and No. 5 seeds shall play each other.
- The non-advancing teams will compete in the semifinals later in the day and on Sunday.

Semifinals – Saturday
- Winners of Saturday’s quarterfinal matches shall meet in the semifinals.
- The winners of Saturday’s semifinals will advance to the championship match, which will take place on Sunday.
- The non-advancing teams from Saturday’s semifinals shall compete on Sunday at the same time as the championship match.

Championship – Sunday
- Saturday’s semifinal winners shall compete for the NESCAC championship.
- The non-advancing teams from Saturday’s quarterfinals shall compete prior to the third-place and championship matches.
SECTION 2 - SELECTION PROCESS
All NESCAC institutions that sponsor either a men’s or women’s squash team shall participate in the championship.

Seeding of Teams
Teams will be seeded based on the official Collegiate Squash Association National rankings (ELO rankings, if available) distributed after the completion of all matches through the Sunday immediately prior to the NESCAC Championships. The Tournament Committee will distribute initial seeding to all coaches and the Conference office by 9:00 p.m. Monday (the following day). See Appendix B for timeline schedule.

Appeal of Preliminary Seeding
Any seeding appeal with rationale is due to the Tournament Committee and the Conference office in writing (by email) by 10:00 a.m. on Tuesday. The Tournament Committee will notify team(s) who are or may be affected by an appeal by 12:00 noon on Tuesday and those rebuttals with rationale are due in writing (by email) to the Tournament Committee and the Conference office by 5:00 p.m. on Tuesday. The Tournament Committee will announce final seeding by 12:00 noon on Wednesday.

The Tournament Committee will review seeding appeals and rebuttals based on the following criteria (in priority order):

1) Head-to-head matches
   a. In the event teams have played more than once and the record is evenly split, the result of the most recent match will be the result considered.
   b. In the event more than two teams are involved, the head-to-head matches against one another will be considered.

2) Record against common NESCAC opponents
   a. In the event teams have played common NESCAC opponents more than once, the result of the most recent match played will be the result considered.

3) Record against common opponents
   a. In the event teams have played common opponents more than once, the result of the most recent match played will be the result considered.

Announcement
The Tournament Committee will notify schools and the Conference office of seeding and the tournament draw by 12:00 noon on the Wednesday prior to the championship. Participating teams and seeding will be posted on the NESCAC website after the committee has determined the final seeding.

SECTION 3 - FACILITY REQUIREMENTS & EQUIPMENT
Facility Requirements
A minimum of seven squash courts are required to host the championship. All matches will take place at the host facility. Details regarding schedule and court systems can be found in Appendix A.

Only institutional signage is permitted at the site of competition. Spectators are not allowed to affix anything (banners, signs, etc.) to a facility at the site of the championship.

Balls
The host institution will order a maximum of 12 boxes of squash balls to be used during the championship and will be added to the shared expenses.

Championship Host Rotation
2020 Wesleyan (women)/Bowdoin (men)
2021 Amherst (men)/Hamilton (women)
2022 Colby (women)/Williams (men)

SECTION 4 - PLAYING RULES
General
The championship shall be conducted according to CSA rules.
**Match Schedule**
See Appendix A for the match schedule. The first matches of each day should begin competition at the published match start time with introductions and warm-ups having already taken place. Coaches need to check in with the tournament referee 45 minutes prior to the scheduled match time.

**Introductions and Warm-Up Before Match**
In order to keep matches on schedule, introductions will be held 15 minutes before the published match start time. Matches will begin as soon as the first court becomes available, with player warm-ups to follow. Court assignments may change depending on court availability.

CSA will conduct a random draw to determine match order for the championship. The match order will be distributed to the coaches and the Conference office no later than the Thursday prior to the championship. In a 3-court system, the number 10 exhibition match will take place on the first court to become available after the scoring matches have finished. In a 5-court system, when the first court becomes available, the position assigned to that court will be the match played first. Players will fill their respective assigned courts as they become available.

In a 3-court system, all players will have a maximum of five minutes for warm-up. In a 5-court system, all players will have a maximum of 15 minutes for warm-up.

**Squad Size**
Each team is permitted a squad size of 12 players for each match. The only exhibition matches that may be played are the 10s. Once matches 1-9 have concluded, the 10s shall come off the court 15 minutes before the scheduled start time of the next match, regardless of match status, to allow the next match to start at the scheduled time. The 11s or 12s may not play, unless those individuals are playing in the tenth spot.

**Lineups**
All teams must submit their official lineup to the Tournament Committee Chair/host institution no later than 12:00 noon the Monday before the championship. Institutions are permitted to enter 12 eligible players listed in order of strength and shall number their players accordingly. Each player’s position should reflect their most recent challenges and their position in previous match lineups, as required by CSA guidelines. Lineups may not be adjusted once submitted except when decided by the Tournament Committee due to a lineup protest.

The Tournament Committee Chair/host institution shall distribute a list detailing all participating team lineups to each participating team head coach and the Conference office no later than 5:00 p.m. on Monday.

All lineups must remain in the ladder order as submitted throughout the tournament. Per CSA guidelines, a lineup cannot change in terms of order of merit on consecutive days of competition. A lineup can, however, be adjusted when a player or players are added or removed from it. When a player is added or removed from the lineup, all other players are moved accordingly in the established order of merit. If a player misses the first part of the tournament or is dropped, they can be placed back into the playing lineup in the same position listed in the event lineup. Coaches shall list players in the lineup only if they are able to play. Including players in the lineup who are unable to play violates the CSA’s Match Play Rules and the Ethics Guidelines.

Head coaches must have available upon request an up-to-date printout of all team matches played (or access to the CSA website/US Squash Ranking Software) for the Tournament Committee to inspect. A list of challenge matches also should be provided if available.

**Lineup Protest – Prior to Start of Championship**
- An opposing coach can challenge a player’s ladder position based on their match and challenge record that season.
- Any coach who wishes to submit a lineup protest must inform the Tournament Committee in writing (by email) and file a copy with the Conference office. Lineup protests must be sent with rationale no later than Tuesday at 10:00 a.m.
- If a lineup is being protested, the Tournament Committee Chair shall inform the head coach whose lineup is being protested by 12:00 noon on Tuesday.
- Rebuttals to lineup protests shall be submitted in writing (by email) to the Tournament Committee, with a copy to the Conference office, no later than 5:00 p.m. Tuesday.
The Tournament Committee will review protest information per CSA guidelines and respond by 12:00 noon Wednesday. If necessary, the Tournament Committee will convene via conference call Wednesday morning to review/discuss the protest.

The Tournament Committee Chair shall notify the following individuals of the Committee's decision: head coach of the team whose lineup was protested, head coach who submitted the protest, all Committee members, and the Conference office.

If changes to the lineup are adopted, the Chair of the Tournament Committee will resend the lineups to all coaches and the Conference office.

A coach serving on the Tournament Committee who is involved in a protest (either lodging a protest or having his/her lineup protested) must remove himself/herself from committee deliberations.

The decision of the Tournament Committee is final.

A coach who protests an opposing coach’s lineup is to remain anonymous.

**Tournament Committee**

The Tournament Committee shall be comprised of the three institutions that are currently members of the NESCAC Executive Committee in addition to the coach from the host institution. Each institution represented on the Tournament Committee holds one vote and shall be able to rule on all items brought before the committee. The Chair of the Committee shall be the host institution.

The Executive Committee Chair rotation is as follows:

<table>
<thead>
<tr>
<th>Women</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19 – Bates (Past Chair)</td>
<td>2018-19 – Bates (Past Chair)</td>
</tr>
<tr>
<td>2019-20 – Bowdoin (Chair)</td>
<td>2019-20 – Bowdoin (Chair)</td>
</tr>
<tr>
<td>2020-21 – Hamilton (Chair-Elect)</td>
<td>2020-21 – Hamilton (Chair Elect)</td>
</tr>
<tr>
<td>2021-22 – Middlebury (Alternate)</td>
<td>2021-22 – Middlebury (Alternate)</td>
</tr>
<tr>
<td>Host School/Tournament Comm. Chair – Wesleyan</td>
<td>Host School/Tournament Comm. Chair - Bowdoin</td>
</tr>
</tbody>
</table>

**Protest Committee**

The Tournament Committee shall also serve as the protest committee and handle all protests. A member of the Tournament Committee shall not be involved in the discussion or decision regarding any item involving their institution. The member will be replaced on the Tournament Committee by the next institution in the Executive Committee rotation.

**SECTION 5 - OFFICIALS**

**Tournament Referee/Coordinator**

The host institution is responsible for securing a qualified Tournament Referee. The host institution is permitted a maximum of $1,000 (plus meals and lodging) for a tournament referee/coordinator. The expense will be part of the overall championship budget and shared by all participating institutions. The individual’s duties will include the following:

1) Responsible for running the tournament, including overseeing the scheduling of matches and courts.
2) Ensure tournament is conducted in accordance with WSF and CSA rules.
3) Be present at all times during matches, regularly observing officials on all courts.
4) Be available should match officials (the players) require assistance or substitution.
5) Place an official bulletin board in a prominent position and notify all players and coaches of its location. The daily order of play should be posted on this board at least 60 minutes before the start of the first match. It is the responsibility of all players and coaches to check their match schedule. Start times for all matches should be on the official draw sheet.
6) Enforce the time each team needs to be on court to begin their match. The Tournament Referee/Coordinator will have authority to administer appropriate penalties in order to ensure the tournament runs on schedule.
7) If necessary, participate on a conference call with all coaches prior to the tournament to cover order of play each day and court allocations.
8) Adjudicate any problems that arise over the course of the tournament in conjunction with the Tournament Committee.

Players shall act as markers and referees for all matches. Players from the higher-seeded team will referee the even-numbered matches and mark the odd-numbered matches. Players from the lower-seeded team will mark the even-numbered
matches and referee the odd-numbered matches. CSA rules for ethical and sportsmanlike conduct must be observed at all times.

SECTION 6 - MEDICAL PERSONNEL AND TRAINING ROOM
Host institutions are required to have a certified athletic trainer on site for all tournament matches. Host institutions should be contacted by visiting staffs to alert hosts if no athletic trainer is traveling with a team in order to assist the host institution in planning appropriate athletic training coverage. The host institution shall provide a training room stocked with necessary equipment and staff it with appropriate personnel throughout the championships.

SECTION 7 - PRACTICE
No team is permitted to practice at the host site on the day prior to the championship (except for the host team practicing at home). Teams will be provided warm-up time in conjunction with championship competition immediately prior to each match.

SECTION 8 - TRAVEL
Travel: Teams are responsible for making their own travel arrangements and must adhere to the travel regulations as stipulated in the NESCAC Manual.

Lodging: Traveling teams are responsible for making their own lodging arrangements. Andrea Casperson with BookMyGroup will be available to assist traveling teams with lodging arrangements. If assistance is desired, contact Andrea Casperson at 888-832-6745 (acasperson@bookmygroup.com).

SECTION 9 - AWARDS
• The champion and runner-up teams each will receive an award.
• Awards will be shipped to the Athletics Director of the institution hosting the tournament.
• If awards have not been received by 12:00 noon on Wednesday, the Conference office should be notified immediately.
• The host institution head coach and SID shall prepare a short script for the awards ceremony.
• Nominations and voting for NESCAC All-Conference and annual individual player awards will be coordinated by the Conference office and take place following the Championships.

SECTION 10 - PROGRAMS
See Appendix A in the Squash Host Responsibilities Manual for program specifics.

SECTION 11 - RESULTS
The winning coach is responsible for immediately turning in the individual match scoresheets (Appendix C) and the team scoresheet (Appendix D) at the conclusion of the match to the Tournament Referee or host institution sports information staff. If the host institution has access to Club Locker scoresheets during the championship, scoresheets may be printed for coaches to utilize once lineups are finalized in lieu of the scoresheets found in Appendix C. The winning coach of each match is responsible for reporting match results to the CSA.

The host institution sports information staff is responsible for entering results immediately following each match into PrestoSports and sharing files with participating teams and the Conference office. If you encounter problems entering results or statistics, contact Lisa Champagne, NESCAC Assistant Director for Media Relations (lisa.champagne@trincoll.edu or (413) 587-2078).

SECTION 12 – FINANCES
Hosting
The 11 teams participating in the championship will share the cost of conducting the championship. The host institution shall forward to each participating team and the Conference office a final financial statement detailing total expenses and
each team’s share no later than 30 days following the championship. The expense report should be shared with the Conference office before it is distributed to athletic departments.

**Traveling**

All expenses associated with traveling (travel, meals, lodging) are the responsibility of the respective team.
Appendix A

Schedule of Matches

WOMEN’S SCHEDULE for facilities with 7-8 courts

FRIDAY

Qualifying matches (2-court system)

<table>
<thead>
<tr>
<th>Time</th>
<th>Court 1-3</th>
<th>Court 4-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 p.m.</td>
<td>11 vs 6</td>
<td>Teams closest to site</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>9 vs 8</td>
<td>Teams furthest away</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>10 vs 7</td>
<td>Consideration given to distance</td>
</tr>
</tbody>
</table>

SATURDAY

Main Draw Quarterfinal and Semifinal matches plus consolation RR (2-court system)

<table>
<thead>
<tr>
<th>Time</th>
<th>Court 1-3</th>
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<tbody>
<tr>
<td>8:30 a.m.</td>
<td>L 7/10 vs L 6/11</td>
<td>Consolation match #1 - 5 court system</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>4 vs 5</td>
<td>Q1</td>
</tr>
<tr>
<td>12:15 p.m.</td>
<td>2 vs W 7/10</td>
<td>Q4</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>W 9 am match vs L 8/9</td>
<td>Consolation match #2 - 5 court system</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>W 1/8 vs W 4/5</td>
<td>L 1/8 vs L 4/5</td>
</tr>
<tr>
<td>6:15 p.m.</td>
<td>W 2/7 vs W 3/6</td>
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SUNDAY

Final matches (3-court system)

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MEN’S SCHEDULE for facilities with 7-8 courts

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Note:
- Teams should report to Tournament Referee 45 minutes before scheduled match time.
- Teams should take the court and conduct intro at published match time.
- Court assignments may change as matches will be played on courts as they become available.
Appendix B

Important Dates & Information

Monday Prior to the Start of the Championship

12 noon Deadline for all teams to submit their official 12-player lineup to the Tournament Committee Chair/host institution

5 p.m. Deadline for Tournament Committee Chair to distribute list of all participating team lineups to each participating head coach and the Conference office

9 p.m. Deadline for Tournament Committee to distribute the Collegiate Squash Association (CSA) rankings (ELO rankings, if available) after the completion of all matches on the Sunday prior to the start of the championship

Tuesday Prior to the Start of the Championship

10 a.m. Deadline for seeding protest and/or lineup protest to be submitted in writing (by email) to the Tournament Committee and the Conference office

12 noon Deadline for Tournament Committee Chair to inform head coach whose seeding or lineup is being protested
  • A coach who protests an opposing team’s lineup is to remain anonymous. Seeding appeals will not be anonymous.

5 p.m. Rebuttals from team(s) affected by seeding and/or lineup protest due to Tournament Committee and the Conference office

Wednesday Prior to the Start of the Championship

9 a.m. If necessary, the Tournament Committee will conduct a conference call to review seeding appeals and lineup protests

12 noon Deadline for Tournament Committee to review and respond to seeding appeal information per NESCAC Championship criteria and lineup protest information per CSA guidelines.

12 noon Tournament Committee Chair confirms and announces seeding and schedule with all coaches and the Conference office.
  • If changes to any lineups are adopted, all coaches and the Conference office should receive a copy of the final lineups.