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A. ISDA Mission Statement

The **ISDA** is the governing body guiding the professional squash doubles tour. The ISDA is dedicated to the preservation and promotion of the game of Doubles Squash.

The ISDA will strive to reach new heights for the professional doubles tour by:

1. Ensuring a professional atmosphere at each event
2. Increasing and consolidating the number of scheduled events
3. Fundraising to increase the prize money at each event
4. Marketing and promoting the ISDA and its players
5. Increasing the ISDA player base to include a broader international assembly of members
6. Work in conjunction with sites to help raise funds for charitable purposes

B. General information

1. Season

The ISDA season runs from September 1st to August 31st.

2. Membership Dues

The annual membership dues only apply to the ISDA season running September 1st to August 31st

Full-time ISDA dues allow players to enter 4 events or more: \$500 USD

Part-time ISDA member dues allow players to enter up to 3 events (however only 1 of these events can have a total prize money of \$40,000 or more): \$250 USD

Challenger events only: \$250 USD

Please note:

1. Payment is due PRIOR to an entry being accepted into a player's **second** event.
2. Although a player may enter his first event without payment, if that player receives prize money he will be deducted FULL-TIME membership dues of \$500 USD at that time, unless he notifies the ISDA that he is electing a PART-TIME membership, such that \$250 USD will be deducted from the prize money for the first event.
3. If you chose a part-time membership and wish to upgrade to a full-time membership, the additional fee is \$300 USD.
4. All membership dues must be RECEIVED at 197 Glencairn Ave. Toronto, Ontario M4R 1N3 prior to the entry deadline of the second event entered.

3. Player Agreement/Eligibility

Any player entering an ISDA event must sign a player agreement before the start of that event. By signing this agreement, the player agrees to comply with the ISDA Code of Conduct as outlined in the ISDA tour manual, as well as with the rules and regulations of each host tournament site. Furthermore, the player agrees to disciplinary action, if they do not comply with the ISDA Code of Conduct and the rules and regulations of each host tournament site, that the ISDA determines fit.

4. Entry Deadlines

To enter an event an email must be received by Tues noon EST 3.5 weeks prior to the scheduled event. This is to allow enough time to set the draw and determine starting times so that all players (out-of-town and local) can make all necessary travel arrangements. Emails should be sent to doubles@isdasquash.com

Draws will be closed on Tues noon EST 3.5 weeks prior to the event without exception. You must receive a confirmation email to be entered into an event.

5. Other tournaments

A player may not enter any other tournament for which its main draw overlaps with that of the ISDA event.

6. Ranking System and Seeding

The goal of the ISDA ranking system is to promote player participation in tournaments. It is based on the prize money earned at each tournament event where \$10 of prize money is equivalent to 1 ranking point.

Therefore, prize money dictates the ranking weight of each event. For ranking purposes only, events larger than \$60,000 shall be weighted to a maximum of \$60,000.

Beginning in October 2009, the ISDA will use a 12 month rolling ranking system. A player's ranking will be calculated by adding a player's top 8 results over a 12 month period, and dividing by 8. On the first of each month, new rankings will be calculated by dropping event(s) from the previous month and adding event(s) for the newest month. For example on Dec 1, all event(s) played for November 2008 are removed from a player's ranking calculation and simultaneously all event(s) played for November 2009 are added.

For seeding purposes, rankings existing at the closing date for an event will be used.

7. ISDA Authority

The ISDA has the right to adjust the rules and regulations of the ISDA professional tour as it deems necessary for the improvement of the game and its players.

C. ISDA Responsibilities

The ISDA is responsible to the tournament site for:

1. ISDA representation

The ISDA will have at least one official at the tournament site to assist the tournament organizer in organizing the event.

2. Liaison with Tournament Organizer

The ISDA will be available to assist the tournament organizer as required. The ISDA will provide player profiles and photos to the organizer as well as distribute tournament information to the players, upon request by the tournament organizer. The ISDA will provide prize money breakdown information to the site who is responsible for the issuance of cheques to the players.

3. Entries

The ISDA will take player entries for qualifying, main draw and ProAm events and provide a list of players to the tournament organizer upon the closing of the draw.

4. Draw

The ISDA will set the draw using the latest rankings as at the closing date of the event and make this available to the tournament as soon as possible. However, the tournament organizer is responsible for setting draw times. The ISDA will notify players of their start times once these are made available from the tournament organizer.

5. Changes to Draw

The ISDA will make any changes to the draw which are required after the closing date of the tournament, such as decisions relating to player withdrawal, injury, etc.

6. Player Conduct

Ensure that its players conduct themselves in a professional manner both on and off the court. Where the host club or any of its members feel that an ISDA players' behaviour is inappropriate, they are encouraged to address the issue with an ISDA official.

7. Player Participation in ProAm events and clinics

The ISDA will ensure as much as possible that players participate in Pro Am events, and clinics where scheduled. Pro Ams are a great way to promote the game as well as to increase member participation in an event. ISDA players should always be more than willing to participate.

8. Player Attendance at Social Functions

The ISDA will ensure as much as possible that players attend organized tournament social functions. These events allow the players to meet, promote and interact with members and patrons off the court.

9. Refereeing all matches.

Both the ISDA and tournament organizer are responsible for organizing refereeing and linesmen. The ISDA will be responsible for main round referees, however, referees for qualifying matches are the responsibility of both the ISDA and the tournament organizer. Players are required to help with

refereeing upon request.

The ISDA is responsible to its members for:

10. Promotion of ISDA and tournament events

The ISDA will continually attempt to increase sponsorship for events as well as promote the ISDA tour through the distribution of player profiles, posters, and rankings. The ISDA will also maintain a website with up to date tournament information and results.

11. Code of Conduct

The ISDA will ensure that players adhere to their responsibilities as outlined in this guide.

12. Tournament Calendar

The ISDA is responsible for setting the tour calendar, including meeting with current and potential tournament organizers.

13. Rankings

The ISDA will release updated rankings on the first of every month. Players are encouraged to review their ranking and specific points allotted for events played, and it is up to the player to notify the ISDA of any potential errors.

D. Tournament Responsibilities

Tournament organizers are asked or encouraged to provide the following:

1. Tournament Fee

The hosting tournament is to pay the ISDA 10% of total main draw prize money. The remainder is paid to the players as calculated using the percentage prize money breakdown as highlighted in the section Tournament Event. There is no levy on proam prize money.

2. Tournament Clinics or Exhibition Matches

Clinics or exhibition matches are encouraged. Please contact the ISDA for more information.

3. Draw Times

The hosting tournament is responsible for scheduling all match times as soon as possible so that players can make travel arrangements. The ISDA will notify players of start times if requested by the tournament organizer. Four hours between listed match times should be allowed for (ProAm matches are not adjusted for in this allowance)

4. Payment of Prize Money

The ISDA will provide a prize money breakdown to the tournament organizer. The payment of prize money (cheque or cash) should be paid to each player upon elimination from the tournament draw. This should be paid in US dollars by cheque or cash. Organizers should contact the ISDA if they prefer paying in local currency or if payment is to be paid through the ISDA. If payment cannot be made at the event, we ask that cheques be sent to the players within a reasonable timeframe (no later than 3 weeks following the completion of the event).

5. Refereeing

Both the ISDA and tournament organizer are responsible for organizing refereeing and linesmen. The ISDA will be responsible for main round referees, however, referees for qualifying matches are the responsibility of both the ISDA and the tournament organizer. Players are required to help with refereeing upon request.

6. Balls

Provide balls for all qualifying, main round and ProAm events.

7. Social Events

Organize a minimum of one social event for the players on the Friday or Saturday night that includes dinner and drinks.

8. Meals

The ISDA encourages to provide signing privileges to players throughout the weekend for lunches and drinks or to have both available free of charge.

9. Tournament Souvenir

The ISDA encourages inclusion of a tournament souvenir for all qualifying and main round players such as shirts, sweatshirts, etc. While this is an added cost, it is appreciated by the players and is a good way for players to promote the host club once the event has concluded. In addition, the inclusion of the ISDA logo on tournament souvenirs is also appreciated.

10. Accommodation

Provide hotel rooms, preferred hotel rates, or billeting accommodations for players (qualifying, main round, and ProAm players).

Note: Tournament responsibilities may vary between sites due to financial and time restrictions. However, the ISDA will work on behalf of the players with each event to help assist organizers.

E. Player Responsibilities

1. Best efforts

Players are expected to give their best efforts in all qualifying, main round and ProAm matches.

2. Sportsmanlike Conduct

Players are required to conduct themselves in a professional manner both on and off the court. Where the host club or any of its members feel that an ISDA players' behaviour is inappropriate on or off the court, they are encouraged to address the issue with an ISDA official.

3. Accommodation

Players are responsible for contacting the tournament chairperson to request a billet (contact numbers are included on the schedule). Please notify the chairperson at least 2 weeks prior to the event as to whether you require a billet so as to allow sufficient time for accommodations to be arranged. After 2 weeks, no accommodation is guaranteed.

4. Player delegate

For each tournament, an ISDA member will be selected as the ISDA representative who is responsible for offering help to the tournament organizer during the event.

5. Social Functions and Off-Court Clothing

Players are required to attend the one designated social function of the tournament when they have played in the tournament that day (regardless of whether they have been eliminated from the tournament). If players are eliminated the day prior to the designated social event, they are not required to attend. However, attendance at all other social function is mandatory. Players should bring a jacket and tie to all events.

All players must wear smart casual clothing anytime they are at a hosting club. Smart casual is defined as a minimum of dress shirt and nice pants, jacket recommended. Jeans are not permitted at any time at the club. This is not at the club professional's discretion. The ISDA is trying to improve the image of the playing body and this rule is based on members' recommendations. Please observe the tournament dress code as it is important that the ISDA convey a professional image.

6. Court Clothing

On-court clothing consists of matching shirts (not T-shirts) and squash shorts for qualifying, main round and ProAm events. Partners must have matching shirts that should be of a different colour than the opposing team. If both teams arrive wearing the same colours, the lower seeded team must change. This applies to both local and ISDA member players.

7. Eyeguards

Due to requests by event organizers, eyeguards are mandatory for all players at all events including ProAm matches.

8. Refereeing

Players are required to referee all main round draw matches. This involves both the winning and losing team refereeing the match following their own. It is disrespectful of your fellow players not to be available to referee. It is required that qualifying teams be available to referee qualifying matches and are at the disposal of the tournament organizer. Players refusing to referee will be subject to the code of conduct.

In the case of court misconduct, referees are responsible for levying the following: 1) warning, 2) point, 3) game, 4) match.

9. Rankings

Rankings will be released the first of every month and rankings that exist at the time of the closing of an event will be used for seeding purposes for that event. Players are encouraged to review their ranking and specific points allotted for events played, and it is up to the player to notify the ISDA of any potential errors.

F. Code of Conduct

The ISDA code of conduct applies to players' behaviour on and off court (including obscenities and racquet throwing, verbal abuse of officials etc.), proper on and off court attire, respect for scheduled match times, refereeing upon request (qualifying and main round), attendance of social functions.

This code of conduct will be enforced subjectively by an independent disciplinary committee and the ISDA. Fines may be issued for on and off court behaviour and must be collected prior to the players' next scheduled ISDA event. The ISDA is hopeful that these fines will not need to be levied. It is crucial that the players present themselves as professionals at all times. Anything less is unacceptable and compromises the integrity of the tour. Patrons and sponsors deserve this respect as contributors of your prize money and supporters of the game. The ISDA together with tournament officials have the right to enforce more severe penalties for any offences based on extreme behaviour.

If the ISDA or a tournament official receives a complaint about a player at an event, the disciplinary committee will receive an email the day following the completion of the event. The tournament organizer or tournament referee will forward on any complaints to the ISDA to forward to the disciplinary committee. The email will outline the infraction in detail and will be received by the disciplinary committee, the player, the player rep and tournament organizer. If the involved player wishes, a player has 3 days in which to respond to the disciplinary committee to explain their actions. After which, the disciplinary committee will send an email to the player, player rep, tournament organizer and ISDA if any warnings, fines or suspensions are to be issued.

Below are the suggested disciplinary actions based on a zero tolerance policy recommendation from the sites, organizers and committee members. Please note that these are guidelines and may be adjusted by the disciplinary committee at any time.

1. On-Court Fines

- 1st offence = \$500 USD
- 2nd offence = \$1000 USD with suspension
- 3rd offence = indefinite suspension

2. Fines for Late Match Arrival

Late arrival for matches WITH communication to club/tournament director

- 1st offence: warning
- 2nd offence: \$100 USD
- 3rd offense and offenses thereafter: \$200 USD and default

Late arrival for matches WITHOUT communication to club/tournament director within 15 minutes after scheduled match time

- Default and fine as above (for late arrival with communication).

3. Intent to Injure

If a referee determines that a player has intentionally tried to injure an opponent on court, the referee may award a point penalty for the first offense with a match penalty for the second offense. The disciplinary committee will determine fines based on the severity of the incident and whether further action should be taken.

4. Attendance at Social Events

Any player still competing in the Pro and/or Pro-Am draws is required to attend each tournament's designated mandatory social event. Players are permitted to miss one event during the season. Missed social event/s thereafter may result in a \$100 fine for a first offence and a \$250 fine for each event missed thereafter. Furthermore, repeated offences will be dealt with accordingly under the ISDA Code of Conduct.

5. Social Event and Tournament Club Dress Code

The dress code for each social event and dress code at the tournament site will be specified by the ISDA in information sent out to players with tournament starting times. If the dress code as designated is not adhered to, warning/fines may be levied with the first offense as a warning, the second offense \$50, third offense and offenses thereafter at \$100

6. Court Clothing Dress Code

On-court clothing consists of matching shirts (not T-shirts) and squash shorts for qualifying, main round and ProAm events. Partners must have matching shirts that should be of a different colour than the opposing team. If both teams arrive wearing the same colours, the lower seeded team must change. This applies to both local and ISDA member players. If the dress code as designated is not adhered to, fines may be levied with the first offense as \$100, the second offense and offenses thereafter as \$150.

7. Refusal to Referee

Refusal to referee (by qualifying and main round players) may result in fines levied with the first offense as \$100, the second offense and offenses thereafter as \$150.

8. Hotels

Players must check out of their hotel rooms by the appropriate check out time and must pay their room bill (if applicable) as well as additional hotel expenses (e.g. phone, room service, etc.)

9. Billeting

Players are expected to conduct themselves professionally and respect the hospitality of their hosts. Poor behaviour will not be tolerated and is subject to the ISDA's code of conduct and fines may be issued accordingly.

G. Tournament Event

1. Payment of prize money

The payment of prize money should be paid to each player upon elimination from the tournament draw. This should be paid in US dollars by cheque or cash. Organizers should contact the ISDA if they prefer paying in local currency or if payment is to be paid through the ISDA. If payment cannot be made at the event, we ask that cheques be sent to the players within a reasonable timeframe (no later than 3 weeks following the completion of the event).

2. Draw Sizes

The standard 8 team (6 main round and 2 qualifiers) will be used in all \$20,000 and challenger (\$10,000) tournaments. The main draw size of events with prize money greater than \$20,000 and less than \$40,000 will have a draw size of 12 teams (10 main round and 2 qualifiers). Events greater than \$40,000 will be a 16 team event (12 main round and 4 qualifiers).

Challenger Events

Challenger Series events are full ranking events and will follow the same structure as any other ranking ISDA event. The only change is that players ranked in the top 8 at the entry deadline for these events are not eligible to participate.

Rankings points will be based on prize money.

Prize money breakdown will be based on ISDA published percentages.

Standard 8 team draw format (6 teams directly in and 2 qualifiers spots).

The Challenger series events are designed to;

Create an ISDA presence in new clubs and cities (moving toward full participation events in the future).

Create more interest and participation from local teams, new teams and qualifying teams- who can now win money and earn valuable ranking points.

Allow for mid level teams to play each other and distinguish themselves in the rankings.

3. Draw Sizes Specialized

The ISDA recommends that tournament hosts follow the standard draw size as described above. For specialized draws, these must be approved by the ISDA.

4. Setting the Draw

The two top seeds will be placed in the 1 and 2 positions. Seeds 3 and 4 will be determined by the flip of a coin and placed in the 3 and 4 positions. The remaining teams and qualifiers will be drawn and placed in the order in which they are drawn. For 12 and 16 team events, seeds 1 to 4 will be placed as described above and seeds 5 to 8 will be randomly drawn and placed in 5-8 positions, with the remaining teams to be drawn randomly.

Qualifying draws will be seeded in a similar manner depending on the number of teams.

5. Prize Money Breakdown and Point Allocation

The prize money % breakdown per team is as follows:

| Round | 8 main Challenger | 8 main | 12 main | 16 main |
|-------------------|-------------------|----------|---------------------|--------------------|
| Prize Money | \$10,000 | \$20,000 | \$20,001 - \$39,999 | \$40,000 and above |
| Round of 16 | | | 4% | 3% |
| Quarter-finalists | 8% | 8% | 6.5% | 5.75% |
| Semi-finalists | 11.5% | 11.5% | 9.5% | 8.5% |
| Finalists | 18% | 18% | 15% | 14% |
| Winners | 27% | 27% | 24% | 22% |

Qualifying Points: Qualifiers who fail to reach the main draw will receive half of quarter final round points for the final round of qualifying, and one quarter of these points for the previous round, and one eighth for the round before (etc.) Qualifiers who reach the main draw will be awarded an additional 13 points for every win in the qualifying round for a \$20,000 event and 3 additional points for every additional \$5,000 in prize money. These qualifying points will be counted in addition to the points received in the main round.

6. Player withdrawal/Lucky Loser

If a player withdraws any time after the closing date of the tournament entered, a doctor's note will be required to avoid loss of ranking points. A doctor's note should be received by mail at 197 Glencairn Ave. Toronto Ontario, M4R 1N3 within 3 weeks of the date of withdrawal. The withdrawing player's partner will not receive a negative score, nor will that player be required to count the missed event as a tournament entered.

If a doctor's note is not received within 3 weeks of the date of withdrawal, the following will occur:

- Qualifiers will receive a negative score (that must be used as a tournament played in the ranking average calculation, and cannot be excluded) calculated as half the points of one match win in the qualifying draw.
- Main draw players will receive a negative score (that must be used as a tournament played in the ranking average calculation, and cannot be excluded) calculated as half the points of the first round match the player is scheduled to play.

Player withdrawal and replacement partner guidelines

If a player's partner **withdraws prior to 2 days** (noon EST) before the start of qualifying, the player can find a replacement partner as long as he informs the ISDA of his new partner 2 days (noon EST) prior to the start of qualifying. If a player withdraws, the remaining player may find a replacement partner with no restriction on points. If not already done so, the replacement partner must have relevant dues paid before the commencement of his first match in the event. The ISDA would reassess the point total of the new team with the replacement partner and re-shuffle the draw according to the re-draw guidelines.

If a player's partner **withdraws within 2 days** before the start of qualifying, the player may not find a replacement partner and the team must withdraw.

Team withdrawal up to 2 days before event

The withdrawal of any **seeded team** main or qualifying, up to 2 days (noon EST) before the start of the first round qualification draw match, **requires a re-draw**. A redraw is made as follows: in the event of the withdrawal of a team seeded 1 or 2 in the main draw, the 3rd ranked team shall be moved to the vacated position. The 5th seeded team will then move into the position vacated by the 3rd seed. The no.1

qualifier shall then be moved to the vacated 5th ranked team position. The qualification also requires a redraw (same as for main draw shuffle).

The withdrawal of any **nonseeded team** main or qualifying does not involve a redraw. The withdrawal of a main draw nonseeded team will result in the top team in the qualifying draw moving into the vacant position. A redraw would then apply for the qualifying draw as above.

Team withdrawal within 2 days of event

There will be **no redraw** due to the withdrawal of any main round or qualifying team seeded or non-seeded within 2 days (noon EST) before the start of the first round qualification draw match. If a qualifying team withdraws within 2 days of the event, the match will be considered a default. If a main draw team withdraws after this deadline but before the first match in qualifying commences the number one seed in the qualifying will move directly into the spot of the main draw team which has withdrawn, no matter what the position of that main draw team. The qualifying draw will remain the same as long as the top two remaining seeds (ie seeds 2 and 3) are on opposite sides of the draw. If seeds 2 and 3 are on the same side of the draw, seed 2 moves into vacated number one seeding position. If qualifying has begun, then the vacated position in the main draw will be filled by a lucky loser team from qualification.

Local team addition in event of last minute withdrawal

If a main draw team withdraws before the start of the event and there are no qualifying teams entered to take their place the organizer may enter a local team. A local team is defined as two local amateur players who have not played an ISDA event that season.

7. Injury during match play

A player may take one five minute injury time out during a match due to an injury either due to the opponent or self inflicted. If the injured player cannot continue after 5 minutes and the injury is accidental or self inflicted, the match is considered a loss to the injured players' team. If the injury is deemed intentional, it is at the match referee's discretion in determining the outcome of the match.

8. Rest between matches

Four hours between **listed** match times should be allowed for (ProAm matches are not adjusted for in this allowance)

9. Time between games

Ninety seconds rest are allowed between games. Players exceeding this time may receive a penalty at the referee's discretion.

10. Leaving the court

Other than between games, players must check with the referee before leaving the court (ie. Broken racquet, string, ball, injury, etc.) Players not adhering to this are subject to the ISDA Code of Conduct.

11. ProAms

ProAms are organized by the tournament organizer who is responsible for selecting players that will be included, and is not up to the ISDA. ProAms are a promotional tool and are used to raise prize money. It is a privilege to play in these events, not a right.

Entry to a ProAm can be requested through the ISDA, however a position in the draw is not guaranteed. It should be noted that ProAms may begin prior to the commencement of the main draw and players are required to be available for their start time. The participation/withdrawal in ProAms is also subject to the ISDA's code of conduct.

