

W100 Hospitality Guidelines



The ITF, in an initiative to improve standards for players, has introduced Mandatory Hospitality for all those accepted into the Singles and Doubles Main Draws at these tournaments. The information below sets out what players are entitled to as part of this, the responsibilities players have in managing their hospitality and a proposed Reservation Deadline Table that Tournament Organisers may follow*.

Player Entitlement:

- An Individual room and breakfast for Main Draw Singles Players and for each Doubles Player.
- Minimum of 4 nights for Main Draw Singles Players – available from 1 day before Main Draw.
- Minimum of 2 nights for each Doubles players – available from the day of Doubles on- site Sign-in.
- Qualifiers may count nights already spent in accommodation towards their total.

Player Responsibilities:

- Must, upon becoming committed to a tournament, follow all instructions in line with these Player Responsibilities and Reservation Deadlines.
- Must meet the reservation deadlines below or those set by the Tournament (which won't be any earlier).
- Where the tournament is using the ITF UNO Accreditation and Hospitality system must request accreditation via the system in advance of the tournament and complete booking requests via the system in advance of the relevant deadlines.
- Must, if withdrawing late for any reason or cancelling their reservation, communicate with the contact supplied by the tournament for hotel reservations.
- Must, if still competing in the previous week, communicate with the contact supplied by the tournament for hotel reservations.
- Failing to follow these Player Responsibilities or the Reservation Deadlines may cause a player to lose their entitlement to Hospitality or if failing to communicate with a tournament about a late withdrawal/cancellation may be charged at the hotel rate if the room is not subsequently used.

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Reservation Deadline Table:

*Tournaments may not set any deadlines earlier than those provided below but may set deadlines later so as to support players.

	Reservation Deadline	Amendment/Cancellation Deadline
Main Draw players committed at the Withdrawal Deadline	Friday, 10 days prior to the Monday of the tournament 14:00 GMT	Thursday, 4 days prior to the Monday of the tournament -14:00 GMT
Doubles-only players accepted into Doubles via Advanced Entry	Tuesday, 6 days prior to the Monday of the tournament - 14:00 GMT	Thursday, 4 days prior to the Monday of the tournament - 14:00 GMT
Players accepted after Withdrawal Deadline and before Freeze Deadline	Thursday, 4 days prior to the Monday of the tournament - 14:00 GMT	Friday, 3 days prior to the Monday of the tournament - 14:00 GMT
Players accepted after the Freeze Deadline	Without delay	Without delay
Qualifiers	Following completion of their final Qualifying Draw match	Following completion of their final Qualifying Draw match
Doubles-only players accepted at the on-site sign-in deadline	Without delay	Without delay

The relevant tournament will be managing the Mandatory Hospitality activities for their specific event so please direct any questions to the Tournament Director or designated contact listed on the Fact Sheet. If you have any general questions about Mandatory Hospitality, please contact us at womens@itftennis.com.