



TOURNAMENT GUIDELINES

2023 Version

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ITF WORLD TENNIS MASTERS TOUR

Introduction

Introduction

ITF World Tennis Masters Tour (WTMT) is a global tennis tour aimed at providing players aged 30 and over with a high quality, enjoyable, competitive experience.

In 2022, the Masters tour consisted of 505 tournaments, narrowly exceeding pre-Covid 19 levels.

This guide is aimed at tournament organisers and national associations who are considering staging an ITF Masters Tournament for the first time or wish to refresh their knowledge on the ITF Masters Tour and delivery requirements. These guidelines do not replace the ITF Masters Regulations, which take precedent.

ITF MASTERS TOUR – MISSION STATEMENT

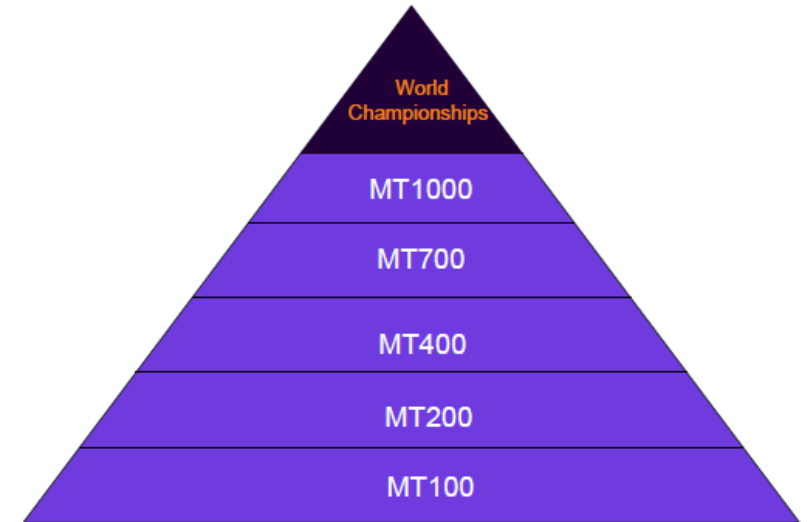
The ITF's mission is to make Masters Tennis the leading sport in terms of competitive player participation for those aged 30 and above.



TOURNAMENT STRUCTURE & APPLICATION PROCESS

The ITF Masters Tour is composed of the following tournament categories:
World Team & Individual Championships

- ITF MT1000
- ITF MT700
- ITF MT400
- ITF MT200
- ITF MT100 (Entry level of the ITF Masters Tour)



APPLYING TO HOST AN ITF MASTERS TOURNAMENT

New tournaments join the ITF Masters Tour at Grade MT100. An application form must be submitted by an ITF Member National Associations to the ITF Masters Department prior to the deadline outlined below:

- Grade MT1000 – 16 weeks before the tournament start date;
- Grade MT400 & MT700 – 12 weeks before the tournament start date;
- Grade MT100 & MT200 – 8 weeks before the tournament start date.

After the tournament application is submitted, the ITF Masters Department will inform the applicant if the tournament has been approved or not. If it has been approved, the tournament will then appear on the [ITF Masters Calendar](#).

Age Group Events

30 years and over

35 years and over

40 years and over

45 years and over

50 years and over

55 years and over

60 years and over

65 years and over

70 years and over

75 years and over

80 years and over

85 years and over

90 years and over

AGE GROUP EVENTS

The following events can be organised on the ITF Masters Tour for any of the age groups listed below as either singles, doubles and/or mixed doubles:

Tournaments can apply to run events for some or all age groups. Where possible, tournaments are encouraged to offer a high number of events to increase entry opportunity and event income to deliver a high-quality experience. Where entries are low in an event, there is a possibility to amalgamate events, e.g., 2 players who entered the 75+ singles event play with 2 players who entered the 70+ event.

Tournaments may wish to only offer events for age groups that are suitable for players in a local market, or age group. For example, a tournament consisting of Men's & Women's 30+, 35+ and 40+ events only played in 3 days from Friday to Sunday or Saturday to Monday.

CONSOLATION EVENTS

Ranking points are available for players who compete and reach the latter rounds of consolation events.

Consolation should be provided for all players losing in their first match in all age group singles events. These should take place as early as possible in the week to avoid players having to wait in the town/city for multiple days with no play. A shorter scoring format should be considered in consolation events, e.g., 2 short sets and a 10-point match tie-break.

Short-Length Tournaments

The ITF Masters Tour welcomes the addition of shorter-length events and/or tournaments, typically held over 3 days or fewer. Shorter-length tournaments require are likely to attract players of all ages, in particular working professionals. This concept is encouraged because it requires less organisational and time commitment, and is likely to prove attractive to players of all ages – but particularly working professionals. In turn, the lesser court and day requirements can be more viable for venues to allow the hosting of international tournaments. The guidance is designed to better inform organisers about the benefits and requirements of these events.

Grading

New applicants can expect to be awarded an MT100 grade in their first year, and subject to an annual evaluation thereafter. In exceptional cases, for example an applicant with considerable experience of ITF Masters tournament delivery, the ITF may award MT200.

Finance

The recommended entry fee for shorter-length tournaments is \$25 for Singles and \$15 per player for Doubles. A higher (or lower fee) can be charged, by organiser discretion, dependent on factors such as location and facility costs (indoor courts required).

MT100 tournaments are required to pay an ITF sanction fee of \$50 for each age group & gender event that is held, e.g. 45+ Women's Doubles. Additional sanction fees are charged at higher grades or for more events in line with the ITF Masters Regulations.

Example Tournament (which may be scaled up or down, e.g. 4 events on 6 courts)

Events	Men's Singles 30+ and Women's Singles 40+ only
Number of days	3 days (Friday, Saturday and Sunday)
Number of courts	4 courts
Ranking Points	MT100 grade. 100 points to winning player in each event
No. of matches	40 approx. 16 Draw for each event = 30 Main Draw matches + consolation matches for first round losers
Entry Fee per player	\$25.00 (USD) per player
Entry income	\$800 (16 Men + 16 Women x \$25.00 each)
Estimated costs	ITF Sanction fee (\$100), Referee fee for 2.5 days (\$250), Balls (\$100), medals/certificate (\$50), remainder retained by organiser/venue or to pay court fees, if hired.

Organisational Requirements: Courts, Officials & Facilities

- An ITF White Badge Referee is recommended. However, national referees may be selected at MT100 tournaments.
- Shorter events will often require fewer courts, dependent on entries.
- New balls must be provided for each main draw match (Singles, Doubles and Mixed Doubles). Used balls possible for consolation.

Draw & Scoring Formats

- Round Robin or Elimination Draws with optional consolation are possible dependent on entries received.
- Flexible scoring formats are possible dependent on age group and grade.

These include:

- Best of 3 tie-break sets
- Two tie-break sets and a 10 point match tie-break can be used in MT100, MT200 and MT400 singles events, and all grades of doubles events.
- Two short-sets and a 10 point match tie-break (3rd set) can be used in all doubles events, and 30+ to 60+ singles.
- If a shorter scoring format is used, multiple singles matches, with suitable rest times between, can be played on the same day for 30+ to 60+ age groups. Details on which scoring formats are permitted for each age group and grade can be seen in Rule 40.

This document is an overview guideline only. All tournaments must comply in full with the [ITF Masters Regulations](#).

Example Tournament Schedule

This table shows a proposed schedule for the example tournament:

Friday PM & Saturday AM	Round 1 Main Draw 8 matches Friday PM, 8 matches Saturday AM	16 Matches
Saturday PM	Round 2 Main Draw and Round 1 Consolation (1st round losers)	12-14 Matches
Sunday AM	Main Draw Semi-Final and Consolation Semi-Final/Final	6-8 Matches
Sunday PM	Main Draw Finals and possible Consolation Final(s)	2-4 Matches

PLAYER REQUIREMENTS

Accommodation

There should be at least one person responsible for arranging players' accommodation with local hotels. This person should be available on-site or contactable by the time the first player arrives. This could be the Tournament Director at smaller events.

Transportation

Precise travel directions and suggestions on safe, low-cost ways to travel to the tournament must be included in the fact sheet. Tournaments may also provide transportation between the official hotel(s), local transport hubs (e.g., train station) and the courts. Providing player transport is only likely to be seen at higher graded tournaments.

Practice Courts

Players may arrive on site early in order to practice so courts should be available prior to the event free of charge. These courts should be either on site or at another venue that is local (within 10-15mins drive). They should be of the same surface as the match courts and, where possible, should also be allocated for practice throughout the event.

Meals

Food should be available at the site 30 minutes before first matches begin up until the last matches are on court. Meals must be available in enough quantities and should be suitable for athletes, e.g., pasta, protein (fish/chicken), fruit, vegetables, cheese, salads, bread, eggs, yoghurts etc. The system by which players are to obtain food should be clearly established. Shorter length tournaments (1-2 day) at lower grades may have a light meal provision.

Water & Ice

Free drinking water should be available. Tournaments should provide ice & bags for injuries, particularly at higher grades

Changing/Locker Rooms

A suitable and well-maintained facility including showers must be available for players within walking distance of the courts

Player Lounge / Relaxing Sit-Down Area

Freely available to all players throughout the tournament. Efforts should be made to provide free wi-fi access for all

Treatment Room

A separate treatment room should be made available, preferably located near the courts. Alternatively (but not recommended), a partitioned area (for privacy reasons) adjacent to the changing rooms may be suitable, provided this is equipped with a wash hand basin, is well ventilated and is of a suitable temperature.



TOURNAMENT PERSONNEL

A tournament committee of 3 or more people responsible for the event should be established early. The Committee shall appoint a Tournament Director whose role will be to co-ordinate all the different areas. The Tournament Director should be on site prior to the event and will be responsible for ensuring that each person carries out their duties.

During the months, weeks and days leading up to the event, the Committee should meet regularly. Meetings will become more frequent as the starting date draws nearer. Examples of the main areas that the Committee will need to cover are as follows:

Accommodation & Hospitality
Courts & Court Bookings
Finance & Budget
Health & Safety
Marketing & Communications
Officials, Staffing & Volunteers
Transport Provision

Catering & Meals
Venue Facilities
Insurance (Public Liability)
Court & Grounds Maintenance/Cleaning
Medical & Emergency plan
Sponsorship Management
Website & Social Media



Facilities



FACILITIES & COURTS

The venue should have courts for match play and practice, or a practice facility should be nearby. Practice courts should be the same surface as the match courts and be free of charge.

The number of courts required for matches and practice will vary according to the number of participants, draw sizes, the number of tournament days, scoring format used and the number of events each player can play. The availability of court lighting and the length of the day at each location should be considered as this can impact on the court requirements.

Assuming matches are the Best of 3 tie-break sets, you should allow between 90-120 minutes per match for scheduling plans. If courts are available for matches from 9am to 7pm, you can expect to complete no more than 6 matches on a match court that day.

A rough way of estimating court needs is to check the following:

- 50-150 players (5-6 courts / 30-50 matches per day)
- 150-220 players (8-12 courts / 50-70 matches per day)
- 220-300 players (15-18 courts / 70-100 matches per day)

Each additional 50 players should see 4 more courts made available. Court numbers can be reduced for the final 2-3 days (i.e., Quarter Finals/Semi Finals/Finals day where less matches and less players are present)

All matches of the same event will be played on the same surface. In the event of bad weather, play may be moved to another surface, either under cover or not.

The courts should always be in the best condition possible. The following should be inspected before the event:

1. Court surface and lines
2. Net posts
3. Fencing
4. Wind Screens
5. Lighting for night play if appropriate

The following must be available on court:

1. Singles sticks
2. Score boards, ideally with player names and country flags
3. Court cleaning equipment
4. Rubbish bins
5. Umpires chairs (when in use)
6. Chairs for the players (minimum 2 for singles and 4 for doubles)
7. Cold and safe to drink water and cups (if necessary) for players.

At higher graded events, towels should be provided where possible with a deposit charged. Every effort should be made to provide spectator viewing space for each match court.

In addition, the following is the minimum that should be available on site

- Referee's Office with internet access
- Changing rooms
- Restaurant / canteen
- Player areas, including a Player Lounge with internet access and a secure area for players to leave their bags



Branding Requirements

Branding

ITF World Tennis Masters Tour Brand & Resources

Rebranded in August 2022, the ITF has made brand resources available to National Associations and Tournament Organisers to support the promotion and delivery of the Tour.

A new web site area, for Tournament Organisers of ITF WTMT tournaments only, is now available to obtain new brand resources for the Tour including:

1.Brand Guidelines – This important document states how any print or digital branded items that use the WTMT brand must be used.

2.Noticeboard & Age Category Headers – These are useful items for tournament draw noticeboards

3.Standard Banner & Net Signage Artwork – These are non-specific to a tournament and can be used to produce ITF WTMT net signage and/or banners for your tournament. These are produced in the recommended dimensions of 3 metres x 1 metre for courtside banners, and 0.8 metres x 0.6 metres for net signage.

4.General & Tournament Logos – A specific logo for your tournament is available. For example, ITF World Tennis Masters Tour MT400 Alicante

Banner Requirements

The ITF WTMT Regulations state that all tournaments must produce and display ITF World Tennis Masters Tour banners at their tournament. Regulation 59 outlines the banner requirements at each grade of tournament:

MT1000 Tournaments

A minimum of 3 banners featuring the WTMT logo and name at prominent locations on site with dimensions of 3 metres x 1 metre (or similar), with WTMT net signage of 0.8 metres x 0.6 metres (or similar) included on at least 2 show courts. Net signage must be placed on both sides of the net and can face in one direction only. Additional banners may be produced at the discretion of the tournament organisers.

MT700 Tournaments

A minimum of 2 banners featuring the WTMT logo and name at prominent locations on site with dimensions of 3 metres x 1 metre (or similar), with WTMT net signage of 0.8 metres x 0.6 metres (or similar) included on at least 2 show courts. Net signage must be placed on both sides of the net and can face in one direction only. Additional banners may be produced at the discretion of the tournament organisers.

MT100, MT200 and MT400 Tournaments

A minimum of 1 banner featuring the WTMT logo and name at prominent locations on site with dimensions of at least 3 metres x 1 metre (or similar). Net signage is recommended on the show court. Additional banners may be produced at the discretion of the tournament organisers.



Finance & Tournament Budget



FINANCE - EXPENDITURE

8. Entertaining

Prior to the event, functions may be held for prospective sponsors and the media.

On site, a player party or welcome party is highly recommended to enhance the tournament experience for players and their guests.

9. Tournament Sanction Fees for 2023

The following sanction fee charges are payable annually to the ITF:

ITF MT1000	US\$1000	ITF MT200	US\$375
ITF MT700	US\$850	ITF MT100	US\$250*
ITF MT400	US\$600		

*The amount of \$250 is applied only if the tournament has 100 or more players in the tournament and/or runs 5+ age & gender events.

Tournaments with less than 100 total players and who stage 4 or less events shall pay \$50.00 per age and gender event.

An invoice will be sent to the National Association who will collect the sanction fees and pay the fees to the ITF.

10. General Expenses

Other tournament expenses should be considered such as equipment rental on site, e.g., PA system, water coolers, photocopier, administrative office supplies on site, etc.

11. Live Scoring / Live Streaming

The ITF recommend using Tournament TV which is provided by Visual Reality and linked to Tournament Software. Your referee can obtain a FREE license from the ITF to use Tournament TV and link this to their Tournament Planner (TP file) to show matches on court, draws and daily results on a monitor(s) on site. You simply need a TTV License and a monitor. You may also wish to have live scoring and/or live streaming at your tournament so spectators can follow it on the internet. Numerous online suppliers allow free hosting of video streaming.



FINANCE - INCOME

Entry Fees

The entry fee will be published on the fact sheet on the ITF Masters website together with payment instructions and deadline. Players must abide by the payment instructions on the fact sheet. Recommended entry fees for 2022 are:

Grade	Recommended Minimum	Recommended Maximum
MT1000	80.00 \$USD Dollars/Euros	110 \$USD Dollars/Euros
MT700	60.00 \$USD Dollars/Euros	100\$USD Dollars/Euros
MT400	45.00 \$USD Dollars/Euros	90\$USD Dollars/Euros
MT200	40.00 \$USD Dollars/Euros	80\$USD Dollars/Euros
MT100	35.00 \$USD Dollars/Euros	70\$USD Dollars/Euros

Tournaments must also collect a \$7.00 (USD) ITF Masters IPIN fee for each player per tournament. A local currency equivalent to this value may be collected, e.g., 6.5 Euros. This must be sent to the ITF after the tournament. Tournaments have the authority to refuse participation to an entered player who has not paid the entry fee and IPIN fee according to the payment deadline set in the fact sheet.

Sponsorship

Sponsorship monies can be very important in adding to the viability of an event. These can be private sponsors, or city/state grants. ITF Masters tournaments attract considerable visitors to a host city that create economic impact for hotels and cities. There are various ways to encourage sponsorship. Once a sponsor is secured, be sure that all publications and activities relating to the event include the sponsor's name.





Tournament Fact Sheet & Event Promotion

TOURNAMENT FACT SHEET

Once the date and venue for the event have been established and the budget calculated, the ITF will provide a standard template for the official Fact Sheet which should be submitted to the ITF for approval no later than 15 weeks before the Monday of the tournament week.

Players will not be able to enter the tournament until the Fact Sheet has been received and approved so it is important to do this on time.

Any leaflets or brochures that a tournament chooses to print must reflect the exact content of the official Fact Sheet. In doubt, the official ITF fact sheet always prevails.

MT400 - Sanremo		
Factsheet	Entry list	
Tournament details		
Grade: MT400		Surface: Clay, Outdoor
Nation: Italy		Number of Match Courts: 11
Region: Europe		
Events		
Mens Singles Main Draw		
AGE CATEGORY	START DATE	END DATE
30	06 Jan 2023	08 Jan 2023
35	06 Jan 2023	08 Jan 2023
40	06 Jan 2023	08 Jan 2023
45	06 Jan 2023	08 Jan 2023
50	05 Jan 2023	08 Jan 2023
55	05 Jan 2023	08 Jan 2023
60	03 Jan 2023	08 Jan 2023
65	03 Jan 2023	08 Jan 2023
70	03 Jan 2023	08 Jan 2023
75	03 Jan 2023	08 Jan 2023
80	03 Jan 2023	08 Jan 2023
85	03 Jan 2023	08 Jan 2023
90	03 Jan 2023	08 Jan 2023



Event Promotion & Volunteers

MARKETING & PROMOTION

The most important function of publicity is to let the players, public and potential sponsors know about the event. This can help attract sponsors, participants, media coverage and spectators. One member of the committee should be responsible for an organised marketing plan. The appropriate committee member should try to become acquainted with the sports editors and tennis writers of local and national papers.

Press releases should be issued prior to the event. These should be short, to the point, and informative. Other publicity channels such as radio and television must be given the same information and consideration as newspapers. Social Media is a great tool to inform people about your event and you may wish to consider a small amount of expenditure on social media advertising, e.g., Facebook advertising. National and Local Tennis Associations should be contacted and can usually help support promotion of the tournament to players. In addition, bulletin boards at tennis clubs and community organisations are good avenues for publicising locally.

VOLUNTEERS

A successful tournament requires the assistance of volunteers, especially at the beginning of the event. Some of the important jobs they can perform are assisting at the tournament desk, driving, assisting in the press area, preparing food, to name but a few.

Volunteers can be found through schools, civic organisations, colleges and local tennis clubs, among others. Volunteers must be organised in a responsible manner and provided with a list of their specific duties. A meeting should be scheduled prior to the event to carry out their work effectively. After the event, a letter of thanks should be sent to all volunteers.





ITF MASTERS TOUR

Timeline: Tournament Checklist

Longer Term Planning: 6-12 Months Prior

1 Year Tournament Plan

- Select a tournament committee
- Select venue & event dates
- Submit application to the ITF alongside National Association
- Establish a budget
- Make sponsor contacts

Six months prior to the event

- Prepare posters and/or any other publicity material
- Finalise and confirm in writing any sponsorship deals
- Contact local hotels and negotiate best possible deal for bed and breakfast, half board and full board. Number of beds required will vary due to various factors including the draw sizes.
- Contact, and make provisional arrangements (in accordance with the requirements set out in Regulations) for the following: -
- Officials – Referee (ITF White/Silver/Gold Badge), Chair umpires (for late rounds) & Court supervisors/Off Court officials
- Health & Safety Plan (e.g., First Aid, Defibrillators/AED on site)
- Doctor/physiotherapist/sports medicine trainer ('on site' or 'on call')
- Racquet stringer (to be 'on site' or 'on call' throughout)
- Start making contacts to secure volunteer staff, e.g., for balls & towels
- Design and arrange for printing, badges, programmes, posters etc.



Medium Term Planning 1-4 Months prior

4 months/16 weeks prior to the event

- Submit Fact Sheet to the ITF for approval.
- Confirm all previous arrangements concerning court bookings, personnel & staffing, sponsors, hotels, facilities, printing, transportation, tennis balls, etc.
- Prepare an information pack for the players including a welcome letter and details of any local places of interest. The tourist office may be helpful in supplying information.
- Set up official tournament website or tournament Facebook page
- The Press Officer should contact the maximum number of TV companies, newspapers, magazines and radio stations possible. Inform them of the event and advise them of the date when press releases will be issued.

One month prior to the Event

- Site preparations should begin. Check all court equipment
- Updated press releases should be issued.
- Tournament Committee should begin to hold frequent meetings or calls to plan for the tournament



Final Preparations – 1 week prior

Site preparations should be nearly complete. Early preparation is essential so ensure that the following are in place and functioning prior to the first match:

- On and off court setup (e.g., court chairs, spectator chairs, singles sticks)
- Tournament Office and equipment (e.g., printers, paper, wi-fi checks)
- Banners & Branding
- P.A. System
- Visible signage – i.e., changing rooms, Referee's office, etc.
- Player areas – i.e., lounge, restaurant, internet, baggage areas
- Catering, drinks, water, ice etc.

Tournament Desk/ Match Control Location

The best position for the tournament desk is one that offers a full or good view and access to the courts.

Tournament Desk Personnel

Since the tournament desk is the primary place where players and the public come in to contact with tournament representatives, it is imperative for those persons working at the desk to be familiar with all tournament regulations and policies. It is recommended that two people be stationed at the tournament desk. During the tournament, the Referee must remain in close contact with the tournament desk.



Final Preparations – 1 week prior

Referee's Office

Here are some of the important items that the Referee will require:

- Printer, Ink and Paper
- PA system and speakers
- Internet access
- Tables and chairs
- Notice Board (in or outside office) with pins for posting draw sheets
- ITF Rules, ITF Masters Regulations and other relevant resources
- Practice schedule sheets
- TV Screen or Monitor to display Tournament TV

Hospitality Desk

The Hospitality Desk is staffed by members of the tournament team and volunteers. Items at or near this desk include:

- First aid supplies (if a separate station has not been planned)
- Extra court supplies - water jugs, cups, towels etc.
- Personnel to answer questions and keep court supplies
- Racquet stringing service (if not at a separate location)



Tournament Director Role

TOURNAMENT DIRECTOR'S DUTIES/RESPONSIBILITIES

Some of the key roles of the Tournament Director include:

- Liaise with the Tournament Committee and Referee
- Ensure all aspects of the tournament organisation are in place using the checklist in these guidelines as tool
- Arrange staffing and order all items needed such as balls, medals etc.
- Liaise with the ITF before and during the event.
- Liaise with the sponsors, hotels and venues
- 16 weeks prior to the tournament send to the ITF a copy of the fact sheet for approval.
- During the organiser window after the entry deadline: communicate to the ITF if all players can be accepted and if age groups need to be amalgamated
- Link closely with the Referee and staffing on site before and during the event to ensure operations are running smoothly
- Present medals and prizes to players
- On conclusion of the tournament, complete the online Tournament Director Report Form.



Feedback & Tournament Report

Tournament Review

The ITF will send Tournament Report forms to the Tournament Committee which include questions on the finances and satisfaction of all key stakeholders including hotels, tennis venues, officials, spectators and players. These reports must be completed and submitted to the ITF shortly after the tournament finishes.

The tournament committee are also strongly encouraged to conduct an internal review to help identify areas to improve for the following year and for other tournaments you may host.

Within 4-6 weeks of the tournament, a tournament report should be collated by the tournament committee as well as a short action list of ideas and improvements for the following year.

ITF Tournament Feedback Survey for Players

Tournament Directors should encourage each player who competes in the tournament to complete the Feedback Survey sent to them by email after each ITF Masters tournament they play. This feedback is compiled by the ITF Masters Department and forms part of the Tournament Grading process for the following year. Results are shared with Tournament Directors every 6 months, e.g., tournaments from July-December are sent results in January.



Contact Details & More Information

Email is the best way to contact the ITF Masters Department.
The team are in the office between 9.15am-5.15pm, Monday-Friday
(London, UK) to support tournaments and players.

Should you have any questions or wish to get started with a
tournament application, please contact:

Masters@ITFTennis.com

ITF MASTERS WEBSITE

www.itftennis.com/Masters

Some of the key resources you will find on this site include:

- ITF Masters Tournament Calendar
- Rankings & Rankings Information
- Fact Sheets and Draw sheets
- Player profiles and Match activity
- The ITF Masters Regulations
- News stories from the Tour

