



2019 ITF WORLD TENNIS TOUR ORGANISATIONAL REQUIREMENTS

Men's and Women's Tournaments

Version: Effective for tournaments from 26 August 2019

Major changes from the previous versions are underlined

2019 ORGANISATIONAL REQUIREMENTS

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I GENERAL

ITF World Tennis Tour Tournaments must comply with the provisions of the 2019 ITF World Tennis Tour Regulations and the 2019 ITF World Tennis Tour Organisational Requirements (this document, also referred to as the “Requirements”). These regulations only refer to Men’s and Women’s ITF World Tennis Tour Tournaments and not to ITF World Tennis Tour Junior Tournaments.

Any sanctioning National Association and the Tournament Organiser where separate (jointly the “Applicant”) awarded a one (1) year sanction on the Men’s or Women’s ITF World Tennis Tour Calendar shall be subject to, and shall be bound by and comply with the ITF World Tennis Tour Regulations and the ITF Guide to Recommended Health Care Standards, each of which may be amended from time to time.

Applicants are advised that the documents entitled “2019 Organisational Requirements” and “Guide to Recommended Health Care Standards for Tennis” are essential reading prior to completion and submission of a Tournament application.

Responsibility for ensuring compliance with these Requirements lies with the Applicant, which must also ensure sufficient financial securities are in place. Any queries should be directed to the ITF Professional Tournaments Department (see Appendix A for contact details).

The ITF reserves the right to amend these Requirements at any time. Updated versions of the document will be published on the ITF Website and National Associations are encouraged to distribute the most up-to-date document to Tournament Organisers.

Key documents and helpful information regarding the organisation of men’s and women’s Tournaments on the ITF World Tennis Tour are available on the dedicated sections of the ITF World Tennis Tour website. (<http://www.itftennis.com/procircuit/Tournaments/organisers-info/overview.aspx>)

Specific organisational requirements are set out in this document.

Health, Safety and Security

The health, safety and security of all persons involved in the Tournament, including players, officials, Tournament staff and spectators, are of principal importance. The National Association is responsible for ensuring an adequate security plan for the protection of all involved persons against any such problems is in place and implemented for the Tournament.

The National Association, in association with the Tournament Organiser, must make the ITF aware immediately of any major issues or threats (e.g. political unrest, health epidemic, natural disaster) that could impact the progress of the Tournament or the health, safety or security of persons involved, whether they occur in advance of or during the Tournament.

Security Guidelines have been sent to all National Associations and are available on the ITF website. These guidelines must be followed, and any questions directed to the ITF.

The ITF reserves the right to request that the Applicant complete security documentation for the Tournament.

1 ITF World Tennis Tour

The ITF World Tennis Tour is the name for all ITF professional tournaments, which includes Men’s ITF tournaments offering \$15,000 and \$25,000 in prize money and ITF Women’s tournaments offering \$15,000, \$25,000, \$60,000, \$80,000 and \$100,000.

Each tournament will be identifiable by gender, prize money, host city and colour. For example:

M25 Toronto describes a Men's \$25,000 tournament in Toronto (Canada).



W15 Santa Cruz describes a Women's \$15,000 tournament in Santa Cruz (Bolivia).



2 Men's ITF World Tennis Tour

A. ITF World Tennis Tour 15s (Tournaments offering \$15,000 in prize money)

- 1.1 15s (for example M15 Manacor) can be played over 7 or 8 days, including singles qualifying, and offer \$15,000 in prize money.
- 1.2 Tournaments running 48 qualifying draws must be played over 8 days from Sunday to Sunday. Qualifying can be played over 3 days or 2 days. If played over 2 days, players MUST be given a rest day between qualifying and main draw (subject to weather).
- 1.3 Tournaments running 32 qualifying draws can be played over 7-8 days. Qualifying can be played over 2 days or 1 day. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather).
- 1.4 Tournaments running 24 qualifying draws can be played over 7 days. Qualifying can be played over 2 days or 1 day. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather). The ITF will not be accepting any new applications for tournaments to host 24 qualifying draws. (Tournaments must contact the ITF World Tennis Tour Head to discuss an exception)
- 1.5 15s will award ATP ranking points. There are no additional ATP ranking points for \$15,000 tournaments offering hospitality.
- 1.6 15s will also award ITF World Tennis Ranking points in 2019. Tournaments offering complimentary hospitality (+H) to Main Draw participants will offer additional ITF World Tennis Ranking points. In 2020, 15s will only offer ITF World Tennis Ranking points in qualifying.

B. ITF World Tennis Tour 25s (Tournaments offering \$25,000 in prize money)

- 2.1 25s (for example M25 Toronto) can be played over 7-8 days, including singles qualifying, and offer \$25,000 in prize money.
- 2.2 Tournaments running 48 qualifying draws must be played over 8 days from Sunday to Sunday. Qualifying can be played over 3 days or 2 days. If played over 2 days, players MUST be given a rest day between qualifying and main draw (subject to weather).
- 2.3 Tournaments running 2432 qualifying draws can be played over 7-8 days. Qualifying can be played over 2 days or 1 day. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather).

- 2.4 The ITF will not be accepting any new applications for tournaments to host 24 qualifying draws. (Tournaments must contact the Head of the ITF World Tennis Tour to discuss any exceptions.)
- 2.5 25s will award ATP ranking points. There are no additional ATP ranking points for \$25,000 tournaments offering hospitality.
- 2.6 25s will also award ITF World Tennis Ranking points in 2019. Tournaments offering complimentary hospitality (+H) to Main Draw participants will offer additional ITF World Tennis Ranking points. In 2020, 15s will only offer ITF World Tennis Ranking points in qualifying.

3 Women's ITF World Tennis Tour

A. ITF World Tennis Tour 15s (Tournaments offering \$15,000 in prize money)

- 1.1 15s (for example W15 Santa Cruz) can be played over 7 or 8 days, including singles qualifying, and offer \$15,000 in prize money.
- 1.2 Tournaments running 48 qualifying draws must be played over 8 days from Sunday to Sunday. Qualifying can be played over 3 days or 2 days. If played over 2 days, players MUST be given a rest day between qualifying and main draw (subject to weather).
- 1.3 Tournaments running 24/32 qualifying draws can be played over 7-8 days. Qualifying can be played over 2 days or 1 day. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather).
- 1.4 The ITF will not be accepting any new applications for tournaments to host 24 qualifying draws. (Tournaments must contact the Head of the ITF World Tennis Tour to discuss any exceptions.)
- 1.5 15s award WTA ranking points. There are no additional WTA ranking points for 15s tournaments offering hospitality.
- 1.6 15s also award ITF World Tennis Ranking points. Tournaments offering hospitality (+H) to Main Draw participants will offer additional ITF World Tennis Ranking points. In 2020, 15s will only offer ITF World Tennis Ranking points in qualifying

B. ITF World Tennis Tour 25s (Tournaments offering \$25,000 in prize money)

- 1.1 25s (for example W25 Cancun) can be played over 7 or 8 days, including singles qualifying, and offer \$25,000 in prize money.
- 1.2 Tournaments running 48 qualifying draws must be played over 8 days from Sunday to Sunday. Qualifying can be played over 3 days or 2 days. If played over 2 days, players MUST be given a rest day between qualifying and main draw (subject to weather).
- 1.3 Tournaments running 24/32 qualifying draws can be played over 7 or 8 days. Qualifying can be played over 2 days or 1 day. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather).
- 1.4 The ITF will not be accepting any new applications for tournaments to host 24 qualifying draws. (Tournaments must contact the Head of the ITF World Tennis Tour to discuss any exceptions.)
- 1.5 25s award WTA ranking points. Tournaments offering complimentary hospitality (+H) to Main Draw participants will offer additional ranking points.
- 1.6 25s award ITF World Tennis Ranking points for qualifying tournaments only.

C. ITF World Tennis Tour 60s, 80s, and 100s (Tournaments offering \$60,000, \$80,000 and \$100,000 in prize money)

- 3.1 60s, 80s, 100s (for example W60 Kyoto or W100 Midland, MI) will be played over 7 or 8 days, including singles qualifying. There are three prize money categories: \$60,000, \$80,000 and \$100,000.
- 3.2 Tournaments running 24/32 qualifying draws can be played over 7 or 8 days. Qualifying can be played over 2 days or 1 day. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather). The ITF will not be accepting any new applications for tournaments to host 24 qualifying draws. (Tournaments must contact the ITF World Tennis Tour Head to discuss an exception)
- 3.3 60s, 80s, 100s may not run 48 qualifying draws.
- 3.4 60s, 80s, 100s offer WTA ranking points. Tournaments offering complimentary hospitality (+H) to Main Draw participants will offer additional ranking points.

4 Important Deadlines (prior to the start of the Tournament)

- 26 weeks (6 months) Application Deadline – Women’s ITF World Tennis Tour 60s, 80s, 100s (section I.5)
- 17 weeks (4 months) Application Deadline – Men’s and Women’s ITF World Tennis Tour 15s and 25s (section I.5)
- 9 weeks Cancellation, Postponement or Substantial Changes (section I.8)
- 8 weeks Officials’ Proposals Submission Deadline (section II.A.2)
- 8 weeks Fact Sheet Submission Deadline (section I.12)
- 7 weeks (49 days) Women’s ITF World Tennis Tour 60s, 80s, 100s. Deadline to submit a financial guarantee (section I.6)
- Thursday before Women’s ITF World Tennis Tour 60s: Sports Physiotherapist the Tournament Appointment Deadline (section II.A.5.2)

See Appendix D for full details of the various deadlines.

5 Tournament Sanction Applications

In order for Men’s & Women’s ITF World Tennis Tour Tournaments to be approved and sanctioned by the ITF for inclusion on the Calendars, the Tournament must have all necessary approvals from the relevant National Association and, if appropriate, the Regional Association. The National Association is responsible for submitting the application form(s) and remains ultimately responsible for the proper organisation and running of the ITF World Tennis Tour Tournament. Prior to supporting and submitting a Tournament application a National Association must be fully appraised of the proposed Tournament site and organisation and be satisfied they meet the necessary requirements and standards for the intended level of Tournament.

All information regarding Tournament sites, dates and draw sizes must be provided on the official Tournament Application Form.

Tournament Organiser(s), must be submitted to the appropriate Service Bureau (see Appendix A) a minimum of seventeen (17) weeks for Men's and Women's ITF World Tennis Tour 15s and 25s or twenty-six (26) weeks for Women's ITF World Tennis Tour 60s, 80s, and 100s prior to the start date of the Tournament (defined as the Monday of the Tournament Week). See Appendix D for further information on Tournament deadlines.

Tournament Application Forms are available:

- to download from the dedicated Tournament Organiser sections of the ITF World Tennis Tour website <http://www.itftennis.com/procircuit/Tournaments/organisers-info/overview.aspx>
- on request from the appropriate Service Bureau.

Where an application is received to hold a Tournament in a new or recently renovated venue, approval of the application is subject to a site check and written report being undertaken by the National Association and the report being submitted to ITF for review. Pictures must be included with all new application for Tournaments on the Men's or Women's ITF World Tennis Tour, which should include photos of each match and practice court, the locker rooms, supervisor's office, players' lounge, physio room, and fitness room. National Associations are expected to verify the information provided by the Tournament Organiser.

Where an application is received to hold a **new** Women's ITF World Tennis Tour 60, 80 or 100 Tournament, approval of the application is subject to an independent site check, at the expense of the applicant, prior to a sanction being awarded. Where it is deemed necessary or appropriate the ITF reserves the right, for any category of Tournament and prior to a sanction being awarded, to request that a site check is conducted by the National Association.

6 Financial Guarantee for Women's ITF World Tennis Tour 60s, 80s, and 100s

The Applicant must provide a financial guarantee for all Women's ITF World Tennis Tour 60s, 80s and 100s, no later than 49 days (7 weeks) prior to the start of the Tournament. This guarantee can be in the form of;

- a) an Irrevocable Letter of Credit from a reputable bank. The applicant should instruct their bank to send the Letter of Credit to the ITF's bank's SWIFT code (NWBKGB2L) naming themselves as the beneficiary and providing their address. SWIFT is a secure, electronic, bank-to-bank transaction. An example letter can be found in Appendix 1 of the 2019 ITF World Tennis Tour Application Form.
- b) a security deposit. This must be the full amount of the prize money deposited to the ITF's bank account. The deposit will be returned to the sender at the completion of the Tournament once all the prize monies have been paid out to participants.
- c) a Letter of Guarantee for national associations who are due from the ITF either the share payment from the Date Sales Activity or prize money from Davis Cup / Fed Cup. An example letter can be found in Appendix 2 of the 2019 ITF World Tennis Tour Application Form.

If the Applicant fails to provide the financial guarantee by the required deadline, then the ITF may cancel the Tournament without any liability to the Applicant.

7 Tournament Sanction Fees

Sanction Fee payments in 2019 are as follows:

Prize Money Level	Sanction Fee (10% of total prize money)	
	Men's Tour	Women's Tour
\$100,000	N/A	\$10,000
\$80,000	N/A	\$8,000
\$60,000	N/A	\$6,000
\$25,000	\$2,500	\$2,500
\$15,000	\$1,500	\$1,500

The appropriate Sanction Fee is to be collected by the National Association as soon as each Tournament is approved for inclusion on the 2019 Calendar. The appropriate Service Bureau (ITF or Tennis Europe) will issue an invoice to the National Association for the amount due, which must be paid on receipt of the invoice, prior to the start of the Tournament. Where appropriate, please read the "Guidelines for making payments to the ITF".

8 Tournament Cancellations / Organisational Changes

No Men's or Women's ITF World Tennis Tour Tournament, may cancel, postpone or make substantial changes to Tournament arrangements less than nine (9) weeks prior to the scheduled commencement of the Tournament. Violation shall subject the Tournament to a fine of up to US \$5,000, forfeiture of all sums, if any, previously paid or due to the ITF, reimbursement of unrecoverable expenses incurred and/or denial of subsequent applications.

9 ITF World Tennis Tour Calendar

Details of Men's and Women's ITF World Tennis Tour Tournaments will be included in the Calendars, which are available from the ITF Professional Tournaments Department and on the ITF World Tennis Tour website (www.itftennis.com/procircuit). In addition, whenever possible, these Tournaments will be listed in the ATP Tour and WTA Tournament Guides as a source of reference for the players.

10 ITF World Tennis Tour Regulations

The ITF World Tennis Tour Regulations are issued and maintained by the ITF World Tennis Tour Men's and Women's Committees for the purpose of ensuring the orderly and fair administration of ITF World Tennis Tour Tournaments. Each Tournament Applicant and each player entrant in an ITF World Tennis Tour Tournament agrees, as a condition of such entry, to abide by and be subject to these ITF World Tennis Tour Regulations, which hereinafter include the ITF World Tennis Tour Code of Conduct and the ITF Welfare Policy, as amended from time to time by the ITF World Tennis Tour Men's and Women's Committees.

11 ITF Responsibility

The ITF will assist in the overall organisation of the ITF World Tennis Tour Tournaments through coordination of the international calendars and management of player entries.

12 Tournament Information / Fact Sheet

All information regarding tournament sites, dates, draw sizes, deadlines, hotel booking details, transportation, alternate practice sites, pre-qualifying/wild card tournaments, visa contact, prize money tax deductions, ball type, prize money payment method, and other relevant tournament information must be provided on the official ITF Fact Sheet and returned to the relevant Service Bureau at least eight (8) weeks before the Tournament Week to enable such information to be published for the benefit of players. The National Association will be held liable for any

unrecoverable costs and expenses incurred in the event that incorrect information is provided and subsequently published. Failure to comply with the deadline for submission of Fact Sheet information may result in the removal of a Tournament from the ITF Calendar.

13 Primary Health Care Programme – Women ONLY

A deduction from players' prize money is made at all Women's ITF World Tennis Tour Tournaments as a contribution towards the ITF Primary Health Care Programme ("PHCP"). This is not an additional expense to the Tournament, rather a contribution from players towards the provision of healthcare services across the Women's ITF World Tennis Tour. This PHCP contribution must be paid on to the ITF by the Tournament Organiser. At 15s and 25s Tournaments 2% of prize money is paid to the ITF and at 80s and 100s 5% of prize money is paid to the ITF. For 60s Tournaments 2% of prize money is paid to the ITF and the remaining 3% is retained to cover the expense of the PHCP. For overall percentages see Prize Money and Points sections in the Regulations. In the event of non-payment of any deductions made, the Tournament may be subject to denial of any subsequent application until such time as all outstanding monies due are received in full.

14 Safeguarding Issues

Each Tournament Organiser must provide on the Fact Sheet, the name and contact details (address, email and telephone number) of the statutory authority in their country (or state, borough, region if appropriate) that is responsible for receiving safeguarding issues. Each country handles these matters differently, but typically the statutory authority would be the police or other local law enforcement agency, a child protection agency, social services agency, national association or other similar type organisation.

In addition, each tournament should provide a contact person on-site at the event which handles safeguarding issues. The Tournament must provide the contact's name email and phone number.

On the Tournament Fact Sheet, the ITF will also provide details of the ITF's safeguarding reporting process as well as the details of the safeguarding reporting process maintained by a third party, Achieve Solutions.

15 Invoicing and Payment of Collected Monies

Outstanding players' fines and fees will be collected at the Tournament by the ITF Supervisor on behalf of the ITF and must be paid on to the ITF by the National Association/Tournament Organiser. Following completion of the Tournament, and on receipt of the Tournament report from the ITF Supervisor, the ITF will issue a detailed invoice to the approving National Association outlining any sums due (i.e. IPIN fees/player fines, PHCP deductions etc) to aid the financial reconciliation process. Please read the "Guidelines for making payments to the ITF" for full details.

16 Tournament Entry Fees

The following entry fees may be charged by the Tournament Organiser per player prior to the start of the Tournament or (if applicable) deducted from prize money at the discretion of the Tournament Organiser. The Tournament Organiser should provide a receipt for fees collected onsite. The entry fee can be collected in US Dollars or Euros or in local currency as stated on the Fact Sheet.

Draw	Maximum Fee (per player)
Qualifying (singles) or Qualifying (singles) and Doubles	Up to US\$40 or €36
Main Draw (singles) or Main Draw (singles) and Doubles	Up to US\$40 or €36
Doubles only	Up to US\$20 or €18

17 Media, Commercial and Data Rights

The ITF's regulations regarding media, commercial and data rights are detailed in the ITF World Tennis Tour Regulations (Appendix F).

For the avoidance of doubt no sponsorship will be permitted either as part of the Commercial Rights or as Tour Sponsor Rights to any entity in respect of tobacco products, hard liquor products, betting companies, political activity or other category deemed to be detrimental to the sport of tennis, as reasonably determined by ITF in consultation with the applicable National Associations. It is permitted to appoint casinos or national, regional or state sports lotteries as part of the above rights (with the prior approval of the ITF) provided they do not offer tennis betting as part of their business activity.

II TOURNAMENT RESPONSIBILITIES

A TOURNAMENT SUPPORT PERSONNEL

National Associations and Tournament Organisers are reminded that **ALL** Tournament support personnel are bound by and must comply with all of the applicable provisions of the ITF World Tennis Tour Regulations, the ITF Code of Conduct and the Tennis Anti-Corruption Program (TACP). All tournament staff working at professional tennis events are covered by the TACP and will remain covered for a period of two years following the last event they worked at. It is each staff member's responsibility to be aware of and comply with the rules. These include prohibitions on betting on any tennis event, and prohibitions on sharing with anyone non-public, sensitive information about a tennis event or a player for betting purposes. Please see <http://www.tennisintegrityunit.com/education> for further information.

It is recommended that all Tournament support personnel are screened for suitability prior to the Tournament (see Appendix F – Security and Appendix G – Venue Access and Credential System).

1 **Tournament Administrator / Tournament Organiser**

Each National Association must designate one or more persons (i.e. the Tournament Administrator(s)) to be the point of contact for the ITF within the National Association for ITF World Tennis Tour Tournaments.

The National Association must also designate a Tournament Organiser (also known as the Tournament Director) who will be responsible for all aspects of the organisation of the Tournament, with the exception of all matters relating to the rules of competition as stated in the ITF World Tennis Tour Regulations, the Rules of Tennis and all on-court issues, which are the responsibility of the ITF Supervisor and/or ITF.

The Tournament Administrator and/or Tournament Organiser must be on-site throughout the whole Tournament, ready to solve any problems related to the organisation of the Tournament, players, officials, media and spectators. He/she must be English speaking and be fully aware of the responsibilities of his/her position. He/she is prohibited from competing in a Tournament for which he/she is undertaking this/these role(s).

2 **Officials**

Please see the officiating requirements shown in Appendix B

Names of the designated officials must be provided to ITF Officiating at least eight (8) weeks in advance of the Tournament (officiating@itftennis.com). Tournament Organisers and national associations are encouraged to provide this information well in advance of the deadline. Failure to comply with this deadline may result in the removal of the Tournament from the ITF Calendar.

2.1 ITF Supervisor

Each Tournament must appoint and provide an appropriately certified official, in accordance with Appendix B, to act as ITF Supervisor. The ITF Supervisor must be available throughout the Tournament Week, from the Qualifying Sign-in until after the final match of the Tournament has been completed, unless otherwise approved by the ITF.

The ITF Supervisor is the final authority for on-site issues related to the Rules of Tennis, the Men's and Women's ITF World Tennis Tour Regulations and all on-court matters.

- Women's ITF World Tennis Tour 60s, and 80s must appoint a Silver Badge Referee. The appointment must be approved in advance by the ITF.
- Women's ITF World Tennis Tours 100s must appoint a Gold Badge Referee.

The ITF Supervisor's fee (see C Tournament Expenses) is the responsibility of the Tournament Organiser and must be paid directly to the ITF Supervisor on site. For Tournaments in the 80s and 100s and categories a grant is awarded by the ITF towards the expense of officiating services at those Tournaments. The grant, in the amount of US\$1,700 per Tournament and equivalent to the minimum fee for ITF Supervisors, will be provided to the approving National Association to administer as it determines appropriate and in support of the Joint Development Group project (contact ITF Officiating for more details).

At all categories of Tournament, all other expenses related to the ITF Supervisor (i.e. flight, hotel, local transportation, hospitality, meals and any other necessary expenses) are the responsibility of the Tournament Organiser.

The Tournament Organiser is obliged to enforce the ITF Supervisor's decisions on site if required, for example denial of accreditation and/or access to the site following a default under the Code of Conduct.

2.2 ITF Chair Umpires

The officiating requirements outlined in Appendix B are the minimum standards for Men's and Women's ITF World Tennis Tour Tournaments. National Associations that wish to supply a higher certification level of officials or more officials than the minimum requirement are encouraged to do so.

The Tournament is responsible for paying a fee, providing full hospitality (hotel and meals from the night prior to commencement until the morning following the conclusion of the Tournament) and covering travel expense for all Designated Chair Umpires (as per Minimum Officiating Requirements). Non-designated chair umpires must be paid a fee as per their ITF Certification or as approved by the National Association (for national chair umpires) and must also be provided with meals and accommodation (if required).

3 Tournament Assistants / Tournament Desk

Each Tournament must provide sufficient personnel to assist the Tournament Organiser and the ITF Supervisor with their administrative duties, e.g. ensuring smooth running of live scoring, payment of prize money and IT/communications systems support. Other assistants, a number of whom should ideally have previous Tournament support experience and be English speaking, must also be available to provide player support, i.e. assisting and advising players with Tournament related issues such as practice court bookings, hotel reservations and transport arrangements.

4 Tournament Doctor

The Tournament Organiser must appoint and pay all expenses for an English-speaking medical doctor to be on call in proximity of the Tournament site at all times during playing hours. If it is more practical or cost efficient for the Tournament that the doctor conducts necessary player consultations and treatments off-site, the expense of consultations / treatments that could practically be conducted by the doctor on-site remain the responsibility of the Tournament Organiser.

All players accepted and competing in the Tournament, including eligible Lucky Losers, shall be eligible for treatment from the doctor, as a minimum for the duration of their participation in the Tournament.

The cost of hospital treatment or any other off-site medical treatment (except as described above) is the responsibility of participating players at all levels of Tournament.

Please see the ITF Guide to Recommended Health Care Standards for more information.

5 Sports Physiotherapist

All players accepted and competing in the Tournament, including eligible Lucky Losers, shall be eligible for treatment from the Sports Physiotherapist, as a minimum through the day of elimination. Where the Tournament Organiser is responsible for appointing the Sports Physiotherapist, he/she must ensure the Sports Physiotherapist has appropriate qualifications and experience to treat players. Sports Physiotherapists should be familiar with the ITF's medical treatment procedures and the general ITF Rules of Tennis.

5.1 Men's ITF World Tennis Tour Tournaments

The Tournament Organiser must appoint an English-speaking Sports Physiotherapist to provide on-site health care services for the players beginning one hour before matches commence until completion of all matches. It is recommended that all reasonable off-court treatment is also provided free of charge to players.

5.2 Women's ITF World Tennis Tour Tournaments

- A. At **Women's 15s and 25s** Tournaments, the Tournament Organiser must appoint an English-speaking Sports Physiotherapist to provide on-site health care services for the players beginning one hour before matches commence until completion of all matches. It is recommended that all reasonable off-court treatment is also provided free of charge to players.
- B. At **Women's 60s** Tournaments, the Tournament Organiser must appoint an English-speaking Sports Physiotherapist to provide on-site health care services for the players beginning one hour before matches commence until completion of all matches. The details of the appointed Sports Physiotherapist must be forwarded to the ITF by Thursday before the start of the Tournament using the Appointment Form supplied in the Tournament Organiser pack. For guidance on appointing a qualified Sports Physiotherapist, please see the Appointment of a Physiotherapist Guide in the Tournament Organiser pack. The cost of any on-site treatment administered to players by the Sports Physiotherapist must be **free of charge**. All costs for the Sports Physiotherapist at Women's 60s Tournaments are the responsibility of the Tournament Organiser.
- C. At **Women's 80s and 100s** Tournaments, the ITF will appoint an English-speaking Sports Physiotherapist to be available on-site during play, who will provide on-site treatment to players **free of charge**. The ITF will pay the travel expenses and fee for the Sports Physiotherapist, but all other expenses for the Sports Physiotherapist (hotel, meals, local transportation etc.) will be the responsibility of the Tournament Organiser.

As part of the ITF's Primary Healthcare Programme (PHCP), at all Women's ITF World Tennis Tour Tournaments a small deduction is made from the overall players' prize money purse to contribute to the provision of healthcare services at each Tournament and on the ITF World Tennis Tour in general. This is not an additional expense to the Tournament. The Tournament Organiser will receive instructions from the ITF about what deductions are made, including details of any amount that may be retained by the Tournament and what must be paid to the ITF or appropriate Service Bureau.

6 Court Maintenance Staff

The Tournament Organiser must appoint and pay all costs for a sufficient number of trained personnel (dependent upon number of courts and court surface) responsible for the maintenance of the courts, who must be available on-site at all times and keep all match and practice courts to a required standard at all times (see Section B.2 – Courts, for further information).

7 Stringer

An experienced stringer must be available, preferably on-site, throughout the Tournament Week. The stringer must be available during the scheduled playing hours. Many players will provide their own string, therefore, a labour-only charge option must be available. It is recommended that the tournament stringer use an electric stringing machine. The stringer must be available an hour before matches start until the end of matches each day.

8 Ball Persons

Clothing for ball persons shall not be identical to the Officials' uniform and shall not be light coloured, particularly white or yellow. For outdoor Tournaments played in high temperatures dark coloured clothing should not be worn.

Men's and Women's 15s and 25s Tournaments

Where possible, ball persons should be provided for matches in the Main Draw, but only when provided for all matches from the start of a given round.

Women's 60s, 80s and 100s Tournaments

A minimum of three ball persons must be provided for all Main Draw matches.

9 Press Officer

It is recommended that a person who has good knowledge of tennis, has public relations or media experience and has strong local media contacts is appointed Press Officer for the Tournament. The responsibilities of a Press Officer may include issuing press releases about the Tournament to local media and dealing with requests from media both in advance and during the Tournament. This role can be combined with other duties within the Tournament organisation.

B TOURNAMENT VENUE AND FACILITIES

1 Venue Type

The Tournament should be held at a single venue in either an indoor [^] or outdoor location and must be defined as such on the Application Form. A combination of indoor and outdoor locations is not permitted for a single Tournament unless circumstances out of the Tournament's control, e.g. bad weather, require matches to be moved to an alternative location. Tournament conditions on all match courts must be the same.

Tournaments held outdoors are advised to consider creating a "bad weather" plan for staging the Tournament in the case of bad weather, e.g. identifying nearby locations with indoor facilities that may be used.

Tournament matches may not be played on some courts that are covered and some courts that are not covered, except when weather disrupts the schedule.

The overall venue should be free of distractions from excessive noise from other events, such as other sports games, matches, tournaments, concerts, etc. Tournament Organiser should make best efforts to ensure all matches are free from outside distractions.

[^] Definition of an indoor court

An indoor court is one which is completely covered by a roof, and for which playing conditions are largely artificial.

Note: Artificial playing conditions would include artificial light, protection from rain, and little or no wind. Courts housed under a permanent structure (including 'air halls') but without walls may be defined as 'indoor' if the playing conditions are still largely artificial and temperature and/or humidity can be manipulated. Covered courts (including courts with retractable roofs) may be defined as 'outdoor' – even if artificial lighting is required – if they are exposed to other environmental factors or the roof is open by default.

2 Courts

The facility where the Tournament is held must have a sufficient number of courts **of the same surface (see further details below)** available for match play and practice throughout the Tournament Week. These courts must be provided free of charge to players still in competition. **All Qualifying and Main Draw matches must be played on the same surface**, unless backup facilities with different surface must be used to complete the Tournament due to adverse weather conditions.

- For a tournament with Qualifying Draw size of 24, a minimum of three match courts* and one practice court must be provided for an outdoor Tournament and a minimum of two match courts and one practice court must be provided for an indoor Tournament.
- For a tournament with Qualifying Draw size of 32, a minimum of four match courts* and one practice court must be provided for an outdoor Tournament and a minimum of three match courts and one practice court must be provided for an indoor Tournament.
- For a tournament with Qualifying Draw size of 48, a minimum of four match courts* and one practice court must be provided for an outdoor Tournament and a minimum of three match courts and one practice court must be provided for an indoor Tournament.

*Sufficient daylight hours (if outdoors and no lights available) are required to complete the tournament schedule, potentially up to 9 hours and Tournament Organisers must consider this when applying to host ITF World Tennis Tour Tournaments.

Match courts must be available for a minimum of 9 hours per day for the first four days of competition, except with the approval of the ITF.

A minimum number of practice courts must be available from at least one day prior to the start of the Qualifying Tournament, through to the completion of the Tournament. Such courts must be available free of charge to all players accepted into the Main and Qualifying Draws from the day prior to the start of the draw in which they are competing until the day of their elimination as well as Alternates and Lucky Losers who sign the Lucky Loser/Alternate Sign-In List for the given day. (Accepted players have priority in using the practice courts). However, Tournaments are encouraged to allow eliminated players continued use of practice courts (free of charge) if/when they are not required by players still competing in the Tournament. Experienced staff should be responsible for coordinating practice courts bookings.

The sanctioning National Association and Tournament Organiser must ensure that the match courts conform fully to Rule 1 of the Rules of Tennis. As a guide, for international competitions the recommended distance between the baselines and the backstops is 21 feet (6.40m) and between the side-lines and the side stops the recommended distance is 12 feet (3.66m). The recommended height to the ceiling (where appropriate) is 30 feet (9.14m). Only those venues which conform to the distances recommended may be proposed to host ITF World Tennis Tour Tournaments, unless the prior approval of the ITF has been obtained.

All Tournament courts (match play and practice) must have the same performance characteristics – they must be of the same surface type (e.g. clay) and court pace classification (e.g. Category 2 (medium-slow)), as defined by the ITF Technical Centre (visit www.itftennis.com/technical/courts for more information) – and the court surfaces must have the same appearance, e.g. surface colours. The courts used at a Tournament need not be the same product/brand. Where multiple products are used and not classified, court pace testing of the courts may be required.

All courts must be of a quality suitable for international competition, whereby court surfaces have a uniform appearance with no cracks or gaps between joints and court markings must be straight. Courts with blended lines (as specified in Appendix G) may be used for match and practice courts at Men's and Women's ITF World Tennis Tour 15s and 25s – such courts may not be used as match courts at Women's ITF World Tennis Tour 60s, 80s and 100s. No additional court markings may appear on match courts in any Tournament category, e.g. court markings for other sports.

Courts and their fixtures must present no undue risk of injury to players, officials or spectators. The playability of a court shall be determined by the ITF Supervisor who may insist on work being carried out to improve the quality of court(s) before play may begin. If there are insufficient playable courts and alternative solutions for conducting the Tournament cannot be found, the ITF Supervisor, in consultation with the ITF, has the right to cancel the Tournament, in which case the Tournament will pay a minimum of first round losers prize money to all Main Draw players and will also be responsible for the reimbursement of reasonable expenses to all players.

All courts must be kept clean and well maintained throughout the competition. Clay surface courts shall be swept, watered (if necessary) and lines cleaned before the start of all matches. Carpet and hard courts shall be cleaned of all balls' fluff, dust and debris as and when required. Grass courts shall be cut as required – recommended play height is no more than 8 millimetres. Full information on court maintenance guidelines can be found on the ITF Website (<http://www.itftennis.com/technical/facilities>).

Women's 100s must not be staged on artificial clay or grass courts.

Where on-court banners are used, they should be of uniform colour and must not be painted in light colours that will interfere with player visibility.

3 Court Equipment

The Tournament Organiser must ensure that all match courts are equipped with the following equipment prior to the start of play:

- Net, net posts, net straps and singles sticks, all of which must comply with the Rules of Tennis. No advertising is allowed on the net, strap, band, net posts or singles sticks except as provided in Appendix IV of the Rules of Tennis.
- Measuring device – a measuring stick, tape measure or other measuring device must be available for the measuring of the net height and location of the singles sticks.
- Chair Umpire's Chair – it is recommended that the height of the chair is a minimum of six (6) feet (1.82 metres) and a maximum of eight (8) feet (2.44 metres). The chair shall be centred along an extension of the net approximately three (3) feet (0.9 metres) from the net post.
- Line Umpires' Chairs (as required in accordance with Appendix B – Minimum Officiating Requirements), all of which must be located on the extension of their respective lines along the side fence and not closer than twelve (12) feet (3.66 metres) from the doubles sideline.
- Players' Chairs – each Tournament must provide chairs for the players located on each side of the Chair Umpire. Umbrellas on courts are strongly recommended during hot weather conditions.
- Scoreboards - Tournaments must make best efforts to provide scoreboards for all courts.

4 Two Tournament Sites

In the interests of players, officials, organisers and spectators and to ensure the Tournament is run as efficiently as possible, the entire Tournament should be held on one site only. In exceptional circumstances, approval may be granted for the use of an additional Tournament site for some matches early in the Tournament provided a written request to do so is submitted to the ITF with supporting reasoning, at the time of application. If these events take place in Europe a request must also be made to Tennis Europe. If such a request is approved, both sites must comply with the ITF World Tennis Tour Regulations and Organisational Requirements, which include provision of identical playing conditions, provision of free transportation between the sites and supplementary qualified officials (see Appendix B for details) and availability of appropriate healthcare professionals. The second site must be listed on the Fact Sheet.

5 Combined (Men's and Women's) Tournaments

If the Tournament is to be run concurrently with another professional tennis tournament at the same venue, this must be indicated on the application form.

Applications for combined Tournaments are welcome but the combined Tournament consequently must comply with enhanced standards in accordance with the ITF World Tennis Tour Regulations for both Men's and Women's Tournaments. Any Tournament which is combined with a WTA or ATP Tour or Challenger Tournament shall provide a level of standards equal to or greater than the level of standards provided for the WTA/ATP Tour or Challenger Tournament. In no instance shall standards fall below the minimum requirements herein.

5.1 Courts (Combined Event)

A combined Tournament can only be classified as such if both the Men's and Women's Tournaments are played on the same site and with identical playing conditions, e.g. court surface. There must be a minimum of six match courts and two practice courts.

As the number of matches during Main Draw is doubled during a combined Tournament, the stated minimum number of courts must remain available throughout the Tournament.

5.2 Officials

Please see Appendix B for details of the additional officiating requirements for a combined Tournament.

5.3 ITF Branding and Commercial Rights

When a Men's or Women's ITF World Tennis Tour Tournament is combined with a WTA, ATP or Challenger Tournament, every effort must also be made to comply with the ITF branding guidelines. Tournament Directors and National Associations should contact the ITF at Mens@itftennis.com or Womens@itftennis.com for logos and branding material. Tournament Organisers with questions should contact their National Association and/or the ITF.

6 Lights

If matches are to be played under artificial lighting, the intensity of illumination must be sufficient for professional tennis i.e. minimum of 500 lux and distributed evenly over the court. The ratio of the highest to lowest light readings is recommended to be a maximum ratio of 1.5 : 1.

7 Schedule of Matches

Each Tournament Organiser/National Association should create a match schedule plan (MSP) and send it to their ITF Supervisor to confirm the site can accommodate the number of planned scheduled matches. The ITF may also require a National Association/Tournament Organiser to send a Match Schedule Plan in advance of an event.

Tournaments can be played over 7 or 8 days. Qualifying may start on Sunday or Monday and can be played over 1, 2 or 3 days. Main draw should begin on a Tuesday. Tournaments must get advanced approval for starting the Main Draw on Monday or Wednesday. Tournament Organisers in consultation with the ITF Supervisor should consider developing an overall match schedule plan prior to the event and they should consider site limitations and weather restrictions when planning their schedules.

Tournaments running 48 qualifying draws must be played over 8 days from Sunday to Sunday. Qualifying can be played over 2 or 3 days. If played over 2 days, players MUST be given a rest day between qualifying and main draw (subject to weather).

Tournaments running 32 qualifying draws can be played over 7-8 days. Qualifying can be played over 1 or 2 days. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather).

Tournaments running 24 qualifying draws can be played over 7 days. Qualifying can be played over 1 or 2 days. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather). **No new tournaments will be approved with a 24-qualifying draw.**

Doubles can begin on Tuesday or Wednesday unless otherwise approved by the ITF. The doubles final must be played on Friday or Saturday, which allows the doubles players adequate time to Sign-In for singles qualifying at the following week's Tournament..

Women's \$60,000, \$80,000 and \$100,000 tournaments may schedule their doubles final on Sunday.

8 ITF Supervisor's Office

The Tournament Organiser must ensure a private office with a desk is made available to the ITF Supervisor. The ITF Supervisor **MUST** also be provided with the following:

- **NEW:** Wireless Internet Access, which should be a dedicated and stable WIFI connection with direct login, i.e. password only required, no log-in via a website, with recommended minimum upload speed of 5-10 Mbps;
- A minimum of one international telephone line and at least one separate fax line, which must be operational from the Freeze Deadline (Thursday 14:00 GMT) until the completion of the Tournament. These numbers must be provided on the Tournament Fact Sheet;
- Photocopier and sufficient supply of photocopying paper;
- Microphone for Public Address System (if necessary)
- Communication devices, such as walkie-talkies, must be provided to the ITF Supervisor, each Chair Umpire and the Sports Physiotherapist.

9 Internet Access

The ITF Supervisor and Sports Physiotherapist should be provided with a dedicated wireless access line.. The Internet access for the ITF Supervisor must be a dedicated line with an upload speed of 5-10 Mbps. (Please see ITF Supervisor's Office above)

In addition, the players should have access to wired or wireless internet. A separate computer with Internet access must be provided for players free of charge. If player Internet access cannot be provided on-site the Tournament Organiser must make best efforts to indicate an alternative internet access location for use by players. If Internet access is available to players on-site it is recommended that a time limit is set per player.

10. Live Scoring

ITF in partnership with Sportradar, AG have the exclusive right to provide Live Scoring to all ITF World Tennis Tour Tournaments through the use of handheld electronic scoring devices operated by the chair umpires. The devices are smart mobile phones (Android), owned and distributed by the ITF at no costs to the National Associations or tournaments.

Point by point scores are transmitted from the devices via a 3G/4G (mobile phone) network or WiFi (if available on match courts) and are displayed on the ITF Media Platform (<http://live.itftennis.com>) and mobile apps.

Individual scoring packs (including match scoring devices, cables and chargers) will be distributed by ITF in advance of tournaments and delivered to a suitable person at either the National Association or the tournament, who will be responsible for the safekeeping of the scoring packs until the arrival of ITF Supervisor. National Associations and/or tournaments may be requested to assist ITF with the distribution/ transportation of scoring packs in and out of the country and/or from one tournament to another.

The tournament must provide stable and dedicated WiFi in the ITF Supervisor Office (see point 8 above) to ensure successful upload of audios from live scoring devices

11. Data Protection / Integrity Measures

Tournament Organisers/National Associations shall not allow or authorise the dissemination, transmission, publication or release of any match score or related statistical data from the grounds of the Tournament.

Regular or continual use of laptop computers or other handheld electronic devices within the confines of the Tournament match courts (spectator areas) or for purposes relating to gambling or betting within the grounds of the Tournament shall be prohibited and each Tournament shall take reasonable steps to enforce such prohibition. The exception to this provision is Tournament credentialed personnel when used in the performance of their Tournament duties and registered coaches capturing match data for analysis purposes if authorised by the ITF Supervisor. Such authorisation shall not be given for any commercial purpose.

The ITF advises each National & Regional Association, Tournament Administrator and Tournament Organiser, prior to the start of the Tournament, to:

- take advice on local law, regulation and best practice to ensure that its Tournament security and player protection and welfare policies are lawful and fit for purpose
- contact the local police to ensure they are adequately briefed on the implications of "Courtsider" (person observing matches and either openly or secretly transmitting the match data to third parties in order to gain an advantage on the exchange betting markets) and gambler activity, particularly if the presence of such persons would create a public order issue.

In order to comply with this regulation, Tournaments must:

- Include the Data Rights prohibition notice (as supplied by the ITF) in their entry/ticket Terms & Conditions
- Clearly display Data Rights prohibition public notices (as supplied by the ITF) within the grounds of the Tournament
- Display posters prohibiting use of Mobile phones (as supplied by the ITF) in the precincts of the match courts/spectators' areas
- Employ competent and trained security personnel to address, and if necessary, remove from the grounds, any person who does not fully comply with these regulations. The

number of security personnel required should be based on risk assessment, taking into consideration Tournament site (private or public site, size and architecture of the grounds etc.) as well as any historic security/unauthorised collection issues. Detailed advice on how to address, deal with and initiate the appropriate action when dealing with suspected courtsiders or gamblers will be provided by the ITF and TIU.

- Tournaments must respect any No Credential list provided by the ITF and/or TIU. Any person detailed on the list is subject to exclusion from any Tournament sanctioned or recognised by the Governing Bodies (ITF, ATP, WTA and Grand Slams) and must not be granted any access to the Tournament grounds.
- Set up and enforce adequate Credential System (see Section 13. “Venue Access and Credential System” & Appendix G “Venue Access and Credential System” below)

Any presence of Courtsiders or gamblers at a Tournament must be reported by the ITF Supervisor to the Tennis Integrity Unit (info@tennisintegrityunit.com) and the ITF Live Scoring department (livescoring@itftennis.com). The TIU can provide further advice to assist Tournaments with this matter.

12 Live Streaming

As part of their retained Media Rights, the National Associations may carry out and/or authorise Live Streaming and/or other exhibitions of Coverage of their Own Tournaments. National Associations and/or Tournament Organisers have the right to appoint their own live streaming partner.

Each such National Association will not allow any such Coverage through Live Streaming to be transmitted or made available by means of the Internet Rights or Mobile Rights with a less than 30 second delay between the action taking place at the Tournament and the Live Streaming being available to viewers unless a shorter delay period is agreed otherwise with ITF in writing on a case by case basis.

The Live Streaming must not be used for betting and gaming services.

More information about Live Streaming can be found in the ITF World Tennis Tour Regulations - Appendix F “Media, Commercial and Data Rights” – “Media Rights”.

13 Venue Access and Credential System

Tournaments must provide adequate security at the tournament site. This includes the entrances to the site and all player-restricted areas. As part of the Tournament security plan and in order to comply with ITF integrity requirements, a credential system must be implemented for the purpose of controlling access and movement of all individuals at the tournament venue.

Tournaments must provide adequate player-only areas/facilities (player lounge, locker rooms etc. – see Section II.B.14 Locker Rooms and II.B.15 Player Lounge below). Access to these areas must be prohibited from non-credentialed persons. Tournament security personnel are responsible for preventing non-credentialed access to minimise any possible interaction between players and any potential courtsiders and/or gamblers.

These areas must be designated “authorised access only”. Entered players and their nominated coaches must be issued with “competitor” accreditation/credentials, to be carried at all times and presented to Tournament personnel to gain access to these areas.

Please see Appendix F “Venue Access and Credential System” for further information.

The granting of access/accreditation is a matter for the Tournament but must be provided to all players (Main Draw and Qualifying), the player’s coach, a spouse/partner (if applicable) and to

all tournament support personnel (Volunteers, staff, contractors, and officials) subject to the following:

- Compliance with 'non-credential' lists distributed by the ITF or TIU, and any other reasonable instructions from the ITF on restriction of access;
- No discrimination towards any individual, as per item a) ii. of the ITF Welfare Policy;
- All players who meet eligibility/entry requirements must be given access, unless determined otherwise by the ITF or the ITF Supervisor in accordance with the Regulations/Code of Conduct.

The ITF has created a credential template that may be used for accreditation or the tournament/national association can create their own credential template. It is required to have the player's name and country as well as wording acknowledging the credential may be revoked at any time. Tournament Organisers are encouraged to view the ITF Credential Template for players and media wording if they create their own accreditation.

The ITF Supervisor receives from the ITF a list of non-credential individuals after the Freeze Deadline.

Any suspicious interaction between players, officials or Tournament staff must also be reported to TIU (info@tennisintegrityunit.com)

14 Locker Rooms

Suitable and separate locker rooms for men (male players and male coaches) and for women (female players and female coaches) must be available, preferably adjacent to the Tournament courts. The locker rooms must not be accessible by the public. Facilities must include toilets, showers and hand washing facilities (all cleaned on a daily basis), an adequate supply of toilet paper and wastepaper/sanitary bins. There must be sufficient security to:

- Prevent public access and unauthorized entry
- Protect the players' personal belongings

For further information please see Appendix F – Security, and Appendix G – Venue Access and Credential System.

15 Player Lounge

Each Tournament **MUST** provide a suitable Player Lounge area on-site for the duration of the Tournament for use by ALL players and their guests. This lounge should be an indoor space, unless approved in advance of the Tournament. If an outdoor tent with walls is used for the players' lounge, then it must have portable heating (winter) or fans (summer) provided. This area should not be accessible by the public. The area should be equipped with a computer, Internet Access (if available on-site), a television and sofas and/or comfortable chairs and be supplied with fruit and water. It is also recommended to be supplied with non-carbonated soft drinks (including sports drinks – please consult Appendix C). The players' lounge should be freely available to all players still in competition. Tournaments are encouraged to allow eliminated players access to the lounge, lounge facilities and refreshments although this remains at the discretion of the Tournament Organiser.

A notice board must be placed in the Player Lounge or near the Tournament Desk. All player information must be clearly displayed and updated daily. This information must include the following day's Order of Play; updated draw sheets; transportation information; relevant Tournament Fact Sheets for upcoming Tournaments; Calendar updates; fines lists etc.

16 Treatment and Fitness Room

A separate treatment room must be made available, preferably located near the courts. Alternatively (but not recommended) a partitioned area of the locker room may be suitable

(for privacy reasons), provided this is equipped with a wash hand basin, is well-ventilated and is of a suitable temperature.

The room should include:

- One adjustable (including variable height down to 60 cm) padded treatment table per Sports Medicine Therapist/Trainer in good repair and sanitary condition
- A desk, table or countertop for medical supplies
- Three chairs and/or rolling stools
- Lockable cupboard for storage of paperwork and medications
- Adequate supply of clean towels and sheets
- Ice and non-carbonated water (still) in sealed containers
- Dispensed soap (or the equivalent) and paper towels
- Automatic External Defibrillator (AED)

Where possible, a fitness room containing cardiovascular and strength training equipment should also be made available, located at or in close proximity to the Tournament site or hotel, for use by players and their coaches.

17 On-site Anti-Doping Testing Facility

If required and when requested, each Tournament is obligated (unless indicated otherwise) to provide the following facilities:

- A private room with separate toilet; *or*, at the discretion of the ITF or Anti-Doping authorities,
- An alternative on-site location.
- The room/location must have/contain:
 - A lock on either the door or the fridge
 - A desk and two chairs
 - Lockable cabinet (if the room is not private and lockable)
 - Access to the internet (if possible)

In addition, the Tournament is required to provide staff assistance for site set-up and facility maintenance during the Tournament.

18 Restaurant / Food Service

Each Tournament **MUST** ensure there is a food station on-site at the Tournament where players can buy, at a reasonable cost, various types of food and drink suitable for athletes. It is strongly recommended that the food station is open throughout the day and evening to accommodate players involved in late evening matches. At Tournaments not offering complimentary hospitality, it is recommended that bottled water in sealed containers and fruit is available free of charge, particularly where tap water is not recommended. The system by which players are to obtain food (i.e. vouchers, tickets, or cash) should be made known to the players before the start of the Tournament. Please see Appendix C for a list of recommended foods and drinks.

19 Prize Money Office / Banking Facilities

Prize money must be paid in cash, by cheque on-site or by bank transfer. For information on currency and exchange rate policies, refer to the ITF World Tennis Tour Regulations III. E. Currency and Exchange Rate. The ITF will send the exchange rate for tournaments not paying in USD or Euro to the ITF Supervisor at the Freeze Deadline.

The prize money office must be open daily during the appropriate hours of play and at least half an hour after the relevant matches have finished.

If prize money is not paid in cash, arrangements must be made for players to be able to cash prize money cheques either on-site or at a local bank. Tournaments are also requested to make players aware on-site of any restrictions regarding the export of cash / currency.

Tournaments should consider providing an option to transfer prize money electronically to players, e.g. bank transfer, PayPal, to avoid players having to carry significant sums of cash on their person. If paid by bank transfer, the transfer must be completed by the Friday after the completion of the Tournament.

20 Hotels / Accommodation / Hospitality

Each Tournament must appoint an official hotel, which is of a suitable international standard, and negotiate reduced room rates for players. If rates at the official hotel are high, details of alternative cheaper accommodation must also be provided, which must be within reasonable distance of the site. Tournaments should reserve a sufficient number of rooms for entered players. The reservation deadline must not be earlier than the Withdrawal Deadline for the Tournament (i.e. 13 days prior to Monday of the Tournament).

Tournaments intending to provide accommodation in private housing should contact the ITF for the regulations applicable to players under the age of 18.

20.1 Men's ITF World Tennis Tour 15s and 25s offering hospitality (+H)

A Tournament offering Hospitality (+H) must provide reasonable minimum hospitality which is defined as accommodation in a twin bed and provide breakfast for all Main Draw singles and doubles players beginning two (2) days before commencement of Main Draw until the day following the players' elimination from the Tournament. The same standard of accommodation must be provided for singles and doubles players.

Each Tournament must ensure there is a food station on-site offering various types of food and drink suitable for athletes.

20.2 Women's ITF World Tennis Tour 15s and 25s offering hospitality (+H)

Hospitality is defined as accommodation in a shared room with other players and breakfast provided for all Main Draw singles and doubles players".

Rooms are to be available to each singles player for a minimum of three (3) nights and a maximum of seven (7) nights. Accommodation continues through to include the night she is eliminated or until her three (3) nights minimum has been provided, whichever is later. Accommodation begins no later than the day the Main Draw starts.

Rooms for doubles players must be available beginning the day of the sign-in for a minimum of two (2) nights, to continue through to include the night of a player's last match or until the two (2) nights minimum has been provided.

Each Tournament must ensure there is a food station on-site offering various types of food and drink suitable for athletes.

20.3 Women's ITF World Tennis Tour 60s, 80s and 100s offering hospitality (+H)

Hospitality (+H) is defined as one complimentary room for the use of each player accepted into the singles Main Draw and/or Doubles (single or double occupancy, to be decided by the Tournament). Rooms are to be available to each singles player for a minimum of four (4) nights beginning no earlier than the day prior to the start of Main Draw and no later than the day Main Draw starts, to continue through to include the night following her elimination from the Tournament or until her four (4) nights minimum has been provided, whichever is later.

Rooms for doubles players must be available beginning the day of the sign-in for a minimum of two (2) nights, to continue through to include the night of a player's last match or until the two (2) nights minimum has been provided.

Successful Qualifiers must be afforded the same accommodations as Main Draw players. Nights spent in accommodation during Qualifying shall count towards the minimum number of nights to which Main Draw players are entitled. The same standard of accommodation must be provided for singles and doubles players.

Each Tournament must ensure there is a food station on-site offering various types of food and drink suitable for athletes.

21 Transport

Transportation must be available **free of charge** for all players and coaches between the official hotel and the Tournament site starting on the day of Qualifying sign-in through the last day of Main Draw. A minibus, plus a minimum of two cars is recommended for this purpose. If necessary, this should be organised on a regular 'shuttle' basis (approximately every hour) throughout the hours of play, including practice. Transport must be available at least two to three hours before the first match is scheduled. Details of the transportation service must be given to players on arrival and displayed at both the Tournament site and hotel.

Detailed information about transportation between the nearest airport and official hotel/Tournament site as well as approximate fares by train, bus and taxi must be provided in the Fact Sheet.

Transportation must be provided for the Sports Physiotherapist (at least at all \$80,000 and \$100,000 Tournaments) and ITF Supervisor between the nearest airport/railway station, Tournament site and official hotel.

The Tournament is not obliged to provide transportation for players if the official hotel and the Tournament site is in walking distance. Details of a walking route must be provided and must be safe for the pedestrians. As a guide, "walking distance" should be no more than 1km or take no longer than 10 minutes.

21.1 Men's and Women's 15s and 25s Tournaments

The Tournament must make best efforts to provide transportation for the benefit of the entered players between the nearest airport and/or railway station and the Tournament site/official hotel. If this is not possible, precise travel directions and a guide to likely cost must be included in the Fact Sheet.

21.2 Women's 60s, 80s and 100s Tournaments

The Tournament must provide transportation for the benefit of the entered players between the nearest airport and/or railway station and the Tournament site/official hotel.

22 Wild Cards

National Associations are responsible for the selection and the awarding of the Wild Cards. If required by the ITF, National Associations/Tournament Organisers are obliged to provide an explanation of how the Wild Cards were selected at any Tournament in their nation.

The Tournament Organiser with the approval of the sanctioning National Association and the ITF may hold a Pre-Qualifying/Wild Card events to determine the selection of Wild Cards. Pre-Qualifying/Wild Cards for any ITF World Tennis Tour Tournament must take place prior to the Tournament Week.

Tournament Organisers may not require players to stay in the tournament hotel, be a member of a club or similar type condition in order to compete in a Pre-Qualifying/Wild Card tournament.

Tournament Organisers/National Associations must submit Pre/Qualifying/Wild Card tournament conditions to the ITF for approval and the ITF has the right to reject any tournament conditions created by the Tournament Organiser/National Association.

C **TOURNAMENT EXPENSES**

1 **Prize Money, Hospitality & Transport**

- Men's and Women's ITF World Tennis Tour 15s offer \$15,000 in prize money.
- Men's and Women's ITF World Tennis Tour 25s offer \$25,000 in prize money.
- Women's ITF World Tennis Tour 60s, 80s and 100s offer, respectively, \$60,000, \$80,000 and \$100,000 in prize money.

Tournament offering Hospitality (+H) as described in Section B.20 will provide additional ranking points to the players as follows:

- 15s +H offers no additional ATP/WTB ranking points, but additional ITF World Ranking points in 2019.
- Men's 25s +H offer no additional ATP ranking points, but will offer additional ITF World Ranking points in 2019.
- Women's 25s-100s+H offer additional WTA Ranking points.

Tournament must provide transportation as per Section B.21

2 **Officials**

The Tournament Organiser must provide full hospitality (hotel and meals) for the ITF Supervisor and Designated Chair Umpires, and cover their travel expenses. The ITF requires the following **minimum** fee levels for designated officials, in addition to their expenses. However, since the cost of living varies so much in different countries around the world and exchange rates change regularly, the ITF encourages National Associations to agree fees with national officials in local currency.

	Minimum Fee Levels for Designated Officials (US Dollars per week)		
	Men's & Women's 15s Tournaments	Men's & Women's 25s Tournaments**	Women's 60s/80s/100s Tournaments**
ITF Supervisor	\$1,100	\$1,100	\$1,700
International Chair Umpire	\$750	\$750	\$825
White Badge Chair Umpire	\$550	\$550	\$550

Non-designated chair must be paid fee as per their ITF Certification or as approved by the National Association (for national chair umpires) as well as meals and accommodation (if required).

3 **Medical Equipment/Materials**

The Tournament must provide all medical equipment and materials as outlined in the ITF Guide to Recommended Healthcare Standards for Tennis Tournaments document, for use by the Sports Physiotherapist. Click here for the [ITF Guide to Recommended Health Care Standards](#)

Some of the items the tournament must have available for the Sport Physio are as follows

- Soap and water
- Towels
- Ice for treatment
- Ice bags
- Ice available on-court (as needed)
- Drinking water in individually sealed container
- Medical gloves
- First Aid Kit with all necessary items to treat athletes (see Appendix 2 of Healthcare Standards)
- Automatic External Defibrillator (AED)
- A WBGT Wet Bulb Globe Temperature Meter to measure heat/humidity

4 Balls

All balls used at ITF World Tennis Tour Tournaments must conform to the specifications (see: www.itftennis.com/technical) outlined in Rule 3 of the Rules of Tennis and must have been approved by the ITF. The Tournament Organiser must apply to the ITF for approval at least 90 days in advance of the Tournament if it is proposed to use BALL TYPES 1 or 3.

Balls used for practice must be identical to those used for matches. Players must return practice balls.

4.1 Men's and Women's 15s and 25s Tournaments

In the Qualifying a minimum of four (4) new balls must be provided.

In the Main Draw a minimum of four (4) new balls must be provided for each match, which must be changed at a maximum of eleven (11) games and thereafter every thirteen (13) games. More frequent ball changes are acceptable at the discretion of the ITF Supervisor.

A minimum of three (3) once-used balls of the same type and brand as the match balls must be available for practice per day, free of charge, to any player accepted into the Main and/or the Qualifying Draw, from the day prior to the commencement of the respective draw until he/she is eliminated from the Tournament.

4.2 Women's 60s, 80s and 100s Tournaments

A minimum of four (4) new balls must be provided for each match in Qualifying and Main Draw, which must be changed at a maximum of nine (9) games and thereafter every eleven (11) games. More frequent ball changes are acceptable at the discretion of the ITF Supervisor.

A minimum of three (3) new balls of the same type and brand as the match balls must be available for practice per day, free of charge, to all players accepted into the Main and/or Qualifying Draw from the day before the start of the respective draw until they are eliminated from the Tournament.

5 Water, Ice and Towels

Bottled water (in individually sealed containers) must be provided on court for players during all matches (also refer to Appendix C). There should not be a limit placed on the number of bottles of water a player can have during a match.

Ice should be available to players during the tournament. Ice bags should be available on court during hot days and should be available to treat injuries after their matches. It is recommended that ice coolers with ice bags be placed on each match court.

At 60s, 80s and 100s Tournaments, a minimum of one fresh towel per player must be provided on-court for every match throughout the Tournament.

6 Public Liability Insurance

Public Liability Insurance must be obtained to cover the Tournament. The Applicant is responsible for taking out a suitable insurance policy which is compliant with local laws and regulations and which insures against claims made for damage to property and for death/injury caused to people at the event for which the applicant is legally liable. "ITF Ltd" and "ITF Licensing (UK) Ltd" must be named in the policy and on the certificate of insurance, and a copy should be provided to the ITF on request.

7 ITF Branding Guidelines

Tournament Organisers are required to produce and display the ITF World Tennis Tour logo. The ITF World Tennis Logo should be prominently displayed on all printed material and on the show courts. The ITF World Tennis Tour logo should be included on printed materials, tournament websites, draw sheets, advertising and promotional material, on-site or during broadcasts wherever the tournament logo or title is featured and on all show courts. If the court is live streamed the ITF World Tennis Tour Logo must be displayed.

Advertising guidelines can be found in the Rules of Tennis in Appendix IV.

Note: When on-court advertising is used on the playing surface it must start 3 meters behind the baseline and the lettering must match the same material and texture as the court surface to ensure footing for the players. It may be printed in white. Lettering placed on the side of the court should be sent for approval by the ITF.

Where on-court banners are used, they should be of uniform colour and must not be painted in light colours that will interfere with player visibility. All backdrops and windscreen should not use shades of white or yellow lettering.

Branding requirements in relation to the ITF World Tennis Tours are available on the ITF's FTP site for Tournament Organisers and National Associations to download. Tournament Organisers can download logos, credential templates, poster templates, and other promotional items. Please contact the ITF for the website link at Mens@itftennis.com or Womens@itftennis.com.

Below find a few examples of tournament logos and their usage at ITF World Tennis Tour events in Appendix E.

APPENDIX A CONTACT DETAILS

Service Bureaus

International Tennis Federation

Bank Lane, Roehampton, London, SW15 5XZ United Kingdom

Tel: +44 20 8878 6464 Fax: +44 20 8392 4748 / 49

Andrew Moss	Head, Men's and Women's World Tennis Tour
John Lansville	Team Lead, Men's and Women's World Tennis Tour
Nick Fishpool	Coordinator, Men's and Women's World Tennis Tour
Mai Ito	Coordinator, Men's and Women's World Tennis Tour
Frédérique Duthé	Coordinator, Men's and Women's World Tennis Tour
Cristina Vina	Coordinator, Men's and Women's World Tennis Tour
Sarah Williamson	Coordinator, Men's and Women's World Tennis Tour

Zuzana Konrad	Project Leader, Live Scoring
Ludovica Harley	Coordinator, Live Scoring

Email addresses:	Women's ITF World Tennis Tour	womens@itftennis.com
	Men's ITF World Tennis Tour	mens@itftennis.com
	ITF World Tennis Tour Tournament Applications	ProApplications@itftennis.com
	Officiating	officiating@itftennis.com
	IPIN	ipin@itftennis.com
	Live Scoring	livescoring@itftennis.com

Website: www.itftennis.com/procircuit

IPIN Website: www.itftennis.com/ipin

Tennis Europe

Tennis Europe, Zur Gempenfluh 36, CH-4059 Basel

Tel: +41 61 335 90 46 Fax: +41 61 331 76 77

Email: protennis@tenniseurope.org

Website: www.tenniseurope.org

USTA

United States Tennis Association, 10000 USTA Boulevard, Orlando, FL 32827 USA

Tel: +1 (407) 675-2609 or +1 (407) 619-7350

Email addresses: Women's Tour - womenscircuit@usta.com

Men's Tour - menscircuit@usta.com

Website: www.usta.com or www.procircuit.usta.com

APPENDIX B

ITF WORLD TENNIS TOUR MINIMUM OFFICIATING REQUIREMENTS 2019

The following sets out 2019 minimum standards for ITF World Tennis Tour tournaments.

All references to ITF World Tennis Tour tournaments in this document refer to Men's and Women's ITF World Tennis Tour tournaments only and do not include World Tennis Tour Junior tournaments.

National Associations that wish to supply a higher certification level of official, or more officials, than the minimum requirements are encouraged to do so. Any requests for these officiating requirements to be waived should be made to ITF Officiating at least eight (8) weeks prior to the tournament.

Officials' Proposal Forms must be submitted to the ITF for approval at least eight (8) weeks prior to the start of the tournament. Any changes to already approved Officials' Proposals must be communicated to the ITF for another approval.

There have been various changes to the 2019 Officiating Minimum Requirements, therefore please ensure you read all the information thoroughly.

1. ITF WORLD TENNIS TOUR SUPERVISOR

The Supervisor of an ITF World Tennis Tour tournament must be available from the Qualifying Sign-In until the End of Play on Finals Day and **may not leave, or arrive late at an ITF World Tennis Tour tournament in progress without prior approval from ITF Officiating**. The ITF Supervisor must arrive on site of the tournament at least 4 hours before the Qualifying Sign-In deadline and inform the ITF World Tennis Tour staff (see contacts below) immediately if he/she will not be able to do so. The only exception to these requirements is when the Supervisor has to leave the tournament early to be the Supervisor of an ITF World Tennis Tour tournament the following week (see End of Week Referee below) or if another Supervisor arrives to the same site to conduct the Qualifying Sign-in and Qualifying for the following week.

If the End of Week Referee is required, the Supervisor cannot leave the tournament earlier than after the end of play on Saturday. No exception will be granted for a Supervisor to arrive after the Qualifying Sign-in Deadline (i.e. for the Main Draw) and also leave before the end of the same tournament.

If an ITF Supervisor is required to leave a tournament early but is NOT travelling to another ITF World Tennis Tour tournament, he/she must contact ITF Officiating in writing for authorisation at least eight (8) weeks in advance of the tournament. He/she cannot commit to another event unless this is approved by ITF Officiating.

ITF Officiating must be informed if there are any potential conflicts between an ITF Supervisor's assignment at an ITF World Tennis Tour tournament and an assignment at an ATP Challenger Tour, an ATP Tour or a WTA event.

2. ITF WORLD TENNIS TOUR CHAIR UMPIRES

Each National Association/Tournament must appoint the minimum number of **Designated Chair Umpires** as per page 3 below and minimum number or **ALL** chair umpires as per the number of match courts:

Number of Match Courts	3	4	5	6
Number of Chair Umpires	5	6	8	9

If the Tournament/National Associations wishes to supply CUs for earlier rounds of Qualifying Draw than required, ALL matches in that round must have a chair umpire (i.e. not matches on Centre Court only).

All National Chair Umpires must be registered with ITF Officiating in order to be eligible to work at any Qualifying or Main Draw match of a 2019 ITF World Tennis Tour tournament.

A Designated Chair Umpire at an ITF World Tennis Tour tournament must be on-site for the Qualifying days (as per the Minimum Requirements - see page 3) and a sufficient number of designated officials **must be available until the final day of the tournament** unless otherwise approved by the ITF.

ITF Officiating must be informed if there are any potential conflicts between a Chair Umpire's assignment at an ITF World Tennis Tour tournament and an assignment at an ATP Challenger Tour, an ATP Tour or a WTA Tour Tournament. A Chair Umpire may not leave, or arrive late at an ITF World Tennis Tour tournament in progress without prior approval from ITF Officiating.

3. END OF WEEK REFEREE (only applying to ITF World Tennis Tour tournaments with Prize Money \$15,000 and \$25,000)

If the ITF Supervisor of an ITF World Tennis Tour tournament is leaving before the end of the tournament to conduct the Qualifying Sign-In and Qualifying Draw of another ITF World Tennis Tour tournament or provided he/she has received prior approval from ITF Officiating, an End of Week Referee (EWR) must be proposed and approved by the ITF. An ITF Supervisor working at any Women's ITF World Tennis tournament with Prize Money of \$60,000 or higher must stay until the end.

A suitable EWR is one of the following:

1. International Referee (Gold or Silver);
2. Designate International Chair Umpire (Gold, Silver or Bronze);
3. White Badge Referee with sufficient experience;

If the event is a Combined Tournament, the End of Week Referee must hold an ITF Referee certification (White Badge Referee or higher).

If one of the Designate Chair Umpires becomes the EWR, he/she can no longer work as a Chair Umpire and therefore must be replaced with the same (or higher) Badge Chair Umpire for the days when he/she is acting as the EWR so that the minimum requirements are met and the required number and level of Designated Chair Umpires are present during the Final Week-end. All End of Week Referees will be subject to approval by ITF Officiating.

4. MINIMUM REQUIREMENTS FOR TOURNAMENTS PLAYED ON MORE THAN ONE SITE AND RESPONSIBILITY FOR ON-SITE ISSUES

Where a tournament is played on more than one site, an Assistant Referee (International Referee/International Chair Umpire/White Badge Referee approved by ITF Officiating) must be provided by the tournament to act as On-site Referee at the secondary site. The On-site Referee must be in constant contact with the ITF Supervisor, who will remain responsible for all issues arising on-site, but where communication with the ITF Supervisor is not possible the On-site Referee shall act on behalf of the ITF Supervisor. It is the tournament's responsibility to ensure the required number of Chair Umpires and Line Umpires are provided across both sites (in addition to the supplementary On-site Referee), in accordance with the Minimum Requirements.

5. ITF WORLD TENNIS TOUR TOURNAMENTS COMBINED WITH ATP TOURNAMENTS

The ITF World Tennis Tour tournaments should comply with the Minimum Officiating Requirements at individual ITF World Tennis Tour tournaments, regardless of the ATP Designations for Chair Umpires. Please note that the ITF Designate Chair Umpires, who are working at an ITF World Tennis Tour Tournaments combined with an ATP event, may work as Chair Umpires at the ATP event if requested and at the condition that the Minimum Officiating Requirements for the ITF World Tennis Tour tournaments are complied with. However, an ATP Supervisor may not work as the ITF Supervisor of an ITF World Tennis tournament during the same week.

A tournament must comply with the Minimum Requirements for Line Umpires at ITF World Tennis Tour tournaments, regardless of the Minimum Requirements for Line Umpires at the ATP event. However, where possible, ITF World Tennis Tour tournaments are encouraged to match the Line Umpire requirements of ATP tournaments.

CONTACT DETAILS:

ITF Officiating Department: +44 (0)20 8392 4685
ITF World Tennis Tour Department: +44 (0)20 8392 4682/4771

officiating@itftennis.com
mens@itftennis.com or womens@itftennis.com

ITF WORLD TENNIS TOURS MINIMUM OFFICIATING REQUIREMENTS

	Men's or Women's \$15,000	Men's or Women's \$25,000	Women's \$60,000 & \$80,000	Women's \$100,000
ITF Supervisor	<p>One [1] Gold or Silver Badge Referee</p> <p>If a Gold/Silver badge is not available in-country, and no feasible solution can be found (i.e. proximity of another Gold/Silver badge supervisor), a White badge supervisor can be used if upgraded to "Approved White Badge" status following additional ITF training and approval of the ITF.</p>	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold Badge Referee.
Chair Umpires (CUs)	<p>Designated: One [1] White Badge CUs;</p> <p>Recommended: Two (2) White Badge CU or one [1] White Badge CU and one [1] Green Badge CU</p> <p>Qualifying and Main Draw: One [1] Designate CU must assist the Supervisor during Qualifying</p> <p>One [1] CU is required for every Main Draw match</p>	<p>Designated: One [1] International Badge CU* Two [2] White Badge CUs</p> <p>Qualifying and Main Draw: <u>One [1] Designate CUs must assist the ITF Supervisor before the Final Round of Qualifying</u></p> <p><u>One [1] CU is required for every Final Round Qualifying and Main Draw match</u></p>	<p>Designated: One [1] International Badge CU* Two [2] White Badge CUs</p> <p>Qualifying min. requirement: One [1] International Badge CU Two [2] White Badge CU</p> <p>Qualifying and Main Draw: One [1] CU is required for every Qualifying and Main Draw match</p>	<p>Designated: Two [2] International Badge CUs* One [1] White Badge CU</p> <p>Qualifying min. requirement: Two [2] International Badge CU One [1] White Badge CU</p> <p>Qualifying and Main Draw: One [1] CUs required for every Qualifying and Main Draw match.</p>
Line Umpires	None required.	<p>- One [1] Line Umpire is required for every Main Draw match.</p> <p>- No Line Umpires are required at Clay Court Tournaments.</p>	<p>- One [1] Line Umpire is required for every Qualifying match.</p> <p>- Two [2] Line Umpires are required for every Main Draw match.</p>	<p>- One [1] Line Umpire is required for every Qualifying match</p> <p>- Two [2] Line Umpires are required for every Main Draw match.</p> <p>- Three [3] Line Umpires are required for Main Draw Semi Final and Final matches.</p>

International Chair Umpire – Gold, Silver or Bronze Chair Umpire

CU=Chair Umpire

**ITF World Tennis Tour Tournaments combined with ATP Tournaments – see page 1 for further information

ITF WORLD TENNIS TOURS MINIMUM OFFICIATING REQUIREMENTS AT COMBINED TOURNAMENTS

		Women's \$15,000	Women's \$25,000	Women's \$60,000 & \$80,000	Women's \$100,000
Men's \$15,000	ITF Supervisor	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold Badge Referee
	Chair Umpires (CUs)	Designated: Two [2] White Badge CUs; Recommended: Four (4) White Badge CU or three [3] White Badge CU and one [1] Green Badge CU Qualifying and Main Draw: Two [2] Designate CU must assist the Supervisor during Qualifying One [1] CU is required for every Main Draw match	Designated: One [1] International Badge CU* Three [3] White Badge CUs Qualifying and Main Draw: One [1] Designate CU must assist ITF Supervisor during Qualifying of Men's \$15,000 and <u>One [1] Designate CU must assist ITF Supervisor before Final Round Qualifying of Women's \$25,000.</u> <u>One [1] CU is required for every Final Round Qualifying match at Women's \$25,000.</u> One [1] CU is required for every MD match at both Tournaments.	Designated: One [1] International Badge CU* Three [3] White Badge CUs Qualifying min. requirement: One [1] International Badge CU Three [3] White Badge CUs Qualifying and Main Draw: One [1] Designate CU must assist ITF Supervisor during Qualifying of Men's \$15,000. One [1] CU is required for every Qualifying match at Women's \$60,000/\$80,000. One [1] CU is required for every MD match at both Tournaments.	Designated: Two [2] International Badge CUs* Three [3] White CUs Qualifying min. requirement: Two [2] International Badge CU Three [3] White Badge CUs Qualifying and Main Draw: One [1] Designate CU must assist ITF Supervisor during Qualifying of Men's \$15,000. One [1] CU is required for every Qualifying match at Women's \$100,000. One [1] CU is required for every MD match at both Tournaments.
Men's \$25,000	ITF Supervisor	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold Badge Referee
	Chair Umpires (CUs)	Designated: One [1] International Badge CU* Three [3] White Badge CUs or two [2] White Badge CUs and one [1] Green Badge CU Qualifying and Main Draw: Two [2] Designate CUs must assist Supervisor during Qualifying of both Tournaments. One [1] CU is required for every Final Round Qualifying match at Men's \$25,000 One [1] CU is required for every MD match of both Tournaments.	Designated: Two [2] International Badge CUs* Three [3] White Badge CUs Qualifying and Main Draw: <u>Two [2] Designate CUs must assist ITF Supervisor Final Round Qualifying at both Tournaments</u> <u>One [1] Chair Umpire is required for every Final Round Qualifying match at both Tournaments</u> One [1] Chair Umpire is required for every MD match at both Tournaments.	Designated: Two [2] International Badge CU* Three [3] White Badge CUs Qualifying min. requirement: One [1] International Badge CU Three [3] White Badge CUs Qualifying and Main Draw: One [1] Designate CU must assist ITF Supervisor before Final Round Qualifying of Men's \$25,000 One [1] CU is required for every Final Round Qualifying match at Men's \$25,000 and for every Qualifying match at Women's \$60,000/\$80,000. One [1] CU is required for every MD match at both Tournaments.	Designated: Three [3] International Badge CU* Three [3] White Badge CUs Qualifying min. requirement: Two [2] International Badge CU Two [2] White Badge CUs Qualifying and Main Draw: One [1] Designate CU must assist ITF Supervisor before Final Round Qualifying of Men's \$25,000 One [1] CU is required for every Final Round Qualifying match at Men's \$25,000 and for every Qualifying match at Women's \$100,000. One [1] CU is required for every MD match at both Tournaments.
Line Umpires		A Tournament must treat the ITF World Tennis Tour combined Tournament as two (2) separate ITF World Tennis Tour Tournaments, and comply with the Minimum Officiating Requirements for each individual Tournament.			

*International Chair Umpire – Gold, Silver or Bronze Chair Umpire

CU=Chair Umpire

**ITF World Tennis Tour Tournaments combined with ATP Tournaments – see page 1 for further information

APPENDIX C

RECOMMENDED FOODS AND DRINKS

Each Tournament must provide various types of food and drink, recommended below, at reasonable or subsidised prices for all players. Furthermore, bottled water and non-carbonated sports drinks must be provided at all times in the restaurant area, locker room, player lounge and at the practice site, preferably free of charge. Bottled water must be provided on the match courts. Please refer to the list below.

Carbohydrates

- Bread: Whole wheat, French, Italian, pita, cinnamon, raisin, bagels, crackers, etc.
- Energy bars (Anti-Doping clear)
- Low sugar cereals
- Beans (pinto, black, kidney)
- Rice
- Potatoes: baked, boiled
- Pasta served with sauces on the side
- Gluten free food options

Fruits and Vegetables

- Fresh fruit salad, dried fruits, whole fresh fruits
- Fresh cut, raw vegetables
- Salad bar (tomatoes, potatoes, lettuce, cucumbers, mushrooms, carrots, peas, beans, etc., with oil and vinegar-based dressings or oil and lemon – dressings should be on the side).
- Variety of steamed vegetables

Protein; two protein options from the list below, one of which should be vegetarian, daily

- Chicken
- Turkey
- Tofu
- Hard-boiled eggs
- Fish: tuna, salmon, halibut

Beverages (Note: Caffeinated beverages and carbonated soft drinks should be limited)

- Low and/or non-fat milk; flavoured milks; low fat yoghurts
- Bottled mineral water (non-carbonated)
- Fruit juices
- Carbohydrate and electrolyte (sports) drinks (WADA compatible): e.g. Gatorade, Powerade, Staminade, Isostar, Lucozade, Procari, Vitalyte, Energade, Title Sports Drink, Aquarius, 100 Plus, Isodrinx, Scream (green flavour only), Cedevita, Pripps Energy, Overstim Hydrixr

(Note: the listed sports drinks are not tested or endorsed by the ITF).

All drinks should be provided in **individually sealed** bottles or containers.

Players are solely responsible for all substances they eat and drink, and, therefore, all such food and drink is consumed at his/her own risk. Ingestion of contaminated food and/or drink will **not** excuse an Anti-Doping Rule Violation. Some manufacturers may provide 'guarantees' against contamination of their products by Prohibited Substances. Any such 'guarantee' will **not**, however, result in any sanction imposed on a player arising from consumption of a contaminated product being waived or suspended.

Tournament organisers should make reasonable efforts to ensure that all food and drink items provided for players are free of all substances listed in the prevailing version of the WADA Prohibited List. The Prohibited List can be found at www.itftennis.com/antidoping/rules/list.asp.

APPENDIX D IMPORTANT DEADLINES

*All deadlines, except Qualifying Sign-in Deadline, are **prior to the first day (Monday) of the Tournament***

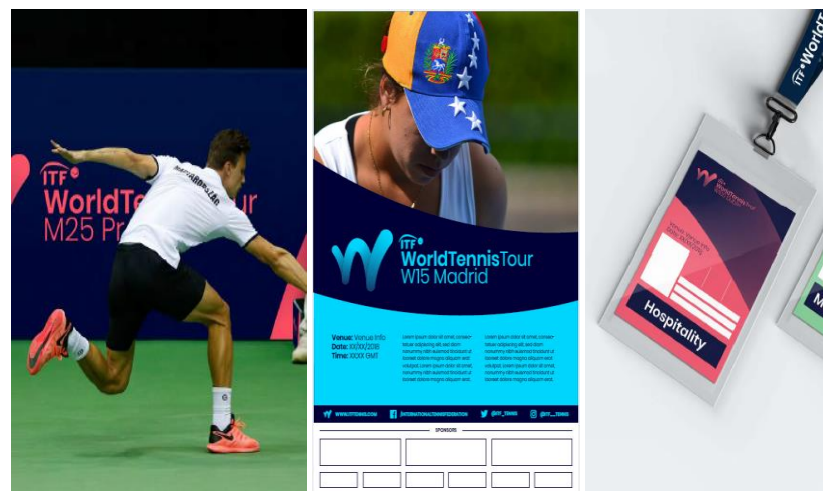
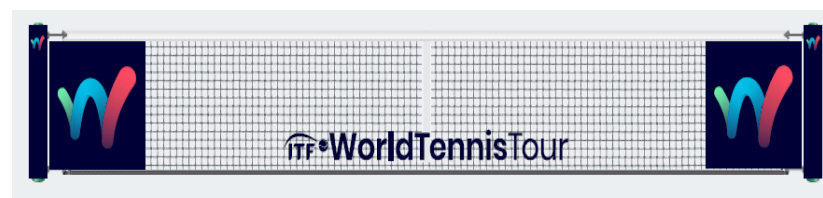
	ITF WORLD TENNIS TOUR 15s / 25s	ITF WORLD TENNIS TOUR 60s / 80s / 100s
Submission of Application Form	17 weeks (4 months)	26 weeks (6 months)
Cancellation, Postponement or any Substantial Changes	9 weeks	9 weeks
Submission of Officials' Proposal	8 weeks	8 weeks
Submission of Fact Sheet	7 weeks	7 weeks
Submission of Sports Medicine Trainer (SMT/PHCP) Proposal (\$60,000** only)	n/a	Thursday before the Tournament
Entry Deadline	18 (eighteen) days Thursday @ 14:00 GMT	18 (eighteen) days Thursday @ 14:00 GMT
Withdrawal Deadline	13 (thirteen) days Tuesday @ 14:00 GMT	13 (thirteen) days Tuesday @ 14:00 GMT
Freeze Deadline	4 (four) days Thursday @ 14:00 GMT	4 (four) days Thursday @ 14:00 GMT
Qualifying Sign-in Deadline	1 day prior to start of Qualifying 18:00 local time	1 day prior to start of Qualifying 18:00 local time

APPENDIX E

ITF WORLD TENNIS TOUR BRANDING GUIDELINES

For full details please refer to “Branding Application Requirements for ITF World Tennis Tour” document available in the Tournament Organiser Pack and go to <https://ftp.itftennis.com/login> and login with the password provided by the ITF. Below see sample logos and some available branding assets.

Tournament Organisers can find the rules detailing permitted advertising in the ITF Rules of Tennis found in Appendix IV.



APPENDIX E (Continued)

6. THE SYSTEM

Template – colours

Examples of the templated artwork in use. Please make sure you follow the colour guides in selecting background artwork.



APPENDIX E (Continued)

3. LOGO Overview

A summary of the ITF World Tennis Tour logo set.

Symbol



Logo



Symbol (small use)



Wordmarks



Tier marks



APPENDIX E (Continued)

3. LOGO Symbol – misuse

Please take care when using the ITF World Tennis Tour logos correctly. The examples opposite should give some guidance as what not to do.

Do not alter or recreate logo artwork under any circumstances.



✗ Do not outline



✗ Do not stretch



✗ Do not rotate



✗ Do not edit



✗ Do not place on undefined colour



✗ Do not change colours



✗ Do not place in custom shape



✗ Do not use in type



✗ Do not use over image

APPENDIX E (Continued)

6. THE SYSTEM National Association lock-up

Examples of how to lock-up a dual tier mark with a National Association.

Please ensure legibility of the lock-ups, both within space and colour. In some instances, a white-out or reversed logo may be required from the National Association.

Linear (On light)



Stacked (On light)



Linear (On dark)



Stacked (On dark)



APPENDIX F

VENUE ACCESS AND CREDENTIAL SYSTEM

In order to preserve and protect the integrity of the sport, including its players, access and movement of all individuals at the Tournaments venue must be controlled. The ITF requires that a venue access and credential system is in place as follows:

- Restricted/controlled access
 - There must be a clear separation between public access areas for spectators and restricted access for Tournament personnel, officials, players and player support teams
 - Designated restricted access areas, such as private player only areas (i.e. the player locker rooms and treatment areas) and non-public areas of the venue (such as the Tournament offices, player lounge and on courts) must be clearly separated and marked.
 - On-site public facilities, such as portable toilets, which are separate from player locker rooms must be provided. Credentialed persons only may have access to player locker rooms.
 - Key access points, specifically, the locker rooms, treatment areas and player lounge, shall be staffed to prevent unauthorized access.
 - The *Credential System* must include:
- Responsible person(s) to manage the credential process
 - Provided with Tournament entry lists, personnel lists and ITF “no credential” list.
- Tournament-issued identification badges or credentials
 - Categorisation of Tournament personnel according to their positions, e.g. player, coach/guest, official, media, tournament staff.
 - A basic system can use colour-coded badges to identify each category.
- On-site access
 - Clear “access charts”, used by security personnel/stewards to implement the credential system, shall be posted at entrances to restricted access areas, such as the players’ locker room, treatment areas, the players’ lounge and match courts.
- Personnel screening and orientation
 - It is a requirement that all Tournament personnel who will be in close contact with players (such as locker room attendants, medical personnel and therapists, stringers, drivers, etc.) are familiar with the credential system and are screened for suitability prior to the event.

APPENDIX G BLENDED LINES

Specification

Blended lines were introduced as part of the ITF's [Play+Stay](#) and [Tennis10s](#) campaigns, aimed at increasing tennis participation worldwide.

Blended lines laid on courts to be used for matches at ITF World Tennis Tour Tournaments (see section B.2. Courts, for Tournament category restrictions) must use the following specifications:

1. The pace of the blended lines shall be no more than 5 CPR points different from the average CPR of the court.
2. The colour of the blended lines shall:
 - a. Be within the same 'colour family' as the 'background' court colour (i.e. if the background colour is a shade of blue, then the blended lines shall also be a shade of blue).
 - b. Be lighter, but not darker, than the 'background' court colour. The colour variation from the background colour shall be no more than (+)22 points on the L* CIELAB scale (this is a measure of the 'lightness' of the colour). A practical way of ensuring that this limit will not be breached is to add no more than 25% (by volume) of white paint to the background colour paint.
 - c. Be 1-1.5 cm narrower than the other playing (court) lines.
 - d. End 7-8 cm from the point at which they would intersect with the lines on the standard court.

Specific information about marking courts with blended lines can be found on the Play+Stay website, here:
<http://www.tennisplayandstay.com/tennis10s/about-tennis10s/markings-the-courts.aspx>.