



World Tour & Junior Tour

Tournament Organisational Guidelines 2022

Effective 01 January 2022

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Where amendments have been made in these Tournament Organisational Guidelines the text is underline

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INTRODUCTION

The ITF Beach Tennis World Tour (“Pro Tour”) is comprised of the ITF Beach Tennis World Tour (“World Tour”), the ITF Beach Tennis World Cup (and Regional Cups) and the ITF Beach Tennis Championships (and Regional Championships).

The ITF Beach Tennis Junior Tour (“Junior Tour”) is comprised of the ITF Beach Tennis World Tour Juniors (“World Tour Junior”), the ITF Beach Tennis World Cup Juniors (and Junior Regional Cups) and the ITF Beach Tennis Junior Championships (and Junior Regional Championships).

All Pro Tour and Junior Tour Tournaments must comply with the provisions of the ITF Beach Tennis Pro Tour Regulations (“Pro Tour Regulations”) and/or ITF Beach Tennis Junior Tour Regulations (“Junior Tour Regulations”) respectively, the ITF Beach Tennis Pro Tour Code of Conduct (“Pro Tour Code”) and/or the ITF Beach Tennis Junior Tour Code of Conduct (“Junior Tour Code”) respectively, the ITF Rules of Beach Tennis the Constitution of ITF Limited and the ITF Guide to Recommended Health Care Standards, each of which may be amended from time to time.

Applicants are advised that this document (Pro & Junior Tour Tournament Organisational Guidelines 2022) is essential reading prior to completion and submission of a Tournament application.

Responsibility for ensuring compliance with these lies with the National Association, which applied for and endorsed the Tournament, and which must also ensure sufficient financial securities are in place. Any queries should be directed to the ITF Beach Tennis Department (Beach@itftennis.com)

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

Sanctioned Pro Tour Tournaments and Junior Tour Tournaments will be included in the ITF Beach Tennis World Tour Calendar and the ITF Beach Tennis World Tour Juniors Calendar respectively, which are available from the ITF Beach Tennis Department, from the ITF Beach Tennis website or the ITF Beach Tennis Facebook Group.

All Pro Tour and Junior Tour Tournaments must be staged and organised in a professional manner. **The guidelines set out in this document should be adhered to for all Pro Tour and Junior Tour Tournaments except where certain requirements are explicitly limited to specific Tours (Pro or Junior) and/or Tournament categories.**

1. These guidelines are considered minimum requirements to host an Event.
2. The ITF will assist in the overall organisation of the Pro Tour and Junior Tour, including coordination of their respective calendars and publicity of the same as widely as possible.

3. The Rules and Regulations are published by the ITF for the purpose of ensuring the orderly and fair administration of all Pro Tour and Junior Tour Tournaments.
4. The Pro Tour and Junior Tour are each comprised of Tournament categories as defined in the Pro Tour Regulations and the Junior Tour Regulations respectively (see also Appendix E), which offer ITF Beach Tennis World Ranking Points and which form the elite level of international Beach Tennis competition.
5. In order for Tournaments to be sanctioned by the ITF for inclusion on the Pro Tour and/or Junior Tour, the Tournaments must have all necessary approvals from the relevant National Association and, if appropriate, the Regional Association. A completed *ITF Beach Tennis Application Form*, duly counter-signed by the National Association, must be submitted to the ITF Beach Tennis Department by the appropriate deadline (see Appendix B). Tournament Application Forms are available online or on request from the ITF Beach Tennis Department (Beach@itftennis.com).

PRE-EVENT ADMINISTRATION

1. Pro Tour Events and Draws

Pro Tour Tournaments must offer Men's and Women's Doubles events. The minimum Main Draw size is 16 and in exceptional circumstances 8. Tournaments may hold larger main draws and/or qualifying events. Mixed Doubles, Singles and /or Seniors events may also be held at a Tournament, but they will not be valid for ITF Beach Tennis World Ranking Points.

2. Junior Tour Events and Draws

Junior Tour Tournaments must offer Boys' and Girls' Doubles U18s events. The minimum Main Draw size is 16. Tournaments may hold larger main draws and/or qualifying events. Tournaments may also offer additional age category events (U12, U14s and/or U16s), Mixed Doubles and/or Singles events, however, these will not be valid for ITF Beach Tennis Junior World Ranking Points.

3. Prize Money (Pro Tour)

Prize Money shall be available at Pro Tour events only. Tournaments are required to offer Prize Money in accordance with the Tournament category in which the Tournament is approved. Prize Money may be paid promptly via bank transfer, in cash or by cheque. Prize Money, paid in cash or cheque, shall be made available daily at the Tournament Office on site for each day's eligible players in accordance with rule G17 of the Pro Tour Regulations.

4. Fact Sheet

The official Fact Sheets for Pro Tour and Junior Tour Tournaments must be submitted by email to the ITF Beach Tennis Department (Beach@itftennis.com) by the deadline outlined in Appendix B, Deadlines. The ITF reserves the right to remove a Tournament, previously approved, from the calendar if the Fact Sheet is not submitted by the stated deadline. The ITF will serve notice prior to taking such action.

5. Cancellation and Substantial Changes

Cancellation, postponement or any substantial change to Tournament arrangements less than sixty (60) days prior to the scheduled start of the Tournament shall subject the Applicant (defined as the sanctioning National Association and where applicable any third party agent (Tournament Organiser) to a fine up to US\$1,000, forfeiture of all sums previously paid or due, reimbursement of unrecoverable expenses incurred and/or denial of subsequent applications.

6. Programme and Banners

If required, Pro Tour Tournaments shall assign to the ITF, free of charge, one (1) page in the Official Tournament Programme for an ITF editorial or advertisement. If required, Tournaments shall display up to two banners displaying the official World Tour logo and/or Junior Tour logo on their show court. These banners will be provided at the expense of the Tournament. World Tour Category BT100, BT200, BT400 Tournaments should consider this a minimum requirement. A photograph of the banner(s) in place shall be sent to the ITF following the event.

7. Entry and Acceptance Lists

The ITF is responsible for managing all Pro Tour entries and withdrawals via the IPIN system and ensuring that Entry and Acceptance Lists are published. For further information, please refer to Appendix B.

Junior Tour Tournaments are responsible for managing entries and withdrawals for their own tournament and ensuring that Entry and Acceptance Lists are published. The Entry list must be published at least five (5) weeks before the Monday of the tournament week. A copy of the Acceptance List must be sent to the ITF (beachtennis@itftennis.com) immediately following the Entry and Withdrawal Deadlines and sign in. For further information, please refer to Appendix B.

8. Live-scoring, Live-streaming

The ITF encourages organisers to offer live-scoring and live-streaming services for all matches that have a Chair Umpire. Tournaments offering live scoring and/or streaming services should inform the ITF at least one (1) month in advance. The ITF will make best efforts to publicise these services through its media platforms.

For Junior Tour Tournament live-streaming / scoring is permitted subject to approval from the ITF.

9. Media/Sponsor form

The Tournament director shall provide the ITF with detailed information about the Tournament sponsors as well as information about live-streaming or live-scoring services by completing the “Media and Sponsor” template. The ITF encourages Tournaments to provide Chair Umpires for all those matches that are live-streamed.

ON-SITE REQUIREMENTS

TOURNAMENT PERSONNEL (Including Junior Tour safeguarding)

All Tournament personnel are bound by and must comply with all of the provisions of the Welfare Policy.

Tournament personnel are responsible for acquainting themselves with the provisions of the Welfare Policy, which is provided in Article XIII of the Pro Tour Code of Conduct and the Junior Tour Code of Conduct. Importantly:

Welfare Policy

Any coach, trainer, manager, agent, medical or para-medical personnel and/or family member, Tournament guest, or other similar associate of any player (together "Player Support Team Member"), any player and any Tournament personnel, such as an official, Tournament director, staff, volunteer, sponsor, health care provider, ITF staff member and members of the media (together "Credentialed Person") shall conduct himself/herself in a professional manner at all times and shall be bound by and shall comply with (the) ITF Welfare Policy.

This information should be made available to Tournament personnel in advance of the Tournament.

Safeguarding

All players have the right to participate in beach tennis Tournaments and events free from any form of harassment or abuse. The focus should always be the safety, welfare and enjoyment of the players involved. It is the responsibility of event organisers to ensure that risk assessments are carried out and venues provide safe and inclusive environments for players to compete in.

However, safeguarding of young players is the responsibility of **all** adults not just the Tournament Officials or event organisers. Key to good safeguarding arrangements is the ongoing identification and prevention of risk.

All Team Captains and Coaches are responsible for the junior players that they bring to the Tournaments 'on court' during competition, at practice sessions and in recreational time spent in the social facilities or accommodation. Supervision of players is an important aspect of preventing harm either through their own actions or through the actions of others.

The ITF currently has a Code of Conduct and Welfare Policy which all Covered Persons are expected to abide by. Therefore, it is the responsibility of Team Captains and Coaches to brief their players on the ITF rules and any other rules that are set down by their own National Associations regarding player safety at Tournaments.

It is recommended that all Tournament security personnel are screened for suitability prior to the Tournament (see Appendix C – ITF Security & Accreditation Guidelines).

1. Tournament Administration

The National Association must designate a Tournament Administrator who will be the point of contact within the Association for the Tournament.

The National Association, in consultation with the Tournament Administrator, if applicable, must also designate a Tournament Organiser, who will be responsible for all aspects of the organisation of the ITF Beach Tennis Tour Tournament. The National Association must also designate a Tournament Director who will be responsible for all the aspects of the organisation on-site during the event (except for rules and on-court issues, which are the responsibility of the ITF Supervisor).

The Tournament Administrator, Tournament Organiser and Tournament Director can be the same person or different people. However, none of these persons also is permitted to hold the role of ITF Supervisor. None of these persons are permitted to compete in their event.

a) Tournament Administrator

Must be authorised by the relevant National Association to be the point of contact for the ITF. The Tournament Administrator must be able to communicate proficiently in English, Spanish or French and must be fully aware of his/her responsibilities. His/her responsibilities include, but are not limited to the following:

- a. Submit the Tournament application
- b. Provide support to the Tournament Organiser and Tournament Director of an event
- c. Provide the Fact Sheet to the ITF and any other information/assistance as requested

b) Tournament Organiser

The Tournament Organiser should be English speaking and be fully aware of his/her responsibilities. These include, but are not limited to the following:

- a. Respond to any related queries prior to the Tournament (from players and public)
- b. Assist the Tournament ITF Supervisor in the weeks leading up to the Tournament
- c. Resolve organisational issues prior to the Tournament
- d. Ensure sufficient officials, Tournament staff and assistants are provided for the Tournament
- e. Deal with media and sponsors in advance of the Tournament

c) The Tournament Director

Must be English speaking and be fully aware of his/her responsibilities. These include, but are not limited to the following:

- a. Be on-site throughout the duration of the Tournament
- b. Liaise with the Tournament Organiser to ensure that all organisational requirements have been met (e.g. officials and staff personnel have been confirmed)
- c. Assist the Tournament ITF Supervisor if required
- d. Resolve any organisational issues during the Tournament
- e. Manage the Tournament assistants and staff during the Tournament
- f. Ensure the officiating requirements are met

- g. Ensure all courts are fit for play at the start of each day's play (including practice periods) and are maintained throughout the Tournament. All courts need to be available for the required number of days in accordance with the size of the draw
- h. Resolve any problems of players and officials in relation to the Tournament organisation
- i. Ensure media and spectators' queries are resolved
- j. Pay out Prize Money to players (at Pro Tour Tournaments only. Amount to be confirmed by the ITF Supervisor)
- k. Send high resolution photographs from the Tournament finals and the prize giving ceremony to the ITF
- l. Send photograph of main show court with banners in place to the ITF
- m. Send a copy of the Programme and press cuttings to the ITF (if applicable)
- n. Send copies of any video footage recorded at the event to the ITF
- o. Send a completed media/sponsors form to the relevant National Association and ITF

2. Tournament Officials

ITF Supervisor

Each Pro Tour and Junior Tour Tournament must provide at its sole expense a certified official to serve as the ITF Supervisor for the Tournament. The minimum certification required is in accordance with the Tournament Category as detailed in the following table:

World Tour

| Tournament Category | Minimum certification required |
|---------------------------------|--|
| World Cup and Championships | ITF Silver Badge ITF Supervisor |
| Regional Cups and Championships | ITF White Badge ITF Supervisor |
| Sand Series | ITF <u>Silver</u> Badge ITF Supervisor |
| BT100, BT200 & BT400 | ITF White Badge ITF Supervisor |
| BT10 & BT50 | Nationally Certified ITF Supervisor* |

Junior Tour

| Tournament Category | Minimum certification required |
|---------------------------------|---------------------------------------|
| World Cup and Championships | ITF Silver Badge ITF Supervisor |
| Regional Cups and Championships | ITF White Badge ITF Supervisor |
| Junior Tour (U18s) | Nationally Certified ITF Supervisor * |

***All national level Supervisors** of ITF Beach Tennis Tournaments will need **to be registered on the ITF Officiating Portal**. In order to register a National Supervisor/Referee, each National Association's Officiating Manager will need to log into the portal as normal and go to Officiating Manager > Add National Official. Registration to the officiating portal will provide the latest ITF officiating information, including details on ITF schools should National Supervisors wish to become ITF Certified ITF Supervisors. The portal also provides a space where ITF Supervisors can keep a record of their work history at tennis and beach tennis Tournaments.

For World Tour BT100, BT200, BT400 and Sand Series Tournaments, the ITF strongly recommends appointing ITF Supervisor's with previous experience of ITF Beach Tennis World Tour Tournaments. A list of ITF certified officials may be obtained from the ITF Officiating Department (see Appendix F for contact details).

The ITF Supervisor is the final authority for on-site issues related to the Pro Tour Regulations and its related Code of Conduct, the Junior Tour Regulations and its related Code of Conduct, the ITF Rules of Beach Tennis and all on-court matters. The ITF Supervisor may not be the Tournament Director/ Administrator/ Organiser. The ITF Supervisor is not permitted to compete in the Tournament.

The responsibilities of the ITF Supervisor include, but are not limited to the following:

- a. Conduct the Sign-In for onsite Alternates
- b. Make and update the Draw using the ITF Tournament Planner program
- c. Produce the daily Order of Play and release this both on-site and via the Planner program no later than 22:00 hours local time.
- d. At the end of each day's play, including the completion of the Tournament, submit updated Tournament results for Main Draw, Qualifying and Consolation draws using the ITF Tournament Planner program.
- e. Submit a Tournament report to the ITF (Beach@itftennis.com) including any Code of Conduct offences (entry and on-site offences) upon completion of the Tournament.
- f. Ensure the Tournament is run in accordance with the Pro Tour Regulations and/or Junior Tour Regulations, and the ITF Rules of Beach Tennis
- g. Apply the Pro Tour Code of Conduct and/or Junior Tour Code of Conduct

Chair Umpire

Chair Umpires may be used but are not mandatory, except at the World Cup, Regional Cups, World and Regional Championships and World Tour Category BT100, BT200, BT400 & Sand Series Tournaments, where there must be a Chair Umpire from specific rounds as follows:

Pro Tour

| Tournament Category | Chair Umpires required from (Main Draw) |
|----------------------------------|--|
| World Cup and Regional Cups | All draw matches |
| World and Regional Championships | All draw matches |
| BT200, BT400 & Sand Series | Quarterfinals |

| | |
|------------|-------------|
| BT100 | Semi-finals |
| BT50, BT10 | - |

Junior Tour

| Tournament Category | Chair Umpires required from (Main Draw) |
|----------------------------------|---|
| World Cup and Regional Cups | All draw matches |
| World and Regional Championships | Finals |
| BTJ100 (U18s) | - |

Where a Chair Umpire is used, he/she must hold a Chair Umpire qualification approved by their National Tennis Association or the ITF.

During matches without a Chair Umpire the Master of Ceremonies (MC) may announce the score but under no circumstances may the MC make any decisions regarding the score.

3. Tournament Assistants

Each Tournament must provide sufficient personnel to assist the Tournament Director and the ITF Supervisor with their administrative duties. These assistants, a number of whom should preferably be English speaking, should also be available to assist players with any Tournament related issues, such as hotel reservations, travel arrangements to the next Tournament etc.

4. Tournament Doctor & Sports Physiotherapist

Each Tournament must provide, at its sole expense, an English-speaking Sports Physiotherapist on-site for the duration of play. All on-court treatment during play must be free of charge to players. An English-speaking Tournament Doctor must also be “on-call” for the duration of the Tournament (i.e. contactable by phone and available to come on-site if required).

Any on-site treatment should be provided free of charge to players, at the discretion of the Tournament Director. The cost of hospital treatment or any off-site treatment is the responsibility of participating players.

5. Entertainment Staff

Master of Ceremonies (MC) & Disk Jockey (DJ)

The ITF recommends the Tournament appoints an MC to be based predominantly on the main show court at all Tour events. His/her main role would be to entertain the spectators – this may include, but should not be limited to, introducing the players onto court, commentating between points/games and announcing the score during a match (in the absence of a Chair Umpire) as well as the current scores and results of other matches. The MC must have a good

understanding of the ITF Rules of Beach Tennis and should be responsible for ensuring that any spectator entertainment (e.g. music) does not disrupt the normal course of a match.

In association with the MC, a DJ (with sound system) may be appointed to perform/play music between games/sets/matches. Ideally the DJ will be fully briefed on the ITF Rules of Beach Tennis and must be sympathetic with regards to playing music during a match. The DJ should be provided with an updated order of play on a daily basis and should pay close attention to matches being played to ensure as little disruption/distraction is caused to players as possible.

Hosts/Hostesses

To help facilitate the entertainment run by the MC, a number of hosts/hostesses may be employed. Such individuals may be the same personnel employed as Tournament Assistants.

6. Court Maintenance Staff

The Tournament must appoint and pay all costs for sufficient personnel responsible for the maintenance of the courts, who must be available on-site at all times.

TOURNAMENT FACILITIES

1. Phone Line / Internet Access

Phone line and internet access must be provided for the ITF Supervisor on-site. Internet access may also be provided to players, free of charge.

2. Courts

All match courts shall be of exactly the same type of sand. In the event of bad weather, play may be moved under cover but the surface of all such courts should be the same. The ITF recommends a minimum sand depth of 25 cm.

The surface must be composed of levelled sand, as flat and uniform as possible, free of rocks, shells and anything else which can represent risks of cuts or injuries to the players. The playing surface must not present any danger of injury to the players.

The Tournament venue must have a sufficient number of courts to be used for matches and practice for the duration of the Tournament. The minimum number of match courts required at Pro Tour and Junior Tour Tournaments will depend on draw sizes and the number of days over which the Tournament is played. In addition, there should be at least one (1) practice court per 32 teams on-site, which the ITF recommends is available at least one day prior to the start of the event through to the completion of the Tournament. The following table can be used as a guide:

2 DAY TOURNAMENT

| Draw Sizes | 8 | 16 | 24 | 32 | 48 | 64 |
|------------|---|----|----|----|----|----|
| 8 | 3 | 3 | 3 | 3 | 6 | 8 |
| 16 | 3 | 3 | 3 | 3 | 6 | 8 |
| 24 | 3 | 3 | 3 | 5 | 6 | 8 |
| 32 | 3 | 3 | 5 | 6 | 7 | 9 |
| 48 | 6 | 6 | 6 | 7 | 9 | 11 |
| 64 | 8 | 8 | 8 | 9 | 11 | 12 |

3 DAY TOURNAMENT

| Draw Sizes | 8 | 16 | 24 | 32 | 48 | 64 |
|------------|---|----|----|----|----|----|
| 8 | 2 | 2 | 3 | 3 | 4 | 6 |
| 16 | 2 | 2 | 3 | 3 | 4 | 6 |
| 24 | 3 | 3 | 3 | 3 | 4 | 6 |
| 32 | 3 | 3 | 3 | 4 | 5 | 7 |
| 48 | 4 | 4 | 4 | 5 | 7 | 8 |
| 64 | 6 | 6 | 6 | 7 | 8 | 10 |

NB. The draw sizes running horizontally and vertically relate to the Men's, Women's, Boys' and Girls' draw sizes.

For one-day events, the minimum number of match courts required is three (3).

The maximum number of Main Draw matches that a team can play per day will be four (4) except for the last day of World Tour Category BT100, BT200, BT400 & Sand Series Tournaments, in which case the maximum number of matches will be two (2).

A clear allocation process for practice courts should be made clear to players at the beginning of the tournament. This process should ensure a fair and transparent allocation process for all players.

The sanctioning National Association and Tournament Director must ensure that the match courts conform fully to Rule 1 'The Court' of the ITF Rules of Beach Tennis. Please be aware that changes have been made to the **net height requirements (180cm) for Men's Tournaments which are mandatory for BT100 and above and optional for BT50 and BT10.**

Please also refer to Appendix I in the ITF Rules of Beach Tennis to ensure the Prohibited Service Return Zone is correctly marked out and the rule observed.

The ITF recommends there is a minimum distance of 1.5 metres between courts or between the outside edge of the court lines and any other fixture or fitting, whichever is closer.

The ITF recommends there is a minimum distance of 0.5 metres between the net post and the side-line.

3. **Player Lounge**

This area must only be accessible by ITF tournament players and Tournament personnel. If no permanent structure is easily available and accessible to the courts, the ITF recommends a tent or marquee that provides shade is erected for this purpose. There should be a supply of drinking water, which must be freely available to all players throughout the Tournament.

At World and Regional Cups, World and Regional Championships (for Pro and Juniors) and World Tour Category BT100, BT200, BT400 & Sand Series Tournaments and Junior Tour U18s Tournaments, a player lounge must be provided and access must be restricted to ITF tournament players and necessary Tournament personnel only. Best effort should be made to provide a player lounge at BT10 and BT50 Tournaments.

A notice board must be placed in the Player Lounge and/or near the Tournament Desk. All player information must be clearly displayed and updated daily. This information must include the latest Order of Play, updated Draw Sheets and relevant player notices (e.g. transfers from site to official hotel, practice court schedule, etc.)

4. **ITF Supervisor's Office**

A private, enclosed office with a desk must be provided for the ITF Supervisor in close proximity to the courts. If no permanent structure is easily available and accessible to the courts, a tent or marquee should be erected for this purpose. The ITF Supervisor **must** be provided with:

- Power source
- Internet Access
- An international telephone line (phone number must be shown on the Tournament Fact Sheet)
- Printer/Photocopier and a good supply of paper

- Microphone for Public Address System (if necessary)
- It is strongly recommended that communication devices, such as walkie-talkies, are provided to the ITF Supervisor. In World Tour Category BT100, BT200, BT400 & Sand Series Tournaments, this should be considered a requirement.

5. Changing Facilities

Suitable male and female changing rooms/facilities, or alternatively suitably partitioned areas for use by male and female players, preferably adjacent to the Tournament courts, must be available. Changing rooms must be “Player access only”. Where possible, lockers should be provided to enable players to leave belongings without risk.

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.

6. Treatment and Fitness Room

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

7. Security / Accreditation

Many of the above areas should be designated “Player access only”, into which only entered players, their nominated coaches and Tournament officials may be allowed access. Such individuals should be issued with appropriate accreditation passes.

Each Tournament must provide sufficient personnel to ensure access to these areas is restricted as required.

8. Restaurant

It is strongly recommended the Tournament Director allocates a nearby restaurant as an official restaurant for the duration of the Tournament. The restaurant, which should be open throughout the day, must offer various types of food and drink suitable for athletes at a reasonable cost. If possible, the ITF recommends that the Tournament Director negotiates reduced food rates for players and Tournament officials. 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 A for a list of recommended foods and drinks.

9. Hotels/Accommodation

Pro Tour

Each Tournament must appoint an official hotel/accommodation, which is of a suitable international standard in close proximity to the Tournament site. Players eligible to receive complimentary hospitality will be accommodated in the official hotel. For other players, reduced room rates will be provided. Details

of alternative cheaper accommodation should also be provided.

Where free hospitality is offered and the distance between the official hotel and the Tournament site is over 1.5 km, a free, regular shuttle bus service must be provided to all players.

Junior Tour

As well as fulfilling the above Pro Tour requirements for hotels/accommodation, Tournaments must ensure that the following requirements are adhered to for Junior Tour Tournaments:

a) Room Policy (applicable to both hotels, and host families):

- i. Official Tournament hospitality for players (and coaches if applicable) shall be provided separately and bedrooms may only be shared by players of the same sex.
- ii. Requests to share hotel accommodation or bedrooms in private housing by players and coaches from the same or opposite sex must at all times be refused.
- iii. Coaches may stay with the same host family as a player, with the written consent of each of the player's parents and the coach.

The only exception allowed to this rule is:

When a National Association nominates a parent, or a person related to the player and authorised in writing by the player's parent, as the official coach/representative.

b) Hotels

The Tournament Organiser must ensure the Tournament Hotel is screened prior to being submitted on the Fact Sheet.

PLAYERS – Shared room – 2 - 4 players per room – all players must have an individual bed. Space in the room must be relevant to the number of occupants. Players in shared rooms will be of the same sex.

COACHES/ACCOMPANYING PEOPLE – Single room – Official National Association coach/accompanying person must be provided with a single room and must not share with player(s) but should be in close proximity to react to any emergency e.g. fire evacuation, player illness.

Hotels selected for Tournaments must comply with the following factors:

- i. Located in safe part of the town/city
- ii. Safety and Security
 - Compliance with Room Policy (above)
 - Reception or management staff available 24 hours/day
 - Separate security staff available 24 hours/day
 - Criminal background checks or security screening for all staff
 - Guests must show ID to get room keys
 - Motels or other accommodations requiring entrance to rooms from the street or public outdoor walkways are not acceptable
 - Safe facilities available for guest valuables
- iii. Emergency Procedures
 - Emergency and evacuation procedures in place
 - Compliant with fire codes and others as applicable (e.g. earthquake, tornado)
 - Hotel fitted with working smoke detectors/alarms/sprinkler systems
 - Staff trained in emergency management procedures
- iv. Rooms
 - Guestrooms require key-card entry and equipped with deadbolts
 - Guestrooms equipped with one-way peep holes
 - Guestrooms equipped with telephones
 - Bathroom and toilet facilities in each guestroom, separated from sleeping area by closing/locking door
 - Disabled access and facilities available
- v. Cleanliness
 - Housekeeping/ laundry meets national hygiene standards
 - Restaurants/ kitchens meet national food service and storage standards
 - Tournaments must use a suitable checklist to evaluate hotel suitability (an example is available from the ITF Juniors department) and that a suitable Tournament representative personally conducts a check of and approves the hotel facilities prior to the Tournament.

The National Association should use all reasonable endeavours to ensure that:

- players have exclusive use of the hotel or, where exclusive use is not possible, that players' rooms are grouped together (for example, on a particular floor), with a separate group of rooms for each sex;
- where a player has a disability, the hotel and the player's allocated room is accessible and particularly that the hotel has adequate facilities;

- players' access to hotel facilities (for example, WiFi, adult films, kettle, mini-bar, gym, swimming pool) is capable of being restricted as appropriate to the player's age. Suitable risk assessments should be documented to identify and manage risk.

c) Host Families

The National Association must ensure that the following minimum requirements are met:

- Information regarding Host Families must be included on the Fact Sheet submitted to the ITF no later than 9 weeks prior to the start of the Tournament.
- Private housing may only be used to accommodate players with the consent of the player and player's parent(s). Private housing may only be used for coaches with the consent of the coach. Accommodation of coaches and players together is permissible solely in accordance with the Room Policy (above);
- Each host family's residence must be located in a safe part of the town/city;
- Criminal and other appropriate background checks must be carried out on all adult members of host families, in accordance with the National Association's own procedures and local law and regulation. The National Association must ensure that its procedures, such as the provision of references and self-disclosure of convictions, comply with local law and regulation;
- All adult members of a host family must agree to comply with the child safeguarding procedures from their National Association in respect of personal checks;
- The National Association must produce and apply a Code of Conduct for host families, which must be formally acknowledged and accepted in writing by the adult members of each host family. The National Association must keep records of all such acknowledgements from host families;
- The National Association must ensure that an appropriate Tournament representative undertakes a home visit at each host family's residence shortly before the Tournament in order to satisfy themselves as to the appropriateness of the arrangements made by the host family for each player;
- Players must be placed with families in which there is a player of a similar age and, where possible, of the same sex. If players are of different sexes, the host family must contain both sexes within the household. Players of different sexes are not permitted to share the same room.

- Visiting players must have their own bedroom, although it is acceptable for a player to share a bedroom with another junior player or minor known to them of similar age and of the same sex. Toilet and bathroom facilities must be private;
- If any visiting player has a disability, the National Association must ensure that the host family is aware of any special requirements and arrangements, such as size of room, access to bathroom facilities and medical needs, which must be appropriate for the player.
- The National Association must ensure that the host family is aware of any special dietary requirements, including allergies, for any player they are hosting;
- The National Association must make the host family aware of the arrangements for collecting and transporting the guest players throughout the duration of the Tournament. Those travel arrangements should be such that players do not travel to or from the Tournament alone or without an adult.
- Players must have easy telephone access to (or other appropriate means of reaching) coaches/staff whilst staying with host families.

TOURNAMENT COSTS & REQUIREMENTS

1. Prize Money (Pro Tour only)

Prize Money shall be paid at eligible Pro Tour Tournaments. Prize Money is to be paid on-site in US Dollars or in the local currency and this information shall be provided on the Fact Sheet. Any Tournament wishing to pay Prize Money in local currency must make the request at the time of application. Prize Money paid in local currency must be converted from US Dollars using the official ITF Exchange Rate provided by the ITF Supervisor.

Prize Money to be awarded to each team shall be calculated by the ITF Supervisor in accordance with the Prize Money distribution detailed in the Pro Tour Regulations. Upon payment a receipt must be given to that team and a copy retained by the Tournament Director.

The Tournament Director or designated person must be available to pay Prize Money during the hours of play and a minimum of half an hour after the last main draw match finishes. Prize Money must be available for collection for each team immediately following completion of their last match in the event.

2. Sanction Fee

All Tournaments sanctioned by the ITF for inclusion on the Pro Tour and Junior Tour must pay the relevant Sanction Fee.

Pro Tour

| Prize Money Category | Sanction Fee (USD) |
|------------------------------------|--------------------|
| Regional Cup | 1,000 |
| Regional Championships | 500 |
| Sand Series (\$35,000 – Unlimited) | 1,500 |
| BT400 (\$35,000 - \$100,000) | 1,500 |
| BT200 (\$15,000 - \$24,000) | 750 |
| BT100 (\$10,000 - \$14,000) | 600 |
| BT50 (\$4,000 - \$9000) | 300 |
| BT10 (No Prize Money) | 300 |

Junior Tour

| Tournament Category | Sanction Fee (USD) |
|---------------------|--------------------|
| BTJ100 | 150 |

Sanction fees are non-transferable and will not be refunded due to cancellation or reduction of Prize Money Category unless there are exceptional circumstances, at the discretion of the ITF.

3. OPTIONAL Tournament Bundles (Pro Tour only)

World Tour Category BT100, BT200 & BT400 applicants have the opportunity to apply for the following additional bundles **at the time of Tournament application**:

- Hospitality (+H)
- Officiating (+O)
- Streaming and TV (+T)

Each additional bundle added to a Tournament will result in more ranking points on offer for players. **Bundle requirements must be fulfilled in full for additional ranking points to be awarded.**

Please see Appendix D for full details on the Tournament Bundle requirements.

4. Hospitality

Pro Tour

If official hospitality is offered, the conditions of such hospitality must be equal for the Men's and Women's events. At Category BT100, BT200, BT400 and Sand Series Tournaments hospitality must be offered to the top four teams (in the official hotel). At the World Cup and the Sand Series Tour Finals hospitality must be offered to all players in the official hotel. At the World Championships, hospitality must be offered to the top eight Pro teams and top four Junior teams in the official hotel. At all other Tournaments hospitality is optional and, if provided, it must be offered to a defined number of teams based only on their position on the Acceptance List.

Where hospitality is offered it is defined as a complimentary room for the use of each pair beginning at least one day before the start of the Main Draw until the day following the pair's elimination from the Tournament (or the day following the last day of the Tournament).

In the case that an eligible team elects not to use the complimentary hospitality offered, the Tournament is not required to offer that hospitality to an alternative team but may, at their sole discretion, offer it to the next team on the Acceptance List of the same event.

Junior Tour

If official hospitality is offered, the conditions of such hospitality must be available to all entered players and the conditions must be equal for the Boys' and Girls' events.

5. Officials

Full hospitality (hotel, travel costs and meals) must be provided for the ITF Supervisor and designated Chair Umpires. The ITF Supervisor should be paid a daily fee.

6. Transport

For those Tournaments offering free hospitality, if the distance between the Tournament site and the official hotel is more than 1.5 km, a free shuttle service must be provided for players. This should be organised on a regular 'shuttle' basis throughout the hours of play, including practice. At minimum, this should commence one (1) hour before the first match of the day, with a shuttle every hour. The final shuttle from the venue to the hotel should provide a reasonable time after the completion of the final match of the day for players to warm down, complete any tournament requirements, and change. Details of the transportation service should be given to players on arrival and displayed on the player notice board on-site and in the official hotel(s).

7. Balls

All balls used at ITF Beach Tennis Tour Tournaments must conform to the specifications outlined in Rule 4 and Appendix III of the ITF Rules of Beach Tennis and must have been approved by the ITF. Specifically, Stage 2 (i.e. low compression “orange”) balls must be used. Please note that due to an ongoing trial (from 1 January to 31 December 2022), alternative colours may be used for Beach Tennis only. For more information, please contact Beach@itftennis.com.

The same ball type must be used throughout the Tournament.

In the Main Draw and Qualifying there must be a minimum of two new balls for each match (four, 4, on the main centre / show court)

At the World Championships and Regional Championships, a minimum of four (4) new balls are to be provided for each match and, in the main draw, are to be changed at least after nine (9) and thereafter every eleven (11) games from the rounds as follows:

| Tournament Category | Ball changes required from |
|----------------------------|-----------------------------------|
| World Cup | All rounds |
| Regional Cups | All rounds |
| World Championships | All rounds |
| Regional Championships | All rounds |

More frequent ball changes are acceptable (for all matches from a specific round) at the discretion of the Tournament Director.

Balls, of the same type as the match balls, must be provided for practice but it is not obligatory to give new balls for this purpose.

Minimum number of balls required per court

| Category | Required | Recommended | Ball change |
|---------------|----------|-------------|---|
| BT10 | 2 | 4 | After an agreed number of odd games OR at the beginning of a set |
| BT50 | | | |
| BT100 | | | |
| BT200 | | | |
| BT400 | | | |
| Major Events* | 4 | 6 | At least after nine (9) games and thereafter every (11) games |

*Refers to Sand Series, World Championships and World Cup.

8. Water

Free, chilled drinking water must be provided on court during matches and on practice courts.

9. Public Liability Insurance

Public Liability Insurance must be obtained to cover the Tournament. Refer to section E.7. of the Pro Tour Regulations and section E.8 of the Junior Tour Regulations for details.

APPENDIX A | RECOMMENDED FOODS AND DRINKS

Each Tournament must provide various types of food and drinks recommended below at reasonable or subsidised prices for all players. Furthermore, drinking water must be provided free of charge at all times in the restaurant area, locker room, player lounge and at the practice site.

Carbohydrates

- Rice
- Energy bars (anti-doping clear)
- Low sugar cereals
- Beans (pinto, black, kidney)
- Whole wheat, French, Italian, pita, cinnamon, raisin, bagels, crackers, etc.
- 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: e.g. Gatorade, Powerade, Staminade, Isostar, Lucozade, Procari, Vitalize (Note: the listed sports drinks are not tested or endorsed by the ITF).

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

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 <https://antidoping.itftennis.com/antidoping/rules/prohibited-list.aspx>

APPENDIX B | DEADLINES

APPLICATION DEADLINES

All deadlines are calculated as the number of days prior to the Monday of the Tournament week.

Pro Tour

| Tournament Category | Application Deadline |
|--------------------------|------------------------------------|
| BT400, BT 200 and BT 100 | 12* weeks prior to Tournament week |
| BT10 & BT50 | 8* weeks prior to Tournament week |

Junior Tour

| Tournament Category | Application Deadline |
|---------------------|-----------------------------------|
| BTJ100 | 6* weeks prior to Tournament week |

***Allow up to an additional two (2) weeks for processing if necessary.**

PRE-TOURNAMENT DEADLINES

All deadlines are calculated as the number of days prior to Monday of the Tournament week.

Pro Tour

| Action | BT400, BT 200 & BT 100 | BT10 & BT50 |
|---------------------------|----------------------------|----------------------------|
| Submit application to ITF | 14 weeks | 10 weeks |
| Payment of sanction fee | By date stated on invoice | By date stated on invoice |
| Letter of Credit | 8 weeks | - |
| Entry Deadlines | By Thursday, 11 days prior | By Thursday, 11 days prior |
| Withdrawals | By Thursday, 4 days prior | By Thursday, 4 days prior |

Junior Tour

| Action | BTJ100 |
|---------------------------|----------------------------|
| Submit application to ITF | 8weeks |
| Submit Fact Sheet | 8 weeks |
| Payment of sanction fee | By date stated on invoice |
| Letter of Credit | - |
| Entry Deadlines | By Thursday, 11 days prior |
| Withdrawals | By Thursday, 4 days prior |

POST-TOURNAMENT DEADLINES

The following should be submitted immediately following completion of the tournament:

Pro Tour

- Tournament Planner Files
- ITF Supervisor Reports
- Media/press cuttings/photos

Junior Tour

- Draw Sheets
- ITF Supervisor Reports
- Media/press cuttings/photos

APPENDIX C | ITF SECURITY AND ACCREDITATION GUIDELINES

To minimize potential safety risks to players and to help control the access and movement of all individuals at the Tournament venue, the ITF recommends that Tournaments have a security plan and system in place and that an accreditation system is used.

This information does not constitute legal advice and is subsidiary to local law, regulation and best practice. The ITF advises each Regional and National Association and Tournament organisers 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. Neither the ITF nor the Committee shall be held liable for any loss or damage caused as a result of reliance upon this guidance where to do so would be contrary to local law, regulation and best practice.

The Safety/Security System should include:

- A written security plan which considers:
 - An emergency evacuation plan (in case of fire, power failure, natural disaster, political instability or other circumstances that pose a substantial safety risk to on-site personnel)
 - Contact numbers for local authorities/police/emergency services
 - Reliable communication systems, such as mobile telephones, walkie-talkies or other devices, capable of operation in an emergency
 - A nominated person responsible for coordinating security matters and any security related incidents which may arise
- Restricted/controlled access
 - There should be a clear separation between public access areas for spectators and designated restricted access areas for Tournament personnel, officials, players and player support teams, such as private player only areas (i.e. the player locker rooms and treatment areas). Non-public areas of the venue (such as the Tournament offices, player lounge and on courts) should be clearly separated and marked.
 - Use of access charts and credentials is recommended (see Accreditation guidelines)
 - Provision of on-site public facilities, such as portable event toilets, which are separate from player locker rooms is highly recommended
 - The minimum recommendation is that key access points, specifically, the locker rooms, treatment areas and player lounge, be staffed to prevent unauthorized access.
- Personnel screening
 - It is recommended that all Tournament personnel who will be in close contact with players (such as locker room attendants, medical personnel and therapists, stringers, drivers) are screened for suitability prior to the event.

The screening should include reference checks and verification of qualifications, licensure and experience where required (for example for medical personnel and drivers).

Personnel orientation

- All Tournament staff (including volunteers) should be fully oriented prior to the event. This orientation should include:
 - Providing each person with the emergency procedures and evacuation plan, including important telephone numbers
 - Knowing the location of the nearest exit; fire extinguisher; telephone and first aid Station

- Accommodation screening
 - Official Tournament accommodation must be suitable for players and must meet the requirements of the relevant Tour Regulations, Minimum Standards and ITF Player Welfare Policy.
 - Such accommodation should be screened prior to it being proposed on the Tournament Fact Sheet; it is recommended that a Tournament representative personally conducts a check of the hotel.
 - Safety and security should be the key factor in the selection of official accommodation, in terms of its physical location, transportation and access.

The *Accreditation System* should include:

- Responsible person(s) to manage the accreditation 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 security policy, should be posted at entrances to restricted access areas, such as the players’ locker room, treatment areas, the players’ lounge and match courts.

APPENDIX D | OPTIONAL TOURNAMENT BUNDLE REQUIREMENTS (PRO TOUR ONLY)

IMPORTANT NOTE: Should you choose to incorporate one or more of the below categories, **ALL** of the **requirements** detailed here **MUST be met IN FULL for points** to be awarded to players.

The below Optional Bundles are available for (Pro Tour) World Tour Category BT100, BT200 & BT400 Tournaments only. Please also note that **all the below Bundles are mandatory for Sand Series Tournaments.**

1) Hospitality (+H)

- Hospitality offered to additional 4 men's and women's pairs (listed 5-8 in the acceptance list), in addition to mandatory obligations (pairs 1-4)
- Mandatory hospitality (pairs 1-8) extended until the day following the end of the Tournament (as opposed to the day after the pairs' elimination)

NOTE: All players eliminated from the Tournament but still benefiting from the Bundle are encouraged to offer minimum 1 hour of promotional activity per day if requested.

2) Officiating (+O)

- All matches from the Quarter Finals onwards to be Chair Umpired
- Two (2) Line Umpires per court from Quarter Finals onwards. Line Umpires must be nationally qualified, and the relevant National Association must send the list of Line Umpires in advance of the Tournament.
- Minimum 4 balls on court during all matches
- All ITF Supervisors must use Tournament Planner (TP).

NOTE: Line Judges must be professionals and neither players, organisational staff or amateurs

3) Streaming and TV (+T)

- Minimum 3 HD Cameras with graphics and live scoring producing a clean international feed
- Raw footage highlights** in line with the following requirements:
 - Highlights of all key points from the Men's and Women's Finals (removing dead time between points, changeovers and unforced errors). The edit should be a maximum of 20 minutes in length.
 - Post-match interview footage with all four finalists (2 Men's pairs, 2 Women's pairs) must be submitted.
 - ITF may use the footage both in its full form and also edit shorter clips and rallies for social media use.
 - All footage must be submitted to ITF Beach Tennis by the Monday after the Tournament and the TV Bundle guidelines document (to be distributed in due course) must be followed in full. "
- Show court with seating capacity

**NOTE: If this content is not provided by the Monday after the Tournament, the Tournament will lose the ability to apply for bundles the following year. We would strongly recommend that preparations for the highlight videos are made in advance of the Tournament.

APPENDIX E | SUMMARY OF MINIMUM REQUIREMENTS BY TOURNAMENT CATEGORY

| MINIMUM REQUIREMENTS | WORLD TOUR CATEGORIES* | | | | | | JUNIOR TOUR |
|--|------------------------|------|-------|-------|-------|-------------|-------------|
| | BT10 | BT50 | BT100 | BT200 | BT400 | Sand Series | BTJ100 |
| ONSITE REQUIREMENTS | | | | | | | |
| <i>Tournament Administration:</i> | | | | | | | |
| English-speaking Tournament Organiser (see page On-Site Requirements for list of duties) | √ | √ | √ | √ | √ | √ | √ |
| English-speaking Tournament Director (see page On-Site Requirements for list of duties) | √ | √ | √ | √ | √ | √ | √ |
| <i>Tournament Officials:</i> | | | | | | | |
| Silver Badge ITF Supervisor | - | - | - | - | - | √ | |
| White Badge ITF Supervisor | - | - | √ | √ | √ | - | - |
| Nationally Certified Supervisor | √ | √ | - | - | - | - | √ |
| ITF/ Nationally Certified Supervisor to use Tournament Planner (TP) | √ | √ | √ | √ | √ | √ | √ |
| <i>Chair Umpires (CUs):</i> | | | | | | | |
| CUs for Finals | - | - | - | - | - | - | √ |
| CUs from Semi-Finals | - | - | √ | - | - | - | - |
| CUs from Quarter-Finals | - | - | - | √ | - | - | - |
| CUs for all matches | - | - | - | - | √ | √ | - |
| <i>Medical Facilities:</i> | | | | | | | |
| Onsite Sports Physiotherapist, English-speaking (free of charge on-court treatment) | √ | √ | √ | √ | √ | √ | √ |
| On-call Tournament Doctor, English speaking | √ | √ | √ | √ | √ | √ | √ |
| <i>Entertainment Staff:</i> | | | | | | | |
| Master of Ceremonies (MC) | √ | √ | √ | √ | √ | √ | √ |
| Disk Jockey (DJ) | - | - | - | √ | √ | √ | - |
| Court maintenance staff | √ | √ | √ | √ | √ | √ | √ |

| MINIMUM REQUIREMENTS | WORLD TOUR* | | | | | | JUNIOR TOUR |
|--|-------------|------|-------|-------|-------|-------------|-------------|
| | BT10 | BT50 | BT100 | BT200 | BT400 | Sand Series | BTJ100 |
| TOURNAMENT FACILITIES | | | | | | | |
| Phone line and internet access for ITF Supervisor | √ | √ | √ | √ | √ | √ | √ |
| Internet access for players (free of charge) | √ | √ | √ | √ | √ | √ | √ |
| Sufficient courts (<i>see Tournament Facilities</i>) | √ | √ | √ | √ | √ | √ | √ |
| Player lounge | - | - | √ | √ | √ | √ | √ |
| Notice board displaying latest Order of Play, updated Draw Sheets, relevant player notices etc) | √ | √ | √ | √ | √ | √ | √ |
| ITF Supervisor Office with all facilities (<i>see Tournament Facilities</i>) | √ | √ | √ | √ | √ | √ | √ |
| Changing rooms/facilities (male and female) | √ | √ | √ | √ | √ | √ | √ |
| Treatment room (close to courts) | √ | √ | √ | √ | √ | √ | √ |
| Security/ accreditation | √ | √ | √ | √ | √ | √ | √ |
| Restaurant (reduced rate for players & officials, close to courts, long opening hours, varied food, etc) | √ | √ | √ | √ | √ | √ | √ |
| Designated official Tournament hotel (reduced rate for players & officials) | √ | √ | √ | √ | √ | √ | √ |
| TOURNAMENT COSTS | | | | | | | |
| Prize Money to be paid promptly onsite (<i>see Tournament Costs & Requirements</i>) | - | √ | √ | √ | √ | √ | - |
| Sanction Fee payable to ITF (<i>see Tournament Costs & Requirements</i>) | √ | √ | √ | √ | √ | √ | √ |
| (Optional) Tournament bundles** (<i>see Tournament Costs & Requirements & Appendix D</i>) | - | ** | ** | ** | ** | ** | - |
| Hospitality for top 4 teams (<i>see Tournament Costs & Requirements</i>) | - | - | - | √ | √ | √ | - |
| Officials – full hospitality costs met by host | √ | √ | √ | √ | √ | √ | √ |
| Free shuttle service to courts where hotel is more than 1.5km from Tournament site | √ | √ | √ | √ | √ | √ | √ |
| ITF Supervisor daily fee paid by host | √ | √ | √ | √ | √ | √ | √ |
| Balls – ITF approved Stage 2 balls. Minimum of 2 per match | √ | √ | √ | √ | √ | √ | √ |
| Water – free drinking water provided on court during matches | √ | √ | √ | √ | √ | √ | √ |
| Public liability insurance to cover Tournament | √ | √ | √ | √ | √ | √ | √ |

*for World Cup, World Championships, and Tour Finals please contact beach@itftennis.com for specific details.

Notes:

Pro Tour (World Tour) Tournament Categories explained:

| Tournament Category | (USD) |
|----------------------------|---------------------------|
| World Cup | At discretion of Host |
| Regional Cup | At discretion of Host |
| World Championships | <u>\$35,000-Unlimited</u> |
| Regional Championships | At discretion of Host |
| Sand Series Tour Final | \$70,000 - Unlimited |
| Sand Series | \$35,000 - Unlimited |
| BT400 | \$35,000 - \$100,000 |
| BT200 | \$15,000 - \$24,000 |
| BT100 | \$10,000 - \$14,000 |
| BT50 | \$4,000 - \$9,000 |
| BT10 | \$0 |

*** Optional Tournament Bundles are recommended by the ITF as a good way to raise both the profile and standard of a Tournament, with additional ranking points on offer for those Tournaments who opt for the bundles outlined in Appendix D.*

Junior Tour Tournament Categories explained:

| Tournament Category | |
|------------------------------|--------------------|
| BTJ100 (U18s) | Official ITF event |
| U12s, U14s & U16s | Non-official event |

APPENDIX F | CONTACT DETAILS

ITF HEAD OFFICE

International Tennis Federation

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

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ITF BEACH TENNIS DEPARTMENT

Email address: Beach@itftennis.com

Website: www.itftennis.com/beachtennis

ITF OFFICIATING DEPARTMENT

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