



# 2022

# ITF WORLD TENNIS TOUR

# ORGANISATIONAL REQUIREMENTS

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Underlined text indicates updates for 2022

# 2022 ITF WORLD TENNIS TOUR ORGANISATIONAL REQUIREMENTS

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## I Organising Men's & Women's tournaments during the Covid-19 pandemic

### Introduction

In order to support the safe organisation of international tennis tournaments, the ITF has devised protocols that all tournament hosts and participants must follow to mitigate the risk of exposure to, and spread of, Covid-19.

Detailed information has been published on the ITF website [here](#). All Tournament Organisers are required to read and adhere to the Protocols, with the principal document being:

- ITF Return to International Tennis Protocols – [Tournament Hosts](#)

If there are any inconsistencies between the terms of these Organisational Requirements and the terms of the ITF Return to International Tennis Protocols, the terms of the ITF Return to International Tennis Protocols shall prevail.

## II GENERAL

ITF World Tennis Tour Tournaments must comply with the provisions of the 2022 ITF World Tennis Tour Regulations and the 2022 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, ITF Return to Tennis Protocols 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 “2022 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 Tours and Player Pathway Department (see Appendix A for contact details).

ITF reserves the right to refuse approval of or cancel any previously sanctioned tournament or series of tournaments on the grounds of health, safety, security or any other potential risk to the successful running of the tournament(s), including without limitation, any risk posed by the continuation and/or re-emergence of COVID-19, with no liability to the National Association, Tournament Organiser or ITF. The Applicant is responsible for ensuring suitable safety and security plans are put in place for the tournament that comply with local laws, regulations and best practice. This includes the timely completion and submittal of ITF security documents where specifically requested by the ITF.

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.

<https://www.itftennis.com/en/about-us/organisation/publications-and-resources/tournament-organisers/>

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 Applicant 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.

Tournament Organisers and National Associations are advised to have preparations in place to handle emergency situations. Please see Appendix F Security. The ITF reserves the right to request that the Applicant to submit security documentation for the Tournament or have additional security measures put in place because of security concerns

Tournament Organisers are expected to monitor weather and if necessary, with consultation with the ITF Supervisor make modifications to play in cases of extreme weather conditions such as heat, lightning, or other severe weather conditions. The Tournament Organiser and ITF Supervisor must adhere to the Extreme Weather Rule (Appendix E in the ITF World Tennis Tour Regulations) and the tournament must have a temperature and humidity recording device (e.g. sling psychrometer) to measure the Heat Index.

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.

## 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. 15s (for example M15 Manacor) can be played over 7 or 8 days, including singles qualifying, and offer \$15,000 in prize money.
2. Tournaments running 48/64 qualifying draws must be played over 8 days from Sunday to Sunday. Qualifying can be played over 2 days or 3 days. If played over 2 days, players MUST be given a rest day between qualifying and main draw (subject to weather). It is recommended to play qualifying over three days.
3. Tournaments running 32 qualifying draws can be played over 7-8 days. Qualifying can be played over 1 day or 2 days. If played over 1 day, players MUST be given a rest day between qualifying and main draw (subject to weather).
4. Tournaments wishing to host an alternate qualifying size must contact the ITF. \*\*(See below).
5. 15s will award ATP ranking points. There are no additional ATP ranking points for \$15,000 tournaments offering hospitality.
6. 15s will award ITF World Tennis Ranking points in the qualifying.

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

1. 25s (for example M25 Toronto) can be played over 7-8 days, including singles qualifying, and offer \$25,000 in prize money.
2. Tournaments running 48/64 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).
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).
4. Tournaments wishing to host an alternate qualifying size must contact the ITF.\*\* (See below).
5. 25s will award ATP ranking points. There are no additional ATP ranking points for \$25,000 tournaments offering hospitality.
6. 25s will award ITF World Tennis Ranking points in qualifying.

## **3 Women's ITF World Tennis Tour**

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

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.
2. Tournaments running 48/64 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). It is recommended to play qualifying over three days.

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).
4. Tournaments wishing to host an alternate qualifying size must contact the ITF\*\*\*(See below).
5. 15s award WTA ranking points. There are no additional WTA ranking points for 15s tournaments offering hospitality.
6. 15s will award ITF World Tennis Ranking points in qualifying.

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

1. 25s (for example W25 Cancun) can be played over 7 or 8 days, including singles qualifying, and offer \$25,000 in prize money.
2. Tournaments running 48/64 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).
3. Tournaments running 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).
4. Tournaments hosting 48 Main Draw with a 32 qualifying draw must be played over 8 days.
5. Tournaments wishing to host an alternate qualifying size must contact the ITF\*\*\*(See below).
6. 25s award WTA ranking points. Tournaments offering complimentary hospitality (+H) to Main Draw participants will offer additional WTA ranking points.
7. 25s will award ITF World Tennis Ranking points in qualifying.

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

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.
2. Tournaments running 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).
3. Tournaments hosting 48 Main Draw with a 32 qualifying draw must be played over 8 days.
4. 60s, 80s, 100s offer WTA ranking points. Tournaments offering complimentary hospitality (+H) to Main Draw participants will offer additional WTA ranking points.

EXCEPTION: A Tournament may apply to the ITF for approval to have a qualifying draw of 24 players provided one of the following conditions is met:

- The Tournament has insufficient courts for a larger draw size and is an indoor tournament;
- The Tournament had previously held a 24 qualifying draw in the previous two years.
- By exception as approved by the ITF.

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

**\*\*\* Due to the Covid-19 pandemic, the ITF will accept 2022 tournament applications up to 12 (60, 80s, 100s) and 8 (15s & 25s) weeks prior to the tournament to encourage the hosting of tournaments. However, organisers will need to be prepared to fulfil the remaining timeline requirements below either immediately or promptly when due. \*\*\***

**Those in square brackets are not in place for 2022**

- [26 weeks (6 months) Application Deadline – Women’s ITF World Tennis Tour \$60,000, \$80,000, \$100,000 (section I.5)
- 17 weeks (4 months) Application Deadline – Men’s and Women’s ITF World Tennis Tour \$15,000 and \$25,000 (section I.5)]
- 60 days Deadline to submit Cancellation, Postponement or Substantial Tournament Changes without penalty (section I.8)
- 9 weeks Deadline to submit Fact Sheet for 60s, 80s & 100s
- 8 weeks Deadline to submit Fact Sheet for 15s & 25s (section I.12)
- 8 weeks Deadline to submit Officials Proposal (section II.A.2)
- 7 weeks (49 days) Deadline to submit a financial guarantee (section I.6) for Women’s ITF World Tennis Tour \$60K, \$80K and \$100K
- 5 weeks Deadline to submit Sports Physiotherapist Appointment for 60K Women’s ITF World Tennis Tour (section II.A.5.2)
- Wednesday prior to start of Tournament Deadline to submit Wild Cards to the ITF, Service Bureau and WTA.
- No later than Friday following the conclusion of the Event. All payments to players by wire transfers must be sent to all players and officials by the Friday following the Tournaments completion.

**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. Completed Tournament Application Forms, signed by the National Association and the 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 <https://www.itftennis.com/en/about-us/organisation/publications-and-resources/tournament-organisers/>
- 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 must 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 must 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 2022 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 / Billie Jean King Cup. An example letter can be found in Appendix 2 of the 2021 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 2022 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 2022 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 60 days 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 on the ITF World Tennis Tour website.

[Men's Calendar](#)

[Women's Calendar](#)

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. The ITF website provides limited tournament information for integrity protection. A complete fact sheet is available in the player's IPIN account.

## 10 ITF World Tennis Tour Regulations

The ITF World Tennis Tour Regulations are issued and maintained by the ITF World Tennis Tour Committee 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 Committee.

## 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, number of days or qualifying, 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 nine (9) weeks for 60s, 80s & 100s, and eight (8) weeks for 15s & 25s before the Tournament Week to enable such information to be published on the IPIN site for the players benefit. Some tournament information is published on the ITF website, but it does not include hotel, supervisor or other key player information for integrity protection. The National Association/Tournament Organiser 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’s ITF World Tennis Tour Tournaments 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 must 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 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. player fines, PHCP deductions etc) to aid the financial reconciliation process. Please read the "Guidelines for making payments to the ITF" for full details. IPIN fees are no longer collected onsite. Players should go to [ipin.itftennis.com](http://ipin.itftennis.com).

## 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 must 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.

<b>Draw</b>	<b>Maximum Fee (per player)</b>
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.

## 18 ITF Partnerships

### Tennis Point



Tennis-Point is the ITF's Official Global Tennis Equipment Online Retail Partner and have exclusive offers available for ITF Tournament Organizers.

Once your tournament is confirmed, create an account on <http://partners.id.tennis/> and once approved head over to the ITF Tennis-Point Shop to browse all offers and discounts available across a wide product range.

The ITF Tennis-Point Shop, top selling brands and products including rackets, clothing, bags and other accessories will be available at an **exclusive 30% discount on RRP**. Tennis balls will also be available, starting with a discount.

[www.itf-tennis-point.com](http://www.itf-tennis-point.com)

### California Sports Surfaces (CSS)



California Sports Surfaces (CSS), a division of the ICP Group, is the Official Preferred Court Supplier and the only supplier to have achieved the 'Elite Silver supplier status' of the ITF Recognition programme.

The CSS brands, which include DecoTurf, Plexipave, Rebound Ace and Premier Sports Coatings, have been used at Grand Slam tournaments and major international tennis events for several decades.

CSS is available to provide full support to ITF stakeholders so if you are looking to develop a new project and would like find out more, please click the link below and connect directly with a CSS representative.

<https://www.itftennis.com/en/about-us/tennis-tech/california-sports-surfaces/>

## III TOURNAMENT RESPONSIBILITIES

### A TOURNAMENT SUPPORT PERSONNEL

National Associations and Tournament Organisers are reminded that **ALL** Tournament support personnel are defined as "Covered Persons" and "Credentialed Persons" and are bound by and must comply with all of the applicable provisions of the ITF World Tennis Tour Regulations Including the ITF Code of Conduct, the ITF Guide to Recommended Health Care Standard, and the Tennis Anti-Corruption Program (TACP).

"Covered Persons" is defined as any player, and any player's coach, trainer, manager, agent, medical or para-medical personnel and/or family member, tournament guest, or other similar associate of 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 that accredited to attend an IT World Tennis Tour tournament.

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 [www.itia.tennis](http://www.itia.tennis) 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 /Tournament Director**

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 Tournament Administrator(s) is responsible for submitting the Application and Fact Sheet to the ITF. In addition, the Tournament Administrator or their appointee is responsible for providing letters in support of Visa Applications for players.

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).

The Tournament Organiser shall act in cooperation with the ITF staff and ITF Supervisor and will be responsible for compliance with the rules and regulations.

## **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](mailto: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 and all related costs (see C Tournament Expenses) are 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). The sanction fee invoice sent to National Associations is reduced by USD \$1700 for \$80,000 and \$100,000.

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. There must be a telephone that accepts international phone calls at the Tournament Desk.

## **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. In addition, the tournament must appoint a second English-speaking Sports Physiotherapist that will be available from the start of Qualifying for the first four days of the Tournament. The name and details of both of the appointed Sports Physiotherapist must be sent to the ITF ([womens@itftennis.com](mailto:womens@itftennis.com)) 5 weeks before the start of the Tournament using the Appointment Form supplied on the website in the Tournament Organiser information. For guidance on appointing a qualified Sports Physiotherapist, please see the Appointment of a Physiotherapist Guide available on the website under Tournament Organisers. The cost of any on-site treatment administered to players by the Sports Physiotherapist must be **free of charge**. The ITF will provide a grant of USD\$1,500 to the National Association to cover the cost associated with the second Sports Physiotherapist. All costs with hiring both Sports Physiotherapist are the responsibility of the Tournament Organiser and the Tournament Organiser should contact the National Association regarding the grant. The Tournament Organiser is responsible for hotel, meals, training supplies, local transportation, etc. If the Sports Physiotherapists are provided with hotel accommodation, then each must be provided with their own room.

The National Associations must submit an invoice to the ITF for USD\$1500 for \$60,000 tournaments. The invoice must include:

- Organisation/Individual name and address
- Name and date of the Tournament
- Date of Request
- Invoice number

- Description of nature of payment
  - Amount and currency
  - Bank account to be paid (in international format and including any intermediary/correspondent banks if applicable) which should match the name of the organisation or person issuing the invoice\*.
- C. At **Women's 80s and 100s** Tournaments, the ITF will appoint two English-speaking Sports Physiotherapist. One Sports Physiotherapist will be available on-site during play for the duration of the event. The second Sports Physiotherapist will be available from the start of qualifying for a minimum of four days to assist with the event. All on-site treatment must be **free of charge to the players**. The ITF will pay the travel expenses (if necessary) and fee for the Sports Physiotherapist, but all other expenses for the two Sports Physiotherapist (hotel, meals, local transportation etc.) will be the responsibility of the Tournament Organiser. If the Sports Physiotherapists are provided with hotel accommodations, then each must be provided with their own room. The ITF will send the training supplies for these events.

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).

Court services personnel should be trained and aware of local laws regarding the proper handling of biohazardous waste.

## 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. Most 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.

- 1) At a minimum, stringing service must be available beginning the day prior to the start of the qualifying competition and continue through the last day of the competition, including any additional days due to weather or other unavoidable circumstances.
- 2) The stringing service must be on-site a minimum of one (1) hour prior to the start time for the first scheduled match of the day and must be available until the completion of play for that day.
- 3) If play is scheduled at an approved alternate site, then access to the stringing service must be provided at such alternate site from the start of play until play has been completed at that site.

- 4) The maximum stringing fee that can be charged when the player is providing his/her own string is \$15.00. It is recommended to keep the fee as low as possible to assist players with costs.

## 8 Accreditation Staff

Each tournament must have at least one staff member that will oversee the accreditation process for the tournament. This individual and any other individuals responsible for accreditation must manage the credential process for the tournament as per section 13 “Venue Access and Credential System” and Appendix G in this document.

The credential staff must ask for a photo Id, preferably passport to confirm the identity of every person before handing over the accreditation.

The individual(s) responsible for accreditation must work in conjunction with the ITF Supervisor and check the ITIA No Credential List, and ITF Banned and No Credential list and must develop a system that follows the guidelines detailed in section “13. Venue Access and Credential System” and Appendix G.

These lists are already incorporated into the ITF UNO Platform and will not allow a non credentialed person from obtaining a credential. These lists provided by the ITF Supervisor to the Tournament are confidential and must not be shared with anyone not involved in the accreditation process.

## 9. Ball Persons

All Ball Persons must be trained prior to going onto court for their first match. Ball Persons must understand tennis scoring and specifically how tiebreakers are played. The Ball Person should know their responsibilities and must be trained on procedures for warm-up, change-over and ball change and positioning. 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 must not be worn. It is recommended to have a shaded space for ball persons to gather before the start of play and for breaks during the day.

### **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 and it is recommended to have six (6) ball persons for the finals

## 10 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. Photos from the finals (labelled with player names) and tournament stories should be sent to the ITF at [Mens@itftennis.com](mailto:Mens@itftennis.com) or [womens@itftennis.com](mailto:womens@itftennis.com).

## 11 **Massage Therapist**

It is recommended that an English-speaking certified massage therapist is available for players to access during the event. The massage therapist must be a licensed/certified (or International equivalent) and formally trained massage therapist. A fee may be charged by the therapist for his/her services. The ITF's Massage Staff Checklist must be utilised by the tournament.

## 12 **Volunteer Staff**

Tournament can be more successful with the support of volunteers. Volunteers can fill a number of valuable roles during a tournament, such as credential monitors for locker rooms or facility, fitness facilities access, ball persons monitor, player lounge monitor, photographer, player services assistance, scoring monitor, hospitality assistance, ticket office assistance, sponsorship hospitality, ushers, or other similar roles. It is recommended that there is a coordinator for all volunteers is created to handle the applications. It is important to screen these individuals and follow local laws prior to them working. It is also important to provide clear job description and duties for all individuals assisting with the tournament.

## 13 **Covid-19 Officer**

Please refer to the 'ITF Return to International Tennis Protocols – Tournament Hosts' for up to date information about this role (Section 1).

## **B TOURNAMENT VENUE AND FACILITIES**

### **1 Venue Type**

The Tournament should be held at a single venue in either an indoor <sup>^</sup> 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 must make best efforts to ensure all matches are free from outside distractions.

#### **<sup>^</sup> 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 32, a minimum of three match courts\* and one practice court must be provided for an outdoor Tournament.
- For an Indoor tournament with Qualifying Draw size of 32, a minimum of two match courts and one practice court must be provided.
- 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.
- For a tournament with Qualifying Draw size of 64, a minimum of five match courts\* and one practice court must be provided for an outdoor Tournament and a minimum of four match courts and one practice court must be provided for an indoor Tournament.
- For a tournament with a 48 Main Draw with a 32 qualifying, a minimum of four match courts\* and one practice court must be provided.

Any deviation from the above requirements must be approved by the ITF and the tournament must send a Match Schedule Plan (MSP) to the ITF, [proapplications@itftennis.com](mailto:proapplications@itftennis.com), for advanced approval. An MSP is required for all tournaments playing on two match courts.

### Combined tournaments

- There must be a minimum of six match courts and two practice courts for 32 Main draw and Qualifying Draws in each event.
- There must be a minimum of eight match courts and two practice courts for 32 Main draw and 48 Qualifying Draws in each event.
- There must be a minimum of nine match courts on the first day of play and two practice courts for 32 Main draw and 64 Qualifying Draws in each event.

For events with a women's 48 main draw or other combination of qualification draw sizes please contact the ITF with questions and approval.

\*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.

**Note: Women's 100s cannot be staged on artificial clay or artificial grass courts.**

## Practice Courts

The practice courts shall be booked and managed by experienced staff that are able to coordinate all practice courts bookings in a fair manner.

- A. Minimum Number of Courts
  - 1. A minimum of one practice court (2 courts for combined events) must be available for a minimum of 9 hours each day. It is recommended that tournaments reserve additional practice courts available for participants where possible.
  - 2. It is strongly recommended to have a minimum of two practice courts for Women's W60, W80 and W100 events.
  
- B. Access to Courts
  - 1. Practice courts must be available free of charge a minimum of one day prior to the start of the Qualifying Tournament for all Singles and Doubles Main Draw and Qualifying players, as well as Alternates where possible.
  - 2. Where restricted by availability of practice courts, players in Qualifying and Singles Alternates shall have priority for practice on the day prior to the start of Qualifying. In general, players competing on a given day shall have priority to use practice courts.
  
- C. General Guidelines and Principles
  - 1. Practice courts must be of a similar speed and surface to the match courts
  - 2. Practice courts must be available free of charge to all players accepted into the Main, Qualifying and Doubles Draw until elimination.
  - 3. Lucky Losers who lost in the last round of qualifying must also be allowed to practice free of charge until all first-round singles matches are played.
  - 4. The top three signed-in alternates each day in singles and the top three signed-in alternate doubles teams each day must be allowed to practice free of charge until all first-round matches are played.
  - 5. Eliminated players have no automatic right to be granted access to practice courts, with exception of tournaments located at the same venue who are hosting more than one consecutive week, where eliminated players must be afforded some accessibility to practice, as agreed with the ITF.
  - 6. Where a tournament determines that access to practice courts shall be granted to eliminated players, all such players shall be treated equitably in terms of court time and applicable charges.
  - 7. It is encouraged that access to practice courts for eliminated players shall be free of charge. Where access to the facility is normally chargeable for non-residents and where a charge is made this shall be not more than \$10 per court per hour (or half-court if necessary) including any entrance fee, or a maximum fee of \$15 a day. Fee amounts must be detailed on the Fact Sheet.
  - 8. Where an access fee is applied, eliminated players must leave the facility immediately following completion of their practice session. Players may not remain on site (for example to watch matches) unless expressly authorised to do

so by the Tournament Organiser. Failure to abide by this condition shall be considered a violation of the Code of Conduct.

9. Access to courts for matches and practice must be the same for all players staying in the tournament's official hotel(s). Tournaments may not have one fee for players booking through a tournament organiser and another fee for those who booked through travel agencies or other booking websites.

### **Court Requirements**

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 <https://www.itftennis.com/en/about-us/tennis-tech/classified-surfaces/> 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 H) 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.

### **Court Preparation**

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

All match courts must have backdrops behind the baseline. Where on-court banners are used, they must be of uniform colour and must not be painted in light colours that will interfere with player visibility. All backdrops and windscreens (windbreaks) must not use shades of white or yellow lettering.

### 3 Court Equipment

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

1. 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. The nets and net straps must be in good/excellent condition and each tournament shall have spare nets and net straps available.
2. 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.
3. 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. It is recommended to have a small writing table to the right-side armrest of the Umpire's Chair.
4. 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.
5. Players' Chairs – each Tournament must provide chairs for the players located on each side of the Chair Umpire.
6. Umbrellas on courts are strongly recommended for players and chair umpires for tournament held during hot weather conditions.
7. Scoreboards - Tournaments must make best efforts to provide scoreboards for all courts.
8. It is recommended that the Stadium court has a PA system (Microphone) for the chair umpire to announce the matches.
9. Towels are recommended for player use but are required at Women's 60-80-100 events.

### 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 similar playing conditions, provision of free transportation between the sites and supplementary qualified officials, sports physio (see Appendix B for details) and availability of appropriate healthcare professionals. The second site must be listed on the Fact Sheet.

If a second site is used only for practice courts, then that site must be listed on the fact sheet. Please detail the site address and for which days the site will be used.

### 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/address. When the events are two ITF events the minimum court requirements are as stated above in section 2.

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 Tour, ATP Tour or ATP Challenger Tournament, every effort must also be made to comply with the ITF branding guidelines (Appendix E). Tournament Directors and National Associations should contact the ITF at [Mens@itftennis.com](mailto:Mens@itftennis.com) or [Womens@itftennis.com](mailto:Womens@itftennis.com) for logos and branding material. Tournament Organisers with questions should contact their National Association and/or the ITF.

## **6 Lights**

It is recommended that all tournament organisers measure the lighting of all match courts prior to hosting an event, so the organiser is aware in advance if the lighting is suitable for play (weather). For all Indoor events and tournaments with match schedule plans that require lighting the courts must meet the requirements below. All matches 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.

Light poles should be positioned so that light is evenly distributed around the court and the poles should be positioned not to affect player safety or match play.

The ITF Supervisor has the authority to suspend play on any court if the intensity of illumination, in his/her judgment, is insufficient for professional tennis

## **7 Schedule of Matches**

Each Tournament Organiser/National Association must create a Match Schedule Plan (MSP) and send it to the ITF Supervisor hired for their event 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 must consider site limitations and weather restrictions when planning their schedules.

Tournaments running 48/64 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 48 Main Draws with a 32 qualifying draw must be played over 8 days. Qualifying must be played over 2 days and the Singles Main Draw must start on Monday.

Any alternate qualifying draw needs to be approved in advance of the application by emailing - [Proapplications@itftennis.com](mailto:Proapplications@itftennis.com).

Doubles should begin on Tuesday 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. Tournaments wishing to start Doubles on Monday or Wednesday needs to be approved in advance of the application by emailing - [Proapplications@itftennis.com](mailto:Proapplications@itftennis.com).

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:

1. **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;
2. A minimum of one international telephone line must be operational from the Freeze Deadline (Thursday 14:00 GMT) until the completion of the Tournament. This number must be provided on the Tournament Fact Sheet;
3. Printer and Scanner with sufficient supply of paper and ink. Microphone for Public Address System (if necessary)
4. Communication devices, such as walkie-talkies, must be provided to the ITF Supervisor, each Chair Umpire, Chief 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/Data Rights

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.

During the tournament the ITF Supervisor will oversee the use/operation of the devices – Chair Umpires are instructed to take care of the devices when in their possession. The tournament must ensure the devices are stored securely each day.

Each Tournament/National Association must provide Live Scoring as determined by the ITF and the rounds live scored are subject to change. The current minimum requirement for chaired and live scored matches as detailed below:

\$15,000 Tournaments	All Main Draw Matches
\$25,000 Tournaments	All Main Draw Matches and Final Round of Qualifying
\$60,000-\$100,000 Tournaments	All Main Draw Matches and All Qualifying Matches (24, 32 48 qualifying draws). 64 Qualifying Draws may have off-court officials for the first qualifying round. A Chair Umpire is required for all qualifying matches from the round of 32 onwards.

For more details, please see ITF World Tennis Tour Regulations (Appendix F) "Media, Commercial and Data Rights".

## 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:

1. 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
2. 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:

1. Include the Data Rights prohibition notice (as supplied by the ITF) in their entry/ticket Terms & Conditions
2. Clearly display Data Rights prohibition public notices (as supplied by the ITF) within the grounds of the Tournament
3. Display posters prohibiting use of Mobile phones (as supplied by the ITF) in the precincts of the match courts/spectators' areas
4. 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 [ITIA](#).
5. Tournaments must respect any No Credential list provided by the ITF and/or [ITIA](#). 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.

6. Set up and enforce adequate Credential System (see Section 13 (above) and Appendix G (below). “Venue Access and Credential System”)

Any presence of Courtsiders or gamblers at a Tournament must be reported by the ITF Supervisor to the *International Tennis Integrity Agency* ([info@tennisintegrityunit.com](mailto:info@tennisintegrityunit.com)) and the ITF Live Scoring department ([livescoring@itftennis.com](mailto:livescoring@itftennis.com)). The ITIA can provide further advice to assist Tournaments with this matter. The *International Tennis Integrity Agency website is* [www.itia.tennis](http://www.itia.tennis).

## 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 having security checks at venue entrance and the entrances of 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.

### A. ITF Player Only Areas

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, corruptors and/or gamblers.

These areas must be designated “authorised access only”. Players and their nominated coaches must be issued with accreditation/credentials clearly displaying access rights and must be presented to Tournament personnel to gain access to these areas. The locker-room must be limited to players only and those staff that need access to do their job. It is recommended that personal coaches be provided access to an alternate locker-room/facilities away from players locker-room.

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

## **B. Accreditation/Credentials**

Accreditation/credentials are a mandatory World Tennis Tour requirement. Accreditation/credentials must be issued to all participants of an ITF tournament including, without limitation, all players, related persons (coaches, guests etc), Officials (ITF Supervisor, Chair and Line Umpires) and Tournament staff.

### **Credentials must display:**

1. Full name of the person
2. Nationality
3. Role/Category (i.e. Player, Coach, Stringer, Chair Umpire etc)
4. List of areas with access Rights (i.e. Venue, Courts, Player Lounge etc)
5. RECOMMENDED: headshot/passport style photo for recognition

Accreditation must be provided to:

1. All Main Draw and Qualifying Singles and Doubles players
2. Lucky Losers losing in the Last Round of Qualifying valid until all first round Main Draw matches have been played.
3. At least the first three alternates in qualifying singles and main draw doubles valid until all first-round matches have been played.
4. One guest, who shall be the player's coach or guest.
5. All tournament support personnel (Volunteers, staff, press, contractors, and officials)
6. Every person collecting his/her accreditation must show a photo ID, preferably passport, to confirm their identity

Tournaments must provide adequate player-only areas/facilities (player lounge, locker rooms etc.) Non-accredited persons must be prohibited from accessing these areas.

### ITF UNO Accreditation System

ITF UNO is an accreditation platform provided by the ITF to all World Tennis Tour tournaments completely free of charge.

Tournaments are strongly encouraged to implement ITF UNO for accreditation purposes at all ITF tournaments (please see ITF UNO - Tournament Admin Guide for further information about ITF UNO or contact ITF on [uno@itftennis.com](mailto:uno@itftennis.com)). The Tournament Organiser / National Association not using ITF UNO must email photos of accreditation samples to be used in advance of each tournament to the ITF World Tennis Tour department ([mens@itftennis.com](mailto:mens@itftennis.com); [womens@itftennis.com](mailto:womens@itftennis.com)). Failure to provide samples may result in the non-payment of data rights money for the tournament; fines; or future tournament applications not being sanctioned.

Where a Tournament implements ITF UNO, the Tournament agrees that it shall:

1. comply with the ITF UNO Terms of Service on the ITF UNO website and any other ITF instructions in respect of access to and use of ITF UNO;
2. not copy, reproduce, modify, manipulate, scrape, distribute or delete any data stored in ITF UNO other than as permitted under clause (c) below;
3. only access, and use ITF UNO for the purpose of administering accreditation at the Tournament, and always in accordance with all terms, conditions and policies applicable to ITF UNO, which are always available in their most up-to-date form [on the ITF UNO website]; and

4. be entitled to include on each hardcopy accreditation downloaded via ITF UNO a maximum of one Tournament Sponsor logo, to a maximum of three tournament Sponsors, subject to any sizing, branding or other specifications advised by the ITF from time to time.

If for any reason, ITF UNO is unavailable during a Tournament, the Tournament shall, with reasonable assistance from the ITF, immediately implement an alternative accreditation framework. The ITF shall bear no liability whatsoever to the Tournament or any third-party in.

The granting of access/accreditation is a matter for the Tournament/National Association.

All Accreditation provided by the tournament are subject to the following:

1. Compliance with ‘non-credential’ and ‘banned’ lists distributed by the ITF or ITIA, and any other reasonable instructions from the ITF on restriction of access;
2. No discrimination towards any individual, as per item a) ii. of the ITF Welfare Policy;
3. 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.
4. Policies regarding access to practice facilities and locker room for players after they have been eliminated from the event shall be applied equally to both qualifying and main draw players

The ITF Supervisor will receive a non-credential list after the Freeze Deadline, who must then provide it to the Tournament personnel that oversee the issuing of credentials. Anyone with access to the list must not discuss or share the information provided on these lists to any individuals not involved with the operation of the tournament. ITF UNO system has these lists incorporated - individuals on these lists will be flagged and they should not be issued with any credentials (if in doubt, please contact ITF personnel).

Any suspicious interaction between players, officials or Tournament staff must also be reported to the International Tennis Integrity Agency (ITIA) at [info@itia.tennis](mailto:info@itia.tennis) & the ITF at [Mens@itftennis.com](mailto:Mens@itftennis.com) or [Womens@itftennis.com](mailto:Womens@itftennis.com).

## **14 Locker Rooms**

Suitable and separate locker rooms for men (male players) and for women (female players) must be available, preferably adjacent to the Tournament courts. The locker rooms must not be accessible by the public. Personal coaches must not be provided access to the same locker room as players. Other player guests must not be provided access to the locker room. Player locker rooms must include toilets, showers and hand washing facilities (all cleaned multiple times on a daily basis), an adequate supply of toilet paper and wastepaper/sanitary bins.

A parent may be given access to the locker room if the player is under 17 years of age, but the parent may only be in the locker room when the underaged player is in the locker room.

There must be sufficient security to:

- Prevent public access and unauthorized entry
- Protect the players’ personal belongings
- Protect players from corruptors

- Prevent unwanted/harmful interactions (Safeguarding Protocol)

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 must be an indoor space, unless otherwise approved by the ITF 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 must 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 must 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; player notices 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 must 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. A private room with separate toilet; *or*, at the discretion of the ITF or Anti-Doping authorities,
- b. An alternative on-site location.
- c. 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.

Tournament organisers must 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/home.aspx>.

Players must be allowed to bring food on-site to accommodate special dietary restrictions or other dietary needs. Tournament Organisers can limit the location where these foods can be eaten based on club/site policies and restrictions.

## **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 or Service Bureau 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 must 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 Tuesday 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 must 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).

Players cannot be required to book hotel room through a Tournament Organiser or National Association unless the tournament is offering free hospitality and the tournament staff is managing those rooms. If a player makes a reservation with a travel agent, through an alternate vendor or other legitimate retailer the tournament organiser must be provided the same access to practice courts as to those players who booked through alternate methods.

The Tournament Organiser must ensure the Tournament Hotel is screened prior to being submitted on the Fact Sheet. The safety and security of players must be the key factor in the selection of an official accommodation, and it must meet the following standards:

### A. Safety and Security

1. Reception or management staff available 24 hours/day
2. Separate security staff available 24 hours/day
3. Criminal background checks or security screening for all staff
4. Guests must show ID to get room keys
5. Safe facilities available for guest valuables

### B. Emergency Procedures

1. Emergency and evacuation procedures in place
2. Compliant with fire codes and others as applicable (e.g. earthquake, tornado)
3. Hotel fitted with working smoke detectors/alarms/sprinkler systems
4. Staff trained in emergency management procedures

### C. Room Standards

1. Guestrooms require key card entry and equipped with deadbolts
2. Guestrooms equipped with one-way peep holes (recommended)
3. Guestrooms equipped with telephones
4. Bathroom and toilet facilities in each guestroom, separated from sleeping area by closing/locking door
5. Disabled access and facilities available

### D. Hotel Cleanliness

1. A high standard of cleanliness maintained throughout the property.
2. Housekeeping/ laundry meets national hygiene standards
3. Restaurants/ kitchens meet national food service and storage standards

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

Men's & Women's ITF World Tennis Tour \$15,000 and \$25,000 tournaments offering hospitality must meet the following requirements.

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

Rooms are to be made available to each singles player for a minimum of three (3) nights and a maximum of seven (7) nights. Accommodation must be available one (1) day before the commencement of the Main Draw, although a player has the option to request accommodation to start on the day the Main Draw commences. Accommodation continues through to include the night she is eliminated or until her three (3) nights minimum has been provided, whichever is later.

Successful Qualifiers must be afforded the same number of nights and 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.

Rooms for doubles players must be available beginning the day of the Sign-In for a minimum of two (2) nights. Accommodation continues through to include the night of the player's last match or until the two (2) nights minimum has been provided. Hospitality must be of the same standard for singles and doubles players.

Main draw players (singles and doubles players, includes partner) who have withdrawn on-site for medical reasons and who are examined by the on-site Tournament Doctor/Sports Physiotherapist shall receive hospitality through the night of the examination.

Players 17 years of age and under may only share a room with another junior aged player. If there are no shared rooms then a private room must be provided to the junior player.

*The standard of hospitality, including any exceptions to the rules above, must be approved in advance by the ITF.* The ITF may reject hospitality of an unsatisfactory standard, notwithstanding that it meets the minimum number of days.

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 60s, 80s and 100s offering hospitality (+H)**

Women's ITF World Tennis Tour \$60,000, \$80,000 and \$100,000 tournaments offering hospitality must meet the following requirements.

Hospitality is defined as one complimentary room and breakfast 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. Accommodation must be available one (1) day before the commencement of the Main Draw, although a player has the option to request accommodation to start on the day the Main Draw commences. Accommodation continues through to include the night that she plays her last match or until her four (4) night minimum has been provided, whichever is later. Hospitality must be of the same standard for singles and doubles players.

Rooms for doubles players must be available beginning the day of the Sign-In for a minimum of two (2) nights. Accommodation continues through to include the night of the 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 standard of hospitality, including any exceptions to the rules above, must be approved in advance by the ITF. The ITF may reject hospitality of an unsatisfactory standard, notwithstanding that it meets the minimum defined requirements.*

Main draw players (singles and doubles players, includes partner) who have withdrawn on-site for medical reasons and who are examined by the on-site Tournament Doctor/Sports Physiotherapist shall receive hospitality through the night of the examination.

Players 17 years of age and under may only share a room with another junior aged player. If there are no shared rooms then a private room must be provided to the junior player. Any breach of this regulation shall be dealt with in accordance with the ITF Welfare Policy.

### **20.3 Private Housing**

If private housing is provided to players from the National Association and/or Tournament Organiser, then they must ensure that the following minimum requirements are met:

- a. Each host family's residence must be located in a safe part of the town/city;
- b. 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;
- c. The National Association/Tournament Organiser must produce and apply a Code of Conduct for host families, which must be formally acknowledged and accepted by the adult members of each host family. The National Association/Tournament Organiser must keep records of all such acknowledgements from host families;
- d. The National Association/Tournament Organiser must ensure that an appropriate tournament representative undertakes a home visit of 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;
- e. Players must have their own bedroom, although it is acceptable for a player to share a bedroom with another tournament player. Bathing facilities must be private.

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

## **21 Laundry**

It is recommended that each Tournament Organiser negotiate a reduced priced laundry service (whether per item or per bag) with the tournament hotel or another laundry facility near the site or hotel.

## 22 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. If a player is 17 of age or younger, the tournament must provide a chaperone (parent, coach, etc.) to be transported from the airport/railway to the Tournament site/hotel. 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.

### 22.1 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.

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

At Women's \$60,000, \$80,000 and \$100,000 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. If a player is 17 of age or younger, the tournament must provide a chaperone (parent, coach, etc.) to be transported from the airport/railway to the Tournament site/hotel.

## 23 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.

### **Women's Wild Cards**

Wild Cards must be named by the Wednesday before the tournament starts, except in the case of \$60,000, \$80,000 and \$100,000 tournaments, for which two Wild Cards may be named at the time the Draw is made, always subject to the restrictions of the Age Eligibility Rule.

The names, nationalities and dates of birth of the Wild Cards must be sent to the ITF, WTA and appropriate Service Bureau immediately upon nomination. National Associations should confirm with players their availability to take a Wild Card prior to sending nominations to the Service Bureau. After the Freeze Deadline, new or replacement Wild Cards must be sent to the ITF Supervisor.

Tournaments must send written confirmation of the offer and acceptance of a Wild Card to players. Players and Tournament Organisers may not offer and/or receive any compensation for receiving or awarding a wild card. Acceptance of the offer of a Wild Card constitutes a player's Commitment to the Tournament.

## **C TOURNAMENT EXPENSES**

### **1 Prize Money, Hospitality & Transport**

As detailed in Section B.19 above, prize money must be paid either on-site in cash, check or by wire transfer. If a check is provided, and the player is not from the country the check is written then a local bank must be open to cash the check at no charge to the player. If banks are closed on the last day of the event, the tournament must provide a solution so players can receive their payment before leaving the event/country.

Many international players have difficulty cashing checks, so it is important to work with a local bank to make the process easy for players.

Wire transfers must be sent by Tuesday following the completion of the Tournament. Tournament Organisers are responsible for getting all of the appropriate tax information, bank transfer details so that payments are not delayed.

Each player must be provided a payment receipt of all earnings, fees, fines and taxes.

The prize money breakdown for each round is detailed in the ITF World Tennis Tour Regulations and the information is available in Tournament Planner and the ITF Supervisor can provide the Tournament Organiser with a spreadsheet.

**Level of Prize Money**

- 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 offer \$60,000 in prize money.
- Women’s ITF World Tennis Tour 80s offer \$80,000 in prize money.
- Women’s ITF World Tennis Tour 100s offer \$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:

- M15s + H & M25’s +H offers no additional ATP ranking points.
- W15’s+\_H offers no additional WTA Ranking points.
- Women’s 25s + H through Women’s 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. Please see Appendix B. 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.

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

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).

- All officials (Supervisor, Chair & Line Umpires, Chief of Umpires, Deputy Referees) working the event must be paid on the last day of the event or if the Tournament is paying by bank transfer these payments must be sent by Tuesday following the completion of the tournament

### 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: <https://www.itftennis.com/en/about-us/tennis-tech/approved-balls/>) 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 (On Court Supplies)**

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 (unlimited).

Ice should be available to players during the tournament. Ice coolers and 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 Women's Tournaments, Towels must be provided and a minimum of one fresh towel per player must be provided on-court for every match throughout the Tournament.

Water, Ice and Towels must be routinely checked after each match, and any unsealed bottles and drinks or other products not supplied by the Tournament must be removed from the court/coolers

Each Tournament must have a spill kit, which is maintained by court maintenance staff, for the proper clean up and disposal of biohazardous material on each court and hand sanitizer must be available for use by ball persons following handling of used towels.

In Extreme Heat Conditions it is recommended to provide umbrellas, fans and ice towels.

### **6 Insurance**

1. 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 must be provided to the ITF on request.

2. The Applicant is encouraged to take out those insurance policies that safeguard against employer's liability, business interruption and personal injury as well as any other appropriate insurance policies recognised under local law. In addition, it is strongly recommended that the Applicant obtain and maintain event cancellation and abandonment insurance which insures against all reasonably known financial risks arising from the rescheduling, cancellation and/or abandonment in whole or in part of a Tournament due to force majeure

### **7 ITF Branding Guidelines**

Tournament Organisers are required to produce and display the ITF World Tennis Tour logo, which must be included on; printed materials, tournament website(s), draw sheets, advertising and promotional material, on-site or during broadcasts wherever the tournament logo or title is featured. For each court that is broadcast/live streamed the ITF World Tennis Tour Logo must be included in at least two positions. As a minimum they are required on the banner/backdrop in line with both singles side-lines so as to be visible for broadcast/live streaming.

For all other (non-broadcast/live streamed) courts we encourage the inclusion of the ITF World Tennis Tour Logo in similar positioning as above.

For tournaments at W60 – 100 level proposed branding samples/images must be sent to the ITF for approval no later than four weeks prior to the tournament start date. These should be sent to [mens@itftennis.com](mailto:mens@itftennis.com) and [womens@itftennis.com](mailto:womens@itftennis.com). In addition, any tournament of any category [15, 25, 60, 80, 100] wishing to display branding on the net of a match or practice court (net banners) must submit for approval to the ITF World Tennis Tour team no later than four weeks prior to the tournament start date on the relevant email address above.

Where on-court banners are used, they must be of uniform colour and must not be painted in light colours that will interfere with player visibility. Backdrops and windscreens (windbreaks) must not use shades of white or yellow lettering.

Advertising guidelines can be found in the Rules of Tennis in Appendix IV and 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](mailto:Mens@itftennis.com) or [Womens@itftennis.com](mailto:Womens@itftennis.com).

Examples of tournament logos and their usage at ITF World Tennis Tour events can be found in Appendix E.

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 must be sent for approval by the ITF.

## **8 Tournament Promotion**

Tournaments are encouraged to promote their events within the local community and on social media.

The ITF World Tennis Tour has an official Facebook page (<https://www.facebook.com/groups/238591976698635/>). We encourage you and all individuals involved in the tournament, including players to join and share your tournament news, photos and video.

On Twitter, if you share any news, photos, etc please mention [@ITF\\_Tennis](https://twitter.com/ITF_Tennis) and use the hashtag [#ITFWorldTennisTour](https://twitter.com/ITFWorldTennisTour) in your tweets where possible.

In order for the ITF to promote your event please send photos. Send clear high-resolution photos of the singles and doubles champions with trophies (both full length and close up photos). As well as any action shots of the finalists. Please include photos of the site with the

ITF World Tennis Tour banners. Please ensure to label the name of each participant and/or individual in a photo and include the tournament name and the week of the event.

The ITF also accepts short videos of a maximum of 30 seconds which includes an exceptional rally or shot, match point in the final with player celebration or of a player holding the trophy. If you are able to edit any video you may have to meet any such requirements, please also remember to state in your email which player is featured and, in the case of action footage, which match is featured.

## APPENDIX A – CONTACT DETAILS

### International Tennis Federation

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

Tel: +44 20 8878 6464

### ITF World Tennis Tour Staff

Andrew Moss	Head, World Tennis Tour, Strategy and Pathway
George Donnelly	Head, ITF World Tennis Tour, Operations
James Cooney	Manager, Player Pathway, Operations
Cristina Vina	Senior Coordinator, Men's and Women's World Tennis Tour
Caroline Woollett	Senior Coordinator, Men's and Women's World Tennis Tour
Nick Fishpool	Coordinator, Men's and Women's World Tennis Tour
Frédérique Duthé	Coordinator, Men's and Women's World Tennis Tour
Sarah Williamson	Coordinator, Men's and Women's World Tennis Tour

### ITF Live Scoring Staff

Zuzana Konrad	Manager, Live Scoring & IRP Implementation
Ludovica Harley	Coordinator, Live Scoring
Patricia Dominguez	Coordinator, Live Scoring

### Email addresses:

Women's ITF World Tennis Tour	<a href="mailto:womens@itftennis.com">womens@itftennis.com</a>
Men's ITF World Tennis Tour	<a href="mailto:mens@itftennis.com">mens@itftennis.com</a>
ITF World Tennis Tour Tournament Applications	<a href="mailto:ProApplications@itftennis.com">ProApplications@itftennis.com</a>
Officiating	<a href="mailto:officiating@itftennis.com">officiating@itftennis.com</a>
IPIN	<a href="mailto:ipin@itftennis.com">ipin@itftennis.com</a>
Live Scoring	<a href="mailto:livescoring@itftennis.com">livescoring@itftennis.com</a>
International Tennis Integrity Agency	<a href="mailto:info@itia.tennis">info@itia.tennis</a>
COVID Enquiries	<a href="mailto:covid19@itftennis.com">covid19@itftennis.com</a>

<b>Website (men):</b>	<a href="http://itftennis.com/en/itf-tours/mens-world-tennis-tour/">itftennis.com/en/itf-tours/mens-world-tennis-tour/</a>
<b>Website (women):</b>	<a href="http://itftennis.com/en/itf-tours/womens-world-tennis-tour/">itftennis.com/en/itf-tours/womens-world-tennis-tour/</a>
<b>IPIN:</b>	<a href="http://ipin.itftennis.com">ipin.itftennis.com</a>

### Tennis Europe

Tennis Europe, Zur Gempfenfluh 36, CH-4059 Basel

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

**Email:** [protennis@tenniseurope.org](mailto:protennis@tenniseurope.org)

**Website:** [www.tenniseurope.org](http://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](mailto:womenscircuit@usta.com)

Men's Tour - [menscircuit@usta.com](mailto:menscircuit@usta.com)

## APPENDIX B – ITF WORLD TENNIS TOUR MINIMUM OFFICIATING REQUIREMENTS 2022

The following sets out the 2022 minimum standards for ITF World Tennis Tour (WTT) tournaments. Any changes made from the 2021 Officiating Minimum Requirements are underlined

All references to ITF WTT tournaments in this document refer to Men’s and Women’s ITF WTT tournaments only and do not include ITF 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. Notwithstanding any other provision of ITF WTT Regulations, the Code of Conduct for Officials or the Tennis Anti-Corruption Programme, the ITF has the absolute right to deny approval of any official's appointment to officiate at any ITF World Tennis Tour Tournament(s), and to revoke any previously given approval. The ITF may exercise that right as it sees fit, with or without providing reasons (but may include for integrity or performance-related reasons).

### 1. ITF WORLD TENNIS TOUR SUPERVISOR

The Supervisor of an ITF WTT 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 WTT 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 WTT 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 WTT 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 Friday. No exception will be granted for a Supervisor to arrive after the Qualifying Sign-in Deadline (i.e. for the Main Draw) and/or 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 WTT 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 WTT tournament and an assignment at an ATP and/or a WTA tournament.

### 2. ITF WORLD TENNIS TOUR CHAIR UMPIRES

Each National Association/Tournament must appoint the minimum number of **Designated Chair Umpires** as per page 3/4 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 Chair Umpires, including National Chair Umpires, must be registered with the ITF Officiating department in order to be eligible to work at any Qualifying or Main Draw match of an ITF WTT tournament.

A Designated Chair Umpire at an ITF WTT tournament must be on-site for the Qualifying days (as per the Minimum Requirements - see below) 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 WTT tournament and an assignment at an ATP and/or a WTA tournament. A Chair Umpire may not leave or arrive late at an ITF WTT tournament in progress without prior approval from ITF Officiating.

### **3. END OF WEEK REFEREE (only applying to ITF WTT tournaments with Prize Money \$15,000 and \$25,000)**

If the ITF Supervisor of an ITF WTT tournament is leaving before the end of the tournament to conduct the Qualifying Sign-In and Qualifying Draw of another ITF WTT 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 WTT 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;

At a combined ITF WTT Tournament, the EWR 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 WTT tournaments should comply with the Minimum Officiating Requirements at individual ITF WTT tournaments, regardless of the ATP designations for Chair Umpires. ITF Designated Chair Umpires, who are working at an ITF WTT 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 WTT tournaments are complied with at all times. ATP Supervisor may not work as the ITF Supervisor of an ITF WTT tournament during the same week.

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

#### **CONTACT DETAILS:**

ITF Officiating Department:  
+44 (0)20 8392 4685  
[officiating@itftennis.com](mailto:officiating@itftennis.com)

ITF World Tennis Tour Department:  
+44 (0)20 8392 4682/4771  
[mens@itftennis.com](mailto:mens@itftennis.com) or [womens@itftennis.com](mailto:womens@itftennis.com)

## ITF WORLD TENNIS TOURS MINIMUM OFFICIATING REQUIREMENTS

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

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

CU=Chair Umpire

	Men's or Women's \$15,000	Men's or Women's \$25,000	Women's \$60,000 & \$80,000	Women's \$100,000
<b>ITF Supervisor</b>	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.
<b>Chair Umpires (CUs)</b>	<p><b>Designated:</b> Two [2] White Badge CUs or one [1] White Badge CU and one [1] Green Badge CU</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate CU must assist the Supervisor during Qualifying</p> <p>One [1] CU is required for all Main Draw matches</p>	<p><b>Designated:</b> One [1] International Badge CU*</p> <p>Two [2] White Badge CUs</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate CUs must assist the ITF Supervisor before the Final Round of Qualifying</p> <p>One [1] CU is required for every Final Round Qualifying and all Main Draw matches</p>	<p><b>Designated:</b> One [1] International Badge CU*</p> <p>Two [2] White Badge CUs</p> <p><b>Qualifying and Main Draw:</b> One [1] CU is required for every Qualifying match (24, 32, 48 draws) and all Main Draw matches.</p> <p>A minimum of two (2) designate officials must assist the Supervisor during the first round of the 64 qualifying draw..</p>	<p><b>Designated:</b> Two [2] International Badge CUs*</p> <p>One [1] White Badge CU</p> <p><b>Qualifying and Main Draw:</b> One [1] CU is required for every Qualifying match (24, 32, 48 draws) and all Main Draw matches</p> <p>A minimum of two (2) designate officials must assist the Supervisor during the first round of the 64 qualifying draw.</p>
<b>Line Umpires</b>	None required.	<ul style="list-style-type: none"> <li>- One [1] Line Umpire is required for every Main Draw match.</li> <li>- No Line Umpires are required at Clay Court Tournaments.</li> </ul>	<ul style="list-style-type: none"> <li>- One [1] Line Umpire is required for every Qualifying match.</li> <li>- Two [2] Line Umpires are required for every Main Draw match.</li> </ul>	<ul style="list-style-type: none"> <li>- One [1] Line Umpire is required for every Qualifying match</li> <li>- Two [2] Line Umpires are required for every Main Draw match.</li> <li>- Three [3] Line Umpires are required for Main Draw Semi Final and Final matches.</li> </ul>

## 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
<b>Mens \$15,000</b>	<b>ITF Supervisor</b>	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
	<b>Chair Umpires (CUs)</b>	<p><b>Designated:</b> Four [4] White Badge CUs or three [3] White Badge CU and one [1] Green Badge CU</p> <p><b>Qualifying and Main Draw:</b> Two [2] Designate CU must assist the Supervisor during Qualifying</p> <p>One [1] CU is required for all Main Draw matches</p>	<p><b>Designated:</b> One [1] International Badge CU* Three [3] White Badge CUs or two [2] White Badge CUs and one [1] Green Badge CU</p> <p><b>Qualifying and Main Draw:</b> Two [2] Designate CUs must assist Supervisor during Qualifying of both Tournaments.</p> <p>One [1] CU is required for every Final Round Qualifying match at Women's \$25,000</p> <p>One [1] CU is required for all Main Draw matches at both Tournaments.</p>	<p><b>Designated:</b> One [1] International Badge CU* Three [3] White Badge CUs</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate CU must assist ITF Supervisor during the duration of the Qualifying of Men's \$15,000.</p> <p>One [1] CU is required for every Women's Qualifying match (24, 32, 48 draws) at Women's \$60,000/\$80,000. A minimum of two (2) designate officials must assist the Supervisor during the first round of the women's 64 qualifying draw..</p> <p>One [1] Chair Umpire is required for all Main Draw matches at both Tournaments.</p>	<p><b>Designated:</b> Two [2] International Badge CUs* Three [3] White CUs</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate CU must assist ITF Supervisor during the duration of the Qualifying of Men's \$15,000.</p> <p>One [1] CU is required for every Women's Qualifying match (24, 32, 48 draws) at Women's \$100,000. A minimum of two (2) designate officials must assist the Supervisor during the first round of the 64 qualifying draw..</p> <p>One [1] Chair Umpire is required for all Main Draw matches at both Tournaments.</p>
<b>Mens \$25,000</b>	<b>ITF Supervisor</b>	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
	<b>Chair Umpires (CUs)</b>	<p><b>Designated:</b> One [1] International Badge CU* Four [4] White Badge CUs or three [3] White Badge CUs and one [1] Green Badge CU</p> <p><b>Qualifying and Main Draw:</b> Two [2] Designate CUs must assist Supervisor during Qualifying of both Tournaments.</p> <p>One [1] CU is required for every Final Round Qualifying match at Men's \$25,000.</p> <p>One [1] CU is required for all Main Draw matches at both Tournaments.</p>	<p><b>Designated:</b> Two [2] International Badge CUs* Three [3] White Badge CUs</p> <p><b>Qualifying and Main Draw:</b> Two [2] Designate CUs must assist ITF Supervisor before Final Round Qualifying at both Tournaments</p> <p>One [1] Chair Umpire is required for every Final Round Qualifying match at both Tournaments</p> <p>One [1] Chair Umpire is required for all Main Draw matches at both Tournaments.</p>	<p><b>Designated:</b> Two [2] International Badge CU* Three [3] White Badge CUs</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate CU must assist ITF Supervisor before Final Round Qualifying of Men's \$25,000</p> <p>One [1] CU is required for every Final Round Qualifying match at Men's \$25,000 and for every Women's Qualifying match (24, 32, 48 draws) at Women's \$60,000/\$80,000. A minimum of two (2) designate officials must assist the Supervisor during the first round of the women's 64 qualifying draw..</p> <p>One [1] Chair Umpire is required for all Main Draw matches at both Tournaments.</p>	<p><b>Designated:</b> Three [3] International Badge CU* Three [3] White Badge CUs</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate CU must assist ITF Supervisor before Final Round Qualifying of Men's \$25,000</p> <p>One [1] CU is required for every Final Round Qualifying match at Men's \$25,000 and for every Women's Qualifying match (24, 32, 48 draws) at Women's \$100,000. A minimum of two (2) designate officials must assist the Supervisor during the first round of the women's 64 qualifying draw..</p> <p>One [1] Chair Umpire is required for all Main Draw matches at both Tournaments.</p>
<b>Line Umpires</b>	<b>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.</b>				

\*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.
- Rice
- Energy bars (Anti-Doping clear)
- Potatoes: baked, boiled
- Low sugar cereals
- Pasta served with sauces on the side
- Beans (pinto, black, kidney)
- Gluten free food options

### Fruits and 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
- Fresh fruit salad, dried fruits, whole fresh fruits
- Fresh cut, raw vegetables

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

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

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

All drinks **MUST** 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 **MUST** 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://www.wada-ama.org/sites/default/files/resources/files/2021list\\_en.pdf](https://www.wada-ama.org/sites/default/files/resources/files/2021list_en.pdf).

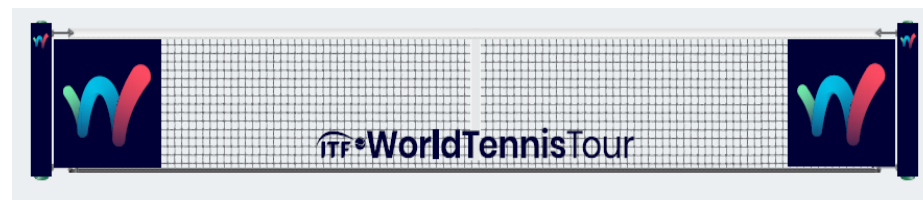
## APPENDIX D – IMPORTANT DEADLINES

*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	60 Days	60 Days
Submission of Officials' Proposal	8 weeks	8 weeks
Submission of Fact Sheet	8 weeks	9 weeks
Submission of Sports Physiotherapist (PHCP) Proposal to the ITF ( <b>Women's \$60,000 only*</b> )	n/a	5 weeks
Wild Card Submission	<u>Wednesday before the Tournament sent to ITF, Service Bureau and WTA</u>	<u>Wednesday before the Tournament sent to ITF, Service Bureau and WTA</u>
Entry Deadline Singles	18 (eighteen) days # <u>Thursday @ 14:00 GMT</u>	18 (eighteen) days # <u>Thursday @ 14:00 GMT</u>
<u>Entry Deadline Advanced Entry Doubles (does not include 15s)</u>	<u>6 (six) days</u> <u>Tuesday @ 14:00 GMT</u>	<u>6 (six) days</u> <u>Tuesday @ 14:00 GMT</u>
Withdrawal Deadline Singles	13 (thirteen) days <u>Tuesday @ 14:00 GMT</u>	13 (thirteen) days <u>Tuesday @ 14:00 GMT</u>
<u>Withdrawal Deadline Advanced Entry Doubles (does not include 15s)</u>	<u>4 (four) days</u> <u>Thursday @ 14:00 GMT</u>	<u>4 (four) days</u> <u>Thursday @ 14:00 GMT</u>
Freeze Deadline	4 (four) days <u>Thursday @ 14:00 GMT</u>	4 (four) days <u>Thursday @ 14:00 GMT</u>
Qualifying 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.



## 6. THE SYSTEM

### Template – colours

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





### 3. LOGO Overview

A summary of the ITF World Tennis Tour logo set.

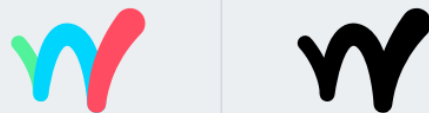
Symbol



Logo



Symbol (small use)



Wordmarks



Tier marks



### 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

## 6. THE SYSTEM

### Naitonal 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 - SECURITY

To minimize potential safety risks to players the ITF recommends the Applicant prepares and implements a robust Security Plan\* (\*where it is considered necessary the ITF reserves the right to require a Plan as part of the calendar application process).

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 information where to do so would be contrary to local law, regulation and best practice.

The *Safety/Security System* must 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/fire/hospitals/and 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.
- 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 sports Physiotherapists, massage therapist, stringers, drivers) are screened for suitability prior to the event.
  - The screening must include reference checks and verification of qualifications, licensure and experience where required (for example for medical personnel and drivers)
- Personnel orientation
  - Tournament staff (including volunteers) must be fully oriented with the Security Plan prior to the event. This orientation must 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
    - Make staff aware they are subject to the rules of Tennis Anti-Corruption Program (TACP) and that extends for a period of 2 years.
- Accommodation screening
  - Official or recommended tournament accommodation must be suitable for players and must meet the requirements of the ITF World Tennis Tour Regulations, Organisational Requirements and ITF Player Welfare Policy.
  - Such accommodation must be screened prior to it being proposed on the tournament factsheet; it is recommended that a tournament representative personally conducts a check of the hotel.
  - Safety and security must be the key factor in the selection of official accommodation, in terms of its physical location, transportation and access.

## APPENDIX G - 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 below and as stated in sections “8. Accreditation Staff” and “13. Venue Access and Credential System” above:

### Restricted/controlled access

- The objective of accreditation is to provide safety and security to an event. 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
- Access to player locker rooms must only be provided to the credentialed player and authorised staff .
- Personal Coaches should not be given access to the same locker rooms as players. Other player guests must never be provided any access.
- Key access points, specifically, the locker rooms, treatment areas and player lounge, shall be staffed to prevent unauthorized access.

The *Credential Program* of the ITF

The ITF UNO is an accreditation platform controlled by the ITF. Tournaments are strongly encouraged to implement ITF UNO for accreditation purposes at all ITF tournaments.

The *Credential System* must include

- Responsible person(s) to manage the credential process
  - Oversee the Tournament entry lists, personnel lists and the ITF and ITIA “no credential” list (ITF and ITIA lists are provided by ITF Supervisor to Tournament’s Credentialing Staff as needed); registering all participants, staff, coaches and guests; assigning access rights and privileges.
- Tournament-issued identification badges or credentials
  - ITF UNO is the preferred system to be used at all ITF World Tennis Tour Events.
  - Basic information including name, nationality, and categorisation according to the role, e.g. player, coach, playerguest, official, media, tournament staff. A basic system can use colour-coded badges to identify each category; recommended to have the player’s picture on the badge.
- On-site access
  - Clear “access charts”, used by security personnel/staff/volunteers/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.
- All staff are covered by Tennis Anti-Corruption Program for 2 years and each individual working the tournament must be provided the details. The details are available at: [www.itia.tennis](http://www.itia.tennis)

## **ITF TOURNAMENT CREDENTIAL TERMS AND CONDITIONS**

**The following Terms & Condition's (T & C's) should be included on the back of all printed credentials.**

### **Players and Staff Credentials should use this wording**

This credential is non-transferrable, is the property of the International Tennis Federation (ITF) and is issued to the “**Credentialed Person**” for the sole purpose of providing access to certain restricted areas in the grounds of the Tournament as determined by the ITF or its designees, for example a National Association or Tournament Organiser for an ITF Circuit tournament. “Credentialed Person” includes but is not limited to Players, Coaches, Player Guests, Agents, Sponsors, Tournament Personnel (including ITF staff, the tournament director, volunteers, officials and health care providers), other Player Support Personnel and Guests (“**You**”).

By accepting this credential, You agree to comply with these terms and conditions. A breach of these terms may result in ejection from the Tournament, criminal sanctions and/or disciplinary action under the ITF Rules and Regulations and revocation of credentials for future ITF events. The ITF may, at its sole discretion, revoke this credential at any time without having to compensate You.

You shall (i) refrain from taking photographs, sound recordings or video footage of any kind (and with any equipment) in restricted areas; (ii) refrain from participating in or aiding and abetting, directly or indirectly, any form of gambling or betting on the outcome of any tennis match staged during the Tournament or any other activity relating to the Tournament; (iii) not collect, disseminate, transmit, publish or release from the grounds of the Tournament any match scores or related statistical data for the duration of the match for any commercial, betting or gambling purpose; (iv) abide by any lawful direction from the Tournament Director or other Tournament Personnel; (v) comply with the ITF Rules and Regulations, including the ITF Code of Conduct, Welfare Policy and Tennis Anti-Corruption Program (vi) assumes all risk arising from attendance at the Tournament; (vii) not hold yourself out as an employee or agent of the ITF in any manner whatsoever, unless agreed otherwise; and (viii) consent to the use of your image or likeness incidental to any live or recorded video program, photograph or other transmission or reproduction of the Tournament for all purposes in perpetuity.

You agree to indemnify and hold harmless the ITF, the Tournament Organiser and each of their respective affiliates, agents and employees from and against all liability, loss, damage or expense resulting from or arising out of a breach of these terms and conditions, or the use of this credential, except to the extent such liability, loss, damage or expense arises directly out of the wilful or intentional misconduct of any Indemnified Party.

### **Media Credentials should use this wording**

This credential is non-transferrable, is the property of the International Tennis Federation (ITF) and is issued to the “**Credentialed Person**” for the sole purpose of providing access to certain restricted areas in the grounds of the Tournament as determined by the ITF or its designees, for example a National Association or Tournament Organiser for an ITF Circuit tournament. “Credentialed Person” includes but is not limited to Players, Coaches, Player Guests, Agents, Sponsors, Tournament Personnel (including ITF staff, the tournament director, volunteers, officials and health care providers), other Player Support Personnel and Guests (“**You**”)

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## APPENDIX H - 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:
  - 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).
  - 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.
  - Be 1-1.5 cm narrower than the other playing (court) lines.
  - 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>.