



ITF  
WorldTennisTour™

# ORGANISATIONAL REQUIREMENTS

2023



## **George Donnelly**

**Head, World Tennis Tour  
Operations**

*Thank you for partnering with the ITF and staging a tournament on the ITF World Tennis Tour. I am delighted to share with you the Organisational Requirements for 2023 – the key resource to ensure your tournament achieves the standards and services expected on the Tour.*

*This new look resource has been created to support you on your tournament organisation journey and is split into 3 Key sections – Before the Tournament, Tournament Site and Personnel and During the Tournament.*

*As you move through this document look out for:*

- *Useful tables at the start of each section*
- *Important paragraphs highlighted by green boxes*
- *All underlined words linking to further information*

*We are grateful to Nations and Tournament Organisers for hosting and committing to deliver these requirements so players, support teams, officials, tournament staff and fans can enjoy a high quality and consistent experience on the ITF World Tennis Tour.*

*You can be assured our team is here to support you each step of the way.*

*Good luck.*

# Foreword

### **Team Contacts:**

**Womens WTT:** [womens@itftennis.com](mailto:womens@itftennis.com)

**Mens WTT:** [mens@itftennis.com](mailto:mens@itftennis.com)

**Applications:** [proapplications@itftennis.com](mailto:proapplications@itftennis.com)

**Officiating:** [officiating@itftennis.com](mailto:officiating@itftennis.com)

### **ITF Service Bureaus**

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

**USTA:** [womenscircuit@usta.com](mailto:womenscircuit@usta.com) – [menscircuit@usta.com](mailto:menscircuit@usta.com)

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# Introduction



## 1. General

World Tennis Tour (WTT) Tournaments must comply with the provisions of the 2023 WTT Regulations and the 2023 WTT Organisational Requirements (this document, also referred to as the “Requirements”). These only refer to Men’s and Women’s WTT Tournaments and not to WTT 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 WTT Calendar shall be subject to, and shall be bound by and comply with the WTT 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 this document entitled and the “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 documents lies with the National Association, which must also ensure sufficient financial securities are in place.

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 must distribute the most up-to-date document to Tournament Organisers. Key documents regarding the organisation of Women’s and Men’s the WTT Tournaments are available on the dedicated sections of the ITF Website.



## 2. 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. 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 WTT 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 on the ITF website. These guidelines must be followed, and any questions directed to the ITF.

## 3. Covid-19

Detailed information has been published on the ITF Website. 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.



## 4. ITF World Tennis Tour

The ITF World Tennis Tour or WTT is the name for all ITF professional tournaments, which includes ITF Women's tournaments offering \$15,000, \$25,000, \$40,000, \$60,000, \$80,000 and \$100,000 and Men's ITF tournaments offering \$15,000 and \$25,000 in prize money.

Tournament categories are listed as W15, W25, W40, W60, W80 and W100 for Women's tournaments and M15 and M25 for Men's tournaments. Combined tournaments of the same category should be written as W/M15 and W/M25.

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



# Introduction



## Comparison Chart

Category	W15/M15		W25/M25		W40		W60		W80		W100	
Prize Money	\$15,000		\$25,000		\$40,000		\$60,000		\$80,000		\$100,000	
Main Draw Size	32		32	48	32	48	32	48	32	48	32	48
Qualifying Draw Size	24 or 32	48 or 64	24/32 or 48/64	32	32				32			
Tournament Days	7 or 8	8	7 or 8	8	7 or 8	8	7 or 8	8	7 or 8	8	7 or 8	8
Qualifying Days	1 or 2	2 or 3	1 or 2	2 or 3	1 or 2				1 or 2			
Tournament Start	Sunday or Monday	Sunday	Sunday or Monday	Sunday	Sunday or Monday	Sunday	Sunday or Monday	Sunday	Sunday or Monday	Sunday	Sunday or Monday	Sunday
Sports Physio	1		1		2	ITF Grant	2	ITF Grant	2	ITF Provided	2	ITF Provided
Supervisor	Silver or Gold				Silver or Gold				Silver or Gold			
Umpire/Live Scoring	Main Draw		Last Round Qualifying Draw & Main Draw		All Matches				All Matches			
Financial Guarantee	No				Yes				Yes			
Transport - Hotel to Site	Yes				Yes				Yes			
Transport - Airport/Train to Hotel	Recommended if possible				Yes - free or at reduced cost				Yes - free or at reduced cost			
Ball Change	Qualifying	Main Draw	Qualifying	Main Draw	Qualifying		Main Draw		Qualifying		Main Draw	
ITF WTT Branding	No	11/13	No	11/13	9/11		9/11		7/9		7/9	
Accreditation	Yes				Yes - sent for approval five weeks in advance				Yes - sent for approval five weeks in advance			
	Yes				Yes				Yes			

# Before the Tournament



## Deliverables and Checklist

Before	W15/M15	W25/M25	W40	W60	W80	W100
Application	<u>12 Weeks</u>		<u>16 Weeks</u>		<u>16 Weeks</u>	
Fact Sheet	<u>9 Weeks</u>		<u>9 Weeks</u>		<u>9 Weeks</u>	
Officials' Proposal	<u>8 Weeks</u>		<u>8 Weeks</u>		<u>8 Weeks</u>	
PHCP Proposal	<u>N</u>		<u>Y - 5 Weeks</u>		<u>N</u>	
Financial Guarantee	<u>N</u>		<u>Y</u>		<u>Y</u>	
Draw Sizes MD/QD	<u>32/32,48,64</u>	<u>32/32,48,64</u> <u>48/32</u>	<u>32/32,48,64</u> <u>48/32</u>		<u>32/32,48,64</u> <u>48/32</u>	

Checklist	Links	Pg	X
Application Submitted	<u>Application Form</u>	<u>7</u>	
Fact Sheet Submitted	<u>Fact Sheet Form</u>	<u>10</u>	
Officials' Proposal Submitted	<u>Officials Proposal Form</u>	<u>6</u>	
PHCP Proposal Submitted	<u>PHCP Proposal Form</u>	<u>6</u>	
Financial Guarantee Submitted		<u>8</u>	
Wild Card Submission		<u>13</u>	
Branding Created	<u>Brand Guidelines</u>	<u>12</u>	



# Before the Tournament



## 5. Important Deadlines

Category	M15/W15	M25/W25	W40	W60	W80	W100
Prize Money	\$15,000	\$25,000	\$40,000	\$60,000	\$80,000	\$100,000
Application Submitted	12 Weeks		16 Weeks		16 Weeks	
Fact Sheet	9 Weeks		9 Weeks		9 Weeks	
Officials' Proposal	8 Weeks		8 Weeks		8 Weeks	
Sports Physiotherapist (PHCP) Proposal	N/A		5 Weeks		N/A	
Branding	N/A		5 Weeks		5 Weeks	
Cancellation	60 Days		60 Days		60 Days	
Wild Card Submission	Wednesday before the Tournament Start		Wednesday before the Tournament Start		Wednesday before the Tournament Start	

Entry Deadline - Singles	Thursday @ 14:00 GMT - 18 Days before Tournament Start		Thursday @ 14:00 GMT - 18 Days before Tournament Start		Thursday @ 14:00 GMT - 18 Days before Tournament Start	
Withdrawal Deadline - Singles	Tuesday @ 14:00 GMT - 13 Days before Tournament Start		Tuesday @ 14:00 GMT - 13 Days before Tournament Start		Tuesday @ 14:00 GMT - 13 Days before Tournament Start	
Entry Deadline - Adv. Entry Doubles	N/A	Tuesday @ 14:00 GMT - 6 Days before Tournament Start	Tuesday @ 14:00 GMT - 6 Days before Tournament Start		Tuesday @ 14:00 GMT - 6 Days before Tournament Start	
Withdrawal Deadline - Adv. Entry Doubles	N/A	Thursday @ 14:00 GMT - 4 Days before Tournament Start	Thursday @ 14:00 GMT - 4 Days before Tournament Start		Thursday @ 14:00 GMT - 4 Days before Tournament Start	
Freeze Deadline	Thursday @ 14:00 GMT - 4 Days before Tournament Start		Thursday @ 14:00 GMT - 4 Days before Tournament Start		Thursday @ 14:00 GMT - 4 Days before Tournament Start	
Qualifying Deadline	1 day prior to start of Qualifying @ 18:00 local time		1 day prior to start of Qualifying @ 18:00 local time		1 day prior to start of Qualifying @ 18:00 local time	
On-Site Doubles Deadline	1 day prior to start of Main Draw Singles @ 14:00 local time		1 day prior to start of Main Draw Singles @ 14:00 local time		1 day prior to start of Main Draw Singles @ 14:00 local time	

# Before the Tournament



## 6. Tournament Sanction Application

In order for WTT 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 WTT 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 (Tennis Europe for European National Association, USA for US Tournaments and the ITF for National Associations from all other regions) a minimum of twelve (12) weeks for W/M15 and W/M25 or sixteen (16) weeks for W40, W60, W80, and W100 prior to the start date of the Tournament (defined as the Monday of the Tournament Week). See Table for further information on Tournament deadlines.

A new online Tournament Application and Fact Sheet submission system may be introduced during 2023. As directed by the ITF all National Associations/Applicants will be required to use this system once implemented.

### Draw Sizes

Category	W15/M15			W25/M25			W40		W60		W80		W100	
	\$15,000			\$25,000			\$40,000		\$60,000		\$80,000		\$100,000	
Prize Money														
Main Draw Size	32			32		48	32	48	32	48	32	48	32	48
MD WC	4			4		5	4	5	4	5	4	5	4	5
Qualifying Draw Size	24/32/48/64			24/32/48/64		32	32		32		32		32	
QD WC	5/6/7/8			4/5/7/8		5	5	5	5	5	5	5	5	5

Approval of all draw sizes is dependent on meeting the court requirements and at the discretion of the ITF.



## **Site Check**

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 WTT, 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 WTT W40, W60, W80 or W100 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.

## **7. Financial Guarantee for W40, W60, W80 and W100 Tournaments**

The Applicant must provide a financial guarantee, no later than 9 weeks prior to the start of the Tournament. Failure to provide the financial guarantee by the required deadline, may result in the ITF cancelling the Tournament without any liability to the Applicant. The guarantee can be in the form of:

- 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 2023 WTT Application Form.
- 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.
- 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 2023 WTT Application Form.

# Before the Tournament



## 8. Tournament Sanction Fees

Sanction Fee payments in 2023 are as follows:

Prize Money	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
\$40,000	N/A	\$4,000
\$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 2023 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.

## 9. Tournament Cancellations / Organisational Change

No Men's or Women's WTT 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.



## **10. WTT Regulations**

The WTT Regulations are issued and maintained by the WTT Committee for the purpose of ensuring the orderly and fair administration of WTT Tournaments. Each Tournament Applicant and each player entrant in a WTT Tournament agrees, as a condition of such entry, to abide by and be subject to the WTT Regulations, which include the WTT Code of Conduct and the ITF Welfare Policy, as amended from time to time by the WTT Committee.

## **11. ITF Responsibility**

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

## **12. Fact Sheet**

Fully completed Fact Sheets must be sent to the relevant Service Bureau no later than 9 weeks before the Tournament start date to enable such information to be published on the IPIN site.

The National Association will be held liable for any unrecoverable costs and expenses incurred in the event that incorrect information is provided and subsequently published.

Failure to comply with the deadline for submission of Fact Sheet information may result in the removal of a Tournament from the ITF Calendar.

## **13. Safeguarding Issues**

Each Tournament Organiser must provide on the Fact Sheet, the name and contact details (address, email and telephone) of the statutory authority in their country (or state, 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 which handles safeguarding issues. The Tournament must provide the contact's name, email and



telephone. On the Tournament Fact Sheet, the ITF will also provide details of the ITF's safeguarding reporting process.

## **14. Media, Commercial and Data Rights**

The ITF's regulations regarding media, commercial and data rights are detailed in the [WTT 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.

## **15. Insurance**

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.

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.



## 16. ITF Branding Guidelines

Tournament Organisers will be provided with individual WTT logos in advance of the tournament.

Tournament Organisers are required to produce and display the WTT 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.

### **Court Banners**

For each court that is broadcast/live streamed the WTT 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 WTT 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 five 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).

### **Net Banners**

W80 and W100 tournaments must only use net banners as provided by the ITF.

In addition, W/M15 – W60 tournaments wishing to display branding on the net of a match or practice court (net banners) must be sent to the ITF for approval no later than five 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).

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. *PMS Cool Grey 2-4 / HEX #c8c9c7 can be used.*

Advertising guidelines can be found in the [Rules of Tennis Appendix IV](#). For WTT Tournaments [ITF Branding Requirements](#) along with a [simplified court set-up guide](#) are available.

Tournament Organisers can also download logos, credential templates, poster templates, and other promotional items from the ITF FTP site. Please contact the ITF for the link at [mens@itftennis.com](mailto:mens@itftennis.com) or [womens@itftennis.com](mailto:womens@itftennis.com).

# Before the Tournament



## **Tournament Promotion**

Tournaments are encouraged to promote their events within the local community and on social media. To promote your tournament on our international channels:

- Send content to the ITF by emailing both [content@itftennis.com](mailto:content@itftennis.com) and [mens@itftennis.com](mailto:mens@itftennis.com) or [womens@itftennis.com](mailto:womens@itftennis.com).
- Email subject line to be 'Tournament Media: tournament name, host nation, w/c date' (e.g. Tournament Media: W60 Faro, Portugal, June 6<sup>th</sup>).
- Please add the ITF emails above to your tournament media distribution list.

**Videos** – We welcome clips of match celebrations, key match or championship points or short player interviews. Videos must be clear, both visually and audibly, no more than 60 seconds and free of embedded advertising. If you are using music accompaniment within videos, please ensure the music is either royalty free or you have obtained the necessary licence to use it, and confirm this in the email.

**Photos** – if you are considering sending photos to us, focus on the venue or host city pre-tournament, and the winning player(s) in action / with trophy during the tournament. Please ensure photos are of high quality resolution, feature ITF WTT branding in the background and limit to sending ten. Provide the name of the photographer if credit is to be given.

**Social Media** – Join our official [ITF World Tennis Tour Facebook Group](#). We encourage you to mention @ITF\_Tennis and use the hashtags #ITFWorldTennisTour and #ITFTennis on your Twitter, Instagram and Facebook. This will help our media team identify your posts for possible interactions.

## **17. Wild Cards**

National Associations are responsible for the selection and the awarding of the Wild Cards. If required by the ITF, National Associations and 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 WTT 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.



# Before the Tournament



Tournament Organisers 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 W40, W60, W80 and W100 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 ([womens@itftennis.com](mailto:womens@itftennis.com)), WTA ([tourops@wtatennis.com](mailto:tourops@wtatennis.com)) 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.

# Tournament Site and Personnel



## Deliverables and Checklist

Site	W15/M15	W25/M25	W40	W60	W80	W100
Artificial Grass/Clay	<u>Y</u>		<u>Y</u>		<u>Y</u>	<u>N</u>
Supervisor	<u>Silver/Gold</u>		<u>Silver/Gold</u>		<u>Silver/Gold</u>	<u>Gold</u>
Designated Chair Umpire/s Level	<u>White</u>	<u>Bronze/Gold</u>	<u>Bronze/Gold</u>		<u>Bronze/Gold</u>	
Ball Persons	<u>Should</u>		<u>Must - Min 3 / Rec 6</u>		<u>Must - Min 3 / Rec 6</u>	
Sports Physiotherapist	<u>1</u>		<u>2</u>		<u>2 - ITF Appointed</u>	
Stringing Fee	<u>\$15</u>		<u>\$15</u>		<u>\$15</u>	

Checklist	Links	Pg.	X
Required Courts	<u>Sizes</u>	<u>17</u>	
Accreditation	<u>ITF UNO</u>	<u>26</u>	
Tournament Personnel		<u>29</u>	
Lounge/Notice Board		<u>24</u>	
Treatment Room	<u>Setup</u>	<u>25</u>	
Restaurant	<u>Recommend Food</u>	<u>26</u>	



## **18. Venue Type**

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

Tournaments held outdoors are advised to create 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.

### **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.

# Tournament Site and Personnel



## 19. Courts

Draw	
MD	QD
32	24/32
	48
	64
48	32

Outdoor					
Match	Practice	T	Match [c]	Practice [c]	T
3	1	<b>4</b>	6	2	<b>8</b>
4	1	<b>5</b>	8	2	<b>10</b>
5	1	<b>6</b>	10	2	<b>12</b>
4	1	<b>5</b>	8	2	<b>10</b>

Indoor					
Match	Practice	T	Match [c]	Practice [c]	T
2	1	<b>3</b>	4	2	<b>6</b>
3	1	<b>4</b>	6	2	<b>8</b>
4	1	<b>5</b>	8	2	<b>10</b>
3	1	<b>4</b>	6	2	<b>8</b>

[c] = Combined Tournaments      T = Total Courts Required



## 20. Practice Courts

The following principles will apply at all WTT tournaments.

1. No player staying at the official hotel (a “resident”) will receive better or greater access to practice facilities than those not staying at the official hotel (“non-residents”) by virtue of their place of accommodation. No differentiation can be made depending on the method of booking the official hotel (for example, through the organiser or through a travel website).
2. The tournament must set a designated number of courts for match play and practice. The courts must be of equal standard and both residents and non-residents must be granted access to the stipulated practice courts.
3. At Single week tournaments, at least 1 practice court (2 courts for combined events) must be available for use for a minimum of 9 hours each day.
4. At Multiple-week tournaments at least 1 practice court (2 courts for combined events) must be available for use for a minimum of 9 hours each day, and from the Tuesday of each week at least 2 practice courts (4 courts for combined events) must be available for use for a minimum of 9 hours each day.
5. Practice courts must be of a similar speed and surface to the match courts.
6. Practice must be free for all players from the designated start day (minimum of one day before singles qualifying) until their elimination from the tournament.
7. For single-week tournaments (a standalone tournament week at a venue), there is no obligation to provide access to practice courts for eliminated players, although it is encouraged where possible. The opportunity to practice, if provided, must be the same for both residents and non-residents of the official hotel. It is at the discretion of the tournament organiser whether they wish to charge eliminated players a fee to practise.
8. Multiple-week tournaments (tournaments hosted at the same venue for two or more weeks consecutively) are required to provide practice

# Tournament Site and Personnel



opportunities for eliminated players through each week except the last week of the series (subject to practice priorities). At multiple-week tournaments, tournament organisers may require a fee from non-resident eliminated players to practise; and must waive the fee for resident players.

9. Where a fee is administered, the fee must be the same for all players and must be no more than [US\$15 or equivalent] per court per hour (and divided by the total number of players on the court). Increments of an hour must be charged accordingly. Fee amounts must be detailed on the fact sheet.
10. Eliminated players not staying at the official hotel may be asked to leave the venue following the conclusion of their practice session at the discretion of the tournament organiser. Failure to abide by this condition, if applied by the tournament organiser, shall be considered a violation of the Code of Conduct. Eliminated players not staying at the official hotel are entitled to request stringing services, if needed.

11. On all days, a priority for practice will apply as follows:
  - I. First match warm-ups
  - II. Players scheduled to compete on that day (or the following day for practice that takes place on the day of singles qualifying sign-in)
  - III. Top 5 Singles Alternates (on the day before singles qualifying and on the first day of singles qualifying), and Top 3 Singles Lucky Losers (on each day until the end of the Singles R32), and first Alternate Doubles Team (on each day of Doubles R16)
  - IV. Main Draw players scheduled to compete on the following day.
  - V. Remaining Main Draw players, Alternates (singles or doubles) and Lucky Losers.
  - VI. Eliminated players

## **Staffing and Recommendations**

- A member of the tournament staff must administer the practice court schedule, be onsite to take bookings during practice hours, and be able to apply the priority order (see point 11 above).

# Tournament Site and Personnel



- Where a fee is applied for practice courts, a receipt must be made available if requested.
- Tournaments are encouraged to deliver more than the minimum requirements stated above. This may include more practice courts, extended hours of availability, and at no cost to the player.

Deviation from these principles can only be made with prior approval from the ITF.

## **21. Court Requirements**

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](#) 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](#) may be used for match and practice courts at W/M15 and W/M25 – such courts may not be used as match courts at W40, W60, W80 and W100.

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

# Tournament Site and Personnel



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. [Court Maintenance Guidelines](#) can be found on the ITF Website.

All match courts must have backdrops behind the baseline.

## **Court Equipment**

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

- Net, net posts, net straps and singles sticks, all of which must comply with the Rules of Tennis. No advertising is allowed on the net, strap, band, net posts or singles sticks except as provided in Appendix IV of the Rules of Tennis. The nets and net straps must be in good/excellent condition and each tournament shall have spare nets and net straps available.
- Measuring device – a measuring stick, tape measure or other measuring device must be available for the measuring of the net height and location of the singles sticks.
- Chair Umpire's Chair – it is recommended that the height of the chair is a minimum of six (6) feet (1.82 metres) and a maximum of eight (8) feet (2.44 metres). The chair shall be centred along an extension of the net approximately three (3) feet (0.9 metres) from the net post. It is recommended to have a small writing table to the right-side armrest of the Umpire's Chair.
- Line Umpires' Chairs (as required in accordance with the – [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 side-line.
- Players' Chairs – each Tournament must provide chairs for the players located on each side of the Chair Umpire.
- Umbrellas on courts are strongly recommended for players and chair umpires for tournament held during hot weather conditions.
- Scoreboards – Tournaments should provide scoreboards for all courts.
- It is recommended that the Stadium court has a PA system (Microphone) for the chair umpire to announce the matches.
- Towels are recommended for player use but are required at Women's W40, W60, W80, W100 events.





## **22. 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. 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.

## **23. 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 WTT 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.

When a Men's or Women's WTT 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.

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.

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.

## **24. 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 lightning 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 their judgment, is insufficient for professional tennis.

## **25. 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:

- Wireless Internet Access, which should be a dedicated and stable WIFI connection with direct login, i.e. password only required, no log-in via a website, with recommended minimum upload speed of 5-10 Mbps;
- A minimum of one international telephone line must be operational from the Freeze Deadline (Thursday 14:00 GMT) until completion of the Tournament. The number must be provided on the Tournament Fact Sheet;
- Printer and Scanner with sufficient supply of paper and ink.
- Communication devices, such as walkie-talkies, which must also be provided to the Chief Umpire, each Chair Umpire and Sport Physiotherapist.

## **26. 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.

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.



## **27. 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 [Safeguarding Guidance](#) and [Security Guidance](#).

## **28. 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 (see internet access above), a television and sofas/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 [Recommended Food and Drink](#). 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; player notices, and other notices as required by the ITF.



## **29. 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 Physiotherapist 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.

## **30. On-site Anti-Doping Testing Facility**

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

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

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



## **31. 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 [Recommended Food and Drink](#) 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](#).

Players must be allowed to bring food on-site to accommodate special dietary restrictions or other dietary needs.

## **32. Venue Access and Credential System**

### **ITF Player Only Areas**

Tournaments must provide adequate player-only areas/facilities. 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.

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## **Accreditation**

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.

## **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. ITF UNO helps provide:

- Security: Enhanced security at the tournaments, complete access control.
- Integrity: All requests are automatically checked against ITIA Non-Credential List
- Efficiency: All players in the Main and Q draw will have their accreditation requests automatically created and approved reducing administration

You can find more details about [ITF UNO](#) and if you would like to use ITF UNO at your tournament, please contact [UNO@itftennis.com](mailto:UNO@itftennis.com).

## **Other Systems**

Tournament Organisers / National Associations not using ITF UNO must email samples of the accreditation to be used in advance of each tournament to [mens@itftennis.com](mailto:mens@itftennis.com) or [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. The following [Terms & Condition's](#) should be included on the back of all printed accreditation for Players/Staff and Media.

### **Accreditation must display:**

- Full name of the person
- Nationality
- Role/Category (i.e. Player, Coach, Stringer, Chair Umpire etc)
- List of areas with access Rights (i.e. Venue, Courts, Player Lounge etc)

### **Accreditation should display:**

- Headshot/passport style photo

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## **Accreditation must be provided to:**

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

## **The granting of access/accreditation**

This a matter for the Tournament Organiser /National Association.

However, accreditation provided by the tournament is subject to the following:

- 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.
- 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.
- 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.
- No discrimination towards any individual, as per item a) ii. of the ITF Welfare Policy

## **Non-Credential List**

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 -

# Tournament Site and Personnel



individuals on these lists will be flagged and they should not be issued with any credentials (if in doubt, please contact the ITF).

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).

### **33. Tournament Director / Organiser / Administrator**

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 WTT 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 WTT 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. They must be English-speaking and be fully aware of the responsibilities of their position. They is prohibited from competing in a Tournament for which they 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.

### **34. Officials**

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



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may and to meet the Minimum Officiating Requirements may result in the removal of the Tournament from the ITF Calendar.

## **ITF Supervisor**

Each Tournament must appoint and provide an appropriately certified official, in accordance with the Minimum Officiating Requirements, 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 WTT Regulations and all on-court matters.

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.

The ITF Supervisor's fee and all related costs are the responsibility of the Tournament Organiser and must be paid directly to the ITF Supervisor on site. For Tournaments in the W80 and W100 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 W80 and W100.

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

## **ITF Chair Umpires**

The Tournament is responsible for paying a fee, providing full hospitality (individual hotel room – single occupancy 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).

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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 [Minimum Officiating Requirements](#). 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 (USD per week)</b>		
	<b>W/M15 Tournaments</b>	<b>W/M 25 Tournaments</b>	<b>W40 - W100 Tournaments</b>
<b>ITF Supervisor</b>	<b>\$1,100</b>	<b>\$1,100</b>	<b>\$1,700</b>
<b>International Chair Umpire</b>	<b>\$750</b>	<b>\$750</b>	<b>\$825</b>
<b>White Badge Chair Umpire</b>	<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.

## **35. 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.

## **36. 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, they 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.

### **W/M15 and W/M25 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.

### **W40 & W60 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 details of both proposed Sports Physiotherapists must be sent to the ITF ([womens@itftennis.com](mailto:womens@itftennis.com)) 5 weeks before the start of the Tournament using the [Sport Physiotherapist Application Form](#). For guidance on appointing a qualified Sports Physiotherapist, see the [Guide to Appointing a Sport Physiotherapist](#). The cost of any on-site treatment administered to players by the Sports Physiotherapist must be free of charge.

The ITF may require the physiotherapist(s) to complete an education module prior to the ITF confirming their assignment. The Lead Sports Physiotherapist must be

# Tournament Site and Personnel



available to receive a call with the ITF Physiotherapist Consultant prior to the tournament start date.

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.

To receive the grant the National Associations must submit an invoice to the ITF for USD\$1500 for W40 and W60 tournaments. The invoice must be sent to [womens@itftennis.com](mailto:womens@itftennis.com).

## **W80 and W100 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 WTT 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 WTT 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.

## **37. Massage Therapist**

It is recommended for W/M 15 & 25, and W40-60 that an English-speaking certified massage therapist is available for players to access during the event.

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For W80 & W100 an English-speaking certified massage therapist should be 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 their services.

## **38. 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.

## **39. Court Maintenance Staff**

The Tournament Organiser must appoint and pay all costs for a sufficient number of trained personnel 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. Court services personnel should be trained and aware of local laws regarding the proper handling of biohazardous waste.

## **40. 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.

- 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.

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

## **41. 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

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 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 meet this [ITF Guidelines](#).

## **42. Volunteer staff**

Tournaments 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.



## **43. 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.

### **W/M15 and W/M25 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.

### **W40, W60, W80 and W100 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.

## **44. 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.

## **45. COVID-19 Officer**

Please refer to the ['ITF Return to International Tennis Protocols – Tournament Hosts'](#) for up-to-date information about this role.

# During the Tournament



## Deliverables and Checklist

During	W15/M15	W25/M25	W40	W60	W80	W100
Balls QD	4		4 @ 9/11		4 @ 7/9	
Balls MD	4 @ 11/13		4 @ 9/11		4 @ 7/9	
Balls Practice	3		3		3	
Hospitality – MD (Min)	3 Nights – Twin Room Sharing @ +H Tournaments		4 Nights – Individual Room @ +H Tournaments		4 Nights – Individual Room @ all Tournaments	
Hospitality – Doubles (Min)	2 Nights – Twin Room Sharing @ +H Tournaments		2 Nights – Single or Double @ +H Tournaments		2 Nights – Single or Double @ all Tournaments	
Water/Ice/Towels	Y/Y/N		Y/Y/Y		Y/Y/Y	
Sports Drinks/Fruit/Scoreboards	Y/Y/Y		Y/Y/Y		Y/Y/Y	
Transport – Hotel	Y		Y		Y	
Transport – Airport/Station	<u>Recommended if possible</u>		<u>Yes – free or at a reduced cost</u>		<u>Yes – free or at a reduced cost</u>	

Checklist	Links	Pg.	X
Balls Ordered	<u>Estimated Maximum</u>	<u>39</u>	
Match Schedule Plan		<u>38</u>	
Medical Equipment		<u>40</u>	
Hotel Reserved		<u>43</u>	
Transport Plan		<u>47</u>	
Prize Money Plan		<u>42</u>	



# During the Tournament



## 46. 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.

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

## 47. 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.

# During the Tournament



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 time to Sign-In for singles qualifying at the following week's Tournament.

Tournaments wishing to start Doubles on Monday or Wednesday need approval in advance of the application by emailing - [Proapplications@itftennis.com](mailto:Proapplications@itftennis.com).

W40 - W100 tournaments may schedule their doubles final on Sunday.

## 48. Balls

All balls used at WTT Tournaments must conform to the specifications and must have been approved by the ITF. The Tournament Organiser must apply to the ITF for approval at least 9 weeks 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.

	W15/M15	W25/M25	W40	W60	W80	W100
Balls QD	4		4 @ 9/11		4 @ 7/9	
Balls MD	4 @ 11/13		4 @ 9/11		4 @ 7/9	
Balls Practice	3		3		3	
32/24-32	864		1656		2088	
48/32	N/A	1152	1800		2232	
32/48	1008		N/A		N/A	
32/64	1152		N/A		N/A	

The table above show's an approximate calculation of the estimated maximum balls needed for the various draw sizes and practice. Tournaments must ensure they have the required number of balls.

# During the Tournament



## W/M15 and W/M25 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 they are eliminated from the Tournament.

## W40 and W60

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.

## W80 and W100 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 seven (7) games and thereafter every nine (9) 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.

## **49. Medical Equipment/Materials**

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

# During the Tournament



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 - necessary items to treat athletes
- Automatic External Defibrillator (AED)
- A WBGT - Wet Bulb Globe Temperature Meter

## **50. Water, Ice and Towels (On Court Supplies)**

Bottled water (in individually sealed containers) must be provided on court for players during all matches (Recommended Food and Drink). There should not be a limit placed on the number of bottles of water a player can have during a match.

Ice should be available to players during the tournament. Ice 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 W40, W60, W80 and W100 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.

# During the Tournament



## **51. Prize Money**

Prize money must be paid in cash, by cheque on-site or by bank transfer. The ITF will send the exchange rate for tournaments not paying in USD or Euro to the ITF Supervisor at the Freeze Deadline.

The prize money office must be open daily during the appropriate hours of play and for 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 check either on-site or at a local bank.

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.

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.

Prize money paid in cash/cheque must be available to players following the completion of their final match.

Prize money paid electronically should be paid immediately and all transfers must be processed by the Tuesday and completed [in a player's account] by the Friday [the 'payment completion deadline'] following the completion of the Tournament

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

### **Non-payment of Prize Money**

- Where prize money has not been paid to a player(s) within 10 working days of the 'payment completion deadline' the ITF reserves the right to hold money from the National Association.
- Where prize money has not been paid to a player(s) within 20 working days of the 'payment completion deadline' the ITF may consider further action against the National Association through the WTT ITF World Tennis Tour Code of Conduct.

# During the Tournament



- The holding of money could be in relation to data rights or other ITF activity payments and may or may not relate to the tournament in question.
- Whether the entity at fault is the National Association or a private Tournament Organiser, it is the National Association that the ITF will deal with and reserves the right to hold money.

## **52. Hotels / Accommodation**

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:

<b>A. Safety and Security</b> Reception or management staff available 24 hours Separate security staff available 24 hours/day Criminal background checks or security screening for all staff Guests must show ID to get room keys Safe facilities available for guest valuables	<b>B. Emergency Procedures</b> Emergency and evacuation procedures in place Compliant with fire codes and others as applicable (e.g. earthquake, tornado) Hotel fitted with working smoke detectors/alarms/sprinkler systems Staff trained in emergency management procedures
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# During the Tournament



<p><b>C. Room Standards</b></p> <p>Guestrooms require key card entry and equipped with deadbolts</p> <p>Guestrooms equipped with one-way peep holes (recommended)</p> <p>Guestrooms equipped with telephones</p> <p>Bathroom and toilet facilities in each guestroom, separated from sleeping area by closing/locking door</p> <p>Disabled access and facilities available</p>	<p><b>D. Hotel Cleanliness</b></p> <p>A high standard of cleanliness maintained throughout the property.</p> <p>Housekeeping/ laundry meets national hygiene standards</p> <p>Restaurants/ kitchens meet national food service and storage standards</p>
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## **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:

- Each host family's residence must be located in a safe part of the town/city;
- Criminal and other appropriate background checks must be carried out on all adult members of host families, in accordance with the National Association's own procedures and local law and regulation. The National Association must ensure that its procedures, such as the provision of references and self-disclosure of convictions, comply with local law and regulation;
- 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;
- 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;
- 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.

# During the Tournament



## **53. Hospitality**

### **W/M15 and W/M25 tournaments offering hospitality (+H)**

W/M15 and W/M25 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.



# During the Tournament



## W40–W60 tournaments offering hospitality(+H)andallW80 and W100s

W40 and W60 tournaments offering hospitality and all W80 and W100 tournaments must meet the following requirements.

Hospitality is defined as one individual complimentary room and breakfast for the use of each player accepted into the singles Main Draw and/or Doubles.

Double Occupancy for a players Guest is at the discretion of the tournament and may be charged.

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 start of the Main Draw, although a player has the option to request it to start on the day the Main Draw commences. Accommodation continues 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.

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 [WTT Hospitality Guidelines](#) provide support for W80 & W100 tournaments. Tournaments must not set a deadline earlier than those contained in guidelines.

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.



## **54. 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 W80 and W100 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.

### **W/M15 and W/M25 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.

### **W40 – W100 Tournaments**

At Women's W40, W60, W80 and W100 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.



## **55. 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.

## **56. 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.

## **57. PHCP Deduction – Women's WTT Tournaments**

A deduction from players' prize money is made at all Women's WTT Tournaments as a contribution towards the ITF Primary Health Care Programme ("PHCP"). This PHCP contribution must be paid on to the ITF by the Tournament Organiser. At W15 and W25 Tournaments 2% of prize money is paid to the ITF and at W80 and W100 5% of prize money is paid to the ITF.

For W40 and W60 Tournaments 2% of prize money is paid to the ITF and the remaining 3% is retained to cover the expense of the PHCP. 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.