

# **2013 ORGANISATIONAL REQUIREMENTS**

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## I GENERAL

ITF Pro Circuit tournaments must comply with the provisions of the ITF Pro Circuit Regulations and these Organisational Requirements. Responsibility for ensuring compliance of these lies with the National Association, which must also ensure sufficient financial securities are in place. Any queries should be directed to the ITF Professional Tournaments Department (see Appendix A for contact details).

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

Key documents and helpful information regarding the organisation of men's and women's tournaments on the ITF Pro Circuit are available on the dedicated sections of the ITF Pro Circuit website (<http://www.itftennis.com/procircuit/tournaments/tourn-organisers/overview.aspx>).

Specific organisational requirements are set out in this document.

Where appropriate, distinctions between men's (\*) and women's (\*\*) tournaments, or different prize money categories, are noted.

### **Health, Safety and Security**

The health, safety and security of all persons involved in the tournament, including players, officials, tournament staff and spectators, are of principal importance. The National Association is responsible for ensuring a sufficient 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 Director, must make 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.

For further advice on security, please refer to Appendix F - ITF Security & Accreditation Guidelines.

## **1 Men's Circuit Tournaments**

- 1.1 The ITF Men's Circuit, part of the ITF Pro Circuit, is comprised of two categories of weeklong Futures tournaments, which form the entry level of Men's Professional Tennis.
- 1.2 Futures tournaments must be scheduled in a minimum of three (3) consecutive weeks of \$10,000 (+H option available) each or two (2) consecutive weeks of \$15,000 (+H option available) each. Tournaments offering official hospitality (i.e. +H) to Main Draw participants will offer additional ranking points.
- 1.3 Futures Tournaments are valid for the ATP Ranking System.

## **2 Women's Circuit Tournaments**

- 1.1 The ITF Women's Circuit, part of the ITF Pro Circuit, is comprised of six categories of weeklong tournaments, which form the entry level of Women's Professional Tennis.
- 1.2 Tournament (prize money) categories are: \$10,000; \$15,000; \$25,000; \$50,000; \$75,000 and \$100,000. Tournaments offering prize money of \$50,000 or higher can opt to offer hospitality (i.e. +H) to Main Draw participants. Tournaments so doing will offer additional ranking points.
- 1.3 ITF Women's Circuit tournaments are valid for the WTA Ranking System

### 3 Important Deadlines (prior to the start of the tournament)

- 26 weeks (6 months) Application Deadline - \$50,000, \$75,000, \$100,000 tournaments (refer to section I.4)
- 17 weeks (4 months) Application Deadline-\$10,000, 15,000, \$25,000\*\* tournaments (section I.4)
- 9 weeks Cancellation, Postponement or Substantial Changes (section I.6)
- 8 weeks Officials' Proposals Submission Deadline (section II.A.2)
- 7 weeks Fact Sheet Submission Deadline (section I.10)
- Thursday before the tournament Women's \$50,000\*\*: Physiotherapist/Athletic Trainer (PAT) Appointment Deadline (section II.A.5.2)

See Appendix D for full details of the various deadlines.

### 4 Tournament Sanction Applications

In order for ITF Men's and Women's Circuit tournaments to be approved and sanctioned by the ITF for inclusion on the ITF Men's and Women's Circuit Calendars, the tournament must have all necessary approvals from the relevant National Association and, if appropriate, the Regional Association. All information regarding tournament sites, dates and draw sizes must be provided on the official ITF Pro Circuit Tournament Application Form. Completed Tournament Application Forms, signed by the National Association and the Tournament Director(s), must be submitted to the appropriate Service Bureau (see Appendix A) a minimum of seventeen (17) weeks (\$10,000, \$15,000 & \$25,000\*\* tournaments) or twenty six (26) weeks (\$50,000, \$75,000 and \$100,000 tournaments\*\*) (see appendix D) prior to the start date of the tournament (defined as the Monday of the tournament week). Tournament Application Forms are available:

- to download from the dedicated Tournament Organiser sections of the ITF Pro Circuit website (please see table below)
- as part of the complete Tournament Organiser Pack, which can be downloaded from the ITF's FTP server, [ftp.itftennis.com](ftp://www.itftennis.com), using the following login details:

	<b>Men's Circuit</b>
Website	<a href="http://www.itftennis.com/procircuit/tournaments/tournament-organisers/overview.aspx">http://www.itftennis.com/procircuit/tournaments/tournament-organisers/overview.aspx</a>
Username	MensProCircuits
Password	M3nsPr0C1rcu1ts
	<b>Women's Circuit</b>
Website	<a href="http://www.itftennis.com/procircuit/tournaments/tournament-organisers/overview.aspx">http://www.itftennis.com/procircuit/tournaments/tournament-organisers/overview.aspx</a>
Username	WomensProCircuits
Password	W0m3n5Pr0Circuit5

- on request from the appropriate Service Bureau.

### 5 Tournament Sanction Fees

Sanction Fee payments in 2013 are as follows:

Prize Money Level	Sanction Fee (10%)	
	Men's Circuit	Women's Circuit
\$100,000	N/A	\$10,000
\$75,000	N/A	\$7,500
\$50,000	N/A	\$5,000
\$25,000	N/A	\$2,500
\$15,000	\$1,500	\$1,500
\$10,000	\$1,000	\$1,000

The appropriate Sanction Fee is to be collected by the National Association as soon as each tournament is approved for inclusion on the 2013 Men's and Women's Circuit Calendars. The appropriate Service Bureau (ITF or Tennis Europe) will issue an invoice to the National Association for the amount due, which must be paid on receipt of the invoice, prior to the start of the tournament. Where appropriate, please read the "Guidelines for making payments to the ITF".

## **6 Tournament Cancellations / Organisational Changes**

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

## **7 ITF Pro Circuit Calendar**

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

## **8 ITF Pro Circuit Regulations**

The ITF Pro Circuit Regulations are promulgated (issued) by the ITF Men's and Women's Circuit Committees for the purpose of ensuring the orderly and fair administration of ITF Circuit Tournaments. Each player entrant in an ITF Men's or Women's Circuit Tournament agrees, as a condition of such entry, to abide by and be subject to these ITF Pro Circuit Regulations, which hereinafter include the ITF Pro Circuit Code of Conduct, as amended from time to time by the ITF Men's and Women's Circuit Committees.

## **9 ITF Responsibility**

The ITF will assist in the overall organisation of the ITF Pro Circuit through coordination of the international calendar and management of player entries.

## **10 Tournament Information / Fact Sheet**

All information regarding tournament sites, dates, draw sizes, details of hotels, transportation and other relevant tournament information must be provided on the official ITF Fact Sheet and returned to the relevant Service Bureau at least seven (7) weeks before the Tournament week to enable such information to be published for the benefit of players. The National Association will be held liable for any unrecoverable costs and expenses incurred in the event that incorrect information is provided and subsequently published. Failure to comply with the deadline for submission of Fact Sheet information may result in the removal of a Circuit Tournament from the Calendar.

## **11 Primary Health Care Programme – Women ONLY**

A deduction from players' prize money is made at all ITF Women's Circuit tournaments as a contribution towards the ITF Primary Health Care Programme ("PHCP"). This is not an additional cost to the tournament, rather a contribution from players towards the provision of healthcare services across the Professional Circuit. This PHCP contribution must be paid on to the ITF by the Tournament Director. For full details see Section IV. Prize Money and Points in the Women's Circuit rulebook. 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.

## **12 Invoicing and Payment of Collected Monies**

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

## **II TOURNAMENT RESPONSIBILITIES**

### **A TOURNAMENT SUPPORT PERSONNEL**

National Associations and Tournament Directors are reminded that ALL tournament support personnel are bound by and must comply with all of the applicable provisions of the ITF Men's and Women's Circuit Rules and Regulations and the ITF Pro Circuit Code of Conduct.

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

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

#### **1 Tournament Administrator/Director**

Each National Association must designate one or more persons (i.e. the Tournament Administrator(s)) to be the point of contact for the ITF within the Association for ITF Pro Circuit tournaments.

The National Association must also designate a Tournament Director who will be responsible for all aspects of the organisation of an ITF Circuit tournament, with the exception of all matters relating to the rules of competition as stated in the ITF Pro Circuit 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 Director must be on-site throughout the whole tournament, ready to solve any problems related to the organisation of the tournament, players, officials, media and spectators. He/she must be English speaking and be fully aware of the responsibilities of his/her position.

#### **2 Officials**

##### **Please see the officiating requirements shown in Appendix B**

Names of the designated officials must be provided to ITF Officiating at least eight (8) weeks in advance of the Tournament ([officiating@itftennis.com](mailto:officiating@itftennis.com)). Failure to comply with this deadline may result in the removal of the tournament from the Circuit Calendar.

##### **2.1 ITF Supervisor**

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

The ITF Supervisor is the final authority for on-site issues related to the Rules of Tennis, the ITF Pro Circuit Regulations and all on-court matters.

**\*\*Women only** The appointment of a Silver Badge Referee at Women's **\$50,000 and \$75,000 tournaments** must be approved in advance by the ITF. Only Gold Badge Referees can be appointed as ITF Supervisor at \$100,000 tournaments.

The ITF Supervisor's fee (see C Tournament Costs) is the responsibility of the Tournament Director and must be paid directly to the ITF Supervisor on site. For tournaments in the \$75,000 and \$100,000 categories a grant is awarded by the ITF towards the cost of officiating services at those tournaments. The grant, in the amount of US\$1,700 per tournament and equivalent to the minimum fee for ITF Supervisors, will be provided to the approving National Association to administer as it determines appropriate and in support of the Joint Development Group project (contact ITF Officiating for more details).

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

## **2.2 ITF Chair Umpires**

The officiating requirements outlined in Appendix B are the minimum standards for ITF Pro Circuit tournaments. National Associations that wish to supply a higher certification level of officials or more officials than the minimum requirement are encouraged to do so.

## **3 Tournament Assistants / Tournament Desk**

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

## **4 Tournament Doctor**

The Tournament Director must appoint and pay all costs for an English-speaking medical doctor, preferably an orthopaedic specialist or a general practitioner, 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 costs of consultations / treatments that could practically be conducted by the doctor on-site remain the responsibility of the Tournament Director.

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.

## **5 Physiotherapist / Athletic Trainer (PAT) [formerly known as Primary Healthcare Provider (PHCP)]**

### **5.1 Men's Circuit Tournaments**

The Tournament Director must appoint an English speaking PAT to be available on-site during play to provide free on-court treatment to players. It is recommended that all reasonable off-court treatment is also provided free of charge to players.

### **5.2 Women's Circuit Tournaments**

At \$10,000, \$15,000 and \$25,000 tournaments, the Tournament Director must appoint an English speaking PAT to be available on-site during play to provide free on-court treatment to players. It is recommended that all reasonable off-court treatment is also provided free of charge to players.

At **\$50,000** tournaments, the Tournament Director must appoint an English speaking PAT to be available on-site during play. The details of the appointed PAT must be forwarded to the ITF by

Thursday before the start of the tournament using the Appointment Form supplied in the Tournament Organiser pack. The Tournament Director must ensure the PAT has appropriate qualifications and experience to treat players. For guidance on appointing a qualified PAT, please see the Appointment of a Physiotherapist Guide in the Tournament Organiser pack. Cost of any on-site treatment administered to players by the PAT must be **free of charge**. All costs for the PAT at **\$50,000** tournaments are the responsibility of the Tournament Director.

At **\$75,000 and \$100,000** tournaments, the ITF will appoint an English speaking PAT to be available on-site during play, who will provide on-site treatment to players **free of charge**. The ITF will pay the travel costs and fee for the PAT, but all other costs for the PAT (hotel, meals, local transportation etc.) will be the responsibility of the Tournament Director.

As part of the ITF's Primary Healthcare Programme (PHCP), at all Women's Circuit tournaments a small deduction is made from players' prize money to contribute to the provision of healthcare services at each tournament and on the Circuit in general. This is not an additional cost to the tournament. The Tournament Director will receive instructions from the ITF, Regional Association or National Association 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 / appropriate Service Bureau.

## **6 Court Maintenance Staff**

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

## **7 Stringer**

An experienced stringer must be available, preferably on-site, throughout the tournament week. Many players will provide their own strings, therefore, a labour only charge option must be available.

## **8 Ball Persons**

Clothing for ball persons shall not be identical to the Officials' uniform and shall not be light coloured, particularly white or yellow nor dark coloured for outdoor tournaments played in high temperatures.

### *\$10,000, \$15,000 and \$25,000 Tournaments*

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

### *\$50,000, \$75,000 and \$100,000 Tournaments*

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

## **9 Press Officer**

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

# **B TOURNAMENT VENUE AND FACILITIES**

## **1 Venue Type**



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

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

## 2 Courts

The sanctioning National Association and Tournament Director must ensure that the match courts conform fully to Rule 1 of the Rules of Tennis. As a guide, for international competitions the recommended minimum distance between the baselines and the backstops is 21 feet (6.40m) and between the sidelines and the sidestops the recommended minimum distance is 12 feet (3.66m). The recommended minimum height to the ceiling is 30 feet (9.14m). Only those venues which conform to the minimum distances recommended may be proposed to host ITF Pro Circuit tournaments, unless the prior approval of the ITF has been obtained.

All courts should 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. No additional court markings may appear on match courts, e.g. court markings for Tennis 10s or other sports, including blended lines.

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 Supervisor, in consultation with the ITF, has the right to cancel the tournament, in which case the Tournament will pay a minimum of first round losers prize money to all Main Draw players and will also be responsible for the reimbursement of reasonable expenses to all players.

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

Where on-court banners are used, they should be of uniform colour and must not be painted in light colours that will interfere with player visibility. Where possible ITF Pro Circuit branding should be included (Please see Appendix E – Branding Guidelines).

The facility where the tournament is held must have a sufficient number of courts **of the same surface** available for match play and practice throughout the tournament week. **All Qualifying and Main Draw matches must be played on the same surface**, unless backup facilities with different surface must be used to complete the tournament due to adverse weather conditions. The following minimum number of courts must be provided, as dictated by the size of the Singles Qualifying draw:

Qualifying Draw Size	No. of Days	Minimum No. of Courts		
		Match	Practice	Total
32	2	3	1	4
48	3	4	1	5
48	2	5	1	6
64	3	5	1	6
64	2	6	1	7

128	3	10	2	12
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**\*\*Women only** Singles Qualifying draw size at \$50,000, \$75,000 and \$100,000 tournaments will be 32.

A minimum number of practice courts (in accordance with the chart above) must be available from at least one day prior to the start of the Qualifying event, through to the completion of the tournament. Such courts must be available free of charge to all players accepted into the Main and Qualifying Draws until the day of their elimination. However, tournaments are encouraged to allow eliminated players continued use of practice courts but priority for their use must be given to players still competing in the tournament. Experienced staff should be responsible for coordinating practice courts bookings.

### 3 Court Equipment

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

- Net, net posts 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 III or the Rules of Tennis.
- Measuring device – a measuring stick, tape measure or other measuring device must be available for the measuring of the net height and location of the singles sticks.
- Chair Umpire's Chair – it is recommended that the height of the chair is a minimum of six (6) feet (1.82 metres) and a maximum of eight (8) feet (2.44 metres). The chair shall be centred along an extension of the net approximately three (3) feet (0.9 metres) from the net post.
- Line Umpires' Chairs (as required in accordance with Appendix B – Minimum Officiating Requirements), all of which must be located on the extension of their respective lines along the side fence and not closer than twelve (12) feet (3.66 metres) from the doubles sideline.
- Players' Chairs – each tournament must provide chairs for the players located on each side of the Chair Umpire. Umbrellas on courts are strongly recommended during hot weather conditions.
- Scoreboards - Tournaments must make best efforts to provide scoreboards for all courts.

### 4 Two Tournament Sites

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

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

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

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

#### 5.1 Courts

A combined tournament can only be classified as such if both the Men's and Women's events are played on the same site and with identical playing conditions, e.g. court surface. Additionally, because of the increased number of players and matches, the minimum number of courts must meet the standard for the equivalent combined Singles Qualifying draw size (refer to section 2. Courts, above), e.g. two Singles Qualifying draw sizes of 32 are the equivalent of a 64 draw, which requires a minimum of six (6) match courts (held over two (2) days).

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

## 5.2 Officials

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

## 5.3 ITF Branding and Commercial Rights

When an ITF Men's or Women's Circuit tournament is combined with a WTA, ATP or Challenger tournament, every effort must also be made to comply with the ITF branding requirements (non-mandatory) as outlined in Appendix E – Branding Guidelines.

## 6 Lights

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

## 7 Schedule of Matches

The Tournament Directors must ensure that courts are available for the required number of days in accordance with the size of the draw.

	<i>OUTDOORS</i>	<i>INDOORS</i>
<i>Singles Main Draw</i>	6-7 days	5-7 days
<i>Doubles Main Draw</i>	4-6 days ^	4-5 days
<i>Singles Qualifying</i>	2 days for 32-64 draw, 3 days for 48-128 draw, depending on the number of courts	
<b>**Women Only: Doubles Qualifying</b>	1 day – the day of the doubles sign-in deadline (day prior to singles main draw)	

^ At \$10,000, \$15,000 and \$25,000\*\* tournaments, the ITF strongly recommends that the doubles final is scheduled to take place on Friday to allow doubles players time to sign-in for singles qualifying at ITF Pro Circuit tournaments the following week. If this is not possible, the doubles semi-finals must be completed on Friday at the latest.

## 8 ITF Supervisor's Office

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

- Internet Access;
- A minimum of one international telephone line and at least one separate fax line, which must be operational from the Freeze Deadline (Thursday 14:00 GMT) until the completion of the tournament. These numbers must be provided on the Tournament Fact Sheet;
- Photocopier and a good supply of photocopying paper;
- Microphone for Public Address System (if necessary)

Additionally, it is strongly recommended that communication devices, such as walkie-talkies, are provided to the Supervisor and PAT.

## **9 Internet Access**

Internet access **MUST** be provided for the ITF Supervisor and PAT (PHCP) on-site. A separate computer with Internet access should also be provided for players, preferably free of charge or at reduced cost. If player Internet access cannot be provided on-site the Tournament Director must make best efforts to indicate an alternative internet access location for use by players. If Internet access is available to players on-site it is recommended that a time limit is set per player.

## **10 Security – Accreditation / Credentials**

As part of the tournament safety and security plan and in order to comply with ITF integrity requirements, an accreditation policy must be designed with the purpose of controlling access and movement of all individuals at the tournament venue.

When special areas, e.g. the player lounge, are designated “access only”, entered players and their nominated coaches must be issued with “competitor” accreditation/credentials, to be carried at all times and presented to tournament personnel to gain access to these areas. Please see Appendix F “ITF Security and Accreditation Guidelines” for further information.

## **11 Locker Rooms**

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

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

When possible, separate locker rooms for male and female coaches should be provided. For further information please see Appendix F – ITF Security and Accreditation Guidelines.

## **12 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 area should not be accessible by the public. The area should be equipped with a computer, Internet Access (if available on-site), a television and sofas and/or comfortable chairs and be supplied with non-carbonated soft drinks (including sports drinks – please consult Appendix C), fruit, etc., which should be freely available to all players still in competition. Tournaments are encouraged to allow eliminated players access to the lounge, lounge facilities and refreshments however this remains at the discretion of the Tournament Director.

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; relevant Tournament Fact Sheets for upcoming tournaments; Calendar updates; fines lists etc.

## **13 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.

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.

## **14 On-site Anti-Doping Testing Facility**

If required and when requested, each tournament is obligated to provide the following facilities:

- A private room with lockable fridge and separate toilet and an adjacent waiting room; *or*, at the discretion of the ITF or anti-doping authorities,
- An alternative on-site location.

In addition, the Tournament is required to provide appropriate furniture, fruit and water/cool beverages (see Appendix C). Where available, court monitoring systems (live scores) should be provided in the testing facility as well as staff assistance for site set-up and facility maintenance during the Tournament.

## **15 Restaurant**

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, who may need to eat after playing. Although the tournament is not required to provide meals for the players free of charge, complimentary drinks, especially bottled water and fruit are always appreciated, particularly where tap water is not recommended. The system by which players are to obtain food (i.e. vouchers, tickets, or cash) should be made known to the players before the start of the tournament. Please see Appendix C for a list of recommended foods and drinks.

## **16 Prize Money Office / Banking Facilities**

Prize money must be paid in cash or by cheque on-site in United States Dollars unless prior approval has been obtained from the ITF. Refer to the ITF Pro Circuit Regulations for full information about paying prize money in an alternative currency.

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

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

## **17 Hotels / Accommodation / Hospitality**

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

The offer of private housing is not permitted under any circumstances to players under the age of 18 years.

### **17.1 Men's Circuit Tournaments**

A Futures tournament offering Hospitality (+H) must provide reasonable minimum hospitality which is defined as one (1) bed and breakfast to all Main Draw singles and doubles players beginning two (2) days before commencement of Main Draw until the day following the players' elimination from the tournament. The same standard of accommodation must be provided for singles and doubles players.

### **17.2 Women's Circuit \$50,000, \$75,000 and \$100,000 Tournaments**

Hospitality (+H) is defined as one complimentary room for the use of each player accepted into the singles and doubles Main Draw. Rooms are to be available to each singles player for

a minimum of four (4) nights beginning no earlier than the day prior to the start of Main Draw and no later than the day Main Draw starts, to continue through to include the night following her elimination from the tournament or until her four (4) nights minimum has been provided, whichever is later.

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

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

## **18 Transport**

During the Qualifying and Main Draw, transportation must be available **free of charge** for all players between the official hotel and the tournament site. A mini bus, 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 PAT (at least at all \$75,000 and \$100,000 tournaments) and ITF Supervisor between the nearest airport/railway station, tournament site and official hotel.

In addition to the transportation requirements, if a tournament wishes to provide details of a walking route between the official hotel and tournament site, the safety of all pedestrians must be a primary consideration. As a guide, "walking distance" should be no more than 1.5km or take no longer than 15 minutes.

### **18.1 \$10,000, \$15,000 and \$25,000\*\* 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.

### **18.2 \$50,000, \$75,000 and \$100,000 Tournaments\*\***

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

## **C TOURNAMENT COSTS**

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

The minimum level of prize money at Men's Circuit tournaments is \$10,000 and the maximum is \$15,000.

The minimum level of prize money at Women's Circuit tournaments is \$10,000 and the maximum is \$100,000.

Tournament must provide transportation as per Section B.18

## 2 Officials

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

	<b>Minimum Fee Levels for Designated Officials (US Dollars per week)</b>	
	<b>\$10,000 / \$15,000 / \$25,000** tournaments</b>	<b>\$50,000 / \$75,000 / \$100,000 tournaments**</b>
ITF Supervisor	<b>\$1,100</b>	<b>\$1,700</b>
International Chair Umpire	<b>\$750</b>	<b>\$825</b>
White Badge Chair Umpire	<b>\$550</b>	<b>\$550</b>
<u>Green Badge Chair Umpire (\$10,000 tournaments only)</u>	<b><u>TBC</u></b>	<b><u>N/A</u></b>

## 3 Medical Equipment/Materials

The tournament must provide all medical equipment and materials as outlined in the ITF Healthcare Standards for Tennis Tournaments document, for use by the Physiotherapist/Athletic Trainer.

## 4 Balls

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

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

### 4.1 \$10,000, \$15,000 and \$25,000\*\* Tournaments

In the Qualifying a minimum of four (4) new balls must be provided for the first and third sets of each match.

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

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

### 4.2 \$50,000, \$75,000 and \$100,000 Tournaments\*\*

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

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

## **5 Water and Towels**

Bottled water (in sealed bottles) must be provided on court for players during all matches (also refer to Appendix C).

At \$50,000, \$75,000 and \$100,000 tournaments\*\*, a minimum of one fresh towel per player must be provided on-court for every match throughout the tournament.

## **6 Public Liability Insurance**

Public Liability Insurance must be obtained to cover the tournament.

## **7 ITF Branding Guidelines**

The tournament is requested to produce and display ITF Pro Circuit side court banners and include ITF Pro Circuit logos on printed materials as defined in the ITF Pro Circuit Branding Guidelines (see Appendix E).



## APPENDIX A – CONTACT DETAILS

### International Tennis Federation

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

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

Alistair Williams	Professional Tournaments & Beach Tennis Administrator
Nick Fishpool	Professional Tournaments Assistant
Mai Ito	Professional Tournaments Assistant
Zuzana Konrad	Professional Tournaments Assistant
Harriet Grainger	Professional Tournaments Assistant
Mario Baeza	Professional Tournaments Assistant
Kathryn Butters	Officiating Coordinator
Eric Lamquet	Officiating Assistant

**Email addresses:** Women's Circuit - [womens@itftennis.com](mailto:womens@itftennis.com) Men's Circuit - [mens@itftennis.com](mailto:mens@itftennis.com)  
Officiating - [officiating@itftennis.com](mailto:officiating@itftennis.com) IPIN - [ipin@itftennis.com](mailto:ipin@itftennis.com)

**Websites:** [www.itftennis.com/procircuit](http://www.itftennis.com/procircuit) [www.itftennis.com/ipin](http://www.itftennis.com/ipin)

### Service Bureaus

#### Tennis Europe

Tennis Europe, Zur Gempenfluh 36, CH-4059 Basel

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

**Email:** [protennis@tenniseurope.org](mailto:protennis@tenniseurope.org) **Website:** [www.tenniseurope.org](http://www.tenniseurope.org)

#### USTA

United States Tennis Association, 70 West Red Oak Lane, White Plains – New York, N.Y.10604-3602 USA

Tel: +1 914 696 7000 Fax: +1 914 696 7167

**Email addresses:** Women's Circuit - [womenscircuit@usta.com](mailto:womenscircuit@usta.com) Men's Circuit - [menscircuit@usta.com](mailto:menscircuit@usta.com)

**Website:** [www.usta.com](http://www.usta.com)

## APPENDIX B – ITF PRO CIRCUITS MINIMUM OFFICIATING REQUIREMENTS 2013

These officiating requirements are the **minimum** standards for ITF Pro Circuit tournaments. National Associations that wish to supply a higher certification level of official, or more officials, than the minimum requirements are encouraged to do so. Any requests for these officiating requirements to be waived should be made to ITF Officiating at least eight (8) weeks prior to the tournament. Please note that all changes made to this document are underlined.

	Women's Circuit \$10,000 or Men's Circuit \$10,000	Women's Circuit \$15,000 or Men's Circuit \$15,000	Women's Circuit \$25,000	Women's Circuit \$50,000	Women's Circuit \$75,000	Women's Circuit \$100,000
<b>Supervisor</b>	One [1] Gold or Silver Badge Referee.	One [1] Gold or Silver Badge Referee.	One [1] Gold or Silver Badge Referee.	One [1] Gold or Silver Badge Referee.	One [1] Gold or Silver Badge Referee.	One [1] Gold Badge Referee.
<b>Chair Umpires</b>	<p><b>Designated:</b> Two [2] White Badge Chair Umpires or one [1] White Badge Chair Umpire and one [1] Green Badge Chair Umpire.</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist the Supervisor during Qualifying.  One [1] Chair Umpire is required for every Main Draw match.</p>	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires.</p> <p><b>Qualifying and Main Draw:</b> One [1] of the Designate Chair Umpires must assist the Supervisor before the Final Round of Qualifying. One [1] Chair Umpire is required for every Final Round Qualifying and Main Draw match.</p>	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires.</p> <p><b>Qualifying and Main Draw:</b> One [1] Chair Umpire is required for every Main Draw match <u>and for Qualifying, starting from round of 32.</u> Two [2] of the Designate Chair Umpires must assist the Supervisor for any previous Qualifying round matches.</p>	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires.</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire One [1] White Badge Chair Umpire</p> <p><b>Qualifying and Main Draw:</b> One [1] Chair Umpire is required for every Qualifying and Main Draw match.</p>	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires.</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire One [1] White Badge Chair Umpire</p> <p><b>Qualifying and Main Draw:</b> One [1] Chair Umpire is required for every Qualifying and Main Draw match.</p>	<p><b>Designated:</b> Two [2] Gold, Silver or Bronze Badge Chair Umpires One [1] White Badge Chair Umpire.</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire One [1] White Badge Chair Umpire</p> <p><b>Qualifying and Main Draw:</b> One [1] Chair Umpire is required for every Qualifying and Main Draw match.</p>
<b>Line Umpires</b>	None required.	One [1] Line Umpire is required for every Main Draw match.  No Line Umpires are required at Clay Court events.	One [1] Line Umpire is required for every Main Draw match.  No Line Umpires are required at Clay Court events.	One [1] Line Umpire is required for every Qualifying match.  Two [2] Line Umpires are required for every Main Draw match.	One [1] Line Umpire is required for every Qualifying match.  Two [2] Line Umpires are required for every Main Draw match.	One [1] Line Umpire is required for every Qualifying match  Two [2] Line Umpires are required for every Main Draw match.  Three [3] Line Umpires are required for Main Draw Semi Final and Final matches.
<b>End of Week Referee</b>	<p>In the event of consecutive events, the Supervisor may be required to travel to the tournament site of the following week to conduct the Qualifying Sign-in of that tournament. In this case, only an International Referee (Gold, Silver), a Designate International Chair Umpire (Gold, Silver, Bronze), a Designate White Badge Chair Umpire (at \$10,000 events) or a White Badge Referee may be appointed as End-of-Week Referee to finish the event in progress. Please note that the End-of-Week Referee must be approved by ITF Officiating.</p> <p><u>Only applying to ITF Pro Circuit events with Prize Money: \$10,000 \$15,000 \$25,000</u></p> <p>Where an End-of-Week Referee is required, please note that one (1) additional White Badge Chair Umpire must be appointed to comply with the Minimum Officiating Standards. Please note that a Green Badge Chair Umpire may not act as an End-of-Week Referee and therefore one (1) additional White Badge Chair Umpire must be appointed.</p> <p>At tournaments where an International Chair Umpire is present the International Chair Umpire (Gold, Silver, Bronze) will act as End-of-Week Referee unless otherwise approved by ITF Officiating.</p>					

### Guide Ratio of Number of Main Draw Courts to Minimum Number of Chair Umpires:

<b>Number of Main Draw Courts</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Number of Chair Umpires</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>9</b>

Referee	Women's Circuit \$10,000	Women's Circuit \$15,000	Women's Circuit \$25,000	Women's Circuit \$50,000	Women's Circuit \$75,000	Women's Circuit \$100,000
Men's Circuit \$10,000	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold Badge Referee
Men's Circuit \$15,000	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold or Silver Badge Referee	One [1] Gold Badge Referee

Chair Umpires	Women's Circuit \$10,000	Women's Circuit \$15,000	Women's Circuit \$25,000	Women's Circuit \$50,000	Women's Circuit \$75,000	Women's Circuit \$100,000
Men's Circuit \$10,000	<p><b>Designated:</b> Four [4] White Badge Chair Umpires or three [3] White Badge Chair Umpires and one [1] Green Badge Chair Umpire</p> <p><b>Qualifying and Main Draw:</b> Two [2] Designate Chair Umpires must assist Supervisor during Qualifying of both events.</p> <p>One [1] Chair Umpire is required for every Main Draw match of both events.</p>	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Three [3] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor during Qualifying of Women's \$10,000</p> <p>One [1] Designate Chair Umpire must assist Supervisor before Final Round Qualifying of Women's \$15,000</p> <p>One [1] Chair Umpire is required for every Final Round Qualifying match at Women's \$15,000</p> <p>One [1] Chair Umpire is required for every Main Draw match at both events.</p>	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Three [3] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor during Qualifying of Men's \$10,000</p> <p>One [1] Chair Umpire is required for every Qualifying match at Women's \$25,000 (*)</p> <p>One [1] Chair Umpire is required for every Main Draw match at both events.</p> <p><u>(*) At an event combined with a Women's \$25,000 event that has a 64 Qualifying Singles Draw, two [2] of the Designate Chair Umpires must assist the Supervisor during the 1<sup>st</sup> Round of Qualifying.</u></p>	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Three [3] White Badge Chair Umpires</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor during Qualifying of Men's \$10,000.</p> <p>One [1] Chair Umpire is required for every Main Draw match at the Men's \$10,000.</p> <p>One [1] Chair Umpire is required for every Qualifying and Main Draw match at Women's \$50,000.</p>	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Three [3] White Badge Chair Umpires</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor during Qualifying of Men's \$10,000.</p> <p>One [1] Chair Umpire is required for every Main Draw match at the Men's \$10,000.</p> <p>One [1] Chair Umpire is required for every Qualifying and Main Draw match at Women's \$75,000.</p>	<p><b>Designated:</b> Two [2] Gold, Silver or Bronze Badge Chair Umpire Three [3] White Badge Chair Umpires</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor during Qualifying of Men's \$10,000.</p> <p>One [1] Chair Umpire is required for every Main Draw match at Men's \$10,000.</p> <p>One [1] Chair Umpire is required for every Qualifying and Main Draw match at Women's \$100,000.</p>
Men's Circuit \$15,000	<p><b>Designated:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Three [3] White Badge Chair Umpires or two [2] White Badge Chair Umpires and one [1] Green Badge Chair Umpire</p> <p><b>Qualifying and Main Draw:</b> Two [2] of the Designate Chair Umpires must assist Supervisor during Qualifying of both events.</p> <p>One [1] Chair Umpire is required for every Final Round Qualifying match at Men's \$15,000</p> <p>One [1] Chair Umpire is required for every Main Draw match at both events.</p>	<p><b>Designated:</b> Two [2] Gold, Silver or Bronze Badge Chair Umpires Three [3] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> Two [2] Designate Chair Umpires must assist Supervisor before Final Round Qualifying at both events</p> <p>One [1] Chair Umpire is required for every Final Round Qualifying match at both events</p> <p>One [1] Chair Umpire is required for every Main Draw match at both events.</p>	<p><b>Designated:</b> Two [2] Gold, Silver or Bronze Badge Chair Umpires Three [3] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor before Final Round Qualifying of Men's \$15,000</p> <p>One [1] Chair Umpire is required for every Qualifying match at Women's \$25,000 (*)</p> <p>One [1] Chair Umpire is required for every Final Round Qualifying match at Men's \$15,000</p> <p>One [1] Chair Umpire is required for every Main Draw match at both events.</p> <p><u>(*) At an event combined with a Women's \$25,000 event that has a 64 Qualifying Singles Draw, two [2] Designate Chair Umpires must assist the Supervisor during 1<sup>st</sup> Round Qualifying of Women's \$25,000</u></p>	<p><b>Designated:</b> Two [2] Gold, Silver or Bronze Badge Chair Umpires Three [3] White Badge Chair Umpires</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor before Final Round Qualifying at Men's \$15,000.</p> <p>One [1] Chair Umpire is required for every Final Round Qualifying match and Main Draw match at Men's \$15,000.</p> <p>One [1] Chair Umpire is required for every Qualifying and Main Draw match at Women's \$50,000.</p>	<p><b>Designated:</b> Two [2] Gold, Silver or Bronze Badge Chair Umpires Three [3] White Badge Chair Umpires.</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor before Final Round Qualifying at Men's \$15,000.</p> <p>One [1] Chair Umpire is required for every Final Round Qualifying match and Main Draw match at Men's \$15,000.</p> <p>One [1] Chair Umpire is required for every Qualifying and Main Draw match at Women's \$75,000.</p>	<p><b>Designated:</b> Three [3] Gold, Silver or Bronze Badge Chair Umpires Three [3] White Badge Chair Umpires.</p> <p><b>Qualifying min. requirement:</b> One [1] Gold, Silver or Bronze Badge Chair Umpire Two [2] White Badge Chair Umpires</p> <p><b>Qualifying and Main Draw:</b> One [1] Designate Chair Umpire must assist Supervisor before Final Round Qualifying at Men's \$15,000.</p> <p>One [1] Chair Umpire is required for every Final Round Qualifying match and Main Draw match at Men's \$15,000.</p> <p>One [1] Chair Umpire is required for every Qualifying and Main Draw match at Women's \$100,000.</p>

**Line Umpires:** a tournament must treat the ITF Pro Circuit combined event as two (2) separate ITF Pro Circuit events, and comply with the Minimum Officiating Requirements for each individual event.

**ITF Pro Circuit events combined with ATP events:** the ITF Pro Circuit event should comply with the Minimum Officiating Requirements at individual ITF Pro Circuit events, regardless of the ATP Designations for Chair Umpires. Please note that the ITF Designate Chair Umpires, who are working at an ITF Pro Circuit event combined with an ATP event, may work as Chair Umpires at the ATP event if requested and at the condition that the Minimum Officiating Requirements for the ITF Pro Circuit event are complied with. However, an ATP Supervisor may not work as the Supervisor of an ITF Pro Circuit event during the same week. A tournament must comply with the Minimum Requirements for Line Umpires at ITF Pro Circuit events, regardless of the Minimum Requirements for Line Umpires at the ATP event. However, where possible, Pro Circuit tournaments are encouraged to match the Line Umpire requirements of ATP events.

**End of Week Referee:** No End of Week Referee will be approved at Combined ITF Pro Circuit events.

### **Summary of changes to the Minimum Officiating Requirements in 2013**

There have been no significant changes to the Minimum Officiating Requirements for 2013, however we would like to make the following recommendation:

Where there are no Chair Umpire required during Qualifying, we would recommend that **more than one** Chair Umpire assists the Supervisor (ideally one [1] Chair Umpire per three [3] courts).

### **MINIMUM REQUIREMENTS FOR TOURNAMENTS PLAYED ON MORE THAN ONE SITE AND RESPONSIBILITY FOR ON-SITE ISSUES**

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

### **ITF PRO CIRCUIT SUPERVISORS' COMMITMENTS**

The Supervisor of an ITF Pro Circuit event must be available from the Qualifying Sign-In until the End of Play on Finals Day. The only exception to this requirement is when they have received prior approval from the ITF, or when they leave the tournament early to be the Supervisor of an ITF Pro Circuit event the following week (see below, *End of Week Referee*).

Please remember that the Supervisor must conduct the Qualifying Sign-In and Qualifying Draw if there are overlapping weeks of ITF Pro Circuit events in the same country and may not send a Chair Umpire to do the Qualifying Sign-In and Qualifying Draw whilst the Supervisor is staying in the previous week for the finals.

**ITF Officiating must be informed if there are any potential conflicts between a Supervisor's assignment at an ITF Pro Circuit event and an assignment at an ATP Challenger Tour, an ATP World Tour or a WTA event. A Supervisor may not leave, or arrive late at a Pro Circuit event in progress without prior approval from ITF Officiating.**

### **ITF PRO CIRCUIT CHAIR UMPIRES' COMMITMENTS**

A Designate Chair Umpire at an ITF Pro Circuit event must be on-site for the Qualifying days (as per the Minimum Requirements) and be available until the final day of the tournament. The only exception to this requirement is when the Chair Umpire is working the Finals of an ITF Pro Circuit event in the same country the previous week. It is important to note that a Designate Chair Umpire at an event may not conduct the Qualifying Sign-In and Qualifying Draw of an ITF Pro Circuit event.

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

### **END OF WEEK REFEREE**

If the Supervisor of an ITF Pro Circuit event is leaving before the end of the tournament to conduct the Qualifying Sign-In and Qualifying Draw of another ITF Pro Circuit event, and provided s/he has received prior approval from ITF Officiating, a Designate Chair Umpire must be approved by ITF Officiating to be appointed End of Week Referee of that event. Please note that the End of Week Referee requirement does not apply to ITF Women's Circuit events with Prize Money of \$50,000 or higher where Supervisor must stay until the end.

If a Supervisor is required to leave a tournament early but is not travelling to another ITF Pro Circuit event, s/he must contact ITF Officiating in writing for authorisation at least sixty (60) days in advance of the tournament. It is important that you do not commit to another event unless it is approved by ITF Officiating.

A suitable End of Week Referee is one of the following: 1. International Referee (Gold or Silver); 2. Designate International Chair Umpire (Gold, Silver or Bronze); 3. White Badge Referee with sufficient experience; 4. Designate White Badge Chair Umpire with sufficient experience. If one of the Designate Chair Umpires becomes the End of Week Referee, s/he can no longer work as a Chair Umpire and therefore must be replaced so that the minimum requirements are met and at least two (2) White Badge Chair Umpires are present during the Final Week-end. All End of Week Referees will be subject to approval by ITF Officiating.

**Any doubts? Send us an e-mail at [officiating@itftennis.com](mailto:officiating@itftennis.com) or give us a call +44 208 392 4685**



## APPENDIX D – IMPORTANT DEADLINES

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

	<b>\$10,000 / \$15,000 / \$25,000** Tournaments</b>	<b>\$50,000 / \$75,000 / \$100,000 Tournaments**</b>
Submission of Application Form	<b>17 weeks (4 months)</b>	<b>26 weeks (6 months)</b>
Cancellation, Postponement or any Substantial Changes	<b>9 weeks</b>	<b>9 weeks</b>
Submission of Officials' Proposal	<b>8 weeks</b>	<b>8 weeks</b>
Submission of Fact Sheet	<b>7 weeks</b>	<b>7 weeks</b>
Submission of Physiotherapist/Athletic Trainer (PAT) Proposal ( <b>\$50,000** only</b> )	<b>n/a</b>	<b>Thursday before the Tournament</b>
Entry Deadline	<b>18 (eighteen) days Thursday @ 14:00 GMT</b>	<b>18 (eighteen) days Thursday @ 14:00 GMT</b>
Withdrawal Deadline	<b>13 (thirteen) days Tuesday @ 14:00 GMT</b>	<b>13 (thirteen) days Tuesday @ 14:00 GMT</b>
Freeze Deadline	<b>4 (four) days Thursday @ 14:00 GMT</b>	<b>4 (four) days Thursday @ 14:00 GMT</b>
Qualifying Sign-in Deadline	<b>1 day prior to start of Qualifying 18:00 local time</b>	<b>1 day prior to start of Qualifying 18:00 local time</b>

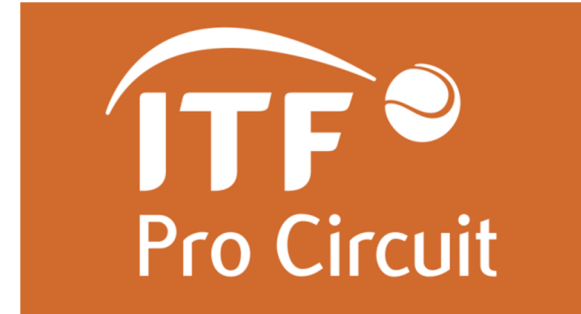
## APPENDIX E – ITF PRO CIRCUIT BRANDING GUIDELINES

For full details please refer to “Branding Application Requirements for ITF Pro Circuit” document available in the Tournament Organiser Pack

### ITF LOGOS

Use of the Brand Mark and the “On-Court” Brand Mark must be in accordance with the Application Summary section in this document.

This is the Brand Mark for ITF-sanctioned ITF Pro Circuit tournaments.



This is the “On Court” Brand Mark for ITF-sanctioned ITF Pro Circuit tournaments.



### WRITING / SAYING OUR NAME

#### **ITF Pro Circuit**

In copy, ITF Pro Circuit must be written in full. ‘ITF’ must always be in upper case with ‘Pro Circuit’ in title case.

#### **Mission Statement**

The Mission Statement (see right) may be included on tournament literature and/or the tournament website at the discretion of the tournament organiser.

#### **Tournaments**

When referring to a specific tournament it must be written in the following form:  
Tournament name, an ITF Pro Circuit event.

#### **Mission Statement**

**ITF Pro Circuit, an entry level professional tennis initiative. The ITF and its member nations working together to grow the game.**

# APPLICATION SUMMARY

## Compulsory Applications

An ITF Pro Circuit tournament must identify itself as an ITF Pro Circuit event by applying the appropriate ITF Pro Circuit Brand Mark in the following compulsory applications:

### **On-Court**

The On-Court Brand Mark and the ITF website address (www.itftennis.com) must be displayed in the form of two side court banners (unobstructed position - see "Branding Application Requirements for ITF Pro Circuit" document). The banners must not be smaller than 60cm in height and 2.25m in length.

### **Website**

The Brand Mark must be displayed in the top 20% of the tournament website home page, it must not be smaller than 112 pixels wide (see "Branding Application Requirements for ITF Pro Circuit" document).

### **Programme**

The Brand Mark must be displayed on the cover in the top 40%, it must not be smaller than 28mm wide.

### **Drawsheets**

The Brand Mark must be displayed in the top 40%, it must not be smaller than 28mm wide.

### **Entrance**

The Brand Mark must be displayed prominently at the main entrance to the tournament.

## Optional Applications

An ITF Pro Circuit tournament may wish to identify itself as an ITF Pro Circuit event by applying the Brand Mark in the following optional applications:

### **Advertising**

The Brand Mark may be applied to any advertising when the tournament logo is featured.

### **On-Site**

The Brand Mark may be applied to any on-site drawboards, scoreboards, vehicles, net, net post (On-Court Brand Mark only), flags or signage featuring the tournament logo.

### **Other**

#### **Net**

If the Brand Mark is not applied to the net or net post there shall be no other advertising on the net or net post without the prior approval of the ITF.

Requests for approval must be sent to the ITF Head of Professional Circuits, London.

Requests for approval must be received no later than three (3) weeks prior to the Monday of the event week.

Requests must include:

Name of Sponsor

Business Type

Requests and approval are on an annual basis.



## APPENDIX F – SECURITY AND ACCREDITATION GUIDELINES

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

This guidance does not constitute legal advice and is subsidiary to local law, regulation and best practice. The ITF advises each Regional and National Association and tournament organisers to take advice on local law, regulation and best practice to ensure that its tournament security and player protection and welfare policies are lawful and fit for purpose. Neither the ITF nor the Committee shall be held liable for any loss or damage caused as a result of reliance upon this guidance where to do so would be contrary to local law, regulation and best practice.

The *Safety/Security System* should include:

- A written security plan which considers:
  - An emergency evacuation plan (in case of fire, power failure, natural disaster, political instability or other circumstances that pose a substantial safety risk to on-site personnel)
  - Contact numbers for local authorities/police/emergency services
  - Reliable communication systems, such as mobile telephones, walkie-talkies or other devices, capable of operation in an emergency
  - A nominated person responsible for coordinating security matters and any security related incidents which may arise
- Restricted/controlled access
  - There should be a clear separation between public access areas for spectators and restricted access for tournament personnel, officials, players and player support teams
  - Designated restricted access areas, such as private player only areas (i.e. the player locker rooms and treatment areas) and non-public areas of the venue (such as the tournament offices, player lounge and on courts) should be clearly separated and marked.
  - Use of access charts and credentials is recommended (see Accreditation guidelines)
  - Provision of on-site public facilities, such as portable event toilets, which are separate from player locker rooms is highly recommended
  - The **minimum** recommendation is that key access points, specifically, the locker rooms, treatment areas and player lounge, be staffed to prevent unauthorized access.
- Personnel screening
  - It is recommended that all tournament personnel who will be in close contact with players (such as locker room attendants, medical personnel and therapists, stringers, drivers) are screened for suitability prior to the event.
  - The screening should include reference checks and verification of qualifications, licensure and experience where required (for example for medical personnel and drivers)
- Personnel orientation
  - All tournament staff (including volunteers) should be fully oriented prior to the event. This orientation should include:
    - Providing each person with the emergency procedures and evacuation plan, including important telephone numbers
    - Knowing the location of the nearest exit; fire extinguisher; telephone and first aid station
- Accommodation screening
  - Official or recommended tournament accommodation must be suitable for players and must meet the requirements of the Circuit Regulations, Organisational Requirements and ITF Player Welfare Policy.
  - Such accommodation should be screened prior to it being proposed on the tournament factsheet; it is recommended that a tournament representative personally conducts a check of the hotel.

- Safety and security should be the key factor in the selection of official accommodation, in terms of its physical location, transportation and access and.

The *Accreditation System* should include:

- Responsible person(s) to manage the accreditation process
  - Provided with tournament entry lists, personnel lists and ITF “no credential” list.
- Tournament-issued identification badges or credentials
  - Categorisation of tournament personnel according to their positions, e.g. player, coach/guest, official, media, tournament staff.
  - A basic system can use colour-coded badges to identify each category.
- On-site access
  - Clear “access charts”, used by security personnel/stewards to implement the security policy, should be posted at entrances to restricted access areas, such as the players’ locker room, treatment areas, the players’ lounge and match courts.