



## **2007 Guidelines and Minimum Standards for the Organisation of an ITF Men's Circuit Tournaments**

## **I GENERAL**

### **TOURNAMENT RESPONSIBILITIES/FACILITY REQUIREMENTS**

ITF Pro Circuits are governed by the ITF Pro Circuits Rule Book. If you have any questions in this regard, please contact the ITF Pro Tennis Department (see Appendix A for contact details).

All ITF Pro Circuit tournaments must be staged and organised in a professional manner. Specific requirements and recommendations are set out in this document and Tournament Directors are responsible for ensuring that all standards of performance are met. Please contact the ITF Pro Circuits Department if you have any questions about these guidelines.

- 1** The ITF Men's Circuit is composed of two categories of Futures Tournaments, which form the entry level of Men's Professional Tennis.
- 2** Futures are individual week-long tournaments scheduled in a minimum of three consecutive weeks of \$10,000 each or two consecutive weeks of \$15,000 each.
- 3** Futures Tournaments are valid for the ATP Entry System.
- 4** In order for ITF Men's Circuit tournaments to be approved by the ITF and to be eligible for ranking points, application forms must be submitted together with the required application fee to the appropriate Service Bureau a minimum of four 4 months prior to the date of the tournament. Tournament application forms are available on request from the appropriate Service Bureau.
- 5** All applications must be sanctioned by the National Association concerned and the appropriate Regional Association. An independent organiser applying to stage an ITF Men's Circuit tournament must obtain a counter-signature from the National and Regional Association on the application form and send a copy of the form to both Associations concerned at the time the application is made.
- 6** Late applications seeking ITF approval will be considered on a case by case basis and will only be accepted on to the calendar if, in the ITF's opinion, the tournament concerned can be run viably and players can be advised in due time of the site and dates for entries.
- 7** Once an application has been processed by the appropriate Service Bureau and approved by the ITF and details confirmed not less than 3 months prior to the tournament taking place, the tournament dates and site may not be altered.

- 8** Cancellation or substantial change to tournament arrangements less than sixty (60) days prior to the scheduled commencement of the tournament shall subject the organiser and/or sanctioning National Association to a fine up to US\$5,000, forfeiture of all sums previously paid or due, reimbursement of unrecoverable expenses incurred and/or denial of subsequent applications.

Applications from tournaments must be submitted to the ITF (through the appropriate National or Regional Association as applicable) on an official Men's Circuit application form and accompanied by the fees shown below in order to be included on the Calendar.

Per ITF Men's Circuit Tournament

ITF Prize Money	Application Fee (8%)
\$15,000	\$1,200
\$10,000	\$800

In the event of non-payment of the above Fee, the ITF and/or the appropriate Regional Association shall withhold future approval of the tournament concerned until such time as all outstanding Fees are received in full.

- 9** ITF Men's Circuit tournaments will be included in the Calendar which is available from the Men's Circuit Department or via the ITF Men's Circuit website: ([www.itftennis.com/mens/](http://www.itftennis.com/mens/)). In addition, whenever possible, these tournaments will be listed in the ATP Tour Tournament Guide as a source of reference for the players.
- 10** These ITF Men's Circuit Regulations are published by the ITF Men's Circuit Committee for the purpose of ensuring the orderly and fair administration of the ITF Men's Circuit. Each player entrant in an ITF Men's Circuit tournament agrees as a condition of such entry to abide by and be subject to these ITF Men's Circuit Regulations, which hereinafter include the ITF Men's Circuit Code of Conduct, as amended from time to time by the ITF Men's Circuit Committee.
- 11** The ITF will assist in the overall organisation of the ITF Men's Circuit, including coordination of the calendar and player entries.
- 12** All information regarding tournament sites, dates and draw sizes must be provided on the Application Form. In addition, details of hotels, transportation and other relevant information must be provided at least two months before the Tournament begins and sent to the relevant Service Bureau, so that a Fact Sheet can be prepared for distribution to players. Failure to comply with the deadline for submission of fact sheet information may result in the removal of a Circuit Tournament from the Calendar.

- 13** Names of the designated officials must be provided to the ITF Administrator of Officiating at **sixty (60) days** in advance of the Tournament. (Email: [officiating@itftennis.com](mailto:officiating@itftennis.com))

See Appendix B for full details of 2007 Officiating Requirements.

## **II TOURNAMENT PERSONNEL**

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

The National Association should designate a Tournament Administrator and/or Tournament Director who will be responsible for all aspects of the organisation of the Futures Tournament or Satellite Circuit (except for rules and on-court issues, which are the responsibility of the Supervisor). The Tournament Administrator and Tournament Director can be the same person or two different persons.

The Tournament Administrator and/or Tournament Director must be on-site throughout the whole tournament, ready to solve any problems related to the players, officials, media and spectators. He/she must be English speaking and be fully aware of the responsibilities of his/her position.

### **2 ITF Supervisor**

The ITF Supervisor shall be the final authority for the Rules of Tennis, the Tournament Rules and Regulations and all on-court matters. See Appendix B for Officiating Requirements in 2007.

### **3 Tournament Assistants**

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

### **4 Sports Medicine Therapist/Trainer**

The Rules require the Tournament Director to provide a Sports Medicine Therapist/Trainer to be available on-site at all times during play. This is a mandatory requirement and the Tournament Director must ensure the Sports Medicine Therapist/Trainer has the appropriate qualifications and experience to treat players, including on-court within 3 minutes.

**5 Doctor**

The Tournament Director is required to appoint an English speaking medical doctor, preferably an orthopaedic specialist or a general practitioner, to visit the site each day and to be available on call at all times during playing hours.

**6 Court Maintenance Staff**

A person responsible for the maintenance of the courts must be available on-site at all times.

**7 Stringer**

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

**III TOURNAMENT FACILITIES**

**1 Internet Access**

Internet access **MUST** be provided for Supervisors on-site.

A separate computer with Internet access must also be provided for players, preferably free of charge or at a reduced cost. If player Internet access cannot be provided on-site the Tournament Director must 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.

**2 Courts**

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. There must be a minimum of 3 match courts at all ITF Pro Circuit tournaments.

Please ensure that the number of match courts is sufficient to complete the event.

**Examples:**

64 Draw Singles Qualifying (3 day event)	:	minimum 5 match courts
64 Draw Singles Qualifying (2 day event)	:	minimum 6 match courts
128 Draw Singles Qualifying (3 day event)	:	minimum 10 match courts

We recommend a minimum of one practice court is available at least one day prior to the start of the Qualifying event through to completion of the tournament (practice courts to be the same surface as the Match Courts). The organising/sanctioning National Association must ensure that the match courts conform fully with Rule 1 of the Rules of Tennis. Line measurements and height of net posts are of particular importance.

### 3 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:

	OUTDOORS	INDOORS
Singles Main Draw	6-7 days	5-7 days
Doubles Main Draw	5-6 days *	4-5 days
Singles Qualifying	2 days for 32 draw, 3 days for larger draws	
Doubles Qualifying	1-2 days beginning the day of the Doubles sign-in deadline, the day before the Singles Main Draw	

\* The ITF strongly recommends that the Doubles Final is played on Friday in order to allow doubles players to play Singles Qualifying the following week. If this is not possible the Doubles semi finals must be completed by Friday.

### 4 Security

If special areas area designated “access players only”, entered players and their nominated coaches must be issued with a "competitor" badge to be carried at all times and shown to gain access to these areas.

### 5 Player Lounge / Internet Access

If possible this are must not be accessible by the public. The area should have a TV and supply of soft drinks, fruit, etc., all of which must be freely available to all players throughout the tournament week.

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 days' Order of Play, the updated Draws, relevant Player Fact Sheets for future events, calendar updates, fines lists etc.

### 6 Lights

If matches are to be played under artificial lighting, the intensity of illumination must be sufficient for professional tennis - a minimum of 500 lux.

### 7 ITF Supervisor's Office

Best efforts should be made to provide a private office with a desk where players can report to the Supervisor. The ITF Supervisor

MUST be provided with Internet Access and must be provided with the following:

- a minimum of one international telephone line, one fax line and Internet Access. These number(s) should be shown on the Players' Fact Sheet.
- Photocopier and a good supply of photocopying paper
- Microphone for Public Address System (if necessary)

## **8 Locker Rooms**

A suitable locker room for use by players and official coaches only, preferably adjacent to the tournament courts, must be provided. Facilities must include toilets and showers and an adequate supply of toilet paper (toilets and showers to be cleaned regularly throughout the day).

## **9 Treatment and Fitness Room**

A separate treatment and fitness room must be made available, preferably located near the courts. Alternatively a partitioned (for privacy reasons) area of the locker room may be suitable provided this area is equipped with a wash hand basin and is well ventilated and of a suitable temperature.

## **10 Restaurant**

A restaurant should be open throughout the day (particularly for players involved in late evening matches, who need to eat after playing) where players can buy (should be inexpensive) various types of food and drink suitable for athletes. Although the tournament is not required to provide meals for the players, complimentary drinks, especially bottled water, and fruit are always appreciated. The system by which players are to obtain food should be made known to the players i.e. vouchers, tickets, or cash before the start of the tournament. Please see Appendix C for a list of recommended foods.

## **12 Hotels**

Each tournament must appoint an official hotel, which is of a suitable international standard, and negotiate reduced room rates for players. Details of alternative cheaper accommodation must also be provided, which is a reasonable distance from the site.

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.

## **13 Banking Facilities**

Arrangements must be made for players to be able to cash prize money cheques either on site or at a local bank.

## **IV TOURNAMENT COSTS**

The National Association is responsible for all expenses related to the Tournament.

### **1 Prize Money**

The minimum level of prize money is \$10,000 and the maximum is \$15,000.

The prize money office should be open during the hours of play and at least half an hour after the main draw matches have finished. The prize money should be paid in cash. If the prize money is paid in local currency, the Supervisor should check that the correct exchange rate (designated by the Service Bureau) is used and confirm this in writing to the Service Bureau.

### **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 recommends the following 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, we encourage National Associations to make agreements on a national basis in local currency with the officials regarding the fees paid for officials. These recommendations may be too high, or too low, for some countries (when taking the cost of living and exchange rates into consideration).

ITF Supervisor:	USD 850 per week
International Chair Umpire	USD 650 per week
White Badge Chair Umpire	USD 400 per week

### **3 Transport**

The tournament should make best efforts to provide transportation for the benefit of the entered players if necessary between the nearest airport/railway station and the tournament site/hotel. If this is not possible, precise travel directions must be included in the Fact Sheet.

During the Qualifying and Main Draw, free transportation must be arranged between the players' accommodation 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.

#### **4 Balls**

All balls used at ITF Men's 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. A Tournament Director must apply to the ITF for approval at least three (3) months in advance of the tournament if it is proposed to use BALL TYPES 1 or 3.

A minimum of four (4) new balls are to be provided for each match and are to be changed at least after eleven (11) and thirteen (13) games in the Main Draw and at least before the third set throughout the Qualifying.

A minimum of three (3) used balls per day for practice must be available free of charge to each player accepted into the Main Draw from the day prior to the commencement of Main Draw until he is eliminated. Players must return practice balls.

#### **5 Water and Towels**

Bottled water and towels must be provided on court during matches.

## APPENDIX A – CONTACT DETAILS

### International Tennis Federation

Bank Lane, Roehampton, London, SW15 5XZ United Kingdom  
Tel: +44 20 8878 6464 Fax: +44 20 8392 4777

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

**Websites:** [www.itftennis.com/womens](http://www.itftennis.com/womens) [www.itftennis.com/mens](http://www.itftennis.com/mens) [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 2007**

**These officiating requirements are the minimum standards for ITF Men’s/Women’s Circuit events. 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 request for these officiating requirements to be waived should be made to the ITF Administrator of Officiating at least sixty (60) days prior to the tournament.**

EVENT	SUPERVISOR	CHAIR UMPIRES	LINE UMPIRES
Men’s and Women’s \$10,000 events	Gold or Silver Badge Referee	2 White Badge Chair Umpires A 3 <sup>rd</sup> ITF certified Chair Umpire is required for events where the Supervisor is leaving to cover the Qualifying of the following week’s Pro Circuit event in that country. A Chair Umpire is required for every Main Draw match. One of the Designate Chair Umpires must assist the Supervisor during Qualifying.	None Required
Men’s \$15,000 events	Gold or Silver Badge Referee	1 Gold, Silver or Bronze Badge Chair Umpire plus 2 White Badge Chair Umpires A Chair Umpire is required for every Main Draw match and for every match in the final round of Qualifying. One of the Designate Chair Umpires must assist the Supervisor before the final round of Qualifying.	1 Line Umpire required for every Main Draw match, 2 Line Umpires required for Semis/Finals (although no Line Umpires are required at clay court events).
Women’s \$25,000 events	Gold or Silver Badge Referee	1 Gold, Silver or Bronze Badge Chair Umpire plus 2 White Badge Chair Umpires A Chair Umpire is required for every Qualifying and Main Draw match (except the first round of 64 Qualifying Singles Draws, where two of the Designate Chair Umpires must assist the Supervisor during Qualifying)	1 Line Umpire required for every Main Draw match, 2 Line Umpires required for Semis/Finals (although no Line Umpires are required at clay court events).
Women’s \$50,000 and \$75,000 events	ITF appointed	1 Gold, Silver or Bronze Badge Chair Umpire plus 2 White Badge Chair Umpires, all of whom must work Qualifying. Chair Umpire required for every Qualifying and Main Draw match	1 Line Umpire for every Qualifying match, 2 Line Umpires for every Main Draw match, 3 Line Umpires for Semis/Finals.

**Note:** If the Supervisor is leaving the event before the end of the tournament to referee another ITF Pro Circuit event in the same country, ITF Officiating must approve the Designate Chair Umpire that will become the “End of Week Referee”.

## **APPENDIX C – RECOMMENDED FOODS AND DRINKS**

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

### **Breads**

- Whole wheat, French, Italian, pita, cinnamon, raisin, bagels, crackers, etc.
- Low sugar cereals

### **Fruits and Vegetables**

- Fresh fruit salad, dried fruits, whole fresh fruits
- Fresh cut, raw vegetables
- Salad bar (tomatoes, potatoes, lettuce, cucumbers, mushrooms, carrots, peas, beans, etc., with oil and vinegar-based dressings or oil and lemon).

### **Protein**

- Chicken
- Turkey
- Fish: tuna, salmon, halibut
- Low and/or non-fat yoghurt
- Hard-boiled eggs
- Low and/or non-fat milk

### **Beverages Note: Caffeinated beverages and soft drinks should be limited**

- Bottled mineral water (non-carbonated)
- Fruit juices
- Carbohydrate and electrolyte feeding drinks: e.g. MAX, Exceed, Gatorade, Tough, Staminade, Isostar.

### **Miscellaneous**

- Pasta with tomato sauce or olive oil
- Baked potato / Rice
- Broth-based soups, onion, minestrone, chicken noodle