



Provisional 2008 Minimum Standards for the Organisation of ITF Women's Circuit Tournaments

I GENERAL

TOURNAMENT RESPONSIBILITIES / FACILITY REQUIREMENTS

ITF Pro Circuit tournaments must comply with the provisions of the ITF Pro Circuits Rule Book. All questions must be directed to the ITF Professional 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.

- 1 The ITF Women's Circuit, part of the ITF Pro Circuit, is comprised of five categories of weeklong tournaments, which form the entry level of Women's Professional Tennis.
- 2 Tournament categories are: \$10,000; \$25,000; \$50,000 (+H option available); \$75,000 (+H option available) and \$100,000 (+H option available). Tournaments offering prize money of \$50,000 or higher can opt to offer hospitality (i.e. +H) to main draw participants and additional ranking points are available to participants at such tournaments as a result.
- 3 ITF Women's Circuit tournaments are valid for the WTA Tour Ranking System.
- 4 In order for ITF Women's Circuit tournaments to be approved by the ITF for inclusion on the ITF Pro Circuit Calendar the tournament must have all necessary approvals from the relevant National Association and Regional Association. A completed application form, duly counter-signed by the National Association, must be submitted together with the required sanction fee to the appropriate Service Bureau a minimum of four (4) months prior to the start date of the tournament. Calendar application forms are available on-line (www.itftennis.com/womens) on request from the appropriate Service Bureau.
- 5 Sanction fee payments in 2008 are as follows:

Prize Money Level	Sanction Fee (8%)
\$100,000	\$8,000
\$75,000	\$6,000
\$50,000	\$4,000
\$25,000	\$2,000
\$10,000	\$ 800

- 6 All ITF Women's Circuit tournaments are required to make a deduction from players' prize money towards Circuit Administration costs and/or the ITF Primary Health Care Programme ("PHCP"). Any deductions made must be paid within ten (10) days of the completion of the tournament. (See Section V. Prize Money of the ITF Pro Circuit Rule Book 2008)

In the event of non-payment of any deductions made, the tournament may be subject to denial of subsequent application until such time as all outstanding monies due are received in full.

- 7 No ITF Pro Circuit Tournament shall cancel less than sixty (60) days prior to the scheduled commencement of the tournament. Violation shall subject the tournament to a fine of up to US\$5,000, forfeiture of all sums, if any, previously paid or due to the ITF, reimbursement of unrecoverable expenses incurred and/or denial of subsequent applications.
- 8 ITF Women's Circuit tournaments will be included in the Calendar which is available from the ITF Pro Circuit Department or via the ITF Women's Circuit website: (www.itftennis.com/Womens/). In addition, whenever possible, these tournaments will be listed in the WTA Tour Tournament Guide as a source of reference for the players.
- 9 The ITF Women's Circuit Regulations are published by the ITF Women's Circuit Committee for the purpose of ensuring the orderly and fair administration of ITF Women's Circuit tournaments. Each player entrant in an ITF Women's Circuit tournament agrees as a condition of such entry to abide by and be subject to these ITF Women's Circuit Regulations, which hereinafter include the ITF Women's Circuit Code of Conduct, as amended from time to time by the ITF Women's Circuit Committee.
- 10 The ITF will assist in the overall organisation of the ITF Women's Circuit, including coordination of the calendar and management of player entries.
- 11 All information regarding tournament sites, dates and draw sizes must be provided on the official ITF Application Form. In addition, details of hotels, transportation and other relevant information must be provided on the official ITF Fact Sheet at least three (3) months before the Tournament begins and sent to the relevant Service Bureau, so such information can be provided for the benefit of 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.
- 12 Names of the designated officials must be provided to the ITF Administrator of Officiating at least sixty **(60) days** in advance of the Tournament. (Email: officiating@itftennis.com)

See Appendix B of the Pro Circuit Rule Book for full details of Officiating Requirements in 2008.

- 13 On completion of a Circuit tournament, the sanctioning National Association / Tournament Organiser must submit all monies collected (player fines, fees etc) to the ITF within one (1) month. Submission of monies collected can be by post in the form of a cheque, or by bank transfer. The tournament code, as provided by the ITF, must be included on the back of any cheque or inserted in the reference section if paying by bank transfer.

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 ITF Women's Circuit tournaments (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

\$50,000, \$75,000 and \$100,000 only

The ITF will appoint the Supervisor at **\$50,000, \$75,000 and \$100,000** tournaments. All costs related to the ITF Supervisor (ie fee, flight, hotel, local transportation, hospitality, meals and any other necessary expenses) are the responsibility of the Tournament Director. The Supervisor's Fee, in the amount of US\$1,500, must be paid directly to the ITF Supervisor on site.

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 2008.

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, must

also be available to assist players with any tournament related issues, such as hotel reservations, travel arrangements to the next tournament etc.

4 Doctor

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

5 Sports Medicine Therapist/Trainer

The Tournament Director will receive instructions from the ITF, Regional Association or National Association in relation to deductions to be made from players' prize money at **\$50,000, \$75,000 and \$100,000** tournaments for health care purposes, including details of any amount that may be retained by the tournament or must be paid to the ITF / appropriate Service Bureau.

At **\$75,000 and \$100,000** tournaments, the ITF will appoint an English speaking Sports Medicine Therapist/Trainer ("SMT") 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 SMT, but all other costs for the SMT (hotel, meals, local transportation etc) will be the responsibility of the Tournament Director.

At **\$50,000** tournaments, the Tournament Director is required to appoint an English speaking SMT to be available on-site during play. The cost of any on-site treatment administered to players by the SMT must be free of charge. The Tournament Director must ensure the SMT has appropriate qualifications and experience to treat players, including on-court within 3 minutes. All costs for the SMT at **\$50,000** tournaments are the responsibility of the Tournament Director.

At \$10,000 and \$25,000 tournaments, the Tournament Director is required to appoint an English speaking SMT to be available on-site during play, who must provide on-site treatment to players at their own cost (note: on-site treatment may be provided free of charge to players at the discretion of the Tournament Director).

6 Court Maintenance Staff

The Tournament Director shall appoint and pay all costs for a person responsible for the maintenance of the courts who is 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 charge 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:

48 Draw Singles Qualifying (3 day event)	:	minimum 4 courts
48 Draw Singles Qualifying (2 day event)	:	minimum 5 courts
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 sanctioning National Association and Tournament Director must ensure that the match courts conform fully with Rule 1 of the Rules of Tennis. 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). As a guide, the recommended minimum height to the ceiling for international indoor tournaments 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.

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 size.

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

* 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 Pro Circuit tournaments the following week. If this is not possible the Doubles semi finals must be completed by Friday.

4 Security

If special areas are 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 area 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 i.e. 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 and at least one separate fax line and Internet Access. These number(s) must 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 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.

11 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.

ITF Women's Circuit Tournaments in the **\$50,000, \$75,000 and \$100,000** categories offering hospitality (i.e. +H) must provide one complimentary double 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 five (5) nights and a maximum of seven (7) nights, regardless when the player is finally accepted into the Main Draw. Accommodation continues through to include the night that she plays her last match or until her five (5) nights minimum has been provided, whichever is later. Accommodation begins no later than the day the Main Draw starts.

Rooms for doubles players should be available beginning the day of the sign in for a minimum of two (2) nights and a maximum of seven (7) nights. Accommodation continues through to include the night of the player's last match or until the two (2) nights minimum has been provided.

12 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 \$100,000.

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. Prize money must be paid in cash unless prior approval has been obtained from the ITF. Refer to Rule 26 of the ITF Women's Circuit Regulations 2008 for full information about paying prize money in local currency.

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.

ITF Supervisor (\$50,000, \$75,000 & \$100,000):	USD 1,500 per week (fixed fee)
ITF Supervisor (\$10,000 & \$25,000):	USD 850 per week (recommended minimum fee)
International Chair Umpire:	USD 650 per week (recommended minimum fee)
White Badge Chair Umpire:	USD 400 per week (recommended minimum fee)

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 Women's Circuit tournaments must conform to the specifications (see: 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. At **\$50,000, \$75,000 and \$100,000** tournaments (Qualifying and Main Draw) the ball

change shall be after the first nine (9) games and thereafter (11) games in each match. More frequent ball changes are acceptable at the discretion of the Supervisor.

Practice Balls (minimum of three (3) per person) must be provided for all players from the day prior to the start of Qualifying and Main Draw. At **\$50,000, \$75,000 and \$100,000** tournaments new balls must be provided for practice, however at all lower prize money level tournaments once-used balls are acceptable.

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 Men's Circuit - menstennis@itftennis.com
Officiating - officiating@itftennis.com IPIN - ipin@itftennis.com

Websites: www.itftennis.com/womens www.itftennis.com/mens 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 **Website:** 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 Men's Circuit - menscircuit@usta.com

Website: www.usta.com

APPENDIX B ITF PRO CIRCUITS – MINIMUM OFFICIATING REQUIREMENTS 2008

These officiating requirements are the minimum standards for ITF Men's/Women's 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 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 tournaments	Gold or Silver Badge Referee	2 White Badge Chair Umpires (A 3 rd White Badge 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 tournaments	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 final round Qualifying and Main Draw match. 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 tournaments	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).	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 tournaments	Gold or Silver Badge Referee	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 required for every Qualifying match, 2 Line Umpires for every Main Draw match, 3 Line Umpires for Semis/Finals.
Women's \$100,000 tournaments	Gold or Silver Badge Referee	2 Gold, Silver or Bronze Badge Chair Umpires 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 required 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