



GUIDELINES

2007

**EUROPEAN WOMEN'S CIRCUIT EVENTS
PART OF ITF WOMEN'S CIRCUIT**

GUIDELINES AND MINIMUM STANDARDS



TOURNAMENT RESPONSIBILITIES/FACILITY REQUIREMENTS

All \$10,000, \$25,000\$, 50,000, \$75,000 and \$100,000 ITF Women's 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.

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1. GENERAL

Contacts

Sony Ericsson WTA TOUR, U.S. Headquarters

One Progress Plaza, Suite 1500
St Petersburg, Florida
FL 33701, U.S.A.

Phone: +1 727 895 5000
Fax: +1 727 894 1982
E-mail: [firstinitialsurname@wtatour.com](mailto:firstname.lastname@wtatour.com)
Website: www.sonyericssonwtatour.com

INTERNATIONAL TENNIS FEDERATION (ITF)

Bank Lane, Roehampton
London SW15 5XZ
Great Britain

Phone: +44 20 8392 4692
Fax: +44 20 8392 4748
E-mail: womens@itftennis.com
Website: www.itftennis.com

TENNIS EUROPE

Zur Gempenfluh 36
4059 Basel
Switzerland

Phone: +41 61 335 9046
Fax: +41 61 331 7677
E-mail: protennis@tenniseurope.org
Website: www.tenniseurope.org

Office Staff

Sony Ericsson WTA Tour – Florida

Contact persons – rankings, development, operations

Liz SCHROEDER (WTA Tour Computer Rankings)

Ashley KEBER, Tom LIVENGOD (Player Development Program)

Linda CHRISTENSEN (operations, acceptance lists, etc.)

ITF - Women's Tennis

Juan MARGETS Executive Director Fed Cup&Women's Tennis

Jackie NESBITT Head of Professional Circuits

Suzanne HIBBERDINE Administrator, Circuits

Mai ITO, Hayley IVESON

Tennis Europe – Professional Department

Martina LUTKOVA Tournament&Players Services Manager

Flurin CONRAD Assistant Junior/Professional Tennis

Entry system

Entry Deadline

The entry deadline is by 14.00 hours GMT on the Tuesday twenty (20) days before the Monday of the Tournament week.

Entries and withdrawals must be submitted online or on official forms by letter or fax (e-mails not accepted). The ITF is the sole Entry Authority for Men and Women competing in the 2007 Pro Circuit.

Player may apply for entry into one but not more than six tournaments in a given calendar week, in which case she must indicate a priority. If no priority is stated, the ITF will assign a priority.

Withdrawal Deadline

Withdrawal Deadline

14.00 hours GMT at the ITF Office on the Tuesday thirteen (13) days prior to the Monday of the Tournament Week.

Freeze Deadline

14.00 hours GMT on the Thursday preceding the tournament week

Late Withdrawal Fines

- If players don't withdraw on or before the appropriate Withdrawal Deadline, they will be fined.

Wild Cards

Players accepted directly into the Main Draw or Qualifying Draw at the discretion of the sanctioning National Association. Wild Cards may be seeded and must be named by the Wednesday before the tournament starts. The names, nationalities and dates of birth of the Wild Cards must be sent to Tennis Europe immediately upon nomination. If the Qualifying and Main Draw Wild Card(s) move into the draw by virtue of their own ranking, replacement Wild Card(s) may be nominated up until the time the draw is made.

Please refer to Appendix C of the Women's Circuit Rule Book for Wild Card restrictions as applicable under the Age Eligibility Rule. Players who are NOT subject to the Age Eligibility Rule may receive a total of six (6) singles and six (6) doubles wild cards during a calendar year. No

player may exceed a maximum of three (3) Wild Cards in the Main Draw or a maximum of six (6) wild cards in the Qualifying Draw.

No player or tournament, directly or indirectly, shall offer, give, solicit, receive or accept, or agree to offer, give, solicit, receive or accept anything of value in exchange for a wild card.

On-line Information

The fact sheets, calendar, latest calendar changes, results and statistics of all ITF Women's Circuit European Events are published and regularly updated on the Tennis Europe's website www.tenniseurope.org.

2. APPLICATION/CANCELLATION OF A TOURNAMENT

Categories of Events in Europe

1. ITF WOMEN'S CIRCUIT \$10,000

Individual tournaments of \$10,000 prize money. Ranking points are not awarded to first round losers in the Main Draw.

2. ITF WOMEN'S CIRCUIT \$25,000, \$50,000, \$75,000, \$100,000

Individual tournaments of \$25,000, \$50,000, \$75,000, \$100,000 prize money.

3. ITF WOMEN'S CIRCUIT \$50,000+H, \$75,000+H, \$100,000+H

Individual tournaments of \$50,000+H, \$75,000+H, \$100,000+H prize money, which offer hospitality (see page 14 or a detailed explanation regarding hospitality).

Application

In order for events in 2007 to be approved by Tennis Europe, all applications must be submitted (together with the 8% application fee) as applicable to the Tennis Europe Office in Basel at least 4 months prior to

the tournament start. Tennis Europe limits the number of tournaments per week. The deadline for events that want to keep their 2006 priority dates is 27 October 2006. Tournament application forms are available on www.tenniseurope.org or on request from the Professional Tennis Department at the Tennis Europe or at the National Association from 30 June 2006.

Applications must be sanctioned by the National Association concerned. Any independent organisers applying for an ITF Women's Circuit event should obtain a counter-signature from the National Association on the application form.

Calendar

The latest three months *ITF Women's Circuit Calendar* is available from the website www.tenniseurope.org. For persons, who do not have access to the website, calendar information can be sent by Tennis Europe by post, fax or e-mail.

Late Applications

Late applications seeking Tennis Europe/ITF approval will be considered on a case by case basis and will only be accepted onto the calendar if, in the Tennis Europe/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.

Application Fees

a. Application and Sanction Fees

Applications from tournaments must be accompanied by the fees shown below in order to be included on the Calendar. Please note that no tournament will be sanctioned until Tennis Europe sanction fee is received. See below instructions concerning the options of the payment and bank transfer details.

Per ITF Women's Circuit Event

| <u>ITF Prize Money</u> | <u>Application Fee (8%)</u> |
|------------------------|-----------------------------|
| \$100,000 | \$8,000 |
| \$75,000 | \$6,000 |
| \$50,000 | \$4,000 |

| | |
|----------|---------|
| \$25,000 | \$2,000 |
| \$10,000 | \$ 800 |

Sanction fee is payable with the application in USD or the equivalent in EUR or CHF.

Sanction fee is in addition to prize money and non-refundable.

b. Service Fee

A two (\$10,000-\$50,000)/seven (\$75,000-\$100,000) per cent (2/7%) Service Fee is to be paid to:

- *Tennis Europe* for tournaments in Europe

The fee has been deducted from prize money charts for European events as noted in the ITF Women’s Circuit Regulations and is payable within 10 days of the completion of each tournament as follows:

| | <u>\$100,000</u> | <u>\$75,000</u> | <u>\$50,000</u> | <u>\$25,000</u> | <u>\$10,000</u> |
|-------------|------------------|-----------------|-----------------|-----------------|-----------------|
| Service Fee | \$7,000 | \$ 5,250 | \$ 1,000 | \$ 500 | \$ 200 |

In the event of non-payment of any of the above fees, the ITF and/or Tennis Europe shall withhold future approval of the event concerned until such time as all outstanding fees are received in full.

The fees are payable by bank transfer in USD or equivalent in Euro or CHF to:

European Tennis Federation at the Credit Suisse, St. Albangraben 1-3, CH-4002 Basel (sort code 0060)

| | |
|--------------------------|---------------------------------|
| USD account: 202006-62-1 | IBAN CH51 0406 0020 2006 6200 1 |
| Euro account: 202006-62 | IBAN CH78 0406 0020 2006 6200 0 |
| CHF account: 46733-00 | IBAN CH29 0406 0004 6733 0000 0 |
| Bank code: 4060 | Swift: CRESCH ZZ 40a |

Cancellation

Once the application has been processed by Tennis Europe 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. 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.

3. HOSPITALITY

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.

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

Tournaments with \$50,000, \$75,000 and \$100,000 in prize money, which offer hospitality, will receive increased WTA Tour ranking points.

Hospitality is defined as 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 (if subsequently accepted into the Main Draw) 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.

\$10,000 and \$25,000 events

The \$10,000 and \$25,000 events including free hospitality will **not** receive increased WTA Tour ranking points.

All Tournament Categories

Players are entitled only to one room and are responsible for paying all incidental charges such as meals, laundry, TV fees, telephone, etc. apart from the basic room rate for double occupancy.

Tournaments should ensure that players settle all outstanding expenses before leaving. Credit of any kind should not be extended to players and anyone providing a service on site should be aware that payment must be made immediately and in full by the player. We would recommend the hotel to obtain a credit card from the player prior to extending services of any kind.

We would also suggest that prior to paying any player prize money, your tournament paymaster checks with the hotel/stringer, etc. to make sure that the players' account is clear.

Tournaments should request the official hotels to ask players for a credit card number upon check in. Players who do not have credit cards may be requested to pay a deposit. It is the hotel's responsibility to make sure that the player pays all outstanding bills before she leaves. It is also the tournament's responsibility to make sure that the hotel understands exactly what costs are being covered by the tournament organisers.

4. ON SITE FACILITIES

There are four main groups of people that need to be accommodated by the on-site facilities of the tournament: players and coaches, press, spectators and the tournament staff (including officials). Each group has its own specific needs and a guideline for these needs is given in the following pages. For recommendations on facility requirements for the press, see the chapter "Press Relations".

Players

Transportation

The tournament should preferably provide transportation between the nearest airport and railway station, the tournament site and the hotel. If this is not possible, precise travel directions must be included on the Players Fact Sheet.

During the Qualifying and Main Draw, free transportation must be arranged between the official hotel and the tournament site. A minibus, plus a minimum of two cars is recommended for this purpose. If necessary, this should be organised on a regular 'shuttle' basis, approximately every hour, throughout the hours of play, including practice. Players also require transportation whenever practice courts are available. This includes the transport being available at least two to three hours before the first match is scheduled. Details of the transportation service should be given to players on arrival.

Player Lounge

A separate player lounge area should be provided where players and their guests can relax. This area should be accessible only to players, their guests and necessary tournament staff. TV, Fruits, drinks and light refreshments should be made available in this area. A restaurant area, separate from spectators should also be provided. A notice board should be placed in the Player Lounge or near the Tournament Desk.

Internet Connection

It is required that the internet connection is provided by all tournaments to the ITF Supervisor. 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.

Locker Room

A suitable dressing room for use by players only if possible, adjacent to the tournament courts should be provided. Facilities must include toilets and showers, adequate supply of toilet paper and should be cleaned regularly throughout the day, especially at the beginning of the tournament when more players are using these facilities. The locker rooms should have good ventilation and temperature control. Showers must have hot water with appropriate reserves for players' use. It is recommended that shelving or lockers be provided for storage of belongings. Locker rooms must be accessible to players and ITF personnel only. They should be locked or secured when the tournament is not in session.

Notice Board

A player information area should be maintained preferably in the player lounge. This board should contain information for the players including hotel information, daily schedule of matches, a copy of the draw with results, current ranking lists, extra activities as well as the information about upcoming Sony Ericsson WTA Tour/ITF/Tennis Europe events (Calendar, Fact sheets, etc.). This information area should also contain instructions for the players such as how and where to obtain practice balls and courts and should advertise the daily transportation schedule. All player information should be clearly displayed and updated daily.

Restaurant

Restaurant facilities must be available on site with lunch provided. Hot meals should be available throughout the day. The meals provided should be inexpensive, and suitable for athletes (see section entitled FOOD). The system by which players are to obtain food should be made known to the players, i.e. vouchers, tickets, or cash.

Food

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 non-sparkling 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.

Recommended Food & Drinks :

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-fat yoghurt
- Hard-boiled eggs
- Low-fat milk

Beverages

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

Note: Caffeinated beverages and soft drinks should be limited!!

Miscellaneous

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

Security

If special areas are allocated for players only, each player should be issued with a "competitor's badge" to be carried at all times, and shown to gain access to these areas.

Treatment Room

A separate treatment room must be made available, situated near the courts, or may be a partitioned area of the locker room offering privacy, equipped with a wash hand basin, well ventilated to a suitable temperature.

Fitness Room

If the venue has a fitness area/gym, negotiations should be made with the club for players to be able to use the gym equipment.

Prize Money Office

An office should be allocated with easy access to the players where they can receive their prize money payments and corresponding tax receipts. The prize money office should be open during the hours of play and at least half an hour after the matches have finished.

The prize money should be paid in cash unless advised otherwise on the tournament fact sheet.

Prize money shall be paid in US Dollars unless prior approval to pay in any other currency is obtained in writing from Tennis Europe at least four (4) months prior to the start of the event.

If the prize money is paid in local currency following the Tennis Europe's approval, the ITF Supervisor should check that the correct exchange rate (designated by Tennis Europe) is used.

Racket Stringing

Racket stringing facilities must be available either permanently on-site, or on-call daily. Players will usually provide their own strings, and may be charged a nominal stringing fee.

To avoid problems with payment, please insist that the players pay for all stringing on delivery of their racquets.

Pay Telephone

It is advisable to have a pay telephone available for players' use.

Players should also be allowed use of one of the fax machines in the tournament office for sending in entries, withdrawals, medicals, fine appeals, etc.

Social Activities/Events

A wise investment in the future of the event is the publicity created within the circuit by the welcome given to the players and officials. This includes not only the helpfulness and efficiency of on-site personnel, but any extra activities organised for the players by the tournament. The following is a summary of options a Tournament Director may wish to provide to achieve maximum player satisfaction with his/her event.

In those countries where English is not the native language, it is essential that *English speaking personnel* are available to assist the players. It is advisable to provide players with a '*welcome package*' on arrival. This package should contain information about the tournament, a letter of welcome from the Tournament Director, a brief history of the event, and a list of tournament personnel and their contact numbers, i.e. transportation, ITF Supervisor's office, etc. It is recommended to use the Player Notice Sheet included in the Supervisor's Forms package.

Another item, which is also greatly appreciated by the players, is some form of casual '*players evening*', which can usually be combined with a sponsors' dinner. For maximum attendance, it is best to hold such an

evening on the Wednesday night of the tournament as although more than half of the players are eliminated from the main draw at this stage of the event they will most probably still be in town. Activities outside the tennis court also form an important part in the success of every event. Tournaments should list any activities planned in the Player's Notice Sheet so that the players may be informed.

Staff

Tournament Personnel

A Tournament Director, ITF Supervisor, Tournament and Court Officials (all of whom should speak English) shall be appointed by the Tournament Committee to run the tournament. It is recommended that at least one of the following appointed tournament staff (ITF Supervisor, Assistant Referee or Tournament Director) is female. The Tournament Director or Assistant Director must be on-site at all times during play.

\$50,000, \$75,000, \$100,000, \$50,000+H, \$75,000+H, \$100,000+H

The ITF will appoint the Supervisor who will act as Referee to the event and the organisers will be requested to pay a contribution towards the fee and travel in addition to providing hospitality (hotel and meals).

ITF Supervisor Duties

In addition to carrying out the Referee Duties, the ITF Supervisor will be required to:

- arrive on site 1-2 days prior to the qualifying sign in to check that all preparations have been made for the tournament, including the official hotel;
- inspect daily all features of the facilities; PHCP room, locker rooms, player lounge and restaurant in addition to the playing area, including lighting and press facilities. All facilities must be in operation by the morning of the commencement of the Tournament (which includes Qualifying);
- liaise with the Tournament Director and the PHCP throughout the event to help ensure that everything runs efficiently;
- organise a central information point to distribute information on upcoming ITF Women's Circuit and Sony Ericsson WTA Tour events. Liaise with players at the event providing information about the ITF Women's Circuit;

- organise a player meeting at a convenient stage of the tournament. The meeting should include the PHCP and all players aged 18 years and under, plus parents and coaches. Liaise and advise players of the correct procedures of entry and withdrawal, other aspects of the Regulations and responsibilities and distribute updated information through organised player meetings;
- supervise the collection of outstanding fines and forward to the ITF, no later than seven (7) days after the completion of the event. No decisions regarding clearing fines can be made without first contacting the ITF office. Players who are disputing a fine with the ITF must provide written proof thereof;
- Should the event be a “Feed Up” tournament, the Supervisor is responsible for advising the ITF London Office and the Sony Ericsson WTA Tour office in Florida the names of the players who have accepted the “Feed Up” spots;
- know, understand and be conversant with the Age Eligibility Rule, and advise players and tournament personnel accordingly. The Supervisor must liaise with either the ITF office or the Sony Ericsson WTA office with regard to any ruling;
- adhere to the procedures agreed with the Sony Ericsson WTA Tour with regard to sending the results, on a daily basis, to the WTA Tour Offices in St. Petersburg, Florida.

Tournament Director Duties

- Liaison with the tournament Committee and the Supervisor
- Liaison with the ITF and Tennis Europe as necessary
- Point of contact for all advance information and arrangements
- On site organisation
- Production of all material including Fact Sheet
- Payment of prize money
- Hotel and transportation arrangements
- Promotional and publicity requirements

ITF Supervisor Duties (\$25,000 and \$10,000)

- Liaison with the Tournament Committee and Tournament Director

- Final selection of players accepted into the draws
- Making the draw
- Scheduling of matches
- Disciplinary measures
- Final authority in the settlement of any disputed on-court decisions or points of law in connection with the Rules of Tennis
- Confirming the Tournament Director has complied with regulations regarding facilities and equipment
- Appointment and replacement, if necessary, of umpires, linesmen and ball boys/girls
- Deciding whether a court is fit for play or if the use of artificial lighting is needed
- Deciding whether a match should be moved to another court for any reason
- Deciding when play should be halted in view of weather conditions or bad light
- Deciding when to use the Extreme Weather Conditions rule
- Keeping full results of all completed matches and verifying the accuracy of the final draw sheets forwarded to the ITF, Sony Ericsson WTA Tour and Tennis Europe on completion of the event
- Forwarding the results and reports to the ITF/Tennis Europe by email and/or fax on completion of the event (see the Checklist)

ITF Supervisor's Office

Best efforts should be made to provide a private office with a desk where players report to and the administration is carried out. The following equipment **must** be provided:

- a. A minimum of one direct international telephone line and one direct international fax line. These number(s) should be shown on the Fact Sheet.
- b. Direct line for internet use (for the Referee/Supervisor).
- c. Photocopier and adequate supplies of photocopying paper.
- d. PC and a printer
- e. Microphone for Public Address System
- f. There should be a least one fax line available for players at their own expense.

Walkie-talkies or mobile phones should be issued to key tournament personnel in order to have efficient communications. It is recommended that three or more walkie-talkies are provided for the use of the ITF Supervisor/Referee, PHCP (Primary Health Care Provider) and one Court Support person.

Tournament/Court Officials

The Tournament Committee shall appoint and submit a list of officials to fulfil the following requirements as set out below to the ITF Administrator of Officiating at least sixty (60) days prior to the tournament unless otherwise agreed:

Tournament Officials Minimum Requirement

\$50'000/\$75'000/\$100'000/\$50'000+H/\$75'000+H/\$100'000+H

| | |
|----------------|---|
| ITF Supervisor | appointed by the ITF |
| Umpires | 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. |

\$25'000

| | |
|---------|--|
| Referee | Gold or Silver Badge Referee |
| Umpires | 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) |

\$10'000

| | |
|---------|---|
| Referee | Gold or Silver Badge Referee |
| Umpires | 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.

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'. The ITF Duties and Procedures for Officials are available upon request from the ITF.

Fees and Travel Expenses

The Tournament Director must provide full hospitality (hotel and meals) for the ITF Supervisor and Designated Chair Umpires, and cover their travel costs.

Umpires/Official Lounge

A lounge for the umpires and other officials should be provided and be separate from the players' area. Drinks and other refreshments should be available and relevant information board with posted schedule of the matches, draws, etc. Providing the officials with uniform clothing improves the image of the tournament. This clothing must not be light coloured.

Tournament Doctor and Sport Medicine Trainer (PHCP)

Each tournament **must** provide an English speaking Tournament 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. Each tournament **must** provide an English speaking Sports Medicine Trainer/ Primary Health Care Provider (PHCP), who must be available **on-site** during play (from at least 30 minutes before 1st match of the day until the end of last match). The ITF will appoint a Sports Medicine Therapist/Trainer (PHCP) at \$75,000(+H) and \$100,000(+H) tournaments.

Volunteers

As no tennis tournament can run successfully without the support of volunteers, the tournament should try to make these people as comfortable as possible by making a similar lounge available to them. This area must be separate from the player lounge. Providing volunteers

with uniform clothing makes them more easily identifiable and adds to the professional image of the event.

Ball Persons

A minimum of three and maximum of six ball persons are to be provided per match from the quarter finals onwards in the Main Draw. Guidelines for ball persons are available upon request from the ITF.

Ball Person's Room

Always try to keep the ball persons separate from the tournament operations and player areas. An area where they can take breaks and refreshments is essential. Providing the ball persons with uniform clothing improves the image of the tournament. This clothing must not be light coloured.

Recommended Staffing Designations for Tournaments

Officiating Staff:

ITF Supervisor

(Assistant Referee)

Chief of Umpires (for \$100'000, \$75'000, \$50'000 and \$25'000 events with line umpires)

Chair Umpires

Line Umpires

Ball Persons

Primary Health Care Provider

Tournament Doctor

Tournament Secretary

Player Liaison / Information desk / Practice, Balls Coordinator

Transportation Manager, Drivers

Accommodation Manager

Press Officer

Prize Money - Cashier

Office Helpers

Court Maintenance Staff (available on-site at all times)

Stringer

Courts

Tournament Site

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. The official hotel must be of a reasonable distance from the club.

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

Examples:

64 Draw Singles Qualifying (3 day event): min. 5 match courts

64 Draw Singles Qualifying (2 day event): min. 6 match courts

128 Singles Qualifying (3 day event): min. 10 match courts

Practice Courts

Each tournament shall provide one practice court for each 16 players in its singles Main Draw (e.g. minimum two practice courts for 32 draw singles tournament) free of charge. Courts must be provided for practice from at least one day before the start of the Qualifying event and these should be of the same surface as the match courts and be available until the completion of the event.

Surface

Tournaments must be played on an internationally recognised surface. The same surface shall be used for the Qualifying and Main Draw. Where a tournament cannot be completed outdoors, and where a suitable indoor facility exists subject to the decision of the ITF Supervisor, the tournament should be played to completion.

Scoreboards

Scoreboards should be provided on all match courts.

Court Specifications

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.

Artificial Lighting

Play is allowed with artificial lighting in the open air after sunset or on covered courts provided that there is a minimum of 500 lux evenly distributed over the court surface. All measurements are to be taken one metre above the playing surface.

Signage behind the Court

There may be no banners with white or yellow backgrounds behind the end of the court. Half-tones on dark backgrounds are recommended.

Preparation of Courts

Clay and loose surface courts must be swept, watered and lines cleared before the start of all matches. Clay courts should also be watered and/or swept between sets if requested by the ITF Supervisor. Brooms, court sponges and sweepers for clay courts must be available as appropriate for preparing the individual court surfaces.

Balls

Balls to be used at ITF Women's Circuit tournaments must conform to the specifications 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 wishes to use BALL TYPES 1 or 3.

Balls - \$10'000/\$25'000

In the Qualifying, a minimum of four (4) new balls are to be provided for the first and third sets of a match. In the Main Draw, a minimum of four (4) balls are to be changed a maximum of eleven (11) games and thereafter every thirteen (13) games in each match.

Balls - \$50'000/\$75'000/\$100'000/\$50'000+H/\$75'000+H/\$100'000+H

In the Qualifying and the Main Draw, the ball change shall be after the first nine (9) games and thereafter every eleven (11) games in each match (4 balls).

More frequent ball changes in all prize money categories are acceptable at the discretion of the Supervisor.

Practice Balls

Practice balls (minimum of three per person) per day must be provided for all players from the day before the start of the Qualifying and the

Main Draws. At \$50'000 and \$75'000 events these should be new balls but at the lower prize money level events these may be once-used balls.

Chairs

Chairs must be provided on court for players to use during the changeovers. At outdoor tournaments, at the discretion of the ITF Supervisor, umbrellas should be provided to shade the players.

Ancillary - Water/Towels/Resin

Non-sparkling bottled water and towels must be provided on court during matches. Resin/sawdust should also be available at court-side.

Schedule of Matches

The Tournament Directors should schedule the following number of days according to the size of the draw. It is strongly recommended to play the doubles finals on Friday of the tournament week 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.

| | 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 when 2 rounds, 3 days for 32 draw at \$50,000/\$75,000/\$100,000 3 days for 48-128 draws | |
| Doubles Qualifying | 1-2 days beginning the day of the Doubles sign-in deadline | |

Fact sheet

All relevant information should be correctly completed and provided on the official Fact Sheet to Tennis Europe by the Tournament Organiser at least three (3) months prior to the date of the tournament week and updated as necessary. The fact sheet template is available from http://www.tenniseurope.org/ProfessionalTennis/Pro_Te_ReferenceDocuments.aspx. Failure to comply with the 2 months deadline for submission of fact sheet information may result in the removal of a Circuit Tournament from the Calendar. An update must be emailed to the Tennis Europe office immediately if any change occurred.

Banners

At least one Tennis Europe Banner shall be provided for the event, placed in a position so that it can be seen by the general public. The banner should be sent to the tournament by Tennis Europe.

Spectators

Seating for spectators

Adequate seating should be provided on all match courts. The number of seats may be increased on the show courts from the quarter final stages of the competition.

As play can be held-up due to spectator movement, it is strongly recommended that ushers be employed to make sure that spectator movement in the stands is kept to those times when players are taking a break at the change of ends.

Emergency exits should always be assured as requested by Fire Authorities.

Restaurants

As well as being a potentially good income for the tournament, the restaurant facilities provided by the tournament for the spectators can often be the deciding factor in whether a spectator returns to visit the event. It is therefore highly recommended that the restaurant provided is of an attractive standard to spectators.

Medical/First Aid

It is important to provide some emergency medical services for the public. Some local authorities have legal requirements concerning spectator security and safety and it is always best to check with such an authority well before the tournament takes place.

Tournament Insurance

Tournament should, without fail, obtain on-site liability insurance to cover any incident or accidental injury that occurs during the event.

5. PRESS RELATIONS

Why it is important to service the press

The Press can help you by bringing information about your tournament out to readers/audience.

1. Locally, thus creating more interest in your tournament and bringing more spectators.
2. Nationally, creating better opportunities to obtain sponsors.
3. In international press, making your tournament better known to fans and players and perhaps helping you to obtain better player fields.

Press Officer

The Press Officer will be a key figure in the organization of your tournament and should be chosen very carefully. This person must be familiar with tennis and should have public relations or media experience, strong local media contacts and knowledge of media concerns. It is also helpful if he/she has a good knowledge of ITF/WTA Tour Rules and Regulations regarding on-court activities, i.e. photographers and TV activities.

One member from the Tournament Committee should have the total responsibility for all Public Relations and Press matters. He/she should always be available and have regular contact with members of the local and national media/press.

Press Release - Schedule

6-8 weeks before

The first Press Release should be sent out, well in advance of the event (local newspapers, radio and television, to the news agencies, sports magazines and tennis magazines in your country), usually 6-8 weeks before. This should include all the basic details including: the name of the event, the venue, and date.

2 weeks before

Once you have your Acceptance List after the Withdrawal Deadline (please note that this is usually available on Wednesday afternoon following the Withdrawal Deadline) send a Press Release to all the media mentioning the main players in your tournament.

You should have a good idea of the journalists who will be coming to the tournament. Let those who cannot come know that you will keep them informed.

Draw up a list of the media you will be faxing, or e-mailing information to during the tournament. This will certainly mean an investment of time and money, but it means that information on your tournament will be published.

The Release should be short and concise, and usually not longer than one page.

On the First Day

Make rankings and other player information available to the media on site.

Publish a helpful 'Information Sheet' for journalists providing locations and telephone numbers.

Fax or e-mail the draw of your tournament to the list of media you have drawn up.

Everyday

A daily press release giving updates on player information, including current ranking and recent results as well as any pertinent match facts, will help media covering the event.

If possible, write a few lines presenting the day's matches. This can be distributed to media on site and faxed to the press list.

Fax or e-mail the day's results to the same press list (agencies may need an update on results more than once a day).

Try to accommodate the media in their deadlines.

Press Pack

It is helpful to the media to prepare a 'press pack', which should include as much information concerning the event as possible, i.e. the sponsor, the club, players, Sony Ericsson WTA Tour ranking, etc.

Press Interviews

The Press Officer should be present during any Press, Radio or TV interview with another person present to safeguard the player from being pressured or harassed in any way.

Photographers

Photographers should be instructed by the Press Officer from where they may operate during matches. They may only change their position while players are changing ends. The Press Officer shall liaise with the ITF Supervisor about where photographers may work.

Cameras and electronic flash may only be used during practice or warm-up times and must not be used during matches.

Press Facilities

If possible, a private working area should be set aside for the press/media in a quiet and well lit room or tent. Enough desk space (approximately one meter per person) and chairs should be provided for the journalists who will be working on the tournament. Some type of security should be provided, either a guard or an official.

It is suggested that the following equipment will be provided in sufficient number:

- Tables
- Chairs
- Typewriter(s)/Word processor
- Telephones (with direct dialing)
- E-mail/internet connection
- Photocopier
- Fax
- Refreshments
- General Office Supplies

Tournament Website

The vast majority of professional tournaments these days have an official website, serving as a source of information for players and spectators,

and providing results, reports and directions. This is an essential part of marketing your tournament and bringing the event to its local audience.

As an officially sanctioned tournament, you are invited to place a link to your event website free of charge on the Tennis Europe website. This will appear in our links section (http://www.tenniseurope.org/MediaInfocentre/MediaInfocentre_TournamentSites.aspx), where the link will remain throughout the year (if your tournament website is active). Tennis Europe only accepts links related to the tournament or to the club. Links to commercial companies will not be accepted. In any case all the rights remain with Tennis Europe.

In return you are requested to place a Tennis Europe logo and a link to the Tennis Europe website at your tournament website.

To request this service, please request the form from the Tennis Europe office by e-mail: martinaa@tenniseurope.org

6. YEAR SCHEDULE

Recommended Pre-Event Time Deadlines for Tournament Organisers (prior to the event)

- | | |
|------------|--|
| 6 Months | <ul style="list-style-type: none">- Establish contact with Tennis Europe Professional Tennis Department- Confirm sponsors- Confirm official hotel- Complete missing details in Fact Sheet |
| 4-6 Months | <ul style="list-style-type: none">- Initial selection of ITF Supervisor (at \$10'000 and \$25,000 events) and Chief Umpire- Establish Chair Umpire list/make selections |
| 3 Months | <ul style="list-style-type: none">- Start arrangements for player evening- Confirm all missing details in Fact Sheet to Tennis Europe |

- Send list of Officials for approval to the ITF (Officials Proposal form is available from http://www.tenniseurope.org/ProfessionalTennis/Pro_Te_ReferenceDocuments.aspx)

6-8 Weeks - Send a short Press Release to the local newspaper(s), radio and television, to the news agencies, sports magazines and tennis magazines in your country presenting your tournament

2 Weeks - Acceptance List following the Withdrawal Deadline (usually available on Wednesday afternoon)
- Check final list of Officials
- Confirm housing/rooms for Officials, if needed
- Send a press release to all media mentioning the main players in your tournament
- Check the arrival of tournament package and banner and confirm to Tennis Europe

1 Week - Check tournament ball supply has arrived

Wednesday *(before the tournament starts)*

- Send list of designated Wild Cards to Tennis Europe

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