

# Playing an ITF/Tennis Europe ladies event for the first time

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## **Entries**

*Q: When is the entry deadline?*

A: Monday three weeks (21 days) before the start of the tournament week.

*Q: How do I enter?*

A: Entries must always be made in writing and sent by fax or post to the correct Entry Authority on ITF entry forms. The forms are available on our fax back system (document number 101).

**Entries sent by e-mail are not accepted!**

Don't forget to keep a copy of your entry form and a fax machine confirmation showing date and time of when you sent your entry and to which number.

You can get a confirmation of your entry if you indicate that you want one on the entry form.

## **Entry Authorities**

Europe – Tennis Europe

Tel +41 61 3313500

Fax +41 61 3317196

USA – United States Tennis Association

Tel +1 914 696 7000

Fax +1 914 696 7178

Rest of the world – International Tennis Federation

Tel +44 20 8878 6464

Fax +44 20 8392 4748/49

*Q: What do I need to put on my entry?*

A: You should include the following information clearly in CAPITAL LETTERS on your entry form: date, country, city and prize money of the tournament(s) you wish to enter, your family name and first name, nationality, date of birth, mailing address and e-mail address and telephone and fax numbers including the phone code for the country.

*Q: Can I enter main draw only?*

A: Yes but you must indicate this on your entry form. Once the entry deadline has passed you may not change your mind.

*Q: Can I enter more than one event in the same week?*

A: Yes, you may enter as many tournaments as you wish, but remember to withdraw from all of them except the one you intend to play before the relevant withdrawal deadlines, otherwise you will be withdrawn by the appropriate Entry Authority in accordance with the given criteria.

*Q: Can I play in more than one event in the same week?*

A: No, you may only play in one single competition each week.

## **Withdrawals**

*Q: How do I withdraw?*

A: Withdrawals must always be made in writing on the official withdrawal form and sent by fax or post to the correct Entry Authority using the official withdrawal form available from the fax-back (document number 101).

**Withdrawals by e-mail are not accepted!**

Again don't forget to keep a copy of your withdrawal form and a fax machine confirmation showing date and time of when you withdrew from the event and to which number.

Please note that all withdrawals on the last Friday afternoon before the tournament starts after 4 P.M. local time at the tournament site must be sent to both the entry office and the tournament office of the appropriate tournament.

*Q: When should I withdraw?*

A: As soon as you know that you are not able to play the event and before the withdrawal deadline.

*Q: Will I get a penalty if I withdraw from the tournament?*

A: There are penalties for players who withdraw late. You must be aware of the withdrawal deadlines and any penalties (monetary fines), which may apply – contact the Women's Circuit Department at the ITF and ask for a Code of Conduct leaflet, which details the penalties. You may also withdraw from the tournament at any time before you get into the qualifying without incurring any penalty.

*Q: What happens if my withdrawal is due to injury or illness?*

A: You must state this when you withdraw, especially if you are withdrawing late, and forward your Medical Certificate no later than the Wednesday of the tournament week in order to avoid incurring a penalty. (NB: Two Medical Certificates per calendar year are permitted). The medical certificate must be dated no more than one day later than the date of the withdrawal. Please remember to send the withdrawal form with your Medical Certificate.

*Q: Must I explain why I am withdrawing?*

A: If you feel it to be necessary, do give the reasons for your withdrawal – it may avoid your getting penalised if your withdrawal is late.

*Q: Will I get a confirmation that my withdrawal has been received?*

A: Only if you request confirmation. If you require confirmation of receipt, please ask for it and include your contact number.

## **Withdrawal Deadlines**

### **Main Draw Withdrawal Deadline for all events**

- Monday 14 days before Monday of the Tournament Week. After this Main Draw Withdrawal Deadline, you are only allowed to be on one Main Draw Acceptance List. If you do not withdraw from all but one Acceptance List, you will be automatically withdrawn by the Entry Authorities according to the following criteria:
  - a) The prize money level of the event (removed from the lower prize money event)
  - b) The highest position held on the List
  - c) As determined by the appropriate Entry Office

### **Qualifying/Alternate Withdrawal Deadline for all events**

- Monday 7 days before the start of the Tournament Week. After this Qualifying Draw Withdrawal Deadline, you are only allowed to be on one Acceptance List. If you do not withdraw from all but one Acceptance List and move into one or more Main Draw List(s) between the Main Draw and Qualifying Draw Withdrawal Deadlines, you will be automatically withdrawn by the Entry Authorities according to the above criteria.
- If you are positioned on the Alternates List, you are allowed to withdraw anytime until you first move into the Main Draw or Qualifying Draw Acceptance List, at which time you will be automatically withdrawn from all other Alternate Lists by the Entry Authorities according to the above criteria.

### **Late Withdrawal Fines**

- If you do not withdraw on or before the appropriate Withdrawal Deadlines, you will be fined. Please refer to Code of Conduct booklet for the breakdown of fines.

### **Freeze deadline**

- The Freeze Deadline is 14.00 hrs (local time at the appropriate Entry Office) on the Thursday preceding the tournament week. A player who moves onto a Main Draw Acceptance List or Qualifying Acceptance List by the Freeze Deadline is committed to play the tournament. After the Freeze Deadline, players on one or more Alternate lists will no longer be moved onto any Main Draw or Qualifying Acceptance list. Such players are no longer committed to play the event.

## **No Shows**

If you fail to sign-in or report within 15 minutes of your match being called, you will be considered a “No Show”. You will be defaulted by the Referee and will receive fines. Please refer to Code of Conduct booklet for the breakdown of fines.

ITF Women’s Circuit Code of Conduct booklets are available from the ITF office. Every player should have a copy, as not knowing the rules is not acceptable as an excuse if fines are incurred.

## **Useful Definitions**

*Direct Acceptances DA* – players accepted directly into the draw by virtue of their ranking under the applicable System of Merit

*Qualifiers Q* – players included in the draw as a result of their success in the qualifying competition

*Wild Cards WC* – players accepted directly into the main draw or qualifying at the discretion of the tournament committee and/or the referee

*Main Draw Only MDO* – a player who enters an event but only wishes to play main draw. A player may not change her status after the entry deadline

*Alternates* – Players who are ranked lower than the direct acceptances into main draw and qualifying at the time of the acceptance date (Monday 3 weeks prior to the event)

*On-site Alternates* – players who appear at the tournament site at their own risk to fill a possible vacancy. In order to be eligible as an on-site alternate, a player must personally sign-in with the referee on site and have paid the entry fee

*Lucky Losers* – players who have lost in the final round of the qualifying competition and fill an opening in the first round of the main draw

*Feed-Up System* – the feed-up system offers a link between different prize money levels at the Women's Circuit as well as between WTA Tour events and the ITF Women's Circuit

*Special Ranking* – the special ranking is designed to assist a player with her return to tournament play following an extensive injury or after having a child. The special ranking assists the player by enabling her to return to tournament play with limited use of a predetermined ranking. You should contact the WTA Tour directly for any additional information regarding rankings.

## **Rankings**

- rankings are compiled by WTA Tour
- the ranking system is a 52-week, cumulative system in which the number of tournament results that comprise a player's ranking is capped at 17 tournament results for singles and 11 tournament results for doubles
- players require points from three valid tournaments in order to obtain a ranking
- all ranking queries should be directed to the WTA Tour office in St.Petersburg, Florida (tel. 1-727-8955000 or fax +1-727-8941982)