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# RETURN TO INTERNATIONAL TENNIS PROTOCOLS – TOURNAMENT HOSTS

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JULY 2020

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INTERNATIONAL TENNIS FEDERATION



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## RETURN TO INTERNATIONAL TENNIS PROTOCOLS

### Foreword

In order to support a safe return to international tennis tournaments, the ITF has devised protocols that all tournament hosts and participants must follow, to mitigate the risk of exposure to, and spread of, Covid-19.

This document applies to all ITF-owned and sanctioned tennis tournaments, including Davis Cup and Fed Cup, Junior Team competitions, World Tennis Tour Mens, Womens and Juniors, Beach Tennis, Seniors and Wheelchair Tennis, with effect from 1 August 2020.

All ITF tournaments and participants (which includes players, support personnel, officials, tournament staff and any other credentialed individual) must comply with the requirements set out in this document.

Information regarding Covid-19 is constantly changing. The information provided in this document is not intended to be a substitute for guidance provided by local, national or international government and health organizations. The ITF makes no representation as to, and assumes no responsibility for, the accuracy or completeness of the information contained in this document in respect of its effectiveness in preventing or controlling the spread of Covid-19.

The Tournament Director (or, in the case of Davis Cup and Fed Cup, the Official Organiser) is responsible for ensuring the welfare of all persons attending a tournament. This document provides the ITF's guidance regarding the minimum standards that a tournament must implement in order to safeguard the welfare of participants. A tournament may impose higher standards than those described in this document where it considers it appropriate to do so, or where so required by local legislation. The Tournament Director must ensure that each tournament is conducted in accordance with these protocols as published at the time of the tournament.

This document is subject to change and may be amended from time to time at the discretion of the ITF. The ITF will make the latest version available on its website: [www.itftennis.com](http://www.itftennis.com). Any questions regarding this document should be addressed to the ITF at [covid19@itftennis.com](mailto:covid19@itftennis.com).

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## Introduction

The overall objective of this document is to describe the measures that are necessary to protect the health and safety of participants in ITF tournaments. By setting out those measures, participants in all tournaments covered by this document can be confident that the appropriate measures are being taken and have the benefit of a consistent approach.

**The ITF *Return to International Tennis Protocols* comprise four sections:**

### 1. ELIGIBILITY TO HOST A TOURNAMENT

This section describes the criteria by which the ITF will decide whether a tournament is eligible to be added to the ITF calendar.

### 2. ITF TOURNAMENT FRAMEWORK

This section sets out the ITF's guidance, recommendations and minimum standards that all tournaments must meet in order to adequately protect the health and safety of participants in relation to Covid-19.

### 3. COMPLIANCE

The framework by which any failures to meet the minimum standards are described in this section

### 4. RISK MITIGATION

This section sets out the measures that are required to reduce the risk to participants of Covid-19 transmission

## How to use this document

The information in this document describes the main requirements for tournament hosts when organising international tennis tournaments during the Covid-19 pandemic. All tournament hosts are advised to read this document together with the relevant explanatory notes (available as a separate document), and to familiarise themselves with the relevant amendments to the regulations for the tournament(s) in question.

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## GENERAL INFORMATION

### Eligibility to host an ITF tournament

In order to be eligible for addition to the ITF calendar, the following criteria must be met:

1. Government legislation must permit a tennis event to be held in the host country.
2. The host nation's borders must be open to international visitors, giving sufficient and reasonable access to that nation to players, as determined by the ITF.
3. Each host organiser must, on application to host a tournament, confirm that it will implement the minimum standards set out in the 'risk mitigation' section of this document.

### ITF tournament framework during the Covid-19 pandemic

The framework below forms the basis for the minimum standards that all tournaments must meet in order to adequately protect the health and safety of participants in relation to Covid-19.

1. Physical distancing must be respected at all times by all participants and spectators.
2. Personal hygiene measures must be taken by all participants.
3. Methods of identifying potential cases of Covid-19 prior to entry to the tournament site and of identifying participants who may have been exposed to Covid-19 during a tournament must be implemented.
4. Consideration must be given to additional protection for vulnerable individuals.
5. The minimum number of participants required for the tournament to operate should be permitted on-site.
6. Players and support personnel must isolate from other participants and spectators, to the greatest possible extent.

### Compliance

1. Effective implementation of the minimum standards for hosting tournaments requires a programme of monitoring and, where those standards are not met, enforcement.

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## Risk mitigation

The Covid-19 virus presents an elevated health risk to all participants. Steps to reduce that risk must be taken by all ITF tournaments and participants. Relevant areas in which an elevated risk may exist, and the minimum standards and/or recommendations for mitigation of those risks, are set out below.

*Note: nothing in this document precludes tournaments from going beyond the minimum specified standards where it considers it appropriate to do so, or where so required by local legislation.*

## RETURN TO INTERNATIONAL TENNIS PROTOCOLS INFORMATION FOR TOURNAMENT HOSTS

### Pre-event

1. A Covid-19 Officer must be appointed and identified to the ITF.
2. A risk assessment, relevant to the context of the tournament, and describing the Covid-19 risk factors and mitigation measures that will be taken to protect the health of participants, must be completed in advance of the tournament.
3. Details of a local location (i.e. hospital, testing centre etc.) that provides Covid-19 testing services must be made available to participants at participants' expense.
4. Tournament hosts should make reasonable efforts to obtain insurance to cover cancellation of the tournament due to Covid-19.
5. Tournament hosts should make available to participants via the tournament fact sheet relevant information about local requirements and restrictions.
6. Tournament hosts are strongly encouraged to liaise with the relevant authorities to explore ways in which any quarantine requirements for participants upon entry to the host country can be relaxed, or alternative less time-consuming access methods applied.

### Off-site

7. Where possible, tournaments should offer a hotel that is dedicated (or has a dedicated section) for tournament participants, located close to the tournament venue.
8. The maximum capacity of tournament vehicles must be as dictated by the appropriate physical distancing requirements. Face coverings must be used by the driver and all passengers. Tournament-provided transport that is used by participants must not be available for use by any other person.

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9. Physical distancing must be maintained prior to entry to the site, including by spectators. Hand-washing with soap and water or sanitiser must be made available at all entry points.

### Site access

10. All participants must complete a daily self-declaration of being Covid-19 symptom-free and not having had any high-risk contacts in the last 14 days and be subject to daily temperature screening. Only those participants who comply with, and meet the requirements of, screening are permitted on-site.
11. Case management and notification protocols must be implemented if a participant does not meet the requirements of the screening, or if any person reports Covid-19 symptoms during or within 7 days of the date on which they left the tournament venue.
12. Tournament hosts must retain contact details (email address and mobile phone number) of all participants for 21 days after the tournament, to facilitate the identification and/or notification of those who have or may have been exposed to an affected individual.

### On-site

13. Tournament staff/security must be trained to implement Covid-19 procedures, including the use of thermometers and Personal Protective Equipment (known as 'PPE') at all relevant times, including site entry and exit and indoors.
14. All sign-in must be remote (online/telephone).
15. The fewest number of on-court officials required to provide the appropriate level of officiating must be used (as per *ITF Officiating Requirements*).
16. Spectators are only permitted where approved in advance by the ITF, and if permitted must be isolated from participants to the greatest extent possible.
17. Only essential staff movement around the site must be permitted.
18. Adequate ventilation must be provided in all high-use, multiple-occupancy indoor spaces, where possible.
19. For all events and functions (draw, dinner, opening ceremony, Captains' Meeting etc.), physical distancing and personal hygiene must be respected throughout, including face coverings where held indoors.

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20. In all on-site amenities (hospitality, player dining; player/team lounge, tournament offices), physical distancing and hygiene must be respected at all times.
  21. Media are permitted on-site (including journalists, TV camera operators, live scoring etc.), but must comply with physical distancing, hygiene and screening requirements.
  22. No visitor may enter the site perimeter boundary, within which access is controlled, unless they are subject to the same screening requirements as participants.
  23. All areas of the tournament venue that are used by participants should be subject to regular and sufficiently frequent disinfecting.
  24. Adequate on-site signage must be provided as an aid to compliance with physical distancing and hygiene precautions at all key points around the venue, but particularly in the toilets and areas where surfaces are likely to be touched.

## **Competition**

25. ITF practice and match protocols must be implemented.
26. Use of locker rooms (including for players, officials and ball persons) must be determined by the available space, such that physical distancing can be maintained at all times. No player support personnel are permitted in locker rooms, except for support personnel required to provide essential physical assistance.
27. Non-Covid-19 medical treatment will be limited to the reasonable time necessary for completion.
28. Anti-doping staff (where present) must comply with physical distancing, hygiene measures and daily screening.

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## ITF RETURN TO INTERNATIONAL TENNIS PROTOCOLS EXPLANATORY NOTES FOR TOURNAMENT ORGANISERS

### Introduction

This document is intended to provide supporting information for the ITF *Return to International Tennis Protocols* for tournament hosts, and is intended to be read together with that document. Tournament hosts are advised to read both documents and to familiarise themselves with the relevant amendments to the regulations for the tournament(s) in question.

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SECTION	EXPLANATORY NOTE
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<b>Eligibility to host an ITF tournament</b>	
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1	For the avoidance of doubt, local or national (as applicable) government legislation and guidance in the host country takes primacy over these protocols only where it imposes <i>more</i> stringent standards or restrictions (otherwise, these protocols shall be applied). Accordingly, where such legislation or guidance prohibits a tournament from being held for any reason, then no ITF tournament in that location will be permitted.
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2	'Sufficient' refers to the number of countries from which the host nation is accessible. 'Reasonable' refers to the restrictions imposed at the point of entry (e.g. quarantine). At the time of application, host organisers must notify the ITF of access restrictions and keep the ITF updated as to any changes in those restrictions.
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3	Failure to meet any of the minimum standards in the 'risk mitigation' section is subject to sanction under the Code of Conduct of the relevant ITF tour regulations.
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SECTION	EXPLANATORY NOTE
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## ITF tournament framework during the Covid-19 pandemic

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1 This applies to all participants (except for those who require essential physical assistance, in which case the appropriate Personal Protective Equipment (known as 'PPE') must be used where physical distancing is not possible), to reduce the risk of transmission of Covid-19 by the avoidance of close and prolonged contact. Physical distancing requirements shall, as a minimum, meet the requirements of the relevant authorities of the host location. Where no minimum is specified by the relevant authorities, or where that minimum is less than 1 metre, the minimum physical distancing shall be 1 metre (except for vulnerable individuals, for whom the minimum is 2 metres). To avoid creating confusion for other participants, physical distancing must be practised by members of the same household.

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Personal hygiene includes:

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- Regular hand-washing or hand-sanitising;
  - Not touching your face;
  - Coughing into your elbow, or a tissue and immediately discarding it;
  - Wearing a face covering where appropriate

To facilitate this requirement, tournaments must make available for use by all participants a suitable supply of hygiene materials and may wish to provide a package of sanitiser, wipes and tissues to all participants on arrival.

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3 These methods may include testing or screening. (See 'risk mitigation' section).

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Additional precautions that will be taken to protect vulnerable individuals must be described in the tournament risk assessment. At a minimum, physical distancing for such individuals must be 2 metres. Vulnerable individuals are those that are at elevated risk of severe Covid-19 symptoms, including:

- 4
- a. People with underlying health conditions;
  - b. People aged 65 and above.

A list of qualifying underlying health conditions can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

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5 The risk of infection increases where the density of people increases and where there are failures to comply with physical distancing requirements and hygiene precautions. A full list of authorised participants and tournament staff and their functions must be provided as part of the tournament’s risk assessment (see ‘risk mitigation’ section).

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6 Tournament hosts must ensure that tournament staff and spectators share as little on-site space as possible, e.g. by providing dedicated routes for players and support personnel to move around the site.

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<b>SECTION</b>	<b>EXPLANATORY NOTE</b>
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**Compliance**

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Tournament organisers and all participants are collectively responsible for reducing the risk of Covid-19 transmission. Failure to comply with any requirement places the health of other participants at an elevated risk of infection.

1 Failure to comply by tournament may result in a sanction under the ITF Code of Conduct including a fine and/or revocation of approval to sanction ITF tournaments.

The Tournament Supervisor is responsible for monitoring and enforcing failures to comply with the requirements in this document by players and player support personnel. Failures by tournaments to comply with requirements will be enforced by the ITF.

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<b>SECTION</b>	<b>EXPLANATORY NOTE</b>
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**Risk Mitigation**

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1 The Covid-19 Officer must be on-site throughout the tournament (including, as a minimum, from the day the Referee arrives on-site to the day he or she departs) and will be responsible for the overall preparation, implementation and monitoring of the tournament’s risk assessment, the minimum standards in this document and all relevant government requirements on behalf of the tournament.

Adequate resources must be dedicated to this function. It is expected that this will be a dedicated role at larger tournaments.

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2 An example risk assessment is available as a supporting document.

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3 Local testing services may be required, in the event that participants require such testing (e.g., in order to access another country or to confirm whether they are infected with Covid-19). Key information to be provided includes location, opening hours, testing costs, and turnaround time for results.

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4 Event cancellation insurance may be difficult to obtain and/or expensive. However, where it is available at a reasonable price, tournament hosts are recommended to obtain it.

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5 Local restrictions should include any location-specific travel advice, and should be provided as soon as reasonably practicable (but in any case no later than 14 days in advance of the tournament and kept updated). At a minimum, the information should include:

- Any requirement to have a certified negative Covid-19 test prior to entering the country or participating in the tournament;
- Any quarantine requirements on arrival into the host country.

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6 In practical terms, restrictions such as quarantine (which normally applies for 14 days) are likely to prevent access to a tournament for players and support personnel. Local authorities may be willing to relax those requirements under certain circumstances (e.g. where the traveller has a certified negative Covid-19 test, or where they will be subject to sufficient precautions for the duration of their stay). Any such relaxations will encourage participation.

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7 If a dedicated hotel cannot be provided, the fewest number of tournament hotels is recommended. Tournament hotels should be encouraged to implement physical distancing and hygiene practices that are consistent with the requirements of the *ITF Return to International Tennis Protocols*.

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8 Where no minimum physical distance is specified by the relevant authorities, or where that minimum is less than 1 metre, the minimum physical distancing shall be 1 metre (except for vulnerable individuals, for whom the minimum physical distancing is 2 metres).

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8 All vehicles should be sanitised following each use. Screens should separate the driver from the passengers. The transport schedule should be coordinated with practice and match times to minimise time spent on-site by participants. All transport bookings must be made remotely (telephone or online). Parking arrangements should permit physical distancing and avoid interaction between participants and spectators. Provide sanitiser at pick-up points.

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The general principle is to minimise the number of people waiting to enter the venue at any time and to keep them apart while they are waiting.

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Credentials should be obtained online and in advance of the tournament. Ideally, separate entrances/exits would be provided for (1) players, support personnel and officials, (2) tournament staff and (3) spectators.

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Tournament hosts must comply with any testing that is required by government in the country concerned and which goes beyond the ITF minimum standards. Any such additional testing must be provided at the tournament's cost.

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Records of all participants' screening responses shall be retained by the ITF in case of a Covid-19 outbreak, in accordance with applicable data protection laws.

Failure to comply with testing will result in the person concerned being denied entry to the site and not being permitted to participate in any ITF tournament until such time that they comply with those requirements in full.

Notices should be posted at site entrance points, emphasising 'no screen, no access' policy.

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Case management protocols are available as a supporting document.

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'Exposed' refers to anyone who has been in close contact with the affected individual within the previous 48 hours of the onset of the affected individual's symptoms. Close contact is defined as: face to face contact (under 1 metre) for any length of time; within 1 to 2 metres for more than 15 minutes; sharing an enclosed space for more than 2 hours; anyone living in the same household or household-like setting (e.g. hotel room, apartment or hostel).

Where required by local legislation, public health authorities must be notified of Covid-19 cases. ITF will endeavour to notify exposed participants and other tennis organisations, as necessary.

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13

Organisers will need to source, and make available, a suitable supply of Personal Protective Equipment (known as 'PPE') for all tournament staff. Consider providing face coverings at site access points.

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14

Tournaments may extend the sign-in period to accommodate telephone sign-in.

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Any request to depart from the *ITF Officiating Requirements* must be approved in advance by the ITF. Accommodation that permits physical distancing must be provided for the use of officials between assignments. Face coverings must be worn by officials at all times when indoors.

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16

Where possible, only mobile tickets should be issued to spectators. Notice of ticket holders' responsibilities should be sent in advance, supported by on-site signage. Staggered arrival, entry and exit of ticket holders should be encouraged. Multiple entry and exit points (separate from participants) that prevent congestion are recommended.

To the extent possible, spectators must not share the use of any parts of a venue with any participants, including entrances and exits, and other amenities (including toilets, changing rooms and dining areas).

All seats should be designated seats. Cash transactions at amenities should be discouraged. Movement flow around the venue should be managed to prevent congregation of groups.

Spectator numbers in all areas publicly-accessible areas (including fan zones, commercial areas and at public concessions) must be restricted to that which is manageable while maintaining physical distancing.

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Movement protocols should encourage physical distancing and hygiene, such as one-way systems, marked pathways and physical distancing markers provided at appropriate locations, such as amenities and entrance/exit points. In toilets, separate entry and exit doors are recommended.

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Ventilation contributes to the dispersal and dilution of airborne droplets that may transmit Covid-19. Where air conditioning is used, it should be set to use a fresh air supply, rather than recirculation, and air flow should be directed away from individuals. Where possible and where weather conditions allow, outdoor venues are preferable.

For full ventilation recommendations, see:

[www.ecdc.europa.eu/sites/default/files/documents/Ventilation-in-the-context-of-COVID-19.pdf](http://www.ecdc.europa.eu/sites/default/files/documents/Ventilation-in-the-context-of-COVID-19.pdf)

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No items shall be given or exchanged between participants during events and functions.

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20	<p>Only pre-packaged meals and individually-sealed drinks should be provided. Public water fountains should be disabled. Dedicated and physically-separated amenities for staff/players/teams should be provided, where possible. Player lounges may be located at the tournament hotel, subject to ITF approval in advance.</p>
21	<p>The number of media must be limited according to the available space in the relevant media facilities, such that physical distancing can be maintained at all times. All media activities must meet physical distancing requirements, and take place in adequately ventilated rooms, or outside.</p>
22	<p>It should be possible for persons making deliveries to remain outside the access perimeter, and only the items being delivered cross that perimeter. Consideration should be given to disinfecting deliveries, where deemed necessary.</p>
23	<p>Common areas should be deep cleaned weekly, with regular disinfecting of high-touch surfaces and in high-traffic areas (surfaces and areas subject to regular cleaning should be set out in the risk assessment, but will include chairs, toilets and all door handles) throughout the day.</p> <p>Deep cleaning covers areas that are not part of a traditional ‘surface’ clean, e.g. behind, inside and under objects; inside and outside windows, full dusting and disinfecting of all surfaces that may be touched (e.g., handles, switches, sockets, control panels). Staff should be responsible for disinfecting their personal items, such as computers, keyboards and telephones. An adequate supply of suitable cleaning products will be required, that allow cleaners to:</p> <ul style="list-style-type: none"> <li>- Decontaminate with disposable cloths/paper towel and a fresh solution of general-purpose detergent and water or detergent-impregnated wipes;</li> <li>- Rinse and dry;</li> <li>- Disinfect using 70% isopropyl alcohol.</li> </ul> <p>Cleaning staff must be trained in these procedures and all cleaning staff must wear Personal Protective Equipment (also known as ‘PPE’). Each tournament will need to ensure that a sufficient supply of cleaning products is available for this purpose.</p> <p>Daily cleaning includes medical facilities (between treatments), locker rooms and showers (between uses), toilets, player dining and player lounges, and wheelchair storage facilities. Wheelchair players shall be responsible for placing their wheelchairs in storage locations and are responsible for ensuring that their wheelchairs are disinfected at the time of storage. The tournament is responsible for cleaning the high-touch parts of the storage area (e.g. door handles).</p> <p>Anti-doping staff shall be responsible for cleaning the Doping Control Station.</p> <p>Access points should be passable without the need to touch surfaces (excluding fire doors, toilet doors and anti-doping facilities). measures should be taken to discourage unnecessary touching of surfaces.</p>

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24	Signs should include contact details of the Covid-19 Officer and the location of the medical post.
25	ITF practice and match protocols are available as a supporting document.
26	<p>Showers are permitted only after matches and only where:</p> <ul style="list-style-type: none"> <li>- Physical distancing can be maintained;</li> <li>- Where the player is competing in more than one match in a day and during team events.</li> </ul> <p>Where the locker room includes the team lounge, the shower area must be physically separated from all other parts of the lounge.</p> <p>Only single-use personal cleaning products should be provided.</p>
27	<p>The maximum number of people undergoing treatment at any one time must be determined by the available space in the relevant room(s), such that physical distancing can be maintained at all times (except during treatments).</p> <p>A schedule of treatment times must be published. Medical staff must maintain the strictest hygiene precautions and must use adequate Personal Protective Equipment (also known as 'PPE') during all treatments. Physical barriers between adjacent treatment spaces may be used. Additional treatment facilities meeting the same specifications may be provided at the player hotel(s), subject to ITF approval in advance.</p> <p>All treatment bookings should be online. Between each treatment/patient, all equipment must be cleaned and medical staff must change their PPE as necessary.</p>

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