



ITF<sup>®</sup>  
**World  
Tennis  
Tour<sup>™</sup>  
Juniors**

# **ORGANISATIONAL REQUIREMENTS**

—

**2023**

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## I GENERAL

ITF World Tennis Tour Juniors tournaments must comply with the provisions of the ITF World Tennis Tour Juniors Regulations and these Organisational Requirements.

Any sanctioning National Association and the Tournament Organiser where separate (jointly the “Applicant”) awarded a one (1) year sanction on the ITF World Tennis Tour Juniors Calendar shall be subject to and shall be bound by and comply with the ITF World Tennis Tour Juniors Regulations, ITF Return to Tennis Protocols and the ITF Guide to Recommended Health Care Standards, each of which may be amended from time to time.

Applicants are advised that the documents entitled “2023 Organisational Requirements” and “Guide to Recommended Health Care Standards for Tennis” are essential reading prior to completion and submission of a Tournament application.

If there are any inconsistencies between the terms of these Organisational Requirements and the terms of the ITF Return to International Tennis Protocols, the terms of the ITF Return to International Tennis Protocols shall prevail.

Responsibility for ensuring compliance with these lies with the National Association which applied for and endorsed the tournament, which must also ensure sufficient financial securities are in place. Any queries should be directed to the ITF Juniors Department (see Appendix Q, ITF World Tennis Tour Juniors Regulations for contact details).

The ITF reserves the right to refuse approval of or cancel any previously sanctioned tournament or series of tournaments on the grounds of health, safety, security or any other potential risk to the successful running of the tournament(s), including without limitation, any risk posed by the continuation and/or re-emergence of COVID-19, with no liability to the National Association, Tournament Organiser or ITF. The Applicant is responsible for ensuring suitable safety and security plans are put in place for the tournament that comply with local laws, regulations and best-practice. This includes the timely completion and submittal of ITF security documents where specifically requested by the ITF.

The ITF reserves the right to amend these Requirements at any time. Updated versions of the document will be published on the ITF website and National Associations are encouraged to distribute the most up-to-date document to Tournament Organisers.

Key documents and helpful information regarding the organisation tournaments on the ITF World Tennis Tour Juniors are available on the dedicated sections of the ITF World Tennis Tour Juniors website (<https://www.itftennis.com/juniors/tournaments/organisers-info.aspx>).

Specific organisational requirements are set out in this document.

### **1) Health, Safety and Security**

The health, safety and security of all persons involved in the tournament, including players, officials, tournament staff and spectators, are of principal importance. The Applicant is responsible for ensuring that an adequate security plan for the protection of all involved persons against any such problems is in place and implemented for the Tournament.

The National Association, in association with the Tournament Director, must make the ITF aware immediately of any major issues or threats (e.g., political unrest, health epidemic, natural disaster) that could impact the progress of the tournament or the health, safety or security of persons involved, whether they occur in advance of or during the tournament.

Tournament Organisers and National Associations are advised to have preparations in place to handle emergency situations. Please see Appendix B ITF Security & Accreditation Guidelines. The ITF reserves the right to request that the Applicant submit security documentation for the Tournament and/or have additional security measures put in place because of security concerns.

Tournament Organisers are expected to monitor weather and if necessary, with consultation with the ITF Supervisor make modifications to play in cases of extreme weather conditions such as heat, lightning, or other severe weather conditions.

For further advice on security, please refer to Appendix B - ITF Security & Accreditation Guidelines.

## **2) ITF World Tennis Tour Juniors**

The ITF World Tennis Tour Juniors is the name for all ITF Juniors tournaments. Each tournament will be identifiable by host city and grade.

For example: J300 Cairo describes a Juniors J300 tournament in Cairo (Egypt)

## **3) Deadlines (prior to the start of the tournament)**

- Completed Tournament applications for inclusion in the Tour are to be submitted to the ITF in accordance with the deadlines communicated to National Associations.
- 9 weeks – Deadline to submit cancellation, postponement or substantial tournament changes without penalty
- 9 weeks – Deadline to submit Fact Sheet

See Appendix D for full details of deadlines.

## **4) Tournament Sanction Applications**

In order for ITF World Tennis Tour Juniors Tournaments to be approved and sanctioned by the ITF for inclusion on the ITF World Tennis Tour Juniors Calendar, the Tournament must have all necessary approvals from the relevant National Association and, if appropriate, the Regional Association. The National Association is responsible for submitting the application form(s) and remains ultimately responsible for the proper organisation and running of ITF World Tennis Tour Juniors Tournaments. Prior to supporting and submitting a Tournament application a National Association must be fully appraised of the proposed Tournament site and organisation and be satisfied they meet the necessary requirements and standards for the intended level of Tournament.

All information regarding Tournament sites, dates and draw sizes must be provided on the official ITF World Tennis Tour Juniors Tournament Application Form.

Tournament Sanction Application Forms are available on request or to download from the dedicated Tournament Organiser section of the ITF World Tennis Tour Juniors website <http://www.itftennis.com/juniors/tournaments/organisers-info.aspx>.

## **5) Tournament Sanction Fees**

Sanction Fee payments in 2023 are as follows:

Junior Grand slam: \$750

J500: \$725

J300: \$600

J200: \$450

J100: \$325

J60: \$250

J30: \$180

The appropriate Sanction Fee is to be collected by the National Association as soon as each Tournament is approved for inclusion on the 2023 ITF World Tennis Tour Juniors Calendar. The ITF will issue an invoice to the National or Regional Association for the amount due, which must be paid on receipt of the invoice, prior to the start of the tournament. Where appropriate, please refer to the "Guidelines for making payments to the ITF".

## **6) Tournament Cancellations / Organisational Changes**

No ITF World Tennis Tour Juniors Tournament may cancel, postpone or make substantial changes to Tournament arrangements less than nine (9) weeks 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, downgrade and/or denial of subsequent applications.

## **7) ITF World Tennis Tour Juniors Regulations**

The ITF World Tennis Tour Juniors Regulations are promulgated (issued) by the ITF Juniors Committee for the purpose of ensuring the orderly and fair administration of ITF World Tennis Tour Tournaments. Each Tournament Applicant and each player entrant in an ITF World Tennis Tour Juniors Tournament agrees, as a condition of such entry, to abide by and be subject to these ITF World Tennis Tour Junior Regulations, which hereinafter include the ITF Juniors Code of Conduct, as amended from time to time by the ITF Juniors Committee.

## **8) ITF Responsibility**

The ITF will assist in the overall organisation of the ITF World Tennis Tour Juniors through the coordination of the international calendar and management of player entries.

## **9) Tournament Information / Fact Sheet**

All information regarding Tournament sites, dates, draw sizes, details of hotels, transportation and other relevant tournament information must be provided on the official ITF Fact Sheet and returned to the ITF at least nine (9) weeks before the Tournament week to enable such information to be published for the benefit of players. Some tournament information is published on the ITF website, but it does not include hotel, supervisor or other key player only information for integrity reasons. Full tournament information can be found via a player's IPIN account on the tournament fact sheet.

The National Association/Tournament Organiser will be held liable for any unrecoverable costs and expenses incurred in the event that incorrect information is provided and subsequently published. Once the fact sheet has been published, the information is regarded as final and no further changes can be made. Failure to comply with the deadline for submission of Fact Sheet information may result in the removal of a Tournament from the calendar.

## **10) Tournament Entry Fees**

The following maximum entry fees may be charged by the Tournament Organiser per player

prior to the start of the Tournament. The Tournament Organiser should provide a receipt for fees collected onsite. The entry fee can be collected in US Dollars or in local currency as stated on the fact sheet.

<b>Grade &amp; Hospitality Tier</b>	<b>Maximum Entry Fee per player</b>
Outdoor J500, J300, J200, J100 or J60 and J30 with Tier 1 full hospitality	\$100 (USD) or equivalent per player
Outdoor J200, J100, J60, J30 (with Tier 2 or Tier 3 hospitality)	\$70 (USD) or equivalent per player
Outdoor J60 and J30 (without hospitality)	\$55 (USD) or equivalent per player
Indoor J500, J300, J200, J100 (J60 and J30 with full hospitality)	\$110 (USD) or equivalent per player
Indoor J200, J100, J60, J30 (with Tier 2/Tier 3 hospitality)	\$80 (USD) or equivalent per player
Indoor J60 and J30 (without full hospitality)	\$65 (USD) or equivalent per player

## **II TOURNAMENT RESPONSIBILITIES**

### **1) Tournament Support Personnel**

National Associations and Tournament Directors are reminded that **ALL** tournament support personnel and volunteers are bound by and must comply with all of the applicable provisions of the ITF World Tennis Tour Juniors Regulations, ITF Guide to Recommended Health Care Standard, the Return to Tennis Protocols, the ITF World Tennis Tour Juniors Code of Conduct and the Tennis Anti-Corruption Programme.

This information shall be made available to tournament support personnel in advance of the Tournament.

It is recommended that all Tournament security personnel are screened for suitability prior to the tournament (see Appendix B – ITF Security & Accreditation Guidelines).

#### **a) Tournament Administrator/ Tournament Director / Tournament Organiser**

Each National Association must designate one or more persons (i.e., the Tournament Administrator(s)) to be the point of contact within the Association for ITF World Tennis Tour Juniors tournaments.

The Tournament Administrator(s) is responsible for submitting the Application and Fact Sheet to the ITF. In addition, the Tournament Administrator or their appointee is responsible for providing letters in support of Visa Applications for players.

The National Association must also designate a Tournament Director who will be responsible for all aspects of the organisation of the ITF World Tennis Tour Juniors Tournament, with the exception of all matters relating to the rules of competition as stated in the ITF World Tennis Tour Juniors Regulations, the Rules of Tennis and all on-court issues, which are the responsibility of the ITF Supervisor and/or ITF.

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

The Tournament Director shall act in cooperation with the ITF staff and ITF Supervisor and must comply with the ITF World Tennis Tour Juniors regulations.

### **b) Officials**

The name and certification level of the designated Supervisor should be provided to the ITF Juniors department a minimum of 9 weeks prior to the event, at the time of submission of the fact sheet. The ITF Supervisor must be available throughout the Tournament Week, from the Qualifying Sign-in until after the final match of the Tournament has been completed, unless otherwise authorised by the ITF. The ITF Supervisor is the final authority for on-site issues related to the Rules of Tennis, the ITF World Tennis Tour Juniors Regulations and all on-court matters.

#### **J500 tournaments**

The ITF Supervisor shall be a minimum ITF Silver Badge Supervisor standard. There shall be a chair umpire for every match from the semifinals onwards.

#### **J300 tournaments**

The ITF Supervisor shall be a minimum ITF White Badge Supervisor standard (except with the written approval of the ITF). There shall be a chair umpire for every match from the semifinals onwards.

#### **J200, J100, J60 and J30 tournaments**

The ITF Supervisor shall be a minimum ITF White Badge Supervisor standard (except with the written approval of the ITF). There shall be a chair umpire for each final.

In all cases Chair Umpires may be provided for earlier rounds at the discretion of the Host Organiser. Line Umpires may also be provided at the discretion of the Host Organiser. For matches not requiring a Chair Umpire, a suitable number of off-court umpires must be provided.

If other age category events will take place on-site during the tournament week, it is strongly recommended that the ITF Supervisor only officiate at the 18 & under event. The ITF Juniors Department must be informed at the time the application form is submitted.

The ITF Supervisor's fee and all other related costs (i.e. hotel, meals and travel) are the responsibility of the Tournament Director and must be paid directly to the ITF Supervisor on site.

The Tournament Director is obliged to enforce the Supervisor's decisions on site if required, for example denial of accreditation and/or access to the site following a default under the Code of Conduct.

### **c) Sign-in**

Tournament Organisers are permitted to implement eSign-in at ITF World Tennis Tour Juniors Tournaments. eSign-in must comply with Regulation 47 of the 2023 ITF World Tennis Tour Juniors Regulations. Sign-in and eSign-in are the responsibility of the ITF Supervisor. Telephone sign-in is permitted. Players must Sign-in by contacting the on-site ITF Supervisor by telephone conversation.

### **d) Tournament Assistants / Tournament Desk**

There shall be a tournament desk staffed at all times. Each Tournament must provide sufficient personnel to assist the Tournament Director and the ITF Supervisor with their administrative duties. Other assistants, a number of whom should ideally have previous tournament support experience and be English-speaking, must also be available to provide player support, i.e. assisting and advising players with tournament related issues such as practice court bookings, hotel reservations and transport arrangements.



#### **e) Tournament Doctor**

The Tournament Director must appoint and pay all costs for an English-speaking medical doctor to be on call in proximity of the tournament site at all times during playing hours. It is recommended that all reasonable off-court treatment is provided free of charge to players.

The cost of hospital treatment or any other off-site medical treatment is the responsibility of participating players.

Recommended health care standards at ITF World Tennis Tour Juniors Tournaments can be found here: <http://www.itftennis.com/scienceandmedicine/health/healthcare-guidelines.aspx>

#### **f) Sports Physiotherapist**

The Tournament Director must appoint an English-speaking Sports Physiotherapist (as defined in the ITF Guide to Recommended Healthcare Standards) to be available on-site during play to provide free on-court treatment to all players accepted and competing in the Tournament. The Tournament Director must ensure the Sports Physiotherapist has appropriate qualifications and experience to treat players. It is recommended that all reasonable off-court treatment is also provided free of charge to players.

#### **g) Court Maintenance Staff**

The Tournament Director must appoint and pay all costs for a sufficient number of personnel (dependent upon number of courts and court surface) responsible for the maintenance of the courts, who must be available on-site at all times and keep all match and practice courts to a required standard at all times (see Section 2.b – Courts for further information).

It is recommended that court services personnel are trained in the proper handling of biohazardous waste.

#### **h) Stringer**

An experienced stringer must be available, preferably on-site, throughout the Tournament week. Many players will provide their own strings; in which case, a labour only charge option must be available. This charge must be reasonable and must not be a source of profit for the tournament. The recommended maximum labour fee per racquet is \$13/€12 and it is the responsibility of the stringing service to collect this from the player.

#### **i) Safeguarding**

Each Tournament Organiser must provide on the Fact Sheet, the name and contact details (address, email and telephone number) of the statutory authority in their country (or state, borough, region if appropriate) that is responsible for receiving safeguarding issues. Each country handles these matters differently, but typically the statutory authority would be the police or other local law enforcement agency, a child protection agency, social services agency, national association or other similar type organisation.

#### **j) Volunteer Staff**

Volunteers can fill a number of valuable roles during a tournament. It is important to screen these individuals and follow local guidelines prior to them working. It is also

important to provide a clear job description and duties for all individuals assisting with the tournament.

#### **k) Covid-19 Officer**

There must be a Covid-19 Officer available on site for the event. The Covid-19 officer is responsible for following ITF Covid-19 Protocols and providing the collected data to the ITF office. These individuals should be aware of local government laws regarding Covid-19.

## **2) Tournament Venue and Facilities**

### **a) Venue Type**

The tournament must be held at a single venue in either an indoor <sup>^</sup> or outdoor location and must be defined as such on the Application Form. A combination of indoor and outdoor locations is not permitted for a single tournament unless circumstances out of the tournament's control, e.g. bad weather, require matches to be moved to an alternative location.

Tournaments held outdoors are advised to consider creating a "bad weather" plan for staging the tournament in the case of bad weather, e.g. identifying nearby locations with indoor facilities that may be used.

Tournament matches may not be played on a combination of covered and uncovered courts except when weather disrupts the schedule.

The overall venue should be free of distractions from excessive noise from other events, such as other sports games, matches, tournaments, concerts, etc. Tournament Organiser should make best efforts to ensure all matches are free from outside distractions.

#### **<sup>^</sup> Definition of an indoor court**

An indoor court is one which is completely covered by a roof, and for which playing conditions are largely artificial.

Note: Artificial playing conditions would include artificial light, protection from rain, and little or no wind. Courts housed under a permanent structure (including 'air halls') but without walls may be defined as 'indoor' if the playing conditions are still largely artificial and temperature and/or humidity can be manipulated. Covered courts (including courts with retractable roofs) may be defined as 'outdoor' – even if artificial lighting is required – if they are exposed to other environmental factors or the roof is open by default.

### **b) Courts**

The facility where the Tournament is held must have a sufficient number of courts **of the same surface (see further details below)** available for match play throughout the tournament week. **All Qualifying and Main Draw matches must be played on the same surface**, unless backup facilities with different surface (either under cover or not) must be used to complete the tournament due to adverse weather conditions. In exceptional circumstances, approval may be granted for the Boys and Girls events at J100, J60 and J30 tournaments to be played on different surfaces. If approved, the full duration of of Qualifying, Main Draw singles and Main Draw doubles for each gender must take place on the same surface.

The following minimum number of courts must be provided for outdoor tournaments, as dictated by the size of the draw:

- 128 draw combinations (boys & girls) must have a minimum of 10 courts, ideally 12.
- 64 draw combinations (boys & girls) must have a minimum of 8 courts, ideally 10.
- 48 draw combinations (boys & girls) must have a minimum of 6 courts, ideally 7.
- 32 draw combinations (boys & girls) must have a minimum of 4 courts, ideally 5.
- 16 draw combinations (boys & girls) must have a minimum of 4 courts, ideally 5.

The number of courts may be reduced for indoor tournaments with the approval of the ITF Juniors Department.

### **Practice Courts**

At least one practice court per 32 (or fewer) players must be available for a minimum of 9 hours from at least one day prior to the start of the Qualifying event, through to the completion of the tournament. Such courts must be available free of charge to all players accepted into the Main and Qualifying Draws up to and including the day of their elimination as well as Alternates and Lucky Losers who sign the Lucky Loser/Alternate list for the given day. (Accepted players have priority in using the practice courts). However, tournaments are encouraged to allow eliminated players continued use of tournament practice courts (free of charge) if/when they are not required by players still competing in the tournament. Experienced staff should be responsible for coordinating practice courts bookings.

Practice courts shall preferably be of the same surface as the match courts, but this is not obligatory. Practice facilities need not be in the same stadium, but transport must be provided.

### **Court Requirements**

The sanctioning National Association and Tournament Director must ensure that the match courts conform fully to Rule 1 of the Rules of Tennis. As a guide, 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). The recommended minimum height to the ceiling (where appropriate) is 30 feet (9.14m). Only those venues which conform to the minimum distances recommended may be proposed to host ITF World Tennis Tour Juniors tournaments, unless the prior approval of the ITF has been obtained.

All tournament courts (match play and practice) must have the same performance characteristics – they must be of the same surface type (e.g. clay) and court pace classification (e.g. Category 2 (medium-slow)), as defined by the ITF Technical Centre (visit [www.itftennis.com/technical/courts](http://www.itftennis.com/technical/courts) for more information) – and the court surfaces must have the same appearance, e.g. surface colours. The courts used at a tournament need not be the same product/brand. Where multiple products are used and not classified, court pace testing of the courts may be required.

All courts must be of a quality suitable for international competition, whereby court surfaces have a uniform appearance with no cracks or gaps between joints and court markings must be straight. Courts with blended lines (as specified in Appendix C) may be used for match and practice courts. No additional court markings may appear on match courts in any tournament category, e.g., court markings for other sports.

Courts and their fixtures must present no undue risk of injury to players, officials or spectators. The playability of a court shall be determined by the ITF Supervisor who may insist on work being carried out to improve the quality of court(s) before play may begin. If

there are insufficient playable courts and alternative solutions for conducting the tournament cannot be found, the Supervisor, in consultation with the ITF, has the right to cancel the tournament, in which case the Tournament will be responsible for the reimbursement of reasonable expenses to all players.

### **Court Preparation**

All courts must be kept clean, well maintained and safe for play throughout the competition. Clay surface courts shall be swept, watered (if necessary) and lines cleaned before the start of all matches. Carpet and hard courts shall be clean and cleared of all ball fluff, dust and debris as and when required. Grass courts shall be cut and maintained as required – recommended play height of the grass is no more than 8 millimetres. Full information on court maintenance guidelines can be found on the ITF Website (<http://www.itftennis.com/technical/facilities>).

Where on-court banners are used, they should be of uniform colour and must not be painted in light colours that will interfere with player visibility. All backdrops and windscreens (windbreaks) should not use shades of white or yellow lettering. Where possible ITF World Tennis Tour Juniors branding above the minimum requirements as stated in the ITF World Tennis Tour Juniors Regulations should be included.

At J500 level, the main court shall have spectator facilities, for example at least small stands. Other courts shall also have viewing facilities not only for coaches and players, but a number of seats for other spectators.

### **c) Court Equipment**

The Tournament Director must ensure that all match courts are equipped with the following equipment prior to the start of play:

- Net, net posts and singles sticks, all of which must comply with the Rules of Tennis. No advertising is allowed on the net, strap, band, net posts or singles sticks except as provided in the ITF World Tennis Tour Juniors Regulations or in the Rules of Tennis.
- Measuring device – a measuring stick, tape measure or other measuring device must be available for the measuring of the net height and location of the singles sticks.
- Chair Umpire's Chair – it is recommended that the height of the chair is a minimum of six (6) feet (1.82 metres) and a maximum of eight (8) feet (2.44 metres). The chair shall be centred along an extension of the net approximately three (3) feet (0.9 metres) from the net post.
- Line Umpires' Chairs (if applicable), all of which must be located on the extension of their respective lines along the side fence and not closer than twelve (12) feet (3.66 metres) from the doubles sideline.
- Players' Chairs – each tournament must provide chairs for the players. Umbrellas on courts are strongly recommended during hot weather conditions.
- Scoreboards - Tournaments must make best efforts to provide scoreboards for all courts.

### **d) Two Tournament Sites**

In the interests of players, officials, organisers and spectators and to ensure the tournament is run as efficiently as possible, the entire tournament must be held on one site only. In exceptional circumstances, approval may be granted for the use of an additional tournament site for some matches early in the tournament provided a written request to do so is submitted to the ITF, with supporting reasoning, at the time of application. If such a request is approved, both sites must comply with the Tour Regulations and Organisational Requirements, which include provision of similar playing

conditions, provision of free transportation between the sites and supplementary qualified officials and availability of appropriate healthcare professionals.

**e) Lights**

It is recommended that all tournament organisers measure the lighting of all match courts prior to hosting an event, so the organiser is aware in advance if the lighting is suitable for play (weather). For all Indoor events and tournaments with match schedule plans that require lighting the courts must meet the requirements below. All matches played under artificial lighting, the intensity of illumination must be sufficient for high level tennis i.e. minimum of 500 lux and distributed evenly over the court. The ratio of the highest to lowest light readings is recommended to be a maximum of 1.5 : 1.

**f) Schedule of Matches**

The Tournament Director must ensure that courts are available for the required number of days in accordance with the size of the draw.

<b>Drawsize</b>	<b>Duration</b>
64	6/7 days
48	6 days
32	5 days
16	4 days

**g) ITF Supervisor's Office**

The Tournament Director must ensure a private office with a desk is made available to the ITF Supervisor. The ITF Supervisor **MUST** also be provided with:

- Wireless Internet Access, which should be a dedicated and stable WIFI connection with direct login, i.e. password only required, no log-in via a website, with recommended minimum upload speed of 10 Mbps; A minimum of one international telephone line and at least one separate fax line, which must be operational from the Freeze Deadline (Wednesday before the tournament, 14:00 GMT) until the completion of the tournament. These numbers must be provided on the Tournament Fact Sheet;
- Photocopier and a good supply of photocopying paper;
- Printer and ink;
- Microphone for Public Address System (if necessary).

Additionally, it is strongly recommended that communication devices, such as walkie-talkies, are provided to the Supervisor, Chief Umpire, chair umpires and SMT.

**h) Internet Access**

The ITF Supervisor should be provided with a dedicated wireless access line. The Internet access for the ITF Supervisor must be a dedicated line with an upload speed of 5-10 Mbps. (Please see ITF Supervisor's Office above) A wi-fi network should also be provided for players, preferably free of charge or at reduced cost. If player internet access cannot be provided on-site the Tournament Director must make best efforts to indicate an alternative internet access location for use by players.

**i) Security – Accreditation / Credentials**

As part of the tournament safety and security plan and in order to comply with ITF integrity requirements and the ITF Welfare Policy, an accreditation policy must be designed with the purpose of controlling access and movement of all individuals at the tournament venue.

When special areas, e.g. the player lounge, are designated “access only”, entered players and their nominated coaches must be issued with "competitor" accreditation/credentials, to be carried at all times and presented to tournament personnel to gain access to these areas.

Please see Appendix B “ITF Security and Accreditation Guidelines” for further information.

NB : The ITF reserves the right to request from the Applicant a detailed Security Plan for the tournament.

**j) Locker Rooms**

Suitable and separate player and official coaches’ locker rooms (male and female), preferably adjacent to the tournament courts, must be available. The locker rooms should not be accessible by the public. Facilities must include toilets, showers and hand washing facilities (all cleaned on a daily basis), an adequate supply of toilet paper and waste paper/sanitary bins. There must be sufficient security to:

- Prevent public access and unauthorized entry
- Protect the players’ personal belongings

When possible, separate locker rooms for male and female coaches should be provided. For further information please see Appendix B – ITF Security and Accreditation Guidelines.

**k) Player Lounge**

Each tournament MUST provide a suitable Player Lounge area on-site for the duration of the tournament for use by ALL players and their guests. This area must not be accessible by the public. The area should be equipped with wi-fi (if available onsite), a television and sofas and/or comfortable chairs. Tournaments are encouraged to allow eliminated players access to the lounge; however this remains at the discretion of the Tournament Director.

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 day’s Order of Play, updated draw sheets etc.

**l) Treatment and Fitness Room**

A separate treatment room must be made available, preferably located near the courts. Alternatively (but not recommended) a partitioned area of the locker room may be suitable provided this is equipped with a wash hand basin, is well ventilated and is of a suitable temperature.

Where possible, a fitness room containing cardiovascular and strength training equipment should also be made available, located at or in close proximity to the tournament site or hotel, for use by players and their coaches.

**m) Restaurant / Food Service**

Each tournament must ensure there is a food station on-site at the tournament where players can buy, at a reasonable cost, various types of food and drink suitable for athletes. It is strongly recommended that the food station is open throughout the day and evening to accommodate players involved in late evening matches, who may need to eat after playing. Even if the tournament is not required to provide meals for the players free of charge, it is recommended that bottled water is provided free of charge, particularly where tap water is not recommended. The system by which players are to obtain food (i.e. vouchers, tickets, or cash) should be made known to the players before the start of the tournament. Please see Appendix A for a list of recommended foods and drinks.

Tournament organisers should make reasonable efforts to ensure that all food and drink items provided for players are free of all substances listed in the prevailing version of the WADA Prohibited List. The Prohibited List can be found at [www.itftennis.com/antidoping/rules/list.asp](http://www.itftennis.com/antidoping/rules/list.asp)

#### **n) Transport**

For J500, J300, J200 and J100 tournaments, where walking time is in excess of 15 minutes: During the Qualifying and Main Draw, transportation must be available **free of charge** for all players between the official hotel and the tournament site. If necessary this should be organised on a reasonable schedule throughout the hours of play, including practice. Details of the transportation service must be given to players on arrival and displayed at both the tournament site and hotel.

Detailed information about transportation between the nearest airport and official hotel/tournament site as well as approximate fares by train, bus and taxi must be provided in the Fact Sheet.

Transportation must be provided for the ITF Supervisor between the nearest airport/railway station, tournament site and official hotel.

In addition to the transportation requirements, if a tournament wishes to provide details of a walking route between the official hotel and tournament site, the safety of all pedestrians must be a primary consideration. As a guide, “walking distance” should be no more than 1.5km or take no longer than 15 minutes.

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

### III TOURNAMENT COSTS

#### 1) Hospitality

##### a) Levels of hospitality required

<u>Grade</u>	<u>Hospitality requirement</u>
J500, J300	Full Hospitality (Tier 1)
J200	Reduced Hospitality (Tier 2)
J100	Reduced Hospitality (Tier 3)
J60 & J30	No Hospitality

\*Tournament organisers are encouraged, but not obliged, to offer accommodation to any player or coach who resides within 50km of the tournament venue. An organiser must specify their selected approach in the Application Form. Any on-site meals must however continue to be provided to all players and coaches.

##### Per Diem

Where a tournament organiser opts to provide a per diem allowance, this must be used by players (and coaches where full hospitality is provided) at the official hotel only. A player and/or coach requesting single occupancy will receive a 50% payment towards room and any meal costs, but a player or coach sharing a twin room will have his/her room and meal costs covered in full.

Tournament organisers may wish to offer improved hospitality to participants (above the minimum requirement for their Grade level), in which case this is permitted and encouraged.

##### b) “Full Hospitality” (Tier 1)

“Full Hospitality” means the provision of meals and accommodation which meet the minimum standards set out below:

- Hospitality shall commence the evening before the first day of the Main Draw and end the day after the elimination of the player or the morning following the completion of the tournament, at the discretion of the tournament committee. With the exception of those players who qualify for the Main Draw the tournament has no obligation to provide for players competing in the Qualifying competition.

Official coaches must be nominated by a National Association by the Freeze Deadline in order to be given hospitality. No other coaches shall be guaranteed hospitality. Any official coach nominated by his/her National Association to receive hospitality must have registered for an annual Player Support Team ID at this website: <http://playersupport.itftennis.com>. The Player Support Team ID must be communicated to the tournament by the National Association when nominating the official coach. Any coach without a valid Player Support Team ID will not be entitled to hospitality.

- If hospitality is provided to an official team from a country, it is preferable, but at the discretion of the tournament committee, that hospitality be extended to all members of that team until the day after the last player is eliminated from the singles and/or doubles



Main Draw. Tournaments may not restrict the provision of hospitality to a set number of participants per country.

**c) “Reduced Hospitality” (Tier 2)**

“Reduced Hospitality” means the provision of accommodation which meets the minimum standards set out below, and breakfast only. Reduced Hospitality does not apply to coaches; tournaments offering Reduced Hospitality are not required to provide any hospitality for coaches.

- Hospitality shall commence the evening before the first day of the Main Draw and end the day after the elimination of the player or the morning following the completion of the tournament. With the exception of those players who qualify for the Main Draw the tournament has no obligation to provide for players competing in the Qualifying competition.
- If hospitality is provided to an official team from a country, it is preferable, but at the discretion of the tournament committee, that hospitality be extended to all members of that team until the day after the last player is eliminated from the singles and/or doubles Main Draw. Tournaments may not restrict the provision of hospitality to a set number of participants per country.

**d) “Reduced Hospitality” (Tier 3)**

“Reduced Hospitality” means the provision of accommodation which meets the minimum standards set out below, and breakfast only. Reduced Hospitality does not apply to coaches; tournaments offering Reduced Hospitality are not required to provide any hospitality for coaches.

Tier 3 Reduced Hospitality shall commence the evening before Singles quarter finals and/or doubles semi-finals and end the day after the elimination of the player, or the morning following the completion of the tournament.

**Accommodation – hotels and host families**

Room Policy (applicable to both hotels, and host families):

- Official tournament hospitality for coaches and players shall be provided separately and bedrooms may only be shared by players of the same sex.
- Requests to share hotel accommodation or bedrooms in private housing by players and coaches from the same or opposite sex must at all times be refused.
- Coaches may stay with the same host family as a player, with the written consent of each of the player’s parents and the coach.

The only exception allowed to this rule is:

- When a National Association nominates a parent, or a person related to the player and authorised in writing by the player’s parent, as the official coach/representative.

**Hotels:**

The Tournament Organiser must ensure the Tournament Hotel is screened prior to being submitted on the Fact Sheet.

PLAYERS – Shared room – 2 - 4 players per room – all players must have an individual bed. Space in the room must be relevant to the number of occupants. Players in shared rooms will be of the same sex.

COACHES/ACCOMPANYING PEOPLE – Single room – Official National Association coach/accompanying person must be provided with a single room and must not share with player(s) but should be in close proximity to react to any emergency e.g. fire evacuation, player illness.

Hotels selected for tournaments must comply with the following factors:

- Located in safe part of the town/city
- Safety and Security
  - Compliance with Room Policy (above)
  - Reception or management staff available 24 hours/day
  - Separate security staff available 24 hours/day
  - Criminal background checks or security screening for all staff
  - Guests must show ID to get room keys
  - Motels or other accommodations requiring entrance to rooms from the street or public outdoor walkways are not acceptable
  - Safe facilities available for guest valuables
- Emergency Procedures
  - Emergency and evacuation procedures in place
  - Compliant with fire codes and others as applicable (e.g. earthquake, tornado)
  - Hotel fitted with working smoke detectors/alarms/sprinkler systems
  - Staff trained in emergency management procedures
- Rooms
  - Guestrooms require keycard entry and equipped with deadbolts
  - Guestrooms equipped with one-way peep holes
  - Guestrooms equipped with telephones
  - Bathroom and toilet facilities in each guestroom, separated from sleeping area by closing/locking door
  - Disabled access and facilities available
- Cleanliness
  - Housekeeping/ laundry meets national hygiene standards
  - Restaurants/ kitchens meet national food service and storage standards
  - Tournaments must use a suitable checklist to evaluate hotel suitability (an example is available from the ITF Juniors department) and that a suitable tournament representative personally conducts a check of and approves the hotel facilities prior to the tournament.

The National Association should use all reasonable endeavours to ensure that:

- players have exclusive use of the hotel or, where exclusive use is not possible, that players' rooms are grouped together (for example, on a particular floor), with a separate group of rooms for each sex;
- where a player has a disability, the hotel and the player's allocated room is accessible and particularly that the hotel has adequate facilities;

- players' access to hotel facilities (for example, WiFi, adult films, kettle, mini-bar, gym, swimming pool) is capable of being restricted as appropriate to the player's age. Suitable risk assessments should be documented to identify and manage risk.

### **Host Families**

The National Association must ensure that the following minimum requirements are met:

- Private housing may only be used to accommodate players with the consent of the player and player's parent(s). Private housing may only be used for coaches with the consent of the coach. Accommodation of coaches and players together is permissible solely in accordance with the Room Policy (above);
- Each host family's residence must be located in a safe part of the town/city;
- Criminal and other appropriate background checks must be carried out on all adult members of host families, in accordance with the National Association's own procedures and local law and regulation. The National Association must ensure that its procedures, such as the provision of references and self-disclosure of convictions, comply with local law and regulation;
- All adult members of a host family must agree to comply with the child safeguarding procedures from their National Association in respect of personal checks;
- The National Association must produce and apply a Code of Conduct for host families, which must be formally acknowledged and accepted in writing by the adult members of each host family. The National Association must keep records of all such acknowledgements from host families;
- The National Association must ensure that an appropriate tournament representative undertakes a home visit at each host family's residence shortly before the tournament in order to satisfy themselves as to the appropriateness of the arrangements made by the host family for each player;
- Players must be placed with families in which there is a player of a similar age and, where possible, of the same sex. If players are of different sexes, the host family must contain both sexes within the household. Players of different sexes are not permitted to share the same room.

Visiting players must have their own bedroom, although it is acceptable for a player to share a bedroom with another junior player or minor known to them of similar age and of the same sex. Toilet and bathroom facilities must be private;

- If any visiting player has a disability, the National Association must ensure that the host family is aware of any special requirements and arrangements, such as size of room, access to bathroom facilities and medical needs, which must be appropriate for the player.
- The National Association must ensure that the host family is aware of any special dietary requirements, including allergies, for any player they are hosting;
- The National Association must make the host family aware of the arrangements for collecting and transporting the guest players throughout the duration of the tournament. Those travel arrangements should be such that players do not travel to or from the tournament alone or without an adult.
- Players must have easy telephone access to (or other appropriate means of reaching) coaches/staff whilst staying with host families. In particular, the National Association must ensure that all guest players and host families are provided with contact details and clear instructions for how to contact the Designated Safeguarding Officer(s), or other responsible Officer(s), of both the host National Association and the player's own National Association.

### **Meals – minimum meal requirements**

Meals must contain appropriate combinations of the following foods

BREAKFAST – a combination of the following must be provided:

Low sugar breakfast cereal	Fresh Fruit
Skimmed milk	Yoghurt
Toast	Cheese
Pancakes	Cold meats / Eggs
Multigrain Breads / Bagel	Fruit Juice
Rice	Crackers
Cold Cereals	Nuts

LUNCH AND DINNER – choices from

Pasta (minimum oil / butter in accompanying sauce)	
Fresh Steamed Vegetables	Salad
Low fat meat, chicken turkey	Rice
Fish	Potatoes
Tofu	Bread
Hard Boiled Eggs	Fresh Fruit
Broth-based soups	Yoghurt

Deep fried foods must be avoided.

All food and drink items provided must comply with the Tennis Anti-Doping Programme.

All drinks should be provided in individually sealed bottles or cartons.

The quantity of food must be adequate to sustain the needs of a young athlete.

## **2) Officials**

The Tournament Organiser must provide full hospitality (hotel and meals) for the ITF Supervisor, and cover his/her travel costs.

## **3) Balls**

The balls to be used at ITF World Tennis Tour Junior Tournaments must conform to the specifications in the Rules of Tennis and must have been approved by the ITF. Any ITF Junior Tour Tournament must apply to the ITF for approval at least 6 weeks (42 days) in advance of the tournament if it wishes to use Ball Types 1 or 3.

### **J500 tournaments:**

#### **Main Draw / Qualifying**

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

### **J300 tournaments:**

#### **Main Draw/Qualifying**

In Main Draw and Qualifying there shall be a minimum of four (4) new balls for each match; another four (4) new balls shall be provided for any third set in singles only.

### **J200, J100, J60 and J30 tournaments:**

#### **Main Draw/Qualifying**

In Main Draw and Qualifying there shall be a minimum of three (3) new balls for each match; another three (3) new balls shall be provided for any third set in singles only.

#### **Practice**

Balls of the same type and brand as the match balls shall be provided for practice, but it is not obligatory to give new balls for this purpose.

## **4) Water and Ice**

Bottled water (in sealed bottles) or water coolers must be provided free of charge on court for players during all matches. Ice should be available to players during the tournament. Ice coolers and Ice bags should be available on court during hot days and should be available to treat injuries after matches. It is recommended that ice coolers with ice bags be placed on each match court.

In Extreme Heat Conditions it is recommended to provide umbrellas, fans and ice towels.

Water, Ice and Towels should be routinely checked after each match, and any unsealed bottles and drinks or other products not supplied by the Tournament must be removed from the court/coolers.

## **5) Artificial Lighting**

Play is allowed with artificial lighting. It is highly recommended that there is a minimum of 500 lux evenly distributed over the court surface.

## **6) Public Liability Insurance**

The applicant is responsible for taking out a suitable insurance policy which is compliant with local laws and regulations and which insures against claims made for damage to property and for death/injury caused to people at the event for which the applicant is legally liable. "ITF Ltd" and "ITF Licensing (UK) Ltd" must be named in the policy and on the certificate of insurance, and a copy shall be provided to the ITF on request.

## **7) ITF Branding Guidelines**

Tournament Organisers are required to produce and display the ITF World Tennis Tour Juniors logo. The ITF World Tennis Logo must be prominently displayed on all printed material and on the show courts. The ITF World Tennis Tour logo must be included on printed materials, tournament websites, draw sheets, advertising and promotional material, on-site or during broadcasts wherever the tournament logo or title is featured and on all show courts.

Branding requirements in relation to the ITF World Tennis Tours are available on an FTP site for Tournament Organisers and National Associations to download. Where on-court banners are used, they should be of uniform colour and must not be painted in light colours that will interfere with player visibility. All backdrops and windscreens (windbreaks) should not use shades of white or yellow lettering.

## **8) Tournament Promotion**

Tournaments are encouraged to promote their events within the local community and on social media.

We encourage you and all individuals involved in the tournament, including players to join and share your tournament news, photos and video.

On Twitter, if you share any news, photos, etc please mention [@ITF\\_Tennis](#) and use the hashtag [#ITFWorldTennisTour](#) in your tweets where possible.

In order for the ITF to promote your event please send photos. Send clear high-resolution photos of the singles and doubles champions with trophies (both full length and close up photos). As well as any action shots of the finalists. Please include photos of the site with the ITF World Tennis Tour banners. Please ensure to label the name of each participant and/or individual in a photo and include the tournament name and the week of the event.

The ITF also accepts short videos of a maximum of 30 seconds which includes an exceptional rally or shot, match point in the final with player celebration or of a player holding the trophy. If you are able to edit any video you may have to meet any such requirements, please also remember to state in your email which player is featured and, in the case of action footage, which match is featured.

## APPENDIX A – RECOMMENDED FOODS AND DRINKS

Each Tournament must provide various types of food and drink, recommended below, at reasonable or subsidised prices for all players. Furthermore, bottled water and non-carbonated sports drinks must be provided at all times in the restaurant area, locker room, player lounge and at the practice site, preferably free of charge. Bottled water and non-carbonated sports drink must be provided on the match courts. Please refer to the list below.

### Carbohydrates

- Rice
- Bread: Whole wheat, French, Italian, pita, cinnamon, raisin, bagels, crackers, etc.
- Energy bars (anti-doping clear)
- Potatoes: baked, boiled
- Low sugar cereals
- Pasta served with sauces on the side
- Beans (pinto, black, kidney)

### 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 – dressings should be on the side).
- Variety of steamed vegetables

### Protein; two protein options from the list below, one of which should be vegetarian, daily

- Chicken
- Tofu
- Turkey
- Hard-boiled eggs
- Fish: tuna, salmon, halibut

### Beverages (Note: Caffeinated beverages and carbonated soft drinks should be limited)

- Low and/or non-fat milk; flavoured milks; low fat yoghurts
- Bottled mineral water (non-carbonated)
- Fruit juices
- Carbohydrate and electrolyte drinks cleared for anti-doping: e.g. Gatorade, Powerade, Staminade, Isostar, Lucozade, Procari, Vitalyte

All drinks should be provided in individually-sealed bottles or cartons.

Players are solely responsible for all substances they eat and drink, and, therefore, all such food and drink is consumed at his/her own risk. Ingestion of contaminated food and/or drink will **not** excuse an Anti-Doping Rule Violation. Some manufacturers may provide 'guarantees' against contamination of their products by Prohibited Substances. Any such 'guarantee' will **not**, however, result in any sanction imposed on a player arising from consumption of a contaminated product being waived or suspended.

## APPENDIX B – ITF SECURITY AND ACCREDITATION GUIDELINES

To minimize potential safety risks to players and to help control the access and movement of all individuals at the tournament venue, the ITF recommends that tournaments have a security plan and system in place and that an accreditation system is used.

This information does not constitute legal advice and is subsidiary to local law, regulation and best practice. The ITF advises each Regional and National Association and tournament organisers to take advice on local law, regulation and best practice to ensure that its tournament security and player protection and welfare policies are lawful and fit for purpose. Neither the ITF nor the Committee shall be held liable for any loss or damage caused as a result of reliance upon this guidance where to do so would be contrary to local law, regulation and best practice.

The Safety/Security System should include:

- A written security plan which considers:
  - An emergency evacuation plan (in case of fire, power failure, natural disaster, political instability or other circumstances that pose a substantial safety risk to on-site personnel)
  - Contact numbers for local authorities/police/emergency services
  - Reliable communication systems, such as mobile telephones, walkie-talkies or other devices, capable of operation in an emergency
  - A nominated person responsible for coordinating security matters and any security related incidents which may arise
- Restricted/controlled access
  - There should be a clear separation between public access areas for spectators and designated restricted access areas for tournament personnel, officials, players and player support teams, such as private player only areas (i.e. the player locker rooms and treatment areas). Non-public areas of the venue (such as the tournament offices, player lounge and on courts) should be clearly separated and marked.
  - Use of access charts and credentials is recommended (see Accreditation guidelines)
  - Provision of on-site public facilities, such as portable event toilets, which are separate from player locker rooms is highly recommended
  - The minimum recommendation is that key access points, specifically, the locker rooms, treatment areas and player lounge, be staffed to prevent unauthorized access.
- Personnel screening
  - It is recommended that all tournament personnel who will be in close contact with players (such as locker room attendants, medical personnel and therapists, stringers, drivers) are screened for suitability prior to the event.
  - The screening should include reference checks and verification of qualifications, licensure and experience where required (for example for medical personnel and drivers).
- Personnel orientation
  - All tournament staff (including volunteers) should be fully oriented prior to the event. This orientation should include:
    - Providing each person with the emergency procedures and evacuation plan, including important telephone numbers
    - Knowing the location of the nearest exit; fire extinguisher; telephone and first aid Station



- Accommodation screening
  - Official tournament accommodation must be suitable for players and must meet the requirements of the Circuit Regulations, Minimum Standards and ITF Player Welfare Policy.
  - Such accommodation should be screened prior to it being proposed on the tournament factsheet; it is recommended that a tournament representative personally conducts a check of the hotel.
  - Safety and security should be the key factor in the selection of official accommodation, in terms of its physical location, transportation and access.

The *Accreditation System* should include:

- Responsible person(s) to manage the accreditation process
- Provided with tournament entry lists, personnel lists and ITF “no credential” list.
- Tournament-issued identification badges or credentials
- Categorisation of tournament personnel according to their positions, e.g. player, coach/guest, official, media, tournament staff.
- A basic system can use colour-coded badges to identify each category.
- On-site access
- Clear “access charts”, used by security personnel/stewards to implement the security policy, should be posted at entrances to restricted access areas, such as the players’ locker room, treatment areas, the players’ lounge and match courts.

## APPENDIX C – BLENDED LINES

### Specification

Blended lines were introduced as part of the [ITF's Tennis Play and Stay campaign](#), aimed at increasing tennis participation worldwide.

Blended lines laid on courts to be used for matches at ITF World Tennis Tour Juniors tournaments (see section B.2. Courts, for tournament category restrictions) must use the following specifications:

1. The pace of the blended lines shall be no more than 5 CPR points different from the average CPR of the court.
2. The colour of the blended lines shall:
  - a. Be within the same 'colour family' as the 'background' court colour (i.e. if the background colour is a shade of blue, then the blended lines shall also be a shade of blue).
  - b. Be lighter, but not darker, than the 'background' court colour. The colour variation from the background colour shall be no more than (+)22 points on the L\* CIELAB scale (this is a measure of the 'lightness' of the colour). A practical way of ensuring that this limit will not be breached is to add no more than 25% (by volume) of white paint to the background colour paint.
  - c. Be 1-1.5 cm narrower than the other playing (court) lines.
  - d. End 7-8 cm from the point at which they would intersect with the lines on the standard court.

Specific information about marking courts with blended lines can be found on the [Tennis Play and Stay campaign website](#)\*

\*Registration for the ITF Academy is required in order to access this publication

## APPENDIX D – IMPORTANT DEADLINES

*All deadlines, unless otherwise stated, are prior to the first day (Monday) of the Tournament*

	<b>J500 and warm-up events</b>	<b>J300, J200, J100, J60 &amp; J30</b>
Entry Deadline	<b>41 (forty-one); 34 (thirty-four), 27 (twenty-seven) or 20 (twenty) days Tuesday @ 14:00 GMT * ***</b>	<b>20 (twenty) days Tuesday @ 14:00 GMT***</b>
Withdrawal Deadline	<b>13 (thirteen) days Tuesday @ 14:00 GMT</b>	<b>13 (thirteen) days Tuesday @ 14:00 GMT</b>
Freeze Deadline	<b>5 (five) days Wednesday @ 14:00 GMT</b>	<b>5 (five) days Wednesday @ 14:00 GMT</b>
Main Draw Sign-in Deadline	<b>N/A</b>	<b>1 day prior to start of Main Draw 18:00 local time**</b>
Qualifying Sign-in Deadline	<b>1 day prior to start of Qualifying 18:00 local time</b>	<b>1 day prior to start of Qualifying 18:00 local time</b>

*\* Tournament must specify on factsheet.*

*\*\* No sign-in deadline for J300 events*

*\*\*\* Unless otherwise stated*

## **APPENDIX E – ITF WORLD TENNIS TOUR BRANDING GUIDELINES**

For full details please refer to “Branding Application Requirements for ITF World Tennis Tour” document available in the Tournament Organiser Pack and go to <https://ftp.itftennis.com/login> and login with the password provided by the ITF. Below see sample logos and some available branding assets.

Tournament Organisers can find the rules detailing permitted advertising In the ITF Rules of Tennis found in Appendix IV.