

## CHANGING YOUR PARTNER FOR AN ITF BEACH TENNIS TOURNAMENT

### OVERVIEW

This is a guide to how players should use the “vacancy” regulation to amend their entry in the event that one of the team has to withdraw due to injury, but the second player has found a replacement to compete in the tournament.

### PROCESS

1. Check that the entry deadline has passed.
  - a. If the entry deadline has **not** passed withdraw through IPIN and re-enter with new partner.
  - b. If the entry deadline has passed, but the qualifying sign in deadline has **not** passed, then move onto step 2.
  - c. If the qualifying sign in deadline has passed, substitution through this regulation is **not** permitted.
2. Ensure that the player that can no longer participate in the tournament has appropriate evidence for their withdrawal – e.g. medical letter for injury withdrawal
3. Email the ITF Supervisor (Referee) **and** [beach@itftennis.com](mailto:beach@itftennis.com). The email should state that under regulation F.4, you would like to make a substitution to a team on the entry list. You should include the names of the original pair, the player that is withdrawing along with the reason they are withdrawing (and the evidence included for the withdrawal), and the names of the new pair. Do **not** withdraw through IPIN\*.
4. The change in team is not official until confirmed by the ITF Supervisor for the tournament.
5. On acceptance, the new team’s place in the acceptance list will be based on new combined ranking, no higher than the original spot of the lower ranked player.

\*if you withdraw through IPIN then you will be removed from the tournament. The entry list on the website automatically updates and so it is not possible to re-enter a team into the draw after an official withdrawal.

### REGULATION

#### 4. Vacancies

A team shall constitute a doubles entry. Therefore, if either of the players of a team cannot play, that doubles entry is subject to default and substitution. However, if a player has to withdraw through injury or other unavoidable circumstances after the Entry Deadline, but before the qualifying sign in deadline, his/her partner may enter again with another player who has either:

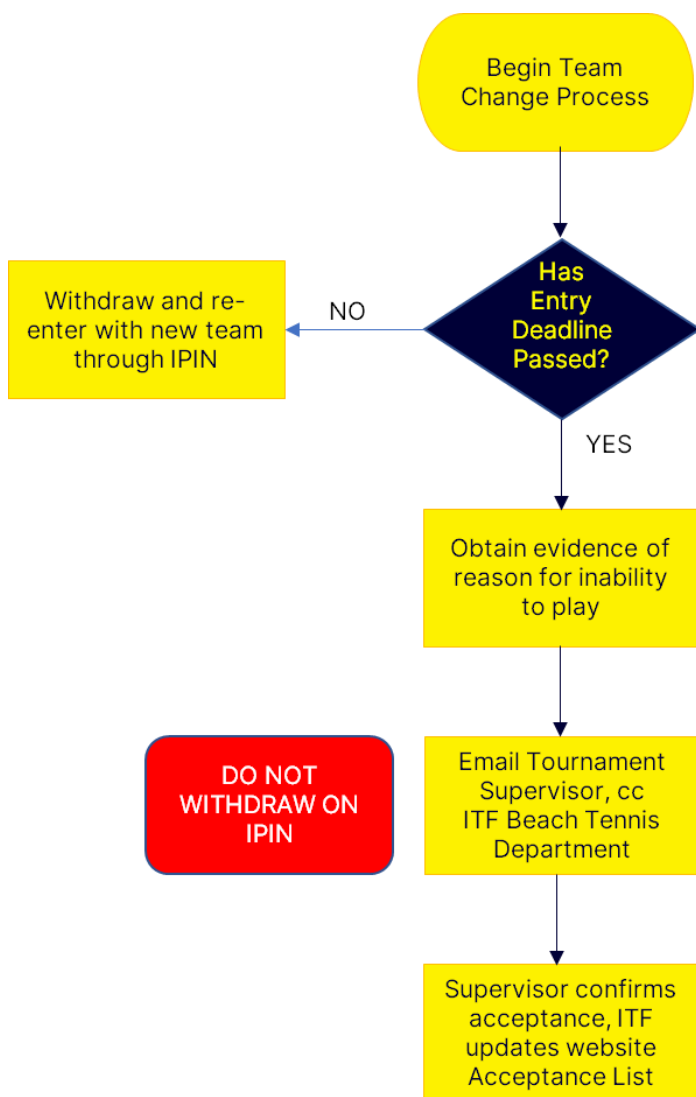
- a) not already been accepted into any doubles event due to take place during the same time period following the entry deadline;
- b) or been accepted into the same event but who is eligible under this rule to enter again due to the injury or unavoidable circumstances of his/her partner.

The new team’s entry shall be accepted, and the team shall be placed in the appropriate position on the Acceptance List in accordance with the System of Merit provided that this position is not higher than the final position of the previously accepted player(s) at the time of the Withdrawal in which case the team shall be placed in the final position of the withdrawn player. The System of Merit will be applied using the same ranking list as used at the entry deadline.

For avoidance of doubt, if both players in the new team had been previously accepted, the position of the player from the lowest ranking team shall be used. The new entry must be submitted as soon as is practicable thereafter so as to not delay the making of the Draw.

For the avoidance of doubt, any substitution by a team will result in that team being ineligible for any hospitality offered as part of the regulations. If the original team qualified for hospitality through their acceptance list position, the hospitality should be offered to the first team on the acceptance list not originally qualifying for hospitality.

PROCESS FLOWCHART



EXAMPLE EMAIL

Dear Supervisor,

[Player Name] has to withdraw from the [Tournament Name] due to [Reason] and we have attached [Documentation] to this email as evidence.

Under Regulation F.4 we would like to make a substitution in the pair and replace [Player Name] with [Player Name]. The new pair will be:

[Player Name            IPIN]  
 [Player Name            IPIN]

Kind regards,

[Player Names]