



ITF® Beach Tennis  
**WORLD TOUR**

**ORGANISATIONAL  
REQUIREMENTS 2024**

## FOREWORD

Thank you for partnering with the ITF to stage a tournament on the ITF Beach Tennis World Tour / Junior Tour in 2024. These Organisational Requirements are designed to provide you with all the information you need to ensure that your tournament achieves the standards and services expected on the Tour.

The document has been redesigned for 2024 with additional detail included to ensure that we support your goal of creating a high-quality tournament.

In addition, we have reviewed the sections of information required to support you and have created three distinct stages of information – Before the Tournament, Tournament Site and Personnel, and During the Tournament.

As you move through this document look out for:

- Useful tables at the start of each section
- Important paragraphs highlighted by green boxes
- All underlined words linking to further information

We are grateful to Nations and Tournament Organisers for hosting and committing to deliver these requirements so players, support teams, officials, tournament staff and fans can enjoy a high quality and consistent experience on the ITF Beach Tennis World Tour.

You can be assured our team is here to support you each step of the way.

## TEAM CONTACTS

Beach Department: [beach@itftennis.com](mailto:beach@itftennis.com)

Officiating: [officiating@itftennis.com](mailto:officiating@itftennis.com)

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## 1. GENERAL

The ITF Beach Tennis World Tour (BTWT) is comprised of the ITF Beach Tennis World Tour, the ITF Beach Tennis World Cup (and Regional Cups) and the ITF Beach Tennis Championships (and Regional Championships).

The ITF Beach Tennis Junior (BTJT) is comprised of the ITF Beach Tennis Junior Tour, the ITF Beach Tennis Junior World Cup (and Junior Regional Cups) and the ITF Beach Tennis Junior World Championships (and Junior Regional Championships).

BTWT Tournaments must comply with the provisions of the 2024 Beach Tennis World Tour Regulations and the 2024 Beach Tennis Organisational Requirements (this document, also referred to as the “Requirements”). BTJT Tournaments must comply with the provisions of the 2024 Beach Tennis Junior Tour Regulations and the 2024 Beach Tennis Organisational Requirements (this document, also referred to as the “Requirements”).

Any sanctioning National Association and the Tournament Organiser where separate (jointly the “Applicant”) awarded a one (1) year sanction on the BTWT or BTJT Calendar shall be subject to, and shall be bound by and comply with the BTWT / BTJT Regulations, the ITF Rules of Beach Tennis, the 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 this document entitled and the “[Guide to Recommended Health Care Standards for Tennis](#)” are essential reading prior to completion and submission of a Tournament application. Responsibility for ensuring compliance with these documents lies with the National Association, which must also ensure sufficient financial securities are in place.

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 must distribute the most up-to-date document to Tournament Organisers. Key documents regarding the organisation of BTWT and BTJT Tournaments are available on the dedicated sections of the [ITF Website](#).

# INTRODUCTION



## 2. 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 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 Organiser, 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. The ITF reserves the right to request that the Applicant to submit security documentation for the Tournament 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. The Tournament Organiser and ITF Supervisor must adhere to the Extreme Weather Rule ([Appendix D in the BTWT Regulations](#)) and the tournament must have a temperature and humidity recording device (e.g. sling psychrometer) to measure the Heat Index.

[Security Guidelines](#) have been sent to all National Associations and on the ITF website. These guidelines must be followed, and any questions directed to the ITF.

## 3. BEACH TENNIS WORLD TOUR

The ITF Beach Tennis World Tour or BTWT is the name for all ITF professional beach tennis tournaments, which includes offering \$0, \$5,000, \$10,000, \$15,000, \$35,000, \$50,000, \$75,000, and \$100,000 in prize money.

Tournament categories are listed as BT10, BT50, BT100, BT200, BT400, SS50, SS75, SS100.

The ITF Beach Tennis Junior Tour or BTJT, is the name for all ITF junior beach tennis tournaments. These tournaments do not include prize money and are listed as BTJ100.

Each tournament will be identifiable by category, host city and colour.

For example:



# INTRODUCTION



## COMPARISON CHART

Category	BT10	BT50	BT100	BT200	BT400	Sand Series	World Championships
Prize Money	\$0	\$4,000	\$10,000	\$15,000	\$35,000	\$50,000+	\$50,000+
Main Draw Size	16/32	16/32	16/32	16/32	32	32	32
Qualifying Draw Size	8/16/32	8/16/32	16/32	16/32	16/32	32	32/48
Tournament Days	1/2/3	1/2/3	2/3	2/3	3	3/4/5	5/6
Qualifying Days	1	1	1	1	1	1	1
Sports Physiotherapist	1	1	1	1	1	2	2
Supervisor	NATIONAL	NATIONAL	WHITE	WHITE	WHITE	SILVER	SILVER
Chair Umpire	NO	NO	SF	QF	QF	L16	MD
Line Umpire	NO	NO	NO	NO	NO	QF	QF
Player Lounge	NO	NO	YES	YES	YES	YES	YES
Balls	Q: 3 MD: 3 C: 2	Q: 3 MD: 3 C: 2	Q: 3 MD: 3 C: 2	Q: 3 MD: 3 C: 2	Q: 3 MD: 3 C: 3	Q: 3 MD: 3 C: 3	Q: 3 MD: 3 C: 3
Ball Change	Q: NO MD: NO C: NO	Q: NO MD: NO C: NO	Q: NO MD: NO C: NO	Q: NO MD: 9/20 C: NO	Q: 9/20 MD: 9/20 C: NO	Q: 9/20 MD: 9/20 C: NO	Q: 9/20 MD: 9/20 C: NO
ITF BTWT Branding	YES	YES	YES	YES	YES	YES	YES
Accreditation	NO	NO	NO	NO	YES	YES	YES
Hospitality	NO	NO	TOP 4	TOP 4	TOP 4	TOP 8	TOP 8
Tournament Bundles	NO	NO	YES	YES	YES	INCLUDED	INCLUDED

# BEFORE THE TOURNAMENT



## BEFORE THE TOURNAMENT DELIVERABLES AND CHECKLIST

Before	BT10	BT50	BT100	BT200	BT400	Sand Series	World Championships
Application	6 weeks		8 weeks		10 weeks	By Application	
Bundles	No		At Application		At Application	Mandatory	
Fact Sheet	6 weeks		6 weeks		6 weeks	By Application	
Financial Guarantee	No		No		9 weeks	By Application	
Draw Sizes MD / QD	16/32		16/32		16/32	By Application	

Checklist	Links	Page	x
Application Submitted		8	<input type="checkbox"/>
Fact Sheet Submitted		12	<input type="checkbox"/>
Financial Guarantee Submitted		10	<input type="checkbox"/>
Insurance Procured		13	<input type="checkbox"/>
Branding Created		13	<input type="checkbox"/>
Wild Card Submission		13	<input type="checkbox"/>

## 4. DEADLINES

Category	BT10	BT50	BT100	BT200	BT400	Sand Series	World Champ.
Prize Money	\$0	\$4,000	\$10,000	\$15,000	\$35,000	\$50,000+	\$50,000+
Application Submitted	6 weeks		8 weeks		10 weeks	By Application	
Fact Sheet	6 weeks		6 weeks		6 weeks	By Application	
Official's Confirmed to ITF	No		6 weeks		6 weeks	By Application	
Branding	No		Yes		Yes	By Application	
Cancellation	60 Days		60 Days		60 Days	60 Days	
Wild Card Submission	Alternate On Site Sign In Deadline		Alternate On Site Sign In Deadline		Wednesday before the Tournament Start	By Application	

Entry Deadline	Thursday @ 14:00 GMT – 11 Days before Monday of Tournament Week	Thursday @ 14:00 GMT – 11 Days before Monday of Tournament Week	Thursday @ 14:00 GMT – 11 Days before Monday of Tournament Week	Thursday @ 14:00 GMT – 11 Days before Monday of Tournament Week
Withdrawal Deadline	Thursday @ 14:00 GMT – 4 Days before Monday of Tournament Week	Thursday @ 14:00 GMT – 4 Days before Monday of Tournament Week	Thursday @ 14:00 GMT – 4 Days before Monday of Tournament Week	Thursday @ 14:00 GMT – 4 Days before Monday of Tournament Week
Qualifying Sign In Deadline	No Qualifying Sign In – Alternate Sign In Deadline: 18:00 local time 1 day prior to start of Qualifying	No Qualifying Sign In – Alternate Sign In Deadline: 18:00 local time 1 day prior to start of Qualifying	No Qualifying Sign In – Alternate Sign In Deadline: 18:00 local time 1 day prior to start of Qualifying	No Qualifying Sign In – Alternate Sign In Deadline: 18:00 local time 1 day prior to start of Qualifying
Main Draw Sign In Deadline	No Main Draw Sign In	No Main Draw Sign In	No Main Draw Sign In	No Main Draw Sign In

## 5. TOURNAMENT SANCTION APPLICATION

In order for BTWT / BTJT Tournaments to be approved and sanctioned by the ITF for inclusion on the Calendars, 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 the BTWT / BTJT Tournament. 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 submitted through the [Tournament Management System](#). Completed Tournament Application Forms must be submitted a minimum of six (6) weeks for a BT10, BT50 or BTJ100, or eight (8) weeks for a BT100 or BT200, or ten (10) weeks for a BT400 prior to the start of the Tournament (defined as the Monday of the Tournament week). See Table for further information on Tournament deadlines.

Sand Series tournaments are awarded through the Beach Tennis Committee and have a separate application process. All submissions must follow the deadline laid out in the Sand Series Application Form.



## BEFORE THE TOURNAMENT

World and Regional Championships and World and Regional Cups (and their Junior equivalent) are awarded through the Beach Tennis Committee and have a separate application process. All submissions must follow the deadline laid out in the respective Application Form.

Category	BT10	BT50	BT100	BT200	BT400	Sand Series	World Championships
Prize Money	\$0	\$4,000	\$10,000	\$15,000	\$35,000	\$50,000+	\$50,000+
Main Draw Size	16/32	16/32	16/32	16/32	16/32	32	32
Main Draw Wild Cards	2/4	2/4	2/4	2/4	2/4	4	4
Qualifying Draw Size	8/16/32	8/16/32	16/32	16/32	16/32	32	32/48
Qualifying Wild Cards	1/2/6	1/2/6	2/6	2/6	2/6	6	6/7

### Site Check

Where an application is received to hold a Tournament in a new venue, approval of the application is subject to a site check and written report being undertaken by the National Association and the report being submitted to ITF for review. Pictures must be included with all new applications for Tournaments on the BTWT, which must include photos of each match and practice court, the locker rooms, supervisor's office, players' lounge, and physio room. Where the tournament site will be temporary a photo of the site must still be submitted, with a site map an additional requirement. National Associations are expected to verify the information provided by the Tournament Organiser.

## 6. TOURNAMENT BUNDLES

BTWT BT100, BT200 & BT400 applicants can apply for the following additional bundles at the time of Tournament application:

- Hospitality (+H)
- Officiating (+O)
- Streaming and TV (+T)

Each additional bundle added to a Tournament will result in more ranking points on offer for players. Bundle requirements must be fulfilled in full for additional ranking points to be awarded.

In order for the additional ranking points to be awarded, all listed requirements in the selected bundle must be met in full.

### **Hospitality (+H)**

- Hospitality offered to additional four (4) men's and women's pairs (listed 5-8 in the acceptance list), in addition to mandatory obligations (teams 1-4).

### **Officiating (+O)**

- All matches from the Quarter Finals onwards to be Chair Umpired

## BEFORE THE TOURNAMENT

- Two (2) Line Umpires per court from Quarter Finals onwards. Line Umpires must be nationally qualified, and the relevant National Association must send the list of Line Umpires in advance of the Tournament.
- Minimum three (3) balls on court during all matches

### Streaming and TV (+T)

- Minimum three (3) HD Cameras with graphics and live scoring producing a clean international feed.
- 60-90 second highlights video\* to include:
  - Overhead of site or Tournament Entrance ‘introduction’ shot
  - Action shots throughout tournament
  - Enthusiastic crowd shots celebrating/cheering
  - Key points from each of the finals
  - Awarding of trophies for each winning team
  - OPTIONAL: Post-match interview with winning teams in English
- Raw footage in full of all streamed matches to be provided within four (4) weeks of the conclusion of the tournament.
- Show court with seating capacity.

\*NOTE: If this content is not provided within 48 hours of the conclusion of the Tournament, the Organiser will lose the ability to apply for bundles the following year. We would strongly recommend that preparations for the highlight videos are made in advance of the Tournament.

## 7. FINANCIAL GUARANTEE FOR BT400, SAND SERIES AND WORLD CHAMPIONSHIPS

The Applicant must provide a financial guarantee, no later than 9 weeks prior to the start of the Tournament. Failure to provide the financial guarantee by the required deadline, may result in the ITF cancelling the Tournament without any liability to the Applicant. The guarantee can be in the form of:

- an Irrevocable Letter of Credit from a reputable bank. The applicant must instruct their bank to send the Letter of Credit to the ITF’s bank’s SWIFT code (NWBKGB2L) naming themselves as the beneficiary and providing their address. SWIFT is a secure, electronic, bank-to-bank transaction. An example letter can be found within the Tournament Management System.
- a security deposit. This must be the full amount of the prize money deposited to the ITF’s bank account. The deposit will be returned to the sender at the completion of the Tournament once all the prize monies have been paid out to participants.
- a Letter of Guarantee for national associations who are due from the ITF either the share payment from the Date Sales Activity or prize money from Davis Cup / Billie Jean King Cup. An example letter can be found on the Tournament Management System.

## 8. SANCTION FEE

Sanction fees in 2024 are as follows:

Category	Sanction Fee
Regional Cup	\$1,000
Regional Championships	\$500
Sand Series	\$0
BT400	\$1,500
BT200	\$750
BT100	\$600
BT50	\$300
BT10	\$300
BTJ100	\$150

Sanction fees will be invoiced to the National Association on a quarterly basis.

Sanction fees are non-transferable and will not be refunded due to cancellation or reduction of Prize Money Category unless there are exceptional circumstances, at the discretion of the ITF.

## 9. CANCELLATION AND SUBSTANTIAL CHANGES

No BTWT or BTJT Tournament, may cancel, postpone, or make substantial changes to Tournament arrangements less than 60 days prior to the scheduled commencement of the Tournament. Violation shall subject the Applicant (defined as the sanctioning National Association and where applicable any third-party agent (Tournament Organiser)) to a fine of up to US \$1,000, forfeiture of all sums, if any, previously paid or due to the ITF, reimbursement of unrecoverable expenses incurred and/or denial of subsequent applications.

## 10. BTWT / BTJT REGULATIONS

The BTWT / BTJT Regulations are issued and maintained by the Beach Tennis Committee for the purpose of ensuring the orderly and fair administration of BTWT and BTJT Tournaments. Each Tournament Applicant and each player entrant in a BTWT or BTJT Tournament agrees, as a condition of such entry, to abide by and be subject to the BTWT / BTJT Regulations, which include the BTWT / BTJT Code of Conduct and the ITF Welfare Policy, as amended from time to time by the Beach Tennis Committee.

## 11. ITF RESPONSIBILITY

The ITF will assist in the overall organisation of the BTWT Tournaments through coordination of the international calendar and management of player entries.

## BEFORE THE TOURNAMENT

The ITF will assist in the overall organisation of the BTJT Tournaments through coordination of the international calendar. Tournaments are responsible for managing entries and withdrawals for their own tournament and ensuring that Entry and Acceptance Lists are published. The Entry List must be published at least five (5) weeks before the Monday of the tournament week and updated on a weekly basis until the entry deadline. A copy of the Acceptance List must be sent to the ITF ([beach@itftennis.com](mailto:beach@itftennis.com)) immediately following the Entry and Withdrawal Deadlines and Sign-in.

### 12. FACT SHEET

The official Fact Sheets for Tournaments must be submitted by email to the ITF Beach Tennis Department ([beach@itftennis.com](mailto:beach@itftennis.com)) by the deadline outlined in Section 5. Deadlines.

The National Association will be held liable for any unrecoverable costs and expenses incurred if incorrect information is provided and subsequently published.

Failure to comply with the deadline for submission of Fact Sheet information may result in the removal of a Tournament from the ITF Calendar.

### 13. SAFEGUARDING

Each Tournament Organiser must provide on the Fact Sheet, the name and contact details (address, email and telephone) of the statutory authority in their country (or state, 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.

In addition, each tournament must provide a contact person on-site which handles safeguarding issues. The Tournament must provide the contact's name, email and telephone. On the Tournament Fact Sheet, the ITF will also provide details of the ITF's safeguarding reporting process.

### 14. MEDIA, COMMERCIAL, DATA RIGHTS

The ITF's regulations regarding media, commercial and data rights are detailed in the [BTWT Regulations – Appendix C](#).

For the avoidance of doubt no sponsorship will be permitted either as part of the Commercial Rights or as Tour Sponsor Rights to any entity in respect of tobacco products, hard liquor products, betting companies, political activity or other category deemed to be detrimental to the sport of tennis, as reasonably determined by ITF in consultation with the applicable National Associations. It is permitted to appoint casinos or national, regional or state sports lotteries as part of the above rights (with the prior approval of the ITF) provided they do not offer tennis betting as part of their business activity.

### 15. 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 must be provided to the ITF on request.

The Applicant is encouraged to take out those insurance policies that safeguard against employer's liability, business interruption and personal injury as well as any other appropriate insurance policies recognised under local law. In addition, it is strongly recommended that the Applicant obtain and maintain event cancellation and abandonment insurance which insures against all reasonably known financial risks arising from the rescheduling, cancellation and/or abandonment in whole or in part of a Tournament due to force majeure.

### 16. PROGRAMME AND BANNERS

If required, Pro Tour Tournaments shall assign to the ITF, free of charge, one (1) page in the Official Tournament Programme for an ITF editorial or advertisement. If required, Tournaments shall display up to two banners displaying the official World Tour logo and/or Junior Tour logo on their show court. These banners will be provided at the expense of the Tournament.

World Tour Category BT100, BT200, BT400 Tournaments should consider this a minimum requirement.

### 17. WILD CARDS

National Associations are responsible for the selection and the awarding of the Wild Cards. If required by the ITF, Tournament Organisers are obliged to provide an explanation of how the Wild Cards were selected at any Tournament in their nation.

The Tournament Organiser with the approval of the sanctioning National Association and the ITF may hold a Pre-Qualifying/Wild Card events to determine the selection of Wild Cards. Pre-Qualifying/Wild Cards for any BTWT Tournament must take place prior to the Tournament Week.

Tournament Organisers must submit Pre-Qualifying/Wild Card tournament conditions to the ITF for approval and the ITF has the right to reject any tournament conditions created by the Tournament Organiser/National Association.

Tournaments must send written confirmation of the offer and acceptance of a Wild Card to players. Players and Tournament Organisers may not offer and/or receive any compensation for receiving or awarding a wild card. Acceptance of the offer of a Wild Card constitutes a player's Commitment to the Tournament.

# TOURNAMENT SITE AND PERSONNEL



## TOURNAMENT SITE AND PERSONNEL DELIVERABLES AND CHECKLIST

Before	BT10	BT50	BT100	BT200	BT400	Sand Series	World Championships
Supervisor	National		White		White	Silver	
Chair Umpires	NO		National		National	National	
Line Umpires	NO		National		National	National	
Ball Retrievers	NO		Recommended		Recommended	Recommended	
Sports Physiotherapist	1		1		1	2	
Entertainment	MC		MC		MC/DJ	MC/DJ	
Live Scoring	NO		NO		Recommended	Required – ITF provided	
Broadcast	NO		Bundle		Bundle	Required	

Checklist	Links	Page	x
Required Courts	<a href="#">Dimensions</a>	16	<input type="checkbox"/>
Accreditation	<a href="#">ITF UNO</a>	21	<input type="checkbox"/>
Tournament Personnel		22	<input type="checkbox"/>
Lounge / Notice Board		20	<input type="checkbox"/>
Treatment Room		20	<input type="checkbox"/>
Restaurant	<a href="#">Recommended Food</a>	21	<input type="checkbox"/>
Entertainment		26	<input type="checkbox"/>
Broadcast	<a href="#">Host Broadcast Manual</a>	28	<input type="checkbox"/>

## TOURNAMENT SITE AND PERSONNEL



### 18. VENUE TYPE

The Tournament should be held at a single venue in either an indoor 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. Tournament conditions on all match courts must be the same.

Tournaments held outdoors are advised to create 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 some courts that are covered and some courts that are not covered, 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 must make best efforts to ensure all matches are free from outside distractions.

# TOURNAMENT SITE AND PERSONNEL

## 19. COURTS



### MINIMUM

Rounds			Max Match	Draw (MD-Q)	1 day MD		2 days MD		3 Days MD		4 Days MD	
Q	MD	CON			MC	PC*	MC	PC*	MC	PC	MC	PC
0	4	3	44	16-0	5	2	3	1	2	1		
2	4	3	56	16-8			3	1	2	1		
3	4	3	72	16-16			4	1	3	1		
0	5	4	92	32-0					4	2	3	2
1	5	4	108	32-16					4	2	3	2
2	5	4	140	32-32					6	2	4	2
1	5	4	108	SS**-16					8	2	6	2
2	5	4	140	SS**-32					8	2	6	2

### RECOMMENDED

Rounds			Max Match	Draw (MD-Q)	1 day MD		2 days MD		3 Days MD		4 Days MD	
Q	MD	CON			MC	PC*	MC	PC*	MC	PC	MC	PC
0	4	3	44	16-0	6	2	4	2	3	2		
2	4	3	56	16-8			4	2	3	2		
3	4	3	72	16-16			5	2	4	2		
0	5	4	92	32-0					6	2	4	2
1	5	4	108	32-16					6	2	4	2
2	5	4	140	32-32					8	2	6	2
1	5	4	108	SS**-16					8	2	8	2
2	5	4	140	SS**-32					8	2	8	2

\*Recommended for BT10/BT50; mandatory for BT100+

\*\* Sand Series tournament – 32 Main Draw size

The sanctioning National Association and Tournament Director must ensure that the match courts conform fully to Rule 1 'The Court' of the [ITF Rules of Beach Tennis](#).

Please also refer to Appendix I in the [ITF Rules of Beach Tennis](#) to ensure the Prohibited Service Return Zone is correctly marked out and the rule observed.

The ITF requires a minimum distance of 1.5 metres between courts or between the outside edge of the court lines and any other fixture or fitting, whichever is closer.

The ITF requires a minimum distance of 0.5 metres between the net post and the side-line.



## TOURNAMENT SITE AND PERSONNEL

### 20. PRACTICE COURTS

The following principles will apply at all BTWT tournaments.

1. Tournaments must have the following minimum number of practice courts available for a minimum of nine (9) hours each day, at least one day prior to the start of the event through the completion of the tournament:

<u>Level</u>	<u>16 Main Draw</u>	<u>32 Main Draw</u>
BT10/BT50	1	1
BT100/BT200	2	2
BT400	2	4
Sand Series		4
World Championships		4

2. A clear allocation and booking process for practice courts should be made clear to players at the beginning of the tournament. This process should ensure a fair and transparent allocation process for all players.
3. Practice must be free for all players from the designated start day (minimum of one day before qualifying) until their elimination from the tournament.
4. There is no obligation to provide access to practice courts for eliminated players, although it is encouraged where possible. The opportunity to practice, if provided, must be the same for all eliminated players.

5. On all days, a priority for practice will apply as follows:

- I. First match warm-ups.
- II. Players scheduled to compete on that day (or the following day for practice that takes place on the day of qualifying sign-in).
- III. Top 5 Alternates (on the day before qualifying and on the first day of qualifying), and Top 3 Lucky Losers (on each day until the end of the first round).
- IV. Main Draw players scheduled to compete on the following day.
- V. Remaining Main Draw players, Alternates and Lucky Losers.
- VI. Eliminated players.

#### **Staffing and Recommendations**

- A member of the tournament staff must administer the practice court schedule, be onsite to take bookings during practice hours, and be able to apply the priority order (see point 5 above).

## TOURNAMENT SITE AND PERSONNEL

- Tournaments are encouraged to deliver more than the minimum requirements stated above. This may include more practice courts and extended hours of availability.

Deviation from these principles can only be made with prior approval from the ITF.

### 21. COURT REQUIREMENTS

All match courts shall be of exactly the same type of sand. In the event of bad weather, play may be moved under cover but the surface of all such covered courts should be the same. The ITF requires a minimum sand depth of 40 cm.

The surface must be composed of levelled sand, as flat and uniform as possible, free of rocks, shells and anything else which can represent risks of cuts or injuries to the players. The playing surface must not present any danger of injury to the players. All match courts shall be substantially aligned, except in exceptional cases approved in writing by the ITF.

#### **Court Preparation**

All courts must be kept clean, well maintained throughout the competition and safe for play. Courts shall be raked and watered (if necessary) before the start of all matches and in between each set.

It is recommended that all match courts have backdrops (at least 2.5m high) behind the baseline.

#### **Court Equipment**

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

- Net, net posts, and court boundary tape all of which must comply with the Rules of Beach Tennis. No advertising is allowed on the net, band, court boundary tape, or net posts except as provided in [Appendix V of the Rules of Beach Tennis](#). The same make and colour of nets must be used and must be in good/excellent condition. Each tournament shall have spare nets available. The court boundary tape should include markings for the Prohibited Service Return Zone. If not, a marker must be placed on or immediately outside the sideline.
- Measuring device – a measuring stick, tape measure or other measuring device must be available for the measuring of the net height.
- Players' Chairs – each Tournament must provide chairs for the players located on each side of the Chair Umpire.
- Umbrellas on courts for players and chair umpires for tournament held during hot weather conditions.
- Scoreboards - Tournaments should provide scoreboards for all courts.
- Trash Cans – there should either be one large trash can behind the Chair Umpire Chair or two small trash cans, one next to seating for each team.
- Chair Umpire's Chair (as required in accordance with the – Minimum Officiating Requirements) – it is recommended to have a small writing table to the right-side armrest of the Umpire's Chair.

## TOURNAMENT SITE AND PERSONNEL

- Line Umpires' Chairs (as required in accordance with the – Minimum Officiating Requirements), all of which must be located on the extension of their respective lines along the side fence.
- Towels are recommended for player use and a deposit may be charged.
- It is recommended that the Stadium court has a PA system (Microphone) for the chair umpire to announce the matches.

### 22.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 should be held on one site only. If a second site is used only for practice courts, then that site must be listed on the fact sheet. Please detail the site address and for which days the site will be used.

### 23. 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 professional beach 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 ratio of 1.5 : 1.

Light poles should be positioned so that light is evenly distributed around the court and the poles should be positioned not to affect player safety or match play.

The ITF Supervisor has the authority to suspend play on any court if the intensity of illumination, in their judgment, is insufficient for professional tennis.

### 24. ITF SUPERVISOR'S OFFICE

A private, enclosed office with a desk must be provided for the ITF Supervisor in close proximity to the courts. If no permanent structure is easily available and accessible to the courts, a tent or marquee should be erected for this purpose. The ITF Supervisor must be provided with:

- Power source.
- 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 5-10 Mbps.
- An international telephone line (phone number must be shown on the Tournament Fact Sheet).
- Printer/Photocopier (preferably colour) and a good supply of paper.
- Microphone for Public Address System.
- Communication devices, such as walkie-talkies, which must also be provided to the Chief Umpire, each Chair Umpire and Sport Physiotherapist. This is a recommendation for BT10, BT50 and BTJ100 tournaments, but required for all other tournaments.

### 25. PHONE LINE / INTERNET ACCESS

A phone line and dedicated and stable internet access must be provided for the ITF Supervisor on-site. Internet access should also be provided to players, free of charge.

### 26. CHANGING FACILITIES

Suitable male and female changing rooms/facilities, or alternatively suitably partitioned areas for use by male and female players, preferably adjacent to the Tournament courts, must be available. Changing rooms must be “Player access only”. Where possible, lockers should be provided to enable players to leave belongings without risk.

Facilities must include toilets, showers and hand washing facilities (all cleaned on a daily basis), an adequate supply of toilet paper and wastepaper/sanitary bins.

### 27. PLAYER LOUNGE

At World Tour Category BT100, BT200, BT400 & Sand Series Tournaments and Junior Tour Tournaments, a player lounge must be provided. Best effort should be made to provide a player lounge at BT10 and BT50 Tournaments.

This area must only be accessible by ITF tournament players and Tournament personnel. If no permanent structure is easily available and accessible to the courts, the ITF recommends a tent or marquee that provides shade is erected for this purpose.

The area should be equipped with sofas/comfortable chairs and be supplied with fruit and water. It is also recommended to be supplied with non-carbonated soft drinks, including sports drinks – please consult [Recommended Food and Drink](#). The players’ lounge must be freely available to all players still in competition. Tournaments are encouraged to allow eliminated players access to the lounge, lounge facilities and refreshments although this remains at the discretion of the Tournament Organiser.

A notice board must be placed in the Player Lounge and/or near the Tournament Desk. All player information must be clearly displayed and updated daily. This information must include the latest Order of Play, updated Draw Sheets and relevant player notices (e.g. transfers from site to official hotel, practice court schedule, etc.).

### 28. TREATMENT ROOM

A separate treatment room should be made available, preferably located near the courts. Alternatively (but not recommended), a partitioned area (for privacy reasons) adjacent to the changing rooms may be suitable, provided this is equipped with a wash hand basin, is well ventilated and is of a suitable temperature.

The room must include:

- One adjustable (including variable height down to 60 cm) padded treatment table per Sports Physiotherapist in good repair and sanitary condition.
- A desk, table or countertop for medical supplies.
- Three chairs and/or rolling stools.

## TOURNAMENT SITE AND PERSONNEL

- Lockable cupboard for storage of paperwork and medications.
- Adequate supply of clean towels and sheets.
- Ice and non-carbonated water (still) in sealed containers.
- Dispensed soap (or the equivalent) and paper towels.
- Automatic External Defibrillator (AED).

It is recommended to have a separate, shaded area for players waiting for treatment, with appropriate seating.

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.

### 29. ON-SITE-ANTI-DOPING TESTING FACILITY

If required and when requested, each Tournament is obligated (unless indicated otherwise) to provide the following facilities:

- A private room with separate toilet; or, at the discretion of the ITF or Anti-Doping authorities an alternative on-site location.
- The room/location must have/contain:
  - A lock on either the door or the fridge.
  - A desk and two chairs.
  - Lockable cabinet (if the room is not private and lockable).
  - Access to the internet (if possible).

In addition, the Tournament is required to provide staff assistance for site set-up and facility maintenance during the Tournament.

### 30. RESTAURANT

It is strongly recommended the Tournament Director allocates a nearby restaurant as an official restaurant for the duration of the Tournament. The restaurant, which should be open throughout the day, must offer various types of food and drink suitable for athletes at a reasonable cost. If possible, the ITF recommends that the Tournament Director negotiates reduced food rates for players and Tournament officials. 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 consult [Recommended Food and Drink](#) for a list of recommended foods and drinks.

### 31. SECURITY / ACCREDITATION

Many of the above areas should be designated “Player access only”, into which only entered players, their nominated coaches and Tournament officials may be allowed access. Such individuals should be issued with appropriate accreditation passes.

Each Tournament must provide sufficient personnel to ensure access to these areas is restricted as required.

# TOURNAMENT SITE AND PERSONNEL

## ITF UNO Accreditation System

ITF UNO is an accreditation platform provided by the ITF to BTWT tournaments at BT400 and Sand Series level free of charge.

These tournaments are strongly encouraged to implement ITF UNO for accreditation purposes at all ITF tournaments. ITF UNO helps provide:

- Security: Enhanced security at the tournaments, complete access control.
- Integrity: All requests are automatically checked against ITIA Non-Credential List
- Efficiency: All players in the Main and Q draw will have their accreditation requests automatically created and approved reducing administration

You can find more details about [ITF UNO](#) and if you would like to use ITF UNO at your tournament, please contact [UNO@itftennis.com](mailto:UNO@itftennis.com).

## **Other Systems**

Tournament Organisers / National Associations may use any alternative accreditation system. It is recommended that the following [Terms & Conditions](#) should be included on the back of all printed accreditation for Players/Staff and Media or printed to be signed before accreditation is released.

Accreditation should display:

- Full name of the person
- Nationality
- Role/Category (i.e. Player, Coach, Stringer, Chair Umpire etc)
- List of areas with access Rights (i.e. Venue, Courts, Player Lounge etc)
- Headshot/passport style photo

## 32. TOURNAMENT ADMINISTRATION

The National Association must designate a Tournament Administrator who will be the point of contact within the Association for the Tournament.

The National Association, in consultation with the Tournament Administrator, if applicable, must also designate a Tournament Organiser, who will be responsible for all aspects of the organisation of the ITF Beach Tennis Tour Tournament. The National Association must also designate a Tournament Director who will be responsible for all the aspects of the organisation on-site during the event (except for rules and on-court issues, which are the responsibility of the ITF Supervisor).

The Tournament Administrator, Tournament Organiser and Tournament Director can be the same person or different people. However, none of these persons also is permitted to hold the role of ITF Supervisor. None of these persons are permitted to compete in their event.

### **Tournament Administrator**

Must be authorised by the relevant National Association to be the point of contact for the ITF. The Tournament Administrator must be able to communicate proficiently in English,

## TOURNAMENT SITE AND PERSONNEL

Spanish or French and must be fully aware of his/her responsibilities. His/her responsibilities include, but are not limited to the following:

1. Submit the Tournament application.
2. Provide support to the Tournament Organiser and Tournament Director of an event.
3. Provide the Fact Sheet to the ITF and any other information/assistance as requested.

### Tournament Organiser

The Tournament Organiser should be English speaking and be fully aware of his/her responsibilities. These include, but are not limited to the following:

1. Respond to any related queries prior to the Tournament (from players and public).
2. Assist the Tournament ITF Supervisor in the weeks leading up to the Tournament.
3. Resolve organisational issues prior to the Tournament.
4. Ensure sufficient officials, Tournament staff and assistants are provided for the Tournament.
5. Deal with media and sponsors in advance of the Tournament.

### The Tournament Director

Must be English speaking and be fully aware of his/her responsibilities. These include, but are not limited to the following:

1. Be on-site throughout the duration of the Tournament.
2. Liaise with the Tournament Organiser to ensure that all organisational requirements have been met (e.g. officials and staff personnel have been confirmed).
3. Assist the Tournament ITF Supervisor if required.
4. Resolve any organisational issues during the Tournament.
5. Manage the Tournament assistants and staff during the Tournament.
6. Ensure the officiating requirements are met.
7. Ensure all courts are fit for play at the start of each day's play (including practice periods) and are maintained throughout the Tournament.
8. Resolve any problems of players and officials in relation to the Tournament organisation.
9. Ensure media and spectators' queries are resolved.
10. Pay out Prize Money to players (at BTWT Tournaments only. Amount to be confirmed by the ITF Supervisor).
11. Send high resolution photographs from the Tournament finals and the prize giving ceremony to the ITF.
12. Send a photograph of main show court with banners in place to the ITF.
13. Send a copy of the Programme and press cuttings to the ITF (if applicable).
14. Send copies of any video footage recorded at the event to the ITF.
15. Send a completed media/sponsors form to the relevant National Association and ITF.

## 33. TOURNAMENT OFFICIALS

Names of the designated officials must be provided to ITF Officiating – [officiating@itftennis.com](mailto:officiating@itftennis.com) at least six (6) weeks in advance of the Tournament.

Tournament Organisers and national associations are encouraged to provide this information well in advance of the deadline. Failure to comply with this deadline and to meet the [Minimum Officiating Requirements](#) may result in the removal of the Tournament from the ITF Calendar.



## ITF Supervisor

Each Tournament must appoint and provide an appropriately certified official, in accordance with the [Minimum Officiating Requirements](#), to act as ITF Supervisor. 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 approved by the ITF.

The ITF Supervisor is the final authority for on-site issues related to the Rules of Beach Tennis, the BTWT / BTJT Regulations and all on-court matters.

The Tournament Organiser is obliged to enforce the ITF 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.

The ITF Supervisor's fee and all related costs are the responsibility of the Tournament Organiser and must be paid directly to the ITF Supervisor on site.

All other expenses related to the ITF Supervisor (i.e. flight, hotel (individual room – single occupancy), local transportation, hospitality, meals and any other necessary expenses) are the responsibility of the Tournament Organiser.

## Chair and Line Umpires

The Tournament is responsible for paying a fee and covering meal and travel expenses for all Chair and Line Umpires (as per [Minimum Officiating Requirements](#)).

All officials (Supervisor, Chair & Line Umpires, Chief of Umpires, Deputy Referees) working the event must be paid on the last day of the event or if the Tournament is paying by bank transfer, these payments must be sent by Tuesday following the completion of the tournament.

## 34. TOURNAMENT DOCTOR & SPORTS PHYSIOTHERAPIST

It is the responsibility of the tournament-appointed Physiotherapist to complete a [Medical Emergency Plan](#) before the Tournament.

The Tournament Director, Doctor, and Physiotherapist must meet to review the Medical Emergency Plan before the Tournament.

## Tournament Doctor

An English-speaking Tournament Doctor must also be "on-call" at all times during playing hours for the duration of the Tournament (i.e. contactable by phone and available to come on-site if required). At Sand Series and World Championships, the Doctor must be on site for the duration of play on the first day of the Main Draw.

It is recommended that all tournament doctors complete the following ITF courses:

- ITF Medical Standards for Beach Tennis training course.
- ITIA Anti-Doping Course
- ITF Safeguarding Course



## TOURNAMENT SITE AND PERSONNEL

All players accepted and competing in the Tournament, including eligible Lucky Losers, shall be eligible for treatment from the doctor, as a minimum for the duration of their participation in the Tournament.

Any on-site treatment should be provided free of charge to players. A copy of the completion certificate should be presented to the ITF Supervisor on the first day of the tournament.

If it is more practical or cost efficient for the Tournament that the doctor conducts necessary player consultations and treatments off-site, the expense of consultations / treatments that could practically be conducted by the doctor on-site remain the responsibility of the Tournament Organiser.

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

### **Sports Physiotherapist**

The Tournament Organiser must appoint an English-speaking Sports Physiotherapist to provide on-site health care services for the players beginning one hour before matches commence until completion of all matches. The Physiotherapist must be appointed a minimum of two weeks prior to the tournament.

For Sand Series tournaments, the tournament must appoint a second English-speaking Sports Physiotherapist that will be available from the start of Qualifying for the first two days of the Tournament.

It is recommended that all reasonable off-court treatment is provided free of charge to players.

All players accepted and competing in the Tournament, including eligible Lucky Losers, shall be eligible for treatment from the Sports Physiotherapist, as a minimum through the day of elimination.

The Tournament Organiser must ensure the Sports Physiotherapist has appropriate qualifications and experience to treat players. Sports Physiotherapists should be familiar with the ITF's medical treatment procedures and the general ITF Rules of Beach Tennis. For guidance on appointing a qualified Sports Physiotherapist, see the [Guide to Appointing a Sport Physiotherapist](#).

All physiotherapists should complete the following ITF training modules:

- ITF Medical Standards for Beach Tennis training course.
- ITIA Anti-Doping Course
- ITF Safeguarding Course

### 35. MASSAGE THERAPIST

It is recommended for BT100 and BT200 that an English-speaking certified massage therapist is available for players to access during the event.

For BT400, Sand Series, and the World Championships an English-speaking certified massage therapist should be available for players to access during the event.

## TOURNAMENT SITE AND PERSONNEL

The massage therapist must be licensed/certified (or International equivalent) and formally trained massage therapist. A fee may be charged by the therapist for their services.

### 36. TOURNAMENT ASSISTANTS

Each Tournament must provide sufficient personnel to assist the Tournament Director and the ITF Supervisor with their administrative duties. These assistants, several of whom should preferably be English speaking and have previous tournament experience, should also be available to assist players with any Tournament related issues, such as hotel reservations, travel arrangements to the next Tournament etc. Recommended assistant roles are Accreditation Manager, Court Manager, Hospitality Lead, Player Services Manager, Transport Coordinator, and Volunteer Lead.

#### **Court Maintenance Staff**

The Tournament must appoint and pay all costs for sufficient personnel responsible for the maintenance of the courts, who must always be available on-site and always keep all match and practice courts to the required standard. Court services personnel should be trained and aware of local laws regarding the proper handling of biohazardous waste.

### 37. ENTERTAINMENT STAFF

#### **Master of Ceremonies (MC) & Disk Jockey (DJ)**

The ITF recommends the Tournament appoints an MC to be based predominantly on the main show court at all Tour events. His/her main role would be to entertain the spectators – this may include, but should not be limited to, introducing the players onto court, commentating between points/games and announcing the score during a match (in the absence of a Chair Umpire) as well as the current scores and results of other matches.

The MC must have a good understanding of the ITF Rules of Beach Tennis and should be responsible for ensuring that any spectator entertainment (e.g. music) does not disrupt the normal course of a match.

In association with the MC, a DJ (with sound system) may be appointed to perform/play music between games/sets/matches. Ideally the DJ will be fully briefed on the ITF Rules of Beach Tennis and must be sympathetic with regards to playing music during a match. The DJ should be provided with an updated order of play on a daily basis and should pay close attention to matches being played to ensure as little disruption/distraction is caused to players as possible.

#### **Hosts/Hostesses**

To help facilitate the entertainment run by the MC, a number of hosts/hostesses may be employed. Such individuals may be the same personnel employed as Tournament Assistants.

## TOURNAMENT SITE AND PERSONNEL

### 38. ACCREDITATION STAFF

Each tournament must have at least one staff member that will oversee the accreditation process for the tournament. This individual and any other individuals responsible for accreditation must manage the credential process for the tournament as per Section 32.

The credential staff must ask for a photo Id, preferably passport, to confirm the identity of every person before handing over the accreditation.

### 39. VOLUNTEER STAFF

Tournaments can be more successful with the support of volunteers. Volunteers can fill several valuable roles during a tournament, such as credential monitors for locker rooms or facility, fitness facilities access, ball persons monitor, player lounge monitor, photographer, player services assistance, scoring monitor, hospitality assistance, ticket office assistance, sponsorship hospitality, ushers, or other similar roles. It is recommended that there is a coordinator for all volunteers is created to handle the applications. It is important to screen these individuals and follow local laws prior to them working. It is also important to provide clear job description and duties for all individuals assisting with the tournament.

### 40. BALL RETRIEVERS

All ball retrievers must be trained prior to going onto court for their first match. Ball retrievers must understand tennis scoring and specifically how tiebreakers are played. The ball retrievers should know their responsibilities and must be trained on procedures for warm-up, change-over and ball change and positioning. Clothing for ball retrievers shall not be identical to the Officials' uniform and shall not be light coloured, particularly white or yellow. For outdoor Tournaments played in high temperatures dark coloured clothing must not be worn. It is recommended to have a shaded space for ball retrievers to gather before the start of play and for breaks during the day.

#### **BT10 and BT50 Tournaments**

Ball retrievers are optional.

#### **BT100 and BT200 Tournaments**

Ball retrievers are recommended for all match courts from the Quarter Finals.

#### **BT400, Sand Series, World Championships and World Cup Tournaments**

A minimum of two (2) ball retrievers are recommended for all matches from the Quarter Finals onwards and it is recommended to have four (4) ball retrievers for matches on all courts that are broadcast.

### 41. PRESS OFFICER

It is recommended that a person who has good knowledge of tennis, has public relations or media experience and has strong local media contacts is appointed Press Officer for the Tournament. The responsibilities of a Press Officer may include issuing press releases

## TOURNAMENT SITE AND PERSONNEL

about the Tournament to local media and dealing with requests from media both in advance and during the Tournament.

### 42. PHOTOGRAPHER

Tournaments should provide an official photographer for the duration of the tournament. For BT200, BT400 and Sand Series tournaments, and the World Championships, tournaments must appoint an official photographer for the duration of the tournament. Official photographs should be submitted to the Beach Tennis Department with the following requirements:

#### **BT10, BT50, BT100 and BTJ100**

- At least one photo of the winning men's/boys' team and one photo of the winning women's/girls' team from the medal ceremony by 12:00 GMT the day following the tournament.

#### **BT200**

- At least one photo of the winning men's/boys' team and one photo of the winning women's/girls' team from the medal ceremony within two (2) hours of the conclusion of the ceremony
- At least five (5) action shots by 12:00 GMT from the previous day's play (Main Draw)

#### **BT400, Sand Series and World Championships**

- At least one photo of the winning men's/boys' team and one photo of the winning women's/girls' team from the medal ceremony within two (2) hours of the conclusion of the ceremony
- At least five (5) action shots by 12:00 GMT from the previous day's play (Main Draw and Qualifying)

Access for photos should be provided to [beach@itftennis.com](mailto:beach@itftennis.com).

### 43. LIVE SCORING

The ITF encourages organisers to offer live-scoring services for all matches that have a Chair Umpire. Tournaments offering live-scoring must inform the ITF at least one (1) month in advance and share a website link to access scores the week of the tournament.

Sand Series tournaments will have live-scoring devices and support provided by the ITF.

### 44. BROADCAST

Any broadcast must follow the [ITF Beach Tennis Host Broadcast Manual](#).

## DURING THE TOURNAMENT

### DURING THE TOURNAMENT DELIVERABLES AND CHECKLIST



Before	BT10	BT50	BT100	BT200	BT400	Sand Series	World Championships
Balls QD	3			3	3 @ 9/11		
Balls MD	3			3 @ 9/11	3 @ 9/11		
Balls C	2			2	3		
Balls Practice	1 Used			2 Used	2 New		
Hospitality	N	Top 4		Top 4	Top 4	Top 8	Top 8
Water / Ice / Towels	Y/Y/N			Y/Y/N	Y/Y/Y		
Sports Drink / Fruit	Y/Y			Y/Y	Y/Y		
Scoreboards / Trash Cans	Y/Y			Y/Y	Y/Y		
Transport – Hotel	IF >1.5KM			IF >1.5KM	IF >1.5KM		
Transport – Airport/Station	N			N	N	Y	

Checklist	Links	Page	x
Balls Ordered		31	<input type="checkbox"/>
Match Schedule Plan		30	<input type="checkbox"/>
Medical Equipment		33	<input type="checkbox"/>
Hotel Reserved		34	<input type="checkbox"/>
Transport Plan		37	<input type="checkbox"/>
Prize Money Plan		33	<input type="checkbox"/>
Draw   Prize Giving Ceremony		38	<input type="checkbox"/>

## DURING THE TOURNAMENT

### 45. TOURNAMENT ENTRY FEES

The following maximum Entry Fee may be charged by the Tournament Organiser per team prior to the start of the Tournament, covering teams in both Main Draw and Qualifying. At the discretion of the Tournament Organiser, the Entry Fee may be deducted from prize money. The Tournament Organiser must 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.

Tournament	Max. Entry Fee (per team*)
World Championships	US\$150
Regional Championships	US\$100
Sand Series	US\$150
BT400	US\$150
BT200	US\$100
BT100	US\$100
BT50	US\$70
BT10	US\$70

\*Each player in a team is responsible for payment of half of the Entry Fee.

Tournaments are recommended to consider a reduced entry fee for teams accepted into the Qualifying Draw, with the balance payable on Main Draw qualification.

Indoor events may charge an additional US\$20 per team.

Entry fees should be payable by as many methods as possible, including cash, bank transfer, credit/debit card, or pay pal.

Entry Fees for World and Regional Cups shall be communicated to nations separately.

### 46. SCHEDULE OF MATCHES

Each Tournament Organiser/National Association must create a Match Schedule Plan (MSP) and send it to the ITF Supervisor hired for their event to confirm the site can accommodate the number of planned scheduled matches. The confirmed match schedule must be shared with the ITF to be added to the fact sheet a minimum of six (6) weeks before the Monday of the Tournament week.

Tournaments can be played over one (1) – seven (7) days although the default duration will be one (1) or four (4) days. Qualifying may commence on any day of the week and must be played on one (1) day. Main Draw must commence the day following qualifying and may be played over one (1) – five (5) days.

Tournament Organisers in consultation with the ITF Supervisor should consider developing an overall match schedule plan prior to the event and they must consider site limitations and weather restrictions when planning their schedules.

## DURING THE TOURNAMENT

### 47. BALLS

All balls used at BTWT and BTJT Tournaments must conform to the specifications outlined in Rule 4 and Appendix III of the ITF Rules of Beach Tennis and must have been approved by the ITF. Specifically, Stage 2 (i.e. low compression “orange”) balls must be used. Please note that due to an ongoing trial, alternative colours may be used, although they must be on the ITF approved ball list. For more information, please contact [beach@itftennis.com](mailto:beach@itftennis.com).

The same ball type must be used throughout the Tournament, for matches and practice. Players must return balls after matches and practice.

Requirement	BT10	BT50	BT100	BT200	BT400	Sand Series	World Championships
<b>Main Draw</b>							
Number of balls	<u>3</u>			<u>3</u>		<u>3</u>	
Ball Change (Chair Umpire)	No Ball Change			After nine (9) then after a further eleven (11) games		After nine (9) then after a further eleven (11) games	
Ball Change (no Chair Umpire)	No Ball Change			After first set		After first set	
<b>Qualifying Draw</b>							
Number of balls	<u>3</u>			<u>3</u>		<u>3</u>	
Ball change (Chair Umpire)	No Ball Change			No Ball Change		After nine (9) then after a further eleven (11) games	
Ball Change (no Chair Umpire)	No Ball Change			No Ball Change		After first set	
<b>Consolation</b>							
Number of balls	<u>2</u>			<u>2</u>		<u>3</u>	
Ball Change	No Ball Change			No Ball Change		No Ball Change	
<b>Practice</b>							
Number of Balls	<u>1</u>			<u>2</u>		<u>2</u>	
New Used	Once used ball per team per day			Once used balls per team per day		New balls per day per team for Qualifying and Main Draw teams. Once used balls per day per team for Consolation teams	

## DURING THE TOURNAMENT

Estimated Maximum*	BT10	BT50	BT100	BT200	BT400	Sand Series
16 Main Draw No Qualifying	118			362		
16 Main Draw 8 Qualifying	186			366		
16 Main Draw 16 Qualifying	266			446		
32 Main Draw No Qualifying	246			746	944	
32 Main Draw 16 Qualifying	358			730	1216	
32 Main Draw 32 Qualifying	518			890	1632	

\*These numbers should be treated as a guideline and additional balls should be available

### **BT10, BT50 and BT 100**

In the Qualifying a minimum of three (3) new balls must be provided.

In the Main Draw a minimum of three (3) new balls must be provided for each match. There is no requirement for a ball change. Ball changes are acceptable at the discretion of the ITF Supervisor.

In the Consolation a minimum of two (2) new balls must be provided.

A minimum of one (1) once-used ball of the same type and brand as the match balls must be available for practice per day, free of charge, to any team accepted into the Main, the Qualifying, and/or the Consolation Draw, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

### **BT200**

In the Qualifying a minimum of three (3) new balls must be provided.

In the Main Draw a minimum of three (3) new balls must be provided for each match, which must be changed at a maximum of nine (9) games and, if required, after twenty (20) games.

In the Consolation a minimum of three (3) new balls must be provided.

A minimum of two (2) once-used balls of the same type and brand as the match balls must be available for practice per day, free of charge, to any team accepted into the Main, the Qualifying, and/or the Consolation Draw, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

### **BT400, Sand Series, and World Championships**

In the Qualifying a minimum of three (3) new balls must be provided, which must be changed\* at a maximum of nine (9) games and, if required, after twenty (20) games.



## DURING THE TOURNAMENT

In the Main Draw a minimum of three (3) new balls must be provided for each match, which must be changed\* at a maximum of nine (9) games and, if required, after twenty (20) games.

In the Consolation a minimum of three (3) new balls must be provided.

A minimum of two (2) new balls of the same type and brand as the match balls must be available for practice per day, free of charge, to any team accepted into the Main Draw or the Qualifying Draw, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

A minimum of two (2) once-used balls of the same type and brand as the match balls must be available for practice per day, free of charge, to any team accepted into the Consolation Draw, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

\*in matches with no Chair Umpire, one ball change will take place at the end of the first set.

### 48. MEDICAL EQUIPMENT/MATERIALS

The Tournament must provide all medical equipment and materials as outlined in the ITF Guide to Recommended Health Care Standards for Tennis Tournaments document, for use by the Sports Physiotherapist.

Some of the items the tournament must have available for the Sport Physio are as follows:

- Soap and water
- Towels
- Ice for treatment
- Ice bags
- Ice available on-court (as needed)
- Drinking water in individually sealed container
- Medical gloves
- First Aid Kit - necessary items to treat athletes
- Automatic External Defibrillator (AED)
- A WBGT - Wet Bulb Globe Temperature Meter

### 49. WATER

Free, chilled drinking water must be provided on court during matches and on practice courts.

### 50. PRIZE MONEY

Prize Money shall be paid at eligible BTWT Tournaments. Prize Money is to be paid on-site in US Dollars or in the local currency and this information shall be provided on the Fact Sheet. Any Tournament wishing to pay Prize Money in local currency must make the request at the time of application. Prize Money paid in local currency must be converted from US Dollars using the official ITF Exchange Rate provided by the ITF Supervisor.

## DURING THE TOURNAMENT

Prize Money to be awarded to each team shall be calculated by the ITF Supervisor in accordance with the Prize Money distribution detailed in the BTWT Regulations. Upon payment a receipt must be given to that team and a copy retained by the Tournament Director.

The Tournament Director or designated person must be available to pay Prize Money during the hours of play and a minimum of half an hour after the last main draw match finishes. Prize Money must be available for collection for each team immediately following completion of their last match in the event.

Prize money paid electronically should be paid immediately and all transfers must be processed by the Tuesday and completed [in a player's account] by the Friday [the 'payment completion deadline'] following the completion of the Tournament.

### Non-payment of Prize Money

- Where prize money has not been paid to a player(s) within 10 working days of the 'payment completion deadline' the ITF reserves the right to hold money from the National Association.
- Where prize money has not been paid to a player(s) within 20 working days of the 'payment completion deadline' the ITF may consider further action against the National Association through the ITF Beach Tennis World Tour Code of Conduct.
- The holding of money could be in relation to data rights or other ITF activity payments and may or may not relate to the tournament in question.
- Whether the entity at fault is the National Association or a private Tournament Organiser, it is the National Association that the ITF will deal with and reserves the right to hold money.

## 51. HOTELS/ACCOMMODATION

### Beach Tennis World Tour

Each Tournament must appoint an official hotel, which is of a suitable international standard in close proximity to the Tournament site. Players eligible to receive complimentary hospitality will be accommodated in the official hotel. For other players, reduced room rates will be provided. Details of alternative cheaper accommodation should also be provided.

Where free hospitality is offered and the distance between the official hotel and the Tournament site is over 1.5 km, a free, regular shuttle bus service must be provided to all players.

The Tournament Organiser must ensure the Tournament Hotel is screened by a suitable Tournament representative prior to being submitted on the Fact Sheet. The safety and security of players must be the key factor in the selection of an official accommodation, and it must meet the following standards:

<b>A. Safety and Security</b> Reception or management staff available 24 hours/day Separate security staff available 24 hours/day	<b>B. Emergency Procedures</b> Emergency and evacuation procedures in place Compliant with fire codes and others as applicable (e.g. earthquake, tornado)
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## DURING THE TOURNAMENT

<p>Criminal background checks or security screening for all staff          Guests must show ID to get room keys          Safe facilities available for guest valuables</p>	<p>Hotel fitted with working smoke detectors/alarms/sprinkler systems          Staff trained in emergency management procedures</p>
<p><b>C. Rooms Standards</b>          Guestrooms require key-card entry and equipped with deadbolts          Guestrooms equipped with one-way peep holes (recommended)          Guestrooms equipped with telephones          Bathroom and toilet facilities in each guestroom, separated from sleeping area by closing/locking door  <u>Guestroom must have two separate beds, each a minimum of 90cm x 190cm</u>          Disabled access and facilities available</p>	<p><b>D. Hotel Cleanliness</b>          A high standard of cleanliness maintained throughout the property.          Housekeeping/ laundry meets national hygiene standards          Restaurants/ kitchens meet national food service and storage standards</p>

### Beach Tennis Junior Tour

As well as fulfilling the above BTWT requirements for hotels/accommodation, Tournaments must ensure that the following requirements are adhered to for Junior Tour Tournaments:

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

1. Official Tournament hospitality for players (and coaches if applicable) shall be provided separately and bedrooms may only be shared by players of the same sex.
2. 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.
3. 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

**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.

#### **A. Safety and Security**

Compliance with Room Policy (above)  
 Motels or other accommodations requiring entrance to rooms from the street or public outdoor walkways are not acceptable

## DURING 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:

- Information regarding Host Families must be included on the Fact Sheet submitted to the ITF no later than six (6) weeks prior to the start of the Tournament.
- 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 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.

## DURING THE TOURNAMENT

- 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.

### 52. HOSPITALITY

#### **Beach Tennis World Tour**

If official hospitality is offered, the conditions of such hospitality must be equal for the Men's and Women's events.

- At Category BT100, BT200, and BT400 Tournaments hospitality must be offered to at least the top four teams in the official hotel.
- At Sand Series events hospitality must be offered to at least the top eight teams in the official hotel.
- At the World Cup and the Sand Series Tour Finals hospitality must be offered to all players in the official hotel.
- At the World Championships, hospitality must be offered to the top eight BTWT teams and top four BTJT teams in the official hotel.
- At all other Tournaments hospitality is optional and, if provided, it must be offered to a defined number of teams based only on their position on the Acceptance List.

Where hospitality is offered it is defined as a complimentary room (with two beds) for the use of each pair with breakfast provided beginning at least one day before the start of the Main Draw until the day following the last day of the Tournament.

In the case that an eligible team elects not to use the complimentary hospitality offered, the Tournament is not required to offer that hospitality to an alternative team but may, at their sole discretion, offer it to the next team on the Acceptance List of the same event.

#### **Beach Tennis Junior Tour**

If official hospitality is offered, the conditions of such hospitality must be available to all entered players and the conditions must be equal for the Boys' and Girls' events.

### 53. TRANSPORT

For those Tournaments offering free hospitality, if the distance between the Tournament site and the official hotel is more than 1.5 km, a free shuttle service must be provided for players. This should be organised on a regular 'shuttle' basis throughout the hours of play, including practice. At minimum, this should commence one (1) hour before the first match of the day, with a shuttle every hour. The final shuttle from the venue to the hotel should provide a reasonable time after the completion of the final match of the day for players to warm down, complete any tournament requirements, and change. Details of the transportation service should be given to players on arrival and displayed on the player notice board on-site and in the official hotel(s).

## DURING THE TOURNAMENT

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.

The Tournament is not obliged to provide transportation for players if the official hotel and the Tournament site are less than 1.5 km apart. Details of a walking route must be provided and must be safe for the pedestrians.

### 54. LAUNDRY

It is recommended that each Tournament Organiser negotiate a reduced priced laundry service (whether per item or per bag) with the tournament hotel or another laundry facility near the site or hotel.

### 55. INVOICING AND PAYMENT OF COLLECTED MONIES

Outstanding players' fines will be collected at the Tournament by the ITF Supervisor on behalf of the ITF and must be paid to the ITF by the National Association/Tournament Organiser. Following completion of the Tournament, and on receipt of the Tournament report from the ITF Supervisor, the ITF will issue a detailed invoice to the approving National Association outlining any sums due (i.e. player fines, etc.) to aid the financial reconciliation process.

### 56. DRAW CEREMONY

It is recommended that for BT400, Sand Series, and World Championship tournaments, a ceremony is organised before the tournament to conduct the draw.

Where a ceremony is organised, this must be communicated to players on the Fact Sheet. In this case, the draw should be made manually by the Supervisor.

### 57. PRIZE GIVING CEREMONY

The Tournament Organiser should prepare a plan for a Prize Giving Ceremony. It is recommended that where the Finals are scheduled to run back-to-back on the same court, the Prize Giving Ceremony for the first final should take place immediately following that final. Where the Finals are scheduled to take place at the same time on different courts, one Prize Giving Ceremony can be conducted at the conclusion of matches.

For tournaments with broadcast, separate Prize Giving Ceremonies are mandatory, unless agreed with the ITF in advance.