



ITF<sup>®</sup>

WorldTennisTour<sup>™</sup>  
Juniors

# ORGANISATIONAL REQUIREMENTS

2025



**Matt Byford**  
**Head, ITF World Tennis Tour Juniors**

*Thank you for partnering with the ITF and staging a tournament on the ITF World Tennis Tour Juniors. I am delighted to share with you the Organisational Requirements for 2025 – the key resource to ensure your tournament achieves the standards and services expected on the Tour.*

*This new look resource has been created to support you on your tournament organisation journey and is split into 3 Key sections – 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 that players, support teams, officials, tournament staff and fans can enjoy a high quality and consistent experience on the ITF World Tennis Tour Juniors.*

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

## **Team Contacts:**

**Juniors:** [juniors@itftennis.com](mailto:juniors@itftennis.com)

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

# Foreword



<b>INTRODUCTION .....</b>	<b>5</b>
<b>General.....</b>	<b>5</b>
<b>Health, Safety and Security .....</b>	<b>6</b>
<b>Covid-19.....</b>	<b>6</b>
<b>ITF World Tennis Tour Juniors .....</b>	<b>6</b>
<b>BEFORE THE TOURNAMENT .....</b>	<b>5</b>
<b>Important Deadlines .....</b>	<b>6</b>
<b>Tournament Sanction Applications .....</b>	<b>7</b>
<b>Tournament Sanction Fees.....</b>	<b>7</b>
<b>Tournament Cancellations / Organisational Changes .....</b>	<b>8</b>
<b>WTTJ Regulations .....</b>	<b>8</b>
<b>ITF Responsibility.....</b>	<b>8</b>
<b>Fact Sheet .....</b>	<b>8</b>
<b>Safeguarding Issues .....</b>	<b>8</b>
<b>Media, Commercial and Data Rights .....</b>	<b>9</b>
<b>Insurance.....</b>	<b>9</b>
<b>ITF Branding Guidelines.....</b>	<b>9</b>
Court Banners.....	10
<b>Tournament Promotion .....</b>	<b>10</b>
Live Streaming.....	10
Live scoring .....	10
Promotional Videos .....	11
Photos .....	11
Social Media.....	11
<b>Wild Cards .....</b>	<b>11</b>
<b>TOURNAMENT SITE AND PERSONNEL.....</b>	<b>12</b>
Deliverables and Checklist .....	12
<b>Venue Type.....</b>	<b>13</b>
Definition of an indoor court.....	13
<b>Required Practice and Match Courts .....</b>	<b>14</b>
<b>Staffing and Recommendations.....</b>	<b>16</b>
<b>Court Requirements .....</b>	<b>16</b>
Court Preparation.....	18



Spectator Seating.....	20
Court Equipment.....	18
<b>Two Tournament Sites .....</b>	<b>19</b>
<b>Lights .....</b>	<b>19</b>
<b>Schedule of Matches.....</b>	<b>19</b>
<b>ITF Supervisor’s Office .....</b>	<b>19</b>
<b>Internet Access .....</b>	<b>20</b>
<b>Locker Rooms .....</b>	<b>20</b>
<b>Player Lounge.....</b>	<b>21</b>
<b>Treatment &amp; Gym.....</b>	<b>21</b>
<b>Restaurant / Food Service .....</b>	<b>22</b>
<b>Venue Access and Credential System.....</b>	<b>22</b>
ITF Player Only Areas.....	22
Accreditation.....	23
ITF UNO (Accreditation System).....	23
On-site access.....	23
Non-Credential List.....	25
<b>Tournament Organiser / Organiser / Administrator .....</b>	<b>25</b>
<b>Officials .....</b>	<b>25</b>
ITF Supervisor.....	25
Chair Umpires.....	26
Sports Physiotherapist.....	27
Tournament Doctor .....	27
<b>Tournament Assistants / Tournament Desk .....</b>	<b>27</b>
<b>Court Maintenance Staff .....</b>	<b>28</b>
<b>Stringer .....</b>	<b>28</b>
<b>Accreditation Staff .....</b>	<b>28</b>
<b>Volunteer staff.....</b>	<b>29</b>
<b>Press Officer.....</b>	<b>29</b>
<b>Ball Persons .....</b>	<b>29</b>
<b>DURING THE TOURNAMENT .....</b>	<b>30</b>
<b>Tournament Entry Fees.....</b>	<b>31</b>
<b>Balls .....</b>	<b>31</b>
J30, J60, J100 and J200.....	31



J300, J500 .....	32
Practice Balls .....	32
<b>Medical Equipment/Materials .....</b>	<b>32</b>
<b>Water, Ice and Towels (On Court Supplies) .....</b>	<b>33</b>
<b>Sports Drinks .....</b>	<b>33</b>
<b>Accommodation .....</b>	<b>33</b>
Room Policy (applicable to both hotels, and private housing) .....	33
Hotels .....	34
Private Housing .....	35
<b>Food and Drink .....</b>	<b>38</b>
<b>Hospitality .....</b>	<b>39</b>
Per Diem .....	40
“Full Hospitality” (Tier 1) .....	40
“Reduced Hospitality” (Tier 2) .....	41
“Reduced Hospitality” (Tier 3) .....	41
Transport .....	42
<b>Laundry .....</b>	<b>42</b>



## INTRODUCTION

### General

ITF World Tennis Tour Juniors (WTTJ) Tournaments must comply with the provisions of the [2025 WTTJ Regulations](#) and the 2025 WTTJ Organisational Requirements (this document, also referred to as the “Requirements”). These only refer to WTTJ Tournaments and not to WTT Men’s and Women’s Tournaments.

Any sanctioning National Association, and the Tournament Organiser, where separate (jointly the “Applicant”), who are awarded a one (1) year sanction on the WTTJ Calendar, shall be subject to, shall be bound by, and must comply with the [WTTJ 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.

Any financial rates and charges referenced in this document shall be in US Dollars (USD).

Applicants are advised that this document 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, who 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 the WTTJ Tournaments are available on the dedicated sections of the [ITF Website](#).



## **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 is in place and implemented for the Tournament to protect all involved persons against any such problems.

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 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 E in the WTTJ Regulations) and the tournament must have a temperature and humidity recording device (e.g. sling psychrometer) to measure the Heat Index.

[Security Guidelines](#) are available on the ITF website. These guidelines must be followed, and any questions directed to the ITF.

## **Covid-19**

Tournaments are advised to follow the local guidelines currently in place, regarding Covid-19 protocols and restrictions.

## **ITF World Tennis Tour Juniors**

The ITF World Tennis Tour Juniors or WTTJ is the name for all ITF Junior tournaments for players aged 18 and under. The ITF World Tennis Tour Juniors provides a launch pad for the best players to go on and achieve success in the professional game.

Tournament categories are listed as J30, J60, J100, J200, J300, J500 and JGS (Junior Grand Slam). Each tournament will be identifiable by host city and grade. For example: J300 Cairo describes an ITF World Tennis Tour Juniors J300 tournament in Cairo (Egypt).

# Before the Tournament



## BEFORE THE TOURNAMENT

### Checklist

<b>Checklist</b>	<b>Pg.</b>	<b>X</b>
Application Submitted	8	<input type="checkbox"/>
Fact Sheet Submitted	10	<input type="checkbox"/>
Regulations understood	10	<input type="checkbox"/>
Branding Created	11	<input type="checkbox"/>



# Before the Tournament



## Important Deadlines

	Deadline
<b>J300, J500, JGS</b> Application Submitted	21 weeks
<b>J30, J60, J100, J200</b> Application Submitted	17 weeks
Fact Sheet	9 Weeks
Cancellation, postponement or tournament changes	9 Weeks
<b>JGS warm-up events, J500 and JGS</b> Singles Entry Deadline	Tuesday @14:00 GMT (20, 27, 34, or 41 days*)
<b>J30, J60, J100, J200</b> Singles Entry Deadline	Tuesday @14:00 GMT (20 days*)
Singles Withdrawal Deadline	Tuesday @14:00 GMT (13 days*)
Freeze Deadline	Wednesday @ 14:00 GMT (5 Days*)
Qualifying Sign-In Deadline	1 day prior to start of Qualifying @ 18:00 local time**
On-site Doubles Sign-In Deadline	First day of Singles Main Draw @ 12:00 local time

\* Before Monday of Tournament Week

\*\* Players accepted into the Singles Main Draw or Singles Qualifying are not required to Sign-In with the ITF Supervisor. Entered Alternate players (who wish to compete), must Sign-In by contacting the on-site ITF Supervisor, either in person or by telephone. Entered Alternates that do not Sign-In either in person or by telephone will not be considered for inclusion in the draw.

### Application

Completed Tournament applications for inclusion in the Tour are to be submitted to the ITF, via the Tournament Management System (TMS), in accordance with the deadlines communicated to National Associations

### Fact Sheet submission, Officials Proposal and Tournament Changes

To be submitted via TMS 9 weeks prior to the start of the tournament.

# Before the Tournament



## **Tournament Sanction Applications**

All information regarding Tournament sites, dates and draw sizes must be provided on the official [Tournament Application Form](#). The deadline for completed and signed Tournament Application Forms to be submitted to the ITF is seventeen (17) weeks for J30, J60, J100 and J200 tournaments, and twenty-one (21) weeks for J300, J500 and Junior Grand Slams. See Table on page eight (8) for further information on Tournament deadlines.

For WTTJ 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 WTTJ 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.

## **Tournament Sanction Fees**

Sanction Fee payments in 2025 are as follows:

<b>Tournament Grade</b>	<b>Sanction Fee</b>
<b><u>J30</u></b>	<b><u>\$400 USD</u></b>
<b><u>J60</u></b>	<b><u>\$400 USD</u></b>
<b><u>J100</u></b>	<b><u>\$400 USD</u></b>
<b><u>J200</u></b>	<b><u>\$500 USD</u></b>
<b><u>J300</u></b>	<b><u>\$650 USD</u></b>
<b><u>J500</u></b>	<b><u>\$800 USD</u></b>
<b><u>Junior Grand Slam</u></b>	<b><u>\$850 USD</u></b>

The appropriate Sanction Fee is to be collected by the National Association as soon as each Tournament is approved for the 2025 Calendar. The ITF will issue an invoice to the

# **Before the Tournament**



National Association for the sanction fee amount due, in addition to the proportion of entry fees due (see page 33) which must be paid on receipt of the invoice.

## **Tournament Cancellations / Organisational Changes**

No WTTJ Tournament may cancel, postpone, or make substantial changes to Tournament arrangements less than nine (9) weeks prior to the scheduled start 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, and/or denial of subsequent applications.

## **WTTJ Regulations**

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

## **ITF Responsibility**

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

## **Fact Sheet**

Fully completed Fact Sheets must be submitted no later than 9 weeks before the Tournament start date to enable such information to be published on the IPIN site.

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.

## **Safeguarding Issues**

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 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

# **Before the Tournament**



telephone. On the Tournament Fact Sheet, the ITF will also provide details of the ITF's safeguarding reporting process.

## **Media, Commercial and Data Rights**

The ITF's regulations regarding media, commercial and data rights are detailed in the WTTJ Regulations - Appendix N. 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, e-cigarette organisations, 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.

## **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 to insure 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.

## **ITF Branding Guidelines**

Tournament Organisers will be provided with individual WTTJ logos in advance of the tournament. Tournament Organisers are required to produce and display the WTTJ logo, which must be included on; show courts, printed materials, tournament website(s), draw sheets, advertising, and promotional material, on-site or during broadcasts wherever the tournament logo or title is featured.

At J300 and J500 level tournaments, it is recommended that at least one (1) show court is dressed with two (2) end-court *ITF World Tennis Tour Juniors* event banners (approximately 12m x 2m), and that a minimum of eight (8) side-court *ITF World Tennis Tour Juniors* banners (approximately 3m x 1m) feature across the rest of the site.

# Before the Tournament



For full details please refer to the [WTT Branding Guidelines and Toolkit](#). Tournament Organisers can find the rules detailing permitted advertising in the [ITF Rules of Tennis](#).

Where on-court banners are used, they should be uniform in 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.

## **Court Banners**

Where possible, ITF WTTJ branding above the minimum requirements as stated in the ITF WTTJ Regulations should be included. The following colours can be used:

- PMS Cool Grey 2-4 / HEX #c8c9c7
- PMS 353c / HEX #80e0a7
- PMS 281c / HEX #00205b

Advertising guidelines can be found in the ITF Rules of Tennis. Tournament Organisers can download logos from the ITF FTP site. Please contact the ITF for the link at [juniors@itftennis.com](mailto:juniors@itftennis.com).

## **Tournament Promotion**

Tournaments are encouraged to promote their events within the local community and on social media. To promote your tournament on our international channels, send content to the ITF by emailing both [content@itftennis.com](mailto:content@itftennis.com) and [juniors@itftennis.com](mailto:juniors@itftennis.com). Email subject line to be 'Tournament Media: tournament name, host nation, w/c date' (e.g. Tournament Media: J60 Faro, Portugal, June 6<sup>th</sup>). Please add the ITF emails above to your tournament media distribution list.

## **Live Streaming**

Live Streaming is possible at ITF World Tennis Tour Juniors events, subject to conforming with the conditions outlined in WTTJ Regulations (see Television, Recording and Radio Rights) such as a requirement for a minimum 30 second delay.

Live Streaming is encouraged at tournaments in line with these Regulations. J300 and J500 level tournaments are recommended to provide live streaming on at least two (2) match courts during the tournament.

## **Live scoring**

Live Scoring is encouraged at tournaments.

J300 and J500 level tournaments are recommended to provide live scoring on at least two (2) match courts during the tournament, where a Chair Umpire is in place.

# Before the Tournament



## **Promotional Videos**

The ITF welcome video clips of match celebrations, key Match or Championship Points or short player interviews. Videos must be clear, both visually and audibly, no more than 60 seconds and free of embedded advertising. If you are using music accompaniment within videos, please ensure the music is either royalty free or you have obtained the necessary license to use it and confirm this in an email to [juniors@itftennis.com](mailto:juniors@itftennis.com).

## **Photos**

If you are sending photos to us, focus on the venue or host city pre-tournament, and the winning player(s) in action / with trophy during the tournament. Please send a maximum of 10 and ensure photos are of high-quality resolution, and feature ITF WTTJ branding in the background. Provide the name of the photographer if credit is to be given. Send photos by email to [juniors@itftennis.com](mailto:juniors@itftennis.com).

## **Social Media**

We encourage you to mention @ITF\_Tennis and use the hashtags #ITFWorldTennisTourJuniors and #ITFTennis on your Twitter, Instagram, and Facebook. This will help our media team identify your posts for possible interactions.

## **Wild Cards**

Tournament Organisers are responsible for the selection and awarding of Wild Cards. Where a Wild Card is offered to a player this must be in writing. Tournament Organisers must obtain written confirmation that the player accepts the Wild Card, before the Wild Card is confirmed. If required by the ITF, Tournament Organisers are obliged to provide an explanation of how the Wild Cards were selected at their tournament.

Pre-qualifying draws should not be held. However, if held under the sanctioning of the relevant National Association, pre-qualifying draws are permitted to determine Wild Cards for the Qualifying event, for national players only.



# Tournament Site and Personnel

## TOURNAMENT SITE AND PERSONNEL

### Deliverables and Checklist

Checklist	Pg.	X
Required Courts	16	<input type="checkbox"/>
Accreditation	22	<input type="checkbox"/>
Tournament Personnel	24	<input type="checkbox"/>

# Tournament Site and Personnel



National Associations and Tournament Organisers are reminded that all tournament support personnel and volunteers are bound by and must comply with 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 [ITF Security Guidelines](#)).

## Venue Type

The Tournament must 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 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 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.

## 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.





# Tournament Site and Personnel

## Required Practice and Match 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. 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 if two sites are used.

<b>Draw size</b>	<b>16</b>	<b>32</b>	<b>48</b>	<b>64</b>
<b>Grade</b>	<b>J30</b>	<b>J30, J60, J100, J200, J300</b>	<b>J30, J60, J100, J200, J300</b>	<b>J30, J60, J100, J200, J300, J500</b>
<b>Minimum no. of practice courts</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Minimum no. of match courts</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>8</b>
<b>Tournament days (Main Draw)</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>6/7</b>

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 court bookings.

Courts with blended lines may be used for match and practice courts.

Blended lines (used as part of the ITF's Play+Stay and Tennis10s campaigns) 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:
  - 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).
  - 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

# Tournament Site and Personnel



paint to the background colour paint.

- Be 1-1.5 cm narrower than the other playing (court) lines.
- End 7-8 cm from the point at which they would intersect with the lines on the standard court.

The following principles will apply at all WTT Juniors tournaments:

1. No player staying at the official hotel (a “resident”) will receive better or greater access to practice facilities than those not staying at the official hotel (“non-residents”) by virtue of their place of accommodation. No differentiation can be made depending on the method of booking the official hotel (for example, through the organiser or through a travel website).
2. The tournament must set a designated number of courts for match play and practice. The courts must be of equal standard and both residents and non-residents must be granted access to the stipulated practice courts.
3. At Single week tournaments, at least 1 practice court (2 courts for combined events) must be available for use for a minimum of 9 hours each day.
4. At Multiple Week tournaments at least 1 practice court (2 courts for combined events) must be available for use for a minimum of 9 hours each day, and from the Tuesday of each week at least 2 practice courts (4 courts for combined events) must be available for use for a minimum of 9 hours each day.
5. Practice courts must be of a similar speed and surface to the match courts.
6. Practice must be free for all players from the designated start day (minimum of one day before singles qualifying) until their elimination from the tournament.
7. For single-week tournaments (a standalone tournament week at a venue), 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 both residents and non-residents of the official hotel. It is at the discretion of the tournament organiser whether they wish to charge eliminated players a fee to practice.
8. Multiple Week tournaments (tournaments hosted at the same venue for two or more weeks consecutively) are required to provide practice opportunities for eliminated players through each week except the last week of the series (subject to practice priorities). At multiple Week tournaments, tournament organisers may require a fee from nonresident eliminated players to practice; and must waive the fee for resident players.
9. Where a fee is administered, the fee must be the same for all players and must be no more than [US\$15 or equivalent] per court per hour (and divided by the total number of players on the court). Increments of an hour must be charged accordingly. Fee amounts must be detailed on the fact sheet.

# Tournament Site and Personnel



10. Eliminated players not staying at the official hotel may be asked to leave the venue following the conclusion of their practice session at the discretion of the tournament organiser. Failure to abide by this condition, if applied by the tournament organiser, shall be considered a violation of the Code of Conduct. Eliminated players not staying at the official hotel are entitled to request stringing services, if needed.
11. On all days, a priority for practice will apply as follows:
  - a. First match warm-ups.
  - b. Players scheduled to compete on that day (or the following day for practice that takes place on the day of singles qualifying sign-in).
  - c. Top 5 Singles Alternates (on the day before singles qualifying and on the first day of singles qualifying), and Top 3 Singles Lucky Losers (on each day until the end of the Singles R32), and first Alternate Doubles Team (on each day of Doubles R16).
  - d. Main Draw players scheduled to compete on the following day.
  - e. Remaining Main Draw players, Alternates (singles or doubles) and Lucky Losers.
  - f. 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 able to apply the priority order (see above).

Tournaments are encouraged to deliver more than the minimum requirements stated above. This may include more practice courts and extended hours of availability. Where a fee is applied for practice courts, a receipt must be made available if requested.

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

## Court Requirements

Approval of all draw sizes on tournament applications is dependent on meeting the court requirements and at the discretion of the ITF.

# Tournament Site and Personnel



The sanctioning National Association and Tournament Organiser 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 prior approval has been obtained.

The facility where the Tournament is held must have enough 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 a different surface (either under cover or not) are being used to complete the tournament due to adverse weather conditions. In exceptional circumstances, approval may be granted for the Boys and Girls events at J30, J60 and J100 tournaments to be played on different surfaces. If approved, the full duration of Qualifying, Main Draw singles and Main Draw doubles for each gender must take place on the same surface.

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

All Tournament courts (match play and practice) must have the same performance characteristics – they should 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](#) 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 markings must be straight.

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 begins. If there are insufficient playable courts and alternative solutions for conducting the Tournament cannot be found, the ITF 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.

# Tournament Site and Personnel



## Court Preparation

All courts must be kept clean, well maintained throughout the competition and safe for play. 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 eight (8) millimeters. [Court Maintenance Guidelines](#) can be found on the ITF Website.

All match courts must have backdrops behind the baseline.

## Spectator Seating

At J300 level, the main court shall have spectator facilities, for example at least small stands. At J500 level, seating and/or viewing areas for 250+ people must be provided on at least one (1) match court. Other courts shall also have viewing facilities not only for coaches and players, but also several seats for other spectators.

## 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, net straps, 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 Appendix IV of the ITF Rules of Tennis. The nets and net straps must be in good/excellent condition and each tournament shall have spare nets and net straps available.
- Measuring device – a measuring stick, tape measure or other measuring device must be available to measure the net height and location of the singles sticks.
- Chair Umpire's Chair (if required) – 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. It is recommended to have a small writing table to the right-side armrest of the Umpire's Chair.
- Line Umpires' Chairs (if required), 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 side-line.
- Players' Chairs – each Tournament must provide chairs for the players located on each side of the Chair Umpire.
- Umbrellas on courts are strongly recommended for players and chair umpires for tournaments held during hot weather conditions.
- Scoreboards – Tournaments should provide scoreboards for all courts.
- It is recommended that the Stadium court has a PA system (Microphone) for the chair umpire to announce the matches.

# Tournament Site and Personnel



## 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 and transport must be provided between the two Tournament sites. Please detail the site address and for which days the site will be used.

## Lights

It is recommended that all tournament organisers measure the artificial court 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.

When matches are played under artificial lighting, the intensity of illumination must be sufficient for high-level international 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.

## Schedule of Matches

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

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

## ITF Supervisor's Office

The Tournament Organiser 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 5-10 Mbps;

# Tournament Site and Personnel



- A minimum of one international telephone line must be operational from the Freeze Deadline (Wednesday 14:00 GMT) until completion of the Tournament. The number must be provided on the Tournament Fact Sheet;
- Printer with photocopier and scanner, sufficient supply of paper and ink.
- Communication devices, such as walkie-talkies, which must also be provided to the Chief Umpire, each Chair Umpire and Sport Physiotherapist.
- Microphone for Public Address System (if necessary).

## Internet Access

The ITF Supervisor and Sports Physiotherapist should 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 5-10 Mbps.

In addition, the players should have access to wired or wireless internet. Where multiple venues are used, players should have access to wired or wireless internet at each venue used. A separate computer with Internet access must be provided for players, preferably free of charge or at a reduced cost.

## Locker Rooms

Suitable and separate locker rooms for girls (female players) and for boys (male players) must be available, preferably adjacent to the Tournament courts. The locker rooms must not be accessible by the public. Personal coaches and other player guests must not be provided access to the same locker room as players. Player locker rooms must include toilets, showers and hand washing facilities (all cleaned multiple times on a daily basis), an adequate supply of toilet paper and wastepaper/Sanitary bins.

A parent may be given access to the locker room, but the parent may only be in the locker room when their child is in the locker room.

There must be sufficient security to prevent public access and unauthorized entry, protect the players' personal belongings, protect players from corruptors, prevent unwanted/harmful interactions (Safeguarding Protocol).

For further information please see [Safeguarding Guidance](#) and [Security Guidance](#).

Player locker rooms must include toilets, showers and hand washing facilities (all cleaned multiple times daily), an adequate supply of toilet paper and wastepaper/sanitary bins.



# Tournament Site and Personnel



## 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. At J500 level tournaments, the Player Lounge must be in an indoor building. It is recommended at J300 level tournaments that the Player Lounge is located within an indoor building.

If an outdoor tent with walls is used for the players' lounge, it must have portable heating (winter) or fans (summer) to provide a reasonable temperature. This area must not be accessible by the public. The area should be equipped with a computer, Internet Access, a television, sofas/comfortable chairs, and be supplied with fruit and water. It is also recommended that non-carbonated soft drinks, including sports drinks are provided – please consult the list of Recommended Food and Drink on page 36. 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 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; transportation information; player notices, and other notices as required by the ITF.

## Treatment & Gym

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 (for privacy reasons), provided this is well-ventilated and is of a suitable temperature, and is equipped with the following:

- Wash hand basin
- 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
- 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)

At J300 and J500 level tournaments, a reasonable gym space and equipment must be available at the venue to allow players to warm-up, stretch and exercise.



# Tournament Site and Personnel



These spaces should contain cardiovascular and strength training equipment, located at or near the Tournament site or hotel, for players and their coaches.

## Restaurant / Food Service

Tournament organisers must 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](#). Players must be allowed to bring food on-site to accommodate special dietary restrictions or other dietary needs.

Each Tournament must ensure there is a restaurant/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 restaurant/food station is open throughout the day and evening to accommodate players involved in late evening matches.

Where hospitality is provided, the following is recommended:

**Breakfast** should be available at least 45 minutes prior to the first player transport.

**Lunch** should be open to players for a minimum of four (4) hours, from 11:00-15:00.

**Dinner** should be provided at the official hotel. Should players have a late match at the venue, dinner options should be made available at the venue, free of charge.

At Tournaments not offering complimentary hospitality, it is recommended that bottled water in sealed containers and fruit is available 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 pages 35-36 for a list of recommended foods and drinks.

## Venue Access and Credential System

### ITF Player Only Areas

Tournaments must provide adequate player-only areas/facilities. Access to these areas must be prohibited from non-accredited persons. Tournament security personnel are responsible for preventing non-accredited access to minimise any possible interaction between players and any potential courtsiders, corruptors and/or gamblers.

These areas must be designated "authorised access only". Players and their nominated coaches must be issued with accreditation clearly displaying access rights and must be presented to Tournament personnel to gain access to these areas. The locker room must be limited to players only and those staff that need access to do their job. It is recommended that personal coaches be provided access to an alternate locker-room/facilities away from players locker-room.

# Tournament Site and Personnel



Any suspicious interaction between players, officials or Tournament staff must also be reported to the *International Tennis Integrity Agency* (ITIA) at [info@itia.tennis](mailto:info@itia.tennis) & the ITF at [juniors@itftennis.com](mailto:juniors@itftennis.com).

Accreditation must be issued to all participants of an ITF tournament including, without limitation, all players, related persons (coaches, guests etc), Officials (ITF Supervisor, Chair and Line Umpires) and Tournament staff.

## Accreditation

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

## ITF UNO (Accreditation System)

ITF UNO is an accreditation platform provided by the ITF to all World Tennis Tour Juniors tournaments completely free of charge. Tournaments should use ITF UNO for accreditation purposes. 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).

Accreditation/credentials must be issued to all participants of an ITF tournament including, without limitation, all players, related persons (coaches, guests etc), Officials (ITF Supervisor, Chair and Line Umpires) and Tournament staff.

## On-site access

Clear “access charts”, used by security personnel/stewards to implement the security

# Tournament Site and Personnel



policy, should be posted at entrances to restricted access areas, such as the players' locker room, treatment areas, the players' lounge and match courts.

## **Accreditation must 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)

## **Accreditation should display:**

- Headshot/passport style photo

## **Accreditation must be provided to:**

- All Main Draw and Qualifying Singles and Doubles player
- Lucky Losers losing in the Last Round of Qualifying valid until all first round Main Draw matches have been played.
- At least the first three alternates in qualifying singles and main draw doubles valid until all first-round matches have been played.
- One guest, who shall be the player's coach or guest.
- All tournament personnel (Volunteers, staff, press, contractors, and officials)
- Every person collecting their accreditation must show a photo ID, preferably passport, to confirm their identity.

## **The granting of access/accreditation**

Accreditation provided by the tournament or National Associations is subject to the following:

- All players who meet eligibility/entry requirements must be given access, unless determined otherwise by the ITF or the ITF Supervisor in accordance with the Regulations/Code of Conduct.
- Policies regarding access to practice facilities and locker room for players after they have been eliminated from the event shall be applied equally to both qualifying and main draw players.
- Compliance with 'non-credential' and "banned' lists distributed by the ITF or ITIA, and any other reasonable instructions from the ITF on restriction of access.
- No discrimination towards any individual, as per item a) ii. of the ITF Welfare Policy.

# Tournament Site and Personnel



## Non-Credential List

The ITF Supervisor will receive a Banned & No Credential List after the Freeze Deadline, who must then provide it to the Tournament personnel that oversee the issuing of credentials. Anyone with access to the list must not discuss or share the information provided on these lists to any individuals not involved with the operation of the tournament.

## Tournament Organiser / Organiser / Administrator

Each National Association must designate one or more persons (i.e. the Tournament Administrator(s)) to be the point of contact for the ITF within the National Association for WTTJ 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 Organiser (also known as the Tournament Organiser) who will be responsible for all aspects of the organisation of the Tournament, except for all matters relating to the rules of competition as stated in the WTTJ Regulations, the Rules of Tennis and all on-court issues, which are the responsibility of the ITF Supervisor and/or ITF.

The Tournament Administrator and/or Tournament Organiser 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. They must be English-speaking and be fully aware of the responsibilities of their position.

The Tournament Organiser shall act in cooperation with the ITF staff and ITF Supervisor and will be responsible for compliance with the rules and regulations.

## Officials

### ITF Supervisor

Each Tournament must appoint and provide an appropriately certified official 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 Tennis, The WTT Juniors Regulations and all on-court matters.



# Tournament Site and Personnel

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 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.

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.

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 is the final authority for on-site issues related to the Rules of Tennis, the WTTJ Regulations and all on-court matters.

At all categories of Tournament, 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. \*

	J30, J60, J100	J200	J300	J500
ITF Supervisor	Minimum White Badge	Minimum White Badge	Silver Badge preferred*	Minimum Silver Badge
Designated Chair Umpire/s Level	National Chair umpire for each Final	Chair Umpires recommended from Semi Finals (White Badge recommended)	Chair Umpires recommended from Quarter Finals (White Badge recommended)	Chair Umpires from R32 (White Badge recommended)

\*Experienced ITF White Badge Referee may be permitted on a case-by-case basis, subject to approval of the ITF Officiating and ITF Juniors department.

## Chair Umpires

Tournament organisers must pay a fee and provide full hospitality (hotel single rooms and meals) for the ITF Referee and Designated Chair Umpires and cover their travel costs. Since the cost of living varies so much in different countries around the world and exchange rates change regularly, the ITF encourages National Associations to

# Tournament Site and Personnel



agree fees with national officials in local currency.

All officials working the event must be paid on their last day of the event or if the Tournament is paying by bank transfer must be sent by Tuesday following the completion of the tournament.

## **Sports Physiotherapist**

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 appoint an English-speaking Sports Physiotherapist (as defined in the ITF Guide to Recommended Healthcare Standards) to be available on-site one hour before matches commence until completion of all matches to provide free on-court treatment to all players accepted and competing in the Tournament. The Tournament Organiser 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.

## **Tournament Doctor**

The Tournament Organiser must appoint and pay all costs for an English-speaking medical doctor to be always on call in proximity of the tournament site during playing hours. 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 doctor, as a minimum for the duration of their participation in the Tournament.

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](#).

## **Tournament Assistants / Tournament Desk**

There shall be a tournament desk staffed at all times. Each Tournament must provide sufficient personnel to assist the Tournament Organiser 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.

# Tournament Site and Personnel



## Court Maintenance Staff

The Tournament Organiser must appoint and pay all costs for a sufficient number of trained personnel 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. Court services personnel should be trained and aware of local laws regarding the proper handling of biohazardous waste.

## Stringer

An experienced stringer must be available on site throughout Tournament Week. For tournaments with draws of 64, as a minimum there must be two (2) stringers on site for the Qualifying Finals Day and the first two (2) days of the Main Draw.

The stringer must be available during the scheduled playing hours. Most players will provide their own string, therefore, a labour-only charge option must be available. It is recommended that the tournament stringer use an electric stringing machine.

At a minimum, stringing service must be available beginning the day prior to the start of the qualifying competition and continue through the last day of the competition, including any additional days due to weather or other unavoidable circumstances. The stringing service must be on-site a minimum of one (1) hour prior to the start time for the first scheduled match of the day and must be available until the completion of play for that day.

If play is scheduled at an approved alternate site, then access to the stringing service must be provided at such alternate site from the start of play until play has been completed at that site.

The recommended maximum stringing fee that can be charged when the player is providing their own string is \$15.00 USD. It is recommended to keep the fee as low as possible to assist players.

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

The individual responsible for accreditation must work in conjunction with the ITF Supervisor and check the ITIA No Credential List, and ITF Banned and No Credential List



# Tournament Site and Personnel



and must develop a system that meets the ITF Guidelines.

## **Volunteer staff**

Tournaments can be more successful with the support of volunteers. Volunteers can fill a number of 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.

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

## **Ball Persons**

Ball persons may be used at the discretion of the Tournament Committee.

It is recommended that ball persons are used from Semi Finals onwards at J300 and J500 level tournaments.

If using Ball Persons, they should be trained prior to going on court for their first match. Ball Persons should understand tennis scoring and specifically how tie-breaks are played. The Ball Persons should know their responsibilities and be trained on procedures for warm-up, change-over and ball change and positioning.

Clothing for ball persons shall not be light coloured, particularly white or yellow. For outdoor Tournaments played in high temperatures, it is advised that ball persons do not wear dark colours. It is recommended to have a shaded space for ball persons to gather before the start of play and for breaks during the day.



# During the Tournament



## DURING THE TOURNAMENT Deliverables and Checklist

Checklist	Pg.	X
Balls Ordered	30	<input type="checkbox"/>
Medical Equipment	31	<input type="checkbox"/>
Hotel Reserved	32	<input type="checkbox"/>
Transport Plan	39	<input type="checkbox"/>

# During the Tournament



## Tournament Entry Fees

The entry fees below may be charged by the Tournament Organiser per player prior to the start of the Tournament. The Tournament Organiser must provide a receipt for fees collected onsite. The entry fee can be collected in US Dollars or Euros or in local currency as stated on the Fact Sheet.

The below fees apply to all tournaments taking place from the week commencing 3 February 2025 onwards. Tournaments prior to this date shall adhere to the maximum entry fees outlined within the 2024 Regulations.

Grade & Hospitality Tier	Maximum entry fee per participant (*includes ITF/National Association charge)
<u>Outdoor J500, J300, J200, J100, J60 &amp; J30 with Tier 1 full hospitality</u>	<u>\$150 (USD) (*\$50) or equivalent per Main Draw participant and \$100 (USD) (*\$0) per Qualifying Draw participant</u>
<u>Outdoor J200, J100, J60, J30 with Tier 2 or Tier 3 reduced hospitality</u>	<u>\$110 (USD) (*\$40) or equivalent per main Draw participant and \$80 (USD) (*\$10) per Qualifying Draw participant</u>
<u>Outdoor J60 &amp; J30 (without hospitality)</u>	<u>\$70 (USD) (*\$15) or equivalent per participant</u>
<u>Indoor J500, J300, J200, J100, J60 &amp; J30 with Tier 1 full hospitality</u>	<u>\$160 (USD) (*\$50) or equivalent per Main Draw participant and \$110 (USD) (*\$0) per Qualifying Draw participant</u>
<u>Indoor J200, J100, J60 &amp; J30 with Tier 2 or Tier 3 reduced hospitality</u>	<u>\$120 (USD) (*\$40) or equivalent per Main Draw participant and \$90 (USD) (\$10) per Qualifying Draw participant</u>
<u>Indoor J60 &amp; J30 (without hospitality)</u>	<u>\$80 (USD) (*\$15) or equivalent per participant</u>

## Balls

All balls used at WTTJ Tournaments must conform to the specifications and must have been approved by the ITF. The Tournament Organiser must apply to the ITF for approval at least 6 weeks in advance of the Tournament if it is proposed to use BALL TYPES 1 or 3. Balls used for practice must be identical to those used for matches. Players must return practice balls.

### J30, J60, J100 and J200

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.

# During the Tournament



## **J300, J500**

At J300 tournaments a minimum of four (4) new balls are to be provided for each match and are to be changed for any third set, as a minimum. It is recommended J300 main draw match balls are changed after eleven (11) and thirteen (13) games, where a chair umpire is in place.

At J500 tournaments a minimum of four (4) new balls are to be provided for each match and are to be changed after eleven (11) and thirteen (13) games, as a minimum. It is recommended that J500 main draw match balls are changed after nine (9) and eleven (11) games.

## **Practice Balls**

Practice balls of a good quality and of the same type and brand as the match balls must be available for practice per day, free of charge, to any player accepted into the Main and/or the Qualifying Draw, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

## **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

# During the Tournament



## Water, Ice and Towels (On Court Supplies)

Bottled water (in individually sealed containers) must be provided on court for players during all matches. It is recommended that water dispensers are available on each court for players to re-fill their bottle throughout matches. If water dispensers are used, they should be monitored and replaced when low. If bottled water is the only water available to players, there should not be a limit placed on the number of bottles a player can have during a match.

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 their matches. It is recommended that ice coolers with ice bags be placed on each match court.

Water, Ice and Towels must 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.

Each Tournament must have a spill kit, which is maintained by court maintenance staff, for the proper clean up and disposal of biohazardous material on each court and hand sanitizer must be available for use by ball persons following handling of used towels. In Extreme Heat Conditions it is recommended to provide umbrellas, fans and ice towels.

## Sports Drinks

A reasonable quantity of complementary energy drinks should be available to competing players at the tournament desk throughout the Main Draw at J500.

It is recommended that sports drinks are also available for Main Draw players at J300 tournaments.

## Accommodation

### Room Policy (applicable to both hotels, and private housing)

- 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.

# During the Tournament



## Hotels

Each Tournament must appoint an official hotel, which is of a suitable international standard, and negotiate reduced room rates for players. If rates at the official hotel are high, details of alternative cheaper accommodation must also be provided, which must be within a reasonable distance of the site. Tournaments must reserve enough rooms for entered players. The reservation deadline must not be earlier than the Withdrawal Deadline for the Tournament (i.e. 13 days prior to Monday of the Tournament).

Players cannot be required to book their hotel room through a Tournament Organiser or National Association unless the tournament is offering free hospitality and the tournament staff is managing those rooms. If a player makes a reservation with a travel agent, through an alternate vendor or other legitimate retailer the tournament organiser must provide the same access to practice courts as to those players who booked through alternate methods.

The Tournament Organiser must ensure the Tournament Hotel is screened 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:

<p><b>A. Safety and Security</b></p> <p>Reception or management staff available 24 hours.            Separate security staff available 24 hours/day.            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><b>B. Emergency Procedures</b></p> <p>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.</p>
<p><b>C. Room Standards</b></p> <p>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.            Disabled access and facilities available.</p>	<p><b>D. Hotel Cleanliness</b></p> <p>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>

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 are accessible and particularly that the hotel has adequate facilities;

# During the Tournament



- players' access to hotel facilities (for example, Wi-Fi, 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.
- 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 always 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.

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

At J30 and J60 level tournaments where accommodation is provided, a maximum of three (3) players should be housed per room, with four (4) players per room permitted where room size is adequate. Players must be provided individual beds.

At J100 and J200 level tournaments where accommodation is provided, a maximum of three (3) players are to be housed per room, in individual beds.

At J300 and J500 level tournaments where accommodation is provided, a maximum of two (2) players are to be housed per room, in individual beds.

Official National Association coaches and accompanying persons must be provided with a single room and must not share with player(s) but should be in close proximity to react to any emergencies that may occur e.g. fire evacuation, player illness, etc.

## **Private Housing**

If private housing is provided to players from the National Association and/or Tournament Organiser, then they must ensure that the following minimum requirements are met.

# During 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.

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.

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 regulations. 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.

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 check 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.

# During the Tournament



- 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

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 on the Application Form. Any on-site meals must however continue to be provided to all players and coaches.

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.

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.



# During the Tournament



## Food and Drink

**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 (minimal oil / butter in accompanying sauce)

Fresh Steamed Vegetables

Salad

Low fat meat, chicken turkey

Rice

Fish

# During the Tournament



Potatoes  
Tofu  
Bread  
Hard Boiled Eggs  
Fresh Fruit  
Broth-based soups  
Yoghurt

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.

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.

## Hospitality

Hospitality	Tier 1	Tier 2	Tier 3
Minimum requirement at grade:	<b>JGS, J500, J300</b>	<b>J200</b>	<b>J100</b>
Details	<p>Accommodation, breakfast, lunch and dinner.</p> <p>For Main Draw players and official coaches who have a <u>Player Support Team ID</u>, and have been nominated by the National Association by the Freeze Deadline.</p>	<p>Accommodation and breakfast.</p> <p>For Main Draw players.</p>	<p>Accommodation and breakfast.</p> <p>For Main Draw players.</p>
Start	Evening before start of Main Draw.	<u>Evening before Singles round of 16 and/or Doubles Quarter Finals.</u>	<u>Evening before Singles Quarter Finals and/or Doubles Semi Finals.</u>

# During the Tournament



End	Day after player is eliminated, or morning following completion of tournament.	Day after player is eliminated, or morning following completion of tournament.	Day after player is eliminated, or morning following completion of tournament.
-----	--	--	--

J30 and J60 tournaments are encouraged to offer hospitality, however this is not a requirement.

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 on the Application Form. Any on-site meals must however continue to be provided for all players and coaches.

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.

## Per Diem

Where a tournament organiser provides a per diem allowance, this must be used by players (and coaches where full hospitality is provided) at the official hotel only. A player requesting single occupancy will receive a 50% payment towards room and meal costs, but a player 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.

## “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 the National Association by the Freeze Deadline in order to be given hospitality. No other coaches shall be guaranteed hospitality. Any

# During the Tournament



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.

## **“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 Singles round of 16 and/or Doubles quarter finals and end the day after the elimination of the player or the morning following the completion of the tournament. Except for 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.

## **“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.

The 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

# During the Tournament



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

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.

## Transport

During the Qualifying and Main Draw of J100, J200, J300 and J500 tournaments, where walking time is more than 15 minutes, transportation must be available free of charge for all players between the official hotel and the tournament site. Where the hotel is more than a 15-minute walk from the venue, a tournament transport service should be provided a minimum of every ninety (90) minutes between venue and official hotel(s) 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.

## 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.