



ITF Wheelchair Tennis  
Event Organisational Requirements

*January 2025*

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## Introduction

### 1. General

The UNIQLO Wheelchair Tennis Tour Tournaments, and other ITF Wheelchair Tennis Events, where applicable, must comply with these 2025 Wheelchair Tennis Organisational Requirements (this document, also referred to as the “Requirements”). These apply as specified in the ITF Wheelchair Tennis Competition Regulations (“the Regulations”) and not to other tours or events managed 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 Event Organisers. Key documents regarding the organisation of UNIQLO Wheelchair Tennis Tour Tournaments are available on the dedicated sections of the [ITF Website](#).

Where any item included in this document contradicts the Regulations and/or any Hosting Agreement (or other contract) agreed between the ITF and an Event Organiser, the provisions of the Regulations and/or Hosting Agreement shall take priority. Capitalised terms in these Requirements shall have the same meaning as in the Regulations.

### 2. Health, Safety and Security

The health, safety and security of all persons involved in the Event, including Players, Officials, Tournament Personnel and spectators, are of principal importance. The Event Organiser 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 Event, including compliance with any security requirements issued by the ITF. This includes the timely completion and submission of ITF security documents where specifically requested by the ITF. The Event Organiser is responsible for ensuring that safety and security plans for the Event comply with local laws, regulations and best practice.

The National Association, in association with any third party Event 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 Event or the health, safety or security of persons involved, whether they occur in advance of or during the Event.

Event 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 submits security documentation for the Event or has additional security measures put in place because of security concerns.

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

Event 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 Event Organiser and ITF Supervisor must adhere to the Extreme Weather Conditions rules (Appendix K in the Regulations) and the ITF Supervisor must have a Wet Bulb Globe Temperature Meter to measure the Heat Index.

### 3. Important Deadlines – Tour Tournaments

- The deadlines for Tournaments are set out in the Regulations and summarised here. For more details please refer to the relevant Regulations. Unless specified, references to days refers to days prior to the Monday of the Tournament Week.

| <b>Deadlines</b>   | <b>Grand Slams</b><br>(M/W/Q)                      | <b>Tour</b><br>(M/W/Q)                       | <b>Juniors</b><br>(incl. Jr Grand Slams) |
|--|--|--|--|
| Application  | Deadline set by the ITF (notified to NAs by ITF)   |  |  |
| Late Cancellation<br>(prior to the scheduled commencement of the Tournament) | 12 weeks   | SS/ITF1: 12 weeks<br>ITF2/3/Futures: 8 weeks | 8 weeks                                  |
| Factsheet  | 6 weeks  |  |  |
| Entry Rank Deadline  | 42 days  | 28 days                                      |  |
| Entry Deadline   | 40 days<br>Wednesday, 14:00 GMT                    | 26 days<br>Wednesday, 14:00 GMT              |  |
| Withdrawal Deadline  | 20 days<br>Tuesday, 14h00 GMT                      |  |  |
| Freeze Deadline  | 4 days<br>Thursday, 14h00 GMT                      |  |  |
| Singles Sign-in<br>Deadline  | 1 day before the start of play<br>16h00 local time |  |  |
| On-Site Alternates   | Singles Sign-In Deadline                           |  |  |
| Doubles Sign-in  | Day 1 of Singles Main Draw<br>12h00 local time     |  |  |

Deadlines for all other ITF Events will be notified and published by the ITF, as required.

### 4. Tour Tournaments Sanction Application

The National Association is responsible for submitting an Application and remains ultimately responsible for the organisation and running of the 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 provided using the Tournament Management System (TMS). Completed Tournament Applications, approved by the National Association and the Tournament Organiser(s) must be submitted by the stated deadline.

### 5. Tournament Sanction Fees

An invoice for the sanction fee will be sent by email following the conclusion of the Tournament. The Applicant must pay a non-refundable sanction fee based on the Grade of the Tournament, as per the below:

|              |               |
|--------------|---------------|
| Event        | Sanction Fee* |
| Grand Slams  | \$500*        |
| Super Series | \$500*        |

|                    |                          |
|--------------------|--------------------------|
| ITF 1 Series       | \$350*                   |
| ITF 2 Series       | \$300*                   |
| ITF 3 Series       | \$250*                   |
| ITF Futures Series | \$150*                   |
|                    | *(+VAT where applicable) |

By submitting the Application the Applicant commits to paying the sanction fee. ITF's invoicing of the Sanction Fee will be combined with any cash fines collected from Players.

## 6. Tournament Cancellations

Tournament Organiser cannot cancel after the deadlines set out in Article XX (Late Cancellation) of the Code of Conduct. Any cancellation by the Tournament Organiser after this point shall constitute a Tournament Offence. The sanction fee shall be retained by the ITF, or remains payable by the National Association if not already paid, and will not be offset against any fine that may separately be imposed.

## 7. Fact Sheet

The Fact Sheet must include the following information:

- i. Name, address, telephone, and email of the Tournament Director
- ii. Name, telephone and email of the ITF Supervisor, for sign-in
- iii. Event Site (address, telephone number and website address)
- iv. Event dates (including when play starts and schedule for finals)
- v. The Draws that will be held in the Event
- vi. Entry Fees, including currency;
- vii. Prize Money total (and the breakdown and any deductions for tax)
- viii. Any unrecoverable costs that a Player/Pair will be liable for if they withdraw after the Withdrawal Deadline or otherwise fail to appear for/participate in the Event
- ix. The Grade of the Event and Draw size
- x. Time and place of the Draw
- xi. Court Surface (and number of courts)
- xii. Make of ball (which should be an Approved Tennis Ball) including if high altitude
- xiii. Official hotel (including rate, contact details including website address and width of bathroom doors)
- xiv. Transportation details (including which airport Players should fly to)
- xv. Relevant information regarding visas and the point of contact for assistance with visas
- xvi. Reference to the fact that the Code of Conduct will be in force at the Event
- xvii. Cancellation deadline for hospitality costs
- xviii. Any other relevant details (such as officiating details, social functions, clinics)
- xix. Safeguarding information as set out in section 8 below.

## 8. Safeguarding Issues

Each Fact Sheet should include the name and contact details (address, email and telephone) of the statutory authority in the country (or state, region if appropriate) that is responsible for dealing with 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 Event must provide a contact person On-Site who handles safeguarding issues. The Event must provide the contact's name, email and telephone. On the Fact Sheet, the ITF will also provide details of the ITF's safeguarding reporting process.

## 9. Media, Commercial and Data Rights

All Events are required to comply with the commercial provisions in the Regulations.

## 10. Insurance

As per Regulation 38.2, 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 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 the Event due to force majeure.

In addition, it is strongly recommended that the Applicant takes out additional insurance policies that covers the Event that insures against: (a) employer's liability; (b) business interruption; (c) personal injury; and (d) any other appropriate insurance policies recognised under local law.

## 11. ITF Branding Guidelines

Tournament Organisers will be provided with an individual Sponsorship Pack in advance of the tournament.

It is important to ensure that the courts have a professional look when deciding where to display banners. Banners should be displayed at court level, un-creased and fully stretched.

Tournaments are encouraged to promote their events within the local community and on social media. The official Instagram channel of the UNIQLO Wheelchair Tennis Tour is @ITFWheelchairTennis.

## TOURNAMENT SITE AND PERSONNEL

### 12. Courts

An appropriate number of match courts must be available according to the number of days' play, playing hours and number of Players/Draw sizes.

The sanctioning National Association and Event Organiser must ensure that the match courts conform fully to Rule 1 of the Rules of Tennis. Event Organisers should refer to guidance given in the ITF Facilities Guide.

Events shall provide practice courts to Players free-of-charge. The required number of practice courts shall be available from at least one (1) day before the start of the Event until the completion of the Event.

Practice courts must be of the same surface as the match courts.

A minimum of one (1) practice court per sixty (60) Players shall be available free of charge to Players from at least one (1) day before the start of the Event until the completion of the Event. It is preferable that the practice courts are on site. If the practice courts are at a different venue to the match courts, free transportation must be provided throughout the day.

### 13. Court Requirements

Scoreboards should be provided on all show courts. At Grand Slams, Super Series and Singles Masters and Doubles Masters the scoreboards should display the Players' names.

All courts must be well prepared prior to the match (clay-courts must be prepared, water on court, bins emptied etc).

There must be adequate provision of shade, particularly in hot climates; it is recommended that umbrellas be provided on court. In very hot climates it is advised that matches are scheduled in the morning and late afternoon/evening.

Event must provide shade and ice buckets on court for Quad Players. A Quad Player can be assisted to spray water over their face.

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

Blended lines are permitted at Wheelchair Tennis Tour Tournaments. Permission is required to have blended lines on show courts at ITF 1 and Super Series events. Red and Orange court playing lines should be a different color than full-size court playing lines, but within the same colour family of the surface.

### 14. Wheelchair Storage

There must be a secure place for Players to store their tennis wheelchairs overnight (at Player's own responsibility)

### 15. Repair Station

It is required to have a repair station on site and an air compressor available at all times. Players should travel with a hand pump, basic tool kit and spare parts.

### 16. Lights

If matches are to be played under artificial lighting, the intensity of illumination must be sufficient for professional tennis i.e. minimum of 500 lux, and distributed evenly over the court. The ratio of the highest to lowest light readings is recommended to be a maximum of 1.5 : 1.

### 17. ITF Supervisor's Office

The Event Organiser must ensure a private office with a desk is made available to the ITF Supervisor. The office should be equipped with:

- Wireless Internet Access;
- Printer and Scanner with sufficient supply of paper and ink;
- Communication devices, such as walkie-talkies, which should also be provided to the Chief Umpire, each Chair Umpire and Sports Physiotherapist.

## 18. Locker Rooms

Adequate accessible changing rooms and shower facilities shall be available on site. If there are insufficient permanent accessible toilets for use during matches, clean, hygienic accessible portable toilets may be made available but only in conjunction with hand washing facilities. All toilets must be cleaned and checked regularly. It is required that there are locker rooms reserved only for Players.

## 19. Player Lounge

There must be a Player lounge available On-Site.

## 20. On-Site Anti-Doping Testing Facility

To facilitate testing under the ITF Tennis Anti-Doping Programme, all Tournaments must provide on request, and at their own cost:

- a) A Doping Control Station that, at a minimum, satisfies the requirements of the prevailing version of the WADA International Standard for Testing and Investigations; and
- b) Sufficient chaperones to notify Players selected for Sample collection, accompany and observe such Players until their arrival at the Doping Control Station, and witness provision of those Players' Samples as necessary.

## 21. Restaurant / Food Service

### Meals

Breakfast and a minimum of one (1) other free meal per day should be included in the Entry Fee although Events are strongly encouraged to include three (3) free meals per day whenever possible. Events that do not provide free food for Players must be able to offer low cost food on site. All food (whether provided or available for purchase) should be varied, nutritious and be suitable for athletes and a vegetarian alternative should be available. Fruit should be available at all times.

### Catering

There must be facilities accessible to Players to purchase food (e.g. café or restaurant)

Event 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](#).

## 22. Venue Access and Credential System

Events must provide accreditation to all Players, staff, media and all other personnel. Accreditation must be displayed at all times whilst on the Event site.

Should any persons be denied accreditation or have their accreditation removed from them in accordance with the Regulations including the Code of Conduct at Part 4 of the Regulations, then it is the Event's obligation to enforce those provisions.

Tournament Visitor Accreditation Any Covered Person, as defined in the ITF Welfare Policy (Appendix F) or Tournament Visitor, as defined below, attending a Tournament, the Masters or the Team Competition must report to the Tournament Committee upon arrival and request accreditation for the full duration of his/her stay. For the purposes of the accreditation the full name of the attendee and the organization he/she represents must be provided. Event Visitor



Accreditation does not entitle the visitor to access private Player areas, such as the locker rooms or Player lounge. Where possible, Event Visitors should be provided with photo identification guest passes that are clearly distinguishable (e.g. by colour) from Player identification passes.

Note: Event Visitors includes, but is not limited to, the following groups: any prospective or current agent, suppliers, sports manufacturers, the media, recruitment organizations, or training, development and academic institutions of any description. For the avoidance of doubt, it does not include anyone visiting an Event solely as a tennis spectator.

### 23. Tournament Director

Each Event Organiser shall appoint a Tournament Director who is responsible for the organisation of the Event. Specifically, the Tournament Director is responsible for:

- Onsite organisation of the Event.
- Liaison with the Event Organiser and ITF Supervisor.
- Liaison with the ITF as necessary.
- Point of contact for ITF and Players for all advance organisational and logistical information and arrangements (except for entries and withdrawals).
- Production of all materials including Fact Sheet, etc.
- Hotel and transportation arrangements.
- Promotional and publicity requirements.
- ITF Wheelchair Tennis Tour, Tournament & Event sponsorship requirements.

A completed Event report must be sent to the Wheelchair Tennis Department no later than two (2) weeks following the completion of the Event. This report must include the following information:

- i. The Prize Money report.
- ii. The Media Coverage Report.
- iii. The Event programme, press cuttings and other relevant tournament materials.

### 24. Officials

All ITF Supervisors must be registered with ITF Officiating to gain access to the ITF Officiating Portal and the resources needed for running the Event.

The ITF Supervisor for any given Event must submit the following to the ITF by the Sunday immediately following the conclusion of the Event:

- i. An ITF Supervisor Report.
- ii. Offences report (and any related medical forms/documentation)

All Chair Umpires shall be qualified as National Chair Umpires as a minimum.

- a) Grand Slam, Masters and Super Series Events  
The ITF Supervisor shall be of a minimum level of ITF Silver Badge. Chair Umpires shall be provided as follows:

- Main Draw - All matches
  - There shall be at least 2 Line Umpires for the finals of the Singles and Doubles in the Main Draw for Men's, Women's and Quad
- b) ITF 1 Series Tournaments
- The ITF Supervisor shall be of a minimum level of ITF White Badge. There shall be Off-Court Umpires from the first round of all Draws. Chair Umpires shall be provided as follows:
- Main Draw – Round of 16 (Men's, Women's and Quad, Singles and Doubles)
  - There shall be at least 2 Line Umpires for the finals of the Singles and Doubles in the Main Draw for Men's, Women's and Quad
- c) ITF 2, ITF 3 and Futures Series Tournaments
- The ITF Supervisor shall be of a minimum level of ITF White Badge. There shall be Off-Court Umpires from the first round of all Draws. Chair Umpires shall be provided as follows:
- Main Draw - From Quarter final stages onwards (Men's, Women's and Quad, Singles and Doubles)
  - Second Draw - From Semifinals stages onwards
- d) ITF Junior Series Tournaments
- The ITF Supervisor shall be of a minimum level of ITF White Badge. There shall be a Chair Umpire for all finals. Chair Umpires may be provided for earlier rounds at the discretion of the Tournament Organiser. Line Umpires may be provided at the discretion of the Tournament Organiser. For matches not requiring a Chair Umpire, a suitable number of Off-Court Umpires must be provided (in accordance with the provisions of the Duties and Procedures for Officials) having regard to the Draw size(s) of each Category within the Tournament.

## 25. Event Doctor

Each Event must appoint and pay all costs for an English-speaking medical doctor, preferably an orthopedic specialist or a general practitioner, to be available on call at all times during playing hours.

## 26. Sports Physiotherapist

The Event must appoint an English-speaking Sports Physiotherapist, to be available On-Site during play, to provide treatment to Players. It is recommended that all reasonable off-court treatment is provided free of charge to Players.

Further guidance on treatment and supplies can be found in the [ITF Guide to Recommended Health Care Standards](#). All Event [must comply with these Health Care Standards](#).

## 27. Tournament/Event Desk

There shall be a tournament desk on site that shall be staffed at all times by someone with a good knowledge of English. There shall be an information board at the Tournament Desk detailing the latest Wheelchair Tennis Rankings, the Code of Conduct, the Prize Money breakdown, the ITF Anti-Doping Programme, the ITF Representative on site, Safeguarding contacts and any important phone numbers during the Event (e.g. Doctor, emergency services, hotel, transportation, Tournament Director and ITF Supervisor).

If an ITF Representative is attending the Event an additional office/desk should be arranged for them with Internet access.

### 28. Stringer

ITF 1 Events and above should provide a stringer On-Site. For lower Grade Tournaments, stringing facilities should either be offered On-Site or information should be available about where rackets can be strung. It is the Players' responsibility to ensure that they have enough rackets to play with if there is no stringer on site.

### 29. Ball Persons

It is recommended to have ball persons during matches. Ball persons should be trained before they are permitted on court.

At Grand Slams ball persons are required for all matches.

At Super Series ball persons are required for finals and recommended for semi-finals.

### 30. Entry Fees

Events may charge an Entry Fee for both Singles and Doubles. Any such Entry Fee must be paid as directed by the Event.

### 31. Schedule of Matches

Every evening, the schedule for the following day's play shall be published and displayed On-Site (in a highly visible place in a general Player's area, as decided by the ITF Supervisor) and at the official hotel(s) or otherwise be made available for Players and coaches. It must also be uploaded to the ITF Tournament Planner. The schedule shall be released no later than 20:00hrs local time the night before each day's play.

### 32. Balls

A minimum of four (4) new balls are to be provided for the first and third sets of the Main Draw matches.

A minimum of three (3) used balls per day for practice of the same manufacturer as the tournament ball, must be available free of charge to each Player from the day prior to the commencement of play. At Super Series and Masters Events, a minimum of six (6) balls should be made available per Player per day.

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

Enough free water (preferably bottled) shall be available on court during matches at all times. Events are strongly encouraged to offer free water (and if possible soft drinks/sports drinks) for all Players off court at all times, particularly in hot climates. Drinks must be available to purchase On-Site at all times.

### 34. Prize Money

The Event Organiser is responsible for paying all Prize Money in accordance with the Regulations and must make available information about the breakdown and distribution of Prize Money before the start of the Event.

### 35. Hotels / Accommodation

a) Costs

Accessible accommodation at reasonable cost (based on location and season) shall be offered at a nearby hotel. Events are strongly encouraged to include the hotel fee with the Entry Fee. If possible, Events should offer a choice of two (2) hotels to cater for Players on different budgets although this should only be done if all other requirements (including transportation) are still met.

b) Size of Doors/Number of lifts

It is recommended to state the size of the bathroom doors in the Fact Sheet. Only hotels with enough lifts in relation to the number of Players at the Event should be used. There should only be a maximum of two (2) Players per bathroom.

c) Door widths/Bathrooms

It is recommended that for access, door widths should be 90 cm or more. Furthermore, it is recommended that bathroom doors are not removed to create space.

d) Tournament/Event Desk in Hotel

There must also be a Tournament/Event information point in the official hotel detailing the transportation schedule (including details of how to obtain transportation), Order of Play and results. A member of Event staff must be present in the hotel on the day of arrivals and departures.

Accommodation provided for Players under the age of 18 must comply with the [ITF Children Safeguarding Policy](#)

### 36. Transport

a) Events are recommended to provide complimentary transport to and from the airport for flights arriving and departing between 9am - 11pm one day before play starts in the Event and one day after play finishes in the Event. Events are encouraged to offer transportation to the airport at other times if possible. Players must arrange their own transport at other times. Players must send travel details to the Tournament Director at least two weeks prior to the Event commencing, otherwise the Tournament Director cannot guarantee transport.

b) Transportation must be accessible to the Players (accessible buses or cars).

c) Free transportation shall be offered from the official accommodation to the Tournament site on a regular basis during match days and from the day before matches start.

d) The first transportation of the day must arrive at the Event site a minimum of fifteen (15) minutes before the first practice session, or 30 minutes before the first match, whichever is the earliest.

e) Transportation must be available from the Event site to the hotel on completion of the last match of the day.

### 37. Invoicing Collected Monies

Events are responsible for paying to the ITF any fines collected during the Event as set out in Regulation 87.7.2.