



**ITF JUNIOR TENNIS INITIATIVE
GUIDANCE DOCUMENT 2024
ENGLISH VERSION v1.0**

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LIST OF ACTIVE JTI NATIONS

A total of 146 ITF member National Associations had an 'active JTI' during 2023 and received assistance to support their national 14 -and-under junior programme from the ITF.

- AFGHANISTAN
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ARGENTINA
- ARMENIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH
- BARBADOS
- BELIZE
- BERMUDA
- BHUTAN
- BOLIVIA
- BONAIRE
- BOSNIA & HERZEGOVINA
- BOTSWANA
- BRAZIL
- BRITISH VIRGIN ISLANDS
- BRUNEI DARUSSALAM
- BURKINA FASO
- BURUNDI
- CAMBODIA
- CAMEROON
- CAYMAN ISLANDS
- CHILE
- COLOMBIA
- COMOROS
- CONGO
- CONGO, DEMOCRATIC REPUBLIC
- COOK ISLANDS
- COSTA RICA
- COTE D'IVOIRE
- CUBA
- DJIBOUTI
- DOMINICAN REPUBLIC
- ECUADOR
- EGYPT
- EL SALVADOR
- ERITREA
- ESTONIA
- ESWATINI
- ETHIOPIA
- FEDERATED STATES OF MICRONESIA
- FIJI
- GABON
- GEORGIA
- GHANA
- GRENADA
- GUAM
- GUATEMALA
- GUINEA CONAKRY
- GUYANA
- HAITI
- HONDURAS
- HONG KONG
- ICELAND
- INDONESIA
- IRAN
- IRAQ
- IRELAND
- JAMAICA
- JORDAN
- KAZAKHSTAN
- KENYA
- KIRIBATI
- KOSOVO
- KYRGYZSTAN
- LAO
- LATVIA
- LEBANON
- LESOTHO
- LITHUANIA
- LUXEMBOURG
- MACAU
- MADAGASCAR
- MALAWI
- MALAYSIA
- MALDIVES
- MALI
- MAURITANIA
- MAURITIUS
- MEXICO
- MOLDOVA
- MONGOLIA
- MONTENEGRO
- MOROCCO
- MOZAMBIQUE
- MYANMAR
- NAMIBIA
- NEPAL
- NICARAGUA
- NIGERIA
- NORFOLK ISLANDS
- NORTH MACEDONIA
- NORTHERN MARIANA ISLANDS
- OMAN
- PAKISTAN
- PALAU
- PANAMA
- PAPUA NEW GUINEA
- PARAGUAY
- PERU
- POLAND
- PUERTO RICO
- QATAR
- RWANDA
- SAMOA
- SAUDI ARABIA
- SERBIA
- SEYCHELLES
- SIERRA LEONE
- SINGAPORE
- SOLOMON ISLANDS
- SOMALIA
- SOUTH AFRICA
- SRI LANKA
- ST KITTS & NEVIS
- ST LUCIA
- ST MAARTEN
- ST VINCENT & GRENADINES
- SUDAN
- SURINAM
- SYRIA
- TAHITI
- TAJIKISTAN
- TANZANIA
- TIMOR-LESTE
- TOGO
- TONGA
- TRINIDAD & TOBAGO
- TURKEY
- TURKMENISTAN
- UGANDA
- UNITED ARAB EMIRATES
- UNITED STATES VIRGIN ISLANDS
- URUGUAY
- UZBEKISTAN
- VANUATU
- VENEZUELA
- VIETNAM
- YEMEN
- ZIMBABWE

ABOUT THE ITF DEVELOPMENT STRATEGY

The 2024 ITF Development strategy is to create a world where ITF development programmes contribute to the consistent global growth and quality of tennis, with a mission to ‘increase the number and standard of players worldwide’. All activities delivered support the attainment to achieve two objectives within the strategy:

1. Increase participation in tennis worldwide for all ages, genders, playing standard and physical abilities; and
2. Develop talented players, particularly those from nations that are both under-resourced and under-represented.

These two objectives will significantly contribute to the growth of the total players population to 120 million by 2030 under ITF2024. All development activities sit within one of six areas: Performance; Participation; Events; Facilities; Education; and Administration and Resources. The ITF works with the member National Associations to support their respective national development pathway.

ABOUT THE JUNIOR TENNIS INITIATIVE

The Junior Tennis Initiative (the “JTI”) is the national 14-and-under junior development programme for a National Association, supported by the ITF. The JTI is a key part of the National Association’s player development pathway.

A national JTI provides opportunities for increased participation in tennis for junior players who are 14-and-under and identifying the most talented players for focused player development within a nation. It provides opportunities for more tennis coaches, school educators and administrative organisers (the “deliverers”). The JTI incorporates the following key elements:

- ITF Tennis Festivals;
- 10-and-under tennis (Tennis10s) within Primary Schools, tennis facilities i.e., tennis clubs, and community venues (“venues”).
- Deliverers (tennis coaches, school educators and administrative organisers) involved with delivery of tennis opportunities within the JTI in the nations;
- Junior Pathway for the most talented 12 and 14-and-under players; and
- Effective use of tennis equipment provided by the ITF.

ITF TENNIS FESTIVALS

Introduced during 2019, the purpose of the ITF Tennis Festivals project is creating a welcoming, affordable, and inclusive ‘first-time to tennis’ experience for new participants. Tennis Festivals are organised in an environment, typically at local venues, under the guidance of their respective National Association. The Tennis Festivals are the first introduction to tennis for 10-and-under players in many active JTI nations.

The ITF Tennis Festivals project provides National Associations with access to an event management mobile-application which will help local event organisers at venues to set up, administer and track attendance at each Tennis Festival. Each venue organising a Tennis Festival must provide an accessible follow-up pathway for all participants to be retained through local existing or new playing opportunities, such as the JTI for all new 10-and-under players participating.

10-AND-UNDER TENNIS (ITF TENNIS10s)

ITF Tennis10s is tennis for players aged 10-and-under within venues, typically organised in Primary School and / or tennis club environments. Tennis10s is played on smaller courts / areas using the slower red, orange, and green stage balls. It is a fun way to start and retain more 10-and-under players in tennis. Tennis10s makes it easy for children to play the game, develop good technique and tactics and a love for the sport. For more information regarding Tennis10s, please visit [tennis10s.com](https://www.tennis10s.com).

TENNIS DELIVERERS

Tennis deliverers (tennis coaches, schoolteachers, competition organisers, volunteers, and administrative personnel) are very important as they provide the opportunities for junior players to be introduced and retained in tennis. It is the responsibility of the National JTI Coordinator in each nation to establish a pool of deliverers that can support all components involved with delivery of tennis opportunities within their respective national JTI; as well as establish a structure to support the education of future tennis deliverers. Tennis deliverers would be supported by the respective National Association's recognised coach education system.

JUNIOR PLAYER PATHWAY

Junior player pathway focuses on the 14-and-under players competing and training in a focused-performance environment. This component of the JTI provides a pathway for the most-talented 12- and 14-and-under players in a nation to be supported by their respective National Association through greater focus on their focused-performance training and competitive needs. These players would be competing in the national competition framework of a National Association, as well as aspiring to represent their nation at team level, both at the ITF Regional 12-and-under team competition that is coordinated around the world, and in the ITF World Junior Tennis team championship for 14-and-under players.

It is expected that a National Association with an 'active national JTI' should be entering at least one boy's and one girls' team in the Regional 12-and-under team competition, and in the ITF World Junior Tennis team championship.

TENNIS EQUIPMENT

The ITF provides active JTI nations with the opportunity to obtain tennis equipment as part of the ITF assistance for their national JTI. The equipment obtained is used to provide greater opportunities to introduce new players to the game of tennis, and to support the development of young talented players. Active JTI nations are encouraged to re-use any equipment donated by the ITF.

RETENTION IN JUNIOR TENNIS DEVELOPMENT

It is important that all National Associations encourage young players, and their respective parents / guardians, to continue playing tennis post 10-years old, and retaining them in our sport. Although the purpose of the JTI is focused on the key elements listed above, tennis deliverers and venues are encouraged by the ITF to provide junior tennis development opportunities for children aged 11 to 18-years-old, typically within Secondary Schools and tennis club environments.

IMPORTANCE OF PARENTS / GUARDIANS

Parents / guardians should understand that learning to play and compete is a gradual process and as their child progresses through the red, orange, and green stages of Tennis10s and potentially into higher level national performance pathway environments at 12- and 14-and-under. Tennis deliverers should ensure that the parents / guardians encourage their child to become more independent. Parents / guardians should try to focus on how their child is developing tennis skills and their enjoyment of the game, rather than on competitive results / outcomes of matches, particularly at 10-and-under. *[Extract from the ITF Play Tennis manual 3rd ed, pp93]*

The ITF has created a Tennis Parent Education series which can be accessed via the [ITF Academy](#) online education platform.

JTI OBJECTIVES & KEY PERFORMANCE INDICATORS

The ITF Development strategy is underpinned by a set of strategic principles, for which all Development activities are administered globally. 'Monitoring and measuring' and 'return on investment' are two strategic principles that have been introduced to the JTI since 2016.

The JTI has five specific objectives that support National Associations to develop their national junior development programmes. These objectives are in place to increase the number and standard of players worldwide. The five objectives are:

1. to grow the number of 10-and-under children taking part in Tennis10s activity;
2. to grow the number of Tennis10s competitions and competition entries;
3. to grow the number of venues hosting tennis 'playing sessions';
4. to grow the number of certified / qualified deliverers in the programme; and
5. to grow the number of players transitioning from the JTI to an International Performance Player Pathway.

In order to achieve these five specific objectives, the JTI has seven key performance indicators (KPIs). These are measured per National Association and through the analysis of the data collated through the [JTI reporting process](#) from each nation. The seven KPIs are:

1. Total number of unique players (boys & girls) participating in at least one 'development playing session' in venues;
2. Total no. of entries (boys & girls) in Tennis10s competitions organised in venues;
3. No. of venues hosting tennis 'development playing' or 'National Pathway Environment' sessions;
4. No. of Primary School teachers delivering at least one tennis 'development playing session' and / or at least one tennis 'competition'.
5. No. of tennis coaches delivering at least one tennis 'development playing', 'National Pathway Environment' session and / or at least one tennis 'competition';
6. No. of tennis players introduced to tennis within the JTI with an ITF World Tennis Tour Junior Ranking (since 2013);
7. National Association team entries (BOYS & GIRLS) in Junior Team competitions (12U Regional Junior Team Competition and/or 14U World Junior Championships).

Figure A below presents the JTI Objectives & Key Performance Indicators matrix. It provided a breakdown of the seven KPIs under each of the five objectives for the JTI, and where each supports the overall ITF Development Strategy.

DEVELOPMENT OBJECTIVE	DEVELOPMENT STRATEGIC AREA	JTI PROGRAMME OBJECTIVE	KEY PERFORMANCE INDICATORS
#1 Increase participation in tennis worldwide for all ages, genders, playing standards and physical abilities.	PARTICIPATION	1. to grow the number of 10-and-under children taking part in Tennis10s activity	KPI 1: Total number of unique players (boys & girls) participating in at least one 'development playing session' in venues
	EVENTS	2. to grow the number of Tennis10s competitions and competition entries	KPI 2: Total no. of entries (boys & girls) in Tennis10s competitions organised in venues
#2 Develop talented players – particularly those from nations that are both under-resourced and under-represented.	FACILITIES	3. to grow the number of venues hosting tennis 'playing sessions'	KPI 3: No. of venues hosting tennis 'development playing' or 'National Pathway Environment' sessions
#1 Increase participation in tennis worldwide for all ages, genders, playing standards and physical abilities.	EDUCATION	4. to grow the number of certified / qualified deliverers in the programme	KPI 4: No. of Primary School teachers delivering at least one tennis 'development playing session' and / or at least one tennis 'competition'
#2 Develop talented players – particularly those from nations that are both under-resourced and under-represented.			KPI 5: No. of tennis coaches delivering at least one tennis 'development playing', 'National Pathway Environment' session and / or at least one tennis 'competition'
	PERFORMANCE	5. to grow the number of players transitioning from the JTI to an International Performance Player Pathway	KPI 6: No. of tennis players introduced to tennis within the JTI with an ITF World Tennis Tour Junior Ranking (since 2013)
	EVENTS		KPI 7: National Association team entries (BOYS & GIRLS) in Junior Team competitions (12U Regional Junior Team Competition and/or 14U World Junior Championships)

Figure A: JTI Objectives & Key Performance Indicators matrix.

ATTRACT, INSPIRE, SUPPORT, RETAIN – GOALS FOR 2024

The ITF has established a set of goals for all active JTI nations to embed into their national 14-and-under development programmes. This is in order for all nations to strive towards attaining during 2023 and into 2024. The focus is to **attract**; **inspire**; **retain**; and **support**. These include:

1. Monitoring & Measuring

- All active JTI nations must use the new online reporting platform from P1 2023/4

2. Raising deliverer standards

- National JTI Coordinators must complete the four pre-requisite courses through ITF Academy to support their [continuous professional development](#) and to ensure minimum standards of delivery are attained in the JTI worldwide.
- National Associations and the National JTI Coordinator should encourage all their deliverers (school teachers and tennis coaches) involved within their national JTI to complete these four free courses, in particular the '[Introduction to Safeguarding Children](#)' course.

3. Introducing new players & keeping them playing

- Organising [Tennis Festivals](#) to introduce new players to tennis, in schools, clubs and public community areas. Every new player must be provided a follow-up opportunity to be retained in the sport.

4. More Team-based competitive matches

- Encourage fun team-based competitive play within school and club environments, particularly at the Tennis10s Red, Orange, and Green stages of tennis development ([see Appendix 3: Tennis10s 'Mix+Match'](#)).

5. Create the next generation's role models

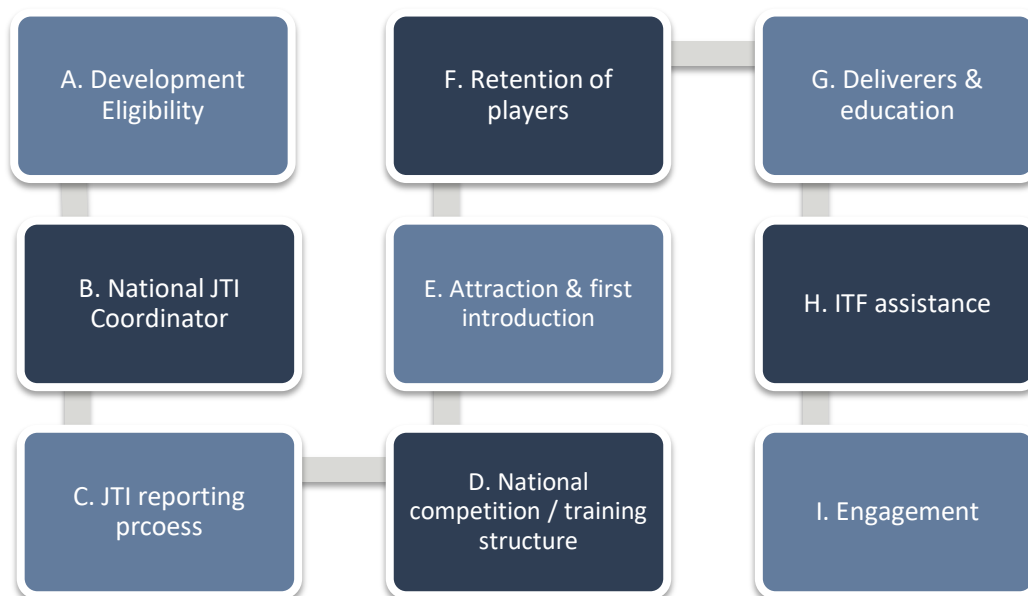
- All active JTI nations are expected to be entering at least one boy's and one girls' team in the Regional 12-and-under team competition, and in the ITF World Junior Tennis team championship.
- Inspire the next generation with the [junior player pathway](#) players who are representing their country in these ITF team competitions – create [Young JTI Ambassadors](#).

6. Learning to understand the data

- It is important for National JTI Coordinators to be able to interpret the data for their national programme across all Key Performance Indicators (KPIs) using the dashboard within the online JTI reporting platform.
- This will allow them to have a clear understanding of the progress being made towards their JTI objectives and to identify areas for improvement.
- It is recommended that National JTI Coordinators regularly review their data and make necessary adjustments to their programme to ensure its success.

REQUIREMENTS FOR AN 'ACTIVE' NATIONAL JTI

A National Association with an 'active' national JTI should ensure that the following requirements are in place:



A. be a Tier 1, 2 or 3 National Association, as part of the [ITF National Association Development Eligibility](#);

B. have appointed a National JTI Coordinator to oversee the national programme with a written agreement in place and formally confirm the role to the ITF (speak with the ITF Development Officer for more information). All National Coordinators must have completed **four** courses on the ITF Academy as an essential requirement for the National Association to receive any JTI assistance;

C. access to the online JTI reporting platform validate the three JTI report forms throughout the calendar year before the submission deadline;

D. have (or working towards establishing) a national competition structure for 12 & 14-and-under players and a supportive training / development programme structure for the most talented 12 & 14-and-under;

E. have (or working towards establishing) a structure in place to introduce new young players to tennis, either through Primary Schools and / or tennis club environments;

F. have (or working towards establishing) a structure in place to retain all players first introduced to tennis through the JTI;

G. have (or working towards establishing) a pool of deliverers that can support with delivery of all components of tennis opportunities within the national JTI; and a structure in place to support deliverers through continuous professional development, and to educate future deliverers;

H. distributes ITF assistance effectively to support the development of all components of the JTI; and

I. the National Association has regular and effective communication with the ITF Development Officer regarding the JTI, and the National JTI Coordinator attends organised ITF meetings and events that they are invited to.

These requirements ensure that the National Association can administer their respective national JTI effectively and utilise ITF assistance efficiently to adhere to the [objectives and KPIs](#) for the JTI. They support the ITF Development objectives to increase the number of players in their nation and develop more talented players.

Note: by completing and submitting the JTI report form at any point, a National Association with a current 'active' national JTI agrees to meet the requirements of the JTI.

NATIONAL JTI COORDINATOR ROLE & RESPONSIBILITIES

The national JTI is the responsibility of the National Association, following guidance provided by the ITF in this JTI Guidance document. It is the responsibility of the National Association to appoint or employ a National JTI Coordinator to support the development of the national JTI in the nation. The role of the National JTI Coordinator may be a full-time or part-time role, in close agreement with the National Association. In return of the JTI assistance provided by the ITF, all elements of the job description below should be carried out by the National JTI Coordinator, and where appropriate, with the support from any Assistant JTI Coordinator(s) that are involved.

Note: It is not the responsibility of the ITF to appoint OR employ a National JTI Coordinator. It is the responsibility of the National Association to inform the ITF of any changes to their confirmed National JTI Coordinator.

CONTRACT / FORMAL AGREEMENT WITH THE NATIONAL ASSOCIATION

The National Association and the National JTI Coordinator should have a contract or formal agreement in place specifying what is expected by the role to support the development of the national JTI. Such components within the contract or formal agreement may include:

- objectives and Key Performance Indicators (KPIs) for the role;
- what working hours would be expected of the National JTI Coordinator in the role by the National Association i.e., full- or part-time (the number of hours of work per week, per month, and per year);
- agreement of salary and payment process;
- location(s) of the role and delivery; and
- channels of communication with personnel within the National Association who are responsible.

ITF DEVELOPMENT OFFICER GUIDANCE

Prior to the contract or formal agreement being agreed between the National Association and the National JTI Coordinator, it should be reviewed by the ITF Development Officer. The ITF Development Officer would provide appropriate guidance regarding the recruitment of the National JTI Coordinator.

Note: The National JTI Coordinator may have additional responsibilities while undertaking the role, such as conducting additional independent roles i.e., private tennis coaching or another paid role. The ITF recommends that the National Association is aware of this, and this is included within the contract or formal agreement.

OFFICIAL CONFIRMATION OF NATIONAL JTI COORDINATOR

It is a requirement for every active JTI nation to officially confirm their National JTI Coordinator and any Assistant National Coordinators. The National JTI Coordinator Confirmation Form should be completed by the National Association President, CEO, General Secretary, General Manager or Director/Head of Development (or equivalent), in order to confirm and provide contact details for the National Coordinator. The ITF Development Officer will share the link to complete the official nomination of the National Coordinator.

Note: It is important that the coordinators are all registered users of the ITF Academy and the email addresses shared must be those used by them to access the Academy platform.

Once the confirmation is received, the National JTI Coordinator will be contacted directly by the ITF with further instructions with how to access the JTI reporting process. Assistant National Coordinator(s) can be confirmed if applicable, however the National Coordinator will be contacted in the first instance as the main point of contact for the national JTI.

GENERAL RESPONSIBILITIES

ADMINISTRATION & COMMUNICATION

- oversee, administer, and manage the national JTI on behalf of the National Association.
- work with the National Association to ensure that the requirements of an 'active' national JTI are in place;
- to attend the periodic National Coordinator conference calls held throughout the year hosted by the ITF Development Officer for each region and ITF events were invited. The National Coordinator conference calls are 1.5 hours in duration and count towards CPD credits.
- distribute and monitor the use of the tennis equipment assistance provided by the ITF across all components of the national JTI;
- continually promote the sport and the opportunities for young people to learn and enjoy playing the game;
- regularly review the data for the national programme across all KPIs using the dashboard within the online JTI reporting platform and make necessary adjustments to their programme.
- be the National Association's nominated User for the [ITF Toolkit](#) to create customisable digital and printed promotional assets;
- regularly create content for the National Association website and /or social media for the JTI; and
- to support the National Association to source external sponsorship / government grants / funding on behalf of for the national JTI. This is the overall responsibility of the National Association.
- to supply updates to the ITF on the national JTI through videos, photos, news articles, etc.

REPORTING, DATA COLLATION & RESPONSIBILITY

- to complete the JTI reports for each reporting period (three-times per year) and submit the report prior to the stated submission deadlines to the respective ITF Development Officer and to the ITF London Office, either via the online reporting platform or via the Microsoft Excel report form process.

Important: As part of the JTI reporting process, any personal data for the National Coordinator requested by the ITF will be used by the ITF and by the respective National Association only for the purposes of the ITF JTI and will be processed in line with the 'ITF Privacy Notice – ITF Business Contacts'. The National JTI Coordinator will be required to provide data related to the national programme and this will be processed in line with the 'ITF Privacy Notice – Development Players'. This includes National Association contact details, equipment shipment details, tennis locations, tennis deliverers (tennis coaches and schoolteachers) and top junior players 12/14U. All privacy notices are available to view [here](#).

TENNIS COACHING

- may deliver tennis coaching for 10-and-under players within venues, using ITF Tennis10s.
- may deliver tennis coaching for the most talented 12- and 14-and-under players, within the National Association's focused-performance pathway programme at venues.

10-AND-UNDER TENNIS

Working with the National Association and the specific development personnel:

- ensure the [ITF Rules of Tennis Appendix VII](#) for 10-and-under competition;
- increase participation with communities / organisations that work with young people to introduce tennis opportunities i.e., competitions, festivals, training days, etc.;
- facilitate and support the ITF Tennis Festivals project at designated;
- facilitate / support fun and enjoyable competitive and development opportunities within venues, liaising with the deliverers (tennis coaches, school educators and administrative organisers) who are responsible;
- attract new Primary schools, tennis facilities and local communities to be involved in the national JTI; and
- oversee the Primary schools, tennis facilities and local communities in the national JTI, through regular visits.
- ensure that there are no national rankings at any of the 3 stages at 10-and-under, as recommended within the 10/12-and-under recommendations for competition accessible [here](#).

JUNIOR PATHWAY TENNIS

Working with the National Association's national Technical Director and / or national tennis coaches:

- implement a process of talent identification to ensure that the most talented 12- and 14-and-under players receive the appropriate competitive and training opportunities,
- ensure that the National Association enters both a boy's and girl's national team in:
 - the ITF Regional 12-and-under team competition which is the first step for international competition for developing competitive players, and is coordinated in five continents;
 - the [ITF World Junior Tennis team championships](#) (14-and-under).

- ensure that the ITF Regional 12-and-under and ITF World Junior Tennis team captains are certified by the National Association, in accordance with the [ITF Junior Team Competitions Regulations](#);
- support the coordination of the national competition structure for 12 and 14-and-under players;
- being aware of the most significant results for the most talented 12- and 14-and-under players communicate these to the ITF Development Officer for their information;
- at the end of calendar year, submit the list of the top 8 to 20 nationally ranked 12- and 14-and-under boys and girls via the online JTI reporting platform; and
- ensure that the 10/12-and-under recommendations for competition are adhered to within the national competition structure accessible [here](#).

EDUCATION

- ensure all deliverers working within the JTI work in line with the [ITF Safeguarding Children Policy](#) and that all tennis coaches are certified by the National Association;
- where possible, facilitate, deliver, and support the continuous professional development training of new and existing tennis deliverers (tennis coaches, schoolteachers, competition organisers, volunteers and administrative personnel) who provide the appropriate competitive and development opportunities to players involved in the national JTI;
- provide guidance to tennis deliverers so that appropriate development structures are in place within Primary schools, tennis facilities and local communities, so players have the maximum opportunities to experience play and competition, as well as to develop their tennis skills; and
- encourage professional mentoring for new and existing deliverers.

National Associations and the National JTI Coordinator should encourage all their deliverers (school teachers and tennis coaches) involved within their national JTI to complete these four free courses, in particular the [‘Introduction to Safeguarding Children’](#) course.

PROFESSIONAL / PERSONAL SKILLS REQUIRED

The National JTI Coordinator should have the following professional / personal skills:

CERTIFICATION & EDUCATION

- be certified by the National Association as either an ITF Play Tennis, Coaching Beginner, and Intermediate player (Level 1), Coaching Advanced players (Level 2) or Coaching High Performance players (Level 3) coach, or equivalent.

Note: The National JTI Coordinator should be certified at the level of a Coaching Advanced players (Level 2) coach or above, if working with the most talented 12- & 14-and-under national junior players).

- the ITF requires that all National JTI Coordinators complete the [‘Understanding the ITF Junior Tennis Initiative \(JTI\)’ course](#), the [‘Introduction to Safeguarding Children’](#) (for more information see Safeguarding Children below); the [‘Tennis Festivals’](#) course; and the [‘ITF Coaching Beginner and Intermediate Players Course - Introduction to competition’](#); and
- have a good educational background.

ADMINISTRATION & COMMUNICATION

- have the ability to plan and organise projects, competitive opportunities, tennis festivals and events;
- have good administrative and computer literacy skills, in particular with use of Microsoft Excel and Word;
- have strong communication skills;
- have effective time management skills and ability to delegate tasks;

TENNIS & SPORT KNOWLEDGE

- have a good tennis playing level, a knowledge of the sport, and enthusiasm for tennis;
- have knowledge of using multi-match formats for tennis competition with a variety of scoring systems;
- have an understanding of the national sport structure and education system, as well as an ability to work with local and national authorities / organisations;
- have a good understanding of the ITF Safeguarding Children Policy and the National Association Safeguarding Children Policy (if one exists), in particular the importance of providing safe and inclusive tennis environments for all players aged under 18 years.

PERSONAL SKILLS

- have strong personal drive and ability to motivate themselves and others; and
- be able to apply flexibility, persistence, and assertiveness throughout.

SAFEGUARDING CHILDREN

In January 2022, the ITF introduced new policies for [Safeguarding Children and Adults in tennis](#). Children must participate and develop in environments that are safe and inclusive. It makes their experience enjoyable, and they will keep returning to activities they enjoy. Safeguarding is everyone's responsibility; we all have a duty of care to protect children who are attending the JTI.

The ITF requires that all National JTI Coordinators must complete an important foundation understanding of safeguarding in tennis via the ['Introduction to Safeguarding Children'](#) course. The ITF recommend that all National Associations encourage all deliverers involved in their national junior development programme to complete the course if they are working with children to understand why safeguarding is important and what to do if they are concerned about a child.

The ITF is committed to protecting all Junior Players playing in our tennis tournaments, events, projects, and programmes. New to 2024, the ITF has introduced the ['Safeguarding ITF Junior Players'](#) course. This course is for players aged 13-17 years and can be completed by players at any level e.g. participation and development, GSDP and WTTJ. The course is currently published in English, and we will be translating into French and Spanish soon followed by other languages in the future. You are welcome to do the course and any feedback you have is very welcome as we seek to build further safeguarding education for other cohorts across international tennis.

Where a National Association does not have their own Safeguarding Children Policy and Procedures, the JTI delivery will be expected to abide by the ITF Children Safeguarding Policy. This can be downloaded [here](#), and further information can be requested by emailing safeguarding@itftennis.com.

The ITF Development Officer may also ask to see evidence of qualifications and that safeguarding children forms part of the overall planning and delivery of the programme within a particular country.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

To ensure that the quality of delivery across the JTI continues to be supported, the ITF will again provide all confirmed NCs with the opportunity to develop their skills and understanding via free access to the ITF Academy courses and the library of resources. All NCs should attend the regional JTI Conference calls organised by the ITF Development Officer, and invitations to attend ITF conferences and events are provided to NCs as a priority.

All National Coordinators must have completed the following **four** courses on the ITF Academy as an essential requirement for the National Association to receive any JTI assistance in 2024, and this includes the first subsidy payment in May 2024:

1. ['Understanding the ITF Junior Tennis Initiative \(JTI\)'](#)
2. ['Introduction to Safeguarding Children'](#)
3. ['Tennis Festivals'](#)
4. ['ITF Coaching Beginner and Intermediate Players Course - Introduction to competition'](#)

ITF ASSISTANCE FOR AN ACTIVE NATIONAL JTI

The ITF can assist National Associations with the development of their national 14-and-under junior development programme (“national JTI”) with a variety of different assistance. The ITF assistance can include:

- I. **JTI Subsidy:** Financial assistance towards the National Association’s National JTI Coordinator’s salary which is administered directly by the National Association to the National JTI Coordinator and should be used to allow the JTI Coordinator to administer the necessary duties to develop the National JTI, see above ‘National JTI Coordinator Role & Responsibilities’.
- II. **Tennis Equipment Assistance:** Equipment to support the development of the national JTI within Primary Schools and tennis facilities (competition and development opportunities); for supporting the organisation of ITF Tennis Festivals project; and for the 12- and 14-and-under players competing and training in a focused-performance pathway environment. Equipment donated should be used with the aim of providing greater opportunities to introduce and retain young players to the game.
- III. **ITF Academy:** The online platform from the ITF offering a variety of short courses ranging from general sport to tennis specific topics.
- IV. **ITF Expert Visits:** Regular visits from the ITF Development Officers and recognised ITF experts who work with the National Association administration, with the National JTI Coordinator, and national Technical Director and / or national tennis coaches, to ensure improvement in the national JTI;
- V. **ITF Subscription Rebate Programme:** Class B 1-share National Associations that meet the eligibility criteria will be able to apply for a rebate of up to US \$3,500 against that subscription fee to offset the costs of selected ITF Development project and this includes the JTI. For the JTI, the ITF encourage National Associations to use the grant for the investment in the wider development of the national 14-and-under junior development programme or as a contribution to purchase tennis equipment locally for the purposes of the JTI only (a maximum of 50% can be used as a contribution). All rebate applications must be sent to the ITF by 30 November 2024; however we request that specific JTI applications are received **no later than 30 September 2024** due to end of year processes. The application must be supported with a financial breakdown and a detailed summary of how the assistance is planned to support the national programme during 2023. A template for this financial breakdown is located in [Appendix 7](#).
- VI. **Other resources:** To support the national JTI in the form of manuals and educational materials;
- VII. **Participation Grants[^]:**
 - as a financial investment or equipment, allocated for the development for specific component(s) of the national JTI. These components are identified through the analysis of the data collated from the JTI reporting process per nation; and / or
 - as a financial contribution for National JTI Coordinators to attend ITF organised Conferences for educational purposes.

[^] based on an annual budget and case by case basis in consultation with the respective ITF Development Officer

ITF ASSISTANCE BREAKDOWN FOR THE JTI

Figure B details an overview of all ITF assistance provided to National Associations to support their respective national JTI. The table shows the different types of assistance provided by the ITF; the period for the allocation and the date during the year when this may be processed; and the requirements in place for any processing.

ITF ASSISTANCE	PERIOD ALLOCATED	DATE OF PROCESSING	REQUIREMENTS
JTI Subsidy	January-December	Up to three times per year, variable dependent on submission of JTI reports	Period #3 (previous year) and #1 reports received before deadlines
Tennis Equipment Assistance	January-December	Throughout	Respective report forms received before deadlines
ITF Expert visits	January-December	Throughout	Through discussion with the ITF Development Officer
ITF Subscription Rebate Programme	For more information regarding the programme, click here .		
ITF Participation Grants	Administered by the ITF London Office, based on an annual budget available and on a case by case basis in consultation with the ITF Development Officer		

Figure B: Overview of all ITF assistance

National Associations are only eligible for ITF assistance if they meet the '[active National Association JTI requirements](#)'. The respective ITF Development Officer will make a recommendation to the ITF London Office for the provision of ITF assistance for the following year's national JTI. The ITF Development Officer will discuss the provision requirements with the National Association's personnel during a review of the national junior development programme (using the data collated through the ITF National Association Development Plan and most recent JTI reports from the nation). National Associations are provided with written notification from the ITF of their allocated ITF assistance for the following year.

Note: Dependant on the start date for the national JTI, the assistance and support from the ITF may vary.

JTI SUBSIDY

JTI subsidies support National Associations financially to partially or fully subsidise their [National JTI Coordinator](#). JTI Subsidy payments from the ITF are provided periodically throughout the year, paid to the National Association in instalments up to three times. The ITF will confirm a provisional total to be allocated to each nation in advance of the first instalment being processed. The provision of subsidies will be based on:

- the level of tennis activity undertaken, on the receipt of the respective JTI report per reporting period;
- the level of return of investment against the [objectives and KPIs](#) for the JTI; and
- the level of engagement from the National JT Coordinator related to their [continuous professional development](#) and general development of the national JTI.

PROCESSING JTI SUBSIDIES

- The ITF will confirm each nation's JTI Subsidy payment by letter (via email) through the ITF Development Officer.
- The National Association should then invoice the ITF for the amount stated on the letter (see template in [Appendix 6](#)).
- The National Association should ensure that all invoices submitted have a unique invoice number with that specific invoice.
- When the ITF receives an invoice from the nation for their JTI Subsidy, the ITF Finance department shall process the payment accordingly.
- Please ensure that the National JTI Coordinator(s) receive all funds due to them.

National Associations should contact their respective ITF Development Officer if they have any concerns regarding the payment process. Requirements for National Associations to receive the subsidy payments and the processing dates are detailed in figure B. As a prerequisite for assistance, the ITF requires that all National JTI Coordinators complete the '[Understanding the ITF Junior Tennis Initiative \(JTI\) course](#)', the '[Introduction to Safeguarding Children](#)' (for more information see Safeguarding Children below), the '[Tennis Festivals](#)' course, and the '[ITF Coaching Beginner and Intermediate Players Course - Introduction to competition](#)'.

Note: It is the responsibility of the National Association to ensure that the ITF Finance department have their latest bank account details. Any amendments to National Association bank account details must be sent to the ITF London Office, signed and on headed paper.

TENNIS EQUIPMENT DISTRIBUTION

The ITF provides financial grants for active JTI nations to purchase equipment locally to assist active JTI nations in developing their national development programmes and competitions.

NEW JTI EQUIPMENT DISTRIBUTION PROCESS

The ITF are in the process of implementing a new JTI equipment distribution process. Details will be communicated in due course to all active JTI nations; however, the new system is to ensure a more sustainable, resource-efficient, and customisable process to support active JTI nations and their need for equipment. The ITF Development Officer will be in consultation with all the active JTI nations to discuss the equipment support once the new process is live.

ITF ACADEMY

The [ITF Academy](#) is the online platform from the ITF offering a variety of short courses and library of resources, ranging from general sport to tennis specific topics. The short courses provide continuous professional development for deliverers involved in a national JTI. These courses are presented through text, images, video, audio, as well as animations to ensure the content is interesting and engaging. All National JTI Coordinators must be registered for the ITF Academy and encourage all deliverers involved in the JTI to register for the platform to access the resource.

ITF EXPERT VISITS

Dependent on travel risks (and any associated national restrictions), the respective ITF Development Officer will schedule visits throughout the year to nations in their region. During the visits the ITF Development Officer will provide focused support for the development of the national JTI. They will use the ITF National Association Development Plan and the most recent completed JTI report form as a basis for the visits.

ITF SUBSCRIPTION REBATE PROGRAMME

In 2018 the ITF Board of Directors approved the offer of rebates for ITF Subscription Fees paid by Class B 1-share National Associations. Following payment of the 2024 ITF subscription fee, all National Associations that meet the eligibility criteria will be able to apply for a rebate of up to US\$3,500 against that subscription fee. The rebate may be used to offset the costs, either partially or in full (subject to the maximum value of US\$3,500) of several ITF Development projects, including the JTI. Eligible National Associations can apply to use the rebate for their JTI in the form of:

- a participation grant[^] to be invested in the key components that form part of the national 14-and-under junior development programme; or
- a contribution to purchase tennis equipment* locally for the purposes of the JTI only (a maximum of 50% can be used as a contribution).

[^] expenses for deliverers organising activity and facility hire. Costs for transport, accommodation, clothing, promotional materials, and awards for players (gifts, trophies, medals, or certificates) will not be accepted.

* this should be in addition to the equipment allocation provided by the ITF and should be approved by the ITF Development Officer in advance of the purchase.

During 2024, the ITF would encourage investment in:

- organising a series of Tennis Festivals;
- organising competitions within Primary Schools; or
- organising competitions within Clubs focused on 10/12-and-under players.

All rebate applications must be sent to the ITF by 30 November 2024; however, we request that specific JTI applications are received **no later than 30 September 2024** due to end of year processes. The application must be supported with a financial breakdown and a detailed summary of how the assistance is planned to support

the national programme during 2023. The summary must be related to at least one of the [JTI objectives](#) and a financial breakdown template is included within the Guidance Document. The ITF recommend that all eligible nations use the [ITF Toolkit](#) to promote the organised activities detailed within the Guidance Document.

Please see below the requirements for a National Association wishing to apply to use the grant for this purpose. When applying to use their rebate for this purpose, National Associations must provide the ITF with an itemised proof of purchase in the form of purchase receipts.

Requirements of the application:

- a clear description of what the activities will be;
- a clear breakdown of the how the grant will be used:
 - the grant may be put towards delivery fees, facility hire costs, and equipment, detailed above;
 - the grant may not be used to cover the cost for transport, accommodation, clothing, promotional materials, and awards for players (gifts, trophies, medals, or certificates)
- proof of receipts for all items must be provided.

A template for this financial breakdown is in [Appendix 7](#).

Note: that the existing ‘[active National Association JTI requirements](#)’ must be adhered to when applying for the rebate to be used for the national JTI. Full details of the ITF Subscription Rebate programme can be accessed [here](#).

OTHER RESOURCES

The ITF has a variety of educational resources via the [ITF Academy eBooks section](#) for National Associations to support their national JTI. The ITF encourages National Associations to support their tennis deliverers (tennis coaches, school educators and administrative organisers) who are involved within the national JTI. Some National Associations use the financial assistance from either the ITF (as directed by the ITF Development Officer); from non-ITF funders i.e., the government or national sports commission; or from sponsors to pay for the organisation of such educational support for their tennis deliverers.

If a National Association has the demand from the deliverers who are involved within the national JTI, and are interested in organising a specific education course, they should liaise with their respective ITF Development Officer.

PARTICIPATION GRANTS

The ITF analyses the data collated from the [JTI reporting process](#) to identify components of the national JTI that require improvement and specific focus for the benefit of the National Association’s national junior development programme. The ITF may allocate Participation grants to support the improvement of these components within the national JTI. All Grants are based on an annual budget and are allocated on a case-by-case basis in consultation with the respective ITF Development Officer.

JTI REPORTING PROCESS & COLLATION OF DATA

UPDATED REPORTING PROCESS

NATIONAL ASSOCIATION DATA SHARING AGREEMENT

For the ITF and National Associations to share information securely and in accordance with applicable data protection and privacy laws, it is now required that all active JTI nations sign the ITF Data Sharing Agreement, especially due to the level of data now being shared through the JTI reporting process. From 2023, the ITF will be in communication with all National Associations who are yet to complete the Data Sharing Agreement process, to ensure this secure step is in place. The ITF Development Officer will then follow up with further support and to ensure the process is understood.

The ITF's provision of assistance to all active JTI nations and the access to the JTI reporting process is strictly conditional upon the ongoing compliance with these terms of use and all applicable provisions of the Data Sharing Agreement in place between the ITF and the National Association.

ONLINE REPORTING PLATFORM

Following the initial implementation during 2022, the JTI reporting process has fully transitioned to an online platform, and this has replaced the previous Microsoft Excel report forms. All active JTI nations must now use the online platform for the purpose of reporting on their activities delivered. Access to the platform is via the ITF Tennis ID and all National Coordinators must be active users of the [ITF Academy](#) beforehand. Only National Coordinators that have been officially confirmed by the National Association will be able to access the online reporting platform.

The new online platform is a more secure and efficient process that allows all deliverers within the JTI to share their activity data directly into the platform using an online form. It is the responsibility of the National Coordinator to review and approve the data per reporting period, to formally validate and submit to the ITF.

COMPLETING & SUBMITTING THE JTI REPORTS

The JTI reporting process will operate three times per year (every 4-month period), with the three reporting periods and their respective deadlines for 2024 as follows:

REPORT #1 – JANUARY-APRIL 2024

- Submission deadline to the ITF - Wednesday 29th May 2024

REPORT #2 – MAY-AUGUST 2024

- Submission deadline to the ITF - Wednesday 25th September 2024

REPORT #3 – SEPTEMBER-DECEMBER 2024

- Submission deadline to the ITF – Wednesday 29th January 2025

Note: the respective period deadlines have been extended for 2024 in order to allow more time for the National JTI Coordinator to send, receive, review and approve the data forms received from the deliverers at the active venues involved in the programme. All reports must be validated by the respective deadline and dates of submission are recorded.

JTI OBJECTIVES & KEY PERFORMANCE INDICATORS

As detailed in the [JTI Objectives & Key Performance Indicators](#) section, in order to achieve the specific JTI objectives, the JTI has seven key performance indicators (KPIs). These are measured per nation and through the analysis of the data collated from each through the JTI reporting process. These are located in the 'dashboard' tab within the JTI report form.

DATA ANALYSIS & RETURN ON INVESTMENT

The JTI report forms are also an important tool for National Associations to keep track of the data for that current year and use the report form as a form of database for the all the components within their national JTI. The report forms provide National Associations with aggregated data from previous year's report forms against each KPI. This data is used to measure the progress of the JTI in the nation, year on year.

'Monitoring and measuring' and 'return on investment' are two strategic principles that have been introduced to the JTI since 2016 under the ITF Development Strategy. ITF Development Officers will work with their National JTI Coordinators to provide the ITF with a SWOT analysis of the JTI Programme in each of their active JTI nations. The ITF analyses the data collated from all the JTI report forms to identify specific components of the national JTI that require to be improved for the benefit of the National Association's national junior development programme. The ITF may allocate Participation grants to identified National Associations, as detailed in the [ITF assistance](#) section.

ITF PRIVACY NOTICE

As part of the JTI reporting process, any personal data for the National Coordinator which is requested to be provided will be used by the ITF and by the respective National Association only for the purposes of the ITF JTI and will be processed in line with the 'ITF Privacy Notice – ITF Business Contacts'. The National JTI Coordinator will be required to provide data related to the national programme and this will be processed in line with the 'ITF Privacy Notice – Development Players'. This includes National Association contact details, equipment shipment details, tennis locations, tennis deliverers (tennis coaches and schoolteachers) and top junior players 12/14U. All privacy notices are available to view [here](#).

Please ensure that the relevant National Association personnel have read and understood the details within the ITF Privacy Notices, in particular the [ITF Privacy Notice - Development Players](#) especially in 'Appendix 1: Junior Tennis Initiative' regarding (a) the categories of data that we process, (b) why we process this personal data and (c) how long we will retain this personal data.

The National Association is a separate data controller of any personal data that they process and store about the players participating in the JTI. The ITF is not responsible for the compliance within the local data protection laws of the nation and shall not be liable for any data breach committed by the National Association in respect of personal data that it controls.

DATA AWARENESS

National Associations will be required to share the [ITF Privacy Notice - Development Players](#) with their respective national 12-and-under and 14-and-under players' parents and / or guardians. This is to ensure that players and their parents / guardians are aware of how and why the ITF processes their personal data. There is no need for the documentation to be signed or returned to the National Association or to the ITF. Please contact the ITF Data Protection Officer (dataprotectionofficer@itftennis.com) if the National Association has any questions in relation to the ITF Privacy Notice.

ITF DEVELOPMENT OFFICER COMMUNICATION

The ITF Development Officer will maintain good communication with the National Association, organising official visits to the nation to observe and discuss the national JTI. The ITF Development Officer will use the data provided in the National Association Development Plan and the JTI report forms. In any instance where the National Association has concerns regarding their national JTI, the ITF Development Officer should be contacted in the first instance.

INACTIVE JTI NATIONS & IMPACT ON ITF ASSISTANCE

It is important for the ITF to implement consistency across the world and to maintain effective assistance and support, in a fair and transparent process to all active JTI nations. The ITF ensures that flexibility and consideration is applied throughout the support for National Association's development requirements and for the cases of exceptional circumstances.

If a National Association's national JTI is determined as 'inactive', all ITF assistance allocated to the National Association for their national JTI during that respective calendar year will be stopped. The National Association would then be required to undertake the process of re-joining the JTI, as per '[Guidelines for a National Association looking to join the JTI](#)' section. The ITF Development Officer and the ITF London Office will notify the National Association when their status of JTI is moving towards becoming 'inactive'.

DECLARING A NATIONAL ASSOCIATION'S JTI AS 'INACTIVE'

The ITF will determine that a National Association's national JTI is 'inactive' when:

ITF MEMBERSHIP STATUS

- the membership status of the National Association is 'suspended' by the ITF Board of Directors.

REQUIREMENTS FOR AN 'ACTIVE' NATIONAL JTI

- they fail to meet the '[Requirements for an 'active' national JTI](#)';
- communication with the respective ITF Development Officer is lost between the National Association i.e., the National Association personal and / or the National JTI Coordinator over three consecutive JTI reporting periods i.e., P1, P2 and P3 or for a period of over 12-months.
- they fail to inform the ITF Development Officer and / or the ITF London Office that the National JTI Coordinator is no longer in place;
- the National Association appoints a National JTI Coordinator who is not deemed certified or suitable to oversee the national JTI after an independent review by the ITF Development Officer and the ITF Development Department, or through official correspondence with the National Association.

JTI REPORTING PROCESS

- they fail to submit three JTI report forms in a calendar year i.e., P1, P2 and P3, prior to the submission deadlines or for a period of over 12-months;
- they fail to submit two JTI report forms in a row, for example:
 - following the receipt of any ITF assistance:
 - and does not submit P1 and P2 (during the respective current year) when receiving January-June JTI subsidy (in early-February) and / or equipment assistance (in late-January / early-February);
 - and does not submit P2 and P3 (during the respective current year), having submitted P1 (current year);
 - does not submit P3 (during previous year) and P1 (during the respective current year), prior to the submission deadline;
- they fail to complete all sections within the JTI reporting process, as an accurate and true reflection of the status at the time of the JTI. This may include:
 - inaccurate and not a true reflection of the national JTI compared to previously submitted report forms i.e., information is either deemed incorrect by the ITF London Office;
 - data is found to be inaccurate upon an ITF Development Officer visit; or
 - data is a clear repetition of previous reports with no change;
- there is a breach of the terms of the ITF Privacy Notices - 'ITF Privacy Notice – ITF Business Contacts' and 'ITF Privacy Notice – Development Players'. *All privacy notices are available to view [here](#).*

ITF ASSISTANCE

- that ITF assistance is not being distributed efficiently to support all components involved with the delivery of tennis in the JTI, for example;
 - the **JTI SUBSIDY** is:
 - failed to be distributed to the relevant due parties by the National Association ie, full payments to the National JTI Coordinator(s) are not provided;
 - is used to cover expenses that are not directly associated with the components to the delivery of the national JTI;
 - the **EQUIPMENT AND OTHER RESOURCES** are:
 - stored for longer than 1-year or more without distribution or use;
 - found to have been sold commercially;
 - found to have been used inappropriately or for components of tennis not directly supporting the delivery of the JTI;
 - found to have not been collated by the National Association from the designated shipping / freighting destination ie, airport customs office / storage;

Note: In this case the ITF may also take measures to recover the costs of the equipment, the storage, and the delivery

- the **ITF PARTICIPATION GRANT OR OTHER ASSISTANCE** is:
 - failed to be invested in the specific components as highlighted by the ITF to support the delivery of the national JTI;

Note: Each National Association’s circumstance will be looked at individually. The list detailed within this section are not exhaustive, and there may be other reasons for which a national JTI can be suspended or have their support reduced.

REDUCTION OF ITF ASSISTANCE

All ITF assistance for the use within the National Association’s national JTI is allocated at the discretion of the ITF per calendar year. A Nation Association may have their ITF assistance for the national JTI reduced if there is suitable justification presented by the ITF Development Officer that any of the above factors are identified. The ITF will look to communicate reduction of assistance via the respective ITF Development Officer.

NOTIFICATION OF ‘INACTIVE’ STATUS

The ITF will provide the National Association with formal written notification by letter (via email) with an explanation of why their status has been determined as ‘inactive’. The National Association will have a designated time to respond to the ITF regarding this change of status and should communicate directly with the ITF Development Officer. If there are grounds for reinstatement, the ITF will provide the National Association with formal written notification of reinstatement as an ‘active’ JTI following the discussion with the ITF Development Officer. Following the review, and if the status is to remain as ‘inactive’, the process of re-joining the JTI must be implemented by the National Association, [see below](#).

GUIDELINES FOR A NATIONAL ASSOCIATION JOINING THE JTI

ELIGIBILITY FOR A NATIONAL JTI

A National Association looking to receive support from ITF for a national JTI may apply if they meet either of the following scenarios:

- has not previously been part of the JTI in the past; or
- has had their national JTI determined as 'inactive' by the ITF since 2016; or
- previously had a national JTI but has not received any form of assistance since 2016.

PROCESS OF APPLICATION

The process for any National Association looking to receive support from ITF for a national JTI, includes:



JTI DECLARATION FORM SUBMISSION

A [JTI Declaration Form](#) should be completed and submitted to the ITF London Office to jti@itftennis.com and to the respective ITF Development Officer (see Appendix 4). On receipt of the signed JTI Declaration Form, the National Association will then be contacted by the respective ITF Development Officer to discuss the next steps of the process. These next steps include:

- Regular communication with the ITF Development Officer, which may include the arrangement of an official nation visit;
- To complete a JTI report form and submit this formally to the ITF Development Officer by the next report period deadline (see ['JTI Reporting Process'](#)).

INITIAL ASSISTANCE AVAILABLE FOR A NEW JTI NATION

A variety of [ITF assistance](#) can be provided to the National Association to support the development of an 'active' national JTI in their nation. All assistance allocation is subject to the assessment and discretion of the ITF Development Officer and by the ITF London Office, however the ITF may look to provide initial support following the receipt of a completed JTI report form by the next report period deadline e.g., equipment Assistance.

YOUNG JTI AMBASSADORS

The ITF want to inspire current and future generations, to play our great sport, like Iran's Meshkatolzahra Safi and Angella Okutoyi of Kenya are doing. Both Safi and Angella were first introduced to tennis through their respective national JTI. Their success at the 2022 Junior Australian Open has not just captivated their home nations, but people all over the world. Safi and Angella are exciting ambassadors for our sport and these examples of their progress from grassroots tennis within the JTI to the Junior circuit and Grand Slams, is the ITF player development pathway at its finest.

The ITF encourage all active JTI nations to use their junior pathway players to inspire the next generation of players to tennis in their nation and retain them in more playing opportunities. Alongside the deliverers who are providing opportunities within the national programme and who are making a change through tennis, many new players can be introduced and continue play our sport for years ahead.

The stories of Safi and Angella can be read using the links below:

- [JUNIOR STARS RETURN IRAN, KENYA AND NAMIBIA TO GRAND SLAM STAGE](#)
- ['NEXT TIME I'M COMING TO WIN': KENYA'S OKUTOYI DEPARTS A HISTORY-MAKER](#)

JTI ARTICLES & LINKS

The following articles have been published by the ITF over recent years that provide insight into the programme and ITF Development projects across the world.

- Junior Tennis Initiative | Nurturing Promising Youngers <https://www.youtube.com/watch?v=Bla9c-gXmqU&feature=youtu.be>
- 11 Nov 2021 (ITF World Coaches Conference): <https://www.itftennis.com/en/news-and-media/articles/hingis-lopez-and-murray-headline-biggest-itf-world-coaches-conference/>
- 31 Aug 2021 (JTI): <https://www.itftennis.com/en/news-and-media/articles/nature-and-nurture-tennis-development-in-east-and-central-africa/>
- 15 Jul, 2021 (ITF World Participation Conference): <https://www.itftennis.com/en/news-and-media/articles/record-numbers-for-innovative-world-participation-conference/>
- 30 Apr 2021 (Participation Webinar): <https://www.itftennis.com/en/news-and-media/articles/driving-growth-through-digital-innovation/>
- 22 Apr 2021 (JTI): <https://www.itftennis.com/en/news-and-media/articles/latin-for-beginners-development-and-participation-in-central-america/>
- 25 Feb 2021 (JTI): <https://www.itftennis.com/en/news-and-media/articles/tennis-changes-lives-guatemala-moves-beyond-capital-gains/>
- 13 Jan 2021: <https://www.itftennis.com/en/news-and-media/articles/indonesia-proves-a-shining-light-for-tennis-development-amid-covid-19/>
- 29 Dec 2020 (JTI): <https://www.itftennis.com/en/news-and-media/articles/island-hopping-participation-on-the-rise-in-pacific-oceania/>
- 15 Oct 2020 (JTI): <https://www.itftennis.com/en/news-and-media/articles/it-is-heartwarming-the-jti-and-its-major-impact-in-namibia/>
- 06 Oct 2020 (ITF Academy): <https://www.itftennis.com/en/news-and-media/articles/itf-academy-presents-the-itf-tennis-parent-webinar/>
- 1 Jul 2020 (JTI): <https://www.itftennis.com/en/news-and-media/articles/junior-tennis-initiative-in-focus-new-course-on-itf-academy/>
- 22 Apr 2020 (Parents in Tennis): <https://www.itftennis.com/en/news-and-media/articles/course-for-tennis-parents-now-available-on-itf-academy/>
- 23 Mar 2020 (JTI): <https://www.itftennis.com/en/news-and-media/articles/guyana-s-grass-roots-the-focus-for-daly-ramdyhan/>

USE OF WEBSITES / SOCIAL MEDIA

National Associations with a national JTI are encouraged to maintain their official websites with the following:

- News articles regarding venues and deliverers and players involved within the national JTI;
- Success stories of players and coaches within the national JTI;
- Videos and pictures from the national JTI;
- Details regarding upcoming events and competitions within the national JTI;
- Funding or sponsorship agreements received; and / or
- General information regarding the national JTI.

National Associations are encouraged to set up appropriate social media handles e.g., Facebook 'group page' that is specific to their national JTI or look to share information about their programme activities on the National Association's official website or social media channels. Links to websites where any images or video footage can be shared with the ITF, however, please ensure that the guidance stated within the 'submitting photos and video footage' section is reviewed prior to any materials being shared with the ITF, as this contains important information.

The ITF is very keen to receive any update or news regarding the development of the JTI across the world. Please share any information about the JTI activities on the National Association's official website or social media channels or set up appropriate social media handles that are specific to the JTI. The best way to connect with the ITF is by using the social media handle @ITFTennis on the ITF's [Facebook](#), [X \(formerly Twitter\)](#) and [Instagram](#) pages.

ITF TOOLKIT

Active JTI nations can now benefit from the use of the ITF's Toolkit platform. Users of the Toolkit will be able to create and download several different customised assets to promote the JTI in their nation. Finished designs can be downloaded to post on the National Association's Instagram story or Instagram feed, to add as a Facebook event image, or to post on the National Association's X feed. A4 posters can also be designed and downloaded. Each design is automatically branded with the nation's flag and users must simply insert their logo and text in line with what they would like to promote.

Each 'active' JTI nation will receive a [Toolkit user nomination form](#) from their ITF Development Officer which they should use to nominate their Toolkit user. The Registered Users for the ITF Toolkit may include Director/Head of Development; National and Assistant National JTI Coordinators; coaches; schoolteachers; National Association staff; and volunteers.

Once a National Association has nominated their ITF Toolkit user(s) they will also be sent the suite of Junior Tennis Initiative (JTI) logos to use to promote anything related to the national JTI, as well as a JTI logo specific to their nation. These will be sent along with the [JTI Global Brand Guidelines](#) (see Appendix 5) which will allow recipients to create successful on-brand communications for their JTI.

TOOLKIT ASSET EXAMPLES



SUBMITTING PHOTOS AND VIDEO FOOTAGE

The ITF receives many links, images, or video footage of National Associations' tennis development activities, which are often used within ITF publications. Some content cannot be used due to the poor image resolution and quality of the images.

The ITF have created a set of 'Photographer Guidelines' (on request) to be followed by photographers submitting images for the use by the ITF for Development purposes. If followed, these guidelines ensure that National Associations can share a stock of images which will effectively assist the ITF in developing and growing tennis around the world, whilst promoting correct playing and coaching techniques.

Quality images are key for the ITF, and these guidelines will support National Associations and photographers with suitable imagery that can be used on ITF social channels and publications.

IMPORTANT: All participants involved in images and video footage must have provided the correct consent for the ITF to use. If a participant is 18-and-under, their parent / guardian must provide signed permission. Below are some examples of the style of photos that the ITF would like to receive related to a National Association's national JTI.

When submitting, please ensure that:

- The National Association has permission to use the content from those within the photo / video and by the source i.e., the photographer. The JTI Photo / Video Consent Forms for Adults and for children 18-and-under are located in [Appendix 1](#) and [Appendix 2](#) and must accompany all photos / videos shared.

Note: The ITF cannot use any content shared without a signed disclosure accompanying the files from the parent / guardian of the player(s) involved in the content provided.

- Size of photo should be minimum 400 dpi.
- Identify – year taken, country, player name(s) (if applicable);
- Photographer name (if applicable).
- Upload the images / video footage and the signed consent forms to the new JTI SharePoint via Microsoft, specific to their nation.

APPENDICES

- [APPENDIX 1](#): JTI Photo / Video Consent Form for adults
- [APPENDIX 2](#): JTI Photo / Video Consent Form for children 18-and-under
- [APPENDIX 3](#): Tennis10s 'Mix+Match' Competitions
- [APPENDIX 4](#): JTI Declaration Form 2024
- [APPENDIX 5](#): ITF JTI Global Brand Guidelines
- [APPENDIX 6](#): Subsidy Invoice Template
- [APPENDIX 7](#): Example ITF Subscription Rebate Financial Breakdown

APPENDIX 1: JTI PHOTO / VIDEO CONSENT FORM (FOR ADULTS)

This form can be completed online by clicking [here](#).

Name: _____

Email: _____

National Association: _____

I hereby give my consent for the International Tennis Federation (the ITF) to use the photograph(s) and recorded audio / visual footage (the "Content") of my participation in the national Junior Tennis Initiative of the National Association (stated above).

I CONSENT TO THE FOLLOWING:

1. that the ITF may use the Content for the following purposes:
 - creating marketing, educational and development material for the ITF. Such material includes but is not limited to:
 - posters, emails, marketing mailings, banners, videos, and online platforms, for example the ITF Academy¹.
 - obtaining commercial revenue, for which I will not be compensated.
2. that the ITF may share the Content with the following stakeholders of the ITF:
 - coaches, prospective coaches, officials, tournament directors, educators, students, and tennis players; and
 - National and Regional associations of the ITF both in and outside the European Economic Area.

Protection and Security of your Personal Information

Care will be taken to ensure that the information collected about your child is only used for the purposes described in this form. Any third party that we share your information with will not be permitted to share that information with any unauthorised persons. The Content will be stored at ITF premises in the United Kingdom. We will not share any of your personal contact details (name or email address) with any third party.

Signature: _____

Print Name: _____

Date: _____

You can find out more about how we process personal data on the ITF website, by selecting the [Privacy Notice](#).

¹ ITF Academy is the official online coaching platform of the International Tennis Federation. It is an online coach education resource offering tennis specific content on technique, tactics, psychology, biomechanics, sports medicine, and coaching methodology. The Academy Library provides exclusive access to videos from the ITF Conferences, e-learning content from contributors across the world, video analysis, interviews, and articles. ITF Academy is supported by the ITF member nations, top professional players, international tennis academies and major coaching organisations.

APPENDIX 2:

JTI PHOTO / VIDEO CONSENT FORM FOR CHILDREN 18-AND-UNDER

This form can be completed online by clicking [here](#).

Name of Parent giving consent: _____

Parent Email address and telephone: _____

Name of Child: _____

Age of Child: _____

National Association: _____

I hereby give my consent for the International Tennis Federation (the ITF) to use the photograph(s) and recorded audio / visual footage (the "Content") of my child's participation in the national Junior Tennis Initiative of the National Association (stated above).

I CONSENT TO THE FOLLOWING:

1. that the ITF may use the Content for the following purposes:
 - creating marketing, educational and development material for the ITF. Such material includes but is not limited to:
 - posters, emails, marketing mailings, banners, videos, and online platforms, for example the ITF Academy².
 - obtaining commercial revenue, for which I will not be compensated.
2. that the ITF may share the Content with the following stakeholders of the ITF:
 - coaches, prospective coaches, officials, tournament directors, educators, students, and tennis players; and
 - National and Regional associations of the ITF both in and outside the European Economic Area.

Protection and Security of your Personal Information

Care will be taken to ensure that the information collected about your child is only used for the purposes described in this form. Any third party that we share your information with will not be permitted to share that information with any unauthorised persons. The Content will be stored at ITF premises in the United Kingdom. We will not share any of your personal contact details (name or email address) with any third party.

Parent Signature: _____

Print Name: _____

Date: _____

You can find out more about how we process personal data on the ITF website, by selecting the [Privacy Notice](#) applicable to your child.

¹ ITF Academy is the official online coaching platform of the International Tennis Federation. It is an online coach education resource offering tennis specific content on technique, tactics, psychology, biomechanics, sports medicine, and coaching methodology. The Academy Library provides exclusive access to videos from the ITF Conferences, e-learning content from contributors across the world, video analysis, interviews, and articles. ITF Academy is supported by the ITF member nations, top professional players, international tennis academies and major coaching organisations.

APPENDIX 3: TENNIS10s 'MIX+MATCH' COMPETITIONS

Encourage fun team-based competitive play within school and club environments, particularly at the Tennis10s Red, Orange, and Green stages of tennis development. The key components include:

- MIX the players – multiple ages and gender per team
- MIX the stages and be creative (Red, Orange & Green)
- MIX the scoring formats
- PLAY more matches

SCORING FORMATS:

- A. tiebreak scoring 1,2,2,2,2 - one "champion's point" if scores level at the conclusion of the time
- B. standard tennis scoring with "NO-Ad" scoring – one deciding point at Deuce

PAPER, SCISSORS, STONE

- Between the players before each rubber
- Choice to serve, receive or / and end decided
- Paper, scissors, stone is used to encourage interaction between the players in a fun manner

EXAMPLE COMPETITIONS

Matches can be organised within a school or a club between their own players (Intra-Competition), as well between different local schools and clubs (Inter-Competition). Teams should be mixed with both males and females. The following are examples that can be used to create 'MIX+MATCH' competitions and can be refined to suit the standard of the players, court availability and time.

- [EXAMPLE A: INTRA / INTER-SCHOOL COMPETITION](#)
- [EXAMPLE B: INTRA / INTER-CLUB COMPETITION](#)
- [EXAMPLE C: INTRA / INTER-CLUB COMPETITION](#)
- [EXAMPLE D: INTRA / INTER CLUB COMPETITION](#)

'MIX+MATCH' EXAMPLE A: INTRA / INTER-SCHOOL COMPETITION

- Red stage 3
- 45-minutes per match / tie (school vs school)
- Max two players per team (one female & one male)
- One full court area or playing area with red courts marked (two red courts required)
- Timed matches (10-mins per rubber)
- Total 5 rubbers:
 - Per singles rubber win: 1-point for winning the rubber
 - Per doubles rubber win: 3-points for winning the rubber
- The first team to reach 4-points out of a total 7-points available wins the match / tie
- Two singles rubbers & one doubles rubber (mixed) per player:
 - Round 1:
 - Singles: Team A boy1 v Team B girl1
 - Singles: Team A girl1 v Team B boy1
 - Round 2:
 - Singles: Team A boy1 v Team B boy1
 - Singles: Team A girl1 v Team B girl1
 - Round 3:
 - Doubles: Team A boy1 & girl1 v Team B boy1 & girl1
- Change of ends after 5-minutes (or after every 6-points or odd games completed)
- Teachers or parents to observe player's scoring – steer and guide, not to officiate. It is important to encourage the players to score for themselves.

SUMMARY EXAMPLE A

The table below provides an overview of the competition, scheduling, stage for the match, duration per rubber and total time.

	Team A	Team B	Stage	Points per rubber	Duration (min)	Total Time (min)
Warm-up					5	5
Round 1: Singles	RED Boy 1	RED Girl 1	RED	1	10	
Round 1: Singles	RED Girl 1	RED Boy 1	RED	1		15
Change					5	20
Round 1: Singles	RED Boy 1	RED Boy 1	RED	1	10	
Round 1: Singles	RED Girl 1	RED Girl 1	RED	1		30
Change					5	35
Round 3: Doubles	RED Boy 1 & RED Girl 1	RED Boy 1 & RED Girl 1	RED	3	10	45
				7		45

'MIX+MATCH' EXAMPLE B: INTRA / INTER-CLUB COMPETITION

- Red stage 3 OR Orange stage 2 OR Green stage 1 (one only)
- 45-minutes per match / tie (club vs club)
- Max two players per team (one female & one male)
- One full court area or playing area with red courts marked (two red courts required)
- Timed matches (10-mins per rubber)
- Total 5 rubbers:
 - Per singles rubber win: 1-point for winning the rubber
 - Per doubles rubber win: 3-points for winning the rubber
- The first team to reach 4-points out of a total 7-points available wins the match / tie
- Two singles rubbers & one doubles rubber (mixed) per player:
 - Round 1:
 - Singles: Team A boy1 v Team B girl1
 - Singles: Team A girl1 v Team B boy1
 - Round 2:
 - Singles: Team A boy1 v Team B boy1
 - Singles: Team A girl1 v Team B girl1
 - Round 3:
 - Doubles: Team A boy1 & girl1 v Team B boy1 & girl1
- Change of ends after 5-minutes (or after every 6-points or odd games completed)
- Teachers, Coaches or parents to observe player's scoring – steer and guide, not to officiate. It is important to encourage the players to score for themselves.

SUMMARY EXAMPLE B

The table below provides an overview of the competition, scheduling, stage for the match, duration per rubber and total time.

	Team A	Team B	Stage	Points per rubber	Duration (min)	Total Time (min)
Warm-up					5	5
Round 1: Singles	RED Boy 1	RED Girl 1	RED	1	10	
Round 1: Singles	RED Girl 1	RED Boy 1	RED	1		15
Change					5	20
Round 1: Singles	RED Boy 1	RED Boy 1	RED	1	10	
Round 1: Singles	RED Girl 1	RED Girl 1	RED	1		30
Change					5	35
Round 3: Doubles	RED Boy 1 & RED Girl 1	RED Boy 1 & RED Girl 1	RED	3	10	45
				7		45

'MIX+MATCH' EXAMPLE C: INTRA / INTER-CLUB COMPETITION

- Red stage 3 AND Orange stage 2 combined (at least one player at each stage)
- 60-minutes per match / tie (club vs club)
- At least three players per team (at least one female & one male for one stage i.e., RED)
- Both teams should have the same gender split, where possible i.e., two females & one male
- Two full court areas AND / OR a playing area with red courts marked (if applicable)
- Timed matches (10-mins per rubber) – all matches start at same time, where possible
- Total 9 rubbers:
 - Per singles rubber win: 1-point for winning the rubber
 - Per doubles rubber win: 3-points for winning the rubber
- The first team to reach 8-points out of a total 15-points available wins the match / tie
- Two singles rubbers per player & two doubles rubbers per player.
 - Round 1:
 - Singles (RED): Team A RED1 v Team B RED2
 - Singles (ORANGE): Team A ORANGE1 v Team B ORANGE1
 - Singles (RED/ORANGE): Team A RED2 or ORANGE2 v Team B RED or ORANGE2 i.e., 3rd team member
 - Round 2:
 - Singles (RED): Team A RED1 v Team B RED1
 - Doubles (RED/ORANGE): Team A RED2 or ORANGE1 v Team B RED2 or ORANGE1 i.e., 3rd team member
 - Round 3:
 - Singles (RED): Team A RED2 v Team B RED2
 - ^Doubles (ORANGE): Team A RED1 or ORANGE1 v Team B RED1 or ORANGE1 i.e., 3rd team member
 - Round 4:
 - *Singles (ORANGE): Team A ORANGE 1 v Team B ORANGE1
 - Doubles (RED): Team A RED1 & RED2 or ORANGE1 v Team B RED1 & RED2
- Change of ends after 5-minutes (or after every 6-points or odd games completed)
- Teachers, Coaches, or parents to observe player's scoring – steer and guide, not to officiate. It is important to encourage the players to score for themselves.

^ To encourage transition between the RED and ORANGE court, the stronger RED player plays up with the ORANGE player to the orange court

**The one player from the one stage i.e., ORANGE, would play two singles against their equivalent opponent*

SUMMARY EXAMPLE C

The table below provides an overview of the competition, scheduling, stage for the match, duration per rubber and total time.

	Team A	Team B	Stage	Points per rubber	Duration (min)	Total Time (min)
Warm-up					5	5
Round 1: Singles	RED 1	RED 2	RED	1	10	
Round 1: Singles	RED 2	RED 1	RED	1		
Round 1: Singles	ORANGE 1	ORANGE 1	ORANGE	1		15
Change					5	20
Round 2: Singles	RED 1	RED 1	RED	1	10	
Round 2: Doubles	ORANGE 1 & RED 2	ORANGE 1 & RED 2	RED	3		
Change					5	30
Round 3: Singles	RED 2	RED 2	RED	1	10	
Round 3: Doubles	ORANGE 1 & RED 1	ORANGE 1 & RED 1	ORANGE	3		45
Change					5	50
Round 4: Singles	ORANGE 1	ORANGE 1	ORANGE	1	10	
Round 4: Doubles	RED 1 & RED 2	RED 1 & RED 2	RED	3		60
				15		60

'MIX+MATCH' EXAMPLE D: INTRA / INTER CLUB COMPETITION

- Red stage 3, Orange stage 2 AND Green stage 1
- 60-minutes per match / tie (club vs club)
- Six players per team (one girl & one boy per stage)
- Both teams should have the same gender split, where possible i.e., three females & three males
- Two full court areas AND / OR a playing area with red courts marked (if applicable)
- Timed matches (8-mins per rubber) – all matches start at same time, where possible
- Total 15 rubbers:
 - Per singles rubber win: 1-point for winning the rubber
 - Per doubles rubber win: 3-points for winning the rubber
- The first team to reach 11-points out of a total 21-points available wins the match / tie
- Two singles rubbers each (gender vs gender, boy v girl) per stage & one doubles rubber (mixed) per stage.
 - Round 1:
 - Singles (RED): Team A RED boy v Team B RED girl
 - Singles (ORANGE): Team A ORANGE boy v Team B ORANGE girl
 - Singles (GREEN): Team A GREEN boy v Team B GREEN girl
 - Round 2:
 - Singles (RED): Team A RED girl v Team B RED boy
 - Singles (ORANGE): Team A ORANGE girl v Team B ORANGE boy
 - Singles (GREEN): Team A GREEN girl v Team B GREEN boy
 - Round 3:
 - Doubles (RED): Team A RED boy & RED girl v Team B RED boy & RED girl
 - Doubles (ORANGE): Team A ORANGE boy & ORANGE girl v Team B ORANGE boy & ORANGE girl
 - Doubles (GREEN): Team A GREEN boy & GREEN girl v Team B GREEN boy & GREEN girl
 - Round 4:
 - Singles (RED): Team A RED boy v Team B RED boy
 - Singles (ORANGE): Team A ORANGE boy v Team B ORANGE boy
 - Singles (GREEN): Team A GREEN boy v Team B GREEN boy
 - Round 5:
 - Singles (RED): Team A RED girl v Team B RED girl
 - Singles (ORANGE): Team A ORANGE girl v Team B ORANGE girl
 - Singles (GREEN): Team A GREEN girl v Team B GREEN girl
- Change of ends after 5-minutes (or after every 6-points or odd games completed)
- Teachers, Coaches, or parents to observe player's scoring – steer and guide, not to officiate. It is important to encourage the players to score for themselves.

SUMMARY EXAMPLE D

The table below provides an overview of the competition, scheduling, stage for the match, duration per rubber and total time.

	Team A	Team B	Stage	Points per rubber	Duration (min)	Total Time (min)
Warm-up					5	5
Round 1: Singles	RED Boy 1	RED Girl 1	RED	1	8	
Round 1: Singles	ORANGE Boy 1	ORANGE Girl 1	ORANGE	1		
Round 1: Singles	GREEN Boy 1	GREEN Girl 1	GREEN	1		13
Change					3	16
Round 2: Singles	RED Girl 1	RED Boy 1	RED	1	8	
Round 2: Singles	ORANGE Girl 1	ORANGE Boy 1	ORANGE	1		
Round 2: Singles	GREEN Girl 1	GREEN Boy 1	GREEN	1		24
Change					3	27
Round 3: Doubles	RED Boy 1 & RED Girl 1	RED Boy 1 & RED Girl 1	RED	3	8	
Round 3: Doubles	ORANGE Boy 1 & ORANGE Girl 1	ORANGE Boy 1 & ORANGE Girl 1	RED	3		
Round 3: Doubles	GREEN Boy 1 & GREEN Girl 1	GREEN Boy 1 & GREEN Girl 1	RED	3		35
Change					3	33
Round 4: Singles	RED Boy 1	RED Boy 1	RED	1	8	
Round 4: Singles	ORANGE Boy 1	ORANGE Boy 1	ORANGE	1		
Round 4: Singles	GREEN Boy 1	GREEN Boy 1	GREEN	1		46
Change					3	49
Round 5: Singles	RED Girl 1	RED Girl 1	RED	1	8	
Round 5: Singles	ORANGE Girl 1	ORANGE Girl 1	ORANGE	1		
Round 5: Singles	GREEN Girl 1	GREEN Girl 1	GREEN	1		57
				21		57

APPENDIX 4: JTI DECLARATION FORM 2024

_____ (The National Association) confirm that we agree to meet the minimum requirements for the ITF Junior Tennis Initiative programme (JTI), as stated below:

- I. Ensures that the 'Requirements for an 'active' national JTI will be adhered to, in particular:
 - a. Have appointed a National JTI Coordinator to oversee the national JTI on behalf of the National Association and a contract / formal agreement is in place between both parties.
 - b. Will confirm the appointed National JTI Coordinator to the ITF via the online confirmation form;
 - c. Will ensure the appointed National Coordinator completes the pre-requisite courses as part of their continuous professional development via the ITF Academy;
 - d. Will validate/submit the three JTI report forms throughout the calendar year before the submission deadline as part of the JTI reporting process;
 - e. Will distribute ITF assistance effectively to support the development of all components of the JTI to attain the programme objectives; and
 - f. Will have regular and effective engagement with the ITF Development Officer regarding the JTI.

- II. Have read and fully understood the guidance related to 'inactive JTI nations & the impact on ITF assistance'.

Signed: _____

Name: _____

Position in National Association: _____

Date: _____

FAX/EMAIL

TO: ITF DEVELOPMENT DEPARTMENT
EMAIL: jti@itftennis.com and the ITF Development Officer

NO OF PAGES: 1 (Including this one)

APPENDIX 5: ITF JTI GLOBAL BRAND GUIDELINES

ITF JUNIOR TENNIS INITIATIVE GLOBAL BRAND GUIDELINES



The ITF have created a global brand for the JTI, the national 14-and-under junior development programme for an ITF member National Association, which will greatly enhance the exposure of the programme, both internationally and locally, for the respective ITF member National Association. A visual identity is being created to support the use of the new global brand through a series of promotional resources and allow the ITF member nations to promote their national 14-and-under junior development programme effectively.

MASTER LOGOS



JTI master landscape (colour)



JTI master portrait (colour)



JTI master portrait (white)



JTI master landscape (white)



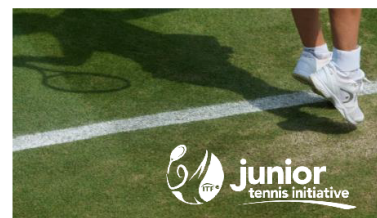
Example



JTI master portrait (black)



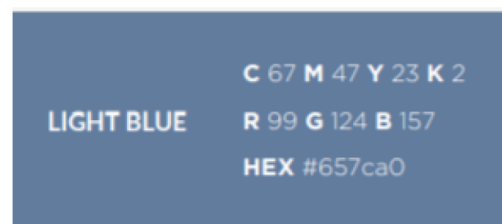
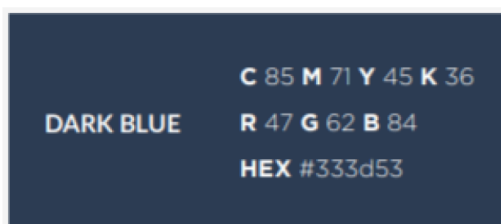
JTI master landscape (black)



Example

MASTER COLOURS

The full colour master logo should be used where possible to ensure maximum equity is driven to the brand.



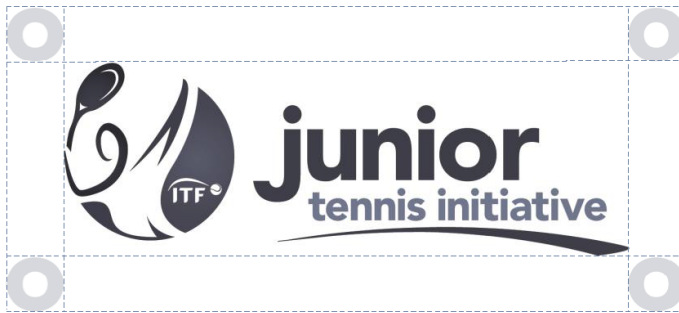
ITF JUNIOR TENNIS INITIATIVE GLOBAL BRAND GUIDELINES



EXCLUSION ZONE (SPACE AROUND LOGO)

There should always be an exclusion zone around the entire logo.

The standard clear space around the logo is calculated from the 'o' in the word 'junior'.



JTI full master landscape (full colour)



JTI full master portrait (full colour)

PARTNER LOCKUPS

Partner lockup logos combine the JTI logo with a partner's logo in a clean and effective manner.



NATIONAL ASSOCIATION

LANDSCAPE LOCKUP

The standard clear space around the logo for a landscape lockup is calculated from the 'o' in the word 'junior'.

PORTRAIT LOCKUP

The standard clear space around the logo for a portrait lockup is calculated using the 't' in the word 'tennis'.



NATIONAL ASSOCIATION

TYPOGRAPHY

Gotham Bold is the Primary Typeface of the JTI logo. An open-source typeface available from Google Fonts with a free license, Gotham is available in several weights to provide variety for all print and digital needs.

GOTHAM

Gotham Thin. From the streets of N. Gotham X-Narrow Book. Flourishing at small size. Gotham Book. For both text and i. Gotham X-Narrow Bold. With roots in the left Gotham Bold. Vernacular letterin Gotham Condensed Book. The designer's photographic od Gotham Ultra. Maximum density Gotham Condensed Bold. Examples of vernacular letterin Gotham Narrow Book. Both narrow col Gotham Rounded Book. Templates Gotham Narrow Bold. Headlines and t Gotham Rounded Bold. Engravers

ITF JUNIOR TENNIS INITIATIVE GLOBAL BRAND GUIDELINES



JTI NATION LOGO

As well as the Master JTI logo, the ITF have also created a unique logo for each active JTI nation which includes the country name and flag. Below are selected examples of National Association's specific localised primary logo from each of the ten regions.



JTI nation logo portrait (full colour)

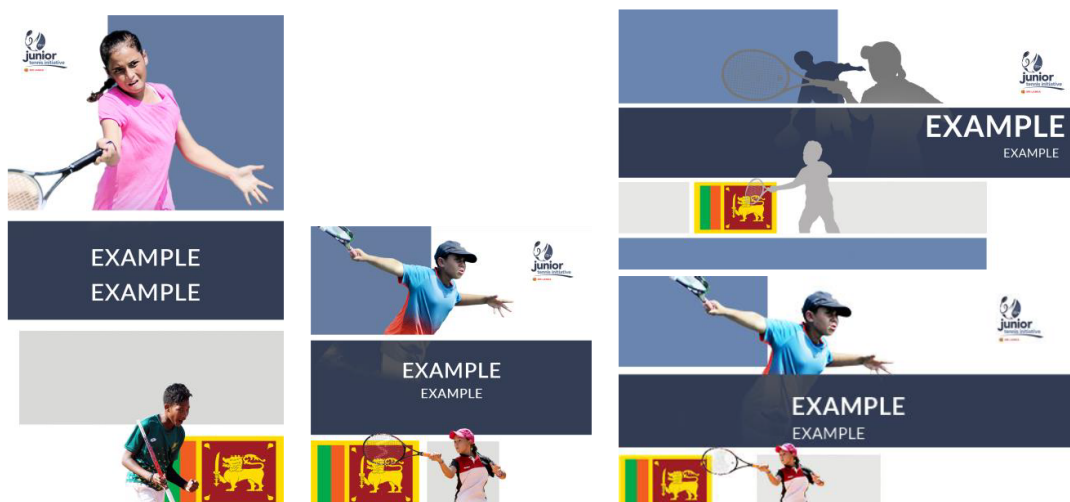


ITF JUNIOR TENNIS INITIATIVE

GLOBAL BRAND GUIDELINES



Active JTI nations can now benefit from the use of the ITF's Toolkit platform where users can create and download a number of different customised assets to promote the JTI in their nation. Finished designs can be downloaded to post on the National Association's Instagram story or Instagram feed, to add as a Facebook event image, or to post on the National Association's Twitter feed. A4 posters can also be designed and downloaded. Each design is automatically branded with the nation's flag and users must simply insert text in line with what they would like to promote.



Do's and Don'ts

- modify the logo in any way by rotating or distorting.
- recolour the logo
- add drop shadow or other graphic effects.
- outline.
- place the logo over background colours that clash. If in doubt, use single-colour logo.
- place the logo on an image where there is low contrast between the photo and logo.
- overprint or obstruct any part of the logo.
- use old versions or add any other marks or logos to represent our brand.
- use versions of the logo where the registered mark is positioned incorrectly.

APPENDIX 6: SUBSIDY INVOICE TEMPLATE

INVOICE

Date: DD/MM/YYYY

Invoice Number:

Reference:

From:

Company/Individual/Federation Name

Address Line 1

Address Line 2

Address Line 3

Postal Code

CountryF

Contact Person

email address

To:

International Tennis Federation

Bank Lane

London

SW15 5XZ

UNITED KINGDOM

accounts@itftennis.com

Description	Amount
e.g Officiating Webinar Grant	\$XXX

Total Due

XXX

Currency: e.g. USD

Please send payment to the following bank account:

Bank Name: X Bank

Account Name: (should match Company/Individual/Federation Name)

SWIFT/BIC: enter here (8 or 11 digits)

IBAN or Account Number: enter here

Intermediary/Correspondent Bank (if applicable): enter here

APPENDIX 7: EXAMPLE ITF SUBSCRIPTION REBATE FINANCIAL BREAKDOWN

ITEM	CATEGORY / TYPE OF ASSISTANCE	BUDGET (USD)	COST (USD)	NOTES / DESCRIPTION e.g., date of purchase, justification for item, when will the item be used, etc.
	TOTAL			