



## **TSA TOURNAMENT TOOLKIT**

### **Introduction:**

The TSA Tournament Toolkit has been developed to assist tournament organisers with the general information required to run a successful tournament. While the following documents are not the only points of reference, TSA believes that they will prove to be a good point of reference and offer the necessary assistance.

### **TSA Tournament Toolkit Documentation:**

- Tournament Guidelines (as per TSA website document)
- Tournament Director Responsibilities
- Tournament Referee Responsibilities
- Desk Organisers Responsibilities
- Tournament Fact Sheet / Info Sheet
- Pre-Tournament Meeting
- Venue Check List (Packs):
- Tournament Director and Referee Documents:
- Media
- TSA Tournament Application Form

### **Additional Documents for Reference:**

The following documents are available on the TSA website for reference and assistance. These can all be found under the Rules navigation bar at the top of the TSA home page:

- TSA Tournament Rules and Regulations
- TSA Code of Conduct (CoC)
- Officials Training Material



# TSA & ITF TOURNAMENT GUIDELINES

## 2022 TSA TOURNAMENT GUIDELINES FOR OFFICIALS/ORGANISERS, PLAYERS, PARENTS & COACHES

### **Introduction:**

The following guidelines have been compiled to serve as an easy point of reference for all parties concerned with either the running of, or participation at local tournaments.

Detailed information pertaining to tournament regulations and formats can be found in the TSA Junior/Open Tournament Rules and Regulations document which is available on the TSA website:

Home page, select Rules and Regs (top of page) and then select TSA Rules and Regulations. The page will open and you can download the pdf document.

### **1. Tournament Officials/Organisers:**

#### **1.1 Officials:**

- Familiarise themselves with the various rules and regulations as well as duties and procedures;
- Punctuality is very important along with other aspects pertaining to the TSA Code for Officials;
- Be visible during matches, conduct coin toss prior to commencement of matches (where possible) and do not gather in groups away from the courts;
- Be responsible for the general running of matches on allocated courts which relates to courts being playable, general checking of courts prior to matches commencing, making decisions relating to Question of Law and Question of Fact
- Deal with any incidents as quickly as possible and report any Code of Conduct related incidents to the Referee. If uncertain about a situation, refer this to the Referee prior to making the final decision;
- Players may appeal a decision made by an Off-Court Official that relates to the interpretation of Questions of Law, in such case the Referee will be the final on-site authority and their final decision is unappealable;
- Referee's to follow the various duties and procedures relating to the Referee and ensure that the Tournament Software is correctly utilized, updated and at the completion of the event all necessary reports are finalized and submitted (both online and by email)

#### **1.2 Organisers:**

- Ensure that all necessary contact information is correct as per published calendar;
- Complete TSA Tournament Factsheet and email to all participants via SportyHq once entries have closed with a copy being submitted to TSA;
- If any changes to calendar publication are required inform TSA so necessary updates can be made;
- Establish tournament committee with roles and responsibilities and tournament operational budget;
- Liaise with local Officials committee to discuss number of officials required (as per minimum requirements) and liaise with Referee as appointed by TSA. Referee to ensure minimum officiating guidelines are followed as per category of event;



- May not act as both Tournament Director/Organiser and Referee;
- Engage/meet with Referee to discuss general plan for event and logistical aspects;
- Ensure COVID Officer is appointed and familiar with latest TSA protocols (when required under applicable COVID regulations);
- Notify local Police station of the event and where required submit safety plan to the Police station with a copy to TSA (at least 1 month prior to commencement of event);
- Appoint Tournament Doctor and Physio that are available on call (to be included on factsheet);
- Order tennis balls as required (green dot / regular);
- Venue information to be submitted to TSA for inclusion on SportyHq tournament page and also included on factsheet;

**Note for Referee's & Organisers:**

The Order of Play for the "following days play" i.e. day 2 etc. must be available no earlier than 17:00 and no later than 20:00 on the TSA website with updated draws. While this is a minimum requirement according to the TSA Tournament Regulations, tournaments are encouraged to try and ensure that all information is available by 18:00 as this will help players with planning and not having to wait until too late in the evening.

Communication is key and if the final information is available, players can be notified via the system email that the information is now available. However, no changes should be made after the final update has been made. If the need arises those players affected must be contacted personally and spoken too directly.

In the event of rain, the system can also be used for communication in terms of rain delays. Where possible effective communication on such delays etc. will help the tournament to run even smoother in difficult situations and also helps the participants with being updated. Effective communication at a tournament is always appreciated.

**Venues:**

- Ensure courts are clean and playable;
- Sufficient singles sticks (and spare) available along with nets and centre bands/hooks;
- Sufficient chairs for players on court;
- Umpires chairs at venues when umpires are required on court;
- Catering arrangements and facilities;
- First aid kit;
- Tournament emergency contact list;
- Ensure that each separate venue has up to date Public Liability, with a minimum of R5million for any one claim. Copy of this to be included in Safety file that is submitted to Police station and TSA;
- PA system or manner in which matches will be called;
- Reporting stations and flow in terms of current COVID requirements. Sanitizing stations around venue;
- Sufficient working space and station for desk organisers;
- Player notice board to be created;
- Toilet facilities and cleanliness;



- Safety information to be on display on player notice board;
- Required signage to be displayed i.e. No Smoking signs and Smoking Area demarcation, Right of Admission signage;
- Sponsor banners to be erected. Where TSA signage is involved, the branding plan to be followed as discussed with TSA;
- Factsheet and map or GPS co-ordinates available for all venues on player notice board;
- Draws and other information to be updated regularly on notice board

### **Post Tournament:**

- Submit necessary reports to TSA;
- Ensure all SportyHq results are completed and Code of Conduct section is updated;
- Reconcile tournament budget;
- Handle any complaint or queries that could result from event

### **1.3 Desk Organisers:**

- Be aware of venue where working;
- Provided with names of co-workers and officials at venue;
- All necessary equipment to manage venue;
- Working copy and copy for notice board of draws and all general information;
- Responsible for calling of matches. When a match is called, note the time of the match being called in order to manage the 15 minute rule/protocol. Note, that traffic is not an acceptable reason for a player being late. This rule **MUST** be enforced consistently;
- Record results, establish if players are going to continue playing in play-off matches;
- Be familiar with the various scoring formats i.e. Main Draw vs. Play-Off Matches vs. Doubles;
- Ensure where necessary the on-site doubles sign-in lists are published and managed;
- Follow the basic schedule of play as published. Consult with Referee if possible need arises to divert from Order of Play. No decision to amend Order of Play may be made without Referee approval;
- When giving times to players for matches to be played later in the day where "suitable rest" is required, ensure that these times are recorded to prevent confusion and unpleasant situations. When determining rest times, refer to the minimum rest times permitted. There is no harm, if the schedule is not under pressure to allow additional rest;
- Determine how many new and used tennis balls are required for the following days play;
- Ensure that results are captured on SportyHq regularly;
- Be familiar with various duties and responsibilities for all parties involved (Referee, Officials, Organiser and Desk Organiser);
- Do not make any procedural decisions or general rule interpretations that may impact the tournament. Consult with the Referee;
- When players report for matches and you are aware they are wearing incorrect tennis attire, inform the players as this will help the off-court officials



## **NOTE FOR ALL OFFICIALS AND ORGANISERS**

The following two points are very important:

- If you are not sure of a question or have all the facts relating to an incident, ask and do not guess or assume. There is no harm in asking and establishing all facts. Rather be sure as it is easier to make a decision with all facts, than reverse a decision that has been incorrectly applied. This applies to all aspects of the tournament. IT programme, officials, rules and regulation etc. The worst answers to be given are **“We don’t know”** or **“No, it can’t be done”** or **“it was the system”**. If you are not sure, first check before giving a random reply in the hope that the question will go away;
- If you are aware that you have made an error and you are confronted by a player/parent/coach, or, you make a decision and realise it was incorrect, the first step is admitting that an error has been made. There is no harm in making an error. The sooner that this is done, the quicker the issue can be resolved and time can be spent on correcting the error than arguing. In most cases officials feel that it is embarrassing to admit an error has been made or feel that even if an error has been made they are the final on-site authority and nothing can change this fact once a final decision has been made. This is partially correct if the Referee is involved. Where the Referee needs to be consulted his/her decision will be final. The correction of an error is all about the timing of when a potential error is discovered and what has transpired. In some cases the error can be rectified, provided that the Rules and Regulations make provision for the error to be rectified.

## **2. Players, Parents & Coaches:**

### **2.1 Entries:**

- Ensure you have a valid TSA number which can be obtained on the TSA website;
- Where possible, players should be responsible for dealing with their own entries into tournaments. However, whoever is handling the actual player entry needs to take responsibility for the full procedure;
- When entering a tournament, players indicate that they are aware of the TSA Tournament Rules and Regulations as well as the TSA Code of Conduct. By accepting these regulations and procedures, regardless of having read or being familiar with these, the player is ultimately responsible and accountable for the entry and their behaviour;
- Be aware of entry deadline and withdrawal deadlines. TSA will not accept late entries;
- Players wishing to change age groups, must do so prior to the entry deadline. Any changes after the entry deadline must be requested in writing prior to the withdrawal deadline as the TSA administration will have to manually make the amendment. **No age group changes will be made after the Withdrawal Deadline;**
- If a player needs to withdraw from an event, please do so by the withdrawal deadline. Late withdrawals will be acted upon. **No refunds will be considered or made after the Withdrawal Deadline;**
- It is the responsibility of the player to ensure that the entry and payment has been correctly processed;
- Check the entry list prior to entry deadline (1 or 2 days) to allow time if there has been a possible error and the entry does not correctly reflect;
- Enter in advance and do not wait until the last minute to enter;



- Ensure that TSA, Provincial and District affiliation fees are up to date or paid as part of first entry when renewals are due to ensure that entry can be processed;
- Be aware that the TSA office is not open on weekends or public holidays. Plan ahead and queries may not be dealt with over these periods, which could result in entries not being accepted;
- Update your SportyHq profile and ensure that all information pertaining to Province/District as well as contact information is updated and correct at all times;
- When entering a tournament, need to understand that you are entering for the full duration of the tournament i.e. 4 day event is 4 days and not 3 and half days, meaning matches can only be completed at 17:00 on the last day of the event. Where other obligations i.e. school activity may occur during the event, need to realise that the tennis schedule will take priority. If there is uncertainty on availability, it is advisable not to enter;
- Players need to be familiar with all areas of the Code of Conduct

## **2.2 Draws & Schedule:**

- It is the responsibility of the player to ascertain the time of their match(es) and on which day and at which venue these will take place. Take care that singles and doubles may have to be scheduled at different venues on the same day;
- The draws and order of play are available on the TSA website via the applicable SportyHq tournament page;
- Draws are generally available three (3) days prior to the commencement of the tournament;
- The order of play and venue will be indicated on the drawsheet 48 hours prior to the commencement of the tournament;
- It is understood that players want to establish times and venues etc. well in advance of the start of the tournament. However, some of the information is available on the tournament factsheet (venues), but, in order to allow draws to be as accurate as possible, these need to be done as close to the tournament as possible to cater for last minute late withdrawals that could have an affect on seeding or draw cuts;
- It is the players responsibility to determine times and venue for each day. Check the website in the evening for final confirmation;
- In some cases play-off matches and main draw matches from a specific round may be moved to a different venue. Players should check the order of play carefully to ensure the correct venue is established;
- Two ranking dates are used to run a tournament. The acceptance ranking is the ranking of the Monday of the week in which entries close and is used to determine the acceptance to compile the various sections within an age group. The seeding ranking is the ranking of the Monday that is used in the week when the draw is conducted. This is often referred to as the 7 day ranking;
- Similarly the 7 day ranking is the ranking that will be used to select Luck Losers or establish on-site Alternates

## **2.3 Doubles:**

- Familiarise yourself with the doubles entry system and on-site sign-in procedures along with entry deadlines;
- Where partners are changed prior to the deadline, the player needs to inform his/her original partner of the change;



- Player's to enter/sign-in themselves. If online the partner will receive a notification to accept. Only when both players have accepted and agreed is the combination deemed as entered;
- Organisers/Officials are not responsible for pairing of unpaired players or finding partners for players who do not have a partner;
- In the case where a partner withdraws, the team withdraws. If such a withdrawal occurs after the draw has been done, but prior to the commencement of the match, the player may try to find a replacement, provided that such replacement has not already played in the doubles event (any age group) and that the new combination does not affect the seeding;

#### **2.4 Reporting for Matches:**

- The player must report to the desk organizer when arriving at the venue. Other individuals should not report on behalf of the player;
- If you leave the venue for some reason, first check with the desk organizer to establish if you have any more matches for the day and when these may be;
- Check on the player notice board or online (if updated directly) to establish opponent for following match, rather than asking the desk organizer directly;
- Prior to leaving the venue, establish that you are finished for the day and that there is nothing outstanding from your side;
- If you have played and lost your match. Inform the desk organizer if you are intending on continue participating in the play-off matches. It is important for the remainder of the draw to establish the correct number of players and draw size to avoid unnecessary frustrations;
- Both players are required to report for their match in the correct match attire. After the completion of the match, both players to return to the desk to confirm the result and return the tennis balls as well as to establish rest times etc.

#### **2.5 Wild Cards:**

The awarding of wild cards often sparks interesting debates and leads to various interpretations of what a wild card is. The general definition of a wild card is "Players included in the draw at the discretion of the Tournament Committee or Sanctioning National Association". The following points have been highlighted to assist with how wild cards are utilized:

- Wild cards **MUST** have entered the tournament in question (local TSA events), unless TSA is aware of certain mitigating circumstances. A wild card is not considered a Late entry;
- Wild cards may be seeded. Not a common occurrence, but can happen;
- Players wishing to be considered for a wild card need to submit a written request to TSA before the entry deadline. TSA will then discuss applications with the tournament organizer for a final decision. Players applying for a wild card need to clearly motivate their reasons for applying for a wild card and why they should be considered in terms of recent results etc;
- Players often believe that they are entitled to a wild card. The above definition clarifies this point while in most cases, players receiving wild cards should be appreciative of the opportunity awarded to them

#### **2.6 On-Site Alternates:**

On-Site Alternates are players who failed to enter for the tournament by the said entry deadline and by virtue of not having a high enough ranking that would affect the seeding. Have taken the risk by appearing on-site at their respective venue in



person and signing-in as an On-Site Alternate. Should a vacancy become available in the first round (late withdrawal) then the identified On-Site Alternate may take the vacant position. In the event of more than one player signing-in as an On-Site Alternate, the players will be prioritized in accordance to the 7 day ranking (used for seeding) to determine the final priority order. In cases where players may not have a ranking, they will be drawn by lot to determine the priority order.

TSA rules permit a player that has been scratched due to punctuality to continue playing in the Play-Off competition, if the players has advised that they are willing to continue playing. If this is the case then an On-Site Alternate will not be accepted as it will affect the Play-Off rounds. Only where an opponent has withdrawn or is a no-show will the vacancy be filled. A bye allocated to a seed is also not a reason for an On-Site Alternate to be considered.

### **2.7 Lucky Losers:**

Lucky Losers are players who gain access into the Main Draw, by having competed in the qualifying event. Where an event comprises on Qualifying and Main Draw, only players who have lost in the Qualifying event may be considered to replace any last minute vacancies that may occur in the Main Draw.

Lucky losers are categorized in priority of the round in which they have lost in qualifying. Final round losers will always have first priority. In the event of none of the players that have lost in the final round signing-in, or additional Lucky Losers being required, then players that have lost in the first round will be able to sign-in and receive second priority.

In order to determine the correct order of merit for each round in which players have lost in the qualifying, the following procedure will be followed:

- Players that have lost in the final round with a ranking will be grouped together and randomly draw to determine the order (it is not based on the order of ranking);
- Players that have lost in the final round without a ranking will be grouped together and randomly drawn to determine the remaining order of merit;
- The same process will be followed for first round players that have lost if additional Lucky Losers are required or in cases where none of the players that have lost in the final round have signed-in

### **2.8 Retaining Amateur Status / US College Regulations (NCAA):**

Players wishing to apply for US College Bursaries or wishing to go and play College tennis in the USA must ensure that they retain their Amateur status.

Generally, prospective student-athletes may accept prize money based on their final position at a competition, provided the money does not exceed their expenses in those events during a calendar year or sport season.

For Division II prospective student-athletes who are still in high/secondary school, there are no restrictions to the amount of prize money that may be accepted. Generally, once prospective student-athletes enroll full time at a college or university, they may not accept more prize money that expenses for each competition.





While in high school, Division I tennis prospective student-athletes may accept up to \$10,000 in a calendar year, regardless of the value of expenses. Once PSAs accept more than \$10,000 in a calendar year, they may not accept more than expenses in any subsequent event.

#### Best Practices Regarding Prize Money

Keep a spreadsheet of all tournaments in which you accepted prize money based on your finish. Track how much prize money you accepted (in the currency in which it was received) and the value of all competition-related expenses tied to that event;

Save documentation e.g. receipts, credit card receipts of your expenses.

#### Certifying Prize Money Legislation Compliance

The eligibility centre requires the following to certify compliance of prize money legislation:

- The name and date of each event/tournament in which you accepted prize money;
- The amount of prize money received; and
- The value of all your expenses related to each event in which you accepted prize money.

Note: NCAA rules may be different based on division, sport and/or timing (pre-or post-enrollment). If you have questions regarding your amateur status or NCAA legislation, contact the athletes compliance office at the NCAA institution recruiting you or the NCAA's public and legislative line at +1-877-262-1492.

### **2.9 Anti-Doping:**

National Associations have been requested by National Government to encourage and engage in communications with Drug Free Sport, South Africa.

Currently TSA does not have an active medical commission. Therefore, if Drug Free Sport wish to conduct random testing at events, they may do so.

The basic principal is that all tests will be random, which means that the testing officials will report to the tournament venue, identify themselves to the Organiser and Referee. Once their credentials have been verified they will be provided with a copy of the drawsheets and order of play and will proceed to determine which players they would like to test.

In most cases the entire round (quarters, semis, finals) will be tested, regardless of who won or lost the match. Target testing is only done in the case where a National Association has a medical commission in place and the Association requests Drug Free Sport to conduct test on specific players.

The general rules of engagement for conducting tests are as follows:

The testing officer/chaperone will identify themselves to the players at the completion of their match as they exit the court. Players will be permitted to conduct other official business prior to conducting the test, but will be accompanied by the chaperone until the test has been completed. In the case of minors (junior participants), the player will be entitled to have a guardian present at



all times and to assist with the declarations etc. that are taken prior to the test being conducted.

### **2.10 General:**

- Incidents are going to flare up during and after matches. However, these incidents need to be communicated in a calm manner in order for all concerned to be able to attend to the matter;
- Aggressive behaviour, abusive language or general abuse will not be tolerated and may result in the parent or coach (if they are the guilty party) being asked to leave the premises, or may even result in the player they are representing being defaulted from the tournament;
- The player is ultimately held responsible for any actions or statements made by any of his/her representatives, relatives or supporters;
- It also needs to be known that errors are going to be made. Errors are made at the highest level of tournaments. The key is to learn and try to reduce the glaring errors from re-occurring. However, it also needs to be understood that a perceived error from a player, parent or coach could be due to their misunderstanding of the rule or procedure and that the officials may in fact be correct;
- When dealing with anyone at the tournament do so in a respectful manner. This often helps the situation and enables decisions to be made easier and quicker;
- If a player feels that they need an official, they have the right to request for an official during the match. In some cases the player may disagree with the official's interpretation and may call for the Referee. However, the Referee's decision will be final. Again, in this case the player should be familiar with the basic rules and procedures in order to not unnecessarily request for the Referee for basic situations i.e. disagreement on line calls and scoring disputes;
- In some cases the Referee may consult with TSA on dealing with an unusual situation or very serious code violations that can be dealt with after the match. The Referee cannot consult with matters during a match as needs to make the final decision immediately;
- Respect your opponent(s) and try to set examples rather than be known as a player amongst your peers for the wrong reasons;
- Interference from outside the court is not permitted. Parents and coaches may not enter into long discussions with players. Even if no coaching is taking place, if lengthy discussions evolve, the player may receive a code violation;
- If you need to leave the court at any stage, notify an official before leaving the court. If there are no officials in close proximity to your match court (for whatever reason), ask someone to find an official for you or advise your opponent that you are going to the tournament organizer to seek assistance. However, try to avoid leaving the court without having spoken to an official;
- Familiarise yourself with the rules and procedures. It has happened previously where players think they know the rules or are advised otherwise by other influencing sources and end up being wrong.



## **2.11 Summary of Important Dates:**

- Submission of Health & Safety Plan: Minimum four weeks prior to Event
- Entry deadline for TSA Events: 14 days prior to 1<sup>st</sup> day
- Withdrawal deadline for TSA Events: 7 days prior to 1<sup>st</sup> day
- Releasing of Draws: 3 days prior to 1<sup>st</sup> day
- Releasing of 1<sup>st</sup> day Order of Play: 48 Hours prior to play 1<sup>st</sup> day
- SportyHq Updates: Regularly during days play
- Final Update: Immediately after play
- Submission of Reports: On final day of event
- Tournament Complaints: Must be in writing within five (5) calendar days after the completion of the said tournament. Complaints to be addressed to the tournament organizer, Province in which event took place and TSA.



## **2022 ITF JUNIOR TOURNAMENT GUIDELINES FOR PLAYERS, PARENTS & COACHES**

### **Introduction:**

The following guidelines have been compiled to serve as an easy point of reference for all players, parents and coaches concerned with the participation at International Junior Tournaments (Junior ITF).

There is difference between TSA and ITF events and it is important to familiarise yourself with a number of different protocols to avoid disappointment.

The following has been compiled to provide some assistance in understanding the various processes easier and to hopefully provide some support.

### **1. International Player Identity Number (IPIN):**

- IPIN is a unique tennis number that you will keep throughout your ITF playing days (Junior or Pro);
- It is mandatory for All players to have a valid IPIN in order to be able to enter for events online, or to sign-in on site as an Alternate or to accept a Wild Card. Entry into an event will not be possible without a valid IPIN;
- IPIN is obtained via the ITF website [www.itftennis.com](http://www.itftennis.com)
- Scroll down the Home pages until you see the IPIN membership card, click on this and the link will take you to the IPIN registration/login page;
- Your password is personal and should not be given to anyone. If other parties can access your IPIN, they are able to enter and withdraw you for tournaments. Please be careful!
- The IPIN fee is payable online via credit card;
- Junior's wanting to play in an ITF Professional event (Men's or Women's World Tennis Tour Event) must upgrade their Junior IPIN to Pro IPIN. This can be done by logging into your IPIN profile and selecting the option to upgrade your IPIN;
- Do not wait until the last minute to renew or start the process to get an IPIN; While it does not take long, you do not want to be disappointed by not being permitted to sign-in or miss the online entry deadline due to not having your tennis administration taken care of ahead of time;
- It is the responsibility of the player to ensure all administrative aspects are in order.

### **2. Tournament Fact Sheet:**

Each tournament provides an information document known as a Fact Sheet. This contains important information that relates to the tournament, such as:

- Tournament Dates;
- Entry Deadlines;
- On-Site Sign-in Deadlines (Qualifying, Main Draw and Doubles);
- Entry Fee;
- Withdrawal Deadlines;
- Tournament Organiser Contact Information;
- Visa Information;
- Hotel Information;
- General Tournament Information;
- Always be familiar with the tournament information, and have a printed copy with you.



### **3. Tournament Online Entries (Singles):**

- Tournament entries are done via the IPIN online;
- Entry fees are payable onsite during the sign-in procedure (depending on category of event);
- No late entries are accepted;
- **TSA has no control on the ITF entries or IPIN**

### **4. Entering More Than One Tournament At A Time(Priorities):**

- A player applying for entry shall be deemed to apply for entry into the Main Draw or the Qualifying of the tournament;
- A player may apply for entry into no more than three (3) ITF World Tennis Tour Juniors tournaments in a specific tournament week. If he/she enters more than one tournament in the same week, he/she must indicate a priority;
- If a player has entered multiple events, he/she should remove him/herself from all events in which he/she no longer wishes to compete before the Withdrawal Deadline.

#### Multiple Entries:

At the Withdrawal Deadline the following shall occur:

- If a player is accepted into the Main Draw or Qualifying of one ITF World Tennis Tour Juniors tournament, he/she will be immediately withdrawn from the Entry Lists of all other tournaments;
- If a player is accepted into the Main Draw or Qualifying of more than one ITF World Tennis Tour Juniors tournament occurring during the same period, he/she will remain on one List and will be immediately withdrawn from the Entry Lists of all other tournaments according to the following criteria:
  - a) Main Draw takes priority over Qualifying, and Qualifying over Alternates;
  - b) Tournament Entry Priority (except if a player has been accepted into the Main Draw of a Grand Slam tournament, in which case he/she will remain on that List even if not his/her first priority);
- If a player did not state an entry priority, he/she will be immediately withdrawn from all but one Entry List according to the following criteria:
  - a) Tournaments with the highest grade will take priority;
  - b) If equal, the Entry List on which he/she is highest placed will take priority;
  - c) If equal again, the tournament which is geographically closest to his/her country of Nationality will take priority;
- If a player is not accepted into any ITF World Tennis Tour Juniors tournament occurring during the same week, he/she may remain on more than one Entry List as an Alternate until the Freeze Deadline. At the Freeze Deadline, the player will be removed from all but his/her highest priority tournament. However, once he/she is accepted into any ITF World Tennis Tour Juniors tournament before the Freeze Deadline, he/she will be withdrawn from the Entry Lists of all other tournaments occurring during this period;
- If a player is accepted into an ITF World Tennis Tour Juniors tournament and a and has entered and been accepted into a Men's or Women's ITF World Tennis Tour tournament in the same week, he or she will be withdrawn from the Junior tournament at the Withdrawal Deadline. Exception: If a player is accepted into the Main Draw of a Junior Grand Slam tournament, that tournament will be prioritised over all other ITF tournament entries that week (i.e. including \$25,000 tournaments or any other Junior tournament).



## **5. Withdrawal Deadlines (Singles):**

- Players who have entered online are responsible to ensure that they Withdraw by the Withdrawal deadline;
- Late Withdrawals are penalised according to suspension points;
- It is the player's responsibility to Withdraw on time;
- A player's first three (3) late withdrawal offences within a calendar year will be automatically excused\* provided the withdrawal is received by the ITF (and by the ITF Supervisor, if submitted after the Freeze Deadline) prior to the Sign-in Deadline. It will not be necessary to provide a medical certificate in the case of this category of Late Withdrawal.  
(\*an excused withdrawal is valid for two consecutive tournament weeks provided the player withdraws, as above, and notifies the ITF about the second week's late withdrawal by the last day of the tournament);
- A player who appears on one or more Alternate list(s) may withdraw at any time, without penalty, until he/she first moves into a Main Draw or Qualifying Acceptance List, at which time he/she will be automatically withdrawn from all other Acceptance Lists by the ITF;
- Any player who appears on the Main Draw or Qualifying Draw acceptances are deemed to be committed to the tournament and must Withdraw. Players on the Alternate list are not committed to the tournament and need not Withdraw. However, it is important to be aware that as players on the Main Draw or Qualifying Acceptances move based on Withdrawals, that a player on the Alternate list, can in fact move up to the Qualifying list or similarly move from the Qualifying list to the Main Draw;
- Always check the various acceptance lists at the time of Withdrawal Deadlines to be sure which list you are appearing on;
- Between the Withdrawal Deadline and Freeze Deadline (below) it is also important to keep a check on the acceptance lists and your position on these.

## **6. Freeze Deadline:**

- Once the Freeze Deadline has been reached, players on the Qualifying Acceptance list will no longer move into the Main Draw and players on the Alternate list will no longer move into the Qualifying Acceptance list;
- Players who appearing on the Alternate list will no longer be committed to the tournament;
- Players who wish to Withdraw after the Freeze Deadline, MUST send a withdrawal form to both the ITF and the ITF Supervisor/Referee of the tournament to prevent No Show penalties from being issued.

### **Hint:**

The initial acceptance list that is published as soon as entries have closed can often be overbearing as in many cases players find themselves a number of positions out of the Main Draw (on qualifying list) or way down on the Alternate list. Don't panic.... Look across on entry list to the "Priority Column", if there are players that have indicated a priority 3, 4 or 5, the chances are very good that they will withdraw by the withdrawal deadline as they have entered other events and have indicated a higher priority for those tournaments. In doing so this should already ease the nerves and give a much different perspective of what can happen.



When the Withdrawal Deadline has been reached then this is probably 90% accurate as there can still be Late Withdrawals, but these are generally a minority. The final list to check is then once the Freeze Deadline is reached. After this, no more movement will occur on the lists until the respective sign-in's have been completed.

However, always ensure that if you are going to withdraw from an event this is done in accordance with the procedures above. The cost of withdrawing on time is much better than at a stage possibly having to spend a one (1) month suspension from playing due to an error from an administrative position. IN the case of Men and Women's World Tennis Tour Events (Pro Circuit) there are monetary fines for late withdrawals.

#### **7. Singles Acceptance Method:**

- International Junior Ranking (ITF) as of the Monday of the entry deadline. Entries close 27 days prior to the Monday of the tournament in question;
- ATP/WTA rankings as of the Monday before the entry deadline. Players ranked on the ATP of 750 or better and on the WTA of 400 or better will always be accepted at the bottom of the Main Draw Acceptance list. Players on the ATP ranking of between 751 and 850 or on the WAT ranking 401 and 500 will always be accepted and remain at the bottom of the Qualifying Acceptance list.

For all Unranked players the following will be used:

- 50% of all remaining spaces on the list will go to player from or resident in the country where the tournament is organised according to the National Ranking submitted to the ITF by the Host National Association;
- Players from or resident in other countries within the Region where the tournament is organised. The country will be drawn by lot and the top ranked player according to the National Ranking who has not already been accepted will be accepted;
- Players from or resident in, other countries within the Zone where the tournament is organised. The country will be drawn by lot as above;
- Players from or resident outside of the Zone where the tournament is organised. The country will be drawn by lot as above;
- Any remaining players from or resident in the country where the tournament is organised.

#### Regions:

- Asia, Oceania, Europe, Africa, South America, Central America, North America

#### Zones:

- Asia/Oceania, Euro/Africa, The Americas

#### **Note:**

**National Rankings are used for Acceptance's only and cannot be used for seeding. National Associations can submit their updated National Rankings up to 4 times per year. TSA submits the National Rankings following a series of major events where the change to the National Rankings will assist our players as best possible i.e. following Junior Nationals or a circuit of International events. The National Ranking as submitted to the ITF and as being available seven (7) days prior to the entry deadline will be used.**



## **8. Doubles Acceptance Method:**

For the purposes of doubles acceptances, Singles Main Draw participants include Main Draw Direct Acceptances, Regional Reserved(s), Special Exempts/16 & Under Exempts or Qualifiers/Lucky Loser(s), but exclude Main Draw Wild Cards.

Singles Qualifying participants are players who played in the Singles Qualifying draw in any capacity, including Qualifying Wild Cards and Alternates.

Direct Acceptances for Doubles are selected according to the following acceptance methods: Teams consisting of:

8.1 Two players, both of them Singles Main Draw participants (as outlined above):

- a) Both players ranked, in order of total ranking;
- b) One ranked and one unranked player, in order of ranking of the one ranked player;
- c) Two unranked players;

8.2 Two players, one a Singles Main Draw participant, the other player a Singles Qualifying participant or Singles Main Draw wild card;

- a) Both players ranked, in order of total ranking;
- b) One ranked and one unranked player, in order of ranking of the one ranked player;
- c) Two unranked players;

8.3 Two players, where one player only is a Singles Main Draw participant:

- a) Both players ranked, in order of total ranking;
- b) One ranked and one unranked player, in order of ranking of the ranked player;
- c) Two unranked players;

8.4 Two players, where both players in the team were/are Singles Qualifying participants and/or a Singles Main Draw wild card(s);

- a) Both players ranked, in order of total ranking;
- b) One ranked and one unranked player, in order of ranking of the one ranked player;
- c) Two unranked players;

8.5 Two players, where one player was/is a Singles Qualifying participant or a Singles Main Draw wild card;

- a) Both players ranked, in order of total ranking;
- b) One ranked and one unranked player, in order of ranking of the one ranked player;
- c) Two unranked players;

8.6 Two players, neither a Singles Main Draw nor Singles Qualifying participant:

- a) Both players ranked, in order of total ranking;
- b) One ranked and one unranked player, in order of ranking of the one ranked player;
- c) Two unranked players.

If two or more teams are tied within any combinations of 1-6 above, the order shall be drawn by lot.





**Note:**

The acceptance method for doubles is very complex and needs to be read very carefully. Players have been caught out by assuming they know the status of their partner and once the sign-in has closed, acceptances completed and the draw done it is then discovered that the partner by saying he/she is in the Main Draw, never mentioned the fact that they are wild card, which affects the acceptance method and priority drastically.

- Direct Acceptances above do not include Wild Cards;
- Doubles Wild Cards are in addition to this;
- Lucky Losers are those players who have been accepted into the Singles Main Draw by the doubles sign-in deadline;
- Rankings used are those of the Monday seven (7) days prior to the Monday of the tournament week;
- For the purposes of doubles acceptances, players ranked in the top 500 on the WTA or the top 850 on the ATP will be treated as ranked players.

**9. Sign-in/Registration:**

**a) Qualifying**

Each player (except for Wild Cards who are in contact with the ITF Supervisor) must sign-in to the ITF World Tennis Tour Juniors tournament by one of the following sign-in methods:

- 1) Sign-in personally on site with the ITF Supervisor (or by telephone sign-in if stated in the tournament fact sheet) within the sign-in window of 3.00 p.m. (1500 hours) until 6.00 p.m. (1800 hours) local time the day before the start of play in the Qualifying competition (unless a different sign-in-window is stated in the tournament fact sheet); or
- 2) Only if provided by the tournament, eSign-in via the tournament's online payment system by 5.00 p.m. (1700 hours) local time the day before the start of play in the Qualifying competition. eSign-in will open no earlier than 24 hours before this deadline and is only available to players who have paid their entry fee. Requests for information on eSign-in procedure must be made at least 24 hours in advance of the qualifying sign-in deadline to the e-mail address provided by the tournament on the fact sheet. eSign-in is confirmed upon receipt of payment confirmation. If a player is unable to complete eSign-in for any reason, they must ensure they are present on-site to sign in by the deadline above.

In exceptional circumstances, the ITF may extend the sign-in deadline in which case players will be notified.

Any player may be signed in for the Qualifying Draw by the Supervisor of an ITF or Regional Association sanctioned tournament, or a national competition (if requested by the relevant National Association and approved by the ITF at least two weeks in advance), in the previous week, if such player has completed that tournament in the two days preceding the start of the Qualifying competition. This player must be on site and play his/her first match by the end of the first round of Qualifying. Players travelling as part of a team under one coach may be signed in by the Supervisor of an ITF or Regional Association sanctioned tournament in the previous week, if any other member of that team is still



competing in that tournament in the two days preceding the start of the Qualifying competition.

Except as otherwise stated herein, players who fail to sign in shall not be included in the Qualifying Draw.

Any unused Special Exempt place(s) or Main Draw vacancies (following withdrawals after the Freeze Deadline) shall be filled by entered players who have either signed in for Qualifying or preserved their eligibility for such place(s) by personally contacting the ITF Supervisor prior to the Qualifying sign-in deadline. Players who preserve their eligibility must get written confirmation from the ITF Supervisor. These players are to be selected in accordance with their position on the Acceptance List. If the Special Exempt places are used or there are no Main Draw vacancies, players who preserved their eligibility are not eligible to play the Qualifying and are subject to the Late Withdrawal/No-Show provisions set forth in the Code of Conduct.

#### **b) Main Draw Singles**

There will be no sign-in requirement for players accepted directly into the Main Draw at Grand Slam, Grade A or Grade 1 or B1 tournaments. However, players should arrive the day before, ready to play on the first day of the competition. For all other tournaments each player (with the exception of Wild Cards who are in contact with the ITF Supervisor) must sign-in by one of the following sign-in methods:

- 1) Sign-in personally on site with the ITF Supervisor (or by telephone sign-in if stated in the tournament fact sheet) within the sign-in window of 3.00 p.m. (1500 hours) until 6.00 p.m. (1800 hours) local time the day before the start of play in the Qualifying competition (unless a different sign-in-window is stated in the tournament fact sheet));
- 2) Only if provided by the tournament, eSign-in via the online tournament entry payment system by 5.00 p.m. (1700 hours) local time the day before the start of the Main Draw. eSign-in will open no earlier than 24 hours before this deadline and is only available to players who have paid their entry fee.

Requests for information on eSign-in procedure must be made at least 24 hours in advance of the main draw sign-in deadline to the e-mail address provided by the tournament in the fact sheet. eSign-in is confirmed upon receipt of payment confirmation. If a player is unable to complete eSign-in for any reason, they must ensure they are present on-site to sign in by the deadline above.

In exceptional circumstances, the ITF may extend the sign-in deadline in which case players will be notified.

An entered player may be signed in for the Main Draw by the Supervisor of an ITF or Regional Association sanctioned tournament, or a national competition (if requested by the relevant National Association and approved by the ITF at least two weeks in advance), in the previous week, if such player has completed that tournament in the two days preceding the start of the Main Draw competition.



This player must be on site and play his/her first match by the end of the first round of the Main Draw. Players travelling as part of a team under one coach may be signed in by the Supervisor of an ITF or Regional Association sanctioned tournament in the previous week, if any other member of that team is still competing in that tournament in the two days preceding the start of the Main Draw competition. Except as otherwise stated herein, players who fail to sign in shall not be included in the Main Draw.

### **Doubles**

Each player must have entered and signed-in personally with the ITF Supervisor by 12 noon (1200 hours) on the first day of the singles Main Draw.

Doubles sign-in deadlines are always indicated on the respective fact sheets.

Junior ITF Events usually have doubles sign-in closing at 12:00 on the first day of Main Draw.

### **10. International Tennis Integrity Agency (ITIA):**

The International Tennis Integrity Agency (ITIA) is the anti-corruption body covering all professional tennis around the world. It is responsible for enforcing the sport's zero-tolerance policy on betting-related corruption. In doing so it has three main strategic priorities – preventing corruption from taking place; investigation and prosecution of offenders; delivering anti-corruption education for players and stakeholders to recognise and report corrupt activity. The ITIA is an operationally independent organisation based in London. It is funded by the sport's seven major stakeholders – International Tennis Federation, ATP, WTA, Australian Open, French Open, Wimbledon and the US Open.

Players can visit [www.tennisintegrityunit.com](http://www.tennisintegrityunit.com) for further information.

### **In Summary:**

- **Entry Deadline:** Tuesday twenty (20) days prior to the Monday of the tournament week (no later than 14:00 hours GMT).
- **Withdrawal Deadline:** Tuesday thirteen (13) days prior to the Monday of the tournament week (no later than 14:00 hours GMT).
- **Freeze Deadline:** Wednesday preceding the tournament week (no later than 14:00 hours GMT).

### **General Note:**

It is the player's responsibility to make all entries and withdrawals and to check his/her position on the Entry Lists.

For any further information pertaining to ITF Junior events you can go to [www.itftennis.com](http://www.itftennis.com) click on ITF Tours at the top of the page and select Juniors. The same applies for Men's or Women's at some stage, just select the relevant Tour.



## **TOURNAMENT DIRECTOR RESPONSIBILITIES**

The Tournament Director shall be responsible for the following:

### **Prior To Event:**

- Appointing a Tournament Committee. The Tournament Committee should cover the following portfolios; Tournament Director, Finances/Treasurer, Safety Officer, Tournament Supervisor / Referee (as approved by TSA), desk organisers any other portfolio or position as deemed necessary by Tournament Director;
- Securing and negotiating of sponsorships;
- Delegate which persons will be responsible for the various age groups;
- Ensure that sufficient courts and venues are arranged, and that the facilities meet the various requirements (clocks, first aid boxes, singles sticks, water, chairs for the player's, etc.). This should be done in consultation with the Supervisor / Referee;
- 6 rounds per court per day, should give an idea as to the number of courts Required;
- Negotiate and order the tournament balls, unless otherwise advised by TSA;
- Arrange catering at all venues. Catering should be sports friendly and offer various cool drinks as well as hamburgers, hotdogs, toasted sandwiches and not just chocolates and crisps. Prices should also be affordable and not exorbitant;
- Secure affordable accommodation rates at various hotels, guest houses and boarding schools. Any such information can be sent to TSA for promotion purposes on the website and on the tournament information;
- Ensure that a photocopy machine, telephone and fax as well as A3 and A4 paper is available, and that copier can make A4 and A3 copies. Internet connection is also required i.e. in the form of a LAN cable, WIFI or 3G at the main venue. All venues need to have 3G or wifi internet connectivity;
- Order/arrange prizes for the respective winners and runner ups. Cash is not permitted as an option, although gift vouchers are permitted. If using gift vouchers, it is advisable to ensure that the voucher is from a supplier that is available country wide as opposed to being locally based;
- Appoint a Tournament Doctor or Medical facility where players requiring assistance can be referred as well as where On-Site Medical Certificates can be completed should the need arise;
- Finalise Wild Cards with TSA.

### **During Event:**

- Ensure that sponsors interests are looked after. Banners to be erected at respective venues. Banner positions to be pre-determined and approved by Supervisor / Referee;
- Entertain sponsor representatives that may be on-site during play;
- Prize giving to be arranged after completion of event. However, this may not always be possible, and should at least be arranged after the completion of singles events;
- The Tournament Director may not act as the Supervisor/Referee;
- General cleanliness of venues is a priority and needs to be checked daily;
- Ensure general running of event;
- Name tags for officials;
- Where applicable ensure that all necessary COVID protocols (as per latest TSA communication) are being followed.



**Note:**

**If running an International event the following will apply pertaining to media:**

- Ensure that Supervisor/Referee or person managing the Tournament Software to run the event submits the tournament results to the TSA Media Liaison by 15:00 daily, irrespective of whether the days play has been competed or not. Results and photos to be sent to Anthony Moruthane at [anthony@tennissa.co.za](mailto:anthony@tennissa.co.za);

**After Event:**

- Ensure all tournament documentation has been submitted to TSA along with Tournament Director report;
- Liaise with TSA office concerning the final reconciliation of tournament fees etc;
- Ensure that sponsor banners are returned, including that the TSA banners are sent back to the TSA office or as otherwise informed.

**TOURNAMENT REFEREE RESPONSIBILITIES**

The Tournament Supervisor/Referee shall be overall in charge of applying all tournament rules and regulations as prescribed by Tennis South Africa. Where an interpretation is required, the interpretation as per the International Tennis Federation in terms of duties/procedures and the Rules of Tennis will prevail.

The TSA Tournament Department will be responsible for the handling of entries, withdrawals and conducting the respective tournament singles draws. Where required, the Order of play for the first days play can be compiled in consultation with the organiser by TSA, alternatively, the tournament organisers and Referee's will be responsible for the compiling all the days Order of Play.

Tournament Referee's will generally be responsible for compiling of onsite draws (doubles draws) and daily order of play, in consultation with tournament organiser.

**Responsibilities:**

- Meet with the Tournament Director prior to the tournament to discuss various aspects and arrangements to ensure that tournament runs smoothly. Plan the general running of the tournament and the proposed daily schedule;
- Discuss appointment of officials with TSA and local officials committee as well as with Tournament Director;
- Prepare the order of play on a daily basis, and ensure that the person's responsible post the orders of play as well as the various updated draw sheets at all designated areas and venues. Liaise with the Tournament Director on the daily plan, but will have final decision on the Order of Play;
- Designate a specific place from which matches shall be called in accordance with the order of play, using all available and reasonable means. Players must be ready to play when their matches are called;
- 15 minutes after the match has been called, a player will be scratched if not ready to play. There will be NO deviation from this rule!
- Designate in a highly visible place at each venue an Official Bulletin Board and notify the players of its position. All tournament information such as draws, schedules and other information need to be posted on this area. It is the responsibility of all players to obtain their schedules from the notice board;
- Decide if a match should be moved to another court, or if final matches on a specific court should be moved due to time. Where possible, a match should not



be moved once it has started, although exceptional circumstances may require for this to happen. Whenever possible, a change of courts during a match should be made at the end of a set, or after an even number of games in the set in progress;

- Decide when play should be postponed due to bad light or weather conditions. If play is postponed due to darkness, such postponement should be made at the end of a set, or after an even number of games have been completed in the set in progress;
- Be responsible for investigating the code of conduct, issuing fines and defaults when necessary. Ensure that a high standard of officiating is maintained, including decisions and cases. Compile a tournament report including all code violations. This report is to be submitted to the TSA Technical Manager on the final day of the tournament. Load the final results of the tournament onto the TSA website, while submitting a copy of the final backup to the TSA office after the completion of the final match;
- Assign the Off Court Officials (Court Monitors) to the various venues and courts;
- Ensure that Doubles Sign-in deadlines and Times are announced and posted at the respective venues, along with organisers making regular announcements and ensuring that information is also accurate and correct as per what is posted on the TSA website;
- Be present on site at all times during the play of matches in the tournament;
- The Tournament Supervisor/Referee is the Final On-Site Authority in terms of interpretation of all Tennis Rules/Regulations and Tournament Formats.

### **DESK ORGANISER RESPONSIBILITIES**

The Desk Organiser is generally the first port of call for the tournament. While one desk organiser can manage a venue, it is recommended that two desk organisers are appointed to a venue as this will allow for smoother management of the venue. In extreme cases where venue comprises of only 4 courts, then one desk organiser will suffice.

#### **Pre-Tournament:**

- Establish which venue and age group/section you will be managing;
- Become familiar with venue.

#### **Venue Check and Necessary Equipment:**

- Clock
- First aid kit
- Spare centre band and hooks
- Sufficient court drying equipment
- Chairs for players on court
- Singles sticks
- 2 x tables for desk workers to work from
- Chairs for desk workers
- Notice board
- Prestik or drawing pins
- Sellotape for sign-in sheets
- Pens and pencils
- Highlighter pens
- Note pad for general information, comments and notes



- PA System (if applicable)
- Tuckshop and arrangements
- Tennis balls for the daily matches
- Sponsor banners and condition thereof & cable ties

#### **Venue Pack:**

- Notices to be published on player notice board
- 2 copies of draws and order of play (working copy and copy for display)
- Sign-in sheets
- Basic plan for following day
- Player contact information

#### **Arriving at Venue:**

- Arrive at venue at least 60 minutes prior to start of playing order to set up and ensure necessary updated draw sheets and order of play can be posted for players on the notice board;
- General check of venue of facilities;
- Record of officials;
- Post sign-in sheets (if applicable);
- Preparation of match tennis balls i.e. new or used.

#### **Formats:**

- Be 100% sure of the events being played and the formats associated with them;
- Qualifying – Best of 3 tie break sets (where applicable);
- Main Draw – Best of 3 tie break sets;
- Doubles & Mixed Doubles – 2 sets and a 10 point match tie-breaker if match reaches one set all;
- Play Off's – 2 sets and a 10 point match tie-breaker if match reaches one set all.

#### **Calling of Matches:**

- Matches to be called in the order as they appear on the order of play schedule;
- Matches are not to be skipped to avoid scratching of players;
- When players report, tick the player in order to help identifying which player(s) may still be missing;
- At the time of calling the match, note the time that the match has been called. This enables you to keep track of the 15 minute rule (if needed). If a player has not reported after 5 minutes make a follow up call and try to contact the player directly using the player contact info provided;
- Provide players with the match tennis balls and also check attire;
- Remind players of the format that they are playing depending on event etc.

#### **Recording of Results:**

- Indicate the winner of the match by circling or highlighting the name of the winner;
- Record the score in the correct manner and remember if a tie-breaker was played to record the tie-break score as well;
- Be aware of recording certain results correctly:
  - Walk Over
  - No Show
  - Retirement
  - Code Violation/Default



- Record the time that the match was completed, this will be required when calculating rest time in cases where a player is playing more than one match on a day;
- If the rest time passes the scheduled match time, inform the opponent that the match will be called slightly later due to rest;
- Ensure that the draw sheet and order of play on the notice board are regularly updated i.e. after each round (time slot) has been completed;
- Depending on the instructions provided by the Referee for updating the main system, ensure that these are followed to allow for ease of data capturing;
- If any incidents are reported make notes for possible follow up. In case of code of conduct issues remind Official to report to Referee, but also make a note thereof;
- Collect the used tennis balls from the players.

### **TOURNAMENT FACTSHEET / INFORMATION SHEET**

Tournaments should have a summary of the various event arrangements and activities. The TSA template can be used.

The following information **MUST** be included:

- Venue address, map and co-ordinates. To be set for all venues in cases where multiple venues are being used;
- Age group playing at respective venues to be clearly stated, along with abbreviation being used on the Sporty HQ System;
- Practice venues (if any) and procedure for booking courts;
- Brand of tennis ball being used;
- Reminder of online system and where to locate draw updates and order of play information
- Key contact information for tournament:
  - Tournament Director
  - Tournament Referee
  - Venue Organisers
  - Tournament Doctor / Medical clinic and any other emergency contacts
- Function arrangements (if any functions are being arranged);
- General section to communicate any other information i.e. t-shirt collection.

### **PRE-TOURNAMENT MEETING**

The evening before the commencement of the tournament it is important to have a meeting with the various Desk Organisers, Referee and Tournament Director.

The meeting provides an opportunity to set the tone for the event and enable all concerned to ask questions that may have an impact on other venues.

In addition, the following information needs to be covered and documents/equipment distributed:

- Venue Packs containing all the documents as mentioned earlier;
- Tennis balls – sufficient number for the 1<sup>st</sup> day at least;
- Tournament equipment (PA System, clocks, first aid kits, stationary, etc.);
- Rule changes;
- Officials assigned to various venues;
- Code of Conduct;
- Tournament Plan and use of venues;





## **VENUE CHECK LIST**

The following check list serves as a guide for all venues being used during a tournament.

### **Courts:**

- |  |   |
|--|---|
| <input type="checkbox"/> Nets in acceptable condition    | <input type="checkbox"/> Court drying equipment       |
| <input type="checkbox"/> Centre Bands and hooks          | <input type="checkbox"/> Spare centre bands and hooks |
| <input type="checkbox"/> Player Chairs (4 per court)     | <input type="checkbox"/> Umpire Chairs (main venue)   |
| <input type="checkbox"/> Sponsor Branding / TSA Branding |   |

### **Tournament Venue Office:**

- |  |  |
|--|--|
| <input type="checkbox"/> Player Notice Board         | <input type="checkbox"/> Table and Chairs for Organisers |
| <input type="checkbox"/> Official Clock and Position | <input type="checkbox"/> PA System                       |
| <input type="checkbox"/> Tennis Balls                | <input type="checkbox"/> General Stationary              |
| <input type="checkbox"/> First Aid Kit               |  |

### **Desk Organiser Pack:**

- |   |   |
|---|---|
| <input type="checkbox"/> Copies of Draw Sheets            | <input type="checkbox"/> Copies of Order of Play  |
| <input type="checkbox"/> Doubles Sign in Sheets           | <input type="checkbox"/> Alternate Sign in Sheets |
| <input type="checkbox"/> Lucky Loser Sign in Sheets       | <input type="checkbox"/> Code Violation Forms     |
| <input type="checkbox"/> Player Contact List              | <input type="checkbox"/> Emergency Contacts       |
| <input type="checkbox"/> List of Officials and Name Cards |   |

### **Documents to be Published:**

- |  |  |
|--|--|
| <input type="checkbox"/> Right of Admission  | <input type="checkbox"/> Code of Conduct Summary |
| <input type="checkbox"/> Rule Change Summary | <input type="checkbox"/> Tournament Factsheet    |
| <input type="checkbox"/> Tournament Plan     | <input type="checkbox"/> Tournament Venues       |



### **TSA MEDIA:**

Anthony Moruthane, TSA Commercial and Communications Manager, is responsible for managing all TSA media, website and social media platforms. While TSA cannot guarantee media coverage for all events, the following needs to be submitted on a daily basis to ensure that news can be circulated and where possible placed on the TSA media platforms i.e. Website, Facebook, Twitter and Instagram:

- Daily results and photographs must be submitted to Anthony by 15:00 for all junior and professional international events, regardless of the day's play being completed or not in line with the media deadlines of 16h00. Final results for the day can be resubmitted at the end of play.
- For TSA local events, only final results must be submitted at the end of the tournament together with photographs of the winners.
- Please ensure that photographs are taken in landscape form and a caption is also submitted;
- In some cases, a photographer will be arranged by TSA to be onsite to take photographs. The tournament director needs to facilitate this and provide information pertaining to players and venues. The photographer may enter and leave the court during change overs and stand at the net post. The Referee needs to be advised that there is a photographer in case he/she would like to discuss any aspects relating to procedures. However, media coverage is important and where this is possible and an interest is show, all possible effort needs to be made to facilitate reasonable requests from media/photographers.



**TOURNAMENT REPORTS:**

The various Tournament Reports are in excel documents. Tournament Directors and Referee's should always ensure that they have the latest version of these documents.

**Tournament Director Documents:**

- Tournament Director Report
- Media and PR Report
- Sponsorship and Branding Report

**Tournament Referee Documents:**

- Tournament Referee Report
- Medical Certificates
- General Tournament Documentation (Sign-in Documents, Code Violation Reports)



**APPLICATION TO PRESENT A JUNIOR / OPEN RANKING TOURNAMENT:**  
**1st January 2022 to 31st December 2022**

**T0: Annette Terry Calendar administrator. [juniors@tennissa.co.za](mailto:juniors@tennissa.co.za)**

**Conditions for Applying for a sanctioned TSA tournament:**

- The tournament must be run in accordance with the **TSA Rules and Regulations, Code of Conduct and Tournament Guidelines/Requirements.**
- TSA will attempt to allocate the dates applied for but reserves the right to allocate alternatives to fit in with the National calendar.
- Tournament **Directors** confirm to ensure that the necessary tournament officials are appointed in consultation with the Provincial Umpires Committee and/or TSA.
- Please refer to officiating guidelines.
- The name of the proposed Referee is important.
- The Tournament Software is the only software that will be used to run the tournament.
- The Tournament **Director** agrees to ensure that he/she is familiar with TSA Tournament Guidelines and the respective TSA Tournament Rules and Regulations as well as with any amendments that occur from time to time. The various documents will be sent to the Tournament Director as and when necessary.
- TSA will handle the entries for All Ranking Tournaments.
- An application must be sent 3 months prior to the starting date of a tournament.
- **Application form must be signed by the Provincial President before final submission to TSA. No application will be sanctioned by TSA that is not approved and signed off by the Provincial Province.**
- It is understood that **no extensions** will be granted to **entry deadline**, it is up to the Tournament **Director** to **promote** the tournament ahead of the closing deadline.
- **NO Late entries** will be allowed under any circumstances.
- Tournaments open for entry 6 weeks before the closing date.
- The date being applied for needs to be confirmed by the provinces within a respective Region to avoid clashes. Where possible clashes should be avoided with league fixtures.
- **Monrad format will be used for all Provincial and Regional events.**

**From:** \_\_\_\_\_

**Name of Tournament:** \_\_\_\_\_

**Proposed Date of Tournament:** \_\_\_\_\_

**Closing Date for Entries: To be assigned by TSA.**



**Main Venue: (physical Address with street number and name for GPS co-ordinates)**

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**General information to be completed:**

1. E – Mail address for enquiries: \_\_\_\_\_
2. Tournament Director: \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_

**NB: Bank Details:**

Name of Account: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Name of City: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Please Indicate what is being applied for:**

**Regional Tournament:**

- 2-day Tournament (singles only over weekend)
- 3 Day Tournament (start Friday 1.30pm)
- 4 Day Tournament

**Age Groups Being Applied for at Event:**

**U10 Rainbow Kidz compulsory event run at the same time as the tournament.**

- U12, U14, U16 + Open
- Open

I certify that the information provided is correct and accept the conditions listed above.



**Name of Tournament Organiser:** \_\_\_\_\_

**Proposed Tournament Referee:** \_\_\_\_\_

(Although approved by TSA, please indicate if you may have a preference. If left blank, TSA will appoint a Referee on your behalf). In cases where a local Referee may not be available, or a Province does not have a qualified Referee, it is the responsibility of the Tournament to cover travel, accommodation and all meals in addition to the fee for the Referee.

\_\_\_\_\_  
**Signature of Tournament Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Provincial President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Regional Chairperson**

\_\_\_\_\_  
**Date**