ITF WorldTennisTour™

# W50, W75 & W100 Hospitality Guidelines

# 2026

# W50, W75, W100 Hospitality Guidelines

Mandatory Hospitality is available to players at all W75 and W100 Tournaments. The information below sets out what players are entitled to, the responsibilities players have in managing their hospitality and a Reservation Deadline Table that Tournament Organisers may follow. For transparency Tournament obligations are also outlined. W50 Tournaments providing Hospitality must also follow these Guidelines.

Hospitality at all these tournaments will be managed through **ITF UNO** alongside Tournament Accreditation, and new for 2026, Player Transportation requests from the airport to the official hotel.

**W100 Key Entitlement:**

- An individual room and breakfast (for Main Draw Singles and/or Doubles players)
- Minimum 4 nights for Main Draw Singles players – available from 1 day before Main Draw start.
- Minimum of 2 nights for Doubles players – available from day of the Doubles on-site sign-in.

**W75 Key Entitlement [& W50 tournaments when providing hospitality]**

- An individual room and breakfast (for Main Draw Singles and/or Doubles players)
- Minimum 3 nights for Main Draw Singles players – available from 1 day before Main Draw start.
- Minimum of 2 nights for Doubles players – available from day of the Doubles on-site sign-in.

**Player Obligations**

- Must inform themselves of the Hospitality guidelines and upon becoming committed to a tournament, follow all instructions in line with the Hospitality Guidelines.
- All players must make their mandatory hospitality reservation via ITF UNO by the Reservation Deadline table (below).
- All players must reserve, amend and/or cancel their hotel rooms by the applicable reservation deadlines or those set by the Tournament on the Fact Sheet (which won't be any earlier than the table).
- Players accepted into both Singles and Doubles events must comply with the earlier of the two deadlines.
- Failing to reserve a room by the Reservation Deadlines will cause a player to lose their automatic right to mandatory hospitality for the tournament week.
- Must, if still competing in the previous week (i.e. Saturday/Sunday Finals Weekend), keep the tournament informed if their reservation may change and provide confirmation as soon as possible/on completion of their last match and no later than Sunday of their final arrival date.
- Failing to communicate with a tournament via the designated tournament hospitality contact (as indicated on the Fact Sheet) about a change in reservation may cause a player to be charged at the hotel rate if the room is not subsequently used.
- Failing to communicate with a tournament via the designated tournament hospitality contact (as indicated on the Fact Sheet) about a late withdrawal/cancellation may cause a player to be charged at the hotel rate for any reserved nights where the room is not subsequently used.
- Any refusal to pay shall result in the player being subject to provisions under the ITF WTT Code of Conduct.
- If a player withdraws before competing and has been examined by the tournament doctor/physio (of the tournament they are due to participate in), they will receive the hospitality requirement through the night of the examination.
- If a player retires during or withdraws after completing a match due to illness or injury and has been examined by the tournament doctor/physio, they are entitled to receive full hospitality requirements (i.e. minimum of required mandatory nights and inclusive of the night they withdraw/retire).
- Qualified players must have stayed in the official hotel [for qualifying] and booked via ITF UNO if they are to receive the nights as part of the main draw allocation.

- Hospitality starts the day before Main Draw. If a player arrives 2 days before and loses in the first round, the Tournament Organiser is not obliged to "back date" their hospitality.
- Sharing of rooms by doubles players, back dating hospitality nights [prior to day before main draw starts], allowing support team members to stay in same room – are all items at the discretion of the Tournament Organiser who is not obliged to agree.
- The room must be occupied by the registered player only who is responsible for all incidental costs charged to room.
- If a support team member is allowed by the Tournament Organiser to stay in the same room a supplement payment may be required for the player to pay.
- If two singles players or two doubles only players are to share a room there is no obligation for the Tournament Organiser to offer double the number of nights.
- A player participating in Singles and Doubles draws will be allocated the minimum number of nights for Singles initially. Hospitality will continue through to include the night that the player plays their last Singles or Doubles match. Players are not allocated the total of the minimum number of nights for those draws [E.g. for W75 3 singles nights plus 2 doubles nights].
- Further to conditions above, the ITF, in its sole discretion, shall determine if a player forfeits any hospitality privileges for breaches of these Guidelines and the ITF WTT Code of Conduct. Forfeiture of hospitality privileges covers the player, Support Team Member and/or (if sharing the same room) doubles partner.

**Tournament Obligations [W100 & W75, as well as W50 tournaments when providing hospitality]**

- Must select an official tournament hotel that is of an acceptable 'international standard' as per the WTT Organisational Requirements and subject to ITF approval no later than 16 weeks before the tournament start date.
- Must prebook in advance a sufficient number of rooms for all Main Draw Singles/Doubles players entitled to Hospitality (along with ITF Supervisor, Officials, Physiotherapists).
- Must hold in advance a sufficient number of rooms for all Qualifying players, with additional rooms held for Player Support Team members – where possible this should be at the same hotel being used for prebooked hospitality.
- Should negotiate a suitable agreement with the hotel that provides flexibility for late reservations of on-site alternates, on-site doubles, players competing in a previous week's tournament.
- Must provide on the Fact Sheet a contact for all hotel reservations. This must be a member of tournament staff and not the hotel directly.
- Must use ITF UNO to administer all Main Draw Singles/Doubles player bookings and, where the same hotel is used, all Qualifying Player/Player Support Team bookings.
- Must not require a reservation deadline earlier than those in the Reservation Deadline table [see below].
- Take into consideration if a player withdraws and cancels their reservation, their place will be taken by an alternate so it is most likely that the room will be used, be it by a different player with a possible different arrival date.
- If a player does not reserve their room by the required deadline, they will forfeit their automatic right to mandatory hospitality for the tournament week. However, tournaments are encouraged to support players in this situation, where possible, with the provision of hospitality and where not possible are requested to assist the player to book the room in the official hotel at the players own expense.
- Tournaments are responsible for monitoring all accommodation requests made in ITF UNO and communicating these to the hotel(s) in a timely manner. They must provide the hotel with names and arrival dates of the players (and their support team members). Hotels should also receive information with which nights/rooms are covered by the tournament and which nights/rooms must be paid by the individual.
- It is at the discretion of the Tournament Organiser to allow a player support team member (e.g. coach) to stay in the same room as the player. Where discretion is given, a supplement payment may be required for the player to pay. This supplement should be reasonable and no more than the difference between a single and double occupancy room at the same hotel.
- The official hotel(s) must be instructed to take a credit card from players and/or support team members on arrival to guarantee any incidentals or room nights not covered under the tournament's obligation as the validity of credit card provided via ITF UNO cannot be guaranteed. The ITF is not responsible for any unpaid charges if the tournament hotel did not take a player or support team member's credit card details in guarantee.
- The official hotel(s) must be then instructed to process payment on player's departure/check-out for any extra nights and rooms (for Player Support Team) that are not covered under the tournament hospitality requirement.

**Reservation Deadline Table**

Tournaments must not set any deadlines earlier than those provided below but may set deadlines later so as to support players.

| | Reservation Deadline | Amendment/Cancellation Deadline |
|---|---|---|
| Booking Window Opens | Tuesday, 13 Days prior to the Monday of the Tournament - 15:00 GMT | |
| Main Draw players committed at the Withdrawal Deadline | Sunday, 8 days prior to the Monday of the tournament - 14:00 GMT | Thursday, 4 days prior to the Monday of the tournament -14:00 GMT |
| Doubles-only players accepted into Doubles via Advanced Entry | Tuesday, 6 days prior to the Monday of the tournament - 14:00 GMT | Thursday, 4 days prior to the Monday of the tournament - 14:00 GMT |
| Players accepted after Withdrawal Deadline and before Freeze Deadline | Thursday, 4 days prior to the Monday of the tournament - 14:00 GMT | Friday, 3 days prior to the Monday of the tournament - 14:00 GMT |
| Players accepted after the Freeze Deadline | Without delay | Without delay |
| Qualifiers | Following completion of their final Qualifying Draw match | Following completion of their final Qualifying Draw match |
| Doubles-only players accepted at the on-site sign-in deadline | Without delay | Without delay |


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