ITF WorldTennisTour™

Organisational Requirements

2026

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Foreword

These are the 2026 Organisational Requirements – the key resource to achieving the standards and services on the ITF World Tennis Tour [WTT].

With your support we continue to improve the Tour. Key highlights this year include:

- A requirement for Live Streaming at W35, as well as all W50/W75/W100/M25.
- For W15/W35/M15/M25 Tournaments, the cost of on-site treatment administered to players by the Physio must be free of charge. Treatment Guidance has been created to help with physio and player expectations. In addition, there is a new Mental Health First Aid education module for Physios.
- W15/M15 Tournaments must provide a Chair Umpire in the last round of Singles Qualifying. There are also new Chair Umpire badge requirements at W50/W75/W100.
- W75/W100 (and W50+H) must use ITF UNO to manage transportation requests from the airport to the official hotel.
- Commercial sales materials (including a WTT Promotional Video) to help "sell" the WTT to sponsors is viewable in our Business Development Portal.

This resource is split into 3 Key sections – 'Before the Tournament', 'Tournament Site and Personnel' and 'During the Tournament'. Look out for useful tables, important paragraphs (highlighted in green) and weblinks to further information.

I am grateful to National Associations and Organisers in hosting this year.

Good luck.

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Index

Introduction 1

1. General 1
2. Health, Safety and Security 2
3. World Tennis Tour 3

Before the Tournament 5

4. Important Deadlines 6
5. Tournament Sanction Application 7
6. Financial Guarantee for W50, W75 and W100 8
7. Tournament Sanction Fees 9
8. Cancellations/Organisational Change 9
9. WTT Regulations 9
10. ITF Responsibility 9
11. Fact Sheet 10
12. Official Data and Streaming 10
13. Safeguarding Issues 11
14. Media, Commercial and Data Rights 11
15. Insurance 11
16. WTT Branding Requirements 12
17. Wild Cards 13
18. Venue Type 14
19. Courts 15

Tournament Site and Personnel 16

20. Practice Courts 16
21. Court Requirements 17
22. Two Tournament Sites 19
23. Combined (Women's and Men's) 19
24. Lights 20
25. Supervisor's Office 20
26. Internet Access 20
27. Locker Rooms 21
28. Player Lounge 21
29. Treatment and Fitness Room 22
30. On-site Anti-Doping Testing Facility 23
31. Off Court Coaching (OCC) 24
32. Restaurant/Food Service 24
33. Venue Access and Credential System 24
34. Administrator/Organiser/Director 27
35. Officials 28
36. Tournament Doctor 29
37. Sports Physiotherapist 29
38. Massage Therapist 31
39. Tournament Assistants/Tournament Desk 31
40. Court Maintenance Staff 32
41. Stringer 32
42. Credential Staff 32
43. Volunteer staff 33
44. Ball Persons 33
45. Press Officer 33

During the Tournament 34

46. Tournament Entry Fees 35
47. Schedule of Matches 35
48. Balls 36
49. Medical Equipment/Materials 37
50. Water, Ice and Towels (On Court Supplies) 38
51. Prize Money 38
52. Hotels/Accommodation 39
53. Hospitality 41
54. Transport 43
55. Laundry 44
56. Invoicing and Payment of Collected Monies 44
57. PHCP – Women's WTT Tournaments 44

Introduction

1. General

World Tennis Tour (WTT) Tournaments must comply with the provisions of the 2026 WTT Regulations and the 2026 WTT Organisational Requirements (this document, also referred to as the "Requirements"). These only refer to Women's and Men's WTT Tournaments and not to WTT Junior Tournaments.

Any sanctioning National Association and the Tournament Organiser where separate (jointly the "Applicant") awarded a one (1) year sanction on the Women's or Men's WTT Calendar shall be subject to, and shall be bound by and comply with, the WTT Regulations and the ITF Guide to Recommended Health Care Standards, each of which may be amended from time to time.

Applicants are advised that this document entitled and the ITF Guide to Recommended Health Care Standards are essential reading prior to completion and submission of a Tournament application. Responsibility for ensuring compliance with these documents lies with the National Association, which must also ensure sufficient financial security is in place.

The ITF reserves the right to refuse approval of or cancel any previously sanctioned tournament or series of tournaments on the grounds of health, safety, security or any other potential risk to the successful running of the tournament(s), including without limitation, any risk posed by the continuation and/or re-emergence of COVID-19, with no liability to the National Association, Tournament Organiser or ITF. The Applicant is responsible for ensuring suitable safety and security plans are put in place for the tournament that comply with local laws, regulations and best practice. This includes the timely completion and submittal of ITF security documents where specifically requested by the ITF.

The ITF reserves the right to amend these Requirements at any time. Updated versions of the document will be published on the ITF Website and National Associations must distribute the most up-to-date document to Tournament Organisers. Key documents regarding the organisation of Women's and Men's WTT Tournaments are available on the dedicated sections of the Website.

Introduction

2. Health, Safety and Security

The health, safety and security of all persons involved in the Tournament, including players, officials, Tournament staff and spectators, are of principal importance. The Applicant is responsible for ensuring an adequate security plan, for the protection of all involved persons against any such problems, is in place and implemented for the Tournament.

The National Association, in association with the Tournament Organiser, must make the ITF aware immediately of any major issues or threats (e.g. political unrest, health epidemic, natural disaster) that could impact the progress of the Tournament or the health, safety or security of persons involved, whether they occur in advance of or during the Tournament.

Serious Medical Incidents – those involving Players, Related Persons and Officials that result in calling for an ambulance and/or transport to the Emergency Medical Department of a hospital during a tournament – are now being reported to the WTT team by the Supervisor. On the request of the Supervisor, Tournament Organisers may be required to manage the completion of an 'Incident and Accident Report Form' following a Serious Medical Incident at the tournament. Information and support will be shared if this is necessary.

Tournament Organisers and National Associations are advised to have preparations in place to handle emergency situations. The ITF reserves the right to request the Applicant to submit security documentation for the Tournament or have additional security measures put in place because of security concerns.

Security Guidelines are on the ITF website and are to be followed. Questions should be directed to the ITF.

Tournament Organisers are expected to monitor weather and if necessary, with consultation with the Supervisor, make modifications to play in cases of extreme weather conditions such as heat, lightning, or other severe weather conditions. The Tournament Organiser and Supervisor must adhere to the Extreme Weather Rule (Appendix E in the WTT Regulations) and the Supervisor should have a Wet Bulb Globe Temperature Meter to measure the Heat Index.

Introduction

3. World Tennis Tour

The World Tennis Tour or 'WTT' is the name for all ITF professional tournaments.

Tournament categories are listed as W15, W35, W50, W75, and W100 for Women's tournaments and M15 and M25 for Men's tournaments. Combined tournaments of the same category should be written as W/M15. The tournament category indicates the number of World Ranking points allocated to the winner of the tournament.

Each tournament will be identifiable by gender, World Ranking point allocation, host city and colour. For example:





Single and Multiple Week Tournaments

- Single-week tournaments are considered a 'standalone tournament week' at a venue.
- Multiple Week tournaments are considered tournaments hosted at the same venue for two or more weeks consecutively. We have created the WTT Multiple Week Resource to help manage expectations of conditions and address the most commonly raised issues at multiple week tournaments.

WTT Tournament Structure (with WTA/ATP Challenger Tour level tournaments)



Introduction

Comparison Chart

Category	W15/M15		W35/M25			W50		W75		W100	
Prize Money	$15,000		$30,000			$40,000		$60,000		$100,000	
Main Draw Size	32		32		48[1]	32	48	32	48	32	48
Qualifying Draw Size	24[1] or 32	48 or 64	24[1] or 32	48 or 64	32	32					
Tournament Days	7 or 8	8	7 or 8	8	8	7 or 8	8	7 or 8	8	7 or 8	8
Qualifying Days	1 or 2	2 or 3	1 or 2	2 or 3	2 or 3	1 or 2					
Tournament Start	Sunday or Monday	Sunday	Sunday or Monday	Sunday	Sunday	Sunday or Monday	Sunday	Sunday or Monday	Sunday	Sunday or Monday	Sunday
Sports Physio	1 (2 for combined)					2 (ITF Grant)				ITF Provided	
Supervisor	Silver or Gold					Silver or Gold				Gold	
Umpire/Live Scoring	Last Round Qualifying Draw & Main Draw					All Matches					
Financial Guarantee	No					Yes					
Transport - Hotel to Site	Yes					Yes					
Transport - Airport to Hotel	Recommended if possible					Yes - free or at reduced cost to player. ITF UNO must be used at W75 & W100.					
Ball Change	Qualifying	Main Draw	Qualifying	Main Draw		Qualifying & Main Draw					
	Yes[2]	9/11	Yes[2]	9/11		7/9					
ITF WTT Branding	Yes					Yes - sent for approval three weeks in advance					
Hospitality	Optional					Optional	Mandatory. ITF UNO must be used				
Accreditation	Yes					Yes – ITF UNO must be used					

[1] women's events only [2] for rounds/matches where a Chair Umpire is present

Before the Tournament

Deliverables

Before	W15/M15	W35/M25	W50	W75	W100
Application	12 Weeks		16 Weeks		
Fact Sheet	9 Weeks		9 Weeks		
Officials' Proposal	8 Weeks		8 Weeks		
PHCP Proposal	N		Y - 5 Weeks		N
Financial Guarantee	N		Y		
Draw Sizes MD/QD	32/24*,32, 48 or 64	32/24*, 32,48 or 64; 48*/32	32/32 48/32		

* women's events only

Before the Tournament

4. Important Deadlines

Category	M15/W15	M25/W35	W50	W75	W100
Prize Money	$15,000	$30,000	$40,000	$60,000	$100,000
Application Submitted	12 Weeks		16 Weeks		
Fact Sheet	9 Weeks		9 Weeks		
Officials' Proposal	8 Weeks		8 Weeks		
Sports Physiotherapist (PHCP) Proposal	N/A		5 Weeks		N/A
Branding	N/A		3 Weeks		
Cancellation	60 Days		60 Days		
Wild Card Submission	Named at time of draw		Named at time of draw		
Entry Deadline- Singles	Thursday at 14:00 GMT - 18 Days before Tournament Start		Thursday at 14:00 GMT - 18 Days before Tournament Start		
Withdrawal Deadline Singles	Tuesday at 14:00 GMT - 13 Days before Tournament Start		Tuesday at 14:00 GMT - 13 Days before Tournament Start		
Entry Deadline – Adv. Entry Doubles	N/A	Tuesday at 14:00 GMT - 6 Days before Tournament Start	Tuesday at 14:00 GMT - 6 Days before Tournament Start		
Withdrawal Deadline – Adv. Entry Doubles	N/A	Thursday at 14:00 GMT - 4 Days before Tournament Start	Thursday at 14:00 GMT - 4 Days before Tournament Start		
Freeze Deadline	Thursday at 14:00 GMT - 4 Days before Tournament Start		Thursday at 14:00 GMT - 4 Days before Tournament Start		
Qualifying Sign-in Deadline	1 day prior to start of Qualifying at 18:00 local time		1 day prior to start of Qualifying at 18:00 local time		
Doubles Sign-in Deadline	1 day prior to start of Main Draw Singles at 14:00 local time		1 day prior to start of Main Draw Singles at 14:00 local time		

Before the Tournament

5. Tournament Sanction Application

In order for WTT Tournaments to be approved and sanctioned by the ITF for inclusion on the Calendars, the Tournament must have all necessary approvals from the relevant National Association and, if appropriate, the Regional Association.

The National Association is responsible for submitting the application and remains ultimately responsible for the organisation and running of the Tournament. Prior to supporting and submitting a Tournament application a National Association must be fully appraised of the proposed Tournament site and organisation and be satisfied they meet the necessary requirements and standards for the intended level of Tournament.

Tournament site, dates and draw sizes, as well as information to support Data (live scoring) and Streaming must be provided using the Tournament Management System (TMS).

Completed Tournament applications, approved by the National Association and the Tournament Organiser, must be submitted via TMS a minimum of 12 weeks for W/M15 and W35/M25 or 16 weeks for W50, W75, and W100 prior to the start date of the Tournament (defined as the Monday of the Tournament Week).

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

Draw Sizes

Category	W15/M15	W35/M25		W50		W75		W100	
Prize Money	$15,000	$30,000		$40,000		$60,000		$100,000	
Main Draw Size	32	32	48*	32	48	32	48	32	48
MD WC	4	4	5	4	5	4	5	4	5
Qualifying Draw Size	24*,32,48 or 64	24*,32, 48 or 64	32	32					
QD WC	5/6/7/8	4/5/7/8	5	5					

* women's events only

Before the Tournament

Site Check
When an application is received to host a tournament at a new venue, a venue that has not hosted an event in the past five years, or a recently renovated venue, approval of the application is subject to a site check and a written report by the National Association.

The report must be submitted to the ITF via this link and must include:

- Court measurements
- Lighting measurements
- Venue photos, including each match and practice court, locker rooms, Supervisor's office, players' lounge, physio room, and fitness room

National Associations are expected to verify the accuracy of the information provided by the Tournament Organiser

Where it is deemed necessary or appropriate the ITF reserves the right, for any category of Tournament and prior to a sanction being awarded, to request that a site check is conducted by the National Association.

6. Financial Guarantee for W50, W75 and W100

The Applicant must provide upon request a financial guarantee, no later than 9 weeks prior to the start of the Tournament. Failure to provide the financial guarantee by the required deadline, may result in the ITF cancelling the Tournament without any liability to the Applicant. The guarantee can be in the form of:

- an Irrevocable Letter of Credit from a reputable bank. The applicant must instruct their bank to send the Letter of Credit to the ITF's bank's SWIFT code (NWBKGB2L) naming themselves as the beneficiary and providing their address. SWIFT is a secure, electronic, bank-to-bank transaction. An example letter can be provided on request.
- a security deposit. This must be the full amount of the prize money deposited to the ITF's bank account. The deposit will be returned to the sender at the completion of the Tournament once all the prize money has been paid out to participants.
- a Letter of Guarantee for National Associations who are due from the ITF either the share payment from the Date Sales Activity or prize money from Davis Cup / Billie Jean King Cup. An example letter can be provided upon request.

Before the Tournament

7. Tournament Sanction Fees

Sanction Fee payments in 2026 are as follows:

	Sanction Fee	
Category	Women's Tour	Men's Tour
W100	$10,500	N/A
W75	$6,300	N/A
W50	$4,200	N/A
W35 or M25	$3,150	$3,150
W/M15	$1,575	$1,575

The appropriate Sanction Fee is to be collected by the National Association as soon as each Tournament is approved for inclusion on the Calendar. The ITF will issue an invoice to the National Association for the amount due, which must be paid on receipt of the invoice, prior to the start of the Tournament.

8. Cancellations/Organisational Change

No Women's or Men's WTT Tournament, may cancel, postpone, or make substantial changes to Tournament arrangements less than 60 days prior to the scheduled commencement of the Tournament. Violation shall subject the Tournament to a fine of up to $5,000, forfeiture of all sums, if any, previously paid or due to the ITF, reimbursement of unrecoverable expenses incurred and/or denial of subsequent applications.

9. WTT Regulations

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

10. ITF Responsibility

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

Before the Tournament

11. Fact Sheet

A fully completed Fact Sheet must be submitted through the Tournament Management System (TMS) no later than 9 weeks before the Tournament start date to enable such information to be published on the Tour Zone site.

The National Association will be held liable for any unrecoverable costs and expenses incurred in the event that incorrect information is provided and subsequently published.

Failure to comply with the deadline for submission of Fact Sheet information may result in the removal of a Tournament from the ITF Calendar.

12. Official Data and Streaming

Infront is the ITF's official data and streaming partner. Crionet is Infront's on-site production partner for live streaming.

Each Tournament Organiser must complete an online questionnaire when submitting the Tournament application to help Infront understand existing facilities at the venue.

Official data capturing (receiving of point-by-point match data from the chair umpire) is also known as Live Scoring and takes place at all WTT tournaments. The ITF will manage the Live Scoring process with the Supervisor.

Live Streaming is a requirement for all W100, W75, W50, W35 and M25 tournaments. Crionet will be present on-site at each tournament to deliver the Live Streaming. Production of the stream is free. However, for any WTT tournament being streamed, Tournament Organisers are required to provide to Crionet reasonable access to all existing services and facilities before, during and after the tournament.

A Frequently Asked Questions (FAQs) provides a summary of the requirements (including information about streaming options for W/M15 tournaments). In this FAQ there are two specific documents for a Tournament Organisers attention:

- Crionet Technical Requirements – A document to support Tournament Organisers with the technical requirements being requested at the venue.
- Crionet Rate card – A document for Tournament Organisers highlighting the additional services available from Crionet [E.g. scoreboards, graphics]. These items are not compulsory but if selected will be at the cost of the Organiser.

Crionet will review the Data & Streaming Questionnaire information given at the Tournament application stage and follow up with additional information or questions where appropriate. Information about the Crionet operator attending site will be shared approximately four weeks in advance of the Tournament. We request Tournament Organisers are open to supporting Crionet in this process. If you have any questions or feedback please email livescoring@world.tennis.

Before the Tournament

13. Safeguarding Issues

Each Tournament Organiser must submit on the Fact Sheet the name and contact details (address, email and telephone) of the statutory authority in their country (or state, region if appropriate) that is responsible for dealing with safeguarding issues.

Each country handles these matters differently, but typically the statutory authority would be the police or other local law enforcement agency, a child protection agency, social services agency, National Association or other similar type organisation. In addition, each Tournament must provide a contact person on-site which handles safeguarding issues. The Tournament must provide the contact's name, email and telephone. On the Tournament Fact Sheet the ITF will also provide details of the ITF's safeguarding contact.

14. Media, Commercial and Data Rights

The ITF's regulations regarding media, commercial and data rights are detailed in the WTT Regulations - Appendix F.

For the avoidance of doubt no sponsorship will be permitted either as part of the Commercial Rights or as Tour Sponsor Rights to any entity in respect of tobacco products, hard liquor products, betting companies, political activity or other category deemed to be detrimental to the sport of tennis, as reasonably determined by the ITF in consultation with the applicable National Associations. It is permitted to appoint casinos or national, regional or state sports lotteries as part of the above rights (with the prior approval of the ITF) provided they do not offer tennis betting as part of their business activity.

15. Insurance

The Applicant is responsible for taking out and maintaining suitable insurance policies which are compliant with local laws and regulations and which are on such terms and against such risks as are normally insured against by sports governing bodies or other organisations which stage sports events that are similar or equivalent to the Tournaments, including (without limitation) claims made for damage to property and for death/injury caused to people at the event for which the Applicant is legally liable. "ITF Ltd" and "ITF Licensing (UK) Ltd" must be named in the policy and on the certificate of insurance, and a copy should be provided to the ITF on request.

The Applicant is encouraged to take out those insurance policies that safeguard against employer's liability, business interruption and personal injury as well as any other appropriate insurance policies recognised under local law. In addition, it is strongly recommended that the Applicant obtain and maintain event cancellation and abandonment insurance which insures against all reasonably known financial risks arising from the rescheduling, cancellation and/or abandonment in whole or in part of a Tournament due to force majeure.

Before the Tournament

16. WTT Branding Requirements

Tournament Organisers must follow the WTT Branding Requirements which include the production and use of the WTT Logo on and off court.

- Tournament Organisers must read the WTT Branding Requirement resource
- This information will be sent in advance to National Association/Tournament Organiser email addresses as provided on the application form.
- Tournaments must provide court backdrop design proposals, with size dimensions of all included logos, and complete a Tournament Sponsor Information Form, for approval at least 3 weeks in advance of the Tournament to womens@world.tennis or mens@world.tennis.

Tournament Promotion

Tournaments are encouraged to promote their events within the local community and on social media. To promote your Tournament on our international channels:

- Send content to the ITF by emailing content@world.tennis. Use the subject line 'Tournament Media: tournament name, host nation, w/c date'.
- Add content@world.tennis to your Tournament media distribution list.
- For promotional materials (including our WTT video) view our Business Development Portal.

Videos – We welcome clips of match celebrations, key match or championship points or short player interviews. Videos must be clear, both visually and audibly, no more than 60 seconds and free of embedded advertising. If you are using music within videos, ensure the music is either royalty free or you have obtained the necessary license to use it, and confirm this in the email.

Photos – if you are considering sending photos to us, focus on the venue or host city pre-tournament, and the winning player(s) in action / with trophy during the tournament. Please ensure photos are of a high-quality resolution, feature WTT branding in the background and limit to sending 10. Provide the name of the photographer if credit is to be given.

Social Media – Follow @itfworldtennistour on Instagram. We encourage you to use the hashtag #WorldTennisTour in all your Instagram and X posts.

Before the Tournament

17. Wild Cards

Tournament Organisers on approval from the host National Association are responsible for the selection and the awarding of the Wild Cards. If required by the ITF, National Associations and Tournament Organisers are obliged to provide an explanation of how the Wild Cards were selected at any Tournament in their nation.

Tournaments must send written confirmation of the offer and acceptance of a Wild Card to players. Players and Tournament Organisers may not offer and/or receive any compensation for receiving or awarding a wild card. Acceptance of the offer of a Wild Card constitutes a player's Commitment to the Tournament.

The Tournament Organiser with the approval of the sanctioning National Association and the ITF may hold a Pre-Qualifying/Wild Card event to determine the selection of Wild Cards. Pre-Qualifying/Wild Card event for any WTT Tournament must take place prior to the Tournament Week. Tournament Organisers may not require players to stay in the tournament hotel, be a member of a club or similar type condition in order to compete in a Pre-Qualifying/Wild Card tournament.

Tournament Organisers must submit Pre-Qualifying/Wild Card Tournament conditions to the ITF for approval and the ITF has the right to reject any Tournament conditions created by the Tournament Organiser/National Association. Following approval, information about the Pre-Qualifying/Wild Card event must be added to the Tournament Fact Sheet via TMS.

Deliverables

Site	W15/M15	W35/M25	W50	W75	W100
Artificial Grass/Clay	Y		Y		N
Supervisor	Silver/Gold		Silver/Gold		Gold
Designated Chair Umpire Levels	White	Bronze/Gold	Bronze/Gold		Bronze/Gold
Ball Persons	Should		Must - Min 3 / Rec 6		Must - Min 3 / Rec 6
Sports Physiotherapist	1 (2 for combined)		2		2 (ITF appointed)
Stringing Fee	$15		$15		$15

Before the Tournament

18. Venue Type

The Tournament should be held at a single venue in either an indoor or outdoor location and must be defined as such on the application form, and where located at High Altitude, as defined by the Rules of Tennis, this should also be indicated.

A combination of indoor and outdoor locations is not permitted for a single Tournament unless circumstances out of the Tournament's control, e.g. bad weather, require matches to be moved to an alternative location. Tournament conditions on all match courts must be the same.

Tournaments held outdoors are advised to create a "weather plan" for staging the Tournament in the case of bad weather, e.g. identifying nearby locations with indoor facilities that may be used.

Tournament matches may not be played on some courts that are covered and some courts that are not covered, except when weather disrupts the schedule.

The overall venue should be free of distractions from excessive noise from other events, such as other sports, tournaments, concerts, etc. The Tournament Organiser must make best efforts to ensure all matches are free from outside distractions.

Definition of an indoor court

An indoor court is one which is completely covered by a roof, and for which playing conditions are largely artificial. Recommended minimum ceiling height is 9m over net, 5.75m over Baseline and 4m over backstop.

Note: Artificial playing conditions would include artificial light, protection from rain, and little or no wind. Courts housed under a permanent structure (including 'air halls') but without walls may be defined as 'indoor' if the playing conditions are still largely artificial and temperature and/or humidity can be manipulated. Covered courts (including courts with retractable roofs) may be defined as 'outdoor' – even if artificial lighting is required – if they are exposed to other environmental factors or the roof is open by default.

19. Courts

Draw	
MD	QD
32	24*/32
32	48
32	64
48*	32

Outdoor					
Match	**Practice**	**T**	**Match [C]**	**Practice [C]**	**T**
3	1	**4**	6	2	**8**
4	1	**5**	8	2	**10**
5	1	**6**	10	2	**12**
4	1	**5**	8	2	**10**

Indoor					
Match	**Practice**	**T**	**Match [C]**	**Practice [C]**	**T**
2	1	**3**	4	2	**6**
3	1	**4**	6	2	**8**
4	1	**5**	8	2	**10**
3	1	**4**	6	2	**8**

* women's events only [c] = Combined Tournaments T = Total Courts Required

20. Practice Courts

The following principles will apply at all WTT tournaments.

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

following the conclusion of their practice session at the discretion of the Tournament Organiser. Failure to abide by this condition, if applied by the Tournament Organiser, shall be considered a violation of the Code of Conduct. Eliminated players not staying at the official hotel are entitled to request stringing services, if needed.

11. On all days, a priority for practice will apply as follows:

    - First match warm-ups
    - Players scheduled to compete on that day (or the following day for practice that takes place on the day of Singles Qualifying Sign-in)
    - Top 5 Singles Alternates (on the day before singles qualifying and on the first day of singles qualifying), and Top 3 Singles Lucky Losers (on each day until the end of the Singles R32), and first Alternate Doubles Team (on each day of Doubles R16)
    - Main Draw players scheduled to compete on the following day.
    - Remaining Main Draw players, Alternates (Singles or Doubles) and Lucky Losers.
    - Eliminated players

Staffing and Recommendations

- A member of the tournament staff must administer the practice court schedule in consultation with the Supervisor to ensure the Practice Court Principles are applied. They must be on-site to take bookings during practice hours.
- Where a fee is applied for practice courts, a receipt must be made available if requested.
- Tournaments are encouraged to deliver more than the minimum requirements stated above. This may include more practice courts, extended hours of availability, and at no cost to the player.

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

21. Court Requirements

All Tournament courts (match play and practice) must have the same performance characteristics – they must be of the same surface type (e.g. clay) and court pace classification (e.g. Category 2 (medium-slow)), as defined by the ITF Technical Centre and the court surfaces must have the same appearance, e.g. surface colour. The courts used at a Tournament need not be the same product/brand. Where multiple products are used and not classified, pace testing of the courts may be required.

All courts must be of a quality suitable for international competition, whereby court surfaces have a uniform appearance with no cracks or gaps between joints and court markings must be straight. Courts with blended lines may be used for match and practice

courts at W/M15 and W35/M25 – such courts may not be used as match courts at W50, W75 and W100.

No additional court markings may appear on match courts in any Tournament category, e.g. court markings for other sports.

Courts and their fixtures must present no undue risk of injury to players, officials or spectators. The playability of a court shall be determined by the Supervisor who may insist on work being carried out to improve the quality of court(s) before play may begin. If there are insufficient playable courts and alternative solutions for conducting the Tournament cannot be found, the Supervisor, in consultation with the ITF, has the right to cancel the Tournament, in which case the Tournament will pay a minimum of first round losers prize money to all Main Draw players and will also be responsible for the reimbursement of reasonable expenses to all players.

Court Preparation

All courts must be kept clean, well maintained throughout the competition and safe for play. Clay surface courts shall be swept, watered (if necessary) and lines cleaned before the start of all matches. Carpet and hard courts shall be clean and cleared of all ball fluff, dust and debris as and when required. Grass courts shall be cut and maintained as required – recommended play height of the grass is no more than 8 millimetres. Court Maintenance Guidelines can be found on the ITF Website.

All match courts must have backdrops behind the baseline.

Court Equipment

The Tournament Organiser must ensure that all match courts are equipped with the following equipment prior to the start of play:

- Net, net posts, net straps and Singles sticks, all of which must comply with the Rules of Tennis. No advertising is allowed on the net, strap, band, net posts or Singles sticks except as provided in Appendix IV of the Rules of Tennis. The nets and net straps must be in good/excellent condition and each tournament shall have spare nets and net straps available.
- Measuring device – a measuring stick, tape measure or other measuring device must be available for the measuring of the net height and location of the Singles sticks.
- Chair Umpire's Chair – it is recommended that the height of the chair is a minimum of 6 feet (1.82m) and a maximum of 8 feet (2.44m). The chair shall be centred along an extension of the net approximately 3 feet (0.9m) from the net post. The chair must be weighted and unable to move/fall over. It is recommended to have a small writing table to the right-side armrest of the Umpire's Chair.
- Line Umpires' Chairs (as required in accordance with the Minimum Officiating

Requirements) must be located on the extension of their respective lines along the side fence and not closer than 12 feet (3.66m) from the doubles side-line.

- Players' Chairs – each Tournament must provide chairs for the players located on each side of the Chair Umpire.
- Off-Court Coaching Chairs - 4 labelled 'Coach Seats' available for each match court, placed in areas designated by the Supervisor (see item 31).
- Umbrellas on courts are strongly recommended for players and chair umpires for tournaments held during hot weather conditions.
- Scoreboards - Tournaments must provide scoreboards for all match courts.
- It is recommended that the Stadium court has a PA system (Microphone) for the chair umpire to announce the matches.
- Towels are recommended for player use but are required at W50, W75 and W100.

22. Two Tournament Sites

To ensure the Tournament is run as efficiently as possible, the entire Tournament should be held on one site only. If a second site is used only for practice courts, then that site must be listed on the Fact Sheet. Please detail the site address and for which days the site will be used.

23. Combined (Women's and Men's)

If the Tournament is to be run concurrently with another professional tennis tournament at the same venue, this must be indicated on the application form.

Applications for combined Tournaments are welcome but the combined Tournament consequently must comply with enhanced standards in accordance with the WTT Regulations for both Women's and Men's Tournaments. Any Tournament which is combined with a WTA or ATP Tour or Challenger Tour Tournament shall provide a level of standards equal to or greater than the level of standards provided for the WTA or ATP Tour or ATP Challenger Tour Tournament. In no instance shall standards fall below the minimum requirements herein.

When a Women's or Men's WTT Tournament is combined with a WTA Tour, ATP Tour or ATP Challenger Tour Tournament, every effort must also be made to comply with the ITF Branding Requirements.

A combined Tournament can only be classified as such if both the Women's and Men's Tournaments are played on the same site/address.

As the number of matches during Main Draw is doubled during a combined Tournament, the stated minimum number of courts must remain available throughout the Tournament.

24. Lights

It is recommended that all Tournament Organisers measure the lighting of all match courts prior to hosting an event, so the Organiser is aware in advance if the lighting is suitable for play (in case of bad weather). For all Indoor events and tournaments with match schedule plans that require lighting the courts must meet the requirements below.

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

Light poles should be positioned so that light is evenly distributed around the court and the poles should be positioned not to affect player safety or match play.

The Supervisor has the authority to suspend play on any court if the intensity of illumination, in their judgment, is insufficient for professional tennis.

25. Supervisor's Office

The Tournament Organiser must ensure a private office with a desk is made available to the Supervisor. The Supervisor must also be provided with:

- Wireless Internet Access - a dedicated and stable WIFI connection with direct login, i.e. password only required, no log-in via a website, with minimum upload speed of 5-10 Mbps;
- An international telephone line operational from the Freeze Deadline (Thursday at 14:00 GMT) until completion of the Tournament. The number must be provided on the Tournament Fact Sheet;
- Printer and Scanner with sufficient supply of paper and ink.
- Communication devices, such as walkie-talkies, which must also be provided to the Chief Umpire, each Chair Umpire and Sport Physiotherapist.

26. Internet Access

The Supervisor and Sports Physiotherapist should be provided with a dedicated wireless access line in their respective rooms with a minimum upload speed of 5-10 Mbps.

In addition, players should have access to wireless internet. If player internet access cannot be provided on-site, the Tournament Organiser must make best efforts to indicate an alternative internet access location for use by players.

27. Locker Rooms

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

- A parent may be given access to the locker room if the player is under 17 years of age, but the parent may only be in the locker room when the underaged player is in the locker room.
- There must be sufficient security to prevent public access and unauthorized entry, protect the players' personal belongings, protect players from corruptors, prevent unwanted/harmful interactions.
- For further information see Safeguarding Guidance and Security Guidance.

28. Player Lounge

Each Tournament must provide a suitable Player Lounge area on-site for the duration of the Tournament for use by all players and their credentialed Player Support Team. This lounge must be an indoor space, unless otherwise approved by the ITF in advance of the Tournament. If an outdoor tent with walls is used for the players' lounge, then it must have portable heating (winter) or fans (summer) provided. This area must not be accessible by the public.

The area should be equipped with a television, comfortable chairs and be supplied with fruit and water. It is also recommended to be supplied with non-carbonated soft drinks, including sports drinks (see the Recommended Food and Drink). The players' Lounge must be freely available to all players still in the competition. Tournaments are encouraged to allow eliminated players access to the Lounge, Lounge facilities and refreshments although this remains at the discretion of the Tournament Organiser.

A noticeboard must be placed in the Player Lounge or near the Tournament Desk. All player information must be clearly displayed and updated daily. This information must include the following day's order of play; updated draw sheets; transport information; player notices, and other notices as required by the Supervisor.

29. Treatment and Fitness Room

A separate treatment room must be made available, preferably located near the courts. Alternatively (but not recommended) a partitioned area of the locker room may be suitable (for privacy reasons), provided this is equipped with a wash hand basin, is well-ventilated and is of a suitable temperature.

The room must include:

- One adjustable (including variable height down to 60 cm) padded treatment table per Sports Physiotherapist in good repair and sanitary condition
- A desk, table or countertop for medical supplies
- Three chairs and/or rolling stools
- Lockable cupboard for storage of paperwork and medications
- Adequate supply of clean towels and sheets
- Ice and non-carbonated water (still) in sealed containers
- Dispensed soap (or the equivalent) and paper towels
- Automatic External Defibrillator (AED)
- Wireless Internet Access - a dedicated and stable WIFI connection with direct login, i.e. password only required, no log-in via a website, with minimum upload speed of 5-10 Mbps;

W100 tournaments must provide all players, free of charge, a fully equipped gym (with equipment as specified in table below as a minimum) either on-site at the tournament venue, at the official tournament hotel or off-site at a reasonable walking distance from the tournament venue/official hotel. If the gym is not located on-site at the tournament venue, then the tournament must provide an 'on-site warm-up and recovery fitness area' with equipment as specified in table below as a minimum. The area should be large enough to allow for stretching, functional exercise, as well as to use the cardio equipment.

For W75 and W50 tournaments – if it is not reasonably practical to have a fully equipped gym located on-site at the tournament venue, then the tournament must provide the 'on-site warm-up and recovery fitness area' with equipment as specified in table below as a minimum.

For W35, M25 and W/M15 tournaments – if it is not reasonably practical to have a fully equipped gym located on-site at the tournament venue, the tournament should provide an 'on-site warm-up and recovery fitness area' with equipment as specified in table below as a minimum.

Tournament Site and Personnel

Tournaments should provide hand sanitizer (at least 60% alcohol) throughout the fitness area and provide disinfecting wipes to wipe down equipment surfaces.

Equipment Item	Fully Equipped Gym	Warm-up and Recovery Fitness Area
Treadmills	2	2 in total (at least 1 bike, but can be 2)
Stationary Bikes	2	
Elliptical machine [Cross trainer / Rowing machine]	1	
Free weights	1 set (set = 1,2,4,6,8,10,15kg) (2 of each weight)	1 set (set = 1,2,4,6,8,10,15kg) (2 of each weight)
Strengthening machines	Smith, knee extension, leg curl, leg press and hip machine (in the absence of these machines then a cable machine)	
Stretching mats	4	4
Resistance bands (set = light, medium, heavy)	2 sets	2 sets
Foam roller	2	2
Rubber medicine ball (weight range 1kg-4kg)	1	
Swiss balls	1	
Balance pad	1	
Skipping rope	1	

30. On-site Anti-Doping Testing Facility

If required and when requested, each Tournament is obligated (unless indicated otherwise) to provide the following facilities:

- A private room with separate toilet; *or*, at the discretion of the Anti-Doping authorities an alternative on-site location.
- The room must contain: A lock on either the door/fridge, a desk and two chairs, lockable cabinet (if room is not private/lockable), access to internet (if possible).

- In addition, the Tournament is required to provide staff assistance for site set-up and facility maintenance during the Tournament.

31. Off Court Coaching (OCC)

Off Court Coaching (OCC) is a permanent rule change on the WTT. The majority of the process will be managed by the Supervisor and Officiating team on-site. However, the Tournament Organiser must support in the provision of accreditation (as per the Requirements) and the placing of 'Coach Seats' in areas designated by the Supervisor for each court. Tournaments should have no more than four (4) 'Coach Seats' available for each match court – 4 Match courts = 16 'Coach Seats' required. The Supervisor will provide further detail in advance and on their arrival.

The OCC Procedures also provide additional information.

32. Restaurant/Food Service

Each Tournament must ensure there is a food station on-site at the Tournament where players can buy, at a reasonable cost, various types of food and drink suitable for athletes. It is strongly recommended that the food station is open throughout the day and evening to accommodate players involved in late evening matches. At Tournaments not offering complimentary hospitality, it is recommended that bottled water in sealed containers and fruit is available free of charge (particularly where tap water is not recommended). The system by which players are to obtain food (i.e. vouchers, tickets, or cash) should be made known to the players before the start of the Tournament. View the Recommended Food and Drink resource for a list of recommended food and drinks.

Tournament Organisers must make reasonable efforts to ensure that all food and drink items provided for players are free of all substances listed in the prevailing version of the WADA Prohibited List.

Players must be allowed to bring food on-site to accommodate special dietary restrictions or other dietary needs.

33. Venue Access and Credential System

Credentials must be issued to all participants of a WTT Tournament including, without limitation, all players, related persons (Player Support Team such as coaches/guests), Officials (Supervisor, Chair/Line Umpires) and Tournament staff.

Tournament Site and Personnel

ITF Player Only Areas

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

These areas must be designated "authorised access only". Players and their Player Support Team must be issued with credentials clearly displaying access rights and must be presented to Tournament personnel to gain access to these areas. The locker room must be limited to players only and those staff that need access to do their job. It is recommended that Player Support Team be provided access to an alternate locker-room/facility away from the player locker-room.

ITF UNO Accreditation System

ITF UNO is an accreditation platform provided by the ITF to WTT Tournaments free of charge.

W100, W75, W50 Tournaments, and any new Tournaments of any category (i.e. those that did not host the previous year), must use ITF UNO for accreditation. Existing W/M15 & W35/M25 Tournaments (i.e. those that did host the previous year) are not required to use ITF UNO but are strongly recommended to use it.

ITF UNO provides Tournaments with: enhanced security (complete access control); improved integrity (requests are automatically checked against the ITIA Non-Credential List); and better efficiency (All players in the Main/Qualifying Draw will have their credential requests automatically created/approved reducing admin).

View more details about ITF UNO. If you wish to use ITF UNO contact uno@world.tennis and select the ITF UNO option when submitting your application.

Other Systems

Tournaments not using ITF UNO must receive approval of the credential system to be used in advance of each tournament by emailing womens@world.tennis or mens@world.tennis. Failure to provide samples may result in the non-payment of data rights money for the Tournament; fines; or future Tournament applications not being sanctioned. The following Terms & Condition's must be included on the back of all printed credentials for Players/Staff and Media.

Credentials must display:

- Full name of the person
- Nationality

Tournament Site and Personnel

- Role/Category (i.e. Player, Coach, Stringer, Chair Umpire etc)
- List of areas with access Rights (i.e. Venue, Courts, Player Lounge etc)

Credentials should display:

- Headshot/passport style photo

Credentials must be provided to:

- All Main Draw and Qualifying Singles and Doubles players
- Lucky Losers losing in the Last Round of Qualifying valid until all first round Main Draw matches have been played.
- At least the first three Alternates in Qualifying Singles and Main Draw Doubles valid until all first-round matches have been played.
- Minimum one Player Support Team, who shall be the player's coach or guest.
- All Tournament support personnel (volunteers, staff, press, contractors, and officials).
- Every person collecting their credential must show a photo ID, preferably passport, to confirm their identity.

The granting of access/credentials

This is a matter for the Tournament Organiser and/or National Association. However, accreditation provided by the Tournament is subject to the following:

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

Non-Credential List

The Supervisor will receive a non-credential list after the Freeze Deadline, who must then provide it to the Tournament personnel that oversee the issuing of credentials. Anyone with access to the list must not discuss or share the information provided on these lists to any individuals not involved with the operation of the Tournament. ITF UNO system has these lists incorporated - individuals on these lists will be flagged and they should not be issued with any credential (if in doubt, please contact the ITF).

Any suspicious interaction between players, officials or Tournament staff must be reported to the International Tennis Integrity Agency (ITIA) at info@itia.tennis (copying Womens@world.tennis or Mens@world.tennis).

34. Administrator/Organiser/Director

Each National Association must designate one or more persons (i.e. the Tournament Administrator(s) to be the point of contact for the ITF within the National Association for WTT Tournaments.

The Tournament Administrator(s) is responsible for submitting the application and Fact Sheet to the ITF. The Tournament Administrator or their appointee is also responsible for providing letters in support of visa applications for players.

The National Association must also designate a Tournament Organiser (also known as a Tournament Director) who will be responsible for all aspects of the organisation of the Tournament, with the exception of all matters relating to the rules of competition (as stated in the WTT Regulations and Rules of Tennis) and all on-court issues, which are the responsibility of the Supervisor and/or the ITF.

The Tournament Organiser must complete two education modules in advance of the tournament.

- 'Introduction to Safeguarding' module every two years.
- 'ITIA Staff TIPP' (created by the ITIA) every two years. Click link and use the Code **WTT2026** to complete registration.

Please show the module completion certificates to the Supervisor upon their arrival. It is the Tournament Organiser's responsibility to ensure required education modules for staff members are completed as outlined in these Organisational Requirements.

The Tournament Organiser must be on-site throughout the whole Tournament, ready to solve any problems related to the organisation of the Tournament, players, officials, media and spectators. They must be English-speaking and be fully aware of the responsibilities of their position. They are prohibited from competing in a Tournament for which they are undertaking this/these role(s).

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

35. Officials

Names of the designated officials must be provided to ITF Officiating – (officiating@world.tennis) at least 8 weeks in advance of the Tournament. Failure to comply with this deadline and meet the Minimum Officiating Requirements may result in the removal of the Tournament from the Calendar.

Supervisor

Each Tournament must appoint and provide an appropriately certified official, in accordance with the Minimum Officiating Requirements, to act as Supervisor. The Supervisor must be available throughout the Tournament Week, from the Qualifying Sign-in until after the final match of the Tournament has been completed, unless otherwise approved by the ITF.

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

The Tournament Organiser is obliged to enforce the Supervisor's decisions on-site if required, for example denial of credential and/or access to the site following a default under the Code of Conduct.

The Supervisor's fee is the responsibility of the Tournament Organiser and must be paid directly to the Supervisor on-site.

All other expenses related to the Supervisor including travel expense, hotel (individual room of single occupancy in the official hotel), meals and any other necessary expenses are also the responsibility of the Tournament Organiser.

ITF Chair Umpires

The Tournament is responsible for paying a fee, covering travel expense, hotel (individual room of single occupancy in the official hotel) and meals from the night prior to commencement until the morning following the conclusion of the Tournament for all Designated Chair Umpires. Non-designated Chair Umpires must be paid a fee as per their ITF Certification or as approved by the National Association (for National Chair Umpires) and must also be provided with accommodation and meals (if required).

The ITF requires the following minimum recommended fee levels for designated officials, in addition to their expenses. However, since the cost of living varies so much in different countries around the world and exchange rates change regularly, the ITF encourages National Associations to agree fees with national officials in local currency.

Tournament Site and Personnel

	Minimum Fee Levels for Designated Officials (USD per week)		
Category	**W/M15**	**W35/M25**	**W50 - W100**
Supervisor	**$1,500**	**$2,000**	**$2,500**
International Chair Umpire	**$750**	**$1500**	**$1600**
White Badge Chair Umpire	**$750**	**$750**	**$750**

Non-Designated Chair Umpires must be paid a fee as per their ITF Certification or as approved by the National Association (for National Chair Umpires).

All officials (Supervisor, Chair & Line Umpires, Chief of Umpires, Deputy Referees) working at the event must be paid on their last day of the event or if the Tournament is paying by bank transfer these payments must be sent by Tuesday following the completion of the tournament.

36. Tournament Doctor

The Tournament Organiser must appoint and pay all expenses for an English-speaking medical Doctor to be on call in proximity of the Tournament site at all times during playing hours. If it is more practical or cost efficient for the Tournament that the Doctor conducts necessary player consultations and treatments off-site, the expense of consultations/treatments that could practically be conducted by the Doctor on-site remain the responsibility of the Tournament Organiser.

All players accepted and competing in the Tournament, including eligible Lucky Losers, shall be eligible for treatment from the Doctor, as a minimum for the duration of their participation in the Tournament. The cost of hospital treatment or any other off-site medical treatment (except as described above) is the responsibility of participating players at all levels of Tournaments.

At W100, the Doctor must complete a phone call with the ITF Lead Sports Physiotherapist within 2 weeks of the Tournament (the ITF to organise) and attend a meeting on-site with the ITF Lead Sports Physiotherapist on the Qualifying Sign-in Deadline day of the Tournament (or as agreed otherwise with the ITF Lead Sports Physiotherapist).

37. Sports Physiotherapist

All players accepted and competing in the Tournament, including eligible Lucky Losers, shall be eligible for free treatment from the Sports Physiotherapist, as a minimum through the day of elimination.

Tournament Site and Personnel

Where the Tournament Organiser is responsible for appointing the Sports Physiotherapist, they must ensure the Sports Physiotherapist has appropriate qualifications and experience to treat players. See the Guide to Appointing a Sport Physiotherapist. The Sports Physiotherapist should be familiar with the ITF's medical treatment procedures and the general ITF Rules of Tennis.

The Sports Physiotherapist must complete 3 education modules (all hosted on ITF Academy) in advance of the tournament. The modules must be completed every two years with valid completion certificates shown to the Supervisor upon arrival at the Tournament Site each year. The modules can be accessed below:

- Introduction to Safeguarding
- ITF Physiotherapy Education
- Mental Health First Aid module

To help manage expectations of Sport Physiotherapists and players at Tournaments and provide fair and efficient treatment a set of Treatment Guidelines have been created. This has been shared with players and we ask you to ensure that this is made available in the treatment room and on the Tournament noticeboard by the Supervisor.

W/M15 and W35/M25 Tournaments

The Tournament Organiser must appoint an English-speaking Sports Physiotherapist to provide on-site health care services for the players beginning 1 hour before matches commence until completion of all matches. Combined Tournaments must appoint a second English-speaking Sports Physiotherapist that will be available from the start of Qualifying for the first 4 days of the Tournament. The cost of any on-site treatment administered to players by the Sports Physiotherapist must be free of charge.

W50 & W75 Tournaments

The Tournament Organiser must appoint an English-speaking Sports Physiotherapist to provide on-site health care services for the players beginning 1 hour before matches commence until completion of all matches. In addition, the tournament must appoint a second English-speaking Sports Physiotherapist that will be available from the start of Qualifying for the first 4 days of the Tournament. The cost of any on-site treatment administered to players by the Sports Physiotherapist must be free of charge.

The details of both proposed Sports Physiotherapists must be sent to the ITF (womens@world.tennis) 5 weeks before the start of the Tournament using the Sport Physiotherapist Application form.

The Sport Physiotherapist must complete the relevant education modules prior to the ITF confirming their assignment. The Lead Sports Physiotherapist must be available to receive a call with the ITF Physiotherapist Consultant prior to the tournament start date. The Lead Sports Physiotherapist must also complete a Tournament Report (as shared by the ITF Physiotherapist Consultant) within 1 week of the Tournament finishing.

The ITF will provide a grant of $1,500 to the National Association to cover the cost

associated with the second Sports Physiotherapist. The Tournament Organiser should contact the National Association regarding the grant. All costs with hiring both Sports Physiotherapists are the responsibility of the Tournament Organiser. The Tournament Organiser is responsible for hotel, meals, training supplies, local transportation, etc. If the Sports Physiotherapists are provided with hotel accommodation, then each must be provided with their own room.

To receive the grant the National Associations must submit an invoice to the ITF for $1500. The invoice must be sent to womens@world.tennis The ITF reserves the right not to issue the grant if relevant requirements are not met (e.g. Application Form not fully completed on time, education module or consultant phone call not completed, no Tournament Report received).

W100 Tournaments

The ITF will appoint 2 English-speaking Sports Physiotherapists. 1 Sports Physiotherapist will be available on-site from the Qualifying practice day for the duration of the event. The second Sports Physiotherapist will be available from the start of Qualifying for a minimum of 4 days to assist with the event.

All on-site treatment will be free of charge to players. The ITF will pay the travel expenses and fee for the Sports Physiotherapist, but all other expenses for the 2 Sports Physiotherapists (individual room of single occupancy in the official hotel, all meals, airport and local transportation) will be the responsibility of the Tournament Organiser. The ITF will send the training supplies for these events.

38. Massage Therapist

The Tournament Organiser must ensure the Massage Therapist has appropriate qualifications and experience to treat players. See the Guide to Appointing a Massage Therapist.

It is recommended for W/M15 and W35/M25 that an English-speaking certified Massage Therapist is available for players to access, as a minimum, from the first day of Singles Qualifying until and including the Quarter-Finals day.

For W50, W75, W100 Tournaments an English-speaking certified Massage Therapist must be available for players to access, as a minimum, from the first day of Singles Qualifying until and including the Quarter-Finals day. The service must be available from 2 hours after the first match starts and for a minimum of 4 hours. A fee may be charged by the Therapist but must be no more than $30 for 30 minutes or $50 for 60 minutes (unless agreed otherwise with the ITF).

39. Tournament Assistants/Tournament Desk

Each Tournament must provide sufficient personnel to assist the Tournament Organiser and the Supervisor with their administrative duties (E.g. ensuring the smooth running of live scoring, payment of prize money and IT/communications systems support). Other assistants, a number of whom should ideally have previous Tournament support

experience and be English-speaking, must also be available to provide player support (E.g. assisting and advising players with Tournament related issues such as practice court bookings, hotel reservations and transport arrangements). There must be a telephone that accepts international phone calls at the Tournament Desk.

40. Court Maintenance Staff

The Tournament Organiser must appoint and pay all costs for a sufficient number of trained personnel responsible for the maintenance of the courts. They must be available on-site at all times and keep all match and practice courts to a required standard. Court services personnel should be trained and aware of local laws regarding the proper handling of biohazardous waste.

41. Stringer

An experienced stringer must be available, preferably on-site, throughout the Tournament Week. The stringer must be available during the scheduled playing hours. Most players will provide their own string, therefore, a labour-only charge option must be available. It is recommended that the Tournament stringer use an electric stringing machine.

At a minimum, the stringing service must be available beginning the day prior to the start of the Qualifying competition and continue through the last day of the competition, including any additional day due to weather or other unavoidable circumstances.

- The stringing service must be on-site a minimum of 1 hour prior to the start time for the first scheduled match of the day and must be available until the completion of play for that day.
- If play is scheduled at an approved alternate site, then access to the stringing service must be provided at such alternate site from the start of play until play has been completed at that site.
- The recommended maximum stringing fee that can be charged when the player is providing their own string is $15. It is recommended to keep the fee as low as possible to assist players with costs.

42. Credential Staff

Each Tournament must have at least one staff member that will oversee the credential process for the Tournament. This individual and any other individuals responsible for credentials must manage the credential process for the Tournament as per the ITF Guidelines. The credential staff must ask for a photo Id, preferably passport to confirm the identity of every person before handing over the credential.

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

develop a system that meets the ITF Guidelines.

43. Volunteer staff

Tournaments can be more successful with the support of volunteers. Volunteers can fill a number of valuable roles during a Tournament, such as credential monitors for locker rooms, fitness facilities access, ball persons monitor, Player Lounge monitor, player services assistance, hospitality assistance, ticket office assistance, sponsorship hospitality or other similar roles. It is recommended that there is a coordinator for all volunteers to handle all applications. It is important to screen these individuals and follow local laws prior to them working. It is also important to provide clear job descriptions and duties for all individuals assisting with the Tournament.

44. Ball Persons

All Ball Persons must be trained prior to going onto court for their first match. Ball Persons must understand tennis scoring and specifically how tie-breaks are played. The Ball Person should know their responsibilities and must be trained on procedures for warm-up, change-over, ball change and positioning. Clothing for Ball Persons shall not be identical to the Officials' uniform and shall not be light coloured, particularly white or yellow. For outdoor Tournaments played in high temperatures dark coloured clothing must not be worn. It is recommended to have a shaded space for Ball Persons to gather before the start of play and for breaks during the day. See more information in the Ball Persons Guidance.

W/M15 and W35/M25 Tournaments

Where possible, Ball Persons should be provided for matches in the Main Draw, but only when provided for all matches from the start of a given round.

W50, W75 and W100 Tournaments

A minimum of three Ball Persons must be provided for all Main Draw matches and it is recommended to have six (6) Ball Persons for the finals.

45. Press Officer

It is recommended that a person who has good knowledge of tennis, has public relations or media experience and has strong local media contacts is appointed Press Officer for the Tournament. The responsibilities of a Press Officer may include issuing press releases about the Tournament to local media and dealing with requests from media both in advance and during the Tournament

During the Tournament

Deliverables

During	W15/M15	W35/M25	W50	W75	W100
Balls QD Balls MD Balls Practice	4 at 9/11* 4 at 9/11* 3		4 at 7/9 4 at 7/9 3		4 at 7/9 4 at 7/9 3
Hospitality – MD (Min)	3 Nights – Twin Room Sharing at +H Tournaments		3 Nights - Individual Room at +H Tournaments	3 Nights – Individual Room at all Tournaments	4 Nights – Individual Room at all Tournaments
Hospitality – Doubles (Min)	2 Nights – Twin Room Sharing at +H Tournaments		2 Nights – Single or Double at +H Tournaments	2 Nights – Single or Double at all Tournaments	2 Nights – Single or Double at all Tournaments
Water/Ice/ Towels	Y/Y/N		Y/Y/Y		Y/Y/Y
Sports Drinks/Fruit/ Scoreboards	N/Y/Y		Y/Y/Y		Y/Y/Y
Transport – Hotel	Y		Y		Y
Transport – Airport/Station	Recommended, if possible		Yes – free or at a reduced cost		Yes – free or at a reduced cost

*for any Qualifying Round that has a Chair Umpire

During the Tournament

46. Tournament Entry Fees

The following entry fees may be charged by the Tournament Organiser per player prior to the start of the Tournament or (if applicable) deducted from prize money at the discretion of the Tournament Organiser. The Tournament Organiser must provide a receipt for fees collected on-site. The entry fee can be collected in US Dollars or Euros or in local currency as stated on the Fact Sheet. Tournaments should collect the Entry Fee from players before their first match on collecting their required Tournament Accreditation.

Draw	Maximum Fee (per player)
Qualifying (singles) or Qualifying (singles) and Doubles	Up to US$40 or €36
Main Draw (singles) or Main Draw (singles) and Doubles	Up to US$40 or €36
Doubles only	Up to US$20 or €18

47. Schedule of Matches

Each Tournament must create a Match Schedule Plan (MSP) prior to the Tournament and share it with the Supervisor to confirm the site can accommodate the number of planned scheduled matches. Site limitations and weather restrictions should be considered in planning a schedule. The ITF may require a Tournament Organiser to send a Match Schedule Plan in advance of a Tournament.

Tournaments can be played over 7 or 8 days. Qualifying may start on Sunday or Monday and can be played over 1, 2 or 3 days. Main draw should begin on a Tuesday. Tournaments must get advanced approval for starting the Main Draw on Monday or Wednesday.

Tournaments running 48/64 Qualifying draws must be played over 8 days from Sunday to Sunday. Qualifying can be played over 2 or 3 days. If played over 2 days, players must be given a rest day between Qualifying and Main Draw (subject to weather).

Tournaments running 32 Qualifying Draws can be played over 7-8 days. Qualifying can be played over 1 or 2 days. If played over 1 day, players must be given a rest day between Qualifying and Main Draw (subject to weather).

Tournaments running 48 Main Draws with a 32 Qualifying Draw must be played over 8 days. Qualifying must be played over 2 days and the Singles Main Draw must start on Monday.

Any alternative Qualifying Draw needs to be approved in advance of the application by emailing Proapplications@world.tennis

Doubles should begin on Tuesday unless otherwise approved by the ITF. The Doubles

final must be played on Friday or Saturday, which allows the Doubles players time to Sign-in for Singles Qualifying at the following week's Tournament.

Tournaments wishing to start Doubles on Monday or Wednesday need approval in advance of the application by emailing Proapplications@world.tennis

W50, W75 and W100 tournaments may schedule their Doubles final on Sunday.

48. Balls

All balls used at WTT Tournaments must appear on the ITF Approved list. The WTT Team approves individual Tournament ball selection as part of the Fact Sheet process at least 9 weeks in advance of the Tournament.

Balls used for practice must be identical to those used for matches. Players must return practice balls. The table below shows an approximate calculation of the estimated maximum balls needed for the various draw sizes and practice. Tournaments must ensure they have the required number of balls.

Category	W15/M15	W35/M25	W50	W75	W100
Balls QD Balls MD Balls Practice	4 at 9/11* 4 at 9/11* 3		4 at 7/9 4 at 7/9 3		4 at 7/9 4 at 7/9 3
32/24-32	1170	1471	2088		2088
48/32	N/A	1756	2232		2232
32/48	1296	1799	N/A		N/A
32/64	1320	1946	N/A		N/A

*for any Qualifying Round that has a Chair Umpire

W/M15

In the Qualifying a minimum of 4 new balls must be provided, except for rounds/matches where a Chair Umpire is present. For these matches the same requirements as the Main Draw are in place.

In the Main Draw a minimum of 4 new balls must be provided, which must be changed at a maximum of 9 games and thereafter every 11 games. More frequent ball changes are acceptable at the discretion of the Supervisor.

A minimum of 3 once-used balls of the same type and brand as the match balls must

be available for practice per day, free of charge, to any player accepted into the Main and/or the Qualifying Draw, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

W35 and M25

In the Qualifying a minimum of 4 new balls must be provided, except for rounds/matches where a Chair Umpire is present. For these matches the same requirements as the Main Draw are in place.

A minimum of 4 new balls must be provided for each match in Main Draw, which must be changed at a maximum of 9 games and thereafter every 11 games. More frequent ball changes are acceptable at the discretion of the Supervisor.

Main Draw Singles players (including Qualifiers) and Doubles teams must be provided with a minimum of 3 new balls of the same type and brand as the match balls prior to their first practice session. Following this a minimum of 3 once-used balls of the same type and brand as the match balls must be available for practice per day, free of charge, to any player accepted into the Main Draw Singles/Doubles, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

Qualifying Players must be provided a minimum of 3 once-used balls of the same brand as the match balls per day, free of charge, from the day prior to the commencement of the Qualifying Draw and until they are eliminated from the Tournament.

W50, W75 and W100

A minimum of 4 new balls must be provided for each match in Qualifying and Main Draw, which must be changed at a maximum of 7 games and thereafter every 9 games. More frequent ball changes are acceptable at the discretion of the Supervisor.

A minimum of 3 new balls of the same type and brand as the match balls must be available for practice per day, free of charge, to all players accepted into the Main and/or Qualifying Draw from the day before the start of the respective draw until they are eliminated from the Tournament

49. Medical Equipment/Materials

The Tournament must provide all medical equipment and materials as outlined in the ITF Guide to Recommended Health Care Standards for use by the Sports Physiotherapist. Some of the items the Tournament must have available for the Sports Physiotherapist are as follows:

- Soap and water
- Towels
- Ice for treatment
- Ice bags
- Ice available on-court (as needed)
- Drinking water in individually sealed containers
- Medical gloves
- First Aid Kit - necessary items to treat athletes
- Automatic External Defibrillator (AED)
- A WBGT - Wet Bulb Globe Temperature Meter

50. Water, Ice and Towels (On Court Supplies)

Bottled water (in individually sealed containers) must be provided on court for players during all matches (see Recommended Food and Drink). There should not be a limit placed on the number of bottles of water a player can have during a match.

For Tournaments that are unable to provide water in individually sealed bottles (E.g. due to local/national restrictions) will need to follow the 'Water Dispensing & Reuseable Water Bottles Guidelines' which can be provided by the ITF on request.

Ice must be available to players during the Tournament. Ice coolers and ice bags should be available on court during hot days and should be available to treat injuries after matches. It is recommended ice coolers with ice bags be placed on each match court.

At W50, W75 and W100 Tournaments, towels must be provided and a minimum of one fresh towel per player must be provided on-court for every match.

Water, ice and towels must be routinely checked after each match, and any unsealed bottles and drinks or other products not supplied by the Tournament must be removed from the court/coolers.

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

51. Prize Money

Prize money must be paid in cash, by cheque on-site or by bank transfer. The ITF will send the exchange rate for Tournaments not paying in USD or Euro to the Supervisor at the Freeze Deadline.

The prize money office must be open daily during the appropriate hours of play and for at least half an hour after the relevant matches have finished.

Prize money paid in cash/cheque must be available to players following the completion of their final match.

If a cheque is provided, and the player is not from the country the cheque is written, then a local bank must be open to cash the cheque at no charge to the player. If banks are

closed the Tournament must provide a solution. Tournaments are requested to make players aware on-site of any restrictions regarding the export of cash/currency.

Tournaments must consider providing an option to transfer prize money electronically to a player's selected account (e.g. bank transfer) to avoid players having to carry significant sums of cash on their person.

For Tournaments paying by bank transfer it is strongly recommended that player bank details are collected in advance of issuing credentials. A dedicated computer/tablet and a digital form for players to complete will greatly aid in this process and reduce spelling/legibility issues.

Prize money paid electronically should be paid immediately and all transfers must be processed by the Tuesday and completed [in a player's selected account] by the Friday [the 'payment completion deadline'] following the Tournament.

If a Tournament Organiser elects to pay the prize money via bank transfer, the Tournament Organiser and/or National Association will be liable for any bank fees associated with such transfer.

The prize money breakdown for each round is detailed in the WTT Regulations. The Supervisor will provide the Tournament Organiser with a prize money spreadsheet. See a tutorial video here. It will be the responsibility of the Tournament Organiser to print prize money receipts for players when requested. The Supervisor and Tournament Organiser should liaise to ensure any fines for players are deducted appropriately from prize money.

Non-payment of Prize Money

- Where prize money has not been paid to a player within 10 working days of the 'payment completion deadline' the ITF reserves the right to hold money from the National Association.
- Where prize money has not been paid to a player within 20 working days of the 'payment completion deadline' the ITF may consider further action against the National Association through the WTT ITF World Tennis Tour Code of Conduct.
- The holding of money could be in relation to data rights or other ITF activity payments and may or may not relate to the Tournament in question.
- Whether the entity at fault is the National Association or a private Tournament Organiser, it is the National Association that the ITF will deal with and reserves the right to hold money.

52. Hotels/Accommodation

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

During the Tournament

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

The Tournament Organiser must ensure the Tournament hotel is screened prior to being submitted on the Fact Sheet. The safety and security of players must be the key factor in the selection of an Official hotel, and it must meet the following standards:

A. Safety and Security • Reception or management staff available 24 hours • Separate security staff available 24 hours/day • Criminal checks or security screening for all staff • Guests must show ID to get room keys • Safe facilities available for guest valuables	**B. Emergency Procedures** • Emergency and evacuation procedures in place • Compliant with fire codes and others as applicable (e.g. earthquake, tornado) • Hotel fitted with working smoke detectors/ alarms/ sprinklers • Staff trained in emergency management procedures
C. Room Standards • Guestrooms require key card entry and equipped with deadbolts • Guestrooms recommended to have one-way peep holes • Guestrooms equipped with telephones • Bathroom/toilet in each guestroom to be separated from sleeping area by closing/locking door • Disabled access and facilities available	**D. Hotel Cleanliness** • A high standard of cleanliness maintained throughout hotel. • Housekeeping/ laundry meets national hygiene standards • Restaurants/kitchens meet national food service and storage standards

Private Housing

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

- Each host family's residence must be located in a safe part of the town/city;
- Criminal and other appropriate checks must be carried out on all adult members of host families, in accordance with the National Association's own procedures, local law and regulation. The National Association must ensure that its procedures, such as the provision of references and self-disclosure of convictions, comply with local law and regulation;
- The National Association/Tournament Organiser must produce and apply a Code of Conduct for host families, which must be formally acknowledged and accepted by the adult members of each host family. Records of all such acknowledgements from host families must be kept;
- The National Association/Tournament Organiser must ensure that an

appropriate Tournament representative undertakes a home visit of each host family residence shortly before the tournament in order to satisfy themselves as to the appropriateness of the arrangements made by the host family for each player;

- Players must have their own bedroom, although it is acceptable for a player to share a bedroom with another Tournament player. Bathroom facilities must be private.
- Tournaments intending to provide accommodation in private housing to players under the age of 18 must contact the ITF for additional regulations.

53. Hospitality

W/M15 and W35/M25 tournaments offering hospitality (+H)

Hospitality is defined as accommodation in a twin room with other players and breakfast provided for all Main Draw singles and Doubles players.

Rooms are to be made available to each singles player for a minimum of 3 nights and a maximum of 7 nights. Accommodation must be available 1 day before the commencement of the Main Draw, although a player has the option to request accommodation to start on the day the Main Draw commences. Accommodation continues through to include the night the player is eliminated or until their 3 nights minimum has been provided, whichever is later.

Alternates, Lucky Losers and Successful Qualifiers must be afforded the same number of nights and same accommodation as Main Draw players. Nights spent in accommodation during Qualifying shall count towards the minimum number of nights to which Main Draw players are entitled, provided the player stayed in the official hotel during the Qualifying event.

Rooms for doubles players must be available beginning the day of the Doubles Sign-In for a minimum of 2 nights. Accommodation continues through to include the night of the player's last match or until the 2 nights minimum has been provided. Hospitality must be of the same standard for Singles and Doubles players.

Main Draw players (Singles and Doubles players, includes partner) who have withdrawn on-site for medical reasons and who are examined by the on-site Tournament Doctor/Sports Physiotherapist shall receive hospitality through the night of the examination.

Players 17 years of age and under may only share a room with another junior aged player. If there are no shared rooms then a private room must be provided to the junior player. Any breach of this regulation shall be dealt with in accordance with the ITF Welfare Policy.

The standard of hospitality, including any exceptions to the rules above, must be approved in advance by the ITF. The ITF may reject hospitality of an unsatisfactory standard, notwithstanding that it meets the minimum number of days.

During the Tournament

W50 Tournaments offering hospitality (+H) and all W75 & W100

The WTT Hospitality Guidelines provide support for these Tournaments. Tournaments must not set a deadline earlier than those contained in the guidelines.

Tournaments must manage hospitality via ITF UNO – this system is free of charge and you will be given request access in advance of your tournament.

Hospitality is defined as one individual complimentary room and breakfast for the use of each player accepted into the Singles Main Draw and/or Doubles.

Double Occupancy for a players Guest is at the discretion of the tournament and may be charged.

Rooms are to be available to each Singles player for a minimum of 4 nights at W100 and 3 nights for W50/W75. Accommodation must be available 1 day before the start of the Main Draw, although a player has the option to request it to start on the day the Main Draw commences. Accommodation continues to include the night that she plays her last match or until her 4/3 night minimum, dependent on Tournament category, has been provided, whichever is later. Hospitality must be of the same standard for Singles and Doubles players.

Rooms for Doubles players must be available beginning the day of the Doubles Sign-in for a minimum of 2 nights. Accommodation continues through to include the night of the player's last match or until the 2 nights minimum has been provided.

Alternates, Lucky Losers or Successful Qualifiers must be afforded the same accommodation as Main Draw players. Nights spent in accommodation during Qualifying shall count towards the minimum number of nights to which Main Draw players are entitled, provided the player stayed in the official hotel during the Qualifying event and booked via World Tennis UNO.

The standard of hospitality, including any exceptions to the rules above, must be approved in advance by the ITF. The ITF may reject hospitality of an unsatisfactory standard, notwithstanding that it meets the minimum defined requirements.

Main Draw players (Singles and Doubles players, includes partner) who have withdrawn on-site for medical reasons and who are examined by the on-site Tournament Doctor/Sports Physiotherapist shall receive hospitality through the night of the examination.

Players 17 years of age and under may only share a room with another junior aged player. If there are no shared rooms then a private room must be provided to the junior player. Any breach of this regulation shall be dealt with in accordance with the ITF Welfare Policy.

54. Transport

Transportation must be available free of charge for all players and coaches between the official hotel and the Tournament site starting on the day of Qualifying Sign-In through the last day of Main Draw. If a player is 17 of age or younger, the Tournament must provide a chaperone (parent, coach, etc.) to be transported from the airport/railway to the Tournament site/hotel. A minibus, plus a minimum of 2 cars is recommended for this purpose. If necessary, this should be organised on a regular 'shuttle' basis (approximately every hour) throughout the hours of play, including practice. Transport must be available at least 2 hours before the first match is scheduled. Details of the transportation service must be given to players on arrival and displayed at both the Tournament site and hotel. Each official Tournament transport vehicle must have signage clearly marked in the vehicle (e.g. sign in windscreen) so players can easily identify an official Tournament transport vehicle.

Detailed information about transportation between the nearest airport and official hotel/Tournament site as well as approximate fares by train, bus and taxi must be provided in the Fact Sheet.

Transportation must be provided for the Sports Physiotherapist (at a minimum at W100) and Supervisor between the nearest airport/railway station, Tournament site and the official hotel.

The Tournament is not obliged to provide transportation for players if the official hotel and the Tournament site is in walking distance. Details of a walking route must be provided and must be safe for pedestrians. As a guide, "walking distance" should be no more than 1km or take no longer than 10 minutes.

W/M15 and W35/M25 Tournaments

The Tournament must make best efforts to provide transportation for the benefit of the entered players between the nearest airport and/or railway station and the Tournament site/official hotel. If this is not possible, precise travel directions and a guide to likely cost must be included in the Fact Sheet.

W50, W75 and W100 Tournaments

At W50, W75 and W100 the Tournament must provide transportation for the benefit of the entered players between the nearest airport as indicated on the Fact Sheet and the Tournament site/official hotel (nearest railway may be acceptable if better for players and approved by the ITF). A contribution to costs can be requested from the player by Tournaments.

At W75 and W100 Tournaments must manage the transportation between the airport and the Tournament site/official hotel via ITF UNO – this system is free of charge and you will be given request access in advance of your tournament. W50 Tournaments may request this feature if desired.

55. Laundry

It is recommended that each Tournament Organiser negotiate a reduced priced laundry service (whether per item or per bag) with the tournament hotel or another laundry facility near the site or hotel.

56. Invoicing and Payment of Collected Monies

Outstanding players' fines will be collected at the Tournament by the Supervisor on behalf of the ITF and must be paid on to the ITF by the National Association/Tournament Organiser. Following completion of the Tournament, and on receipt of the Tournament report from the Supervisor, the ITF will issue a detailed invoice to the approving National Association outlining any sums due (i.e. player fines, PHCP deductions) to aid the financial reconciliation process.

57. PHCP – Women's WTT Tournaments

A deduction from players' prize money is made at all Women's WTT Tournaments as a contribution towards the ITF Primary Health Care Programme ("PHCP"). This is not an additional expense to the Tournament. This PHCP contribution must be paid on to the ITF by the National Association/Tournament Organiser. At W15 and W35 - $300 and $500 respectively of prize money is paid to the ITF and at W50, W75 and W100 - $2,000, $3,000 and $5,000 respectively of prize money is paid to the ITF.


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