

# TENNIS EUROPE JUNIOR TOUR

MAY 2015

## ***RULES & REGULATIONS 2015***

**16 AND UNDER  
14 AND UNDER  
12 AND UNDER**





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## **1. Ownership and Rights**

### **General**

The Tennis Europe Junior Tour is a series of junior tournaments and is owned and managed by Tennis Europe. The ownership includes all international sponsorship rights for the Tour.

The management of the Tour is primarily conducted by the Tennis Europe Junior Committee and Junior Department. The duties and powers of the Committee, Junior Department and Board of Management are found in an Appendix to these Regulations.

Tennis Europe is the exclusive rights owner regarding live scoring and live streaming from Tennis Europe Junior Tour events. For 2015, these rights are hereby granted to the Host Nation/Local Organiser of each event for their own use. Please note that Tennis Europe should be informed in advance of any live scoring/streaming plans.

### **Disclaimer**

National Associations and Competitors are advised that the information given in this Rulebook may be altered and/or amended subsequent to publication. Tennis Europe cannot be held responsible for any changes made after the Regulations have been published.

### **Mission Statement**

The Tennis Europe Junior Tour is owned and managed by Tennis Europe and consists of individual tournaments held in its 49 member nations, divided into the three different age categories (12&U, 14&U, 16&U) and open to boys and girls from all over the world.

The aim of the Tour is to promote and develop Junior Tennis within Europe, offering international tournaments of various levels, as well as special team events. 14&U and 16&U players benefit from the Tennis Europe Rankings system, while the Tour also strives to prepare players for their progression to other tours, providing formative educational, cultural and sporting experiences essential to the development of the modern tennis player.

## **2. Tournaments, Applications and Sanctioning**

### **Definition of a Tournament**

The Tennis Europe Junior Tour consists of individual junior tournaments for the Age Groups 16&Under (16&U), 14&Under (14&U) and 12&Under (12&U), organised in any of the Tennis Europe Member Nations.

Tournaments may include Events in one or more Age Groups.

In each Age Group the following Events must be organised:

- Boys Singles
- Girls Singles

- Boys Doubles
- Girls Doubles

### **Tournament organisers**

The tournaments may be organised by National Associations, affiliated clubs or other organisers and must be approved by the applicable National Association. Only Tennis Europe Member Nations may apply for a tournament to be included in the Tennis Europe Junior Tour.

### **Tournament applications**

In supplying an application the National Association confirms that the conditions for the organisation of the tournament will be satisfactorily and undertakes to ensure that the conditions continue to meet the requirements until the tournament is satisfactorily completed. This includes not only that the tournament follows all applicable rules and has the staff and infrastructure to reasonably complete the event, but also to confirm that the Referee of the tournament has the required qualification to officiate at the event, including the ability to converse in English.

The tournament organiser is required to have adequate insurance cover for the event.

The National Association also guarantees that the applicable sanction fees are paid within the given deadlines once the tournament has been approved for inclusion in the calendar.

Applications must include the following:

- National Association, Contact person at National Association, Contact details
- Organising entity (club, etc), Contact person, Contact details
- Title of tournament, City,
- Venue, Address details
- Number of courts, surface, indoors/outdoors
- Tournament week
- Age groups and Categories applied for
- Draw sizes (see charts below for sizes selectable for each Category)
- Hospitality option offered (if any)

Applications for the following calendar year must be made on the Tennis Europe website ([www.tenniseurope.org](http://www.tenniseurope.org)) no later than 15 September each year.

Additional applications for the period August-December may be made on the Tennis Europe website no later than 15 February of the same year.

Late applications may be approved, but only if there are positions available on the calendar for each age group.

## **Sanctioning**

The Tennis Europe Junior Committee will decide on the inclusion of Tournaments in the calendar. At this time a Sanction Fee is due and payable to Tennis Europe within 30 days.

Tennis Europe will decide on the sanction fees for the following calendar year. Sanctions fees will be in Euros (EUR) and may be different for each age category and Category.

For the 2015 events the Sanction fees are:

- Category 1: EUR 450 for each Age Group (16&Under, 14&Under)
- Category 2: EUR 350 for each Age Group (16&Under, 14&Under)
- Category 3: EUR 250 for each Age Group (16&Under, 14&Under, 12&Under)

Once the Sanction fee has been received by Tennis Europe the tournament will be published on the online Calendar accessible from [www.tenniseurope.org](http://www.tenniseurope.org).

## **Cancellations**

Any National Association, withdrawing their Tournament from the Tennis Europe Junior Tour calendar after it was published for the period, the National Association shall be fined twice the amount of the sanction fee.

Any National Association, withdrawing their Tournament from the Tennis Europe Junior Tour calendar three (3) months before the start of the main draw, the National Association shall be fined three times the amount of the sanction fee.

Any National Association, withdrawing their Tournament from the Tennis Europe Junior Tour calendar one (1) month before the start of the main draw, the National Association shall be fined four times the amount of the sanction fee and taken to the Junior Committee for any other penalty to be imposed.

## **Calendar**

All approved tournaments will be included in the online calendar available on the Tennis Europe website ([www.tenniseurope.org](http://www.tenniseurope.org)). The first calendar will be published in October/November and will be updated as further decisions and details become available.

## **Fact Sheets**

Sanctioned tournaments must complete a Fact Sheet providing all necessary information for the players (in addition to the data above, also start and end dates for each event, transport and hotel information, visa requirements, etc). All Fact Sheet details are to be supplied online no later than 10 weeks before the Tournament week. The Fact Sheets details will be published on the Tennis Europe website once checked and approved by Tennis Europe which should be no later than 8 weeks before the Tournament week.

Organisers failing to complete the Fact Sheet in time may have their sanction withdrawn, the tournament removed from the calendar, or have the start of the entry process delayed.

### 3. Tour Structure

#### Categories

Tournaments are rated in Categories according to past and present strength of the player field and organisational standards. For guidelines about Tournament Ratings see the regulations below and the Appendix.

The Tennis Europe Junior Tour is divided into the Categories 1, 2, and 3. Each Age Group including the Boys and Girls events in a tournament is assigned a Category. There may be one or more Categories in a Tournament.

There are three Categories of events:

- Category 1: Top level events, including the European Junior Championships and Tennis Europe Junior Masters.
- Category 2: Established events of proven quality and level of entries, and the ITF/Tennis Europe Development Championships 14&Under.
- Category 3: First time and Player entry level events.

Categories 1 and 2 are not used for 12&Under events.

Tennis Europe will rate all events on an annual basis and this rating forms part of the criteria when assigning the Category of an event based on the Tournament application.

Each Member Nation may annually organise a limited number of events in each Age Group and each Category depending on their Membership status. Up to this limit, only one tournament per age group may be added each year.

The weekly number of events of each category in Europe is also limited. New tournaments being held for the first time are assigned Category 3 status.

The Tennis Europe Junior Committee will for each calendar year decide how many events of each Category and Age Group to be allowed in one Tournament week.

For 2015 the maximum number of events in each Age Group in a Nation is:

Age Group	Member Nations A	Member Nations B	Member Nations C
16&U	Max 5	Max 3	Max 2
14&U	Max 5	Max 3	Max 2
12&U	Max 5	Max 3	Max 2
Total events per year (all Age Groups)	Max 15	Max 9	Max 6

In addition to the above numbers, Member Nations may apply for one (1) additional event each year. Tennis Europe will charge an additional sanction fee if such extra event is approved.

Tennis Europe Junior Committee will establish criteria how to rate and accept applications into each Category. See below.

An event may be downgraded to a lower Category if not satisfactorily organised or if the level of players are below the criteria for a Category. If an event has been downgraded due to unsatisfactorily conditions during a previous year, such event is in addition to the maximum numbers set out for the following year.

In each Tournament week the maximum number of events in each Age Group and Category in Europe is:

- Category 1: One (1) event (None in the week(s) of the European Junior Championships)
- Category 2: Three (3) events
- Category 3: Six (6) events

### Age Groups

A tournament can consist of one or more Age Groups: 16&Under, 14&Under and 12&Under.

The criteria for a player to be eligible to play in the various Age Groups are found below.

### Draw Sizes combinations

For each Category and Age Group the following Draw Size combinations are available for Boys and Girls events.

Age Group	Category	Singles Main Draw options	Qualifying Draw options	Doubles	Consolation draw	Consolation type
12&U	Cat 3	32 Elim	None, or 32	16	Mandatory	Elimination
		8 Elim	32 (8x4) RR	16	None	N/A
		48	None, or 32	24	Mandatory	Elimination
		64	None, or 32	32	Mandatory	Elimination
14&U	Cat 1	64	48, 64 or 96	32	Mandatory	Elimination
	<i>Indoors*</i>	<i>64</i>	<i>32*, 48, 64 or 96</i>	<i>32</i>	<i>Mandatory</i>	<i>Elimination</i>
	<i>Indoors*</i>	<i>48</i>	<i>32, 48 or 64</i>	<i>24</i>	<i>Mandatory</i>	<i>Elimination</i>
	Cat 2	32	24, 32, or 48	16	Optional	Elimination
		48	32, 48 or 64	24	Optional	Elimination



Age Group	Category	Singles Main Draw options	Qualifying Draw options	Doubles	Consolation draw	Consolation type
	Cat 3	64	48, 64 or 96	32	Optional	Elimination
		16	16 or 24	8	Optional	Elimination
		24	16, 24 or 32	12	Optional	Elimination
		32	24, 32, or 48	16	Optional	Elimination
		48	32, 48 or 64	24	Optional	Elimination
		64	48, 64 or 96	32	Optional	Elimination
	Champ's	96 (max 128)	N/A	48	Mandatory	Elimination
	Masters	8	N/A	N/A	N/A	N/A
	Dvlp Chp	32	N/A	16	Mandatory	All positions
16&U	Cat 1	32	24, 32, or 48	16	Optional	Elimination
		48	32, 48 or 64	24	Optional	Elimination
		64	48, 64 or 96	32	Optional	Elimination
	Cat 2	32	24, 32, or 48	16	Optional	Elimination
		48	32, 48 or 64	24	Optional	Elimination
		64	48, 64 or 96	32	Optional	Elimination
	Cat 3	16	16 or 24	8	Optional	Elimination
		24	16, 24 or 32	12	Optional	Elimination
		32	24, 32, or 48	16	Optional	Elimination
		48	32, 48 or 64	24	Optional	Elimination
		64	48, 64 or 96	32	Optional	Elimination
	Champ's	96 (max 128)	N/A	48	Mandatory	Elimination
	Masters	8	N/A	N/A	N/A	N/A
18&U**	Champ's	96 (max 128)	N/A	48	N/A	N/A

**Abbreviations:**

Champ's: European Junior Championships

Masters: Tennis Europe Junior Masters

Dvlp Chps: ITF/Tennis Europe Development Championships 14&Under

RR: Round Robin

N/A: Not applicable

*\*The 48 Main Draw option for 14 & under, and the 32 and 48 Qualifying draw options 14&Under events in Category 1 are available for indoor events only.*

*\*\* The 18&Under European Junior Championships is not part of the Tennis Europe Junior Tour and is included here for reference only. The event forms part of the **ITF** Junior Circuit.*

## **Hospitality**

### **Definitions**

- Free hospitality is free accommodation, breakfast, lunch and dinner.
- Accommodation means shared hotel rooms (not private housing) taking into consideration the Welfare Policy issued by ITF and supported by Tennis Europe.
- A National Squad consists of 1-2 Boys and/or 1-2 Girls and one (1) National Coach/accompanying person.
- To receive Free Hospitality the player(s) must be accepted to the Singles Main Draw (directly, as Wild Card, or through Qualifying), and have actually played in this draw, or withdrew with an on-site Medical Certificate issued by the tournament physician. Free Hospitality is not for 'Doubles only' players.
- Players qualified under these conditions, shall receive Free Hospitality as long as he/she is still in Singles Main Draw, Doubles and/or Consolation.
- For hospitality defined as "Until eliminated": From the day of the Singles Main Draw sign-in until the morning after elimination from the Singles Main Draw, Doubles and/or Consolation whichever is later, and includes breakfasts from 1<sup>st</sup> day of Singles Main Draw until morning after being eliminated; lunches and dinners from 1<sup>st</sup> day of Singles Main Draw until day of being eliminated.
- For hospitality defined as "Duration of the tournament": From the day of the Singles Main Draw sign-in until the morning after the last day of the event, and includes breakfasts from 1<sup>st</sup> day of Singles Main Draw until morning after the last day of the tournament; lunches and dinners from 1<sup>st</sup> day of Singles Main Draw until last day of the tournament.

### **Additional hospitality**

Tournaments may offer additional hospitality to the options below, subject to the approval of Tennis Europe and that the offer is clearly indicated in the Fact Sheet of the tournament.

Any travel assistance offered shall be arranged only in advance and may be offered to National Associations only. It shall not be conditional upon a named player taking part. Travel assistance shall not be offered to individual players, neither shall it be linked to a player's success in the tournament, nor shall it be conditional on a player's participation in any other tournament.

### **Hospitality options**

Depending on Category, tournaments are required to offer hospitality for Main Draw players as follows:

#### **Category 1 events**

Mandatory, either (option 1 is the minimum hospitality required):

- 1) For National Squads: Free hospitality until last member of the squad is eliminated, and for other Main Draw Players: Free hospitality until eliminated.

- 2) For National Squads: Free hospitality for the duration of the tournament, and for other Main Draw Players: Free hospitality for the duration of the tournament.

### ***Category 2 events***

Mandatory, either (option 1 is the minimum hospitality required):

- 1) For National Squads: Lunch and Dinner until last member of the squad is eliminated.
- 2) For National Squads: Free hospitality until last member of the squad is eliminated.
- 3) For National Squads: Free hospitality for the duration of the tournament.
- 4) For National Squads: Lunch and Dinner until last member of the squad is eliminated, and for other Main Draw Players: Lunch and Dinner until eliminated.
- 5) For National Squads: Free hospitality until last member of the squad is eliminated, and for other Main Draw Players: Free hospitality until eliminated.

### ***Category 3 events for Age Groups 16&Under and 14&Under***

Optional, either

- 0) None
- 1) For National Squads: Lunch and Dinner until last member of the squad is eliminated.
- 2) For National Squads: Free hospitality until last member of the squad is eliminated.
- 3) For National Squads: Free hospitality for the duration of the tournament.
- 4) For National Squads: Lunch and Dinner until last member of the squad is eliminated, and for other Main Draw Players: Lunch and Dinner until eliminated.
- 5) For National Squads: Free hospitality until last member of the squad is eliminated, and for other Main Draw Players: Free hospitality until eliminated.

### ***Category 3 events for Age Group 12&Under***

Mandatory, either (option 1 is the minimum hospitality required):

- 1) For National Squads: Free hospitality until last member of the squad is eliminated
- 2) For National Squads: Free hospitality for the duration of the tournament
- 3) For all Players: Free hospitality until eliminated
- 4) For all Players: Free hospitality for the duration of the tournament

## **4. Tournament Ratings**

Tournaments on the Tennis Europe Junior Tour of the past 52 weeks are rated yearly following the completion of the Tennis Europe Junior Masters.

Following applications, tournaments are classified in order to determine if the tournament or certain events shall be sanctioned by Tennis Europe for inclusion on the Tour or not. If sanctioned the Ratings and the records of how the tournament was previously organised (if applicable) will be used to determine the Category of the events and/or if events will be promoted to a higher or demoted to lower Category.

The details of the Tournament Rating criteria are found in an Appendix to the Regulations.



## 5. Player requirements and age limitations

### General

In entering, signing-in and/or playing in a Tennis Europe Junior Tour event, the players agrees to be aware of and to abide by the Rules of Tennis as approved by the International Tennis Federation, the Tennis Europe Junior Tour Rules and Regulations and the Tennis Europe Code of Conduct, as amended from time to time by Tennis Europe.

Furthermore, the player agrees that personal data, which are provided to Tennis Europe in connection with the entry, may be used for Tennis Europe communication purposes.

All players are required to have adequate medical and travel insurance, which is not provided by either Tennis Europe, the host National Association or the local organiser.

The applicant is responsible for taking out a suitable insurance policy which is compliant with local laws and regulations and which insures against claims made for damage to property and for death/injury caused to people at the event for which the applicant is legally liable.

In submitting an entry – online or otherwise - the player is considered to have agreed to be bound by the aforementioned rules.

### IPIN

To play in the Tennis Europe Junior Tour, players must have registered with the ITF for a Junior IPIN membership (International Player Identification Number). Players register online directly on the ITF website ([www.itftennis.com/IPIN](http://www.itftennis.com/IPIN)) or through the Tennis Europe website.

The player must also pay the annual IPIN fee, either by credit card during the registration process or during the annual renewal process for subsequent years. Alternatively players may choose to pay the IPIN fee at the first tournament they play.

There are two IPIN fees depending on the membership level:

- For 2014 the Junior IPIN fee is USD 35 and allows the player to play on the ITF Junior Circuit and the Tennis Europe Junior Tour (subject to fulfilling the age criteria).
- Players may choose to pay the Pro IPIN fee of USD 60 (or at any time upgrade their Junior IPIN membership to the Pro membership by paying the difference to ITF). The Pro IPIN membership allows the player to also enter/compete the ITF Pro Circuit events (subject to fulfilling the age criteria) in addition to the ITF and European Junior events.

Players will not be allowed to enter/compete in an event until the IPIN registration is complete and the payment option has been selected. Neither will a player be allowed to sign-in as an On-site Alternate or play as a Wild Card without having registered for an IPIN and paid the yearly IPIN fee.

## **Age restrictions and eligibility**

### **16&Under:**

Players are allowed to play in a 16&Under event from the year they turn 13 years of age until the year the players turns 16 years of age.

For 2015 this means players must be born between 1 January 1999 and 31 December 2002.

Players who are allowed to compete in 12&Under events are not allowed to play in an 16&Under event.

### **14&Under:**

Players are allowed to play in a 14&Under event from the year they turn 10 years of age\*, and have reached their 10<sup>th</sup> birthday on or before the start of the Singles Main Draw until the year the players turns 14 years of age\*\*.

For 2015 this means players born between 1 January 2001 and 31 December 2005 (and have reached age of 10).

Players eligible to compete in 12 and under Competitions may also compete in tournaments for 14 and under sanctioned by the ITF, or by a Regional Association or by the \*USTA and Tennis Canada but participation in such tournaments will count towards the maximum of ten events permitted\*\*\*.

### **12&Under:**

Players are allowed to play in a 12&Under event from the year they turn 10 years of age\*, and have reached their 10<sup>th</sup> birthday on or before the start of the Singles Main Draw, until the year the players turns 12 years of age\*\*.

For 2015 this means players born between 1 January 2003 and 31 December 2005 (and have reached age of 10).

In any calendar year players may only compete in a maximum of ten tournaments for 12 and under sanctioned by the ITF, or by a Regional Association or by the USTA and Tennis Canada\*\*\*.

## **National approval**

Players fulfilling the above criteria may enter themselves to the Tennis Europe Junior Tour without further approval of the National Association, except for the European Junior Championship, Tennis Europe Junior Masters, or ITF/Tennis Europe Development Championships, where the National Associations submits the entries.

If a player is not in good standing with the National Association or is temporarily suspended, the National Association may contact the Tennis Europe Junior department to request to block the player concerned from entering/participating tournaments. The decision of the National Association will also be applied to the Tennis Europe Junior Tour.

## **Waiver of Claims**

In submitting an entry into a Tennis Europe Junior Tour event, all players agree, as a condition of entry, that for themselves, their executors, administrators, heirs and personal representatives, all claims of any kind, nature and description are waived, including past, present or future claims and injuries, if any, sustained in travelling to or from, or participating in a Tennis Europe Junior Tour event, and/or any of its related activities and/or while in the location of a Tennis Europe Junior Tour event, against the ITF, the National Association or Regional Association sanctioning such events, promoters, sponsors, television or other broadcast licensees, vendors, venues, local organizers and others connected with such ITF Junior Circuit tournaments, including its employees, officers, directors, volunteers, and representatives.

Each player grants and assigns to Tennis Europe, the ITF, the tournament's sanctioning National Association, the tournament and their agents and assignees the right in perpetuity to use or authorize the use of from time to time and at their discretion, her name, voice, photograph, likeness, signature, biographical material and other identification, in any and all media now known or hereafter devised, without compensation for her, her heirs, devisees, executors, administrators or assigns, for the purpose of publicizing, promoting and advertising the sport of tennis, the Tennis Europe, the ITF, the tournament's sanctioning National Association, the tournament and their respective affiliates and events, including, the right to use the same on event posters, photos, programs, merchandise and other materials, and for the televising, broadcasting and filming of the same, and hereby grants and assigns to Tennis Europe, the ITF, the tournament's sanctioning National Association, the tournament and their agents and assignees the right in perpetuity to make, use, show and reproduce, in any and all media now known or hereafter devised, from time to time and at its discretion, motion pictures, still pictures and live, taped or filmed television and other reproduction of him/her during the event for commercial and non-commercial purposes without compensation for him/herself, his/her heirs, devisees, executors, administrators or assigns. Such activities by Tennis Europe, the ITF, the tournament's sanctioning National Association, the tournament or their agents and assignees shall not be identified as or represented to be an endorsement by the player of any product or company.

## **Anti-doping Policies**

All players entering into any Tennis Europe Junior Tour events agree, as a condition of entry, to the following medical control:

Random doping control tests may be conducted at Tennis Europe Junior Tour events in accordance with Bye-law 8 of the Constitution of the ITF Limited.

## **6. Entry Fees**

Tournament Organisers may charge an Entry Fee to include Singles (Main Draw and Qualifying) and Doubles and Consolation (if any) of up to:

For 14 & Under and 16& Under tournaments:

- Category 1 events: EUR 40
- Category 2 events: EUR 30
- Category 3 events: EUR 30

For 12 & Under tournaments: EUR 40

Players entering Doubles only may be charged up to half these amounts.

The Entry Fees are payable in cash at the time of sign-in.

Entry Fees may be paid in local currency at an official bank exchange rate dated on the Monday 7 days before the Tournament week. If required, Tennis Europe may establish the rate to use.



## **7. Singles Entry Definitions**

### **Direct Acceptances (DA)**

Entered players accepted directly into the Singles Main Draw by one of following criteria:

#### ***Ranking Acceptances (RA) – not applicable to 12&Under events***

Players accepted by virtue of their Tennis Europe Junior Ranking for the applicable Age Group or – for players without such ranking - by the order given by their National Association during the 'National Window' (see below).

#### ***Organiser Acceptances (OA) – all Age Groups***

Players selected by the Tournament Organiser during the "Organiser Window" (see below).

#### ***ITF/Tennis Europe Touring Team Acceptances (TA/OA)***

Members of ITF / Tennis Europe Touring Teams as accepted to the Singles Main Draw at select events. Advance notice is given to the Organisers. Selections of players for these positions are made by Tennis Europe in consultation with the ITF. Tennis Europe will decide for each case, if such positions will reduce the number of Organiser Acceptance and/or Ranking Acceptance positions.

#### ***ITF Development Teams Acceptances (TA/OA)***

Members of ITF Development Teams as accepted to the Singles Main Draw at select events. Advance notice is given to the Organisers. Selections of players for these positions are made by Tennis Europe in consultation with the ITF. Tennis Europe will decide for each case, if such positions will reduce the number of Organiser Acceptance and/or Ranking Acceptance positions.

### **Qualifying Acceptances (QA/RA)**

Entered players accepted directly into the Singles Qualifying event by virtue of their Tennis Europe Junior Ranking for the applicable Age Group, or – for players without such ranking - by the order given by their National Association during the 'National Window' (see below).

### **Alternates (Alt)**

Entered players (still) not accepted into the Singles Main Draw or Qualifying event by virtue of their Tennis Europe Junior Ranking for the applicable Age Group, or – for players without such ranking - by the order given by their National Association during the 'National Window' (see below).

### **Wild Cards (WC, QWC)**

Entered players may be named as Singles Main Draw Wild Cards (WC) or Qualifying Wild Cards (QWC) by the Tournament Organisers at any time until the Singles Qualifying draw is made, and will appear on the Acceptance Lists if submitted to Tennis Europe.

Similarly non-entered players may be named as Singles Main Draw or Qualifying Wild Cards by the Tournament Organisers at any time until the Singles Qualifying draw is made, however, they will not appear on the Acceptance Lists if submitted to Tennis Europe.

No player may be offered or accept a Wild Card should he/she already be accepted and committed to another tournament.

It is the player's responsibility to ascertain whether they are eligible to accept a particular Wild Card. Players should retain written confirmation of the offer and acceptance of a Wild Card.

Wild Card positions must not be sold. Should Tennis Europe gather evidence that this is the case, the tournament will be banned from the Tennis Europe Junior Tour.

Wild Cards that withdraw cannot be replaced with another Wild Card after the applicable draw has been made. A Wild Card who does not show for their match is substituted by a Lucky Loser or Alternate as the case may be.

Provided the player withdraws before the Qualifying sign-in deadline (the applicable Late Withdrawal penalties apply), a player may be nominated to receive a Main Draw Wild Card:

- Into the same event as from which he/she withdrew
- into a higher event status (i.e. Qualifying to Main Draw within the Tennis Europe Junior Tour, to an ITF Junior Circuit tournament, or a ITF approved professional tournament), or
- into a Tennis Europe Junior Tour tournament of a higher Category of the same or older Age Group, unless already accepted into a Main Draw.

**Special Exempts (SE) 14 & 16 & under ~~—not applicable for 12 & under events—~~ and for 12 & under events with a qualifying draw**

Special Exempt positions in the Singles Main Draw are kept until the Singles Qualifying Deadline to accommodate players on the Singles Qualifying Acceptance list, who are still competing in a "qualified event" on the first day of Singles Qualifying.

A "qualified event" is the Singles or Doubles events of

- ITF Junior Circuit event; - not applicable for the 12 & under events
- Tennis Europe Junior Tour event of a higher Age Group, or for the same Age Group, the same or higher Category;
- ITF or Tennis Europe approved Junior Team event of the same or higher Age Group.

Only for the 14 & 16 & under events: If there are more applications than Special Exempt positions available players are accepted by ranking with first priority for players still in Singles, thereafter for players still in Doubles using the Tennis Europe Junior Ranking issued 7 days prior to the Tournament Monday.

Only for the 12 & under events:

If a Special Exempt position is not used, it will be converted to a Main Draw Organiser Acceptance position to be taken by the highest positioned player on the Singles Qualifying Acceptance list who has signed-in during the Qualifying sign-in.

If there are more applications than Special Exempt positions available players are by drawn by lot with first priority for players still in Singles, thereafter Doubles (the National Ranking is not considered).

If too many players apply for the available positions, those not selected may not play in the Qualifying event, and will not be penalised as a Late Withdrawal or No Show.

### **Qualifiers (Q)**

Positions reserved for players by virtue of their success in the Qualifying draw.

### **On-Site Alternates (OSA)**

On-site Alternates are non-entered players who appear on-site in person to sign-in for possible unused positions in the Qualifying Draw.

## **8. Singles Entry and selection procedures**

### **Entry procedures and Entry Deadline**

#### ***Tennis Europe Junior Tour events***

The Tennis Europe Junior Tour events, except for the European Junior Championships, Tennis Europe Junior Masters and ITF/Tennis Europe Development Championships 14&Under, are open for players from all countries affiliated to ITF, provided they fulfil the IPIN and Age Eligibility rules as set out above.

If a National Association and/or Tournament Organiser so wishes, they may send invitations to National Associations. Invitations shall be open, and not for named players. Under no circumstances may invitations be sent directly to players. Should organisers receive entries they should if possible direct the players to the proper entry process.

#### ***Entry process***

Singles entries are made online at [www.tenniseurope.org](http://www.tenniseurope.org), or for players who cannot use the online facility, by fax to Tennis Europe (Fax Number +41-61-3317253) on the official entry form. Players cannot enter directly to the tournament organisers.

For each Tournament week, players may enter in a maximum of three (3) tournaments. However, players may only enter in one Age Group in each tournament. Players eligible to play 12&Under events can only enter one (1) event in a Tournament week (12&Under or 14&Under). Players entering more than one tournament must indicate his/hers priority when submitting the entry.

A player applying for entry shall be deemed to apply for entry into Main Draw or Qualifying of the Tournament (no 'Main Draw Only' entries allowed).

If a player fails to indicate a priority, Tennis Europe will assign a priority in the following order: The actual Age Group of the player, followed by the higher Category of the events, and finally by a draw.

The Entry Deadline is at 14.00 GMT on the Tuesday 27 days prior to the Tournament week.

#### ***European Junior Championships***

All Tennis Europe Member Nations may nominate two (2) Boys and two (2) Girls in each of the Age Groups 18&Under, 16&Under and 14&Under, provided that the players fulfil the IPIN and Age Eligibility Rules as set out above. Entries are made directly by the National Association to Tennis Europe (Fax Number +41-61-3317253). The Entry Deadline will be communicated to the Member Nations separately. Only players representing Tennis Europe Member Nations may take part.

Players may only participate in the Championships of their age group, with the exception that players in the 12&Under age group may compete in the 14&Under event whilst respecting the ITF Age Eligibility Rule. Players having won a title of a Tennis Europe Junior Championship the previous year,



may – on request of his/her National Association – be authorised by Tennis Europe to compete in a higher age group event.

The size of the Singles Draws are normally for 96 players, which can be extended to 128 depending on conditions as decided by the Tennis Europe Junior Committee). There is no Qualifying event.

Only players entered into the Singles event may play in the Doubles event. If a Nation has two players entered in the same age group Singles event, these two players must form a Doubles team (if playing). Players without Doubles partners from the same National Association, may sign-in for Doubles, and have a partner assigned by lot. Players not signing in for Doubles, or who are without Doubles partner after such draw, shall not take part in the Doubles event. Teams formed of players from different National Association will not contribute to the Nations' Ranking.

The Tennis Europe Junior Championships follow the same regulations as for the Tennis Europe Junior Tour where applicable.

### ***Tennis Europe Junior Masters***

Players qualified for the Tennis Europe Junior Masters events will be invited through their National Association to participate. The National Association must reconfirm the participation of the player(s) on or before a date which will be communicated to the National Associations concerned separately. Only players representing Tennis Europe Member Nations may take part.

#### *Selections for the Tennis Europe Junior Masters*

The selections for the Masters events are based on a "Race" within the Age Group. Qualified players are:

##### **16&Under**

- The winner and runner-up of the 16&Under European Junior Championships
- The remaining six (6) players (and Alternates if required) based on the six (6) best achievements in the 16&Under Tennis Europe Junior Tour, including the European Junior Championships, plus the best result of the European Team Championships (Winter & Summer Cups) following the preceding Masters event until 14 days before the start of the event, using the point allocations of the Tennis Europe Junior Ranking system for 16&Under.
- Players eligible to play in the 12&Under events, are not eligible to play in the 14&Under Masters.

##### **14&Under**

- The winner and runner-up of the 14&Under European Junior Championships
- The remaining six (6) players (and Alternates if required) based on the six (6) best achievements in the 14&Under Tennis Europe Junior Tour, including the European Junior Championships, plus the best result of the European Team Championships (Winter & Summer Cups) following the preceding Masters

event until 14 days before the start of the event, using the point allocation tables of the Tennis Europe Junior Ranking system 14&Under.

- Players eligible to play in the 12&Under events, are not eligible to play in the 14&Under Masters.

If players are tied on points according to the selection system for the Masters events, the tiebreaking procedure shall be:

- The highest points from any individual Singles event counting for the Masters Race, followed by the 2nd highest points scored, a.s.o.;
- If players are still tied, the highest points from any Doubles event counting for the Masters Race, followed by the 2nd highest points;
- If players still are tied, the highest points scored in any team event counting for the Masters Race;
- If players are still tied, the tiebreak shall be resolved by the Tennis Europe Juniors Manager in consultation with the Chairman of the Juniors Committee.

Players can only play in one Masters event in each calendar year. If a player is qualified to play in both age groups, the player must choose which event to play.

The events are played to position all players using successive elimination draws.

The Tennis Europe Junior Championships follow the same regulations as for the Tennis Europe Junior Tour where applicable.

### ***ITF/Tennis Europe Development Championships 14&Under***

The ITF/Tennis Europe Development Championships 14&Under is an event for the developing countries of Europe, where players are invited to play based on applications received from National Associations.

For details about the Tennis Europe Development Championships 14&Under, see Appendix.

## **Selection process**

### ***Provisional list***

#### ***For 16&Under and 14&Under events***

Following the Entry Deadline, all entered players are listed in ranking order according to the Tennis Europe Junior Ranking for the applicable Age Group using the latest Ranking list at the time of the Entry Deadline, normally the rankings dated 28 days prior to the Tournament week (i.e. 14&Under players entering a 16&Under Doubles event will use their 16&Under ranking).

Players without a Tennis Europe Junior Ranking will be positioned based on their National Ranking for the applicable age group (if submitted by the National Association). Unranked players will be listed by nation and alphabetically within the nation.

### ***For 12&Under events***

Following the Entry Deadline, all entered players will be positioned by nation, and within their nation by the National Ranking 12 & Under (if submitted by the National Association) and alphabetically within the nation.

## **National Window**

During a 'National Window', from Wednesday 04.00 GMT on the day after the Entry Deadline until Thursday 24.00 GMT two days after the Entry Deadline the National Associations have the opportunity to nominate online at [www.tenniseurope.org](http://www.tenniseurope.org) (login details to be provided by Tennis Europe):

- A National Squad for each Age Group consisting of 1-2 boys and/or 1-2 girls and a National Coach/accompanying person. Nomination of a National Squad is for the guidance of the Tournament Organisers in their selection of Organisation Acceptances (OA), and for the hospitality requirements for tournaments offering hospitality. It is mandatory that a National Coach/accompanying person is named at this time and will travel with the squad if accepted to the event.

The National Association of the country organising the event may nominate up to two (2) National Squads to an event with a 32 player Singles Main Draw, three (3) squads for a 48 draw and 4 squads for a 64 draw, with one (1) National Coach/accompanying person.

- Sort all 12&Under entries, and any 16&Under and 14& Under players without Tennis Europe Junior Ranking, for selection purposes. Such ordering should primarily be based on National Rankings and can also take other factors into consideration.

Should a player nominated for a National Squad have to withdraw after the 'National Window' has closed, the National Association may nominate another player to take up this position. Such change is for hospitality reasons only and does not affect the acceptance status of the player. Similarly the nominated National Coach/accompanying person may be substituted. Such change(s) must be made online by the National Association before the Freeze Deadline, ~~or directly to the Organisers, copying Tennis Europe.~~ Changes submitted after the Freeze Deadline may be rejected by the organiser or Tennis Europe.

If a Nation doesn't nominate a National Squad or order non-ranked players by the end of the National Window, the entered players will be considered with the data available at the Entry Deadline.

## Organiser Window

During an 'Organiser Window', from Friday 04.00 GMT three days after the Entry Deadline until Sunday 24.00 GMT five days after the Entry Deadline the Tournament Organisers have the opportunity to nominate online at [www.tenniseurope.org](http://www.tenniseurope.org) (login details to be provided by the National Association of the Organiser):

### 14&Under and 16&Under tournaments – Category 1 and 2 only

- Organiser Acceptances (OA) for the Singles Main Draw among the entered players not already accepted by virtue of their ranking. The number of Organiser Acceptances for each draw size is shown in the table below.

Tennis Europe ***strongly recommends*** the Organisers to use the following selection criteria:

- Domestic Organiser Acceptances must not exceed 50% of the positions available if there is a sufficient number of foreign entries to choose from;
- Always select players nominated for National Squads ahead of other players from the same country;
- Select Boys/Girls so that both players of the National Squad are accepted together;
- Select all players nominated for a National Squad (Boys and Girls);
- Unranked players not nominated for National Squads to be selected in the order given by the National Association.

### 14&Under and 16&Under tournaments – Category 3 only

Organiser Acceptances (OA) for the Singles Main Draw among the entered players not already accepted by virtue of their ranking. The number of Organiser Acceptances for each draw size is shown in the table below.

Tennis Europe Organisers must use the following selection criteria by this order:

Domestic Organiser Acceptances must not exceed 50% of the positions available if there is a sufficient number of foreign entries to choose from;

However, in order to secure a certain number of domestic Main Draw Players, as defined in the list below, the Organisers may increase the 50% proportion of Domestic players to allow a total of domestic Direct Acceptances plus Organiser Acceptances (RA+OA) at the time the Organiser Window closes, not to exceed:

- 16 draw: RA+OA = 3 players

- 24 draw: RA+OA = 5 players

- 32 draw: RA+OA = 6 players

- 48 draw: RA+OA = 9 players

- 64 draw: RA+OA = 14 players

Any Wild Cards are in addition to this.

Organisers may nominate up to twice the number of players for Organiser Acceptance positions shown in the table below. Should one of the nominated players move into the Main Draw before the Withdrawal Deadline by virtue of his/her ranking, the next Organiser Acceptance nominated will take the vacant position.

Failure to nominate Organiser Acceptances by the end of the Organisers Window will result in these positions being given to ranking acceptances.

In tournaments with ITF / Tennis Europe Travelling Teams, additional instructions will be given by Tennis Europe.

- Substitutions before the Withdrawal deadline
  - If a foreign player withdraws from the time the Acceptance List become public until the withdrawal deadline, the 'next in' foreign player (if available) will take this place.
  - If a domestic player withdraws from the time the Acceptance List become public until the withdrawal deadline, the 'next in' domestic player (if available) will take this place.

## **12&Under tournaments**

- Organiser Acceptances (OA) for all Singles Main Draw and Qualifying Draw (if applicable) among the entered players. All entered players must be given OA positions.

The following criteria **must** be followed in the following order:

- Always select players nominated for National Squads ahead of other players from the same country;
- Select both players if two Boys/Girls are nominated for a National Squad;
- Select all players nominated for a National Squad (Boys and Girls);
- Players not nominated for National Squads to be selected in the order given by the National Association (if available).
- The selection of Domestic Organiser Acceptances for the Singles Main Draw at the time the Organiser Window closes must not exceed the numbers below (unless all foreign players have been accepted)
  - **Events without Qualifying draws**
    - For 32 Main Draws: 28 OA of which max. 12 domestic
    - For 48 Main Draws: 42 OA of which max. 18 domestic
    - For 64 Main Draws: 56 OA of which max. 24 domestic;
  - **Events with Qualifying draws**

- For 32 Main Draws: 20 OA of which max. 9 domestic
- For 48 Main Draws: 34 OA of which max. 14 domestic
- For 64 Main Draws: 48 OA of which max. 22 domestic;
  - The selection of Domestic Organiser Acceptances for the Singles Qualifying Draw (if applicable) at the time the Organiser Window closes must not exceed the number below (unless all foreign players have been accepted);
    - 32 Qualifying Draws: 28 OA of which max. 12 domestic;
- Substitutions before the Freeze Deadline
  - If a foreign player withdraws from the time the Acceptance List become public until the Freeze Deadline, the 'next in' foreign player (if available) will take this place.
  - If a domestic player withdraws from the time the Acceptance List become public until the Freeze Deadline, the 'next in' domestic player (if available) will take this place.

Failure to nominate Organiser Acceptances by the end of the Organisers Window will result in these positions will be automatically allocated.

### Composition of draws

Depending on the draw size, events are composed as follows (for available draw sizes, see Section "Tour Structure, Draw Size Combinations" above).

#### *Singles Main Draw, 16&Under and 14&Under events*

Position	16 draw	24 draw	32 draw	48 draw	64 draw	96- 128 draw**
DA (RA)	5 (-6)*	9 (-10)*	10 (-12)*	18 (-20)*	24 (-26)	N/A
DA (OA)	4	7	8	14	22	All
SE	0-1*	0-1*	0-2*	0-2*	0-2*	N/A
WC	2	3	4	6	8	N/A
Q	4	4	8	8	8	N/A

\*The DA (RA) number in brackets applies to events where SE positions are not used following the Qualifying Sign-in Deadline.

\*\*European Junior Championships only

#### *Singles Qualifying Draw, 16&Under and 14&Under events*



Position	16 draw	24 draw	32 draw	48 draw	64 draw	96 draw
DA (RA)	12	19	26	41	56	86
WC	4	5	6	7	8	10

***Singles Main Draw, 12&Under events without Qualifying event  
(for max. number of domestic players, see above)***

Position	32 draw	48 draw	64 draw
DA (OA)	28	42	56
WC	4	6	8

***Singles Main Draw, 12&Under events with Qualifying event  
(for max. number of domestic players, see above)***

Position	32 draw	48 draw	64 draw
DA (OA)	18 (20)	32 (34)	46 (48)
SE	0-2*	0-2*	0-2*
Q	8	8	8
WC	4	6	8

\*The DA number in brackets applies to events where SE positions are not used following the Qualifying Sign-in Deadline.

***Singles Qualifying, 12&Under events, Optional (for max. number of domestic players, see above)  
(Not applicable for events with Round Robin Main Draws)***

Position	32 draw
DA (OA)	28
WC	4

## **Publication of Entry and Acceptance lists**

Following the Organiser Window players will appear on Entry or Acceptance list on the Tennis Europe Junior Tour website.

Between the end of the Organiser Window and the Withdrawal Deadline, there is a preliminary Entry List showing all entered players for all events entered, sectioned to Main Draw, Qualifying and Alternate lists. Players are advised to check the lists during this period to make sure their entries have been received, and notify Tennis Europe if there seem to be an error. To be considered, any complaint must reach Tennis Europe before the Withdrawal deadline. Until the Withdrawal deadline the lists may be modified up or down, if errors in the entry process have been confirmed by Tennis Europe and requires correction of the lists. Complaints about entry errors after the Withdrawal deadline will not be considered.

After the Withdrawal deadline, the lists turn from Entry to Acceptance lists.

The lists are updated according to the following:

- Primarily, ranked players are sorted in ranking order according to the Tennis Europe Junior Ranking for the applicable Age Group dated approximately 28 days prior to the Tournament week, according to the numbers indicated in the tables above. Tied players (with the same number of ranking points) will be randomised by the entry system (the order may be different for each event the player has entered in a tournament week).
- Secondly, unranked players will be drawn into positions, within their country keeping the order given by their National Association during the National Window.
  - If players without a Tennis Europe Junior Ranking are not given an order by their National Association, the unranked players will be drawn at random and positioned last among players from their country.
  - If a National Association does not order any of their players, these players will be drawn at random among all entered, non-ranked players.
- Whilst keeping their order as above, Organiser Acceptances are indicated in the Main Draw Acceptance list, according to the numbers in the tables above, in the order given by the Tournament Organiser. Additional Organiser Acceptances are held in a waiting list to move into the Main Draw should vacancies occur (see below). For 12&Under events with a Qualifying draw, all entries are given OA positions.
- Any Wild Cards given to entered players are also indicated in the list, whilst keeping their order in the list according to the above.

The Singles Acceptance Lists (Main Draw, Qualifying and Alternates) are published on [www.tenniseurope.org](http://www.tenniseurope.org) on the Monday 21 days before the Tournament week. Entry and Acceptance lists are not available publicly during the entry process, National or Organiser Windows.

### **Administrative error on an Acceptance list**

If an administrative error is made on an Acceptance list and too many players are accepted, arrive on site and sign-in to play the event, the last two (2) players accepted into the tournament based upon the most current updated entry list will play a preliminary match for one (1) position in the draw.

## **9. Singles Withdrawals and replacement procedures**

### **Withdrawal procedures**

Players withdrawing from an event prior to the Freeze Deadline on the Thursday 4 days prior to the Tournament week must do so using the online system at [www.tenniseurope.org](http://www.tenniseurope.org) or by fax to Tennis Europe (Fax +41-61-3317253) using the official withdrawal form. Otherwise withdrawals by email or telephone must never be accepted.

Any withdrawal from a player accepted into main draw or qualifying that occurs after the Withdrawal Deadline will be considered a Late Withdrawal.\*) A player's first three (3) late withdrawal offences within a calendar year will be excused and the player will not be penalised, provided the withdrawal is received by Tennis Europe online or by fax prior to the Qualifying sign-in deadline. If the withdrawal is faxed after the Freeze Deadline it must also be sent directly to the tournament organisers using the fax number indicated on the Fact Sheet. It is not necessary to provide a medical certificate in case of a Late Withdrawal and On-site Medical Certifications issued after the player has been eliminated from the tournament will not be taken into consideration for any excuses for Late Withdrawals into the following week's event.

Players on the Alternate list may withdraw at any time without penalty as long as they are not moved into a Qualifying or Main Draw Acceptance list.

Players may not compete in a Tennis Europe Junior Tour tournament if he/she has competed in another tennis event in the same tournament week.

For withdrawals after the Qualifying Sign-in deadline special conditions apply. See the Code of Conduct for details.

Withdrawals sent to Tennis Europe after the Freeze Deadline are not considered unless also sent to the Tournament Organisers.

### **Until the Withdrawal Deadline**

Players may withdraw without incurring a penalty until the Withdrawal Deadline at 14.00 GMT on the Tuesday 13 days prior to the Tournament week.

Following withdrawals, the Acceptance lists will be updated and players will move up accordingly to fill the vacated positions:

- Ranked players will move up the Acceptance lists in ranking order.
- Unranked players will move up the Acceptance lists in the order established as above.

- Organiser Acceptances moving into the Main Draw Acceptance list on by virtue of their own ranking or established position will open up the Organiser Acceptance position which will be taken by the next player on the Organiser Acceptance waiting list.
- Pre-nominated Wild Cards moving into the Main Draw or Qualifying Acceptance list on by virtue of their own ranking or established position will open up a Main Draw or Qualifying Wild Card position. The Tournament Organiser may nominate another player for such position at any time until the Singles Qualifying draw is made.

Players accepted to more than one Main Draw or Qualifying Acceptance list are recommended to make a choice of tournament before the Withdrawal Deadline, at which time they will be removed for all but one Acceptance list according to a combination of their position in the Acceptance lists, and the priority given in their entry or assigned by Tennis Europe.

### **Between the Withdrawal Deadline and the Freeze Deadline**

There is a Freeze Deadline at 14.00 GMT on the Thursday 4 days prior to the Tournament week.

After the Withdrawal deadline a player may appear on one (1) Singles Main Draw or Qualifying Acceptance list only. If the player has not withdrawn him/herself by the Withdrawal Deadline and appear on more than one Acceptance list, the player will be automatically withdrawn from all but one Acceptance list according to a combination of their position in the Acceptance lists, and the priority given in their entry or assigned by Tennis Europe.

Following the Withdrawal Deadline for the 14 & 16 & under, players on the Organiser Acceptance waiting list will no longer move to take up vacant positions and the players on such list will remain in their ranking order or established sequence only.

Players accepted to a Main Draw or Qualifying Acceptance list at the Withdrawal Deadline are committed to play at the event. Players who withdraw after the Withdrawal Deadline are subject to suspension penalties (see below).

Players not accepted to a Main Draw or Qualifying Acceptance list may stay on multiple Alternates lists and withdraw until the player moves in to a Qualifying Acceptance list, at which time he/she will be automatically withdraw from all other tournaments.

### **Between the Freeze Deadline and the Qualifying Sign-in Deadline**

Withdrawal after the Freeze Deadline can be made online or by fax to Tennis Europe. If the withdrawal is faxed it must also be sent directly to the tournament organisers using the fax number indicated on the Fact Sheet.

If, at the Freeze Deadline, the total number of entered players on the Main Draw and Qualifying Acceptance lists of an event is less than or equal to the Main Draw size (all positions including DA, SE, Q, but not WC) then there shall be no Qualifying event, and all Qualifying Acceptances and pre-nominated, entered Wild Cards shall be moved to the Main Draw Acceptance list as Direct Acceptances. Any un-used Qualifying Wild Card positions are void. There shall be no Qualifying Sign-in. On-site Alternates may sign-in on or before the time announced for the Main Draw Sign-in in order to take any vacant positions at this time.

NB! Any cancellation of the Qualifying event and sign-in is for the specific event only (Boys and/or Girls of an age group as the case may be) and will be indicated in the numbers at the top of the Acceptance list for the event(s) shortly after the Freeze Deadline. An email will be sent to the players who were on the Qualifying Acceptance List. The Tournament Director must be on-site at the originally announced sign-in deadline to take care of any issues that may arise.

Following the Freeze Deadline, players will no longer move from the Qualifying to the Main Draw Acceptance list or from the Alternates List to the Qualifying Acceptance list. Players still on Alternate lists are no longer committed to sign-in and play, but will keep their sequence on the list should the select to sign-in.

Main Draw and Qualifying Vacancies created between the Freeze Deadline and the Singles Qualifying Sign-in Deadline are filled at the Sign-in Deadline by the players who have signed-in according to the established order on the Acceptance lists. For sign-in requirements, see below.

Players on the Qualifying Acceptance list who fail to sign-in are subject to No-show suspension penalties (see below).

### **Between the Qualifying Sign-in Deadline and start of Qualifying**

Main Draw vacancies created between the Qualifying Sign-in Deadline but before the first point is struck in the Qualifying draw, are replaced by players who have signed-in according to the established order on the Acceptance lists (not seed-order). Such players are then removed from the Qualifying draw.

Qualifying vacancies created between the Qualifying Sign-in Deadline but before the first point is struck in the Qualifying draw, are replaced by players who have signed the Alternates sign-in list which is open until 30 minutes before the scheduled start of play in the event on the first day of Qualifying. The sign-in list must open at least 30 minutes before. If such player is replacing a previously seeded player in the Qualifying draw, the other seed positions remain unaffected.

Main Draw Acceptances or players in the Qualifying draw who withdraw after the Qualifying Sign-in Deadline are subject to suspension penalties (see below).

### **From the start of the Qualifying Draw until the Singles Main Draw is made**

Main Draw vacancies created after the start of the Qualifying event but before the Main Draw Sign-in Deadline, are replaced by players who have played and lost in the Qualifying event (Lucky Losers). The order of Lucky Losers is established as described below.

Qualifying vacancies created after the first point is struck in the Qualifying draw, are replaced by players who have signed the Alternates sign-in list which is open until 30 minutes before start of play each day until all players have started their first Qualifying match. If such player is replacing a previously seeded player in the Qualifying draw, the other seed positions remain unaffected.

Once called, an Alternate must be ready to play within five (5) minutes. If an Alternate is called to play but is not ready within five (5) minutes, the player will be moved to the bottom of the Alternate list for that, but will keep his/her original position on the list any for further days.

Main Draw Acceptances who withdraw between the Qualifying Sign-in Deadline and Singles Main Draw Sign-in Deadline are subject to suspension penalties (see below). Players who do not show for their match in the Qualifying event are subject to No-show or Punctuality suspension points (see below).

### **From the Singles Main Draw Sign-in Deadline**

Main Draw vacancies created after the Singles Main Draw Sign-in Deadline are replaced by players who have signed the Lucky Losers' sign-in list open until 30 minutes before start of play on each day until all players have started their first Main Draw match. If such player is replacing a previously seeded player in the Main Draw, the other seed positions remain unaffected.

The order of Lucky Losers remains the same as established below.

Players who do not show for their match in the Main Draw event are subject to No-show or Punctuality suspension points (see below).

### **Events without a Qualifying Draw**

For events without a Qualifying Draw, e.g. some 12&Under or the European Junior Championships, vacancies at the time of the Singles Sign-in Deadline are filled with signed-in players in the established sequence on the Alternate list or by On-site Alternates (see below).

Vacancies are replaced by players who have signed the Alternates sign-in list open until 30 minutes before start of play on each day until all players have started their first Singles match.

## **10.Singles Qualifying Sign-in and selection process**

### **Qualifying Sign-in**

Players who appear on the Singles Qualifying Acceptance list at the time of the Freeze Deadline are committed to play in the Qualifying event and to sign-in in person with the Referee before 18.00 hours local time on the day before start of the Qualifying event (BS16, GS16, BS14, GS14, as applicable). The Qualifying sign-in Deadline shall open at least two (2) hours earlier.

Players on the Alternate list and On-site Alternates may also sign-in.

Players are required to produce his/hers Passport or National ID to verify their Date of Birth and Nationality.

### ***Exceptions for signing-in on-site in person.***

Coaches cannot sign-in for a player, neither on-site or by phone.

Players must sign-in on-site in person except as follows:

- Entered players who appear on the Singles Qualifying Acceptance list and have lost in the previous week's tournament on the ITF Pro Circuit, ITF Junior Circuit or Tennis Europe Junior Tour on the day of the Singles Qualifying Sign-on or one day earlier may be signed-in by the Qualifying Sign-in Deadline through the Supervisor/Referee of the previous week's tournament, who must verify the schedule of the player. The player must be able to be on-site and play his/her first round match by the end of the first round of Qualifying of that event.
- Players who appear on the Singles Qualifying Acceptance list may sign-in on-time by telephone to the Referee to preserve eligibility for known vacant positions in the Singles Main Draw (e.g. following confirmed withdrawals after the Freeze Deadline, or known unused SE positions). Such players will be moved into the Main Draw list following their sequence on the Qualifying Acceptance list. NB! Should such position not become available the player may not play in the Qualifying event and is subject to No-show suspension points.
- Players travelling as part of a National Squad for the previous tournament week, may – on request of the National Coach - be signed-in by the Referee of the previous week's tournament, if any other member of the squad is still competing in that tournament in the two days preceding the start of the Qualifying event.

### ***Special Exempts – Applicable also for 12&Under events with qualifying draws***

Entered players who appear on the Singles Qualifying Acceptance list and are still playing in a "qualified event" at the first day of Singles Qualifying may apply for a Special Exempt status. To be eligible for the Special Exempt status the player must sign-in by the Qualifying Sign-in Deadline through the Referee at his/hers current tournament, who must verify the schedule of the player.

Depending on the size of the Main Draw, 1-2 positions are set aside for potential Special Exempts. If there are more applications than Special Exempt positions available, players are accepted by first

priority for players still in Singles, thereafter for players still in Doubles using the Tennis Europe Junior Ranking issued 7 days prior to the Tournament Monday.

If too many players apply for the available positions, those not selected may not play in the Qualifying event, and will not be penalised as a Late Withdrawal or No Show.

If a player is still playing his/her match at the time of the sign-in deadline, and the player may be able to apply for a Special Exempt position should he/she win the match, then the Special Exempt position must be kept open until the match is finished and the outcome is determined. Should the player not be eligible for the Special Exempt position, then the vacant position will be taken by the next player on the Acceptance list who signed-in (moving from the Qualifying draw), and the position so vacated shall be filled with then next Alternate who signed in. N.B.: The “next player on the Acceptance list” is not necessarily the highest seeded player in the draw.

If a Special Exempt position is not used, it will be converted to a Main Draw Direct Acceptance position to be taken by the highest positioned player on the Singles Qualifying Acceptance list who has signed-in during the Qualifying sign-in.

### **On-site Alternates**

On-site Alternates may sign-in on-site in person in anticipation to fill any vacant positions in the Qualifying Draw. On-site Alternates must fulfil all the player eligibility rules (as above) including to have registered for an IPIN and paid the annual Junior IPIN fee. If the IPIN has not been paid, the player must pay the fee on-site to the Referee before being allowed to sign-in. On-site Alternates assume all player obligations and agreements similar to entered players.

Players may only play in one Singles event during a tournament week. This applies also to tournaments with more than one age group and different sign-in dates, and where a player has already been eliminated in one age group before the next sign-in takes place.

### **Wild Cards**

Wild Cards are not required to sign-in, but must reconfirm their participation by contacting the Referee before the Qualifying Sign-in Deadline.

### **Following the Qualifying Sign-in Deadline**

Following the Qualifying Sign-in Deadline the Referee shall sort all players who have signed-in in the following order:

***Acceptance Method A (Except for 12&Under events):*** Entered and ranked players appearing on the Qualifying Acceptance or Alternates list in the order shown on the list;

***Acceptance Method B:*** Entered and non-ranked players appearing on the Qualifying Acceptance or Alternates list in the established sequence shown on the list;

***Acceptance Method C (Except for 12&Under events):*** On-site Alternates who appear on the Tennis Europe Junior Ranking list for the age group of the event, dated Tuesday 6 days prior to the Tournament week, in ranking order (i.e. 14&Under players signing in for a 16&Under Doubles event will use their 16&Under ranking). Any ties shall be broken by lot.



**Acceptance Method D:** On-site Alternates without a Tennis Europe Junior Ranking are drawn randomly without consideration to any National Rankings, except that if the Tournament Organiser can provide a current, verified ranking for the applicable Age Group such ranking can be used to order domestic players when drawn. Otherwise Referees must otherwise not check any websites or documents for rankings.

### **Preparing for the lists for the Qualifying draw**

Once the players are ordered as above and the Main Draw and Qualifying Wild Cards are confirmed by the Tournament Director, players are:

- Moved to the Singles Main Draw as Special Exempts, Main Draw Wild Cards, or to fill vacant positions either having signed-in on site or after applying to preserve eligibility;
- Assigned as Qualifying Wild Cards;
- Any remaining On-site Alternates who are not selected for the Qualifying Draw are moved to the Alternates list, with the option to sign-in the following day(s) to take any further vacancies in the Qualifying draw.;
- Any players who did not sign-in are excluded from the tournament, and if committed to play to be reported for Suspension points as Late Withdrawals or No-shows (see below).

The Singles Qualifying Draw shall be conducted immediately thereafter. For seeding and draw procedures, see below.

## **11.Singles Main Draw Sign-in and selection process**

### **Main Draw Sign-in**

Entered players who appear on the Singles Main Draw Acceptance list at the time of the Freeze Deadline are committed to play in the Singles Main Draw event and to sign-in in person with the Referee before 18.00 hours local time on the day before start of the Singles Main Draw event (BS16, GS16, BS14, GS14, and for BS12 and GS12 the Singles Draw, as applicable). The Main Draw sign-in Deadline shall open at least two (2) hours earlier.

Entered players who were signed-in to preserve eligibility for the Main Draw during the Qualifying sign-in and who were moved to the Singles Main Draw must also sign-in at this time.

Players are required to produce his/hers Passport or National ID to verify their Date of Birth and Nationality.

### ***Exceptions for signing-in on-site in person***

Coaches cannot sign-in for a player, neither on-site or by phone.

Players must sign-in on-site in person except as follows:

- Entered players who appear on the Singles Main Draw Acceptance list and have lost in the previous week's tournament on the ITF Pro Circuit, ITF Junior Circuit or Tennis Europe Junior Tour on the day of the Singles Main Draw Sign-on or one day earlier may be signed-in by the Main Draw Sign-in Deadline through the Supervisor/Referee of the previous week's tournament, who must verify the schedule of the player. The player must be able to be on-site and play his/her first round match by the end of the first round of Main Draw in that event.
- Players who signed-in onsite for the Qualifying event and were subsequently moved to the Main Draw are considered signed in and are not required to sign-in again.
- Players travelling as part of a National Squad for the previous tournament week, may – on request of the National Coach/accompanying person - be signed-in by the Referee of the previous week's tournament, if any other member of the squad is still competing in that tournament in the two days preceding the start of the Qualifying Main Draw event.
- Players travelling as part of a Winter Cup, Summer Cup, Nations Challenge team for the previous tournament week, may on request of the National Team Captain be signed-in by the Referee of Winter Cup, Summer Cup, Nations Challenge event

### **Wild Cards**

Main Draw Wild Cards are not required to sign-in, but must reconfirm their participation by contacting the Referee before the Main Draw Sign-in Deadline.

## Following the Singles Main Draw Sign-in Deadline

Following the Main Draw Sign-in Deadline the Referee shall sort all players who have signed-in in the following order (including players who were moved to the Main Draw list after the Qualifying Sign-in Deadline):

**Acceptance Method A (Except for 12&Under events):** Entered and ranked players appearing on the Main Draw Acceptance list in the order shown on the list;

**Acceptance Method B:** Entered and non-ranked players appearing on the Main Draw Acceptance list in the established sequence shown on the list.

**Acceptance Method D (12&Under events without Qualifying draw only):** On-site Alternates are drawn randomly without consideration to any National Rankings, except that if the Tournament Organiser can provide a current, verified ranking for the 12&Under Age Group such ranking can be used to order domestic players when drawn. Referees must otherwise not check any websites or documents for rankings.

Thereafter:

- The Main Draw Wild Cards as reconfirmed by the Tournament Director are added to the list.
- If the Qualifying event is completed, the Qualifiers are added to the list together with Lucky Losers as required to fill vacancies known at this time. The order of Lucky Losers is established as described below. There is no requirement to sign-in as lucky loser at this time and all players who lost in the Qualifying event must be considered for Lucky Loser positions at this time.

If the Qualifying event is still in progress the positions for Qualifiers and Lucky Losers are kept open until all Qualifying finals have finished;

- For tournaments without a Qualifying draw, vacant positions are filled by the next Alternates in the sequence established on the Alternates list, followed by Onsite Alternates ordered as above.
- Players who did not sign-in as required are excluded from the tournament, and if committed to play reported for Suspension points as Late Withdrawals or No-shows (see below).

The Singles Main Draw shall be conducted immediately thereafter. For seeding and draw procedures, see below.

## Lucky Losers

The order of Lucky Losers is established in the following way:

- Players who have lost in the Qualifying finals, and if required, players who have lost in previous Qualifying round(s) in sequence. For each round, Lucky Losers shall be selected as follows: The order of players with a Tennis Europe Junior Ranking shall be randomly drawn, thereafter the order of the unranked players shall be randomly drawn.

This order is used at the time the Singles Main Draw is made, or if the Qualifying was still in progress at this time when the draw is completed once the Qualifying is completed.

The order so established is also used for the Lucky Loser Sign-in lists used on the first day(s) of the Main Draw as long as there are still players to play their first match, whether this is in the first round or subsequent rounds. For such days, the Lucky Loser Sign-in closes 30 minutes before the scheduled start of play in the event and shall open at least 30 minutes before.

Once called, a Lucky Loser must be ready to play within five (5) minutes. If a Lucky Loser is called to play but is not ready within five (5) minutes, the player will be moved to the bottom of the Lucky Loser list for that day, but will keep his/her original position on the list any for further days.

## 12.Doubles

### Doubles Draw compositions

The Doubles Draw is always half the size of the Singles Main Draw, and is played as an elimination draw. There is no Doubles Qualifying event.

### Doubles Entry Definitions

#### *Direct Acceptances*

Teams are selected according to the following method:

1. Two players, both of them either Singles Main Draw Direct Acceptances, Special Exempts or Qualifiers/Lucky Losers (NB! not Singles Main Draw Wild Cards)
  - a) Both players ranked, in order of total ranking
  - b) One ranked and one unranked player, in order of ranking of the one ranked player
  - c) Two unranked players.
2. Two players, one a Singles Main Draw Direct Acceptance, Special Exempt or Qualifier/Lucky Loser (NB! not Singles Main Draw Wild Cards);
  - a) Both players ranked, in order of total ranking
  - b) One ranked and one unranked player, in order of ranking of the one ranked player
  - c) Two unranked players.
3. Two players, neither a Singles Main Draw Direct Acceptance or Qualifier/Lucky Loser;
  - a) Both players ranked, in order of total ranking
  - b) One ranked and one unranked player, in order of ranking of the one ranked player
  - c) Two unranked players.

Lucky Losers are those players who have been accepted into the Singles Main Draw by the Doubles Sign-in deadline.

The reference to 'Singles Main Draw Acceptance' above refers only to Singles of the same age group as the Doubles event.

Rankings are based on the Tennis Europe Junior Ranking for the age group of the event dated Tuesday 6 days prior to the Tournament week (i.e. 14&Under players entering a 16&Under Doubles event will use their 16&Under ranking).

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

### ***Wild Cards (WC)***

Teams named as Doubles Wild Cards (WC) by the Tournament Organiser at any time until the Doubles Draw is made.

### **Composition of Doubles draws**

Doubles draws are composed as follows:

<b>Draw size</b>	<b>8 teams</b>	<b>12 teams</b>	<b>16 teams</b>	<b>24 teams</b>	<b>32 teams</b>	<b>48 teams</b>
DA	6	9	12	18	24	36
WC	2	3	4	6	8	12

### **Doubles Sign-in**

The Doubles entry and sign-in takes place onsite and closes at 12.00 noon on the first day of Singles Main Draw. Both players in a Doubles team must sign-in in person with the Referee. The Doubles sign-in Deadline shall open once the Singles Main Draw has been established.

Players may only play in one (1) Doubles event in each tournament week. In tournaments with more than one age group of events, a player may sign-in and play in a doubles event of a another age group he/she is eligible for.

Teams may consist of players from different nations.

Special Doubles entry rules apply for the European Junior Championships.

### **Following the Doubles Sign-in Deadline**

Following the Doubles Sign-in Deadline the Referee shall sort all teams who have signed-in in the order above and add Doubles Wild Cards as nominated by the Tournament Director.

Teams not selected for the Doubles Draw are moved to an Alternates list, with the option to sign-in the following day(s) to take any further vacancies in the Qualifying draw.

The Doubles Draw shall be conducted immediately thereafter. For seeding and draw procedures, see below.

Doubles matches may be added to the schedule of the day of the sign-in, to start Not Before 15.00 local time or two hours after the Doubles draw was published, whichever is later.

### **Doubles vacancies after the Draw**

If a player of a Doubles team is forced to withdraw after the Doubles Sign-in Deadline, or does not show for a match, the team must be replaced. The other player of the team may not team up with another player.

Vacancies after the Doubles Sign-in Deadline are filled with signed-in teams in the established sequence on the Alternate list who has signed the Alternates sign-in list which is open until 30 minutes before start of play in Doubles on each day until all teams have started their first Doubles match.

## **13.Consolation events**

### **General conditions**

In tournaments with optional or mandatory Consolation draws, all players who have lost in their first Singles Main Draw match in a 16, 32 or 64 draw.

For 24, 48 and 96 draws: In tournaments with optional or mandatory Consolation draw players who have list in their first match, regardless of this was in the first or second round are allowed to sign-in to a Consolation Singles draw (BC, GC). The highest ranked 8 (24 draw), 16 (48 draw) or 32 (96) players respectively, based on the Seed Ranking, may take part. Tied players shall be drawn by lot by the Referee. If all ranked players have been admitted, then unranked players shall be accepted, having been drawn by lot by the Referee.

Players allowed to sign-in are not required to do so. The Consolation Sign-in Deadline shall be 30 minutes after the conclusion of the last match, in which a potentially eligible player plays. The exact time shall be decided by the Referee and must be announced on the Player Notice Board.

There are no Wild Cards for Consolation Draws.

The Tournament Organiser may choose the format for a Consolation draw among the options below. The match format must be announced when the Consolation sign-in opens, which should be when the Singles Main Draw starts.

## **14.Seeding and Draws in 16&Under and 14&Under events**

### **Public Draws**

All draws shall be conducted in by the Referee using the European Junior TP software. At least two players or official coaches of National Squads shall be present to witness the process, one of whom shall be of a different nationality to that of the host country.

### **Seeding criteria**

Seedings will not be official until the draw is made.

Draws shall be seeded based on the Tennis Europe Junior Ranking dated on the Tuesday 6 days prior to the Tournament week. Players without a Tennis Europe Junior Ranking must not be seeded. Doubles teams must not be seeded unless both players have a Tennis Europe Junior Ranking.

For Category 1 events, and – following approval by Tennis Europe - Category 2 events in which ITF / Tennis Europe Travelling Teams take part, players from Non-European countries may be seeded, or have their seed-position modified, based upon a majority decision of the Coaches and Tournament Organiser representatives present at a Seeding Meeting to be held immediately after the Main Draw Sign-in Deadline. The meeting shall be called and conducted by the Referee who shall modify the order of seeding according to the decision of the meeting. The intention of this rule is to allow adequate seeding for Non-European players without sufficient ranking points on the Tennis Europe Junior Tour, but not to modify the seed order among the European players. The draw shall take place immediately after the conclusion of the meeting.



## Singles Main Draw, Doubles Draws, and Category 1 Consolation Draws

### *Number of seeded players/Teams and seed positions*

Draw size	8 draw	12 draw 16 draw	24 draw 32 draw	48 draw 64 draw	96 draw 128 draw
Seeds	2	4	8	16	16
Based on Draw chart	8 pos	16 pos	32 pos	64 pos	128 pos
Seed 1	Line 1	Line 1	Line 1	Line 1	Line 1
Seed 2	Line 8	Line 16	Line 32	Line 64	Line 128
Seed 3-4		Draw to lines 5, 12	Draw to lines 9, 24	Draw to lines 17, 48	Draw to lines 33, 96
Seed 5-8			Draw to lines 8, 16, 17, 25	Draw to lines 16, 32, 33, 49	Draw to lines 32, 64, 65, 97
Seed 9-12				Draw to lines 9, 25, 40, 56	Draw to lines 17, 49, 80, 112
Seed 13-16				Draw to lines 8, 24, 41, 57	Draw to lines 16, 48, 81, 113

### *Distribution of players from the same nation*

Seeded players from the same nation shall be distributed throughout the draw based on the Tennis Europe Junior Ranking used for seeding.

For doubles, only teams where both players are from the same nation are considered for such distribution.

Seeded players from the same country shall be distributed as follows:

- No. 1-2 seeds shall be drawn to different halves of the draw.
- No. 3-4 seeds shall be drawn to different quarters of the draw, not previously occupied by another player/team from that nation.
- No. 5-8 seeds shall be drawn to different eighths (1/8th) of the draw, not previously occupied by another player/team from that nation.
- No. 9-16 seeds shall be drawn to different sixteenths (1/16th) of the draw, not previously occupied by another player/team from that nation.

The remaining players from a nation shall be distributed as much as technically possible across the draw without regard to ranking.

This also applies to the distribution of Qualifiers and Lucky Losers draws at the end of the Qualifying event, should the Main Draw be done before the Qualifying event was finished.

### ***Withdrawal of seeds***

If a seeded player withdraws, the remaining seeded players shall stay in their positions and the replacing player inserted in the vacated position.

## **Seed numbers and positions for Singles Qualifying (16&Under, 14&Under)**

### ***Sectioned draws***

The Qualifying draw shall be made in sections, and the winner of each section shall be given a place in the main draw. If four (4) qualifiers are required, there shall be four (4) sections; six (6) qualifiers, six (6) sections; and so on.

Each section shall have two seeded players.

- For a draw with 2 sections: 4 seeds
- For a draw with 4 sections: 8 seeds
- For a draw with 6 sections: 12 seeds
- For a draw with 8 sections: 16 seeds

The first seed shall be placed at the top of the first section, the second seed shall be placed at the top of the second section and so on until all sections have one (1) seed on the top line of each section. The remaining seeds shall be drawn as one group. The first drawn shall be placed on the bottom line of the first section, the second drawn shall be placed on the bottom line of the second section and so on until all sections have one (1) seed on the bottom line of each section.

If there is an insufficient number of ranked players to fill all the positions for seeds in the draw, the section(s) with the highest seeds shall not have a second seeded player.

If there is an insufficient number of players to fill all the positions in the draw, byes shall be awarded to seeded players in descending order.

### ***Distribution of players from the same nation***

Seeded players from the same nation shall be distributed throughout the draw based on the Tennis Europe Junior Ranking used for seeding.

Seeded players shall be distributed as follows:

- The top group of seeded players (corresponding to the number of sections in the draw) from one country shall be drawn to different sections of the draw.
- The next group of seeded players (corresponding to the number of sections in the draw) from one country shall be drawn to different sections of the draw.

The remaining players from a nation shall be distributed as much as technically possible across the sections without regard to ranking.

***Withdrawal of seeds***

If a seeded player withdraws - or is moved from Qualifying to the Main Draw – the remaining seeded players shall stay in their positions and the replacing player inserted in the vacated position.

## 15.Draws in 12&Under events

### Public Draws

All draws shall be conducted in by the Referee using the European Junior TP software. At least two official coaches of National Squads shall be present to witness the process, one of whom shall be of a different nationality to that of the host country.

### Draw types

All 48 and 64 Singles draws and all Doubles draws are Elimination draws. 32 Singles draws can be Elimination draws or a combination of Round-Robin Draws together with a Play-off to be selected at the time of the Tournament Application. An optional Qualifying draw – as approved at the time of tournament sanctioning - is always for 32 players (Qualifying draws may not be added unless approved by Tennis Europe and announced in the Fact Sheet).

All 12&Under draws are unseeded.

12&Under events, with the exception of those using the Round Robin and Play-off format, must offer an (elimination) Consolation draw.

### Elimination Draws

Elimination draws are conducted as described above, except for seeding, but including distribution of players from the same country. In addition, for each nation, the four highest ranked players based on national ranking (as submitted to and registered by Tennis Europe no later than 7 days prior to the tournament week) shall be drawn to different halves of the draw.

### Round Robin and Play-off draws

The 32 players are drawn, considering the distribution of players from the same country, into eight (8) groups of four (4) players, who will play each other in a Round Robin Format.

Once the Round Robin play is completed, the winners of each group will play an 8-player unseeded Play-off.

In a Round Robin group the following rules apply:

- Players/doubles teams are awarded one (1) point for winning a match

The standings in a Round Robin group is determined by:

- Highest number of points

If the number of points is equal for

- two (2) players/doubles teams: the head-to-head result

If the number of points is equal for three (3) or more players/doubles teams, for these players/doubles teams only:

- the percentage of sets won of sets played against all players/doubles teams in the group

- if, after this calculation, only two players/doubles teams remain tied, the result in the head-to-head result played between the two players/doubles teams will be used to break the tie
- the percentage of games won of games played against all players/doubles teams in the group
  - if, after this calculation, only two players/doubles teams remain tied, the result in the head-to-head result played between the two players/doubles teams will be used to break the tie
- if, after this, there are still players/doubles teams that remain tied, Tennis Europe Junior Ranking of the players/doubles teams used for seeding in the event will be used to break the tie
  - if, after this, there are still players/doubles teams that remain tied, then drawn by lot.

If a player/doubles team withdraws or is a no-show for the entire tournament, the player/doubles team is defaulted from the event and all his/her/their results from matches played by are void and not to be considered.

## **16.Match formats**

***Singles Main Draw and Qualifying:*** Matches are played in best of three (3) tiebreak sets.

***Doubles:*** Matches are played with two (2) tiebreak sets with NoAd-scoring and, if required, a 10-point Match Tiebreak.

***Consolation:*** Matches may be played either as

- best of three (3) tiebreak sets, or
- two (2) tiebreak sets with “traditional” scoring and a 10-point Match tiebreak, or
- best of three (3) Short Sets.

### **Weather disruptions**

In cases of severe weather disruptions, the Tournament Organiser and Referee may ask Tennis Europe to approve:

- To move outdoor tournaments to indoor/covered courts, even if the surface is different;
- To play Singles Main Draw matches using a Match tiebreak in substitution for the 3<sup>rd</sup> set (NoAd shall not be used);
- To abolish Consolation events;
- To use other solutions to successfully finish the tournament under the most reasonable conditions.

## **17.Tournament Obligations and Organisational Requirements**

### **Prizes**

The value of a gift to the winner of a tournament may not exceed the value of US \$500.00. Tournament Directors are responsible for ensuring that gifts and services provided to players are suitable for minors and comply with any legal requirements of the jurisdiction where the players resides and of the country where the event is held.

No prize money or pocket money in any form shall be paid at any junior tournament, either to the players or to their National Associations. Any infringement to this rule will be penalized by a fine and can be subject to the expulsion of the tournament from the Tour.

### **Visibility of Tennis Europe (Tennis Europe Identification)**

It is compulsory to follow all the requirements included in the Promotional Manual distributed by Tennis Europe. The main topics in the Manual concern:

- Net Banners
- Tennis Europe Banners
- Use of the Tennis Europe Junior Tour and Tennis Europe Logos

### **Officials**

#### ***Referee***

All tournaments must at their own expense provide a Referee for the duration of the tournament including sign-in days. The Referee must be qualified as follows and be confirmed to Tennis Europe for the Fact Sheet to be published:

- ITF White, Silver or Gold badge Referee

If matches are played at two or more venues, there must be a qualified Assistant Referee with working knowledge in English assigned to each venue.

#### ***Chair Umpires***

All tournaments must at their own expense provide Chair Umpires qualified to officiate at the applicable level of play and preferably being conversant in English:

- All events: Mandatory for Singles Main Draw Semi-finals and Finals and Doubles Semi-finals and Finals
- Tournaments must use all reasonable efforts to provide Chair Umpires for earlier round matches as well.

## **Matches without Umpires**

For matches where Chair Umpires are not required, tournaments must at their own expense provide a suitable number of Off-Court Umpire to officiate at the applicable level of play and preferably being conversant in English to support the Referee in monitoring matches according the guidelines included in an Appendix to these rules.

## **European Junior Tournament Planner (EurTP) and other technical requirements**

Tennis Europe will provide free of charge to the Referee a licensed copy of the European Junior Tournament Planner (EurTP) software designed to import/export player and match data from/to the Tennis Europe systems, handle on-site modifications of entries and withdrawals, produce automated seeding and draws according to these rules, facilitate production of Orders of Play, results collection, offences reports, etc.

Referees are required to use the European Junior TP-programme at all events.

The Tournament Organisers or the Referee must have a Windows-based (Windows XP, Windows Vista or Windows 7) computer to run the programme, a printer and a broadband internet connection (cabled or WiFi). The use of Microsoft Excel is also required for certain forms and reports.

- *Alternatively the Referee can use a Mac OS computer, provided that it is running any of the above mentioned Windows OS version via Bootcamp, Parallel Desktop or VMware Fusion.*

It is also mandatory that the Referee has a working email account and immediate access to a phone and fax onsite open for international calls.

## **IT requirements**

The Organiser must provide a high-speed (cable or WiFi) internet connection for the Referee together with a computer and printer (unless the Referee bring his/hers own equipment).

The Organiser must provide a high-speed (cable or WiFi) internet connection and computer for the Players and Coaches.

## **Medical staff**

There must be a Tournament Doctor on-call available for consultations.

For Category 1 events, there must be a Sports Medicine Trainer on-site at all times during play.

For Category 2 and 3 events, it is strongly recommended to have a Sports Medicine Trainer on-site during play.



## Duration of a Tournament and number of Courts

Unless otherwise approved by Tennis Europe, the minimum duration of a tournament shall be:

- With one or more 64-player Singles Main Draws: 6 days Main Draw + 2-3 days Qualifying (Main draw to start the latest on Monday)
- With one or more 48-player Singles Main Draws: 6 days Main Draw + 2-3 days Qualifying (Main draw to start the latest on Monday)
- With one or more 32-player Singles Main Draws: 5 days Main Draw + 2-3 days Qualifying (Main draw to start the latest on Monday or Tuesday)
- With one or more 24-player Singles Main Draws: 5 days Main Draw + 2-3 days Qualifying (Main draw to start the latest on Monday or Tuesday)
- With one or more 16-player Singles Main Draws: 4 days Main Draw + 2 days Qualifying (Main draw to start the latest on Monday or Tuesday)

### ***Outdoors***

- ~~With one or more 64 player Singles Main Draws: 7 days Main Draw + 2-3 days Qualifying~~
- ~~With one or more 48 player Singles Main Draws: 6 days Main Draw + 2-3 days Qualifying~~
- ~~With one or more 32 player Singles Main Draws: 6 days Main Draw + 2-3 days Qualifying~~
- ~~With one or more 24 player Singles Main Draws: 5 days Main Draw + 2-3 days Qualifying~~
- ~~With one or more 16 player Singles Main Draws: 5 days Main Draw + 2 days Qualifying~~

### ***Indoors***

- ~~With one or more 64 player Singles Main Draws: 6 days Main Draw + 2-3 days Qualifying~~
- ~~With one or more 48 player Singles Main Draws: 6 days Main Draw + 2-3 days Qualifying~~
- ~~With one or more 32 player Singles Main Draws: 5 days Main Draw + 2-3 days Qualifying~~
- ~~With one or more 24 player Singles Main Draws: 5 days Main Draw + 2-3 days Qualifying~~
- ~~With one or more 16 player Singles Main Draws: 4 days Main Draw + 2 days Qualifying~~

## Start and Finish dates

Singles Qualifying events may start earliest on the Saturday before the Tournament week, unless otherwise approved by Tennis Europe and announced in the Fact Sheet.

Singles Main Draw events may start earliest on the Tournament Monday, unless otherwise approved by Tennis Europe and announced in the Fact Sheet.

The Tournaments have the right, in case of adverse weather conditions, to extend the tournament duration, during the event.

Doubles events should preferably start on the day after the Singles Main Draw starts, but may start “not before” 15.00 local time on the day of the Doubles Sign-in Deadline (or two hours after the Doubles draw has been released).

The events included in a tournament may start on different dates. This also affects the sign-in dates for each event.

All events shall be scheduled to finish no later than on the Sunday of the Tournament week. If weather or other unavoidable circumstances so require, tournaments may extend one (1) day until Monday into the following week. If at all possible, approval for such extension must be confirmed by Tennis Europe and the following weeks tournaments informed by Tennis Europe or the Referee.

### ***Number of Courts required***

The number of courts required depends on the draw size combinations at the Tournament. As a general guide two 64 draws (Boys, Girls) require 8 courts, two 48 draws require 6 courts, two 32 draws require 6 courts, two 24 draws require 4 courts and two 16 draws require 4 courts. To sanction an event Tennis Europe may modify the draw sizes given by the number of courts available. The numbers may be reduced for indoor tournaments with the approval of Tennis Europe.

Courts should be in the same club, although it is acceptable to use the courts of another club in order to reach the minimum required, provided it is notified well in advance to Tennis Europe. In such cases, transportation must be provided.

All match courts, including qualifying matches, shall be of exactly the same surface. However, in the event of bad weather play may be moved to another surface, either under cover or not.

Singles Main Draw events may start earliest on the Tournament Monday, unless otherwise approved by Tennis Europe and announced in the Fact Sheet.

### ***Practice Courts***

Practice facilities shall be provided and are included in the above minima.

Practice courts shall preferably be of the same surface as the match courts, but this is not obligatory. Practice facilities need not be in the same stadium, but transport must be provided. Players shall have the opportunity to reserve practice courts, which shall be free of charge, and the Referee shall ensure that satisfactory arrangements are made.

### ***Artificial Lighting***

Play is allowed with artificial lighting. It is highly recommended that there is a minimum of 500 lux evenly distributed over the court surface.

### ***On-site Facilities***

#### ***Tournament Desk***

There shall be a tournament desk staffed starting one hour before the beginning of the matches and as required after the end of the last match.

A board indicating matches on court shall be placed in a central position on-site.

## **Tennis Balls**

### ***Approved balls***

The balls to be used at the Tennis Europe Junior Tour must conform to the specifications in the Rules of Tennis and must have been approved by the ITF. Any Tournament must apply to Tennis Europe for approval at least 45 days in advance of the event if it wishes to use Ball Types 1 or 3.

### ***Match Balls***

In Singles Main Draw, Doubles and Qualifying events there shall be a minimum of three new balls for each match. Another three new balls shall be provided for any third set in Singles Main Draw Semi Finals and Finals, although organizers are encouraged to provide ball change for the third set in all matches.

For Consolation events there shall be a minimum of three balls for each match, which may be once used match balls.

### ***Practice Balls***

Balls shall be provided for practice. Practice balls may be once used match balls.

### ***Changing rooms***

Adequate changing rooms and shower facilities shall be available.

### ***On-court***

There shall be an Umpires Chair (not facing the sun) and player seats next to the Umpires chair on all match courts.

In hot weather conditions there shall be an umbrella for the player seats and preferably also for the Chair Umpire.

There shall be a name and score indication system (mechanical or electronic) well visible for the players and public on every match court (requested for Category 1 and recommended for Category 2 and 3 tournaments).

### ***Sponsorship limitations***

Tennis Europe insists that there should be no tobacco organisations secured as sponsors for any events of the Competition. Tennis Europe also insists that hard liquor alcohol brands should not be secured as a sponsor to tournaments, however non-distilled alcohol brands may be secured as a partner under the following guidelines:

- the brand is not a Title or Naming sponsor of the event
- the brand does not have on court exposure at the event
- the brand serves the drink at the event in a responsible fashion to persons over the age of 18 (or relevant drinking age in the event country)

## **18.Suspension system**

See the Code of Conduct, Article II A and B, and Article III W.

## Appendix A – Summary of Deadlines

### **Submission of Tournament applications**

For January-July tournaments: 15 September year before (also open for July-December applications)

Additional for January-December tournaments: 15 February same year

### **Publication of Calendars, provided that sanction fees are paid**

(to be updated online throughout the year)

For January – March: October year before

Until July: Mid November year before

Full year: Mid March same year

**Submission of Fact Sheets:** 10 weeks before the Tournament week. Fact Sheets shall be published as soon as approved by Tennis Europe.

**Registration for IPIN (once only): Anytime**

**Payment for IPIN for next year: From early November**

**Entry Deadline:** At 14.00 GMT on the Tuesday 27 days before the Tournament week

*Entries open 8 weeks before the Tournament week*

**‘National Association Window’:** From 04.00 GMT on the Wednesday after the Entry Deadline until midnight 24.00 GMT on the Thursday after the Entry Deadline.

**‘Organiser Window’:** From 04.00 GMT on the Friday after the Entry Deadline until midnight 24.00 GMT on the Sunday after the Entry Deadline.

**Publication of Acceptance lists:** 16.00 GMT on the Monday 21 days before the Tournament week.

**Withdrawal Deadline:** 14.00 GMT on the Tuesday 13 days before the Tournament week.

**Freeze Deadline:** 14.00 GMT on the Thursday 4 days before the Tournament week.

**Singles Qualifying Sign-in Deadline (16&Under, 14&Under, if applicable 12&Under):** 18.00 local time of the Tournament on the day before the start of Singles Qualifying event

**Singles Main Draw Sign-in Deadline:** 18.00 local time of the Tournament on the day before the start of Singles Main Draw event

**Doubles Sign-in Deadline:** 12.00 local time of the Tournament on the first day of the Singles Main Draw

**Consolation Sign-in Deadline (if applicable):** 30 minutes after the completion last 1<sup>st</sup> Round Singles Main Draw match (16, 32, 64 draws) or 30 minutes after the completion last 2<sup>nd</sup> Round Singles Main

Draw match including a player's first match (12, 24, 48, 96 draws). The exact time for the Consolation sign-in will be established and announced by the Referee.

**Singles Alternates Sign-in Deadline (16&Under, 14&Under, 12&Under with Qualifying):** 30 minutes before start of play in the event each day as long as players have to start their first Qualifying match

**Singles Alternates Sign-in Deadline (12&Under without Qualifying):** 30 minutes before start of play in the event each day as long as players have to start their first Singles match

**Doubles Alternates Sign-in Deadline:** 30 minutes before start of play in the event each day as long as players have to start their first Doubles match

**Lucky Loser Sign-in Deadline (16&Under, 14&Under):** 30 minutes before start of play in the event each day as long as players have to start their first Singles Main Draw match

## Appendix B - Tennis Europe Junior Ranking

***Tennis Europe reserves the right to from time to time modify features and parameters in the Ranking system.***

### Introduction

*The Tennis Europe Junior Ranking uses a combined points system for all age groups. The aim is for the ranking system to show the relative strength of all players, regardless of where they have achieved their results and picked up ranking points. From these lists, using all collected ranking points 16&Under and 14&Under ranking list are then derived.*

*A working group of coaches with considerable experience from the Tennis Europe Junior Tour, and representing several European countries, is monitoring the rankings on a regular basis and suggest modifications for improvements. This means that players may have more or less points between ranking issues, and be up- or downgraded relative to other players. This includes modifications to past tournaments as well as future tournaments.*

*Rankings will be based on the best six (6) events (for details see below).*

### Point allocations

***Tennis Europe reserves the right to modify the ranking parameters during the year to obtain the best ranking possible.***

The table on page 47 is used as the base for ranking calculations. *The points may be modified during the year.*

14&Under events: Results will generate 100% of the points in the table. E.g reaching the semi-final of a 32 Singles draw in a 14&Under Category 3 event, gives 30 points.

16&Under events: Results will generate 200% of the points in the table (rounded up). E.g reaching the semi-final of a 32 Singles draw in a 16&Under Category 3 event, gives 60 points (200% of 30 points). *The factor may be modified during the year.*

Points reached in the Qualifying and Consolation draws at Category 1 events are in addition to the above.

The six best Singles results (by points) over a 52-week period count to the new ranking, although players eligible to play in 14&Under events may only count two of these results from 16&Under events. The two best Doubles results, regardless of age group are added to this. Points achieved at the Masters events are included in the six events. For members of Winter and/or Summer Cups teams (best result of the last two team events counts) are in addition to the six tournaments above.

The ITF Junior Circuit rankings from the previous week are taken into consideration for players turning 15 and 16 years during the tournament year. 200% of the ITF Junior Ranking points are added. *The factor may be modified during the year.*

The professional rankings from the previous week are taken into consideration for players turning 15 and 16 years during the year. For boys 200% of the ATP Ranking singles points are added, and for girls 200% of the WTA singles points are added. *The factors may be modified during the year.*

Any player found to have played in two tournaments during the same tournament week, will forfeit all ranking points earned during the week.

Any player that leaves a tournament prior to his/her elimination from all entered events (Singles, Doubles and/or Consolation), or retires from a tournament for medical reasons, without a valid medical certificate (from the tournament doctor), will forfeit all ranking points won in all events at that tournament and be subject to the penalties set forth in the Code of Conduct.

### **12&Under starting points**

According to ITF Age Eligibility rules, players aged 12 and under must not be ranked. Consequently all 12&Under events are unranked and unseeded.

To facilitate the transfer into the next age group, players turning 12 years of age during the calendar year, will collect 'Starting points' at 12&Under ~~and 14&Under tournaments~~ where they reach the Singles quarter-finals, semi-final or final and/or the Doubles final. These points are 70% of the base table. ~~and 100% for 14&Under events.~~ E.g reaching the semi-final of a 32 Singles draw in a 12&Under (Category 3) event, gives 21 Starting points (70% of 30 points). *The 70% factor may be modified during the year.*

The six best Singles results, ~~two of these may be from 14&Under events~~ and the two best Doubles results from ~~14 & or 12 & under events~~ are used. Points achieved for team members at the Winter Cups or Nations Challenge are in addition to the six tournaments above.

The Starting points are not published during the year and cannot be used for acceptance and/or seeding purposes. into 12&Under or 14&Under events during the year.

The Starting points are 'switched on' from the Entry Deadline of the first tournament of the next year, i.e. the year the player turns 13 years of age.

### **Ranked players**

European players with Tennis Europe Ranking points, ITF Junior Ranking points and/or Pro Ranking points are included in the Tennis Europe Junior Ranking.

Non-European players with Tennis Europe Ranking points, ITF Junior Ranking points and/or Pro Ranking points are included in the Tennis Europe Junior Ranking, provided they have a valid Tennis Europe Account for the Tournament Year.

Players who have played on the Tennis Europe Junior Tour during the past 52 weeks, and don't have any Tennis Europe Ranking points, ITF Junior Ranking points or Pro Ranking points are not included in the Tennis Europe Junior Ranking.

Players turning 12 years of age or younger are not included in any ranking lists.



## **Presentation of the Ranking lists**

Players having picked up ranking points in the defined events during the last 52 weeks are included in the rankings from the year they turn 13\* until the year they turn 16. Players that are still eligible to play 12&Under events will not be included in any ranking lists as such rankings are not allowed under the ITF Age Eligibility rules.

\* Players turning 13 years during the calendar year are added to the rankings from the date of the entry deadline for the first tournament of the new year (i.e. in the first part of December the previous year).

Using the total ranking points achieved, the 14&Under players will appear with two rankings: on the 16&Under (general) list and on the 14&Under list.

All rankings are available online from [www.tenniseurope.org](http://www.tenniseurope.org) and are updated each Tuesday after the previous week's results have been processed. The new rankings are then used for the acceptances into the tournaments with an Entry Deadline on the same Tuesday.

New age group limits, allowances and calculations will apply for Ranking list produced for tournaments in the following year, with Entry Deadlines late in the present year. These rankings are also valid for selection of Onsite Alternates (OSA) and seedings for the last tournaments in the present year, and for this purpose players about to leave the ranking age group will stay on the ranking lists until the end of the year.

Players tied with an equal number of ranking points are shown in a random order within the same ranking position for the week. Any assignment of positions in an acceptance list is drawn separately for the tied players (i.e. tied players may show in different order on the ranking system and in acceptance lists based on the same ranking week).

If an error, individual or generic, is found in the ranking system, this will be corrected as soon as technically possible, and the recalculated rankings will be applied from the next ranking update. Any acceptance or seeding lists based on the erroneous rankings are still valid, and won't be updated.

## **Using the rankings for Acceptance and Seeding**

The 16&Under rankings issued 27 days before the tournament week (i.e. the same day as the Entry Deadline) are used for Singles Acceptances into 16&Under events.

The 14&Under rankings issued 27 days before the tournament week (i.e. the same day as the Entry Deadline) are used for Singles Acceptances into 14&Under events.

The 16&Under Rankings issued Tuesday 6 days before the tournament week (i.e. the same day as the Entry Deadline) are used for acceptance of On-site Alternates and for seeding in 16&Under events. This ranking is also used for acceptance and seeding in 16&Under Doubles. Note: The 16&Under Rankings are used also for player aged 14&Under, who prefer to play Doubles in the higher age group.

The 14&Under Rankings issued 6 days before the tournament week (i.e. the same day as the Entry Deadline) are used for acceptance of On-site Alternates and for seeding in 14&Under events. This ranking is also used for acceptance and seeding in 14&Under Doubles.

The Acceptances for 12&Under Singles events are based on input from the player's National Association having submitted their 12&Under National ranking and/or ordered the players for each event, and on the following selections by the Tournament Organisers. No rankings are used, and there is no seeding in any 12&Under events.

14&UNDER AND BASE POINTS CHART; 100%				
INDIVIDUAL TOURNAMENTS and EUROPEAN CHAMPIONSHIPS				
MAIN DRAW	Eur Chps	Cat 1	Cat 2	Cat 3
Winner	250	120	80	60
Runner-up	180	100	65	50
Semifinalists	120	75	50	30
Quarterfinalists	80	50	30	20
Round of 16	50	30	20	15
Round of 32	30	20	15 (0)	10 (0)
Round of 64	20	10	0	0
Round of 128	10	0	0	0
QUALIFYING	Eur Chps	Cat 1	Cat 2	Cat 3
Winner	0	5	0	0
CONSOLATION	Eur Chps	Cat 1	Cat 2	Cat 3
Winner	10	8	0	0
Runner-up	7	5	0	0
Semifinalists	6	4	0	0
Quarterfinalists	4	3	0	0
DOUBLES	Eur Chps	Cat 1	Cat 2	Cat 3
Winners	65	30	20	15
Runners-up	45	25	15	10
Semifinalists	30	20	10	5
MASTERS				
MAIN DRAW	Masters			
Winner	150			
2 <sup>nd</sup> pos	125			
3 <sup>rd</sup> pos	100			
4 <sup>th</sup> pos	75			
5 <sup>th</sup> pos	63			
6 <sup>th</sup> pos	38			
7 <sup>th</sup> pos	25			
8 <sup>th</sup> pos	13			
TEAM EVENT (Best of Summer/Winter Cups)				
Finals	Active plrs	Inactive plrs		
Winner	100	60		
2 <sup>nd</sup> pos	90	54		
3 <sup>rd</sup> pos	80	48		
4 <sup>th</sup> pos	60	36		
5 <sup>th</sup> pos	50	30		
6 <sup>th</sup> pos	30	18		
7 <sup>th</sup> pos	20	12		
8th pos	10	6		

Players with Byes in the 1<sup>st</sup> Round who lose their first match, received 1<sup>st</sup> Round losers points. In Category 2 and Category 3 events, first round losers will not receive any ranking points regardless of the draw size

16&UNDER POINTS CHART; 200% of Base Points				
INDIVIDUAL TOURNAMENTS and EUROPEAN CHAMPIONSHIPS				
MAIN DRAW	Eur Chps	Cat 1	Cat 2	Cat 3
Winner	500	240	160	120
Runner-up	360	200	130	100
Semifinalists	240	150	100	60
Quarterfinalists	160	100	60	40
Round of 16	100	60	40	30
Round of 32	60	40	30 (0)	20 (0)
Round of 64	40	20	0	0
Round of 128	20	0	0	0
QUALIFYING	Eur Chps	Cat 1	Cat 2	Cat 3
Winner	0	10	0	0
CONSOLATION	Eur Chps	Cat 1	Cat 2	Cat 3
Winner	20	16	0	0
Runner-up	14	10	0	0
Semifinalists	12	8	0	0
Quarterfinalists	8	6	0	0
DOUBLES	Eur Chps	Cat 1	Cat 2	Cat 3
Winners	130	60	40	30
Runners-up	90	50	30	20
Semifinalists	60	40	20	10
MASTERS				
MAIN DRAW	Masters			
Winner	300			
2nd pos	250			
3rd pos	200			
4th pos	150			
5th pos	125			
6th pos	75			
7th pos	50			
8th pos	25			
TEAM EVENT (Best of Summer/Winter Cups)				
Finals	Active plrs	Inactive plrs		
Winner	200	120		
2nd pos	180	108		
3rd pos	160	96		
4th pos	120	72		
5th pos	100	60		
6th pos	60	36		
7th pos	40	24		
8th pos	20	12		

Players with Byes in the 1<sup>st</sup> Round who lose their first match, received 1<sup>st</sup> Round losers points. In Category 2 and Category 3 events, first round losers will not receive any ranking points regardless of the draw size

<b>12&amp;UNDER STARTING POINTS. 70% of Base Points. Not published.</b>		
<b>INDIVIDUAL TOURNAMENTS</b>		
<b>MAIN DRAW</b>		<b>Cat 3</b>
Winner		42
Runner-up		35
Semifinalists		21
Quarterfinalists		10
<b>DOUBLES</b>		<b>Cat 3</b>
Winners		11
Runners-up		7
<b>TEAM EVENT (Tennis Europe Nations Challenge)</b>		
<b>Finals</b>	<b>Active plrs</b>	<b>Inactive plrs</b>
Winner	70	42
2nd pos	63	38
3rd pos	56	34
4th pos	42	26
5th pos	35	21
6th pos	21	13
7th pos	14	9
8th pos	7	5

*Players who qualify through a Round Robin to an elimination Main Draw, will receive Quarterfinalist points.*

## Appendix C – Code of Conduct

### ARTICLE I: GENERAL

#### A. PURPOSE

Tennis Europe promulgates this Code of Conduct (Code) in order to maintain fair and reasonable standards of conduct by junior players and player support team members at all tournaments, continental championships and international team competitions included in the Tennis Europe Junior Tour, and to protect their respective rights, the rights of the public and the integrity of the Sport of Tennis.

#### B. EXCLUSIVE APPLICABILITY

This Circuit Code of Conduct shall be the basis for disciplinary action against any player or tournament in the Tennis Europe Junior Tour tournaments, except to the extent that disciplinary jurisdiction is established in relation to such tournaments under (i) the Uniform Tennis Anti-Corruption Program; and/or (ii) the Tennis Anti-Doping Programme; and/or (iii) the ITF Welfare Policy.

#### C. REFEREE

The approved Referee for each Tennis Europe Junior Tour tournament shall be the final authority for the interpretation of these Tournament Regulations, Code of Conduct and the Rules of Tennis as to all matters arising that require immediate resolution at the tournament site.

### ARTICLE II: PLAYER ENTRY OFFENCES

#### A. APPLICABILITY

This Article shall only apply to the Tennis Europe Junior Tour events.

#### B. ENTRY OFFENCES

##### *1. Late Withdrawal*

A player in Main draw or Qualifying may withdraw from a tournament no later than 14:00 GMT thirteen (13) days prior to the Monday of the tournament week without incurring penalty. After this Withdrawal Deadline, a player in Main Draw or Qualifying is committed to the tournament. A player in the Alternate List may withdraw at any time prior to such time as they are moved into the Qualifying as a Direct Acceptance, from which time they are committed to the tournament.

All withdrawals must be made online or by fax. Emails are not accepted. Players are advised to keep a paper copy of any faxed withdrawal made. It is the responsibility of the sender to ensure that the withdrawal has been received.

Any late withdrawal by a player from a tournament, after the three permitted withdrawals per year, shall be automatically punished by the levy of points. See section W for details.

In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour”.

## **2. Permitted Late Withdrawal**

Players are permitted three (3) Withdrawals per year which shall not count as Late Withdrawal Offences, providing the player withdraws prior to the Qualifying Sign-in Deadline.

## **3. On-Site Medical Withdrawal**

a) If a player is forced to withdraw **after sign-in** for medical reasons, the Tennis Europe Medical Certification form must be completed in English by the medically qualified physician on-site indicating the nature of the medical condition and verifying that the player is unfit to continue playing in the current tournament. Such medical documentation will excuse any penalty for the tournament and/or any subsequent tournament(s) but only until the stated expiry date or until the player next competes in any tennis event (whichever occurs first).

The Medical Certification Form can be issued to a player who has won or lost his final match and/or been eliminated from the tournament but it will not excuse late withdrawal penalties from subsequent tournaments except as stated in the section Consecutive Late Medical Withdrawals below.

b) If a player is still committed to a previous week’s tournament at the time of the Qualifying sign-in deadline, he/she may submit to the Referee a completed Tennis Europe Medical Certification form, as described above, authorised by the Referee of the previous week’s tournament.

## **4. Consecutive Medical Withdrawals**

A player’s withdrawal from consecutive tournaments due to injury or illness or following an on-site medical withdrawal, will be considered as one (1) withdrawal if the player gives notice of such to the Tennis Europe. Following recovery, should a player participate in a tournament and have to withdraw through injury or illness, a new medical certificate will be required, even if the injury is a recurrence.

## **5. No-Show**

Any player accepted to the Main Draw or Qualifying of a tournament who fails to sign-in without notifying the Tennis Europe and Referee of his withdrawal and the reason for the withdrawal in writing shall be considered a ‘No-Show’ and shall be automatically punished by the levying of suspension points.

In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour”.

## **6. Concurrency**

No player who has entered and been accepted into a Tennis Europe Junior Tour event shall play in any other tennis event during the period of such tournament. Violation of this Section shall result in a default by the Referee. In circumstances that are flagrant and particularly injurious to the success of

the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour”.

### **C. WILD CARDS**

No player, directly or indirectly, shall offer, give, solicit, receive or accept, or agree to offer, give, solicit, receive or accept anything of value in exchange for a Wild Card. Violation of this section by a player shall result in disciplinary procedures.

In circumstances that are flagrant and particularly injurious to the success of an ITF Junior Circuit tournament, or are singularly egregious, a single violation of this section shall also constitute the Major Offence of “Aggravated Behaviour”.

### **D. FALSIFYING OFFICIAL DOCUMENTATION**

Should a player submit documentation that Tennis Europe deems to be false evidence, including but not limited to documents pertaining to tournament entry and withdrawal and Code of Conduct appeals, the player shall be subject to disciplinary procedures.

In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this section shall also constitute the Major Offence of “Aggravated Behaviour”.

### **E. DISCRETIONARY REVIEW**

Any player found to have committed an Entry Offence may appeal to the Tennis Europe Administrator of Junior Tennis for discretionary review of the determination of guilt and penalty therefore. Such Notice of Appeal shall be in writing and must be filed with Tennis Europe by 17.00 hrs GMT within fourteen (14) days after notice of the violation is received by the player.

Attached to and included with such Notice of Appeal shall be a statement by the player as to the facts and circumstances of such incident along with any other evidence that the player desires to submit. Any player submitting fax transmission receipts when appealing a Player Entry Offence should note that all fax receipts must match exactly the fax receipt records at the Tennis Europe Office; i.e. fax transmission receipts submitted must show the originating fax number, the fax number of the Tennis Europe Office, the OK status, the number of pages transmitted, the date, the time and the transmission duration. If there is no exact match with the transmission receipt records at the Tennis Europe Office the appeal will be rejected as insufficient evidence submitted.

Upon receipt of such an Appeal, the Tennis Europe Administrator of Junior Tennis shall conduct a reasonable investigation of the facts and circumstances surrounding such incident, and shall affirm or reverse in whole or in part the determination of the Offence.

## **ARTICLE III: PLAYER ON-SITE OFFENCES**

### **A. GENERAL**

Every player, coach, trainer, relative, parent or guardian, as well as any other player support team member, shall, during all matches and at all times while within the precincts of the site (including the



official tournament hotel) of a Tennis Europe Junior Tour tournament, conduct himself/herself in a professional manner. The provisions hereinafter set forth shall apply while within the precincts of each such site.

## **B. PUNCTUALITY**

Matches shall follow each other without delay in accordance with the announced order of play. The order of play shall be posted in a highly visible place in a general players' area as designated by the Referee.

Matches shall be called in accordance with the order of play using all available and reasonable means. Players shall be ready to play when their matches are called.

Any player not ready to play within fifteen (15) minutes after his/her match is called shall be defaulted unless the Referee in his sole discretion, after consideration of all relevant circumstances, elects not to declare a default.

This applies to Singles, Doubles and Consolation draws.

## **C. DRESS AND EQUIPMENT**

Every player shall dress and present himself/herself for play in a professional manner. Clean and customarily acceptable tennis attire shall be worn.

Any player who violates this Section may be ordered by the Chair Umpire or Referee to change his/her attire or equipment immediately. Failure of a player to comply with such order may result in an immediate default. (Tennis Europe reserves the right to interpret the following rules so as to give effect to the intent and purposes of these Regulations).

### ***1. Unacceptable Attire***

Sweatshirts, gym shorts, dress shirts, T-shirts or any other inappropriate attire shall not be worn during a match (including the warm-up).

#### **a. Shoes**

Players are required to wear tennis shoes generally accepted as proper tennis attire. Shoes shall not cause damage to the court other than what is expected during the normal course of a match or practice. Damage to a court may be considered as physical or visible, which may include a shoe that leaves mark beyond what is considered acceptable. The Referee has the authority to determine that a shoe does not meet these criteria and may order the player to change.

#### **i. Grass Court Shoes**

At Tennis Europe Junior Tour tournaments played on grass court, no shoes other than those with rubber soles, without heels, ribs, studs or coverings, shall be worn by players. Shoes with pimples or studs around the outside of the toes shall not be permitted. The foxing around the toes must be smooth.

The Referee has the authority to determine that a tennis shoe's sole does not conform to such customs and standards and can prohibit its use at Tennis Europe Junior Tour events played on grass courts.

ii Clay Court Shoes

Players are required to wear tennis shoes generally accepted for play on clay courts or granular surfaces. The Referee has the authority to determine that a tennis shoe's sole does not conform to such customs and standards and can prohibit its use at Tennis Europe Junior Tour events played on clay courts.

Grass court shoes shall not be worn during a match on clay courts.

## **2. Doubles Teams**

Members of a doubles team shall be dressed in substantially the same colours.

## **3. Identification**

No identification shall be permitted on a player's clothing, products or equipment on court before, during or after a match or at any press conference or tournament ceremony, except as follows (Tennis Europe reserves the right to interpret the following rules so as to give effect to the intent and purposes of these Rules):

a. Shirt, Sweater or Jacket

i. Sleeves. One (1) commercial (non-manufacturer's) identification for each sleeve, neither of which exceeds three (3) square inches (19.5 cm<sup>2</sup>), plus one (1) manufacturer's identification on each sleeve, neither of which exceeds eight (8) square inches (52 cm<sup>2</sup>) shall be permitted. If written identification is used within this eight (8) square inches (52 cm<sup>2</sup>) area on either or both sleeves, such written identification may not exceed four (4) square inches (26 cm<sup>2</sup>) per sleeve.

ii. Sleeveless: The two (2) commercial (non-manufacturer's) identifications permitted on the sleeves above, neither of which shall exceed three (3) square inches (19.5 cm<sup>2</sup>), may be placed on the front of the garment.

iii. Front, Back and Collar. Total of two (2) manufacturer's identifications, neither of which exceeds two (2) square inches (13 cm<sup>2</sup>) or one (1) manufacturer's identification, which does not exceed four (4) square inches (26 cm<sup>2</sup>) shall be permitted.

b. Shorts/Skirts

Two (2) manufacturer's identifications, neither of which exceeds two (2) square inches (13 cm<sup>2</sup>) or one manufacturer's identification which does not exceed four (4) square inches (26 cm<sup>2</sup>) shall be permitted.

On compression shorts, one (1) manufacturer's identification not to exceed two (2) square inches (13 cm<sup>2</sup>) and which shall be in addition to the manufacturer's identifications on shorts/skirts shall be permitted.

*Note: A dress, for the purposes of permissible identification shall be treated as a combination of a skirt and shirt (dividing dress at waist).*

c. Socks/Shoes

Manufacturer's identifications on each sock and on each shoe shall be permitted. The identifications on the sock(s) on each foot shall be limited to a maximum of two (2) square inches (13 cm<sup>2</sup>).

d. Racket

Manufacturer's identifications on racket and strings shall be permitted.

e. Hat, Headband or Wristband

One (1) manufacturer's identification not to exceed two (2) square inches (13 cm<sup>2</sup>) shall be permitted.

f. Bags, Other Equipment or Paraphernalia

Tennis equipment manufacturer's identifications on each item plus two (2) separate commercial identifications on one (1) bag, neither of which exceeds four (4) square inches (26 cm<sup>2</sup>) shall be permitted.

g. Another Tennis, Sport or Entertainment Event

Notwithstanding anything to the contrary hereinabove set forth the identification by use of the name, emblem, logo, trademark, symbol or other description of any tennis Circuit, series of tennis events, tennis exhibition, tennis tournament, any other sport or entertainment event is prohibited on all dress or equipment, unless otherwise approved by the Tennis Europe.

h. General

In the event the utilisation of any of the foregoing permitted commercial identifications would violate any governmental regulation with respect to television, then the same shall be prohibited.

For the purposes of this Rule, the manufacturer means the manufacturer of the clothing or equipment in question.

In addition, the size limitation shall be ascertained by determining the area of the actual patch or other addition to a player's clothing without regard to the colour of the same. In determining area, depending on the shape of the patch or other addition, a circle, triangle or rectangle shall be drawn around the same and the size of the patch for the purpose of this Rule shall be the area within the circumference of the circle or the perimeter of the triangle or rectangle as the case may be. When a solid colour patch is the same colour as the clothing, then in determining the area, the size of the actual patch will be based on the size of the identification.

#### **4. Warm-up Clothing**

Players may wear warm-up clothing during the warm-up and during a match provided it complies with the foregoing provisions and provided further that the players obtain approval of the Referee prior to wearing warm-up clothing during a match.

## **5. Taping**

No taping over of logos/patches shall be allowed.

### **D. TIME VIOLATION / DELAY OF GAME**

Following the expiration of the warm-up period play shall be continuous and a player shall not unreasonably delay a match for any cause.

A maximum of twenty (20) seconds shall elapse from the moment the ball goes out of play at the end of the point until the time the ball is struck for the first serve of the next point. If such serve is a fault then the second serve must be struck by the server without delay.

When changing ends a maximum of ninety (90) seconds shall elapse from the moment the ball goes out of play at the end of the game until the time the first serve is struck for the next game. If such first serve is a fault the second serve must be struck by the server without delay. However, after the first game of each set and during a tie-break, play shall be continuous and the players shall change ends without a rest period.

At the conclusion of each set, regardless of the score, there shall be a set break of one hundred and twenty (120) seconds from the moment the ball goes out of play at the end of the set until the time the first serve is struck for the next set.

If a set ends after an even number of games, there shall be no change of ends until after the first game of the next set.

The receiver shall play to the reasonable pace of the server and shall be ready to receive within a reasonable time of the server being ready. A Time Violation may be issued prior to the expiration of twenty (20) seconds if the receiver's actions are delaying the reasonable pace of the server.

The first violation of this Section shall be penalised by a Time Violation warning and each subsequent violation shall be penalised by the assessment of one Time Violation point penalty.

When a violation is a result of a medical condition, refusal to play or not returning to the court within the allowed time a Code Violation (Delay of Game) penalty shall be assessed in accordance with the Point Penalty Schedule.

### **E. AUDIBLE OBSCENITY**

Players shall not use audible obscenity within the precinct of the tournament site. If such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of "Aggravated Behaviour" and shall be subject to the additional penalties hereinafter set forth.

For the purposes of this Rule, audible obscenity is defined as the use of words commonly known and understood to be profane and uttered clearly and loudly enough to be heard by Court Officials or spectators.

#### **F.       VISIBLE OBSCENITY**

Players shall not make obscene gestures of any kind within the precincts of the tournament site. If such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth.

For the purposes of this Rule, visible obscenity is defined as the making of signs by a player with his/her hands and/or racquet or balls that commonly have an obscene meaning.

#### **G.       VERBAL ABUSE**

Players shall not at any time verbally abuse any official, opponent, spectator or other person within the precincts of the tournament site. If such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth.

For the purposes of this Rule, verbal abuse is defined as a statement about an official, opponent, sponsor, spectator or other person that implies dishonesty or is derogatory, insulting or otherwise abusive.

#### **H.       PHYSICAL ABUSE**

Players shall not at any time physically abuse any official, opponent, spectator or other person within the precincts of the tournament site. If such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth.

For the purposes of this Rule, physical abuse is the unauthorised touching of a Court Official, opponent, spectator or other person.

#### **I.       ABUSE OF BALLS**

Players shall not violently, dangerously or with anger hit, kick or throw a tennis ball within the precincts of the tournament site except in the reasonable pursuit of a point during a match (including warm-up). If such violation occurs during a match (including the warm-up) the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth.

For the purposes of this Rule, abuse of balls is defined as intentionally or recklessly hitting a ball out of the enclosure of the court, hitting a ball dangerously or recklessly within the court or hitting a ball with negligent disregard of the consequences.

#### **J. ABUSE OF RACQUETS OR EQUIPMENT**

Players shall not violently or with anger hit, kick or throw a racquet or other equipment within the precincts of the tournament site. If such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth.

For the purposes of this Rule, abuse of racquets or equipment is defined as intentionally and violently destroying or damaging racquets or equipment or intentionally and violently hitting the net, court, umpire’s chair or other fixture during a match out of anger or frustration.

#### **K. COACHING AND COACHES**

Players shall not receive coaching during a match (including the warm-up). Communications of any kind, audible or visible, between a player and a coach (includes representative or relative of player) may be construed as coaching. Players shall also prohibit their coaches (1) from using audible obscenity within the precincts of the tournament site, (2) from making obscene gestures of any kind within the precincts of the tournament site, (3) from verbally abusing any official, opponent, spectator or other person within the precincts of the tournament site, (4) from physically abusing any official, opponent, spectator or other person within the precincts of the tournament site and (5) from giving, making, issuing, authorising or endorsing any public statement within the precincts of the tournament site having, or designed to have, an effect prejudicial or detrimental to the best interests of the tournament and/or of the officiating thereof.

Violation of this Section shall subject a player to three (3) suspension points for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious a single violation of this section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore and the Referee may order the Coach to be removed from the site of a match or the precincts of the tournament site and upon his failure to comply with such order may declare an immediate default of such player.

For the purposes of this Rule, a “coach” shall also include any representative and/or relative of a player.

#### **L. UNSPORTSMANLIKE CONDUCT**

Players shall at all times conduct themselves in a sportsmanlike manner and give due regard to the authority of officials and the rights of opponents, spectators and others. If such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to

the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth.

For the purposes of this Rule, Unsportsmanlike Conduct is defined as any misconduct by a player that is clearly abusive or detrimental to the Sport, but does not fall within the prohibition of any specific on-site offence contained herein. In addition, unsportsmanlike conduct shall include, but not be limited to, the giving, making, issuing, authorising or endorsing any public statement having, or designed to have, an effect prejudicial or detrimental to the best interests of the tournament and/or the officiating thereof.

#### **M. BEST EFFORTS**

A player shall use his best efforts to win a match when competing in an Tennis Europe Junior Tour tournament.

For purposes of this Rule, the Referee and/or Chair Umpire shall have the authority to penalise a player in accordance with the Point Penalty Schedule. In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore.

#### **N. LEAVING THE COURT**

A player shall not leave the court area during a match (including the warm-up) without the permission of the Chair Umpire or Referee. A player who violates this section may be defaulted by the Referee and subjected to the additional penalties for “Failure to complete a match” as hereafter set forth.

#### **O. FAILURE TO COMPLETE MATCH**

A player must complete a match in progress unless he is reasonably unable to do so. A player who violates this section may be defaulted forthwith by the Referee.

In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour”.

#### **P. LEAVING THE TOURNAMENT**

Any player that leaves a tournament prior to his/her elimination from all entered events (Singles, Doubles and/or Consolation), or retires from a tournament for medical reasons, without a valid medical certificate (from the tournament doctor), will forfeit all ranking points won in all events at that tournament and be subject to the penalties set forth in X. Suspension Points.

In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour”.

#### **Q. CEREMONIES**

A player participating in the finals of a Tennis Europe Junior Tour tournament event must attend and participate in the final ceremonies after the match unless he is reasonably unable to do so.

In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of "Aggravated Behaviour".

#### **R. MEDIA CONFERENCE**

Unless injured and physically unable to appear, a player or team must attend the postmatch media conference(s) organised immediately or within thirty (30) minutes after the conclusion of each match whether the player or team was the winner or loser, unless such time is extended or otherwise modified by the Referee for good cause.

In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of "Aggravated Behaviour".

#### **S. POINT PENALTY SCHEDULE**

The Point Penalty Schedule to be used for violations set forth above is as follows:

- FIRST offence: WARNING
- SECOND offence: POINT PENALTY
- THIRD AND EACH SUBSEQUENT offence: GAME PENALTY

However, after the third Code Violation, the Referee shall determine whether each subsequent offence shall constitute a default.

#### **T. DEFAULTS**

The Referee may declare a default for either a single violation of this Code or pursuant to the Point Penalty Schedule set out above.

In all cases of default, the decision of the Referee shall be final and unappealable.

Any player who is defaulted as herein provided may be defaulted from all other events, if any, in that tournament, except when the offending incident involves only a violation of the Punctuality or Dress and Equipment provisions set forth in Article III. B and C, or as a result of a medical condition or when his doubles partner commits the Code Violation which causes the default.

#### **U. DOUBLES EVENTS**

Warnings/Point Penalties/Game Penalties/Defaults

Warnings, Point Penalties, Game Penalties and/or a Default if assessed for violation of the Code shall be assessed against the team.



## **V. DETERMINATION AND PENALTY**

The Referee shall make such investigation as is reasonable to determine the facts regarding all Player On-Site Offences and upon determining that a violation has occurred shall specify the punishment, other than under the Point Penalty Schedule, and give written notice thereof to the player.

## **W. APPEALS**

Any player convicted of a violation of a Player On-Site Offence may appeal to the Tennis Europe Manager, Junior Tennis for review of the determination of guilt and penalty. Such Notice of Appeal shall be in writing and filed by 5.00 p.m. GMT with Tennis Europe within fourteen (14) days of notification.

Attached to and included with such Notice of Appeal shall be a statement by the player as to the facts and circumstances of such incident along with any other evidence that the player desires to submit.

Upon receipt of such an Appeal, the Tennis Europe Manager, Junior Tennis shall conduct a reasonable investigation of the facts and circumstances surrounding such incident, and shall affirm or reverse in whole or in part the determination of the Referee. In the event of a whole or partial reversal the ITF shall remove the penalty from the player's record in accordance with the disposition of the appeal.

## **X. SUSPENSION POINTS**

Suspension points caused by offences in Singles, Doubles and/or Consolation shall be recorded against a player according to the following:

### **a) Late withdrawals**

13-7 days (14:00 GMT) before Monday of Main Draw week	1
7 days before the Monday of Main Draw week to Freeze Deadline	2
From Freeze Deadline to Qualifying Sign-in Deadline	3
From Qualifying Sign-in Deadline to 1st match of the player	4

### **b) No Show/Failure to sign-in at a tournament**

6

### **c) For on-site offences:**

For a warning *)	1
For a warning + a point penalty	2
For a warning + a point penalty + first game penalty	3
For a warning + a point penalty + second game penalty	4
For any subsequent game penalty in a match	+1

For a Default after any of the above	+1
For Any Default for a single violation of the Code (Immediate Default)	6
d) Any Default for punctuality or 'Leaving the Tournament'**	4

\* The Referee may choose not to report a single Code Violation Warning in a match, provided that the offence was not of a serious nature.

\*\* For 'Leaving the Tournament' offences the player will lose any and all ranking points earned in Singles, Doubles and Consolation events, in addition to the suspension point as above.

Any player receiving a total of fifteen (15) suspension points within one 52-week period shall be suspended from competing in Tennis Europe Junior Tour Tournaments for a period of four (4) weeks. At the Appeal Deadline, the suspended player will be automatically removed from the entry list of any tournament entered that is due to commence during the period of suspension, and prevented from entering any tournament due to commence during the period of suspension. Once the period of suspension has been served, the fifteen (15) points will be deducted from the player's suspension points total. Should a player have more than fifteen (15) suspension points when he/she commences his/her period of suspension, the balance of the points will be carried over.

The suspension shall commence on the first day of the Tournament Week, starting approximately 14 days after the player received the suspension points to reach fifteen (15) or more, and notification about the suspension has been given to the player's National Association and all other relevant parties, and include the days of the Qualifying event of that week. A player may complete play in the tournament week preceeding the start of the suspension even if this overlaps with the qualifying event as mentioned above.

Tennis Europe may after due consideration delay the start of the suspension period.

Tennis Europe is responsible for notifying National Associations of any suspension incurred by a player.

Referees and Tennis Europe Junior Tour Tournaments shall be in breach of the regulations governing these tournaments, if they allow any player appearing on the suspension list sent to them by Tennis Europe or being red-flagged in the Tournament Planner to play.

#### **ARTICLE IV: UNIFORM TENNIS ANTI-CORRUPTION PROGRAM**

***Tennis Europe fully endorses the ITF Player Welfare Policy, and will for the Tennis Europe Junior Tour in the capacity of an ITF Regional Organisation fully cooperate with the ITF in such matters.***

#### **ARTICLE V: PLAYER MAJOR OFFENCES**

##### **A. Wagers**

No player or Related Person (defined hereinafter as including, but not limited to coaches, therapists, trainers, management representatives, family and business associates) shall wager anything of value in connection with Tennis Europe Junior Tour Tournament.

Violation of this section by a player, directly or indirectly through a Related Person or others, shall subject the player to a maximum penalty of permanent suspension from play in Tennis Europe Junior Tour tournaments.

Violation of this Section shall subject a Related Person to a maximum penalty of permanent denial of access to all Tennis Europe Junior Tour tournaments.

#### **B. Bribes or other payments**

No player or Related Person shall offer, give, solicit or accept, or agree to offer, give, solicit or accept, anything of value to or from any person with the intent to influence any player's efforts or participation in any Tennis Europe Junior Tour event.

Violation of this section by a player, directly or indirectly through a Related Person or others, shall subject the player to a maximum penalty of permanent suspension from play in Tennis Europe Junior Tour.

Violation of this Section shall subject a Related Person to a maximum penalty of permanent denial of access to all Tennis Europe Junior Tour tournaments.

#### **C. Aggravated Behaviour**

No player or Related Person at any Tennis Europe Junior Tour event shall engage in "Aggravated Behaviour" which is defined as follows:

1. One or more incidents of behaviour designated in this Code as constituting "Aggravated Behaviour".
2. One incident of behaviour that is flagrant and particularly injurious to the success of Tennis Europe Junior Tour event, or is singularly egregious.
3. A series of two (2) or more violations of this Code within a twelve (12) month period which singularly do not constitute "Aggravated Behaviour", but when viewed together establish a pattern of conduct that is collectively egregious and is detrimental or injurious to Tennis Europe Junior Tour.

Violation of this section by a player, directly or indirectly through a Related Person or others shall subject the player to a maximum penalty of permanent suspension from play in Tennis Europe Junior Tour.

Violation of this Section shall subject a Related Person to a maximum penalty of permanent denial of access to all Tennis Europe Junior Tour tournaments.

#### **D. Conduct contrary to the integrity of the game**

No player or Related Person shall engage in conduct contrary to the integrity of the Game of Tennis. If a player is convicted of a violation of a criminal or civil law of any country, he/she may be deemed by virtue of such conviction to have engaged in conduct contrary to the integrity of the Game of Tennis and Tennis Europe Manager, Junior Tennis may provisionally suspend such player from further participation in Tennis Europe Junior Tour tournaments and European Junior Team

Competitions pending a final determination in Section C. In addition, if a player has at any time behaved in a manner severely damaging to the reputation of the sport, he/she may be deemed by virtue of such behaviour to have engaged in conduct contrary to the integrity of the Game of Tennis and be in violation of this section.

Violation of this section by a player, directly or indirectly through a Related Person or others shall subject the player to a maximum penalty of permanent suspension from play in Tennis Europe Junior Tour tournaments.

#### **E. Determination and Penalty**

The Tennis Europe Manager, Junior Tennis shall cause an investigation to be made of all facts concerning any alleged Major Offence and shall provide written notice of such investigation to the player involved; the player shall be given at least ten (10) days to provide to the Tennis Europe Manager, Junior Tennis, directly or through counsel, such evidence as the player deems to be relevant to the investigation. The Tennis Europe Manager of Junior Tennis may provisionally suspend such player from further participating on the Tennis Europe Junior Tour pending a final determination. Upon the completion of his investigation the Tennis Europe Manager, Junior Tennis shall determine the innocence or guilt of the player involved, and, in the latter case, shall state in writing the facts as found by him, his conclusions and his decision fixing the penalty to be imposed. A copy of the decision shall be promptly delivered to the player and to the Tennis Europe Junior Committee.

#### **F. Discretionary Review**

Any player found to have committed a Player Major Offence may petition the Tennis Europe Junior Committee for discretionary review of the determination and penalty of the Tennis Europe Manager, Junior Tennis. The petition shall be in writing and must be filed with the Tennis Europe Manager, Junior Tennis within ten (10) days after notice of the violation is mailed to the player. The Tennis Europe Manager, Junior Tennis shall thereafter promptly forward said petition to the Tennis Europe Junior Committee. Said petition shall state in detail the basis for such appeal. Within ten (10) days thereafter the Tennis Europe Junior Committee shall designate a time and place for the hearing of such appeal and shall so notify the player and the Tennis Europe Manager, Junior Tennis. At such hearing the player and the Tennis Europe Manager, Junior Tennis shall present to the Tennis Europe Junior Committee the relevant evidence on the matter. The Tennis Europe Junior Committee may affirm, reverse, or modify the decision of the Tennis Europe Manager, Junior Tennis on appeal.

If the appeal is decided against the player, then the Tennis Europe Junior Committee shall tax the reasonable costs of the appeal against the player, which costs shall include, but not be limited to, the reasonable travel and living expenses incurred by all witnesses and members of the Junior Competitions Committee with respect thereto, if the same is not at a regular scheduled meeting of the Committee.

### **ARTICLE V: Medical Control - Anti-Doping Policy**

Any Player, Player Support Team Member or other Person who enters or participates in the Tennis Europe Junior Tour shall be bound by and shall comply with all of the provisions of the ITF Tennis Anti-Doping Programme 2014.

The ITF Tennis Anti-Doping Programme is set out in full on the ITF website ([www.itftennis.com](http://www.itftennis.com)) and in a separate rulebook that is published and distributed by the ITF to all National Associations. The ITF Tennis Anti-Doping Programme 2015 is also available upon application.

***Note. Tennis Europe fully endorses the ITF Tennis Anti-Doping Programme 2015, and will for the Tennis Europe Junior Tour in the capacity of an ITF Regional Organisation fully cooperate with the ITF in such matters.***

## **ARTICLE VI: TOURNAMENT OFFENCES**

### **A. APPLICABILITY**

This Article shall apply to each Tennis Europe Junior Tour Tournament.

### **B. GUARANTEES**

The owner(s), operator(s), sponsor(s) or agent(s) of an Tennis Europe Junior Tour Tournament shall not offer, give or pay money or anything of value, nor shall such a tournament permit any other person or entity to offer, give or pay money or anything of value to a player, directly or indirectly, to influence or guarantee a player's appearance at a tournament. Violation of this Section shall subject the tournament to disqualification and loss of sanction. In the event the Tennis Europe Manager, Junior Tennis believes that a tournament may be violating this Section, then upon demand the tournament must furnish or cause to be furnished to the Tennis Europe Manager, Junior Tennis or his agent access to and copies of all records to which it has access relating in any way to such alleged guarantee, or, in the absence of such records, an affidavit setting forth the facts in detail with respect to any transaction under question by the Tennis Europe Manager, Junior Tennis.

### **C. WILD CARDS**

No Tennis Europe Junior Tour Tournament, directly or indirectly, shall offer, give, solicit, receive or accept, or agree to offer, give, solicit, receive or accept anything of value in exchange for a Wild Card. Violation of this section shall subject the tournament to a maximum fine of US\$5000, downgrade and/or withdrawal of its sanction.

### **D. CONDUCT CONTRARY TO THE INTEGRITY OF THE GAME**

No Tennis Europe Junior Tour Tournament, or any owner, promoter or operator thereof, shall engage in conduct contrary to the integrity of the Sport.

Violation of this Section shall subject the tournament to a withdrawal of its sanction.

### **E. TENNIS EUROPE JUNIOR TOUR REGULATIONS**

No Tennis Europe Junior Tour Tournament shall violate any provisions of Tennis Europe Junior Tour Regulations. Violation of this Section shall subject the tournament to a maximum fine of US\$5000, downgrade and/or withdrawal of its sanction.

#### **F. DETERMINATION AND PENALTY**

The Tennis Europe Manager, Junior Tennis shall cause an investigation to be made of all facts concerning any alleged Tournament Offence by a Tennis Europe Junior Tour Tournament and shall provide written notice of such investigation to the tournament involved. The tournament shall be given at least ten (10) days to provide to the Tennis Europe Manager, Junior Tennis, directly or through counsel, such evidence as the tournament deems to be relevant to the investigation. Upon completion of his investigation, the Tennis Europe Manager, Junior Tennis shall determine the innocence or guilt of the tournament involved, and in the latter case shall state in writing the facts as found by him, his conclusions and his decision fixing the penalty to be imposed. A copy of the decision of the Tennis Europe Manager, Junior Tennis shall be promptly delivered to the tournament and to the Committee.

#### **G. DISCRETIONARY REVIEW**

Any Tennis Europe Junior Tour Tournament found to have committed a Tournament Offence may petition the Committee for discretionary review of the determination and penalty of the Tennis Europe Manager, Junior Tennis. The petition shall be in writing and must be filed with the Tennis Europe Manager, Junior Tennis within thirty (30) days after notice of the violation is mailed to the tournament. The Tennis Europe Manager, Junior Tennis shall there after promptly forward said petition to the Committee. Said petition shall state in detail the basis for such appeal. Within thirty (30) days thereafter the Committee shall designate a time and place for the hearing of such appeal and shall so notify the tournament and the Tennis Europe Manager, Junior Tennis. At such hearing the tournament and the Tennis Europe Manager, Junior Tennis shall present to the Committee the relevant evidence on the matter. The Committee may affirm, reverse, or modify the decision of the Tennis Europe Manager, Junior Tennis on appeal. If the appeal is decided against the tournament, then the Committee shall tax the reasonable costs of the appeal against the tournament, which costs shall include, but not be limited to, the reasonable travel and living expenses incurred by all witnesses and members.

#### **ARTICLE VII: WELFARE POLICY**

Any player that enters and/or participates on the Tennis Europe Junior Tour, and any Player Support Team Member of any player that enters and/or participates on Tennis Europe Junior Tour shall be bound by and shall comply with the provisions of the Welfare Policy set out in Appendix J.

## Appendix D - Duties of the Referee

The Referee shall:

Be present on-site at all times during the play of matches in the tournament.

Act as final on-site authority for the interpretation of the applicable Tournament Rules and Regulations, Code of Conduct and Rules of Tennis as to all matters arising that require immediate resolution at the tournament site.

Prior to the event conduct such training sessions and meetings as may be necessary to familiarise thoroughly all officials with all applicable Rules and Procedures.

Appoint (or approve the assignment of) all Umpires for matches, and replace any Umpire whenever he/she decides it is necessary to improve the officiating of a match.

Ensure that each court, net, net posts and singles sticks conform to the specifications in the Rules of Tennis and that each court is equipped as follows:

Chair Umpire's Chair (outdoors: not facing the sun)

Chairs for the players (located on each side of the Chair Umpire).

On-Court Service: Water, other drinks, cups, towels and sawdust shall be available to the players during each match.

Measuring device: A measuring stick, tape measure or other measuring device shall be available for the measuring of the net height and location of the singles sticks.

Ensure that the back fence, banners and back walls are not painted in or otherwise have any white, yellow or other light colour that can interfere with the vision of the players.

Determine and notify competitors of the conditions of play (i.e. make of ball, number of balls/ball changes, type of surface, number of sets, tiebreak sets, deciding match tie-break and other items of interest), prior to the commencement of the tournament.

Designate in a highly visible place in a general player's area an Official Bulletin Board and notify all players of its designation and location. The daily Order of Play shall be posted on the Official Bulletin Board as soon as issued. It is the responsibility of all players to ascertain their schedules from the Referee for each day's play.

Designate a visible timepiece at a fixed location as the Official Clock of the tournament and notify all players of its designation and location.

Use the Tournament Planner software (EurTP) before and during the tournament.

Prior to making the draws obtain the Wild Cards from the Tournament Director/Committee.

Consult with the Tournament Organiser to determine: the final entry list; the ranking list to be used for seeding; and any other relevant information for making the draw.

Ensuring that all players' passports are checked for date of birth and nationality and that any discrepancies with the information provided in Tournament Planner are reported to Tennis Europe.

Make the draws for all events.

Post all sign-in documents (Qualifying, Main Draws, Alternates and Lucky Losers) in the Referee's office with appropriate notices on the Official Bulletin Board.

Prepare the daily Order of Play with the matches scheduled on specific courts to follow each other consecutively without delay or, where appropriate, with the matches scheduled and clearly designated as "not before" a certain time. The Order of Play for the following day shall be released as at a reasonable time on the preceeding day. Once the Order of Play has been released it shall not be amended unless the Referee deems it necessary and/or appropriate:.

Decide if a court is fit for play.

Designate a specific area from which matches shall be called in accordance with the Order of Play using all available and reasonable means. Players must be ready to play when their matches are called. In unusual cases the Referee shall determine when a match is to be called or when a match was in fact called.

Decide if to allow an extended warm-up period (normally ten (10) minutes) if players have had no possibility to practice before the start of matches due to bad weather.

Decide if a match should be moved to another court. If bad weather or other unavoidable circumstances cause disruption or suspension of a match in progress, then, if necessary to eliminate the possibility of a player having to play two singles matches in one day, or, if necessary to complete the event, move a match to another court, indoors or outdoors, regardless of surface. In all other cases, a match shall not be moved after it has officially started, i.e. the first serve of the first point has been struck, except with the agreement of the players. Whenever possible a change of courts should be made at the end of a set or after an even number of games in the set in progress.

Decide when play should be postponed because of weather conditions, inadequate light or other conditions. If play is postponed on account of darkness, such postponement should be made at the end of a set or after an even number of games in the set in progress.

Be responsible for investigating Code of Conduct Violations, issuing penalties and/or suspension points and ensuring delivery whenever possible to every player cited for an on-site offence a copy of the relevant Code of Conduct Form.

Keep Record of all scores (results).

Send the required reports to Tennis Europe, including:

- The Tournament Planner Fees Report, of all money collected in on-site IPIN cash payments, and all offences handled during the tournament.



- On conclusion of the tournament sending to Tennis Europe the Referee's Report form, and the Offences Report.

## Appendix E - Scheduling principles

### Order of Play

For 14 & 16 & under: it is mandatory that the latest start time for any match is not later than 9pm (21.00hrs). Any match that is not completed by midnight (00.00hrs) should be interrupted and postponed until the following day. (The Referee can extend the time of play if, in his opinion, the match can be concluded in a reasonable time.)

For 12 & under: It is mandatory that the latest start time for any match is not later than 20.00 hrs. Any match that is not completed by 23.00 hrs. should be interrupted and postponed until the following day. (The Referee can extend the time of play if, in his opinion, the match can be concluded in a reasonable time.)

A tournament can apply to Tennis Europe for an exemption to the mandatory latest start time at least three months before the entry deadline.

If play is seriously delayed during the week due to adverse weather, the tournament can apply to Tennis Europe to extend the latest start time or modify the match format.

The Referee shall produce an Order of Play for each day using the European Junior Tournament Planner (EurTP) software. The aim shall be to publish the Order of Play by 19.00 local time.

Every evening, the Order of Play for the following day shall be published and displayed at the venue(s), official hotel(s) and otherwise be made available for competitors and coaches.

Singles Main Draw events may start earliest on the Tournament Monday, unless otherwise approved by Tennis Europe and announced in the Fact Sheet.

The Tournaments have the right, in case of adverse weather conditions, to extend the tournament duration, during the event.

### Rest between tournaments

The Referee shall, whenever possible, allow a player who has competed on the final day of the preceding tournament, a full day for travelling and rest before that player is obliged to play the first round of the succeeding tournament.

### Rest between Qualifying and Main Draw

Other than in exceptional circumstances, no player shall be required to play his/her first round match in the Singles Main Draw until at least twelve (12) hours after the completion of his/her final Qualifying match. If a player plays two (2) singles qualifying matches on the last day of Qualifying, he/she should not be scheduled on the following day for his/her first round match.

### Other scheduling principles

The daily Order of Play shall be prepared with the matches scheduled on specific courts to follow each other consecutively without delay or, where appropriate, with the matches scheduled and

clearly designated as “not before” a certain time. Once the Order of Play has been released it should not be changed.

### ***Prior Tournament***

Prior to scheduling matches for the first day of play, the Referee should contact the Referee(s) of the preceding week’s tournaments to determine to what extent players still competing therein may have difficulties in arriving for play. To the extent possible and, providing it does not jeopardise the fairness of scheduling and the completion of the tournament, the Referee should schedule matches so that players with reasonable difficulties can be reasonably accommodated.

### ***Qualifying***

The qualifying event for singles should be scheduled for completion on the day before the commencement of play in the Main Draw, unless otherwise approved by Tennis Europe. Matches should be scheduled so that a player will not be required to play more than two singles qualifying matches in the same day, except when weather or unavoidable circumstances cause schedule disruption. Whenever more than one round of qualifying must be played in one day, the order of play should conform to the sections of the draw.

### ***Main Draws***

Players shall not be scheduled for more than one singles and one doubles match per day, unless weather or other unavoidable circumstances have caused schedule disruptions. A player’s singles match on any particular day shall be scheduled before his/her doubles matches unless otherwise directed by the Referee.

## **Suspension of play, Postponements, Warm-up and Re-warm up**

The Chair Umpire, or for non-umpired matches the Off-court Umpire, may suspend a match temporarily due to darkness or conditions of the courts or weather conditions. Any such suspension by the Official must be reported immediately to the Referee.

The Referee must make all decisions on the postponement of a match until a day later. Unless and until a match is postponed by the Referee, the players and all Officials must remain ready to resume the match.

Upon suspension of a match, the Official shall record the time, point, game and set score, the name of the server, the sides on which each player was situated and shall collect all balls in use for the match. If suspension is due to darkness it should be after an even number of games have been played in the set in progress or at the end of a set.

There shall be five (5) minutes of warm-up before a match.

In the case of a suspended or postponed match, the period of warm-up shall be as follows:

- 0 –15 minutes delay: No warm up
- Between 15 and 30 minutes delay: 3 minutes warm-up

- 30 or more minutes of delay: 5 minutes warm-up

### **Between Matches**

Except when weather or other unavoidable circumstances causes schedule disruption, players shall be scheduled for a maximum of one (1) main draw singles match and one (1) main draw doubles match per day, which shall not be scheduled less than twelve (12) hours after the completion of the last match of such player on the preceding day or round.

Whenever it is necessary to schedule more than one match in the same day such player shall, unless he/she is in a singles and doubles final to be played consecutively, be given the following minimum rest periods:

- a) Played less than one (1) hour - half ( $\frac{1}{2}$ ) hour rest
- b) Played between one (1) hour and one and one half ( $1\frac{1}{2}$ ) hours - one (1) hour rest
- c) Played between one and one half ( $1\frac{1}{2}$ ) hours and two (2) hours - one and one half ( $1\frac{1}{2}$ ) hours rest
- d) Played more than two (2) hours – two (2) hours rest

If play has been interrupted for thirty (30) minutes or more due to rain or other warranted delay, the length of match time would be assessed from the moment play resumes following the delay.

If play is interrupted for less than thirty (30) minutes, match time would be considered continuous from the moment the first ball of the match was put into play. No rest is allowed after the second set in a three-set singles match unless the extreme weather conditions rule is in effect.

## Appendix F - Medical, Extreme Weather Conditions and Toilet/Change of Attire Breaks

### Medical

#### a. Medical Condition

A medical condition is a medical illness or a musculoskeletal injury that warrants medical evaluation and/or medical treatment by the Physiotherapist/ Athletic Trainer (also known as the Primary Health Care Provider) during the warm-up or the match.

- Treatable Medical Conditions
  - Acute medical condition: the sudden development of a medical illness or musculoskeletal injury during the warm-up or the match that requires immediate medical attention.
  - Non-acute medical condition: a medical illness or musculoskeletal injury that develops or is aggravated during the warm-up or the match and requires medical attention at the changeover or set break.
- Non-Treatable Medical Conditions
  - Any medical condition that cannot be treated appropriately, or that will not be improved by available medical treatment within the time allowed.
  - Any medical condition (inclusive of symptoms) that has not developed or has not been aggravated during the warm-up or the match.
  - General player fatigue.
  - Any medical condition requiring injections, intravenous infusions or oxygen, except for diabetes, for which prior medical certification has been obtained, and for which subcutaneous injections of insulin may be administered.

#### b. Medical Evaluation

During the warm-up or the match, the player may request through the Chair Umpire for the Physiotherapist/Athletic Trainer, in conjunction with the Tournament Doctor, to evaluate him/her during the next change over or set break. Only in the case that a player develops an acute medical condition that necessitates an immediate stop in play may the player request through the Chair Umpire for the Physiotherapist/Athletic Trainer to evaluate him/her immediately.

The purpose of the medical evaluation is to determine if the player has developed a treatable medical condition and, if so, to determine when medical treatment is warranted. Such evaluation should be performed within a reasonable length of time, balancing player safety on the one hand, and continuous play on the other. At the discretion of the Physiotherapist/Athletic Trainer, such evaluation may be performed in conjunction with the Tournament Doctor, and may be performed off-court. \*

If the Physiotherapist/Athletic Trainer determines that the player has a non-treatable medical condition, then the player will be advised that no medical treatment will be allowed.

**c. Medical Time-Out**

A Medical Time-Out is allowed by the Referee or Chair Umpire when the Physiotherapist/Athletic Trainer has evaluated the player and has determined that additional time for medical treatment is required. The Medical Time-Out takes place during a change over or set break, unless the Physiotherapist/Athletic Trainer determines that the player has developed an acute medical condition that requires immediate medical treatment.

The Medical Time-Out begins when the Physiotherapist/Athletic Trainer is ready to start treatment. At the discretion of the Physiotherapist/Athletic Trainer, treatment during a Medical Time-Out may take place off-court, and may proceed in conjunction with the Tournament Doctor. \*

The Medical Time-Out is limited to three (3) minutes of treatment. However, at non-professional events, the Referee may extend the time allowed for treatment if necessary.

A player is allowed one (1) Medical Time-Out for each distinct treatable medical condition. All clinical manifestations of heat illness shall be considered as one (1) treatable medical condition. All treatable musculoskeletal injuries that manifest as part of a kinetic chain continuum shall be considered as one (1) treatable medical condition.

*Muscle Cramping:* A player may receive treatment for muscle cramping only during the time allotted for change of ends and/or set breaks. Players may not receive a Medical Time-Out for muscle cramping.

In cases where there is doubt about whether the player suffers from an acute medical condition, non-acute medical condition inclusive of muscle cramping, or non-treatable medical condition, the decision of the Physiotherapist/Athletic Trainer, in conjunction with the Tournament Doctor, if appropriate, is final. If the Physiotherapist/Athletic Trainer believes that the player has heat illness, and if muscle cramping is one of the manifestations of heat illness, then the muscle cramping may only be treated as part of the recommended treatment by the Physiotherapist/Athletic Trainer for the heat illness condition.

**Note:**

A player who has stopped play by claiming an acute medical condition, but is determined by the Physiotherapist/Athletic Trainer and/or Tournament Doctor to have muscle cramping, shall be ordered by the Chair Umpire to resume play immediately.

If the player cannot continue playing due to severe muscle cramping, as determined by the Physiotherapist/Athletic Trainer and/or Tournament Doctor, he/she may forfeit the point(s)/game(s) needed to get to a change of end or set-break in order to receive immediate evaluation, and treatment if time allows. There may be a total of two (2) additional change of ends treatments for muscle cramping in a match, not necessarily consecutive.

If it is determined by the Chair Umpire or Referee that gamesmanship was involved, then a Code Violation for Unsportsmanlike Conduct could be issued.

A total of two (2) consecutive Medical Time-Outs may be allowed by the Referee for the special circumstance in which the Physiotherapist/Athletic Trainer determines that the player has developed at least two (2) distinct acute and treatable medical conditions. This may include: a medical illness in conjunction with a musculoskeletal injury; two or more acute and distinct musculoskeletal injuries. In such cases, the Physiotherapist/Athletic Trainer will perform a medical evaluation for the two or more treatable medical conditions during a single evaluation, and may then determine that two consecutive Medical Time-Outs are required.

**d. Medical Treatment**

A player may receive on-court medical treatment and/or supplies from the Physiotherapist/Athletic Trainer and/or Tournament Doctor during any changeover or set break. As a guideline, such medical treatment should be limited to two (2) changeovers/set breaks for each treatable medical condition, before or after a Medical Time-Out, and need not be consecutive. Players may not receive medical treatment for non-treatable medical conditions.

**e. Penalty**

After completion of a Medical Time-Out or medical treatment, any delay in resumption of play shall be penalized by Code Violations for Delay of Game.

Any player abuse of this Medical Rule will be subject to penalty in accordance with the Unsportsmanlike Conduct section of the Code of Conduct.

**f. Bleeding**

If a player is bleeding, the Chair Umpire must stop play as soon as possible, and the Physiotherapist/Athletic Trainer should be called to the court by the Chair Umpire for evaluation and treatment. The Physiotherapist/Athletic Trainer, in conjunction with the Tournament Doctor, will evaluate the source of the bleeding, and will request a Medical Time-Out for treatment if necessary.

If requested by the Physiotherapist/Athletic Trainer and/or Tournament Doctor, the Referee may allow up to a total of five (5) minutes to assure control of the bleeding.

If blood has spilled onto the court or its immediate vicinity, play must not resume until the blood spill has been cleaned appropriately.

**g. Vomiting**

If a player is vomiting, the Chair Umpire must stop play if vomiting has spilled onto the court, or if the player requests medical evaluation. If the player requests medical evaluation, then the Physiotherapist/Athletic Trainer should determine if the player has a treatable medical condition, and if so, whether the medical condition is acute or non-acute.

If vomiting has spilled onto the court, play must not resume until the vomit spill has been cleaned appropriately.

**h. Physical Incapacity**

During a match, if there is an emergency medical condition and the player involved is unable to make a request for a Physiotherapist/Athletic Trainer, the Chair Umpire shall immediately call for the Physiotherapist/Athletic Trainer and Tournament Doctor to assist the player.

Either before or during a match, if a player is considered unable physically to compete, or poses a sufficiently serious health risk to other players, officials or Tournament staff, the Physiotherapist/Athletic Trainer and/or Tournament Doctor should inform the Referee and recommend that the player is ruled unable to compete in the match to be played, or retired from the match in progress.

The Referee shall exercise discretion before taking any action under this rule, and should base the decision on the best interests of the player and the sport, as well as taking all medical advice and any other information into consideration.

As a precondition to returning to competition, whether at the same or subsequent event, players who have been ruled ineligible to compete under this rule may be required to provide evidence (whether medical or otherwise) that they are physically capable of competing and/or that they pose no health risk to other players, officials or Tournament staff. All such evidence shall be subject to approval by the Referee, in conjunction with the Tournament Doctor.

Subject to any other restrictions on participation, a player who has been ruled unable to compete under this rule may subsequently compete in another event at the same tournament, whether on the same or a subsequent day, provided that the Tournament Doctor determines that all preconditions for returning to competition have been met. If this rule is applied in a nation where it is inconsistent with the national law, then the national law will prevail.



## Extreme Weather Conditions

Extreme weather conditions shall be defined at such time that heat, as measured by a Heat Stress Monitor, meets or exceeds a heat stress index of 28 degrees Celsius/82 degrees Fahrenheit. If a Heat Stress Monitor is not available, extreme weather conditions are then defined by the danger zone which is equal to or above the apparent temperature of 90 degrees Fahrenheit, illustrated on the chart below. Heat stress is measured by Wet Bulb Global Temperature (WBGT) which is calculated as  $(0.7 \text{ Wet Bulb} + 0.2 \text{ Global Temperature} + 0.1 \text{ Dry Bulb} = \text{WBGT})$ .

Air Temperature (Celsius/Fahrenheit)											
	21.1°C 70°F	23.9°C 75°F	26.7°C 80°F	29.4°C 85°F	32.2°C 90°F	35°C 95°F	37.8°C 100°F	40.6°C 105°F	43.3°C 110°F	46.1°C 115°F	48.9°C 120°F
Relative humidity	Apparent Temperature (combined index of air temperature and relative humidity)										
0%	17.8°C 64°F	20.6°C 69°F	22.8°C 73°F	25.6°C 78°F	28.3°C 83°F	30.6°C 87°F	32.8°C 91°F	35°C 95°F	37.2°C 99°F	39.4°C 103°F	41.7°C 107°F
10%	18.3°C 65°F	21.1°C 70°F	23.9°C 75°F	26.7°C 80°F	29.4°C 85°F	32.2°C 90°F	35°C 95°F	37.8°C 100°F	40.6°C 105°F	43.9°C 111°F	46.7°C 116°F
20%	18.9°C 66°F	22.2°C 72°F	25°C 77°F	27.8°C 82°F	30.6°C 87°F	33.9°C 93°F	37.2°C 99°F	40.6°C 105°F	44.4°C 112°F	48.9°C 120°F	54.4°C 130°F
30%	19.4°C 67°F	22.8°C 73°F	25.6°C 78°F	28.9°C 84°F	32.2°C 90°F	35.6°C 96°F	40.1°C 104.2°F	45°C 113°F	50.6°C 123°F	57.2°C 135°F	64.4°C 148°F
40%	20°C 68°F	23.3°C 74°F	26.1°C 79°F	30°C 86°F	33.9°C 93°F	38.3°C 101°F	43.3°C 110°F	50.6°C 123°F	58.3°C 137°F	66.1°C 151°F	
50%	20.6°C 69°F	23.9°C 75°F	27.2°C 81°F	31.1°C 88°F	35.6°C 96°F	41.7°C 107°F	48.9°C 120°F	57.2°C 135°F	65.6°C 150°F		
60%	21.1°C 70°F	24.4°C 76°F	27.8°C 82°F	32.2°C 90°F	37.8°C 100°F	45.6°C 114°F	55.6°C 132°F	65°C 149°F			
70%	21.1°C 70°F	25°C 77°F	29.4°C 85°F	33.9°C 93°F	41.1°C 106°F	51.1°C 124°F	62.2°C 144°F				
80%	21.7°C 71°F	25.6°C 78°F	30°C 86°F	36.1°C 97°F	45°C 113°F	57.8°C 136°F					
90%	21.7°C 71°F	26.1°C 79°F	31.1°C 88°F	38.9°C 102°F	50°C 122°F						

The Physiotherapist/Athletic Trainer or Tournament Doctor and the Referee have the authority to determine if the extreme weather condition rule will go into effect during a tournament. If it is so determined, a ten (10) minute break will be allowed between the second and third sets. There may also be a delay in the starting time of the matches scheduled for play that day. When possible, this decision to delay the start of matches due to extreme weather conditions should be made prior to the scheduled start of play.

## Measurement and Monitoring Of Weather Conditions

The Physiotherapist/Athletic Trainer or Tournament Doctor will monitor weather conditions by taking measurements a minimum of three (3) times during the day:

- ½ hour before match play begins for the day
- middle of the scheduled day
- prior to beginning of the last match of the day/night.

## Implementation of the Rule

In the event that during the day there is a sudden change in weather conditions as determined by this periodic monitoring, the Extreme Weather Condition Rule may be put into effect at any time on

all courts, excluding matches already in progress. If there is a change in weather conditions and the rule is lifted, those matches already in progress will continue under the extreme weather condition rule. In the case of rain or interruption to play, the Referee and Physiotherapist/Athletic Trainer or Tournament Doctor can reassess the Rule.

### **Conditions of the 10-Minute Break**

If it is a mutual agreement between the players not to take a ten (10) minute break, then play will continue. However, if requested by one player, the ten (10) minute break will be taken.

In the absence of a chair umpire, the Referee shall agree the time that the match shall be resumed with both players.

During the ten (10) minute break, no coaching or treatment will be allowed. However, a player will be allowed to receive an adjustment of medical support, medical equipment and/or advice from the Physiotherapist/Athletic Trainer or Tournament Doctor.

Following the ten (10) minute break, no re-warm-up will be allowed.

This rule applies in addition to the allowed bathroom/change of attire breaks during the match.

### **Penalties**

After completion of the extreme weather conditions ten (10) minute break between the 2nd and 3rd sets, any delay in returning to the court shall subject a player to Time Violations.

## **Toilet /Change of Attire Break**

A player is allowed to request permission to leave the court for a reasonable time for a toilet break / change of attire break (girls matches).

Toilet breaks should be taken on a set break. Change of attire breaks (girls' matches) must be taken on a set break.

In girl's singles events, a player is entitled to two (2) breaks during a match. In boy's singles events, a player is entitled to one (1) toilet break.

In a doubles match, each team is entitled to a total of two (2) breaks. If partners leave the court together, it counts as one (1) of the team's authorised breaks. These breaks may be taken for toilet visits, change of attire (girl's matches), or both, but for no other reason whatsoever.

Any time a player leaves the court for a toilet/change of attire break, it is considered one of the authorised breaks regardless of whether or not the opponent has left the court. Any toilet/change of attire break taken after a warm-up has started is considered one of the authorised breaks. Additional breaks will be authorised, but will be penalised in accordance with the point penalty schedule if the player is not ready to play within the allowed time.

The Referee shall have the authority to deny a player permission to leave the court during a match for a toilet and/or change of attire break if it is interpreted by the Referee as gamesmanship and/or flagrant abuse of the Rules.

A player should not take a toilet/change of attire break and a medical time out consecutively unless approved by the Referee.

A player may change her attire during a toilet break.

## Appendix G - Matches played without a Chair Umpire

***Instructions for Referees are available from ITF and Tennis Europe***

Some matches will be played without a Chair Umpire. All players should be aware of the following basic principles when playing a match in these circumstances:

- Each player is responsible for all calls on his/her side of the net
- All “out” or “fault” calls should be made promptly after the ball has bounced and loudly enough for the opponent to hear
- If in doubt, the player must give the benefit of the doubt to his/her opponent
- If a player incorrectly calls a ball “out” and then realises that the ball was good, the point should be replayed, unless it was a point winning shot or unless that player made an incorrect “out” call earlier in the match. In these circumstances, the player who called “out” loses the point.
- The server should call the score before each 1st serve, loudly enough for his/her opponent to hear
- If a player is unhappy with his/her opponent’s actions or decisions, he/she should call the Referee (or Off-court Umpire)

For matches played on clay courts, there are some additional procedures that all players should follow:

- A ball mark can be checked on a point ending shot, or when play is stopped (a return is permitted, but then the player must immediately stop)
- If a player is unsure of his/her opponent’s call, he/she can ask his/her opponent to show the mark. The player can then cross the net to look at the mark
- If a player erases the mark, he/she is conceding the point
- If there is a disagreement over a ball mark, the Referee (or Off-court Umpire) can be called to make a final decision
- If a player calls a ball “out”, he/she should, in normal circumstances, be able to show the mark.
- If a player incorrectly calls a ball “out” and then realises that the ball was good, the player who called “out” loses the point

Players who do not fairly follow these procedures could be subject to the Hindrance Rule and the Unsportsmanlike Conduct provision of the Code of Conduct.

Any questions on these procedures should be referred to the Referee.

## Appendix H - Tournament Reports

### Reports from the Referee

#### Daily (as often as required)

- After draws, release of Order of Play, as match results are obtained, publish through the TP-program to the Tennis Europe web-system. This may happen several times each day as match results have been obtained, and will immediately update the draws and order of play on the website.

#### On the Tuesday evening

- Notifying Tennis Europe (through Tournament Planner Midweek Fees Report) of all money collected on-site IPIN cash payments (from TP form to PDF by email).

#### After the tournament

- Publish the completed tournament through the TP-program to the Tennis Europe web-system.
- Immediately after the conclusion of the tournament sending by email to Tennis Europe the following:
  - Referee's Report form (from Excel form to PDF)
  - Final Fees Report (from TP form to PDF)
  - Offences Report (from TP form to PDF)
  - Officials Report (from TP form to PDF)
  - All draws with complete results (from TP form to PDF)
- No later than the day following the conclusion of the tournament send to Tennis Europe the following:
  - Any On-site Medical Forms issued or received from the previous tournament (by post)
  - All Withdrawal forms received (by post)
  - All sign-in lists (by post, qualifying, main draw, consolation and doubles)

### Reports from the Tournament Director

Following the conclusion of the tournament send to Tennis Europe by email the following:

- The Tournament Director's Report (from Excel form to PDF)
- All money collected from on-site IPIN cash payments (see details in fees report)
- Following the conclusion of the Tournament, within 30 days send by bank transfer to Tennis Europe the IPIN Fees collected, identifying the payments by the Tournament Key.

## Appendix I - Organisational requirements

The back fence, banners and back walls shall not be painted in or otherwise have any white, yellow or other light colour that can interfere with the vision of the players.

An Official Bulletin Board shall be placed in a highly visible place in a general player's area.

The daily Order of Play shall be posted on the Official Bulletin Board as soon as issued. It is the responsibility of all players to ascertain their schedules from the Referee for each day's play.

The Official Clock shall be placed in a visible fixed location.

All sign-in documents (Qualifying, Main Draws, Consolation, Alternates and Lucky Losers) shall be placed in the Referee's office with appropriate notices on the Official Bulletin Board.

Any Player Support Team Member, as defined in the ITF Welfare Policy (See Appendix) or Tournament Visitor, as defined below, attending an Tennis Europe Junior Tour event must report to the Tournament Committee upon arrival and request accreditation for the full duration of his/her stay. For the purposes of the accreditation the full name of the attendee and the organisation he/she represents must be provided. Tournament Visitor Accreditation does not entitle the visitor to access private players areas, such as the locker rooms or player lounge. Where possible, tournament visitors should be provided with photo identification guest passes that are clearly distinguishable (e.g. by colour) from player identification passes.

Note: Tournament Visitor includes, but is not limited to, the following groups:

- Any prospective or current agent, suppliers, sports manufacturers, the media, recruitment organisations, or training, development and academic institutions of any description. For the avoidance of doubt, it does not include anyone visiting an event solely as a tennis spectator.

There shall be a tournament desk staffed at all times. Adequate changing rooms and shower facilities shall be available. In order to fully meet standards, please refer to the Organisation Manual. Tournament Visitors should not be allowed access into any private player areas, such as the showers or toilet facilities.

It is prohibited for any Tournament Visitor to obtain, transmit, store or distribute any images of players, unless they are the parent or legal guardian of the player, without the express written authorisation (which includes permission about how the image(s) will be used) of the parent, legal guardian of the player or Referee. Any authorised images must be exclusively of tennis matches, practice or tournament activity including the presentation of trophies.

## Appendix J – Tennis Europe Player Welfare Policy

***Tennis Europe fully endorses the ITF Player Welfare Policy.***

Any coach, trainer, manager, agent, medical or para-medical personnel and/or family member, tournament guest, or other similar associate of any player (together “Player Support Team Member”), any player and any tournament personnel, such as an official, tournament director, staff, volunteer, sponsor, health care provider, ITF or Tennis Europe staff member and members of the media (together “Credentialed Person”) shall conduct himself/herself in a professional manner at all times and in accordance with this Tennis Europe Welfare Policy. In this Tennis Europe Welfare Policy Player Support Team Members, players and Credentialed Persons shall be defined as “Covered Persons”.

### **A. Elements of the Welfare Policy**

#### **i. Application**

(a) Players and Player Support Team Members shall be familiar with, and must abide by, the Tennis Europe Welfare Policy.

#### **ii. Unfair and/or Discriminatory Conduct**

(a) Players and Player Support Team Members shall not engage in unfair or unethical conduct including any attempt to injure, disable or intentionally interfere with the preparation or competition of any player.

(b) Players and Player Support Team Members shall not discriminate in the provision of services on the basis of race, ethnicity, gender, national origin, religion, age or sexual orientation.

#### **iii. Abuse of Authority; Abusive Conduct**

(a) Players and Player Support Team Members shall not abuse his or her position of authority or control, and shall not attempt to or compromise the psychological, physical or emotional well being of any player.

(b) Players and Player Support Team Members shall not engage in abusive conduct, either physical or verbal, or threatening conduct or language directed toward any player, tournament official, Tennis Europe staff member, on-court official, coach, parent, spectator or member of the press/media.

(c) Players and Player Support Team Members shall not exploit any player relationship to further personal, political or business interests at the expense of the best interest of the player.

#### **iv. Sexual Conduct**

In order to prevent sexual abuse and the negative consequences resulting from the imbalance of a dual relationship, sexual conduct of any kind between any player and his/her Player Support Team

members and/or Credentialed Person is discouraged. In addition, the following conduct is specifically prohibited:

- (a) Players and Player Support Team Members shall not make sexual advances towards, or have any sexual contact with, any player who is (1) under the age of 17, or (2) under the age of legal majority in the jurisdiction where the conduct takes place or where the player resides.
- (b) Players and Player Support Team Members shall not sexually abuse a player of any age. Sexual abuse is defined as the forcing of sexual activity by one person on another person (i) of diminished mental capacity; or (ii) by the use of physical force, threats, coercion, intimidation or undue influence.
- (c) Players and Player Support Team Members shall not engage in sexual harassment - for example, by making unwelcome advances, requests for sexual favours or other verbal or physical conduct of a sexual nature where such conduct may create an intimidating, hostile or offensive environment.
- (d) Player Support Team Members and Credentialed Persons shall not share a hotel room with a player who is (1) under the age of 17, or (2) under the age of legal majority in the jurisdiction where the hotel is located or where the player resides, unless such Player Support Team Member or Credentialed Persons is the player's parent or is related to the player and authorised in writing by the player's parent. Penalties will apply to any underage player who is found to have violated this Hotel Room Policy. These penalties can include: forfeiture of points from the tournament(s) where the violation occurred and/or monetary fines equal to the amount of the hotel room rates and/or forfeiture of hotel per diem rates as applicable, for the tournament(s) where the violation occurred. Such penalty shall be in addition to any penalties that may be imposed on the Player Support Team Member or Credentialed Persons pursuant to sub-section b.iii below.

#### **v. Criminal Conduct**

Players and Player Support Team Members shall comply with all relevant criminal laws. For greater certainty and without limiting the foregoing, this obligation is violated if a player or Player Support Team Members has been convicted of or entered a plea of guilty or no contest to a criminal charge or indictment involving (a) an offence involving use, possession, distribution or intent to distribute illegal drugs or substances, (b) an offence involving sexual misconduct, harassment or abuse, or (c) an offence involving child abuse. Further, this obligation may be violated if a player or Player Support Team Member has been convicted of or entered a plea of guilty or no contest to an offence that is a violation of any law specifically designed to protect minors.

#### **vi. Anti-Doping Activity**

Players and Player Support Team Members shall not commit any offence under the terms of the ITF's Anti-Doping Programme or aid, abet, counsel or procure in any way any player's offence under that Programme.



## **vii. Conduct in General**

Players and Player Support Team Members shall not conduct himself or herself in a manner that will reflect unfavourably on the ITF, any tournament, event or Circuit owned or sanctioned by the ITF (the “ITF Tournaments”), any player, official or the game of tennis.

## **viii. Credentialed Persons**

No person who has been given a credential by a Tournament, including members of the media, may at any time during the Tournament engage in abusive conduct directed towards any player, official, spectator or Tournament or ITF staff.

## **B. Violations/Procedures**

1. Any individual who believes that any Covered Person has failed to meet his or her obligations under this Welfare Policy may file a written complaint with the Tennis Europe Head of Operation and Administration for the Tennis Europe Tournament in which the complainant participates. That complaint shall identify the complainant and state specifically the nature of the alleged misconduct. Upon receipt of such a complaint, the Tennis Europe Head of Operation and Administration shall promptly initiate a review of the matter. Such review shall be carried out by the relevant Manager or Head of Department with responsibility for the Tennis Europe Tournament in which the complainant participates (“Tennis Europe Manager/Head”). Upon request by the Tennis Europe Manager/Head, the Tennis Europe Head of Operation and Administration shall have authority to issue a provisional suspension of the accused individual, pending the completion of the investigation and issuance of a final decision on the matter.
2. Upon review of the complaint and, where appropriate, additional investigation, the Tennis Europe Manager/Head may determine that the complaint does not merit further action. If the Tennis Europe Manager/Head determines that the complaint does merit further action, after notifying the accused individual of the charge(s) and giving the accused individual the opportunity to present his or her views to Tennis Europe Head of Operation and Administration or his/her designee, either in person or in writing, at the Tennis Europe Head of Operation and Administration discretion, the Tennis Europe Head of Operation and Administration may impose appropriate sanctions including (a) denial of privileges or exclusion of the person in question from any or all Tennis Europe Tournaments, or (b) such other sanctions including monetary sanctions as the Tennis Europe Head of Operation and Administration may deem appropriate.
3. The Tennis Europe Head of Operation and Administration reserves the right to extend to any or all Tennis Europe Tournaments a suspension or other disciplinary action taken against a Covered Person by a National or Regional Association or other tennis organisation such as the Women’s Tennis Association and Association of Tennis Professionals or a conviction or plea of guilty or no contest to a criminal charge or indictment as set out in Section a) v. above. The Tennis Europe Head of Operation and Administration reserves the right to share information concerning a complaint with and/or conduct an investigation in conjunction with any tennis organisation as specified above. The Tennis Europe Head of Operation and Administration may also refer the complaint and/or any information received during the course of investigating an allegation or prosecuting a charge to any authorities it considers appropriate. Tennis Europe shall have the absolute discretion, where it deems appropriate,

to stay its own investigation pending the outcome of investigations being conducted by other tennis organisations as specified above and/or relevant authorities.

4. Decisions of the Tennis Europe Head of Operation and Administration may be appealed to the Committee responsible for the Tennis Europe Tournament in which the complainant participates, unless such decision involves the imposition of a suspension greater than one (1) year or a fine in excess of US\$5,000, in which case the appeal of such the Tennis Europe Head of Operation and Administration decision shall be made to the Board of Management of Tennis Europe. In either circumstance, any appeal under this section must be filed with the appropriate body in writing within one month from the date of the notice of the Tennis Europe Head of Operation and Administration decision which is the subject of the appeal. The notice of appeal must include a statement of the reasons and arguments why the decision was incorrect and include supporting evidence and make any application for a stay of execution. In either circumstance, the appellate body shall decide whether to review the appeal based solely on the Tennis Europe Head of Operation and Administration investigation or whether to hold a full hearing in which the Covered Person will be given the opportunity to present his/her case directly to the appellate body, in which case the appellate body shall issue directions for the efficient conduct of the appeal. The decision of the Tennis Europe Junior Committee or Tennis Europe Board of Management shall be final and binding. Any decision of the Tennis Europe Head of Operation and Administration decided on the basis of a conviction or plea of guilty or no contest to a criminal charge or indictment as set out in Section a) v. above shall be final and binding.
5. Any decision of the Tennis Europe Head of Operation and Administration and/or the Tennis Europe Committee and/or the Tennis Europe Board of Management pursuant to this Welfare Policy may be communicated to those Member National Associations, other tennis organisations and Tennis Europe Tournament organisers deemed necessary by the Tennis Europe Head of Operation and Administration and/or the Tennis Europe Committee and/or the Tennis Europe Board of Management

## Appendix K. Hospitality provisions

Please find following a definition of the minimum standards required to meet the Full Hospitality requirement. Any tournament found to be not meeting the minimum standards could be downgraded.

### ACCOMMODATION

- PLAYERS – Shared room – 2 / 4 players per room – all players should have an individual bed. Space in the room should be relevant to the number of occupants.
- COACHES/ACCOMPANYING PERSON – Single room – Official National Association coach/accompanying person should be provided with a single room.

It is the responsibility of the player/coach/accompanying person/player support team member to ensure that they have a confirmed hotel reservation before arrival at a tournament.

Official coaches/accompanying person must be nominated by their National Association by the Freeze Deadline in order to receive hospitality, in accordance with each tournament's hospitality arrangements.

Official tournament hospitality for coaches, accompanying person and players shall be provided separately and hotel bedrooms may not be shared. Requests to share hotel accommodation by players and coaches from the same or opposite sex must at all times be refused. The only exception allowed to this rule is when a National Association nominates a parent as the official coach/accompanying person, in accordance with the guidelines stipulated in the Tennis Europe Welfare Policy (see above).

Official hotels should be of an appropriate standard and should have enough available rooms for all players and player support team members. Players and player support team members from the same country should always be placed in the same hotel. The Tennis Europe reserves the right to refuse official hotels if they do not meet these standards.

### HOTEL SAFETY GUIDELINES

Tennis Europe recommends that hotels be selected for tournaments based on the following factors:

- Located in safe part of the town/city
- Safety and Security
- Compliance with Hotel Room Policy (Welfare Policy part iv.d.)
- Reception or management staff available 24 hours/day
- Separate security staff available 24 hours/day
- Criminal background checks or security screening for all staff
- Guests must show ID to get room keys

- Motels or other accommodations requiring entrance to rooms from the street or public outdoor walkways are not acceptable
- Safe facilities available for guest valuables

#### 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/sprinkler systems
- Staff trained in emergency management procedures

#### Rooms

- Guestrooms require keycard entry and equipped with deadbolts
- Guestrooms equipped with one-way peep holes
- Guestrooms equipped with telephones
- Bathroom and toilet facilities in each guestroom, separated from sleeping area by closing/locking door
- Disabled access and facilities available

#### Cleanliness

- Housekeeping/ laundry meets national hygiene standards
- Restaurants/ kitchens meet national food service and storage standards

Tennis Europe suggests tournaments use a checklist to evaluate hotel suitability (an example is available from the Tennis Europe Juniors department) and that a suitable tournament representative personally conducts a check of and approves the hotel facilities prior to the tournament.

### MEALS

#### BREAKFAST – combination of

Low sugar breakfast cereal	Fresh Fruit
Skimmed milk	Yoghurt
Toast	Cheese
Pancakes	Cold meats / Eggs
Multigrain Breads/Bagel	Fruit Juice
Rice	Crackers

Cold Cereals

Nuts

LUNCH / DINNER– choices from

Pasta (minimum oil / butter in accompanying sauce)

Fresh Steamed Vegetables

Salad

Low fat meat, chicken, turkey

Rice

Fish

Potatoes

Tofu

Bread

Hard Boiled Eggs

Fresh Fruit

Broth-based soups

Yoghurt

Deep-fried foods should be avoided.

All food and drink items provided must comply with the Tennis Anti-Doping Programme.

The quantity of food should be adequate to sustain the needs of a young athlete.

## Appendix L – Players

***Note. Tennis Europe fully endorses the ITF definitions and procedures below, and will for the Tennis Europe Junior Tour in the capacity of an ITF Regional Organisation fully cooperate with the ITF in such matters.***

The term “good standing” in connection with a player shall be defined as follows:

One who:

- (a) Is not under a suspension imposed by his National Association, Tennis Europe, or by the ITF, or through the imposition of a suspension under a Code of Conduct accepted and approved by Tennis Europe and/or the ITF.
- (b) Is accepted by his National Association as being under its jurisdiction.
- (c) Makes himself available for selection for Official Team Championships and accepts the jurisdiction of his National Association while competing in events for which they have nominated him.
- (d) Respects the spirit of fair play and non-violence at all times.
- (e) Accepts the Conditions of Entry of the events he enters, including the conditions of any Code of Conduct adopted for those events.

Agrees to undergo any medical control, including gender verification and tests, which are in operation at any event which he or she enters.

### **2. Definition of a “National”**

A national of a country is a player who is eligible for and holds a passport of that country. For these purposes the tennis nationality of a player shall be:

- (a) In the case of a player who has represented a country, that of the country which he last represented.

In all other cases, that of the country which he is for the time being qualified to represent.

### **3. Gender Verification**

In any competition, a player may be required upon request to submit to gender verification to determine sexual status.

In the event that the gender of a player is questioned, the medical delegate (or equivalent) of the ITF shall have the authority to take all appropriate measures for the determination of the gender of a competitor.

The results of any tests conducted will not be made public out of deference to the human rights of the individual concerned but will be reported to the Chairman of the ITF Sport Science and Medicine Commission who shall advise the Board of Directors of the gender of the player concerned.

Failure by a player to submit to testing upon the request of the ITF shall subject the player to immediate suspension from the competition until such time as the appropriate testing is carried out in accordance with these Regulations.

### **Transsexuals**

Any individuals undergoing sex reassignment from male to female before puberty are regarded as girls and women (female), while those undergoing reassignment from female to male are regarded as boys and men (male).

Individuals undergoing sex reassignment from male to female after puberty (and the converse) are eligible for participation in female or male competitions, respectively, under the following conditions:

- a. Surgical anatomical changes have been completed, including external genitalia changes and gonadectomy.
- b. Legal recognition of their assigned sex has been conferred by the appropriate official authorities.
- c. Hormonal therapy appropriate for the assigned sex has been administered in a verifiable manner and for a sufficient length of time to minimise gender-related advantages in sport competitions.
- d. Eligibility should begin no sooner than two years after gonadectomy.

In all instances, a confidential case-by-case evaluation will occur.

## Appendix M - Feed up to ITF Junior Circuit events

### **16 & Under Team Competitions Feed Up Exempt**

Players who, by virtue of being part of a team which finished in 1st, 2nd or 3rd place in the Junior Davis Cup or Junior Fed Cup Finals, gains Direct Acceptance into a designated ITF Junior Circuit Tournament. For details, refer to the ITF Junior Circuit Rules.

### **16 & Under Tournament Feed Up Exempt Positions**

Players selected through the Tennis Europe 16 & Under year-end ranking will be offered two (2) 16&Under Tournament Feed Up Exempt Positions, which will grant each eligible player entry to the main draw of a pre-determined ITF Junior Circuit tournament. For details, refer to the ITF Junior Circuit Rules.



## Appendix N - Tournament Rating System

Tournaments to have taken place during the last 52 weeks on the Tennis Europe Junior Tour are rated on an annual basis from January to December.

Following applications, tournaments are classified in order to determine if the tournament or certain events shall be sanctioned by Tennis Europe for inclusion on the Tour or not. If sanctioned, the Ratings and the records of how the tournament was previously organised (if applicable) will be used to determine the Category of the events and/or if events will be promoted to a higher or demoted to lower Category.

The following guidelines apply:

- The Tennis Europe Junior Committee will decide the maximum number of tournaments to be allowed weekly in each Category, according to the “pyramid system”, e.g. there shall be more tournaments allowed in Category 3 and fewer in Category 1.
- The rating shall be based on the quality of the player fields of the Boys and Girls Singles Main Draws respectively, and on the fulfilment of the organisational and promotional requirements for the Category.
  - The calculation of the quality of player fields shall include top 20 players in the completed Singles Main Draws using:
    - For ranked players, the ranking position of their Tennis Europe Junior Ranking immediately following the Masters event.
    - For unranked players a “virtual ranking” of one (1) ranking position point below the last ranked player in the draw.
    - The average ranking of the top 8 players are calculated, and factored together with the average ranking of player 9-20 in the draw.
    - Various criteria to value the quality of the organisation of the tournament may be used in addition the ranking calculation.
    - Events of different draw sizes shall be rated together for each Category.
- The Tennis Europe Junior Committee, reserves the right to grant rights for tournaments category based on geographical distribution.
- Upgrading of a tournament to a higher category in the same week is only possible if there are positions available in that Category in that week, or if another tournament is relegated. Otherwise an upgrade is possible only if the upgraded tournament changes weeks. If there are more requests for upgrades than positions available, the priority goes to the tournaments which have the higher rating.
- Any tournament not complying with the Regulations applicable for the Category will be allocated a lower category for the following year, at the discretion of the Tennis Europe

Junior Committee, or may – in exceptional circumstances - be refused sanction for the following year.

If a tournament is sanctioned and included in the Tennis Europe Junior Tour Calendar and subsequently withdraws within three months of the scheduled first day of play, that tournament will not be accepted for the following year unless there are exceptional circumstances.

## Appendix O - Management of the Tennis Europe Junior Tour

The Tennis Europe Junior Tour shall be managed by the Tennis Europe Junior Department, Junior Committee and the Board of Management.

### ***The duties of the Tennis Europe Junior Department shall be:***

- To manage the day to day administration and operation of the Tour, including but not limited to approval of tournament applications, calendars and fact sheets, handling of the entry and withdrawal systems, ranking systems, all results and reports from the tournaments included on the Tour. The technical and IT administration of any systems required to perform these duties may be outsourced to companies and consultants approved and appointed by Tennis Europe.
- Determine all interpretations of these Regulations as referred to Tennis Europe by Tournament Organisers, Referees, National Associations and Players, for which the Referee onsite is not the final authority.

### ***The duties of the Tennis Europe Junior Committee shall be:***

- To ensure uniform application of, and compliance with the Rules, Regulations and Code of Conduct.
- To undertake other duties as laid down in these Regulations.
- To submit regular reports, updates and proposals to the Board of Management.
- Decide, or prepare a proposal for the Board of Management, on any appeals or disputes from the Member Nations.

### ***The Tennis Europe Board of Management shall carry out the following duties:***

- Approve major changes and amendments of the Regulations proposed by the Junior Committee.
- To monitor the finances of the Tour within the framework of the organisation.
- Decide on any appeals or disputes from Member Nations forwarded by the Junior Committee.
- Every three years appoint members of the Chairman and members of the Junior Committee. The chairman of the Junior Committee shall be a member of the Tennis Europe Board of Management.

## Appendix P – Contacts

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