



# WHEELCHAIR TENNIS TOURNAMENT DIRECTOR GUIDE

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## PREFACE

This manual is meant to be a guide for Tournament Directors and Tournament Committees in planning an ITF wheelchair tennis event. It is important to note that this is only a guide and the ITF Rules and Regulations supersedes any information contained within this document.

### 1. TOURNAMENT PERSONNEL

- a. Tournament Board/Committee - a group of volunteers that is responsible for all organizational details of an event. This group may be a Community Tennis Association (CTA), a non-profit organization, club/facility staff, etc. whose duties include:
  - i. Appointing a Tournament Director (TD) and, if deemed appropriate within the tournament's organizational structure, a Tournament Chair
  - ii. Completing the ITF and USTA tournament sanction applications
  - iii. Hiring a Tournament Referee and officiating team following the minimum requirements of the tournament classification per ITF Regulations
  - iv. Appointing an In-Event Tournament Committee comprised of at least 3 people including the TD, Referee and the Tournament Chair, which is tasked with:
    1. Making decisions about the basic format and structure of the tournament
    2. Conducting the tournament in conjunction with the Referee under the applicable rules and regulations
    3. Completing post-tournament work and any supporting documentation
  - v. Holding regular meetings to plan the event:
    1. Minimum 3-6 months - up to 1 year ahead of the event

2. Time frame depends on the size and ITF Level of the event - **See Part 2, ["Sanctioning and Tournament Planning"](#)**
- vi. Recruiting volunteers to assist with tournament planning
- vii. Organizing the full committee into subcommittees and appointing leaders for various aspects such as:
  1. Meals/Beverages
  2. Volunteers
  3. Sponsorship and fundraising
  4. Venue
  5. Transportation
  6. Marketing and promotion
  7. Any other areas of tournament organization - **See Part 3, ["Organization"](#)**
- b. Tournament Director - appointed by the Tournament Committee to oversee the event which includes the following duties:
  - i. Manages all aspects of planning and executing the tournament
  - ii. Appoints Coordinators/Chairmen for all necessary tournament operations
  - iii. Coordinates with the Tournament Committee and Referee
  - iv. Liaises with the ITF as necessary
  - v. Receives and confirms player entries
  - vi. Confirms eligibility of all players entered into the event - **See Part 9, ["ITF Classification Master \("Eligibility"\) List"](#)**
  - vii. Sends the tournament acceptance list to the ITF at the entry deadline and the direct acceptance list one week prior to the start of the event
  - viii. Works with the Tournament Referee to print and/or save the singles and doubles rankings for all ITF

divisions dated on the Monday prior to the tournament week. *For example: If a tournament begins on Thursday, March 19, the relevant rankings would be dated Monday, March 9 - **See Part 9, ["ITF Wheelchair Tennis Tour Rankings"](#)***

- ix. Serves as the point of contact for players to provide all information and arrangements
  - x. Responsible for producing all materials including fact sheet, entry forms, schedule of events, etc.
  - xi. Completes and sends all post-tournament documents to the ITF at the completion of the event
  - xii. Arranges for the payment of prize money
  - xiii. Coordinates hotel and transportation arrangements
  - xiv. Complies with all ITF promotional and publicity requirements
  - xv. *The USTA requires that all Tournament Directors be Safe Play-certified beginning in January 2021*  
**See Part 9, ["Safe Play Registration"](#)**
- c. Tournament Chair - may be appointed by the Tournament Committee, if necessary, to oversee specified organizational aspects of the event which include the following:
- i. Liaises between the TD and Tournament Board/Committee
  - ii. Assists the Tournament Director in coordinating Tournament Board/Committee, subcommittees and other tournament volunteers
  - iii. Organizes logistical aspects including meals, transportation and any other areas assigned by TD
- d. Tournament Referee - hired by the Tournament Board/Committee to govern all aspects of tennis which include the following:
- i. Ensuring that all aspects of the event are run in accordance with the rules and regulations of all governing bodies including the ITF and USTA



- ii. Before tournament play begins, including:
  - 1. On-site preparation such as:
    - a. Match and practice court layout and accessibility
    - b. Nets, singles sticks, fences, and player benches
    - c. Umpire chairs
    - d. Umpire area
    - e. Referee's desk
  - 2. Conducting player sign-in
  - 3. Making draws
- iii. Serving as the on-site representative of the ITF, responsible for the uniform administration and interpretation of the:
  - 1. ITF (and USTA) Wheelchair Tennis Regulations
  - 2. ITF Code of Conduct
  - 3. ITF Rules of Tennis
  - 4. ITF Duties and Procedures for Officials
- iv. Utilizing the required Wheelchair Tennis Tournament Planner program ("WheelsTP") for tournament administration
- v. Arriving on site at least one (1) hour prior to the first ITF match of the day, and be present through the completion of the day's order of play
- vi. Submitting draws, results and daily order of play to the ITF through the WheelsTP program
- vii. Governing of the USTA divisions in combined events
- viii. Hiring all officiating personnel - **See Part 7, ["Officiating"](#)**
- ix. Fulfilling all other needs required of a Tournament Referee - **See part 10, ["Officiating Structures, Job Descriptions and Additional Responsibilities"](#)**
- e. ITF Representative (when present) - may attend any ITF tournament and fulfill the following duties which include:

- i. Working with the Referee as needed at the tournament and during official functions (draws, sign-in, etc.)
  - 1. TDs are responsible for making necessary travel, accommodation and credential arrangements upon request by the ITF
- ii. Ensuring that the event follows ITF Rules and Regulations
- iii. Serving as a resource to the TD, to the event, and to the players
- f. USTA National Wheelchair Committee Mentor - Member of the USTA National Wheelchair Tennis Committee assigned to an ITF event, who:
  - i. Serves as a resource before, during, and after the tournament
  - ii. Is available via email and phone to the TD to answer questions, solve problems and advise as needed

## **2. SANCTIONING AND TOURNAMENT PLANNING**

- a. ITF Sanctioning Application and Bid Process
  - i. ITF Tournament Classifications/Levels/Duration:
    - 1. Super Series (5-6 days)
    - 2. ITF Level 1 (5 days)
    - 3. ITF Level 2 (3-4 days)
    - 4. ITF Level 3 (3-4 days)
    - 5. Futures Series (3 days)
    - 6. Junior Divisions - may be held at all Levels of ITF events
  - ii. ITF Divisions to be Offered:
    - 1. Men - Singles, Doubles, Singles Consolation
    - 2. Women - Singles, Doubles, Singles Consolation
    - 3. Quad - Singles, Doubles, Singles Consolation
    - 4. Junior - Singles, Doubles, Singles Consolation

- iii. Prospective events must complete a USTA tournament proposal and submit it to the USTA National Wheelchair Tennis Manager and Committee prior to completing the ITF bid application - **See Part 9, [“USTA Proposal Document to Host an ITF Event”](#)**
- iv. All ITF wheelchair tennis tournaments must be sanctioned by the ITF. All events must complete the ITF Sanctioning Application and Tournament Hosting Agreement sent by the ITF via email to current TDs. Upon completion, the application must be sent to the USTA National Wheelchair Tennis Manager for signature and approval
- v. Upon receiving an ITF sanction, the USTA automatically sanctions the ITF “Open” Divisions of the tournament. An additional USTA sanction is required if the event includes USTA “Letter” Divisions
- vi. An invoice for the ITF sanction fee is sent to the USTA following the event:
  - 1. Event Sanction Fees
 

a. Super Series	\$500
b. ITF Level 1	\$350
c. ITF Level 2	\$300
d. ITF Level 3	\$250
e. Futures Series	\$150
  - b. ITF - Important Dates (Note that these dates are typical timeframes and may vary from year to year)
    - i. **January:** ITF Tournament Packets are emailed to current events included on the ITF calendar - packet includes all documents needed for the current year’s event
    - ii. **April:** ITF Tournament applications are emailed for the following year’s events
    - iii. **May:** ITF Tournament applications are due for first half of the following year

- iv. **July:** ITF Tournament applications are due for second half of the following year
- v. **September/October:** ITF Tournament calendar is published
- c. ITF Prize Money Requirements
  - i. The players in each ITF event (excluding Juniors) are compensated on the basis of their performance by on-site prize money which is distributed during the tournament
  - ii. The following minimum prize money levels (in U.S. Dollars) are required for 2021:
 

1. Super Series	\$45,000
2. ITF Level 1	\$32,000
3. ITF Level 2	\$22,000
4. ITF Level 3	\$14,000
5. Futures Series	\$3,000
  - iii. USTA Prize Money Grant
    - 1. USTA National will provide one half of the ITF-required prize money for ITF tournaments
    - 2. No grant application is required. If the tournament is sanctioned by the ITF, the event will automatically receive the funds
  - iv. Tournaments are required to calculate the prize money per event and division based on the ITF regulations and calculations spreadsheet - **See Part 9, ["Prize Money Breakdown"](#)**
  - v. The prize money breakdown should be published on the tournament fact sheet before the start of the tournament and displayed at the event. Any taxes to be taken out should be announced on the fact sheet
  - vi. Prize money is paid in cash or by check on-site or by bank transfer. On-site and bank transfer payments of prize money must be paid in U.S. Dollars
  - vii. Tournaments should post a prize money distribution schedule

- viii. Each tournament must complete the prize money report with the following information:
  - 1. Name of player
  - 2. Exact amount of prize money issued
  - 3. Signature of player
- ix. ITF prize money typically increases incrementally every two years
- d. Budget
  - i. Sponsorship/Fundraising - The Tournament Committee is responsible for obtaining all funding associated with the event
    - 1. It is a good idea to have a designated Sponsorship Subcommittee whose duties include:
      - a. Soliciting in-kind and cash donations
      - b. Distributing sponsorship packet to potential donors - **See Part 10, ["Sponsorship Packet"](#)**
      - c. Ideas for fundraising/soliciting sponsors - **See Part 10, ["Sponsorship Ideas"](#)**
  - ii. Sample Budgets - Each level of ITF tournament has varying requirements that incrementally increase. Sample budgets are provided for each level - **See Part 10, ["Tournament Budgets"](#)**
  - iii. Insurance - the applicant is responsible for taking out a suitable insurance policy which is compliant with local laws and regulations, and insures against claims made for damage to property and for death/injury caused to people at the event. "ITF Ltd" and "ITF Licensing (UK) Ltd" must be named in the policy and on the certificate of insurance. A copy should be provided to the ITF upon request. Insurances should also include General Liability, Directors & Officers and other policies necessary not covered under general liability

- e. Entry Fees
  - i. Most tournaments have separate entry fees for ITF Open players and USTA Letter players, which include singles and doubles. Tournament Directors are responsible for determining appropriate entry fee amount based on amenities provided
  - ii. Tournaments may offer an entry fee that is inclusive or exclusive of tournament accommodation
  - iii. Entry fees should be based on tournament level and amenities provided
- f. Tournament Planning Timeline *(Note that these are suggested timeframes and may vary)*
  - i. **In April the year before the event:** complete the ITF Sanctioning Application and Tournament Hosting Agreement
  - ii. **6-12 months before event:**
    1. Hold Tournament Board/Committee meetings to start planning
    2. Secure sponsorship
    3. Create budget
    4. Reserve courts
    5. Reserve hotel block
    6. Hire Referee
    7. Confirm insurance policies
    8. Reserve vans for transporting players
    9. Organize repair station
    10. Secure all medical personnel
    11. Discuss and plan for player amenities
  - iii. **3-6 months before event:**
    1. Send entry form to players and USTA National Wheelchair Tennis Manager
    2. Post event information on social media
    3. Confirm meals

- 4. Order balls
- 5. Arrange tournament desk volunteers
- 6. Coordinate ball people
- iv. **1-2 months before event:**
  - 1. Order trophies and player gifts
  - 2. Recruit general volunteers
  - 3. Publicize/promote event
  - 4. Receive and officially confirm player entry via email and provide necessary tournament information
- v. **2-12 weeks before event (depending on ITF Level):**
  - 1. Enter players into Serve Tennis
  - 2. Work with Referee on preliminary match schedules
  - 3. Confirm all aspects of event
  - 4. Create credentials
  - 5. Confirm tournament personnel and volunteer schedules

### 3. ORGANIZATION

- a. On-Site Player Registration
  - i. Typically held on the day prior to the start of play, to be noted on the Fact Sheet
  - ii. Players may register up until their first match
  - iii. Confirm player entry, ensure that the waiver is signed by each player, distribute credentials and receive payment
  - iv. Ensure that the event has change on hand for ITF player cash payments
  - v. During the check-in process, verify players' cell phone numbers, email addresses and hotel information including room numbers

b. Marketing/Promotion

- i. The following platforms are useful to provide information to the general public, sponsors, volunteers and players:

1. Tournament Website
2. Social media
3. Tournament flyers, banners, and programs
4. Television/radio spots

c. Meals

- i. Breakfast (often provided by hotel) and a minimum of one other free meal per day should be included in the entry fee; tournaments are strongly encouraged to include three free meals per day whenever possible

1. Tournaments that do not provide free food for players must be able to offer food on site for a reasonable cost
2. Tournaments should list on the fact sheet which meals will be provided, including location and times
3. Events should provide food that:
  - a. Is varied and nutritious
  - b. Is suitable for athletes
  - c. Includes a vegetarian and gluten free alternative upon request
4. Fruit should be available at all times
5. Tournaments should collect dietary restrictions on the entry form and ensure the meals are correctly allocated

- ii. Tournaments should provide adequate sanitation and follow local regulations for food safety

d. Drinks

- i. Water (preferably bottled) must be available for players on and off court at all times



- ii. Additional drinks should be offered (i.e. sport drinks, coffee, tea, soft drinks, hot water, etc.)
- e. Trophies/Awards
  - i. Trophies are recommended for champions, finalists and/or consolation champions
  - ii. Sportsmanship or other trophies/awards may be offered
  - iii. Consider a trophy and/or gift that is unique to the tournament locale
  - iv. Consider “ease” of packing and safe transport for any trophies/awards provided
- f. Player Gifts
  - i. Player gifts are recommended. Examples include towels, T-shirts, hats, grips, wrist bands, etc.
  - ii. If T-shirts are provided, tournaments may request sizes on the entry form
  - iii. Tournaments may contact their state or section USTA office or other sponsors for promotional items
  - iv. Drawings/raffles/door prizes may be offered
  - v. Consider “ease” of packing and safe transport for any gifts provided
- g. Volunteers
  - i. Volunteers are the key to success and should be recruited well in advance of the event
  - ii. Tournaments are responsible for determining the number of volunteers required as well as the recruiting and coordinating of volunteers
  - iii. Recommended volunteer positions include:
    1. Volunteer Coordinator - present on site to assign duties and oversee all volunteers
    2. Tournament Desk Coordinator - supports tournament desk duties as assigned
    3. Transportation Coordinator - coordinates shuttle drivers and transportation schedules

4. Hospitality Coordinator - organizes daily catering, food presentation and service
  5. On-Court Coordinator - ensures courts have adequate water, sport drinks, towels, etc.
  6. Ball Person Coordinator - recruits, organizes, trains, and assigns ball persons to match courts
- h. Ball Persons
- i. It is recommended to have ball persons during all matches when possible, prioritized by round being played and availability and experience of ball persons
  - ii. Tournaments should offer training for ball persons prior to the event before they are permitted on court
  - iii. Should be provided water, snacks, and ample rest off court in a shaded area
- i. Repair Station
- i. It is required to have a repair station and technician on site any time a player is practicing and during all matches, including one day prior to the start of play
  - ii. Tools should include, but are not limited to:
    1. Air compressor/pump
    2. Spare air compressor/pump
    3. Common tools (allen wrenches, socket wrenches, zip ties, etc.)
  - iii. Tournaments are recommended to offer the following supplies on site for purchase:
    1. Tires 24"-27"
    2. Tubes 24"-27"
    3. Casters
    4. Axles
    5. Bearings
    6. Straps
- j. Medical Personnel Requirements
- i. Doctor

1. ITF tournaments must appoint and pay all costs for a medical doctor (MD) to be on call at all times during play
- ii. Athletic Trainer or Physiotherapist
  1. The tournament must also appoint an athletic trainer or physiotherapist to be available on-site at all times during play to provide treatment to players, including one hour prior to the first match of each day. Consult regarding on-site needs includes:
    - a. Tent
    - b. Tables
    - c. Towels
    - d. Other supplies
  2. It is recommended that all reasonable off-court treatment is provided free of charge to all players
- iii. Other
  1. Tournaments may offer other therapies (i.e. massage therapist, chiropractic, etc.) for free or for a reasonable cost
- k. Tournament Desk
  - i. There must be a tournament desk on site that is staffed at all times
  - ii. The following items must be posted:
    1. Latest Wheelchair Tennis Ranking Lists
    2. Code of Conduct
    3. Prize money breakdown
    4. ITF Anti-Doping Programme
    5. Contact information for ITF Representative (when present)
    6. Phone numbers of important tournament personnel
  - iii. Supplies
    1. Printer with extra ink

2. Paper (letter and/or legal size)
3. Basic office supplies
- iv. Internet Access
  1. Must be available for official use at the tournament desk
  2. Recommended for players and guests with username and password clearly posted
- v. Walkie Talkies
  1. It is strongly recommended that tournaments provide walkies to key personnel for on-site communication:
    - a. Tournament Referee
    - b. Tournament Director
    - c. Athletic Trainer/Physiotherapist
    - d. Repair Station
    - e. All Officials
    - f. Tournament Desk
    - g. Volunteer Coordinator
    - h. Hospitality Coordinator
    - i. On Court Coordinator
    - j. Ball Person Coordinator
  2. Tournaments should verify that all walkies are operational prior to start of play each day and that extra batteries are available
  3. Cell phones/mobile applications are not acceptable in place of walkie talkies for on court communication
- l. Player Communication
  - i. Email is the preferred method of communication between players and tournament personnel
  - ii. Avoid social media platforms for official tournament communication
- m. Accreditation/Credentials

- i. Tournaments must provide accreditation to all players, staff, coaches, player guests, media and all other personnel. Accreditation must be displayed at all times while on site
- ii. Credential Suggestions:
  - 1. Color code credentials for ease of recognition (i.e. players, guests, tournament staff, officials, etc.)
  - 2. Can be used for access to specific tournament areas
  - 3. Lanyard or clip-on badges are most common

#### 4. VENUE

##### a. Courts

##### i. Accessibility

- 1. All match and practice court entrances must be level with the outside sidewalk, or a ramp must be provided
- 2. Court entrance gates must be wide enough for everyday wheelchairs (30"); however, it is ideal if court entrance gates are wide enough for tennis wheelchairs (45")

##### ii. Match Courts

- 1. Tournament Director and Referee should create a match schedule plan prior to the event to estimate the number of courts needed for the event - **See Part 10, ["Match Schedule Plan"](#)**
- 2. Number of match courts required should take into consideration:
  - a. Number of ITF and USTA events to be played
  - b. Number of entries in each event
  - c. Draw and scoring formats
  - d. Time constraints with facility
  - e. Duration of tournament (number of days)

##### iii. Practice Courts

1. Tournaments must provide practice courts free of charge to players from at least one (1) day before the start of the event until the completion of the event
  2. Must be the same surface as the match courts
  3. Should be located at the main tournament site. If the practice courts are at a different venue than the match courts, free transportation must be provided regularly throughout the day
  4. Players who have been eliminated from the event may still practice; however, priority is given to players still competing
  5. A practice court schedule and sign-up sheet should be managed by the Referee and Tournament Director
- iv. Scoreboards
1. Recommended on each match court, should be easily visible to all spectators, and accessible to players
- v. Preparation/Lay-Out
1. Courts should be free of debris
  2. Courts must be even (without severe bumps or low spots)
  3. Should include a player bench/chair for tennis bag and personal belongings
  4. Cooler for drinks
  5. Chair Umpire and Line Umpire chairs as needed
  6. In hot climates, individual player ice buckets on court are required for Quad divisions; however, they are encouraged for all divisions
- vi. Lighting
1. If matches are played under artificial lighting, the intensity of illumination must be sufficient for professional tennis

vii. Sun Protection

1. There must be adequate shade on court for players and officials via permanent shade structures or umbrellas

b. Facility

i. Facilities must have an accessible path of travel to all pertinent areas, including but not limited to:

1. Match and practice courts
2. Locker rooms and restrooms
3. Player lounge
4. Food service and dining areas
5. Match viewing areas
6. Wheelchair storage and repair station
7. Athletic trainer
8. Tournament and Referee's desks

ii. Locker Rooms/Restrooms

1. Adequate accessible changing rooms and shower facilities shall be available on site
2. It is recommended that there is a sufficient number of ADA bathroom stalls based on the number of players participating in the event. Ensure that the sinks, soap and towels are at an accessible height
3. All restrooms must be cleaned regularly
4. Garbage cans must be included in every bathroom stall and emptied regularly
5. If there are not a sufficient number of permanent and accessible toilets, portable facilities may be used provided they are hygienic and cleaned regularly

iii. Wheelchair Storage

1. Wheelchairs must be stored in a secure location overnight that is dry and protected from weather
2. This area should be indoors whenever possible

3. When not indoors, this area (or tournament facility itself) must either be locked or monitored by security when tournament staff is not present
- iv. Player Lounge
  1. Recommended amenities include:
    - a. Climate-controlled area - air conditioned/heated
    - b. Table and chairs, couches and/or floor mats
    - c. WiFi access and electrical outlets
    - d. Television or other leisure activities
- v. Stringer
  1. The racquet stringer is:
    - a. Required on site for ITF Super Series and Level 1 events
    - b. Recommended on site for ITF Level 2, 3, and Futures Series events
      - i. However, if not available, there should be a pick-up/drop off area where racquets can be strung and returned in a timely manner
- vi. Food Service and Dining Areas
  1. Tables and moveable chairs must be provided for players

## 5. TRANSPORTATION

- a. General Guidelines
  - i. Each tournament should have a designated Transportation Coordinator who is responsible for:
    1. Ensuring all transportation procedures abide by local law, insurance policies and rental agreements
    2. Communicating directly with all players, coaches and guests concerning travel arrangements, accessibility and equipment/luggage considerations



3. Providing a list of taxi and rental car companies which offer accessible transportation for players that elect not to use tournament transportation
  4. Posting arrival and departure schedules on site and at the tournament host hotel and sent via email to all players, coaches and guests
  5. Creating a daily transportation schedule which coordinates drivers, vehicles, pick-up times and locations, which is posted on site and at the tournament host hotel
- b. To/From the Airport
- i. Tournaments should provide complimentary transportation to and from the designated tournament airport(s) between the hours of 9 a.m. and 11 p.m., one day prior to and one day following the event. However, tournaments are encouraged to offer transportation to and from the airport at other times if possible
  - ii. Players are expected to arrange their own transportation outside of the hours listed above, and notify the event of any changes in travel plans
  - iii. Travel details should be provided by the player at least two weeks prior to the tournament start date. Otherwise, tournament transportation is not guaranteed
  - iv. It is recommended that a tournament volunteer is present at the airport on the day prior to the event to assist players as they arrive
  - v. Tournaments should communicate arrival procedures with players prior to the event and have signage on tournament vehicles and credentialed personnel at the airport
- c. To/From Tournament Host Hotel(s) and Site

- i. Complimentary transportation should run between the tournament hotel(s) and site on a regular basis from the day before play begins
- ii. Coordinate transportation times with Tournament Director and Referee based on the daily order of play
- iii. The first transportation of the day should arrive at the tournament site a minimum of:
  1. 30 minutes before the first practice session or;
  2. 60 minutes before the first scheduled match
- iv. Transportation must be available between the tournament site and tournament host hotel upon completion of the last match each day

## **6. HOTEL ACCOMMODATIONS**

### a. General Guidelines

- i. Tournament host hotels must provide accessible accommodation at a reasonable cost near the tournament site
- ii. If possible, tournaments should offer a choice of two host hotels for players on different budgets, both of which include breakfast
- iii. Tournaments may choose to offer an all-inclusive registration which includes cost of hotel accommodation and entry fee or allow players to arrange their own accommodation. With an inclusive entry fee, the tournament will pay the hotel directly
- iv. A discounted block of rooms should be reserved at tournament host hotel(s) for players and guests
- v. Tournaments should list hotel rates for all room options available to players on the fact sheet (i.e. king, double-queen, suite, etc.)
- vi. Tournaments should include the following hotel information on the fact sheet:
  1. Nightly rate, taxes and fees
  2. Deadline by which to make reservations

3. Discount/booking code (if applicable)
  4. Method of booking - direct link (online), email or phone
  5. Hotel contact information
  6. Cancellation/change policy
- b. Accessibility
- i. Number of accessible rooms available at a hotel should be considered
  - ii. It is recommended that door widths be wheelchair accessible (30" or more). It is recommended to state the size of the bathroom doors on the Tournament Fact Sheet
- c. Tournament Information at Hotel
- i. If possible, it is recommended that a tournament volunteer be present at the hotel on the day of arrivals and departures
  - ii. There must be a tournament information point at the the official tournament host hotel(s) with the following information posted:
    1. Tournament fact sheet
    2. Tournament personnel contact information
    3. Transportation schedule
    4. Updated draws
    5. Daily order of play
  - iii. If multiple tournament host hotels are used, then the information listed above should be posted at all locations

## **7. OFFICIATING**

- a. General Guidelines
- i. Officials are required at all events to ensure fair play and fulfill both ITF and USTA regulations
  - ii. Tournaments are responsible for all officiating costs, which may include hotel accommodation

- and umpire travel. Each ITF level of event will have a corresponding budget based on ITF officiating requirements - **See Part 10, [“Officiating Budgets”](#)**
- iii. The Tournament Director is responsible for hiring a Referee knowledgeable in the rules of wheelchair tennis and qualified to work the specific ITF Level of event. It is recommended that a TD hire a Referee up to 1 year prior to the event or as soon as tournament dates are confirmed. *Consult with USTA National Wheelchair Tennis Committee and/or Staff for suggestions of qualified Referees*
  - iv. The Referee is responsible for hiring an officiating team based on:
    1. ITF level of event
    2. Number of participants
    3. Draw sizes
    4. Tournament Director requests to chair and/or line additional matches not specifically required by the current regulations
  - v. A designated area for use by umpires only should be provided on site
  - vi. The national USTA uniform will be worn by all officials unless the ITF or individual tournament provides an alternative uniform
  - vii. All ITF wheelchair tournaments use paper score cards for chaired matches. Tournament Directors should consult with the Referee, USTA and/or ITF to acquire a suitable number of score cards
- b. Officiating Requirements - **See Part 9, [“ITF Officiating Requirements”](#)**
- i. ITF Badge Certification - pertains to an umpire’s professional certification level (i.e., gold, silver, bronze, or white). Professional umpires who hold a badge certification by the ITF can serve in various capacities at an event (i.e. Chair, Line, or Roving Umpire)

- ii. Each ITF level of event has certain officiating requirements regarding the Referee and other ITF umpires:
  - 1. For recommended numbers of officials and officiating structures at events - **See Part 10, [“Officiating Structures, Job Descriptions and Additional Responsibilities”](#)**
  - 2. ITF Super Series and Level 1 events typically hire a larger officiating staff than ITF Levels 2, 3 and Future Series events - **See Part 10, [“Officiating Structures, Job Descriptions and Additional Responsibilities”](#)**
- c. Overview of Umpire Designations
  - i. Referee (sometimes referred to as “Supervisor”):
    - 1. Responsible for overseeing all aspects of play before, during and after the event
    - 2. Works directly with the Tournament Director to ensure that the event is run in accordance with the ITF Rules and Regulations for all ITF divisions
  - ii. Deputy Referee/Chief Umpire:
    - 1. Off-court umpire who is the Referee’s assistant and assists in managing the officiating team during the event
    - 2. Serves as the main contact between the Tournament Director and officiating staff prior to the event concerning accommodation and travel logistics
  - iii. Chair Umpire:
    - 1. Officiates a match from the Umpire’s Chair on court - often ITF-certified
    - 2. Responsible for determining all questions of fact, including calling lines, during a match under ITF regulations
  - iv. Line Umpire:

1. Responsible for calling a specific line from the court during a match

## 8. ADDITIONAL ITF/USTA REQUIREMENTS

- a. Tournament Player Entry
  - i. Serve Tennis Entry - Tournaments are required to use the online registration system, whenever possible, for both USTA and ITF portions of their event. ITF players will submit an entry form via email if they do not have access to online registration
  - ii. Tournament Entry - In addition to USTA online registration, it is recommended that a tournament create an entry form to capture information needed for the specific event - transportation needs, division(s) entered, dietary restrictions, shirt size, etc. - **See Part 10, ["Tournament Entry Form"](#)**
  - iii. Tournaments are obliged to accept the standard ITF Wheelchair Tennis Entry Form. If a tournament uses a separate entry form, it must include all clauses on the official ITF entry form - **See Part 9, ["ITF Entry Form"](#)**:
    1. ITF Rules of Wheelchair Tennis
    2. Code of Conduct
    3. Anti-Corruption Policy
    4. Anti-Doping Policy
    5. Classification Rules
- b. ITF Tournament Fact Sheet
  - i. The official ITF Tournament Fact Sheet, included in the TD packet, must be completed, sent to the ITF and made available to the players and National Associations at least six weeks before the start of the event
  - ii. Tournament-Specific Fact Sheet - it is advised that a tournament create an additional fact sheet which includes specific information on tournament personnel

contacts, transportation, practice courts, meals, repair station, etc. - **See Part 10, [“Tournament Fact Sheet”](#)**

- c. Media and Signage Requirements
  - i. ITF-sanctioned tournaments are required to display the USTA-approved banners
  - ii. ITF logo and signage requirements are detailed in the annual TD document packet
  - iii. ITF and USTA banners are available upon request
  - iv. For larger tournaments, such as ITF Super Series and Level 1 events, anticipate additional media coverage requirements. The ITF will provide more specific information in the lead-up to the event
- d. Anti-Doping - Drug Testing
  - i. The ITF may send drug testers to any event. If a tournament is selected:
    - 1. Players are not to be informed that testing will occur at the event
    - 2. The ITF will inform the TD and communicate the specific plans and tournament requirements in the leadup to the event
    - 3. Testing will typically take place over 1-2 days
    - 4. To facilitate testing under the ITF Tennis Anti-Doping Program, all ITF tournaments must provide on request and at their own cost:
      - a. A Doping Control Station that satisfies the requirements of the prevailing version of the World Anti-Doping Agency International Standard for Testing and Investigations
      - b. Sufficient chaperones/volunteers to notify players selected for sample collection, accompany and observe such players until their arrival at the Doping Control Station and witness provision of those players' samples as necessary

e. Classification

- i. The ITF may send Player Classifiers to any event. If a tournament is selected:
  - 1. The ITF will inform the TD and communicate the specific plans and tournament requirements in the lead-up to the event
- ii. If a tournament is interested in having an ITF Classifier at their event, please contact the USTA National Wheelchair Tennis Manager

## 9. HELPFUL LINKS/QUICK ACCESS GUIDE

a. ITF Links

- i. [UNIQLO Wheelchair Tennis Calendar](#)
  - 1. Yearly calendar of ITF events
- ii. [2020 ITF Wheelchair Tennis Rulebook](#)
  - 1. Rulebook posted by the ITF, updated every year, which includes all rules and regulations that ITF-sanctioned events must follow when hosting an event
- iii. [ITF Wheelchair Tennis Tour Rankings](#)
  - 1. All ITF Ranking Lists need to be printed (or saved to a tournament computer) one week prior to an event. These Ranking Lists are used to determine the seeding for the event. WheelsTP should have the correct ranking and seeding information within the program, but this works as a double-check on the computer system
- iv. [ITF Classification Master \("Eligibility"\) List](#)
  - 1. The ITF Classification Master List is a complete list of all certified wheelchair tennis athletes. This list contains those with a "Quad" classification, as well as those with classifications that are--including but not limited to--under "review," "new" players, or "not eligible" to play in wheelchair divisions. Each designation is explained in the "Q & A" document from the ITF about the Classification Master List



- v. [ITF Entry Form](#)
  - 1. Official player entry form for all ITF events
- vi. [ITF Officiating Requirements](#)
- vii. [USTA Proposal Document to Host an ITF Event](#)
  - 1. Application used to either add an ITF portion to a previously-run USTA-only event or host an ITF event for the first time
- viii. [Safe Play Registration](#)
  - 1. Certification needed from all events as part of USTA requirements in hosting a tournament
- b. ITF Wheelchair Tennis Rulebook Quick Guide
  - i. When viewing the ITF rulebook in hard copy/printed form, reference the page numbers printed on the bottom of each page

<b>Topic (click on topic to view)</b>	<b>Page #</b>
<a href="#">Changes/Errors in the Draw</a>	53-55
<a href="#">Consolation</a>	49
<a href="#">Draw Size Limits</a>	46-49
<a href="#">Junior Eligibility</a>	27
<a href="#">Junior Player Image Use</a>	28
<a href="#">Number of Matches per Day and Order</a>	44
<a href="#">Pre-qualifying/second draw</a>	49
<a href="#">Prize Money Breakdown</a>	57
<a href="#">Repair Time Limits, Wheelchair, Equipment</a>	36
<a href="#">Rest Time Between Matches</a>	37
<a href="#">Rules of Wheelchair Tennis</a>	90
<a href="#">Round Robin</a>	43-44
<a href="#">Scoring formats</a>	42-43
<a href="#">Seeding</a>	50-53
<a href="#">Sign-In Times</a>	34-35
<a href="#">Toilet Breaks</a>	35
<a href="#">Weather-Related Issues</a>	38-42

## 10. SAMPLE DOCUMENTS

- a. [Tournament Budgets](#)
  - i. ITF Tournament budgets and accompanying notes for all ITF Levels (view in Google Sheets to access “notes”)
- b. [Officiating Budgets](#)
  - i. Tournament Officiating budgets and accompanying notes for all ITF Levels (view in Google Sheets to access “notes”)
- c. [Meeting Agendas](#)
  - i. It is helpful to have a meeting with the various areas of organization at the start of the event:
    1. Tournament Desk
    2. Trainer/Medical Staff
    3. Wheelchair Repair Staff
    4. Referee Staff
    5. Umpire Staff
    6. Additional TD Discussion Items
- d. [Officiating Structures, Job Descriptions and Additional Responsibilities](#)
  - i. Examples of officiating structures at various levels of ITF events
  - ii. Job descriptions and responsibilities for the following designated umpire positions:
    1. Tournament Referee
    2. ITF Deputy Referee/Chief Umpires
    3. ITF Chair Umpires
    4. ITF Line Umpires
    5. USTA Assistant Referee
    6. USTA Roving Umpires
- e. [Match Schedule Plan](#)
  - i. Form that the Tournament Referee can use to help plan the overall event, including both ITF and USTA

portions of the tournament (view in Google Sheets to access "notes")

f. [Fundraising Ideas](#)

- i. Gives various ideas of how and where to look for funds to run an event

g. [Sponsorship Packet](#)

- i. This packet is an example of what can be sent to potential donors, which highlights various aspects of the event and breaks down the sponsorship structure

h. [Tournament Fact Sheet](#)

- i. Various examples of tournament-specific information sheets that are sent to the players participating in an event. This is a supplemental form to the ITF factsheet and not a replacement

