

# Tournament Prospectus

## **Maidenhead Lawn Tennis Club** **Junior Tournament & Mini Tennis Competition 13<sup>th</sup> to 18<sup>th</sup> April 2009**

**Acceptance & Selection Policy** – Where an event is oversubscribed the following selection policy will operate:

- In all main draw singles events we will select the highest rated applicants first. Players of the same LTA rating will be merited according to their LTA RANKING as at the closing date. Players of equal rating AND ranking shall be split according to date and time of application.
- In doubles events, acceptances will be made according to the date and time of application. An application shall only be considered complete on receipt of a valid application from BOTH players in a doubles team.

**Address of Tournament** – The tournament shall take place at Maidenhead Lawn Tennis Club, All Saints Avenue, Maidenhead, Berkshire SL6 6LY (Telephone: 01628 623 785).

Matches may also be played at Newlands School, Farm Road Maidenhead Berkshire, SL6 5JB.

Other nearby clubs/centres may be used as decided by the committee.

**Availability of Competitors** - It is a condition of entry that players shall be available throughout the published dates and times of the tournament. (Please see "Other Tournaments").

**Balls** – Balls of an ITF approved brand will be provided. Once-used balls may be used for some matches, particularly in early rounds. The winner of each match shall return the balls to the control desk immediately after the conclusion of each match.

Low compression green balls will be used in 10 & under events; orange balls will be used in 9 & under events and red balls will be used in 8 & under events.

**British Tennis Membership** – All applicants for both singles and doubles events must be registered players under the British Tennis Membership Scheme. In addition, all applicants shall hold a current LTA rating at the time of application.

**Cancellation of Applications** – You may cancel your application to any event without charge, provided you do so prior to the advertised closing deadline. In addition you may cancel any singles application up to 10:00am on Tuesday 7<sup>th</sup> April 2009, although a 15% administrative charge will be deducted from any refunds where payment has been made by credit or debit card.

After the published cancellation deadline, no refund is allowable regardless of the reason for the withdrawal.

It is each player's responsibility to ensure that we have received and acknowledged your request to cancel prior to the published deadline.

**Cancellation of Event(s) and/or the Tournament** - We may cancel any event, if in our opinion it would not be economical, practical or in the best interests of players to run such an event.

We may also cancel the tournament, any event or part of an event as a result of the intervention of the weather or other unforeseen circumstances. Entry fees are refundable to any player who has not started a match in a cancelled event.

**Car Parking** – Players, parents and tournament visitors are reminded that cars should be parked to the NORTH of the club, only. Please do not obstruct neighbours' driveways.

**Catering** – A selection of drinks and hot/cold refreshments will be available from the club at most times during the tournament.

**Club Activities** - All players and guests must respect the rights and enjoyment of other people using the club (whether for tennis activities or otherwise). Adjacent courts may be used for coaching and other non-tennis activities by club members and their guests.

**Closing Date/Time** - The closing deadline for all main draw singles is 2:00pm on Friday 27<sup>th</sup> March 2009. Doubles events close at 10:00am on Tuesday 7<sup>th</sup> April 2009. We may extend the closing deadline for any event(s), if we feel this to be in the best interests of the tournament.

**Clothing** - All players must wear recognised tennis clothing and shoes which do not damage or mark the courts. Clothing containing oversized logos and/or advertising material is not permitted. Warm-up clothing/track suits may not be worn during a match, unless permission has been obtained from the referee (or assistant).

**Committee/Tournament Personnel** – The tournament committee shall comprise the following members:

- Brian Warren
- Peter Herke (Tournament Referee)
- Mary Stanley
- Nigel Mann
- Chris Mann
- David Fuchs (Tennis Services UK Limited)

**Complaints** - The decision of the referee is final. If you are unhappy with any matter in connection with the tournament, you may raise the matter verbally with the referee. You may also make a complaint in writing to the referee or the tournament organiser, provided you do so within 48 hours of the occurrence.

If you are still not satisfied, you may, within 10 days of receiving a written response from us take the matter up with one of the following:

- Officiating Services Manager, The Lawn Tennis Association, National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ, if your complaint relates to the action or decision of an official.
- Berkshire LTA, Woodford Park, Haddon Drive, Woodley, Reading, RG5 4LY if your complaint relates to any other matter.

**Conditional Applications** – We will not accept an application which is conditional upon a player being accepted for two or more events applied for, nor on another player also being accepted to play in the tournament.

**Correspondence** – All applications, enquiries and other correspondence relating to this tournament should be addressed to:

David Fuchs, Tennis Services UK Limited, P.O. Box 151, Sutton SM1 2WN.

Telephone: 08712 779 819 Fax: 07092 27 27 27 E-mail: david@tennisuk.net

**Courts** – The tournament will take place on 8 macadam and 3 acrylic courts. Floodlights may be used. Other clubs/centres and court surfaces may be used, at the discretion of the committee.

**Data Protection Act (1998)** - By submitting an application to this tournament, you agree to the publication of your name, LTA membership number, rating, ranking, county, acceptance status, match details and results on our website and to our privacy policy (available from www.tennisuk.net, or on request).

You also agree to the LTA and/or LTA sanction tournament organisers, from my geographical area, using the information provided as part of my application (with the exception of credit/debit card details) to communicate

information about this and future tournaments, in my geographical area, via post/email or SMS. You also accept that such information may be used to update the British Tennis membership record of the person identified.

**Dates and Times of Play** – With the exception of the events listed below, matches will take place from Monday 13<sup>th</sup> April to Saturday 18<sup>th</sup> April 2009. Matches may start as early as 9:00am and continue into the evening. We may alter the times of play during the tournament, if we feel this necessary to complete the tournament on time.

10 & under events will take place from Wednesday 15<sup>th</sup> April to Friday 17<sup>th</sup> April ONLY.

8 & under and 9 & under events will take place on Thursday 16<sup>th</sup> April ONLY.

Doubles events will take place between Wednesday 15<sup>th</sup> April and Saturday 18<sup>th</sup> April.

**Doping Test** – Any player may be required to submit to a random doping control test without prior notice. This will be undertaken by an independent sampling officer appointed by UK Sport. Failure to submit to this test will be treated as a positive result.

**Doubles Pairings** – cannot be changed after the published doubles cancellation deadline. If either player is unable to play then the pair shall withdraw from the event and no entry fee refund will be made to either player, regardless of the reason for withdrawal.

**Draw Dates and Times** – The draw for all singles and doubles events shall take place immediately following the singles cancellation deadline on Tuesday 7<sup>th</sup> April (10:00 am).

**Emergency Medical Treatment** - In a case of accident, illness or emergency at the tournament, involving a player under the age of 18 years old, emergency medical treatment may be carried out as recommended by an approved medical authority.

**Entry Method** - You may make an application for this tournament by posting a completed official application form to the Entries Secretary (see "Correspondence"). We will also accept entries by fax, or online at the tournament website ([www.tennisuk.net](http://www.tennisuk.net)). Applications will not be accepted by e-mail or telephone. No applications will be accepted without payment.

Applications for plate/consolation events (if held) may only be made on site.

**Entry Fee** - £6.00 per application for 8&U and 9&U singles events; £12.00 per applicant per event for all other singles events; £6.00 per applicant (doubles), payable by cheque or postal order. Visa, MasterCard, Switch, Maestro, Solo and Delta Cards can also be accepted.

Only competitors who have paid their entry fees (or submitted payment details) prior to the closing deadline shall be considered for inclusion in the tournament. Cheques relating to cancelled/unsuccessful applications will be shredded 10 days after the conclusion of the tournament, unless a stamped addressed envelope is provided to the Entries Secretary within this time period.

No entry fees will be billed until after the published closing deadline. Entry fees paid by credit or debit card are collected by Tennis Services UK Limited acting as an agent authorised by the club for the collection of entry fee payments.

We reserve the right to make a reasonable administrative charge where a payment is dishonoured or declined. Recovery costs will also be added to any unpaid amounts due.

**Events** – The following events will be staged:

- Boys 18 & under singles (born between 1991 and 1997)
- Boys 16 & under singles (born between 1993 and 1998)
- Boys 14 & under singles (born between 1995 and 1998)
- Boys 12 & under singles (born in 1997 or 1998)
- Boys 10 & under singles (born in 1999 only)
- Boys 9 & under singles (born in 2000 only)

- Girls 18 & under singles (born between 1991 and 1997)
- Girls 16 & under singles (born between 1993 and 1998)
- Girls 14 & under singles (born between 1995 and 1998)
- Girls 12 & under singles (born in 1997 or 1998)
- Girls 10 & under singles (born in 1999 only)
- Girls 9 & under singles (born in 2000 only)
  
- Mixed 8 & under singles (born during or after 2001 only)
  
- Boys 18 & under doubles (born between 1991 and 1997)
- Boys 14 & under doubles (born between 1995 and 1998)
  
- Girls 18 & under doubles (born between 1991 and 1997)
- Girls 14 & under doubles (born between 1995 and 1998)
  
- Singles consolation events may be held as decided by the committee.

**Event Format** - Events may use standard knockout draws, progressive or staggered draw formats, according to entry numbers. Where an alternative event format is adopted which requires players to compete in two or more matches (e.g. round-robin, playback, double-elimination), such additional matches are an integral and compulsory part of the event and are not optional.

We may change the format of any event; amalgamate events or run qualifying events if we feel that it is appropriate to do so. The referee may also change any draw in the event of withdrawals.

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**Event Restrictions** – Players may apply for ONE mini-tennis singles event ONLY. Otherwise, players may only apply for a maximum of TWO consecutive singles events and ONE doubles event, subject to age eligibility rules.

**Late Arrivals** - Please allow sufficient time for your journey to the club including allowances for delays. If you are not present and ready to play within 15 minutes of your court being ready and your match being called, you will normally be scratched from the match. The entry fee is not refundable in these circumstances.

Where a player withdraws or is not present and ready to play, the referee may, at his/her entire discretion fill a vacant space in the draw with a lucky loser or a reserve or award a walkover.

**Liability** - All players enter this tournament, use the club and compete at their own risk, Neither the tournament, its officials nor the club, its staff, management or committee will be responsible for death, personal injury, or loss of or damage to property whether occurring on the premises or otherwise, other than liability for negligence incurred under English law. If we make a mistake which prevents you from playing or continuing in the tournament, the maximum amount we shall be liable for is the value of your entry fee.

**Match Dates and Times** – See "Scheduling of Matches"

**Match Format** – In 12&U and all doubles events, matches shall consist of two sets (tiebreak at 6 games all). If the score reaches one set all, then a deciding match tiebreak shall be played. The winner of the match tiebreak shall be the first player to win 10 points, leading by a two point margin. Should the score reach 9 points all, then the tiebreak shall be extended until one player gains a lead of two points (e.g. 11-9, 12-10).

In 14&U, 16&U and 18&U events matches up to the round of 16 shall also consist of two sets (tiebreak at 6 games all) with a match tiebreak at one set all. In the quarter-finals, semi-finals and finals of these events, matches shall be the best of three tiebreak sets.

In 10&U events matches shall be the best of three sets. The tiebreak shall operate at 4 games all in the first and second set – any third set shall be replaced with a “match tiebreak”. The winner of the match tiebreak shall be the first player to win 10 points, leading by a two point margin. Should the score reach 9 points all, then the tiebreak shall be extended until one player gains a lead of two points (e.g. 11-9, 12-10).

In 8&U and 9&U events and approved abbreviated scoring methods will be employed.

The format for consolation matches/events shall be decided by the committee according to circumstances.

In the event of bad weather or other circumstances beyond our control, the referee may alter the match format for any event (or part of an event). This may mean adopting abbreviated scoring methods – some of which may not count for LTA ratings purposes.

**Media Statement** – Unless the tournament referee is informed prior to the start of the tournament, you consent to being involved in any publicity connected with LTA staged tournaments, including media interviews, photographs and TV footage.

Unofficial photography and video recording is not permitted without the prior consent of the tournament referee, any players involved in such photography/video footage and (in the case of players under 18 years of age) their parent or legal guardian. To avoid disruption to play, requests must be made with sufficient notice as consent will not normally be sought from players once a match (including warm-up) has commenced. A photographic consent form may need to be completed.

**Non-Umpired Matches** - With the exception of some finals, matches will be played without umpires. All players must be familiar with the LTA Guidelines for a non-umpired match, a copy of which will be on display at the tournament.

**Order of Play** – See “Scheduling of Matches”

**Other Tournaments** - It is each applicant’s responsibility to ensure that they are not accepted for any other competition which takes place on any of the tournament dates (this includes other competitions run by Tennis Services UK Limited). The submission of applications for multiple competitions taking place at the same time is however permitted, provided that cancellation deadlines are observed. Players who find themselves committed to more than one tournament on any date and are forced to withdraw as a consequence will be penalised under the LTA’s Automatic Penalty system.

**Parental Permission** – Applications made by or on behalf of players under 18 years of age must be countersigned by a parent or legal guardian. In the case of website applications, the registration of a credit/debit card and the use of a player’s British Tennis/LTA number (or username) and online registration password shall constitute parental consent.

**Prizes/Trophies** - A small personal prize will be awarded to each winner and runner up. All finalists are required to attend the finals day presentations.

**Ratings & Rankings** – We will use the ratings and rankings supplied to us by the Lawn Tennis Association. We will submit all applicable singles results to the LTA for inclusion in the periodic ratings and rankings calculations.

All main-draw singles events (except 8, 9 & 10&U) shall be LTA Grade 3 rankings events.

**Referee** – The tournament referee is Peter Herke. Contact telephone number: 01628 623 785 or 07710 299 415. Peter is an LTA Accredited Referee and a member of the Association of British Tennis Officials. All tournament enquiries prior to the closing deadline should be addressed to Tennis Services UK Limited on **08712 779 819**.

**Refunds** - If we cancel the tournament, or any event, or if we are unable to accept your entry for any reason, we will refund your entry fee for any event(s) in which you have not completed a match. We will also refund your entry fee if you cancel your entry to any event within the timescales permitted (see “Cancellation of Entries”).

Refunds will not be made in the event of withdrawal due to illness, injury, failure to arrive on time or for any other reason (other than those detailed under "Liability").

**Refusal of Admission** - The club may refuse admission to any person without giving a reason and ask any person to leave the premises if their behaviour has caused or is considered likely to cause distress or inconvenience to others, whether in connection with the tournament or otherwise.

**Refusal of Entry** - We may decline to accept an application from any player.

Reasons for declining an entry would include failure to settle entry fees for a previous event or tournament, a poor history of withdrawals, failure to appear and disruptive behaviour (whether at this club or otherwise). A decision to decline an entry is never made lightly and is always done in the best interests of the tournament and in consultation with at least two members of the tournament committee.

**Reserves** – If you are offered a place as a reserve in any event you need not attend the tournament unless we notify you that you have been accepted to play.

As a reserve, you will be considered available to play at any time, up to and during the tournament, unless you tell us to the contrary, prior to us notifying you that you have been accepted.

If we give you more than 24 hours notice, and you decline the offer to play, then we reserve the right to charge an entry fee. You may be also penalised for withdrawing, under the LTA Automatic Penalty System.

**Rules Governing This Tournament** – The tournament is sanctioned by the Lawn Tennis Association ("the LTA") and will be conducted in accordance with the Rules of Tennis; the Rules & Regulations of the Lawn Tennis Association; LTA Tournament Regulations including the LTA Code of Conduct, the LTA Clothing and Equipment Regulations and the rules of the host club.

The tournament committee may alter or add to these rules in which case we will post written details on the tournament notice board and/or the tournament website. The referee shall however have general discretionary powers in interpreting any rule or regulation relating to the tournament and in situations not specifically covered by any applicable rules or regulations governing this tournament.

**Scoreboards** - Where scoreboards are provided these must be used. As a minimum, players must update these at each change of ends. The winner of each match is responsible for resetting the scoreboard and returning the used match balls and tin to the control desk, immediately after the end of each match.

**Scheduling of Matches** - Match times are fixed by the referee and are NOT NEGOTIABLE. All applicants are considered available to play AT ALL TIMES throughout the published dates and times of the tournament except where events are published as taking place on specific dates (see "Dates and Times of Play").

It is each player's responsibility to find out when they are required to play by checking the tournament website. If you have not found out when you are playing within 72 hours of the start of the tournament then it is your responsibility to contact the referee by telephone. If you do not and miss your match as a consequence, you will lose your entry fee and face possible disciplinary action by the LTA for "failure to show".

Any player who is unable to determine when they are playing should arrive at the centre in time for the start of play each day (9:00am). Any player who misses their match will forfeit their entry fee and face disciplinary action by the LTA for "failure to show".

During the tournament, you must not leave the club without checking if and when you are required to play next.

**Sign-in** - Players must sign in at the control table each day at least 15 minutes before the scheduled time of their match. Players who do not do this will not be considered to be present. Matches may be called up to 15 minutes prior to their scheduled time.

**Travel Information** - Travel information and a map detailing the location of the club is available from the tournament website (www.tennisuk.net) or upon request.

**Umpires** - Some matches on finals day Saturday 18<sup>th</sup> April 2009 may be umpired by members of the Association of British Tennis Officials.

**Website** - The tournament website at www.tennisuk.net provides online application and payment facilities and includes up to date entry lists. Match dates/times and draw sheets will be published shortly prior to the start of the tournament. These will be updated during the competition.

**Wet Weather Procedure** - The allocation (or reallocation) of matches to other clubs/centres and/or indoor courts (if available), in the event of rain or bad light shall be at the sole discretion of the referee.

During prolonged periods of wet weather, matches may be considerably delayed. We will make every attempt to revise orders of play where possible and keep players informed where it is practical to do this. It is recommended that players check, before starting their journey to see if there have been any changes to the scheduling. Due to the large number of players taking part, it may not be possible to contact players individually if matches are delayed, postponed or moved to another day.

**Wild Cards**- The committee reserves the right to award wild cards in accordance with LTA tournament regulations.

**Withdrawals** - A player who does not wish to take part in any event and advises the referee prior to the published cancellation deadline shall incur no penalty and shall be entitled to a refund (see "Cancellation of Applications")

After the published cancellation deadline, any player withdrawing from a match or an event shall forfeit his/her entry fee and incur an automatic LTA penalty equivalent to the loss of one match.

To negate any automatic penalty satisfactory documentary evidence (e.g. a certificate from a qualified practitioner/authority) must be sent to Tennis Services UK Limited, P.O. Box 151, Sutton, Surrey SM1 2WN, no later than 7 days after the last day of the tournament.

In addition to any penalties imposed by the LTA, any player withdrawing to play in another event or tournament or on other unacceptable grounds may not be accepted for future events and tournaments at the club and face further disciplinary action by the LTA.