

# Tournament Prospectus

## The West Middlesex Easter Open 22<sup>nd</sup> to 25<sup>th</sup> April 2011

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

- In all main draw singles events, with the exception of players awarded wild cards, the highest rated applicants will be selected first. Players of the same LTA rating will be merited according to their LTA RANKING as at the application deadline. Players of equal rating AND ranking shall be drawn by lot.
- 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 West Middlesex Lawn Tennis Club, 6 Berner's Drive, Ealing, London W13 0JS. Telephone: 020 8998 3297.

Other nearby clubs/centres may also be used.

**Application Deadline** - The application deadline for all singles events is 2:00pm on Friday 1<sup>st</sup> April 2011. Doubles events application deadline is 10:00am on Monday 18<sup>th</sup> April 2011. We may extend the application deadline for any event, or part of an event, if we feel this to be appropriate.

**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** – Slazenger Open balls (or an equivalent ITF approved brand) will be provided. The winner of each match shall return the balls to the control desk immediately after the conclusion of each match. New balls will be provided at the start of each match at the beginning of any third set in all finals and from the quarter-finals onwards in the Mens and Ladies Open Singles main draw 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 (other than players applying to take part in doubles events) shall hold a current LTA rating at the time of application.

**Cancellation Deadline** – You may cancel your application to any singles event up to 10:00 am Monday 18<sup>th</sup> April 2011. After this deadline, no refund is allowable regardless of the reason for the withdrawal. A 10% administrative charge will be deducted from any refunds where payment has been made by credit or debit card.

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.

**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.

**Clothing** - All players must wear recognised tennis clothing and shoes which do not damage or mark the courts. Clothing containing outsized 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:

- Thelma Thomas (Tournament Organiser).
- Neville Gray (Chairperson, West Middlesex LTC).
- Sue Jones (Secretary, West Middlesex LTC).
- David Fuchs, (Entries Secretary/Tournament Referee).
- Mrs Brenda Stewart, (Tournament Coordinator, Middlesex LTA).
- Sarah Lewis (Financial Controller, 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.
- John Love, Club Development Officer, Middlesex LTA, David Lloyd Club, Southall Lane, Hounslow, Middlesex, TW5 9PE, if your complaint relates to any other matter.

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

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

Tennis Services UK Limited, P.O. Box 151, Sutton SM1 2WN.  
Telephone: 08712 779 819 Fax: 07092 27 27 27  
E-mail: info@tennisuk.net

**Courts** – The tournament will take place on up to 9 outdoor macadam courts using floodlights where necessary. 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, British Tennis membership number, rating, ranking, county, acceptance status, match details and results on our website and to our privacy policy (available from [www.tennisuk.net](http://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 British Tennis Membership record of the person identified.

**Dates and Times of Play** – Play takes place from Friday 22<sup>nd</sup> April to Monday 25<sup>th</sup> April 2011. 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.

**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 advertised application 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.

**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 enter this tournament by posting a completed application form to Tennis Services UK Limited (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.

**Entry Fee** - £17.00 per applicant per event (singles) £8.00 per applicant (doubles), payable by cheque or postal order. Visa, MasterCard, Switch, Maestro, Solo and Delta Cards can also be accepted. A discount of £4.00 (singles) and £2.00 per applicant (doubles) may be claimed by current members of West Middlesex Lawn Tennis Club provided this is done so at the time of application.

Only competitors who have paid their entry fees (or submitted payment details) prior to the application 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 Tennis Services UK Limited, within this time period.

No entry fees will be billed until after the published application deadline. Entry fees paid by credit or debit card are collected by Tennis Services UK Limited acting as an agent authorised West Middlesex Lawn Tennis 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:

- Mens Singles Open (men and boys born on or before 31<sup>st</sup> August 2000)
- Mens 35 & Over Singles (born in 1976 and earlier)
- Mens 45 & Over Singles (born in 1966 and earlier)
- Mens Doubles Open (men and boys born on or before 31<sup>st</sup> August 2000)
  
- Ladies Singles Open (ladies and girls born on or before 31<sup>st</sup> August 2000)
- Ladies 35 & Over Singles (born in 1976 and earlier)
- Ladies Doubles Open (ladies and girls born on or before 31<sup>st</sup> August 2000)

NO consolations events will be held.

**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, compass, playback, compass), 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.

**Event Restrictions** – Players applying for either of the Open Singles Events may not apply for a 2<sup>nd</sup> singles event. Otherwise, applicants may only apply for a maximum of TWO singles events and a doubles event.

**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 all singles events, matches shall be the best of three sets. The tiebreak shall operate at 6 games all in ALL SETS.

In the mens and ladies doubles events – “sudden death” scoring at deuce will apply and any third set shall be replaced with a “match tiebreak”. The winner of the match tiebreak shall 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).

**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 the club, LTA staged tournaments and/or tournaments staged, managed or assisted by Tennis Services UK Limited. This includes (but is not limited to) media interviews, photographs and TV/Video footage. Such media may be used by the club, the LTA and/or Tennis Services UK Limited on a royalty free basis at any time.

Unofficial photography and video recording is not permitted without the prior consent of the tournament referee, club manager, 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, permission to take photographs (or video recording) 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 normally 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 membership number or online username and registration password shall constitute parental consent.

**Prizes Money/Trophies** – £75.00 shall be paid to the winner of the Mens Open Singles event (£40.00 runner-up). In the Ladies Open Singles event, £55.00 shall be paid to the winner (£30.00 runner-up). A trophy or small personal prize will be awarded to the winner and runner up in all other events. These will be presented shortly after the conclusion of each match on finals day, Monday 25<sup>th</sup> April.

**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 ratings and rankings runs. All singles events shall be Grade 3 rankings events.

**Referee** – The tournament referee is David Fuchs. Contact telephone number: 08712 779 819. David is an LTA Accredited Referee, an ITF White Badge Official and a member of the Association of British Tennis Officials.

**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 Applications") (where payment has been made by credit or debit card then a 10% deduction will be applied to cover processing costs). 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 centre 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 you will be charged an entry fee and incur suspension points under the LTA's automatic withdrawal 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, tin and any name cards provided 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.

It is each player's responsibility to find out when they are required to play by checking the tournament website [www.tennisuk.net](http://www.tennisuk.net) or by telephoning us on **08712 779 819** from Wednesday 20<sup>th</sup> April 2011.

Any player who is unable to determine when they are playing should arrive at the club 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 desk 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](http://www.tennisuk.net)) or upon request.

**Umpires** - Some matches on finals day Monday 25<sup>th</sup> April 2011 may be umpired by members of the Association of British Tennis Officials.

**Website** – The tournament website at [www.tennisuk.net](http://www.tennisuk.net) provides online application and payment facilities and includes up to date entry lists. Players' match dates/times and draw sheets will be published online shortly before the start of the tournament.

**Wet Weather Procedure** – During prolonged periods of wet weather, matches may be delayed or postponed. 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 us 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 will receive suspension points under the LTA's automatic withdrawal penalty system.

Any player withdrawing to play in another event or tournament or on other unacceptable grounds may not be accepted for future events and tournaments managed by Tennis Services UK Limited.