

# Tournament Prospectus

## The 84<sup>th</sup> Colbornes Woking Open Tennis Tournament Sunday 24<sup>th</sup> to Saturday 30<sup>th</sup> July 2011

**Acceptance & Selection Policy** – Where an event is oversubscribed, with the exception of players awarded wild cards, the following selection policy will operate:

- In mini tennis events, selections shall be made by the Talent Management Team at the Lawn Tennis Association, whose decision shall be final.
- In all other 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 Woking Lawn Tennis and Croquet Club, Pine Road, Hook Heath, Woking, Surrey GU22 0DX. Telephone: 01483 730 104.

Other nearby clubs/centres may also be used.

**Application Deadline** - The deadline for receipt of applications for singles events is 2:00pm on Monday 4<sup>th</sup> July 2011. Doubles events close at 3:00pm on Tuesday 26<sup>th</sup> July 2011 and applications may only be made on site. We may extend the application deadline for any event (or part of an event) if we feel that it is reasonable and appropriate to do so.

**Availability of Competitors** – With the exception of the events detailed below, it is a condition of entry that players shall be available throughout the published dates and times of each tournament. (Please see "Other Tournaments").

- Boys & Girls 8 & under (mini-red) singles events will take place on Sunday 24<sup>th</sup> July 2011, only.
- Boys & Girls 9 & under (mini-orange) singles events will take place on Sunday 24<sup>th</sup> July 2011, only.
- Boys & Girls 10 & under singles events will commence on or after Thursday 28<sup>th</sup> July and end on or before Saturday 30<sup>th</sup> July 2011.
- All other singles events will commence on or after Monday 25<sup>th</sup> July and end on or before Saturday 30<sup>th</sup> July 2011.
- Matches in the MENS SINGLES OPEN event will not start before 5:30pm, Monday to Friday if either or both players have signified AT THE TIME OF APPLICATION, that they are unavailable before this time.
- All doubles events will commence on or after Wednesday 27<sup>th</sup> July and finish on or before Saturday 30<sup>th</sup> July 2011.

**Balls** – Balls of an ITF approved brand will be provided. 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 in 9 & under event and red balls 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 Deadline** – You may cancel your application to any main draw singles event by 10:00am on Wednesday 13<sup>th</sup> July 2011. Doubles applications may be cancelled up to 3:00pm on Tuesday 26<sup>th</sup> July 2011. After these deadlines, 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/s.

**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** – Limited street parking is available in the area surrounding the club. Car drivers are asked to respect the club's neighbours and not obstruct residents' driveways.

**Catering** – Refreshments are available all day together with a lunchtime barbecue, therefore competitors and visitors are asked not to consume their own food and drink on-site.

**Club Activities** - All players and guests must respect the rights and enjoyment of other people using the club (whether for tennis activities or otherwise).

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

- Tournament Chairman: Shirley Bedford (Woking Lawn Tennis & Croquet Club)
- Tournament Secretary: Sara Anderson (Woking Lawn Tennis & Croquet Club)
- Entries Secretary: David Fuchs (Tennis Services UK Limited)
- Referee: Julia Godman (LTA Accredited Official, member of the Association of British Tennis Officials)
- Assistant Referee: Michael Pinnegar (LTA Accredited Official, member of the Association of British Tennis Officials)

Court Supervisors: To be appointed.

**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.
- Tennis Surrey, National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ, 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:

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

All withdrawals shall be made by telephone only (and not email, fax or post).

**Courtesy Transport** – The tournament sponsor provides courtesy transport for taking players to and from Woking station. Please ring the tournament office on 01483 730 104 if you wish to use this service during the tournament. Parents are reminded that they are consenting to their children using this service unless the tournament referee is informed to the contrary, prior to the first day of the tournament.

**Courts** – The tournament will take place on up to 17 acrylic, porous acrylic, macadam and grass courts. Other clubs/centres and court surfaces may be used, at the discretion of the committee. Floodlights may be used for some matches.

**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 your 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 Sunday 24<sup>th</sup> July to Saturday 30<sup>th</sup> July. Matches may start as early as 9:30am 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.

Please see the paragraph headed “Availability of Competitors” for dates of individual events.

**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 draw has made. 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.

**Draws** – Draws will be published to the tournament website [www.tennisuk.net](http://www.tennisuk.net) shortly before the start of the competition and updated on a daily basis each evening during the competition.

**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 the tournament by posting a completed application form to Tennis Services UK Limited (see "Correspondence"). We will also accept faxed application forms, or applications made online at the tournament website ([www.tennisuk.net](http://www.tennisuk.net)). Applications will not be accepted by e-mail, telephone, or via the LTA website. No applications will be accepted without payment.

**Entry Fee** - £10.00 per applicant per event for 8&U mini-red and 9&U mini-orange events; £15.00 per applicant per event for all other singles events and £7.50 per applicant for all doubles events. Singles entry fees may be paid by cheque, postal order. Visa, MasterCard, Switch, Maestro, Solo or Delta Card. Doubles entry fees may be paid only by cheque or cash at the tournament site.

Only competitors who have paid their entry fees (or submitted payment details) prior to the application deadline shall be considered for inclusion in any tournament or event. Cheques relating to cancelled/unsuccessful applications will be shredded 10 days after the conclusion of each tournament, unless a stamped addressed envelope for the return of the cheque is provided to Tennis Services UK Limited, within this time period.

Entry fees will be billed to all successful applicants on or shortly after the application 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:

- Mens open singles (born on or before 1<sup>st</sup> September 2000)
- Boys 18 & under singles (born between 1<sup>st</sup> September 1992 and 31<sup>st</sup> August 2000)
- Boys 16 & under singles (born between 1<sup>st</sup> September 1994 and 31<sup>st</sup> August 2000)
- Boys 14 & under singles (born between 1<sup>st</sup> September 1996 and 31<sup>st</sup> August 2000)
- Boys 12 & under singles (born between 1<sup>st</sup> September 1998 and 31<sup>st</sup> August 2000. Players with a Green-1 rating born on or before 31<sup>st</sup> August 2000 may also apply for this event.)

- Boys 10 & under (mini-green) singles (born between 1<sup>st</sup> September 2000 and 31<sup>st</sup> March 2002 with an LTA mini-Green rating OR an Orange-1 rating).  
*This event may be combined with the Girls 10&U event depending on entry numbers.*
- Girls 18 & under singles (born between 1<sup>st</sup> September 1992 and 31<sup>st</sup> August 2000)
- Girls 16 & under singles (born between 1<sup>st</sup> September 1994 and 31<sup>st</sup> August 2000)
- Girls 14 & under singles (born between 1<sup>st</sup> September 1996 and 31<sup>st</sup> August 2000)
- Girls 12 & under singles (born between 1<sup>st</sup> September 1998 and 31<sup>st</sup> August 2000. Players with a Green-1 rating born on or before 31<sup>st</sup> August 2000 may also apply for this event.)
- Girls 10 & under (mini-green) singles (born between 1<sup>st</sup> September 2000 and 31<sup>st</sup> March 2002 with an LTA mini-Green rating OR an Orange-1 rating). *This event may be combined with the Boys 10&U event depending on entry numbers.*
- Mixed 9 & under (mini-orange) singles (born between 1<sup>st</sup> September 2001 and 31<sup>st</sup> August 2003) with an LTA Mini-orange rating OR a Red-1 rating). *This event may be split into two single-gender events depending on entry numbers.*
- Mixed 8 & under (mini-red) singles (born on or after 1<sup>st</sup> April 2002 with a LTA rating).  
*This event may be split into two single-gender events depending on entry numbers.*
- Boys 18 & under doubles (born between 1<sup>st</sup> September 1992 and 31<sup>st</sup> August 2000)
- Boys 14 & under doubles (born between 1<sup>st</sup> September 1996 and 31<sup>st</sup> August 2000)
- Boys 12 & under doubles (born between 1<sup>st</sup> September 1998 and 31<sup>st</sup> August 2000. Players with a Green-1 rating born on or before 31<sup>st</sup> August 2000 may also apply for this event.)
- Girls 18 & under doubles (born between 1<sup>st</sup> September 1992 and 31<sup>st</sup> August 2000)
- Girls 14 & under doubles (born between 1<sup>st</sup> September 1996 and 31<sup>st</sup> August 2000)
- Girls 12 & under doubles (born between 1<sup>st</sup> September 1998 and 31<sup>st</sup> August 2000. Players with a Green-1 rating born on or before 31<sup>st</sup> August 2000 may also apply for this event.)
- Singles consolation events/matches will also be held (weather and circumstances permitting).

**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, 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** – Subject to age and rating eligibility rules, players may only apply for a maximum of TWO consecutive singles events and ONE doubles event. An exception applies to the 8&U and 9&U events where players may only apply for ONE of these age groups.

**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 may 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 Formats**

In 8&U events matches shall be one match tiebreak (first to 10 points with a 2 point lead).

In 9&U events matches shall be the best of three tiebreak games. A tiebreak shall be the first player to win 7 points with a 2 point lead.

In 10&U events, matches shall be two short sets (first to four games with a 2 game margin, tiebreak at 4-4). If the score reaches one set all then a match tiebreak shall be played to decide the winner. In a match tiebreak the first player to win 10 points, leading by a two point margin shall be declared the winner. 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 all doubles events and 12U& singles events, matches shall be two sets. The tiebreak shall operate at 6 games all in the first two sets. If the score reaches one set all then a "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 all other singles events, matches shall be the best of three tiebreak sets.

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, the hosting venue and/or Tennis Services UK Limited. This includes (but is not limited to) media interviews, photographs and TV footage.

Unofficial photography and video recording is not permitted without the prior consent of the tournament referee, duty 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** - 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 dates published for individual events where they have been accepted to play. Please see the paragraph headed "Availability of Competitors" for dates of individual events.

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.

**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** – In the Mens Open Singles event a minimum of £60 will be paid to the winner (£30 runner-up). A personal prize, and/or trophy will be awarded to each winner and runner up in all other events. All finalists are required to attend the finals day presentations on Saturday 30<sup>th</sup> July 2011.

Perpetual trophies must not be taken outside Great Britain and must be returned to the club prior to the start of the 2011 tournament, engraved and in the condition they were received.

**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 shall be LTA Grade 3 rankings events. In addition, results from ALL singles events will be submitted for LTA ratings purposes.

**Referee** – The tournament referee is Julia Godman. Contact telephone number: 08712 779 819. Julia is an LTA Accredited Referee 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 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 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, LTA Anti-Doping programme, LTA Disciplinary Resolution Procedures, Regulations concerning Match Fixing, Financial Speculation and Betting, The Tennis Services UK Limited Registration, Payment Conditions and Privacy Policy and the rules of the hosting 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. Both players are 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. We will normally tell you your first match date and time (or the procedure for finding this out), by email. Regardless of whether you receive an email or not, if you have not determined when you are playing within 48 hours of the start of the tournament, you must contact the tournament referee. 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 (9:30am) to find out. Any player who misses their match will forfeit their entry fee and face disciplinary action by the LTA for non-appearance.

During the tournament, you must not leave the centre without checking if and when you are required to play next. The website is updated each evening at approximately 8:30pm with the following day's order of play.

**Seedings** – Seedings for all mini-tennis events shall be made in consultation with the Talent Management Team at the Lawn Tennis Association, regardless of player ratings. Seedings for all other main draw singles events shall be determined according to each player's LTA rating. Players of equal rating shall be split according to their LTA national age group ranking. Players of equal rating who have the same ranking (or do not hold an age group ranking for the event) may be seeded at the discretion of the committee.

**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](http://www.tennisuk.net).

**Umpires** - Some matches on finals day, Saturday 30<sup>th</sup> July 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. 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** – In the event of wet weather, players shall assist, where asked, with the clearing of surface water from the courts using the rollers and squeegees provided. Parents of younger children are asked to help where necessary. The allocation (or reallocation) of matches to other courts, 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 will 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 issue 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.