

Tournament Prospectus

The Westway Christmas Indoor Tournament **Tuesday 27th to Saturday 31st December 2011**

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

- In 8&U events, selections shall be made by the Talent Management Team at the Lawn Tennis Association, whose decision shall be final.
- In 9&U and 10&U events, the highest rated applicants will be selected first. Players of the same LTA rating will be merited according to recent form. The decision of the tournament committee regarding recent form shall be binding and unappealable and we will not enter into any correspondence in connection with such decisions.
- In all other main draw singles events, 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 consolation events, players who have taken part in the fewer or fewest matches in main draw (yellow ball) events will be selected first. Players who have played the same number of matches will be split according to entry date and time.

Address of Tournaments – The tournament shall take place at Westway Sports Centre, 1 Crowthorne Road, London W10 6RP. Telephone: 020 8969 0992.

Application Deadline - The application deadline for all singles events is 2:00pm on Tuesday 6th December 2011. We may extend the application deadline for any event (or part of an event), if we feel this to be in the best interest of the tournament. Application deadline for singles consolation events (if held and where staged as separate events) will be decided shortly before the start of the tournament.

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").

- 8&U mini-red singles event – Saturday 31st December ONLY.
- 9&U mini-orange singles events – Thursday 29th December ONLY.
- 10&U mini-green singles events – Friday 30th and/or Saturday 31st December ONLY.

Balls – Balls of an ITF approved brand will be provided. Once-used balls may be used for some matches, particularly in early rounds. Low compression green balls will be used in 10 & under events, orange balls will be used in 9 & under and red balls will be used in 8&U events. The winner of each match shall return the balls to the control desk immediately after the conclusion of each match.

British Tennis Membership – All applicants must be registered players under the British Tennis Membership Scheme and 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 on Thursday 15th December 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.

Car Parking – The centre has an underground car park for the use of tournament players and parents (fee payable).

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

Centre Activities - All players and guests must respect the rights and enjoyment of other people using the centre (whether for tennis activities or otherwise). Adjacent courts may be used for coaching and other non-tennis activities by centre users 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:

- Tournament Director: David Fuchs (Tennis Services UK Limited).
- Tournament Referee: Chris Drewe (LTA Accredited Official and member of the Association of British Tennis Officials).
- Committee Member: Andrew Ambrose (Westway Sports Centre)
- Committee Member: Oren Holtzman (Performance & Development Manager, Westway Sports Centre)
- Committee Member: Lara Suarez (Westway Sports Centre)
- Representative of Middlesex LTA: Brenda Stewart
- Committee member: Sarah Lewis (Tennis Services UK Limited).

Court Supervisors/Mini-Tennis Supervisors: Rhian Hayes, Chris Mann and Jonathan Stone.

The referee and court supervisors are all LTA Accredited Officials and members of the Association of British Tennis Officials.

Complaints - 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 written complaint to the LTA at officiatingteam@lta.org.uk. The LTA's Officiating Development Services Manager will determine what further action, if any, should be taken, including referring the matter to another party such as ABTO, a club, County Association or Organising Committee and/or the LTA Disciplinary Officer (to be dealt with in accordance with the LTA's Disciplinary and Dispute Resolution Procedures). For the avoidance of doubt, the results of all matches connected to the complaint will stand in any event.

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).

Courts – The tournament will take place on up to 8 indoor acrylic courts and 4 outdoor clay courts. Other nearby 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).

You also agree to the LTA and/or LTA sanction tournament organisers, from your geographical area, using the information provided as part of your application (with the exception of credit/debit card details) to communicate information about this and future tournaments, in your 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 Tuesday 27th December 2011 to Saturday 31st December 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, by an independent sampling officer (ISO) appointed by UK Sport. Failure to submit to this test will be treated as a positive result.

Draws – Draws will be published to the tournament website www.tennisuk.net shortly before the start of the competition and updated on a daily basis at approximately 8:30pm 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). Applications will neither be accepted by e-mail nor telephone, nor via the LTA website. No applications will be accepted without payment.

Entry Fees – Mini-red (8&U) and mini-orange (9&U) events: £15.00 per applicant.
All other singles: £23.00 per player per singles event.

A £3.00 discount per event may be claimed by current members of Westway Sports Centre who are actively participating in a Win@Westway Development Performance Programme who make an **ONLINE** application prior to the **official** application deadline (Tuesday 6th December at 2:00pm). All discounts must be claimed at the time of application. No discounts are allowable to players who enter by fax and/or post.

No additional charge is made for singles consolation events/matches.

Application submitted without payment will not be considered. 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.

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 centre 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 1st April 1993 and 31st March 2001)
- Boys 16 & under singles (born between 1st April 1995 and 31st March 2001)

- Boys 14 & under singles (born between 1st April 1997 and 31st March 2001)
- Boys 12 & under singles (born between 1st April 1999 and 31st March 2001†)
- Boys 10 & under (mini-green) singles (born between 1st April 2001 and 31st August 2002 with a 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 1st April 1993 and 31st March 2001)
- Girls 16 & under singles (born between 1st April 1995 and 31st March 2001)
- Girls 14 & under singles (born between 1st April 1997 and 31st March 2001)
- Girls 12 & under singles (born between 1st April 1999 and 31st March 2001†)
- Girls 10 & under (mini-green) singles (born between 1st April 2001 and 31st August 2002 with a 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 1st April 2002 and 31st March 2004 with a LTA mini-Orange rating OR a Red-1 rating).

This event may be split into two single-gender events according to entry numbers.

- Mixed 8 & under (mini-red) singles (born on or after 1st April 2003 with a LTA rating).

This event may be split into two single-gender events according to entry numbers.

† Players with a Green-1 rating at the time of application, born on or before 31st August 2001 may also apply for these events.

- Boys 18 & under consolation singles event (RATINGS ONLY).
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- Girls 18 & under consolation singles event (RATINGS ONLY).

Consolation events are open to all players who have taken part in one or more main draw singles events (12&U, 14&U, 16&U, 18&U) but who have been eliminated from ALL events by the consolation event application deadline.

Event Format - Events may use a traditional knockout format, progressive or staggered draw format, 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), 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 may only apply for a maximum of TWO consecutive singles events.

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 centre and compete at their own risk. Neither the tournament, its officials nor the centre, 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 8 & under (mini-red) events, matches shall be one 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 9 & under (mini-orange) events matches shall be the best of three sudden-death 7 point tiebreaks (first to seven points with deciding point at 6-6).

In 10 & under (mini-green) and all consolation events matches shall be TWO sets. The standard tiebreak shall operate at 4 games all in the first and second set. If each player wins one set then a "match tiebreak" shall be played to decide the winner. 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). Players may be required to play up to three matches a day using this format.

In all other main draw singles events matches shall be TWO sets. The tiebreak shall operate at 6 games all in the first and second set. If each player wins one set then a "match tiebreak" shall be played to decide the winner. 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). Players may be required to play up to three matches a day using this format.

The referee may alter the match format for any event (or part of an event), if it is felt reasonable and appropriate to do so.

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, club official, 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 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 may 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/Prize Money - A trophy, medal or small personal prize will be awarded to each winner and runner up in each main draw event.

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. Consolation matches will count for RATINGS ONLY.

Referee – The tournament referee is Chris Drewe - contact telephone number: 08712 779 819. Chris is an LTA accredited referee and a member of the Association of British Tennis Officials. All tournament enquiries prior to the tournament cancellation deadline should be addressed to the Tennis Services UK Limited - 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 Deadline"). 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 Competition Regulations including the LTA Code of Conduct, the LTA Clothing and Equipment Regulations, LTA Anti-Doping programme, LTA Disciplinary and Dispute 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. 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 restricted to published dates (see "Availability of Competitors").

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 (9:00am) 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.

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.

Website – The tournament website at www.tennisuk.net provides online application and payment facilities, up-to-date entry lists. Draws and players' match dates/times will be published shortly prior to the start of the tournament.

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.