

Tournament Prospectus
The Tunbridge Wells Christmas Indoor Tournament
Monday 17th to Saturday 22nd December 2012 (KEN12W0012)

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 Tunbridge Wells Sports Centre, St John's Road, Tunbridge Wells, Kent, TN4 9TX.

Application Deadline - The deadline for receipt of applications for all applications for singles events is 2:00pm on Tuesday 4th December 2012. Doubles applications close at 4:00pm on Tuesday 18th December. We may extend the application deadline for any event(s) or part of an event divided into two or more sections (such as qualifying and main draw), if we feel this to be in the best interests of the tournament.

Availability of Competitors – With the exception of players taking part in doubles event only (which shall take place from Wednesday 19th December onwards), 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 – An ITF approved brand will be provided. New balls shall be provided prior to the start of each match and for any final set for all finals (and from the quarter-finals onwards in the Mens and Ladies Open 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 for both singles and doubles events must be registered players under the British Tennis Membership Scheme. In addition, all applicants for singles events shall hold a current LTA rating at the time of application.

Cancellation of Applications – You may cancel your entry to any event without charge, provided you do so prior to the advertised cancelation deadlines:

All singles events: 10:00am on Wednesday 5th December 2012.
Men's doubles event: 4:00 pm on Tuesday 18th December 2012

After these deadlines, 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 unforeseen circumstances. Entry fees are refundable to any player who has not started a match in a cancelled event.

Car Parking – The centre has a car park for the use of tournament players and parents although a permit must be obtained from reception to avoid a parking ticket/fine.

Catering – A selection of drinks and hot/cold refreshments will be available from the centre cafeteria from 10:00am to 4:00pm each day.

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 members and their guests.

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:

- Tournament Organiser: Katherine Cast (Fusion Lifestyle Ltd.)
- Entries Secretary: David Fuchs (Tennis Services UK Limited)
- Tournament Referee: David Fuchs (LTA Accredited Official, member of the Association of British Tennis Officials, ITF White Badge Referee)
- Representative of the LTA: Angela Darby (Kent LTA County Tournament Coordinator)
- Representative of the LTA: Tudor Rowe (Kent LTA Club Development Officer)
- Committee member: Phil Holland (Fusion Lifestyle Ltd.)
- Committee member: Sarah Lewis (Tennis Services UK Limited)

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 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 4 indoor plexicushion courts.

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 Monday 19th December to Saturday 24th December 2011. 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. Matches in over 35's events will commence from 5:30pm from Monday to Friday except where both players have indicated that they are available to play earlier than this. Doubles events will start on or after Wednesday 21st December.

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.

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 any event at this tournament by posting a completed entry form to Tennis Services UK Limited (see "Correspondence"). We will also accept entries by fax, or online at the tournament website (www.tennisuk.net). Applications will not be accepted by e-mail, telephone, nor via the LTA website. No applications will be accepted without payment.

Applications for the men's doubles events may also be made on-site at the centre up to 4:00pm on Tuesday 18th December, subject to available space.

Entry Fee - £24.00 per applicant per event (singles); £12.00 per player for the men's doubles event. Cheques, postal orders and cash cannot be accepted, except by special arrangement where an additional fee will be payable.

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 cancellation 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:

- Men's Open singles (men and boys born on or before 31st March 2002)
- Men's 35 & Over Singles (men born in 1977 and earlier)

- Ladies Open singles (ladies and girls born on or before 31st March 2002)

- Men's Open doubles (men and boys born on or before 31st March 2002)

NO consolation events will take place.

Event Format - Events shall use a progressive or staggered draw format, where entry numbers permit. Where an alternative event format is adopted which requires players to compete in two or more matches (e.g. round-robin, 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 apply for ONE singles event ONLY. In addition, men may apply for the doubles event.

Late Arrivals - Please allow sufficient time for your journey to the centre 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 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 doubles event – “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 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).

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 – LTA regulations permit players to play in two or more competitions with overlapping event dates, although if a player is required by two or more tournaments at the same time then penalties will apply in the case of withdrawal (see “Withdrawals”). In addition, if a player takes part in a competition but then withdraws (or retires from a match) and then competes in another competition with overlapping event dates, then they will forfeit ALL rankings points from BOTH competitions.

Tournament officials are NOT expected to accommodate scheduling requests in order to help players who wish to take part in two or more competitions with overlapping event dates and players who wish to play in overlapping competitions do so at their own risk.

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/Trophies/Prize Money - A trophy or medal will be awarded to each winner and runner up in the men’s doubles and men’s 35 and over events. These will be presented shortly after the conclusion of each final. £80 will be paid to the winner of the Mens Singles Open event (£45, runner-up). £50 will be paid to the winner of the Ladies Singles Open event (£30 runner-up).

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 categories shall be Grade 3 rankings events.

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

Refunds - If we cancel the tournament, or any event, or if we are unable to accept your entry for any reason, you will not be charged an entry fee. We shall also refund your entry fee for any event(s) which are cancelled, curtailed or abandoned provided you have not started a match in the event and have not withdrawn (after the cancellation deadline) prior to the decision to cancel, curtail or abandon.

Refunds will not be made if a player withdraws after the published cancellation deadline or fails to arrive at the tournament on time and misses their match as a consequence (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 centre 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 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 centre.

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. An exception applies to the men's 35 & over event where matches will not be scheduled before 5:30pm except where both players are available to play earlier than this.

It is each player's responsibility to find out when they are required to play by checking the tournament website www.tennisuk.net or by telephoning us on **08712 779 819** from Thursday 13th December 2012.

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). 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 centre 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

By car from London

From M25 exit at junction 5 and take the A21 towards Hastings.

Take the Southborough/Tunbridge Wells Turn off and follow the A26 towards Tunbridge Wells.

Go through Southborough and continue straight along St. John's Road.

The Sports Centre is on the right hand side of St. John's Wood Road, after the Cross Keys Pub on the left and the Boys Grammar School on the right.

Train Information (from London)

Trains run from London Bridge (some services start at Cannon Street) to Tunbridge Wells.

Journey time: between 50 & 70 minutes.

Please check details with National Rail Enquiries for frequency and timetable information: 08457 484950

The centre is a 25-30 minute walk from Tunbridge Wells Station.

Website – The tournament website at 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.

Wild Cards – The committee reserves the right to issue wild cards, in accordance with LTA Competition Regulations, at variation to the published acceptance method. A maximum of one wild card place may be awarded for every **8** players in a draw.

We are not able to enter into any correspondence regarding wild card decisions which are made on an entirely discretionary basis and are not subject to appeal.

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 will not be charged an entry fee (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.