

**The Sparrow Renovation Ltd. Easter Open Tournament (MID14S0139)**  
**(West Middlesex Lawn Tennis Club)**  
**Friday 18<sup>th</sup> to Monday 21<sup>st</sup> April 2014**  
**TOURNAMENT FACT SHEET AND ENTRY CONDITIONS**

<b>Acceptance &amp; Selection Policy</b>	<p>Where an event is oversubscribed the following selection policy will operate:</p> <p>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 rating will be accepted according to their LTA RANKING as at the application deadline. Players who have the same rating and ranking shall be split by lot.</p> <p>In doubles events with the exceptions of teams awarded wild cards, pairs with the highest aggregate LTA rating will be accepted first. Where doubles pair have the same aggregate rating then the team with the highest rated player will be accepted first. Where this fails to break a tie then teams shall be split by lot. In all cases, players who have entered as a doubles team will take priority over individual players who have entered with a status of "Partner Wanted" and who are paired up by the referee. An application shall only be considered complete on receipt of a valid application from BOTH players in a doubles team.</p>
<b>Address of Tournament</b>	West Middlesex Lawn Tennis Club, 6 Berner's Drive, Ealing, London W13 0JS. Telephone: 020 8998 3297
<b>Application Deadline</b>	<p>Singles events: Friday 4<sup>th</sup> April 2014 at 2:00pm.  Doubles events: Friday 11<sup>th</sup> April 2014 at 10:00pm.</p> <p>We may extend the application deadline for any event (or part of an event), if we feel this to be in the best interests of the tournament.</p>
<b>Application Methods</b>	<p>You may make an application to this tournament via our website <a href="http://www.tennisuk.net">www.tennisuk.net</a>. Players must register with the site before making an application. We shall also accept applications by post or fax using an approved entry form (available from our website or on request). Applications will not be accepted by e-mail, telephone, nor via the LTA website. Applications made without payment of the correct entry fee/s may not be accepted.</p> <p>Applications for consolation events (if held) may only be made at the tournament venue, in person.</p>
<b>Balls</b>	Head Radical 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 together with any name cards provided.
<b>British Tennis Membership</b>	All applicants for both singles and doubles events must be British Tennis members and hold a current AEGON British Tennis rating at the time of application.
<b>Cancellation (Withdrawal) Deadline</b>	<p>Singles events: Friday 11<sup>th</sup> April 2014 at 10:00am.  Doubles events: Friday 11<sup>th</sup> April 2014 at 10:00am.</p> <p>A full refund is allowable to players who cancel within the above deadlines.</p> <p>It is each player's responsibility to ensure that we have received and acknowledged your request to cancel prior to the above dates/times.</p>
<b>Cancellation of Event(s) and/or the Tournament</b>	<p>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.</p> <p>We may also cancel the tournament, any event or part of an event as a result of unforeseen circumstances.</p> <p>An entry fee refund will be made for any event(s) which are cancelled, curtailed or abandoned provided you have not started a match in the event <u>and</u> you have not withdrawn (after the cancellation deadline) prior to the decision to cancel, curtail or abandon the event.</p>
<b>Catering</b>	A selection of drinks and hot/cold refreshments will be available from the club at most times during the tournament. Players, parents and other tournament visitors are reminded that only refreshments purchased from the club may be consumed on-site.
<b>Club Activities</b>	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.
<b>Clothing</b>	All players must wear recognised tennis clothing (coloured clothing is allowed) and shoes which do not damage or mark the courts. Trainers are not permitted. 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).
<b>Committee/Tournament Personnel</b>	<ul style="list-style-type: none"> <li>• Thelma Thomas (Tournament Organiser).</li> <li>• Neville Gray (Chairperson, West Middlesex LTC).</li> <li>• Sue Jones (Secretary, West Middlesex LTC).</li> <li>• David Fuchs (Tournament Referee).</li> <li>• Brenda Stewart (Tournament Coordinator, Middlesex LTA).</li> </ul> <p>The referee is an LTA Licensed Official and a member of the Association of British Tennis Officials.</p>
<b>Complaints</b>	<p>In the event of a complaint in respect of an LTA Official Competition (including in relation to an Organising Committee, Referee, Chair Umpire, line/net umpire, Court Supervisor or coach), a written complaint may be lodged with the LTA at <a href="mailto:officiatingsupport@lta.org.uk">officiatingsupport@lta.org.uk</a> within 7 days of the occurrence of the situation leading to the complaint.</p> <p>The LTA's Officiating Development 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.</p>
<b>Conditional Applications</b>	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.
<b>Contacting Us</b>	<p>All applications, enquiries and other correspondence relating to this tournament should be addressed to:</p> <p>Tennis Services UK Limited, P.O. Box 151, Sutton SM1 2WN. Telephone: 08712 779 819. Fax: 07092 27 27 27 E-mail: <a href="mailto:info@tennisuk.net">info@tennisuk.net</a></p> <p>Withdrawals made after the published cancellation deadline may only be made by telephone.</p> <p>During the tournament (including the day before the start of the tournament), the referee is only available by telephone between the hours of 8:30am and 9:30pm. No calls or voicemail facilities are available outside these hours.</p>
<b>Courts</b>	The tournament will take place on outdoor macadam and/or artificial clay court using floodlights where necessary. Other clubs/centres and court surfaces may be used, at the discretion of the committee. Matches within an event and within the same round may be played on different surfaces. Courts/surfaces will be allocated by the referee shortly prior to each match and it will not be possible to take player preferences into account.
<b>Data Protection</b>	<p>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, the LTA website and to our privacy policy (available from <a href="http://www.tennisuk.net">www.tennisuk.net</a>).</p> <p>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 the British Tennis Membership record of the person identified.</p>
<b>Dates and Times of Play</b>	The tournament takes place from Friday 18th April until Monday 21 <sup>st</sup> April 2014. Play may start from 9.00am daily and continue into the early evening. We may alter the times of play during the tournament, if we feel this necessary to complete the competition on time.
<b>Doping Test</b>	Under LTA regulations, 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.
<b>Emergency Medical Treatment</b>	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.

<b>Entry Fees and Payment Methods</b>	<ul style="list-style-type: none"> <li>• All singles events: £20.00</li> <li>• All doubles events: £10.00 per player</li> <li>• Singles consolation events (if held): £5.00 per player</li> </ul> <p>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.</p> <p>Entry fees may be paid by cheque or postal order. Visa and MasterCard can also be accepted. Cheques relating to cancelled/unsuccessful applications will be shredded 10 days after the conclusion of the tournament, unless a stamped addressed envelope is provided to the Tennis Services UK Limited within this time period.</p> <p>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 club for the collection of entry fee payments.</p> <p>We reserve the right to make an administrative charge where a payment is dishonoured, declined or remains outstanding more than 14 days after the first day of the tournament. Recovery costs will also be added to any unpaid amounts due.</p>
<b>Events and Event Dates</b>	<p>The following events will be staged:</p> <ul style="list-style-type: none"> <li>• Open Men's Singles</li> <li>• 35+ Mens Singles</li> <li>• 45+ Mens Singles</li> <li>• Open Women's Singles</li> <li>• Open Men's Doubles</li> <li>• Open Women's Doubles</li> </ul> <p>Events may take place on any or all of the tournament dates. Not all events will necessarily take place on all published dates although this will depend on entry numbers, draw format, the progress of players taking part in multiple events and the weather).</p>
<b>Event Format</b>	<p>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.</p> <p>We may change the format of any event; amalgamate events or run qualifying events if we feel that it is reasonable and appropriate to do so. The referee may also change any draw in the event of withdrawals.</p>
<b>Event Eligibility/Restrictions</b>	<p>Players applying for The Men's Open Singles events may not apply for a 2nd singles event. Otherwise, applicants may only apply for a maximum of TWO singles events and a doubles event, subject to age restrictions.</p>
<b>Late Arrivals</b>	<p>Please allow sufficient time for your journey to the club including allowances for delays. If you are running late please contact the referee. 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 and LTA withdrawal penalty points may be applied..</p> <p>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.</p>
<b>Liability</b>	<p>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.</p>
<b>Match Format</b>	<ul style="list-style-type: none"> <li>• All singles events: Best of three tiebreak sets (tiebreak at 6-6 in all sets).</li> <li>• All doubles events: Two standard sets with "sudden-death" deuce (tiebreak at 6-6) plus a match tiebreak to 10 points (2 clear points at 9-9) – if each team wins one set</li> <li>• The format for consolation matches/events (if held) shall be decided by the committee according to circumstances.</li> </ul> <p>In the event of 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</p>

	LTA ratings purposes.
<b>Media Statement and Photography Policy</b>	<p>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.</p> <p>Unofficial photography and video recording is not permitted without the prior consent of the tournament referee, a 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 recordings) 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. Consent to photography (or video recording) may be withdrawn at any time.</p>
<b>Non-Umpired Matches</b>	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.
<b>Other/Overlapping Competitions</b>	<p>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, they will forfeit ALL rankings points from BOTH competitions.</p> <p>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.</p>
<b>Parental Consent</b>	Applications made by or on behalf of players under 18 years of age must be countersigned by a parent or legally registered guardian. In the case of online 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.
<b>Prizes/Trophies/Prize Money</b>	<ul style="list-style-type: none"> <li>• Open Men's Singles Winner - £200.00</li> <li>• Open Men's Singles Runner-Up - £100.00</li> <li>• Open Women's Singles Winner - £55.00</li> <li>• Open Women's Singles Runner-Up - £30.00</li> </ul> <p>A trophy or personal prize will be awarded to the winner and runner up in all other events.</p>
<b>Ratings and Rankings</b>	<p>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.</p> <p>LTA Grade 3 rankings points will be awarded in all singles events.</p>
<b>Referee</b>	See "Committee/Tournament Personnel"
<b>Refunds</b>	<p>You will not be charged an entry fee for an event if:</p> <ul style="list-style-type: none"> <li>(a) we cancel the tournament</li> <li>(b) we decide not to run an event</li> <li>(c) your application to an event was unsuccessful</li> <li>(d) you cancelled an application prior to the published cancellation deadline</li> <li>(e) you were placed on a reserve list but were not called upon to play</li> <li>(f) you were placed on a reserve list and invited to take part with less than 24 hours notice and decided not to accept</li> <li>(g) we are unable to accept your application for any other reason</li> </ul> <p>We shall refund any entry fee paid for any event which is cancelled, curtailed or abandoned provided that:</p> <ul style="list-style-type: none"> <li>(a) you have not started a match in the event</li> <li>(b) you have not withdrawn (after the cancellation deadline) prior to the decision to cancel, curtail or abandon the event</li> </ul> <p>Refunds will not be made:</p> <ul style="list-style-type: none"> <li>(a) if a player withdraws after the published cancellation deadline for an event</li> <li>(b) if a player fails to arrive at the tournament on time and misses their match as a consequence.</li> <li>(c) in any other circumstances (except those detailed under "Liability").</li> </ul>

<b>Refusal of Admission</b>	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.
<b>Refusal of Applications</b>	We may decline to accept an application from any player. Reasons for declining an application may 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.
<b>Reserves</b>	<p>Reserve players are committed to playing in the tournament if they are accepted unless they cancel from the reserve list prior to acceptance. An exception applies if we provide less than 24 hours notice of your first match in which case you may decide not to play and will not be charged or penalised.</p> <p>If a reserve player is accepted then they will NOT be contacted by telephone UNLESS they are accepted less than 96 hours (four days) before the start of the <u>tournament</u>. It is the responsibility of reserves to check the website (or contact the tournament referee) to track their reserve or acceptance status.</p> <p>If you are accepted less than 96 hours (4 days) before the start of the <u>tournament</u> then you will be <u>notified</u> of acceptance by telephone. If however we contact you less than 24 hours <u>before your match time</u> then you will be <u>invited</u> to play and may decline without penalty.</p> <p>Reserves who are accepted to play and then withdraw will be charged an entry fee and may incur LTA withdrawal penalty points (see withdrawals).</p>
<b>Rules Governing This Tournament</b>	<p>The tournament is sanctioned by the Lawn Tennis Association ("the LTA") and will be conducted in accordance with the Rules of Tennis; the Rules &amp; 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 venue.</p> <p>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.</p>
<b>Scoreboards</b>	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.
<b>Scheduling of Matches</b>	<p>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 detailed under "Events".</p> <p>It is each player's responsibility to find out when they are required to play each match by checking the tournament website or telephoning the tournament (see "Contacting Us"). During the tournament, the website is updated by approximately 8:30pm with match times for the following day.</p> <p>If a player is unable to ascertain when they are required to play by any other means then they should arrive at the club each day, prior to 9:00am and check the order of play posted on the tournament notice board.</p> <p>Any match notification emails or SMS messages are sent as a courtesy reminder ONLY. If a player fails to arrive for a match and claims that they did not receive an email, this will not be accepted as a valid reason in any circumstances.</p>
<b>Sign-In</b>	<p>Players must sign in at the control table each day, in person at least 15 minutes before the scheduled time of their match. Parents, coaches and other representatives may not sign in on behalf of a player.</p> <p>Players who do not do this will not considered to be present. At the discretion of the referee, matches may be called up to 15 minutes prior to their scheduled time if both/all players in a match have signed in and there is a court available.</p>
<b>Travel Information</b>	Travel information and a map detailing the location of the club is available from the tournament website ( <a href="http://www.tennisuk.net">www.tennisuk.net</a> ).

<b>Website</b>	The tournament website at <a href="http://www.tennisuk.net">www.tennisuk.net</a> provides online application and payment facilities and includes up to date entry/acceptance/reserve lists. Match dates/times and draw sheets are published shortly prior to the start of the tournament and are updated during the competition on a daily basis.
<b>Wet Weather</b>	During periods of wet weather, matches may be delayed, postponed or cancelled. 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.
<b>Wild Cards</b>	<p>The committee reserves the right to issue wild cards, in accordance with LTA tournament 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 (except where stated otherwise in LTA regulations).</p> <p>We shall not enter into any correspondence regarding wild card decisions which are made on an entirely discretionary basis.</p>
<b>Withdrawals</b>	<p>A player who does not wish to take part in any event and advises us prior to the published cancellation deadline shall incur no charge or penalty (see "Cancellation of Applications")</p> <p>After the published cancellation deadline, any player withdrawing from a match or an event:</p> <ol style="list-style-type: none"> <li>(a) must notify the referee by telephone (see "Contacting Us") providing as much notice as possible</li> <li>(b) shall forfeit his/her entry fee</li> <li>(c) may receive suspension points under the LTA's withdrawal penalty system. Appeals against penalty points should be submitted directly to the LTA and neither the referee nor the tournament organiser has any discretion over their imposition.</li> </ol>

Version 1.10 – Last updated 16/03/2014.