

**Sutton Christmas Indoor Tournament (SUR15W0524)**  
**Sunday 27<sup>th</sup> December to Tuesday 31<sup>st</sup> December 2015**  
**TOURNAMENT FACT SHEET AND ENTRY CONDITIONS**

<b>Acceptance &amp; Selection Policy</b>	Where an event is oversubscribed the 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.
<b>Address of Tournament</b>	Sutton Tennis Academy, The Sports Village, Rose Hill, Sutton, Surrey SM1 3HH. Centre telephone number: 020 8641 6611.
<b>Application Deadline</b>	Singles events: Sunday 13 <sup>th</sup> December 2015 at 2:00pm. Singles consolation events: to be confirmed shortly prior to the start of the tournament.  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.
<b>Application Methods</b>	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 neither 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.  Applications for consolation events may only be made at the tournament venue, in person.
<b>Balls</b>	Dunlop balls (or another ITF approved brand) will be provided for all matches. Once-used balls may be used for some junior and consolation 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.
<b>British Tennis Membership</b>	All applicants for both singles and doubles events must be British Tennis members and hold a current British Tennis rating at the time of application.
<b>Cancellation (Withdrawal) Deadline</b>	Singles events: Sunday 20 <sup>th</sup> December 2015 at 10:00am. Singles consolation events: same as application deadline.  A full refund is allowable to players who cancel within the above deadlines. It is each player's responsibility to ensure that we have received and acknowledged your request to cancel prior to the above dates/times.
<b>Cancellation of Event(s) and/or the Tournament</b>	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 unforeseen circumstances.  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.
<b>Catering</b>	A selection of drinks and hot/cold refreshments will be available from the centre at most times during the tournament. Players, parents and other tournament visitors are reminded that only refreshments purchased from the centre may be consumed on-site.
<b>Centre Activities</b>	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.
<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 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).

<b>Committee/Tournament Personnel</b>	<ul style="list-style-type: none"> <li>• Tournament Director: David Fuchs† (Tennis Services UK Limited)</li> <li>• Committee Member: Simon Faulkner (Operations Manager, Sutton Tennis Academy)</li> <li>• Committee Member: Neil Carter (Head of the High Performance Academy, Sutton Tennis Academy)</li> <li>• Committee Member: Sean Malcolm (Head Coach, Sutton Tennis Academy)</li> </ul> <ul style="list-style-type: none"> <li>• Tournament Referee: David Fuchs</li> <li>• Court Supervisor: To be appointed</li> </ul> <p>The referees and court supervisor are LTA Accredited Officials, members of the Association of British Tennis Officials and LTA Officials' Licensing Scheme.</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>	<p>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.</p>
<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: 0333 247 9819. 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, the referee is only available by telephone between the hours of 7:30am and 9:30pm. No calls or voicemail facilities are available outside these hours. In addition, no calls will be taken between 12:00 noon on Wednesday 24<sup>th</sup> December and 4:00pm on Friday 26<sup>th</sup> December.</p>
<b>Courts</b>	<p>The tournament will take place on up to 9 indoor acrylic courts. Outdoor courts may be used for some consolation matches.</p>
<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>	<p>The tournament takes place from Sunday 27<sup>th</sup> December until Tuesday 31<sup>st</sup> December 2015.</p> <p>Play may start from 9.00am daily and continue into the evening. We may alter the times of play during the tournament, if we feel this necessary to complete the competition on time.</p>
<b>Doping Test</b>	<p>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.</p>
<b>Emergency Medical Treatment</b>	<p>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.</p>
<b>Entry Fees and Payment Methods</b>	<ul style="list-style-type: none"> <li>• All junior singles events: £25.00</li> <li>• Men's and ladies open singles events: £27.00</li> <li>• Singles consolation events: no additional charge</li> </ul>

	<p>Singles entry fees may be paid by cheque or postal order. Visa and MasterCard can also be accepted.</p> <p>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 centre 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>• 12U Boys Singles</li> <li>• 14U Boys Singles</li> <li>• 16U Boys Singles</li> <li>• 18U Boys Singles</li> <li>• Open Men's Singles</li>   <li>• 12U Girls Singles</li> <li>• 14U Girls Singles</li> <li>• 16U Girls Singles</li> <li>• 18U Girls Singles</li> <li>• Open Women's Singles</li> </ul> <p>Please use the age group calculator on the LTA website to ascertain your eligibility for an event:  <a href="http://www.lta.org.uk/play/competing/competition-age-groups1/">http://www.lta.org.uk/play/competing/competition-age-groups1/</a></p> <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 and the progress of players taking part in multiple events.</p> <p>Consolation events/matches are also intended in all singles events where a knockout draw format is used.</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>Subject to age restrictions, players may apply for a maximum of TWO consecutive singles events. Where players apply for more than one singles events then these must be in CONSECUTIVE age groups. E.g. 12's and 14's, but NOT 12's and 16's.</p> <p>In addition players may apply for one or two singles consolation events, provided they have:</p> <ol style="list-style-type: none"> <li>(a) taken part in the associated main draw or qualifying event; and</li> <li>(b) been eliminated by all main-draw (or qualifying) singles events by the consolation application deadline; and</li> <li>(c) not won a match (other than a walkover win) in the qualifying and/or main draw event of the associated consolation event.</li> </ol>
<b>Late Arrivals</b>	<p>Please allow sufficient time for your journey to the centre 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 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</p>

	<p>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 (excluding consolation): Two standard sets (tiebreak at 6-6) plus a match tiebreak to 10 points (2 clear points at 9-9) – if each player wins one set.</li> <li>• Later rounds of the 14, 16, 18&amp;U &amp; Open MAIN DRAW SINGLES events MAY be the best of three tiebreak sets. This decision shall be at the sole discretion of the referee and shall be decided on an event-by-event basis.</li> </ul> <p>The format for consolation matches/events shall be decided by the referee according to entry numbers and court availability.</p> <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 LTA ratings purposes.</p>
<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 centre 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>	<p>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.</p>
<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>	<p>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.</p>
<b>Prizes/Trophies/Prize Money</b>	<ul style="list-style-type: none"> <li>• Open Men’s Singles Winner - £100.00</li> <li>• Open Men’s Singles Runner-Up - £55.00</li> <li>• Open Women’s Singles Winner - £60.00</li> <li>• Open Women’s Singles Runner-Up - £35.00</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 Open singles events. LTA Grade 4 rankings points will be awarded in all other events.</p>
<b>Referee</b>	<p>See “Committee/Tournament Personnel”</p>
<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> </ul>

	<p>(e) you were placed on a reserve list but were not called upon to play</p> <p>(f) you were placed on a reserve list and invited to take part with less than 24 hours notice and decided not to accept</p> <p>(g) we are unable to accept your application for any other reason</p> <p>We shall refund any entry fee paid for any event which is cancelled, curtailed or abandoned provided that:</p> <p>(a) you have not started a match in the event</p> <p>(b) you have not withdrawn (after the cancellation deadline) prior to the decision to cancel, curtail or abandon the event</p> <p>Refunds will not be made:</p> <p>(a) if a player withdraws after the published cancellation deadline for an event</p> <p>(b) if a player fails to arrive at the tournament on time and misses their match as a consequence.</p> <p>(c) where consolation events/matches are cancelled, curtailed, abandoned or do not take place for any other reason</p> <p>(d) in any other circumstances (except those detailed under "Liability").</p>
<b>Refusal of Admission</b>	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.
<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 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.
<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 event. 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 event 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 8:00pm 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</p>

	<p>at the centre 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>	<p>The centre is approximately 2 ½ miles from Morden Station on the Northern Line of the London Underground (Enquiries: 0343 222 1234); 1½ miles from Sutton and ½ mile from Sutton Common (National Rail 03457 48 49 50). Local buses run from both Morden and Sutton Common (Enquiries: 0343 222 1234).</p> <p>A map showing the location of the venue is available from our website.</p>
<b>Website</b>	<p>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.</p>
<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) shall 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 director has any discretion over their imposition.</li> </ol>