

# St. George's Hill Open Tennis Tournament

Monday 6<sup>th</sup> to Saturday 11<sup>th</sup> August 2012

## Tournament Prospectus

(Including rules, regulations and general information for players & parents)

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

- In mini tennis events, the highest rated applicants will be selected first. Players of the same LTA rating will be merited by an approved method of "recent form" and in conjunction with the Talent Management Team at the Lawn Tennis Association, whose decision shall be final.
- 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 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.
- Singles consolation events/matches are open to all players who do not win a match in any of their 12, 14, 16, 18&U or open main draw singles event/s and are eliminated from all events (other than doubles) by the consolation event application deadline.

**Address of Tournament** – The tournament shall take place at St. George's Hill Lawn Tennis Club, Weybridge, Surrey, KT13 0LL (Telephone: 01932 268 956).

Other nearby clubs/centres may be used as decided by the committee.

**Application Deadline** - The application deadline for each event is as follows:

- All main draw Singles events: 2:00pm on Thursday 12<sup>th</sup> July 2012.
- All Doubles and Mixed Doubles events: 4:00pm on Tuesday 7<sup>th</sup> August 2012 (these events can only be entered on site at the tournament)..

We may extend the application deadline for any event(s), if we feel this to be in the best interest 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 the tournament. (Please see "Other Tournaments").

- Boys & Girls 8 & under (mini-red) singles event will take place on Friday 5<sup>th</sup> August 2012, only.
- Boys and Girls 9 & under singles events will take place on Tuesday 7<sup>th</sup> and/or Wednesday 8<sup>th</sup> August 2012 (all players must be available on both days, if needed).
- Boys and Girls 10 & under singles events will start on or after Thursday 9<sup>th</sup> August and end on or before Saturday 11<sup>th</sup> August 2012 (all players must be available on all three days, if needed).
- All other singles events will commence on or after Monday 6<sup>th</sup> August and end on or before Saturday 11<sup>th</sup> August 2012.
- All doubles and mixed doubles events will commence on or after Wednesday 8<sup>th</sup> August and finish on or before Saturday 11<sup>th</sup> August 2012.

**Balls** – Slazenger balls (or balls of another ITF approved brand) will be provided. Once-used balls may be used for some matches, particularly in junior and consolation events. The winner of each match shall return the balls to the control desk immediately after the conclusion of each match.

Low compression green balls will be used in 10 & under events; orange balls will be used in 9 & under events and suitable balls approved for mini-red competitions will be used in 8&U events.

**British Tennis Membership** – All applicants for both singles and doubles events must be registered players under the British Tennis Membership Scheme. In addition, all applicants shall hold a current LTA rating at the time of application.

**Cancellation Deadline** – You may cancel your application to any singles event by 10:00am on Wednesday 18<sup>th</sup> July 2012.

Doubles, mixed doubles and consolation event applications may be cancelled prior to the advertised **application** deadlines for these events.

After this deadline, (with the exception of consolation events, where no entry fee is payable) you will be charged a non-refundable entry fee, if you are accepted to play in an event.

It is each player's responsibility to ensure that we have received and acknowledged a request to cancel - **prior** to the above 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. No refunds are however allowable to players who have withdrawn from any event after the cancellation deadline, prior to the decision to cancel an event.

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

**Club Activities** - 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.

**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:

- Richard Shepherd, Tournament Director (St. George's Hill Lawn Tennis Club).
- Celia Gregory, Club Representative (St. George's Hill Lawn Tennis Club).
- Justin Gregory, Assistant to the referee (St. George's Hill Lawn Tennis Club).
- David Fuchs (Tennis Services UK Limited)
- Sarah Lewis (Tennis Services UK Limited)
- Peter Finn (Referee)

**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](mailto: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: david@tennisuk.net

**Courts** – The tournament will take place on up to 15 grass courts, 11 synthetic grass courts, 4 porous acrylic courts and 3 all-weather clay courts. Other court surfaces (which may include courts with artificial lighting) 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](http://www.tennisuk.net), or on request).

You also agree to the LTA and/or LTA sanction tournament organisers, from your geographical area, using the information provided as part of my application (with the exception of credit/debit card details) to communicate information about this and future tournaments, in my geographical area, via post/email or SMS. You also accept that such information may be used to update British Tennis Membership record of the person identified.

**Dates and Times of Play** – With the exception of events which are published as taking place on specific dates (see "Availability of Competitors"), play takes place from Monday 6<sup>th</sup> August to Saturday 11<sup>th</sup> August 2012. 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. 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.

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

**Emergency Medical Treatment** - In a case of accident, illness or emergency at the tournament, involving a player under the age of 18 years old, emergency medical treatment may be carried out as recommended by an approved medical authority.

**Entry Method** - You may enter the tournament by posting a completed application form to Tennis Services UK Limited (see "Correspondence"). We will also accept faxed application forms, or applications made online at the tournament website ([www.tennisuk.net](http://www.tennisuk.net)). Applications will neither be accepted by e-mail nor telephone, nor via the LTA website. No applications will be accepted without payment

Applications for doubles and consolation events may only be made at the tournament site.

### **Entry Fees**

- Mens and ladies open singles events: £20.00 per player.
- Boys & girls 8&U mini-red singles events: £11.00 per player.
- Boys & girls 9&U mini-orange singles events: £11.00 per player.
- All other junior singles events: £15.00 per player, per event.
- All doubles and mixed doubles events: £10.00 per player.

Singles entry fees may be paid by cheque or postal order, Visa, MasterCard, Switch, Maestro, Solo or Delta Card.

Doubles entry fees may only be paid by cash or cheque at the tournament site.

Only competitors who have paid their entry fees (or submitted payment details) prior to the application deadline shall be considered for inclusion in the tournament. Cheques relating to cancelled/unsuccessful singles 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.

Singles 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.

We reserve the right to make a reasonable administrative charge where a payment is dishonoured or declined. Recovery costs will also be added to any unpaid amounts due.

**Events** – The following events will be staged:

- Mens open singles (born on or before 1<sup>st</sup> September 2001)
- Boys 18 & under singles (born between 1<sup>st</sup> September 1994 and 31<sup>st</sup> August 2001)
- Boys 16 & under singles (born between 1<sup>st</sup> September 1996 and 31<sup>st</sup> August 2001)
- Boys 14 & under singles (born between 1<sup>st</sup> September 1998 and 31<sup>st</sup> August 2001)
- Boys 12 & under singles (born between 1<sup>st</sup> September 2000 and 31<sup>st</sup> August 2001†)
- Boys 10 & under (mini-green) singles (born between 1<sup>st</sup> September 2001 and 31<sup>st</sup> March 2003 with an LTA mini-Green rating OR an Orange-1 rating).  
*This event may be combined with the Girls 10&U event depending on entry numbers.*
- Boys 9 & under (mini-orange) singles (born between 1<sup>st</sup> September 2002 and 31<sup>st</sup> August 2004) with an LTA Mini-orange rating OR a Red-1 rating.  
*This event may be combined with the Girls 9&U event depending on entry numbers.*
  
- Ladies open singles (born on or before 1<sup>st</sup> September 2001)
- Girls 18 & under singles (born between 1<sup>st</sup> September 1993 and 31<sup>st</sup> August 2001)
- Girls 16 & under singles (born between 1<sup>st</sup> September 1995 and 31<sup>st</sup> August 2001)
- Girls 14 & under singles (born between 1<sup>st</sup> September 1997 and 31<sup>st</sup> August 2001)
- Girls 12 & under singles (born between 1<sup>st</sup> September 1999 and 31<sup>st</sup> August 2001†)
- Girls 10 & under (mini-green) singles (born between 1<sup>st</sup> September 2001 and 31<sup>st</sup> March 2003 with an LTA mini-Green rating OR an Orange-1 rating).  
*This event may be combined with the Boys 10&U event depending on entry numbers.*
  
- Girls 9 & under (mini-orange) singles (born between 1<sup>st</sup> September 2002 and 31<sup>st</sup> August 2004) with an LTA Mini-orange rating OR a Red-1 rating.  
*This event may be combined with the Boys 9&U event depending on entry numbers.*
  
- Mixed 8 & under (mini-red) singles (born on or after 1<sup>st</sup> April 2003 with a LTA rating).  
*This event may be split into two single-gender events according to entry numbers.*
  
- Mens open doubles (born on or before 1<sup>st</sup> September 2001)
- Boys 18 & under doubles (born between 1<sup>st</sup> September 1994 and 31<sup>st</sup> August 2001)
- Boys 16 & under doubles (born between 1<sup>st</sup> September 1995 and 31<sup>st</sup> August 2001)
- Boys 12 & under doubles (born between 1<sup>st</sup> September 1999 and 31<sup>st</sup> August 2001†)
  
- Ladies open doubles (born on or before 1<sup>st</sup> September 2001)
- Girls 18 & under doubles (born between 1<sup>st</sup> September 1994 and 31<sup>st</sup> August 2001)
  
- Girls 16 & under doubles (born between 1<sup>st</sup> September 1995 and 31<sup>st</sup> August 2001)
- Girls 14 & under doubles (born between 1<sup>st</sup> September 1997 and 31<sup>st</sup> August 2001)
- Girls 12 & under doubles (born between 1<sup>st</sup> September 1999 and 31<sup>st</sup> August 2001†)

- Mixed open doubles (born on or before 1<sup>st</sup> September 2001)
- Singles consolation events/matches will also be held (weather and circumstances permitting).

† Players with a Green-1 rating born on or before 31<sup>st</sup> March 2002 may also apply for these events.

**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** – Junior players may enter a maximum of TWO consecutive singles events and ONE doubles event. Adult players may apply for a maximum of THREE events a maximum of two of which may be singles..

**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 club and compete at their own risk. Neither the tournament, its officials nor the club, its staff, management or committee will be responsible for death, personal injury, or loss of or damage to property whether occurring on the premises or otherwise, other than liability for negligence incurred under English law. If we make a mistake which prevents you from playing or continuing in the tournament, the maximum amount we shall be liable for is the value of your entry fee.

**Match Dates and Times** – See "Scheduling of Matches"

### **Match Formats**

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

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

In 10&U events, matches shall be two short sets (first to four games with a 2 game margin, tiebreak at 4-4). If the score reaches one set all then a match tiebreak shall be played to decide the winner. In a match tiebreak the first player to win 10 points, leading by a two point margin shall be declared the winner. Should the score reach 9 points all, then the tiebreak shall be extended until one player gains a lead of two points (e.g. 11-9, 12-10).

In 12&U events, singles consolation events and JUNIOR doubles events, matches shall be two normal sets (first to six games with a 2 game margin, tiebreak at 6-6). If the score reaches one set all then a match tiebreak shall be played to decide the winner. In a match tiebreak the first player to win 10 points, leading by a two point margin shall be declared the winner. Should the score reach 9 points all, then the tiebreak shall be extended until one player gains a lead of two points (e.g. 11-9, 12-10).

In all other events, matches shall be the best of three tiebreak sets (tiebreak a 6-6 in all sets), although the third set may be replaced by a match tiebreak if this is considered appropriate by the committee.

In the event of bad weather or other circumstances beyond our control, the referee may alter the match format for any event (or part of an event). This may mean adopting abbreviated scoring methods – some of which may not count for LTA ratings purposes.

**Media Statement** – Unless the tournament referee is informed prior to the start of the tournament, you consent to being involved in any publicity connected with LTA staged tournaments, the hosting venue and/or Tennis Services UK Limited. This includes (but is not limited to) media interviews, photographs and TV footage.

Unofficial photography and video recording is not permitted without the prior consent of the tournament referee, duty manager, any players involved in such photography/video footage and (in the case of players under 18 years of age) their parent or legal guardian. To avoid disruption to play, permission to take photographs (or video recording) must be made with sufficient notice as consent will not normally be sought from players once a match (including warm-up) has commenced. A photographic consent form may need to be completed.

**Non-Umpired Matches** - With the exception of some finals, matches will 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 number (or username) and online registration password shall constitute parental consent.

**Prizes/Trophies/Prize Money\*** – The following prize money shall be paid in the Mens and Ladies Open events:

Mens Singles Open - Winner: £300; Runner-up: £150; Semi-finalists: £25.

Ladies Singles Open - Winner: £100; Runner-up: £50; Semi-finalists: £15.

\* Any variation in the total Prize Money or its allocation, which may become necessary by failure to complete an event through any cause, will be made at the sole discretion of the Committee, subject to no player receiving less than they have already earned from the complete matches. The Tournament Committee reserves the right to pay Prize Money to finalists only and modify the Prize Money if the entry is less than 16. All Prize winners must have played at least one round prior to the round for which Prize Money is paid.

In all other events, a small personal prize or trophy will be awarded to each winner and runner up. All finalists are required to attend the finals day presentations.

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

**Referee** – The tournament referee is Peter Finn. Contact telephone number: 08712 779 819. Peter is an ITF Silver Badge referee, an LTA Accredited referee and a member of the Association of British Tennis Officials. All tournament enquiries prior to the closing deadline should be addressed to Tennis Services UK Limited on **08712 779 819**.

**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 club may refuse admission to any person without giving a reason and ask any person to leave the premises if their behaviour has caused or is considered likely to cause distress or inconvenience to others, whether in connection with the tournament or otherwise.

**Refusal of Entry** - We may decline to accept an application from any player.

Reasons for declining an entry would include failure to settle entry fees for a previous event or tournament, a poor history of withdrawals, failure to appear and disruptive behaviour (whether at this club or otherwise). A decision to decline an entry is never made lightly and is always done in the best interests of the tournament and in consultation with at least two members of the tournament committee.

**Reserves** – If you are offered a place as a reserve in any event you need not attend the tournament unless we notify you that you have been accepted to play.

As a reserve, you will be considered available to play at any time, up to and during the tournament, unless you tell us to the contrary, prior to us notifying you that you have been accepted.

If we give you more than 24 hours notice, and you decline the offer to play, then you will be charged an entry fee and incur suspension points under the LTA's automatic withdrawal penalty system.

**Rules Governing This Tournament** – The tournament is sanctioned by the Lawn Tennis Association ("the LTA") and will be conducted in accordance with the Rules of Tennis; the Rules & Regulations of the Lawn Tennis Association; LTA 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 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 published as taking place on specific dates (see "Dates and Times of Play").

It is each player's responsibility to find out when they are required to play by checking the tournament website. If you have not found out when you are playing within 48 hours of the start of the tournament then it is your responsibility to contact the referee by telephone. 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). 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 club without checking if and when you are required to play next.

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

**Sign-in** - Players must sign in at the control table each day at least 15 minutes before the scheduled time of their match. Players who do not do this will not be considered to be present. Matches may be called up to 15 minutes prior to their scheduled time, if both players (and all players in a doubles match) are signed in.

**Travel Information** - Travel information and a map detailing the location of the club is available from the tournament website ([www.tennisuk.net](http://www.tennisuk.net)) or upon request.

**Umpires** - Some matches on finals day Saturday 11<sup>th</sup> August 2012 may be umpired by members of the Association of British Tennis Officials.

**Website** – The tournament website at [www.tennisuk.net](http://www.tennisuk.net) provides online application and payment facilities and includes up to date entry lists. Match dates/times and draw sheets will be published shortly prior to the start of the tournament. These will be updated during the competition.

**Wet Weather Procedure** - The allocation (or reallocation) of matches to other clubs/centres and/or indoor courts, in the event of rain or bad light shall be at the sole discretion of the referee.

During prolonged periods of wet weather, matches may be considerably delayed. We will make every attempt to revise orders of play where possible and keep players informed where it is practical to do this. It is recommended that players check, before starting their journey to see if there have been any changes to the scheduling. Due to the large number of players taking part, it may not be possible to contact players individually if matches are delayed, postponed or moved to another day.

**Wild Cards**– The committee reserves the right to award 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 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 (with the exception of players in the mini-red, 8&U events) will receive suspension points under the LTA's automatic withdrawal penalty system.

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