

GUIDE TO ENTERING INTERNATIONAL TENNIS EVENTS

The below is intended as a useful guide to entering and ‘signing in’ for International tennis events for

- Tennis Europe Junior events
 - ITF World Tennis Tour Junior events
 - ITF Men’s or Women’s World Tennis Tour events.
- It does not include ATP or WTA events.

Whilst this information was correct at the time of creating, Tennis Europe and ITF Rules, Regulations & Procedures are subject to change, and **in all cases refer to the current set of rules & regulations**. If you have a query regarding a specific event communicate direct with that event. There are differences between circuits, and in some cases grades/prize money within a circuit e.g. Grade 1 Tennis Europe & Grade 2 Tennis Europe have different sign in requirements for main draw!

	Tennis Europe Junior event	ITF Junior event	ITF Men’s & Women’s event (\$15k/\$25k)
<p><u>UP TO THE ENTRY DEADLINE</u></p> <p>Entries can only be made on-line through the relevant IPIN. Players with a Junior IPIN need to upgrade to a Pro-IPIN to enter an ITF Men’s or Women’s World Team Tennis Tour event</p> <p>TIP: Always check the tournament fact sheet for the relevant deadlines. Times are GMT!!</p>	<p>ENTRY DEADLINE:</p> <p>1400 hrs (GMT) Tuesday 27 days prior to the Monday of the tournament week. The entry list for Junior Tennis Europe events, is published the Monday after the entry deadline, once Organiser Acceptances (OAs) have been confirmed</p>	<p>ENTRY DEADLINE:</p> <p>1400 hrs (GMT) Tuesday 27 days prior to the Monday of the tournament week (Grade A tournaments and their warm up events may vary!)</p>	<p>ENTRY DEADLINE:</p> <p>1400hrs (GMT) Thursday 18 days prior to the Monday of the tournament week</p>
<p><u>BETWEEN THE ENTRY DEADLINE & WITHDRAWAL DEADLINE</u></p> <p>There can be a lot of movement with your position on the list between the entry & withdrawal deadline. Always keep an eye on the list, and be aware of the withdrawal deadline</p> <p>TIP: If withdrawing, check the online list for confirmation that you are appearing on the withdrawal list</p>	<p>WITHDRAWAL DEADLINE:</p> <p>1400hrs(GMT) Tuesday 13 days prior to the Monday of the tournament week</p>	<p>WITHDRAWAL DEADLINE:</p> <p>1400hrs (GMT) Tuesday 13 days prior to the Monday of the tournament week</p>	<p>WITHDRAWAL DEADLINE:</p> <p>1400hrs (GMT) Tuesday 13 days prior to the Monday of the tournament week</p> <p>TIP: In ITF Men’s & Women’s events, players can enter up to 6 events in the same week, putting a priority of 1-6 next to each event entered.</p> <p>However, players must withdraw from all but one by the withdrawal deadline. You could find yourself committed to a tournament, not of your choice if you don’t withdraw before the withdrawal</p>



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			deadline, as if you are still entered in more than one event at the withdrawal deadline, the ITF could allocate you an event not of your choice!
	Tennis Europe Junior event	ITF Junior event	ITF Pro-Circuit event (\$15k/\$25k)
<p><u>BETWEEN WITHDRAWAL DEADLINE & FREEZE DEADLINE.</u></p> <p>After the withdrawal deadline a player appearing on a qualifying or main draw list is deemed to be committed to play the tournament. A player withdrawing after the withdrawal deadline, will be subject to the late withdrawal penalty relevant to the Circuit. Withdrawals need to be made on line up to the freeze deadline.</p>	See Tennis Europe Junior Tour guide .	The freeze deadline is 1400hrs on the <u>Wednesday</u> preceding the tournament week	The freeze deadline is 1400hrs on the <u>Thursday</u> preceding the tournament week
<p><u>BETWEEN FREEZE DEADLINE & QUALIFYING SIGN IN DEADLINE</u></p> <p>TIPS:</p> <ul style="list-style-type: none"> - if withdrawing after the freeze deadline, ensure you receive acknowledgement from the ITF Supervisor - check the list again a few hours after the freeze deadline, to ensure where you sit on the list 	See Tennis Europe Junior Tour guide .	After the freeze deadline a player wishing to withdraw from the main draw, or qualifying must submit an official withdrawal form to the ITF AND the ITF Referee of the tournament, by the applicable sign in deadline. Otherwise they will be subject to penalties as a 'no show'	After the freeze deadline, a player wishing to withdraw from the main draw, or qualifying must submit an official withdrawal form to the ITF AND the ITF Supervisor of the tournament, ahead of the qualifying sign in deadline. Otherwise they will be subject to penalties provided for as a 'No Show'.
<p><u>SIGN-IN DEADLINES (ON SITE)</u></p> <p>Always check the relevant Fact Sheet</p> <p>TIPS:</p> <ul style="list-style-type: none"> -if you are a wild card always contact the tournament if you are not going to site to sign in before the sign in deadline -note the difference for doubles sign in deadlines at junior & ITF Men's & Women's World Tennis Tour events 	<p>The singles qualifying sign in deadline is 1800hrs (6.00pm) local time, the day before qualifying starts. Players must sign in personally on site, unless they qualify for a ref to ref sign in, or are a wild card</p> <p>The singles main draw sign in deadline is 1800hrs (6.00pm) local time, the day before singles main draw starts. For grade 2 &3 events players must sign in personally on site, unless they qualify for a ref to ref sign in, or are a wild card. For grade 1 events, players are not required to sign in on site but should</p>	<p>The singles qualifying sign in deadline is 1800hrs (6.00pm) local time, the day before qualifying starts. Players must sign in personally on site, unless they qualify for a ref to ref sign in, or are a wild card</p> <p>The singles main draw sign in deadline is 1800hrs (6.00pm) local time, the day before singles main draw starts. For grade 2 -5 events players must sign in personally on site, unless they qualify for a ref to ref sign in, or are a</p>	<p>The singles qualifying sign in deadline is 1800hrs (6.00pm) local time, the day before qualifying starts. Players must sign in personally on site, unless they qualify for a ref to ref sign in, or are a wild card.</p> <p>There is no sign-in requirement for players on the singles main draw acceptance list. A player on this list is expected to be on site ready to pay, as per the 'Order of Play'</p> <p>Players wishing to enter the doubles must sign</p>



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	<p>arrive the day before, ready to play on the first day of main draw, and pay their entry fee before playing their first match.</p> <p>Doubles sign in deadline is 1200hrs (12noon) local time, on the <u>first</u> day of singles main draw, both players personally sign in on site.</p>	<p>wild card. For grade A and grade 1 events, players are not required to sign in on site but should arrive the day before, ready to play on the first day of main draw, and pay their entry fee before playing their first match.</p> <p>Doubles sign in deadline is 1200hrs (12noon) local time on the <u>first</u> day of singles main draw, both players personally sign in on site.</p>	<p>in direct with the ITF Supervisor ahead of the deadline of 1200hrs (12noon) local time, the day <u>before</u> main draw is scheduled to start. This can be done over the phone, or on site, and only requires one of the doubles pair to sign!</p>
<p><u>PLAYER NATIONAL SQUAD STATUS AND ENDORSEMENT</u></p>	<p>For every junior Tennis Europe event there is a window for the national association to nominate the players in the national squad and endorse and prioritise any non-ranked players. This is done automatically so does not need requesting and full details about this process can be viewed here.</p>	N/A	N/A
<p><u>COACHES HOSPITALITY</u></p> <p><u>This varies event to event and the grade of event so please check the fact sheet or with the tournament organiser if any questions.</u></p>	<p>One coach per tournament (each age group if the event has multiple age groups) can be nominated as the National Coach. This is awarded to the highest ranked player who requests it. Depending on the event the coach may then receive hospitality.</p> <p>Full details about this process can be viewed here</p>	<p>Normally one coach per tournament can be nominated as the National Coach. This is awarded to the highest ranked player who requests it. Depending on the event the coach may then receive hospitality. In some tournaments it is one coach per event (girls and boys).</p> <p>Full details about this process can be viewed here.</p>	N/A

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QUESTIONS BETWEEN FREEZE DEADLINE & SIGN IN DEADLINE

What happens with spaces which become available, on a main draw or qualifying list after the freeze deadline?

These are filled by player's who come to site to sign in for qualifying, in order of their position on the qualifying list (to move into main draw), and on the alternate list (to move into qualifying)

What is a Special Exempt?

A player still competing at a qualified tournament at the time of qualifying sign-in can request a Special Exempt place, by personally notifying the ITF Supervisor/Referee ahead of the qualifying sign in deadline (as long as they are on the qualifying acceptance list for that event). In most circumstances there are up to two special exempt places held open up to the qualifying sign in deadline. A player has to be competing in a qualified tournament, on the first day of the following week's qualifying event to be eligible. Check the regulations specific to the event's concerned.

What if no Special Exempt places are used?

The spaces in main draw will be taken in order of the qualifying list, by player's who have signed in for qualifying. Plus see below!

Do I still need to come to site to sign in if I am near the top of the qualifying list, and there might be a space in main draw?

Yes. Spaces in main draw are only filled at the qualifying sign in deadline. However, you may 'preserve eligibility' by making contact direct with the ITF referee/supervisor. A player 'preserving their eligibility' may not then play in qualifying, if ultimately there isn't a space in main draw, and will be subject to late withdrawal/no show penalties.

TIP: Through direct communication with the ITF Referee/Supervisor, you may be able to establish that there are no possible 'special exempt' places being used

GENERAL QUESTIONS

What are simulated National Rankings?

The order of acceptance is based on the relevant Tennis Europe ranking for Tennis Europe Junior events, Junior ITF ranking for Junior ITF events, and ATP/WTA pro ranking for ITF Men's & Women's World Tennis Tour events. (The ranking used is that at the entry deadline).

For player's who don't have one of the rankings above, Tennis Europe / ITF operate a simulated national ranking. How Tennis Europe or the ITF determine such a ranking varies from nation to nation, however, for British player's information on how this is determined can be found at

<https://www.lta.org.uk/competitions/player-ratings-rankings/british-tennis-rankings/> under the tab 'What is the GB National Ranking which are used for international tournaments?'



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What qualifies as a 'ref to ref' sign in?

Any player may be signed in for the qualifying draw by the referee of an ITF or Regional Association sanctioned tournament, in the previous week, if the player has completed that tournament in the two days preceding the start of the qualifying competition. Similarly an entered player may be signed in for the main draw at a junior event, if the player was competing within two days of main draw starting.

What is an on-site alternate?

Non-entered players, who arrive on site to sign in by the appropriate deadline, to fill any spaces in the draw. On-site alternates will be placed below players on the Alternate List created when the entries closed. **Ensure you have the relevant IPIN for that event e.g. if you have an ITF Junior IPIN this needs upgrading to an ITF Pro IPIN for an ITF Men's or Women's World Tennis Tour event. Always do this a good few days before the sign in, and take proof to the tournament site.**

What are lucky losers?

Players who have lost in the final round of qualifying, and fill a vacancy in the first round of main draw. If more lucky losers are required, then those players who have lost in the previous round can be considered.

TIP: Always liaise with the ITF Supervisor/Referee, at the time you have lost in qualifying to establish the procedure for being considered as a lucky loser

Can I sign in as a lucky loser if I lost in the round before final round of qualifying?

Yes. You would go on the list, and put in an order after those who lost in final round of qualifying. **What if I've signed in for doubles, but don't get in?**

The referee will set up an alternate sign in sheet, for the day(s) 1st round matches are scheduled, with a sign in deadline 30 minutes before doubles matches are scheduled to start. Again always check this with the ITF Supervisor/Referee on site

Are there age restrictions?

Yes. For example, for ITF Junior events a player must have reached their 13th birthday to play, whilst on the Men's and Women's tour there are limits to the number of events junior players of different ages may play in a year. Always check the 'age eligibility' regulations for the relevant circuit.

WHEN ON SITE AT A TOURNAMENT

- 1) Make it your business to look at the player noticeboard on a daily basis, and not just the draw and order of play
- 2) Are there umpires, and if so from what day?
- 3) Are there ball crew, and if so from what day?
- 4) What are the make of balls, and is there a ball change? If so, when?
- 5) Does the event offer official transport & if so what is the schedule?
- 6) Is there hospitality & if so what is it?



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USEFUL SOURCES & REFERENCES

[Tennis Europe Junior Circuit Rules & Regulations](#)

[Tennis Europe Junior Guide for Players](#)

[Tennis Europe Junior Tour FAQs](#)

[ITF World Tennis Tour Junior Rules & Regulations](#)

[ITF Junior Circuit FAQs](#)

[ITF Men's & Women's World Tennis Tour Rules & Regulations](#)

**Always refer to the Circuit Regulations relevant to the event you are applying for.
These are updated by the relevant governing body on an annual basis.**

Correct at March 2021

