

## Schedule and Results

A match plan is to be created and submitted at the time of sanctioning by the tournament director. This match plan should be kept up to date once entries close showing the correct number of entries and the matches that are intended to be played each day of the tournament. The full draw and schedule will be made available three (3) days prior to the start of play

The schedule for each day is to be released by no later than 8pm the day prior except in the case of the initial draw and schedule.

Results should be updated on Tournament Planner and published to the tournament website every two hours. Once all matches are complete, a final update of the day's results should be posted within 30 minutes of completion of the last match.

Weather related delays or withdrawals should be communicated to players immediately after the decision regarding play is made and regular updates provided by at least one of the following methods:

- Tournaments.tennis.com.au website
- Email
- Phone call
- Text message

## Fact Sheet

Each Australian Ranking tournament must produce a pre-event online Fact Sheet. This should be complete and **final** when tournament entries open (six weeks prior). The following relevant information will be included:

- Qualifying start and end dates (if applicable)
- Main draw start and end dates
- Entry fees
- Draw sizes for both Qualifying and Main Draws in each event that is being held
- Tournament organisation contact details
- Venue location and contact details
- Additional information relevant to the conduct of the tournament e.g. court surface, brand of ball being used
- Whether or not artificial lighting is to be used
- Accommodation recommendations
- Travel information e.g. public transport availability, nearest airport

*Start and end dates for the tournament should not change once the Fact Sheet is made available*

## Venue and Facilities

Tournament Committee and the Tournament Director, in consultation with the Referee must ensure that all tournament venues are satisfactory and safe for match play. The following is required:

- Nets are in good order and able to be easily adjusted
- Net straps securely attached to the court surface
- Singles sticks
- Player seating and shade
- Scoreboards (highly recommended)
- Suitable and safe umpires chairs (seat of the umpires chair 6-8 ft. above the court surface)

- Safe and effective fencing
- Safe and playable court surface with no imperfections that may affect the bounce of the ball or cause a hazard for players

Suitable change rooms must be available at the main tournament venue. Facilities must include toilets and showers (cleaned regularly throughout the day) and an adequate supply of toilet paper and soap.

A canteen should be provided at any venue that is to be used by the tournament. The canteen should be open throughout the day (particularly for athletes involved in evening matches, who may need to eat after playing) where athletes can buy various types of food and drink at a reasonable cost. The canteen service should adhere to the following criteria:

- Various drink options including: water, sports drinks etc;
- Healthy and nutritious options, and;
- Professional level hygiene and food handling processes

## **Tournament information**

The tournament acceptance list should be updated daily from a week before the entry deadline through to the withdrawal cut-off date. The tournament is required to send their TP file to Tennis NSW at the time of entries close for the acceptance list to be created. The initial acceptance list will not include any wildcard allocations (if applicable). Once the withdrawal deadline passes, Tennis NSW will require an updated TP file with all withdrawals removed so that an updated acceptance list can be created and wildcards can be allocated (if applicable).

Any changes or updates that occur during the tournament e.g. a delay in play, must be communicated directly to players and in the tournament overview box on the tournaments website.

All entry fee refunds should be made within five (5) days of the tournament finishing.

Tournaments must make every effort to be time efficient in the absence of any unforeseen weather related delays or extenuating circumstances. It is suggested that the Garman Scheduling resource is used when scheduling your tournament. This can be found on the Tennis NSW website under tournament director resources or via the following link.

## **Tournament Director and Referee**

The Tournament Director should be on-site throughout the whole tournament, or appoint a capable deputy if circumstances arise where the Tournament Director must be away from the venue.

Both the Tournament Director and Tournament Referee should maintain a professional and approachable manner throughout the tournament.

Both the Tournament Director and Tournament Referee should be knowledgeable, consistent and fair in their rulings throughout the tournament.