

WITHDRAWAL GUIDE 2023



Entry Fee Refund Breakdown Based on When Players Withdraw

****Note this breakdown may change each year****

3.4.2. Entry Fee Refunds

The following entry fee refunds will be processed by the Event Organiser based on the following sliding scale:

Before 7 day withdrawal deadline	A full refund of the player entry fee
After 7 day withdrawal deadline, but before the release of the draw	A 50% refund of the players entry fee
After 7 day withdrawal deadline, but after the release of the draw	A refund of the player entry fee is not required
A player who is a 'No Show' or found to be playing in two overlapping events without the approval of the event	A refund of the player entry fee is not required
A player who has entered two events but contacts the overlapping event to withdraw	A full refund of the player entry fee, less an administration fee of \$10.00
A player entering a doubles draw without a doubles partner and has to withdraw due to a partner not being allocated	A 50% refund of the players entry fee
Where a doubles partner can be found to replace a withdrawing partner but the remaining player chooses not to play	A refund of the player entry fee is not required

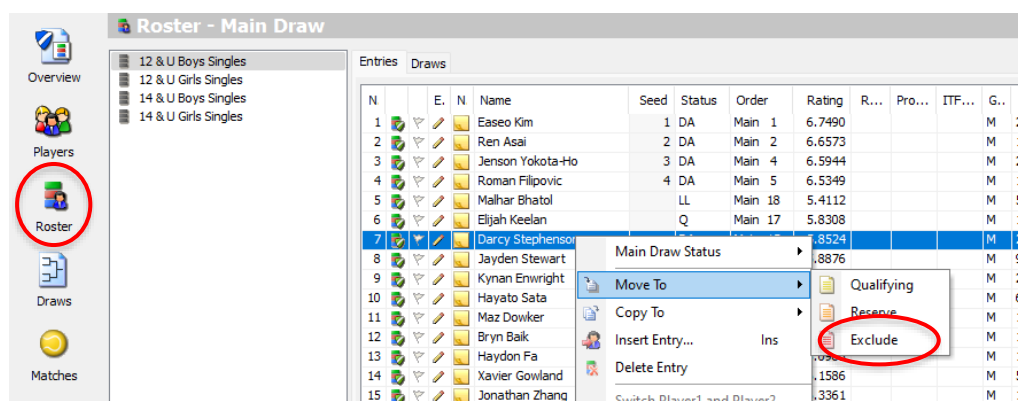
All withdrawals must be submitted by the player in writing (via email) or via the player's account in which they entered the event. Events need not issue a refund if the withdrawal procedure is not followed.

Refunds less a \$10.00 administration fee must be issued if a draw is cancelled (due to weather or other extenuating reasons) before the completion of a player's first match within that draw.

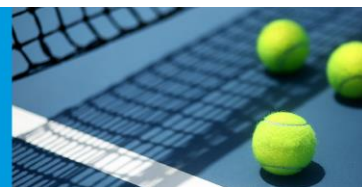
Withdrawals After The 7 Day Withdrawal Deadline

All withdrawals must be received via email. If a player calls to let you know they are withdrawing, ask them to send an email to confirm.

In TP > Roster > select event > right-click player > Move To > Exclude



WITHDRAWAL GUIDE 2023



Then select the player's Properties → Note Tab → Add in information regarding withdrawal i.e., withdrawal date, refund processed. You can even copy and paste the withdrawal email with date and time received.

IF YOU HAVE A RESERVE LIST:

You will need to move the next player off the reserve list to the main draw list

In TP → Roster → Select Event → Select Reserve List Tab → Select Highest player on reserve list (Res 1...) → Right Click → Move To → Main Draw List

N	E	N	Name	Status	Order	Rating	R...	Pro...	ITF...	G...	DOB	Club	District	State	Country	Date
1			Angad Prathap								18/09/2007	Victoria		VIC	AUS	6/09/2019 3:19 PM
2			Vivaan Upadhyay								24/10/2009	Victoria		VIC	AUS	25/08/2019 12:...
3			Bryan Baik								18/06/2008	Victoria		VIC	AUS	5/08/2019 2:01 PM
4			Ben Howard								11/12/2007	Victoria		VIC	AUS	6/07/2019 3:33 PM
5			Chiren Gamalath								8/03/2008	Victoria		VIC	AUS	24/08/2019 8:0...
6			Mccainne Askant								16/03/2009	Victoria		VIC	AUS	20/07/2019 12:...
7			Rio Invierno Sat								17/01/2007	Lior Tennis ...		Victoria	AUS	19/08/2019 6:5...
8			Rurik Rajini								24/05/2007	Victoria		VIC	IND	4/09/2019 6:35
9			Oscar Gottschalk								17/05/2008	Victoria		VIC	AUS	7/09/2019 3:28

WITHDRAWAL GUIDE 2023



In TP → Roster on the left-hand side → Select Event → Select Main Draw Tab down the bottom → Double Click the player you moved across → Update Acceptance from Res # to Main 33 (or next number in sequence i.e., 34,35...) → Press Ok

Contact the player that moved notifying them they have moved into Main Draw

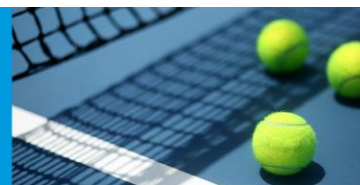
If A Player Withdraws After The 7 Day Withdrawal Deadline and Before the Draws Are Published

When replying to the withdrawal email use the wording from the "Late Withdrawal vs Failure To Complete Match Code Violation Guide".

Add Late Withdrawal Code Violation

Players Tab on the left-hand side – Double Click on player that withdrew → Code Violations Tab → Add → Code: Late Withdrawal → Step: Code Violation → Description add in information regarding the withdrawal i.e., withdrawal date, reason (if given) → Official: Select from drop down box → Ok

WITHDRAWAL GUIDE 2023



If A Player Withdraws After Draws Are Published and Are Not a Seed

EVENTS WITH A RESERVE LIST:

Repeat Reserve List procedure above.

EVENTS WITHOUT A RESERVE LIST:

In the Match Information, select Withdrawal as the Status

Note	Code Violations	Messages
Score	Check in	Warned
	Payments	

Draw: Girls Division 2
Round: R16
Nr: #5

Time: Sat 19/03/2022 12:30 PM

Score:

Victoria Perrine			
Kana Tamura			
Tie-break			

Status: **Withdrawal**

Winner: **Withdrawal**

Court: <None>

Duration: 0

Umpire: <None>

OK Cancel Apply

If A Player Withdraws After Draws Are Published and Are a Seed:

3.14.2. Main Draw Singles

Single Elimination, Monrad, Compass Draw Formats

The below seed replacement procedure should be followed for:

- Any vacancy in the main draw singles created by the withdrawal of a seed prior to 5pm on the day before the start of the main draw (in an event using qualifying, followed by main draw format); as well as
- Any vacancy in the main draw singles created by the withdrawal of a seed before the start of the first round match of the main draw (in an event using main draw only format);
 - If the withdrawal is among seeds 1 to 4, the 5th seed is moved into the open position and the 5th position shall be filled by the next highest UTR Rated player eligible to be seeded.
 - If the withdrawal is among seeds 5 to 8 (32 draw), 5 to 16 (64 draw), the open position shall be filled by the next highest UTR Rated player eligible to be seeded.

The position vacated by that next highest UTR Rated player shall then be filled by:

- The next player on the original acceptance list or a "Bye" if no eligible players are available when there is no qualifying competition held; or
- Eligible Lucky Loser if qualifying competition has commenced.

Any vacancy created by the withdrawal of a Seed after the applicable deadlines mentioned above, shall be filled by:

- An eligible Lucky Loser if qualifying competition has commenced; or
- A "bye" where a qualifying event was not required.

NOTE: Draws with two (2) seeds (8 draw) and four (4) seeds (16 draw), the open position created by the withdrawal of a seed shall be filled by the next highest UTR Rated player eligible to be seeded.