

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

	Roster - Main Draw 12 & U Boys Singles	Entri	ies	Dra	aws												
Overview	12 & U Girls Singles 14 & U Boys Singles	N	-	-	Е.	N.	Name		Seed	Status	Order	Ratin	R	Pro	ITE	G	D
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		2	ĕ	7	1		Ren Asai		2	DA	Main 2	6.657	3			М	1/
Players		3	6	Ÿ	1	a	Jenson Yokota-Ho)	3	DA	Main 4	6.594	4			М	2
		4	2	Ÿ	1	4	Roman Filipovic		4	DA	Main 5	6.534				М	1
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\sim		7	ø	٣	1		Darcy Stephenso		Main Dra	w Status		.852					20
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		9	2	<i>Y</i>	/	4	Kynan Enwright	6	Move To			•	Qualif	ying		M	20
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		12	2	5	1		Bryn Baik				les.	6	E			M	1
		13		7	1		Havdon Fa	-2	Insert Entry Ins				Exclude		<u> </u>	M	
Matches		14	ž	5	1		Xavier Gowland	8	Delete En	try		.158	6	_		M	5,
		15	ě	7	1		Jonathan Zhang		Switch Pla	ayer1 an	d Player2	.336					1



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Then select the player's Properties \rightarrow Note Tab \rightarrow 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.

🌍 Darcy Ste	phenson Prop	perties			×
General	Address	Sport	Events	Availability	,
Fee	Note	Messag	es (Code Violations	
•		ок	Cancel	Apply	

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

		Ε.	N	Name		Status	Order	Rating	R	Pro	ITF	G	DOB	Club	District	State	Country	Date
E	*	1		Angad Prathap 👝			Dec 1		2020				18/09/2007	Victoria		VIC	🖤 🍸 AUS	6/09/2019 3:19 PM
	17	1		Vivaan Upadhya 引	5	Move To		•		Main I	Draw Lis	t	24/10/2009	Victoria		VIC	👯 🝸 AUS	25/08/2019 12:
3	17	1		Bryan Baik	3	Сору То		•		Qualif	ying List		18/06/2008	Victoria		VIC	👷 🝸 AUS	5/08/2019 2:01 PM
4	17	1		Ben Howard	-				_				11/12/2007	Victoria		VIC	👯 💦 AUS	6/07/2019 3:33 PM
5	7	1		crinerroundadur.	2	Insert Entry	•	Ins		Reserv	e List		8/03/2008	Victoria		VIC	🗱 📸 AUS	24/08/2019 8:0
	17			Mccainne Askand	2	Delete Entry				Exclud	e List		16/03/2009	Victoria			🐮 🝸 AUS	20/07/2019 12:
	8			Rio Invierno Sati					-			141		Lior Tennis		Victoria	👷 🍸 AUS	19/08/2019 6:5
	17			Rurik Rajini		Switch Playe	r1 and Play	/er2				м	24/05/2007				IND IND	4/09/2019 6:35
9	17	1		Oscar Gottschalk	5	Move To Eve	ent					м	17/05/2008	Victoria		VIC	🗱 💦 AUS	7/09/2019 3:28
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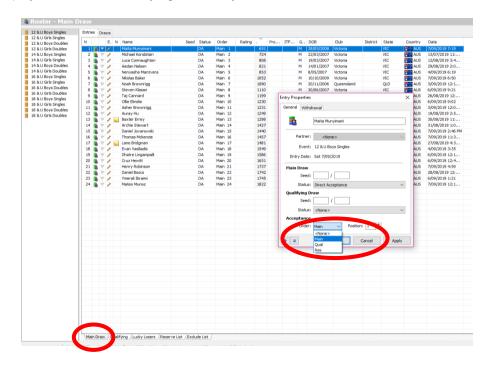


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In TP \rightarrow Roster on the left-hand side \rightarrow Select Event \rightarrow Select Main Draw Tab down the bottom \rightarrow Double Click the player you moved across \rightarrow Update Acceptance from Res # to Main 33 (or next number in sequence i.e., 34,35...) \rightarrow 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 \rightarrow Code Violations Tab \rightarrow Add \rightarrow Code: Late Withdrawal \rightarrow Step: Code Violation \rightarrow Description add in information regarding the withdrawal i.e., withdrawal date, reason (if given) \rightarrow Official: Select from drop down box \rightarrow Ok

Berlin Br	ay Properties			
al	Address Note	Sport Message	Events	Availability Code Violations
_	Date	Message		
Add	Edit	De	elete	
		ок	Cancel	Apply





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

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Note	Code Via		Messages
Score	Check in	Warned	Payments
)	Draw: Girls Di Round: R16 Nr: #5	vision 2	
Time:	Sat 19/03/2022 12	::30 PM	
Score:	📽 🞌 Victoria Perrin	e	
	🏋 Kana Tamura		
		Tie-br	reak
Status:	Withdrawal	~	
	w.o. Ret.		
Winner:	Withdrawal		
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Court:	<none></none>		~
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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), <u>5 to 16 (64 draw)</u>, 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.



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