

Australian Ranking Tournament Application Procedures 2017

The following document outlines how to
apply for the following tournaments:

AMT Platinum Series
AMT / JT Gold Series
AMT / JT Silver Series
AMT / JT Bronze Series

Opens – Wednesday 17th August, 2016
Closes – 5pm Sunday 4th September, 2016



Australian Ranking Tournaments 2017 Australian Money Tournaments (AMT's) & Junior Tournaments (JT's)

Dear Tournament Directors,

Please see below details on how to apply for an Australian Ranking Tournament in 2017. The 2016 calendar has seen us continue to offer almost 400 opportunities for aspiring tennis players to earn Australian Ranking points.

Tennis Australia and its Member Associations will be maintaining (or in some states/territories consolidating) the number of Australian Ranking tournaments in the marketplace in 2017 to ensure that the appropriate number of competitive opportunities remain available.

Your club, centre or association will have the opportunity to apply for either an Australian Money Tournament (AMT) or a Junior Tournament (JT), or even both. There will be four levels of AMT's and three levels of JT's that you will be able to apply for.

Tennis Australia's focus in 2017 will continue to provide services to our Member Associations, ensuring that you are educated and complying with the rules & regulations of the circuits. We will continue to provide opportunities for our aspiring professional players by surrounding the Australian Pro Tour events with AMT Platinum and Gold events. We will also still focus on ensuring that overlap date issues are minimised (especially within the same state/territory) and to ensure the school & public holidays are fully utilised.

The competition between clubs, centres and associations for Australian Ranking tournaments remains as high as ever, so it is poignant to remember that the timing or level of your tournament is not guaranteed from previous years. Each Member Associations have already put together a draft plan of when they would like tournaments to be held, to ensure date clashes are minimised and to create player-friendly circuits. Please refer to this plan when your MA tournament coordinator sends this to you.

In 2015, we undertook research to gain a better understanding of what needed to be improved across tournaments. We presented this research to Member Association tournament staff and some other key groups. As you have already been informed, there are a number of changes that will be implemented for 2017, all with the intention to improve the tournament experience for everyone. It may take a few years to fully analyse the impact of these changes, but we believe they are necessary to ensure that tournaments survive against the many other sports and entertainment options currently available.

All tournaments should be aware of the whole experience a person has from the time they enter your tournament to the final time they leave the venue. The tournament customer and their team (which could include parents, private coaches, friends and relatives) appreciate a high-level of service, especially in regards to communication before, during and after the tournament (e.g. updated fact sheets, scores throughout the day, early release of schedules, etc.). They also value a tournaments' ability to offer high-quality on-court (chairs, umbrellas, scoreboards and other equipment quality) and off-court amenities (quality of food & drink offerings in the canteen/café, venue entertainment and tangible materials that they can receive).

In order to meet the growing requirements of our customers, Tennis Australia and its Member Associations will require two documents along with the completion of your online application form to be approved to host an Australian Ranking tournament in 2017. A detailed **tournament match plan** will allow us to assess whether your resources are capable to host the amount of people you are aiming to attract. And also to reduce the risk within the tennis industry, a **Working with Children Check** must be submitted to Tennis Australia for each Tournament Director.

We would like to thank you for your continuing support and the best of luck with the planning for your 2017 tournament. If you have any questions, please do not hesitate to contact us or your Member Association.

Kind Regards,

Francis Soyer
Tournament Development Manager
Tennis Australia

TIMELINES

1. Applications

The application process to apply for Australian Ranking Tournaments will open on Wednesday 17th August 2016. **Applications will close at 5pm AEST on Sunday 4th September 2016.**

2. Review by Member Associations and Tennis Australia

Between Monday 5th September and Friday 23rd September, each Member Association (MA) will review the applications in consultation with Tennis Australia. Your MA tournament coordinator may be in contact with you during this period if they need to discuss your application.

3. Confirmation letters to be sent by Tennis Australia to clubs, centres and associations

Between Monday 26th September and Friday 30th September, Tennis Australia will officially notify each club, centre and association by email on their successful applications. Your Tournament Planner file will be sent with your confirmation letter, stating that this file must be published by 5pm Friday 4th November.

4. Tournament calendar published on www.tennis.com.au website

The 2017 Australian Ranking Tournament calendar will be published onto the tennis website by COB on Monday 3rd October.

Budgets / Costs

Funding Grants by Tennis Australia and Member Associations

Tennis Australia and each Member Association will continue their agreement to provide funding to the following level of events in 2017. The amount of funding will be:

Platinum AMTs

Tennis Australia will provide \$5,000
Member Association will provide \$5,000

Gold AMTs

Tennis Australia will provide \$2,500
Member Association will provide \$2,500

Officials Rates of Pay – As at 1st January 2017

The rate of pay for officials at Australian Ranking tournaments for 2017 is attached for you within this email. There will be a CPI increase for 2017, with official rates to be released before the end of 2016. These rates have been sent to you to assist you when planning your tournament budget.

BRANDING / TIERS

AUSTRALIAN MONEY TOURNAMENTS (AMT'S)

There will be four tiers of Australian Money Tournaments available to each club, centre and association to apply for. They are:



Minimum Prizemoney Levels

The main point of difference between each level of AMT will be the prizemoney distribution. When applying for each tournament, remember these amounts of prizemoney (cash) must be distributed evenly within the Open Singles and Doubles events.

Platinum = \$10,000; \$15,000; \$20,000 events

Gold = \$7,500

Silver = \$3,000

Bronze = \$2,000

If your tournament plans to exceed these minimum prizemoney amounts in any way, either by additional cash or prizes, please ensure this is communicated to your relevant Member Association. However, Tennis Australia would like to remind all tournaments that the prizemoney distribution must remain equal for male and female events. Tennis Australia will be finalising changes to the required prizemoney breakdowns as soon as possible.

Points across the 18/u age group (AMT)

Clubs, centres and associations can apply to run an 18/u point's event that is linked with their AMT, if they have the court capacity to do so. The points tier for the 18/u age group will automatically be set at the level below that of the AMT applied for. e.g. if a tournament is successful in its application to host an AMT Platinum tournament and wishes to run an 18/u point's event as well, the 18/u age group will be classified as a Gold tier event.

Additional AMT Requirements

Please ensure you are familiar with the main AMT requirements for 2017, which are available in the online application.

JUNIOR TOURNAMENTS (JT'S)

There will be four tiers of Junior Tournaments available for players to enter, however you will only be able to apply to host events across three levels. The Platinum JT level being for National Junior Championships is not available for individual clubs, centres and associations to apply for and is distributed at the sole discretion of Tennis Australia.

JT Requirements

Please ensure you are familiar with the main JT requirements for 2017, which are available in the online application.

Points across the 18/u age group (JT)

Unlike the AMT's, Tennis Australia will only sanction a minimal amount of 18/u points event in each state/territory that can be held in conjunction with a JT. Tennis Australia will consult with the Member Associations when approving these applications.

CANCELLATION OF TOURNAMENTS

If your tournament is cancelled once it has been approved and published on the 2017 calendar, Tennis Australia will impose a \$500 cancellation fee that must be paid for the tournament to be sanctioned the following year. If your tournament is incomplete due to inclement weather, you will be required to refund players their entry fee, less a \$10.00 admin fee, if a player failed to fully complete one match.

TOURNAMENT PLANNER (TP) & STRIPE

We recently informed all tournament organisers and clubs that in October 2016, the Tournament Planner system will be aligned with a new online payment gateway. The transition to the Stripe payment gateway will involve additional work for all tournaments, but creating new accounts and learning a few new steps when setting up the tournament should not be a big obstacle. Use of online entry and payment has grown steadily and is now overwhelmingly the most popular way for players to enter tournaments.

Tournament Planner and Stripe are the official tournament software and online registration tools of Tennis Australia tournaments in 2017. It is a compulsory requirement that each Australian Ranking tournament use the Tournament Planner and Stripe programs to operate their tournament.

A Tournament Planner license is provided to each tournament free of charge each year. However, each tournament will be charged a 3.00% fee per player for the use of Stripe. This new rate represents a significant saving to all clubs and associations hosting tournaments in the future.

Completed Tournament Planner files

To allow Tennis Australia adequate time to produce the Australian Rankings on a more frequent basis, tournaments will be required to publish all final results no later than 5pm the day following the completion of the tournament. For example, if a tournament finishes on a Sunday, that tournament organiser will have until 5pm on Monday to publish the final results of all their events.

Failure to publish the final Tournament Planner file within the required time will see the tournament incur a \$500 fine, which must be paid to Tennis Australia for their tournament to be sanctioned the following year.

Tournament Planner & Stripe Education

More information about what you need to do to prepare for the transition to Stripe in October will be provided shortly. A step-by-step guide, instructional videos and access to customer support staff will also be made available.

Tournament Fact Sheets

It is imperative that once you have your tournament approved and the TP file has been published that you check that the information listed on the fact sheet is correct. If not, you need to login and modify the information before the online entries open. You will be sent an automated email with your fact sheet login and password by Tennis Australia by October.

Online Acceptance Lists

Tournaments should also be generating and displaying your tournament acceptance lists for your Australian Ranking events (singles only). Players can only appear on your acceptance list if they have met all of the following criteria:

1. The player has entered the tournament online
2. The player has a valid *My Tennis* membership number
3. The player has been included in the Visual Reality player/rankings database

It is imperative that these acceptance lists are generated so players can see whether they have been accepted into the main draw or qualifying events.

Tournament Dates

Your Member Association may have already contacted you to provide you an outline on tournament blocks, so if this is the case, please ensure you refer to this document when completing the application form. It is not compulsory to nominate qualifying dates for your tournament, if your tournament has chosen not to hold a qualifying event in 2017.

Tournament Match Plan

As mentioned on the first page, a compulsory requirement to gain an Australian Ranking tournament is to submit a tournament match plan with your application. No application will be assessed without a tournament match plan. There is a template that has been included in your email which you can modify to the events you will be hosting at your tournaments. We will need to know your plans for all events to be held, including non-ranking events such as graded and social events.

The benefit of producing this plan is that it will allow you and us the ability to assess how many people you can cater for at your tournament. As you know from running tournaments in previous years, running them at inconvenient times of the day and across multiple venues can frustrate your customers. And when there hasn't been a plan and the inevitable bad weather strikes, you are quickly on the back foot to devise a plan for the remainder of the tournament.

Match plans must be submitted to Tennis Australia via email: tournaments@tennis.com.au and your relevant Member Association contact by Sunday 4th September.

Online Entry Opening Dates

It will be mandatory to open online entries at least six weeks before the closing date. Tennis Australia will ensure this date is selected correctly when approving all tournament applications.

Online Entry Closing Dates

The range of entry closing dates will either be 14 days or 10 days in 2017 depending on your Member Association. The exact entry closing date for your tournament will be specified by your Member Association.

Number of Venues

Under step three of the application form, please ensure you correctly complete the “number of venues” you will use for the tournament. This will allow you to supply details of these multiple venues correctly in Step Four.

AMT and JT Requirements

Please ensure you have read and are familiar with the current 2016 rules and regulations document and the proposed major rule changes for 2017.

Outline of age groups

Under step five of the application form, tick the age groups you will be playing at your tournament and the level of tournament you are applying for. Then state the entry fee that will be charged for these events, remembering that this fee is inclusive of the Stripe and Member Association sanctioning fees.

Additional events (Non-AR)

The application form will not allow you to state the additional non-AR events being held at your tournament. Please add these events manually to the Tournament Planner file once you have received successful notification from Tennis Australia.

Draw Sizes

The tournament application form requires your tournament to list what size main draw and qualifying (if applicable) you will be intending to provide for each AR event. These draw sizes should match your applicable tournament match plan that you will be submitting.

Scoring Format

Each event in the application form will require you listing a scoring format for the event. There are three options for singles events:

- Best of 3 tiebreak sets
- Best of 2 tiebreak sets, with first to 10 match tiebreaker if 1-set all
- Fast4

There are two options for doubles events:

- Best of 2 tiebreak sets, with first to 10 match tiebreaker if 1-set all
- Fast4

Additional Information

If you wish to support your online tournament application with additional information, please submit this separately via email to your relevant Member Association prior to the closing date.

TENNIS AUSTRALIA & MEMBER ASSOCIATION CONTACTS

Tennis Australia

Isabelle Gemmel – (03) 9914-4000 or email: igemmel@tennis.com.au

Francis Soyer and Mark Pead – (03) 9914-4000 or email: fsoyer@tennis.com.au or tournaments@tennis.com.au

Tennis Australia Officiating Department

Asitha Attygala – (03) 9914-4000 or email: aattygala@tennis.com.au

Member Association Tournament Coordinators

Tennis ACT	Lenka Greenhalgh	(02) 6160 7800	lgreenhalgh@tennis.com.au
Tennis NSW	Michelle Bowrey Nikita Sayle	(02) 9024 7600	mbowrey@tennis.com.au nsayle@tennis.com.au
Tennis NT	Erin Bormann	(08) 8981 5609	ebormann@tennis.com.au
Tennis QLD	Travis Dragojlo	(07) 3120 7900	tdragojlo@tennis.com.au
Tennis SA	Ty Allen Breanna Hassam	(08) 7224 8100	tallen@tennis.com.au bhassam@tennis.com.au
Tennis TAS	Luke Lehmann	(03) 6108 8200	llehmann@tennis.com.au
Tennis VIC	Andrew Reynolds Shelly Hart	(03) 8420 8420	areynolds@tennis.com.au shart@tennis.com.au
Tennis West	Loretta Hughes	(08) 6462 8300	lhughes@tennis.com.au

TENNIS AUSTRALIA – 2017 TOURNAMENT AGREEMENT DISCLAIMER

IF YOU BREACH THESE CONDITIONS YOU MAY BE PROHIBITED FROM HOSTING FUTURE AUSTRALIAN RANKINGS TOURNAMENTS.

Background

By completing and submitting this application to host an Australian Rankings Tournament, and in the event of this application being successful, your tennis club/association (**You, Your, the Club**) agrees to the following terms and conditions.

You understand that a failure to comply with these terms and conditions may result in Tennis Australia (in its absolute discretion) refusing to sanction future events involving the Club or revoking your right to host such events.

Conduct of the Tournament

1. You agree not to engage in any conduct or do anything that will bring, or is likely to bring, Tennis Australia into ridicule or disrepute.
2. Upon confirmation from your Member Association and Tennis Australia, you agree to publish the Tournament Planner file for the 2017 tournament by November 4, 2016 and in the form required by Tennis Australia from time to time. Failure to do so will result in your tournament not being published to the website calendar.
3. You agree to conduct the tournament in accordance with Tennis Australia's current requirements for hosting an Australian Rankings Tournament. (The main requirements and any rule changes have been outlined and sent to all tournaments during the application process, but Tennis Australia reserves the right to alter, amend or replace these requirements at any time by notice to you). The fully detailed 2017 Australian Ranking Tournament Regulation documents will be released in late 2016). We also agree to conduct the tournament in accordance with all applicable Tennis Australia and ITF policies, procedures, By-Laws, guidelines, rules and regulations (each as amended from time to time, which are available upon request, and which includes but is not limited to Tennis Australia's Member Protection Policy, the Anti-Doping Policy, the Code of Behaviour, the Disciplinary Policy, Social Media Policy and the Uniform Tennis Anti-Corruption Program made available at <http://www.tennis.com.au/about-tennis-australia/reports-and-policies/policies>
4. You agree to conduct the tournament using Tennis Australia's approved tournament computer software program (being Tournament Planner), and to input all information into that software program as required by Tennis Australia (including all draws, match times and player information such as full names, current membership numbers, date of births, state of residency, phone numbers and email addresses. You agree to provide this player information to Tennis Australia, and agree to obtain all necessary consents from players in order to do so. You agree not to publish this player information unless appropriate consents have been obtained from players in relation to the publication and release of their personal information.
5. You agree to publish all match results to the tournament website at a minimum immediately following the last match each day and if possible, every three (3) hours throughout the day. You also agree to provide those match results to Tennis Australia for publication on Tennis Australia's nominated website/s.
6. You agree to publish the completed Tournament Planner file (with code violations inputted into the Tournament Planner file) to the tournament results website (<http://tournaments.tennis.com.au>) by 5:00pm the day following the tournament's completion.

7. You agree to abide by the requirement that all players entering an Australian Ranking event must enter via Tennis Australia's approved online registration platform (in 2017, this will be Tournament Planner and Stripe). Please note that online entries must be opened a minimum of six (6) weeks prior to the entry closing date.
8. You agree to complete all required tournament reports required by Tennis Australia and/or Our Member Association from time to time (including Tournament Director & Tournament Referee Reports) and send to Tennis Australia and your relevant Member Association before 5:00pm seven (7) days following the tournament's completion. Each such report must be in a form approved by Tennis Australia from time to time.
9. You agree to meet all of Tennis Australia's requirements for the number and qualifications of Referees, Court Supervisors, Chair Umpires and linespeople (such requirements as notified by Tennis Australia to You from time to time). Tennis Australia and its Member Associations may also require tournaments to supply local people/members for court supervisor roles.
10. You agree to be responsible for all signage, tidiness of clubhouse and surrounds, first-aid, restringing and canteen services (to a standard acceptable to Tennis Australia from time to time).
11. You agree to operate Your tournament in line with the recommended draw formats proposed by Tennis Australia for 2017.
12. You agree that Tennis Australia and Your relevant Member Association have the final decision about tournament dates and that, if requested by Tennis Australia, You will be required to move Your tournament to ensure an improved alignment.
13. You will ensure that the tournament complies with Tennis Australia's minimum duration requirements for a tournament as described in the requirements document notified by Tennis Australia to You from time to time (with the correct procedures followed if draw sizes exceed the stated amount).
14. You will be, and remain, an affiliated club/centre with Your Member Association.
15. You agree to obtain Tennis Australia's (or if Tennis Australia elects, Your Member Association's) prior written approval of all Australian Ranking event seedings prior to the tournament.
16. You will ensure that all competitors in the Australian Ranking Tournament You are hosting are members of an affiliated club/centre in Australia. Players' My Tennis membership numbers must be collected during the entry process.
17. You agree that the sanction fees payable to Your Member Association must be paid within the stated deadlines once the tournament has been approved for inclusion in the calendar.

Betting Activity

18. In accordance with the Uniform Tennis Anti-Corruption Program, all tournament support personnel (which includes any tournament director, owner, operator, employee, agent, contractor or any similarly situated person at an Australian Rankings Tournament):
 - a. MUST NOT wager or attempt to wager on the outcome or any other aspect of any tennis match or competition;
 - b. MUST NOT solicit or facilitate any other person to wager on the outcome or any other aspect of any tennis match or competition;
 - c. MUST NOT contrive or attempt to contrive the outcome or any other aspect of a tennis match;
 - d. MUST NOT provide information to others concerning the status of players, or any other aspect of a tennis match which is not information in the public domain;
 - e. MUST NOT solicit or facilitate any player to not use his or her best efforts in a tennis match; and
 - f. MUST report:
 - i. any knowledge or suspicion of any inappropriate betting activity; and
 - ii. any approach by any person who offers or provides money, benefit or consideration to tournament support personnel to either influence the outcome of any aspect of the Australian Rankings Tournament, or provide inside information related to the Australian Ranking Tournament

to the Tennis Integrity Unit as soon as possible by contacting info@tennisintegrityunit.com.

Nothing in this paragraph 5 shall modify or limit the full text of the Uniform Tennis Anti-Corruption Program.

Intellectual Property

19. You will ensure that the tournament uses the Australian Money Tournament and Junior Tournament logo headings for any marketing collateral produced for the event. This includes any hard-copy entry forms, fact sheets and posters. You also agree to have any such marketing collateral approved in writing by Tennis Australia (or if Tennis Australia elects, Your Member Association) prior to printing or distribution (minimum of 60 days prior to entry closing date).
20. You agree that Tennis Australia owns all rights in relation to all Australian Rankings Tournaments (including the tournament You conduct), including all intellectual property and other proprietary rights arising in or as a consequence of the Australian Rankings Tournaments. You agree that You will not seek to exercise these rights, or use these properties, without Tennis Australia's prior written approval (such approval to be given or withheld in Tennis Australia's absolute discretion).

General

21. You agree to release and indemnify Tennis Australia and Your Member Association from and against all damages, costs, losses, expenses, liabilities and claims that arise from or in connection with Your hosting of an Australian Rankings Tournaments.
22. You agree to otherwise manage and conduct the relevant tournament in accordance with directions issued by Tennis Australia from time to time.
23. You hereby declare that to Your knowledge and belief whatever is stated in the Tournament Application is absolutely true and correct and that we have not concealed, distorted or misrepresented any fact.