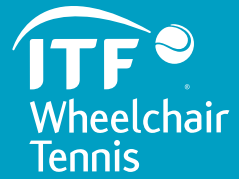


Wheelchair Tennis Handbook 2008





Today, our world faces a number of critical issues related to the environment, education, and so on. We would like to be a part of the solutions to these global challenges, and try to alleviate them – even if only a little at a time.

Thus, we aspire to help create a better and more prosperous society to pass on to future generations who will be playing a key role in the 21st century.

INTERNATIONAL TENNIS FEDERATION

REGULATIONS FOR WHEELCHAIR TENNIS 2008

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References to the Rules of the Federation shall mean the Memorandum and Articles of the Association together with the Bye-Laws of ITF Limited (collectively known as the Constitution of ITF Limited).

References to the International Tennis Federation or ITF shall hereafter mean ITF Limited.

References in this Handbook to Men also include Women.

Please note that where amendments are made in these regulations, the text is underlined.

I. MISSION STATEMENT FOR WHEELCHAIR TENNIS

The ITF is the international governing body for tennis, including wheelchair tennis. It aims to provide, promote and develop opportunities for men, women and children with physical disabilities to participate in recreational and competitive wheelchair tennis at all levels from novice to the professional player.

As the governing body of tennis, the ITF provides a leading role in the administration of wheelchair tennis. The ITF aims to ensure that a fair and equal opportunity is provided for all those entitled to play under its eligibility rules and that the Rules of Wheelchair Tennis are implemented according to the standards expected of an international body.

The ITF aims to work together with National Tennis Federations, National Disabled Sports Organisations and National Wheelchair Tennis Organisations to provide opportunities for all involved in wheelchair tennis and to encourage integration with able-bodied tennis whenever possible.

The ITF will, through a range of events and initiatives, ensure that wheelchair tennis is seen as a “world class” sport and as such recognises its World Champions alongside their peers.

The ITF aims to work together with the Paralympic movement to ensure that wheelchair tennis is a part of Paralympic Games every four years.

The ITF aims to provide an international Tour, which will result in a year-end Masters event in singles and doubles as a showcase event for the sport.

The ITF aims to provide an annual team competition, the World Team Cup, for Nations to compete at the highest level and to determine the team champions within wheelchair tennis.

II. HISTORY

Over the past three decades, wheelchair tennis has been one of the fastest growing and most exciting international sports for the disabled. Originated in 1976 by American Brad Parks, the game has developed from a recreational activity to a professional sport. In response to its remarkable global growth, the International Wheelchair Tennis Federation (IWTF) was created in 1988 to govern, promote and develop the sport worldwide. The original eight founding member nations have been joined by over fifty other countries and it is estimated that wheelchair tennis is played in more than eighty countries in all continents.

On 1st January 1998, the IWTF was fully integrated into the ITF, making it the first disabled sport to achieve such a union at an international level. In order to maintain links with former IWTF member nations, which include National Disability Organisations, National Wheelchair Tennis Associations and National Tennis Associations, the International Wheelchair Tennis Association (IWTA) was formed. The IWTA acts as an advisory body to the ITF Wheelchair Tennis Committee, representing the views of players and administrators.

III. PUBLICATIONS

At the beginning of the year the ITF will publish a new Wheelchair Tennis Handbook and Wheelchair Tennis Tournament Guide. The Handbook includes information regarding the Rules, Competition and Events and the running of wheelchair tennis. The Tournament Guide contains the entire Super Series, Masters Series and ITF/Futures Series calendar, tournament information, breakdown of ranking points and an international entry form. Throughout the year the ITF will produce electronic newsletters, which include the latest wheelchair tennis news. In addition the ITF will include articles on wheelchair tennis in the weekly publication “This Week” and in “ITF World” which is published 3 times a year. All news and information on wheelchair tennis can also be found on the ITF website: www.itftennis.com/wheelchair.

IV. RULES OF WHEELCHAIR TENNIS

1. RULES OF PLAY

The game of wheelchair tennis follows the ITF Rules of Tennis with the following exceptions:

a) The Two-Bounce Rule

The wheelchair tennis player is allowed two bounces of the ball. The player must return the ball before it hits the ground a third time. The second bounce can be either in or out of the court boundaries.

b) The Wheelchair

The wheelchair is considered part of the body and all applicable Rules which apply to a player's body shall apply to the wheelchair.

c) The Service

The service shall be delivered in the following manner.

- i. Immediately before commencing the serve, the server shall be in a stationary position. The server shall then be allowed one push before striking the ball.
- ii. The server shall throughout the delivery of the service not touch with any wheel, any area other than that behind the baseline within the imaginary extension of the centre mark and sideline.
- iii. If conventional methods for the service are physically impossible for a quad player, then the player or an individual may drop the ball for such a player. However, the same method of serving must be used each time.

d) Player Loses Point

A player loses a point if:

- i. He fails to return the ball before it has touched the ground three times.
- ii. Subject to rule e) below. He uses any part of his feet or lower extremities as brakes or as stabilisers while delivering service, stroking a ball, turning or stopping against the ground or against any wheel while the ball is in play.
- iii. He fails to keep one buttock in contact with his wheelchair seat when contacting the ball.

e) Propelling the Chair with the Foot

- i. If due to lack of capacity a player is unable to propel the wheelchair via the wheel then he/she may propel the wheelchair using one foot.
- ii. Even if in accordance with rule e) i. above a player is permitted to propel the chair using one foot, no part of the player's foot may be in contact with the ground:
 - a) during the forward motion of the swing, including when the racket strikes the ball;
 - b) from the initiation of the service motion until the racket strikes the ball.
- iii. A player in breach of this Rule shall lose a point.

f) Wheelchair/Able-bodied Tennis

Where a wheelchair tennis player is playing with or against an able-bodied person in singles and doubles, the Rules of Wheelchair Tennis shall apply for the wheelchair player while the Rules of Tennis for able-bodied tennis shall apply for the able-bodied player. In this instance, the wheelchair player is allowed two bounces while the able-bodied player is allowed only one bounce.

Note: The definition of lower extremities is:- the lower limb, including the buttocks, hip, thigh, leg, ankle and foot.

2. THE COMPETITIVE WHEELCHAIR TENNIS PLAYER

- a) In order to be eligible to compete in ITF sanctioned wheelchair tennis tournaments and the Paralympic Games, a player must have a medically diagnosed permanent mobility related physical disability. This permanent physical disability must result in a substantial loss of function in one or both lower extremities. Players must meet one of the following minimum eligibility criteria:
 - i. A neurological deficit at the S1 level or proximal, associated with loss of motor function, or;
 - ii. Ankylosis and/or severe arthrosis and/or joint replacement of the hip, knee or upper ankle joints, or;
 - iii. Amputation of any lower extremity joint proximal to the metatarsophalangeal joint, or;
 - iv. A player with functional disabilities in one or both lower extremities equivalent to i, ii or iii above.
- b) A quad player must meet the criteria for permanent physical disability as defined above. In addition, the player must have a permanent physical disability that results in a substantial loss of function in one or both upper

extremities. Quad players must meet one of the following minimum eligibility criteria:

- i. A neurological deficit at the C8 level or proximal, with associated loss of motor function, or;
 - ii. Upper extremity amputation, or;
 - iii. Upper extremity phocomelia, or;
 - iv. Upper extremity myopathy or muscular dystrophy, or;
 - v. A player with functional disabilities in one or both upper extremities equivalent to i, ii, iii or iv above.
- c) In addition, a quad player must have at least one of the four following functional disabilities with regards to upper extremity use, with or without limitation of trunk function:
- i. Reduced motor function necessary to perform an overhead service
 - ii. Reduced motor function necessary to perform a forehand and backhand
 - iii. Reduced motor function necessary to manoeuvre a manual wheelchair
 - iv. Inability to grip the racquet necessitating the need for taping and / or an assistive device in order to play

The combination of dominant and non-dominant upper limb function and trunk function will be considered when assessing eligibility for quad status. In order to be deemed eligible for quad status, players who can demonstrate a good level of trunk function and control will need to have a greater level of disability in their upper limbs than those with little or no trunk control.

- d) In addition, a quad player must also:
- i. Have a minimum of three affected extremities with a permanent physical disability as defined above; and
 - ii. Satisfy the classification points scoring system, the current version of which appears in the ITF Quad Tennis Classification Manual; and
 - iii. Comply with any specific requirements of the particular classification status assigned; and
 - iv. Co-operate fully, honestly and in good faith with any classification process and/or related procedure.

Quad players may not use either foot to propel a wheelchair.

Any questions or protest as to player's eligibility to participate under this Rule will be decided under the procedures listed in Appendix A.

For guidance purposes only a glossary of terms will appear in Appendix B.

3. POWER WHEELCHAIRS

Players who have severe limitations on mobility that prevent them from pushing a manual chair and therefore use a power wheelchair for every day mobility may use a power wheelchair to play tennis; however, once players have elected to play tennis in a power wheelchair, they must continue to do so in all ITF sanctioned events. Protests against any player playing in power wheelchairs should be directed to the ITF Wheelchair Tennis Committee in accordance with Appendix A.

V. CATEGORIES OF EVENTS

4. WHEELCHAIR TENNIS TOUR

Tournaments that comply with the criteria laid down in the ranking regulations (Section 41) are eligible for inclusion of their results on the ITF Wheelchair Tennis Ranking (singles and doubles). Such events fall into the following groups:

Super Series, Masters Series, ITF 1, 2 and 3 Series and ITF Futures Series
Main Draw and Second Draw (singles and doubles)
Consolation (Main Draw singles only)

5. WHEELCHAIR TENNIS MASTERS

The Wheelchair Tennis Masters, in singles and doubles, are the year-end events of the Wheelchair Tennis Tour. The top 8 men and women and the top 4 quads on the rankings will be invited to participate in the Singles Masters. For the Doubles Masters the top 8 men's, top 4 women's and top 4 quad doubles teams will be accepted based on the combined doubles ranking of the players.

6. OTHER EVENTS

a) **World Team Cup**

The World Team Cup is the official wheelchair tennis Team Event of the ITF. The World Team Cup is played in a different country, once a year, for men, women, quads and juniors. In order to participate a country must be a member of the ITF and IWTA.

b) **Paralympic Games**

After being an exhibition sport at the 1988 Paralympic Games, wheelchair tennis is a full medal sport from 1992 onwards. The regulations are decided by the International Paralympic Committee (IPC) and the Paralympic Organising Committee in conjunction with the ITF. In order to participate a country must be a member of the ITF and IWTA. Countries will receive updates on the 2008 Paralympic Games in Beijing. Closer to the event a Paralympic Regulations Booklet will be distributed.

VI. REGULATIONS WHEELCHAIR TENNIS TOUR EVENTS

7. ENFORCEMENT OF THE REGULATIONS

The following Regulations (chapters VII-XII) with respect to Wheelchair Tennis Tour Events shall be binding. It is the responsibility of the ITF and the Referee on site to enforce these Regulations.

8. AMENDMENT OF THE REGULATIONS

No amendment to the following Regulations (chapters VII-XII) shall be effective unless adopted by the ITF in accordance with the Rules laid down by the ITF.

VII. APPLICATIONS

9. APPLICATIONS

In order for Super Series, Masters Series and ITF 1/2/3/Futures Series events to be approved by the ITF and to be eligible for computer credit, notification of application must be received by the ITF office **before the deadline set by the ITF Office**. Tournament application forms are available on request from the ITF Office. All applications must be sanctioned by the National Association concerned. Any independent organisers should obtain a counter-signature from the National Association on the application form and send a copy of this form to the Association concerned when the application is made.

All tournaments that wish to be considered for inclusion on the Wheelchair Tennis Tour must also sign the Tournament Agreement. Any tournament that breaks the Tournament Agreement may be penalised at the discretion of the ITF Wheelchair Tennis Committee. Penalties may include a fine and/or possible suspension from the Wheelchair Tennis Tour.

Copies of the Wheelchair Tennis Tour calendar are available on request and on the website: www.itftennis.com/wheelchair. If a tournament fails to meet the Super Series, Masters Series and ITF 1/2/3/Futures Series requirements set by the ITF, its status shall be decided by the ITF.

10. LATE APPLICATIONS

Once the tournament calendar has been finalised no further applications will be accepted onto the calendar. Exceptions can only be made by approval of the ITF

Wheelchair Tennis Committee. Late applications may be subject to a fine and increased sanction fee at the discretion of the ITF Wheelchair Tennis Committee.

11. CANCELLATION

Once an application has been approved by the ITF any details confirming the tournament dates and site may not be altered. Any cancellation will subject the organisers to loss of all application fees and the Event must remain off the calendar for one (1) year before applying for reinstatement, other than in exceptional circumstances as authorised by the ITF Wheelchair Tennis Committee.

12. APPROVAL OF APPLICATIONS AND CLASSIFICATION

All applications will receive advance written notification regarding ITF approval and acceptance of the Event with the appropriate tournament classification. The classifications decided by the ITF Wheelchair Tennis Committee are final and cannot be appealed by a tournament.

13. APPLICATION AND SANCTION FEES

Applications for tournaments must be submitted to the ITF on an official Wheelchair Tennis Tour application form. An invoice of the sanction fee will be sent together with the confirmation of the tournament classification.

Event	Sanction Fee
Super Series	\$500
Masters Series	\$400
ITF 1 Series	\$350
ITF 2 Series	\$300
ITF 3 Series	\$250
ITF Futures Series	\$150

VIII. ORGANISATIONAL REQUIREMENTS

The ITF will classify tournaments based on the following criteria. The classification will be based on the evaluation reports completed by the ITF Representatives attending the tournaments. The criteria apply to all the participants of the tournament (Main Draw, Second Draw and all other draws).

14. ORGANISATION

a) **Meals**

Breakfast and a minimum of one (1) other free meal per day should be included in the entry fee although tournaments are strongly encouraged to include three (3) free meals per day whenever possible. Tournaments that do not provide free food for players must be able to offer low cost food on site. All food (whether provided or available for purchase) should be varied, nutritious and be suitable for athletes and a vegetarian alternative should be available. Fruit should be available at all times.

b) **Drinks**

Enough free water (preferably bottled) shall be available on court during matches at all times. Tournaments are strongly encouraged to offer free water (and if possible soft drinks/sports drinks) for all players off court at all times, particularly in hot climates. Drinks must be available to purchase on site at all times.

c) **First Aid/Doctor/Dentist/Massage**

A doctor (preferably with knowledge of spinal cord injury, or related disabilities) should be on call for the duration of the event and there should be at least one (1) person qualified in first aid (including CPR) on site at all times. All events are strongly encouraged to offer massage at no cost (or minimum cost) to players throughout the duration of the tournament.

d) **Tournament Desk on Site**

There shall be a tournament desk on site that shall be staffed at all times by someone with a good knowledge of English. There shall be an information board detailing the latest ITF Wheelchair Tennis Ranking, the ITF Wheelchair Tennis Code of Conduct, the Prize Money breakdown, the Player's Representatives Committee list, the ITF Anti-Doping Programme, the ITF Representative on site and any important phone numbers during the tournament (e.g. Doctor, emergency services, hotel, transportation, Tournament Director and Referee).

- e) **Insurance**
All tournaments must have their own Public Liability Insurance policy, which includes the ITF. The ITF recommends insurance be as high as possible.
- f) **Co-operation with ITF**
In addition to the above, tournaments must be willing to comply with the requirements of the ITF regarding submission of results, reports and associated information, adhering to deadlines and Wheelchair Tennis Tour sponsorship requirements.
- g) **Entry Deadline**
Tournaments must strictly adhere to their entry deadline, as this will determine which players are accepted into the tournament. Players who wish to enter the Main Draw after the entry deadline may only be accepted through a Wild Card.
- h) **Number of days/players/courts**
Tournaments requesting ITF sanction must be of a minimum of three (3) days duration. Based on the number of match courts, playing hours and number of days' play, a maximum number of players should be set.

Draw Size	No. of days
8	3
16	4
32	5

15. TOURNAMENT PERSONNEL

A Tournament Director and a Referee (both of whom should speak English) shall be appointed by the Tournament Committee to run the tournament. In addition, an ITF Tournament Representative may attend the tournament. Their responsibilities include the following:

- i. **Tournament Director Duties**
- Liaison with the Tournament Committee and Referee.
 - Liaison with the ITF and entry authority as necessary.
 - Receipt and confirmation of player entries.
 - Point of contact for all advance information and arrangements.
 - On-site organisation.
 - Production of all material including fact sheet, entry forms etc.

- Forwarding of full results to ITF on completion of the Event.
- Payment of prize money.
- Hotel and transportation arrangements.
- Promotional and publicity requirements.

ii. Referee Duties

- Liaison with the Tournament Committee and Tournament Director.
- Selection of players accepted into the draws.
- Making the draw.
- Registration of all players.
- Conducting of matches.
- Scheduling of matches.
- Disciplinary measures.
- Final authority in the settlement of any disputed on-court decisions or points of law in connection with the Rules of Tennis.
- Confirming the Tournament Director has complied with Regulations regarding facilities and equipment.
- Appointment and replacement, if necessary, of umpires, linesmen and ball boys/girls.
- Deciding whether a court is fit for play, or if the use of artificial lighting is needed.
- Deciding whether a match should be moved to another court for any reason.
- Deciding when play should be halted in view of weather conditions or bad light.
- Keeping full results of all completed matches and verifying the accuracy the final sheets forwarded to the ITF on completion of the Event.
- To forward to the ITF upon completion of the Event the Referee's report of the tournament.

iii. ITF Tournament Representative Duties

- Know, understand and be conversant with the ITF Rules of Tennis and the Rules of Wheelchair Tennis and the Regulations for the Wheelchair Tennis Tour. In conjunction with the Referee ensure that they are observed.
- Be present at the draw.
- Be available to converse with the Referee as and when required. The Referee is the final authority in the settlement of any disputes, on court decisions or points of law in connection with the Rules of Tennis.

- Inspect all facilities and all playing areas on a daily basis. All facilities must be functional and accessible by the start of the tournament.
- Liaise with the Tournament Director and Referee throughout the Event ensuring that everything runs efficiently.
- Organise central information point to distribute information on the Wheelchair Tennis Tour and the ITF Wheelchair Tennis Department
- Ensure that all Tournament administrative procedures/forms are completed and that all paperwork is sent to the ITF on completion of the Event.
- Be available to converse with players regarding any aspect of wheelchair tennis including the Wheelchair Tennis Tour, Athletes Commission and the ITF Wheelchair Tennis Department.

iv. Tournament/Officials

The Tournament Committee shall appoint an officiating team following the minimum requirements of the tournament classification. The ITF encourages tournaments to appoint certified personnel.

v. Ball Boys/Girls

It is recommended to have ball boys/girls during matches. Ball boys and girls should be trained by the referee before they permitted on court.

16. VENUE

a) Facilities on Site

Adequate accessible changing rooms and shower facilities shall be available on site. If there are insufficient permanent accessible toilets for use during matches, clean, hygienic accessible portable toilets may be made available but only in conjunction with hand washing facilities. All toilets must be cleaned and checked regularly.

b) Sun Protection

There must be adequate provision of shade, particularly in hot climates; it is recommended that umbrellas be provided on court. In very hot climates it is advised that matches are scheduled in the morning and late afternoon/evening.

Tournaments must provide shade and ice buckets on court for Quad players. A player can be assisted by their coach to spray water over their face.

c) Wheelchair Storage

There must be a secure place for players to store their tennis wheelchairs overnight (at player's own responsibility).

d) Stringer

Tournament must offer stringing facilities on site or have information available where racquets can be strung. It is the players responsibility to ensure that they have enough rackets to play with if there is no stringer on site.

e) Repair Station

It is recommended to have a repair station on site and an air compressor available at all times. Players should travel with a hand pump.

f) Scoreboards

Scoreboards should be provided on all show courts. At Super Series and Masters Series the scoreboards should display the players names.

g) Catering

There must be facilities accessible to players to purchase food (e.g. café or restaurant).

h) Practice Courts

A minimum of one (1) practice court per sixty (60) players shall be available free of charge to players from at least one (1) day before the start of the event until the completion of the event. Practice courts must be of the same surface as the match courts. If the practice courts are at a different venue to the match courts, free transportation must be provided.

i) Court Preparation and Court Lay-Out

All courts must be well prepared prior to the match (clay-courts must be prepared, water on court, bins emptied etc). It is also important to ensure that the courts have a professional look when deciding where to display the banners.

17. TRANSPORT

- a)** Tournaments are recommended to provide complimentary transport to and from the airport for flights arriving and departing between 9am - 11pm one day before play and one day after play. Players must arrange

their own transport outside the hours stated. Players must send travel details to the tournament director at least two weeks prior to the tournament commencing otherwise the tournament director cannot guarantee transport.

- b) Transportation must be accessible to the players (accessible buses or cars).
- c) Tournaments are encouraged to offer transportation to the airport at other times if possible.
- d) Free transportation shall be offered from the official accommodation to the tournament site on a regular basis during match days and if possible, from the day before matches start.
- e) The first transportation of the day must arrive at the tournament site a minimum of fifteen (15) minutes before the first practice session.
- f) Transportation must be available from the tournament site to the hotel on completion of the last match of the day.

18. ACCOMMODATION

a) **Costs**

Accessible accommodation at reasonable cost (based on location and season) shall be offered at a nearby hotel. Tournaments are strongly encouraged to include the hotel fee with the entry fee for overseas players. If possible, tournaments should offer a choice of two (2) hotels to cater for players on different budgets although this should only be done if all other requirements (including transportation) are still met.

b) **Size of Doors/Number of lifts**

It is recommended to state the size of the bathroom doors in the Tournament Fact Sheet. Only hotels with enough lifts in relation to the number of players at the event should be used.

c) **Tournament Desk in Hotel**

There should also be a tournament information point in the official hotel detailing the transportation schedule (including details of how to obtain transportation) and order of play.

19. OFFICIATING

a) **Super Series and Masters Series events**

It is requested that the Referee shall be of a minimum level of ITF White Badge (except with written approval of the ITF). There shall be roving umpires from the first round of all draws. National chair umpires shall be provided as follows:

- Main Draw – all matches (men, women and quads, singles and doubles)
- Second Draw - quarter-finals (men and quads, singles and doubles)
- All other draws - finals
- There shall be at least 2 lines persons for the finals of the singles and doubles in the Main Draw for men, women and quads i.e. one for the far side line and one for the service line.

b) ITF 1 Series events

It is requested that the Referee shall be of a minimum level of ITF White Badge (except with written approval of the ITF). There shall be roving umpires from the first round of all draws. National chair umpires shall be provided as follows:

- Main Draw – round of 16 (men, women and quads, singles and doubles)
- Second Draw - semi-finals (men and quads, singles and doubles)
- All other draws - finals

There shall be at least 2 lines persons for the finals of the singles and doubles in the Main Draw for men, women and quads i.e. one for the far side line and one for the service line.

c) ITF 2 and ITF 3 Series events

It is requested that the Referee shall be of a minimum level of ITF White Badge (except with written approval of the ITF). There shall be roving umpires from the first round of all draws. Chair umpires shall be provided as follows:

- Main Draw - quarter-final (men, women and quads, singles and doubles)
- Second Draw- semi-final (men and quads, singles and doubles)
- All other draws – finals

d) Futures Series events

A local Referee may be appointed but he must be experienced with ITF Wheelchair Tennis Regulations. There shall be roving umpires from the first round of all draws. Chair umpires shall be provided as follows:

- Main Draw - semi-final (men, women and quads, singles and doubles)
- All other draws – finals

e) Non-Umpired Matches

The ITF recognises that at some tournaments it is not possible to have a Chair Umpire at every match. The following guidelines have been created to ensure that non-umpired matches are conducted in a similar manner worldwide:

i. Line Call Disputes (for matches not played on clay courts)

If the Referee (or assistant) is called to the court over a disputed line call and he was not watching the match, he should ask the player who made the call (on his own side of the net) if he is sure of the call. If the player confirms the call, the point stands with this call. If the Referee (or assistant) is off-court and happens to be watching a match when the player makes a blatantly incorrect call, he can go on-court and inform the player that the incorrect call was an unintentional hindrance to this opponent and the point will be replayed.

ii. Ball Mark Disputes (clay courts only)

If the Referee (or assistant) is called to the court to resolve a dispute, he should find out if the players agree in which ball mark it is. If the players agree on which mark it is, but disagree on the reading of the ball, the Referee (or assistant) should decide if the mark shows the ball was in or out. If the players disagree on which mark it is, the Referee (or assistant) should find out from the players what kind of shot was played and the direction in which the ball was hit. This may assist in deciding which mark is the correct one. If this information does not help, the call by the players at the end where the mark is stands.

iii. Score Disputes

If the Referee (or assistant) is called to court to resolve a score dispute, he should discuss the relevant points or games with the players to find out the points or games that the players agree on. All points or games, which the players agree on stand and only those in dispute should be replayed.

20. PROMOTION

a) Tournament Entry Form

Tournaments are also obliged to accept the standard ITF Wheelchair Tennis Entry Form. A tournament shall include in its entry form the following clauses:

i. For all players, including Main Draw players:

I hereby agree to abide by the ITF Rules of Tennis, the ITF Rules of Wheelchair Tennis and pay the entry fee as required by the tournament. I further agree to abide by the Code of Conduct enforced by the tournament.

- ii. For Main Draw players only:
I hereby agree for participation in the Main Draw to abide by the ITF Wheelchair Tennis Code of Conduct and agree to comply with and be bound by all the provisions of the ITF Tennis Anti-Doping Programme set out in Bye-Law 4 of the Constitution of the International Tennis Federation.

b) Tournament Fact Sheet

A Tournament Fact Sheet should be available to the ITF, players and National Associations at least six (6) weeks before the start of the event. This must include the following information:

- Name, address, telephone, fax (and email if available) of the Tournament Director
- Name, telephone, fax (and email if available) of the Referee, for sign-in
- Tournament Site (address and telephone and fax numbers)
- Tournament dates (including when play starts and schedule for finals)
- Prize Money total (and the breakdown)
- The event classification (and draw size)
- Time and place of the Main Draw
- Court Surface (and number of courts)
- Make of ball (which should be ITF approved) including if high altitude
- Official hotel (including rate, contact details and width of bathroom doors)
- Transportation details (including which airport players should fly to)
- Reference to the fact that the ITF Wheelchair Tennis Code of Conduct will be in force at the Tournament
- The address to which entries should be sent
- Any other relevant details (such as officiating details, social functions, clinics)

Note: Further detailed organisational requirements are sent to all tournaments.

21. PRIZE MONEY

The following minimum prize money levels are required for 2008:

Super Series	US\$ 24,000
ITF 1 Series	US\$ 17,000
ITF 2 Series	US\$ 12,000
ITF 3 Series	US\$ 8,000
ITF Futures	US\$ 1,600
Masters Series	Each event to be confirmed by ITF

Obligations to Tournaments with Prize Money:

- a) Information about the prize money breakdown should appear on the tournament fact sheet. The ITF will only publish the amount of prize money being given to the Main Draw.
- b) Information about the breakdown and distribution of the prize money should be available to the players in the following manner:
 - in the players information pack
 - before the start of the tournament
 - displayed at the tournament office
 - in the tournament programme
- c) Each tournament should fill in a prize money report after the tournament is completed, showing the actual amounts of prize money, the distribution and the names of the players with the amounts they received.
- d) No reduction in the prize money is permitted after it is announced. The prize money distribution can be changed if it is incorrect. Tournaments should deduct the appropriate taxes before publication of the total prize money. Alternatively, tournaments should state the applicable national tax regulations in their entry forms.
- e) Tournaments are strongly encouraged to issue prize money in US dollars or Euro cash. If this is not possible, prize money may be paid in cash in an alternative hard currency.
- f) A player who is deemed a "No Show" in the first round will receive no prize money.
- g) Please contact the ITF for any questions with regards to prize money.

22. PLAYER OBLIGATIONS

Please see the Code of Conduct for Wheelchair Tennis - Chapter XII.

IX. SUBMISSION OF RESULTS

23. PROCEDURES

- a) All Wheelchair Tennis Tour Event organisers must forward by fax or email to the ITF on the Sunday immediately following the completion of the Event:-
 - i. The final draw sheets for all draws (including consolation) for men, women and quads, singles and doubles.
 - ii. The Code of Conduct report.
 - iii. The Point Penalty Scorecard(s).

- b) In addition, organisers must forward to the ITF the completed tournament report, to be sent no later than three (3) weeks following the completion of the tournament. This report must include the following information:-
 - i. The Medical Form.
 - ii. A Tournament Report (if no ITF Representative on site).
 - iii. The Prize Money report.
 - iv. The tournament programme, press cuttings and other relevant tournament materials.

- c) ITF Wheelchair Tennis Department
Bank Lane
Roehampton
London SW15 5XZ
Great Britain
Telephone: (44) 20 8878 6464
Fax: (44) 20 8392 4741
Email: wheelchairtennis@itftennis.com

X. CONDUCT OF EVENTS

24. ELIGIBILITY

Wheelchair Tennis Eligibility

In order to be eligible to play wheelchair tennis, players must meet certain criteria, as set out in Rule IV, 2.

Medical and Fitness Control

All players entering ITF Draws at ITF sanctioned wheelchair tennis events, including the Wheelchair Tennis Tour, the World Team Cup and the Paralympic Games agree, as a condition of entry, to the Tennis Anti-Doping Programme and Fitness Control.

Wheelchair Tennis is a physically demanding sport and it is the player's responsibility to ensure that he/she is physically and medically fit to participate in any ITF sanctioned wheelchair tennis event, including the Wheelchair Tennis Tour, the World Team Cup and the Paralympic Games.

In case there is any doubt, the Referee may request a medical certificate confirming that the player is medically and physically fit to compete.

25. JUNIOR ELIGIBILITY

Only boys and girls born on or after 1st January 1990 are eligible to compete in ITF Wheelchair Tennis Junior Events in 2008.

26. RULES TO BE OBSERVED

All ITF sanctioned wheelchair tennis events, including the Wheelchair Tennis Tour, the World Team Cup and the Paralympic Games, must be conducted in accordance with the Rules of Tennis, the Rules of Wheelchair Tennis and the ITF Wheelchair Tennis Handbook. It is the responsibility of each participant and official to be fully conversant with all these Rules and Regulations.

27. WAIVER OF CLAIMS

In submitting an entry to an ITF Wheelchair Tennis Tour Event, all players agree, as a condition of entry, that for themselves, their executors, administrators, heirs and personal representatives, all claims of any kind, nature and description are waived, including past, present or future claims and injuries, if any, sustained in traveling to or from, or participating in an ITF Wheelchair

Tennis Tour Event, against the ITF, the National Association or the Regional Association sanctioning such events.

Players are strongly advised to take out adequate insurance to cover accident and injury travelling to/from, and playing at, any ITF Wheelchair Tennis Tour Event. If players are accompanied by other persons, then those persons should also take out proper insurance, including travel, to cover for any eventuality whilst accompanying the player to the event.

28. PUBLICITY AND PROMOTION

Each player grants and assigns to the ITF the right in perpetuity to make, use and show from time to time and at its discretion, motion pictures, still pictures and live, taped or filmed television and other reproduction of him during the event and in connection with the promotion of the event without compensation for him, his heirs, devisees, executors, administrators or assigns. Such promotional activities by ITF shall not be identified as or represented to be an endorsement by the player of any product or company.

29. ENTRIES

Each tournament must provide entry forms, copies of which must be sent to the ITF office for reference at least six (6) weeks in advance of their entry deadline. All entries must be made in writing, either on the official entry form, by letter, fax or email. Tournaments are obliged to accept the ITF Wheelchair Tennis Tour entry form. Any player whose entry has been refused may appeal to the ITF Wheelchair Tennis Committee who will investigate the case and make the final decision.

a) Singles

For Regulations with regards to the Main Draw and Second Draw, please check Sections 34 to 39 inclusive. All other draws can be made under the responsibility of the Tournaments.

b) Doubles

For Regulations with regards to the Main Draw and Second Draw, please check Section 34 "Draw Sizes" and Section 36 "Wild Cards".

A player who competes in the Main Draw for singles either by Direct Acceptance or by a Wild Card should not automatically gain Direct Acceptance or a Wild Card for the doubles Main Draw unless their doubles ranking (or that of their partner) warrants it.

c) **Restrictions for Top Players**

The following rule applies at the entry deadline of a tournament.

i) Restrictions at ITF 3 and Futures Events

MEN:

- Players ranked **in the top 20** at entry deadline cannot enter any Futures events.
- Players ranked **in top 10** at entry deadline can play only two (2) ITF 3 events per year.

WOMEN:

- Players ranked **in the top 10** at entry deadline cannot play any Futures events.
- Players ranked **in the top 5** at entry deadline can play only two (2) ITF 3 events per year.

QUADS:

- Players ranked in the top 4 at entry deadline cannot play any Futures events.

Wild Cards

If ranking of any of the players mentioned above changes to outside of the restricted ranking at any time after the entry deadline, a player can be awarded a Wild Card.

ii) Masters Series Events

Players who qualify to play in a Masters Series event are not permitted to play any other tournament held in the same week.

d) **Men/Women/Quads**

Men, women and quad players are only permitted to enter one singles, one doubles event and one consolation event per tournament. Additional entry to mixed doubles, a senior and junior event is up to the discretion of the tournament. Where a Quad draw is offered a quad player is only permitted to play in Quad singles and Quad doubles.

e) **Entry forms**

All players must sign an official entry form. All entries sent by letter, fax or email are subject to the regulations and conditions of entry and must contain the information required on the official entry form for entry processing, including the player's full name, date of birth, ranking,

contact address, telephone numbers and signature to abide and comply with the ITF Rules and Anti-Doping Programme.

f) Entry Deadline

Tournaments will be required to use the entry deadlines as set by the ITF Office. Entry deadlines are advertised in the Wheelchair Tennis Tournament Guide and on the Website and will be strictly enforced. Only in special circumstances are tournaments allowed to use an alternative deadline.

The following entry deadlines will be used:

- 6 weeks – SS/ITF 1
- 4 weeks – ITF 2/ITF 3/Futures
- Masters Series – to be confirmed by the ITF

The entry deadline will be used to determine who gets accepted into the Tournament. Acceptance into the Main and Second Draw will be determined using the ranking of the week before the tournament commences. Feed Up Cards must be allocated at the entry deadline but Wild Cards can be allocated at a later stage. **Players will not be accepted after the entry deadline.**

Players may include their intention to play doubles on the entry form. However, no doubles pair should be included in the draw unless both players have signed in accordance to Section 31 "Sign-in".

g) Withdrawals

All players may withdraw from a Wheelchair Tennis Tour event up to the Friday, a minimum of fourteen (14) days before the start of the tournament (see Section 51, "Player Entry Offences") without incurring any penalty. All withdrawals must be made in writing, by letter, fax or email.

h) Medical Excuse

A player may withdraw through injury or illness providing an independent medical certificate is submitted to the appropriate entry authority and/or ITF stating that the player concerned is unable to play in the tournament due to a specified injury or illness. All medical certificates must be received by the appropriate entry authority and/or the ITF within twenty-one (21) days of the player's withdrawal from the tournament concerned. If a player sustains an injury which necessitates the withdrawal from subsequent Events, no automatic penalty will be levied. Following recovery, should a player participate in an Event and have to withdraw through injury, a new medical certificate will be required, even if the injury is a recurrence.

- i) **Insurance**
All players must have adequate travel and medical insurance.
- j) **Entry Fees**
Tournament committees may charge an entry fee for both singles and doubles. Any such entry fee must be paid as directed by the Tournament Committee.

30. REGISTRATION

- a) **Quad players**
All players wishing to compete in the Quad Draw have to complete a medical registration form, which must be completed and returned to the ITF at least three months before entering a Quad Draw on the Wheelchair Tennis Tour. A tournament will only accept ITF registered quad players to compete in their Main or Second Quad Draw. For further information see Appendix A.

31. SIGN-IN

- a) **Singles**
All players accepted into the Main/Second Draw must sign-in personally or by phone with the Referee by 4:00 pm (16:00 hours) on the day before the start of play.
A player, who signs in by phone and does not appear for a tournament, will be fined according to the Code of Conduct.
Players who do not sign in will be left out of the draw. It is the players' responsibility to make sure they have the correct telephone details.
- b) **Doubles**
Both players of a doubles pair must sign in for doubles with the Referee by 2 pm (14:00 hours) on the day singles matches start, regardless of whether they have declared their wish to play doubles on their entry forms. Any player who has not signed in in-person as required by this rule, should not be included in the draw.
- c) **Consolation**
All first round losers of the Main Draw who wish to compete in the consolation draw must sign in. Players are not obligated to play consolation. The Wheelchair Tennis Code of Conduct will be enforced in all consolation matches.

d) Contact Details

All players must ensure that a contact telephone number is left with the Referee at which they may be reached during the tournament.

32. CONDITIONS OF PLAY

a) Warm-up

The warm-up shall not exceed five (5) minutes.

b) Match Format

All matches shall be the best of three (3) sets.

c) Tie Break

The ITF tie-break system shall be used in all sets.

d) Alternative Scoring

Alternative Scoring may be adopted as an alternative to the traditional scoring system, provided the decision is announced in advance of the event. Once tournaments have decided to use this system in a draw, it must be used for all matches in that draw.

The following approved Alternative Scoring methods may be used as an alternative to the traditional scoring system:

- "Short" Sets
- Deciding Match Tie-Break Game (7 points)
- Deciding Match Tie Break Game (10 points)

For an explanation on the use of the Alternative Scoring Systems please see Appendix IV of the 2008 Rules of Tennis or contact the ITF Office.

e) Continuous Play

Play shall be continuous under the terms of Rule 29 of the 2007 Rules of Tennis. No rest is allowed after the second set in a three (3) set match, except when the extreme weather conditions ruling is in effect, as set out in 15 (r) below.

f) Coaching

Players shall not receive coaching during a match. Communications of any kind, audible or visible, between a player and a coach shall be construed as coaching. Players shall also prohibit their coaches:

- i.** From using audible obscenity within the precincts of the tournament site.

- ii. From making obscene gestures of any kind within the precincts of the tournament site.
- iii. From verbally abusing any official, opponent, spectator or other person within the precincts of the tournament site.
- iv. From physically abusing any official, opponent, spectator or other person within the precincts of the tournament site
- v. From giving, making, issuing, authorising or endorsing any public statement within the precincts of the tournament site having, or designed to have, an effect prejudicial or detrimental to the best interests of the tournament and/or of the officiating thereof.

g) Toilet Breaks

Two (2) toilet breaks are permitted during a singles or doubles match, to be taken preferably at the set break. Each break may be for a reasonable time. The player must receive permission from the Chair Umpire, if there is one, or from his opponent, who cannot reasonably refuse the request.

Additional breaks may only be permitted by the Chair Umpire, Roving Umpire or Referee. If a player takes a third toilet break without permission, they may be charged with “leaving the court without permission” under the Code of Conduct.

h) Walkover in the final

A player (or doubles team) receiving a walkover in the final must be prepared to play a best of three (3) set exhibition match if required by the Referee.

i) Preparation of Equipment

Each player is ultimately responsible for ensuring their wheelchair and all other equipment is ready on time for their match. The Referee has the right to default any player who is not ready to go onto court for whatever reason, within fifteen (15) minutes of their match being called.

j) Quad Rackets

Quad players are allowed to use the extra long rackets in case extra space is needed to tape the racket to the hand/arm.

k) Time Limit Repairs, Broken Equipment, Strapping of Racket (quad players)

The Chair Umpire, Roving Umpire or Referee has the authority to determine suspension of play. Wheelchair repairs may not exceed twenty (20) minutes in total during one (1) match. This is regardless of any number of breakdowns. Delay beyond the allotted time limits is at the discretion of the official on duty.

Any quad player may be allotted extra time during a changeover in order to reposition or adjust the racket in the hand, without being penalised, but only if prior agreement has been made with their opponent as well as the Umpire (if there is one) prior to the match. The quad player must make every effort to keep any extra time to a reasonable minimum, so as not to disrupt or interfere with the normal progression of the match.

l) Balls

A minimum of three (3) new balls are to be provided for the first and third sets of the Main Draw matches. For all other draws, a minimum of three (3) new balls are to be provided for every match.

m) Practice Balls

A minimum of two (2) used balls per day for practice of the same manufacturer as the tournament ball, must be available free of charge to each player from the day prior to the commencement of play.

n) Rest

Rest time between matches shall be as follows:-

Duration of Match	Rest Time
0-1 hours	Half an hour
1 - 1.5 hours	1 hour
1.5 hours or more	A minimum of one hour and a half

o) Medical Conditions

For the full Medical Conditions Rule see Appendix C.

p) Court Protection

Prevention of damage to the courts is at the discretion of the Referee. The following items could create damage to the courts and should be inspected.

- i.** Footrests
- ii.** Front Casters
- iii.** Rear Anti-tip Tubes
- iv.** Rear Tyres

Players are also required to have non-marking tyres on their tennis wheelchair. A reasonable amount of time will be given to correct the violation(s). This will be determined by the Referee. Failure to do so will be grounds for default.

q) Light up Casters

Light up casters are prohibited to be used by a player whilst competing on court.

r) Extreme Weather Conditions

Extreme weather conditions shall be defined at such time that heat, as measured by a Heat Stress Monitor, meets or exceeds a heat stress index of 28 degrees Celsius/82 degrees Fahrenheit. If a Heat Stress Monitor is not available, extreme weather conditions are then defined by the danger zone which is equal to or above the apparent temperature of 90 degrees Fahrenheit, illustrated on the chart below. Heat stress is measured by Wet Bulb Global Temperature (WBGT) which is calculated as (0.7 Wet Bulb + 0.2 Global Temperature + 0.1 Dry Bulb = WBGT).

Apparent Temperature (what it is like)

Air Temperature (°F) °C = 5/9 (°F - 32)

Fahrenheit	70	75	80	85	90	95	100	105	110	115	120
Centigrade											
Humidity											
0%	64	69	73	78	83	87	91	95	99	103	107
10%	65	70	75	80	85	90	95	100	105	111	116
20%	66	72	77	82	87	93	99	105	112	120	130
30%	67	73	78	84	90	96	104	113	123	135	148
40%	68	74	79	86	93	101	110	123	137	151	
50%	69	75	81	88	96	107	120	133	150		
60%	70	76	82	90	100	114	132	149			
70%	70	77	85	93	106	124	144				
80%	71	78	86	97	113	136					
90%	71	79	88	102	122						
100%	72	80	91	108							

The Referee, Tournament Director and/or designee have the authority to determine if the Extreme Weather Condition rule will go into effect during a Tournament. If it is so determined, a fifteen (15) minute break will be allowed (not including the time taken to reach and return from the place of rest on site) between the second and third sets. The Chair Umpire must accompany the player to and from the place of rest on site. There may also be a delay in the starting time of the matches scheduled for play that day.

When possible, this decision to delay the start of matches due to Extreme Weather Conditions should be made prior to the scheduled start of play. In addition, the Referee may suspend play due to weather conditions.

i) Measurement and Monitoring of Weather Conditions

The Referee, Tournament Director and/or designee will monitor weather conditions by taking measurements a minimum of three (3) times and a maximum of five (5) times during the day. The readings will be determined prior to the start of play and will be posted in the Supervisor's office.

The minimum of three readings will be taken:

- (1) ½ hour before match play begins for the day;
- (2) middle of the scheduled day;
- (3) prior to beginning of the last match of the day or prior to the start of the first night session match.

ii) Implementation of the Rule

In the event that during the day there is a change in weather conditions as determined by this periodic monitoring, the Extreme Weather Condition Rule can be put into effect at any time on all courts, excluding matches already in progress. If there is a sudden change in weather conditions and the Rule is lifted, those matches already in progress will continue under the Extreme Weather Condition Rule. In the case of rain or interruption to play, the Referee, Tournament Director and/or designee can reassess the Extreme Weather Condition Rule.

iii) Conditions of the 15-Minute Break

If it is a mutual agreement between the players not to take a fifteen (15) minute break, then play will continue. However, if requested by one player, the official fifteen minute break will be taken. During the fifteen minute break, no coaching or treatment will be allowed. However, a player will be allowed to receive an adjustment of medical support, medical equipment and/or advice from the Referee, Tournament Director and/or designee. Following the fifteen (15) minute break, no re-warm-up will be allowed. This rule applies in addition to the two (2) bathroom and/or change of attire breaks allowed during the match. A player may not take a 15-minute break and a medical time out consecutively.

iv) Penalties:

After completion of the Extreme Weather Conditions fifteen (15) minute break between the 2nd and 3rd sets, any delay in returning to the court shall subject a player to Time Violations.

v) Quad Heat Rule

Tournaments must provide shade and ice buckets on court for quad players. A player can be assisted by their coach to spray water over

their face. In very hot climates it is advised that matches are scheduled in the morning and late afternoon/evening.

33. **FORMAT OF PLAY**

Minimum Requirements - singles and doubles for all ITF sanctioned wheelchair tennis tournaments:

- a) Men's, Women's and Quad Main and Second Draw - all matches in these draws will be played according to the ITF Rules.
- b) All other draws are the responsibility of the tournament. Tournaments are encouraged to use the best of three (3) sets with No-Ad scoring.
- c) All players who wish to play consolation must sign in for consolation. The format for consolation matches will be the same as for the draws as described above, including seeding and bye lines as described in Section 35 "Seeds" and Section 38 "Making the draw".
- d) If there are only five (5) singles players or less in the Main/Consolation Draws tournaments are requested to play a Round Robin format. It is at the discretion of the tournament whether a final is played between the top two placed players and this must be announced in advance.

If there are less than five (5) doubles teams tournaments are recommended to play the Knock-Out format.

- e) If court availability, due to unforeseen delays, becomes a problem, the Referee has the authority to modify the playing format to ensure that the tournament finishes on time. The best-of-three sets with No-Ad scoring or deciding tie-break or deciding super tie-break. It is strongly recommended to play the normal format in the Main Draw. The Main Draw should have priority in case of unforeseen delays.
- f) **Round Robin**
 - i. Ties shall be broken as follows:
 - (a) If two (2) players/teams are tied with the same won-lost record after the completion of the Round Robin, the tie is broken as follows:

The winner of the head-to-head of the two (2) players/teams tied.
 - (b) If three (3) players/teams are tied with the same won-lost record after completion of the Round Robin, the tie is broken as follows:

The player/team with the higher percentage of total sets won.

- (c) Any tie thereafter will be broken as follows:

The player/team with the higher percentage of total games won.

- (d) Any tie with two (2) players/teams thereafter will be decided by the results of the match between the two (2) players/teams involved.

- (e) Any tie with three (3) players/teams thereafter will be decided by the Tournament Committee or by draw.

If ties exist after the above procedures, the Tournament Committee shall make the final determination

- g) The ITF recommends that players should not play more than two matches a day. If three must be played then it is recommended one singles and two doubles matches are played.
- h) The ITF recommends that a player should be scheduled to play a singles match before a doubles match irrespective of whether it is the Main, Second or Consolation Draw.
- i) Sponsor and TV coverage should not compromise the schedule of play e.g. doubles played before singles.

34. DRAW SIZES

Based on the evaluation of the 2007 NEC Wheelchair Tennis Tour and with a view of the specific needs of the 2008 Tour in mind, the ITF has changed the draw sizes for certain events in the Main and Second Draws. Ranking points are allocated for those draw sizes as specified by the ITF.

The ITF has the authority to change the draw sizes where deemed necessary.

- a) **Main Draw: men (women and quad draws at selected events)**
The following descriptions apply to the men's draws at all events and women's and quad draws at Super Series and ITF 1 events.

i. Singles

The ranking is one complete list and the highest ranked players entering the tournament fill the set draw size, which is determined by the ITF. A set maximum number of Wild Cards and Feed Up Cards are available. Entry into the Main Draw and the seeds are determined based on the ITF Wheelchair Tennis Singles Ranking of the previous week.

- ii. **Doubles**
The highest ranked teams, drawn on the first day of the tournament fill the set draw size, which is determined by the ITF. A set maximum number of Wild Cards are available. Entry into the Main Draw and the seeds are determined based on the combined doubles ranking of the previous week. Acceptance into the singles Main Draw does not give players automatic entry into the doubles Main Draw.

b) Second Draw: men (women and quad draws at selected events)

The following descriptions apply to men's draws at all events and women's and quad draws at Super Series and ITF 1 events.

- i. **Singles**
Players who have not been accepted in the Main Draw will be included in the Second Draw. The ITF determines the minimum set draw size. The ITF will allow a larger draw size, although points will only be awarded for the draw size as identified by the ITF. Entry into the Second Draw and the seeds are determined based on the ITF Wheelchair Tennis Singles Ranking of the previous week.
- ii. **Doubles**
Teams who have not been accepted in the Main Draw will be included in the Second Draw. The ITF determines the minimum set draw size. The ITF will allow a larger draw size, although points will only be awarded for the draw size as identified by the ITF. Entry into the Second Draw and the seeds are determined based on the combined doubles ranking of the previous week. At ITF 3 events the Main Draw and Second Draw doubles can be combined in order to ensure draws have enough doubles teams to constitute a draw. Ranking points, however, will only be awarded from the set draw size advertised and to draws with a minimum of 5 doubles teams. Acceptance into the singles Second Draw does not give players automatic entry into the doubles Second Draw.

c) Main Draw: Women and Quads

Women and quad players (with the exception of the draws at the events mentioned in points a and b above) will play in one extended Main Draw.

d) Draw sizes by categories

The Draw Sizes differ per Categories as stated in the tables that follow.

i. Men Singles: Main & Second Draws

MEN SINGLES						
	MAIN DRAW			SECOND DRAW		
	Americas	Europe Africa	Asia Oceania	Americas	Europe Africa	Asia Oceania
SS	32	32	24*/32	16	16	*/16
ITF 1	32	32	24	16	16	16
ITF 2	16	24	16	8	16	16
ITF 3	12	16	16	8	16	16
Fut.	16	16	16	-	-	-

* = Draw sizes apply to Australian Open Wheelchair Championships only.

Note:

1. The draw sizes specified above are set draw sizes. The size of the Main Draw Singles cannot be increased.
2. The size of the Second Draw can be increased. Ranking points will only be awarded from the set draw size advertised and for draws with a minimum of 5 players.
3. When there are less than five singles players in the Second Draw of an NEC Tour event, a qualifying pre-round shall be played to qualify for the Main Draw. The lowest ranked players in the Main Draw and the players who should be in the Second Draw will be drawn to play in the pre-round. Losers in the pre-round will receive 1 point and will have the option of playing Main Draw Consolation.
4. ITF Futures events: the ITF determines the set draw size of the Main Draw only. A larger draw size is allowed but points will only be awarded from the set draw size advertised.

ii. **Men Doubles: Main & Second Draws**

MEN DOUBLES						
	MAIN DRAW			SECOND DRAW		
	Americas	Europe Africa	Asia Oceania	Americas	Europe Africa	Asia Oceania
SS	16	16	12*/16	8	8	*/8
ITF 1	12	16	12	8	8	8
ITF 2	8	12	8	4	8	8
ITF 3	6	8	8	4	8	8
Fut.	8	8	8	-	-	-

* = Draw sizes apply to Australian Open Wheelchair Championships only.

Note:

1. At Super Series, ITF 1 & ITF 2 events the Main Draw Doubles sizes cannot be increased.
2. From Super Series to ITF 3 events the Main and Second Draw Doubles will only be allocated ranking points if there is a minimum of 5 doubles teams in the draw.
3. For an ITF Futures events with the draw size of 8 in the Main Draw for the Singles ranking points will be awarded for a doubles draw with a minimum of 4 teams. If a late withdrawal affects the minimum number of players needed (4), ranking points will be awarded to draws of 3.
4. At ITF 3 events the Main Draw and Second Draw Doubles can be combined in order to ensure the draws have enough doubles teams to constitute a draw. Ranking points will only be awarded from the set draw size advertised and to draws with a minimum of 5 doubles teams.
5. ITF Futures events: the ITF determines the set draw size of the Main Draw only. A larger draw size is allowed but points will only be awarded from the set draw size advertised.

iii. **Women Singles and Doubles**

The draw sizes mentioned in the tables below are **set draw sizes** and all Super Series and ITF 1 events must hold separate Main and Second Draws (with the exception of the Australian Open Wheelchair Championships).

With the exception of the events mentioned in the tables below, there are no Singles or Doubles Second Draws for women. All women will play in one extended Main Draw.

For all other events: All ITF 2, ITF 3 and ITF Futures Series there are no Singles or Doubles Second Draws for women. All women will play in one extended Main Draw.

Ranking points will be awarded for draws of 4, 8, 12, 16, 24 and 32 depending on the number of entries, with the exception of Futures events where ranking points will only be awarded from the quarter-final rounds onwards for Singles and from Semi-final round onwards for Doubles.

From Super Series to ITF Futures events for Singles Draw there needs to be a minimum of 5 players for ranking points to be awarded.

From Super Series to ITF 3 Series events for Doubles there needs to be a minimum of 5 doubles pairs for ranking points to be awarded.

At ITF Futures events there needs to be a minimum of 3 doubles pairs for ranking points to be awarded.

WOMEN SINGLES						
	MAIN DRAW			SECOND DRAW		
	Americas	Europe Africa	Asia Oceania	Americas	Europe Africa	Asia Oceania
SS	24	24	16*/24	16	16	*/16
ITF 1	24	24	16	16	16	8
ITF 2	-	-	-	-	-	-
ITF 3	-	-	-	-	-	-
Fut.	-	-	-	-	-	-

* = Draw sizes apply to Australian Open Wheelchair Championships only.

Note:

1. The size of the Main Draw Singles cannot be increased.
2. The size of the Second Draw can be increased. Ranking points will only be awarded from the set draw size advertised and for draws with a minimum of 5 players.
3. When there are less than five singles players in the Second Draw of an NEC Tour event, a qualifying pre-round shall be played to qualify for the Main Draw. The lowest ranked players in the Main Draw and the players who should be in the Second Draw will be drawn to play in the pre-round. Losers in the pre-round will receive 1 point and will have the option of playing Main Draw Consolation.

WOMEN DOUBLES						
	MAIN DRAW			SECOND DRAW		
	Americas	Europe Africa	Asia Oceania	Americas	Europe Africa	Asia Oceania
SS	12	12	8*/12	8	8	*/8
ITF 1	12	12	8	8	8	4
ITF 2	-	-	-	-	-	-
ITF 3	-	-	-	-	-	-
Fut.	-	-	-	-	-	-

* = Draw sizes apply to Australian Open Wheelchair Championships only.

At all events specified above the Main Draw Doubles sizes cannot be increased. For the Main and Second Draw Doubles will only be allocated ranking points if there is a minimum of 5 doubles teams in the draw. The size of the Second Draw can be increased. Ranking points will only be awarded from the set draw size advertised and for draws with a minimum of 5 teams.

iv. Quad Singles and Doubles

With the exception of the events mentioned in the tables below, there are no Singles or Doubles Second Draws for quad players. All quads will play in one extended Main Draw.

The draw sizes mentioned in the tables below are **set draw sizes** and these events must hold separate Main and Second Draws.

For all other events: All ITF 2, ITF 3 and ITF Futures Series there are no Singles or Doubles Second Draws for quad players. All quads will play in one extended Main Draw.

Ranking points will be awarded for draws of 4, 8, 12, 16, 24 and 32 depending on the number of entries, with the exception of Futures events where ranking points will only be awarded from the quarter-final rounds onwards for Singles and from Semi-final round onwards for Doubles.

From Super Series to ITF Futures events there needs to be a minimum of 5 players for ranking points to be awarded.

From Super Series to ITF 3 Series events for Doubles there needs to be a minimum of 5 doubles pairs for ranking points to be awarded.

At ITF Futures events there needs to be a minimum of 3 doubles pairs for ranking points to be awarded.

QUAD SINGLES						
	MAIN DRAW			SECOND DRAW		
	Americas	Europe Africa	Asia Oceania	Americas	Europe Africa	Asia Oceania
SS	24	24	8*/24	16	16	-* /16
ITF 1	16	16	12	16	16	8
ITF 2	-	-	-	-	-	-
ITF 3	-	-	-	-	-	-
Fut.	-	-	-	-	-	-

* = Draw sizes apply to Australian Open Wheelchair Championships only.

Note:

1. The size of the Main Draw Singles cannot be increased.
2. The size of the Second Draw can be increased. Ranking points will only be awarded from the set draw size advertised and for draws with a minimum of 5 players.
3. When there are less than five singles players in the Second Draw of an NEC Tour event, a qualifying pre-round shall be played to qualify for the Main Draw. The lowest ranked players in the Main Draw and the players who should be in the Second Draw will be drawn to play in the pre-round. Losers in the pre-round will receive 1 point and will have the option of playing Main Draw Consolation.

QUAD DOUBLES						
	MAIN DRAW			SECOND DRAW		
	Americas	Europe Africa	Asia Oceania	Americas	Europe Africa	Asia Oceania
SS	12	12	4*/12	8	8	-* /8
ITF 1	8	8	6	4	8	8
ITF 2	-	-	-	-	-	-
ITF 3	-	-	-	-	-	-
Fut.	-	-	-	-	-	-

* = Draw sizes apply to Australian Open Wheelchair Championships only.

At all events specified above the Main Draw Doubles sizes cannot be increased. For the Main and Second Draw Doubles will only be allocated ranking points if there is a minimum of 5 doubles teams in the draw. The size of the Second Draw can be increased. Ranking points will only be awarded from the set draw size advertised and for draws with a minimum of 5 teams.

e) **Women and Quad Draws**

Where women and Quad Draws are not indicated on the ITF website or in the ITF Tournament Guide, it is assumed that those events do not offer these draws. If, nevertheless, enough women and quad players enter these events, ranking points will be awarded from one classification lower than the men (except for Futures events where classification remains the same for all three categories).

f) **Masters Series Events**

Draw sizes for Masters Series events are to be confirmed individually for each event by the ITF.

g) **Other Draws (singles and doubles)**

All other draws can be run at the tournament's discretion and under their own jurisdiction.

h) **Consolation**

Tournaments are requested to organise a consolation draw for all the first round losers of all the Main singles draws. Seeded players losing in the second round who have received a 'bye' in the first round are not allowed to play Consolation Draw. There is no Consolation Draw for ITF Futures events.

It is the responsibility of the tournament and players to verify if there are enough players in a draw to receive ranking points. Players who wish to play consolation must sign in with the tournament. Players are not obligated to play consolation. Under no circumstances should a tournament include a player in the consolation draw that has not signed in. Points will be awarded to the winner and runner-up of the men's, women's and quad consolation draws at ITF 3 Series to ITF 1 Series events. At Super Series events the semi-finalists of the men's, women's and quad consolation draws will also receive ranking points. There should be a minimum of four players for points to be awarded. No bonus points will be awarded in the consolation draw. The Wheelchair Tennis Code of Conduct will be enforced in all consolation draw matches.

i) **ITF Futures**

The ITF determines the set draw size for the men's Main Draw only. The ITF will allow a larger draw size, both for singles and doubles, but points will only be awarded for the draw size as identified by the ITF. Points will only be allocated to the winner, runner-up, semi-final, quarter-final rounds and round of 16 of the men's Main Draw for singles and to the winner, runner-up, semi-final and quarter-final rounds of the women's and quad Main draws for singles. In the doubles draws, points will only be allocated to the winner, runner-up, semi-final and quarter-final rounds

of the men's Main Draw and to the winner, runner up and semi-final rounds in the women's and quad Main Draws.

j) Qualifying pre-round

When there are less than five singles players in the Second Draw of an NEC Tour event, a qualifying pre-round shall be played to qualify for the Main Draw. The lowest ranked players in the Main Draw and the players who should be in the Second Draw will be drawn to play in the pre-round. Losers in the pre-round will receive 1 point and will have the option of playing Main Draw Consolation.

For details on how to make the qualifying pre-round, please check Section 38 "Making the Draw".

k) Late withdrawal

For singles set draw sizes of 8, when a late withdrawal affects the minimum number of players needed for doubles and consolation (4), ranking points will be awarded for draws of 3.

If a late withdrawal affects the minimum number of players needed for singles (5), ranking points will be awarded for draws of 4.

35. SEEDS

All tournaments will have a seeded draw with seeds determined as follows:

a) Seedings List

Seedings will not be official until the draw is made and shall be determined by the Referee based on the ITF Wheelchair Tennis Ranking. The latest ranking available on the Friday before the tournament will be used to determine the seedings in the Main, Second and Consolation Draws. All other draws can be made as decided by the Referee.

b) Number of Seeds

The number of players or doubles pairs to be seeded must be as follows:

Number of players or doubles pairs	<u>Number of seeds</u>
4-8	2
9-16	4
17-32	8
33-64	16

c) **Singles**
Individual players who have equal ranking should be drawn by lot.

d) **Doubles**
The seeding for the doubles will be made by adding the individual doubles ranking from both players in a pair. The pair with the lowest combined ranking will be seeded before the other pair. If two doubles pairs have the same combined ranking, the pair with the highest ranked individual player, according to the doubles ranking should be seeded first.

36. **WILD CARDS (SINGLES AND DOUBLES)**

Wild Cards are given to players to be included in the draw at the sole discretion of the Tournament Director or Tournament Committee. The number of Wild Cards will be allocated according to the size of the set draw as follows; even when the draw size is extended, wild cards will be allocated according to the original set draw sizes advertised in the draw tables.

For top players who are under the rule of restriction for top players:

If ranking of any of the players mentioned above changes to outside of the restricted ranking at any time after the entry deadline, a player can be awarded a Wild Card.

Set Draw Size	No. of Wild Cards
32	4
24	4
16	2
12	1
8	1

Tournaments that have any problems following these guidelines, should contact the ITF for advice.

37. **FEED UP CARDS (SINGLES ONLY)**

Feed Up Cards will be awarded to the winner of the Second Draw. Players can use their Feed Up Cards to enter the Main Draw at up coming events that are lower, the same level or one level higher classified than at which they won the Second Draw. The number of Feed Up Cards will be allocated according to the size of the set draw size; even when the draw size is extended, feed up cards will be allocated according to the original set draw sizes advertised in draw tables, pages 34-38.

Winner of 2nd Draw ITF 3	Feed Up Card for Futures, ITF 3, ITF 2
Winner of 2nd Draw ITF 2	Feed Up Card for Futures, ITF 3, ITF 2, ITF 1
Winner of 2nd Draw ITF 1	Feed Up Card for Futures, ITF 3, ITF 2, ITF 1, SS
Winner of 2nd Draw SS	Feed Up Card for Futures, ITF 3, ITF 2, ITF 1, SS

In case a number of players apply to use their Feed Up Card at the same tournament, the tournament must accept the highest ranked player by the entry deadline of the tournament. Players must use their Feed Up Card within six (6) months after winning the tournament.

Feed Up Cards must be allocated by the entry deadline but Wild Cards can be allocated at a later stage.

If there are no requests for Feed Up Cards, these places will be used for the next player on the ranking list.

The number of Feed Up Cards will be allocated according to the size of the set draw size; even when the draw size is extended, feed up cards will be allocated according to the original set draw sizes advertised in draw tables, pages 22-25.

Feed-up cards cannot be used to enter Masters Series events.

Set Draw Size	No. of Feed Up Cards
32	1
24	1
16	1
12	1
8	1

38. MAKING THE DRAW

The Singles and Doubles Main and Second Draw and Consolation Draw should be made by a qualified Referee, using for seeding purposes the latest ITF Wheelchair Tennis Ranking available on the Friday before the tournament commences. The Main and Second draws should be made **one (1) day** before the start of play and shall be made in public, with at least one player who is competing in the tournament present. Once all entries are known, the Consolation Draw must be made following the same procedure used for the Main/Second Draws. All other draws can be made as decided by the Tournament Director.

The Referee has the power to amend the B, C or D draws to ensure that if possible, two (2) visiting players from the same Nation do not play each other in the first round. The second player drawn from the same Nation should be replaced and drawn again.

The Main/Second/Consolation draws shall be made as follows:-

- i. Place seed 1 on line 1 and seed 2 on line 8 (8 draw), 16 (16 draw), 32 (32 draw).
- ii. To determine the placement of the remaining seeds, draw in pairs of two (seeds 3 and 4) and groups of four (seeds 5-8, 9-12 and 13-16) from top to bottom as follows:-

Seeds	16 draw	32 draw	64 draw
3 and 4	5 12	9 24	17 48
5, 6, 7 and 8		8 16 17 25	16 32 33 49
9,10,11 and 12			9 25 40 56
13, 14,15 and 16			8 24 41 57

- iii. Byes
If there are byes they shall be given to the seeds in descending order and thereafter byes are drawn for placement in the draw so as to be distributed equally in the sections of the draw.

- iv. **Qualifying pre-round**
When there are less than five singles players in the Second Draw of an NEC Tour event, a qualifying pre-round shall be played to qualify for the Main Draw. The lowest ranked players in the Main Draw will play against the players who should be in the Second Draw.

The Main Draw should be made as described in Section 21 above, but in place of the names of the lowest ranked players (who are required to play in the pre-round), the lines where they are drawn should be designated as “Qualifier.”

For the qualifying pre-round, the players are drawn by lot.

At the conclusion of the qualifying pre-round, the successful qualifiers shall be drawn by lot again for their places in the Main Draw and be placed on the “Qualifier” lines from top down.

Losers in the qualifying pre-round will receive 1 point and will have the option of playing Main Draw Consolation.

39. CHANGES AFTER THE DRAW

a) Withdrawal of Seeds

If a seeded player withdraws after the draw has been made but prior to the release of the Order of Play for the first day of the Main Draw, the vacancy shall be filled by the next eligible player to be seeded. The highest ranked Second Draw player may fill the vacated position in the draw.

b) Mistakes in the Draw

Every effort will be made to ensure that the draws are made correctly according to the Rules laid out in this Handbook. However, should a mistake be made, the Referee, shall make a decision which shall be final and binding on all concerned, based on the principles below.

Note: No changes can be made to the draw once that draw has commenced play.

c) Incorrect Seeding

If a player has been seeded incorrectly, and the correction of the seeding only affects one (1) other player’s position in the draw, the two (2) players should be swapped over. In this case the draw need not be remade.

If a player has been seeded incorrectly and the correction of the seeding affects two (2) or more players’ position in the draw, the draw must be remade.

d) Inclusion/exclusion of Players

If a mistake is made in the draw due to non-inclusion of players who do not have written confirmation of their acceptance into the tournament, the draw need not be rectified. If a player is excluded or included in the draw due to an error of the Tournament Committee or Referee, the draw must be rectified as follows.

If there are any bye lines available, the player should be placed on the last available bye line according to Section 38 “Making the Draw”. If the

draw is full to a complete draw size of 8, 16, 32 or 64, the draw must be remade. If a player has been included by mistake, he should be taken out of the draw.

40. PRIZE MONEY

Prize money will be split based on the percentages of men, women and quads in the main draw for Super Series and ITF 1 events. For ITF 2, ITF 3 and Future Series events the percentages are based on the figures in the tables below.

There is no Prize Money for the Second Draw.

In case a tournament cannot be completed because of bad weather conditions, prize money and ranking points will be added up and split equally between the players remaining in the competition.

i. Men's Singles and Doubles

The draw sizes mentioned in the tables below are for prize money distribution purposes only. If there are fewer players than the numbers anticipated in the tables below, prize money percentages will be based on the actual number of men playing.

MEN SINGLES			
	MAIN DRAW		
	Americas	Europe Africa	Asia Oceania
SS	32	32	24*/32
ITF 1	24	32	24
ITF 2	16	24	16
ITF 3	12	16	16
Fut.	8	8	8

MEN DOUBLES			
	MAIN DRAW		
	Americas	Europe Africa	Asia Oceania
SS	16	16	12*/16
ITF 1	12	16	12
ITF 2	8	12	8
ITF 3	6	8	8
Fut.	4	4	4

* = Draw sizes apply to Australian Open Wheelchair Championships only.

ii. Women's Singles and Doubles

The draw sizes mentioned in the tables below are for prize money distribution purposes only. Even if there are more women playing, prize money can only be awarded from the draw sizes specified. If there are fewer players than the numbers anticipated in the tables below, prize money percentages will be based on the actual number of women playing.

WOMEN SINGLES			
	MAIN DRAW		
	Americas	Europe Africa	Asia Oceania
SS	24	24	16*/24
ITF 1	24	24	16
ITF 2	8	8	8
ITF 3	8	8	8
Fut.	4	4	4

WOMEN DOUBLES			
	MAIN DRAW		
	Americas	Europe Africa	Asia Oceania
SS	12	12	8*/12
ITF 1	12	12	8
ITF 2	4	4	4
ITF 3	4	4	4
Fut.	2	2	2

* = Draw sizes apply to Australian Open Wheelchair Championships only.

iii. Quad Singles and Doubles

The draw sizes mentioned in the tables below are for prize money distribution purposes only. Even if there are more quad players playing, prize money can only be awarded from the draw sizes specified. If there are fewer players than the numbers anticipated in the tables below, prize money percentages will be based on the actual number of quad players playing.

QUAD SINGLES			
MAIN DRAW			
	Americas	Europe Africa	Asia Oceania
SS	24	24	8*/24
ITF 1	16	16	12
ITF 2	8	8	8
ITF 3	8	8	8
Fut.	4	4	4

QUAD DOUBLES			
MAIN DRAW			
	Americas	Europe Africa	Asia Oceania
SS	12	12	4*/12
ITF 1	8	8	6
ITF 2	4	4	4
ITF 3	4	4	4
Fut.	2	2	2

* = Draw sizes apply to Australian Open Wheelchair Championships only.

a) Prize Money Requirements

The following minimum prize money levels are required for 2007:

Super Series	US\$ 24,000
ITF 1 Series	US\$ 17,000
ITF 2 Series	US\$ 12,000
ITF 3 Series	US\$ 8000
ITF Futures	US\$ 1,600
Masters Series	Each event to be confirmed by ITF

b) Percentages for prize money breakdown

Version 1.

If 100% of prize money is allocated to singles.

Set Draw Sizes	Percentage of total prize money given to each round (%)						
	WR	RU	SF	QF	1/16	1/32	1/64
4	45	25	15	-	-	-	-
8	30	14	12	8	-	-	-
12	28	12	10	6	4	-	-
16	26	12	9	5	3	-	-
24	22	10	6	4	3	2	-
32	18	8	5	3	2.5	2	-
48	14	6	4	3	2.5	1.5	1

Version 2.

If 80% of prize money is allocated to singles and 20% to doubles. ITF 2

Singles

Set Draw Sizes	Percentage of total prize money given to each round (%)						
	WR	RU	SF	QF	1/16	1/32	1/64
4	36	18	13	-	-	-	-
8	24	12	9	6.5	-	-	-
12	22	12	8	5	2.5	-	-
16	20	10	7	4	2.5	-	-
24	18	10	6	3.5	2	1.25	-
32	16	8	5	3	1.75	1.25	-
48	14	8	4	3	1.5	1	0.625

Doubles

Set Draw Sizes	Percentage of total prize money given to each TEAM (%)					
	WR	RU	SF	QF	1/16	1/32
4	9	4	3.5	-	-	-
6	8	4	2.5	1.5	-	-
8	7	3	2.5	1.25	-	-
12	6	3	2	1	0.75	-
16	5	2	1.5	1	0.75	-
24	4	2	1.5	1	0.5	0.375

Note: In circumstances when one draw is not held the prize money allocated to that draw must be distributed to the total Main Draw prize money.

41. ITF WHEELCHAIR TENNIS RANKING SYSTEM

The ITF Ranking Department has developed the following ranking points structure for the Singles and Doubles Main Draw (men, women and quads), the Singles Consolation Draw (men, women and quads) and the Singles and Doubles Second Draw (men and quads where applicable).

The NEC Wheelchair Tennis ranking is calculated by combining the points of the top nine (9) tournaments for men, the top seven (7) tournaments for women and the top six (6) tournaments for quads, based on a 52 week roll-over period. All players must have competed in a minimum of two events and have earned points from the two events to obtain a ranking.

The following draws of any tournament are eligible to gain points on the NEC Wheelchair Tennis ranking:-

SS and ITF 1 – ITF 3 Events

- Men's Main Draw and Second Draw, singles and doubles.
- Quad and Women's Main and Second Draws (where applicable), singles and doubles.
- Men's, women's and quad Main Draw singles consolation winner and runner-up; and semi-finals at Super Series events only.

Masters Series Events

- Men's, women's and quad main draws, singles and/or doubles. Each event to be individually confirmed by the ITF.

Futures Series Events

- Men's Main Draw singles winner, runner-up, semi-final, quarter-final and 1/16 rounds. Men's Main Draw doubles winner, runner-up, semi-final and quarter-final rounds.
- Women's Main Draw singles winner, runner up, semi-final and quarter-final rounds. Women's Main Draw doubles winner, runner-up and semi-final rounds.
- Quad Main Draw singles winner, runner up, semi-final and quarter-final rounds. Quad Main Draw doubles winner, runner-up and semi-final rounds.

Points allocation

- A player is awarded points according to the round achieved.
- A player losing in the pre-round is awarded one (1) point.
- A player losing in the first round is awarded two (2) points.
- A player who receives a "bye" in the first round and loses in the second round receives two (2) points.

- A player who receives a “walkover” in the first round, and loses in the second round, receives second round points.
- A player who is deemed a “No Show” in the first round will receive no points and no prize money for that draw.
- A player who receives a walkover in a round does not receive bonus points for that round.
- There are no separate point tables for doubles. The same line of points will be allocated as for the singles draws

Tied Ranking

When two or more players have the same total number of points, ties shall be broken as follows:

1. The number of events played e.g. the player with the least number of events played will be ranked higher.
2. If two or more players are still equal, players will be ranked based on the classification of tournaments where points have been won e.g. SS and ITF 1 receive higher recognition.

Bonus points

Bonus points are awarded in each round for defeating a player who is ranked in the top part of the ranking. Bonus points are calculated weekly for every tournament, which is included on the NEC Wheelchair Tennis Tour ranking. The bonus points system for Men, Women and Quads is as follows:

Ranking		Bonus points received:		
Singles	Doubles	SS	ITF 1	ITF 2/3/Futures
1	2-3	75	50	25
2-5	4-10	51	34	17
6-10	11-20	24	16	8
11-20	21-40	9	6	3
21-30	41-60	6	4	2
31-50	61-100	3	2	1

Note: Bonus points for doubles are based on the combined ranking of the doubles pair.

Bonus points awarded at ITF Masters Series will be the same as bonus points for ITF 2/3 and Futures. At the NEC Singles Masters and Camozzi Doubles Masters the bonus points will be the same as those awarded for ITF 1.

Ranking Points

A. MAIN DRAW (Singles and Doubles)

MEN

Grade	Draw	WR	RU	SF	QF	12/16	24/32	64/QR
SS	32	650	456	292	162	90*	2	1
	24	485	340	218	121	67*	2	1
MS	8	395	270	158**	61			
ITF 1	64	435	304	194	107	75	40	2
	32	335	235	151	84	47*	2	1
	24	325	228	146	81	45*	2	1
ITF 2	24	220	154	99	55	29*	2	1
	16	195	137	88	49*	2		1
	12	170	119	77	43*	2		1
ITF 3	16	120	85	55	30*	2		1
	12	95	67	43	24*	2		1
	8	70	49	31*	2			1
Futures	16	55	42	29	20*	2		1
	12	50	40	24	18*	2		1
	8	45	32	20*	2			1
	4	40	28*	2				1

WOMEN

Grade	Draw	WR	RU	SF	QF	12/16	24/32	QR
SS	32	650	456	292	162	90*	2	1
	24	485	340	218	121	67*	2	1
	16	460	322	206	114*	2		1
	12	435	304	194	107*	2		1
MS	8	395	270	158**	61			
ITF 1	32	335	235	151	84	47*	2	1
	24	325	228	146	81	45*	2	1
	16	315	221	141	78*	2		1
	12	305	214	136	75*	2		1
	8	295	207	131*	2			1
ITF 2	32	245	172	110	61	32*	2	1
	24	220	154	99	55	29*	2	1
	16	195	137	88	49*	2		1
	12	170	119	77	43*	2		1
	8	145	102	66*	2			

ITF 3	24	145	102	66	36	18*	2
	16	120	85	55	30*	2	
	12	95	67	43	24*	2	
	8	70	49	31*	2		
Futures	8	45	32	20*	2		
	4	40	28*	2			

QUAD

Grade	Draw	WR	RU	SF	QF	12/16	24/32	QR
SS	24	650	456	292	162	90*	2	1
	16	485	340	218	121*	2		1
	12	460	322	206	114*	2		1
	8	435	304	194*	2			1
MS	4	395	270***90					
ITF 1	24	325	228	146	81	45*	2	1
	16	315	221	141	78*	2		1
	12	305	214	136	75*	2		1
	8	295	207	131*	2			1
ITF 2	24	220	154	99	55	29*	2	1
	16	195	137	88	49*	2		1
	12	170	119	77	43*	2		1
	8	145	102	66*	2			1
ITF 3	16	120	85	55	36*	2		1
	12	95	67	43	30*	2		1
	8	70	49	31*	2			1
	Futures	8	45	32	20*	2		1
	4	40	28*	2			1	

* = points not applicable for doubles events, instead of points mentioned two points will be allocated to that round.

** = points not applicable for doubles events, instead of points mentioned sixty one points will be allocated to that round.

*** = points not applicable for doubles events, instead of points mentioned ninety points will be allocated to that round.

B. CONSOLATION MAIN DRAW (Singles only)

MEN

Grade	Draw	WR	RU	SF
SS	16	72	36	18
	12	63	32	16
	8	54	27	14
ITF 1	16	45	23	
	12	36	18	
	8	34	17	
	6	32	16	
ITF 2	4	30	15	
	12	20	10	
	8	19	10	
	6	18	9	
ITF 3	4	17	9	
	8	15	8	
	6	14	7	
	4	13	7	

WOMEN

Grade	Draw	WR	RU	SF
SS	16	72	36	18
	12	63	32	16
	8	54	27	14
	6	45	23	12
ITF 1	16	36	18	
	12	34	17	
	8	32	16	
	6	30	15	
ITF 2	4	28	14	
	16	20	10	
	12	19	10	
	8	18	9	
ITF 3	6	17	9	
	4	16	8	
	12	15	8	
	8	14	7	
	6	13	7	
	4	12	6	

QUAD

Grade	Draw	WR	RU	SF
SS	12	72	36	18
	8	63	32	16
	6	54	27	14
	4	45	23	12
ITF 1	12	36	18	
	8	34	17	
	6	32	16	
	4	30	15	
ITF 2	12	20	10	
	8	19	10	
	6	18	9	
	4	17	9	
ITF 3	8	15	8	
	6	14	7	
	4	13	7	

C. SECOND DRAW (Singles and Doubles)

MEN

Grade	Draw	WR	RU	SF	QF	12/16
SS	16	100	50	25	13*	2
ITF 1	16	50	25	13	7*	2
ITF 2	16	40	20	10	5*	2
	12	36	18	9	5*	2
	8	32	16	8*	2	
ITF 3	16	28	14	7	4*	2
	8	24	12	6*	2	

WOMEN

Grade	Draw	WR	RU	SF	QF	12/16
SS	16	100	50	25	13*	2
	8	75	43	21*	2	
ITF 1	16	50	25	13	7*	2
	8	45	22	11*	2	

QUAD

Grade	Draw	WR	RU	SF	QF	12/16
SS	16	100	50	25	13*	2
	8	75	43	21*	2	
ITF 1	16	50	25	13	7*	2
	8	45	22	11*	2	

* = points not applicable for doubles events, instead of points mentioned two points will be allocated to that round.

Singles and Doubles Masters Series

MEN

Event	Draw	WR	RU	3 RD	4 TH	5 TH	6 TH	7 TH	8 TH
Singles Masters	8	435	304	194	154	141	120	81	45
Doubles Masters	8	435	304	194	154	141	120	81	45

WOMEN

Event	Draw	WR	RU	3 RD	4 TH	5 TH	6 TH	7 TH	8 TH
Singles Masters	8	435	304	194	154	141	120	81	45
Doubles Masters	4	295	207	131	72				

QUADS

Event	Draw	WR	RU	3 RD	4 th
Singles Masters	4	340	218	121	66
Doubles Masters	4	340	218	121	66

XI. WHEELCHAIR TENNIS MASTERS (SINGLES AND DOUBLES)

42. COMPETITION

a) Title

The Competition shall be called the “Wheelchair Tennis Masters”.

b) Ownership

The Competition shall be owned by and under direction and control of the International Tennis Federation, herein after referred to as the “Federation”.

c) Competition

The Competition shall be open for singles to the top eight (8) players for the men and women and the top four (4) quad players on the ITF Wheelchair Tennis Singles Rankings. For the doubles, the top eight (8) men, top four (4) women and top four (4) quad doubles teams will be accepted based on the combined doubles ranking of the players. The date used for the rankings shall be decided by the ITF Wheelchair Tennis Committee.

d) Competition Format

The Competition shall be a Round Robin format. The men’s and women’s singles and the men’s doubles events shall have 2 groups of 4 players/teams each with 8 seeds. The Round Robin shall determine the 4 best players/teams for the semi-finals. The winners of these semi-finals will compete in a final and the losers will play-off for 3rd and 4th place. Teams/players finishing 3rd in each pool will play-off for 5th and 6th position and teams/players finishing 4th in each pool will play-off for 7th and 8th position.

For the women’s doubles, quad singles and doubles, there shall be 1 group of 4 players/teams. The first and second placed player/teams of the pool will play the final and the third and fourth placed in the pool will play-off for 3rd and 4th position.

The seeds will be determined by the latest available ITF Wheelchair Tennis Ranking. All matches shall be the best of three (3) tie-break sets.

e) Direct Acceptances

The top eight (8) men and women singles players and men’s doubles teams, the top four (4) women’s doubles teams and the top four (4) quads

singles and doubles teams on the ITF Wheelchair Tennis Ranking, shall qualify for the event as Direct Acceptances. All Direct Acceptances must be at the tournament site to attend the official draw and media conference and must be available for play through the completion of the Round Robin Competition and the knock-out Competition if eligible.

f) Rules to be Observed

The Competition shall take place in accordance with the Rules of Tennis. Where applicable please refer to the Conduct of Events section, Chapter XII.

g) Attendance of Official Functions

Players must attend all official functions. Non-attendance at these functions will be treated as ‘unsportsmanlike conduct’ and will be dealt with under the Code of Conduct section.

43. CONDUCT OF THE COMPETITION

a) Round Robin

- i.** The field will be divided into two (2) groups of three (3) or four (4) players/teams each. Seed 1 will go in group 1 and seed 2 will go in group 2. By draw will be decided if seeds 3 and 4 will go in group 1 or 2. The same procedure will be repeated for seeds 5 and 6 and seeds 7 and 8. In the case that there are four (4) players/teams as in the Quad event, there will be one (1) group.
- ii.** Each player/team will play every other player/team in his/their group to determine the top two (2) players/teams in each group. In the case there are four (4) players/teams, the top two (2) players/teams will play the final.
- iii.** Ties shall be broken as follows:
 - (a)** If two (2) players/teams are tied with the same won-lost record after the completion of the Round Robin, the tie is broken as follows:

The winner of the match-up of the two (2) players/teams tied.
 - (b)** If three (3) players/teams are tied with the same won-lost record after completion of the Round Robin, the tie is broken as follows:

The player/team with the higher percentage of total sets won.
 - (c)** Any tie thereafter will be broken as follows:

The player/team with the higher percentage of total games won.

- (d) Any tie with two (2) players/teams thereafter will be decided by the results of the match between the two (2) players/teams involved.
 - (e) Any tie with three (3) players/teams thereafter will be decided by the Tournament Committee or by draw.
 - (f) If ties exist after the above procedures, the Tournament Committee shall make the final determination. In applying the tie break procedures above, a conduct default or retirement shall count as a straight set win or loss for purposes of Paragraphs (i) and (ii). However, games won or lost in matches with the defaulting player/team shall not be counted in the application of Paragraph (iii). A retiring player/team may still continue in the competition if it is determined by the Tournament Doctor that such player/team is able to compete at a professional level.
- iv. Any player/team defaulted pursuant to the Code of Conduct during the Round Robin competition shall be defaulted from all other matches in the Wheelchair Tennis Masters (except for loss of physical condition and/or dress and equipment OR as result of the match ending on a "Time" violation in a sequence in which there was only one misconduct violation, OR the penalty sequence included only one misconduct violation which must not have been the final violation causing the default).
 - v. Any player/team that withdraws from any Round Robin match after the first round shall not be eligible for the knock-out Competition.

b) Knock Out Competition

- i. The top ranked player/team in each Group will be placed in separate semifinal brackets. The runner-up in each Group will be placed in the semifinal bracket with the top ranked player/team from the opposite group.
- ii. The Competition shall be completed with straight knock-out Competition for the semi-finals and finals.
- iii. There will be a play-off for the third and fourth place positions.
- iv. There will also be play-offs for all the remaining positions.

44. CONDITIONS OF PLAY

Please see Section 32, "Conditions of Play", with the exception of 32d.

45. PENALTIES

a) **Withdrawals**

- i. Players/teams whose entries have been accepted into the draw shall not be able to withdraw without risk of penalty.
- ii. Withdrawals by players/teams shall be subject to the Code of Conduct.
- iii. A medical certificate must be received by the ITF within fourteen (14) days after the date of withdrawal for medical reasons of a player from the Competition.
- iv. Withdrawal before two (2) weeks of the Competition will be accepted if there is a legitimate reason, this to be decided by the ITF Wheelchair Tennis Committee. Withdrawal without legitimate reason may subject the player/ team to a fine and possible suspension for the following year's event.
- v. Any withdrawal, before the official draw and media conference starts, shall be replaced by the next highest positioned player/team on the ITF Wheelchair Tennis Ranking, who shall be qualified as a Direct Acceptance. If this does not apply the ITF makes a decision on the replacement.
- vi. Any no show at the official draw and media conference may be replaced by the next highest positioned player/team on the ITF Wheelchair Tennis Ranking who shall be qualified as a Direct Acceptance.

b) **Alternate(s)**

- i. The next highest positioned player/team (who is not a Direct Acceptance at the time of the official draw and media conference) shall be designated as the Alternate(s), and shall replace any player who subsequently withdraws.
- ii. The Alternate(s) is eligible to play in the knock-out Competition and to receive points and prize money if he qualifies.
- iii. If the Alternate(s) is inserted for the second or third Round Robin match, then he shall receive any prize money and points won. If the Alternate(s) replaces a player that does not compete in his first Round Robin match, the Alternate(s) becomes a Direct Acceptance.

c) **Code of Conduct**

All Code of Conduct offences will be dealt with under the Section XII, "Code of Conduct".

d) Default in Payment

Any default in payment of the players' entry fee shall render that player liable to have its entry refused for any future Competitions until such payment has been made in full. The ITF Board of Directors shall be the final arbiters in any dispute, and shall decide any appeals.

e) Failure to Abide by the Rules and Regulations

Any competing player/team who fails to conform to the Rules and Regulations may be immediately disqualified and/or shall be liable to have their entry refused for future Competitions until assurances of compliance with the Regulations are given, and subject to any further penalties set out in these Regulations.

For offences which do not justify disqualification, the ITF Wheelchair Tennis Committee may decide that a fine be imposed.

f) Decisions and Appeals

The ITF Wheelchair Tennis Committee shall make all decisions and interpretations concerning the Regulations. Any appeal against the decision or interpretation of the ITF Wheelchair Tennis Committee shall be referred to the Board of Directors whose decision shall be final and binding on all parties. Any appeal shall be in writing and shall be received by the Company not later than one month after the decision has been received by the appellant. The Board of Directors shall conduct any appeal in whatever manner they deem appropriate.

46. ARBITRATION

Settlement of On-Site Disputes

The Referee shall decide any on-site disputes or interpretation in accordance with the Rules of Tennis. He shall also be the final arbiter for penalties imposed under the Code of Conduct unless the Code provides for an appeal to the Federation for that offence.

47. ENFORCEMENT OF THE REGULATIONS

The above Regulations shall be binding on all players/teams eligible to compete. The ITF Board of Directors may supersede these Regulations in extraordinary circumstances and may delegate this responsibility to the Wheelchair Tennis Manager, Referee and Tournament Director on site.

XII. CODE OF CONDUCT FOR WHEELCHAIR TENNIS

48. PURPOSE

The International Tennis Federation promulgates this Code of Conduct (Code) in order to maintain fair and reasonable standards of conduct by players and the organisers of ITF sanctioned wheelchair tennis events and to protect their respective rights, the rights of the public and the integrity of the Sport of Tennis. All references to the International Tennis Federation or the ITF shall mean the ITF Limited.

49. EXCLUSIVE APPLICABILITY

a) To Players and Tournaments

All players competing in the Main Draw and Consolation Draw of ITF sanctioned wheelchair tennis events, as well as in the Wheelchair Tennis Tour and the World Team Cup, shall at all times be subject to this Code, the Regulations and the Rules of Tennis. Each player who is accepted to play in any such tournament must have submitted a signed entry form to the organiser prior to commencement of play in that tournament accepting that this Code, the Regulations and the Rules of Tennis, then in effect, are binding on him/her. All tournaments that have been selected to host an event on the Wheelchair Tennis Tour are subject to this code.

b) To Players Undergoing the Classification Process

All players to be classified according to the ITF wheelchair tennis eligibility regulations, shall co-operate fully and act in good faith during the entirety of the classification process.

c) Availability

A copy of the Code shall be made available on site at every tournament, in the tournament guide and on www.itftennis.com/wheelchair

50. UNITED STATES DOLLARS

All monetary fines set forth in the Code are in US Dollars.

51. PLAYER ENTRY OFFENCES

a) Entries and withdrawals

All players shall abide by the rules for entries and withdrawals set forth in these Regulations.

b) Late withdrawals/No shows

Any player who is committed to play in an ITF sanctioned wheelchair tennis event following the appropriate withdrawal deadlines, but withdraws without a “valid reason” after the withdrawal deadline or is a no show will be penalised.

As “valid reasons” the following will be considered:

- Medical excuse
- Family bereavement or other force majeure reasons as certified to and accepted by the ITF

Late Withdrawals/No Shows are subject to automatic fines up to \$200.

In circumstances that are flagrant and particularly injurious to the success of an ITF sanctioned wheelchair tennis event, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour”.

A player, who signs in by phone and does not appear for a tournament, may be fined up to \$ 250.

c) Playing in another event

A player who has entered and been accepted into an ITF sanctioned wheelchair tennis event shall not play in any other tennis event during the period of such tournament unless authorised by the ITF. Violation of this Section shall result in a fine up to \$200 in addition to any other fines provided in the Code.

In circumstances that are flagrant and particularly injurious to the success of an ITF sanctioned wheelchair tennis event, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour”.

d) Wild cards

No player, directly or indirectly, shall offer, give, solicit, receive or accept, or agree to offer, give, solicit, receive or accept anything of value in exchange for a Wild Card. Violation of this section by a player shall result in a fine of up to \$500.

In circumstances that are flagrant and particularly injurious to the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour”.

e) **Determination and penalty**

The ITF shall cause an investigation to be made to determine the facts regarding all Entry Offences and upon determining that a violation has occurred shall specify the fine and/or other punishment therefore and where possible notify the player.

f) **Payment of fines**

All fines levied for entry offences shall be paid by the player within ten (10) days after the notice thereof is provided. Unpaid fines may also be collected at ITF events for remission to the ITF. A player who has outstanding fines at the end of the calendar year may not be allowed to enter and/or play in any ITF sanctioned wheelchair tennis event until such time as all fines have been paid.

g) **Appeals**

Any player convicted of a violation of a Player Entry Offence may, after paying all fines, appeal to the ITF Wheelchair Tennis Manager, for review of the determination of guilt and penalty therefore. Such Notice of Appeal shall be in writing and filed by 5.00 p.m. G.M.T. with the ITF within ten (10) days of receipt of the official notification.

Attached to and included with such Notice of Appeal shall be a statement by the player as to the facts and circumstances of such incident along with any other evidence that the player desires to submit. Any player submitting fax transmission receipts when appealing a Player Entry Offence should note that all fax receipts must match exactly the fax receipt records at the ITF Office; i.e. fax transmission receipts submitted must show the originating fax number, the fax number of the ITF Office, the OK status, the number of pages transmitted, the date, the time and the transmission duration. If there is no exact match with the transmission receipt records at the ITF Office the appeal will be rejected as insufficient evidence submitted.

Upon receipt of such an Appeal, the ITF Wheelchair Tennis Manager shall conduct a reasonable investigation of the facts and circumstances surrounding such incident, and shall affirm or reverse in whole or in part the determination of the Offence. In the event of a whole or partial reversal the ITF shall remit to the player all or part of the fines collected in accordance with the disposition of the appeal.

Should a player submit documentation that the ITF deems to be false evidence a fine may be levied as herein provided for under Section 51 above.

52. **PLAYER ON-SITE OFFENCES**

a) **General**

Every player shall, during all matches and at all times while within the precincts of the site of an ITF Tournament or World Team Cup conduct himself in a professional manner. The provisions hereinafter set forth shall apply to each player's conduct while within the precincts of each such site.

b) **Punctuality**

Matches shall follow each other without delay in accordance with the announced order of play. The order of play shall be posted at a highly visible place in a general players' area as designated by the Referee.

Matches shall be called in accordance with the order of play using all available and reasonable means. Players shall be ready to play when their matches are called.

1. Any player not ready to play within ten (10) minutes after his match is called may be fined \$50.

2. Any player not ready to play within fifteen (15) minutes after his match is called may be fined up to an additional \$100 and shall be defaulted unless the Referee in his sole discretion, after consideration of all relevant circumstances, elects not to declare a default.

c) **Dress and Equipment**

Every player shall dress and present himself for play in a professional manner. Clean and customarily acceptable tennis attire shall be worn (including tennis shoes on feet) in all matched and award ceremonies.

Any player who violates this Section may be ordered by the Chair Umpire or Referee to change his attire or equipment immediately. Failure of a player to comply with such order may result in an immediate default. (The ITF reserves the right to interpret the following rules so as to give effect to the intent and purposes of these Regulations)

i. **Unacceptable Attire**

Sweatshirts, gym shorts, dress shirts, T-shirts or any other inappropriate attire shall not be worn during a match (including the warm-up).

ii. **Identifications on Clothing and Equipment**

No identification shall be permitted on a player's clothing, products or equipment on court during a match or at any press

conference or tournament ceremony, except as follows (the ITF reserves the right to interpret the following rules so as to give effect to the intent and purposes of these Rules):

a) Shirts, Sweaters or Jackets

Sleeves: One (1) commercial (non-manufacturer's) identification for each sleeve, neither of which exceeds three (3) square inches (19.5 sq.cm), plus one (1) manufacturer's identification on each sleeve, neither of which exceeds eight (8) square inches (52 sq.cm) shall be permitted. If written identification is used within this eight (8) square inches (52 sq.cm) area on either or both sleeves, such written identification may not exceed four (4) square inches (26 sq.cm) per sleeve.

Sleeveless (Women's): The two (2) commercial (non-manufacturer's) identifications permitted on the sleeves above, neither of which shall exceed three (3) square inches (19.5 sq.cm), may be placed on the front of the garment.

Sleeveless (Men's): The commercial (non-manufacturer's) identifications and manufacturer's identification permitted on the sleeves above, may not be placed on a sleeveless shirt.

Front, Back and Collar: One (1) commercial (non-manufacturer's) identification which does not exceed three (3) square inches (19.5 sq.cm), plus two (2) manufacturer's identifications, neither of which exceeds two (2) square inches (13 sq.cm) or one (1) manufacturer's identification, which does not exceed four (4) square inches (26 sq.cm) shall be permitted.

b) Shorts, Skirts or Track Suit bottoms

Two (2) manufacturer's identifications, neither of which exceeds two (2) square inches (13 sq.cm) or one (1) manufacturer's identification which does not exceed four (4) square inches (26 sq.cm) shall be permitted.

c) Dresses

A dress, for the purposes of permissible identification, shall be treated as a combination of a skirt and shirt (dividing dress at waist).

d) Socks and shoes

Manufacturer's identifications on each sock and on each shoe shall be permitted. The identifications on the sock(s) on each foot shall be limited to a maximum of two (2) square inches (13 sq.cm).

- e) Racquet
Manufacturer's identifications on racquet and strings shall be permitted.
- f) Hat, Headband or Wristband
One (1) manufacturer's identification, without writing, or one (1) commercial identification, neither of which shall exceed three (3) square inches (19.5 sq.cm) shall be permitted.
- g) Bags or Other Equipment or Paraphernalia
Tennis equipment manufacturer's identifications on each item plus two (2) separate commercial identifications on one (1) bag, neither of which exceeds four (4) square inches (26 sq.cm) shall be permitted.
- h) Wheelchair
A maximum of three (3) commercial identifications of which each identification shall not exceed thirty-six (36) square inches (232 sq.cm) in total. A further five (5) manufacturer's identifications are permitted on a wheelchair.
- i) Other products
Only products of the tournament's sponsors or of a non-conflicting nature to these sponsors may be given visible identification on court. In the event that competitive products are required for a player's use on court, these must either be contained in plain packaging or in the case of a drink product, taken from a plain bottle or the cups provided by the official drinks supplier.
- j) Another Tennis, Sport or Entertainment Event
Notwithstanding anything to the contrary hereinabove set forth the identification by use of the name, emblem, logo, trademark, symbol or other description of any tennis circuit, series of tennis events, tennis exhibition, tennis tournament, any other sport or entertainment event other than relating to the Wheelchair Tennis Tour is prohibited on all dress or equipment.
- k) General
In the event the utilisation of any of the foregoing permitted commercial identifications would violate any governmental Regulation with respect to television, then the same shall be prohibited.

For the purposes of this Rule, the manufacturer means the manufacturer of the clothing or equipment in question.

In addition, the size limitation shall be ascertained by determining the area of the actual patch or other addition to a player's clothing without regard to the colour of the same. In determining area, depending on the shape of the patch or other addition, a circle, triangle or rectangle shall be drawn around the same and the size of the patch for the purpose of this Rule shall be the area within the circumference of the circle or the perimeter of the triangle or rectangle as the case may be. When a solid colour patch is the same colour as the clothing, then in determining the area, the size of the actual patch will be based on the size of the identification.

iii. Warm-up Clothing

Players may wear warm-up clothing during the warm-up and during a match provided it complies with the foregoing provisions and provided further that the players obtain approval of the Referee prior to wearing warm-up clothing during a match.

iv. Taping

No taping over of logos/patches shall be allowed.

v. Fines

Any player who violates this Section and is not defaulted shall be subject to the following fines:

- a) Unacceptable Attire and Doubles Team Attire
Violation of the provisions with respect to Unacceptable Attire shall result in a fine of up to \$250;
- b) Manufacturer's Identification
Violation of the provisions with respect to manufacturer's identifications shall result in a fine of up to \$250;
- c) Commercial Identification
Violation of the provisions with respect to commercial identifications shall result in a fine of up to \$250;
- d) Another Tennis Event
Violation of the provisions with respect to the name of an event shall result in a fine of up to \$250.

d) Time Violation/Delay of Game

Following the expiration of the warm-up period play shall be continuous and a player shall not unreasonably delay a match for any cause.

A maximum of twenty (20) seconds shall elapse from the moment the ball goes out of play at the end of the point until the time the ball is struck for

the first serve of the next point. If such serve is a fault then the second serve must be struck by the server without delay.

When changing ends a maximum of ninety (90) seconds shall elapse from the moment the ball goes out of play at the end of the game until the time the first serve is struck for the next game. If such first serve is a fault the second serve must be struck by the server without delay. However, after the first game of each set and during a tie-break, play shall be continuous and the players shall change ends without a rest period.

At the conclusion of each set, regardless of the score, there shall be a set break of one hundred and twenty (120) seconds from the moment the ball goes out of play at the end of the set until the time the first serve is struck for the next set.

If a set ends after an even number of games, there shall be no change of ends until after the first game of the next set.

The receiver shall play to the reasonable pace of the server and shall be ready to receive within a reasonable time of the server being ready.

The first violation of this Section shall be penalised by a Time Violation warning and each subsequent violation shall be penalised by the assessment of one Time Violation point penalty.

When a violation is a result of a medical condition, refusal to play or not returning to the court within the allowed time a Code Violation (Delay of Game) penalty shall be assessed in accordance with the Point Penalty Schedule.

e) **Audible Obscenity (AOB)**

Players shall not use audible obscenity within the precinct of the tournament site. Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalized in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore.

For the purposes of this Rule, audible obscenity is defined as the use of words commonly known and understood to be profane and uttered clearly and loudly enough to be heard by the Court Officials or spectators.

f) Visible Obscenity (VOB)

Players shall not make obscene gestures of any kind within the precincts of the tournament site. Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore.

For the purposes of this Rule, visible obscenity is defined as the making of signs by a player with his hands and/or racquet or balls that commonly have an obscene meaning.

g) Verbal Abuse (VA)

Players shall not at any time directly or indirectly verbally abuse any official, opponent, sponsor, spectator or other person within the precincts of the tournament site.

Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore.

For the purposes of this Rule, verbal abuse is defined as a statement about an official, opponent, sponsor, spectator or other person that implies dishonesty or is derogatory, insulting or otherwise abusive.

h) Physical Abuse (PhA)

Players shall not at any time physically abuse any official, opponent, spectator or other person within the precincts of the tournament site.

Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute

the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore.

For the purposes of this Rule, physical abuse is the unauthorised touching of an official, opponent, spectator or other person.

i) Abuse Of Balls (BA)

Players shall not violently, dangerously or with anger hit, kick or throw a tennis ball within the precincts of the tournament site except in the reasonable pursuit of a point during a match (including the warm-up). Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth.

For the purposes of this Rule, abuse of balls is defined as intentionally hitting a ball out of the enclosure of the court, hitting a ball dangerously or recklessly within the court or hitting a ball with negligent disregard of the consequences.

j) Abuse of Racquets or Equipment (RA)

Players shall not violently or with anger hit, kick or throw a racquet or other equipment within the precincts of the tournament site. Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth.

For the purposes of this Rule, abuse of racquets or equipment is defined as intentionally and violently destroying or damaging racquets or equipment or intentionally and violently hitting the net, court, umpire’s chair or other fixture during a match out of anger or frustration.

k) Coaching and Coaches (CC)

Players shall not receive coaching during a match. Communications of any kind, audible or visible, between a player and a coach may be construed as coaching. Players shall also prohibit their coaches (1) from using audible obscenity within the precincts of the tournament site, (2) from making obscene gestures of any kind within the precincts of the tournament site, (3) from verbally abusing any official, opponent, spectator or other person within the precincts of the tournament site, (4) from physically abusing any official, opponent, spectator or other person within the precincts of the tournament site and (5) from giving, making, issuing, authorising or endorsing any public statement within the

precincts of the tournament site having, or designed to have, an effect prejudicial or detrimental to the best interest of the tournament and/or of the officiating thereof.

Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of the section shall also constitute the major offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore and the Referee may order the Coach to be removed from the site of a match or the precincts of the tournament site and upon his failure to comply with such order may declare an immediate default of such player.

For the purposes of this Rule, a “coach” shall also include any representatives and/or relative of a player.

D) Unsportsmanlike Conduct (UnC)

Players shall at all times conduct themselves in a sportsmanlike manner and give due regard to the authority of officials and the rights of opponents, spectators and others. Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore.

For the purposes of this Rule, unsportsmanlike conduct is defined as any misconduct by a player that is clearly abusive or detrimental to the Sport, but that does not fall within the prohibition of any specific on-site offence contained herein. In addition, unsportsmanlike conduct shall include, but not be limited to, the giving, making, issuing, authorising or endorsing any public statement having, or designed to have, an effect prejudicial or detrimental to the best interests of the tournament and/or the officiating thereof.

m) Best Efforts (BE)

A player shall use his best efforts to win a match when competing in an ITF sanctioned wheelchair tennis tournament. Violation of this section shall subject a player to a fine up to \$250 for each violation.

For purposes of this Rule, the Referee and/or the Chair Umpire shall have the authority to penalise a player in accordance with the Point Penalty Schedule. In circumstances that are flagrant and particularly injurious to the success of a tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore.

n) Leaving the Court (LC)

A player shall not leave the court area during a match (including the warm-up) without the permission of the Chair Umpire. Violation of this Section shall subject a player to a fine up to \$250 for each violation. In addition the player may be defaulted and subjected to the additional penalties for Failure to Complete Match as hereinafter set forth.

o) Failure to Complete Match (FCM)

A player must complete a match in progress unless he is reasonably unable to do so. Violation of this Section shall subject a player to a fine up to \$250. In addition a violation of this Section shall subject a player to immediate default and shall also constitute the Major Offence of “Aggravated Behaviour” and shall be subject to the additional penalties hereinafter set forth therefore.

p) Ceremonies (Cer)

A player participating in the finals of an ITF sanctioned wheelchair tennis event must attend and participate in the final ceremonies after the match unless he is reasonably unable to do so. Violation of this Section shall subject a player to a fine up to \$250.

q) Media Conference (MC)

Unless injured and physically unable to appear, a player or team must attend the post-match media conference(s) organised immediately or within thirty (30) minutes after the conclusion of each match whether the player or team was the winner or loser, unless such time is extended or otherwise modified by the Referee for good cause. Violation of this Section shall subject a player to a fine up to \$250.

r) Point Penalty Schedule

The Point Penalty Schedule to be used for violations set forth above is as follows:

FIRST offence	WARNING
SECOND offence	POINT PENALTY
THIRD and each subsequent offence	GAME PENALTY

However, after the third Code Violation, the Referee shall determine whether each subsequent offence shall constitute a default.

s) Defaults

The Referee may declare a default for either a single violation of this Code (Immediate Default) or pursuant to the Point Penalty Schedule set out above.

In all cases of default, the decision of the Referee shall be final and unappealable.

Any player who is defaulted as herein provided may be fined up to \$250 in addition to any or all other fines levied with respect to the offending incident. In addition, any player who is defaulted as herein provided may be defaulted from all other events, if any, in that tournament except when the offending incident involves only a violation of the Punctuality or Dress and Equipment provisions set forth in Section 35 b and c, or as a result of a medical condition or when his doubles partner commits the Code Violation which causes the default.

t) Doubles Events

i. Warnings/Point Penalties/Game Penalties/Defaults

Warnings, Point Penalties, Game Penalties and/or a default if assessed for violation of the Code shall be assessed against the team.

ii. Fines

All fines for violation of Section 34 of the Code shall be assessed only against the individual member of the team who is in violation unless both members of the team are in violation.

u) Determination and Penalty

The ITF Wheelchair Tennis Manager shall make such investigation as is reasonable to determine the facts regarding all Player On-Site Offences

and upon determining that a violation has occurred, shall specify the fine and/or other punishment and give written notice thereof to the player.

v) Payment of fines

Any unpaid fines may also be collected at other ITF sanctioned wheelchair tennis events for remission to the ITF. A player who has accumulated \$500 or more in unpaid fines for violations of this Code of Conduct may not be allowed to play in any ITF sanctioned wheelchair tennis event until such time as all fines have been paid. A player who has outstanding fines at the end of the calendar year may not be allowed to play in any ITF sanctioned wheelchair tennis events until such time as all fines have been paid.

w) Appeals

Any player convicted of a violation of a Player On-Site Offence at an ITF sanctioned wheelchair tennis event may, after paying all fines, appeal to the ITF Wheelchair Tennis Manager for review of the determination of guilt and penalty therefore. Such Notice of Appeal shall be in writing and filed within ten (10) days of receipt of the official notification.

Attached to and included with such Notice of Appeal shall be a statement by the player as to the facts and circumstances of such incident along with any other evidence that the player desires to submit.

Upon receipt of such an Appeal, the ITF Wheelchair Tennis Manager shall conduct a reasonable investigation of the facts and circumstances surrounding such incident and shall affirm or reverse in whole or in part the determination of the Referee. In the event of a whole or partial reversal the Tournament Administrator shall remit to the player all or part of the fines collected in accordance with the disposition of the appeal.

53. PLAYER MAJOR OFFENCES

a) Wagers

No player shall wager anything of value in connection with any ITF sanctioned wheelchair tennis event. Violation of this Section shall subject the player to a fine up to \$1,000 or the amount of prize money won at the tournament, whichever is greater, and suspension from play in ITF sanctioned wheelchair tennis events for a period up to three (3) years.

b) Bribes or other payments

No player shall offer, give, solicit or accept, or agree to offer, give, solicit or accept, anything of value to or from any person with the intent to influence any player's efforts or participation in any ITF sanctioned

wheelchair tennis events. Violation of this Section shall subject the player to a fine up to \$1,000 or the amount of prize money won at the tournament, whichever is greater, and suspension from play in ITF sanctioned wheelchair tennis events for a period up to three (3) years.

c) Aggravated behaviour

No player at any ITF sanctioned wheelchair tennis event shall engage in “Aggravated Behaviour” which is defined as follows:-

- i.** One or more incidents of behaviour designated in this Code as constituting “Aggravated Behaviour”;
- ii.** One incident of behaviour that is flagrant and particularly injurious to the success of an ITF sanctioned wheelchair tennis event, or is singularly egregious;
- iii.** A series of two (2) or more violations of this Code within a twelve (12) month period which singularly do not constitute “Aggravated Behaviour”, but when viewed together establish a pattern of conduct that is collectively egregious and is detrimental or injurious to ITF sanctioned wheelchair tennis events.

Violation of this Section shall subject a player to a fine of up to \$1,000 or the amount of prize money won at the tournament, whichever is greater, and suspension from play in ITF sanctioned wheelchair tennis events for a period up to three (3) years.

d) Conduct contrary to the Integrity of the Game

No player shall engage in conduct contrary to the integrity of the Game of Tennis. If a player is convicted of the violation of a criminal law of any country, the punishment of which includes possible imprisonment for more than one year, he may be deemed by virtue of such conviction to have engaged in conduct contrary to the integrity of the Game of Tennis. In addition, if a player has at any time behaved in a manner severely damaging to the reputation of the sport, he may be deemed by virtue of such behaviour to have engaged in conduct contrary to the integrity of the Game of Tennis and be in violation of this Section. Violation of this Section shall subject a player to a fine up to \$1,000 and/or suspension from play in ITF sanctioned wheelchair tennis events for a period up to three (3) years.

e) Determination and Penalty

The ITF Wheelchair Tennis Manager shall cause an investigation to be made of all facts concerning any alleged Major Offence and shall provide

written notice of such investigation to the player involved; the player shall be given at least ten (10) days to provide to the ITF Wheelchair Tennis Manager, directly or through counsel, such evidence as the player deems to be relevant to the investigation. Upon the completion of his investigation the ITF Wheelchair Tennis Manager shall determine the innocence or guilt of the player involved, and, in the latter case, shall state in writing the facts as found by him, his conclusions and his decision fixing the penalty to be imposed. A copy of the decision shall be promptly delivered to the player and to the Committee.

f) Payment of fines

All fines levied by the ITF Wheelchair Tennis Manager for Player Major Offences shall be paid by the player to the ITF within thirty (30) days after receipt of written notice thereof. If the fine is not paid in thirty (30) days the ITF Wheelchair Tennis Manager will instruct the next ITF sanctioned wheelchair tennis event to withhold prize money due to the player until settlement is made.

g) Discretionary Review

Any player found to have committed a Player Major Offence may, after paying all fines as above provided, petition the Committee for discretionary review of the determination and penalty of the ITF Wheelchair Tennis Manager. The petition shall be in writing and must be filed with the ITF Wheelchair Tennis Manager within thirty (30) days after notice of the violation is mailed to the player. The ITF Wheelchair Tennis Manager shall thereafter promptly forward said petition to the Committee. Said petition shall state in detail the basis for such appeal. Within thirty (30) days thereafter the Committee shall designate a time and place for the hearing of such appeal and shall so notify the player and the ITF Wheelchair Tennis Manager. At such hearing the player and the ITF Wheelchair Tennis Manager shall present to the Committee the relevant evidence on the matter. The Committee may affirm, reverse, or modify the decision of the ITF Wheelchair Tennis Manager on appeal.

If the appeal is decided against the player, then the Committee shall tax the reasonable costs of the appeal against the player, which costs shall include, but not be limited to, the reasonable travel and living expenses incurred by all witnesses and members of the Committee with respect thereto, if the same is not at a regularly scheduled meeting of the Committee.

54. MEDICAL CONTROL – ANTI-DOPING POLICY

Any Player, Player Support Personnel or other Person who enters or participates in the ITF Wheelchair Circuit or any Wheelchair event shall be bound by and shall comply with all of the provisions of the ITF Tennis Anti-Doping Programme 2008.

The ITF Tennis Anti-Doping Programme 2008 is set out in full on the ITF website (www.itftennis.com/antidoping) and in a separate rulebook that is published and distributed by the ITF to all National Associations. The ITF Tennis Anti-Doping Programme 2008 is also available upon application.

55. WELFARE POLICY

Any player that enters and/or participates in the Wheelchair Tennis Circuit or any Wheelchair event, and any Player Support Team Members of any players that enters and/or participates in the Wheelchair Tennis Circuit or any Wheelchair event shall be bound by and shall comply with the provisions of the Welfare Policy set out in Appendix E.

56. TOURNAMENT OFFENCES

a) Applicability

This Article shall apply to each ITF sanctioned wheelchair tennis event.

b) Guarantees

The owner(s), operator(s), sponsor(s) or agent(s) of an ITF sanctioned wheelchair tennis event shall not offer, give or pay money or anything of value, nor shall such a tournament permit any other person or entity to offer, give or pay money or anything of value to a player, directly or indirectly, to influence or guarantee a player's appearance at a tournament other than prize money and permitted amateur expenses, unless authorised to do so by the Committee. Violation of this Section shall subject the tournament to a fine up to \$1,000 plus the amount or value of any such payment, disqualification and loss of sanction, and/ or forfeiture of all sums, if any, previously paid to the ITF. In the event the ITF Wheelchair Tennis Manager believes that a tournament may be violating this Section, then upon demand the tournament must furnish or cause to be furnished to the ITF Wheelchair Tennis Manager or his agent access to and copies of all records to which it has access relating in any way to such alleged guarantee, or, in the absence of such records, an affidavit setting forth the facts in detail with respect to any transaction under question by the ITF Wheelchair Tennis Manager.

c) **Wild cards**

No ITF sanctioned wheelchair tennis event, directly or indirectly, shall offer, give, solicit, receive or accept, or agree to offer, give, solicit, receive or accept anything of value in exchange for a Wild Card. Violation of this section shall subject the tournament to a fine of up to \$1,000 and/or forfeiture of all sums, if any, previously paid to the ITF. In such a situation, the tournament will also receive a fine of up to \$1,000 and possible withdrawal of its sanction.

d) **Conduct contrary to the integrity of the game**

No ITF sanctioned wheelchair tennis event, or any owner, promoter or operator thereof, shall engage in conduct contrary to the integrity of the Sport.

Violation of this Section shall subject the tournament to a fine up to \$1,000 and/or forfeiture of all sums, if any, previously paid to the ITF.

e) **ITF Wheelchair Tennis Rules**

No ITF sanctioned wheelchair tennis event shall violate any provisions of these ITF Wheelchair Tennis Rules. Violation of this Section shall subject the tournament to a fine up to \$1,000 and/or forfeiture of all sums, if any, previously paid to the ITF.

f) **Late cancellation**

No ITF sanctioned wheelchair tennis event shall cancel less than sixty (60) days prior to the scheduled commencement of the event.

Violation of this section shall subject the tournament to a fine of up to \$1,000, forfeiture of all sums, if any, previously paid or due to the ITF, reimbursement of unrecoverable expenses incurred and/or denial of subsequent Applications.

g) **Determination and penalty**

The ITF Wheelchair Tennis Manager shall cause an investigation to be made of all facts concerning any alleged Tournament Offence by an ITF sanctioned wheelchair tennis event and shall provide written notice of such investigation to the tournament involved. The tournament shall be given at least ten (10) days to provide to the ITF Wheelchair Tennis Manager, directly or through counsel, such evidence as the tournament deems to be relevant to the investigation. Upon completion of his investigation, the ITF Wheelchair Tennis Manager shall determine the innocence or guilt of the tournament involved, and in the latter case shall state in writing the facts as found by him, his conclusions and his decision fixing the penalty to be imposed. A copy of the decision of the ITF

Wheelchair Tennis Manager shall be promptly delivered to the tournament and to the Committee.

h) Payment of fines

All fines levied by the ITF Wheelchair Tennis Manager for Tournament Offences shall be paid by the tournament to the ITF within thirty (30) days after receipt of written notice thereof of the Committee with respect thereto, if the same is not at a regularly scheduled meeting of the Committee.

i) Discretionary review

Any ITF sanctioned wheelchair tennis event found to have committed a Tournament Offence may, after paying all fines as above provided, petition the Committee for discretionary review of the determination and penalty of the ITF Wheelchair Tennis Manager. The petition shall be in writing and must be filed with the ITF Wheelchair Tennis Manager within thirty (30) days after notice of the violation is mailed to the tournament. The ITF Wheelchair Tennis Manager shall there after promptly forward said petition to the Committee. Said petition shall state in detail the basis for such appeal. Within thirty (30) days thereafter the Committee shall designate a time and place for the hearing of such appeal and shall so notify the tournament and the ITF Wheelchair Tennis Manager. At such hearing the tournament and the ITF Wheelchair Tennis Manager shall present to the Committee the relevant evidence on the matter. The Committee may affirm, reverse, or modify the decision of the ITF Wheelchair Tennis Manager on appeal. If the appeal is decided against the tournament, then the Committee shall tax the reasonable costs of the appeal against the tournament, which costs shall include, but not be limited to, the reasonable travel and living expenses incurred by all witnesses and members.

57. INTERPRETATIONS

Any person or entity subject to this Code may file with the ITF Wheelchair Tennis Manager a request for an interpretation or clarification of the Code and/or its applicability and effect on a particular event or transaction.

58. NOTICE

All written communications to the ITF Wheelchair Tennis Manager should be addressed as follows, unless notice of change is subsequently published:

Ms Ellen de Lange
ITF Wheelchair Tennis Manager
International Tennis Federation
Bank Lane
Roehampton
London SW15 5XZ
England
Tel: (44) 20 8878 6464
Fax: (44) 20 8392 4741

a) Player

Notice that a player is being investigated pursuant to a possible Major Offence charge shall be served personally upon him. Service of any other document required by the Code shall be deemed complete if mailed to the subject player at his home address or other address designated by the player, along with a copy to any player association of which he is a member provided that the ITF Wheelchair Tennis Manager has notice of such membership.

b) Tournament

Service of any document on an ITF sanctioned wheelchair tennis event as required by this Code shall be deemed complete if mailed to the ITF Wheelchair Tennis Manager.

59. AMENDMENTS

This ITF Wheelchair Tennis Code of Conduct may only be amended, repealed or otherwise modified, in whole or in part, by the ITF.

APPENDIX A

I. ITF WHEELCHAIR TENNIS MEDICAL COMMISSION TERMS OF REFERENCE

The ITF Wheelchair Tennis Medical Commission (Commission) has been established to serve a number of functions within the sport of wheelchair tennis including, but not limited to the resolution of eligibility matters. The Commission is made up of Medical doctors, a legal representative, a player representative(s) and other personnel experienced in wheelchair tennis. The terms of reference of the Commission are set out below:

1. To determine eligibility matters in accordance with the Rules of Wheelchair Tennis and/or to appoint classifiers to adjudicate quad eligibility.
2. To consider applications from players to register as a quad player and determine whether a player is eligible to play in the Quad Draw or whether a quad tennis classifier(s) should assess such player.
3. To provide advice, assistance and, where appropriate, make recommendations to the ITF on Anti-Doping Rules, policies and procedures in wheelchair tennis.
4. To provide advice on medical issues and, where appropriate, make recommendations to the ITF on medical issues.
5. To provide advice, assistance and, where appropriate, make recommendations to the ITF Wheelchair Tennis Committee on the Rules of Wheelchair Tennis and related matters.
6. To carry out such functions, including, but not limited to, reviewing proposed rule changes, as the ITF Wheelchair Tennis Committee and/or the ITF refer to the Commission from time to time.

II. GENERAL ELIGIBILITY

- A.** All players with a medically diagnosed permanent mobility related physical disability as defined in IV.2.a) are eligible to compete in ITF sanctioned wheelchair tennis tournaments. Players must be prepared to present medical documentation that substantiates the disability.

B. GENERAL ELIGIBILITY CLASSIFICATION

In cases where players may be uncertain over their eligibility status to play wheelchair tennis, they may request to the ITF Wheelchair Tennis Manager that

they be allowed to be classified. The manager shall have the discretion to determine whether such classifications should take place and if so, the location, timing and cost of such classification. If such classification is to take place, the player may be observed by an approved classifier(s) during practice, warm-up, play and/or at any time during the tournament stay. These observations by the classifier(s) may be supplemented by a review of the player's medical history and by a physical examination of the player. Based on the evidence of the classifier(s), the ITF Wheelchair Tennis Medical Commission will make a decision on the eligibility of the player.

For the avoidance of any doubt, save for quad eligibility and the exceptional circumstances as per above, the procedures for general eligibility remain self-certification.

III. QUAD DRAW

A. QUAD ELIGIBILITY

It has long been recognized that fairness for competition necessitates a Quad Draw for wheelchair tennis. Adapting from the philosophy for classification in most of the other sports for persons with a disability, function and movement potential, in addition to minimal medical criteria, now form the basis for determining the criteria for the Quad Draw as defined in IV 2. b, c. The function and movement potential criteria are those specific for wheelchair tennis. It is also understood that medical conditions other than spinal cord injury may result in upper extremity impairment, and may allow a player to be eligible for the Quad Draw if the functional criteria set out in the Rules are met. The 'Quad' Draw may not be encompassing of all quadriplegic athletes. For avoidance of doubt, some quadriplegic athletes will be deemed eligible and some ineligible, under the criteria stipulated for quad tennis (please see Section IV, Eligibility Rules).

B. QUAD CLASSIFICATION

1. NEW QUAD PLAYERS

Players applying for quad status may apply to register throughout the year but such applications must be received at least three (3) months prior to the event they wish to enter. Quad registration forms are available through the ITF, the players' member nation, and the ITF website. Fully completed forms will be examined by members of the Commission, who, will ordinarily advise the player within six (6) weeks if the player is eligible provisionally for quad tennis (P status). The player will therefore be able to compete in a maximum of four tournaments on the NEC Wheelchair Tennis Tour (this includes only one ITF 1 event and no World Team Cup, Paralympics and Super Series) within any 12 month period. If a player with a P status wishes to compete in further ITF sanctioned tournaments, he must attend for classification.

2. **CLASSIFICATION**

Subject to paragraph B1 above, in order to ascertain whether a player is eligible to play wheelchair tennis in the Quad Draw, the player will be observed by an approved classifier(s) during practice, warm-up, play and/or at any time during the tournament stay and will be assessed on a points system as laid down in the ITF Quad Tennis Classification Manual. These observations by the classifier(s) may be supplemented by a review of the player's medical history and by a physical examination of the player to provide further information to assist in deciding whether the player is eligible to play in the Quad Draw. Training and experience do not affect movement potential and so do not have any bearing on the eligibility of the player.

3. **ELIGIBILITY CODES**

Following a classification, players will be informed of their classification score and subsequent eligibility status. The status will be one of the following:

E Eligible

Players with the E status have been classified as eligible to play quad wheelchair tennis. This status would remain unless the classification criteria are reviewed and/or there is a need for re-classification (e.g. protest).

R Review

A player with this code is under classification review. The classifiers have been unable to reach a definite decision following the initial assessment. The player can compete but will remain under observation. The R status will expire 12 months after the player is given this status or before that time if the player has been reviewed as ineligible/eligible. It is the responsibility of the player to ensure that he attends another classification event and/or arrange classification before the 12 month period lapses. The R code may only be given once for the maximum length of 12 months.

P Provisional

Upon receipt of the quad registration form with the fully completed paperwork, the Commission will decide if the player will receive the provisional status, which will allow him to compete in a maximum of 4 NEC Tour events (Futures Series, ITF 3 and 2 Series, and only one ITF 1 event). No player should have more than four events on their ranking at any time. However, a player assigned the P status may be required to attend classification at any time prior to this if this is deemed necessary.

P and R Status players are not eligible to play in the World Team Cup, Paralympics and any Super Series events.

U Unclassifiable

Classifiers have been unable to classify the player. The testing process may not have been completed or was made impossible due to pain, spasticity or lack of co-operation from the player. This player will be given an unclassifiable status and deemed ineligible to compete in the Quad Draw.

C. PROTESTS

1. PROTEST PARTIES

Only the following parties are entitled to protest the eligibility of a quad wheelchair tennis player:

- a) A quad player (against the classification status assigned to him)
- b) An ITF/ IWTA (International Wheelchair Tennis Association) Member Nation (through its general secretary)
- c) The ITF Wheelchair Tennis Committee.

2. FIRST PROTEST (COMMISSION)

- a) All parties presenting a protest will have to inform the ITF in writing within two weeks of being classified out and will be required to pay a fee, as determined from time to time, to the ITF to cover administration costs. If the protest is successful, this fee will then be returned.
- b) Protests to the status of a quad wheelchair tennis player shall, ordinarily, be considered by a minimum of three members of the Commission. Decisions regarding the validity or lack thereof of any protest must be made with both physicians in agreement and by majority vote.
- c) Procedure
 - i) For a protest to be valid, a protest form must be completed and be submitted to the ITF Office. The written protest must state the name and country of the quad wheelchair tennis player whose eligibility is protested and give reasons for the protest.
 - ii) On receipt of such a protest, the matter will be referred to the Commission which shall deal with the referral in the manner it considers appropriate in the circumstances. The procedure adopted in relation to any protest shall be at the discretion of the Commission. The Commission is not bound by judicial rules governing the procedure or admissibility of evidence provided that the quad wheelchair tennis player protested is informed of the basis of the protest and given a reasonable opportunity to answer the protest and present his case.
 - iii) The Commission may request that the party submitting the protest provide evidence and/or such additional information as the Commission believes is required in order to adjudicate on the protest. This may include, but shall not be limited to, objective written medical evidence of permanent physical disability and/or the protested quad wheelchair tennis player's pertinent medical records, including pertinent diagnostic studies. Any request for

- information, assistance and/or evidence must be complied with within a reasonable time limit as directed by the Commission.
- A failure on the part of the party making the protest to comply with a request for assistance, information or evidence upon which the protest is based within the time period designated by the Commission shall invalidate the protest.
 - A failure on the part of the protested quad wheelchair tennis player protested to submit evidence or information and/or provide assistance within the time designated by the Commission shall result in the suspension of that player until such time as the evidence, information and/or assistance is provided.
- iv) The Commission may either:
- Accept the original classification or;
 - Request that the quad wheelchair tennis player be subject to a further classification by one or more classifiers or;
 - Take such other action as it considers appropriate to deal justly with the case in question.
- v) Costs incurred by a quad wheelchair tennis player subject to a protest in obtaining medical or any other evidence and/or providing information and/or assistance to the Commission in relation to a protest shall, ordinarily, be borne by that player. However, the Commission may require that the body protesting the quad wheelchair tennis player meet the reasonable costs necessarily incurred by the player in responding to the protest (either in whole or in part).
- vi) If appropriate, a quad wheelchair tennis player, deemed ineligible but who has been protested against that status shall not be entitled to play pending the outcome of the protest. A quad wheelchair tennis player who has been classified eligible shall be entitled to play pending the outcome of the protest.
- vii) The ITF Wheelchair Tennis Manager shall communicate the Commission's decision to the player protested and, if appropriate, the body making the protest as soon as reasonably practicable following the decision. The decision shall be binding on notification to the player protested.
- viii) If the Commission decides that a quad wheelchair tennis player does not satisfy the eligibility criteria then that player shall immediately be ineligible to play in wheelchair tennis events. If the Commission decides that a quad wheelchair tennis player is eligible to compete then that player's eligibility may only be further protested to the Protest Panel.
- ix) If a player participates in an ITF sanctioned wheelchair tennis event while his eligibility is, pursuant to the procedures in Appendix A under protest and, subsequently that player is found by the Commission to be ineligible to play wheelchair tennis, no match results shall be re-assessed, except in the case of the final where such player's win(s), if any, will be reversed.

This may result in the player who originally lost the final being declared the Champion Nation or the Champion Player.

- x) In communicating its decision, the Commission shall confirm the quad wheelchair tennis player's entitlement to protest to the Protest Panel. The body making the protest shall also be entitled to protest. The procedures are set out in section 3 below.

3. SECOND PROTEST (PROTEST PANEL)

- a) All parties presenting a protest will be required to pay a fee, as determined from time to time, to the ITF to cover administration costs. If the protest is successful, this fee will then be returned.
- b) Procedure
 - i) To be valid, a written notice of protest must be submitted to the Wheelchair Tennis Manager of the ITF. The written protest must specify the name of the Protestor, the decision protested against, the date of the decision protested against and the specific grounds of the protest.
 - ii) Protest Panel Members shall be appointed by the ITF Wheelchair Tennis Committee and shall not include any members of the Commission. The Protest Panel shall, ordinarily, be comprised of a senior legal practitioner who shall act as Chairman, a medical doctor and a health care practitioner knowledgeable in classification systems for wheelchair athletes.
 - iii) The Chairman of the Protest Panel shall have the power to regulate the procedures on a protest provided that the Protestor and other relevant bodies are given a fair opportunity to submit their case(s).
 - iv) The Chairman of the Protest Panel shall determine the basis upon which any protest will proceed. The Protest Panel may, however, in its discretion, hear the whole or any part of the evidence considered by the Commission. The Protest Panel will have full discretionary power to hear and receive such further evidence, as it thinks fit. The Protest Panel may also request that the quad wheelchair tennis player undergo a medical evaluation by an independent medical specialist for the purpose of providing a report for the consideration of the Protests Panel. There is no obligation for the Protest Panel to meet when arriving at its decision.
 - v) If the Protest Panel considers that a hearing is required in order to adjudicate on a protest, then the Protestor is entitled to be present. The non-attendance of the Protestor (or any other party/witness) will not prevent the Protest Panel from proceeding and adjudicating on the protest.
 - vi) Any Protest Panel hearing shall ordinarily be held in private and shall be confidential.
 - vii) The Protest Panel shall only be entitled to consider the procedure applied in a particular player's case. It shall not be entitled to make a decision contrary to that of the classifier(s) and/or Commission as the case may be, but it may:

- In circumstances where it considers that on the balance of probabilities that the relevant procedures have not been properly applied, require that the player concerned be subject to a further classification or;
 - Order such other steps that it considers appropriate to deal justly with the case in question.
- viii) The costs incurred in any protests proceedings and/or those costs incurred in the collation of evidence or obtaining additional information relevant to a protest may be ordered at the discretion of the Protest Panel. Decisions of the Protest Panel shall be taken by majority.
- ix) The decision of the Protest Panel shall be communicated to the Protestor and if relevant, to the body making the protest and any other relevant parties as soon as reasonably practicable following the adjudication. The decision shall be final and binding upon notification to the Protestor.
- x) When a player has been found by the Commission to be ineligible to play in the Quad Draw and the player or the body who originally submitted the protest then protests against the decision, pending the determination of the player's protest by the Protest Panel, the player shall not be eligible to play in any ITF sanctioned Quad Draws (as applicable).
- xi) If, after the protest, the quad wheelchair tennis player is deemed ineligible to compete, then that players' eligibility may not, save in exceptional circumstances, be reconsidered for a further 3 years, provided that there is no relevant amendment to the relevant eligibility rules (subject to section II D below).

D. AMENDMENTS

The eligibility criteria for wheelchair tennis including the Quad Draw remain under review and may be subject to amendments from time to time. In the event that amendments are made to the eligibility criteria, then the players may be subject to re-classification and/or protest under the new eligibility criteria, notwithstanding any other provisions of this Appendix A.

E. FIRST PROTEST

The procedures set out in section II C 2 above apply but with the following exceptions:

- References to 'quad players' and the 'Quad Draw' should refer to wheelchair tennis players in general and ITF sanctioned wheelchair tennis draws.
- As the procedure for general eligibility is self-certification, the first protest may or may not refer to a classified player and therefore references to the 'original classification' (iv) may or may not be appropriate.

F. SECOND PROTEST

The procedures set out in section II C 3 above apply but with the following exception:

- References to ‘quad players’ and the ‘Quad Draw’ should refer to wheelchair tennis players in general and ITF sanctioned wheelchair tennis draws.

IV. PHYSICAL DISABILITY/CHANGE OF CIRCUMSTANCES

If a player is able to demonstrate, to the satisfaction of the Commission that there has been a change of circumstances, in relation to the wheelchair tennis player’s physical disability then that player shall be entitled to submit a request to the Commission for reconsideration of his eligibility. Such request will be referred to ITF Wheelchair Tennis Manager. Any such request may, however, only be made after a minimum of 12 months has elapsed after the final decision on the wheelchair tennis player's eligibility (subject to Appendix A, section D). Any such request must be accompanied by relevant medical evidence and other information that the Commission may require in order to assess whether the wheelchair tennis player's eligibility should be reconsidered. If the Commission considers that the player's eligibility should be reconsidered, then the Commission shall consider the player's eligibility in accordance with the procedure set out in section IV.

V. GENERAL

Any deviation from any provision of these rules shall not invalidate any finding, procedure or decision unless that deviation raises a material doubt as to the reliability of the finding or decision.

VI. MATTERS NOT PROVIDED FOR AND/OR UNFORESEEN CIRCUMSTANCES

In respect of any matter not provided for in this Appendix A the Commission or other appropriate person or body shall deal with the matter and/or take such action or decision as is considered appropriate having regard to general principles of justice and fairness.

APPENDIX B

GLOSSARY OF TERMS

Musculoskeletal Definitions

Upper extremity refers to the arms, including the shoulder joint. Lower extremity refers to the legs, including the hip joint and gluteal muscles. Ankylosis of the joint is the immobility and consolidation of a joint due to disease, injury, or surgical procedure. Arthrosis of a joint is any abnormal physical change, with or without inflammation. The metatarsophalangeal joints are the joints at the junction of the foot and the toes. The metacarpophalangeal joints are the knuckles of the hands.

Neurological Definitions

The nervous system can be generally divided into the brain, spinal cord and peripheral nerves. The central nervous system refers to the brain and spinal cord, and a central injury refers to an injury to the central nervous system. When referring to the spinal cord, rostral means above, or closer to the brain.

The spine is divided into four segments. The cervical spine is an extension of the brainstem into the neck. The thoracic (dorsal) spine corresponds generally to the region from the neck to above the hipbones. The lumbar spine corresponds generally to the region of the lower back. The sacral spine is within the pelvis.

i. Cervical Spine

There are 8 cervical spinal levels, referred to as C1 through C8. A spinal cord injury above C5 may be associated with loss of function of all of the muscles of the upper extremities. A spinal cord injury at C8 results in loss of function of the hand muscles.

ii. Thoracic Spine (also known as dorsal spine)

There are 12 spinal levels, referred to as T1 through T12. Except for T1, which contributes to minor control of hand muscles, injury to the dorsal spine may result in loss of function to the lower extremities. With more rostral spine injuries, trunk control may become more affected. For example, T5 is at the level of the nipple, and T10 is at the level of the umbilicus.

iii. Lumbar Spine

There are 5 lumbar spinal segments, referred to as L1 through L5. With more rostral spine injuries (L1 through L3) weakness may result in all of the major lower extremity muscles. L5 injury may result in weakness of gluteal muscles and muscles that control ankle movement.

iv. Sacral Spine

There are 4 sacral spinal segments, referred to as S1 through S4. Only S1 contributes to motor function, the primary muscle being the gastrocnemius, or calf muscle, which allows the foot to push off when walking or running.

Severe Arthrosis Definitions

Severe arthrosis is defined radiographically, and must be characterised by: Degeneration of articular cartilage (radiographically apparent joint space narrowing), plus any 1 of the following 3:

- i.** Hypertrophy of bone at the margins (spurring)
- ii** Bony sclerosis of the articular surface
- iii** Subchondral cystic changes

Phocomelia

A developmental anomaly characterized by absence of the proximal portion of a limb. For example, the hand may be attached to the trunk of the body by a single bone.

Myopathy

A primary disease of the muscle.

Muscular Dystrophy

A genetic condition which leads to wasting and weakness within the muscle.

Motor Function

The innate capability of a muscle to perform a specified action irrespective of skill or practice

APPENDIX C

MEDICAL CONDITIONS RULE

Medical Condition

A medical condition is a medical illness or a musculoskeletal injury that warrants medical evaluation and/or medical treatment by the Sports Medicine Therapist/Trainer (also known as the Primary Health Care Provider) during the warm-up or the match.

- Treatable Medical Conditions
 - Acute medical condition: the sudden development of a medical illness or musculoskeletal injury during the warm-up or the match that requires immediate medical attention.
 - Non-acute medical condition: a medical illness or musculoskeletal injury that develops or is aggravated during the warm-up or the match and requires medical attention at the changeover or set break.
- Non-Treatable Medical Conditions
 - Any medical condition that cannot be treated appropriately, or that will not be improved by available medical treatment within the time allowed.
 - Any medical condition that has not developed or has not been aggravated during the warm-up or the match.
 - General player fatigue.
 - Any medical condition requiring injections, intravenous infusions or oxygen, except for diabetes, for which prior medical certification has been obtained, and for which subcutaneous injections of insulin may be administered.

Medical Evaluation

During the warm-up or the match, the player may request through the Chair Umpire for the Sports Medicine Therapist/Trainer to evaluate him/her during the next change over or set break. Only in the case that a player develops an acute medical condition that necessitates an immediate stop in play may the player request through the Chair Umpire for the Sports Medicine Therapist/Trainer to evaluate him/her immediately.

The purpose of the medical evaluation is to determine if the player has developed a treatable medical condition and, if so, to determine when medical treatment is warranted. Such evaluation should be performed within a reasonable length of time, balancing player safety on the one hand, and continuous play on the other. At the discretion of the Sports Medicine Therapist/Trainer, such evaluation may be performed in conjunction with the Tournament Doctor, and may be performed off-court. *

If the Sports Medicine Therapist/Trainer determines that the player has a non-treatable medical condition, then the player will be advised that no medical treatment will be allowed.

Medical Time-Out

A Medical Time-Out is allowed by the Referee or Chair Umpire when the Sports Medicine Therapist/Trainer has evaluated the player and has determined that additional time for medical treatment is required. The Medical Time-Out takes place during a change over or set break, unless the Sports Medicine Therapist/Trainer determines that the player has developed an acute medical condition that requires immediate medical treatment.

The Medical Time-Out begins when the Sports Medicine Therapist/Trainer is ready to start treatment. At the discretion of the Sports Medicine Therapist/Trainer, treatment during a Medical Time-Out may take place off-court, and may proceed in conjunction with the Tournament Doctor. *

The Medical Time-Out is limited to three (3) minutes of treatment. However, the Referee may extend the time allowed for treatment if necessary.

A player is allowed one (1) Medical Time-Out for each distinct treatable medical condition. All clinical manifestations of heat illness and cramping shall be considered as one (1) treatable medical condition. All treatable musculoskeletal injuries that manifest as part of a kinetic chain continuum shall be considered as one (1) treatable medical condition.

A total of two (2) consecutive Medical Time-Outs may be allowed by the Referee or Chair Umpire for the special circumstance in which the Sports Medicine Therapist/Trainer determines that the player has developed at least two (2) distinct acute and treatable medical conditions. This may include: a medical illness in conjunction with a musculoskeletal injury; two or more acute and distinct musculoskeletal injuries. In such cases, the Sports Medicine Therapist/Trainer will perform a medical evaluation for the two or more treatable medical conditions during a single evaluation, and may then determine that two consecutive Medical Time-Outs are required.

Medical Treatment

A player may receive on-court medical treatment and/or supplies from the Sports Medicine Therapist/Trainer and/or Tournament Doctor during any changeover or set break. As a guideline, such medical treatment should be limited to two (2) changeovers/set breaks for each treatable medical condition, before or after a Medical Time-Out, and need not be consecutive. Players may not receive medical treatment for non-treatable medical conditions.

Penalty

After completion of a Medical Time-Out or medical treatment, any delay in resumption of play shall be penalized by Code Violations for Delay of Game.

Any player abuse of this Medical Rule will be subject to penalty in accordance with the Unsportsmanlike Conduct section of the Code of Conduct.

Bleeding

If a player is bleeding, the Chair Umpire should stop play as soon as possible, and the Sports Medicine Therapist/Trainer should be called to the court by the Chair Umpire for evaluation and treatment. The Sports Medicine Therapist/Trainer, in conjunction with the Tournament Doctor if appropriate, will evaluate the source of the bleeding, and will request a Medical Time-Out for treatment if necessary.

If requested by the Sports Medicine Therapist/Trainer and/or Tournament Doctor, the Referee or Chair Umpire may allow up to a total of five (5) minutes to assure control of the bleeding.

If blood has spilled onto the court or its immediate vicinity, play should not resume until the blood spill has been cleaned appropriately.

Vomiting

If a player is vomiting, the Chair Umpire should stop play if vomiting has spilled onto the court, or if the player requests medical evaluation. If the player requests medical evaluation, then the Sports Medicine Therapist/Trainer should determine if the player has a treatable medical condition, and if so, whether the medical condition is acute or non-acute.

If vomiting has spilled onto the court, play should not resume until the vomit spill has been cleaned appropriately.

Physical Incapacity

During a match, if there is an emergency medical condition and the player involved is unable to make a request for a Sports Medicine Therapist/Trainer, the Chair Umpire shall immediately call for the Sports Medicine Therapist/Trainer and Tournament Doctor to assist the player.

Either before or during a match, if a player is considered unable physically to compete, the Sports Medicine Therapist/Trainer and/or Tournament Doctor should inform the Referee and recommend that the player is ruled unable to compete in the match to be played, or retired from the match in progress.

The Referee shall use great discretion before taking this action and should base the decision on the best interests of professional tennis, as well as taking all medical advice and any other information into consideration.

The player may subsequently compete in another event at the same tournament if the Tournament Doctor determines that the player's condition has improved to the extent that the player may safely physically perform at an appropriate level of play, whether the same day or on a later day.

- * It is recognized that national laws or governmental or other binding regulations imposed upon the event by authorities outside its control may require more compulsory participation by the Tournament Doctor in all decisions regarding diagnosis and treatment.

APPENDIX D

TOUR CLASSIFICATION

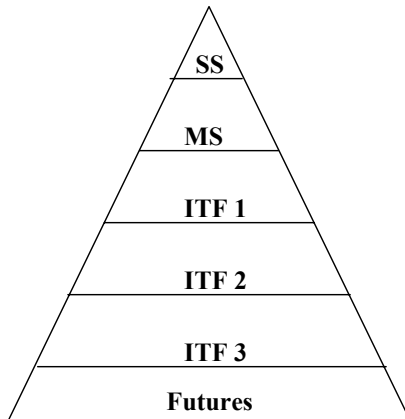
Tournament classifications on the Wheelchair Tennis Tour shall be determined by the ITF Wheelchair Tennis Committee. The following principles are used and are reviewed annually.

PRINCIPLES

a. Pyramid System

A pyramid system is used to try and maintain the categorisation of the Wheelchair Tennis Tour. The following categories will be used: Super Series, Masters Series, ITF 1, ITF 2 and ITF 3 Series and ITF Futures Series.

There will be a few Super Series and Masters Series events, more ITF 1 and ITF 2 and the number of tournaments will increase as you reach the ITF Futures Series level.



b. Balance

The ITF endeavours to create a balance of Super Series, Masters Series and ITF/Futures Series between the Americas, Asia/Oceania, Europe/Africa.

c. Classification Criteria

- Organisation
- Venue
- Transport
- Accommodation
- Officiating
- Prize Money
- Promotion

Tournaments will only be up or down graded one (1) category per year.

d. Other factors

Other factors such as (wheelchair) tennis history, different world areas etc. will also be taken into account.

APPENDIX E

WELFARE POLICY

Any Player, coach, trainer, manager, agent, medical or para-medical personnel and/or family member, tournament guest or other similar associate of any player (together “Player Support Team Member”) shall conduct himself/herself in a professional manner at all times and in accordance with this ITF Welfare Policy.

A. Elements of the Welfare Policy

- i. Application
 - (a) Player Support Team Members shall be familiar with, and agree to abide by, the ITF Welfare Policy.

- ii. Unfair and/or Discriminatory Conduct
 - (a) Player Support Team Members shall not engage in unfair or unethical conduct including any attempt to injure, disable or intentionally interfere with the preparation or competition of any player.
 - (b) Player Support Team Members shall not discriminate in the provision of services on the basis of race, ethnicity, national origin, religion, age or sexual orientation.

- iii. Abuse of Authority; Abusive Conduct
 - (a) Player Support Team Members shall not abuse his or her position of authority or control, and shall not compromise the psychological, physical or emotional well being of any player.
 - (b) Player Support Team Members shall not engage in abusive conduct, either physical or verbal, or threatening conduct or language directed toward any player, tournament official, ITF staff member, on-court official, coach, parent, spectator or member of the press/media.
 - (c) Player Support Team Members shall not exploit any player relationship to further personal, political or business interests at the expense of the best interest of the player.

- iv. Sexual Conduct

The following conduct is specifically prohibited:

 - (a) Player Support Team Members shall not make sexual advances towards, or have any sexual contact with, any player who is (1) under the age of 17, or (2) under the age of legal majority in the jurisdiction where the conduct takes place or where the player resides.

- (b) Player Support Team Members shall not sexually abuse a player of any age. Sexual abuse is defined as the forcing of sexual activity by one person on another person (i) of diminished mental capacity; or (ii) by the use of physical force, threats, coercion, intimidation or undue influence.
 - (c) Player Support Team Members shall not engage in sexual harassment - for example, by making unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where such conduct may create an intimidating, hostile or offensive environment.
 - (d) Player Support Team Members shall not share a hotel room with a player who is (1) under the age of 17, or (2) under the age of legal majority in the jurisdiction where the hotel is located or where the player resides, unless such Player Support Team Member is the player's legal guardian or is related to the player.
- v. Criminal Conduct - Player Support Team Members shall comply with all relevant criminal laws. For greater certainty and without limiting the foregoing, this obligation is violated if Player Support Team Members has been convicted of or entered a plea of guilty or no contest to a criminal charge or indictment involving (a) an offence involving use, possession, distribution or intent to distribute illegal drugs or substances, (b) an offence involving sexual misconduct, harassment or abuse, or (c) an offence involving child abuse. Further, this obligation may be violated if Player Support Team Member has been convicted of or entered a plea of guilty or no contest to an offence that is a violation of any law specifically designed to protect minors.
- vi. Anti-Doping Activity - Player Support Team Members shall not commit any offence under the terms of the ITF's Anti-Doping Programme or aid or abet in any way a player's offence under that Programme.
- vii. Conduct in General - Player Support Team Members shall not conduct himself or herself in a manner that will reflect unfavorably on the ITF, any tournament, event or circuit owned or sanctioned by the ITF (the "ITF Tournaments"), any player, official or the game of tennis.

B. Violations/Procedures

- i. Any individual who believes that any Player Support Team Member has failed to meet his or her obligations under this Welfare Policy may file a written complaint with the ITF Executive Director responsible for the ITF Tournament in which the complainant participates. That complaint shall be signed and shall state specifically the nature of the alleged misconduct.

Upon receipt of such a signed complaint, the ITF Executive Director shall promptly initiate a review of the matter. The ITF Executive Director may also initiate an investigation on the basis of a suspension or other disciplinary action taken against Player Support Team Members by a national federation or other tennis organisation or a conviction or plea of guilty or no contest to a criminal charge or indictment as set out in Section v. above.

- ii. Upon review of the complaint and, where appropriate, additional investigation, the ITF Executive Director may determine that the complaint does not merit further action. If the ITF Executive Director determines that the complaint does merit further action, after giving the accused individual the opportunity to present his or her views to the ITF Executive Director or his/her designee, either in person or in writing, at the ITF Executive Director's discretion, the ITF Executive Director may impose appropriate sanctions including (a) denial of privileges or exclusion of the person in question from any or all ITF Tournaments, or (b) such other sanctions including monetary sanctions as the ITF Executive Director may deem appropriate. In addition, the ITF Executive Director shall have authority to issue a provisional suspension, pending the completion of the investigation and issuance of a final decision on the matter.
- iii. Decisions of the ITF Executive Director may be appealed to the Committee responsible for the ITF Tournament in which the complainant participates, unless such decision involves the imposition of a suspension greater than one (1) year or a fine in excess of US\$5,000, in which case the appeal of such ITF Executive Director decision shall be made to the Board of Directors of the ITF. In either circumstance, the appellate body shall decide whether to review the appeal based solely on the ITF Executive Director's investigation or whether to hold a full hearing in which the accused Player Support Team Member will be given the opportunity to present his/her views directly to the appellate body, in which case the appellate body shall issue directions for the efficient conduct of the appeal.
- iv. Any decision of the Executive Director and/or the Committee pursuant to this Welfare Policy may be communicated to those Member National Associations and ITF Tournament organisers deemed necessary by the Executive Director and/or the Committee.

APPENDIX F
MANAGEMENT

Board of Directors

a) Management

Wheelchair Tennis shall be managed by the Board of Directors of the ITF

b) Duties

The duties of the Board of Directors shall be:

- i. To approve and adopt the Rules and Regulations and Code of Conduct for the wheelchair tennis tour.
- ii. To decide any appeals or disputes
- iii. To register in the name of the ITF any trade marks in connection with wheelchair tennis and to protect such trade marks.
- iv. The Board of Directors shall appoint every two years a Wheelchair Tennis Committee, which shall consist of a Chairman, who shall be a member of the Board of Directors, and further members as deemed necessary.

ITF Wheelchair Tennis Committee

The duties and powers of the ITF Wheelchair Tennis Committee shall be:

- a. To manage the day-to-day administration of wheelchair tennis.
- b. To ensure uniform application of, and compliance with, the Rules, Regulations and Code of Conduct.
- c. To administer the funds of wheelchair tennis within the financial framework of the ITF.
- d. To report to the Board of Directors on all financial matters.
- e. To undertake other duties as laid down in this Handbook.
- f. To submit regular reports to the Board of Directors.
- g. To decide any appeals or disputes in whatever manner they deem to be appropriate and whose decision shall be final and binding on all parties.

Members

Chairman	Mr Jan Carlzon SWE
Committee Member	Mr Stig Ericson SWE
Committee Member	Mr Martin McElhatton GBR
Committee Member	Mr Christo Kok NED
Committee Member	Mr Dan James USA

APPENDIX G

ITF WHEELCHAIR TENNIS DEPARTMENT

Wheelchair Tennis Manager	Ms Ellen de Lange
NEC Tour Representative	Ms Victoria Thorpe
Wheelchair Tennis Assistant	Ms Melanie de Meester
Wheelchair Tennis Development Officer	Mr Mark Bullock
Silver Fund Project Coordinator	TBC

APPENDIX H

IWTA

IWTA MANAGEMENT COMMITTEE

President	Mr Martin McElhatton GBR
Vice President	Mr Stig Ericson SWE
Committee Member	Mr Shiran Abeysekara SRI
Committee Member	Mr Pierre Fusade FRA
Committee Member	Ms Janet Petras CAN
Committee Member	Mr Jose Maria Valladares ARG
Committee Member	Mr Kobi Wieener ISR

HONORARY LIFE IWTA PRESIDENT

Brad Parks USA

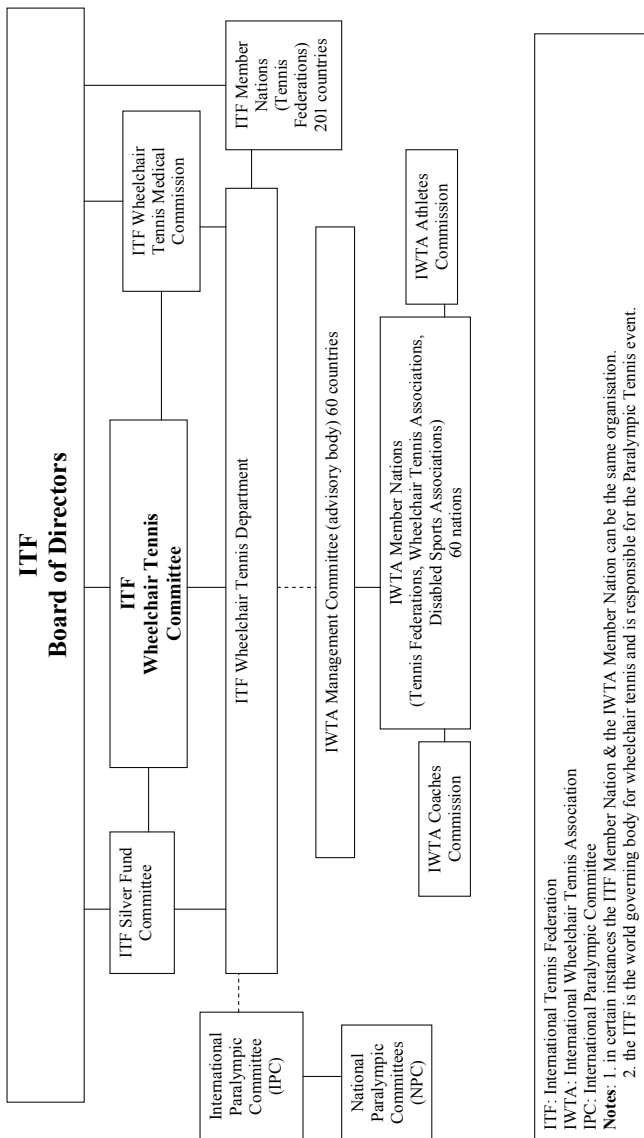
IWTA MEMBER NATIONS

For an updated list of the addresses of the member nations of the IWTA please visit the
ITF Wheelchair Tennis Website at

<http://www.itftennis.com/wheelchair/generalinfo/membernationalions.asp>

APPENDIX I

STRUCTURE OF THE ITF AND IWTA



NOTES

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Are you ready to win?



Robin Ammerlaan
2006 ITF Tennis
Men's World Champion
Team Invacare



Check out our new web site:
www.topendwheelchair.com

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Yes, you can.®

ITF Wheelchair Tennis Partners

NEC



ITF Wheelchair Tennis Junior Programme Partner



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