



***Asian Tennis Federation***

# CIRCUIT REGULATIONS

ASIAN JUNIOR TOUR  
16 AND UNDER



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# 2023

## Asian Tennis Junior Tour 16 & Under Regulations

### I. Asian Tennis Junior Tour

#### 1. Ownership and Rights

The Asian Tennis Junior Tour by Asian Tennis Federation (the Tour) is a series of junior tournaments and is owned and managed by the Asian Tennis Federation (ATF). The ownership includes all international sponsorship rights for the Tour. The management of the Tour is primarily conducted by the Junior Committee of the ATF and the Junior Tour Department of ATF. The ATF reserves the right of hosting Asian 16&Under event under the banner of ATF at its affiliated centers.

#### 2. Sponsorship Rights

ATF insists that there should be no tobacco organizations secured as sponsors for any events of the Tour. ATF also insists that hard liquor alcohol brands should not be secured as a sponsor to tournaments; however non-distilled alcohol brands may be secured as a partner under the following guidelines:

- a) The brand is not a Title or Naming sponsor of the event
- b) The brand does not have on court exposure at the event
- c) The brand serves the drink at the event in a responsible fashion to persons over the age of 18 (Or relevant drinking age in the event country)

#### 3. Publicity and Promotion

- 1) Each player grants and assigns to the ATF 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/her during the event in connection with the promotion of the event without compensation for him/herself, his/hers heirs, devisees, executors, administrators or assigns. Such promotion activities by the ATF shall not be identified as or represented to be an endorsement by the player of any product or company.
- 2) ATF reserves exclusive rights for publicity on Net Banners. The organizer is not allowed to place any banners on the net, unless separately agreed with the ATF.
- 3) All tournament Organizations that have a web site must have a link to the ATF web site on their main page.
- 4) ATF Banner must be displayed at the Press Conferences, Prize Ceremony, Official Pictures and other official functions during the tournament.
- 5) There should be Asian Series Logos on Posters, Brochures, Official Program (FrontPage) and all printed materials.

#### 4. Players Eligibility

1. For entering, signing-in and/or playing in a Tennis Asia Junior Tour event, the players agrees to be aware of and to abide by the Rules of Tennis as approved by the International Tennis Federation and the Asian Tennis Junior Tour Rules and Regulations as amended from time to time by ATF. In

submitting an entry – online or otherwise - the player is considered to have agreed to be bound by the aforementioned rules.

2. In addition, the players need to create an account online at <http://atf.tournamentsoftware.com> to be eligible to participate in the ATF Junior Circuit and for sending entries and withdrawals online.
3. All players are required to have adequate medical and travel insurance cover, which is not provided by either ATF, the host National Association or the local organizer.
4. Non-Asian players participating in the Asian 16&Under Series tournaments (Category 1 & 2) will be eligible to earn points and will be ranked accordingly.
5. If a player resides in a country but is not a valid passport holder of that country then that National Association may endorse the player's entry only with the prior agreement of the National Association of the country of which the player holds the passport.
6. If a player is a dual passport holder then his entry can be endorsed by either National Association provided neither National Association objects. Also, in any case, junior committee can consider of players participation.
7. Any National Association wishing to endorse the entry of a foreign player or a dual passport holder has to ensure that the player has good standing.
8. For players to participate in Asian 16&Under Series tournaments, they must have reached their (13th) thirteen birthday before the start of the singles Main Draw.
9. If a player is not in good standing the National Association or is temporarily suspended, the National Association may contact the Tour Department of ATF to request to block the player concerned from entering tournaments. Any such request must be accompanied by relevant documentation. ATF, in cooperation with ITF, will investigate the case and may rule to block the players for a limited time or to deny the request. Such suspensions will be valid for any ATF junior event.
10. Anti-doping Policy: All players entering into any Tennis Asia Junior Tour events agree, as a condition of entry, to the following medical control: Random doping control tests may be conducted at Tennis Asia Junior Tour events in accordance with Bye-law 8 of the Constitution of the ITF Limited.
11. All players entering any Asian Tennis Junior Tour tournament agree, as a condition of their 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 against ATF, the tournament organizers and the National Association sanctioning such events.

## **5. International Player Identification Number (IPIN)**

To play in the ATF Junior Tours, players must have registered with the ITF for a Junior IPIN membership (International Player Identification Number). Players register online directly on the ITF website ([www.itftennis.com/IPIN](http://www.itftennis.com/IPIN)) or through the Asian Tennis Federation tournament website.

The player must also pay the annual IPIN fee, either by credit card during the registration process or during the annual renewal process for subsequent years. The Junior IPIN fee allows the player to play on the ITF Junior Circuit, the ATF Junior tours 16&under and the Tennis Europe Junior Tour (subject to fulfilling the age criteria).

## II. Rules and Regulation of the Tour

### 1. Ranking

- a) A Players combined ranking shall be compiled on the basis of points earned in their best six (6), individual singles and / or doubles event with in the Asian 16&Under Series Tournaments.
- b) The players ranking will be used for making acceptance list and seeding purposes. The ATF office will publish the rankings regularly on the internet and the organizers would be responsible for obtaining the required rankings from the ATF Asian 16&Under Website.
- c) The official published rankings will be calculated on a 52 week roll over system.
- d) For details of Ranking Points of Asian 16&Under Series Circuit, see Points Table on Page 15 & 16.

### 2. Tournament Application and Approval

- a) The Asian Tennis Junior Tour 16 & under consists of individual junior tournaments for 16 & under (16&U), organized in any of the Asian Tennis Association Member Nations. The tournaments may be organized by National Associations, affiliated clubs or other organizers and must be approved by the applicable National Association.
- b) Associations are responsible for the supervision of the tournaments they selected to be a part of the Asian 16 & Under Series.
- c) Application: Applications for the tournaments must be made on the (<http://atf.tournamentsoftware.com>), no later than 4 months before the week of the tournament.

Late applications may be approved, but only if there are positions available on the calendar.

Application must be included the following;

- National Association, contact person at National Association, Contact details
  - Organizing entity (club, etc.), Contact person, Contact details
  - Title of tournament, City
  - Venue, Address details
  - Number of courts, surface, indoors/outdoors
  - Tournament week
  - Draw Sizes (see charts below for sizes selectable for each Category)
  - Hospitality option offered (if any)
- d) Approval; the Asian Tennis Federation Tour Director will decide on the inclusion of Tournaments in the calendar.
  - e) Applications must for inclusion in the Series; giving full details of the event are to be sent by the corresponding National Association to the ATF. In submitting an application, a tournament automatically undertakes to abide by and fulfill all its obligations under the above Regulations.
  - f) If a National Association and/or Tournament Organizer so wishes, they may send invitations to National Associations. Invitations shall be open, and not for named players. Under no circumstances may invitations be sent directly to players.

### 3. Cancellations

- a) Any National Association, withdrawing their Tournament from the Tennis Asia Junior Tour calendar after it was published for the period, the National Association shall be fined.
- b) Any National Association, withdrawing their Tournament from the Asian Tennis Junior Tour calendar two (2) months before the start of the main draw, the National Association shall be fined or penalized by the junior committee. The fine could be up to USD 200.
- c) Any National Association, withdrawing their Tournament from the Asia Tennis Junior Tour calendar one (1) month before the start of the main draw, the National Association shall be fined and taken to the Junior Committee for any additional penalty to be imposed.
- d)
- e) The fine could be up to USD 400.
- f) The Junior Committee of ATF should approve the amount of fines.

### 4. Sanction Fees

All tournaments on the ATF Junior tour 16 & under must pay the relevant fee below in order to be included on the Calendar. The sanction fees should be paid within 30 days after applying for the tournaments.

- 1) Category 1: US\$ 300
- 2) Category 2: US\$ 150

### 5. Officiating fees

The tournament must pay fees for the ATF referee for the 16 & under circuit tournament. Full hospitality (independent room, 3 meals and reasonable laundry) must also be provided to the referee if the referee is not from the city where the tournament is being held. Travel cost should also be reimbursed to the referee.

The minimum recommended fee of the ITF certified officials (as a white badge referee or higher level) working as referee for the circuit will be as follow:

Categories 2 and 1 - 550USD

### 6. Factsheet

Sanctioned tournaments must complete a Fact Sheet providing all necessary information for the players (in addition to the data above, also start and end dates for each event, transport and hotel information, visa requirements, etc.).

All Fact Sheet details are to be supplied online no later than 2 months before the Tournament week. The Fact Sheets details will be published on the ATF U16 website once checked and approved by Asian Tennis Federation which should be no later than 8 weeks before the Tournament week.

Organizers failing to complete the Fact Sheet in time may have their sanction withdrawn the tournament removed from the calendar, or have the start of the entry process delayed.

## 7. Tournament Obligation and Organizational Requirements

Options/Facilities	Category 1	Category 2
	Reduced Hospitality	Without Hospitality
Main Draw size	32	32
Participation	Send entry for each event participation	
Max Events by a Nation	<p><b>Category "2" tournaments</b> These would be the individual tournaments, which would be allocated to the nations who want to run these tournaments. There would be no requirement of providing hospitality to the players. A Nation can do maximum of 5 of these Category "2" tournaments in a calendar year for the year 2024.</p> <p><b>Category "1" + H tournaments</b> These would be the individual tournaments, which would be allocated to the nations who want to run these tournaments. The players have to be provided hospitality at this level of tournament as per one of the options listed below. For 2024 a nation would be allowed to host only 3 Category 1 tournaments in the calendar year.</p> <p>As there is a cap of maximum of 5 Category "2" tournaments per nation for the year 2024. Any further tournaments to be done by the nations would be only category "1" +H tournaments at the discretion of ATF office.</p>	
Qualifying Draw	16, 32, 48, 64	16, 32, 48, 64
Draw format	Consolation	Consolation
Hospitality (Players) Note: For all Category 1 (With Hospitality) tournaments, The Tournament Director can choose from either one of the hospitality options "a" or "b" to provide to the Players of the Main Draw	<p><b><u>REDUCED HOSPITALITY</u></b></p> <p><u>(a) To all main draw players from 2nd round onwards, which will start one day before the scheduled day of 2nd round till the elimination from main draw (singles or doubles)</u></p> <p><u>(b) To All Main Draw Players from one day before start of Main Draw until elimination from the main draw (singles or doubles)</u></p> <p><u>No hospitality will be provided to the players in consolation events</u></p>	No Hospitality to Be Provided
Hospitality (Coaches) Appointed By the National Federations	No Hospitality to Be Provided	No Hospitality to Be Provided
Rest room	Adequate, separate (for boys and girls) and hygienic rest rooms required for all tournament categories	
Medical Staff	Sports medicine trainer should be available on site to assist players with the medical needs on site, at all times. A doctor on call should also be available	
Referee	Minimum ITF White Badge Referee Official- to be approved by ATF office	
Chair Umpires	From Quarterfinals	From Semifinals
Court Supervisors' (Off Court)	For the matches not having chair umpires, tournament should provide enough off court supervisors to observe the matches being played without chair umpires.	
The minimum Number of Courts	Draw of 64 : 8 Courts Draw of 48 : 6 Courts Draw of 32 : 5 Courts	Draw of 64 : 8 Courts Draw of 48 : 6 Courts Draw of 32 : 5 Courts
Min Length of Main draw(days)	Minimum 5 days should be provided for the Main Draw, but it is highly recommended to have 6 days for Main Draw, to ease out the schedule of matches.	
Balls	<p>ITF approved balls.</p> <p>In Qualifying events there shall be a minimum of three new balls for each new match. In Main Draw matches 3 Balls to be provided and it is suggested to change balls before start of 3<sup>rd</sup> set. For semifinals and finals, the 3<sup>rd</sup> set must provide new balls before 3<sup>rd</sup> set. For Consolation events there shall be a minimum of three balls for each match, which may be once used match balls</p>	



Practice Balls	Minimum of 3 Used balls of playable condition	
Changing rooms	Adequate changing rooms and shower facilities shall be available	
Stringing	A Stringer should be provided on site during the match days	Stringing service should be available
Official Hotel	If the official hotel is not within 10 minutes walking distance transport must be provided by the tournament	
IT requirements	The Organisers must provide a high-speed (cable or Wi-Fi) internet connection for the Referee together with a computer and printer (unless the Referee bring his/her own equipment). The Organisers must provide a high-speed (cable or Wi-Fi) internet connection and computer for the Players and Coaches.	
Cafeteria	At least snacks/fruits/sports drinks on payment basis Delivery will be made by the tournament	

- 1) Reduced Hospitality includes free accommodation and breakfast only. Reduced Hospitality does not apply to coaches; tournaments offering Reduced Hospitality are not required to provide any hospitality for coaches. Accommodation means shared hotel rooms (not private housing) taking into consideration the Welfare Policy issued by ITF.
- 2) All tournaments must at their own expense provide a Referee & Chair Umpires for the duration of the tournament including sign-in days. The Referee must be qualified (Minimum ITF White Badge Referee) and be confirmed to ATF in the Fact Sheet to be published. Member Nations may apply minimum three (3) months before the Tournament for a waiver to the above requirements to propose English speaking nationally certified. ATF reserves the right to grant or deny such waiver. If the waiver is denied, a certified Referee must be provided.
- 3) It is also mandatory that the Referee has a working email account and immediate access to internet, a phone onsite open for international calls.
- 4) Matches without Umpires: For matches where Chair Umpires are not required, tournaments must at their own expense provide Assistant Referee qualified to officiate at the applicable level of play and preferably being conversant in English to support the Referee in monitoring the matches.
- 5) There shall be a Chair Umpire (not facing the sun) and player seats next to the Umpires chair on all match courts. In hot weather conditions, there shall be an umbrella for the player seats and also for the Chair Umpire. There shall be a name and score indication system (mechanical or electronic) well visible for the players and public on every match court (obligatory for Category 1 and recommended for Category 2 tournaments).
- 6) Tournament Desk: There shall be a tournament desk staffed starting from the 1st session of practice court allotted and as required after the end of the last match. A board indicating matches on court shall be placed in a central position on-site.
- 7) Play is allowed with artificial lighting. It is highly recommended that there is a minimum of 500 lux evenly distributed over the court surface.
- 8) Courts should be in the same club, although it is acceptable to use the courts of another club in order to reach the minimum required, provided it is notified well in advance to ATF. In such cases, transportation must be provided. All match courts, including qualifying matches, shall be of exactly the same surface. However, in the event of bad weather play may be moved to another surface, either under cover or not. If matches are played at two or more venues, there must be a qualified Assistant Referee with working knowledge in English assigned to each venue.

- 9) Practice courts: Practice facilities shall be provided and are included in the above minima. Practice courts should be the same surface as the match courts. Practice facilities need not be at the same venue, if not transport must be provided. Players shall have the opportunity to reserve practice courts, which shall be free of charge, and the Referee shall ensure that satisfactory arrangements are made.
- 10) All events shall be scheduled to finish no later than on the Sunday of the Tournament week. If weather or other unavoidable circumstances so require, tournaments may extend one (1) day until Monday into the following week. If at all possible, approval for such extension must be confirmed by ATF and the following weeks tournaments informed by ATF or the Referee.
- 11) Tournament Results to be sent daily includes detailed activities taken place during the day i.e. Opening/ Closing Ceremony and the results of the matches. This can also include photographs, newspaper cuttings that can be displayed on the website.
- 12) The tournament has to appoint a qualified Sports Physio for the duration of the tournament that includes the qualifying rounds. There must be a separate room for the physio that includes a treatment table or bed.
- 13) Tournament Report includes:
- Sign-In sheets for all Qualifying and Main draws events that have full forenames, family names, nationalities and full dates of birth.
  - Complete Draw sheets of main draw Singles and Doubles events including qualifying, denoting seeds, wildcards, qualifiers and lucky losers;
  - Program and reports of the event including photographs and other relevant tournament information.
  - An overall report, including details of any penalties imposed under the Code of Conduct. A list of any penalties imposed shall be posted during the tournament on the competitor's notice board, and shall be updated on a daily basis.

## 6. Entry Fee

- 1) Tournament Organizers may charge an Entry Fee to include Singles (Main Draw and Qualifying) and Doubles and Consolation (if any) of up to:

Tournament category	Entry Fee Total	Collection for organizers	ATF Junior office (Administration fee)
Category 1	<u>60</u>	45	<u>15</u>
Category 2	<u>50</u>	35	<u>15</u>

- Players entering Doubles only may be charged up to half these amounts. The Entry Fees are payable in cash at the time of sign-in.
- Entry Fees may be paid in local currency at an official bank exchange rate dated on the Monday 7 days before the Tournament week.
- The entry fee consists of two parts; one part for the organizers and the other part from each player to ATF Junior office for administration expenses (*please look at the table above*).

## 7. Conditions of Play

### 1) Latest Start Time

It is mandatory that the latest start time for any match is not later than 9pm (2100hrs). Any match that is not completed by midnight (0000hrs) should be interrupted and postponed until the following day. (The Referee can extend the time of play if, in his/her opinion, the match can be concluded in a reasonable time)

### 2) Between Qualifying and Main Draw

Other than in exceptional circumstances, no player shall be required to play his/her first-round match in the singles Main Draw until at least twelve (12) hours after the completion of his/her final Qualifying match. If a player plays two (2) singles qualifying matches in one day, he/she should not be scheduled on the following day for his/her first round Main Draw singles match, unless such player is accepted into the tournament as a Lucky Loser.

### 3) Between matches

Except when weather or other unavoidable circumstances causes schedule disruption, players shall be scheduled for a maximum of one (1) main draw singles match and one (1) main draw doubles match per day, which shall not be scheduled less than twelve (12) hours after the completion of the last match of such player on the preceding day or round.

Whenever it is necessary to schedule more than one singles match in the same day such player shall, unless he/she is in a single and doubles final to be played consecutively, be given the following minimum rest periods:

- 1) Played less than one (1) hour - half (1/2) hour rest
- 2) Played between one (1) hour and one and one half (1&1/2) hours - one (1) hour rest
- 3) Played between one and one half (1&1/2) hours and two (2) hours - one and one half (1&1/2) hours rest
- 4) Played more than two (2) hours – two (2) hours rest

If play has been interrupted for thirty (30) minutes or more due to rain or other warranted delay, the length of match time would be assessed from the moment play resumes following the delay. If play is interrupted for less than thirty (30) minutes, match time would be considered continuous from the moment the first ball of the match was put into play.

No rest is allowed after the second set in a three-set singles match unless the extreme weather conditions rule is in effect.

## 8. Prize Money/ Gifts

- 1) No prize money or pocket money in any form shall be paid at any junior tournament, either to the players or to their National Associations. Any infringement to this rule will be penalized by a fine and can be subject to the expulsion of the tournament from the Series.
- 2) The value of a gift to the winner of a tournament may not exceed the value of USD500.00. Tournament Directors are responsible for ensuring that gifts and services provided to players are suitable for minors and comply with any legal requirements of the jurisdiction where the players reside and of the country where the event is held.

**9. The Tournament Director**(shall)

1. Two (2) months prior to the tournament supply online to the ATF U16 web-site the tournament fact sheet for approval.
2. Following the conclusion of the tournament send to the ATF the tournament report form.
3. Following the conclusion of the tournament send to the ATF Hong Kong Office all money collected on-site administrative fees cash payments. The appropriate invoice will be sent upon your confirmation of the total amount by sending the tournament report.

**10. Referee's responsibility**

1. Using Tournament Planner software before and during the tournament.
2. Ensuring that all players' passports are checked for date of birth and nationality and that any discrepancies with the information provided in Tournament Planner are reported to the ATF.
3. Uploading results daily using the Tournament Planner software.
4. On conclusion of the tournament sending to the ATF the Referee's Report form, including details of any penalties imposed under the Code of Conduct.
5. A list of any penalties imposed shall be posted during the tournament on the competitors' notice board, and shall be updated on a daily basis.

**11. ATF Responsibilities**

The ATF is responsible for the overall administration of the Circuit and costs involved, and shall do its utmost to ensure that the calendar is widely publicized.

**12. National Association Responsibilities**

National Associations shall ensure that the tournaments they sanction for inclusion in the Asian Tennis Junior Tour maintain appropriately high standards of organization and administration.

**13. Waive of Claims**

In submitting an entry into an ATF U16 Tour, 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 travelling to or from, or participating in an ATF U16 Tour, and/or any of its related activities and/or while in the location of an ATF U16 Tour, against the ATF or the National Association sanctioning such events, promoters, sponsors, television or other broadcast licensees, vendors, venues, local organizers and others connected with such ATF U16 Tour, including its employees, officers, directors, volunteers, and representatives.

### III. Tournament Regulations

#### 1. Age Eligibility

Only boys and girls born between 1<sup>st</sup> January 2008 and 31<sup>st</sup> December 2011 may compete in any of the tournaments that comprise the 2024 Asian Tennis Junior Tour 16 and under. However, players may not participate in any ATF Junior Tour 16 & under unless they have reached their thirteen (13) birthdays before the start of the Main Draw until the year the players turn 16 years of age.

#### 2. Match Format

At all level of tournaments, the singles qualifying and consolation singles matches will be played with 2 tie break sets and a ten-point match tie break at one set all, with normal ad scoring at deuce.

Singles main draw matches will be played best of 3 tie break sets. Normal ad scoring will be followed for singles.

All doubles matches will be played with 2 tie break sets and a ten-point match tie break at one set all with no ad scoring, at all levels of tournaments.

No Let rule in service would be followed in singles and doubles.

In cases of severe weather disruptions, the Tournament Organizer and Referee may ask ATF to:

- a. Move outdoor tournaments to indoor/covered courts, even if the surface is different;
- b. To play Singles Main Draw matches using a Match tiebreak in substitution for the 3rd set (No-Ad shall not be used);
- c. To abolish Consolation events;
- d. To use other solutions to successfully finish the tournament under the most reasonable conditions.

#### 3. Tour Structure

- a. Tournaments may include Events in one or more Age Groups as their local event. But the ATF 16&Under tour must be organized: Boys Singles, Girls Singles, Boys Doubles, Girls Doubles.
- b. There are two categories of events:  
**Category 1:** ATF 16&Under Junior Series with Hospitality.  
**Category 2:** ATF 16&Under Junior Series without Hospitality.
- c. Any travel assistance offered shall be arranged only in advance and may be offered to National Associations only. It shall not be conditional upon a named player taking part. Travel assistance shall not be offered to individual players, neither shall it be linked to a player's success in the tournament, nor shall it be conditional on a player's participation in any other tournament.

**Following number of events will be allowed in any tournament week of the year:**

Category 1: (4) Maximum of Four Events per week, but in different zones of Asia;  
(Category 1 = ATF 16&Under Junior Series with Hospitality)

Category 2: (4) Maximum of Four Events (in any given week, anywhere in Asia)  
(Category 2 = ATF 16&Under Junior Series without Hospitality)

For one (1) week, Category 2 and 1 tournament can be held maximum of 6 events in total.

Region (Central, Southern, Eastern and Western Asian) will be considered for the schedule.

**The Main Draw Singles points will be awarded as follows:**

Position	Grade 1	Grade 2
1	600	300
2	500	250
3	400	200
4	300	150
5	240	120
6	200	100
7	160	80
8	130	65
9	100	50
10	90	45
11	80	40
12	70	35
13	60	30
14	50	25
15	40	20
16	34	17
17	30	15
18	28	14
19	26	13
20	24	12
21	22	11
22	20	10
23	18	9
24	16	8
25	14	7
26	12	6
27	10	5
28	8	4
29	6	3
30	4	2
31	2	1
32	0	0

**Point allocation for doubles/ player**

Round	Grade 1	Grade 2
Winner	400	200
Runners Up	240	120
Semi Finalist	160	80
Quarter Finalist	100	50
Round of 16	0	0

**#Combined Ranking = Singles Points + 25% Doubles Points**

Ranking points according to draw size

- a. Single draw size: 16 draw - half of his or her position points / 8 draw and less – no points
- b. Doubles draw size: 8 draw – half of his or her position points / 4 draw and less – no points

No points will be awarded to a player until he/she has played and won a match. This is applicable separately to both singles and doubles rankings points.

Advancement through a bye or walkover in the first match will not be equivalent to winning a match. Advancement by virtue of retirement following the commencement of a match will be equivalent to winning a match. When a player has played and won a match, subsequent walkovers will not affect points won.

Leaving the tournament

Any player that leaves a tournament prior to his/her elimination from all entered events (Singles, Doubles and/or Consolation), or retires from a tournament for medical reasons, without a valid medical certificate (from the tournament doctor or trainer), will forfeit all ranking points won in all events at that tournament and be subject to the penalties set forth in X. Suspension Points. In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of “Aggravated Behavior”.

#### **4. Entry and Withdrawal Process**

1. A player applying for entry shall be deemed to apply for entry into the Main Draw or the Qualifying of the tournament.
2. Entry Deadline: Tuesday twenty-one (21) days prior to the Monday of the tournament week (no later than 10:00am GMT)
3. Under exceptional circumstances other tournaments may apply to the ATF for an exemption from the 21-day rule.
4. It is the player’s responsibility before entering any Asian Tennis Junior Tour 16 and under tournament to check the correct entry deadline on the official tournament fact sheet on the ATF tournament website. It is also the player’s responsibility to check that an online entry has gone through and that a confirmation email has been received.
5. Withdrawal Deadline (Main Draw and Qualifying): Tuesday thirteen (13) days prior to the Monday of the tournament week (no later than 10:00am GMT).
6. Any withdrawal from a player accepted into main draw or qualifying that occurs after the Withdrawal Deadline will be considered a Late Withdrawal. A player’s first three (3) late withdrawal offences within a calendar year will be excused and the player will not be penalized, provided the withdrawal is received by ATF Junior Tour online or by email to

[info@asiantennis.com](mailto:info@asiantennis.com) prior to the Qualifying sign-in deadline. If the withdrawal is emailed after the Freeze Deadline it must be sent both directly to the tournament organizers using the email address indicated on the Fact Sheet, and also copied to Asian Junior Tour. It is not necessary to provide a medical certificate in case of a Late Withdrawal and On-site Medical Certificates issued after the player has been eliminated from the tournament will not be taken into consideration for any excuses for Late Withdrawals into the following week's event.

Players on the Alternate list may withdraw at any time without penalty as long as they have not been moved into a Qualifying or Main Draw Acceptance list.

7. Withdrawal after the Freeze Deadline can be made by email using the official withdrawal form to Asian Junior Tour [info@asiantennis.com](mailto:info@asiantennis.com). The withdrawal form must also be sent directly to the tournament referee and/or organizers using the email address indicated on the Fact Sheet. The withdrawal form can be downloaded from the website [www.asiantennis.com](http://www.asiantennis.com).
8. Freeze Deadline: Thursday preceding the tournament week (no later than 10:00am GMT)  
After the Freeze Deadline players on the Qualifying Acceptance List will no longer be moved into the Main Draw, and players on one or more Alternate Lists will no longer be moved into the Qualifying Acceptance List. Such Alternates are not committed to play the tournament and therefore are not subject to Late Withdrawal or No-Show penalties.
9. All entries and withdrawals must be submitted online through the [ATF tournament website](#) or in writing on the official Entry or Withdrawal Form and sent to the ATF by email, to be received before the appropriate deadline.  
- Online at <http://atf.tournamentsoftware.com>  
-Email: [info@asiantennis.com](mailto:info@asiantennis.com)
10. It is the player's responsibility to make all entries and withdrawals and to check his/her position on the Entry Lists.
11. All players entering ATF Junior tours must be a member of their national tennis association and must be in "good standing" with their national associations.
12. All players entering ATF Junior Tours agree, as a condition of their entry, to have registered for *annual IPIN Membership and have paid the appropriate fee.*
13. Failure by a player to register for *IPIN Membership* will result in the rejection of that player's entry.
14. A player enters only one tournament per week.
15. Withdrawals sent to Asian Junior Tour after the Freeze Deadline are not considered valid unless also sent to the Tournament Organizers and/or to the Referee.

##### **5. Administrative Error on Acceptance list**

If an administrative error is made on a tournament Acceptance List and a player is not included or too many players are accepted into the tournament, the Acceptance List will be corrected at the earliest opportunity in accordance with the criteria for acceptances.



## 6. Acceptance list Criteria

The criteria for acceptances (main draw or qualifying) shall be:

1. **Singles:** In determining acceptances of players for the Main Draw and Qualifying, the following acceptance method will be used in this order:
  - a) ATF U16 Ranking. In a situation where two or more players are ranked equally, acceptance order will be drawn by lot.
  - b) ITF 18 & under ranking. In a situation where two or more players are ranked equally, acceptance order will be drawn by lot.
  - c) For all unranked entered players, the following acceptance method shall be followed firstly for vacancies in the main draw, if any, and then for vacancies in the Qualifying.

Acceptance List and Alternates List:

- a) 50% of remaining places within the list will go to players from or resident in the country where the tournament is organized according to the national ranking submitted to the ATF by the host National Association.

The remaining spots will be filled as follows:

- b) Other Asian Countries will be drawn by lot and the top ranked player according to the national ranking who has not already been accepted will be accepted.
  - c) On-site Alternates should be accepted according to the ATFU16 ranking of the Monday seven (7) days before the tournament week.
  - d) On-site Alternates should be accepted according to the ITFU18 ranking of the Monday seven (7) days before the tournament week.
  - e) Unranked On-site Alternates should be accepted according to the latest national rankings, if available. If national rankings are not available, they should be drawn by lot.
  - f) ATF wild card – Players ranked in the ITF Jr. combined rankings 300 or better are able to apply the ATF wild card before the entry deadline. The player should contact with the ATF directly to request the wildcard.
2. **Doubles:** Direct Acceptances for Doubles are selected according to the following acceptance method:  
Teams consisting of:
    - a) Two players, both of them either Singles Main Draw Direct Acceptances, Special Exempts Qualifiers/Lucky Loser (not Wild Cards)
      - i. Both players with 16 & under rank, in order of total ranking
      - ii. One player with 16 & under rank and one player with 18 & under rank, in order of total ranking
      - iii. Both players with 18 & under rank, in order of total ranking
      - iv. One player with 16 & under rank and other player unranked, in order of rank of the ranked player

- v. One player with 18 & under rank and other player unranked, in order of the rank of the ranked player.
  - vi. Two unranked players, the order to be decided by draw of lots.
- b) Two players, one a Singles Main Draw Direct Acceptance, Special Exempts Qualifiers/Lucky Loser (not Wild Cards) and other player not.
- i. Both players with 16 & under rank, in order of total ranking
  - ii. One player with 16 & under rank and one player with 18 & under rank, in order of total ranking
  - iii. Both players with 18 & under rank, in order of total ranking
  - iv. One player with 16 & under rank and other player unranked, in order of rank of the ranked player
  - v. One player with 18 & under rank and other player unranked, in order of the rank of the ranked player.
  - vi. Two unranked players, the order to decide by draw of lots.
- c) Two players neither of whom are Singles Main Draw Direct Acceptance, Special Exempts Qualifiers/Lucky Loser (not Wild Cards)
- i. Both players with 16 & under rank, in order of total ranking
  - ii. One player with 16 & under rank and one player with 18 & under rank, in order of total ranking
  - iii. Both players with 18 & under rank, in order of total ranking
  - iv. One player with 16 & under rank and other player unranked, in order of rank of the ranked player
  - v. One player with 18 & under rank and other player unranked, in order of the rank of the ranked player.
  - vi. Two unranked players, the order to decide by draw of lots.

If two or more teams are tied within any of these combinations, the order shall be drawn by lot

## 7. National Ranking

All National Rankings must be submitted to the ATF by the National Association at least seven (7) days before the Entry Deadline if they are to be used for acceptance purposes for a given tournament.

If a National Association produces an updated National Ranking during the year, the National Association may send quarterly updates to the ATF.

## 8. Sign-in/Registration

Each player (with the exception of Wild Cards who are in contact with the Referee) must sign-in personally on site with the Referee by the day before the start of play in the Qualifying or Main draw competition according to his/her acceptance. Players in the main draw list or qualifying list can sign in on phone, personally, with the referee on the day of the respective sign in. Onsite alternates and players on the alternate lists have to sign in person and cannot sign in over telephone.

Sign -in Deadline	
Singles Qualifying	6pm the day prior to the commencement of Qualifying event
Singles Main Draw	6pm the day prior to the commencement of Main draw event
Doubles Main Draw	12 noon first day of Singles Main Draw
Consolation Draw	Max. 1 hour after the end of the last 1 <sup>st</sup> round match.

Players must personally sign-in with the referee. An entered player may be signed in for the Qualifying Draw by the Referee of an ITF, ATF or Regional Association sanctioned tournament in the previous week, if such player has completed that tournament in the two days preceding the start of the Qualifying competition. This player must be on site and play his first match by the end of the first round of Qualifying. For Doubles sign-in, one (1) player may sign-in for the team.

## 9. Vacancies Replacement

Vacancies shall be filled with substitutes in accordance with the following:

- 1) Until the Withdrawal deadline:  
Players will move up the acceptance list in ranking order. (By order of acceptance list)
- 2) From the Withdrawal deadline until the Freeze deadline:  
Vacancies in the Qualifying and Main Draw shall be filled by entered players selected in accordance with their position on the Acceptance List.
- 3) From the Freeze deadline until the Qualifying Sign-in Deadline:

Vacancies in the Qualifying or Main Draw shall be filled, at the time of the Qualifying sign-in deadline by entered players who have signed in for the Qualifying event selected in accordance with the applicable criteria for acceptances and thereafter by ranked Onsite Alternates who have signed in for the Qualifying event selected in accordance with the computer rankings of the Monday seven (7) days prior to the Monday of the tournament week. Where players have no such ranking, the order of priority shall be decided by lot.

- 4) From the Qualifying Sign-in Deadline until the commencement of the Qualifying competition:  
Vacancies in the Qualifying or Main Draw shall be filled by entered players who have signed in for the Qualifying event selected in accordance with the applicable criteria for acceptances.
- 5) After commencement of the Qualifying competition:  
Main Draw vacancies created between the Qualifying Sign-in Deadline but before the first point is struck in the Qualifying draw, are replaced by players who have signed-in according to the established order on the Acceptance lists (not seed-order). Such players are then removed from the Qualifying draw. Qualifying vacancies created between the Qualifying Sign-in Deadline but before the first point is struck in the Qualifying draw, are replaced by players who have signed the Alternates sign-in list which is open until 30 minutes before the scheduled start of play in the event on the first day of Qualifying

Vacancies in the Main Draw may only be filled by Lucky Losers. A Lucky Loser shall be inserted as a substitute for any player who withdraws or is withdrawn before the first point is played in his/her first match. Lucky Losers are those players who have lost in the final round of Qualifying. If additional Lucky Losers are needed, they shall be selected from losers in the previous round(s) in the same manner.

- 6) Lucky Losers shall be selected as follows:  
The order of players with an ATF Junior 16&U ranking shall be randomly drawn as first priority, thereafter players with ITF 18 & under ranking will be randomly drawn as second priority and thereafter the unranked players shall be randomly drawn. Vacancies in the Qualifying shall be filled by players who have signed the Alternate list for each day as applicable, selected in accordance with their position on the Acceptance list.

#### 7) Sign-in Requirements for Substitutes

Alternates and Lucky Losers must be present and sign-in with the Referee at least a half (1/2) hour before the scheduled start of play, which may occur over several days, in order to maintain their priority among other Alternates and Lucky Losers of the same round. If the eligible Lucky Loser is not available to play, he/she shall be placed at the bottom of the Lucky Loser Priority List for the day corresponding to the qualifying round in which he/she lost.

If the eligible player is playing in the doubles event at the time he/she is called as a Lucky Loser in singles, the singles match may be rescheduled so he/she can fill the Lucky Loser position, provided the ITF Referee determines that such rescheduling of the singles match does not cause an unreasonable disruption in the schedule; otherwise the next available Lucky Loser shall be selected to fill such vacancy.

### 10. Draw Composition

All Asian 16/U Series tournaments shall have a feed-in system in all singles draws. Here are some of the definitions for specific terms:

- 1) Direct Acceptances (DA): Entered players accepted directly into the Main Draw by ATFU16 Ranking Acceptances. \*The DA (RA) number in brackets applies to events where SE positions are not used following the Qualifying Sign-in Deadline.
- 2) Qualifying Acceptances (QA): Entered players accepted directly into the Singles Qualifying event by virtue of their ATF U16 Ranking
- 3) Alternates (Alt): Entered players (still) not accepted into the Singles Main Draw or Qualifying event by virtue of their ATF U16 Ranking.
- 4) Wild Cards (WC, QWC): Entered players may be named as Singles Main Draw Wild Cards (WC) or Qualifying Wild Cards (QWC) by the Tournament Organizers at any time until the Singles Qualifying draw is made, and will appear on the Acceptance Lists to ATF.

Similarly, non-entered players may be named as Singles Main Draw or Qualifying Wild Cards by the Tournament Organizers at any time until the Singles Qualifying draw is made, however, they will not appear on the Acceptance Lists. No player may be offered or accept a Wild Card should he/she already be accepted and committed to another tournament.

Wild Card positions must not be sold. Should ATF gather evidence that this is the case; the tournament will be banned from the Tennis Asia Junior Tour. Wild Cards that withdraw cannot be replaced with another Wild Card after the applicable draw has been made. A Wild Card who does not show for their match is substituted by a Lucky Loser or Alternate as the case may be.

- 5) Qualifiers (Q): Positions reserved for players by virtue of their success in the Qualifying draw.
- 6) On-Site Alternates (OSA): On-site Alternates are non-entered players who appear on-site in person to sign-in for possible unused positions in the Qualifying Draw.
- 7) Lucky Losers (LL): The order of Lucky Losers is established in the following way:
  - a. Players who have lost in the Qualifying finals, and if required, players who have lost in previous Qualifying round(s) in sequence. For each round, Lucky Losers shall be selected as follows:

- b. The order of players with an ATF Junior 16&U ranking shall be randomly drawn as first priority, thereafter players with ITF 18 & under ranking will be randomly drawn as second priority and thereafter the unranked players shall be randomly drawn. Vacancies in the Qualifying shall be filled by players who have signed the Alternate list for each day as applicable, selected in accordance with their position on the Acceptance list.
- c. The order so established is also used for the Lucky Loser Sign-in lists used on the first day(s) of the Main Draw as long as there are still players to play their first match, whether this is in the first round or subsequent rounds. For such days, the Lucky Loser Sign-in closes 30 minutes before the scheduled start of play on each day that the first rounds are played in the event and shall open at least 30 minutes before.
- d. Once called, a Lucky Loser must be ready to play within five (5) minutes. If a Lucky Loser is called to play but is not ready within five (5) minutes, the player will be moved to the bottom of the Lucky Loser list for that day, but will keep his/her original position on the list any for further days.

#### 8) Selection of Singles Seeds

- a. Players with ATF Junior 16 & under ranking
- b. Players with ITF 18 & under ranking.
- c. Players with National ranking will not be seeded
- d. Any Tie in above ranking will be drawn by lots.

#### 9) Selection of Doubles Seeds

Doubles seeding shall be based on the Seeding Priority as follows:

- a) Two players with combined ATF Junior 16 & under ranking. If two or more teams are tied at same combined ranking, it will be broken by draw of lots.
- b) Two players with combined ATF Junior 16 & under ranking and ITF 18 & under ranking. If two or more teams are tied at same combined ranking, it will be broken by draw of lots.
- c) Two players with combined ITF Junior 18 & under ranking. If two or more teams are tied at same combined ranking, it will be broken by draw of lots.

Teams without both players having either of ATF 16 & under ranking or ITF 18 & under ranking will not be seeded.

#### Singles Main Draw

Position	32 Draw
DA[Direct Entry]	16 (18*)
SE [Special exempt]	0-2*
Wild Card[Organizers]	4
Wild Card [ATF]	2
Q [Qualifier]	8
S[Seeds]	8
Seed 1	Line 1
Seed 2	Line 32
Seed 3-4	Line 9,24
Seed 5-8	Line 8,16,17,25

#### Singles Qualifying Draw & Doubles

Position	16 draw	24 draw	32 draw	48 draw	64 draw
DA[Direct Entry]	12	19	26-24	41-38	56-52
Wild Card [Organizers]	4	5	5	6	7
Wild Card[ATF]			1	1	1

## 11. Conducting Draw

1. All draws will be conducted by the Referee using TP Software. At least two players should be present while the draw is made, one of whom shall be of a different nationality to that of the host country.

The Tournament Planner will create the draw automatically based on the following:

2. If there are two players from the same National Association competing, they will be drawn in opposite halves of the draw.
3. If there are three or four players from the same National Association competing (other than the host nation), the first and second ranked will be drawn as above and the third and fourth ranked player's will be drawn into the remaining quarters, which do not already contain one of that National Association's players. The selection of the top four players from any one country shall be determined by the Asian 16/U Junior Rankings or, in absence of the Asian 16/U Rankings if it exists, or in its absence, the Tournament Planner will bifurcate the players of nations based on country name.
4. Any further bifurcation of unseeded players of a same nation would be done on the basis of those players who are nominated by their National Association as their top players (maximum four) in order of national ranking.
5. Seeding will not be official until the final draw is made. The latest available ATF rankings shall be only be used.
6. Any vacancy created by the withdrawal of a seed shall be filled by the next highest ranked player in the main draw, eligible to be seeded. The position vacated by that next highest ranked player shall then be filled by the next player on the original acceptance list if prior to the commencement of qualifying or by the eligible lucky loser if after commencement of qualifying draw.
7. Any vacancy created by the withdrawal of a seed, which occurs after the release of the Order of Play on the day proceeding commencement of play in the main draw, shall be filled by a Lucky Loser. If a seeded player withdraws, the remaining seeded players shall stay in their positions and the replacing player inserted in the vacated position.
8. If there are an insufficient number of ranked players to fill all the positions for seeds in the draw, the section(s) with the highest seeds will not have a second seeded player.
9. If there is an insufficient number of players to fill all the positions in the draw, byes will be awarded to seeded players in descending order.

“For the information of all players, coaches and parents involved in the tournament, all the draws in the Asian Junior Tennis tour 16&U are automated. The automation takes into account, the rules and regulations available for the tour”

## 12. Method for Conducting a Draw

The Referee will “Create Draw” by using the automated Tournament Planner software provided to him/her by the Asian Junior Tennis Tour 16 and Under Department. All provisions of separating more than one player from a single nation will be done automatically by the tournament planner.

### 13. Consolation events

1. In tournaments with consolation draws, all players who have lost in their first singles main draw matches are to play in the consolation singles draw. All players will be automatically placed in the consolation draw. In the consolation draw tournament, single matches will be played till the last day of the tournament to draw individual placing of every participant.
2. The Tournament Organizer may choose the format for a consolation draw. The match format must be announced before the order of play is released on the day preceding the start of matches.
3. If a player gives a walkover or retires at any round of consolation event, the player will still be allowed to compete in subsequent rounds of consolation event as per the draw. In case of retirement, the tournament doctor/ Sports Physio must certify the player to compete before being allowed to play next match.

## APPENDIX A

### Important Deadlines

Important dates	Online Application by Organizers	Latest Information displayed on Website after approval
Tournament Application	4 months	16 weeks
Fact Sheet	2 months	8 weeks
Entry Deadline	21 days 10:00am GMT, Tue.	
Withdrawal Deadline	13 days 10:00am GMT, Tue.	
Freeze Deadline	Thursday 4 days (10:00am GMT) before the tournament week	
Tournament Results	Daily results to be sent by 6pm local time.	
Tournament Report	Immediately after the conclusion of the Tournament	

## APPENDIX B

### CODE OF CONDUCT FOR

### 2024 Asian Tennis Junior Tour 16 and Under

#### APPLICABILITY

This Article shall only apply to the Asian Tennis Junior Tour events

#### ENTRY OFFENCES

- **Late Withdrawal**

A player in Main draw or Qualifying may withdraw from a tournament no later than 10:00am GMT thirteen (13) days prior to the Monday of the tournament week without incurring penalty. After this Withdrawal Deadline, a player in Main Draw or Qualifying is committed to the tournament. A player in the Alternate List may withdraw at any time prior to such time as they are moved into the Qualifying as a Direct Acceptance, from which time they are committed to the tournament.

All withdrawals must be made online or by emails with proper withdrawal form, if after the freeze deadline. It is the responsibility of the sender to ensure that the withdrawal has been received.

Any late withdrawal by a player from a tournament, after the three permitted withdrawals per year, shall be automatically punished by the levy of points. See page 24

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

- **Permitted Late Withdrawal**

Players are permitted three (3) Withdrawals per year which shall not count as Late Withdrawal Offences, providing the player withdraws prior to the Qualifying Sign-in Deadline.



- **Consecutive Medical Withdrawals**

A player's withdrawal from consecutive tournaments due to injury or illness or following an on-site medical withdrawal, will be considered as one (1) withdrawal if the player gives notice of such to the ATF.

Following recovery, should a player participate in a tournament and have to withdraw through injury or illness, a new medical certificate will be required, even if the injury is a recurrence.

- **No-Show**

Any player accepted to the Main Draw or Qualifying of a tournament who fails to sign-in without notifying the ATF and Referee of his withdrawal and the reason for the withdrawal in writing shall be considered a 'No-Show' and shall be automatically punished by the levying of suspension points.

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

- **Concurrency**

No player who has entered and been accepted into an Asian Tennis Junior Tour event shall play in any other tennis event during the period of such tournament. Violation of this Section shall result in a default by the Referee. In circumstances that are flagrant and particularly injurious to the success of the tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of "Aggravated Behavior"

ITF code of conduct will be in force at all ATF Junior Circuit tournament. All players/ coaches and parents will be bound to conduct themselves as per ITF code of conduct at all times. For more information on the players' code of conduct please refer to the ITF WTT Juniors' regulations (to download the ITF WTT Juniors regulations please visit the ATF website [www.asiantennis.com](http://www.asiantennis.com), section 14&16 under).

## SUSPENSION POINTS

Suspension points shall be recorded against a player according to the following:

Late withdrawals	13-7 Days (10:00am GMT) before Monday of Main Draw week	1
	7 Days before the Monday of Main Draw week to Freeze Deadline	2
	From Freeze Deadline to Qualifying Sign-in Deadline	3
	From Qualifying Sign-in Deadline to 1st match of the player	4
No show	Failure to sign-in at a tournament	6
For on-site offences	For first warning given	1
	For warning + point penalty	2
	For warning + point penalty + first game penalty	3
	For warning + point penalty + second game penalty	4
	For any subsequent game penalty	+1
	Default after any of the above	+1
	Any Default for a single violation of the Code (Immediate Default)	6
	Any Default for punctuality	4
Leaving the Tournament	5	

Any player receiving a total of fifteen (15) suspension points shall be suspended from competing in Asian Tennis Junior Tour Tournaments for a period of four (4) weeks. At the Appeal Deadline, the suspended

player will be automatically removed from the entry list of any tournament entered that is due to commence during the period of suspension, and prevented from entering any tournament due to commence during the period of suspension.

Once the period of suspension has been served, the fifteen (15) points will be deducted from the player's suspension points total. Should a player have more than fifteen (15) suspension points when he/she commences his/her period of suspension, the balance of the points will be carried over.

The suspension shall commence on the Tuesday 14 days after the player received the suspension points to reach fifteen (15) or more, and notification about the suspension has been given to the player's National Association and all other relevant parties. ATF may after due consideration delay the start of the suspension period.

ATF is responsible for notifying National Associations of any suspension incurred by a player.

## **APPENDIX C**

### **MEDICAL, TOILET/CHANGE OF ATTIRE BREAKS**

#### **MEDICAL**

- **Medical Condition**

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

- **Treatable Medical Conditions**

- a) 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.
- b) 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**

- a) Any medical condition that cannot be treated appropriately, or that will not be improved by available medical treatment within the time allowed.
- b) Any medical condition (inclusive of symptoms) that has not developed or has not been aggravated during the warm-up or the match
- c) 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 Physiotherapist/Athletic Trainer, in conjunction with the Tournament Doctor, 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 Physiotherapist/Athletic 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 Physiotherapist/Athletic Trainer, such evaluation may be performed in conjunction with the Tournament Doctor, and may be performed off-court. \*

If the Physiotherapist/Athletic 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 Physiotherapist/Athletic Trainer has evaluated the player and has determined that additional time for medical treatment is required. The Medical Time-Out takes place during a changeover or set break, unless the Physiotherapist/Athletic Trainer determines that the player has developed an acute medical condition that requires immediate medical treatment.

The Medical Time-Out begins when the Physiotherapist/Athletic Trainer is ready to start treatment. At the discretion of the Physiotherapist/Athletic 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, at nonprofessional events, 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 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.

**Muscle Cramping:** A player may receive treatment for muscle cramping only during the time allotted for change of ends and/or set breaks. Players may not receive a Medical Time-Out for muscle cramping.

In cases where there is doubt about whether the player suffers from an acute medical condition, non-acute medical condition inclusive of muscle cramping, or non-treatable medical condition, the decision of the Physiotherapist/Athletic Trainer, in conjunction with the Tournament Doctor, if appropriate, is final. If the Physiotherapist/Athletic Trainer believes that the player has heat illness, and if muscle cramping is one of

the manifestations of heat illness, then the muscle cramping may only be treated as part of the recommended treatment by the Physiotherapist/Athletic Trainer for the heat illness condition.

**Note:**

A player who has stopped play by claiming an acute medical condition, but is determined by the Physiotherapist/Athletic Trainer and/or Tournament Doctor to have muscle cramping shall be ordered by the Chair Umpire to resume play immediately.

If the player cannot continue playing due to severe muscle cramping, as determined by the Physiotherapist/Athletic Trainer and/or Tournament Doctor, he/she may forfeit the point(s)/game(s) needed to get to a change of end or set-break in order to receive immediate evaluation, and treatment if time allows. There may be a total of two (2) additional changes of ends treatments for muscle cramping in a match, not necessarily consecutive.

If it is determined by the Chair Umpire or Referee that gamesmanship was involved, then a Code Violation for Unsportsmanlike Conduct could be issued.

A total of two (2) consecutive Medical Time-Outs may be allowed by the Referee for the special circumstance in which the Physiotherapist/Athletic 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 Physiotherapist/Athletic 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 Physiotherapist/Athletic 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 must stop play as soon as possible, and the Physiotherapist/Athletic Trainer should be called to the court by the Chair Umpire for evaluation and treatment. The Physiotherapist/Athletic Trainer, in conjunction with the Tournament Doctor, will evaluate the source of the bleeding, and will request a Medical Time-Out for treatment if necessary.

If requested by the Physiotherapist/Athletic Trainer and/or Tournament Doctor, the Referee 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 must not resume until the blood spill has been cleaned appropriately.

- **Vomiting**

If a player is vomiting, the Chair Umpire must stop play if vomiting has spilled onto the court, or if the player requests medical evaluation. If the player requests medical evaluation, then the Physiotherapist/Athletic 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 must 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 Physiotherapist/Athletic Trainer, the Chair Umpire shall immediately call for the Physiotherapist/Athletic Trainer and Tournament Doctor to assist the player.

Either before or during a match, if a player is considered unable physically to compete, the Physiotherapist/Athletic 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 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 Tie 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.

## **TOILET /CHANGE OF ATTIRE BREAK**

A player is allowed to request permission to leave the court for a reasonable time for a toilet break /change of attire break.

Toilet breaks should be taken on a set break. Change of attire breaks must be taken on a set break.

In singles events, a player is entitled to one (1) break during a match.

In a doubles match, (both for boys and girls) each team is entitled to a total of two (2) breaks. Each time a player leaves the court it is counted as one of the authorized toilet break. If partners leave the court together, it counts as one (1) of the team's authorized breaks. These breaks may be taken for toilet visits, change of attire (Girl's matches), or both, but for no other reason whatsoever.

Any time a player leaves the court for a toilet/change of attire break, it is considered one of the authorized breaks regardless of whether or not the opponent has left the court. Any toilet/change of attire break taken after a warm-up has started is considered one of the authorized breaks. Additional breaks will be

authorized, but will be penalized in accordance with the point penalty schedule if the player is not ready to play within the allowed time.

The Referee shall have the authority to deny a player permission to leave the court during a match for a toilet and/or change of attire break if it is interpreted by the Referee as gamesmanship and/or flagrant abuse of the Rules.

A player should not take a toilet/change of attire break and a medical time out consecutively unless approved by the Referee.

A player may change his/her attire during a toilet break.

## APPENDIX D

### 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  $(0.7 \text{ Wet Bulb} + 0.2 \text{ Global Temperature} + 0.1 \text{ Dry Bulb} = \text{WBGT})$ .

Air Temperature (Celsius/Fahrenheit)											
	21.1°C 70°F	23.9°C 75°F	26.7°C 80°F	29.4°C 85°F	32.2°C 90°F	35°C 95°F	37.8°C 100°F	40.6°C 105°F	43.3°C 110°F	46.1°C 115°F	48.9°C 120°F
Relative humidity	Apparent Temperature (combined index of air temperature and relative humidity)										
0%	17.8°C 64°F	20.6°C 69°F	22.8°C 73°F	25.6°C 78°F	28.3°C 83°F	30.6°C 87°F	32.8°C 91°F	35°C 95°F	37.2°C 99°F	39.4°C 103°F	41.7°C 107°F
10%	18.3°C 65°F	21.1°C 70°F	23.9°C 75°F	26.7°C 80°F	29.4°C 85°F	32.2°C 90°F	35°C 95°F	37.8°C 100°F	40.6°C 105°F	43.9°C 111°F	46.7°C 116°F
20%	18.9°C 66°F	22.2°C 72°F	25°C 77°F	27.8°C 82°F	30.6°C 87°F	33.9°C 93°F	37.2°C 99°F	40.6°C 105°F	44.4°C 112°F	48.9°C 120°F	54.4°C 130°F
30%	19.4°C 67°F	22.8°C 73°F	25.6°C 78°F	28.9°C 84°F	32.2°C 90°F	35.6°C 96°F	40.1°C 104.2°F	45°C 113°F	50.6°C 123°F	57.2°C 135°F	64.4°C 148°F
40%	20°C 68°F	23.3°C 74°F	26.1°C 79°F	30°C 86°F	33.9°C 93°F	38.3°C 101°F	43.3°C 110°F	50.6°C 123°F	58.3°C 137°F	66.1°C 151°F	
50%	20.6°C 69°F	23.9°C 75°F	27.2°C 81°F	31.1°C 88°F	35.6°C 96°F	41.7°C 107°F	48.9°C 120°F	57.2°C 135°F	65.6°C 150°F		
60%	21.1°C 70°F	24.4°C 76°F	27.8°C 82°F	32.2°C 90°F	37.8°C 100°F	45.6°C 114°F	55.6°C 132°F	65°C 149°F			
70%	21.1°C 70°F	25°C 77°F	29.4°C 85°F	33.9°C 93°F	41.1°C 106°F	51.1°C 124°F	62.2°C 144°F				
80%	21.7°C 71°F	25.6°C 78°F	30°C 86°F	36.1°C 97°F	45°C 113°F	57.8°C 136°F					
90%	21.7°C 71°F	26.1°C 79°F	31.1°C 88°F	38.9°C 102°F	50°C 122°F						

The Physiotherapist/Athletic Trainer or Tournament Doctor and the Referee have the authority to determine if the extreme weather condition rule will go into effect during a tournament. If it is so determined, a ten (10) minute break will be allowed between the second and third sets. 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.

### **Measurement and Monitoring of Weather Conditions**

The Physiotherapist/Athletic Trainer or Tournament Doctor will monitor weather conditions by taking measurements a minimum of three (3) times during the day:

- 1/2 hour before match play begins for the day
- Middle of the scheduled day
- Prior to beginning of the last match of the day/night.

### **Implementation of the Rule**

In the event that during the day there is a sudden change in weather conditions as determined by this periodic monitoring, the Extreme Weather Condition Rule may be put into effect at any time on all courts, excluding matches already in progress.

In the case of rain or interruption to play, the Referee and Physiotherapist/Athletic Trainer or Tournament Doctor can reassess the Rule.

### **Conditions of the 10-Minute Break**

If it is a mutual agreement between both the players not to take a ten (10) minute break, then play will continue. However, if requested by one player, the ten (10) minute break will come into effect.

In the absence of a chair umpire, the Referee shall agree the time that the match shall be resumed with both players.

During the ten (10) minute break, no coaching or medical treatment will be allowed. However, a player will be allowed to receive an adjustment of medical support, medical equipment and/or advice from the Physiotherapist/Athletic Trainer or Tournament Doctor.

Following the ten (10) minute break, no re-warm-up will be allowed.

This rule applies in addition to the allowed bathroom/change of attire breaks during the match.

## **APPENDIX E**

### **HOSPITALITY PROVISIONS**

Please find following a definition of the minimum standards required to meet the Full Hospitality requirement.

#### **“Reduced Hospitality”**

“Reduced Hospitality” means the provision of accommodation which meets the minimum standards set out below, and breakfast only. Reduced Hospitality does not apply to coaches; tournaments offering Reduced Hospitality are not required to provide any hospitality for coaches. - Hospitality shall commence the evening before the first day of the Main Draw and end the day after the elimination of the player or the morning following the completion of the tournament, at the discretion of the tournament committee. With the exception of those players who qualify for the Main Draw the tournament has no obligation to provide for players competing in the Qualifying competition.

#### **ACCOMMODATION**

- PLAYERS – Shared room – 2 / 4 players per room – all players should have an individual bed. Space in the room should be relevant to the number of occupants.
- COACHES – Single room or twin sharing room.

It is the responsibility of the player/coach/player support team member to ensure that they have a confirmed hotel reservation before arrival at a tournament.

Official coaches must be nominated by their National Association by the Freeze Deadline in order to receive hospitality, in accordance with each tournament’s hospitality arrangements. Hospitality may not be provided by the host organizers if official coach is appointed after freeze deadline.

Official tournament hospitality for coaches and players shall be provided separately and hotel bedrooms may not be shared. Requests to share hotel accommodation by players and coaches from the same or opposite sex must at all times be refused. The only exception allowed to this rule is when a National Association nominates a parent as the official coach/representative.

Official hotels should be of an appropriate standard and should have enough available rooms for all players and player support team members. Players and player support team members from the same country should always be placed in the same hotel. The ATF reserves the right to refuse official hotels if they do not meet these standards.

#### **HOTEL SAFETY GUIDELINES**

The ATF recommends that hotels be selected for tournaments based on the following factors:

- Located in safe part of the town/city
- Safety and Security



- Compliance with Hotel Room Policy (Welfare Policy Part iv. d.)
- Reception or management staff available 24 hours/day
- Separate security staff available 24 hours/day
- Criminal background checks or security screening for all staff
- Motels or other accommodations requiring entrance to rooms from the street or public outdoor walkways are not acceptable
- Safe facilities available for guest valuables Emergency Procedures
- Emergency and evacuation procedures in place
- Compliant with fire codes and others as applicable (e.g. earthquake, tornado)
- Hotel fitted with working smoke detectors/alarms/sprinkler systems
- Staff trained in emergency management procedures Rooms
- Guestrooms require key card entry and equipped with deadbolts
- Guestrooms equipped with one-way peep holes
- Guestrooms equipped with telephones
- Bathroom and toilet facilities in each guestroom, separated from sleeping area by closing/locking door
- Disabled access and facilities available Cleanliness
- Housekeeping/ laundry meet national hygiene standards
- Restaurants/ kitchens meet national food service and storage standards

## **APPENDIX F**

### **WELFARE POLICY**

***Asian Tennis Federation fully endorses the ITF Player Welfare Policy, and will for the Asian Tennis Junior Tour U16 in the capacity of an ITF Regional Organization fully cooperate with the ITF in such matters.***

Any 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"), any player and any tournament personnel, such as an official, tournament director, staff, volunteer, sponsor, health care provider, ATF staff member and members of the media (together "Credentialed Person") shall conduct himself/herself in a professional manner at all times and in accordance with this ATF Welfare Policy. In this

ATF Welfare Policy Player Support Team Members, players and Credentialed Persons shall be defined as "Covered Persons".

## ELEMENTS OF THE WELFARE POLICY

### Application

- Covered Persons shall be familiar with, and must abide by, this ATF Welfare Policy.
- Unfair and/or Discriminatory Conduct
- Covered Persons 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.
- Covered Persons shall not discriminate in the provision of services on the basis of race, ethnicity, gender, national origin, religion, age or sexual orientation.
- Abuse of Authority; Abusive Conduct
- Covered Persons shall not abuse his or her position of authority or control, and shall not attempt to or compromise the psychological, physical or emotional wellbeing of any player.
- Covered Persons shall not engage in abusive conduct, either physical or verbal, or threatening conduct or language directed toward any Covered Person, parent, spectator or member of the press/media.
- Covered Persons shall not exploit any player relationship to further personal, political or business interests at the expense of the best interests of the player.

### Sexual Conduct

In order to prevent sexual abuse and the negative consequences resulting from the imbalance of a dual relationship, sexual conduct of any kind between any player and his/her Player Support Team Members and/or Credentialed Persons is discouraged.

In addition, the following conduct is specifically prohibited:

- Covered Persons shall not make sexual advances towards, or have any sexual contact with, any players who is under the age of legal majority in the jurisdiction where the conduct takes place or where the player resides.
- Covered Persons 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.

- Covered Persons 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.

Player Support Team Members and Credentialed Persons shall not share a hotel room with a player who is 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 or Credentialed Person is the player's parent or is related to the player and authorized in writing by the player's parent.

Penalties will apply to any underage player who is found to have violated this Hotel Room Policy.

These penalties can include: forfeiture of points from the tournament(s) where the violation occurred and/or monetary fines equal to the amount of the hotel room rates and/or forfeiture of hotel per diem rates as applicable, for the tournament(s) where the violation occurred.

Such penalty shall be in addition to any penalties that may be imposed on the Player Support Team Member or Credentialed Person pursuant to sub-Section as below.

### **Criminal Conduct**

Covered Persons shall comply with all relevant criminal laws. For greater certainty and without limiting the foregoing, this obligation is violated if a Covered Person has been convicted of or entered a plea of guilty or no contest to a criminal charge or indictment involving

- i. An offence involving use, possession, distribution or intent to distribute illegal drugs or substances,
- ii. An offence involving sexual misconduct, harassment or abuse, or (c) an offence involving child abuse

Further, this obligation may be violated if a Covered Person 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.

### **Anti-Doping Activity**

Covered Persons shall not commit any offence under the terms of the ITF's Anti-Doping Programme or aid, abet, counsel or procure in any way any person's offence under that Programme.

### **Conduct in General**

Covered Persons shall not conduct himself or herself in a manner that will reflect unfavorably on the ATF, any tournament, event or tour owned or sanctioned by the ATF (the "ATF Tours"), any player, official or the game of tennis.

### **Violations/Procedures**

- Any individual who believes that any Covered Person has failed to meet his or her obligations under this Welfare Policy may file a written complaint with the ATF tour U16 Director responsible for the ATF Tour U16 in which the complainant participates.

That complaint shall identify the complainant and state specifically the nature of the alleged misconduct. Upon receipt of such a complaint, the ATF tour U16 Director shall promptly initiate a review of the matter. Such review shall be carried out by the relevant Manager or ATF Jr. Committee with responsibility for the ATF Tours U16 in which the complainant participates.

Upon request by the ATF tour U16 Director, the ATF Jr. Committee shall have authority to issue a provisional suspension of the accused individual, pending the completion of the investigation and issuance of a final decision on the matter.

- Upon review of the complaint and, where appropriate, additional investigation, the ATF tour U16 Director may determine that the complaint does not merit further action.

If the ATF tour U16 Director determines that the complaint does merit further action, after notifying the accused individual of the charge(s) and giving the accused individual the opportunity to present his or her views to the ATF Jr. Committee, either in person or in writing, at the ATF Jr. Committee's discretion, the ATF Jr. Committee may impose appropriate sanctions including (a) denial of privileges or exclusion of the person in question from any or all ATF tours U16 or (b) such other sanctions including monetary sanctions as the ATF tour U16 Director may deem appropriate.

- The ATF Jr. Committee reserves the right to extend to any or all ATF Tours U16 a suspension or other disciplinary action taken against a Covered Person by a National or Regional Association or other tennis organization such as the Women's Tennis Association and Association of Tennis Professionals or a conviction or plea of guilty or no contest to a criminal charge or indictment as set out in Section above.
- The ATF Jr. Committee reserves the right to share information concerning a complaint with and/or conduct an investigation in conjunction with any tennis organization as specified above. The ATF Jr. Committee may also refer the complaint and/or any information received during the course of investigating an allegation or prosecuting a charge to any authorities it considers appropriate. The ATF shall have the absolute discretion, where it deems appropriate, to stay its own investigation pending the outcome of investigations being conducted by other tennis organizations as specified above and/or relevant authorities.
- The notice of appeal must include a statement of the reasons and arguments why the decision was incorrect and include supporting evidence and make any application for a stay of execution.

In either circumstance, the appellate body shall decide whether to review the appeal based solely on the ATF Jr. Committee's investigation or whether to hold a full hearing in which the Covered Person will be given the opportunity to present his/her case directly to the appellate body, in which case the appellate body shall issue directions for the efficient conduct of the appeal. The decision of the ATF Jr. Committee or ATF Board of Directors shall be final and binding. Any decision of the ATF Jr. Committee decided on the basis of a conviction or plea of guilty or no contest to a criminal charge or indictment as set out in Section above shall be final and binding.

Any decision of the ATF Jr. Committee or ATF Board of Directors pursuant to this Welfare Policy may be communicated to those Member National Associations, other tennis organizations and ATF tour U14 organizers deemed necessary by the ATF tour U16 Director and/or the ATF Jr. Committee and/or the ATF Board of Directors.

## **APPENDIX G**

### **CONTACTS**

#### **Asian Tennis Federation**

Plot no 23- 3<sup>rd</sup> Floor, Sector 12B, Dwarka, India- 110078  
E-mail: [info@asiantennis.com](mailto:info@asiantennis.com) Website: [www.asiantennis.com](http://www.asiantennis.com)

#### **Asian Tennis Federation – Asian Jr. Tennis U16 Tour Office**

E-mail: [dmitriy.savchuk@asiantennis.com](mailto:dmitriy.savchuk@asiantennis.com) Web-site: <http://atf.tournamentsoftware.com>