# ASIAN JUNIOR TOUR 12&UNDER

## CIRCUIT REGULATIONS

ATF

2026

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# 2026
# Asian Tennis Junior Tour
# 12 & 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 12&Under event under the banner of ATF at its affiliated centers.

### 2. Sponsorship Rights

ATF insists that there should be no tobacco and sports betting 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 alcohol consumption age in the event country)

The sponsors of the tournament should not be conflicting in nature to any title sponsor to ATF Junior circuit.

### 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 videos of him/her during the event in connection with the promotion of the event without compensation for him/herself, his/her 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 and the tournament Live on their main web page.
4) ATF tournament Banner along with ATF logo 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.
6) ATF logo should be prominently placed on all on court brandings. On court branding designs should be pre-approved by ATF office.

## 4. Players Eligibility

1. For entering, signing-in and/or playing in a Tennis Asia Junior Tour event, the players agree 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 a Player account online at https://www.atf.hitcourt.com/register-player.

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 tournament organizer.

4. Non-Asian players participating in the Asian 12&Under Series tournaments (Category 3 & 2) will be eligible to compete

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 12&Under Series tournaments, they must have reached their (10th) tenth birthday before the start of the singles Main Draw.

9. If a player is not in good standing with 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. **Asian online account & International Player Identification Number (IPIN)**

To play in the ATF Junior Tours, players must have registered with the ATF. Players should register online directly on the ATF tournament website (https://www.atf.hitcourt.com/register-player) or through the ATF website (www.asiantennis.com)

Player may also register for a Junior ITF IPIN. The Junior IPIN allows the player to play on the ITF Junior Circuit and the Tennis Europe Junior Tour (subject to fulfilling the age criteria).
Players will not be allowed to enter/compete in an ATF event until the ATF registration is complete and payment is made. No player will be allowed to sign-in as an Onsite Alternate or play as a Wild Card without having registered for ATF account. A sum of USD 40 as Annual subscription for creating the ATF account will be payable by the players. This can be paid online once the account has been created. Player credentials mentioned while registering as a player on ATF or ITF IPIN should exactly match to have accurate WTN to be generated.

## II. Rules and Regulation of the Tour

1. **Standing -**

   Asian 12&Under players shall not be ranked.

   The ATF will maintain a Standing for each registered player which shall be a non-numeric, non-positional indicator of the player's current competitive bracket.

   The Standing shall be built from a player's ITF World Tennis Number (WTN)

2. **Tournament Application and Approval**

   a) The Asian Tennis Junior Tour 12 & under tournaments consists' of individual junior tournaments for 12 & under (12&U), organized in any of the Asian Tennis Association Member Nations. Non-Asian member nation who are interested in hosting Asian Junior circuit tournament may contact the ATF Executive director - Tournament, for special approval to host the tournament in their respective Nation The tournaments may be organized by National Associations, affiliated clubs or other organizers which must be approved by the applicable National Association.

   b) National Federation are responsible for the supervision of the tournaments they selected to be a part of the Asian 12 & Under Series.

   c) Application: Applications for the tournaments must be made on the ATF website (https://www.atf.hitcourt.com/federation/login), 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 including 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 tournament invitations to other 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 Asian Junior Tour calendar after it was published for the period shall be penalized according to the below mentioned details.
   - Nations withdrawing the tournament 2 months prior to the start of the main draw may be fined up to USD 200
   - Nations withdrawing the tournament 1 month prior to the start of the main draw may be fined up to USD 400

The decision of the ATF Tournament and Officiating Committee will be final regarding the above.

**4. Sanction Fees**

All tournaments on the ATF Junior Tour are required to pay the relevant sanction fees as outlined in the table below. Invoices for these sanction fees will be sent to the National Associations on a half yearly basis at the end of June and December each year and must be settled within 15 days of receipt

1) Category 3 (White Series) : US$ 150
2) Category 2 (Bronze Series) : US$ 250

**5. Officiating fees**

The tournament must pay fees for the ATF referee for the 12 & 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 ATF/ ITF certified officials working as referee for the circuit will be as follow:

Category 3 (White Series) - USD 350

Category 2 (Bronze Series)- USD 550

**6. Minimum Officiating Requirement**

All tournament applicants are required to appoint the referee as per the ATF recommended referee certification mentioned in the below table. If the tournament has any request for exceptions to minimum officiating requirements, they should contact the ATF office 2 months in advance of the tournament.

| Category | Minimum required certification |
|---|---|
| **Category 3 (White Series)** | ATF Orange badge referee |
| **Category 2 (Bronze Series)** | ATF Orange badge referee or ITF White badge |

## 7. Factsheet

Sanctioned tournaments must complete a Fact Sheet providing all necessary information on the online application form using the Nation Federation tournament application credentials on (www.atf.hitcourt.com) in addition to the data above National federations must also provide the start and end dates for each event according to the organizational requirements also transport and hotel information, visa requirements, must be provided.

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 website once checked and approved by Asian Tennis Federation which should be no later than 6 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.

## 8. Tournament Obligation and Organizational Requirements

| Options/Facilities | Category 2 (Bronze Series) | Category 3 (White Series) |
|---|---|---|
| | Without Hospitality | Without Hospitality |
| Main Draw size | 32 (Draw smaller than 32 needs special permission) | |
| Entry & Withdrawal | Entry and withdrawal should be online through player account. | |
| Max Events by a Nation | – Six (6) ATF 12 & under tournaments can be hosted in a calendar year. Additional 2 tournaments may be approved upon request based on number of players participating from that Nation / region. | |
| Qualifying Draw (optional) | 8 ,16, 32 | |
| Draw format | Qualifying – Elimination: Main draw – League + Elimination | |
| Hospitality (Players) | No hospitality | No hospitality |
| 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 must be available. | |
| Chair Umpires | From Quarterfinals onwards | From Semifinals onwards |
| Roving Umpires (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 No of Courts | 4 | |
| Min Length of Main draw(days) | 6 | 6 |
| Balls (ITF approved balls) | a) Qualifying -3 new balls per match (no ball change)<br>b) Main draw -3 new balls per match, ball change at final set if best of 3 sets is played. | |
| 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 with charge not more than USD 15 | |
| Official Hotel | All tournaments must nominate an official hotel for the tournament and mention all necessary details such as hotel address, room rates, and transport directions from the nearest airport or railway station. If the official hotel is more than 1.5 Kms from the venue, the tournament should provide transportation from the official hotel to venue starting from the day of qualifying sign in till the last day of the main draw in all categories of ATF 12U tournaments. | |
| IT requirements | The Organiser 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). Internet is mandatory requirement and is essential for the referee to run the hit court tournaments management system. Internet and or Wi-Fi must be offered for players and coaches from Grade 2 tournament onwards. | |
| Cafeteria | Food, Snacks and beverages (energy bar and drink) to be made available on payment basis. | |
| Live Scoring | Asian Junior Circuit 12 & Under tournaments will implement live scoring in either Off-Court Umpire or On-Court Umpire mode. The referee will be supplied with a user manual to facilitate the operation of the live scoring system. | |
| | Furthermore, it is the responsibility of the National Federation to provide Android mobile devices and ensure internet connectivity on-site for the effective use of this system. It will be the responsibility of the ATF supervisor to initiate the use of live scoring system and train the roving umpires and chain umpires on the usage. | |

1) 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 ATF Certified Orange or ITF White Badge Referee for Grade 3 and 2 tournaments and be confirmed to ATF in the Fact Sheet to be published. Member Nations may apply minimum two (2) months before the Tournament for a waiver to the above requirements to propose English speaking nationally certified referee. ATF reserves the right to grant or deny such waiver. If the waiver is denied, a certified Referee must be provided as per the minimum officiating requirements.

2) It is also mandatory that the Referee has a working email account and immediate access to internet, a phone onsite open for international calls.

3) 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.

4) 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.

5) 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.

6) Play is allowed with artificial lighting. It is highly recommended that there is a minimum of 500 lux evenly distributed over the court surface.

7) 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.

8) 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 satisfactorily arrangements are made.

9) 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.

10) 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.

11) 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.

12) Tournament Report includes:
   a) Sign-In sheets for all Qualifying and Main draws events should consist of first name, family name, nationality and date of birth.
   b) Complete Draw sheets of main draw Singles and Doubles events including qualifying, denoting seeds, wildcards, qualifiers and lucky losers;
   c) Program and reports of the event including photographs and other relevant tournament information.
   d) 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.

## 9. Entry Fee

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

| **Tournament category** | **Entry Fee Total** | **Collection for organizers** | **ATF office (Administration fee)** |
|---|---|---|---|
| Category 2 (Bronze Series) | 65 | 55 | 10 |
| Category 3 (White Series) | 50 | 40 | 10 |

2) 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.
3) Entry Fees may be paid in local currency at an official bank exchange rate dated on the Monday 7 days before the Tournament week.
4) 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).

## 10. 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

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.

**11. 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.

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

1. Two (2) months prior to the tournament supply online to the ATF tournament website the tournament fact sheet for approval.

2. Following the conclusion of the tournament send to the ATF the tournament report form.

3. Collect the referee report and discuss on any changes and improvement required for the next event and check the entry fee and ATF admin fee payable to ATF office. Invoice of the same shall be sent to the Nations federation at the end of each quarter.

**13. Referee's responsibility**

1. Using Tournament software provided by the ATF 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 software are reported to the ATF.

3. Uploading results daily using the Tournament software.

4. On conclusion of the tournament sending to the ATF the Referee's Report form, (Including the entry fee & ATF admin fee collection details) 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.

**14. 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.

**15. 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.

**16. Waive of Claims**

In submitting an entry into an ATF U12 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 U12 Tour, and/or any of its related activities and/or while in the location of an ATF U12 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 U12 Tour, including its employees, officers, directors, volunteers, and representatives.

## III. Tournament Regulations

**1. Age Eligibility**

Only boys and girls born between 1st January 2014 and 31st December 2016 may compete in any of the tournaments that comprise the 2026 Asian Tennis Junior Tour 12 and under. However, players may not participate in any ATF Junior Tour 12 & under unless they have reached their tenth (10th) birthday before the start of the Main Draw.

**2. Match Format**

At all level of tournaments, the singles qualifying and League stage 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 (Elimination stage) 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 use other solutions to successfully finish the tournament under the most reasonable conditions.

**3. Tour Structure**

a. Category 3 (White Series): Regionally closed tournaments; Only the players registered in the region where the tournament is being held will be able to participate in this category of tournaments. For Asian Regions break up please refer to Appendix 1 below.
b. Category 2: (Bronze Series): Open tournament. ATF registered players from any nation can participate.

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

Six (6) ATF 12 & under tournaments can be hosted in a calendar year by a particular nation. Additional 2 tournaments may be approved upon request based on number of players participating from that Nation/region.

**a. Category 2 (Bronze Series): (5) Maximum of five per week, anywhere in Asia**
b. **Category 3 (White Series): (2) Maximum of two per week in the same zone of Asia**

ATF reserves the right to approve additional tournaments beyond the maximum number of tournaments in a week

**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 3:00 pm Kazakhstan time)

3. Under exceptional circumstances ATF can reduce the 21 days entry deadline rule.

4. It is the player's responsibility before entering any Asian Tennis Junior Tour 12 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 3:00pm Kazakhstan Time).

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 prior to the Qualifying sign-in deadline.

   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.

Any players who withdraw after the qualifying sign in deadline will receive suspension points as mentioned in the appendix II, any player incurring more than 15 suspension points will be suspended from participating in the ATF Junior circuit irrespective of Age category for 4 weeks.

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 at Freeze deadline.

7. Withdrawal after the Freeze Deadline should be made online using the players log in credentials on www.atf.hitcourt.com. It's not required to email the ATF office or the referee,

8. Freeze Deadline: Thursday preceding the tournament week (no later than 3:00Pm Kazakhstan Tim)

   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 registered ATF account using the players login credentials created on the ATF tournament website (www.atf.hitcourt.com) to be received before the appropriate deadline.

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 ATFUPID Membership and have paid the appropriate fee.

13. Failure by a player to register for ATF Membership will result in the rejection of that player's entry.

14. A player can enter only one tournament per week in any of the age group tournament across all ATF Junior Circuit tournaments.

## 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

**Singles**: In determining acceptances of players for the Main Draw and Qualifying, the following acceptance priority will be used:

a) Entered players with ITF Singles WTN If any players are tied by Singles WTN acceptance order will be drawn by lots at the ATF office and published
b) Entered players without singles WTN will be considered in the following acceptance order.
    - 50 % of Players from the host nation
    - 25 % of Players from the same region of the host nation
    - 25 % of Players from other region of the host nation
    - Any further vacancies will be filled by players from other non-Asian nations.
c) Unentered players (On site Alternate) with ITF Singles WTN
d) Unentered players (On site alternate) without singles WTN will be considered in the following acceptance order.
    - 50 % of Players from the host nation
    - 25 % of Players from the same region of the host nation
    - 25 % of Players from other region of the host nation
    - Any further vacancies will be filled by players from other non-Asian nations.
e) ATF wild card – Players with ITF Singles WTN can apply for a ATF wild card to ATF office latest by Monday seven (7) days before the tournament week.

**Doubles**: Acceptance will be based on the following criteria:

Only players accepted into the Singles Main Draw of the tournament shall be eligible to enter the Doubles event.

- Both players with ITF Doubles WTN
- One player with ITF Doubles WTN and other player with Singles WTN
- Both players with Singles WTN
- One player with Doubles WTN and other player without WTN
- One player with Singles WTN and the other without WTN
- Both player without WTN

**7. Sign-in/Registration**

**Qualifying -** The Qualifying Sign-In Deadline is at 18:00 hours local time on the day before the scheduled start of the Qualifying event unless specified otherwise on the published Fact Sheet.

Players accepted into the Singles Qualifying Draw as entered direct acceptance are **not required** to Sign-In with the ATF Supervisor. Players must be on-site and available to play their first-round match as scheduled. Each Player when on site must provide a contact telephone number to the ATF supervisor so the ATF Supervisor may contact the Player during the Tournament.

Entered Alternate players (who wish to compete), **must Sign-In** prior to the singles qualifying sign-in deadline by contacting the on-site ATF Supervisor, either in person or Telephone method outlined on the Tournament Fact Sheet. Entered Alternates that do not Sign-In either in person or by Telephone method outlined on the Tournament Fact Sheet will not be considered for inclusion in the draw.

Any alternate player may be signed in for the Qualifying Draw by the Supervisor of an ATF or a National 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/her first match latest by the start of last match of the first round of Qualifying. Players travelling as part of a team under one coach may be signed in by the Supervisor of an ATF or National Association sanctioned tournament in the previous week, if

any other member of that team is still competing in that tournament in the two days preceding the start of the Qualifying competition.

Any on site alternate (un entered) players who wish to compete in the tournament must sign in personally with the ATF supervisor prior to the singles qualifying sign in deadline. No phone sign in will be accepted for un entered players

Any unused Special Exempt place(s) or Main Draw vacancies (following withdrawals after the Freeze Deadline and until the 1st day of Qualifying Order of Play is released) shall be filled by entered players who have signed in for Qualifying prior to the qualifying deadline. If there is no Qualifying event, Main Draw vacancies shall be filled by players on the Alternates List, selected in accordance with the Criteria for Acceptances until the 1st day of Main Draw Order of Play is released. Any vacancies in the Qualifying Draw shall be filled by Alternates or On-Site Alternates who have signed in for the qualifying competition, selected in accordance with the applicable Criteria for Acceptances, until the 1st day of Qualifying Order of Play is released.

**Main-Draw**

i. **Singles -** Players accepted into the Singles Main Draw are not required to Sign In. Players must be on-site and available to play their first-round match as scheduled. Each Player must provide a contact telephone number so the ATF Supervisor may contact the Player during the Tournament
ii. **Doubles -** Each player must have entered and signed-in with the ATF Supervisor by 12 noon (1200 hours) on the scheduled first day of start of the singles Main Draw

| Sign -in Deadline (As per the above regulations mentioned) | |
|---|---|
| Singles Qualifying and Main draw (Entered Players) | No Sign in required as per the regulations mentioned above |
| Singles Qualifying Alternate (Entered Players) | In person or by alternate method (Telephone) before 6:00 pm local time 1 day prior to the commencement of qualifying draw |
| On Site Alternate (Un entered Players) | On site with the ATF supervisor before 6:00 pm local time 1 day prior to the commencement of qualifying draw. |
| Doubles | Before 12:00 on the 1st day of the singles main draw |

**8. Vacancies Replacement**

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

**a. From the Withdrawal deadline until the Freeze Deadline**:
Direct Acceptance vacancies in the Qualifying and Main Draw shall be filled by entered players selected in accordance with the applicable Criteria for Acceptances. A player not accepted into the Main Draw or Qualifying will appear on the Tournament's Alternates List.

**b. At the Qualifying Sign in deadline:**
**i)** Vacancies in the Main Draw Acceptance List (created by Late Withdrawals, unused Special Exempt positions, and Main Draw Wild Card positions not to be used as confirmed by the Tournament Organizer) shall be filled by entered players who appear on the Qualifying Draw Acceptance List selected in accordance with the applicable criteria for acceptances.

**ii)** Vacancies in the Qualifying Acceptance List (created by Late Withdrawals, players being moved to the Main Draw as above or Qualifying Wild Card positions not to be used as confirmed by the Tournament

Organizer) shall be filled by alternate players who have Signed-in for the Qualifying event in accordance with the applicable criteria for acceptances.

**c) 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 Qualifying selected in accordance with the applicable criteria for acceptances.

**e) After the Completion of the Qualifying Competition:**
If after the completion of the qualifying competition there are vacancies in the Main Draw, the ATF Supervisor will fill the Main Draw with all of the Qualifiers and, if necessary, Lucky Losers in the order that they were drawn as detailed below. It shall be assumed all players who lost in the last round of Qualifying will want to take a position in the Main Draw. Therefore, it is the player's responsibility to inform the ATF Supervisor at the end of their match if they do not want to be considered for a Lucky Loser position.

**Order of Selecting the Lucky Looser**

The order of Lucky Looser order will be randomly drawn for group of players in following priority: -

1. Group of Players with Singles WTN
2. Thereafter the group of players without a Singles WTN shall be randomly drawn.

Lucky loser vacancies know at the time of making the main draw will be drawn together with the qualifiers into the main draw. Players not wanting the accept the Lucky loser spot after losing in the singles qualifying must notify the ATF supervisor.

**f) Sign-in Requirements for Substitutes**

Alternates and Lucky Losers must be present and sign-in with the ATF Supervisor at least 30 minutes before the scheduled start of play, to be eligible as Alternates / Lucky Losers. Singles Alternate Sign in – 30 minutes before start of play on 1st day of singles main draw for tournament with main draw event only.

Alternates and Lucky Losers must be ready to play in proper tennis attire within a total time of (5) minutes after the announcement of a vacancy. Matches must commence without delay after the selection of the Alternate or Lucky Loser.

If the eligible Lucky Loser is not available to play according to paragraph ii) above, 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. Such player is not subject to penalties for late withdrawal/no show. 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 ATF Supervisor 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

**9. Draw Composition**

All Asian 12/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 the above-mentioned acceptance criteria.

2) Qualifying Acceptances (QA): Entered players accepted directly into the Singles Qualifying event by the above mentioned acceptance criteria.

3) Alternates (Alt): Entered players (still) not accepted into the Singles Main Draw or Qualifying event by virtue of their Singles WTN.

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 or 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 following priority in the group:

      1. Group of Players with Singles WTN
      2. Thereafter the group of players without a Singles WTN shall be randomly drawn.

   b. The order of players within groups shall be randomly drawn;

   c. This order is used at the time the Singles Main Draw is made, or if the Qualifying was still in progress at this time when the draw is completed once the Qualifying is completed.

   d. 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.

   e. 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) Special Exempt (SE): Players entered and appearing in the qualifying list can apply for special exempt if they are still competing in a singles event of a previous week's ATF 12 & U tournament on the day the qualifying event is scheduled to begin. The priority to decide the SE in case of more players will be as follows:

   - Latest WTN
   - Players without WTN to be drawn by lots

9) Selection of Singles Seeds

Players will be seeded on the basis of Singles WTN only. Players without Singles WTN will NOT be seeded. Any tie in the WTN will be drawn by lots.

10) Selection of Doubles Seeds
Doubles seeding shall be based on the Seeding Priority as follows:

a) Players' combined Doubles WTN
b) Teams with both players not having Doubles WTN will not be seeded.
c) If two or more teams are tied at same combined WTN, it will be broken by draw of lots.

***Singles Main Draw:***

| Position | 32 Draw |
|---|---|
| DA [Direct Entry] | 16 |
| SE [Special exempt] | 2 |
| Wild Card [Organizers] | 4 |
| Wild Card [ATF] | 2 |
| Q [Qualifier] | (Qualifying Draw of 32/24 – 8Q)<br>(Qualifying Draw of 16/8 – 4Q) |
| S[Seeds] | 8 (More details mentioned below) |

***Singles Qualifying Draw & Doubles:***

| Position | 16 draws | 24 draws | 32 draws | 48 draws | 64 draws |
|---|---|---|---|---|---|
| DA [Direct Entry] | 12 | 19 | 26-24 | 41-38 | 56-52 |
| Wild Card [Organizers] | 3 | 4 | 5 | 6 | 7 |
| Wild Card [ATF] | 1 | 1 | 1 | 1 | 1 |

**10. Conducting Draw**

1. All draws will be conducted by the Referee using Tournament Management system provided by ATF. TMS 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.
2. Qualifying Draw will be a standard elimination draw with 8 qualifiers for draw of 32 and 24, and 4 qualifiers for draw of (16 and 8)

3. Main draw will be a 2-stage draw (details of making the draw is mentioned below)
   - Stage 1- Round Robin Stage
   - Stage 2- Elimination Stage

   **Round Robin Stage:**
   - 8 Groups of 4 players each.
   - For entries 31-17 - players will be divided equally in 8 groups, remaining players if any will be placed in groups with lower seeds.

- For entries 16-9 - Players will be divided equally into 4 groups, remaining players if any will be placed in groups with lower seeds.
- For 8 or less entries, Players will be divided equally into 2 groups, remaining players if any will be placed in groups with lower seeds.

**Eliminations stage:**

- If the stage 1 has 8 groups, the 8 group winners will be placed in Elimination draw starting from Quarter final stage. Other players are released from the tournament.
- If stage 1 has 4 groups, the top 2 players from each group will be placed in Elimination draw starting from Quarter final stage. Other players are released from the tournament.
- If stage 1 has 2 groups, the top 2 players from each group will be placed in Elimination draw starting from semifinal stage. Other players are released from the tournament.

**11. Placement of Seed**

- **Qualifying draw** - The Qualifying Draw shall be made in sections, if four (4) qualifiers are required, there shall be four (4) sections; if eight (8) qualifiers are required, there shall be eight (8) sections in the draw Each section shall have two seeded players. The first seed shall be placed at the line 1 of the first section; the second seed shall be placed at the line 1 of the second section and so on until all sections have one (1) seed on the top line of each section. The remaining seeds shall be drawn as one group. The first drawn shall be placed on the bottom line of the first section, the second drawn shall be placed on the bottom line of the second section and so on until all sections have one (1) seed on the bottom line of each section.

- **Main Draw -** Round Robin to elimination main draw format - Round Robin Stage - Seed 1 shall be placed into Line 1 of Group A. Seed 2 shall be placed into Line 1 of Group B. The principle of placing of seeds shall extend to cover all round robin groups through to placing Seed 8 on line 1 of Group H.
  Progression from Round Robin to Elimination stage: Group A winner shall be placed on Line 1. The Group B winner shall be placed on Line 8. The winners of Groups C and D shall be drawn into lines 3 and 6. The winners of Groups E, F, G and H shall be randomly drawn into the remaining lines.

**12. Method for Conducting a Draw**

The Referee will “Create Draw” by using the automated Tournament Management system provided to him/her by the Asian Junior Tennis Tour 12 and Under Department.

# 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 3:00pm (Kaz Time), Tue. | |
| Withdrawal Deadline | 13 days 3:00pm (Kaz Time), Tue. | |
| Freeze Deadline | Thursday 4 days (3:00pm Kaz Time) 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
# 2026 Asian Tennis Junior Tour 12 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 3:00pm Kazakhstan Time 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, if after the freeze deadline. It is the responsibility of the player to ensure that the withdrawal has been recorded to the online system.

Any late withdrawal by a player from a tournament, after the three permitted withdrawals per year, shall be automatically punished by suspension points ~~and Penalty ranking points~~ as mentioned in the below table

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 does not turn up for the match 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 Penalty Ranking points.~~ 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".

## SUSPENSION POINTS & PENALTY POINTS

| | | |
|---|---|---|
| Late withdrawals | 13-7 Days (3:00pm India Time) 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 | 3 |
| No show | Failure to report at a tournament before the Match | 5 |
| For on-site offences | For first warning given (Except of Ball Abuse and Racquet Abuse) | 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 suspension, the 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.

A player might be suspended from ATF Junior circuit for offences of serious nature as per ATF welfare policy. Such Decision to suspend the player will be taken under approval of ATF Tournament Committee and ATF Safeguarding Taskforce.

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

- **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"

**ONSITE OFFENCES**

A. GENERAL

Every player and Related Person, shall, during all matches and at all times while within the precincts of the site of an ATF Junior Circuit tournament, conduct himself/herself in a professional manner. The provisions below shall apply while within the precincts of each such site, and references to the site shall include tournament hotels, transport, all tournament facilities and locations of tournament functions or activities.

B. PUNCTUALITY

Matches shall follow each other without delay in accordance with the announced order of play. The order of play shall be posted in a highly visible place in a general players' area as designated by the ATF Supervisor. 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. Any player not ready to play within fifteen (15) minutes after his/her match is called shall be defaulted unless the ATF Supervisor 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/herself for play in a professional manner. Clean and customarily acceptable tennis attire shall be worn. Any player who violates this Section may be ordered by the Chair Umpire or ATF Supervisor to change his/her attire or equipment immediately. Failure of a player to comply with such order may result in an immediate default.

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)

1. **Shirts, Sweater or Jacket**

   **Sleeves.** Two (2) positions on each sleeves up to a maximum of six (6) square inches, which can be used to put commercial or manufacturer identifications. A maximum of 2 identifications can be placed within these six (6) squares inches position.

   a. **Front, back or collar.** Two (2) positions of up to a maximum of six (6) square inches, which can be used to put commercial or manufacturers identifications. A maximum of 2 identifications can be placed within these six (6) squares inches position. Alternatively there could be one area up to six (6) square inches in front or collar to place commercial or manufacturer identification and an additional manufacturer identification up to (4) square inches on back of the garment. An additional commercial identification up to four (4) square inches may be placed in the front if the garment is sleeveless.

2. **Shorts**

   a. Two manufacturer identifications up to a maximum of two (2) square inches or one (1) manufacturer identification up to a maximum of four (4) square inches may be placed in the front or back of the shorts.

   b. **Compression shorts or sleeves and leggings**. One (1) additional manufacturer identification can be placed up to a maximum of 4 square inches. This is addition to the identifications specifically allowed in above sections.

3. **Hat, Headband, wristband and Face cover.** One (1) manufacturer or commercial identification up to four (4) square inches is permitted.

**Shoes/ Socks/ Racquet/ Strings/Bags/Drink containers.** Standard manufacturer identifications are permitted.

D. TIME VIOLATION / DELAY OF GAME

A maximum of sixty (60) seconds shall elapse from when the last player arrives to his seat on court until the players are ready for the pre-match meeting with the Chair Umpire. This will be followed immediately by the warm-up period of five (5) minutes. At the end of the warm-up period the players have sixty (60) seconds to be ready to start the match.

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-five (25) 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. A Time Violation may be issued prior to the expiration of twenty-five (25) seconds if the receiver's actions are delaying the reasonable pace of the server.

The first violation of this Section, as either server or receiver, shall be penalized by a Time Violation - Warning and each subsequent violation, as either server or receiver, shall be penalized as follows:

Server - The Time Violation shall result in a "fault"

Receiver The Time Violation shall result in a "point penalty"

In each case, the Chair Umpire/Supervisor may determine that an extension of time is necessary and/or decide not to impose any 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. If such violation occurs during a match (including the warm-up), the player shall be penalized in accordance with the Point Penalty Schedule below. 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 Behavior" and shall be subject to the additional penalties below. 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 Court Officials or spectators.

F. VISIBLE OBSCENITY (VOb)

Players shall not make obscene gestures of any kind within the precincts of the tournament site. If such violation occurs during a match (including the warm-up), the player shall be penalized in accordance with the Point Penalty Schedule below. 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 Behavior" and shall be subject to the additional penalties below. For the purposes of this Rule, visible obscenity is defined as the making of signs by a player with his/her hands and/or racquet or balls that commonly have an obscene meaning.

G. VERBAL ABUSE (VA)

Players shall not at any time verbally abuse any official, opponent, spectator or other person within the precincts of the tournament site. If such violation occurs during a match (including the warm-up), the

player shall be penalized in accordance with the Point Penalty Schedule below. 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 Behavior” and shall be subject to the additional penalties below.

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. If such violation occurs during a match (including the warm-up), the player shall be penalized in accordance with the Point Penalty Schedule below. 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 Behavior” and shall be subject to the additional penalties below.

For the purposes of this Rule, physical abuse is the unauthorized touching of a Court 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 warm-up). If such violation occurs during a match (including the warm-up) the player shall be penalized in accordance with the Point Penalty Schedule below. 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 Behavior” and shall be subject to the additional penalties below.

For the purposes of this Rule, abuse of balls is defined as intentionally or recklessly 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. If such violation occurs during a match (including the warm-up), the player shall be penalized in accordance with the Point Penalty Schedule below. 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 Behavior” and shall be subject to the additional penalties below. 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 (including the warm-up). Communications of any kind, audible or visible, between a player and a coach (includes representative or relative of player) 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, authorizing 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.

If such violation occurs during a match (including the warm-up), the player shall be penalized in accordance with the Point Penalty Schedule below. 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 Behavior” and shall be subject to the additional penalties below therefore and the ATF Supervisor may order the Coach to be removed from the site of a match or the precincts of the tournament site and may declare an immediate default of such player.

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

L. 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. If such violation occurs during a match (including the warm-up), the player shall be penalized in accordance with the Point Penalty Schedule below. 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 Behavior” and shall be subject to the additional penalties below. For the purposes of this Rule, Unsportsmanlike Conduct is defined as any misconduct by a player that is clearly abusive or detrimental to the Competition, the ATF or the sport of tennis. In addition, unsportsmanlike conduct shall include, but not be limited to, the giving, making, issuing, authorizing 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 and ATF Juniors Circuit tournament. For purposes of this Rule, the ATF Supervisor and/or Chair Umpire shall have the authority to penalize a player in accordance with the Point Penalty Schedule. 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” and shall be subject to the additional penalties below.

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 or ATF Supervisor. A player who violates this section may be defaulted by the ATF

Supervisor and subjected to the additional penalties for “Failure to complete a match” as hereafter set forth.

O. FAILURE TO COMPLETE MATCH (FCM)

A player must complete a match in progress unless he is reasonably unable to do so. A player who violates this section may be defaulted forthwith by the ATF Supervisor. If a doubles team fails to complete a match in progress, the ATF Supervisor shall have discretion over whether one or both of the team members will be sanctioned under this Section. 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”.

P. 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 ATF Supervisor shall determine whether each subsequent offence shall constitute a default.

3. MAJOR OFFENCES

A. AGGRAVATED BEHAVIOUR

No player or Related Person at any ATF Juniors Circuit event shall engage in “Aggravated Behavior” which is defined as follows:

1. One or more incidents of behavior designated in this Code as constituting “Aggravated Behavior”.

2. One incident of behavior that is flagrant and particularly injurious to the success of an ATF Junior circuit event, or is singularly egregious.

3. A series of two (2) or more violations of this Code within a twelve (12) month period which singularly do not constitute “Aggravated Behavior”, but when viewed together establish a pattern of conduct that is collectively egregious and is detrimental or injurious to the ATF Juniors Circuit

4. Bullying, Harassment, Sexual Abuse on players, team members or related person shall be deemed to have engaged in Aggravated Behavior and be in violation of this section. Such serious offense will be referred to ATF Safeguarding taskforce for further sanctions

5. Any player who, directly or indirectly, receives money in exchange for his/her participation in an ATF Juniors Circuit tournament shall be in violation of this section.

Subject to approval of ATF task force, violation of this section by a player, directly or indirectly through a Related Person or others shall subject the player to a maximum penalty of partial or permanent suspension from play in any ATF tournament or ITF Junior Team Competitions.

B. CONDUCT CONTRARY TO THE INTEGRITY OF THE GAME

No player or Related Person shall engage in conduct contrary to the integrity of the Game of Tennis. If a player or Related Person is convicted of a violation of a criminal or civil law of any country, he/she may be deemed by virtue of such conviction to have engaged in conduct contrary to the integrity of the Game of Tennis and the ATF Executive Director subject to approval of the ATF task force committee may provisionally suspend such player from further participation in ATF Juniors Circuit tournaments and ITF Junior Team Competitions. In addition, if a player or Related Person has at any time behaved in a manner severely damaging to the reputation of the sport, he/she may be deemed by virtue of such behavior 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 by a player, directly or indirectly through a Related Person or others shall subject the player to a maximum penalty of permanent suspension from play in any ATF tournament, event or circuit subject to approval of the ATF Task force committee.

Violation of this Section shall subject a Related Person to a maximum penalty of permanent denial of access to any ATF tournament, event or circuit.

For points not mentioned above the ITF code of conduct will be in force at the ATF Junior Circuit tournaments 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 ITF website www. itftennis.com

# 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 Wet Bulb + 0.2 Global Temperature + 0.1 Dry Bulb = 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
# WELFARE POLICY

**Asian Tennis Federation fully endorses the ITF Player Welfare Policy, and will for the Asian Tennis Junior Tour U12 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

    (ii) Of diminished mental capacity; or
    (iii) 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 U12 Director responsible for the ATF TourU12 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 U12 Director shall promptly initiate a review of the matter. Such review shall be carried out by the relevant Manager or ATF Tournament Committee with responsibility for the ATF Tours U12 in which the complainant participates.
  Upon request by the ATF tour U12 Director, the ATF Tournament 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 U12 Director may determine that the complaint does not merit further action.
  If the ATF tour U12 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 Tournament Committee, either in person or in writing, at the ATF Tournament Committee's discretion, the ATF Tournament Committee may impose appropriate sanctions including (a) denial of privileges or exclusion of the person in question from any or all ATF tours U12 or (b) such other sanctions including monetary sanctions as the ATF tour U12 Director may deem appropriate.
- The ATF Tournament Committee reserves the right to extend to any or all ATF Tours U12 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 Tournament 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 Tournament 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 Tournament 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 Tournament Committee or ATF Board of Directors shall be final and binding. Any decision of the ATF Tournament 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 Tournament 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 U12 organizers deemed necessary by the ATF tour U12 Director and/or the ATF Tournament Committee and/or the ATF Board of Directors

# APPENDIX F
# CONTACTS

**Asian Tennis Federation**

Plot no 23- 3rd Floor, Sector 12B, Dwarka, India- 110078
Website: www.asiantennis.com

**Asian Tennis Federation – Asian Jr. Tennis U14 Tour Office**

**Executive Director -Tournaments – Mr. Dmitriy Savchuk**
**E-Mail: dmitriy.savchuk@asiantennis.com**

**Tournament Administrator – South, Southeast, East Asia, Mr. Supreeth Kadavigere**
**Email: supreeth.kadavigere@asiantennis.com**

**Tournament Administrator – West & Central Asia, Mr. Bibarys Islamov**
**Email: bibarys.islamov@asiantennis.com**

**(Any queries regarding tournaments must be addressed to the tournament administrators)**

Social Media handles: Instagram - @asiantennisfederation, Facebook @AsianTennisFederation, X - @asian_tennis, YouTube- @AsianTennisFederation