



ITF BEACH TENNIS WORLD TOUR AND JUNIOR TOUR

For ITF Beach Tennis World Tour and Junior Tour tournaments, the application form and fact sheet are now completed in the same form. This guide will provide you with instructions on how to complete the form. One form must be completed for each tournament.

Section A: Filling out the form

Below is a list of the different tabs that will need completing and further down in the document you will find an explanation for each tab:

| | | | | | | | | | | | |
|------|-------|----------------------|------|-----------|-------------|-------------|--------|--------|-----------|-------|-------------|
| Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating |
|------|-------|----------------------|------|-----------|-------------|-------------|--------|--------|-----------|-------|-------------|

- 1) Main
- 2) Intro
- 3) National Association
- 4) Site
- 5) Financial
- 6) Technical 1
- 7) Technical 2
- 8) Hotel
- 9) Travel
- 10) Personnel
- 11) Admin (please ignore, ITF ONLY)
- 12) Officiating

Section B: Submitting the form to the ITF

Once you have completed each of the tabs, please refer to Section B at the end of this document for instructions on how to submit the form and signature pages to the ITF.

Section A: Filling out the form

1) Main

ITF Application Form

Select Circuit and press OK

ITF Tournament Name - automatically updated

Tournament Key

Print to PDF

Beach

Beach

ITF World Tennis Tour Juniors

Men's ITF World Tennis Tour

Seniors

Wheelchair

Women's ITF World Tennis Tour

Select a circuit

TOURNAMENT APPLICATION FORM INSTRUCTIONS

Select the Circuit you wish to apply for and press OK

WHEELCHAIR APPLICATIONS ONLY

2. Complete all tabs and save this file (Tournament Application Form).
3. When completed, click the "Signatures" box on the right hand side to generate additional forms, the Terms and Conditions and any other forms requiring signature from the National Association and/or Tournament Director (Additional Information Form).
4. Email the Tournament Application Form and the signed Additional Information Form to the ITF.

ITF WORLD TENNIS TOUR, JUNIORS, SENIORS, BEACH TENNIS APPLICATIONS

2. Complete the National Association, Site, Financial, Technical 1 and Technical 2 tabs and save this file (Tournament Application Form).
3. Once you have saved the form, click on the "Signatures" box on the right hand side to generate additional forms, the Terms and Conditions and any other forms requiring signature from the National Association and/or Tournament Director (Additional Information Form).
4. Email the Tournament Application Form and the signed Additional Information Form to the ITF for the tournament to be published on the calendar.
5. If the tournament is approved, the ITF will email the Tournament Application Form back to the National Association / Tournament Organiser for the remaining tabs (Hotels, Travel, Personnel etc) to be completed for the Fact Sheet.
6. When completed, save and email the final Tournament Application Form back to the ITF.

- Select "Beach" from the Circuit dropdown

Microsoft Excel

If you are selecting a circuit for the first time press OK. If you are changing a circuit be aware that this will delete any data you have entered. Do you wish to continue?

Yes No

Once you select the circuit the above pop-up will appear. Click "yes" to continue.

2) Intro


ITF Application Form

Select Circuit and press OK

Beach

ITF Tournament Name - automatically updated

Tournament Key



Main | **Intro** | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating |

2020 ITF BEACH TENNIS TOUR

Application Deadline(s)

BT100, BT200 and BT400: 6 months prior to tournament start date
 BT10, BT50 and U18: 3 months prior to tournament start date

If the Applicant is awarded a one (1) year sanction on the 2020 ITF Beach Tennis Tour Calendar, the sanction shall be for the dates and locations specified by the ITF. Cancellation, postponement or any substantial change to tournament arrangements less than sixty (60) days

This application must be read in conjunction with the 2020 ITF Beach Tennis Tour Rules and Regulations, the 2020 Tournament Organisational Guidelines document and the Guide to Recommended Health Care Standards for Tennis Tournaments.
 DISCLAIMER: Until such time as the 2020 ITF Beach Tennis Junior Tour Regulations are published, the 2020 ITF Beach Tennis Tour Regulations, and all appendices, including the Code of Conduct and Welfare Policy, shall apply in principle to the ITF Beach Tennis Junior Tour and shall be adapted as necessary to contemplate the delivery of the Junior Tour. All references in this document to the 2020 ITF Beach Tennis Junior Tour Regulations shall, until further advised by the ITF, mean the 2020 ITF Beach Tennis Tour Regulations.

ITF will issue detailed invoices to the Applicant outlining any sums due (i.e. sanction fee, player fines etc), which must be settled by the deadline stated.

APPLICATION FORMS MUST BE COMPLETED ELECTRONICALLY AND RETURNED, ACCOMPANIED BY A SIGNED COPY OF THE TERMS AND CONDITIONS INCLUDING NATIONAL ASSOCIATION STAMP AND AUTHORISED SIGNATURE TO:

- This tab is for reading purposes only. Once you have read the information, please proceed to the National Association tab.

3) National Association

ITF Application Form

Select Circuit and press OK
Beach

ITF Tournament Name - automatically updated
Tournament Key

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating

National Association

Select Country

Name

Address Line 1

Line 2

Line 3

Line 4

Zip Code

Website

Country List:
Afghanistan
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antigua & Barbuda

Contact Name for Tournament *

Contact Email *

Contact Telephone (inc International Code) *

- Select the country first and complete and update any necessary information

4) Site

ITF Application Form

Select Circuit and press OK
 Beach ITF Tournament Name - automatically updated Tournament Key

Main | Intro | National Association | **Site** | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating

Tournament and Site Information

Promotional Name

Tournament City Standard Timezone

Tournament Country

Tournament Director Name Mobile Tel

Before Event Tel During Event Tel

Email Address Additional Contact

Site Name / Tennis Club

Address

City Zip / Post Code

Email Website

Site Type Other

Site Tel Is this a new site for an ITF tournament?

Tournament Organiser

Email Address Telephone (inc International Code)

- Fill out the details regarding the tournament site. The tournament name for the event will be based on the tournament city listed. Example: BT100 Barcelona, BT50 Moscow, BT10 San Diego

5) Financial

ITF Application Form

Select Circuit and press OK

ITF Tournament Name - automatically updated

Tournament Key

Print to PDF

Beach OK

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating

Financial / Hospitality

Category

- BT10
- BT50
- BT100
- BT200
- BT400
- Junior Under 18

Prize Money? Prize money paid in Method of Payment

Additional Information

Hospitality

Maximum Number of Nights Covered

Number of team to receive hospitality (min 4)

Men Women

Hospitality Start Date (DD/MM/YYYY)

Please complete Entry Fee boxes

Please complete Prize Money Tax Deductions boxes

Save As

Save

Clear Data

Signatures

- Once you select the tournament category, prize money fields will appear ready for completion (except for BT10 and U18 tournaments which have no prize money).
- The entry fee and tax deduction boxes at the bottom of the page also need to be completed. Please click on the buttons and the windows (see below) will pop up.

Entry fees should not exceed the maximum entry fee permitted per category.

Entry Fee

Entry Fee Currency

Entry Fee

OK

| | |
|------------------------|---------|
| World Championships | US\$150 |
| Regional Championships | US\$100 |
| Sand Series | US\$150 |
| BT400 | US\$150 |
| BT200 | US\$100 |
| BT100 | US\$70 |
| BT50 | US\$50 |
| BT10 | US\$50 |

Tax Deductions

Will taxes be deducted?

If Yes, how much (%)

Residents Non Residents

Additional Information

OK

6) Technical 1

ITF Application Form

Select Circuit and press OK

Beach OK

ITF Tournament Name - automatically updated: Junior Under 18

Tournament Key Print to PDF

Main | Intro | National Association | Site | Financial | **Technical 1** | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating

Date of Tournament

| | Start Date (DD/MM/YYYY) | End Date (DD/MM/YYYY) |
|------------|-------------------------|-----------------------|
| Main | <input type="text"/> | <input type="text"/> |
| Qualifying | <input type="text"/> | <input type="text"/> |

Enter Draw Sizes here (select Date of Tournament first)

| Men's and Women's Doubles and U18 Boy's and Girl's Doubles | Additional Events (Pro and Overs) | Additional Events (Juniors) |
|--|-----------------------------------|-----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

ITF Events Additional Additional

Save As Save Clear Data Signatures

- Fill in the start and end dates for the Main Draw and Qualifying Draw (if held), then click on the "ITF Events" button, and "Additional" events (if held) to specify the dates for each individual draw.



Draws

Tournament Draw Sizes and Details

Select ALL draws
 Check this box if you want to include this draw

Enter dates in DD/MM/YYYY format and time in HH:MM format

| Event | Start date | End Date | Draw Size | Sign in Time | Sign in Date |
|---|------------|----------|-----------|--------------|--------------|
| <input checked="" type="checkbox"/> ITF Men's Doubles <input type="checkbox"/> ITF Men's Doubles | | | | | |
| <input checked="" type="checkbox"/> ITF Women's Doubles <input type="checkbox"/> ITF Women's Doubles | | | | | |
| <input type="checkbox"/> ITF U18 Boys Doubles <input type="checkbox"/> ITF U18 Boys Doubles | | | | | |
| <input type="checkbox"/> ITF U18 Girls Doubles <input type="checkbox"/> ITF U18 Girls Doubles | | | | | |

Consolation Draws: Additional Information:

- When completing the "ITF events" pop-up, ensure that draw sizes comply with with the maximum draw sizes per category and number of days as listed below.

| Maximum Draw Sizes | | | |
|--------------------|-------|-------|-------|
| | 1 day | 2 day | 3 day |
| BT10 | 16 | 32 | 32 |
| BT50 | 16 | 32 | 32 |
| BT100 | X | 16 | 32 |
| BT200 | X | 16 | 32 |
| BT400 | X | 16 | 32 |

7) Technical 2 tab

ITF Application Form

Select Circuit and press OK

ITF Tournament Name - automatically updated

Tournament Key

Print to PDF

Beach Junior Under 18

Main | Intro | National Association | Site | Financial | Technical 1 | **Technical 2** | Hotels | Travel | Personnel | Admin | Officiating

Indoor / Outdoor

Surface Category

Sand Depth

Women's net height is set at 170cm for all ITF Beach tournaments

Men's Net Height

Number of Match Courts

Number of Practice Courts

Total Courts

Floodlights Number of Floodlit courts Lux

Approximate number of daylight hours

Official Ball



- When completing this tab, please ensure the following is complied with:
Men's Net Height at 180cm is mandatory for BT100 and above events


8) Hotels

ITF Application Form

Select Circuit and press OK
Beach

ITF Tournament Name - automatically updated
Junior Under 18

Tournament Key



Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | **Hotels** | Travel | Personnel | Admin | Officiating |

Official Hotel #1 (Where the tournament offers free hospitality, the rates indicated are for persons not getting free hospitality in the official hotel)

Hotel Name Hotel Rating (1 - 5 stars) Add further hotel(s)

Address

City Zip / Post Code

Telephone (inc International Code)

Email address

Website

Reservations Contact Telephone

Reservation Deadline Format (DD/MM/YYYY)

Rates Single Currency

Double

Triple

Breakfast Included? Cost (include currency)

Taxes Included? Approx Cost/%

Distance from hotel to site (enter 'Same Site' or distance in Km/m)

Free transport provided from hotel to venue? Details

Additional Information

- If you have more than one hotel, use the buttons on the right-hand side to add further hotels.

9) Travel

ITF Application Form

Select Circuit and press OK

ITF Tournament Name - automatically updated

Tournament Key

Print to PDF

Beach

OK

Junior Under 18

ITF Beach Tennis

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | **Travel** | Personnel | Admin | Officiating

Travel and Visa Information

Travel

Nearest Airport (with three letter airport code eg LHR)

Nearest Train Station

Second nearest Airport

From Nearest Airport km/Miles

From Train Station Km/Miles

Distance to Official Hotel #1

Distance to tournament site

Transport from Airport to Tournament Hotel/Site

Transport from Station to Tournament Hotel/Site

By taxi (include currency)

By public transport (include currency)

Road Directions

Alternative travel options (eg bus, ferry)

Additional travel information

Local tourist information

Save As

Save

Clear Data

Signatures

Visa Information

Visa requirements to enter country

If you require a Visa please contact

Visa application cost (if any)

Website links

Additional Information

Email address / Tel number

Deadline for submitting Visa application (if any)

- Complete all travel and visa information for your tournament.

10) Personnel tab

ITF Application Form

Select Circuit and press OK

ITF Tournament Name - automatically updated

Tournament Key

Print to PDF

Beach

OK

Junior Under 18

ITF Beach Tennis

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating

Safeguarding / Player Welfare

Statutory Authority for Safeguarding issues in your country (i.e. who do you call to report abuse?)

Name of Statutory Authority

Address

Telephone

Email

Save As

Save

Clear Data

Signatures

Tournament Services

Message Fee (Inc Currency)

Sports Physiotherapist

Name

Email

Tournament Doctor

Name

Email

Live Scoring

Live Scoring

Name of Live Scoring partner

Where will the scores be available

Which rounds will provide live scoring?

Additional Details

Live Streaming

Live Streaming

Name of Live Streaming partner

Where will the stream be available

Will live scoring or live streaming be available to betting operators?

Additional Details

- Please fill out this tab including live scoring, live streaming, tournament doctor and statutory authority details.



11) Admin (please ignore this tab, it is for ITF purposes only)

12) Officiating

ITF Application Form

Select Circuit and press OK

ITF Tournament Name - automatically updated

Tournament Key

Print to PDF

Beach

OK

Junior Under 18

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | **Officiating**

ITF Supervisor Name

ITF Supervisor Email

ITF Supervisor Telephone

ITF Supervisor Certification

ITF Supervisor Nation Code

Rounds with chair umpires

Save As

Save

Clear Data

Signatures

- Please complete this information including Supervisor/Referee details, and the rounds from which chair umpires will be present.



Section B: Submitting the form to the ITF

Once all the required tabs are completed, you are ready to save and submit your application.

- Save the Excel document and ensure that the file name matches the tournament name – i.e BT50 San Diego 03.10.20 – Application Form, or BT100 Barcelona 11.12.20 Application Form
- Then click the **signatures** button. A pop-up box will appear asking you to choose a file name and a location where it can be saved (the signatures Excel document is a separate document to the application form).
- Complete the signature pages and additional tabs (see step by step guide below)
- Send the application form and signature documents to the ITF

Example of application form and signature pages documents which should be sent to ITF.



BT50 London 04.10.20 - Application Form



BT50 London 04.10.20 - Signatures

Step by step guide to completing the signatures page:

- The signatures document will default to the Beach Pro Application Form tab. If the tournament is a Beach Junior U18 tournament, make sure to complete the Junior Application Form instead (highlighted in yellow).

Pro Application Form

Bundle Requirements

Tax + currency (PM tournaments)

Junior Applicat ...

- Security Requirements section should be signed (by National Association) and declarations should be confirmed



ITF BEACH TENNIS TOUR 2020

TOURNAMENT APPLICATION FORM (SIGNATURES)

This application must be read in conjunction with the 2020 ITF Beach Tennis Tour Rules and Regulations, the 2020 Tournament Organizational Guidelines Document, the Guide to Recommended Health Care Standards for Tennis Tournaments and the ITF Return to International Tennis Protocols each of which may be [opened from this link](#).

SECURITY REQUIREMENTS

Your Nation is responsible for managing all areas of safety and security at the tournament. This includes designing and implementing an Event Security Plan to mitigate security risk and ensure a safe and secure environment at the tournament.

ITF Security Guidelines are available to Nations via the various Circuits' websites and should be referred to. Details and information contained in the Security Guidelines do not overrule local law, regulation and best practice as relate to tournament security. The Security Guidelines can also be found here: <https://www.itftennis.com/media/287349/287343.pdf>

Please sign to acknowledge your Nation's responsibility for managing all areas of safety and security at the tournament.

(Please sign here (UK only))

DECLARATIONS

Please indicate if the tournament on this application will comply with ALL the following declarations, which relate to the 2020 Organizational Requirements. Approval of this application is based on the assumption that the declarations made below will be fulfilled.

1) An English speaking Sports Medical Trainer (SMT) / PHCP will be available on-site and free of charge during play and a tournament Doctor will be available on-call.

2) Qualified officials will be appointed in accordance with the Tournament Category.

3) All Organizational requirements set out in the applicable Organizational Guidelines will be met in full.

4) Hospitality will be provided as required in the 2020 ITF Beach Tennis Tour Rules and Regulations.

5) Adequate safety and security arrangements will be designed, implemented and managed during the tournament to ensure a safe and secure environment.

6) The requirements of any additional bundles added will be fulfilled in full.

Use the dropdown menu to confirm that Tournament Organizer(s) included in this application will comply with ALL of the above declarations. Approval of this application is based on the assumption that the declarations made above will be fulfilled.

Yes

If "No" is selected, please provide us with further information below:

- Complete the COVID 19 Protocols section



| COVID 19 PROTOCOLS | | | |
|---|--|--|--|
| COVID19 Officer (Please see Covid Officer Job description) | Link to main government Covid-19 website in ENGLISH and local language if different. This should contain details of travel restrictions and any requirements to enter the country. | | Link: |
| | The Covid-19 Officer must be on-site throughout the tournament (including, as a minimum, from the first day players are allowed to practice) and will be responsible for the overall preparation, implementation and monitoring of the tournament's risk assessment. | | |
| | NAME: | | Email: |
| | First Day/Time a player can arrive on site for practice: | | Day: |
| Does the tournament plan on having spectators? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Spectators at ITF events must be approved by the ITF |
| If you answered Yes to spectators above - Please provide the procedures to be implemented for spectators. (Example - All spectators to wear | | | |
| Local Testing Centre (i.e. hospital, testing centre etc.) that provides Covid-19 testing services (PCR/antigen testing) | | | |
| Name of Testing centre | Address of Testing centre: | | |
| Name of Testing centre 2 | Address of Testing centre: | | |
| Any Local government restrictions | | | |

d) National Association and Tournament Organiser signatures should be added

This application, when accepted by the ITF, shall constitute a binding and enforceable agreement between the ITF and the sanctioning National Association.

| | National Association (Applicant) | Tournament Organiser (Applicant as Third Party Agent , if applicable) |
|------------------------------|--------------------------------------|---|
| Name of Association | | |
| Name of signatory | | |
| Position held at Association | | |
| Signature | NB: must be handwritten, not scanned | NB: must be handwritten, not scanned |
| Date | | |

e) If the tournament has additional bundles and/or prize money, the relevant additional tabs should be completed too (pro tournaments only).

| | |
|---------------------|---------------------------------|
| Bundle Requirements | Tax + currency (PM tournaments) |
|---------------------|---------------------------------|