



2<sup>nd</sup> November 2009

To: - General Secretaries, Tennis Europe Member Nations  
- Managers/Coordinators, Junior Tennis, Tennis Europe Member Nations  
- 2010 Tournament Organisers, Tennis Europe Junior Tour

## **Tennis Europe Junior Tour Digitalisation & Centralisation Project**

Dear All,

Further to our letter dated 24th August 2009, we are writing to provide more information regarding the procedures for online entries and withdrawals on the Tennis Europe Junior Tour in 2010, as the role of National Associations is set to change significantly.

### **1) Online Entries and Withdrawals – Procedures**

All players entering and participating in the Tennis Europe Junior Tour Tournaments, European Junior Championships and/or team events must have an IPIN. To enter a Tournament a player must 'log in' in to his/her Tennis Europe account to Enter/Withdraw. Players will be able to view all upcoming Tournaments online. A maximum of three (3) tournament entries will be permitted per tournament week. At the time of entry, players must list their tournaments according to priority (ie. 1, 2, 3), which is an extremely important part of managing their competitive schedule. Players are only permitted to enter in one Age Group in each tournament, and players can only enter one (1) 12& Under event in a Tournament week. If a player fails to indicate a priority, Tennis Europe will assign a priority in the following order: The actual Age Group of the player, followed by the higher Category of the events, and finally by a draw.

Players who cannot use the online facility must send their entry by fax to Tennis Europe (Fax Number +41 61 331 7253). Players cannot enter directly to the tournaments and Tournaments must not accept any direct entries.

### **2) Acceptance lists**

Once the Entry deadline has passed, entries are sorted based on the new Tennis Europe Junior Ranking. The National Association then has a 'window' to select their priorities and official squads. This period is followed by a tournament organiser 'window', during which the Organisers can review entries and make the final selections.

For the exact details of the above stages, please see below:

**For 16& Under and 14& Under events:**

Following the Entry Deadline (Tuesday 4 weeks (27 days) 14.00 GMT before the Tournament week) all entered players are listed in the ranking order according to the Tennis Europe Junior Ranking for the applicable Age Group using the latest Ranking list at the time of the Entry Deadline (normally the rankings dated 28 days prior to the Tournament week). Unranked players will be listed by nation and alphabetically within the nation.

**For 12& Under events:**

Following the Entry Deadline (Tuesday 4 weeks (27 days) 14.00 GMT before the Tournament week), all entered players will be listed by nation and alphabetically within the nation.

**National Association Window:**

During the 'National Window', from Wednesday 04.00 GMT on the day after the Entry Deadline until Thursday 24.00 GMT two days after the Entry Deadline the National Associations have the opportunity to nominate online at [www.tenniseurope.org](http://www.tenniseurope.org) (login details to be provided by Tennis Europe).

- Among the entered players, a National Squad for each Age Group consisting of 1-2 boys and/or 1-2 girls and a National Coach. Nomination of a National Squad is for the guidance of the Tournament Organisers in their selection of Organiser Acceptances (OA), and for the hospitality requirements for tournaments offering hospitality. It is mandatory that a National Coach is named at this time and will travel with the squad if accepted to the event.
- The National Association of the country organising the event may nominate up to two (2) National Squads to an event with a 32 player Singles Main Draw, three (3) squads for a 48 draw and four (4) squads for a 64 draw, with one (1) National Coach
- Order all 12&under entries, and any 16&under and 14& under players without Tennis Europe Junior Ranking, for selection purposes. Such ordering should primarily be based on National Rankings and can also take other factors into consideration.
- Should a player nominated for a National Squad have to withdraw after the "National Window" has closed, the National Association may nominate another player to take up this position. Such change is for hospitality reasons only and does not affect the acceptance status of the player. Similarly the nominated National Coach may be substituted. Such change(s) must be communicated by the National Association as soon as possible directly to the Organisers, copying Tennis Europe. Changes submitted after the Freeze Deadline may be rejected by the organiser or Tennis Europe.
- Failure to nominate a National Squad or to order non-ranked players by the end of the National Window, the entered players will be considered with the data available at the Entry Deadline.

### **Tournament Organiser Window:**

During the 'Tournament Organiser Window', from Friday 04.00 GMT three days after the Entry Deadline until Sunday 24.00 GMT five days after the Entry Deadline the Tournament Organisers have the opportunity to nominate online at [www.tenniseurope.org](http://www.tenniseurope.org) (login details to be provided by Tennis Europe):

- Organiser Acceptances (OA) for the Singles Main Draw among the entered players, which are not already accepted by virtue of their ranking. The number of Organiser Acceptances for each draw size is shown in the table of the 2010 Rules and Regulations.
- Tennis Europe strongly recommends the Organisers to use the selection criteria below while making sure that domestic Organiser Acceptances do not exceed 50% of the total positions:
  - Always select players nominated for National Squads ahead of other players from the same country
  - Select both players if two (2) Boys/Girls are nominated for a National Squad
  - Select all players nominated for a National Squad (Boys and Girls);
  - Select one (1) or more of the National Squads nominated by the domestic National Association;
  - If there are too many National Squads nominated for all to be selected, give priority to squads from "nearby" countries;
  - For further positions, select players from nearby countries not nominated to National Squads;
  - Unranked players not nominated for National Squads to be selected in the order given by the National Association.
  - Organisers may nominate up to twice the number of Organiser Acceptance positions shown in the table of the 2010 Rules and Regulations. Should one of the nominated players move into the Main Draw before the Withdrawal Deadline by virtue of his/her ranking, the next Organiser Acceptance nominated will take the vacant position.
  - Failure to nominate Organiser Acceptances by the end of the Organisers Window these positions shall be transferred into Ranking Acceptances.

The Singles Acceptance Lists (Main Draw, Qualifying and Alternates) shall be published at [www.tenniseurope.org](http://www.tenniseurope.org) on the Monday 21 days before the Tournament week. Entry and Acceptance lists are not available publicly during the entry process, National or Organiser Windows.

**Withdrawal deadline:**

Players may withdraw without incurring a penalty until the Withdrawal Deadline at 14.00 GMT on the Tuesday 13 days prior to the Tournament week.

Players withdrawing from an event (prior to the Freeze Deadline on the Thursday 4 days prior to the Tournament week) must do so using the online system at [www.tenniseurope.org](http://www.tenniseurope.org) or by fax to Tennis Europe (Fax +41 61 3317253).

**Between the Withdrawal Deadline and the Freeze Deadline:**

After the Withdrawal deadline a player may appear on one (1) Singles Main Draw or Qualifying Acceptance list only. If the player has not withdrawn him/herself by the Withdrawal Deadline and appear on more than one (1) Acceptance list, the player will be automatically withdrawn from all but one (1) Acceptance list based on the priority given or assigned by Tennis Europe.

Following the Withdrawal Deadline players on the Organiser Acceptance waiting list will no longer move to take up vacant positions and the players on such list will remain in their ranking order or established sequence only.

Players not accepted to a Main Draw or Qualifying Acceptance list may stay on multiple Alternates lists and withdraw until the player moves in to a Qualifying Acceptance list, at which time he/she will be automatically withdrawn from all other tournaments.

Players accepted to a Main Draw or Qualifying Acceptance list after the withdrawal deadline are committed to play the event.

Accepted players who withdraw after the Withdrawal Deadline are subject to suspension penalties.

**Freeze Deadline:**

There is a Freeze Deadline on Thursday four (4) days before the event at 14.00 GMT.

Following the Freeze Deadline, players will no longer move from the Qualifying to the Main Draw Acceptance list or from the Alternates List to the Qualifying Acceptance list. Players still on Alternates lists are no longer committed to sign-in and play, but will keep their sequence on the list should they select to sign-in.

**Between the Freeze Deadline and the Qualifying Sign-in Deadline:**

Withdrawals after the Freeze Deadline must be sent by fax (+41 61 331 7253) by the player directly to the Referee on-site and to Tennis Europe. Players who withdraw after the Freeze Deadline are subject to suspension penalties.

Main Draw and Qualifying Vacancies created between the Freeze Deadline and the Singles Qualifying Sign-in Deadline are filled at the Sign-in Deadline by the players who have signed-in according to the established order on the Acceptance lists. Players on the Qualifying Acceptance list who fail to sign-in are subject to No-show suspension penalties.

### 3) Role of the National Association towards players

#### ***Player eligibility:***

Only boys and girls who are under the jurisdiction of a national tennis association affiliated to ITF and/or Tennis Europe may compete in any of the tournaments that comprise the 2010 Tennis Europe Junior Tour. They must be in a “good standing” with their National Association as defined in the Tennis Europe Junior Tour Regulations.

A website will be available for National Associations, which will allow them to monitor the activity and status of all their players. This will include:

- Names, dates of birth and nationalities of all ITF IPIN registered players from each Nation, who are eligible to compete in the Tennis Europe Junior Tour Tournaments.
- Entry lists and acceptance lists for all Tennis Europe Junior Tour Tournaments.

The National Associations will be provided with a username and password to access this site. This website contains information that is not in the public domain and its use must be restricted to employees of your National Association who need the information to carry out their official duties. Login details must not be passed on to tournaments organisers, players, parents or any other third party.

From 2010, all players who have a valid ITF IPIN Membership will be permitted to enter and compete in the Tennis Europe Junior Tour tournaments. It will be the responsibility of each National Association to check the website and notify Tennis Europe of any players who display incorrect information, are suspended or are not in a good standing. If necessary, these players will then be blocked from entering the Tennis Europe Junior Tour (and the ITF Junior Circuit) and will be automatically withdrawn from any upcoming tournaments they have entered.

Please note that the online entry and withdrawal procedure mentioned above will be published on the Tennis Europe website by the beginning of November, so that players can familiarise themselves with it as soon as possible. The full Tennis Europe Junior Tour Rules & Regulations will be published at the end of the year.

We ask that you pass all this information on to Tournaments Organisers in your Country. Tennis Europe shall launch a publicity campaign by the beginning of November for the players, parents, Tournament Organisers and any other party involved. However your cooperation in helping us to publicize this project is much appreciated.

If you have any questions on the issues mentioned above please do not hesitate to contact the Tennis Europe Juniors Department at [juniors@tenniseurope.org](mailto:juniors@tenniseurope.org).

Yours sincerely,

  
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Stephanie Kamberi  
Manager, Junior Tennis  
Tennis Europe

Cc: - Luca Santili (ITF Manager, Junior & Senior Tennis)  
- Jackie Nesbitt (ITF Head of Professional Circuits)  
- Tennis Europe Junior Committee  
- ITF Regional Associations