

**CHALLENGER
SERIES**



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INDEX

1. CHALLENGER GENERAL	PAGE
History	6
Officials	8
Hospitality	11
Player Entires/Withdrawals	15
Wild Card Rule/Draw size	17
Indesit ATP Ranking Points	18
Prize Money Breakdown	Annex 1
 2. PRESS RELATIONS	
Press Officers - general	20
Organisation of the Press Room	23
Suggestions for Tournament Media Lists	24
 3. ON SITE FACILITIES	
Player Facilities	26
Optional Player Benefits	28
Staff Facilities	28
Spectator Facilities	29
Court Facilities	30
 4. MARKETING GUIDELINES	
Hospitality	33
Marketing Services	33
Charity	34
Celebrity Use	34
Player Programme/Participation	“
Pro Am / Clinics	“
ATP Tour Logo use	37
 5. TOURNAMENT CHECKLIST	
Administrative Checklist	38
Logistical Checklist	40
Medical Checklist	42
 6. GENERAL & OPERATIONAL REMINDERS	43

Anex 1

THE CHALLENGER CIRCUIT

TOURNAMENT GUIDELINES

The following booklet outlines the requirements and recommendations for holding a Challenger Circuit event. The aim of this publication is to aid Tournament Directors in the promotion and day-to-day running of their events. Also included is an outline of the ATP rules relating to the Challenger Circuit, according to the 2007 ATP Rule Book. Page references in this document refer to the 1st Edition of the 2007 ATP Official Rulebook, i.e. (*Page xx*). Users of this booklet should be aware that the ATP Rule Book is updated regularly throughout the year. The ATP Rule book can be found on the ATP website (www.atptennis.com) under the 'press room' section.

We hope that this booklet will be of benefit to all potential promoters, and will serve as a valuable reference guide to those who already have experience on the Challenger Circuit.

As circumstances are always changing ,and new situations arise, this booklet will be revised at the end of each year. So please do not hesitate to suggest any aspect of the Challenger Circuit that could be addressed in this book.

Joanna Langhorne
January 2007

THE CHALLENGER CIRCUIT

HISTORY

In 1978, a circuit of events was formed in North America which comprised tournaments of \$25,000, sponsored by the American Express Company. From this circuit was born the concept of a stepping-stone to the Grand Prix circuit, as it was known at that time. From these meagre beginnings, where only a sparse array of tournaments existed, the Challenger calendar now consists of a world-wide circuit of over one hundred and sixty events in more than forty countries.

In spite of this dramatic growth, the original concept of the stepping-stone to the ATP International Series has continued. With the major increases in prize money of the ATP Events seen in the last few years, the need to have an expansive medium range circuit of events has increased. The experience the younger up and coming players gain through playing on the Challenger Circuit, serves them well when they arrive at the ATP level.

ATP ENTRY SYSTEM

The Indesit ATP Ranking Points structure for the Challengers is consistent with the stepping-stone principal. Points are assigned to tournaments according to the on-site prize money, with tournaments offering players hospitality being assigned the points of the next highest category of event. The Entry System points distribution is structured in such a way as to give successful Challenger players the opportunity to attain a ranking that will allow them to gain direct acceptance into the main draw of ATP International Series events.

PRIZE MONEY

Prize money levels for Challengers range from \$35,000+H to \$150,000+H*. The total prize money for the circuit this year will be over eight million dollars.

During 2007 we will be phasing out the \$25,000+H category of prize money. Tournaments which are currently on the calendar at this level may continue through 2007 but will have to upgrade to \$35,000+H in 2008. No new events at \$25,000+H will be accepted onto the calendar.. \$150,000 events are authorized only in weeks where there is no ATP Masters Series or International Series event.

CIRCUIT REGULATIONS

Challenger tournaments are played under the rules and regulations of the ATP and the supplementary Challenger Series Regulations. All proposed changes to these rules are

reviewed by the Challenger Committee and the Player Council and must be passed by the ATP Board before they are enacted.

CHALLENGER COMMITTEE

The application and sanctioning process for Challenger events is carried out by the Challenger Committee. This Committee is composed of three representatives of the ATP: Vittorio Selmi, Jim McManus and Brad Drewett; as well as three representatives from regional Federations: Juan Margets (International Tennis Federation), Nao Kawatei (Asian Tennis Association) and Olli Maenpaa (Tennis Europe), plus one independent member, Jaime Fillol. This Committee meets two to three times annually and is in constant communication to discuss new applications and conditions under which tournaments are to be sanctioned.

NEW APPLICATIONS

Applications for Challenger Series events which will be new to the calendar must be submitted **six months** in advance of the tournament date. **New applicants should be aware that dates available for the lowest prize money category (\$35,000+H) are extremely limited .**

In any prize money category, the Committee may require a site visit to be carried out by an ATP official prior to approval of the tournament. The cost of this visit must be borne by the applicant. Every attempt will be made to keep these costs to a minimum and it is therefore essential that applications be submitted by the six month deadline as site visits at short notice will prove more costly for the tournament.

All new events will be required to pay the total prize money to the ATP, a minimum six weeks in advance of the tournament date.

CIRCUIT ADMINISTRATION

The Challenger Circuit is fully administered by the ATP under the direction of Vittorio Selmi, from the ATP European offices in Monte Carlo.. Vittorio Selmi, together with Joanna Langhorne is responsible for the administration and promotion of the Challenger Circuit throughout the world. In addition, they are in constant communication with players, Tournament Directors and National Federations in an effort to identify areas where the circuit can be improved and changed.

DEVELOPMENT

The ATP, in recognition of the importance of the Challenger Circuit, remains committed to the further development of this circuit. The ATP is constantly looking into ways to increase quality of the tournaments to ensure that the progress that has recently been shown on the Challenger front will continue well into the future.

OFFICIALS

You will find below information concerning the ATP's designation process for officials. Even though some of this information may be familiar, an understanding of our complete process may be helpful. Please note that the following information is only for the designated officials and does not apply to line umpires.

RATING PROCESS

Prior to the start of each Year, the Full-Time Officials meet and review the rating status of chair umpires, chiefs of officials and referees who participate in the ATP, ITF and WTA TOUR joint certification program for officials. The recommendations made at the year end meeting are then taken to a meeting involving representatives from the three tennis organizations. At this meeting, the final ratings are assigned to officials for the following year.

DESIGNATION AND SELECTION PROCESS

The designation process is under the authority of Gayle David Bradshaw, Vice-President Officiating. The designations and tournament coordination is lead by Paulo Pereira, ATP Supervisor and Designation Coordinator.

TOURNAMENT AND OFFICIALS NOTIFICATION

In order to achieve a consistency in the worldwide designation process, Paulo Pereira will coordinate with each tournament and subsequently communicate information to the selected officials.

Paulo can be contacted at:

ATP - Brasil
Av. Prof Alceu Maynard Araujo, 433 Ap. 651
Sao Paulo – SP
Brasil – 04726 907

55.11 / 56 41 92 11 (Phone)
55.11 / 82242525 (mobile)
55 11/ 5644 5647 (fax)
ppereira@atptennis.com

Due to the time difference, the best time to reach Paulo is from 1400-1800 CET, however, you can call at any time and leave a message and he will get back to you as soon as possible.

TIME TABLE FOR NOTIFICATION

Challenger Tournament Directors will be contacted by Paulo Pereira prior to a tournament, via phone, Email or fax. to begin the designation process. The name of the supervisor to be designated by the ATP and also a discussion about the chair umpires (who and from where) to be hired by the tournament as designated officials for the event will be on the agenda for the first contact.

Once the officials are selected, Paulo will fax or e-mail the tournament a confirmation. In this fax/e-mail the tournament will be notified of the arrival time for those officials and the responsibilities of the ATP and the Tournament regarding fee, travel and hospitality.

Paulo will then follow-up this fax/e-mail with an e-mail or phone call to the Tournament Director to answer any questions the Tournament Director may have regarding the officiating for his event.

Tournaments coming on the calendar as late additions will be contacted as soon as possible.

OFFICIATING REQUIREMENTS (page 43 of the ATP Rule Book)

Each Challenger Series Tournament is required to hire a minimum number of ATP designated Officials. The ATP Tournament Rules provide that each Challenger Series Tournament hire the following; unless otherwise approved by the ATP.

a) Referee (except when the ATP assigns a Supervisor and when the event is played on one site only) and Chief of Officials approved by the ATP.

b) Three (3), or when necessary four (4), Chair Umpires approved by the ATP after coordination with the Tournament Director.

The Chair Umpire Rating requirement and the fee requirement for each category of Challenger Tournaments is as follows:

Challenger Category US Dollars	Chair 1	Chair 2	Chair 3	Total Cost
\$75,000 – \$150,000	ATP	Silver	Bronze	\$1,700*
\$35,000 - \$50,000	Silver	Bronze	Bronze	\$2,500
\$25,000 (phased out in 2008)	Bronze	Bronze	Bronze	\$2,400

Challenger Category Euros	Chair 1	Chair 2	Chair 3	Total Cost
\$75,000 – \$150,000	ATP	Silver	Bronze	€1,445 *
\$35,000 - \$50,000	Silver	Bronze	Bronze	€2,125
\$25,000 (phased out in 2008)	Bronze	Bronze	Bronze	€2,040

*Represents Tournament requirement for Chairs 2 & 3, the Tour pays fee of Chair 1.

In some cases it will be necessary for the Tournament to hire a fourth Chair Umpire (*page 43 of the ATP Rulebook*). This becomes necessary when there are no local officials who could assist in umpiring the matches. This decision rests entirely with the Designation Coordinator. The fee for this extra Chair Umpire, in most cases, will not exceed \$700 US.

FEES AND TRAVEL

The ATP will pay the fee and travel expenses of the Referee or Supervisor. The ATP also pays the fee and travel expenses of one designated Chair Umpire for all tournaments offering prize money of \$75,000 and over. The Tournament shall be responsible for providing full hospitality (hotel, meals and laundry) to the Supervisor and all designated chair umpires.

Qualified regional officials will be used wherever possible. If other officials are required, every effort will be made to use officials located in a nearby country, or those officials who are already working a series of events which will help reduce the costs of travel.

When a Chair Umpire is working several Challenger events in a row, the cost of his travel will be shared between the tournaments.

ADDITIONAL RULES FOR CHALLENGER TOURNAMENTS

1. Line Umpires [*Page 45 (4.06.)*]

The minimum number of linesmen required for tournaments is as follows:

<u>Prize Money</u>	<u>Qualification</u>	<u>Main Draw until</u> <u>quarterfinal</u>	<u>Quarterfinal, Semis</u> <u>and Final</u>
\$25,000 - \$75,000	3 line umpires	3 line umpires	5 line umpires
	<u>Qualification</u>	<u>Main Draw until</u> <u>semifinal</u>	<u>Semifinal & Final</u>
\$100,000-\$150,000	3 line umpires	5 line umpires	7 line umpires

Any clothing provided must not be white or yellow and shall not be dark for outdoor tournaments played in high temperatures.

2. Ball Persons [*Page 48*]

Tournaments must provide Ball Persons for all main draw and qualifying matches. Six (6) Ball Persons are recommended per court. Clothing for Ball Persons and Officials shall not be identical and are not to be light coloured, particularly white or yellow nor dark coloured for outdoor tournaments played in high temperatures.

HOSPITALITY

Hospitality is obligatory for all \$25,000, and \$35,000 sanctioned Challenger Series Tournaments

For other events, the addition of player "hospitality" has a two-fold advantage for the players who participate: (*Page 19*)

Firstly singles players are guaranteed a room paid by the tournament for a minimum of five nights and continuing through the night on which they lose. Doubles players are guaranteed a room through the night on which they lose.

moveover, a tournament providing hospitality is designated to a higher category of tournament with respect to Entry System points

Note: If there is likely to be a shortage of hotel rooms, it may be prudent for Tournaments to reserve 50 rooms for players.

Recommended room reservations:

Friday (before quaifying)	5 rooms
Saturday of Qualifying	30 rooms
Sunday/Monday/Tuesday/Wednesday	50 rooms
Thursday	35 rooms
Friday	20 rooms
Saturday	10 rooms
Sunday	5 rooms

HOSPITALITY DEFINITION

To qualify for credit toward an increase in prize money computer category, a Challenger Series tournament is required, subject to Player Obligations outlined below, to provide hotel accommodations for main draw players, both singles and doubles. Accommodations are defined as:

One complimentary double room for the use of each player, including one (1) guest at a hotel approved by the ATP. The room must be occupied by the registered player and such registered player is responsible for charges resulting from any third or more person(s) staying in the room as well as all incidental costs charged to the room. Complimentary use of rooms for the tournament week are to be available to begin on Saturday, but no later than Monday, and be available to each singles player for five (5) nights, regardless of when the player is finally accepted into the main draw (singles qualifiers). Hospitality will continue through the night that he plays his last match, providing the five (5) night minimum has been met.

Hospitality for doubles players should be available to begin on Saturday, but begin no later than Monday, and be available to each player through the night of the player's last match. The tournament is not required to provide a five (5) night minimum for doubles players.

Main draw players who are no longer eligible for hospitality will receive the published tournament room rate if they extend their stay.

Main draw players having withdrawn on site for medical reasons and having been determined, by an on-site Tournament Doctor, to be incapable of competing at professional level shall receive hospitality .

PLAYER OBLIGATION

Each main draw players must make a hotel reservation no later than two (2) weeks prior to the first Monday of the tournament with either the hotel or the tournament, as specified in the ATP Information Sheet. Reservation changes can be made up to forty eight (48) hours prior to the start of the reservation except that a player still competing in either singles or doubles in the prior week's tournament must also make a change when his travel plans are finalised. It is the player's responsibility to make or adjust his reservation(s).

HOSPITALITY PENALTIES

- 1. Failure to make a reservation two (2) weeks prior to a tournament will result in a player losing his hospitality privileges for that tournament.*
- 2. Reduction in tournament hospitality allotment for each reserved night not used by the players.*
- 3. Forfeiture of hospitality privileges for four (4) consecutive tournaments when the player either:*
 - a. Does not pay all incidental costs charged to a room or,*
 - b. Does not personally stay in the room as required, or*
 - c. Does not cancel reservations previously made at tournament hotel(s), or*
 - d. Damages a room or hotel facilities.*

OTHER RESERVATIONS

Qualifiers

Players participating in the qualifying competition who wish to receive a player rate at a tournament hotel must make a hotel reservation no later than five (5) days prior to the qualifying sign-in deadline with either the hotel or the tournament, as specified on the ATP Information Sheet. Reservation changes can be made up to forty eight (48) hours

prior to the start of the reservation except that a player still competing in either singles or doubles in the prior weeks tournament must also make a change when his travel plans are finalised. It is the player's responsibility to make or adjust his reservation(s).

Others

Players can request additional room reservations at the player rate if they contact the tournament no later than two (2) weeks prior to the start of the tournament.

TOURNAMENTS SHOULD REQUEST THE OFFICIAL HOTELS TO ASK PLAYERS FOR A CREDIT CARD NUMBER UPON CHECK IN. THE ATP CANNOT UNDERTAKE TO COLLECT UNPAID HOTEL BILLS ON BEHALF OF TOURNAMENTS

HOSPITALITY CLARIFICATION

1. Players are entitled only to one room and are responsible for paying all incidental charges such as meals, laundry, TV fees, telephone, etc; apart from the basic room rate for double occupancy.
2. Players may allow a coach, parent, guest or girl friend, etc. to stay in their room as long as the player himself is there. When the player vacates the room, the tournament has the right to request anyone remaining in the room either to check out or to pay for the room from that night. Should the player house more than one (1) guest in his room and additional lodging charges are thus incurred, the player is obliged to pay such charges at the time of checkout if the tournament request that he do so.
3. Tournaments are not required to pay accommodations charges for players prior to the Saturday that hospitality begins even if the player checks out before he has stayed five nights.
4. The ATP will not cover expenses that players leave unpaid but will contact the player concerned and request him to forward payment to the tournament. In such cases, the Supervisor and/or the ATP Manager should be notified if still on site, if not, the Regional Office should be contacted after the conclusion of the tournament.

The hotel chosen by a tournament for the purposes of hospitality is subject to approval by the ATP, and should be of a reasonably high standard, with private toilet and shower facilities for each room. For example, a European 'Three Star' hotel is considered adequate.

Note: Tournaments should ensure that players settle all outstanding expenses before leaving. Credit of any kind should not be extended to players and anyone providing a service on site should be aware that payment must be made immediately and in full by the player. We would recommend obtaining a credit card from the player prior to extending services of any kind.

We would also suggest that prior to paying any player prize money, your tournament paymaster checks with the hotel/stringer, etc to make sure that the players' account is clear.

Hotels should obtain a credit card number from each player on arrival. Players who do not have credit cards may be requested to pay a deposit. *It is the hotel's responsibility to make sure that the player pays all outstanding bills before he leaves.* It is also the tournament's responsibility to make sure that the hotel understands exactly what costs are being covered by the tournament organisers.

PLAYER ENTRIES/WITHDRAWALS

ATP Player **Members** wishing to participate in a Challenger event may enter through any of the three Regional Offices of the ATP, with the on-site ATP Manager or Supervisor or through the ATP Player Zone. ATP **Registered Players** are obliged to enter through the **Player Zone only**.

The entry deadline for Challengers is 5.30 p.m. U.S. Eastern Standard Time on the Monday twenty one (21) days before the event. The withdrawal deadline is 12 noon EST on the Friday before qualifying begins. All final withdrawals will be faxed to the Tournament Director or designated person at this time.

The acceptance list is usually available on the afternoon of the day following the entry deadline (US Eastern Time), and will be forwarded to the Tournament Director or designated person and will not be released to the press until the Tournament Director so allows.

No 'top ten' players may participate in a Challenger event and there is a restriction on the number of players ranked between 11 and 50 wishing to enter a Challenger event as explained below:

TOP 50 PLAY-UP RULE

Players ranked 1-10 in singles and Promotional Players are prohibited from entering, accepting a wild card and/or competing in a Challenger Series Tournament. Players who would be a direct acceptance in a Grand Slam (i.e; ranked 104 and above) are prohibited from competing in a Challenger Series Tournament in the **first week** of a Grand Slam Tournament.

Participation in Grand Slam and Masters Series events is **mandatory** for any player ranked high enough to gain direct acceptance.

Challenger Tournaments should be aware therefore that 'Top 50' wildcards are not available in the first week of Grand Slam events or for the week of ATP Masters Series events.

Players who lose in the qualifying of a Grand Slam event will be permitted to play a Challenger Series event in the first week of the Grand Slam.

Players who lose in the first week of a Grand Slam will be permitted to play Challenger Series events held in the second week of the Grand Slam. In order to facilitate this, Challengers held in the second week of Grand slams will have a TUESDAY start for main draw matches. Qualifying sign in will close on SATURDAY and doubles sign in will close on the MONDAY.

Players ranked 11-50 in singles 21 (twenty one) days prior to the first Monday of the Challenger Series tournament are prohibited from entering and must receive ATP approval to accept a wild card and/or compete in such Tournament. They are also prohibited from entering, accepting a wild card or competing in Challenger Series Tournaments that offer less than \$50,000 in on-site prize money.

To be eligible for ATP approval, a player (or his designate) must petition the ATP at least 21 (twenty one) days prior to the first Monday of the Challenger. He should address his petition to Joanna Langhorne or Cecilia Ghe in Monte Carlo, Erika Green in Ponte Vedra, Lesley Townsend in Sydney or any Manager.

WILD CARDS

Wild cards may be offered to players ranked 11-50 (except in the first week of Grand Slams and in the week of ATP Masters Series events) who are not Promotional Players, and who have received ATP approval, according to the breakdown on (*Page 66*) .

Challenger Series Tournaments scheduled in the *same week* as an ATP event may award wild cards as follows to players ranked 11-50 who are not Bonus Promotional Players and who have received ATP approval:

\$125,000	prize money	up to 2 wild cards
\$100,000	prize money	up to 1 wild card
\$ 75,000	prize money	up to 1 wild card
\$ 50,000	prize money	up to 1 wild card
\$ 35,000	prize momney	no wild card

Challenger Series Tournament *not* scheduled in the *same week* as an ATP Tournament may award wild cards as follows to players ranked 11-50 who are not Bonus Promotional players and who have received ATP approval:

\$125,000/\$150,000	prize money	up to 4 wild cards
\$100,000	prize money	up to 3 wild cards
\$ 75,000	prize money	up to 2 wild cards
\$ 50,000	prize money	up to 1 wild card
\$ 35,000	prize money	no wild card

Wild cards awarded to players receiving ATP permission will be included in the total number of tournament wild cards.

Singles Main Draw

Total Accepted	Direct Acceptances	Qualifiers	Wild Cards	Special Exempts
32	22/24	4	4	0-2

Singles Qualifying

32	26		6
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Doubles Main Draw***

16	12-13	0-1	3 (no restrictions)
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Doubles Qualifying***

Size of Quaifying	Qualifying Acceptances	Qualifying W/C	Main Draw Qualifiers
4	3	1	1

Wildcard Summary

Singles Main Draw: **4** wild cards. Doubles Main Draw: **3** wild card teams***
 Singles Qualifying: **6** wild cards Doubles Qualifying: **1** wild card team

Challenger events are not obliged to hold a doubles qualifying event.

Note: It is prohibited for tournaments to accept compensation in exchange for Wild Cards (*page72*)

DISTRIBUTION OF INDESIT ATP RANKING POINTS

Each tournament is assigned ATP computer Entry System points according to the on-site player compensation (total prize money and hospitality).

TOTAL PRIZE MONEY

	W	F	S	QF	R/16	R/32	Q
\$150,000+H	100	70	45	23	10	0	3
\$125,000+H	90	63	40	21	9	0	3
\$125,000	80	56	36	19	8	0	3
\$100,000	70	49	31	16	7	0	3
\$ 75,000	60	42	27	14	6	0	3
\$ 50,000	55	38	24	13	5	0	2
\$ 35,000+H	55	38	24	13	5	0	2

NB: Note that any Challenger providing hospitality receives the points of the next highest prize money level, i.e. \$100,000+H receives the points of \$125,000.. Amounts shown are on-site prize amounts in US dollars. (see **annex 1 for prize money breakdown**)

CHALLENGER TOURNAMENT APPLICATION DEADLINE & FEES

Challenger Series events receive sanction for one year only. Application forms are available from the Monte Carlo Office as from 1st June each year and should, wherever possible, be submitted by end August of the year prior to that in which you intend to hold your event.

Applications should be submitted 6 months prior to the proposed tournament date. All guarantees requested must be paid at latest, four (4) months in advance of the month in which the tournament is scheduled.

To receive a sanction, each Challenger event must pay a fee to the ATP which is fifteen percent of the on-site prize money. The tournament's total financial commitment to the players and ATP is outlined below:

USD TOURNAMENTS

Prize Money Category	On site Prize Money	Tournament fee	Tournament's Total Contribution
\$150,000	\$ 150,000	\$ 22,500	\$ 172,500
\$125,000	\$ 125,000	\$ 18,750	\$ 143,750
\$100,000	\$ 100,000	\$ 15,000	\$ 115,000
\$ 75,000	\$ 75,000	\$ 11,250	\$ 86,250
\$ 50,000	\$ 50,000	\$ 7,500	\$ 57,500
\$ 35,000	\$ 35,000	\$ 5,250	\$ 40,250

EURO TOURNAMENTS

Prize Money Category	On Site Prize Money	Tournament fee	Tournament's Total Contribution
€150,000	€127,500	€19,125	€146,625
€125,000	€106,250	€15,937	€122,187
€100,000	€ 85,000	€12,750	€97,950
€ 75,000	€ 63,750	€ 9,562	€ 73,312
€ 50,000	€ 42,500	€ 6,375	€ 48,875
€ 35,000	€ 29,750	€ 4,462	€ 34,212

From 1st January 2007, the ATP Official Exchange rate for all Euro events will be \$1=.85€ The table above gives the actual on-site prize money for each level of event, using this exchange rate. No other rate of exchange may be used or will be approved by the ATP throughout 2007.

All European tournaments, whether or not they are in the Euro zone should pay fees and prize money in euros. All other events should pay fees and prize money in US Dollars.

PRESS RELATIONS

WHY IT IS IMPORTANT TO SERVICE THE PRESS

The Press can help you by bringing information about your tournament out to readers/audience.

1. Locally, thus creating more interest in your tournament and bringing more spectators.
2. Nationally, creating better opportunities to obtain sponsors.
3. In international press, making your tournament better known to fans and players and perhaps helping you to obtain better player fields.

IMPORTANCE OF CHOOSING THE PRESS OFFICER

The Press Officer will be a key figure in the organization of your tournament and should be chosen very carefully. This person must be familiar with tennis and should have public relations or media experience, strong local media contacts and a knowledge of media concerns. It is also helpful if he/she has a good knowledge of ATP Regulations regarding on-court activities, i.e. photographers and TV activities.

POSSIBLE CHOICES FOR PRESS OFFICER

1. A major tennis or sports journalist.

The problem is that this person may not be available before the tournament to do the preparation work that is essential to the success of his/her job and he may not be readily available during the tournament if he/she has to write long articles daily.

2. A Junior Writer

This may be a better choice, though he/she does not have the experience of the first choice, if he/she is prepared to fully invest in his job, this could be a great career opportunity and he/she will probably try to make the best of it.

3. Public Relations Person

May be provided by the sponsor. It is important that this person be knowledgeable about tennis and be prepared to promote the tournament as well as the sponsor.

4. Other

It is essential that whoever is appointed as Press Officer knows tennis and is enthusiastic about the job. Readiness to help the media will be appreciated and can overcome lack of experience.

ESSENTIAL POINTS IN THE PRESS OFFICER'S JOB**TWO MONTHS BEFORE THE TOURNAMENT**

Send a short press release to the local newspaper(s), radio and television, to the news agencies, sports magazines and tennis magazines in your country presenting your tournament.

THREE WEEKS BEFORE THE TOURNAMENT

Once you have your Players Acceptance List (**please note that this is available on the Tuesday evening after your entry deadline, i.e. 20 days prior to the first Monday of your event**). Send a press release to all the Media mentioning the main players in your tournament; schedule of play, name and contact numbers for the Press Officer and what to do to obtain a Media credential.

At this time, you may gather information on the main players by contacting the **ATP Website (www.atptennis.com)** or you can contact your regional ATP office. which will be able to provide the principal information (current ranking, year's results and biographies).

Please note: It takes some time to process the above information. Please do not request information by return fax but allow 24 hours. Information on a maximum of 8 players may be faxed, otherwise information will be sent by post.

The ATP does not provide player photographs.

Make sure that this information is distributed to the Media. You may use it to send press releases between now and the start of the tournament.

ONE WEEK BEFORE THE TOURNAMENT

If you have not been able to send press releases regularly since receiving the Player Acceptance List, now is the time to stir Media interest again with a new release. A daily press release giving updates on player information, including current ranking and recent results as well as any pertinent matchfacts and statistics, will help Media covering the event.

You should have a good idea by this time of the journalists who will be coming to the tournament. Let those who cannot come know that you will keep them informed.

Draw up a list of the Media you will be faxing, or Emailing information to during the tournament. This will certainly mean an investment of time and money, but it means that information on your tournament will be diffused all over the country and even internationally.

DURING THE TOURNAMENT

On the first day:

Get the new rankings and other information from the ATP Web Site, or your regional ATP Office.

Publish a helpful 'information sheet' for journalists providing locations and telephone numbers, operating rules for the site, on-court procedures and possibly a strip map showing the facilities and the site lay-out.

Fax or Email the draw of your tournament to your regional ATP office, and to the list of Media you have drawn up.

Every day

If possible, write a few lines presenting the day's matches. This can be distributed to Media on site and faxed to the Press list.

Fax or Email the day's results to the same Press List (agencies may need an update on results more than once a day).

Try to accommodate the Media in their deadlines

The ATP Supervisor or Representative is always available to answer any questions you may have.

ATP PRESS INFORMATION SYSTEM**INTERNET**

ATP information is available on the INTERNET at www.atptennis.com

ORGANISATION OF THE PRESS ROOM**LOCATION**

The Press Room is a work area and should be set up in a quiet and well lit room or tent. Enough desk space (approximately one meter per person) and chairs should be provided for the journalists who will be working on the tournament. Some type of security should be provided, either a guard or an official.

ELECTRICAL SUPPLIES

Electrical outlets for computers should be provided in sufficient number.

COMPUTER / PRINTER

A computer with Internet access would be very popular with the media and would allow your press officer to hook up to information on www.atptennis.com.

TELEPHONE

Telephones must be available to the press and several decisions must be made in advance regarding phone services. Will the tournament pay for the phone bill? Normally you will not have a large number of international press so charges should not be too high.. If it is possible, kindly ask journalists to ring their office and get them to call back. It is good policy to provide local phone lines to be used by the Media (at least one or two depending on the number of Media expected) in addition to the Press Office phone. It may be useful to have a "private" line for the main local newspaper/radio station and/or national sports daily who will be giving your tournament the largest coverage and will therefore need to use the phone most often.

FAX MACHINE

A fax machine is essential and journalists should be allowed to use it to send their papers. We recommend the use of a broadcasting fax able to send the same information to a number of recipients.

PHOTOCOPIER

A photocopier is very useful in a Press Room and is essential on-site. Try to obtain one with sorter and stapler.

BULLETIN BOARD

It is important to have a bulletin board or pigeon hole cabinet in which to put all the information concerning the tournament (draw sheets, all info from the Media, scorecards, notes and press releases, press clippings etc).

DRAW SHEETS

It is good to have a copy of large draw sheets posted up in the Press Room and updated after every match.

COOPERATION BETWEEN CHALLENGERS

Cooperation among Challenger Tournaments will also be beneficial to all parties. Information on what is happening in your event is essential to the Challengers which start the following week: faxing your daily results to them provides valuable information to their organizing staff.

PHOTOS

Photographs are a very powerful means of promoting players and your tournament. Try to be in touch with the organisers of tournaments which took place some weeks before yours. If some of their players are coming to your event, they may be able to provide good pictures of these players which you can distribute well in advance to the local newspapers and to tennis magazines, along with the other information you send them to build up interest for the tournament. Keeping a file of photos and articles from your tournament will not only help you in presenting your event, but will be a valuable source of information for other Challengers and for the ATP . *Please note that the ATP cannot supply player photographs.*

SUGGESTIONS FOR TOURNAMENT MEDIA LIST

1. Local newspapers
2. Local radio and TV stations
3. National news agency - nearest branch
4. National sports daily newspapers
5. National daily newspapers - sports department
6. National Tennis Magazines
7. L'Equipe
8. Regional branches of the major international agencies (Associated Press, Reuters, Agence France Press).

It is often important to send information not only to the right place, but to the right person.

If you need names and numbers to contact Tennis magazines in your country or abroad, please ring:

Nicola Arzani ATP in Monte Carlo
Greg Sharko in Ponte Vedra

who will give you all the information they have.

INTERVIEWS

Players are required (ATP Rulebook, Code of Conduct) to provide post-match interviews, if requested, within 30 minutes of completion of their match.

In ATP events, A Communications Manager is on site and one of the aspects of this person's job is to bring players into the interview room as well as to arrange one-on-one interviews. At Challenger tournaments there is no Communications Manager and the interview will be a lot less formal. If there is not a lot of Press on site, they can probably be left to contact players directly.

If, however, there is great interest in one player, it is better to organise a formal press conference. The Press Officer should then act as liaison between the player and Press, arranging for the player to come after his match or at a time which is convenient to everyone concerned. This will avoid the player having to answer the same questions from ten different journalists and journalists having to run all over the site looking for the player.

The best place to hold Press Conferences is the Press Room which should then be spacious enough to accommodate everyone.

If the player is brought in after his match, he will certainly appreciate a clean towel and a soft drink!

ON-SITE FACILITIES

There are four main groups of people that need to be accommodated by the on-site facilities of the tournament: the players, the press, the spectators and the tournament staff (including officials). Each group has its own specific needs and a guideline for these needs is given in the following pages. For recommendations on facility requirements for the press, see the chapter headed "press relations".

PLAYER FACILITIES

LOCKER ROOMS

Locker rooms are essential for the players to shower, change and prepare for their matches. This area should be accessible to the players, their coaches and only those tournament staff members who need to service this area. Naturally the ATP Supervisor, Referee and ATP Tour Manager should have access to the locker rooms. Access control and security is essential.

MEDICAL PERSONNEL

The tournament is obliged to provide medical personnel for the players beginning on the first day of qualifying. The full-time presence of a medical trainer who can treat injuries is required by ATP Rules. Treatment by the medical trainer must be free of charge to players. The ATP will provide tournament with guidelines for dispensation of medication on site. Please make sure you have copy and that the recommendations are followed. A masseur is not obligatory but should be provided whenever possible. A Tournament Doctor should also be reachable throughout the event. The medical personnel should be situated in the locker room area or vicinity.

PLAYER LOUNGE

A separate player lounge area should be provided outside the locker room area where players and their guests can relax. This area should be accessible only to players, their guests and necessary tournament staff. Fruit, drinks and light refreshments should be made available in this area. A restaurant area, separate from spectators should also be provided.

Note: As from January 1st 2005, tournaments should provide a minimum of one internet connection on site for players.

INFORMATION AREA

Within either the locker room or lounge area, but preferably in the player lounge, a player information area should be maintained. This area should contain information for the players including hotel information, daily schedule of matches, a copy of the draw with results, current ranking lists, extra curricular activities as well as room for the ATP on-site

representative to place information pertaining to the upcoming events on the ATP Circuit. This information area should also contain instructions for the players as to how to obtain practice balls and courts and should advertise the daily transportation schedule.

PRIZE MONEY OFFICE

An office should be allocated with easy access to the players where they can receive their prize money payments and corresponding tax receipts. This office should be open from the Monday of the tournament until the end of the finals day, at specific hours during the day, a note of which should be posted in the players information area. This office should be prepared to make advance payments to the players upon request.

Please make sure that every player is given a prize money receipt for tax purposes. The supervisor will provide you with the standard receipt form.

Tournaments are encouraged to pay prize money through the ATP. Any event wishing to do so should contact Joanna Langhorne in the Monte Carlo Office at least 3 months in advance of their event.

Starting January 1st 2003, all Challenger events in the European region must pay fees and prize money in Euro. The \$/€ exchange rate throughout 2006 will be \$1=€85. This rule applies also to European events which are outside the euro region.

All other events must pay prize money and fees in US Dollars.

See page 23 of the 2006 Rule book for full explanation of currency regulation.

Note: If tournaments require fiscal information from players (fiscal residence, tax codes passport information, etc) this must be obtained on site. The ATP cannot provide this information for tournaments.

STRINGER

A racquet stringer, preferably located on site, should always be available to the players. He should be operating at least the day before qualifying commences. To avoid problems with payment, please insist that the players pay for all stringing on delivery of their racquets.

TRANSPORTATION

All Challenger events are required to provide transportation for players and officials. Transportation must be provided between the hotel and the site and should run at least hourly. (**Page57**). Cars or a shuttle should be provided for the whole week of the event for all players and officials beginning the day before the qualifying event. It is always appreciated if airport pickup is available. For ease of transportation it is recommended to lodge players in one hotel where possible.

If there is limited transportation available, establishing an hourly hotel-to-site shuttle works best. Schedule vehicles to arrive on-site on the half hour. Transportation should begin at least ninety minutes before the start of play each day.

OPTIONAL PLAYER BENEFITS

A wise investment in the future of the event is the publicity created within the circuit by the welcome given to the players and officials. This includes not only the helpfulness and efficiency of on-site personnel, but any extra activities organised for the players by the tournament. The following is a summary of options a Tournament Director may wish to provide to achieve maximum player satisfaction with his event.

PLAYER WELCOME

In those countries where English is not the native language, it is essential that English speaking personnel are available to assist the players. It is advisable to provide players with a "welcome package" on arrival. This package should contain information about the tournament, a letter of welcome from the Tournament Director, a brief history of the event and a list of tournament personnel and their contact numbers, i.e. transportation, referee's office etc.

MEALS

The tournament is not obliged to provide meals for players. However, it is strongly recommended to have on-site refreshments available to all players and officials for the entire week of the tournament.

ENTERTAINMENT

Another item which is usually greatly appreciated by the players is some form of casual players evening which can usually be combined with a sponsors' dinner. For maximum attendance, it is best to hold such an evening on the Wednesday night of the tournament as although more than half of the players are eliminated from the main draw at this stage of the event they will most probably still be in town. Activities outside the tennis court also form an important part in the success of every event. Tournaments should list any activities planned in the Tournament Detail Sheet Questionnaire so that the players may be informed.

STAFF FACILITIES

OFFICES

Offices for the tournament on-site staff must be provided. These offices should be located close to the players' area. Separate offices should be provided for the Tournament Director,

ATP Supervisor and/or Referee, as well as a separate office for prize money payments. The ATP Supervisor/Referee Office usually serves as the area where qualifying and doubles

sign-in takes place and should therefore be as large as possible. This office should have its own telephone and easy access to a fax and photocopying machine. Each Supervisor's office must have an always-on, high speed internet connection. Recommended speed is 1mbps or greater and the minimum acceptable speed is 51kbs. Recommended user access via Ethernet or WiFi. Please ensure that the telephone lines have direct dial and international access. To secure this phone it is advisable to have a lock system attached.

UMPIRES

A lounge for the umpires and other officials should be provided and be separate from the players' area. Drinks and other refreshments should be available and relevant information on the schedule of matches should be posted.

VOLUNTEERS

As no tennis tournament can run successfully without the support of volunteers, the tournament should try to make these people as comfortable as possible by making a similar lounge available to them. This area must be separate from the player lounge. Providing volunteers with uniform clothing makes them more easily identifiable and adds to the professional image of the event.

BALL PERSONS

Always try to keep the ball persons separate from the tournament operations and player areas. An area where they can take breaks and refreshments is essential. Again, providing the ball persons with uniform clothing improves the image of the tournament. *This clothing must not be light coloured.*

SPECTATOR FACILITIES

SEATING

The ATP has not enforced minimum requirements for spectator seating at Challengers as the conditions of each tournament vary.

Care must always be taken that spectators can move easily between courts and where there are stands, that seating is quickly accessible from exits. As play can be held up due to spectator movement, it is strongly recommended that ushers and hostesses be employed to make sure that spectator movement in the stands is kept to those times when players are taking a break at the change of ends.

Emergency exits should always be assured, especially at indoor events.

RESTAURANTS

As well as being a potentially good income for the tournament, the restaurant facilities provided by the tournament for the spectators can often be the deciding factor in whether a spectator returns to visit the event. It is therefore highly recommended that the restaurant provided is of an attractive standard to spectators.

MEDICAL

It is important to provide some emergency medical services for the public. Some local authorities have legal requirements concerning spectator security and safety and it is always best to check with such an authority well before the tournament takes place.

TOURNAMENT INSURANCE

Tournaments should, without fail, obtain on-site liability insurance to cover any incident or accidental injury that occurs during the event.

COURT FACILITIES

MATCH AND PRACTICE COURTS

The regulations for courts according to the ATP Rulebook are outlined below. Page references are given in each case.

(Page 51) : The Court shall conform to the specifications of the Rules of Tennis. The ATP reserves the right to restrict the colour of an indoor, synthetic court as well as outdoor surface colour. There can be no commercial identification on the surface of the court without ATP approval.

(Page 51/52) Indoor or covered show courts shall have a minimum top height of forty (40) feet (12.19 metres). Additional indoor or covered courts must conform to professional standards approved by the ATP Supervisor

(Page 51) Whenever a tournament is played under artificial lighting, the lighting must be evenly distributed on the court with a minimum recommended intensity of 70 foot-candles or 750 LUX averaged at 15 readings on a court. The ATP Supervisor has the authority to suspend play on any court if the intensity of illumination, in his judgement, is insufficient for professional tennis.

(Page 56) Indoor facilities must provide normal and standard heating, cooling and ventilation. The ATP Supervisor may suspend play if, in his judgement, the conditions of play are unacceptable for professional tennis.

As the dimensions of a regulation tennis court are 78 feet (23.77m) long and 27 feet (8.23m) wide, the total surface required for professional play is at least 120 feet by 60 feet, or approximately 40m by 20m. These dimensions allow the minimum required space between the lines and the back and side stops of the court.

All tournaments must have at least two match courts available throughout the entire week. In addition, practice courts must be provided *supplementary* to the match courts, as outlined in the ATP Rulebook on *page 52*.

At least two (2) practice courts on-site, with the same surface, speed and conditions (for indoor and outdoor events) as the main draw must be available for practice from 9.00 a.m. on Friday before the tournament until the conclusion of the tournament. Tournaments **MUST** provide one (1) practice court for each 16 players in their singles draw. Courts must be set up to provide normal support including drinks, water and towels.

As the qualifying is to be played over two days and contains 28 matches, it is recommended to play on at least three courts, under the same conditions as the main draw.

ON-COURT AMENITIES AND FIXTURES

The players should be provided with chairs, towels, drinks, sawdust and, if necessary, umbrellas on court. Additionally, all linesmen must be provided with chairs.

At outdoor events, the Chair Umpire's chair should be located on the West side of the court.

On-court banners should be of uniform colour and must not be painted in light colours that will interfere with player visibility. For further clarification see *(Page 52 of the ATP Rule book and appendix at the end of this guide)*.

Note: No advertising may be placed on the net or netposts without specific written permission from the ATP.

Equally, all on-court fixtures such as linesmen's chairs and clothing, ball boys' clothing, net, net post, back fence and walls and spectator seating must not be painted in bright colours. The ATP recommends a dark green or blue for such fixtures.

BALLS

A minimum of 4 (four) balls to be provided for each main draw and qualifying match, to be changed at seven (7) and thereafter every nine (9) games.

Balls must be approved by the ATP for use in all ATP sanctioned tournaments or events a minimum of 90 days prior to the start of the tournament. The following is a guideline for the number of balls to be used during an event.

Qualies	SAT	24		348
	SUN	4+3		112
Total				460
Main Draw	MON	8+2		160
	TUES	8+2		160
	WED	4+4		128
	THU	4+2		96
	FRI	4+2		96
	SAT	2+2		64
	SUN	1+1		32
Total				736
Practice	FRI	48 qualies x 3	24 MD x 3	216
	SAT	32 qualies x 3	40 MD x 3	216
	SUN	16 qualies x 3	44 MD x 3	180
	MON		44 MD x 3	132
	TUES		44 MD x 3	132
	WED		36 MD x 3	108
	THUR		28 MD x 3	78
	FRI		24 MD x 3	72
	SAT		2 MD x 3	36
	SUN		6 MD x 3	18
Total				1188
Grand Total				2384

Practice balls should be available to each player in the main draw from the day before qualifying starts until he is eliminated. Each player receives three new balls of the same brand and model as used in matches. Any player in the qualifying event who has an ATP Computed Ranking may receive three practice balls the day before the qualifying starts. Players must return the practice balls in accordance with ATP Rules (**Page 53**) however, it is always a good idea to kindly remind the players that they should do so. Players sometimes require several balls for specific training purposes, and tournament should always try to accommodate these requests.

MARKETING GUIDELINES

In addition to the various media outlets available to a promoter of an event, the marketing before and during the tournament is of vital importance to the financial success of the tournament. Although each region of the world has different market interests, the following guidelines can be applied in almost any country.

HOSPITALITY UNITS

An important part of a tournament's income can be generated by the hospitality village on site. Promoters can erect temporary buildings to be used as corporate restaurants and sponsors' publicity facility. This will provide a meeting point for local businessmen interested in entertaining their clients. In addition the public should have access to some parts of this area, where manufacturers can display and/or sell their merchandise.

The hospitality facilities are readily becoming the most important source of income in the more successful ATP events, and should be very much emphasised in the planning of Challenger events.

MARKETING SERVICES

There are various other possibilities available to a tournament that equally serve to publicise the event while providing an opportunity for income. Organising events such as gala dinners and corporate luncheons have proved to be very successful with many events.

PLAYER SERVICES

Promoters should make use of player involvement in their marketing strategy. Pro-am tournaments and clinics are always popular and provide good publicity for the event. In addition, players should be encouraged to attend other functions held by the tournament, such as sponsors' dinners or cocktail parties. The importance to the public and sponsors of player participation in such activities cannot be over-emphasised. Importantly, players at the Challenger level, not having the same obligations as the very top players, are more readily agreeable to participate in such events, and Tournament Directors should take advantage of this availability. Tournaments must inform the ATP regional office of any activities planned and these activities must be noted in the tournament detail sheet. Do not hesitate to contact your regional ATP office or on-site ATP staff for tips on how to best include the players.

CHARITY

Another marketing avenue often explored by the more successful tournaments is the introduction of a charity programme for their event. Some events nominate an official charity and make a public donation during the week. Others additionally organise events aimed at raising money for this charity such as a pro-am or dinner. Again, it is important to involve the players in the charity programme and to make every effort to notify the press of when such activities are to take place.

CELEBRITY INVOLVEMENT

Although this varies in different regions of the world, it can be of interest to tournaments to involve local celebrities in some of their marketing programmes. Pro-celebrity matches are sometimes popular, as is celebrity involvement in the charity programme.

TOURNAMENT PROGRAMME

The tournament programme or brochure can be another valuable source of income for the event. This publication should include some information on the event and the players participating as well as provide space for advertising of sponsors and the daily programme of matches. An attractive poster and T-shirt advertising the event always enhance the marketing of the tournament.

ORGANISATION

It is very important that all marketing activities be correctly organised, especially when celebrities and/or players are involved as only bad publicity will result if the activities do not proceed as scheduled. It is therefore advisable to appoint one person in the tournament organisation who will be solely responsible for the organisation of these events.

PLAYER PARTICIPATION WITH SPONSOR AND CHARITY GROUPS

Player Appearances:

- Charity Events
- Hospitality Parties
- Schools
- Autograph Sessions

On Court Participation

- Pro-ams
- Demonstrations
- Clinics
- Contests

Special Events

- Golf tournaments
- Contests
- Kid's Day

Note: The tournament must submit for approval, details of any other event which they plan to hold during the week of their Challenger (i.e. exhibitions, women's /junior tournament, etc).

GUIDELINES

PRO-AM

- Scheduling:* Sunday of qualifying, Wednesday or Thursday are the best days to schedule Pro-Ams starting at 9.00 am or 4.00 pm.
- Group Size:* 12 amateurs is optimal
- Court Reservations:* 1 court per 3 amateurs
- Time Length:* 1-2 hours depending on size of group
- Format:* One pro with three amateurs on a court. Pro pairs with amateur for 3-4 games and then rotates to play with another amateur on the court.
- Prizes:* For amateurs with the greatest number of games won.
- Player Compensation:* \$100/\$200/player depending on length of programme.
- Tournament Responsibilities:* Court reservations, balls, towels, drinks, photographer, communication with sponsors.
- ATP Responsibilities:* Format, communication with players.
- Recommendations:* Have an accurate count on the number of participants.
Provide an ample number of good used balls.

CLINICS

- Scheduling:* Sunday of qualifying through Friday. Sunday, Wednesday or Thursday for large groups
- Time Length:* 1-2 hours
- Format:* Will vary according to the following factors
- Number of participants
 - Number of courts
 - Time length

Player

Compensation: \$100-\$200/player depending on length of programme

Tournament

Responsibilities: Court reservations, balls, towels, drinks, photographer, communication with sponsors.

ATP

Responsibilities: Format, communication with players

Recommendations: Involve a local teaching pro.

SAMPLE SCHEDULE OF WEEK'S ACTIVITIES

Saturday:

Draw Party

Sunday:

Events requiring a large number of players

- * Pro-Ams
- * Clinics
- * Golf Tournaments

Monday:

Sponsor Party
Clinic

Tuesday:

Charity Event-Hospital or School Visit

Wednesday:

Pro-Am
Clinic
Kid's Day

Thursday

Pro-Am
Clinic

Friday:

On-court Contest with Featured Match Winner

Saturday:

Charity Check Presentation

ATP CHALLENGER LOGO USE

The ATP Challenger Logo is the only ATP identity authorized for use at Challenger Series events.

The Challenger logo package and instructions will be e-mailed to each Tournament Director upon request

The Logo must be used according to the specific provisions of the ATP Rulebook. Tournament Directors' attention is drawn to the following points of these provisions.

Use of the ATP Challenger Logo by a tournament shall be restricted to the advertising and promotion of such Tournament.

The use of the ATP Challenger Logo by a Tournament does not extend to use of merchandise or resale products without the express written approval of ATP Inc.

However, the ATP Challenger Logo may be used by a Tournament to produce and sell Tournament T-shirts and sweatshirts (no collared shirts) with the ATP Challenger Logo not to exceed four (4) square inches (25.81 Sq. Cm.). Express written approval is required from ATP Inc. if a Tournament wants to produce these items itself. No approval is required if the T-shirts and sweatshirts are obtained from an approved ATP Inc. licensee.



**CHALLENGERS
PRE-TOURNAMENT ADMINISTRATIVE CHECKLIST**

The following is a pre-tournament check list, which can be used by the tournament staff to complete their work prior to the event. This supplement can be taken from this booklet and distributed to all tournament staff members.

To be completed no later than six months (180days) prior to the start of the tournament.

SCHEDULE

The tournament schedule including daily starting times and number of courts planned to be used must be submitted to the ATP at least one hundred and eighty (180) days prior to the start of the tournament.

Date Due

Person Responsible

Completed by

To be completed no later than three (3) months prior to the start of the tournament.

PAYMENT OF ON SITE PRIZE MONEY.

Currency

European tournaments must pay on site prize money in euro. This applies to all European tournaments whether or not they are in the euro region.

All other tournaments must pay prize money in US dollars.

Throughout 2007 the €/\$ exchange rate will be \$1=€85.

To be completed no later than 6 weeks (42 days) prior to the start of the tournament.

RETURN OF TOURNAMENT QUESTIONNAIRE TO YOUR REGIONAL OFFICE

Date Due

Person Responsible

Completed by

NOTICE OF TAXES. (Page 28)

All ATPsanctioned tournaments are required to give at least ninety (90) days notice to the ATP and to players of the percentage of the withholding player income tax deduction applicable, if any. No other tax deduction(s) will be permitted from the on-site prize money paid to a player. Tournaments are responsible for any additional taxes imposed.

Date Due

Person Responsible

Completed by

BALLS. (Page 52)

Balls must be approved by the ATP for use in all ATP sanctioned tournaments a minimum of ninety (90) days prior to the start of the tournament.

Date Due

Person Responsible

Completed by

LOGISTICAL CHECKLIST**LIGHTING. (Page 51)**

Whenever a tournament is played under artificial lighting, the lighting must be evenly distributed on the court with a minimum recommended intensity of 70 foot-candles, or 750 LUX, averaged at 15 readings on a court. The ATP Supervisor has the authority to suspend play on any court if the illumination, in his judgement, is insufficient for professional tennis.

BALLS. (Page 52)***Challenger Series Tournaments***

To provide approved tennis balls in accordance with the following:

- a. At least 4 (4) new and not more than six (6) new balls are to be provided for each main draw and qualifying match.
- b. If a ball is lost or becomes unplayable and there are less than three (3) balls remaining, then another ball must be added immediately for use in play. During the warm-up or within two (2) games (before 1st point is begun in the third game or if the 1st point has to be replayed for any reason) after a change of balls, a new ball shall be used as a replacement; otherwise a used ball of like wear shall be supplied. Play must be continuous even if a ball needs to be replaced.
- c. Three (3) new balls per day for practice shall be allotted free of charge to each player in the main draw, beginning from the day prior to the commencement of the qualifying competition until he is eliminated. Any qualifier with an ATP Ranking shall receive three (3) new practice balls per day to practice beginning one (1) day prior to the start of the qualifying competition until he is eliminated. Players must return practice balls.

PRACTICE COURTS. (Page 52)

At least two (2) practice courts, with the same surface, speed and conditions (for indoors and outdoors events) as the main draw must be available for practice from 9.00 am on Friday prior to the tournament until the conclusion of the tournament. Tournaments must provide one (1) practice court for each 16 players in their singles draw. Courts must be set up to provide normal support including drinks, water and towels.

MATCH COURT. (Page 51)

The court shall conform to the specifications of the Rules of Tennis. The ATP reserves the right to restrict the colour of an indoor, synthetic court as well as outdoor surface colour.

There can be no commercial identification on the surface of the court without ATP approval.

PREPARATION OF COURTS. (Page 51)

Clay and loose surface courts shall be swept and lines cleaned before the start of all matches. All courts must, as a minimum, have beverages (*Page55*), sawdust, towels, umbrellas if the sun is a factor, and a measuring device in addition to the other items listed in *'Facilities and On-Site Conditions (Page54)*.

BACK WALL, NET AND FIXTURES. (Page 52)

The back fence, walls (without advertising signage), net posts, Line Umpire Boxes and other fixtures on a court shall not be painted or otherwise have any white, grey, yellow or other light colours thereon that can interfere with the vision of the players as determined by the Tour Supervisor.

BANNERS. (Page 52)

The ATP recommends the following color combinations for Tournament on court banner colors: "Pantone Reflex Blue C" background with "Pantone Color 292 C" blue lettering, or "Pantone Color Blue 279 C" background with "Pantone Process Black C lettering" or "Pantone Color Green 355 C" background with "Pantone Process Black C" lettering. If the Tournament selects color combinations other than those outlined above, then such color combinations may not include shades of white, gray, yellow or other light colors.

The ATP Supervisor has the authority to order a tournament to change the colours of banners or move banners that are not in compliance with ATP standards.

SCOREBOARD. (Page 55)

The scoreboard must be provided by the tournaments for all courts and shall be placed at the corner or side of the courts and shall not obscure the playing visibility. It must be painted a dark colour.

TRANSPORTATION. (Page (57)

Transportation, at minimum, must be responsive to ensure that players arrive on-site at least "on the hour". If there is a minimum of vehicles or drivers, an hourly shuttle works best.

Transportation will be provided to all ATP Staff and Officials. Airport pickup is recommended for players, staff and officials.

COMMUNICATION DEVICES. (Page56)

Communication devices must be provided to the Referee, Chief of Officials, medical trainer(s), doctor(s) and other tournament staff members as appropriate.

INTERNATIONAL ACCESS TELEPHONE/FAX LINES.

The ATP requests a secure phone and fax line with international access be available in a secure area for use by ATP Officials and staff. An always-on, high speed internet connection must also be provided. Photocopiers, and other office equipment should be available in accordance with individual site requirements as per ATP recommendations.

MEDICAL CHECKLIST

PLAYERS' TREATMENT ROOM. (Page57).

A treatment room, centrally located to the courts and the locker room must be provided for players and medical trainers. The room must be private and equipped with ice and ice chests:coolers, towels, electricity and treatment/massage tables.

LOCKER ROOM. (Page 57)

Suitably equipped and secure.

TOURNAMENT DOCTOR AND MEDICAL TRAINER. (Page 41)

Beginning with the qualifying competition, it is the responsibility of each ATP tournament to provide at all times during the tournament, a doctor, on site or on call in close proximity to the tournament site during the whole of the event. It is necessary to keep a medical trainer on site at all times during play. Normally the trainer should be on site one hour prior matches. The name of the tournament Doctor should be sent to the appropriate regional office forty two (42) days prior to the event.

A Massage Therapist should be provide where possible.

GENERAL

FIRST AID. (Page57)

There must be a First Aid Team present at all times at the tournament site for public emergencies.

OFFICIALS:

On-court officials are required to wear clothing supplied by the tournament unless otherwise approved by the ATP Supervisor.

OPERATIONAL REMINDERS

SINGLES QUALIFYING.

Qualifying sign-in sheets must only be posted by the ATP Supervisor, the ATP Manager or the Supervisor/Referee. Remember to indicate on your detail sheet whether the Friday night sign-in is to be on-site or at the hotel.

SINGLES MAIN DRAW. *(Page 72)*

Time: The Referee shall publicly make the singles draw no earlier than 12 noon Eastern time, USA, on Friday prior to the Monday of the tournament week and no later than 10.00 pm local time on the Saturday before the first day's play, unless the tournament receives prior written permission from the ATP Tour. The time and place of the draw shall be specified by the Tournament Committee.

DOUBLES MAIN DRAW. *(Page 73)*

Entry deadline: The entry and withdrawal deadline for doubles shall normally be at noon on the Sunday prior to Main Draw play, or as stated on the Detail Sheet..

Time:.. The draw for doubles is to be made as soon as possible after the entry deadline unless otherwise approved by the ATP Supervisor.

PRIZES AND NON-CASH AWARDS *(Page 29)*

In addition to prize money, each ATP tournament may give to each singles and doubles winner during the on-site awards presentation one (1) non-cash award or prize plus a trophy. Non-cash awards or prizes valued over \$5,000 must be approved by the ATP no later than 42 days prior to the Tournament. Non-cash awards can be offered for results in that tournament only.

All non cash awards or prizes must be the product of , or service provided by, a principal Tournament Sponsor.

Note: payment of player guarantees are not permitted at Challenger series events

GENERAL REMINDERS

TOURNAMENT PROMOTIONAL MATERIAL

Please send samples of posters, brochures, commercial ads and other PR items to your Regional Office before they are produced, in order to maintain the accuracy of the information contained. The ATP will provide appropriate inserts which may be used in Tournament Programmes.

TOURNAMENT DETAIL SHEET QUESTIONNAIRE

Please return to your Regional Office within 7 days of receipt. Be sure to include details on activities and other functions so they can be promoted to the players. Hotel reservation, visa and transportation information is vital.

INFORMATION FROM THE ATP

Fourteen days prior to the event: The Tournament Director will receive via Courier a sealed envelope to be kept for the Supervisor/Referee. This envelope will contain:

The Complete numerical singles and doubles ranking lists.

Score cards and point penalty cards

Drawsheets

Rulebooks for officials.

Seven days prior to the event: The Tournament Supervisor/Referee will receive the complete alphabetical singles and doubles seven-day rankings for seeding purposes.

ON COURT BANNERS

A list of Pantone reference colours which should **not be used** for any on court banners or advertising may be obtained from ATP regional offices. If you have any questions, please contact your regional ATP office.

Annex I

CHALLENGER TOURNAMENT PRIZE MONEY BREAKDOWN

SINGLES: DRAW SIZE 32

	\$35,000	\$50,000	\$75,000	\$100,000	\$125,000	\$150,000	
W	\$5,000	\$7,200		\$10,800	\$14,400	\$18,000	\$21,600
F	\$3,000	\$4,240		\$ 6,360	\$ 8,480	\$10,600	\$12,720
S	\$1,755	\$2,510		\$ 3,765	\$ 5,020	\$ 6,275	\$ 7,530
Q	\$1,020	\$1,460		\$ 2,190	\$ 2,920	\$ 3,650	\$ 4,380
R/16	\$ 600	\$ 860	\$ 1,290	\$ 1,720	\$ 2,150	\$ 2,580	
R/32	\$ 365	\$ 520	\$ 780	\$ 1,040	\$ 1,300	\$ 1,560	

DOUBLES: DRAW SIZE 16

	\$35,000	\$50,000	\$75,000	\$100,000	\$125,000	\$150,000	
W	\$2,200	\$3,100		\$4,650	\$6,200	\$7,750	\$9,300
F	\$1,250	\$1,800		\$2,700	\$3,600	\$4,500	\$5,400
S	\$ 760	\$1,080	\$1,620		\$2,160	\$2,700	\$3,240
Q	\$ 450	\$ 650	\$ 960	\$1,280	\$1,600	\$1,920	
R/16	\$ 250	\$ 360	\$ 540	\$ 720	\$ 900	\$1,080	

CHALLENGER TOURNAMENT PRIZE MONEY BREAKDOWN / EURO

SINGLES: DRAW SIZE 32

Category	\$37,500	\$50,000	\$75,000	\$100,000	\$125,000	\$150,000
€	€29,750	€42,500	€63,750	€ 85,000	€106,250	€127,500

W	€4,600	€6,150		€9,200	€12,250	€15,300	€18,300
F	€2,72	€3,600		€ 5,400	€ 7,200	€ 9,000	€10,800
S	€1,60	€2,130		€ 3,210	€ 4,260	€ 5,340	€ 6,400
Q	€ 940	€1,245		€ 1,850	€ 2,480	€ 3,100	€ 3,750
R/16	€ 550	€ 730	€ 1,100	€ 1,460	€ 1,830	€ 2,200	
R/32	€ 330	€ 440	€ 660	€ 885	€ 1,150	€ 1,320	

DOUBLES: DRAW SIZE 16

Category	\$35,000	\$50,000	\$75,000	\$100,000	\$125,000	\$150,000
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W	€1,900	€2,650		€3,950	€5,250	€6,600	€7,900
F	€1,100	€1,500		€2,300	€3,100	€3,830	€4,600
S	€ 640	€ 920	€1,380	€1,840	€2,300	€2,750	
Q	\$ 380	\$ 540	\$ 820	\$1,090	\$1,360	\$1,630	
R/16	\$ 200	\$ 310	\$ 460	\$ 610	\$ 760	\$ 920	