

2009 ITF WOMEN'S CIRCUIT RULES & CODE OF CONDUCT

SUMMARY OF CHANGES

Highlighted text = amended from 2008

Underlined text = added for 2009

WOMEN'S CIRCUIT

8. ENTRY DEFINITIONS

c) Wild Cards

Players accepted directly into the Main Draw or Qualifying at the discretion of the sanctioning National Association. Wild Cards may be seeded and must be named by the Wednesday before the tournament starts except in the case of \$50,000, \$75,000 and \$100,000 tournaments, whereby two Wild Cards may be named at the time the draw is made, subject to the restrictions of the Age Eligibility Rule (see Appendix B). The names, nationalities and dates of birth of the Wild Cards (and any replacement Wild Cards) must be sent to the appropriate Service Bureau immediately upon nomination. National Associations should confirm with players their availability to take a Wild Card prior to sending nominations to the Service Bureau or the ITF Supervisor. If the Qualifying and Main Draw Wild Card(s) move into the draw by virtue of their own ranking, replacement Wild Cards may be nominated up until the time the draw is made.

Wild Cards that withdraw or default may not be replaced with new Wild Cards after the Draw is made. Such position shall be filled by the next eligible person on the alternate list, or if the Qualifying competition has commenced, by a Lucky Loser.

No player who has signed in for and been accepted into the qualifying of the tournament may be named as a Wild Card after the Qualifying Competition has commenced.

Please refer to Appendix B for Wild Card restrictions as applicable under the Age Eligibility Rule. Players who are NOT subject to the Age Eligibility Rule may receive a total of six (6) singles and six (6) doubles Wild Cards during a calendar year on the ITF Women's Circuit. No player may exceed a maximum of three (3) Wild Cards in the Main Draw or a maximum of six (6) Wild Cards in the Qualifying Draw of an ITF Women's Circuit tournament.

Each tournament in which a player earns ranking points (singles and/or doubles) counts towards a player's number of tournaments under the Wild Card Rule. However, participation in the Draws of tournaments in which a player does not earn ranking points does not constitute competition in an ITF Women's Circuit tournament under this rule.

It is the player's responsibility to not accept Wild Cards above the stated limit. Players will forfeit any ranking points and prize money earned at ITF Women's Circuit tournaments by the acceptance of Wild Cards above the stated limit.

A player who is accepted into the Main Draw or Qualifying of a tournament may only accept the offer of a Wild Card into another tournament if authorisation is granted by the ITF – see Article III. C Playing Another Event / One Tournament per Week, in the Code of Conduct.

i) Special Exempt

A player competing on the day that the qualifying competition begins in another "Qualified Tournament" and who applies for and receives exemption from qualifying as hereinafter provided.

For entered players a "Qualified Tournament" is:

- For \$10,000 tournaments: the singles event of any ITF Women's Circuit or any WTA Tour tournament within the same continent in the preceding week
- For \$25,000 tournaments: the singles event of any ITF Women's Circuit tournament with prize money of \$25,000 or higher or any WTA Tour tournament within the same continent in the preceding week
- For \$50,000, \$ 75,000 and \$100,000 tournaments: the singles event of any ITF Women's Circuit tournament with prize money of \$50,000 or higher or any WTA Tour tournament within the same continent in the preceding week

Special Exempt status shall not be available for doubles players.

Players eligible to and who wish to apply for Special Exempt status must do so by personally notifying either verbally or in writing the ITF Supervisor prior to the Qualifying Sign-In deadline.

If there are insufficient Special Exempt places in the Main Draw for all applicants, the players shall be selected according to the ranking from Monday 7 days before the tournament week.

If no requests for Special Exempt status are received prior to the Qualifying Sign-In deadline, such places shall be taken by Direct Acceptances. Any unused Special Exempt place(s) shall be filled by entered players who have either signed in for Qualifying or preserved their eligibility for known unused special exempt place(s) by personally contacting the ITF Supervisor prior to the qualifying sign-in deadline. These players are to be selected in accordance with the position on the Acceptance List. If the Special Exempt places are used, these players are not eligible to play the Qualifying and are subject to the Late Withdrawal/No Show provisions set forth in Article III. B of the Code of Conduct.

If prior to the Entry Deadline it is established that there will be no Special Exempt places because there are no "Qualified Tournaments" in the week preceding the Tournament, then the places reserved in the Main Draw for Special Exempts shall become places for Direct Acceptances and will be indicated as such on the Acceptance List.

9. ENTRIES AND WITHDRAWALS

All players applying for entry shall be deemed to apply for entry into the Main Draw or the Qualifying depending on her ranking by the applicable System of Merit.

A player may apply for entry into one but not more than six tournaments in a given calendar week, in which case she must indicate a priority. If no priority is stated, the ITF will assign a priority. (See Appendix D for Entry and Withdrawal Procedures)

The Entry Deadline is at 14:00 hrs Greenwich Mean Time (GMT) on the Thursday eighteen (18) days prior to the Monday of the Tournament week. Entries for “Main Draw Only” shall be considered for \$50,000, \$75,000 and \$100,000 tournaments.

All entries and withdrawals must be submitted online or on the Official Entry Form in writing and sent to the ITF. Emails are not accepted.

a) Singles

- i) All entries are subject to the Regulations and Conditions of Entry. Faxed entries must be signed by the player and must contain the information required.
- ii) Alternates should confirm their status, however, after the Freeze Deadline players on one or more Alternate lists will no longer be moved onto any Main Draw or Qualifying Acceptance list. Such players are no longer committed to play the tournament. It is each player’s responsibility to contact the appropriate Service Bureau regarding her status. If a player moves onto a Main Draw or Qualifying Acceptance list prior to the Freeze Deadline and does not officially withdraw in writing she will be penalised under the ITF Code of Conduct if she does not play.

c) Withdrawal Procedures

All withdrawals must be submitted online or made in writing on the Official Withdrawal Form. Emails are not accepted. See Appendix D for Entry and Withdrawal Procedures

- i) Withdrawal Deadline (Main Draw and Qualifying)
The Withdrawal Deadline is at 14.00 hours G.M.T. at the ITF Office on the Tuesday thirteen (13) days before Monday of the Tournament Week.
- ii) Alternates
A player on one or more Alternate List(s) may withdraw anytime until she first moves into a Main Draw or Qualifying Acceptance List, at which time she will be automatically withdrawn from any other Entry List by the ITF.

iii) Late Withdrawals

A player who withdraws from a Main Draw or Qualifying draw after the Withdrawal Deadline will be subject to a fine. Should a player withdraw after the Freeze Deadline, the withdrawal must be faxed both to the ITF Supervisor on-site and to the ITF.

iv) Medical Withdrawal

Players are permitted two (2) withdrawals per year, which shall not count as Late Withdrawal offences, provided the player:

- a. Withdraws prior to the Qualifying Sign-in Deadline;
- b. Submits to the ITF, to be received no later than the last day of the tournament, an official ITF Medical Certification Form, which must be written in English, French or Spanish and completed by a medically qualified physician, indicating the nature of the injury or illness and verifying that the player is unable to play in the specific tournament(s) from which she was forced to withdraw.

If the injury or illness has occurred during the tournament, the ITF Medical Certification Form must be completed, as above, but the medical withdrawal is not counted towards a player's permitted number of medical excuses.

v) Consecutive Medical Withdrawals

A player's withdrawal from consecutive tournaments due to injury or illness or following an on-site medical withdrawal, will be considered as one (1) withdrawal, and the player will only be required to pay one (1) Late Withdrawal fine or use one (1) medical withdrawal for consecutive subsequent withdrawals, should they occur prior to the Qualifying Sign-in Deadline. Following recovery, should a player participate in a tournament and have to withdraw through injury or illness, a new medical certificate will be required, even if the injury is a recurrence.

vi) Extraordinary circumstances

Under extraordinary circumstances a player has the right to appeal a Late Withdrawal or Non-Appearance fine to the ITF provided such appeal is filed within ten (10) days of the last day of the tournament. Such extraordinary circumstances must be substantiated by documentation.

Freeze Deadline

The Freeze Deadline is on the Thursday preceding the Tournament Week at 14.00 hours G.M.T.

A player who is moved into a Main Draw List or Qualifying Acceptance List by the Freeze Deadline is committed to play the tournament.

After the Freeze Deadline players on the Qualifying Acceptance List will no longer be moved into the Main Draw and players on the Alternate List will no longer be moved into the Qualifying Acceptance List. These players on the Alternate List are no longer committed to play the tournament.

Players on the Qualifying Acceptance List can preserve their eligibility for known Main Draw positions following withdrawals after the Freeze Deadline

by personally contacting the ITF Supervisor prior to the Qualifying Sign-In Deadline.

If there are no such Main Draw positions, these players are not eligible to play the Qualifying and are subject to the Late Withdrawal/No Show provisions set forth in Article III. B of the Code of Conduct.

After the Freeze Deadline “Main Draw Only” entries which have not yet moved into a Main Draw Acceptance list will be removed from all \$50,000, \$75,000 and \$100,000 Acceptance Lists.

A player who withdraws from Main Draw or Qualifying after the Freeze Deadline, must notify both the ITF and ITF Supervisor of her withdrawal and the reason therefor otherwise she shall be subject to the penalties provided for non-appearance.

d) One Tournament per Week

Once a player is committed to a tournament she may not enter or compete in more than one tournament that same week. A player may apply for entry into one or more ITF Women’s Circuit tournaments for the same week, but she must state a priority at the time of entry and she will be withdrawn from all except one event in accordance with the Entry and Withdrawal Procedures outlined in Appendix D.

Once a player has signed-in for the Qualifying event at a tournament, or is a Direct Acceptance, Wild Card or Special Exempt into the Main Draw, she is committed to that tournament unless released by the ITF Supervisor.

Players found to have been accepted into or competed in two tournaments in one week should not be allowed in the tournament or should be immediately defaulted forfeiting all prize money and Computer Points (where applicable).

After the Freeze Deadline “Main Draw Only” entries which have not yet moved into a Main Draw Acceptance list will be removed from all \$50,000, \$75,000 and \$100,000 Acceptance Lists.

h) Entry Fees

Tournament Organisers may charge an entry fee of up to a maximum of \$ 40 per player in Qualifying and \$ 40 per player in the Main Draw per tournament to include both singles and doubles. No player may be charged more than a total of \$ 40 for one tournament. For doubles only, an entry fee of up to maximum of \$ 15 per player in the Qualifying and up to a maximum of \$ 20 per player in the Main Draw per tournament may be charged. (Qualifiers and Lucky Losers should pay the additional \$ 5 to make up the Main Draw \$ 20). Any such entry fee must either be paid as directed by the Tournament Director prior to the start of the tournament or deducted from prize money.

10. SYSTEM OF MERIT

Players who wish to enter a tournament with a Special Ranking must contact the WTA Tour before the entry deadline requesting confirmation is sent to the ITF and ITF Supervisor. When two or more players are tied, the actual ranking supersedes the Special Ranking for acceptance purposes.

The following shall be used as the basis for acceptances:-

1. Method A

Entered players with an approved singles computer ranking shall be selected in accordance with their positions on the approved computer ranking list available at the Entry Deadline and dated twenty-one (21) days prior to the Monday of the tournament week.

2. Method B

Entered players without an approved singles computer ranking but with a current top 500 National Ranking will be drawn at the ITF office at the Entry Deadline.

These players will be sorted into groups of the same nationalities and ranked within those groups. Ties between players within those groups will be randomly drawn.

Each country represented will be allocated the same number of draw chips as the number of players from that country. Each time a chip is drawn the highest ranked player from the country represented by that chip shall be selected.

Thereafter, all remaining entered players who are unranked and have no National Ranking, shall be randomly drawn for a position on the Qualifying/Alternate list.

3. Method C

On-site Alternates with an approved Singles Computer Ranking who have signed in for Qualifying shall be selected in accordance with the Computer Rankings, on Monday, seven days before the tournament week.

4. Method D

On-site Alternates without a Computer Ranking who have signed in for Qualifying shall be selected on the basis of their current top 500 National Rankings.

Players will be sorted into groups of the same nationalities and ranked within those groups. Ties between players within those groups will be randomly drawn.

Each country represented will be allocated the same number of draw chips as the number of players from that country unless there are more players from a particular country than places available in a draw. In that case, the number of chips allocated to that country shall be limited to the number of places available in the draw and any extra players are dropped from consideration.

Each time a chip is drawn the highest ranked player from the country represented by that chip shall be selected.

All National Rankings must be submitted to the ITF by the National Association by the Entry Deadline. Players without a National Ranking will be considered as unranked players for that tournament.

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

Further places will be filled by unranked players drawn by lot.

5. Ties

If players' Computer Rankings are tied, the following tie-break procedures will be used:

- a Player with the highest ranking from the previous week
- b Drawn by lot

12. FEED-UP SYSTEM

The Feed-Up System may be applied to ITF Women's Circuit tournaments as follows:

a) By way of providing Feed-Up tournaments as follows:

- i) The ITF Women's Circuit provides Feed-Up Tournaments of \$75,000+H, \$100,000 and \$100,000+H prize money throughout the year in which the winner feeds into the Main Draw of two designated WTA Tour International Tournaments, at the discretion of the ITF and the WTA Tour. If the winner does not take the Feed-Up place, or moves into that WTA Tour Tournament on her own merit (i.e. based on her ranking), the spot will not revert to any other player. In the event of a Feed-Up Tournament being cancelled, best efforts will be made to amend the schedule accordingly.
- ii) Any eligible Feed-Up player must indicate her intention to play the Feed-Up tournament no later than seven (7) days prior to the start of the Main Draw of the Feed-Up tournament. If the Feed-Up player does not notify the WTA Tour by this deadline, she will automatically lose her right to the Feed-Up spot.

Any Feed-Up System adopted for women's tournaments between ITF Women's Circuit Tournaments shall be in accordance with rules and regulations for ITF Women's Circuit Tournaments as published by the International Tennis Federation.

It is the responsibility of the ITF Supervisor to advise the player concerned of her awarded place in the next designated tournament and to notify the WTA Tour of the status of her proposed participation.

- b) A player has the right to decline her place in a Feed-Up tournament without penalty upon due notification by the ITF Supervisor. If she decides to accept her place, however, and the ITF Supervisor has informed the ITF, the player will come under the conditions of entry outlined in these Regulations and is subject to penalty under the Code of Conduct for any subsequent withdrawal.
- c) In the event that any player awarded a Feed-Up place in a designated tournament cannot compete, the vacant spot in the draw, which may not be assigned to any other player, shall be re-allocated in accordance with the acceptance criteria outlined in these Regulations.

20. PAYMENTS

c) Exchange Rate

A non-US Tournament may elect on or before four (4) months prior to the tournament to pay on-site prize money in US Dollars or in local currency. If local currency is selected, then the exchange rate shall be the average of the six (6) months immediately preceding six (6) months prior to the tournament. If there is a fluctuation of five percent (5%) or more, up or down, immediately prior to the first day of the tournament, then such exchange rate shall be adjusted, up or down as follows:

Exchange Rate Fluctuation	Exchange Rate Adjustment
<u>Less than 5%</u>	<u>None</u>
<u>Between 5-10%</u>	<u>5%</u>
<u>10% or greater</u>	<u>One-half the exchange rate percentage fluctuation *</u>

(* For example, if the currency fluctuates 11% from the authorized exchange rate, the exchange rate will be adjusted by 5.5%).

Each Tournament electing to pay on-site prize money in a specific non-US currency shall obtain from the ITF (Rest of World Events) or Tennis Europe (European events) the official rate for the tournament determined as above provided and shall use the same.

VI. WTA TOUR COMPUTER RANKINGS

Please refer to the 2009 WTA Tour Ranking Points document for the new ITF Women's Circuit Tournament point allocation.

APPENDIX E – MINIMUM OFFICIATING REQUIREMENTS

Women's \$100,000 events
Gold Badge Referee

CODE OF CONDUCT

ARTICLE III: WOMEN'S PLAYER ENTRY OFFENCES

C. Playing Another Event / One Tournament Per Week

No player who has played in the Main Draw or Qualifying of an ITF Women's Circuit tournament shall play in any other tennis event during the period of such tournament unless released by the ITF Supervisor.

No player who has entered and been accepted into an ITF Women's Circuit tournament shall play in any other tennis event during the period of such tournament unless a written request is submitted to and authorised by the ITF, by 14:00hrs GMT on the Friday prior to the tournament week or before that tournament's Qualifying Sign-in Deadline, whichever occurs first.

Authorisation will be granted to any player:

- nominated to represent her country in an official team competition;
- qualifying for a position in a designated "feed up" tournament;
- qualifying for a Grand Slam tournament
- nominated to receive a wild card offering higher event status;
- nominated to receive a wild card into a tournament in a higher prize money category.

Violation of this Section shall result in a fine up to \$ 1,000 in addition to any other late withdrawal fines provided in the Code.

In circumstances that are flagrant and particularly injurious to the success of an ITF Women's Circuit tournament, or are singularly egregious, a single violation of this Section shall also constitute the Major Offence of "Aggravated Behaviour".

C. DRESS AND EQUIPMENT

1. Unacceptable Attire

Sweatshirts, gym shorts, dress shirts, T-shirts or any other inappropriate attire shall not be worn during a match (including the warm-up).

a. Shoes

Players are required to wear tennis shoes generally accepted as proper tennis attire. Shoes shall not cause damage to the court other than what is expected during the normal course of a match or practice. Damage to a court may be considered as physical or visible, which may include a shoe that leaves mark beyond what is considered acceptable. The ITF Supervisor has the authority to determine that a shoe does not meet these criteria and may order the player to change.

i. Grass Court Shoes

At grass court tournaments no grass court shoes other than those with rubber soles, without heels, ribs, studs or coverings, shall be worn by players.

Shoes with pimples or studs around the outside of the toes shall not be permitted. The foxing around the toes must be smooth.

The ITF Supervisor has the authority to determine that a tennis shoe's sole does not conform to such customs and standards and can prohibit its use at grass court tournaments.

ii. Clay Court Shoes

Players are required to wear tennis shoes generally accepted for play on clay courts or granular surfaces. The ITF Supervisor has the authority to determine that a tennis shoe's sole does not conform to such customs and standards and can prohibit its use at clay court tournaments.

Grass court shoes shall not be worn during a match on clay courts.

ARTICLE V: UNIFORM TENNIS ANTI-CORRUPTION PROGRAM

See separate document.