



**An ATF Development Initiative**



**RULES & REGULATIONS**  
**2017**

**ASIAN TENNIS TOUR**  
**RULES & REGULATIONS**  
**2017**

**CONTENTS**

- A. Purpose and Applicability
- B. General
- C. Definitions
- D. Entry and Withdrawal
- E. Systems of Merit
- F. Junior Ranked Player
- G. Draws and Composition of Draws
- H. Seeds
- I. Making the Draw
- J. Players' Rest
- K. Computer Points and Prize Money
- L. Scheduling and Order of Play
- M. Data Rights
- N. Amendments
- O. On-site Prize Money Distribution Formulas

**APPENDICES**

- 1. Eligibility, Entry and withdrawal procedures
- 2. Tournament schedule.
- 3. Minimum officiating requirements
- 4. Medical Conditions and Toilet Break
- 5. Code of Conduct
- 6. ATT Organisational Requirements
- 7. ATT Entry Form
- 8. ATT Withdrawal Form

References to the Asian Tennis Federation or ATF shall hereafter mean ATF Limited.

# **ASIAN TENNIS TOUR** **RULES AND REGULATIONS** **2017**

## **A. PURPOSE AND APPLICABILITY**

Asian Tennis federation (ATF) publishes these Tournament Regulations for the purpose of providing fair and reasonable rules for the orderly and uniform conduct of Tennis Tournaments across Asia which are sanctioned by ATF and shall be applicable to all the tournaments called as ASIAN TENNIS TOUR (ATT).

Any Applicant awarded a tournaments on the ASIAN TENNIS TOUR shall be bound by and comply with, all of the applicable provisions of the ATT Circuit Regulations and all the ATT Circuit Organizational Requirements which may be amended from time to time. Sanction fees of US\$ 500 per tournament is payable to ATF to cover administrative cost.

ATF reserves the right to refuse approval of or cancel any previously sanctioned tournament or series of tournaments for reasons of health, safety, security or another potential threat to any persons attending the tournament(s) or to the successful running of the tournament with no liability to the Applicant, National Association, Tournament Organizer or ATF.

## **B. GENERAL**

### **1. Open Competition / No Discrimination**

Tournaments are open to all Asian male and female tennis players based on merit as specified in the ASIAN TENNIS TOUR regulations and without discrimination subject only to the conditions herein set forth and provided, however, that minors under the age of fourteen (14) shall not be eligible for entry. For purposes of this Rule, the player's age as of the first day of the tournament Main Draw shall be used. Refer eligibility details in Appendix -1.

### **2. Tournaments**

The tournaments are classified in four categories. Category 1 to have prize money of US\$ 3000, Category 2 to have prize money of US\$ 5000, Category 3 to have prize money of US\$ 5000 plus allowance and category 4 to have prize money of US\$ 7500 and allowance. An allowance of US\$ 200 per player will be payable to a maximum of 4 overseas semi final players. No allowance is payable to players from same nationality where tournament is being held Prize money to be distributed as per the prize money schedule laid down in the rules and regulations. Category 1 and Category 2 tournaments are to be held in a series of two tournaments in one week while category 3 and category 4 tournaments can be held as a single tournament in one week by a National Association, unless otherwise approved by the ASIAN TENNIS TOUR Committee. Tournaments have to be applied at least 8 prior to the week of the tournament.

### **3. Asian Player Identification Number (APIN)**

In order to enter ASIAN TENNIS TOUR Tournaments all players must first register for annual APIN Membership (and pay the appropriate fee) and agree, as a condition of their registration, to accept the related terms and conditions. Failure by a player to register for APIN Membership and to accept the related terms and conditions will render a player ineligible to enter and/or compete in ASIAN TENNIS TOUR tournaments.

4. Tournament Events  
Each tournament will consist of singles main draw and Qualifying events only. In extraordinary circumstances, e.g. bad weather, the ATF Supervisor, in consultation with the ATF, may cancel or adjust a Tournament's schedule.
5. Tournament Week and Schedule  
All ASIAN TENNIS TOUR tournaments are to follow uniform schedule as per Appendix 2 unless otherwise decided by the referee in exceptional circumstances in consultation with ATF .
6. Tournament Director  
The National Association organizing the ASIAN TENNIS TOUR Tournament shall designate a Tournament Director, at its own cost, to administer the event.
7. ATF Supervisor  
Each ASIAN TENNIS TOUR Tournament must provide at its sole expense an official certified as a white Badge to be the ATF Supervisor. The ATF Supervisor must be available throughout the tournament week and would be subject to approval by ASIAN TENNIS TOUR at least 4 weeks before the tournament starts. Other minimum officiating requirements are listed in Appendix 3
8. Chair Umpire  
A chair umpire must be provided for every main draw match. Detailed minimum Officiating Requirements for ASIAN TENNIS TOUR Tournaments are listed in Appendix 3. National Associations that wish to supply a higher certification level of official, or more officials, than the minimum requirements are encouraged to do so.
9. Tournament Doctor and Sports Medicine Trainer  
All ATT Tournaments must appoint and pay all costs for an English-speaking medical doctor to be available **on call** at all times during playing hours. The Tournament must also appoint an English-speaking Sports Medicine Trainer, to be available **on-site** during play, to provide treatment to players. It is recommended that all reasonable off-court treatment is provided free of charge to players in the tournament. Any other medical expenses will be borne by the players on their own.
10. Balls  
ITF approved balls to be used at all ASIAN TENNIS TOUR Tournaments and must conform to the specifications in the Rules of Tennis.  
  
A minimum of four (4) new balls are to be provided for each match and are to be changed at least after eleven (11) and thirteen (13) games in the Main Draw and at least before the third set throughout the Qualifying.  
  
A minimum of three (3) used balls of the same brand and type as the match balls must be available for practice per day, free of charge, to each player accepted into the Main and/or Qualifying Draw, from the day prior to the commencement of the respective draw until he is eliminated from the tournament. Players must return practice balls. Tournaments can take deposit for the practice, which should be returned only if the practice ball are given back.
11. Artificial Lighting  
Play is allowed with artificial lighting provided there is a minimum of 500 lux evenly distributed over the court surface.

12. Entry Fees  
The Entry fee shall be maximum of US\$ 30 for both Main Draw and Qualifying Draw. Qualifiers and Lucky loser who paid entry fees in Qualifying, will not be required to pay entry fee for Main Draw again.
13. Prize Money  
Prize money shall be paid in cash on-site in US Dollars unless prior approval of ASIAN TENNIS TOUR Committee to pay in Local currency is obtained in writing four weeks prior to the start of the tournament. Applicable tax to deducted from prize money only as per the tax laws of the country.  
If local currency is selected, then the exchange rate for a given tournament shall be the average buying and selling rate on Monday the week before the week of Main Draw.
14. Amateur Expenses  
ASIAN TENNIS TOUR Tournaments may pay expenses to amateurs instead of Prize money who are eligible to and do compete, to help them retain their amateur status. Such expenses are limited to the actual and reasonable expenses of an amateur incurred pursuant to his participation in the tournament. The payment of expenses cannot be conditioned on the success of the amateur in the tournament.
15. Player Representatives  
The ATF Supervisor shall appoint one or more players at each Tournament to witness the draws and to represent the players during the Tournament as far as possible.
16. Related Regulations  
To the extent not covered specifically herein the 2017 ASIAN TENNIS TOUR regulations, 2017 ITF Pro-Circuit Regulations shall be applied. Such applicability shall not affect the right of ASIAN TENNIS TOUR Tournaments to publish and enforce their own special regulations.
17. Rules of Tennis  
The ITF Rules of Tennis shall apply in all ASIAN TENNIS TOUR Tournament matches.
18. Match Format  
Each singles main draw match shall be the best of three tie-break sets, unless otherwise approved by the ATF.  
  
All Qualifying matches , will consist of 2 sets with a 10 point match tie break in case score reaches one set all but with normal scoring of 2 points after deuce.

19. Publicity and Promotion

Each player grants and assigns to the ATF, the tournament's sanctioning National Association, the tournament and their agents and assignees the right in perpetuity to use or authorize the use of from time to time and at their discretion, his name, voice, photograph, likeness, signature, biographical material and other identification, in any and all media now known or hereafter devised, without compensation for him, his heirs, devisees, executors, administrators or assigns, for the purpose of publicizing, promoting and advertising the sport of tennis, the ATF, the tournament's sanctioning National Association, the tournament and their respective affiliates and events, including, the right to use the same on event posters, photos, programs, merchandise and other materials, and for the televising, broadcasting and filming of the same, and hereby grants and assigns to the ATF, the tournament's sanctioning National Association, the tournament and their agents and assignees the right in perpetuity to make, use, show and reproduce, in any and all media now known or hereafter devised, from time to time and at their discretion, motion pictures, still pictures and live, taped or filmed television and other reproduction of him during the event for commercial and non-commercial purposes without compensation for him, his heirs, devisees, executors, administrators or assigns.

Such activities by ATF, the tournament's sanctioning National Association, the tournament or their agents and assigns shall not be identified as or represented to be an endorsement by the player of any product or company.

20. Public Liability Insurance

The applicant is responsible for taking out a suitable insurance policy which is compliant with local laws and regulations and which insures against claims made for damage to property and for death/injury caused to people at the event for which the applicant is legally liable.

C. DEFINITIONS

1. Direct Acceptances

Entered players accepted directly into the Main Draw or Qualifying Draw by virtue of their rankings under the applicable System of Merit of ATT regulations.

2. Wild Cards

Players included in the draw at the sole discretion of the sanctioning National Association. Wild Cards may be seeded. 1 Main Draw Wild Cards must be given only to players under the age of 23 years as on the day Main Draw is scheduled to start. Wild Cards are to be named at the time the qualifying draw is made. There will be no age restriction for Wild Cards for qualifying event except for the minimum age limit to participate in the ASIAN TENNIS TOUR. Wild Cards who withdraw cannot be replaced with new Wild Cards after the appropriate draw is made. Any such vacancies shall be filled by the next eligible player on the acceptance list, or in the case of Main Draw, by Lucky Losers, drawn and placed at the same time as the qualifiers. The Qualifying Competition commences when the first ball of the first Qualifying match is struck.

Players should retain written confirmation of the offer and acceptance of a Wild Card.

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.

3. Alternates

Players who are ranked lower than the direct acceptances into Main Draw and Qualifying under the applicable System of Merit, at the time of the Entry Deadline.

4. Qualifiers  
Players who are included in the Main Draw as a result of their success in the Qualifying competition.
5. Lucky Losers  
Players who have lost in any round of the Qualifying competition. First priority will be of the players losing in the final round of qualifying and if further Lucky Losers are required for substitutions, selection will be from those players who have lost in the previous Qualifying round(s).
6. On-Site Alternates  
Non-entered players who appear at the tournament site (prior to the Qualifying sign-in deadline) to sign-in for the Qualifying. In order to be eligible as an On-Site Alternate, a player must sign-in personally with the ATF Supervisor at the tournament site and present a valid APIN.

D. **ENTRY AND WITHDRAWAL**

1. Entry  
A player applying for entry shall be deemed to apply for entry into the Main Draw or the Qualifying depending on his ranking by the applicable System of Merit.

A player may apply for entry into one or more tournament(s) or series of tournaments for a specific tournament week. See Appendix 1 for Entry Procedures.

All entries and withdrawals must be submitted online through the APIN Online Service or in writing on the Official Entry or Withdrawal Form and sent to the ATF by email, to be received before the appropriate deadline. Entries and withdrawals are not accepted by telephone.

All entries are subject to the Regulations and Conditions of Entry stated in Appendix 1 of Eligibility, Entry and withdrawal Procedures. Written entries and withdrawals must be signed by the player and must contain all the required information.

2. Entry and Withdrawal Deadline  
The Entry Deadline is at 24:00 hours Indian Standard Time (IST) thirteen (13) days prior to the first day of main draw of the tournament or as per date mentioned on the fact sheet of the tournament.

The Withdrawal Deadline is at 24:00 hours GMT Seven (7) days prior to the first day of main draw of the tournament.

A player who appears on a Main Draw or Qualifying Acceptance List at any time after the Withdrawal Deadline is deemed to have been accepted into and is committed to play the tournament. Prior to the Withdrawal Deadline a player's status on an Acceptance List is not confirmed.

No player may withdraw his entry from the Main Draw or Qualifying of a ATT tournament for any reason after the Withdrawal Deadline. Any such withdrawal will be considered a late withdrawal and will be subject to the Late Withdrawal/ No Show provisions set forth in Code of Conduct

Any player accepted into the Main Draw or Qualifying who fails to appear for the Tournament shall be subject to the penalties provided for No Show.

3. Freeze Deadline

The Freeze Deadline is on the Thursday preceding the tournament week at 14:00 hours IST. After the Freeze Deadline players on the Qualifying Acceptance List will no longer be moved into the Main Draw. Such Alternates are not committed to play the tournament.

A player who wishes to withdraw from the Main Draw or Qualifying after the Freeze Deadline must submit an official withdrawal to both the ATF and ATF Supervisor else he will be subject to the penalties provided for No Show.

4. One Tournament Per Week

Once a player is committed to an ASIAN TENNIS TOUR tournament he may not enter or compete in any other ATT Tournament that same week unless otherwise approved by ASIAN TENNIS TOUR in writing.

When a player is accepted into the Qualifying or Main Draw of a tournament at, or any time after the Withdrawal Deadline, has signed-in for Qualifying or has applied for and/or accepted a Wild Card, he is committed to that tournament unless released by the ATF.

However, only for the, second of the series of US\$ 3000/ US\$5000 prize money tournament, which starts in the middle of a specified week, players are allowed to enter/ participate only for that tournament, even if they played another tennis tournament during the same week, provided they have been eliminated from the previous tournament (unless permitted by ATF).

Any violations will result in default and forfeiting all ranking points earned in the tournaments, without any claims on ASIAN TENNIS TOUR.

5. Main Draw Sign-In

There will be no sign-in requirement for players accepted directly into the Main Draw.

6. Qualifying Sign-In

The Qualifying Sign-In Deadline is at 19:00 hours local time at the site of the Qualifying event on the day before the start of the Qualifying event unless specified otherwise on the published Fact Sheet.

All players accepted directly into Qualifying must be present on-site and personally sign-in with the ATF Supervisor. An entered player may be signed-in for the Qualifying Draw by the ATF Supervisor over telephone/ email , in special circumstances at the sole discretion of the supervisor. On-site Alternates have to sign-in for the Qualifying Draw personally ( no telephone sign-in allowed ).

Players who cannot appear for the Qualifying sign-in because they are competing in another tournament in previous week may be signed in for the Qualifying and may be permitted to compete in both events subject to the approval of ATF

Nominated Qualifying event Wild Cards do not have to sign-in with the ATF Supervisor.

7. Vacancies/Substitutions

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

- a. From the Withdrawal Deadline until the Freeze Deadline:  
Vacancies in the Qualifying and Main Draw shall be filled by entered players selected in accordance with the applicable System of Merit.



- b. From the Freeze Deadline until the Qualifying Sign-in Deadline:  
Vacancies in the Qualifying or Main Draw shall be filled, at the time of the Qualifying Sign-in Deadline, by entered players who have signed in for the Qualifying event, or, by on site alternates, selected in accordance with the applicable System of Merit.
- c. From the Qualifying Sign-in Deadline until the commencement of the Qualifying competition:  
Vacancies in the Qualifying or Main Draw shall be filled by entered players who have signed in for the Qualifying event, selected in accordance with the applicable System of Merit. The Qualifying competition commences when the first ball of the first Qualifying match is struck.
- d. After commencement of the Qualifying competition:
  - i. Vacancies in the Main Draw may only be filled by Luck Losers, which shall be selected as follows:
    - As 1<sup>st</sup> priority, the order of the ATF ranked players shall be randomly drawn, thereafter the order of the unranked players shall be drawn, as 2<sup>nd</sup> priority. Protected Rankings, ITF Juniors ranking and national ranking shall not be used for deciding order of lucky losers.
  - ii. Vacancies in the Qualifying shall be filled by players who have signed the Alternate list selected in accordance with the applicable system of merit.

8. Sign-in Requirements for Substitutes

- a. Alternates and Lucky Losers must be present and sign-in with the ATF Supervisor which shall be at least a half hour before the scheduled start of play, which and it may occur over several days, in order to maintain their priority among other Alternates and Lucky Losers of the same round. If the eligible Lucky Loser / Alternates not available to play, he shall forfeit his status of Lucky Loser or Alternate for the entire tournament.
- b. Alternates and Lucky Losers must be ready to play in proper tennis attire within a total time of fifteen (15) minutes after the announcement of a vacancy. Matches must commence without delay after the selection of the Alternate or Lucky Loser.

9. Administrative Error on Acceptance Lists

If an administrative error is made on a Tournament Player Acceptance List and a player is not included or too many players are accepted into the tournament, the Acceptance List will be corrected at the earliest opportunity with ATF in accordance with the System of Merit by the ATF referee in due consultation.

E. SYSTEMS OF MERIT

Method A

Entered players with an approved ATF Singles ranking shall be selected in accordance with their positions on the latest approved computer ranking list available on the Entry Deadline.

Method B

Entered players with an approved ITF Juniors ranking shall be selected in accordance with their positions on the latest approved computer ranking list available on the Entry Deadline.

Method C

Entered players with National rankings. It is responsibility of National Federations to update national rankings to ATF.

Method D

Entered Players without ATF Singles ranking, ITF Junior Ranking or National Ranking.

Method E

On-Site Alternates with an approved ATF singles computer ranking, on Monday, seven (7) days before the tournament week.

Method F

All on-site alternates with or without ITF Juniors ranking / National ranking and players without ATF singles ranking . All such players will be treated as one group and drawn by lots to decide the priority.

All ties in system of merit shall be broken by draw of lots.

F. **JUNIOR RANKED PLAYER**

After selection of direct acceptance of Players, for main draw, as per system of merit, 1 player will be selected based on ITF Junior’s Ranking to be given status of direct acceptance into Main Draw. If no players are available for such spot , the spot will be filled as Direct Acceptance as per system of merit. Any withdrawal by a player accepted into Main Draw as Junior Ranked player after the freeze deadline, will be replaced by player as per system of merit. If such withdrawal if before the freeze deadline this spot will be filled by Junior ranked player and if no Junior ranked player is on list, then by system of merit.

All ties between players for this position shall be broken as by lots

G. **DRAWS AND COMPOSITION OF DRAWS**

DRAWS

The Singles Main Draw shall consist of 16 players. The Singles Qualifying Draw shall be a minimum of a 16 Draw and a maximum of a 64 Draw. Open Qualifying Draws are not permitted.

COMPOSITION OF DRAWS

The draws shall be composed as follows:

Singles Main Draw

Draw Size	16
Direct Acceptances	
Selected by system of Merit ( Method A-Method-F)	9
Selected as Junior Ranked Player	1
Qualifiers – Selected by Qualifying Event	4
Wild Cards( 1 to player below age of 23 years)	2

Singles Qualifying Draw

Draw Size	16	32	48	64
Direct Acceptances	12	24	40	56
Selected by system of Merit				
Wild Cards ^	4	8	8	8

^ Wild Cards are awarded at the discretion of the sanctioning National Association. Unused Wild Card places shall become Direct Acceptances and filled as per system of merit. However 1 main draw wild card is to be awarded to players under the age of 23 years as on the Monday of tournament week. There is no age restriction for qualifying wild cards.

H. **SEEDS**

In singles, seeds shall be based on the latest available ATF singles ranking as on Tuesday before the tournament week. Ties shall be randomly drawn. ITF Junior rankings and national rankings will not be considered for seedings.

I. **MAKING THE DRAW**

1. **Time**

Singles Qualifying Draw - Immediately after player sign-in, which should take place before 9:00 pm ( 21:00 hours) local time on the day before the start of play of the Qualifying.

Singles Main Draw - No later than 7:00pm (19:00 hours) local time on the day before the Main Draw starts.

2. **Public Drawing**

All draws shall be made publicly, i.e., shall be open to be witnessed by interested parties or the players representative / tournament director.

3. **Seeds**

All tournaments will have a seeded draw with seeds determined as hereinbefore provided.

a. **Seeding List**

There is to be only one seeding list, and seeding will not be official until the final draw is made.

b. **Withdrawal and Replacement of Seeds**

Any vacancy created by the withdrawal of a seed shall be filled by the next highest ranked player eligible to be seeded. The position vacated by that next highest ranked player shall then be filled by the next player on the original acceptance list if prior to the commencement of Qualifying or by the eligible Lucky Loser if after the commencement of Qualifying. Any vacancy created by the withdrawal of a seed which occurs after the release of the Order of Play for the first day of Main Draw shall be filled by eligible Lucky Losers.

c. **Number of Seeds for Main Draws**

The number of players to be seeded will be as follows:  
16 players - 4 seeds

d. **Procedures for Placing Seeds for Main Draw**

Place Seed 1 on Line 1 and Seed 2 on Line 16 (16 draw).

To determine the location of the remaining seeds, draw in pairs of two (seeds 3 and 4)  
First drawn goes to Line 5 and second drawn to line 12

4. Byes  
If there are not enough players to fill the Main Draw, then after the seeds are placed in the draw, the required number of byes shall be awarded to seeded players starting from the highest seeds as a first priority till all byes are filled any remaining byes there after shall be randomly drawn in a manner so as to distribute them as evenly as possible throughout the sections of the draw.
5. Qualifiers/Lucky Losers  
At the conclusion of the Qualifying competition, the successful qualifiers will be randomly drawn for their places in the Main Draw. There shall be no prior designation of which Qualifying section applies to which Qualifying place in the Main Draw. Likewise, when more than one eligible Lucky Loser is to be inserted into the Main Draw, their positions shall be drawn. If the Qualifying event is not completed at the time of the draw, then the places for the qualifiers shall be designated as "Qualifier" with their identity to be determined by draw at the conclusion of the Qualifying event. The Lucky Losers shall be drawn together with the Qualifiers.
6. Remaining Players  
After the seeds and the byes are placed in the draw as above provided, then the remaining players shall be randomly drawn to determine in which places they are to be entered into the draw.
7. Special Rules for the Qualifying Draw :
  - a. Sections  
The Qualifying Draw shall be made in sections, with one section for each place allotted in the Main Draw. Each section shall have no more than two (2) seeded players/teams.
  - b. Placing the Seeds/Method of Draw  
The first seed shall be placed at the top of the first section, the second seed shall be placed at the top of the second section and so on until all sections have one (1) seed on the top line. The remaining seeds shall be drawn as one group. The first drawn shall be placed on the bottom line of the first section, the second drawn shall be placed on the bottom line of the second section and soon until all sections have one (1) seed on the bottom line. If there are not a sufficient number of seeded players to fill all the positions for seeds in the draw, the section(s) with the highest seeds shall not have a second seeded player. If no players are seeded, all players are drawn randomly.
  - c. Byes  
If there are not enough players to fill the Qualifying Draw, then after the seeds are placed in the draw, the required number of byes shall be awarded to the seeded players with highest seeds as a first priority till all byes are consumed. Any remaining byes shall be randomly drawn in a manner so as to distribute them as evenly as possible throughout the sections of the draw.
  - d. Remaining players  
The remaining unseeded players shall be randomly drawn and placed in the vacant places in the draw beginning at the top of the draw.
  - e. Withdrawal and Replacement of Seeds  
Any vacancy created by the withdrawal of a seed shall be filled by the next highest ranked player eligible to be seeded. The position vacated by that next highest ranked player shall then be filled by the eligible Alternate. Any vacancy created by the withdrawal of a seed which occurs after the release of the Order of Play for the first day of Qualifying shall be filled by eligible Alternates.

J. **PLAYER'S REST**

Between Matches

Except when weather or other unavoidable circumstances causes schedule disruption and whenever it is required to schedule more than one match in the same day such player shall be given following minimum rest periods:

- If he has played less than 1 hour - ½ hour rest
- If he has played between 1 hour and 1½ hours - 1 hour rest
- If he has played more than 1½ hours - 1½ hours rest

K. **COMPUTER POINTS AND PRIZE MONEY**

1. Computer Points will be awarded in Singles Main Draw as follows:

	\$3,000	\$5,000	\$5,000 + allowance	\$7,500 + Allowance
WINNER	7	10	12	18
RUNNER UP	4	6	7	10
SEMI FINALIST	3	3	4	6
QUARTER FINALIST	2	2	2	3
ROUND OF 16	1	1	1	1

2. Payments

The sanctioning National Association and/or where applicable the Tournament Organiser (jointly the "Applicant") shall be liable for and pay the prize money to all players participating in the Tournament in accordance with the breakdowns stated in section O of on-site Prize Money Distribution Formulas in cash onsite. Tax may be deducted as per applicable tax laws of the country.

3. Defaults / Withdrawals

A match won by default or walkover will count as a match won for computer ranking points and prize money.

No points or prize money will be awarded to a player who withdraws or is a "No Show" without playing their first match. Players giving walk over or retiring in subsequent rounds will get points of the rounds reached, but prize money of previous round unless tournament doctor/ physio render them medically unfit to compete.

Any player who is defaulted shall lose all prize money, hospitality and points earned for that event at that tournament, unless:

- i) The player was defaulted for a Violation of the Punctuality or Dress and Equipment sections of the Code of Conduct
- ii) The player was defaulted as a result of a medical condition

L. **SCHEDULING AND ORDER OF PLAY**

1. Release of the order of play

Once the Supervisor determines the following day's order of play, it shall be released by the Supervisor, both on-site and at official hotel. Also updates are to be sent to ATF office to be uploaded on website

Amendments to the order of play

Once officially released, the order of play shall not be amended unless the Supervisor deems it necessary and/or appropriate.

Failure to complete tournament

If a tournament cannot be completed within the Tournament Week because of bad weather, at the option of the tournament one extra day shall be allowed. The ATF Supervisor shall approve the commencement times for matches on the extra day, which shall then be scheduled during the morning or early afternoon. No further extension of the tournament shall be permitted without the approval of the ATF.

M. **DATA RIGHTS**

1. Scoring

The ATF will have the exclusive right to provide a scoring service at any ASIAN TENNIS TOUR tournament as selected by the ATF. Each tournament will assist the ATF in its efforts to produce the service.

2. Data Protection

Any ATT Tournament shall not allow or authorize the dissemination, transmission, publication or release of any match score or related statistical data from the grounds of the Tournament.

The continual use of laptop computers or other handheld electronic devices within the confines of the tournament match courts (spectator areas) shall be prohibited and each tournament shall take reasonable steps to enforce such prohibition. The exception to this provision is tournament credentialed personnel when used in the performance of their duties.

N. **AMENDMENTS**

These ASIAN TENNIS TOUR Futures Tournaments Rules and Regulations may only be amended, repealed or otherwise modified, in whole or in part, by the ATT Committee. Since the tour rules are new, mid year review and amendments might be required in addition to the annual review and amendments.

O. **ON-SITE PRIZE MONEY DISTRIBUTION FORMULAS**

	Prize Money	Prize Money	Prize Money	Prize Money
16 MAIN DRAW	US\$3,000	US\$5,000	US\$5,000+ Allowance	US\$ 7,500 + Allowance
Winner	600	900	900	1,200
Finalist	400	600	600	900
Semi Finalist	250	400	400	600
Quarter Finalist	175	275	275	400
Round of 16	100	200	200	325

# **APPENDIX 1**

## **ELIGIBILITY, ENTRY AND WITHDRAWAL PROCEDURES**

**Entry Deadline:-** Thirteen (13) days prior to the first day of the main draw of the tournament at 24:00 hours (IST)

**Withdrawal Deadline:-** Seven (7) days prior to the first day of the main draw of the tournament at 24:00 hours (IST)

**Freeze Deadline:-** Thursday preceding the tournament week at 14:00 (IST)

Individual players are responsible themselves to make all entries and withdrawal as per the deadlines and to check their status on the entry lists.

Asian players with ATF singles ranking, ITF Juniors Ranking ,National Ranking or unranked players all can enter ATT tournaments . They will be placed on Acceptance list based on system on Merit as per ATT rules. All entries and withdrawals are to be submitted via APIN online services or by email to ATF office on official Entry or official Withdrawal form. No Telephonic entries or withdrawals are accepted.

### **Eligibility to Enter:-**

- a. ATT tournaments are open to all Asian male/ female tennis players. To be eligible in this section a player should be passport holder of any of the ATF affiliated Asian Countries.
- b. Player should have a valid APIN( and paid appropriate fees for current year and outstanding dues if any), and agreed to terms and conditions to compete in ATT tournaments.
- c. Should have attained age of 14 years . For the purpose of this section age of the player as on First day of the main draw of the tournament would be considered.

**Entry and Withdrawal forms are available on ATT website or through APIN log in**

## APPENDIX 2

### TOURNAMENT SCHEDULE

<b>Tentative plan for 2 Tournaments in 1 Week - CATEGORY 1 and 2 ( QD-16/MD-16)</b>									
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
	Week 1 Qual SI	Qual-1R							
	1700-1900	QUAL-FR	MD-1R	MD-QF	MD-F				
			MD-QF	MD-SF					
					Week 2 Qual SI				
					1700-1900	2Qual-1R		MD-QF	
						2Qual-FR	MD-1R	MD-SF	MD-F

<b>Tentative plan for 1 Tournament in 1 week- CATEGORY 3 and 4 (QD-32/ MD -16)</b>									
<b>( only for USD7500)</b>									
	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
	Week 1 Qual SI	Qual-1R	Qual-2R	Qual-FR					
	1700-1900				MD-1R	MD-QF	MD-SF	MD-F	

The above schedule is tentative and for guidelines only. The exact schedule for the week will be decided by the ATF Supervisor on site.



## **APPENDIX 3**

### **Minimum officiating requirements**

1. AT least ITF White certified official to be deputed as Referee.  
Chair umpire to be provided for each main draw match. The Chair umpire should be experienced enough to handle professional Matches.
2. No line umpires/ Ball kids required .

**All officials to be approved by ATF pro Circuit department 4 weeks prior to the tournament starts.**

Recommended fees (net of taxes)	US\$
Referee (2 Tournaments same week):-	750
Referee ( 1 tournament in each week):-	600
National chair Umpires:-	Local rates as by organisers

The above are minimum standards for the ATT tournaments, however nations are Encouraged to provide better conditions than above wherever possible.

## APPENDIX 4

### MEDICAL CONDITIONS AND TOILET BREAK

1. Medical

a. Medical Condition

A medical condition is a medical illness or a musculoskeletal injury that warrants medical evaluation and/or medical treatment by the Sports Medicine Trainer during the warm-up or the match.

Treatable Medical Conditions

i. Acute medical condition: the sudden development of a medical illness or musculoskeletal injury during the warm-up or the match that requires immediate medical attention.

ii. Non-acute medical condition: a medical illness or musculoskeletal injury that develops or is aggravated during the warm-up or the match and requires medical attention at the changeover or set break.

Non-Treatable Medical Conditions

> Any medical condition that cannot be treated appropriately or that will not be improved by available medical treatment within the time allowed.

> Any medical condition (inclusive of symptoms) that has not developed or has not been aggravated during the warm-up or the match.

> General player fatigue.

> Any medical condition requiring injections, intravenous infusions or oxygen, except for diabetes, for which prior medical certification has been obtained, and for which subcutaneous injections of insulin may be administered( only off court)

b. Medical Evaluation

During the warm-up or the match, the player may request through the Chair Umpire for the Sports Medicine Trainer to evaluate him during the next change over or set break. Only in the case that a player develops an acute medical condition that necessitates an immediate stop in play may the player request through the Chair Umpire for the Sports Medicine Trainer/PHCP to evaluate him immediately.

If the Sports Medicine Trainer/PHCP determines that the player has a non-treatable medical condition, then the player will be advised that no medical treatment will be allowed.

c. Medical Time-Out

A Medical Time-Out is allowed by the ATF Supervisor or Chair Umpire when the Sports Medicine Trainer has evaluated the player and has determined that additional time for medical treatment is required. The Medical Time-Out takes place during a changeover or set break, unless the Sports Medicine Trainer determines that the player has developed an acute medical condition that requires immediate medical treatment.

The Medical Time-Out begins when the Sports Medicine Trainer is ready to start treatment. At the discretion of the Sports Medicine Trainer, treatment during a Medical Time-Out may take place off-court, and may proceed in conjunction with the Tournament Doctor.

The Medical Time-Out is limited to three (3) minutes of treatment. However, ATF Supervisor may extend the time allowed for treatment if necessary to a maximum of 5 minutes

A player is allowed one (1) Medical Time-Out for each distinct treatable medical condition.

**Muscle Cramping:** A player may receive treatment for muscle cramping only during the time allotted for change of ends and/or set breaks. Players may not receive a Medical Time-Out for muscle cramping.

If the player cannot continue playing due to severe muscle cramping, as determined by the Sports Medicine Trainer and/or Tournament Doctor, he may forfeit the point(s)/game(s) needed to get to a change of ends or set-break in order to receive treatment. There may be a total of two (2) full change of ends or set-break treatments for muscle cramping in a match, not necessarily consecutive.

If it is determined by the Chair Umpire or ATF Supervisor that gamesmanship was involved, then a Code Violation for Unsportsmanlike Conduct could be issued.

d. Medical Treatment

A player may receive on-court medical treatment and/or supplies from the Sports Medicine Trainer and/or Tournament Doctor during any changeover or set break. As a guideline, such medical treatment should be limited to two (2) changeovers/set breaks for each treatable medical condition, before or after a Medical Time-Out, and need not be consecutive. Players may not receive medical treatment for non-treatable medical conditions.

e. Penalty

After completion of a Medical Time-Out or medical treatment, any delay in resumption of play shall be penalised by Code Violations for Delay of Game.

Any player abuse of this Medical Rule will be subject to penalty in accordance with the Unsportsmanlike Conduct section of the Code of Conduct.

f. Bleeding

If a player is bleeding, the Chair Umpire must stop play as soon as possible and Call the sports medicine trainer and evaluate and treat the player. This treatments can be extended upto 5 minutes at the request of the Sports medicine trainer and/ or doctor If required.

g. Vomiting

If a player is vomiting, the Chair Umpire must stop play if vomiting has spilled onto the court, or if the player requests medical evaluation. If the player requests medical evaluation, then the Sports Medicine Trainer must determine if the player has a treatable medical condition, and if so, whether the medical condition is acute or non-acute.

If vomiting has spilled onto the court, play must not resume until the vomit spill has been cleaned appropriately.

h. Physical Incapacity

During a match, if there is an emergency medical condition and the player(s) involved is/are unable to make a request for a Sports Medicine Trainer, the Chair Umpire shall immediately call for the Sports Medicine Trainer and Tournament Doctor to assist the player.

Either before or during a match, if a player is considered by the Tournament Doctor and/or Sports Medicine Trainer to be unable physically to compete, or poses a sufficiently serious health risk to other players, officials or Tournament staff, the Tournament Doctor and/or Sports Medicine Trainer will inform the ATF Supervisor and recommend that the player is ruled unable to compete in the match to be played, or retired from the match in progress.

The ATF Supervisor shall exercise discretion before taking any action under this rule and should base the decision on the best interests of the player and the sport, as well as taking all medical advice and any other information into consideration.

i. Toilet Break/ Change of Attire Break

Any reference in this section to "Change of Attire Break" is applicable to ATF Women's Circuit only.

A player is allowed to request permission to leave the court for a reasonable time for a toilet break/ change of attire. Toilet breaks should be taken on a set break and can be used for no other purpose, however change of attire must only be taken on a set break.

For Men's/ Women's matches matches 2 breaks are permitted

Any time a player leaves the court for a toilet break / change of attire break, it is considered one (1) of the authorised breaks regardless of whether or not his opponent has left the court. Any toilet break taken after a warm-up has started is considered one (1) of the authorised breaks. Additional toilet breaks will be authorized on players own time and will be subject to penalties in accordance with the Point Penalty Schedule if the player is not ready to play within the allowed time. Any player abuse of this rule will be subject to penalty in accordance with the Unsportsmanlike Conduct section of the Code of Conduct.

i. **EXTREME WEATHER CONDITIONS**  
*(ATF Women's Circuit only)*

Extreme weather conditions shall be defined at such time that heat, as measured by a Heat Stress Monitor, meets or exceeds a heat stress index of 30.1 degrees Celsius/86.2 degrees Fahrenheit. If a Heat Stress Monitor is not available, extreme weather conditions are then defined by the danger zone which is equal to or above the apparent temperature of 93 degrees Fahrenheit, illustrated on the chart below. Heat stress is measured by Wet Bulb Global Temperature (WBGT) which is calculated as  $(0.7 \text{ Wet Bulb} + 0.2 \text{ Global Temperature} + 0.1 \text{ Dry Bulb} = \text{WBGT})$ .

**Apparent Temperature (what it is like)****Air Temperature (°F) °C =5/9 (°F - 32)**

Fahrenheit /F	70	75	80	85	90	95	100	105	110	115	120
Humidity											
0%	64	69	73	78	83	87	91	95	99	103	107
10%	65	70	75	80	85	90	95	100	105	111	116
20%	66	72	77	82	87	93	99	105	112	120	130
30%	67	73	78	84	90	96	104	113	123	135	148
40%	68	74	79	86	93	101	110	123	137	151	
50%	69	75	81	88	96	107	120	133	150		
60%	70	76	82	90	100	114	132	149			
70%	70	77	85	93	106	124	144				
80%	71	78	86	97	113	136					
90%	71	79	88	102	122						
100%	72	80	91	108							

The Sports Medicine Trainer/PHCP and the ATF Supervisor have the authority to determine if the Extreme Weather Condition rule will go into effect during a Tournament. If it is so determined, a ten (10) minute break will be allowed between the second and third sets.

**Implementation of the Rule**

In the event that during the day there is a change in weather conditions as determined by this periodic monitoring, the Extreme Weather Condition Rule can be put into effect at any time on all courts, excluding matches already in progress. If there is a sudden change in weather conditions and the Rule is lifted, those matches already in progress will continue under the Extreme Weather Condition Rule. In the case of rain or interruption to play, the ATF Supervisor and Sports Medicine Trainer/PHCP can reassess the Extreme Weather Condition Rule.

**Conditions of the 10-Minute Break**

If it is a mutual agreement between the players not to take a ten (10) minute break, then play will continue. However, if requested by one player, the official ten minute break will be taken. During the ten (10) minute break, no coaching or treatment will be allowed. However, a player will be allowed to receive an adjustment of medical support, medical equipment and/or advice from the Sports Medicine Trainer/PHCP. Following the ten (10) minute break, no re-warm-up will be allowed. This rule applies in addition to the two (2) toilet and/or change of attire breaks allowed during the match.

**Penalties**

After completion of the Extreme Weather Conditions ten (10) minute break between the 2nd and 3rd sets, any delay in returning to the court shall subject a player to Time Violations.

## APPENDIX 5

### CODE OF CONDUCT

#### Section -1 GENERAL

##### A. PURPOSE

The Asian Tennis Federation publish this Code of Conduct (“Code”) in order to maintain fair and reasonable standards of conduct by players and the organisers of ATT Tournaments and to protect their respective rights, the rights of the public and the integrity of the Sport of Tennis.

##### B. EXCLUSIVE APPLICABILITY

This 2016 ATT Pro Circuit Code of Conduct shall be the basis for disciplinary action against any player or tournament in ATF sanctioned ATT Tournaments.

##### C. ATF SUPERVISOR

ATF Supervisor for each ATT tournament shall be the final authority for the interpretation of these ATT Tournament Regulations, Code of Conduct and the Rules of Tennis as to all matters arising that require immediate resolution at the tournament site.

#### Section-2 PLAYER ENTRY OFFENCES

##### A. ENTRY OFFENCES

###### 1. Late Withdrawal / No Show

Any withdrawal by a player accepted into the Main Draw or Qualifying that occurs after the Withdrawal Deadline shall be considered a late withdrawal.

First 3 late withdrawals by players will be excused without any penalties provided the withdrawal is received before the main draw is made . Violation of this section or late withdrawals after the permitted 3 late withdrawals will be subject to fine of US\$ 75 for the player.

###### 2. On-Site Medical Withdrawal

a. If a player is forced to retire or withdraw during a tournament for medical reasons, Medical Certification form must be completed by the medically qualified physician on-site verifying that the player is unfit to continue playing in the current tournament.

b. A player who withdraws late from a tournament will be excused a late withdrawal penalty provided he is competing in a tennis tournament and produces a medical form from the sports trainer/ doctor of that tournament. A player may be excused for late withdrawal also, if the player is on site for participating In the tournament, but could not participate due to medical condition, provided a medical certificate is produced from the tournament sports trainer or doctor on site. Such withdrawals will not be counted towards the 3 late withdrawals permitted for the players.

C. WILD CARDS

No player shall directly or indirectly offer money or gifts for receiving a wild card into the tournament. Violations can be fined upto US\$ 500.

D. PAYMENT OF FINES

All fines levied on player, should be paid within 30 days of levy of fines.

A player may appeal to ATT Executive Director against the fines levied. ATT office shall conduct a reasonable investigation of the facts and circumstances surrounding such incident, and shall affirm or reverse in whole or in part the determination of the offence or fines levied. In the event of a whole or partial reversal the ATF shall remit to the player all or part of the fines collected in accordance with the disposition of the appeal.

E. REMISSION OF FINES

Players can appeal against the fines to ATF office within 10 days of finish of the applicable tournament.

Section-3 PLAYER ON-SITE OFFENCES

A. GENERAL

All players, their coaches and parents shall, during all matches and at all times while within the precincts of the site of an ATT Tournament, conduct himself in a professional manner. The provisions hereinafter set forth shall apply to each player's conduct while within the precincts of each such site.

B. PUNCTUALITY

Matches shall follow each other without delay in accordance with the announced order of play. Any player not ready to play within 15 minutes of the match being announced, shall be defaulted immediately, unless ATF supervisor approves extension of time of reporting for the player. Any player defaulted for punctuality shall be fined upto US\$ 75.

C. DRESS AND EQUIPMENT

All players shall dress in professional manner and as per the dress coded specified under during the matches and all the media conferences.

1. Unacceptable Attire and shoes

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

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. Grass court shoes are mandatory for grass court tournaments

2. Identification

No identification shall be permitted on a player's clothing, products or equipment on court during a match or at any press conference or tournament ceremony, except as follows:

a. Shirt, Sweater or Jacket

- i. Sleeves:- One commercial logo on each sleeve neither of which should be exceeding eight (8) square inches .Plus one manufacturer's identification on each sleeve, neither of which exceeds eight (8)square inches shall be permitted

ii. Sleeveless. If the shirt is sleeveless the two commercial identifications permitted on the sleeves as above, neither of which shall exceed 4 (4) square inches, may be placed on the front of the garment in addition to the other allowed logos as per section iii below.

iii. Front, Back and Collar. Total of two (2) manufacturer's identifications, neither of which exceeds four (4) square inches or one (1) manufacturer's identification, which does not exceed eight (8) square inches shall be permitted..

b. Shorts/ Skirts

Two (2) manufacturer's identifications, neither of which exceeds four (4) square inches or one (1) manufacturer's identification which does not exceed eight (8) square inches shall be permitted. One commercial logo of two (2 ) square inches is permitted on front of shorts/ skirts.

On compression shorts, one (1) manufacturer's identification not to exceed two (2) square inches and which shall be in addition to the manufacturer's identifications on shorts shall be permitted.

c. Socks/Shoes

Standard Manufacturer's identifications on each sock and on each shoe shall be permitted

d. Racquet

Standard Manufacturer's identifications on racquet and strings shall be permitted.

e. Hat, Headband or Wristband

One (1) manufacturer's identification not to exceed four (4) square inches shall be permitted.

f. Bags, Other Equipment or Paraphernalia

Standard Tennis equipment manufacturer's identifications on each item plus one separate commercial identifications on one (1) bag, neither of which exceeds four (4) square inches (26 sq.cm) shall be permitted.

g. Another Tennis, Sport or Entertainment Event

Notwithstanding anything to the contrary hereinabove set forth the identification by use of the name, emblem, logo, trademark, symbol or other description of any tennis circuit, tennis tournament, any other sport or entertainment event is totally prohibited

h. Warm-up Clothing

Players may wear warm-up clothing during the warm-up and during a match provided it complies with the foregoing provisions and allowed by the ATF supervisor.

3. Taping

No taping over of logos/patches shall be allowed.

4. Fines

Any player who violates this Section and is not defaulted shall be subject to Fines upto US\$ 150.

D. TIME VIOLATION / DELAY OF GAME

Following the expiration of the warm-up period play shall be continuous and a player shall not unreasonably delay a match for any cause.



A maximum of twenty (20) seconds shall elapse from the moment the ball goes out of play at the end of the previous point until the time the ball is struck for the first serve of the next point. If such serve is a fault then the second serve must be struck by the server without delay.

When changing ends a maximum of ninety (90) seconds shall elapse from the moment the ball goes out of play at the end of the game until the time the first serve is struck for the next game. However, after the first game of each set and during a tie-break, play shall be continuous and the players shall change ends without a reasonable rest period.

At the conclusion of each set, regardless of the score, there shall be a set break of one hundred and twenty (120) seconds from the moment the ball goes out of play at the end of the set until the time the first serve is struck for the next set. If a set ends after an even number of games, there shall be no change of ends until after the first game of the next set.

The receiver shall play to the reasonable pace of the server and shall be ready to receive within a reasonable time of the server being ready. A Time Violation may be issued prior to the expiration of twenty (20) seconds if the receiver's actions are delaying the reasonable pace of the server.

The first violation of this Section, as either server or receiver, shall be penalised by a Time Violation - Warning . Each subsequent violation shall be penalized by a point in women's tournaments but for Men's tournaments following will be applicable:-.

- Server                                      The Time Violation shall result in a "fault"
- Receiver                                    The Time Violation shall result in a "point penalty"

E. AUDIBLE OBSCENITY (AOB)

Players shall not use an audible obscenity within the precinct of the tournament site. Violation of this Section shall subject a player to a fine up to \$100 for each Violation in addition to the penalty in accordance with the Point Penalty Schedule hereinafter set forth.

F. VISIBLE OBSCENITY (VOB)

Players shall not make obscene gestures of any kind within the precincts of the tournament site. Violation of this Section shall subject a player to a fine up to \$100 for each violation in addition, to penalty in accordance with the Point Penalty Schedule hereinafter set forth

G. VERBAL ABUSE (VA)

Players shall not at any time directly or indirectly verbally abuse any official, opponent, sponsor, spectator or other person within the precincts of the tournament site. Violation of this Section shall subject a player to a fine up to \$150 for each violation in addition to penalties in accordance with the Point Penalty Schedule hereinafter set forth.

H. PHYSICAL ABUSE (PhA)

Players shall not at any time physically abuse any official, opponent, spectator or other person within the precincts of the tournament site. Violation of this Section shall subject a player to a fine up to \$150 for each violation in addition to penalties in accordance with the Point Penalty Schedule.

I. ABUSE OF BALLS (BA)

Players shall not violently, dangerously or with anger hit, kick or throw a tennis ball within the precincts of the tournament site except in the reasonable pursuit of a point during a match (including the warm-up). Violation of this Section shall subject a player to a fine up to \$50 for each violation in addition to penalties in accordance with the Point Penalty Schedule hereinafter set forth.

J. ABUSE OF RACQUETS OR EQUIPMENT (RA)

Players shall not violently or with anger hit, kick or throw a racquet or other equipment within the precincts of the tournament site. Violation of this Section shall subject a player to a fine up to \$50 for each violation in addition to penalties in accordance with the Point Penalty Schedule hereinafter set forth.

K. COACHING AND COACHES (CC)

Players shall not receive coaching during a match. Communications of any kind, audible or visible, between a player and a coach may be construed as coaching. Players shall also prohibit their coaches from any of the above violations towards any fellow player, officials, tournament staff, spectators and any other person with in the tournament premises or tournament hotel.

Violation of this Section shall subject a player to a fine up to \$150 for each Violation in addition, if such violation occurs during a match (including the warm-up), the player shall be penalised in accordance with the Point Penalty Schedule hereinafter set forth. For the purposes of this Rule, a "coach" shall also include any representative and/or relative of a player.

L. UNSPORTSMANLIKE CONDUCT (UnC)

Players shall at all times conduct themselves in a sportsmanlike manner and give due regard to the authority of officials and the rights of opponents, spectators and others. Violation of this Section shall subject a player to a fine up to \$150 for each violation in addition to penalties in accordance with the Point Penalty Schedule hereinafter set forth.

M. BEST EFFORTS (BE)

A player shall use his best efforts to win a match when competing in an ATF Pro Circuit Tournament. Violation of this section shall subject a player to a fine up to \$100 for each violation. The chair umpire or ATF supervisor can also impose penalties in accordance with the Point Penalty Schedule.

N. LEAVING THE COURT (LC)

A player shall not leave the court area during a match (including the warm-up) without the permission of the Chair Umpire. Violation of this Section shall subject a player to a fine up to \$100 for each violation. In addition the player may be defaulted and subjected to the additional penalties for Failure to Complete Match as hereinafter set forth.

O. FAILURE TO COMPLETE MATCH (FCM)

A player must complete a match in progress unless he is reasonably unable to do so. Violation of this Section shall subject a player to a fine up to \$100 and in addition a violation of this Section shall subject a player to immediate default

P. CEREMONIES (Cer)

A player participating in the finals of an ATT Tournament must attend and participate in the final ceremonies after the match unless released by ATF supervisor. Violation of this Section shall subject a player to a fine up to \$250.

Q. MEDIA CONFERENCE (MC)

Unless injured and physically unable to appear or released by ATF supervisor a player must attend the post-match media conference organised immediately or within thirty (30) minutes after the conclusion of each match .Violation of this Section shall subject a player to a fine up to \$250.

R. POINT PENALTY SCHEDULE

The Point Penalty Schedule to be used for violations set forth above is as follows:

FIRST offence	WARNING
SECOND offence	POINT PENALTY
THIRD and each subsequent offence	GAME PENALTY

However, after the third Code Violation, the ATF Supervisor shall determine whether each subsequent offence shall constitute a default or a game penalty. Chair umpire cannot impose penalties after 3<sup>rd</sup> offence without consultation of ATF supervisor.

S. DEFAULTS

The ATF Supervisor may declare a default for either a single violation of this Code(Immediate Default) or pursuant to the Point Penalty Schedule set out above. In all cases of default, the decision of the ATF Supervisor shall be final and un appealable.

Any player who is defaulted as herein provided shall lose all prize money, And points earned for that tournament and may be fined upto \$250 in addition to any or all other fines levied with respect to the offending incident, unless the player is defaulted for violation of Sections of Punctuality, Dress and Equipments or default being on medical conditions.

U. DETERMINATION AND PENALTY

The ATF Supervisor shall make such investigation as is reasonable to determine the facts regarding all Player On-Site Offences and assess the monetary fines upon player. A written notice is to be given to player of the monetary fines levied .

V. PAYMENT OF FINES

Any fines levied on player have to paid within 30 days of the scheduled last day of the tournament.

W. APPEALS

Player can appeal against the fines within 10 days of the last scheduled day of the tournament in writing to ATF office.



## APPENDIX 6

### ATT ORGANISATIONAL REQUIREMENTS

At any ATT Tournament, the health, safety and security of all persons involved in the tournament, including players, officials, tournament staff and spectators, are of principal importance.

The National Association, in association with the Tournament Director, must make ATF aware immediately of any major issues or threats (e.g. political unrest, health epidemic, natural disaster) that could impact the progress of the tournament or the health, safety or security of persons involved, whether they occur in advance of or during the tournament.

#### CIRCUIT INFO

ATT consists of tournaments in 4 categories based on the level of prize money offered.

- Category 1 – Prize Money USD 3000
- Category 2 – Prize Money USD 5000
- Category 3 – Prize Money USD 5000 Plus Allowance
- Category 4 – Prize Money USD 7500 Plus Allowance
- Allowance of US\$ 200 per player is to be paid only to maximum of 4 players who reach Semi finals and only if they are overseas players. No allowance is to be paid to players from same nation where the tournament is held.
- Category 1 / 2 events to be held in succession of two events **or as a standalone event** – spread in a week
- Category 3 / 4 event to be held as a standalone event – spread in a week
- All Prize money received by players will be net of taxes as per the prize money break up chart. Prize money break up is available on ATT website.

**APPLICATION DEADLINE** : EIGHT (8) Weeks prior to the tournament start date.

**APPLICATION FORM & DECLARATION**: For staging ATT tournaments, Application Form should be duly filled and declarations thereon signed by National Association.

#### Tournament Information / Fact Sheet

All information regarding tournament sites, dates, draw sizes, details of hotels, transportation and other relevant tournament information must be provided on the official ATT Fact Sheet.

## **Tournament Director**

Each National Association must designate one person as Tournament Director for the Asian Tennis Tour Tournaments. The Tournament Director must be on-site throughout the whole tournament, ready to solve any problems related to the organisation of the tournament, players, officials, media and spectators.

## **ATT Supervisor**

The ATT Supervisor must be appointed 4 weeks prior to tournament and approved by ATT. The ATT Supervisor must be available throughout the tournament week, from the Qualifying Sign-in until after the final match of the tournament has been completed. The ATT Supervisor is the final authority for on-site issues related to the Rules of Tennis, the Asian Tennis Tour Regulations and all on-court matters. Only White Badge Referees can be appointed as ATT Supervisor. Other information on minimum officiating requirements can be found on ATT website.

## **Tournament Desk**

Each tournament must provide sufficient personnel for ensuring smooth running of tournament, payment of prize money and IT/communications systems support.

## **Sports Trainer / Tournament Doctor**

The Tournament Director must appoint and pay all costs for an English-speaking tournament doctor, preferably an orthopaedic specialist or a general practitioner, to be on call in proximity of the tournament site at all times during playing hours. The Tournament Director must also appoint an English speaking sports trainer to provide on-site health care services for the players beginning one hour before matches commence until completion of all matches.

## **Stringer**

An experienced stringer must be available, preferably on-site, throughout the tournament week. The stringer must be available during the scheduled playing hours. Many players will provide their own strings, therefore, a labour only charge option must be available.

## **TOURNAMENT VENUE AND FACILITIES**

### **1. Venue Type**

The tournament should be held at a single venue in either an indoor or outdoor location and must be defined as such on the Application Form. A minimum of Two (2) match courts are required in addition to a one (1) practice court. However where the qualifying draw sizes are more than 16, minimum of three (3) match courts are required.

### **2. Light**

If matches are to be played under artificial lighting, the intensity of illumination must be sufficient for professional tennis i.e. minimum of 500 lux, and distributed evenly over the court.

### **3. ATT Supervisor's Office**

The Tournament Director must ensure a private office with a desk is made available to the ATT Supervisor. The ATT Supervisor MUST also be provided with:

- Internet Access;
- A minimum of one international telephone line and at least one separate fax line.
- Photocopier and sufficient supply of photocopying paper.

#### **4. Internet Access**

Internet access MUST be provided for the ATT Supervisor on-site. A separate computer with Internet access should also be provided for players, preferably free of charge or at reduced cost.

#### **5. Locker Rooms and Players Lounge**

Suitable and separate player locker rooms must be available. Each tournament MUST provide a suitable Player Lounge area on-site for the duration of the tournament for use by ALL players and their guests. This area should not be accessible by the public.

#### **6. Food Service**

Each tournament MUST ensure there is a food station on-site at the tournament where players can buy, at a reasonable cost various types of food and drink suitable for athletes.

#### **7. Hotels / Accommodation / Hospitality**

Each tournament must appoint an official hotel, which is of a suitable international standard, and negotiate reduced room rates for players. If rates at the official hotel are high, details of alternative cheaper accommodation must also be provided, which must be within reasonable distance of the site.

#### **8. Transport**

During the Qualifying and Main Draw, transportation must be available free of charge for all players between the official hotel and the tournament site. If necessary this should be organised on a regular 'shuttle' basis (approximately every hour) throughout the hours of play, including practice.

#### **9. Balls**

ITF approved balls are to be used at all ATT tournaments.

Balls used for practice must be identical to those used for matches. Players must return practice balls. A deposit can be taken for practice balls.

#### **10. Water**

Unlimited supply of bottled water (in sealed bottles) must be provided on court for players during all matches (Main draw and Qualifying).

#### **11. Ball Kids**

It is not mandatory to have ball kids, however tournaments are encouraged to use ball kids.



AN ATF DEVELOPMENT INITIATIVE



## APPENDIX 7

# ASIAN TENNIS TOUR ENTRY FORM

Entry deadline: Thirteen (13) days prior to the first day of the main draw at 24:00 hours (IST).

NB! All Entries MUST be made online or on this official form and SEND to [att@asiantennis.com](mailto:att@asiantennis.com)



**ALL PLAYERS MUST INCLUDE THEIR APIN NUMBER**

**APIN**

For further information: [www.asiantennis.com/att](http://www.asiantennis.com/att)

APIN Number	Family Name	First Name	
Mobile Number (incl. country code)	Telephone number (incl. country code)	Date of Birth	Nationality
Email address			

**\*All players MUST have registered for APIN Membership AND pay the annual APIN fee of US\$30.**

APIN stands for "Asian Player Identification Number". All players competing in the Asian Tennis Tour require an APIN membership.

Registration for APIN will be open only for **ASIAN PLAYERS**. Players who register for APIN membership will receive their own unique APIN, which will remain the same throughout their career playing in ATT tournaments. An APIN consists of three letters and six numbers, for example: KAR100391.

**I APPLY FOR ENTRY IN THE FOLLOWING TOURNAMENT : (Separate form for each week)**

TOURNAMENT CODE	PRIZE MONEY	CITY	COUNTRY	DATE (DD/MM/YYYY)

I declare to be aware of and will abide by the Rules of Tennis and the Asian Tennis Tour Regulations, as amended from time to time by the Asian Tennis Tour Committee. (Note: In submitting an entry online a player is considered to have agreed to be bound by the aforementioned rules.)	Players Signature	
	Date	

All Entries MUST be made online or on this official form, sent to:

**ASIAN TENNIS TOUR**  
**C/O ASIAN TENNIS FEDERATION**  
**R.K. KHANNA STADIUM**  
**AFRICA AVENUE**  
**NEW DELHI – 110029**  
**INDIA**  
**TELEPHONE: +91- 11- 26176256**  
**E- MAIL: [att@asiantennis.com](mailto:att@asiantennis.com)**  
**WEBSITE: [www.asiantennis.com/att](http://www.asiantennis.com/att)**



AN ATF DEVELOPMENT INITIATIVE



## APPENDIX 8

### ASIAN TENNIS TOUR WITHDRAWAL FORM

Withdrawal deadline: Seven (7) days prior to the first day of the main draw at 24:00 hrs (IST).

NB! All Withdrawal MUST be made online or on this official form.



**APIN**

**ALL PLAYERS MUST INCLUDE THEIR APIN NUMBER**

For further information: [www.asiantennis.com/att](http://www.asiantennis.com/att)

APIN Number	Family Name	First Name	
Mobile Number (incl. country code)	Telephone number (incl. country code)	Date of Birth	Nationality

Email address

**IMPORTANT**

**LATE WITHDRAWALS**

Please note, withdrawals submitted after the Withdrawal Deadlines are considered "late", and are subject to penalty under the Asian Tennis Tour Code of Conduct.

For full details about the procedures and consequences of late withdrawals, please refer to the Asian Tennis Tour Code of Conduct, available on the Asian Tennis Tour Website.

**PLEASE WITHDRAW ME FROM THE FOLLOWING TOURNAMENTS : (Separate form for each week)**

TOURNAMENT CODE	PRIZE MONEY	CITY	COUNTRY	DATE (DD/MMM/YYYY)	MEDICAL CERTIFICATE	CER-
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

I declare to be aware of and will abide by the Rules of Tennis and the Asian Tennis Tour Regulations, as amended from time to time by the Asian Tennis Tour Committee. (Note: In submitting an WITHDRAWAL online a player is considered to have agreed to be bound by the aforementioned rules.)	Player's signature	
	Date	

All Withdrawals MUST be made online or on this official form, sent to:

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## NOTICE

All written communications to be addressed to ATF office

## AMENDMENTS

This ATT Code of Conduct may only be amended, repealed or otherwise modified, in whole or in part, by the ATF.

### ADDRESS

**ASIAN TENNIS TOUR**

**C/O ASIAN TENNIS FEDERATION**

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