

Tournament Prospectus

The 30th Chesham Bois Junior Tennis Tournament 26th to 31st May 2008

Acceptance & Selection Policy – In 10&U and doubles events, selections will be made according to the date and time of application. Where any other main-draw singles event is oversubscribed we will select the highest rated applicants first. Players of the same rating will be merited according to their LTA RANKING as at the closing date. Players of equal rating AND ranking shall be split according to date and time of application.

Address of Tournament – The tournament shall take place at Chesham Bois Lawn Tennis & Squash Club, Woodfield Park, off Copperkins Lane, Amersham, Bucks HP6 5QQ. Telephone: 01494 433 330.

Other nearby clubs/centres may also be used.

Availability of Competitors - It is a condition of entry that players shall be available throughout the published dates and times of the tournament. (Please see "Other Tournaments").

Balls – Balls of an ITF approved brand will be provided. Once-used balls may be used for some matches, particularly in early rounds. The winner of each match shall return the balls to the control desk immediately after the conclusion of each match.

Cancellation of Applications – You may cancel your application to any main draw singles event by 12:00 noon on Thursday 15th May 2008. Doubles applications may be cancelled up to 2:00pm on Wednesday 21st May 2008. After these deadlines, no refund is allowable regardless of the reason for the withdrawal. A 15% administrative charge will be deducted from any refunds where payment has been made by credit or debit card.

It is each player's responsibility to ensure that we have received and acknowledged your request to cancel prior to the published deadline/s.

Cancellation of Event(s) and/or the Tournament - We may cancel any event, if in our opinion it would not be economical, practical or in the best interests of players to run such an event.

We may also cancel the tournament, any event or part of an event as a result of the intervention of the weather or other unforeseen circumstances. Entry fees are refundable to any player who has not started a match in a cancelled event.

Catering – Refreshments will be available on site from approximately 9:00am to 5:00pm each day and the bar will be open from 12:00 noon daily. No drinks other than water in non-glass containers are permitted on court.

Club Activities - All players and guests must respect the rights and enjoyment of other people using the club (whether for tennis activities or otherwise). Adjacent courts may be used for coaching and other non-tennis activities by club members and their guests.

Closing Date/Time - The deadline for receipt of applications for singles events is 2:00pm on Friday 2nd May 2008. Doubles events close at 2:00pm on Wednesday 21st May 2008. We may extend the closing deadline if the tournament is not oversubscribed if we feel this to be in the best interests of the tournament.

Clothing - All players must wear recognised tennis clothing and shoes which do not damage or mark the courts. Trainers are not permitted. Clothing containing outsized logos and/or advertising material is not permitted. Warm-up clothing/track suits may not be worn during a match, unless permission has been obtained from the referee (or assistant).

Committee/Tournament Personnel – The tournament committee shall comprise the following members:

- Chairman: Mike Standing (Chesham Bois Tennis Club)
- Tournament Organiser: Alison Maloney (Chesham Bois Tennis Club)
- Committee Member: Liz Slater (Chesham Bois Tennis Club)
- Committee Member: Simon Johnson (Club Manager, Chesham Bois Tennis Club)
- Entries Secretary: David Fuchs (Tennis Services UK Limited)
- Referee: Sarah Tricks (LTA Accredited Official, member of the Association of British Tennis Officials)
- Assistant Referee: Sheila Smith (LTA Accredited Official, member of the Association of British Tennis Officials)
- Representative of the LTA: Janice Roach (Bucks LTA)

Complaints - The decision of the referee is final. If you are unhappy with any matter in connection with the tournament, you may raise the matter verbally with the referee. You may also make a complaint in writing to the referee or the tournament organiser, provided you do so within 48 hours of the occurrence.

If you are still not satisfied, you may, within 10 days of receiving a written response from us take the matter up with one of the following:

- Head of Officiating, The Lawn Tennis Association, National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ, if your complaint relates to the action or decision of an official.
- Emma Austin, Bucks LTA, Bucks Indoor Tennis Centre, Holmers Lane, High Wycombe, Bucks HP12 4QA,, if your complaint relates to any other matter.

Conditional Applications – We will not accept an application which is conditional upon a player being accepted for two or more events applied for, nor on another player also being accepted to play in the tournament.

Correspondence – All entries, enquiries and other correspondence relating to this tournament should be addressed to:

David Fuchs, Tennis Services UK Limited, P.O. Box 151, Sutton, Surrey SM1 2WN.
Telephone: 08712 779 819. Fax: 07092 27 27 27
E-mail: david@tournaments.org.uk

Courts – The tournament will take place on up to 11 acrylic and claytex courts. Other clubs/centres and court surfaces may be used, at the discretion of the committee. Floodlights may be used for some matches.

Data Protection Act (1998) - By submitting an application to this tournament, you agree to the publication of your name, LTA membership number, rating, ranking, county, acceptance status, match details and results on our website and to our privacy policy (available from www.tournaments.org.uk, or on request).

You also agree to the LTA and/or LTA sanction tournament organisers, from my geographical area, using the information provided as part of my application (with the exception of credit/debit card details) to communicate information about this and future tournaments, in my geographical area, via post/email or SMS. You also accept that such information may be used to update the LTA membership record of the person identified.

Dates and Times of Play – Play takes place from Monday 26th May to Saturday 31st May 2008. Matches will start at 9:00am and continue late into the evening. We may alter the times of play during the tournament, if we feel this necessary to complete the tournament on time.

Doping Test – Any player may be required to submit to a random doping control test without prior notice. This will be undertaken by an independent sampling officer appointed by UK Sport. Failure to submit to this test will be treated as a positive result.

Doubles Pairings – cannot be changed after the draw has made. If either player is unable to play then the pair shall withdraw from the event and no entry fee refund will be made to either player, regardless of the reason for withdrawal.

Draw Dates and Times – The draw for all singles events shall take place from 12:00 noon on Thursday 15th May 2008. Draws for doubles events shall be made shortly following the closing deadline for these events.

Emergency Medical Treatment - In a case of accident, illness or emergency at the tournament, involving a player under the age of 18 years old, emergency medical treatment may be carried out as recommended by an approved medical authority.

Entry Method - You may enter this tournament by posting a completed entry form to the Entries Secretary (see "Correspondence"). We will also accept entries by fax, or online at the tournament website (www.tournaments.org.uk). Applications will not be accepted by e-mail or telephone. No applications will be accepted without payment.

Entry Fee - £13.00 per applicant per event (singles) £6.50 per applicant (doubles), payable by cheque or postal order. Visa, MasterCard, Switch, Maestro, Solo and Delta Cards can also be accepted.

Only competitors who have paid their entry fees (or submitted payment details) prior to the closing deadline shall be considered for inclusion in the tournament. Cheques relating to cancelled/unsuccessful applications will be shredded 10 days after the conclusion of the tournament, unless a stamped addressed envelope is provided to the Entries Secretary within this time period.

No entry fees will be billed until after the published closing deadline. Entry fees paid by credit or debit card are collected by Tennis Services UK Limited acting as an agent authorised by Chesham Bois Lawn Tennis & Squash Club for the collection of entry fee payments.

We reserve the right to make a reasonable administrative charge where a payment is dishonoured or declined. Recovery costs will also be added to any unpaid amounts due.

Events – The following events will be staged:

- Boys 18 & under singles (born between 1990 & 1997)
- Boys 16 & under singles (born between 1992 & 1997)
- Boys 14 & under singles (born between 1994 & 1997)

- Boys 12 & under singles (born between 1996 & 1998)
- Boys 10 & under singles (born in 1998 or 1999)
- Girls 18 & under singles (born between 1990 & 1997)
- Girls 16 & under singles (born between 1992 & 1997)
- Girls 14 & under singles (born between 1994 & 1997)
- Girls 12 & under singles (born between 1996 & 1998)
- Girls 10 & under singles (born in 1998 or 1999)
- Boys 18 & under doubles (born between 1990 & 1997)
- Boys 14 & under doubles (born between 1994 & 1997)
- Boys 12 & under doubles (born between 1996 & 1999)
- Girls 18 & under doubles (born between 1990 & 1997)
- Girls 14 & under doubles (born between 1994 & 1997)
- Girls 12 & under doubles (born between 1996 & 1999)
- Mixed 18 & under doubles (born between 1990 & 1997)
- Mixed 14 & under doubles (born between 1994 & 1997)
- Plate/consolation events as decided by the committee.

Event Format - Events may use standard knockout draws, progressive or staggered draw formats, according to entry numbers. Where an alternative event format is adopted which requires players to compete in two or more matches (e.g. round-robin, playback, double-elimination), such additional matches are an integral and compulsory part of the event and are not optional.

We may change the format of any event; amalgamate events or run qualifying events if we feel that it is appropriate to do so. The referee may also change any draw in the event of withdrawals.

Event Restrictions – Players may only apply for a maximum of TWO consecutive singles events and ONE same gender doubles event. And ONE mixed doubles event. Players entering four events may be asked to play up to four matches a day.

Late Arrivals - Please allow sufficient time for your journey to the club including allowances for delays. If you are not present and ready to play within 15 minutes of your court being ready and your match being called, you may be scratched from the match. The entry fee is not refundable in these circumstances.

Where a player withdraws or is not present and ready to play, the referee may, at his/her entire discretion fill a vacant space in the draw with a lucky loser or a reserve or award a walkover.

Liability - All players enter this tournament, use the club and compete at their own risk, Neither the tournament, its officials nor the club, its staff, management or committee will be responsible for death, personal injury, or loss of or damage to property whether occurring on the premises or otherwise, other than liability for negligence incurred under English law. If we make a mistake which prevents you from playing or continuing in the tournament, the maximum amount we shall be liable for is the value of your entry fee.

LTA Membership – With the exception of players awarded wild cards, all applicants for both singles and doubles events must be LTA registered players and (other than competitors in 10 & under and doubles events) hold a current LTA rating at the time of application.

Match Dates and Times – See "Scheduling of Matches"

Match Format – In all events matches shall be the best of three sets. The tiebreak shall operate at 6 games all in the first two sets except in 10 & events where a tiebreak shall be played at 4 games all. Any third set shall be replaced with a "match tiebreak". The winner of the match tiebreak shall be the first player to win 10 points, leading by a two point margin. Should the score reach 9 points all, then the tiebreak shall be extended until one player gains a lead of two points (e.g. 11-9, 12-10).

In the event of bad weather or other circumstances beyond our control, the referee may alter the match format for any event (or part of an event). This may mean adopting abbreviated scoring methods – some of which may not count for LTA ratings purposes.

Media Statement – Unless the tournament referee is informed prior to the start of the tournament, you consent to being involved in any publicity connected with LTA staged tournaments, including media interviews, photographs and TV footage.

Unofficial photography and video recording is not permitted without the prior consent of the tournament referee, any players involved in such photography/video footage and (in the case of players under 18 years of age) their parent or legal guardian. To avoid disruption to play, requests must be made with sufficient notice as consent will not normally be sought from players once a match (including warm-up) has commenced. A photographic consent form may need to be completed.

Non-Umpired Matches - With the exception of some finals, matches will normally be played without umpires. All players must be familiar with the LTA Guidelines for a non-umpired match, a copy of which will be on display at the tournament.

Order of Play – See "Scheduling of Matches"

Other Tournaments - It is each applicant's responsibility to ensure that they are not accepted for any other competition which takes place on any of the tournament dates (this includes other competitions run by Tennis Services UK Limited). The submission of applications for multiple competitions taking place at the same time is however permitted, provided that cancellation deadlines are observed. Players who find themselves committed to more than one tournament on any date and are forced to withdraw as a consequence will be penalised under the LTA's Automatic Penalty system.

Parental Permission – Applications made by or on behalf of players under 18 years of age must be countersigned by a parent or legal guardian. In the case of website applications, the registration of a credit/debit card and the use of a player's LTA number and online registration password shall constitute parental consent.

Prizes/Trophies - Vouchers and/or trophy will be awarded to each winner and runner up. These will be presented shortly after the conclusion of each round of matches on finals day, Saturday 31st May. Perpetual trophies must be returned to the club prior to the start of the 2009 tournament, engraved and in the condition they were received.

Ratings & Rankings – We will use the ratings and rankings supplied to us by the Lawn Tennis Association. We will submit all applicable singles results to the LTA for inclusion in the ratings and rankings runs. All main-draw singles events will be Grade 3 rankings events (except 10 & under).

Referee – The tournament referee is Sarah Tricks. Contact telephone number: 08712 779 819. Sarah is an LTA Accredited Referee and a member of the Association of British Tennis Officials.

Refunds - If we cancel the tournament, or any event, or if we are unable to accept your entry for any reason, we will refund your entry fee for any event(s) in which you have not completed a match. We will also refund your entry fee if you cancel your entry to any event within the timescales permitted (see "Cancellation of Entries") (where payment has been made by credit or debit card then a 15% deduction will be applied to cover processing costs). Refunds will not be made in the event of withdrawal due to illness, injury, failure to arrive on time or for any other reason (other than those detailed under "Liability").

Refusal of Admission - The centre may refuse admission to any person without giving a reason and ask any person to leave the premises if their behaviour has caused or is considered likely to cause distress or inconvenience to others, whether in connection with the tournament or otherwise.

Refusal of Entry - We may decline to accept an application from any player.

Reasons for declining an entry would include failure to settle entry fees for a previous event or tournament, a poor history of withdrawals, failure to appear and disruptive behaviour (whether at this club or otherwise). A decision to decline an entry is never made lightly and is always done in the best interests of the tournament and in consultation with at least two members of the tournament committee.

Reserves – If you are offered a place as a reserve in any event you need not attend the tournament unless we notify you that you have been accepted to play.

As a reserve, you will be considered available to play at any time, up to and during the tournament, unless you tell us to the contrary, prior to us notifying you that you have been accepted.

If we give you more than 24 hours notice, and you decline the offer to play, then we reserve the right to charge an entry fee. You may be also penalised for withdrawing, under the LTA Automatic Penalty System.

Rules Governing This Tournament – The tournament is sanctioned by the Lawn Tennis Association ("the LTA") and will be conducted in accordance with the Rules of Tennis; the Rules & Regulations of the Lawn Tennis Association; LTA Tournament Regulations including the LTA Code of Conduct, the LTA Clothing and Equipment Regulations and the rules of the host club.

The tournament committee may alter or add to these rules in which case we will post written details on the tournament notice board and/or the tournament website. The referee shall however have general discretionary powers in interpreting any rule or regulation relating to the tournament and in situations not specifically covered by any applicable rules or regulations governing this tournament.

Scoreboards - Where scoreboards are provided these must be used. As a minimum, players must update these at each change of ends. Both players are responsible for resetting the scoreboard and returning the used match balls, tin (and any name cards provided), to the control desk, immediately after the end of each match.

Scheduling of Matches - Match times are fixed by the referee and are NOT NEGOTIABLE. All applicants are considered available to play AT ALL TIMES throughout the published dates and times of the tournament.

It is each player's responsibility to find out when they are required to play. We will normally tell you your first match date and time (or the procedure for finding this out), by post, email or telephone. If you have not determined when you are playing within 48 hours of the start of the tournament, you must contact the tournament referee. If you do not and miss your match as a consequence, you will lose your entry fee and face possible disciplinary action by the LTA for "failure to show".

Any player who is unable to determine when they are playing should arrive at the club in time for the start of play each day (9:00am). Any player who misses their match will forfeit their entry fee and face disciplinary action by the LTA for "failure to show".

During the tournament, you must not leave the club without checking if and when you are required to play next.

Seedings – Seedings for all main draw singles events shall be determined according each player's LTA rating. Players of equal rating shall be split according to their LTA national age group ranking. Players of equal rating who have the same ranking (or do not hold an age group ranking for the event) may be seeded at the discretion of the committee.

Shop – The Pro-Shop shall be open throughout the tournament for restringing, equipment and clothing sales. (Telephone: 07900 212 598).

Sign-in - Players must sign in at the control table each day at least 15 minutes before the scheduled time of their match. Players who do not do this will not be considered to be present. Matches may be called up to 15 minutes prior to their scheduled time.

Travel Information - Travel information and a map detailing the location of the club is available from the tournament website (www.tournaments.org.uk) or upon request.

Umpires - Some matches on finals day Saturday 31st May 2008 may be umpired by members of the Association of British Tennis Officials.

Website – The tournament website at www.tournaments.org.uk provides online application and payment facilities and includes up to date entry lists.

Wet Weather Procedure – In the event of wet weather, players shall assist, where asked, with the clearing of surface water from the courts using the rollers and squeegees provided. Parents of younger children are asked to help where necessary. The allocation (or reallocation) of matches to indoor courts, in the event of rain or bad light shall be at the sole discretion of the referee.

During prolonged periods of wet weather, matches may be considerably delayed. We will make every attempt to revise orders of play where possible and keep players informed where it is practical to do this. It is recommended that players check, before starting their journey to see if there have been any changes to the scheduling. Due to the large number of players taking part, it may not be possible to contact players individually if matches are delayed, postponed or moved to another day.

Wild Cards – The committee reserves the right to issue wild cards, in accordance with LTA tournament regulations.

Withdrawals – A player who does not wish to take part in any event and advises the referee prior to the published cancellation deadline shall incur no penalty and shall be entitled to a refund (see "Cancellation of Applications")

After the published cancellation deadline, any player withdrawing from a match or an event shall forfeit his/her entry fee and incur an automatic LTA penalty equivalent to the loss of one match.

To negate any automatic penalty satisfactory documentary evidence (e.g. a certificate from a qualified practitioner/authority) must be sent to Tennis Services UK Limited, P.O. Box 151, Sutton, Surrey SM1 2WN, no later than 14 days after the last day of the tournament.

In addition to any penalties imposed by the LTA, any player withdrawing to play in another event or tournament or on other unacceptable grounds may not be accepted for future events and tournaments at the club.