



Hosting Contract

Birmingham National Wheelchair Tennis Championships

Dates

November 3-6, 2011

The Birmingham National Wheelchair Tennis Championships will follow the tournament hosting guidelines as outlined in the Tennis Canada Tournament Directors Guide, and the rules of tennis as per the Tennis Canada Rules of the Court.

In addition to the guidelines outlined in the documents named above the following requirements apply. The requirements are divided into the following categories:

1. Pre-Event

2. During Event

- General Facility
- On Court
- Tournament Operation
- Accommodation/Transportation
- Services

3. Post Event

PRE-EVENT

Sanction Application

Completed bid applications must be returned to Tennis Canada by the designated deadlines.

Tournament Fact Sheet/Registration Form

A tournament Fact Sheet and Registration Form outlining dates, site, entry fees, prize money, and other pertinent information must be circulated to all players and Provincial Associations a minimum of two months prior to the tournament.

Entry Fees

Entry fees must be reasonable and approved by Tennis Canada.

Sponsors

The solicitation of sponsors is encouraged to assist in offsetting tournament expenses such as meals, transportation, and the banquet. All sponsors to be pre-approved by Tennis Canada.

Hosting Grant/Provisions

Tennis Canada will provide a \$7500 hosting grant to the tournament organizing committee, tennis balls, awards for the singles and doubles champions and finalists, officials including Tennis Canada certified Referee, Roving and Chair Umpires, and \$15,000 for prize money. In addition, Tennis Canada will administer a \$5000 travel grant program for national and provincial athletes.

Playing Categories

The following categories are to be offered:

- Men's Open singles, consolation, and doubles
- Women's Open singles, consolation, and doubles
- Quad Open singles, consolation, and doubles
- Junior (Under 18), tba

In a draw with five or less players a round robin format will be used.

Eligibility for Playing Categories

- Men's Open- the top 16 ranked Men's Open players based on the Canadian rankings as of the entry deadline
- Women's Open-the top 8 ranked Women's Open players based on the Canadian rankings as of the entry deadline.
- Quad-as per the ITF definition rule of a quad player. The top 8 ranked Quad Open players based on the Canadian rankings as of the entry deadline
- Junior-under the age of 18 as of January 1 of the year of the tournament. The top 8 ranked Junior players based on the Canadian rankings as of the entry deadline

Draw Size

Men's Open singles: 16 draw

Women's Open singles: 8 draw

Quad Open singles: 8 draw

Junior singles: 8 draw

Prize Money

\$15,000

Tournament Referee/Officials

Tennis Canada will appoint and/or approve the Tournament Referee/Officials in consultation with the Hosting Committee.

Draw/Seeds

Tennis Canada will determine the seeded players and conduct the draws in conjunction with the Tournament Referee. The draw will take place on the evening prior to the tournament

Media

Liaise with the Tennis Canada communications department to promote the event and attract local media. Tennis Canada will publicize the tournament and post daily results on the Tennis Canada website.

DURING EVENT

General Facility Requirements

Clubhouse:

- Wheelchair accessible
 - ramps for entering
 - doorways wide enough to accommodate a day chair
- Meals/Restaurant on-site
 - meals (including vegetarian) provided on-site free of charge (or at low cost)
 - fruit and water available for players at all times

The facility including courts is to be open to the athletes at least one hour prior to the start of the first match each day.

Courts

- Adequate number of courts (4-6 for match play, 1 court for practice at all times)
 - all courts and nets in good repair
 - windscreens
- Wheelchair accessible
 - entrance gates wide enough to accommodate a day or tennis chair
 - ramps when necessary (in lieu of steps)
 - adequate space between courts to pass by in a wheelchair

Viewing Area

- Adequate seating and viewing for all matches
- Adequate seating and viewing for wheelchair spectators and players

Shower/Locker Room Facilities

- Wheelchair accessible
 - bathroom door wide enough to accommodate day chair
 - at minimum of two men's and two women's accessible washrooms
 - a minimum of one men's and one women's shower that allows for a day chair to enter, and has a bench for sitting

Players' Lounge

- An area for players and coaches to congregate

Public Facilities

- Adequate parking

On Court

Court Equipment

- Singles sticks for all match courts
- Score cards for all match courts
- Water for all courts

Court Set-up for Tournament

Tennis Canada and sponsor banners

Seating

Tournament Operation

Play Control/Tournament Desk

An area overseeing the courts where a table and chairs can be stationed along with one telephone and a public address system (if possible). Responsibilities of play control include the following:

- Assign players to match courts as soon as they become available
- Publish the match play schedule
- Distribute tennis balls to players prior to the start of their matches
- Record match scores at desk and on public draw boards
- Post doubles event sign-up sheets
- Type, post and distribute the next day's schedule of play as directed by the Referee
- Assign practice courts and balls
- Answer the tournament telephone

Umpires

- Tennis Canada certified chair umpires required for the finals of all events
- Tennis Canada certified roving umpire required throughout tournament

Referee

Tournament Director and Referee must not be the same individual. Referee must be certified and approved by Tennis Canada. Responsibilities of the Referee include the following:

- Conduct the open draw held the day before the start of the event in conjunction with the Tournament Director and Tennis Canada representative
- Prepare schedule of play with Tournament Director
- Oversee and observe all matches and arbitrate any on-court disputes
- Assign umpires to matches

- Enforce the Tennis Canada disciplinary code of conduct along with the point penalty system
- Organize the officials

Match Schedule

Attempt to schedule singles before doubles, and doubles as a player's last match of the day.

Finals:

Singles matches should begin by 9:30am with doubles scheduled to follow immediately. Many players will be leaving that day and have flights or other transportation to coordinate.

Warm-up Times

- Strictly enforce the five minute warm-up rule
- Ensure the roving umpires monitor the warm-up period.

Draw Boards

Large draw sheets attached to plywood/easels/or other stiff backing to be used during the draw and displayed and updated throughout the event

Tennis Balls

As provided by Tennis Canada

- Have practice balls available
- Have new balls for match play

Draws/Seeded Players

The draws must be open to the public and conducted on-site or at the tournament hotel once most of the players have arrived. The order of seeded players will be established by Tennis Canada in advance of the draws. A Tennis Canada representative and the tournament referee will conduct the draw. The draw is to be published once it is completed.

Ball Kids

- Recommended for the finals
- Must be trained

Awards and Awards Ceremony

- Awards are provided by Tennis Canada for all champions and finalists in all playing divisions (all of equal value and size)
- A ceremony to present the awards is recommended

Accommodation/Transportation

Hotel

- Must be in close proximity to the tennis site
- Must have a restaurant
- Must have an adequate number of wheelchair accessible rooms
- Must be reasonably priced
- The draw, schedule, and transportation schedule must be posted in the tournament lobby

Transportation

- Sufficient wheelchair accessible vans or cars must be available to provide transportation to and from the airport, and to and from the hotel and venue.
- It is strongly recommended that at least one vehicle have a lift.
- A regular shuttle system including morning, midday and evening shuttles must be provided between the hotel and venue
- Drivers must be qualified and safe

Services

Player Packages

It is recommended to provide each player with a package at the start of the tournament including some or all of the following items:

- Tournament shirt
- Tournament rules
- Transportation schedule
- Tournament events schedule
- Area maps
- Tennis club hours
- Pertinent telephone numbers

Wheelchair Repair Station

An area must be designated, and qualified personnel provided, for the quick repair of the players' tennis chairs. This includes tire repair and pumping and other minor adjustments. The repair station must be accessible during tournament hours.

Stringing

Access to stringing on-site or in an efficient off-site manner must be provided

First Aid

- St. John's Ambulance or equivalent
- Athletic Therapist on site at all times

Player Information Board

A large bulletin board to post press clippings, notices for social functions, player messages, etc

Storage for Tennis Chairs

- A locked and easily accessible storage area must be provided for each player's tennis wheelchair. The chairs must be stored at the tennis site overnight and be easily accessed during tournament hours.

POST EVENT

Results

Tournament Results

- Forward the tournament results to Tennis Canada within two days of the completion of your tournament.

Event Report

Forward a written event report including results, photos, press clippings, and general information to Tennis Canada within three weeks of the completion of your tournament.

The Canadian Championship tournament organizers agree to abide by the above outlined guidelines.

Tournament Director

Provincial Wheelchair Sport Association/Provincial Tennis Association

Date

Tennis Canada

Date