**PAKISTAN TENNIS FEDERATION**

**RULES, REGULATIONS AND REQUIREMENTS (RRR) FOR NATIONAL RANKING TOURNAMENTS**

* The absence of uniformity, whether in events’ categories, daily allowances to players/officials, breakdown of prize money/rewards etc., in various NR Events across the country, and subsequent complaints, has necessitated a review by the PTF Management to put in place a set of RRRs to be complied with by ALL Organisors.  Payable amounts, where notified, shall be the Minimum required, and Organisors may increase the same if they so desire.
* These Rules, Regulations and Requirements (RRR) are issued by orders of President PTF and Executive Committee (EC).  These RRRs shall come into effect immediately, and remain in force until further notice.
* **All PTF Associations/Affiliates, players, coaches, parents are urged to please carefully read and familiarize themselves with the RRRs mentioned herein, so that there is a better understanding of the policy applicable per directives of the PTF.**
* These RRRs shall supersede all previous advisories on the subject.
* These shall apply to all National Ranking Tournaments across the country – Provincial or Local Events are not subject to these as being mandatory.

1. **Pakistan Players Identification Number (PPIN**)

All players **MUST** have their PPIN Registration (PPIN is mandatory for All players, Professionals/Juniors, males/females), and enter tournaments using their PPIN. No player shall be allowed to participate in a National Event if he/she does not have a PPIN. If a player, for any reason whatsoever, gets to participate in a National Ranking Event without a PPIN, he/she shall NOT be awarded National Ranking Points for such event(s).

The Referee appointed by the PTF (Ref Clause 11 sub clause-a) will check or issue PPIN on a prescribed form supplied by the Federation before start of tournament.

*(Note. PTF shall provide updated list of all PPIN registered players to the Referee)*

1. **Prize Money:**

Professional Circuit: All prize money breakdowns shall be fixed & advised by the Pakistan Tennis Federation; if an event is added in the tournament (other than compulsory events), the Organisors have to arrange the additional amount, over and above the total prize money offered in the tournament/fact sheet.

1. **Juniors Circuit:** All prizes MUST be given in kind ONLY and the distribution/breakdown of total amount offered in the tournament shall be fixed and advised by the Pakistan Tennis Federation.

1. **Masters / Invitational events:** The Organisors and Pakistan Tennis Federation will mutually set the breakdown of the prize money.

**Note:**  The prize money breakdown must be displayed at the notice board at tournament sites before the commencement of the Events and will remain on display until the final is played. Pakistan Tennis Federation will issue prize money breakdown to Organisors for all National Tournaments.

1. **Daily Allowances Boarding & Lodging**

a. Top four out-stationed seeds in Men’s / Women’s singles draw, will get Rs.1200/- as Daily Allowance. If less than four out-stationed among top seeds, no additional out- stationed player will be added for this allowance. Player(s) will be entitled to this allowance from the day of commencement of the Main Draw.

b. Rs.900 per day shall be given to all out-stationed ***Main Draw***players only until elimination, except for seeds (as elaborated above).

c. OR, the Organisors may offer Free Board & Lodge to all out-stationed Main Draw Players.

d. In Exclusive Juniors Tournaments, Rs.700 Daily Allowance shall be paid to all main draw out-stationed players.

1. **Traveling Allowance to Juniors (Mandatory)**

Economy Class Railway (both ways) shall be given to all out-stationed Juniors Main Draw (singles) players. However, Organisors/Sponsors may offer this amount to qualifiers as well to attract more entries.

1. **Entry fee:**

        Maximum of Rs.500 per player for a Singles event, and Rs.250 per player for a doubles event, will be charged as entry Fee.

* A player may enter in a Max of 3 (three) events only, 2 singles and 1 doubles or 1 Singles and 2 Doubles.  For Juniors the rule of “own age category Plus 1 above” shall apply.

1. **Draw Size in Events:**
2. Minimum of sixteen (16) entries are required for Men’s & Women’s singles events to get National Ranking Points as well as prize money.
3. Minimum of eight entries are required for Juniors and Seniors (Singles and Doubles) events to get ranking points. If entries are less than eight, the following procedure shall be adopted:

1. Combine two events.
2. Scratch the event - In such case, all out-stationed participants who reach at the time of Sign-In will be given traveling allowance (as per PTF Regulations to those eligible). In addition, if an out-stationed player reaches at Sign-In, but does not enter to play any event other than the one that is scratched, such a player shall be paid Daily allowance for two days, irrespective of whether the tournament offers board & lodge or not.
3. **Mandatory Events**
4. **Professional Circuit**

Men’s Singles, Men’s Doubles, Ladies Singles, Ladies Doubles, Boys 18U Singles, Boys 14U Singles, Boys/Girls 12U or 10U.

Optional events: (Not more than ONE event from the below list)

Seniors 45 Doubles, Seniors 50 Doubles, Seniors 55 Doubles, Seniors 60 Doubles.

1. **Juniors Circuit**

Boys & Girls 18U Singles, Boys 16U Singles & Doubles, Boys & Girls 14U Singles & Doubles, Boys – Girls 12U Singles and Doubles (Combined), Boys – Girls 10U Singles (Combined).

(Note: Minimum 4 entries in Doubles events)

1. **Scoring Format**

1. Men’s/Women’s/18U/16U Singles **Qualifying** rounds: 8-game pro set.
2. Men’s/Women’s/18U/16U Singles Main rounds: Best of 3 tie-break sets.
3. Men’s /Women’s/16U Doubles: best of 3 tie-break sets; third set tie-break (Deuce deciding).
4. Other Juniors events Singles & Doubles: short sets.
5. **Ball Change:**

1. Men’s Singles main draw: Third set, except semis & finals, ball change will be at 11-13.  In doubles, there will be no ball change.
2. Women’s Singles main draw: Third set ball change.  In doubles, there will be no ball change.
3. All juniors & Seniors events: No ball change.
4. **Fact Sheet of the Tournament**
5. Fact sheet of the tournament **MUST**be issued two weeks prior to the start of the event. Fact sheet shall be approved by the PTF for a NR status to be granted to the event. All necessary information should be mentioned related to the event.
6. **Entry Deadline:**  Must be 3 days prior to the start of the qualifying rounds; no entry shall be entertained after the deadline. List of participants must be made public at least 1 day before the start of the qualifying event.
7. **Entry form:**

Entry form must clearly define “UNDER THE AUSPICES OF PAKISTAN TENNIS FEDERATION” & the Provincial / Other Affiliated Units must specify the jurisdiction under which the Event is being organized. Players must send their entries along with their PPIN numbers.

1. **Draws**:

Draws for all events MUST be held in the presence of at least 4 players (this information should be mentioned on the factsheet, including the time and place) and signed by the players / representatives present at the draw.

**11. Officiating Requirements**

**a.**     **Referee**

For all National Ranking Tournaments, a Referee shall be appointed with the approval of PTF, from amongst the listed, qualified Referees/Umpires (who can perform the duties as Referee) issued by PTF from time to time.  The Referee shall NOT be the Tournament Director, or vice versa. The Referee or Tournament Director shall NOT participate in the event as a player. Professional fee and other expenses of the Referee shall be borne by The Organisors/Sponsors.

**b. Chair Umpires**:

i. For all National Ranking Tournaments, certified / qualified Trainee Umpires must be provided for main draw matches of each event. However, for all quarterfinals and above matches in the Pro-circuit, it is mandatory to have an ITF Level One or a Yellow badge chair umpire.  In Juniors events, qualified Trainee Umpires may be deployed up to quarterfinal matches.

ii. Umpire selected as an officiating team member for the tournament shall not be allowed to participate as a player in that tournament. No player who is participating in the event shall be allowed to chair any matches.  Any violation will result in disqualification from the event of the participant(s) from the event.

1. No. of Umpires:

1. **Number of Match Courts + 2 (i.e. if the match courts are 4, the number of umpires would be 6) for 12 or less events.**
2. **If the number of events are more than 12, an additional umpire will be added (to the above clause 11, b iii (b)).**
3. **If the number of events are more than 15 two additional umpires will be added (to the above clause 11, b iii (b)).**
4. **Mandatory Requirements (Umpires)**

* 1. **Professional Circuit**

1. Grade I events: 1 ITF Level one + 1 Yellow Badge (out station) + ITF Level One/ Yellow Badge (Local) + Trainee umpires (Local), out-stationed if necessary.
2. Grade II events: 1 ITF Level one + 1 Yellow Badge (Local) + Trainee umpires (Local), out-stationed if necessary.
3. **Juniors Circuit**

Grade I & II events: 1 ITF Level one (out station) + 2 Yellow Badge (Local) + Trainee umpires (Local).

1. **All Yellow Badge Umpires are required to complete a minimum of 50 matches per annum, out of which 15 matches must be in any city other than their home city.  If unable to fulfill the above said requirements, he / she will have to appear for recertification.**
2. All ITF level One / Yellow Badge Umpires would be required to assist the Referee throughout the week to get necessary experience (without additional fee).
3. **Officiating Fee Structure**

Fee Structure for Tournament Referee will be as under:

**Professional Circuit:**

**White Badge Certification**

Fee Rs.25,000 plus meals, transportation, provision of IT & Communications facilities, AND, for an out-stationed Referee, Fee Plus full board & lodge and other facilities mentioned above.

**Level One Certification**

Fee Rs.20,000 plus meals, transportation, provision of IT & Communications facilities, AND, for an out-stationed Referee, Fee Plus full board & lodge and other facilities mentioned above.

**Juniors Circuit**

**White Badge Certification**

Fee Rs.15,000 plus meals, transportation, provision of IT & Communications facilities, AND, for an out-stationed Referee, Fee Plus full board & lodge and other facilities mentioned above.

**Level One Certification**

Fee Rs.12,000 plus meals, transportation, provision of IT & Communications facilities, AND, for an out-stationed Referee, Fee Plus full board & lodge and other facilities mentioned above.

Fee Structure for Chair Umpires will be as under:

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | From | Fee per day | Meals |
| ITF Level one Umpire | Local | Rs.1700 (no accommodation) | Lunch |
| ITF level one Umpire | Out-stationed  Railway fare (to & from) | Rs.3000 per day (No meal /  No Accommodation) **OR**  Rs.2200 per day (meals + No accommodation) **OR**  Rs.1700 per day (meals + accommodation) |  |
| Yellow Badge Umpire | Local | 1300 per day | Lunch |
| Yellow Badge Umpire | Out-stationed  Railway fare (to & from) | Rs.2500 per day (No meals / No Accommodation)  Rs.1800 per day (meals + No accommodation)  Rs.1200 per day (meals + accommodation) |  |
| Trainee Umpires | Local | Rs.1200 per day | Lunch |

**Balls Boys**

It is mandatory to have at least one ball boy for each match from the first round of main draws for all National Tournaments; however, for professional event Semi-finals and Finals, 2 ball boys and 3 ball boys be provided respectively. A fee of Rs.700 per day per ball boy plus lunch would be provided by the organisers. The number of ball boys would be the same as the number of chair umpires.

1. **Banner**

A banner must be placed on show court which mentions UNDER THE AUSPICES OF PAKISTAN TENNIS FEDERATION & The Provincial Affiliated unit under whose jurisdiction the event is being organized, as well as a maximum of two banners of Official Partners as and when supplied by the Pakistan Tennis Federation

**Note**: Photographic evidence **must** be sent to PTF showing the banner with attendance of audience and players.

1. **Tournament Committees**

Tournament Organizing and Disciplinary Committees must be formed prior to the start of the event for resolving any complaints / queries / disputes etc.

1. **Tournament Director’s and Referee’s Reports**

Tournament Director and Referee shall send their reports on the event along with PSB prescribed Performa (mandatory), complete Draw sheets with results, one entry form, photographs, any offence / disciplinary matter, and also suggestions for improvement in future, **within one week of completion of the tournament**.

Tournament results must be shared by the tournament Referee with the PTF Officiating Department **within 3 days** of the conclusion of the event. Failure to comply with any of the above requirements shall result in suspension of the ranking points of the said event(s), until compliance of above.

1. **Code of Conduct:**

ITF/PTF Code of Conduct related to players/coaches/parents/spectators must be enforced strictly.