



International Tennis Federation  
Bank Lane Roehampton  
London SW15 5XZ  
Telephone: +44 (0)20 8878 6464  
Facsimile: +44 (0)20 8392 4742  
Email: [info@itftennis.com](mailto:info@itftennis.com)  
Web: [www.itftennis.com](http://www.itftennis.com)

May 2012

Circular No. 3

BY EMAIL

TO: The National Associations competing in the:

**WORLD JUNIOR TENNIS FINALS 2012**  
**(The International Tennis Federation Team Championships**  
**for Boys and Girls of 14 & Under)**

Dear Sir or Madam,

We are pleased to be able to give you further information regarding the Finals, which will be held in Prostějov, Czech Republic from **Monday 13 to Saturday 18 August 2012**. We ask you to please pass these documents to the appropriate person in the Juniors Department of your Association/Federation.

**VENUE**

The Finals for the twelfth consecutive year will take place at **TK Prostějov, Prostějov, Czech Republic**.

Matches will be played on 16 clay courts or, in the case of bad weather, on nearby indoor courts. There may be play under floodlights.

**ARRIVAL / DEPARTURE**

All teams (3 players and 1 non-playing captain) are expected to arrive on **Saturday 11 August** and depart on **Sunday 19 August**.

**PARTICIPATING TEAMS**

The line-up of competing nations is as per the attached sheet (**Attachment B**).

**TRAVEL**

Nations are requested to purchase their own air tickets for each member of the official team (3 players and 1 non-playing captain per team) - the cost will be reimbursed by the ITF.



Full reimbursement for the cost of the economy air tickets will be made after the ITF has approved the costs and schedules and appropriate documentation has been received, i.e. a copy of the invoices for the flight tickets.

It should be noted that the ITF has a fixed fund set aside for travel costs and any additional expenses over the amount of this fund will be charged to nations on a pro-rata basis.

It is advisable for all nations to set aside an amount in their budgets for 2012 in the event that the ITF is unable to fully cover air ticket costs.

Return air tickets will be reimbursed from the capital city, or from another nominated city, of each National Association qualifying for the Final to **Vienna Airport**. It will, however, be the responsibility of each National Association to organise and pay for any travel necessary to bring team members to the agreed city of departure.

**Additional travel costs incurred through changes to nominations will be borne by the relevant National Association.**

If a team wishes to arrive earlier than Saturday 11 August, a written application must be sent to the ITF. Practice will take place on Sunday with competition starting on Monday.

### **PASSPORTS/VISAS**

**Valid passports are required for entry into Austria and the Czech Republic.** Should your team(s) require visas for one **or both** of these countries please submit your application to the ITF and an invitation letter will be obtained from the Czech Tennis Association. It is advisable to check now with the Austrian and Czech Republic Embassies in your country whether visas will be required and whether any additional information will be necessary. **Please do not delay on this vital matter.**

### **HOTELS**

All teams will be met on arrival at Vienna airport and will be provided with transport to the tournament hotels:

Hotel Tennis Club (Teams and ITF staff)  
Za Kosteleckou ulici 49A  
796 40 Prostejov  
Czech Republic  
Tel: + (420-582) 402511  
Fax: + (420-582) 348071

Hotel Grand (Teams)  
Palackeho Str. 1-2  
796 01 Prostejov  
Czech Republic  
Tel: + (420-582) 332311  
Fax: + (420-582) 332323



**All rooms must be booked through the ITF.** Teams will be offered a triple room for the players and a single room for the captain.

**Under no circumstances must additional persons arrive on-site unannounced,** unless they have made their own reservations elsewhere. Nations should advise the ITF immediately if additional officials will accompany their teams and will require the ITF to reserve accommodation at the official hotel. Any additional persons/officials will be responsible for their own transport, accommodation and hospitality costs. They will be lodged in two guesthouses in proximity to the club.

Please see **Attachment E** for details regarding Extra Persons.

Due to restricted space on official tournament transportation, airport transfers will not be provided for extra persons travelling with the teams unless prior written approval is obtained from the ITF. It should be noted that Prostějov is some 2-3 hours drive from Vienna. Additional persons therefore face a lengthy and expensive journey if arriving unannounced.

### **HOSPITALITY**

Full hospitality will be provided for a maximum of 4 members per team (3 players and 1 non-playing captain). Hospitality will consist of:

- Triple rooms for players and single rooms for captains from **Saturday 11 August** up to and including the night of **Saturday 18 August**.
- Meals beginning with dinner on **Saturday 11 August** and ending with breakfast on **Sunday 19 August**.

### **EARLY ARRIVALS**

National Associations wishing to send their team(s) to the competition earlier than the official arrival date may do so at their own cost (unless early arrival is due to flight availability as agreed by the ITF).

Full hospitality (accommodation and meals) for early arrivals will be available at a cost of 65 Euros per day for bed, breakfast, lunch and dinner (lunch and dinner to be taken at the Hotel Tennis Club). **If early arrivals are required, please advise the ITF as soon as possible in order that appropriate arrangements can be made in good time with the host nation.**

### **TEAM COMPOSITION/ELIGIBILITY TO REPRESENT A COUNTRY**

Each team shall consist of three players and a non-playing captain. Players and captains must be eligible to represent a country in accordance with the Junior Team Competitions rules and will all be expected to produce passports for inspection prior to the start of the competition. The same captain may be appointed for both the boys' and girls' teams.

Any captain or player without a valid passport, who has not been approved by the ITF in advance, will **NOT** be permitted to participate in the Final.

### **FORMAT OF THE COMPETITION**

The World Junior Tennis Final will be played on a round robin basis followed by a knock out stage, as required, to place teams from 1st to 16<sup>th</sup> position for

[Davis Cup](#) [Fed Cup](#) [Olympic Tennis Event](#) [Pro Circuits](#) [Officiating Rules](#)  
[Development Juniors](#) [Wheelchair Tennis](#) [Seniors](#) [Technical](#) [Coaching](#) [Anti-Doping](#)

ITF Ltd Registered Office: PO Box N-272 Nassau Bahamas



SPORT IN  
THE OLYMPIC  
PROGRAMME

both the boys' and girls' events. Each tie will consist of 2 singles and 1 doubles rubber. The doubles rubber must be completed even if a 2-0 score is obtained, except in exceptional circumstances when the tournament committee may waive this requirement by unanimous vote. Each team will play five ties.

Teams competing in the World Junior Tennis Final must participate in all matches scheduled, including consolation. Players and captains must also attend and participate in all official ceremonies and functions, unless he/she is reasonably unable to do so.

### **THE DRAW**

The draw will take place on-site at the Indoor Tennis Hall on **Sunday 12 August** at 19:00.

### **SEEDING**

The ITF will decide the seeds at the Final. Seeding will be based on:

1. Results from Regional Qualifying zones
2. ITF Junior World Ranking
3. Regional Rankings and or results from official ITF/Regional Association individual tournaments in each continent and any other information available to the Committee
4. In the event of nations appearing to be equal, a final decision will be taken based on performances by their teams in past World Junior Tennis Competitions

### **PROVISIONAL WEEKLY PROGRAMME**

Please see **Attachment D** for details of the provisional programme for the week.

### **AWARDS AND CEREMONIES**

The Opening Ceremony will take place on Court 1 on **Monday 13 August** at 10:00. All teams and captains are required to be present for this ceremony dressed in their NATIONAL TEAM TRACKSUITS.

The girls' and boys' trophies and 1st, 2nd and 3rd placed medals will be presented on Saturday 18 August, following the last rubber of the day.

### **DRESS CODE & TEAM IDENTIFICATION REGULATION**

The ITF Team Identification Regulation will again apply at the **Finals of the World Junior Tennis competition**.

We enclose herewith the Style Guide (Attachment G), which was sent to all Member Nations, along with a letter from Luca Santilli, ITF Head Juniors & Seniors Tennis, regarding the ITF Team Identification Regulation.

National team colours must be announced on the nomination form.

For the fifth time, at the 2012 World Junior Tennis Finals, the ITF will present a special gift to the team with the best Team Identification during the finals.

We also draw the attention of all nations to Appendix B of the World Junior Tennis Regulations 2012. This gives full, detailed instructions with

[Davis Cup](#) [Fed Cup](#) [Olympic Tennis Event](#) [Pro Circuits](#) [Officiating Rules](#)  
[Development Juniors](#) [Wheelchair Tennis](#) [Seniors](#) [Technical](#) [Coaching](#) [Anti-Doping](#)

ITF Ltd Registered Office: PO Box N-272 Nassau Bahamas



SPORT IN  
THE OLYMPIC  
PROGRAMME

regard to dress and equipment and we would kindly ask you to ensure that the captains and players are fully aware of the rules to avoid any inconvenience on site.

The ITF will provide caps for use by the players on court. If personal caps are preferred, these must be in accordance with the Clothing and Equipment Code of Conduct. Taping of unacceptable manufacturers logos etc., will not be permitted on clothing or hats.

Please ensure that teams are supplied with enough clothing to last them the duration of the event.

### **NOMINATIONS**

Nomination forms (**Attachment A**) are enclosed and these must be completed and returned by **NO LATER THAN MONDAY 18 JUNE 2012**. If nations require visas, it is advisable that team nominations are submitted well in advance of this deadline.

Each participating player must submit an eligibility form together with the nomination form for the team.

As per Section IV, rule 21 of the ITF Junior Team Competitions Regulations, a National Association may change its nominations up until one hour before the captains' meeting, which will be held prior to the draw.

Where possible changes to nominations should be notified in writing to the ITF seven (7) days before the date of commencement of play or, at the latest, in writing to the ITF representative on the day of the captains' meeting.

**Additional travel costs incurred through changes to nominations will be borne by the relevant National Association.**

### **ORDER OF MERIT**

As per Section IV, rule 22, the Order of Merit may be changed up to fourteen days prior to the scheduled first day of play. Thereafter, except as provided in the next paragraph, no change may be made to the Order of Merit. Any player nominated after this date is automatically placed at no. 3 in the order of merit for singles, unless otherwise decided by the ITF.

Requests for changes to the Order of Merit made within 14 days must be based on recent tournament results and are to be made in writing with supporting documentation to the ITF Representative whose decision is final. The ITF must take such changes into account when determining the final seedings.

### **PUBLICITY / PROMOTION & PLAYER IMAGES**

Each player grants and assigns to the ITF, 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 to time and at their discretion, her name, voice, photograph, likeness, signature, biographical material and other identification, in any and all media now known or hereafter devised, without compensation for her, her heirs, devisees, executors, administrators or assigns, for the purpose of publicizing, promoting and advertising the sport of tennis, the ITF, 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

[Davis Cup](#) [Fed Cup](#) [Olympic Tennis Event](#) [Pro Circuits](#) [Officiating Rules](#)  
[Development Juniors](#) [Wheelchair Tennis](#) [Seniors](#) [Technical](#) [Coaching](#) [Anti-Doping](#)

ITF Ltd Registered Office: PO Box N-272 Nassau Bahamas



SPORT IN  
THE OLYMPIC  
PROGRAMME

grants and assigns to the ITF, 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 its discretion, motion pictures, still pictures and live, taped or filmed television and other reproduction of him/her during the event for commercial and non-commercial purposes without compensation for him/herself, his/her heirs, devisees, executors, administrators or assigns. Such activities by the ITF, the tournament's sanctioning National Association, the tournament or their agents and assignees shall not be identified as or represented to be an endorsement by the player of any product or company.

Notwithstanding the above, it is prohibited for any Tournament Visitor to obtain, transmit, store or distribute any images of players, unless they are the parent or legal guardian of the player, without the express written authorisation (which includes permission about how the image(s) will be used) of the parent, legal guardian of the player or ITF referee. Any authorised images must be exclusively of tennis matches, practice or tournament activity including the presentation of trophies.

### **WITHDRAWALS**

As per Section VII, rule 54 any team member or captain who:

- i) attempts to leave the competition before the official departure day set by the ITF may lead to the refusal of entry of his/her country for the following year's Competition and the National Association may be fined. This fine shall not be greater than four (4) times the amount the ITF contributes per team to the organising National Association of the Regional Qualifying Rounds.

Any team that:

- i) fails to play all its matches, including consolation or placement ties, in the Regional Qualifying Round or in the final stages of the Competition; or
- ii) is disqualified for an offence committed in the Regional Qualifying Round; or
- iii) withdraws from the final stages of the Competition after having qualified for them;

shall have its entry refused for the following year's Competition and shall be fined. This fine shall be four (4) times the amount the ITF contributes per team to the organising National Association of the Regional Qualifying Rounds.

### **INSURANCE**

As per Section IV, rule 30 of the ITF Junior Team Competitions Regulations, National Associations are responsible for ensuring that all members of their team(s), and any accompanying officials in their delegation, are fully and adequately covered by insurance for the purposes of attending and participating in the event. The ITF, the title sponsor, the host association and the host venue cannot accept any liability for any participant or visitor in this respect.

### **REGULATIONS**

Copies of the 2012 World Junior Tennis Regulations have been available at the Regional Qualifying events and were also sent to all Member Nations at the beginning of the year. Further copies will be available at the Finals. The Regulations

[Davis Cup](#) [Fed Cup](#) [Olympic Tennis Event](#) [Pro Circuits](#) [Officiating Rules](#)  
[Development Juniors](#) [Wheelchair Tennis](#) [Seniors](#) [Technical](#) [Coaching](#) [Anti-Doping](#)

ITF Ltd Registered Office: PO Box N-272 Nassau Bahamas



SPORT IN  
THE OLYMPIC  
PROGRAMME

can also be accessed on the ITF Juniors website by highlighting “Team Competitions” and selecting “Rules and Regs”. Please ensure that the Team Captain is fully conversant with all the Rules of the Competition, including the Code of Conduct.

Should you require any further information please do not hesitate to contact the ITF office in London.

We very much look forward to meeting your teams in Prostejov.

Kind regards,



Luca Santilli  
Head, Juniors & Seniors Tennis

Enclosed:

Attachment A	Team Nomination Forms
Attachment B	Player Eligibility Form
Attachment C	List of Competing Nations
Attachment D	Weekly Programme (provisional)
Attachment E	Notice re Extra Persons
Attachment F	Player Results Form
Attachment G	Style Guide and related correspondence

