



7 June 2012

Circular No. 3

BY EMAIL

To: ALL QUALIFIED TEAMS

JUNIOR DAVIS CUP AND JUNIOR FED CUP BY BNP PARIBAS FINALS 2012
The International Tennis Federation Team Championships
for Boys and Girls of 16 & Under

Congratulations on the qualification of your boys'/girls' team(s) for the Junior Davis Cup and Junior Fed Cup by BNP Paribas Finals. Please find below further detailed information relating to the event.

The Junior Davis Cup and Junior Fed Cup by BNP Paribas Finals will be held at the Real Club de Polo, Barcelona, Spain from **Tuesday 25 September to Sunday 30 September 2012**.

VENUE

Real Club de Polo, Barcelona, Spain. Matches will be played on 16 red clay courts.

ARRIVAL/DEPARTURE

All teams (three players and one non-playing captain) are expected to arrive on **Sunday 23 September** and depart on **Monday 1 October**.

PARTICIPATING TEAMS

The line-up of competing nations is as per the attached sheet (Attachment B). Spain, as host nation, will automatically qualify for the Finals. The number of qualifying places in Europe has been reduced accordingly.

TRAVEL

The ITF will cover the cost of four economy flight tickets per team to Barcelona (three players and one non-playing captain). As last year, we are requesting National Associations to make their own travel arrangements, and to forward a proposal with flight times, prices etc to us. If we deem the proposal cost-effective, we will approve it and reimburse the cost of the tickets upon receipt of an invoice. If not, we will offer an alternative.

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

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 **Barcelona 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.

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.

PASSPORTS/VISAS

Valid passports are required for entry into Spain. National Associations should also check with the Spanish Embassy in your country whether or not your team(s) will require visas for entry and whether any additional information will be necessary. Should your team(s) require visas, please forward your request for an invitation letter to Helen McFetridge at the ITF Office, London as early as possible in order to avoid problems. **Please do not delay on this vital matter.**

HOTEL

Teams will be met on arrival at Barcelona airport and will be provided with transport to the following hotel, approximately 15 minutes' drive from the Real Club de Polo:

City Park Sant Just
Carretera Real 132
08170 Sant Just Desvern
Barcelona
Spain

The ITF will make all bookings for teams and captains. Teams will be offered a triple room for the players and a single room for the captain.

Under no circumstances must additional persons arrive at the official hotels without informing the ITF, unless they have made their own reservations. Nations should advise the ITF immediately if additional officials will accompany their teams and will require the ITF to reserve accommodation for them. **Please note that there is limited space in the official hotel so any extra people should make their reservations as soon as possible.** Any additional persons/officials will be responsible for their own transport, accommodation and hospitality costs. Please see Attachment D for details.

HOSPITALITY

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

- Triple rooms for players and single rooms for captains from **Sunday 23 September** to **Monday 1 October**.
- Meals beginning with dinner (evening) on **Sunday 23 September** and ending with breakfast on **Monday 1 October**. Breakfast will be served at the City Park Hotel, and lunch will be served at the Real Club de Polo. Dinner arrangements are to be confirmed, except dinner on Sunday 23 September which will be served at the hotel.

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). The hotel cost is €73 per night including breakfast (single room) and €113 including breakfast (triple room).

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 2012 ITF Junior Team Competitions Regulations (section IV, rule 26) and will all be expected to produce passports for inspection prior to the start of the competition.

All players and captains must complete the Eligibility Form (attachment C) and return it to the ITF. Any player or captain without a valid passport, and who has not been approved by the ITF in advance, will **NOT** be permitted to participate in the Finals.

The same captain may be appointed for both the boys' and girls' teams.

FORMAT OF THE COMPETITION

The Junior Davis Cup and Junior Fed Cup by BNP Paribas Finals will be played on a round robin basis, followed by a knockout stage, as required, to place teams from 1st to 16th position for both the boys and girls events. Each tie will consist of 2 singles and 1 doubles. The doubles rubber must be completed even if a 2-0 scoreline is obtained, except in exceptional circumstances when the tournament committee may waive this requirement by unanimous vote. Each team will play five ties.

Teams participating in the Finals must participate in all matches scheduled, including play-off ties. Players and captains must also attend and participate in all official ceremonies and functions, unless reasonably unable to do so and only with the prior approval of the ITF.

SEEDING

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

1. results from Regional Qualifying
2. junior and professional rankings
3. results from Regional Association sanctioned events in each continent
4. In the event of nations appearing to be equal, a final decision will be based on performances by the relevant nations in past ITF 16 & Under Team Competitions.

THE DRAW

The Draw will be made on **Monday 24 September**, time and venue to be confirmed.

WEEKLY SCHEDULE

The Weekly Schedule will be sent shortly, along with the Fact Sheet.

AWARDS AND CEREMONIES

The Opening Ceremony will take place on **Monday 24 September** at the **Real Club de Polo**. 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 **Sunday 30 September**, following the last rubber of the day.

DRESS CODE

The ITF Team Identification Regulation will again apply at the Junior Davis Cup & Junior Fed Cup Finals. National team colours must be announced on the nomination form.

Enclosed is the Team Identification Style Guide, which was previously sent to all Member Nations competing in Regional Qualifying, along with a letter from Luca Santilli (Head, Juniors & Seniors Tennis, ITF). Team Identification is a very important part of the ITF Junior Team Competitions. If you have any questions on this subject, please contact the ITF immediately.

Also please see Appendix B, part C (Dress and Equipment) in the 2012 ITF Junior Team Competitions Regulations. This gives full, detailed instructions with regard to dress and equipment. Please 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.

CODE OF CONDUCT

All captains and players must be fully aware of the Code of Conduct (Appendix B, 2012 ITF Junior Team Competitions Regulations.)

NOMINATIONS

Nomination forms (Attachment A) are enclosed and these must be completed and returned by **NO LATER THAN TUESDAY 31 JULY**. If nations require visas, team nominations may need to be submitted well in advance of this deadline.

As stated in the 2012 ITF Junior Team Competitions Regulations section IV, rule 21, a National Association may change a maximum of two of 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

According to the 2012 ITF Junior Team Competitions Regulations section IV, rule 22, the Order of Merit may be changed no later than fourteen days prior to the scheduled first day of play (**no later than Tuesday 11 September**). 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 Junior Competitions Committee.

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 time 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 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

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 placement ties
- iii) withdraws from the final stages of the Competition after having qualified for them;

may 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 ITF Junior Team Competitions 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 can also be accessed on www.itftennis.com/juniors by highlighting "**Organisation**" and selecting "**Rules and Regulations**". 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.

Kind regards

Helen McFetridge
ITF Administrator, Juniors & Seniors Tennis

Attachment A Team Nomination Forms
Attachment B List of Competing Nations
Attachment C JFC JDC WJT Eligibility Form
Attachment D Extra Persons' Notice
Enclosure Style Guide