



TENNIS SENIORS AUSTRALIA INC. (TSA)

Regulations for the Australian Teams Carnival (ATC) (Revised June 2016)

In view of the national importance of this event, the Host Division, under the auspices of TSA, shall conduct the ATC in accordance with the Regulations set out below:

OWNERSHIP The ATC (and The Australian Individual Championships which normally follows immediately thereafter) shall be owned by and under the direction and control of Tennis Seniors Australia Incorporated, which may assign all or any rights to the Host Division (which shall always be in Australia unless specifically agreed and advised otherwise by TSA). It is also acknowledged that circumstances may change from one Host Division to another, and these Regulations may be amended or modified with the agreement of TSA.

VENUES When Host Divisions are selecting venues for the ATC and The Australian Individual Championships, full consideration must be given as to whether the available facilities offered (or accessible to them - eg. within a surrounding area or district), are such that they can enable the Regulations to be complied with in all respects while maintaining an acceptable degree of convenience for players, organisers and controllers alike.

AUSTRALIAN INDIVIDUAL CHAMPIONSHIPS Note that the Australian Individual Championships (AIC) normally follow the ATC - the two events are played in consecutive weeks unless agreed to by TSA. The AIC is an ITF1 or higher grade tournament and is played subject to the ITF Seniors Regulations, as per any other ITF event. This document refers predominantly to the conduct and operation of the ATC although there are some references to the AIC also.

THE REGULATIONS The Regulations are issued under nine headings, namely:

1. The Management and Conduct of the Carnival
2. Structure, format and rules of the ATC
3. Social Program
4. Sponsorships and Publicity
5. Player Transport and Court Location
6. Financial arrangements
7. Reports and Evaluation
8. Tournament Director's job description
9. Checklist for Australian ATC and AIC

INTERPRETATION In these Regulations the following definitions are used:

- "Age Group" means defined player Age Groups in five or ten year increments from 35 to 85 years, or as decided from time to time by the TSA Executive.
- "Division" means any affiliated member Association of Tennis Seniors Australia, which can also be defined as a State or Territory Association, or an overseas representation.
- "Host Division" means a Tennis Seniors State Division, or other Organising Body, approved by TSA to host the ATC
- "ITF" means the International Tennis Federation.
- "Section" means a Section of teams within an Age Group.
- "TSA" means Tennis Seniors Australia.
- "ATC" means the Australian Teams Carnival
- "AIC" means the Australian Individual Championships
- "the events" mean the ATC and the AIC jointly
- "OC" means the Host Division Organising Committee

1. MANAGEMENT AND CONDUCT

The ATC shall be managed and conducted in accordance with the current Rules of Tennis Australia, and these Regulations.

- i. The Executive of TSA and the Host Division shall confer on the appointment of a **Chairman of the Organising Committee (OC)**. The Host Division takes on the organisation and management of the events with no financial guarantees of any sort from TSA, unless otherwise specifically agreed to in writing. In the event that visits are necessary by the TSA President or a nominated Executive member, to assist the Host Division during preparation for the events, such visits may by negotiation be at the expense of the Host Division.
- ii. The Chairman so appointed shall in turn **appoint an OC** which will be responsible for the progressive organisation of the events and their overall day-to-day direction. This appointment must occur ideally 18 months in advance. TSA will provide a **timeline document** as a guide to all of the tasks that are required to be performed for the efficient administration of the events, as well as the responsibilities for these tasks and it is essential that the OC complies with these timeline objectives.
- iii. **Each member of the OC** shall be made responsible to the OC Chairman for a particular assigned function/s, and the composition of the OC (which should be approved by TSA) may vary depending on the circumstances of the particular Host Division. Typically in the past such functions have included:
 - Tournament arrangements - entry forms and entries, balls, draw, results etc
 - Treasurer - budget, financial controls and results, banking, prize money, receipts, insurance etc
 - Playing venues and ground arrangements
 - Transport
 - Communications and Publicity
 - Player Relations and facilities - player bags and booklet, medical etc
 - Catering and Entertainment, social functions
 - Souvenirs and Sales/Merchandising
 - Tournament Secretary

- Sponsorships

- iv. A **Tournament Director (TD)** shall be appointed, who may or may not be a member of the OC, and whose responsibilities are set out later in these Regulations.
- v. A **Referee** shall be appointed for the ATC (unless specifically agreed otherwise by TSA) who shall ensure that all matches are played in accordance with current rules, regulations and policies as follows: Tennis Australia's Code of Conduct and Member Protection by-laws; Rules of Tennis Officials Australia and these Regulations, as applicable
- vi. A **Tournament Manager (TM)** shall be appointed (unless specifically agreed otherwise by TSA) who, in conjunction with the Tournament Director, shall ensure that draws are made and updated, results are updated, and matches scheduled so that the events are completed within the designated timeframes.
- vii. **Some guidelines** for the OC, Tournament Manager and Director to follow are:
 - Allow players who have participated in the ATC, ideally two but certainly one day of rest between the ATC and the AIC
 - If an event in the AIC has the same entry fee as another, then the prize money, even if it is a non-IPIN event such as Combined Doubles, should be about the same, but also dependant on the number of entries
 - Medals should be presented to the winners of all events(including non-IPIN events in the AIC)
 - Ideally runners-up should also receive a prize, dependant partly on entry numbers and budget considerations
 - Err on the side of players getting too much rather than too little tennis in the AIC - thus for example, if there are only a few entries in an event, play 3 sets not games
 - Ideally spread events over the whole week - an event should finish earliest Thursday
 - Attempt to play all finals at the host/main venue, and spread finals over the day or morning - not all at the same time, particularly in the AIC
 - All matches within an event in the AIC must be played on the same surface and this should be advised beforehand so that players can practice on that surface
 - Unless exceptional circumstances apply (which shall be at the sole discretion of the TD and TM jointly, no refunds to be given after teams have been submitted by State Divisions, and after the draw is done in the AIC
 - In the AIC, play Consolation singles
- viii. A suitable venue and facilities are to be arranged for the **TSA Annual General Meeting** which is to be held one evening during the week of the ATC. Any venue and facility costs will be for the account of TSA. TSA may request the OC to organise venues for other meetings also e.g. TSA Executive meeting, National Selectors meeting etc - all costs for the account of TSA
- ix. Players entering the ATC must have reached the **required age** for their events by or on 31st December of the year in which the events are played. It is the responsibility of each Division to ensure that this restriction is complied with - if it is found that this is not the case, then the penalty clause 2.xxx. "Penalty for ineligible players "could apply at the discretion of the TSA Executive.
- x. TSA in conjunction with the Host Division should finalise the format of entry forms, entry fees, scorecards, players' booklet and any other ancillary **documents**, in accordance with the timeline document.
- xi. **Responsible supervision** must be provided at all playing venues at all times while play is in progress - ideally a Court Supervisor at each venue being used.

- xii. A **copy of these Regulations** shall be available at each playing venue and also included in the Player Booklet (or a short form version thereof).
- xiii. The full **program of matches** (times and locations) is to be displayed prominently at each venue in a position accessible to all. Progressive scores are to be calculated and be on display at each venue for viewing prior to, and during, each day's play. In the AIC results are to be regularly posted on the main scoreboard at the major venue.
- xiv. In respect of any **disagreements or disputes** with regard to the interpretation and implementation of these guidelines, rules and regulations, the final decision will rest with the Tournament Director in consultation with the Tournament Manager for tennis related matters, and with the TSA Executive in respect of organisational/administrative matters.

2. STRUCTURE, FORMAT AND RULES OF THE ATC

- i. Men's and Women's teams from all Divisions are to compete in a round robin type tournament in the various Age Groups.
- ii. The Division with the best overall Team Result will be awarded the perpetual Trophy Award for being the Premier Division in the particular year subject to 2.v. below.
- iii. Teams shall consist of **four or more players** all of whom should participate during the week of the ATC. Ideally 5/6 players should be in a team.
- iv. **Team members representing a particular Division** must be permanent residents in that Division, or regular playing members of a tennis club in that Division, and **registered financial members** of their respective Division and registered with their State or Territory Association – except that, with the consent of the OC, any team may include one player who does not meet these criteria. Players wishing to **vary their eligibility for a particular Division** must first apply for clearance from their home Division and they will be duly advised of the outcome of their application. Any disputes in this regard should be referred in writing to the TSA Secretary no less than 2 weeks before the team nomination deadline.
- v. Teams from **any country** may compete in the ATC including finals (if played), and are eligible for the perpetual Trophy Award, provided that they have a minimum of 3 teams participating.
- vi. **Combined teams** may be arranged between Divisions all of whom shall advise the Secretary TSA of agreement for such teams. The teams will be eligible to score points for the perpetual Trophy Award and these points will be awarded to the State which has the most representatives in those teams. There shall be no combined teams in the first Section of an Age Group where a Division has a team in a lower Section of that Age Group.
- vii. Nominations must be made on the **official team entry form** which shall be updated as required from time to time, and must be accompanied by the required entry fee. Players are to be listed in order of their current rating.
- viii. **No refund of team entry fees** will be made for teams withdrawn after the Teams submission closing date.
- ix. **Changes to teams** after the close of nominations and after teams have been graded into sections, must be approved by the Tournament Director.
- x. **Team gradings** must be submitted and approved by the TD and all competing Divisions. In any situation where there is a lack of agreement on team gradings, the TSA Executive shall adjudicate and make the final decision.
- xi. In respect of the **preparation of the draw**, it is acknowledged that circumstances will vary year to year depending on the number of teams in each age group, and the number of teams in each section within an age group.

- xii. The following **guidelines will be applied in preparing the draws** by the OC (or a representative thereof) and the Tournament Director, whose decisions in this regard will be final:
- The event will be played over 5 days
 - Teams will ideally play at least 8 matches over the week
 - “Byes” for a team and “lay days” for a section can be scheduled
 - Strongly attempt to avoid a situation of teams playing each other 3 times
 - The playing of finals is encouraged, and if applicable, finals will be played on the final day of the ATC
 - Retention of the “two six game set” format
 - The **match rules** will be updated from time to time as required, and are shown on the back of the score card. They should be read and understood in conjunction with these Regulations.
- xiii. Where a **playoff match** does not reach a result as defined in the match rules, due to weather or other adverse conditions, then the team that finished higher in the section will be declared the winner
- xiv. It is the responsibility of each **team captain** to:
- Check where they have finished in the round robin for their section and when and where they will be playing in playoff matches, if any
 - Accurately complete each match scorecard including the final result and points allocation
 - Sign each of their teams match scorecards – once the match scorecard is signed, the final result will stand subject to xvi. which follows
- xv. **If the Tournament Manager finds there is a calculation error**, where the total points do not add up to 10, or where the card is incomplete, he/she may at his/her discretion, confer with the 2 team captains in order to rectify and correct the scorecard
- xvi. Finals, if they are to be played, are played to a finish, unless due to weather or other adverse conditions this cannot be achieved, in which case a winner will be declared according to the match rules on the scorecard. If no result has been achieved ie. 4 sets have not been completed (refer to the Match Rules on the scorecard) then the team that finished higher in the section after the round robin will be declared the winner.
- xvii. Finals matches, if possible, are to be played at the 1.20 pm time slots on the final day of competition.
- xviii. **Court allocation and time draw**
- The first named team in the Time Draw is to be regarded as the **Home team** for each individual match. The Home team is to be responsible to collect the new balls and score card from the Tournament Supervisor at the particular venue.
 - It is the responsibility of the **winning team Captain to return the score card and balls** to the Tournament Supervisor. In the case of a draw, a cancelled match or an incomplete match, the home team Captain is responsible for returning the score card and balls. In the event that the score card is not returned, all scores will be forfeited by the responsible team.
 - In order to play **four matches each day**, matches will be played during the following **allotted time slots**:

8.00am to 10.30am, 10.40am – 1.10pm, 1.20pm – 3.50pm, 4.00pm – 6.30pm

- Teams drawn to play at 8.00 am will play their second match at 1.20 pm, teams drawn to play at 10.40 pm play their second match at 4.00 pm. These starting times and times between finish and commencement may vary depending on local daylight saving time and/or other local factors.

xx. Other than for finals if played, **the stipulated 2½ hours per match shall be adhered to.** Alternative or additional playing times will not be scheduled for a match to make up any lost playing time.

xxi.

Sections should be drawn so that wherever possible teams play their two matches at the **one venue** on any one particular day. As far as practical venues should be rotated to give all teams in the various Age Group Sections equal advantage. Wherever possible, the older Age Groups are to be drawn to play on courts of natural grass in preference to synthetic grass, synthetic grass in preference to clay, clay in preference to hard court.

xxii. Sections drawn to play at the 8.00 am and 1.20 pm time slots on any one day should be drawn to play the 10.40 am and 4.00 pm time slots the following day and subsequently alternating.

xxiii. **Weather conditions**

- The Referee and Tournament Director shall be responsible to continually **monitor the weather** and determine its suitability for play in conditions of excessive wind, rain, lightening, smoke or heat.
- The **Referee in consultation with the Tournament Director shall have full authority to stop play** if playing conditions are considered to be unsafe for players.
- The Referee shall be guided by the provisions of the Tennis Australia "Extreme Weather Policy" which can be sourced at www.tennis.com/tournaments/regulations
- The Referee and Tournament Director are to suspend play at all affected venues until, in their view and according to the policy, play is safe to resume.
- During the period of suspension of play, all competitors scheduled to play through the day must remain at their court venues. Immediately it is decided that play should resume, players must return to their respective courts and resume play from the exact point where play ceased.

xxiv. **Playing Format**

- Players are to report to the allocated court **fifteen minutes before** the scheduled commencement time.
- **Matches shall consist of four (4) doubles rubbers** played on two (2) courts. Each rubber shall consist of two sets, first to six games with a seven (7) point senior tie-break at five games all. During the tie-break, players will change ends after the first point and thereafter every four (4) points in keeping with the ITF Seniors' Regulations
- **Matches must be played to completion within the time allotted** and not stopped earlier because a match decision has been reached. Every set won may affect the team's final position and the Division's scoring for the perpetual Trophy Award.
- **Play shall begin on time.** The start and finish time to a playing session will occur when **the "whistle" blows.** When the start of the match is indicated, players arriving late are not entitled to a practice warm up. Matches must start promptly. When the "whistle" denotes the finish of a playing session, a point "in play" shall be completed and scored.
- Players are entitled to use the cross over period between rubbers for their **warm-up time.** Once players are available to start the third and fourth rubbers, play shall commence without delay,

no hit-up will be permitted ... unless a new player is introduced or players have to change court surfaces when a 3 minute warm-up is permitted. New players must be ready to commence to warm-up as soon as one of their match courts becomes available. **Time delaying tactics** are not to be used. Where this is brought to the attention of the referee, the referee, under time violation, may give a warning in the first instance and thereafter impose a penalty point for each subsequent violation.

- If **play has been suspended for more than 30 minutes**, players will be entitled to a warm-up not exceeding 5 minutes for the first match of the day and 3 minutes in subsequent matches.

xxv. **Captains toss**

- The winner shall have the right to choose courts throughout the match. The 'home' Captain shall list on the score card his/her pairings for the first two rubbers. The opposing Captain shall then list his/her pairings. Note that the 'home' Captain may fold the score card back if he/she desires to momentarily 'keep the lid' on his/her pairings.
- After the completion of the first two rubbers, the home Captain shall list his/her pairings for the third and fourth rubbers. In turn the opposing Captain shall complete his/her pairings.
- On each court, players shall toss to determine the right to serve/receive or have the choice of ends.

xxvi. **Pairings.** Throughout the match Captains may play their **pairings** in any combination, except that the pairings nominated for the third and fourth rubbers must not be the same as those pairings that played the first two rubbers. Any eligible team member may be introduced after the first two rubbers to play in the third and fourth rubbers. **No more than 6 players in a team may participate in any one match.**

xxvii. **Illness or injury.** During the course of a match, if a **player becomes ill or is injured** during play, and is unable to continue, then that set shall be forfeited. The following specifically applies: if a player becomes ill or is injured in the first set of any rubber, that set is forfeited and another registered member of the team may replace the injured player and play in the second set – or – if after completion of the first set of any rubber a player is unable to play in the second set of the rubber, then the second set of that rubber shall be forfeited. Once an ill or injured player retires from the court, they are ineligible to play again in this particular match.

- If due to injury, heat exhaustion or emergency, a **team cannot field four of its registered players**, a registered player from the same Division from an older Age Group or from a lower graded team of the same Age Group may be substituted provided the replacement player is of the same or lower rating of the player being replaced. Such replacement requires the prior approval of the TD.

xxviii. **Ineligible or unregistered players.** If a team introduces an **ineligible or unregistered player** to allow a match to be played, the fact must be recorded on the scorecard but the team will be penalised according to the penalty clause under "Scoring Method" below.

xxix. **Players in finals matches must be listed members of their team.** In the event of an emergency, a replacement must be eligible as stated in clause xxvii. above. Such replacement is to be subject to the prior approval of the Tournament Director. In the event of uncertainty, the senior representative available from the Division concerned must give an assurance that the substitute player is not stronger than the player being replaced.

xxx. **Scoring Method**

- The top teams in each Section will be determined by the highest total number of match and set points won over the week of competition.
- **A match is decided** when at least four sets have been completed and the time limit has been reached. The winning team of any match is decided on the number of sets won, and if sets are

equal, the number of games shall decide. The winning team shall receive two (2) match points and one (1) set point for each set won and all scores are to be clearly recorded on the match score card. In an undecided match or in a drawn match where points and games are equal, each team will receive one (1) match point.

- A team receiving a **forfeit** shall receive a credit of two (2) match points plus 8 sets points and 48 games, and the team forfeiting a match shall not receive any credit of sets or games. Two opposing teams failing to play a scheduled match for any reason whatsoever will not receive any credit of sets or games.
- In the event of wet weather or other stoppage, the following shall apply:
 - A **cancelled match** is one in which there is no play at all. In this case both teams receive a credit of one match point plus 4 sets points and 24 games towards the final result of the round robin competition.
 - An **undecided match** is one where a decision has not been reached ie. 4 sets have not been completed. Each team will receive a credit for the sets and games they have won plus ½ a set credit for each incomplete or unplayed set and one match point each for an undecided match.
 - **Where a decision has been reached**, the winning team will receive 2 match points and a credit for the sets and games they have won plus ½ set credit for each incomplete or unplayed set.
- **Penalty for ineligible players.** Where a team introduces an **ineligible player** to allow a match to be played, the subsequent actual sets scores involving that player will be disallowed on the scorecard. Those sets must be forfeited and each scored 0-6 to the opposing team. The opposing team is automatically awarded the match and receives a credit of 2 match points plus 4 sets 24 games for the sets forfeited to the team plus a credit for the sets and games won against the opposition's eligible players. The forfeiting team will receive a credit for the sets and games won by its eligible players.
- Should any team be **unable to provide a pairing(s)** to start either/both of the first two rubbers within 15 minutes of the scheduled starting time of the match, then the rubber(s) shall be forfeited. The 3rd and 4th rubbers must start as soon as practical and without undue delay.
- In order to determine **winners or which teams will compete in finals and/or play-offs**, the ranking positions in all age group sections will be determined on the points scored in the round-robin competition. Where the teams are tied on points, sets won will determine the rankings. Where teams are still tied on points and sets, games won will determine the rankings. If teams are still tied on points, sets and games, the head to head results will determine the rankings of the teams so tied.

xxiv. **Uniforms Policy**

- All members representing a Division must wear the uniform of that Division while playing in matches. The Tournament Director in conjunction with the Referee shall be responsible to check and monitor player's dress to ensure players comply with this rule. Teams will be automatically forfeited one set in each match for each player contravening this Regulation.

xxxi. **Trophies**

- The **Premier Division** for the year shall be determined at the end of the ATC and is to be presented the perpetual Australian Teams Trophy.
- A Division must have a minimum of **3 teams to be eligible to participate** in competing for the trophy.
- **The winning Division** will be decided by the best percentage (%) of sets won and credited against sets played and credited during the round robin matches by all teams from that Division, including all playoff finals. Actual match points (as distinct from set points) awarded in the minor round matches are NOT to be counted.

- In the event of a **tie**, the Division with the largest number of teams shall be declared the winner.

3. SOCIAL PROGRAM

- i. An Opening Ceremony and welcome function for all players should be held on the day preceding the ATC with the documentation (including a player booklet the design and content of which is to be approved by TSA) for the event being handed to all players.
- ii. The Opening Ceremony will include the Official Opening by the TSA President, representation of sponsors, necessary announcements by a representative of the OC and the National Anthem. The Host Division is encouraged to keep the costing of this function to a minimum, and/or to recover costs by way of an attendance fee.
- iii. A Presentation function/dinner dance is to be held normally on the Friday night at the conclusion of the ATC, at which the major sponsor is to be asked to participate. To be included in this important event are:
 - Presentation to the Captain or each member of a winning team, a memento/medal identifiable to this event (this could alternatively be done at the venue after matches are concluded or at a function as decided by the TSA Executive)
 - Presentation of the three awards: the Australian Senior of the Year (Player); Australian Senior of the Year (Administrator), and the Player Recognition Award, by the President, TSA. All nominations made by Divisions are to be announced.
 - Presentation of the Teams Perpetual Trophy Award to the winning Division.
- iv. The Host Division is to ensure that the trophies for Australian Senior of the Year (Player); Australian Senior of the Year (Administrator), and the Teams Perpetual Trophy referred to above are available for presentation.
- v. **AIC Presentation** Where possible, at the completion of each final match, medals/prizes will be presented by the President of the TSA and/or major sponsor representative. The President of the TSA and/or major sponsor representative at the closing ceremony will present medals/prizes not presented at the completion of each final match, which is to be held at the conclusion of the last match.
- vi. **Closing Ceremony** At the closing ceremony which is normally on the Friday afternoon at the conclusion of the AIC, the President of the Host Division will hand the TSA Flag and banner to the President TSA who will hand them to the President/Senior Representative of the Division designated as host for the following year.
- vii. **Other Social Functions** The Host Division may arrange other social activities considered desirable.

4. SPONSORSHIP AND PUBLICITY

Maximum exposure is to be given to sponsors in any published material and at playing venues and functions with the major sponsor receiving top billing. Every effort should be made to gain maximum media publicity before, during and after the Championships.

5. PLAYER TRANSPORT AND COURT LOCATIONS

Maps showing court locations and recommended routes and directions to outside courts are to be made available to competitors and be on display, and included in the player booklet, together with details of the

special transport arrangements made by the OC. Approximate travelling times between playing venues are to be shown. The charging of a nominal fee for this transport is recommended.

6. FINANCIAL ARRANGEMENTS

- i. The Treasurer TSA will liaise with the OC regarding financial arrangements for both the ATC and the AIC. The entry fees received for both events will be split between TSA and the Host Division on a negotiated basis, with the objective of achieving a satisfactory financial outcome for both parties. All other costs including costs for Tournament Directors, Tournament Managers and Referees, are normally for the account of the Host Division (other than those for TSA meetings referred to earlier in this document) but this also depends on the terms negotiated.
- ii. The discussions will also cover which entities are to receipt entry fees received in order to avoid GST threshold issues

7. REPORTS AND EVALUATIONS

- i. A final report on the ATC and the AIC, together with details of all results, are to be forwarded by the Host Division to the Secretary, TSA within twenty one (21) days of the conclusion of the events, and in a format as determined by TSA
- ii. **Financial Report.** It is essential that the Host Division also furnish a full Income and Expenditure report on both the ATC and the AIC to the TSA Executive within 3 months of the event, again in a format and with detail as requested by TSA

8. TOURNAMENT DIRECTOR'S JOB DESCRIPTION - ATC and AIC

- i. **Responsibilities**
 - The Tournament Director is appointed to administer both the ATC and the AIC, and is to be responsible and accountable for all aspects of the tennis activities including calling of entries, draws, time draws, court allocations and schedules, supply of balls, court supervision of matches, recording and publication of all results.
 - The Director has the responsibility to ensure that all results from the Teams Championships and Individual Championships are accurately recorded and reported.
- ii. **Staffing**
 - The ATC and AIC have now grown to a significant size. The Tournament Director should therefore be experienced in conducting major tennis tournaments. Sufficient staff should be available to carry out the numerous tasks involved. This staff should be fully trained prior to the start of the events.
 - The TSA Executive shall appoint a Tournament Manager, with the requisite skills to set up all draws and carry out all day to day recording of match results, ongoing scheduling and reporting during the tournament. This appointment shall also be for both the ATC and the AIC.
- iii. **Facilities and Equipment**
 - The tournament office should be in an isolated position from players and others - quite separate from any tournament control box.
 - Equipment: Generally the TD and TM will provide their own computer technology and programs, but ideally the Tournament Office should be equipped with printers, photocopiers, internet access

and any other requirements as agreed. Walkie-talkies are also necessary for use by tournament officials.

9. CHECKLIST FOR AUSTRALIAN ATC and AIC

- i. **OC CHAIRMAN:** The holder of this position has a substantial workload and responsibility and should ideally not hold a major position such as President or Secretary of the Host Division. The holder needs to be a well-organized person with a capacity to delegate to responsible and appropriate persons, prepared to make particular sacrifices of his/her time. Generally it is a once in a lifetime position whose dedication is such as to ensure the success of the event.
- ii. **TOURNAMENT DIRECTOR:** Heads the match committee. This person requires patience, tact and dedication in dealing with late entries, requests for partners, late withdrawals etc. Close liaison with the appointed Tournament Manager, Referee and the TSA Secretary is required. Additional helpers are needed during team's week in checking scorecards. It is also important to have a number of court supervisors at the main venue and one at each other venue, equipped with walkie-talkies.
- iii. **TOURNAMENT MANAGER:** On site management of the Carnival. Creates the Carnival draw from information supplied by Divisions/TSA/Tournament Director. For the AIC, accepting all entries online and publishing confirmation lists. Cross checking entries with IPIN entries. Closing entries for the Individual Championships and providing lists for seeding to be passed to selectors. On site management of the AIC
- iv. **REFEREE:** For the ATC, the Referee shall ensure that all matches are played in accordance with current rules, regulations and policies. For the AIC, the Referee shall be a qualified White Badge referee.
- v. **TOURNAMENT CONTROL BOX:** All venues require a set area for the distribution and return of scorecards etc. Completed scorecards should not be accepted unless accompanied by the four balls. Sale of used balls can be a good source of income. A separate ball coordinator may be required to be responsible for distribution and return of balls from all venues. Balls and match cards can be sent out with first bus transport and returned with last bus.
- vi. **ORGANISING COMMITTEE MINUTES:** Minutes of Committee Meetings are to be sent to National Secretary TSA.
- vii. **PRACTICE COURTS:** Allocate practice courts for each Division and advise times and courts on the Sunday prior to start of play on the Monday of the ATC. Advise if balls being provided or players need to provide their own.
- viii. **TIMELINE DOCUMENT:** It is imperative that the OC follows and adheres to the timeline document that will be provided to them by TSA
- ix. **OPENING CEREMONY:** In conjunction with the TSA Executive, agree on VIPs to attend and issue invites, prepare the program and run sheet, do invitations to representative team members. Official party to comprise VIPS, Presidents of Divisions or their deputies, the TSA Executive, any other special guests. Send out invitations to members of the Official Party including Presidents - specify type of clothing to be worn. Provide food/drink following the Opening Ceremony. Arrange a suitable celebration taking account of cost considerations. Levy a small attendance fee if necessary. Consult with the TSA Executive re special area for VIPs – this may or may not be considered necessary.
- x. **DIVISIONAL FLAGS:** Divisional flags are to be “marched” on by flag-bearers as part of the Opening Ceremony. Ensure that flags are sourced for all Divisions and that flag poles are available.
- xi. **MIDWEEK SOCIAL EVENTS AND DIVISIONAL DINNERS:** Arrange a suitable “casual” event, not too expensive but appropriate for all participants. If appropriate also hold BBQ or other events during the week, preferably at the main venue. Leave Monday free for Divisional Dinners.

- xii. **ANNUAL GENERAL MEETING:** In conjunction with TSA Executive arrange a suitable venue for AGM. Venue to fit the TSA Executive, delegates from each Division plus other attending members. Arrange provision of drinks/tea/coffee and a light supper at conclusion of meeting, the cost to be met by TSA.
- xiii. **PRESENTATION DINNER DANCE:** Reserve suitable venue to hold up to 600 persons. Consult TSA Executive re cost and suitability of menu and drinks provision. Arrange printed Menu to include an order of proceedings, and possibly a full list of team's events to be presented. Ensure well in advance that all Trophies will be available. Winning team members may be presented with medallions if not done previously.
- xiv. **TRANSPORT:** Transport between all playing venues is required. An appropriate cash donation for each trip should be enforced. Ensure departure times are well publicised.
- xv. **MEDICAL SERVICES:** It is imperative that a physiotherapist/massage specialist is available during both weeks of the event, and a doctor should also be available on call. A fully equipped medical kit should be provided at each venue - bandages, antiseptic, strapping material etc.
- xvi. **SOUVENIR PROGRAM/MATCH DRAWS:** Arrange an appropriate Program (the format of which is to decide in conjunction with TSA) which should include a Summary of Regulations relating to the ATC, messages of welcome, details of draws, transport, social and any other "housekeeping" details, list of competitors.
- xvii. **PLAYER PACKS:** Arrange items for inclusion such as tourist brochures, Souvenir Program, gifts with a local flavour, sunscreen, pens etc. Members will be required to assist with packing bags and to hand out same on the day preceding first day's play, prior to Opening Ceremony. Players who will be competing only in the Individual Championships are also given a Player Pack on their arrival.
- xviii. **MERCHANDISE:** Host venue to decide if merchandise will be sold. Be conservative with the number of items and amount of each item. Preferable to not have a year printed so leftover items can be used at a later time.
- xix. **INDIVIDUAL CHAMPIONSHIPS WEEK:** Generally it has been found that no formal social events are required but this is subject to agreement year by year. BBQs or other entertainment could be held at the main venue if there is sufficient interest.
- xx. **PRIZE MONEY AND AWARDS:** Prize money is given to winners and runners-up in all events unless the number of entrants in an event does not warrant a runners-up prize. This must be specified in advance. Medallions/medals (design subject to approval of TSA) are given to all winners. Host Division and TSA to decide if these will also be given to runners-up. Prizes need to be available in sufficient time so that after the completion of finals on any day the presentations can be made prior to players leaving.
- xxi. **PRESENTATION OF PRIZES:** A function is held on the final day, time to be arranged with the TSA Executive. It is preferable to not state a time in advance and this should only be determined after final day's draw is ready. The Presentation Ceremony must not begin until the final match has been completed. Do not delay finals in case of rain or heat the following day. Arrange the most appropriate area at the main courts for the presentation including a working PA system. Drinks (at bar prices) and nibbles to be provided for players at conclusion.
- xxii. **CATERING:** Substantial catering is required at the main venue(s). This should be available from 9.30 am until completion of third time slot. During the ATC demand comes in bursts – before and after commencement of second and third time slots. Sandwiches/rolls should be prepared in advance. Small venues should have tea-making facilities at least on a DIY basis. All venues to be used should apply for and be granted a liquor license.
- Some catering is required on the practice day prior to the start of the team's matches. The ATC finals day is a very big day requiring additional food and staff. Ice should be available at all venues and should be distributed with the first bus transport.