

**SECTION 2: VIRTUS TENNIS SPORT AND CHAMPIONSHIP EVENT  
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Note any changes from the previous edition are **highlighted**.

#### 1 Sport Specification

##### 1.1 Rules

The rules of Virtus Tennis pertaining to competition, rankings and records will be those of Virtus based upon the rules of ITF.

Local Organisers are not permitted to change these rules.

ITF official tennis balls will be used.

##### 1.2 Clothing

During matches all players must wear team/nation kit or recognised tennis attire.

Women may wear compression shorts or sports leggings during a match under a tennis skirt, dress or shorts.

Men may wear compression shorts during a match under shorts.

No footwear may be worn on court that is of a type prohibited by the host venue or that may, in the opinion of the Referee, cause damage to the court surface.

##### 1.3 Advertising

Manufacturer's identification – One only on each shirt sleeve, neither of which exceeds four square inches (26 square cm)

On shorts, skirts, dresses, or front, back or collar of a shirt – two manufacturer's identifications, neither of which exceeds two square inches (13 square cm) or one manufacturer's identification, that does not exceed four square inches (26 square cm).

Commercial (non-manufacturer's) identification – One only on each shirt sleeve that must not exceed four square inches (26 square cm).

No identification shall be permitted on player's clothing or equipment that promotes/displays betting companies, tobacco products, hard liquor products, political activity or other category deemed to be detrimental to the sport of tennis or the ITF.

##### 1.4 Scoring

###### **Global Games, World Championships and Regional Games**

- a. Subject to the number of athletes, each event will be run as a round-robin, feeding into a main draw and consolation draw.
- b. For the Round Robin and Consolation Draw - each match will be of one, 6game set, with a 7 point tie-break (first to 7, winning by 2 clear points) played at 6-games all.

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- c. For all the Main Draw matches – matches will be the best of 3 sets. The first two sets to 6 games, with a 7 point tie-break (first to 7, winning by 2 clear points) played at 6– games all. If the score reaches one set all, then a 10 point match tie-break will be played as the 3rd set (first to 10 points, winning by 2 clear points).
- d. For round robin and consolation draw matches that are 1 set to 6 games, the maximum number of sets a player can play will be 6 per day.
- e. For main draw matches that are the best of 3 sets the maximum number of sets a player can play will be 6 per day, excluding tie-breaks.

In adverse conditions, eg weather, the match formats may be changed at the discretion of the Competition Referee and the Virtus Technical Director

Other competitions, including Grand Slam events and National Championships, can adopt the most suitable match format based on the size of the draw, number of courts and number of competition days.

#### **1.5 Continuous Play:**

- a. 25 seconds between points
- b. 90 seconds on change-overs
- c. No break after 1st game

#### **1.6 Event Title**

The title of Virtus Tennis events will be the “[Number or Year] Virtus [World/Regional] Tennis Championships”, for example “5th Virtus World Tennis Championships” or “2013 Virtus European Tennis Championships”.

#### **1.7 Event Date**

Virtus Tennis Championships will be scheduled according to the Virtus competition schedule. There should be at least 6 months between major championships.

The event date should be determined in consultation with the Sport Director and should allow for competition cycles, climate, other major events, venue and accommodation availability.

#### **1.8 ITF and NF Sanctioning**

At present the Virtus Tennis Championships are endorsed by the ITF. The involvement of the national federation is essential to ensure a successful event.

#### **1.9 Inspection Visit**

The LOC will be supported by the Virtus Tennis Committee who will give advice and guidance throughout the planning and delivery processes. Further support will be given by the Virtus staff team and other Committees as required.

A representative of the Tennis Committee may undertake a one or two day inspection visit at least 6 months prior to the event which will include a visit to the competition and training venue(s), accommodation and time will also be available for competition related discussions.

The LOC will be responsible for all costs relating to the visit including travel, accommodation and catering costs.

#### **1.10 Disciplines**

The following programme of events will be held:

- Team Competition (male event & female event - 2 players in one team)
- Men's Singles
- Women's Singles
- Men's Doubles
- Women's Doubles
- Mixed Doubles

Competition should take place in II1, II2 and II3 eligibility categories subject to entry numbers/viability.

In Global Games, Regional Games and World Championships, in doubles and team events, all players must play with players from their own nation. World Ranking points will be allocated for all singles and doubles events. Athletes MUST be on the master list AND have an active competition licence to qualify for World Ranking points.

An II2 player may play in the II1 category to form a team if necessary.

Competitors may enter the singles, doubles and mixed doubles events.

In exceptional circumstances where there is a player from a nation who can compete in one event only, then if possible the Virtus Tennis Director will try to offer another event with a player from another nation so that the player can compete in two events.

In Virtus-Sanctioned events including Grand Slams and National competitions, the competition organiser will allocate pairings for the doubles. World Ranking points will only be allocated for singles events. Athletes MUST be on the master list AND have an active competition licence to qualify for World Ranking points.

At events with Enhanced Sanction (usually Grand Slams and other major tournaments) there are no guest entries.

#### **1.11 Event Timetable**

##### **Global Games, World Championships and Regional Games**

The competition will be played over 6 (six) days subject to number of courts available and number of entries with training prior as below.

	-2 Days	-1 Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Arrivals									
Training									
Competition									
Opening Ceremony									
Closing Ceremony									
Departure									

Additional training days prior to competition can be made available should the LOC and teams agree.

**2 Competition Information**

**2.1 Competition Format**

**2.1.1 Team Competition**

- There will be a Men’s Team Competition and a Women’s Team Competition
- Each team will consist of 2 male or 2 female players
- A nation can enter a maximum of 2 teams per event
- The results of the Team Competition will be taken from the position each player finishes in the Men’s & Women’s Singles Competition
- Points will be allocated, eg the winner of the Men’s Singles will get 1 point, the runner-up, 2 points etc, down to the last player in the draw
- The top team will be the 2 players from the same nation with the lowest combined score, etc. In the case of two teams having the same score, the placings will be decided on the highest 2nd placed athlete, eg If Team A has scored 1 and 4 = 5 and Team B has 2 and 3 = 5, the 2nd athletes score will decide, so Team B will be placed higher than Team A.

**2.1.2 Singles and Doubles Competitions**

Competition formats for Virtus Championships are played according to the number of participants. Where possible, each event will run as a round-robin, feeding in to a main draw and consolation draw.

#### 2.1.3 Group Stages

The seeded players will be divided into different groups based on their World Ranking and the rest of the participants will be drawn manually with respect to their nationalities, where possible

#### 2.1.4 Knock Out Stages

The knock out system follows with two competitions – one main draw for the Championship title and another consolation tournament for the lower ranked places. Where possible this will be as a compass draw to maximise matches for athletes.

### 2.2 Competition Schedule

The competition schedule will be produced prior to the event by the Sport Director, Referee and LOC Competition Director.

### 2.3 Entry Quotas

2.3.1 For most competitions there will be no limit to the number of entries per nation should capacity allow.

2.3.2 For competitions that are held over a few days and there is a maximum number of entries in an event then selection will be based on ranking aligned to the proposed draw size. This could include wildcards and/or qualifying draws.

### 2.4 Event Viability Criteria

Events will be considered viable if they have a minimum of three (3) eligible players/pairs from two (2) different nations.

### 2.5 Medals & Ceremonies

Medals will be awarded to the players/pairs placed 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each event.

In the exceptional case an event is competed by only three (3) athletes, medals will be awarded following the “minus one rule”.

All nations must bring to the World Championships three (3) national flags and a CD of their national anthem.

### 2.6 Qualification Criteria

Entry is open to all Virtus Member Organisations in good standing. There is no minimum qualification criteria.

#### **2.7 Entry Process**

Preliminary entry information should be available 12 months before the date of the Opening Ceremony and final entry information 9 months before, giving full details and costs associated with the event.

For World Championships entry will be managed via the Virtus Sports Management system. The LOC will be given access to the system to manage entries and information.

For other events the Virtus Sports Manager System can be used. Alternatively LOC managed entry should be via an online entry system that is user-friendly and if possible, available in multiple languages. This should be supported by a paper-entry system for nations who have difficulty accessing the internet.

A full list of entrants should be available in excel format for key partner agencies within 2 weeks of the final entry deadline.

#### **2.8 Entry fees**

Fees to participants may be charged, however it should be remembered that many athletes will find it difficult to raise funds and therefore the cost of the event should be considered carefully.

Sponsorship may be raised, in accordance with the guidelines set out in the Virtus Handbook.

A capitation fee (level to be determined by Virtus) must be added to the cost of the event and may not be used to cover the cost of the event.

Virtus may charge a small online entry fee to cover administration costs of the Virtus Sports Management System which will be agreed with the LOC and included in the entry fee.

Entry fees will normally be made in 2 separate payments:

- 30% at first entry deadline, payable to LOC and may be held as a deposit organisers in accordance with the schedule below.
- 70% at final entry deadline, payable to the LOC.

Virtus advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

The 30% entry forms a legally binding agreement to enter the event.

#### **2.9 Seeding**

Singles events - Players will be seeded according to the Singles World Rankings

Doubles events - Pairs will be seeded according to the combined total of their Doubles World Rankings

## SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS



### 7.11 SPORT & CHAMPIONSHIP SPECIFICATIONS – TENNIS

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World ranking Points system - new from 2024

<b>Category of Tournament</b>	<b>W</b>	<b>R</b>	<b>3rd</b>	<b>SF</b>	<b>QF</b>	<b>R16</b>	<b>R32</b>	<b>R64</b>
Global Games (64)	200	150	100	80	60	40	20	10
Global Games (32)	150	100	80	60	40	20	10	
Global Games (16)	100	80	60	40	20	10		
Global Games (8)	80	60	40	20	10			
World Championships (64)	150	100	80	60	40	20	10	5
World Championships (32)	100	80	60	40	20	10	5	
World Championships 6)	80	60	40	20	10	5		
World Championships (8)	60	40	20	10	5			
Grand Slam Event (16)	100	80	60	40	20	10		
Grand Slam Event (8)	80	60	40	20	10			
Regional Championships (64)	70	45	25	15	10	7	5	2
Regional Championships (32)	45	25	15	10	7	5	2	
Regional Championships (16)	25	15	10	7	5	2		
Regional Championships (8)	15	10	7	5	2			
National Championships (64)	30	20	15	10	7	5	2	1
National Championships (32)	20	15	10	7	5	2	1	
National Championships (16)	15	10	7	5	2	1		
National Championships (8)	10	7	5	2	1			

The Rankings will run on a 4-year cycle. For the rankings in 2024, the 2023 year will be used.

In 2025, the 2023 and 2024 years will be used and in 2026, the 2023, 2024 and

2025 years will be used. After this, the four-year cycle will continue, dropping the events in the earliest year as the new competition takes place. The rankings will be updated after each competition.

#### **2.10 Competition Draw**

The draws for each event will take place 2 days before the start of tournament play. This will be conducted by the LOC but overseen and authorised by the Virtus Technical Delegate and the competition Referee.

#### **2.11 Technical Meeting**

The Technical Meeting will take place the day prior to competition to discuss all important details concerning the competition and organisation. It is compulsory for each participating nation to attend. Each nation can send up to two persons (Head Coach and/or Team Manager) to the meeting.

#### **2.12 Team Composition & Delegations**

There is no limit to the number of athletes a nation may bring (subject to capacity restrictions).

Each team should have a Head Coach. In addition, each competing nation may also bring an additional Coach and Team Manager. For nations with a large team of athletes further coaches can be added. Only one coach can be on court with an athlete during a match.

Head coaches from each nation must sign in their team every morning, at least 15 minutes before the start of play.

During the Championships, when a match is called, coaches must take their player to the referee's table. The players will then go on court together for their match with their umpire.

#### **2.13 Communication**

A Team Handbook must be developed and published approximately 3 months before the event containing all key event information.

During competition, an effective communication system should be installed to ensure teams receive accurate and timely information.

All information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages.

#### 2.14 Results

An efficient and accurate competition schedule and results management service is essential throughout the event e.g. Tournament Software. Organisers should ensure that results of events are published 'live' to the event website.

By the close of the event, a full results list should be available.

A full copy of results should be sent to the Virtus Head office (in pdf format) immediately upon conclusion of the event.

### 3 Eligibility & Classification

#### 3.1 Eligibility

All national teams shall be eligible to participate, provided that their Member Organisation is in good standing with Virtus, and the entry is sanctioned by the National Member Organisation.

Virtus will manage the primary eligibility process and will regularly update the Virtus Master List. All athletes entering the event must appear as 'Active' on the Virtus Master List no later than the final entry deadline. Applications for new athletes must be submitted to Virtus as soon as possible.

Athletes who do not meet the qualifying criteria or do not appear on the Virtus Master List as 'Active' are not eligible for this event.

There is no 'guest' entry.

The LOC will be responsible for ensuring all athletes are eligible to compete. This includes:

- Appearance on the Virtus Master List no later than the final entry deadline (all athletes)
- All sports rules and regulations regarding minimum age, nationality etc (all athletes)

### 4 Venue

#### 4.1 Facilities

4.1.1 For Virtus Tennis Championships a minimum of 6 courts are required for competition.

4.1.2 All courts must be ITF standard and approved by the host country's National Governing Body of Tennis.

4.1.3 All courts must be of the same surface.

4.1.4 In addition where the championships is played outdoors, where available 2 indoor courts should be provided for contingency in case of inclement weather.

4.1.5 All match courts must have the following equipment/facilities:

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- chairs per court for athletes with canopies or parasols
- Balls – Official ITF approved (approx 20 dozen x 4 ball cans for a World Championships)
- Official ITF Tennis Umpire chairs
- Score boards
- Athlete name cards for score boards
- Net measure
- Net winder

4.1.6 The following spaces should be provided for athletes and team officials

- Male and female changing rooms
- Athlete Lounge
- Reserved seating area (shaded if conditions hot)

4.1.7 The following spaces should be provided for officials

- Male and female changing rooms
- Lounge/rest area
- Reserved seating area (shaded if conditions hot)

4.1.8 Spectator seating

- Adequate seating should be available outside of each court perimeter for team members and spectators.

4.1.9 The following spaces should be provided to run the competition

- Competition management office including space for Sport Director and Referee to work (with internet connection).

#### **4.2 Training Facilities**

4.2.1 Training facilities must be available prior to and during championships.

4.2.2 On competition days competition courts can be used for training prior to the day's play. In addition it is optional for organisers to provide an additional 2 courts for training.

## **5 Officials, Staffing & Volunteers**

### **5.1 Technical Delegate**

The Virtus Tennis Committee will appoint from within the Committee a Technical Delegate for the event. The Technical Delegate is the highest authority with regards to technical matters within each sport.

The Technical Delegate will attend the event and be the lead on all technical matters and will act as the highest authority with regards to technical decisions.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of Virtus Technical Delegate or their nominated representative.

#### **5.2 Virtus Official Representative**

Virtus will normally appoint an Official Representative - a member of the Governing Board - to the event.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Official Representative.

The Official Representative will take final decisions on all matters except those that are of a sports technical nature (and in so far not put before the Accreditation Committee) as much as possible in consultation with the technical delegate, the organising committee and team leaders. They shall also chair the Accreditation Committee and take a prime role in all protocol matters.

#### **5.3 Virtus Sports Manager**

The Virtus Sports Manager will normally attend World Championship events.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Virtus Sports Manager or their nominated representative.

The Sports Manager will be present at the event to support the Technical Director, Sport Director, Officials Representative and LOC where required and liaise with the teams and officials to support growth and development of the sport.

#### **5.4 Technical Officials**

The following International and National Technical Officials must be appointed to the event:

	<b>Number</b>	<b>Qualification</b>	<b>Appointed By</b>
Referee	1	National	National Federation
Umpires	12	National	National Federation

The Referee must arrive two days prior to competition to inspect the facilities and work with the LOC and Sport Director to finalise the competition schedule.

The umpires must arrive at least the day prior to competition to be briefed by the Sport Director and Referee and familiarise themselves with the facilities.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses for all officials.

- a. Matches will have a solo chair umpire, who will call the score, all lines, service lets, foot faults, time violations and code violations under the ITF three step Point Penalty System (PPS).
  - First violation.....warning
  - Second violation.....point
  - Third violation.....game
  - Thereafter.....games will be deducted or player will be defaulted at discretion of umpire or referee
- b. Lateness for match will be penalised in accordance with the PPS.
- c. A player will be defaulted if, 15 minutes after his/her match has been called he/she is not on court, unless in the opinion of the referee this was unavoidable.

#### 5.4.1 Coaching during matches

- a. Only designated coaches with their team may coach their athlete during a singles or doubles match.
- b. Only the coach sitting on court is allowed to coach the player during a match. Coaching is not allowed by any other coach or person either on or off the court.
- c. Coaches must enter the court before play has started and can only leave at the change of ends. If a coach returns then they must do so at a change of ends and be seated on court before the next game commences
- d. Exchanges between the coach and player is limited.
- e. When the player is at the same side of the court as their coach is sitting, brief verbal or visual communication (subtle hand signals) are permitted during the 25 seconds between points.
- f. When the player is at the opposite end of the court to the coach, only visual communication (subtle hand signals) is permitted between points.
- g. Coaching as outlined in points d and e can also take place after the first game in each set and during tie-breaks
- h. Verbal coaching must be brief and consist of a few words and/or short phrases but they can't have a conversation with their players during breaks in play
- i. Coaching must be done in a timely manner so as not to disrupt play. No extra time will be allowed for a player to receive coaching. Delays will be penalised under Time violation/delay in game.

- j. No coaching is allowed when players take bathroom breaks, which is part of the reason why a tournament official accompanies players when they request one, during breaks in play or where there is a brief match delay.
- k. Coaching must be done in a way that is not disruptive to the opponents(s) or spectators.
- l. No other coaching is permitted during a match.
- m. When coaches are on court supporting their athletes in competition, no photographs are allowed to be taken during matches.

#### 5.5 Sport Specific Volunteers

Court managers will be required during training and competition to maintain the courts and sweep them throughout the day.

The use of ball boys/girls are not required for Virtus Championships.

## 6 Medical & Anti Doping

### 6.1 Medical

First aid and physiotherapy services must be made available for training and competition by the Organisers.

### 6.2 Doping Control

The Virtus Championships are subject to doping control testing. Appropriate facilities must be provided by the LOC in accordance with Virtus Anti-Doping Policy.

Any athlete requiring a Therapeutic Use Exemption (TUE) has to send an TUE applications to the Virtus Anti-Doping Committee NO LESS THAN 30 DAYS BEFORE COMPETITION to [tue@INAS.org](mailto:tue@INAS.org).

The INAS Anti-Doping Committee will advise on the number of tests and the Test Distribution Plan (TDP).

## 7 Event Operations

### 7.1 Accreditation

An accreditation system should be developed for all athletes, team staff, event staff, volunteers, officials, guests, media and other persons involved in the event. This should carry the persons photograph and details of their level of access. An efficient system of presenting accreditation on arrival should be arranged.

#### 7.2 Visas

Each competing nation is responsible for arranging for the necessary visas for their delegation. Where required the LOC will issue a letter of invitation to participating nations.

The LOC is responsible for applying and paying for the necessary visas for all appointed technical officials. They must ensure that applications are submitted by any deadline set by the diplomatic/consular authorities of the country to be visited.

#### 7.3 Transportation

7.3.1 Athletes/Team Officials – All competing nations are responsible for the booking and cost of travel to the designated port of entry for the event. The LOC must provide transport to and from the designated port of entry and the accommodation, training and competition venues.

Traditionally athletes enter multiple tennis events and as such will be on site for most of the day. Flexibility should be planned to allow for athletes not competing in multiple competitions to return to the accommodation during the day.

7.3.2 Technical Officials - The schedule must guarantee that the umpires arrive on venue a minimum 30 minutes before the official start of the day's play.

#### 7.4 Accommodation

It is normal for different standards of accommodation to be offered, however all accommodation should be of an appropriate standard and due care should be given to athlete welfare and protection issues. Accommodation for athletes, officials, volunteers and guests should be in the same general area but any media guests should be accommodated separately.

Accommodation should be located close to the arrival airport (ideally no more than 90 minutes in average traffic conditions) and include a number of accessible rooms.

Accommodation should be close to competition venues (no more than 30 minutes at peak traffic times) and include a number of accessible rooms.

#### 7.5 Catering & refreshments

LOC's should provide all meals throughout the event including breakfast, lunch and evening meals ensuring religious/ethnic requirements and the nutritional requirements of athletes are observed.

Sufficient bottled water should be available at all training and competition venues throughout the event.

#### **7.6 Security**

The LOC are responsible for ensuring security measures to guarantee the safe and peaceful delivery of the event. The LOC should undertake a risk assessment in consultation with the relevant national and local authorities.

### **8 Ceremonies, Guests & Social Programme**

#### **8.1 Ceremonies and Receptions**

Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere. It is mandatory to include an opportunity to raise/lower the Virtus flag and a welcome speech from the Virtus President.

Careful consideration should be given to athlete welfare regarding the timing, location and length of the ceremony. It should be close to the accommodation venue.

Additional Receptions may be considered for key guests, VIP's and sponsors.

#### **8.2 Guests**

Organisers are required to provide a VIP Guest hospitality programme. Organisers are required to ensure an appropriate accommodation venue is available for guests, and if possible, access to transport, competition venues and any social programme.

The guest list should be developed in consultation with the Sport Director.

Guests will normally attend at their own expense.

#### **8.3 Social programme**

A social programme may also be offered to participants. However it is important that the programme is sympathetic to the demands on elite athletes.

### **9 Branding, PR and Media**

#### **9.1 Branding and PR**

The organisers are responsible for promoting the event in accordance with the branding guidelines set out in the Virtus Handbook.

All venues should be fully branded with the Virtus logo, and all printed materials, website and other marketing materials should ensure the Virtus logo is prominent.

#### **9.2 Event Website**

The organisers must create and maintain an event website, containing key information about the event. An event photographer must be arranged together with video footage of competition.

#### 9.3 Media

Press releases should create a positive message regarding the spirit of the event maintain an athlete-centred approach. Copies of all press releases, news items, features, photos, videos and other media should be made available to Virtus upon completion of the event.

LOC's should take advantage of social media opportunities, including Twitter and Facebook to promote the event, Virtus, and sport for athletes with an intellectual disability.

#### **Photography/Videoing of matches**

To support the development and promotion of the Virtus Tennis Programme, competitions will have photography and videoing of matches. Those working on media will do this both on and off the court. Please discuss this with your teams and players so they are aware this may occur during their matches.

Consent to appear in photos can be withheld – please contact [media@virtus.sport](mailto:media@virtus.sport)

#### 10 Spectators & Ticketing

Event hosts should give careful consideration to how the event will be marketed to spectators, including arrangements for ticketing (whether paid or free tickets), and how spectator safety and enjoyment is carefully managed.

Tickets sales may be managed by the organisers or in conjunction with Virtus. Free tickets might ensure a larger crowd, adding to the atmosphere at events, whilst levying a charge will generate income towards the delivery of the event. In all cases, a ticket-management procedure should be put in place (this can be managed through the Virtus website).

Careful consideration should be given to how spectators will be managed within the venue including crowd safety, seating arrangements, commentary and public announcements, programme sales, access to refreshments and bathroom facilities, insurance, accreditation/access control, emergency planning.

#### 11 Insurance, Finance & Contingency Planning

##### 11.1 Event Hosting Fee

For World Championships an event hosting fee is payable to Virtus within 1 month of the completion of the event. The amount will be confirmed annually by Virtus.

##### 11.2 Liability

The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by Virtus.

##### 11.3 Insurance

All Team Members are obliged to have their own travel and medical insurance for the duration of the Championships.

The LOC must provide public liability insurance and professional indemnity insurance for the event, and should consider cancellation insurance. Virtus advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack. Please contact Virtus for advice regarding the minimum levels of cover needed.

#### **11.4 Emergency Planning**

LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with Virtus staff, and for management of media.

The plan should be developed in consultation with Virtus and made available to key staff within the LOC.

#### **11.5 Contingency Planning**

Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore that LOC's give consideration to contingency and backup plans in respect of essential event areas to ensure successful delivery.

Examples might include:

- Problems regarding venue and facility availability,
- Loss of a key sponsor or income source
- A power failure or loss of internet impeding communication
- Accommodation availability problems
- A key member of staff or volunteer falling ill

## **12 Post Event**

### **12.1 Post Event Report**

On completion of the event, the Organisers will provide a short report detailing an overview of the event and a full statement of income and expenditure.

### **12.2 Final Results**

The Organisers will be responsible for providing the Secretariat with an electronic copy of the event results. This should be done on a daily basis, with a full copy of results on completion of the event.