



2023 TENNIS EUROPE WINTER CUPS BY DUNLOP

**APPLICATION TO HOST
A QUALIFYING ROUND**

12/14/16 & UNDER

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1. INTRODUCTION

Launched in 1977, the Tennis Europe Winter Cups has evolved into the sport's premier indoor junior team tennis competition. Traditionally played in both the 14 and 16 & Under age categories, the event is open to teams nominated by European national federations and provides an invaluable opportunity to play in team conditions during the winter months.



2023 will see the 11th edition of the event's newest 12 & Under age category.

The event is played in two stages. During the qualifying stage, teams travel to compete in one of four qualifying groups, each of which hosts up to eight nations. The winner and runner-up from each qualifying zone proceed to the final rounds a fortnight later.

2. CONTRACT

The Junior Committee of Tennis Europe is offering to National Federations / Clubs the option of a contract for 2 or 3 years in hosting a round. However if the National Federation and club prefer not to commit itself for a longer period it may continue/apply with a one-year contract.

Benefits of a contract for a longer period:

- Help Tournaments / National Federations in negotiations with local sponsors.
- Greater Promotion of the National Federations / Clubs at the European level.
- Creating Historical continuity for National Federations / Clubs for specific events.
- Remove the current uncertainty whereby each year the National Federation / Club has to wait for confirmation as to whether it will organise the same event the following year.
- Longer term and more efficient cooperation between Tennis Europe and the National Federation / Club.

3. GENERAL INFORMATION

3.1 Dates

2023 Tennis Europe Winter Cups by Dunlop, Qualifying Rounds: 27 Jan - 29 Jan – **12&U**

2023 Tennis Europe Winter Cups by Dunlop, Qualifying Rounds: 3 Feb - 5 Feb – **14/16&U**

2023 Tennis Europe Winter Cups by Dunlop, Final Rounds: 10 Feb - 12 Feb – **12&U**

2023 Tennis Europe Winter Cups by Dunlop, Final Rounds: 16 Feb - 18 Feb – **14&U**

2023 Tennis Europe Winter Cups by Dunlop, Final Rounds: 17 Feb - 19 Feb – **16&U**

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[3.2 Competition](#)

Format: 2 Singles and 1 Doubles - 8 teams qualify for the final round.

[3.3 Composition of teams](#)

Each team shall consist of a maximum of three players and a non-playing Captain.

In order to be eligible to compete, a team should have a maximum of three players on site, available to play and get full hospitality.

If for reasons of health, injury or bereavement, a team is able to field only two players, such team will be permitted to participate only if written approval is obtained from Tennis Europe prior to start of the Competition.

If a final nominated team is reduced to one fit player, a fourth, replacement, player may be nominated by the National Association concerned. Any additional costs shall be borne by the National Association concerned. In all cases, the Referee's decision to allow or not to allow a substitution shall be final. Extra people above the maximum, or different arrangements are at charge of the respective National Association.

[3.4 Nomination of teams](#)

Nominations of individual players in order of merit for singles, and the non-playing Captain, must be received by Tennis Europe at least two weeks before the scheduled first day of play for the Qualifying Round of the Competition.

The lists with the nominated players will be published on the Internet and officially sent to the local organisers with the respective ranking and Order of Merit before the start of the captain's meeting.

[3.5 Application to stage qualifying rounds](#)

Nations wishing to apply may send back the attached form **by Friday 16th September 2022 at the latest** (see attachment #1). The Tennis Europe Junior Committee will only consider applications indicating the names and complete addresses of Organising Clubs.

Note: The Competition is to be played preferably on hard courts indoors.

The Tennis Europe Junior Committee can decide to play outdoors and/or on a different surface on special request. The average number of teams is seven (7). An adequate number of courts have to be provided for the duration of the competition of three (3) days.

The following items must be available:

- 2 competition courts for Qualifying and 3 competition courts for Final Rounds
- 1 practice court
- Offices (with at least a telephone and Internet connection) for Referee and Tournament Director

In case of insufficient qualifying venue applications, Tennis Europe will implement well advance, a compulsory rotation system and will announce the Member Nations, chosen alphabetically according to their membership status, starting from A Nations, B Nations and followed by C Member Nations that will organise the Winter Cup Qualifying Rounds by Friday 16th September 2022 (Attachment #2).

[3.6 Organisational manual & promotion guidelines](#)

The Local Organisers will be supplied in due time with a copy of the Tennis Europe Organisation Manual and the Promotion Guidelines as the guidance for the staging of the Tennis Europe Winter Cups by Dunlop.

4. CONDITIONS FOR THE ORGANISATION OF A QUALIFYING ROUND

[4.1 At charge of the National Association and/or Local Organiser hosting event](#)

A. Staging of the Event

- Rental of the competition and practice courts
- Umpires, linesmen and ball kids
- Covid-19 Officer
- On-site transportation (from and to the nearest airport or railway station at the arrival and departure of the teams - connections Hotel - Club)
- Advertising and promotion

B. Hospitality (hotel accommodation and meals) to the Teams

- Hospitality must be given to a maximum of four (4) people per team (3 players and 1 captain).
 - Full hospitality (breakfast, lunch, dinner and accommodation) must be provided during the event. Hospitality must start one (1) night before the start of the event with dinner on Thursday and terminate with the breakfast following the end of the competition on Monday.
 - The Tournament Organiser must ensure the Tournament Hotel is screened prior to being submitted on the Fact Sheet.
 - The non-playing adult captain must have their own bedroom (single room) in the same hotel as the players. The captain must not share a room with player(s) but should be in close proximity to react to any emergency e.g. Fire evacuation, player illness.
 - Players shall be lodged in twin rooms (example player 1 and 2) and a Single room (example player 3) or triple rooms (if size of the room permits it) to be permitted only for players **from the same nations**. Rooms must be according to the Tennis Europe Return to Tennis protocols which include distancing, high levels of hygiene and ventilation of rooms. **All players must have an individual bed.**
 - If a final nominated team is reduced to one fit player, a fourth, replacement, player may be nominated by the National Association concerned. Any additional costs shall be borne by the National Association concerned. In all cases, the Referee's decision to allow or not to allow a substitution shall be final. Extra people above the maximum, or different arrangements are at charge of the respective National Association.
 - All extras at the official hotel (such as telephone, laundry, extra food and beverages, additional rooms, etc.) are at charge of the respective team and must be settled before departure.
-

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4-Team-Zones

Can be played on two days (Knock out or round robin). Therefore, the teams are kindly asked to arrive on Friday.

The matches will be played on Saturday and Sunday.

Hospitality will start on Friday with dinner and end Monday after breakfast.

5-Team-Zones, 6-Team-Zones, 7-Team-Zones, 8-Team-Zones

(Knock out format) 12, 14 and 16 & Under. Hospitality will start on Thursday with dinner, and end on Monday, after breakfast. Please be aware that every day, breakfast, lunch and dinner must be provided.

D. Referee's Fees and Expenses

All tournaments must at their own expense provide a Referee for the duration of the tournament.

The Referee designated by the National Association must be minimum an ITF White Badge Referee.

The reimbursement of the Referee's fees and expenses will be made in conformity to the Regulations and procedures of the National Association hosting the Event.

E. Tennis Europe Identification

Precise promotion guidelines will be supplied in due time but in any case the local organisers are obligated to ensure the following Tennis Europe identification during the event:

On Court Identification

Tennis Europe reserves the rights to place 4 banners on Center Court and 2 banners on each of the remaining courts.

Printed Material

On all printed material (Cover of the Official Programme, Official Poster, invitations, tickets, stationary, etc.) the Tennis Europe logo and the Tennis Europe Winter Cups by Dunlop logo shall be implemented, free of any charge.



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- 2 Pages must be reserved for the Tennis Europe Junior Tour Advert. It is available in 8 languages (English, Czech, French, German, Italian, Spanish, Russian and Swedish).

- A message of the Tennis Europe President shall be included, free of any charge in the Official Programme with the Photograph.

The related artwork will be supplied in due time by Tennis Europe to the Local Organiser. Proof of the cover page must be supplied to Tennis Europe for approval before printing.

F. Net Banners

Tennis Europe reserves exclusively all the rights regarding net banners for the whole contractual period. The Organiser is not allowed to place any banners on the net, unless separately agreed with Tennis Europe.

G. Ball

From 2022 Dunlop (also its licensed trademarks K-SWISS and SLINGER) is the exclusive and official partner of Tennis Europe. As a part of the agreement, Dunlop will provide a sufficient number of balls - free of charge to the venue. A specific ball model will be announced closer to the event – in the event Factsheet.

H. Player Images

It is prohibited for any Tournament Visitor to obtain, transmit, store or distribute any images and/or recordings (whether audio or visual) 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 or legal guardian of the player, or Tennis Europe Referee. Images and/or recordings taken with permission under this Regulation must be exclusively of tennis matches, practice or the presentation of trophies.

The organiser must provide photos to Tennis Europe free of charge of the event, teams and matches (on-court & off-court), including the Opening & Prize-giving Ceremony with the indication of the names. Tennis Europe shall receive the photos daily or immediately after the end of the competition. Tennis Europe will have full rights to use the photos in printed and digital purposes.

I. Television, Recording and Radio Rights

Tennis Europe is the exclusive owner of all "audio" and "audio-visual" media rights to the Event including but without limitation to all forms of television, internet, mobile, radio and other electronic media.

Tennis Europe hereby agrees to assign to the Host Organiser the exclusive right to appoint and enter into any contracts with Host Broadcasters to produce and broadcast coverage of the Event taking place during the term of the Agreement by means of Traditional Broadcast Television and Traditional over the air radio within the Host Territory, provided that the Host Organiser will procure a full assignment of copyright and other IP rights in any coverage to Tennis Europe (including but not limited to "archive rights").

Any revenues generated by the Host Organiser from such contracts will be for the sole benefit of the Host Organiser.

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The Host Organiser will make best efforts to negotiate with the Host Television Broadcaster to provide Tennis Europe, free of charge, with recordings of all matches at the Event in such format as requested by Tennis Europe.

J. Archive Rights

Upon expiration of the Agreement Tennis Europe shall remain the exclusive owner of all audio and audio-visual media rights (“archive rights”).

4.2 At benefit of the National Association and/or Local Organiser hosting the event

- A. Gate** (income from tickets sales).
- B. Sales** of boards and banners for commercial advertisements on the Court.
- C. Contributions** from local institutions or sport authorities.
- D. Revenues** from sales of advertising pages in the Official Programme of the Event (Tennis Europe will have reserved two page free of charge in the Official Programme for the Tennis Europe President's Message.) Proof of the cover page of the Programme must be submitted to Tennis Europe for approval before printing is initiated.
- E. Right** to appoint official suppliers to the Event.
- F. Right** to sell merchandising and concession stands on site.

5. INSURANCES AND RESPONSIBILITIES

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 each event in the Competition. Tennis Europe, the Host Nation and/or Host Organiser shall not accept any liability for any participant or visitor in this respect.

All participating nations must seek advice from their relevant government agencies, travel and medical providers regarding travel to any destination country and to be aware of any restrictions in place. These can change at short notice. Particular attention should be paid to local governmental measures and decisions. National Associations should contact the Tournament Organisation directly before finalising travel arrangements.

Once again in this extraordinary time of COVID-19, we strongly recommend all participating nations make flexible travel arrangements and have a cancellation insurance.

Tournaments must have adequate insurance cover for their events. The tournament organiser is responsible for taking out a suitable insurance policy which is compliant with local laws and regulations and which insures against claims made for damage to property and for death/injury, caused to people at the event for which the applicant is legally liable.

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Tournaments are encouraged to take out those insurance policies that safeguard against employer's liability, business interruption and personal injury as well as any other appropriate insurance policies recognised under local law. In addition, it is strongly recommended that the tournament obtain and maintain event cancellation and abandonment insurance which insures against all reasonably known financial risks arising from the rescheduling, cancellation and/or abandonment in whole or in part of a Tournament due to force majeure (e.g. COVID-19).

Tennis Europe cannot be held liable for any unpaid bills or any damage done at the hotel or on-site. Should any of the above occur, the matter must be settled directly with the responsible National Tennis Association. Tennis Europe, however, should be informed.

National Associations must ensure that the venue(s) they sanction for inclusion in the 2023 Tennis Europe Winter Cups by Dunlop maintain appropriately high standards of organisation and administration. This includes, but is not limited to, having in place and maintaining appropriate policies and procedures in respect of child welfare and safeguarding and ensuring that the venues they sanction comply with such policies and with the 2023 Tennis Europe Winter Cups by Dunlop Organisational Requirements (as may be amended from time to time).

Tennis Europe, National Association, Tournament Organiser, applicant cannot be held liable for (and as such are not responsible for reimbursing) any expenses that might occur to the players, captains and any other persons or entities due to any potential issue (e.g. political unrest, health epidemic, natural disaster) which may occur (i) while travelling to or from Competitions and (ii) onsite before, during and after the event.

(a) Public and Products Liability insurance

The host nation is responsible for taking out a suitable public and products liability insurance policy which is compliant with local laws and regulations and which, as a minimum, insures against claims made for either damage to third party property or death/injury caused to people at the event. Tennis Europe must be named in as an additional insured on the policy and a copy must be provided to Tennis Europe on request.

(b) Other insurances

The Host Nation is responsible for taking out all compulsory insurance covers that are required by local legislation e.g. employers liability (workers compensation), automobile etc. In addition the Home Nation is responsible for ensuring all venues, training facilities etc. have appropriate insurance cover in place – including for example material damage / business interruption and public liability. A copy of such insurance policies must be provided to Tennis Europe on request.

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. Tennis Europe/ITF, the title sponsor, the host association and the host venue cannot accept any liability for any participant or visitor in this respect.

All players are required to have adequate medical, travel and liability insurance, which is not provided by either Tennis Europe, the host National Association or the local organiser.

6. WAIVER OF CLAIMS

All players and National Associations entering the Competition agree, as a condition of entry, that for themselves, their executors, administrators, heirs and personal representatives, all claims of any kind, nature and description are waived, including past, present or future claims and injuries, if any, sustained in travelling to or from, or participating in the Tennis Europe Winter Cups by Dunlop event, and/or any of its related activities and/or while in the location of a Tennis Europe Winter Cups by Dunlop event against the ITF, Tennis Europe, the National Association sanctioning such events, promoters, sponsors, television or other broadcast licensees, vendors, venues, local organizers and others connected with such Tennis Europe Winter Cups events, including its employees, officers, directors, volunteers, and representatives.

7. HEALTH, SAFETY AND SECURITY

The health, safety and security of all persons involved in the tournament, including players, officials, tournament staff and spectators, are of principal importance. The National Association is responsible for ensuring a sufficient plan for the protection of all involved persons against any such problems is in place and implemented for the tournament.

The National Association, in association with the Tournament Director, must make Tennis Europe aware immediately of any major issues or threats (e.g. political unrest, health epidemic, natural disaster) that could impact the progress of the tournament or the health, safety or security of persons involved, whether they occur in advance of or during the tournament. Tennis Europe reserves the right to refuse approval of or to cancel any previously sanctioned tournament or series of tournaments at any time on the grounds of health, safety, security or any other potential threat to any persons attending or due to attend the tournament(s) or to the successful running of the tournament(s), without any liability on behalf of the Applicant, National Association, Tournament Organiser or Tennis Europe (for the avoidance of doubt, Tennis Europe, the Applicant, National Association and/or the Tournament/Host Organiser will not be liable to any Players or any other persons or entities for any costs that they might have incurred in relation to such cancelled Competitions, including, without limitation, any transport and/or accommodation costs). This decision will be made on behalf of Tennis Europe by the Tennis Europe Juniors Committee or its nominee.

To minimize potential safety risks to players and to help control the access and movement of all individuals at the tournament venue, tournaments must have a security plan and system in place and that an accreditation system is used.

All tournament hosts/organisers and participants must adhere to the current Tennis Europe COVID-19 Health and Safety protocols:

<https://www.tenniseurope.org/page/37892/Return-to-Competition-Protocols>

8. SAFEGUARDING ISSUES

The Tournament Organiser/ National Association must provide on the Fact Sheet, the name and contact details (address, email and telephone number) of the statutory authority in their country (or state, borough, region if appropriate) that is responsible for receiving safeguarding issues.

Each country handles these matters differently, but typically the statutory authority would be the police or other local law enforcement agency, a child protection agency, social services agency, national association or other similar type organisation.

9. RULES

The Tennis Europe Winter Cups by Dunlop Rules and Regulations and Organizational Manual must be followed and will be sent out at a later stage.

10. CONTACT

Junior Department, Tennis Europe

Tennis Europe,
Zur Gempenfluh 36,
CH-4059 Basel

Telephone: +41 61 335 90 40

Email: juniors@tenniseurope.org



11. APPLICATION TO HOST



2023 TENNIS EUROPE WINTER CUPS by DUNLOP

12/14/16 & UNDER APPLICATION FOR HOSTING A QUALIFYING ROUND

We would like to kindly ask you to fill out the application for hosting a qualifying round by Friday 16th September 2022 here:

APPLICATION FORM:

https://tenniseurope.formstack.com/forms/2023_tennis_europe_winter_cups_12_14_16_under_application_for_hosting_a_qualifying_round

ATTACHEMENT #1 APPLICATION/ROTATION SYSTEM

TO ALL MEMBER NATIONS ORGANISATION OF TENNIS EUROPE OFFICIAL EVENTS

APPLICATION/ROTATION SYSTEM TENNIS EUROPE WINTER CUPS by DUNLOP 12/14/16 & UNDER

In order to ensure a good running of the 2023 competitions, we would like to **enforce this procedure.**

REASONS:

- Serious difficulties increasing every year to find sufficient number of organisers for qualifying rounds, especially in winter.
- It should not always be up to the same few nations to take over the organisation of such events.
- National Associations are not able to find financial means when they are asked at too short notice.
If the nations know in advance that they should organise an event in case there are not enough applications, they will include it in their budget.
- Organisational criteria not met.

NUMBER OF ORGANISERS NEEDED:

WINTER: 24 qualifying venues

PROCEDURE:

1st step: ask all nations to send in their applications **by Friday 16th September 2022 at the latest** for the Tennis Europe Winter Cups by Dunlop.

2nd step: in case of insufficient qualifying applications, Tennis Europe will implement a compulsory rotation system well in advance and will announce the Member Nations, chosen alphabetically according to their Member Nations membership, starting from A Nations, B Nations and followed by C Member Nations by **Friday 16th September 2022.**

3rd step: if a member nation is already organizing the following minimum amount of events, then the next participating member nation will be selected by alphabetical order.

Required amount of events a participating country must organize by category:

A Member Nations -> Must organize at least 1 Winter Cup and 1 Summer Cup/Nations Cup
B Member Nations -> Must organize at least 1 Winter Cup
C Member Nations -> Must organize at least 1 Winter Cup or 1 Summer Cup/Nations Cup

Special note: Member Nations already organising the European Junior Championships, Tennis Europe Junior Masters and a significant number of European Summer Cups rounds (subject to the Tennis Europe Junior Committee approval), can be exempt from the rotation system to organize Winter Cups.

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If a member nation is obliged to organize a Qualifying event of Tennis Europe Winter Cups by Dunlop and has not entered a team in the particular age group, then the next member nation by alphabetical order with an entered team is obliged to organize the Qualifying event.

NOT POSSIBLE TO ORGANISE

The contribution is as follows:

	Contribution
A Member Nation	Euros 6000
B Member Nation	Euros 4000
C Member Nation	Euros 2000

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Member Nations:

GROUP A

Czech Republic	Netherlands
France	Spain
Germany	Sweden
Great Britain	Switzerland
Italy	

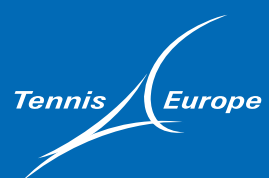
GROUP B

Austria	Poland
Belgium	Portugal
Bulgaria	Romania
Croatia	Serbia
Denmark	Slovak Republic
Finland	Slovenia
Hungary	Turkey
Israel	Ukraine
Norway	

GROUP C

Albania	Kosovo
Andorra	Latvia
Armenia	Liechtenstein
Azerbaijan	Lithuania
Bosnia & Herzegovina	Luxembourg
Cyprus	Malta
Estonia	Moldova
Georgia	Monaco
Greece	Montenegro
Iceland	North Macedonia
Ireland	San Marino

We kindly ask each National Association to be aware that we shall use this system for the 2023 competitions and thank them in advance.



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