PARA-STANDING TENNIS

International Para-Standing Tennis Association

Events Handbook

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IPSTA Events Logistics Subcommittee

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PARA-STANDING TENNIS

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INTRODUCTION

General

This Handbook is intended to support Event Organisers and ensure an excellent experience for everyone in the PST community. We recognise these are high standards, particularly for our flagship Events. If you are interested in hosting an Event and have concerns about your ability to meet the requirements, please get in touch with your Regional Lead or info@parastandingtennis.com, and we will discuss an appropriate solution.

IPSTA reserves the right to amend these requirements as the sport evolves.

Health, Safety, and Security

The health, safety, and security of all persons involved in the Event, including players, officials, Event personnel and spectators, are of principal importance. The Event Organiser is responsible for ensuring an adequate security plan for the protection of all involved persons against any such problems is in place and implemented for the Event. The Event Organiser is responsible for ensuring that safety and security plans for the Event comply with local laws, regulations and best practice.

The National Association or Event Organiser must make IPSTA aware immediately of any major issues or threats (e.g., political unrest, health concerns, natural disasters) that could impact the progress of the Event or the health, safety, or security of persons involved, whether they occur in advance of or during the Event.

Event Organisers are advised to have preparations in place to handle emergency situations. IPSTA reserves the right to request that the Applicant submit security documentation for the Event or have additional security measures put in place because of security concerns. Please ensure to consult with the National Association regarding security guidelines which have been sent to all National Associations and are available on the ITF website. These guidelines must be followed, and any questions directed to the IPSTA .

Event Organisers are expected to monitor weather and make modifications to play in cases of extreme weather conditions such as heat, lightning, or other severe weather conditions. The Event Organiser must adhere to the Extreme Weather Conditions rules and the Event Organiser must have a reliable local weather app or a Wet Bulb Globe Temperature (WBGT), to measure the Heat Index. Play should be modified when the WBGT meets or exceeds 30.1°C (86.2°F) or when Heat Index meets or exceeds 34.0°C (93.2°F). Play should be suspended when the WBGT

meets or exceeds 32.2°C (90.0°F) or Heat Index meets or exceeds 40.1°C (104.2°F). Further detail is set out in Appendix K of the World Tennis Tour Regulations.

Deadlines

The deadlines for Events are summarised here.

Deadlines (prior to Event)	IPSTA WORLD	IPSTA 1000	IPSTA 500
Application to IPSTA	9 months	7 months	3 months
Fact Sheet	5 months	4.5 months	2 months
Registrations	4 months	4 months	2 months
Entry Deadlines	1 month	1 month	21 days
Withdrawal Deadline / Classification Confirmation	14 days	14 days	14 days

Hosting IPSTA-Sanctioned World Rankings Events

Event Organisers seeking to host an IPSTA-sanctioned World Rankings Event should first contact their Regional Lead. The Regional Leads will then support the Event Organiser to submit an application for an IPSTA WORLD, IPSTA 1000, or IPSTA 500 Event and remain ultimately responsible for the organisation and running of the Event. Prior to submitting an Event Application, the Regional Lead should be satisfied that the proposed Event can meet the necessary requirements and standards for the intended level of Event. All Event Applications must be submitted by the stated deadline to the IPSTA Event Logistics Subcommittee using the Event Application Form located on the IPSTA website.

IPSTA-sanctioned Events are eligible for World Ranking points once registration closes and final draw sizes in each classification are confirmed. Event Organisers should review the IPSTA Ranking Points Requirements for further guidance. World

World Rankings will be updated once results are submitted to results@parastandingtennis.com following the Event completion.

Fact Sheet

A Fact Sheet is required for all World Rankings Events. The Fact Sheet must be available to players on the relevant Event software.

The Fact Sheet must include the following information:

- Name, telephone, and email of the Tournament Director
- Name, telephone, and email of the Tournament Referee
- Event location (address and website address)
- Event dates (including when play starts and schedule for finals)
- Proposed classes pending minimum entry requirements
- Entry Fees, including currency
- Any prize money (and the breakdown and any deductions for tax)
- Withdrawal deadline with any unrecoverable costs that a player may be liable for
- Level of Event (e.g., IPSTA 1000)
- Court Surface, number of courts, indoor back up courts
- Make of ball (including if high altitude)
- Official hotel (including rate, contact details including website address)
- Transport details (including which airport players should fly to)
- Relevant information regarding visas and the point of contact for assistance with visas
- Any other relevant details (such as officiating details, social functions, clinics)
- Contact information regarding Safeguarding
- Minimum entry age as per IPSTA Rulebook (14+ for senior IPSTA Events)

Safeguarding

All IPSTA-sanctioned Events must be fully compliant with local safeguarding requirements in their jurisdiction to ensure protection of minors and vulnerable individuals.

Each Fact Sheet should include the name and contact details (address, email, and telephone) of the statutory authority in the country (or state / region if appropriate) that is responsible for dealing with 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 organisation. It is highly encouraged that Event Organisers contact their National Association for support with Safeguarding courses and information.

In addition, each Event must provide a contact person on-site who handles safeguarding issues. The Event must provide the contact's name, email, and telephone, displayed in the venue.

Media

Official global press releases relating to the Event (including, but not limited to, the announcement of the host city, key partnerships, and major milestones) will be developed and distributed exclusively by the IPSTA Media Subcommittee. Event Organisers may issue press releases tailored to their respective markets, provided that all such communications receive prior written approval from the IPSTA Media Subcommittee. For any media-related inquiries or coordination, please contact the IPSTA Media Subcommittee directly.

IPSTA Branding and Logo Usage

The IPSTA name, logo, and associated marks are the exclusive intellectual property of IPSTA. Event Organisers and partners are permitted to use the IPSTA logo and branding materials solely in connection with the promotion of the Event and strictly in accordance with IPSTA's official brand guidelines. Any adaptation, alteration, or secondary use of IPSTA branding must be approved in advance by the IPSTA Media Subcommittee.

Event Organisers will be provided with IPSTA Branding in advance of the Event. Event Organisers are encouraged to promote their Events within the local

community and on social media. It is required that all Media is shared with the official Instagram channel of IPSTA (@parastandingtennis).

Commercial and Sponsorship Rights

All global commercial and sponsorship rights associated with the Event are reserved by IPSTA. Event Organisers may secure local sponsors and commercial partners, provided such agreements do not conflict with existing IPSTA partnerships and are subject to prior review and approval by IPSTA. IPSTA reserves the right to approve, reject, or request modifications to any proposed commercial arrangement to protect the integrity and exclusivity of Event-wide partnerships.

Broadcast, Live Streaming, and Content Distribution Rights

All broadcast, digital streaming, and content distribution rights for the Event, including live streaming, delayed coverage, and on-demand content, are owned and controlled by IPSTA. Event Organisers may facilitate local broadcast or streaming arrangements only with prior written consent from IPSTA. Any unofficial or unauthorized live streaming or transmission of Event activities is strictly prohibited.

Photography, Videography, and Content Usage

All photographs, video recordings, and other media captured at or in connection with the Event are subject to IPSTA's ownership and usage rights. IPSTA retains the right to use such materials globally, in perpetuity, across all media formats for promotional, commercial, archival, and educational purposes. Event Organisers and accredited media may capture and use content for editorial and promotional purposes related to the Event, subject to IPSTA guidelines and any applicable accreditation terms.

Data Protection and Usage Rights

Any data collected in connection with the Event, including participant, attendee, and stakeholder information, must be handled in compliance with applicable data protection laws and IPSTA policies. IPSTA retains the right to access and use Event-related data for operational, promotional, and analytical purposes. Event Organisers must not sell, transfer, or commercially exploit Event data without prior written consent from IPSTA.

Insurance

The Event Organiser must ensure that all relevant insurances for the Event are in place and compliant with local law.

Classification

All players must have a formal classification from the IPSTA Classification Subcommittee to enter IPSTA World Rankings Events.

Classification applications are reviewed on a rolling basis via submission of player paperwork to classification@parastandingtennis.com. Applications must be submitted at least 4 weeks prior to the entry deadline to ensure players receive their classification in time. Guidelines on this process can be found on the IPSTA website.

EVENT SITE AND PERSONNEL

Court Numbers

An appropriate number of match courts must be available according to the number of days' play, playing hours, and number of players. The Event Organiser must ensure that the match courts conform fully to Rule 1 of the Rules of Tennis. Event Organisers should refer to guidance given in the ITF Facilities Guide.

If the Event is scheduled for outdoor play, the Tournament Director is strongly encouraged to have a number of indoor backup courts available, or enough flexibility in the play days / schedules to complete the tournament in the event of inclement weather.

IPSTA WORLD / IPSTA 1000

It is required to provide free practice courts to players during the Event. Each player shall receive up to 1hr on a shared court (recommended 2 players per court). Where possible, practice courts should be available from at least one day before the start of the Event. It is preferable that practice courts are on-site courts and the same surface as the match courts. If the practice courts are at a different venue to the match courts, transport should be provided throughout the day.

Court Requirements

All courts must have benches or chairs for seating during the change of ends. All courts must be well prepared prior to the match by Event staff (clay courts must be prepared, bins emptied, water refilled, singles sticks, etc).

It is strongly encouraged that courts have score keeping devices for games / sets.

There must be cold water and shade on each court.

It is recommended to provide spectator viewing space for each match court.

Please ensure that the courts have a professional look when deciding where to display banners. Banners should be displayed at court level, un-creased and fully stretched.

In climates where Heat Index meets or exceeds 32.2°C (90°F), every match / court must have:

- Ice buckets and ice towels
- At least two ball crew
- Crew holding shade on change over for players with upper limb impairments
- Matches are scheduled at the coolest times of the day

If these requirements cannot be met, play should be suspended until the temperature drops.

IPSTA WORLD / IPSTA 1000

Every court shall have scoreboards, displaying the players' names if possible.

Prosthetics Care Station

It is advised to have a prosthetics care kit available. We recommend including the following items:

- Soft towels or microfiber cloths
- Cooling wipes or cleansing pads
- Liquid powder (for anti-friction / chafing)
- Skin protectant / barrier

- Medical sports tape
- Antibacterial ointment
- Bandages (tegaderm and various sizes)
- Cold packs
- Basic tool kit with allen wrenches / hex keys, socket wrenches, and lubricant

Players should travel with their own specific care needs and equipment.

Lights

If matches are to be played under artificial lighting, the intensity of illumination must be sufficient for professional tennis (i.e., minimum of 500lux, distributed evenly over the court). The ratio of the highest to lowest light readings is recommended to be a maximum of 1.5:1.

Tournament Office and Desk

The Event Organiser must ensure a private office with a desk is made available to the Tournament Director. The office should be equipped with:

- Wireless Internet Access
- Printer and Scanner with sufficient supply of paper and ink
- Communication devices, such as walkie-talkies, which should also be provided to the Chief Umpire, each Chair Umpire and Sports Physiotherapist

There shall be an easily accessible tournament desk on-site that shall be staffed at all times by someone with a good knowledge of English. There shall be an information board at the tournament desk, with content such as the Code of Conduct, prize money breakdown, safeguarding contacts, and any important phone numbers during the Event (e.g. Doctor, emergency services, hotel, transport, Tournament Director).

Locker Rooms

Adequate accessible changing rooms and shower facilities shall be available on-site. If there are insufficient permanent accessible toilets for use during matches, clean, hygienic accessible portable toilets may be made available but

only in conjunction with hand washing facilities. All toilets must be cleaned and checked regularly.

Player Area / Lounge

IPSTA WORLD / IPSTA 1000

There must be a player area / lounge available on-site. The area / lounge should be climate controlled; with plenty of tables and chairs, couches, etc; and WiFi access and electrical outlets.

IPSTA 500

A Player area / lounge is recommended with the facilities above.

Meals / Food Service

A minimum of one free meal / lunch per day should be included in the Entry Fee, although Events are encouraged to include three free meals per day whenever possible. Events that do not provide free food for all meals, must be able to offer reasonably priced food. All food (whether provided or available for purchase) should be varied, nutritious, and suitable for athletes. A vegetarian alternative should be available. Light snacks and fruit should be available at all times. Food should be available at the site 30 minutes before first matches begin, up until the start of the last matches.

There must be facilities accessible to players to purchase food (e.g. café or restaurant). It is encouraged to have social activities during the evenings.

Venue Access and Credential System

Events should provide accreditation to all players, staff, media and all other personnel. Accreditation must be displayed at all times whilst on the Event site.

IPSTA WORLD / IPSTA 1000

A credential is required with a display or visible system (such as name tags / badges).

IPSTA 500

A credential system is recommended.

Tournament Director

Each Event Organiser shall appoint a Tournament Director who is responsible for the in-person running of the Event. The Event Organiser may appoint themselves as Tournament Director.

Specifically, the Tournament Director is responsible for:

- On-site organisation of the Event
- Liaison with the Event Organiser
- Point of contact for players for all advance organisational and logistical information and arrangements (except for entries and withdrawals)
- Production of all materials including Fact Sheet, etc.
- Hotel and transport arrangements
- Promotional and publicity requirements
- Liaison with local governing bodies if applicable
- Liaison with Tournament Referee, ensuring understanding of the Rules of PST

It is highly recommended that all information regarding Event sites, dates, players registered, and draw sizes should be collected using a digital tournament management system (e.g., ClubSpark, RankedIn). It is recommended to reach out to the local National Association for assistance if you require advice on an appropriate system, as many National Associations operate their own system to support Event Organisers. These systems provide players live updates on registered players and draws.

A completed Event Report must be sent to IPSTA no later than three weeks following the completion of the Event. Please complete the Event Report Form and submit to events@parastandingtennis.com. This report includes:

- Scores, draw results
- Media coverage
- Event programme, press cuttings and other relevant materials
- Prize money

- Player survey results
- General observations

Officials

All Chair Umpires shall be qualified as National Chair Umpires under their National Association as a minimum.

IPSTA WORLD / IPSTA 1000

Off Court / Roving Umpires (designated volunteers who ensure rules are followed and can call the Tournament Referee if needed) shall be provided from the first round of all Draws, with a ratio of 1 umpire per 4 courts.

Chair Umpires shall be provided for all semifinals and finals matches, and are highly recommended for all Main Draw matches and Consolation Finals.

Line Officials are highly recommended for semifinals and finals.

IPSTA 500

Off Court / Roving Umpires (designated volunteers who ensure rules are followed and can call the Tournament Referee if needed) shall be provided from the first round of all Draws, with a ratio of 1 umpire per 4 courts.

Chair Umpires shall be provided for all finals matches and recommended for earlier rounds at the discretion of the Event Organiser.

Event Doctor

IPSTA WORLD / IPSTA 1000

The Event must appoint an English-speaking medical doctor, preferably an orthopedic specialist or a general practitioner, to be available to call during playing hours.

IPSTA 500

The Event must ensure details are available for local doctors.

Sports Physiotherapist

IPSTA WORLD / IPSTA 1000

The Event must appoint an English-speaking Sports Physiotherapist, to be available on-site during play, to provide treatment to players. It is recommended that all reasonable off court treatment is provided free of charge to players.

IPSTA 500

It is highly recommended to have a sports physiotherapist on-site.

Stringer

IPSTA WORLD / IPSTA 1000

Stringing facilities shall either be offered on-site or a collection / return service shall be provided.

IPSTA 500

Stringing facilities are recommended to either be offered on-site or information should be available about where rackets can be strung. It is the player's responsibility to ensure that they have enough rackets to play with if there is no stringer on-site.

Ball Crew

It is recommended to have ball crew during matches. Ball crew must be trained before they are permitted on court and stay on the court for the duration of the match. Ball crew must be available to support players with upper limb impairments as needed (e.g., spraying water over their face, holding icebags, opening bottles or holding umbrellas during changeovers)

IPSTA WORLD / IPSTA 1000

Three ball persons are required for semi-finals and finals matches, and for all PST3 & PST4 matches.

IPSTA 500

Two ball persons are required (recommend three) for semifinals and final matches, and for all PST 3 & PST 4 matches.

Entry Fees

Events may charge an Entry Fee for both Singles and Doubles. Any such Entry Fee must be paid as directed by the Event.

Schedule of Matches

Every evening, the schedule for the following day's play shall be published and displayed on-site (in a highly visible place or on the official tournament management system) or otherwise be made available for players and coaches.

The schedule shall be released no later than 20:00hrs local time the night before each day's play.

Balls

A minimum of three new balls are to be provided for the first and third full sets of the Main Draw matches. New balls are not required if a 10 point match tie break is played in lieu of a full third set.

Practice balls of the same manufacturer as the tournament ball should be provided free of charge.

Water

Enough free water (preferably bottled) shall be available on court during matches at all times. Events are strongly encouraged to offer free water (and if possible soft drinks / sports drinks) for all players off court at all times, particularly in hot climates. Drinks must be available to purchase on-site at all times.

Prize Money

Where prize money is being offered, the Event Organiser must make available information about the breakdown and distribution of prize money before the start of the Event.

Hotels / Accommodation

Accessible accommodation at reasonable cost (based on location and season) shall be offered at a nearby hotel. If possible, Events should offer a choice of two hotels to cater for players on different budgets, although this should only be done if all other requirements (including transport) are still met. Accommodations should confirm they have accessible showers with shower benches available.

It is recommended there be an Event information point in the official hotel detailing the transport schedule (including details of how to obtain transport), Order of Play and results. A member of Event staff must be available to call on the day of arrivals.

Transport

Transport must be accessible to the players (accessible buses or cars). Events are recommended to provide complimentary transport to and from the airport for flights arriving and departing between 9am - 11pm one day before play starts in the Event and one day after play finishes in the Event. Events are encouraged to offer transport to the airport at other times if possible. Players must send travel details to the Event Organiser at least two weeks prior to the Event commencing, otherwise the Event Organiser cannot guarantee transport.

IPSTA WORLD / IPSTA 1000

Transport shall be offered from the official accommodation to the Event site on a regular basis during the Event. Times should be posted at the tournament desk (on-site and at the hotel).

The first transport of the day must arrive at the Event site a minimum of fifteen minutes before the first practice session, or thirty minutes before the first match, whichever is the earliest. Transport must be available from the Event site to the hotel on completion of the last match of the day.

IPSTA 500

It is highly recommended that transport is provided as above where possible.