

This file contains an Excel sheet for the pre-tournament preparations of the FACT SHEET for your ITF Seniors Circuit event.

Move (by clicking the Fact Sheet-tab at the bottom of the screen) to the Fact Sheet. Then step through the Fact Sheet from top to bottom (there are 2 pages in total which appear by scrolling down in the sheet) and fill in all relevant data for your event (please refer to the Rules for the ITF Seniors Circuit for details).

Once you have filled in the Tournament title in Cell C6, it will automatically also appear in the top left corner of the Fact Sheet.

You may insert your tournament logo, club logo or sponsor logos in cells A2-E2 on the 1st page of the sheet. These graphics should not exceed total of 360 (wide) x80 (high) pixels in size.

Once you have finished filling in your Fact Sheet and have double-checked the information, you are strongly recommended to PROTECT the Fact Sheet from accidental changes. From the Fact Sheet, go to the Tools menu, select "Protect" and thereafter "Protect Sheet". Make sure all three tick-boxes are checked. You may wish to add a password for added safety. NB! If you choose to use a password, you have to remember this, should you ever need to edit the sheet again.

Once you have filled in all data as below (and protected your Fact Sheet), move to the Instructions page, right-click on the tab Instructions (below) and then select "Delete".

Save and name the file so that it is easy to identify your Tournament. You can distribute the Fact Sheet in Excel-format. If you have access to Adobe Acrobat (the full programme, not just the Reader) you may also wish to produce a pdf-file of the Fact Sheet.

**Always send a copy of the Fact Sheet to the ITF 15 Weeks before the start of the event.**

If you have a tournament web-site, you can also post your Fact Sheet and Entry form there for download (preferably in pdf-format).



DOUBLES EVENTS TO BE HELD		Sign In Deadline			
DOUBLES SCORING FORMAT		wo tie-break sets and a Match tie-break (10 points)			
MIXED DOUBLES SCORING FORMAT		wo tie-break sets and a Match tie-break (10 points)			
<b>Men's</b>					
Doubles	Draw Size	Start date & final date		Time	Date
+35	16	03.03.2016	06.03.2016		
+40	16	03.03.2016	06.03.2016		
+45	16	03.03.2016	06.03.2016		
+50	16	03.03.2016	06.03.2016		
+55	16	03.03.2016	06.03.2016		
+60	16	02.03.2016	06.03.2016		
+65	16	02.03.2016	06.03.2016		
+70	16	02.03.2016	06.03.2016		
+75	16	02.03.2016	06.03.2016		
+80	16	02.03.2016	06.03.2016		
+85	16	02.03.2016	06.03.2016		
<b>Women's</b>					
Doubles	Draw Size	Start date & final date		Time	Date
+35	16	03.03.2016	06.03.2016		
+40	16	03.03.2016	06.03.2016		
+45	16	03.03.2016	06.03.2016		
+50	16	03.03.2016	06.03.2016		
+55	16	03.03.2016	06.03.2016		
+60	16	02.03.2016	06.03.2016		
+65	16	02.03.2016	06.03.2016		
+70	16	02.03.2016	06.03.2016		
+75	16	02.03.2016	06.03.2016		
+80					
+85	Please Select				
Mixed	Draw Size	Start date & final date		Time	Date
+35	16	03.03.2016	06.03.2016		
+40	16	03.03.2016	06.03.2016		
+45	16	03.03.2016	06.03.2016		
+50	16	03.03.2016	06.03.2016		
+55	16	03.03.2016	06.03.2016		
+60	16	02.03.2016	06.03.2016		
+65	16	02.03.2016	06.03.2016		
+70	16	02.03.2016	06.03.2016		
+75	16	02.03.2016	06.03.2016		
+80					
+85	Please Select				
<b>PRIZE MONEY</b>					
Will Prize money be offered at this tournament?		No			
Prize Money paid for each Singles Event:					
Prize Money paid for each Doubles Event:					
Prize Money paid for each Mixed Doubles Event:					
Should prize money be awarded, it must be equally distributed by gender and equally distributed across all age groups at the tournament. The amount of prize money for Doubles and Mixed Doubles may differ from the amount of prize money for Singles, but the criteria of equality by gender and across all age groups must be adhered to for Doubles and Mixed Doubles also. If due to low participation figures, a round robin draw is played at an event instead of an elimination draw, then the advertised prize money may be reduced by up to a maximum of 50%					
Player hospitality money may be offered at Grade B and 1-5 events at the discretion of the organising committee.					
<b>ENTRY FEE CONDITIONS</b>					
<input type="checkbox"/> Payment By Entry Date <input type="checkbox"/> Payment By Withdrawal Date <input type="checkbox"/> Payment By Freeze Date <input checked="" type="checkbox"/> Payment On Site					
<b>Bank details &amp; payment instructions: Entry 60 Euros (includes 1 doubles. Only two doubles 60 Euros. Only one doubles 30 Euros</b>					

**TOURNAMENT DIRECTOR**

For Entries and Withdrawals: see addresses above

<b>Tournament Director</b>	Name of Tournament Director			Post Address
	Rafael Ruiz			Apart. Correos 310- 08329- Teia- Spain
<b>Telephone / Email</b>	Country code	Area code	Number	Email-address
	34	93	5402576	<a href="mailto:info@seniortennisevents.eu">info@seniortennisevents.eu</a>
<b>Fax</b>	34	93	5402576	

**REFEREE**

<b>Referee</b>	Name of Referee			Country	ITF Certification
	Ivan Marinez			Spain	White Badge Referee
<b>Mobile phone / Email</b>	Country code	Area code	Number	Email-address	
	34		687057494	<a href="mailto:ivan.martinez.barredo@hotmail.com">ivan.martinez.barredo@hotmail.com</a>	

**HOTELS**

Rates indicated are for persons not getting free hospitality

<b>Official Hotel 1</b>	Name of Hotel			Street Address			
	Hotel Puente Romano			Bulev. Principe Al. Hohenlohe S/N 29602-Marbe			
<b>Telephone / Email</b>	Country code	Area code	Number	Email-address			
	34	952	826103	<a href="mailto:reservas@puenteromano.com">reservas@puenteromano.com</a>			
<b>Fax</b>	Country code	Area code	Number	<b>Room Rates</b>	Single Room	Double Room / pp	Triple Room / pp
	34	952	823362		159 Euros	92,5 Euros	
<b>Reserve through</b>	Contact person for reservations			Direct telephone number			
<b>Distance from Venue</b>		Walking		Free Transport to Venue Y/N		Cost of Taxi \$	
<b>Official Hotel 2</b>	Name of Hotel			Street Address			
<b>Telephone / Email</b>	Country code	Area code	Number	Email-address			
<b>Fax</b>	Country code	Area code	Number	<b>Room Rates</b>	Single Room	Double Room / pp	Triple Room / pp
<b>Reserve through</b>	Contact person for reservations			Direct telephone number			
<b>Distance from Venue</b>				Free Transport to Venue Y/N		Cost of Taxi \$	

**HOSPITALITY**

<b>Hospitality details / Social Functions</b>	
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**TRAVEL AND VISA INFORMATION**

<b>International Airport</b>	Name of Airport	Distance	Transportation from Airport/Station to Club/Hotel
	Malaga Airport		
<b>Domestic Airport</b>			
<b>Rail</b>			
<b>Travel remarks</b>			
<b>Visa requirements</b>			
<b>Visa Invitations</b>	If you require an invitation to obtain a visa, please contact		

**OTHER INFORMATION**

RENT A CAR SPECIAL RATES FOR THE TOURNAMENT PLAYERS: <a href="http://www.yellowcar.com/colaboradores/seniortennisevents">http://www.yellowcar.com/colaboradores/seniortennisevents</a>	
<b>TV / Live Streaming</b>	
<b>Live Scoring</b>	