

Entry and Acceptance Lists Guidelines

Entry and withdrawal forms can only be accepted if sent on the official ITF template. In order to be valid, a form must be fully completed and be hand-signed by the two players of each team.

Definitions

1. **Entry List:** List of entered teams in alphabetical order prior to the Entry Deadline. At the Entry Deadline the Entry List is converted into an Acceptance List.
2. **Acceptance List:** List of entered teams ordered in accordance with the System of Merit showing which teams have been accepted into the event as determined by the draw size.

Entry List Publication

As soon as a completed entry form is received, an email confirming receipt shall be sent to the player/s. Entry lists must be published at least 5 weeks prior to the Monday of the tournament week and updated daily thereafter. Please show player names within each pair in alphabetical order (i.e. Brooks before Wright and Mann before Sturdy). The teams have to be arranged in alphabetical order as per the first surname of each pair (i.e. Brooks/Wright before Mann/Sturdy). Please see the tab “Entry List” in the attached Excel file for an Entry list template.

If a team withdraws, this should be shown at the bottom of the list under ‘Withdrawals’.

Acceptance List Publication

Immediately after the Entry Deadline, an Acceptance List must be published, using the most recent ITF Beach Tennis Rankings. Acceptance is based on the System of Merit, which states that the order of priority shall be:

- A) Teams consisting of two players with ITF rankings, in order of best combined ranking
- B) Teams consisting of one ITF ranked player and one unranked player, in order of ranking of the one ranked player
- C) Teams consisting of two unranked players

Please state the draw sizes and the number of Direct Acceptances, Wild Cards and Qualifiers (if applicable). At the top of the list, please state the rankings’ week used to create the list.

Please see a template on the tab “Acceptance List” and complete steps as follows:

1. Copy the data from the Entry List into the Acceptance List.
2. Manually write in the “Ranking Type (A, B,C)” boxes if a team enters the event as A, B or C as per the System of Merit above.
3. Add each player’s ITF Beach Tennis World Rankings which will automatically calculate the Combined Ranking for each team.
4. Once this is completed, the teams must be sorted into the correct order based on the System of Merit. Follow these steps:
 - a. Select all the teams you have in your list
 - b. Go to “Sort and Filter” from the menu bar, then select “Custom sort”
 - c. In the pop up window, sort by “Ranking Type” (from A to Z) and add a second level, to sort by “Combined Ranking”.
 - d. This will produce your list of accepted teams as per the System of Merit.

Move now to the template “AL- to be published” where you would need to copy and paste the information from the “Acceptance List” tab. Complete the boxes for: Tournament Category, Start Date, City/Country, Direct Acceptances Main Draw, Direct Acceptances QD, Wild Cards MD, Wild Cards QD, Qualifieres. *The boxes: Rankings Release Used, Entry Deadline, Withdrawal Deadline and Correct as of, will complete automatically.*

Acceptance Lists should be published on a daily basis and an updated Acceptance List must be published after the Withdrawal Deadline. Teams that are shown on the Acceptance List after the withdrawal deadline are committed to the tournament.

Please continue publishing Acceptance Lists on a daily basis until the week when the tournament starts and send a copy of the Acceptance Lists after the Entry Deadline and the Withdrawal Deadline to beachtennis@itftennis.com and to the Referee of the event.

About Late Entries and Withdrawals in the Acceptance Lists

Entries received after the entry deadline may be accepted at the discretion of the tournament organiser but acceptance priority shall be given to teams that enter before the Entry Deadline. Please place these teams at the bottom of the Acceptance lists regardless of their combined ranking. Record these teams as LE (Late Entry).

If a team included in the Acceptance List withdraws, please move the team to the Withdrawals section and, in the list, move up all the teams that were located below. When recording withdrawals before the withdrawal deadline, please type W in the “Entry position” box; if a team retires after the withdrawal deadlines, this will be considered a late withdrawal and will be recorded as LWQ (Late Withdrawal Qualifying draw) or LWM (Late Withdrawal Main draw).