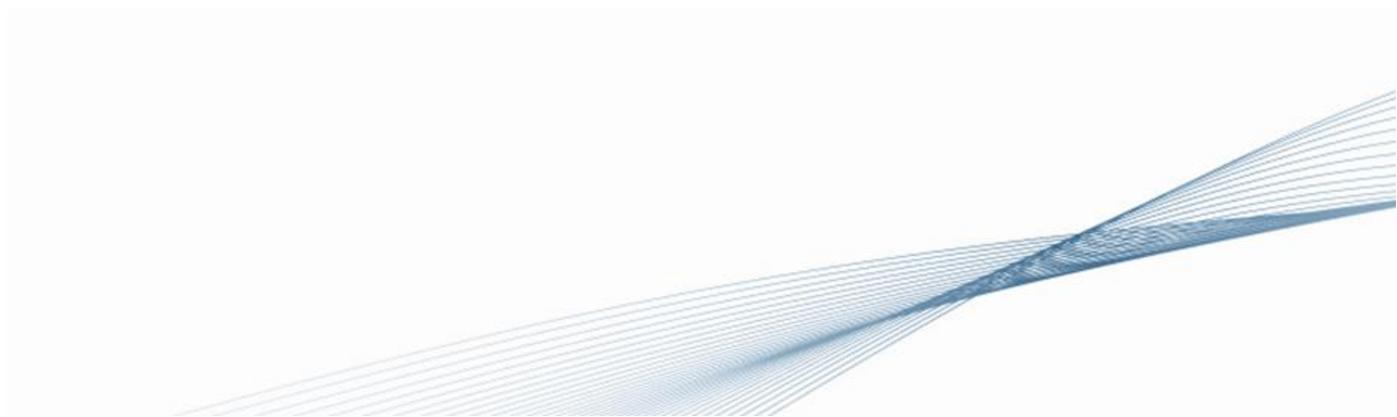


INTERNATIONAL TENNIS FEDERATION

**ITF SANCTIONED CIRCUITS SECURITY
GUIDELINES**

ITF-SEC-COM-001



This guidance does not constitute legal advice and is subsidiary to local law, regulation and best practice. The ITF advises National Associations and event/tournament organisers to take advice on local law, regulation and best practice to ensure that its event/tournament security and player protection and welfare policies are lawful and fit for purpose. The ITF shall not be held liable for any loss or damage caused as a result of reliance upon this guidance where to do so would be contrary to local law, regulation and best practice.

1 GENERAL SECURITY CONSIDERATIONS

1. The security measures contained within this document provide National Associations with recommended guidelines. Where additional security measures are required to address specific security risks, the National Association must ensure they are fully implemented.
2. The National Association and/or the Tournament Director/Event Organiser is/are responsible for managing all areas of safety and security at a Sanctioned event. This includes designing and implementing an Event Security Plan to mitigate security risk and ensure a safe and secure environment at the event.
3. Details and information contained in this document do not overrule local law, regulation and best practice as relate to event security.

2 EVENT SECURITY MANAGEMENT

1. The Tournament Director/Event Organiser/or other suitably qualified person, with oversight from the National Association, must maintain responsibility for all event security, acting as the “Event Security Manager”. This role includes responsibility for the development of an Event Security Plan, overseeing the implementation of required security measures, and managing day-to-day security operations up to and during the event itself.
2. The Event Security Manager must act as the key point of contact for all matters relating to the security of the event.
3. The Event Security Manager must complete an Event Security Plan for every tournament/venue¹. The Event Security Plan must be completed regardless of other existing (non-ITF) venue security plans, and should be clear, concise and easy to read.
4. The Event Security Plan must be based on the security guidelines contained within this document, and supplemented to address any specific security risks identified that could impact the event. This Event Security Plan must be made available, in its full form, if requested by the ITF.
5. The Event Security Manager must provide tournament participants and officials with guidance about local security threats, security requirements, places and practices to avoid, and security-related local customs (where applicable).
6. The Event Security Manager, or a nominated deputy, must be on site for the entirety of the event to provide management of any security incidents or crises that may arise.
7. The use of security guards at the event venue provides a security response capability and a visible deterrent to potential adversaries. The Event Security Manager should assess the requirement for the use of security guards at the venue(s). This assessment (if undertaken) shall be based on the security environment, local norms, and in conjunction with venue representatives and security stakeholders.
8. The Event Security Manager must ensure that security measures support and enable the implementation of the ITF Organisational Requirements where they overlap with event security (such as restricted areas and accreditation, data protection, hospitality and transport etc.).

3 ACCESS CONTROL

1. The Event Security Manager, with oversight from the National Association, must ensure that access to the event venue(s) is controlled in an appropriate manner and proportionate with local standards. In order to assist in controlling access an accreditation/credential process should be considered.
2. It is recommended, where practicable, that access to restricted areas (such as the area of play, locker rooms, players’ lounge etc.) is controlled by a security guard.
3. It is recommended, where practicable, the venue should be enclosed within a perimeter fence line that ensures access can be easily controlled.

¹ National Associations can request an Event Security Plan template from the ITF

4 SEARCHING

1. Searches of people and their property should be undertaken at the instruction of the Event Security Manager. It is recommended, where practicable, that cursory searches of persons and their property entering the venue are undertaken. Event Security Managers must ensure that any search procedures are sanctioned in compliance with local norms and laws. The purpose of carrying out searches is to deter and detect persons from bringing prohibited items onto venue grounds.

5 JOURNEY MANAGEMENT

1. The Event Security Manager should ensure that travel by tournament participants and officials to and from event venue(s) is undertaken in a safe, secure, and appropriate manner and proportionate with local standards.

6 SECURITY ESCALATION

1. The Event Security Plan should identify flexible security measures that could be implemented if the security environment was to deteriorate. These measures might include, where applicable: additional security guards, increased frequency of patrols, the presence of security guards at access points, tighter access controls, increased levels of searching, and the response procedure for emergency evacuation of the event venue(s).

7 ACCOMODATION SECURITY

1. The Event Security Manager, with oversight from the National Association, should ensure that all tournament participants stay in accommodation where security arrangements are proportionate to the local threat environment and profile of the tournament participants.
2. The security measures at event accommodation, where applicable, must be assessed prior to the event by the Event Security Manager. The Event Security Manager must liaise with the accommodation security manager/management to ensure appropriate security arrangements are in place. The assessment must be incorporated in to the Event Security Plan. It is the responsibility of the Event Security Manager to ensure that security arrangements at the event accommodation is of a suitable standard.
3. It is recommended, where practicable, that all tournament participants be booked into rooms from the second to the seventh floor to combine optimal security and safety considerations.

8 EMERGENCY, INCIDENT AND CRISIS MANAGEMENT

1. The Event Security Manager must liaise and maintain contact with local/national law enforcement to ascertain information on potential security threats that could impact the event, and to establish the level of support provided by local/national law enforcement during the event.
2. The Event Security manager must maintain contact with key individuals within the local medical and fire services. They must ensure that all emergency services are aware that the event is taking place.
3. The Event Security Manager, in consultation with the National Association/Tournament Director/Event Organiser, must ensure they have considered how incidents or crises would impact the event. The Event Security Plan must demonstrate that consideration has been given to the response procedures of a serious security incident in the lead up to, during or after an event. Event Security Plans must include event venue(s) evacuation arrangements, as a minimum.
4. The Event Security Manager must assume responsibility as the event crisis management team leader. This shall be communicated clearly to the National Association/Tournament Director/Event Organiser prior to the event commencing. Other personnel required to implement crisis management plans in an emergency at the venue(s) must be identified and notified of their responsibilities, by the Event Security Manager. A briefing must be provided and crisis management plans should be rehearsed to ensure that all stakeholders are well versed in the crisis management plan and their role within it.