|  |
| --- |
| C:\Users\richard.duke\Desktop\Graphics\ITF logo.jpg |

security questionnaire

|  |
| --- |
| *The National/Regional Association should complete this questionnaire electronically, providing full and clear responses.* *Do not alter the format or delete any sections of this document.* *Once complete please print, sign, scan and return to your ITF point of contact in PDF format.* |

|  |  |
| --- | --- |
| **ITF Circuit/ITF Development event** **(ITF Circuit: Men’s, Women’s, Juniors, Seniors, Wheelchair, Beach Tennis OR ITF Development)** |  |
| **Tournament/Event category/grade/type** **(Circuits: e.g. $15,000 / Grade 3 / ITF 1 Series) (Development: e.g. Training Centre, Tournament, Training Camp, Coaching Course)** |  |
| **Tournament/Event name**  |  |
| **Tournament/Event venue**  |  |
| **Tournament/Event address** |  |
| **Tournament/Event zip/postcode**  |  |
| **Town/city**  |  |
| **Nation** |  |
| **Tournament/Event Point of Contact telephone number**  | *Landline*  |  |
| *Mobile*  |  |
| **Physical/Geographical location of venue** | **Latitude[[1]](#footnote-1)** |  |
| **Longitude[[2]](#footnote-2)** |  |
| **Official tournament/event start date e.g. main draw (dd/mm/yy)** |  |
| **Qualification sign in/arrivals date (dd/mm/yy)** |  |
| **Event end date (dd/mm/yy)**  |  |

## Event security manager

Please provide the details of the person responsible for security at the event:

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Official position**  |  |
| **Location**  |  |
| **Telephone number** | *Landline*  |  |
|  | *Mobile*  |  |
| **Email address** |  |
| **Please confirm that a member of the Event Security Team will be on site to manage security for the duration of the event:** |[ ]  **Yes** |[ ]  **No** |

## security checklist

Please confirm that the following mandatory security planning documentation has been completed for the event:

|  |  |  |
| --- | --- | --- |
| **Event Security Plan** |[ ]  **Yes** |[ ]  **No\*** |

*\*The completion of an Event Security Plan is a mandatory security requirement and the responsibility of the event organiser. If this document has not been completed please contact your ITF representative immediately.*

## Event security plan

Please confirm that the following sections have been addressed in your Event Security Plan. Please note, as per the Event Security Plan instructions, non-mandatory sections that do not apply to the event are still expected to be outlined in the plan (a statement should be provided to indicate the section is not applicable).

|  |  |  |  |
| --- | --- | --- | --- |
|  **1** | **General security overview**  |[ ]  **Yes** |[ ]  **No** |
| **2** | **Event security management** |[ ]  **Yes** |[ ]  **No** |
| **3** | **Event security guarding** |[ ]  **Yes** |[ ]  **No** |
| **4** | **Access control**  |[ ]  **Yes** |[ ]  **No** |
| **5** | **Searching** |[ ]  **Yes** |[ ]  **No** |
| **6** | **Journey management** |[ ]  **Yes** |[ ]  **No** |
| **7** | **Security escalation** |[ ]  **Yes** |[ ]  **No** |
| **8** | **Accommodation security** |[ ]  **Yes** |[ ]  **No** |
| **9** | **Emergency, incident and crisis management** |[ ]  **Yes** |[ ]  **No** |

## security questionnaire sign off

I [*insert name*] …………………………………………………………………………………………………..., an approved signatory at the National Association confirm that the information contained within this questionnaire is correct, and all necessary security documentation has been completed for this event:

**Position at National Association** ………………………………………………………………………...

**Signature** …………………………………………………………………………………………………………

**Date** ………………………………………………………………………………………………………………..

1. Please refer to the latitude and longitude instructions sheet or use google maps to provide this [↑](#footnote-ref-1)
2. Please refer to the latitude and longitude instructions sheet or use google maps to provide this [↑](#footnote-ref-2)