



Calendar Administration Protocols 2015 and beyond

N.B. All references to deadlines indicate a time prior to the Monday of a given tournament week.

Tournament Applications (ITF & Tennis Europe)

Tournament Category Men & Women	Application Deadline (MANDATORY)	Late Cancellation/ Change Deadline
\$10,000/\$15,000/ \$25,000	17 weeks [119 days]	60 days
\$50,000/\$75,000/ \$100,000	26 weeks [182 days]	60 days
<ul style="list-style-type: none"> • Tournament applications received after the stated deadline will not be considered • Applications from National Associations with outstanding sanction fees from previous years, whether for related or unrelated tournaments, will not be considered • Applications will not be considered complete unless accompanied by a Terms & Conditions page signed by the National Association General Secretary (or other responsible person) and the Tournament Director, where appropriate • Tournaments will be penalised in accordance with the ITF Pro Circuit rules for cancellations, postponements or for substantial changes made to the tournament arrangements (defined on the application form) after the stated Late Cancellation/Change Deadline • N.B. For series of Men’s Futures tournaments, late cancellation (or other late substantial change) of one Futures tournament will have a consequential impact on all other tournaments in that series • Applications submitted for \$50,000, \$75,000 and \$100,000 Women’s Circuit tournaments must be accompanied by an appropriate financial guarantee for the prize money. Applications will not be considered without such guarantee. Contact the Women’s department for full details 		

