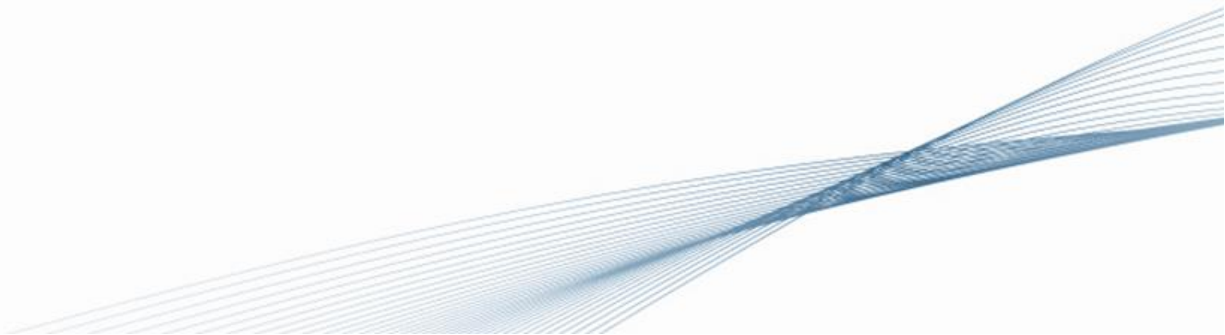


**INTERNATIONAL TENNIS FEDERATION**

**ITF CIRCUITS AND DEVELOPMENT SECURITY GUIDELINES**

**ITF-SEC-COM-001**

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## DOCUMENT REVISION HISTORY

Any changes to this document must be signed off by ITF senior management. No changes shall be made without prior approval.

Version	Author	Status	Issue date
01.00	RD	For issue	06/09/2016

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 measures contained within this document provide recommended guidelines. Where additional security measures, over and above those set out in this document, are warranted to address specific security risks they must be fully implemented. Details or information contained in this document do not overrule domestic laws 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 should act as the key point of contact for all matters relating to the security of the event.
3. The Event Security Manager should complete an Event Security Plan, for every tournament/venue, using the template provided by the ITF. 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. The Event Security Plan can apply to multiple tournaments/events taking place at the same venue over a period of up to three months<sup>1</sup>, subject to the security environment and approval from the ITF.
4. The Event Security Plan must be based on the security guidelines contained within this document, and supplemented to address any specific threats/risks identified that could impact the event. This plan must be made available, in its full form, if requested by the ITF.
5. In the event that the Event Security Plan is reviewed by the ITF and found to fall below the standards required, the ITF will request that the document is redrafted until it meets the minimum standards.
6. The Event Security Manager must provide players and officials with guidance about the local security threat, security requirements, places and practices to avoid, and security-related local customs (where applicable). This should be provided as part of the tournament/event factsheet, or as a verbal brief to all persons, prior to the event commencing.
7. 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 that may arise.
8. The use of venue security guards provides a security response capability and a visible deterrent to potential adversaries. The Event Security Manager, in consultation with the venue, should assess the requirement for the use of security guards at the event venue. This assessment should be based on the security environment, local norms, and in conjunction with venue representatives.

## 3 ACCESS CONTROL

1. The Event Security Manager, with oversight from the National Association, should ensure that access to the tournament 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.) should be controlled by a member of security personnel.
3. It is recommended, where practicable, the venue should be enclosed within a perimeter fence line that ensures access can be easily controlled.

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<sup>1</sup> For permanent ITF events (such as development training camps) the Event Security Plan is subject to annual review, dependent on the security environment and approval 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 tournament venue(s) is undertaken in a safe, secure, and appropriate manner - proportionate with local standards.

## 6 SECURITY ESCALATION

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

## 7 ACCOMMODATION 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 threat environment and profile of the tournament/event participants.
2. The security measures at tournament accommodation, where applicable, must be assessed prior to the tournament 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 tournament accommodation is of a suitable standard.
3. It is recommended, where practicable, that all tournament/event 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 tournament/event, and to establish the level of support provided by local/national law enforcement during the tournament/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 tournament is taking place.
3. The Event Security Manager, in consultation with the National Association/event organiser, must ensure they have considered how incidents or crises would impact the tournament. 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 a tournament/event. Plans must include event venue evacuation arrangements, as a minimum.
4. The Event Security Manager must assume responsibility as the tournament/event crisis management team leader, this should be communicated clearly to the National Association/event organiser prior to the tournament/event commencing. Other personnel required to implement crisis management plans in the event of an emergency at the venue must be identified and notified of their responsibilities, by the Event Security Manager. A briefing should be provided and plans rehearsed to ensure that all stakeholders are well versed in the plan and their role within it.