

**2011 USTA/ITA REGIONAL
HOST SITE APPLICATION FORM
DIVISION I**

This completed form (both sides) must be sent to your Region Chair, as well as to the ITA office, along with the signed "Letter of Agreement" no later than November 15, 2010.

Please Print Clearly, Complete and Return all three pages

Name of Tournament Director: _____ **Division:** _____ **M/W:** _____

School: _____ **Phone:** _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

I would like to host the ITA REGIONAL CHAMPIONSHIP, presently hosted at: (also include ITA Region name)

I would like to host an ITA Regional Tournament for (Men, Women or M&W): _____

I would like to schedule this tournament from (dates): _____ **to** _____ **2011.**

ABOUT YOUR ITA TOURNAMENT TENNIS FACILITIES

I plan to host the tournament (check one): **Indoors** _____ **Outdoors** _____

of Indoor Courts _____ **# of Outdoor Courts** _____

Court Configuration _____

Location of Courts (check one): **On Campus** _____ **Off Campus** _____

If Off Campus, please specify location & distance from campus:

of Practice Courts _____ **Location of Practice Courts** _____

of Back-Up Courts _____ **Location of Back-Up Courts** _____

Court Rental Fees (\$/hr and estimated total cost): _____

Hours Courts are Available During Tournament: _____

If you would like to provide additional information, please include with your other materials and fax back.

*Please Complete Pages 1-3 & Fax to Both the ITA at 609-497-9586, and your Regional Chair
By November 15, 2010.*

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GENERAL INFORMATION

Anticipated Draw Size: _____

Racquet Stringing Service & Proximity to Courts: _____

Emergency Medical Facilities On/Off Site: _____

Emergency Medical Procedures: _____

Availability of USTA Officials: _____

Spectators Seating: _____

Tournament Hotel/Rate: _____ \$ _____

Area Restaurants (within 5 mile radius of courts): _____

Sports Photographer: _____

Administrative Support (Secretarial/Clerical/Volunteer/Tournament Desk): _____

SPORTS INFORMATION/MEDIA SUPPORT

(Name of College Paper & Sports Editor; Local Papers & Sports Contacts: Clipping Service, etc.)

College Paper: _____ Sports Editor: _____

Local Papers: _____

Sports Contacts: _____

Clipping Service: _____

TOURNAMENT DIRECTOR EXPERIENCE

Please list tournaments directed, number of players, experience with sponsored events (etc..)

1. _____

2. _____

3. _____

4. _____

ADDITIONAL INFORMATION

PLEASE FAX BACK THIS APPLICATION TO 609-497-9586 and also to your regional chair

PLEASE FAX THIS SIGNED FORM TO 609-497-9586 BY November 15, 2010

**2011 USTA/ITA REGIONAL CHAMPIONSHIPS
DIVISION I**

Letter of Agreement

I, _____ (your name), agree to serve as the Division I **Men's/Women's** (please circle one) ITA Regional Tournament Director for the event to be hosted at _____ (site name). I understand the host site responsibilities detailed below and agree to fulfill all of these obligations:

1. To administer the tournament according to the guidelines set forth by the ITA. (The ITA will provide a Tournament Director handbook to the host upon acceptance as host site.)
2. To provide adequate number of tournament courts and practice courts for the participants, to arrange for proper maintenance of courts prior to and during the event, and to make arrangements for suitable back-up courts should conditions warrant.
3. To help conduct the tournament selection, draw, and seeding according to official ITA tournament procedures. (This is the primary responsibility of the Regional Chair and Committee). I understand that the cost of administering the conference call to determine this information is a tournament expense.
4. To help schedule a pre-tournament coaches meeting, in consultation with the Regional Chair.
5. To provide the ITA with a minimum of \$1,000 for the host site fee, payable not later than one week after the conclusion of the final round. The ITA will pay directly for the trophies and event t-shirts for main draw players.
6. To provide the ITA with a copy of the host site's "certificate of (liability) insurance" naming the ITA and USTA as additionally insured. If the host site is unable to provide this, the ITA may be able to help but the host site remains responsible for the cost of this coverage. If the ITA office does not receive a certificate of insurance two weeks prior to the start of your regional championship, the ITA will take out insurance for the event and the host site will be responsible for this expense.
7. To provide the ITA office with all reports, draw sheets, photos, and news clippings by requested due dates.
8. To insure that the tournament is officiated by at least **two** certified USTA officials, according to ITA Rules.
9. To provide emergency medical care at the courts by a certified medical trainer, with access to a physician for consultation on serious medical incidents.
10. To offer tournament hospitality (i.e., light refreshments, beverages, etc.) to participating players and coaches.
11. To make available racquet stringing services during the tournament.
12. To implement the online entry registration system as defined by the ITA.

Tournament Dates: _____

Tournament Site: (Please provide address if other than school)

AGREED TO AND ACCEPTED BY

Tournament Director (Signature)

Institution Rep.(AD) or Executive Management (Signature)

Please Print Name & Title

Please Print Name & Title

Host Institution/Site

Host Institution/Site

Date

Date