

# 2012 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 30, 2011.

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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 USTA/ITA REGIONAL CHAMPIONSHIP, presently hosted at: (also include ITA Region name)

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

I would like to schedule this tournament from (dates): \_\_\_\_\_ to \_\_\_\_\_ 2012.

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## 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:

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# 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 30, 2011.*

# 2012 USTA/ITA REGIONAL HOST SITE APPLICATION - DIVISION I

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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 30, 2011**

**2012 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 and to meet all deadlines. (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 \$10 per entry as an administrative fee, payable not later than one week after the conclusion of the final round. Note: entry fees have been increased \$10 to cover this expense.
7. 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.
8. To provide the ITA office with all reports, draw sheets, photos, and news clippings by requested due dates.
9. To insure that the tournament is officiated by at least **two** certified USTA officials, according to ITA Rules. There must be 1 official for every 3 courts for qualifying and main draw events. Consolation is strongly recommended to follow this guideline.
10. To provide emergency medical care at the courts by a certified medical trainer, with access to a physician for consultation on serious medical incidents.
11. To offer tournament hospitality (i.e., light refreshments, beverages, etc.) to participating players and coaches.
12. To make available racquet stringing services during the tournament.
13. To implement the online entry registration system as defined by the ITA (if applicable).

**Tournament Dates:** \_\_\_\_\_

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

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**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