



NORTH CYPRUS TENNIS FEDERATION
13+SENIOR COMPETITION INSTRUCTION
25 JANUARY 2023

NORTH CYPRUS TENNIS FEDERATION 13+ SENIOR COMPETITION INSTRUCTION

1- PURPOSE AND OWNERSHIP OF COMPETITIONS

This instruction were born in 2023 due to the need to combine the Welcome to Tennis and Senior categories, and will be regulates the way of play in the new named “13+Senior Tennis Tournament” competitions, which to be played in North Cyprus.

The aim of the North Cyprus 13+Senior Competition Instruction is to gather the 13+Senior Tennis Players and Clubs in various cities of North Cyprus in a competition and competitive environment and improvement socialising among tennis players.

The ownership of the competitions and all kind of sponsorship rights belong to the North Cyprus Tennis Federation. When deemed appropriate, the NCTF may transfer this right to private or legal persons in partially or in completely, provided that it remains in control, and shall make the amendment it deems necessary in the instruction.

2- DEFINITIONS

In this instruction;

The North Cyprus Tennis Federation:NCTF

International Tennis Federation :ITF,

Türkiye Tennis Federation : TTF (ben ekledim talimatta geçer madde 4)

Central Arbitration Committee; CAC

Senior Committee

Organiser Club: Referred to as the Organiser.

3- SCOPE

13+Senior tennis competitions are classified as follows:

- a) Point Earning Tournaments: These are the tournaments that Clubs can apply according to the criteria determined by the NCTF Senior Committee.
- b) Without Point Earning Tournaments: These are open, closed or invited (partially open) tournaments to be organized by individuals, institutions or organizations. Applications for these tournaments are evaluated by the NCTF.

4- RULES FOR JOINING THE CATEGORY FOR THE FIRST TIME

All competitions defined above and within the scope of this regulation are held within the rules set in this regulation. The relevant regulations of the NCTF, TTF, ITF Senior and ITF, the recommendations of the Senior Committee and the resolutions

of the NCTF Executive Committee are valid, respectively, in matters that the regulation does not directly refer to.

- 13+ players who want to participate in this category must not have played in any licensed tournament in the past 5 years. Regardless of the year, players who previously played in the senior category (30+) can be included in the category.
- Players who will participate in all 13+Senior tennis tournaments throughout the North Cyprus must register via the e-kktf system, the official tournament notification site of the NCTF.
- There is a license/visa requirement in these tournaments. However no medical report required.
- All players sign the health form prepared by KKTF before each tournament and take their own responsibility.
- Players who will participate in NCTF tournaments are deemed to have accepted this competition instruction and that they have to act in accordance with this instruction.

5- TOURNAMENT MANAGEMENT

It consists of the following items;

a) Tournament Organising Committee;

Organising Committees are established as follows and their duties are as follows: In the tournaments to be organised by the clubs, a three-person organizing committee with tennis experience is elected by the clubs. The elected Organising Committees shall be submitted for the approval of the Federation. The organizing committees are responsible for the administrative affairs of the tournaments organized by the clubs and the chief referee is responsible for the technical affairs.

The tournament organising committee, consisting of a chairman and two members, who are responsible for the administrative affairs of the tournament (ball supply, medal supply, trophy supply, keeping the referees' diaries, ensuring that the courts are ready at the time requested by the chief referee, making decisions with the chief referee in case of possible weather opposition, etc.), must be submitted in writing to the Federation separately for each tournament. The decisions of both the organising committee and the chief referee are final.

b) Chief Referee;

The Chief Referees of all tournaments are appointed by the NCTF Central Referee Board. The Chief Referee is solely responsible for matters relating to the conduct of the tournament. It makes the necessary warnings to the tournament director or other authorities that it deems appropriate in order to meet the tournament organization conditions. Arranges and announces the draws and daily competition schedules and the starting times of the competitions, administers the match referees and observer referees, makes the necessary decisions according to the NCTF and ITF rules, The referee prepares a report about the tournament, and may stop and postpone the matches in case of dark and/or unsuitable weather conditions.

Duties of the Chief Referee:

- a) It enters the tournament results and the match schedule to be played the next day into the e-kktf system on a daily basis.
- b) Coordinates with the clubs to prepare the tournament environment and ensure that the clubs comply with the commitments related to the tournament by coordinating with the club tournament organisation committee .
- c) It applies the sanctions in the "Tournament Rules of Play" document, such as removing the spectators who are outraged or disrupting the tournament order, giving a point penalty to the player who caused the incident, concluding the match against the player who caused the incident if the rule is not fulfilled, notifies the players at the tournament venue, and writes in the report.
- d) Prepares the general report of the tournament, indicates whether the club complies with the conditions related to the organisation of the tournament, attaches the objections and administrative sanction minutes to the report then submits to NCTF.
- e) The chief referee can not participate part as a player in the tournaments he/she conducts.

6- PRESENCE OF REFEREE IN TOURNAMENTS

The authority to appoint observers or chair umpire for matches belongs to the NCTF. Even if the two parties mutually agree, they can not appoint any person as the chair umpire without the approval of the chief referee.

7- OBSERVER REFEREE

Oynanan maçları kortlar arasında dışarıdan dolaşarak sürekli izleyen, gerektiği takdirde belli süre kort hakemliği yapan hakemlerdir. Korta girerek maçı yönetmeye kendileri karar verebilecekleri gibi, turnuva başhakeminin bu yöndeki talebini de yerine getirirler. Kortta kalacakları süreyi kendileri tayin eder. Kort içinde kuleye çıkma zorunlulukları yoktur. Aynı maç esnasında korta birkaç defa girip çıkabilirler. Oyuncuların talebi olsa bile sadece bir maçta kalamazlar. Gözlemci hakem görev aldığı turnuvalarda oyuncu olarak yer alamaz.

They are the referees who constantly watch the matches played by walking around the courts from the outside and who act as court referees for a certain period of time if necessary. They can decide to manage the match by entering the court and fulfill the request of the chief referee of the tournament in this direction. They determine the duration of their stay on the court. They don't have any oblige to go up to the tower as a chair umpire during the match. They can enter and exit the court several times during the same match. Even if the players have demands, they can not stay in just one match. An observer referee can not participate as a player in the tournaments in which he/she is appointed.

8- TOURNAMENT ENTRY FEES

Tournament Entry Fees will be announced on the KKTF website at the beginning of each year. Clubs cannot set a higher price than the fees published on the NCTF site. Clubs make every effort to ensure that payments can also be made by credit card. A player who has not paid the tournament entry fee cannot enter the court. The Tournament Organising Committee is responsible for this. Those who owe a participation fee will not be registered for the next tournament.

9- TOURNAMENT MANAGEMENT FEES

The fees of the Chief Referee and referees appointed by the NCTF will be determined by the Central Arbitration Committee CAC in every year. In all series, the Chief Referee and the referees' lunch, dinner and beverage needs during the tournament are provided by the Club. Clubs take care that the food is of a reasonable quantity and quality and that the service is available as long as the referees are on duty.

10- PARTICIPATION PAYMENTS

Tournament participation fees are collected by the Club. The chief referee and the observer referees are not allowed to collect participation fees.

11- HOW A PLAYER REGISTERS FOR THE TOURNAMENT AND LIMITATIONS

TRNC citizenship is not must for participation of the tournaments.

A player can participate in up to 3 of the 1 singles, doubles or mixed doubles category in all tournaments. Other than these 3 categories and more participation is not allowed. A player can participate in a maximum of one tournament in the same week.

Players who participate in the tournament in one or more categories are deemed to have agreed to play as many matches on the same day as the category in which they participated.

12- IF THE PLAYER DOES NOT PARTICIPATE IN THE TOURNAMENT

If any player does not participate in the tournament, this player is relegated from his/her current group to a group is in one tier below.

13- SINGLES CATEGORY

- a) The singles category consists of at least 4 players.
 - a. In the case of 4 or 5 players, matches are played with a single group Round-Rubin system,
 - b. In the case of 6 or more players, matches are played by dividing the players into at least 2 groups.
- b) Players who register for the tournament are divided into groups of 8, if possible, based on their ranking
- c) Players who are divided into 8 are divided into 2 groups as 4 among themselves. The distribution of players to groups of 4 is determined

by draw.

- d) For example, the distribution of the top 8 players:
- i. One of the players No.1 or 2 takes place is in group A and the other in group B by draw
 - ii. One of the players No.3 or 4 takes place is in group A and the other in group B by draw
 - iii. One of the players No.5 or 6 takes place is in group A and the other in group B by draw
 - iv. One of the players No.7 or 8 takes place is in group A and the other in group B by draw
 - v. In case of participation of 6 or 7 players, groups are formed as 3 on 3 or 4 on 3.

Stage 1: Each player plays 3 matches in their group to determine their in-group ranking. The winner of the match earns 2 points, and the loser earns 1 point. A player who does not play a match does not receive points. In case of equal points of 2 players, the match played between the players is considered. In case of equal points between 3 or more players, the match, set and game averages are considered respectively.

Stage 2: According to the order determined after the matches played in the groups:

1st place match between 1st place in Group A vs 1st place in Group B,
3rd place match between 2nd place in Group A vs 2nd place in Group B,
5th place match between 3rd place in Group A vs 3rd place in Group B,
7th place match between 4th place in Group A vs 4th place in Group B and the tournament is completed.

This method apply to all groups that participate in the tournament.

All matches are played with an advantage over three sets. If the sets are one-to-one, a 10-point Match Tie break is played instead of the third set.

14- MATCH OFFER IN THE NON-TOURNAMENT SINGLES CATEGORY

Players can challenge to other players in order to improve their rankings outside the tournament dates. Therefore;

- a) The matches are played on/off the NCTF courts to be determined by the players' mutual agreement and no referee will be assigned to the matches.
- b) Challenges can be made to players up to 5 places higher.
- c) The person who makes the challenge, communicates in writing and/or verbally with the player to whom the challenge is made. The day(s), time(s) and court(s) appropriate for both persons are determined. The person who receives the challenge must declare the day and time with at least 2 options. One of the two options should definitely be outside of working hours. Neither option can be on the same day. This communication is made verbally or in writing. The process should be carried out in good faith and with the aim of playing tennis. The person who makes the challenge must inform the NCTF Administration in writing at least 3 days before the agreed match day. If the weather conditions are not suitable at the agreed time, the parties set a new day and time to play among

themselves within a week. Matches that are not played within 21 days due to weather conditions will be removed from the list. Match balls are provided by the player who made challenge. Tennis Balls must be new and unopened box as described at this instruction in article 20.

- d) If the player who receives the challenge does not provide a positive response to the challenge within 3 days; is deemed to be defeated and the necessary ranking changes are made.
- e) Accepted matches must be played within 10 days from the date of the challenge. In case of excuse, it will be postponed at most once and the postponed match must be played within 5 days. If the match is not played within 15 days, which is the total time stated above, there is no postponement or cancellation. The W/O rule applies.
- f) Matches are played over three sets with decision points. If the sets are one-to-one, a 10-point Tie break is played instead of the third set.
- g) The result of the match must notify to the NCTF Administration within 2 days by the person who received the challenge.
- h) If the challenger wins, he/she gets the ranking place of the player he/she defeated. If he/she is defeated remains in same place.
- i) When the player who was challenged loses the match, he falls back one row from the row he was in and the sliding process continues until the challenger's row number.
- j) If one of the players can not come to the match with or without an excuse, he/she will be deemed to have played the match and lost.
- k) The player who makes a match with the top rank player should then wait for the challenge offer from the players from lower rank and plays the match with the player who rank is lower than him/her. The player who played a match with the top rank player and received a challenge from the bottom within 2 days can not refuse this offer. The person waits for 2 days for any challenge from the bottom, but if the challenge does not come, he/she can offer a challenge to the top. Can only be challenged once a month to the same player.
- l) Players below the rank of a (Passive) player who will not be able to play for a month or more due to injury or a valid excuse, can make a challenge by skipping that player to the top. The rank of the player making excuses continues to slide down; however, the player who made an excuse has the right to offer a match to the player in the ranking at the time he left the list when he starts the matches (Only once).
- m) The player in the first place in the ranking automatically moves to the second place if he/she is passive.

PLAYERS ENTERING THE CATEGORY FOR THE FIRST TIME:

The player who enters the category for the first time can offer a match to a player from anywhere in the list (except for the first 8 players) on a one-time basis. If he wins, he will be ranked by the losing player. The losing player falls back one row the row he/she

was in. If the player who offered the match loses the match, he/she will be added to the bottom of the list.

15- DOUBLES AND MIX CATEGORY

- a) The draws of tournaments are drawn by the Chief Referee, accompanied by the observer referee and/or two players participating in the tournament, if present.
- b) Tournaments are held with the participation of at least 4 teams.
 - b. In case of participation of 4 or 5 teams, matches are played with a single group Round-Rubin system,
 - c. In case of participation of 6 or more teams, the matches are played in at least 2 groups.
- c) The teams that register for the tournament are divided into groups of 8 based on the total points and overall classification ranking of the players. The ranking of players who are not in the singles classification is calculated as one more than the end of the list. In case of a point tie, the team with the top male/female player in the singles classification is written in the top position.
- d) Teams who are divided into 8 are divided into 2 groups as 4 among themselves. The distribution of teams to groups of 4 is determined by draw.

e) For example, the distribution of the top 8 teams:

One of the teams No.1 or 2 takes place is in group A and the other in group B by draw
One of the teams No.3 or 4 takes place is in group A and the other in group B by draw
One of the teams No.5 or 6 takes place is in group A and the other in group B by draw
One of the teams No.7 or 8 takes place is in group A and the other in group B by draw
In case of participation of 6 or 7 teams, groups are formed as 3 on 3 or 4 on 3.

Stage 1: Each team plays 3 matches in their group to determine their in-group ranking. The winner of the match earns 2 points, and the loser earns 1 point. A team who does not play a match does not receive points. In case of equal points of 2 teams, the match played between the teams is considered. In case of equal points between 3 or more teams, the match, set and game averages are considered respectively.

Stage 2: According to the order after the matches played in the groups:

1st place match between 1st place in Group A vs 1st place in Group B,
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5th place match between 3rd place in Group A vs 3rd place in Group B,
7th place match between 4th place in Group A vs 4th place in Group B and the tournament is completed.

This method apply to all groups that participate in the tournament.

All matches are played with an advantage over three sets. If the sets are one-to-one, a 10-point Match Tie break is played instead of the third set.

No points will be awarded to players at the end of doubles matches, and players will

only be ranked according to singles matches.

16- GROUP CHANGE AT THE END OF TOURNAMENTS

In Singles Categories: At the end of each tournament, the last 2 players in their group are relegated to a lower group. The top 2 players in the lower group move to the upper group.

17- DAY AND TIME INFORMATION

Players are obliged to follow their matches on e-kktf. The schedule of the matches to be played the next day is announced on e-kktf at the latest one day before.

18- OUT-OF-TOURNAMENT – CASES OF FORFEIT

- a) From the announced time of the match, the player must be on the court ready for the match within 15 (fifteen) minutes at the latest. In points tournaments, no excuses will be accepted for those residing outside the city where the tournament is played, including compelling reasons for the player's transportation to the city where the tournament is played.
The player is obliged to be in the city where the tournament is played during the tournament and to play at the time deemed appropriate by the Chief Referee.
- b) The player whose match time has been delayed must be on the court ready for the match within 10 (ten) minutes from the announcement of the Chief Referee "go to the match".
- c) In the case of matches that have been stopped due to weather conditions, technical problems, etc., the tournament area cannot be abandoned unless the match is postponed to another day by the decisions of the Chief Referee.
- d) All tournament matches must be played on the courts of the organiser club. The referee does not have the authority to play the match elsewhere, and players who are not present at the place and time of announcement will be W/O.
- e) Players whose W/O or withdraw from the tournament after registered and participated in the draw must pay the tournament participation fee.
- f) Each player is obliged to make the necessary effort to finish and win the match he started. If this is avoided, the player may be disqualified and penalized by the decision of the Chief Referee.

19- COURTS

Matches of each category will be played on previously announced courts with the same surface.

20- BALLS

All tournaments will be played with ATP or ITF approved brand or brands. The organising club is required to open a box of new balls for each match in all tournaments.ÖDÜLLER

21- AWARDS

Trophies are awarded by the tournament organising Club to the 1st and 2nd of the All Singles/Doubles/Mixed Doubles categories.

In all tournaments, the Organiser may award players, including prize money. There is no restriction on this. The permissions to be obtained from the necessary authorities for the prizes to be given by the raffle belong to the organiser club and NCTF is not responsible in any way.

22- DISCIPLINARY PROVISIONS

In this case, the NCTF disciplinary regulations are taken as a basis.

- a. At the tournament venue; Those who swear or say bad words to themselves, their opponents, the referee and the spectators, in or out of the match,
- b. Those who act obscene and shameful,
- c. Those who verbally abuses,
- d. Those who commit bodily aggression are directly expelled by the chief referee.

The player who is expelled from above acts can not receive points from any category and is referred to the NCTF Disciplinary Board.

Each player is obliged to treat his opponent, referees and spectators with respect within the understanding of "fair play";

- Slow down or stop the game outside the rules of the game,
- Deliberately try to annoy the opponent,
- Violate the "rules of the game without a referee"
- Constantly abuse a game without a referee in his favor,
- Take a rest at an inappropriate time or to take toilet and injury breaks outside the rules of the game in order to change the flow of the match,
- Getting the work of the referee and the Chief Referee difficult, trying to mislead, constantly objecting, etc. behaviors.

All these acts will be carefully considered by the referee and the referees, and if necessary and according to the manner in which the incident occurred, they will be able to make the decisions of "warning", "point penalty" and "disqualification" in the repetition, respectively or taking into account the seriousness of the defect, directly and at once.

23- ENFORCEMENT

This instruction enters into force on the date of its publication.

24- EXECUTION

The provisions of this instruction are executed by the NCTF President.

25- CLOSING

This instruction consists of 10 pages and 25 articles, including the cover page.