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CODE OF CONDUCT

INTEGRITY. FAIRNESS. RESPECT.

Introduction

All OTA sanctioned tournaments are governed by the rules of tennis as described in the latest edition of the "Rules of the Court". It represents a thorough and up-to-date compilation of the rules of the game, tournament regulations and officiating guidelines. The OTA Code of Conduct pertains to all OTA sanctioned tournaments, as well as to players who represent Ontario at higher-level events within and outside the province. It is a valid reference for all games of tennis whether played competitively or recreationally. Every player is responsible for knowing and understanding its contents.

The OTA Player Development Committee has recently updated its Code of Conduct. Everyone who has been involved in this edition has done so for the betterment of the competitive environment of our sport.

This publication includes sections on Definitions, the Code of Conduct, Suspension Points, Disciplinary Procedures as well as a Summary of General Tournament Regulations. It has been written in an effort to enhance, clarify and interpret many aspects of the Code of Conduct. In order to effectively administer and monitor the Code of Conduct, players, their supporters, tournament organizers, sport administrators, umpires, other officials, and volunteers should be well versed in its meaning. If further clarifications are required, please contact the OTA office.

Kartik Vyas
Provincial Coach

Elaine Yuen
Events Manager

Tony Cho
Officiating Administrator



Section I - Definitions

1. Ontario Tennis Association (OTA)

The OTA is Ontario's provincial sport governing body for tennis. It exists to encourage broader participation in the game of tennis and to ensure that the programs, services and structures are in place to allow all players to reach a level of competence consistent with their ability and desire.

2. Tennis Canada

Tennis Canada is the national sport governing body for tennis.

3. OTA Discipline Committee

The OTA Discipline Committee consists of the OTA Provincial Coach, OTA Events Manager, and the OTA Officiating Administrator. The Discipline Committee is responsible for handing out any penalties associated with any incidents occurring at OTA sanctioned tournaments.

4. OTA Appeals Committee

The OTA Appeals Committee consists of the OTA Executive Director, Vice-President of Player Development and a third individual that will be appointed by the OTA Executive Director. The Appeals Committee will be responsible for the hearing of any appeals of the penalties handed out by the Discipline Committee.

5. The Rules of the Court

The "Rules of the Court" (latest edition) is the guidebook published by Tennis Canada that provides up-to-date rules and regulations for the game of tennis along with detailed information regarding the operation of tournaments. It is the official rulebook for all Tennis Canada and Ontario Tennis Association (OTA) sanctioned tournaments. Besides the rules, it includes officiating guidelines and the ethical Code for playing without officials. It cites the International Tennis Federation (ITF), Association of Tennis Professionals (ATP) Tour and Women's Tennis Association (WTA) Tour as sources. Wording for the OTA Code of Conduct is drawn primarily from the "Rules of the Court".

6. Designated Tournament Official

The Designated Tournament Official is responsible for assessing all infractions of the Code of Conduct, including the Point Penalty system for on-court infractions, and following up on the Tournament Code Violation Report, which is used for all off-court infractions as well. The Designated Tournament Official may be the Tournament Director, Chairperson, Referee, Chair Umpire or Roving Umpire. A Designated Tournament Official may assign his/her duties to the Court Monitor.

6. a. Court Monitor

A Court Monitor is a person who has been requested to assist at an unofficiated match because perceived unsportsmanlike behaviour has created an unfair environment. The role of the Court Monitor is primarily to judge line calls and keep record of the score. The Court Monitor also reports behavioural problems to the Designated Tournament Official who assesses Code Violations.

7. Precincts of the Tournament Site

The precincts of a tournament site will include the host club, all hotels used for the tournament, official transportation vehicles, parking areas, fields, etc.

8. Supporters

Supporters are defined as the coaches, parents, other family members, or any spectators who are present at a match specifically on behalf of one of the participants in any given match.

9. Code of Conduct

The Code of Conduct describes the general rules of conduct that apply to each participant including players, their coaches, parents, officials and tournament organizers of OTA sanctioned events.

It states that all players, their supporters, and officials have a duty to encourage and maintain the highest standards of fair play which includes respect for oneself, fellow competitors, officials, coaches, volunteers, spectators, as well as the rules and etiquette of the game.

9. a. Code Violation

Any violation of the Code of Conduct is referred to as a Code Violation.

9. b. Point Penalty Schedule

The Point Penalty schedule is used for Code Violations during match play. The Designated Tournament Official may award an immediate default without following the Point Penalty Schedule if he/she deems it necessary.

First Offence ...	Point Penalty
Second Offence ...	Game Penalty
Subsequent Offences...	Game Penalty or Default

9. c. Tournament Code Violation Report

Tournament Code Violation Reports are to be completed and submitted to the OTA following each event. They are the cornerstone of a reporting and management system for Code Violations during tournaments, whether on or off the court. Code Violations, as reported to the OTA by the Designated Tournament Official, may carry suspension points and result in disciplinary action.

9. d. Incident Report

An Incident Report will be completed by the Designated Tournament Official when there is an incident involving any Players or Supporters during an event. The Incident Report may carry suspension points and result in disciplinary action.

9. e. Suspension Points

Code Violations may result in suspension points that, when accumulated to a certain level, result in automatic suspensions. Some Code Violations result in immediate suspension from the OTA competitive structure, as well as any Tennis Canada or ITF sanctioned events.

Section II - Code of Conduct

All players, their supporters, and officials have a duty to encourage and maintain the highest standards of sportsmanship, courtesy and fair play, and are under an obligation to avoid all conduct, acts or practices, which are perceived to be detrimental to the integrity of the Game. Such acts include, but are not limited to the following subsections. The Point Penalty schedule, as set out in the Definitions section, is for Code Violations by players during match play. Parents, coaches and other supporters who violate sections of the Code of Conduct may be subject to removal from the tournament site, and failure to comply with such an order risk immediate default of the player they are representing (as in Section II-10, under Coaching and Parental Interference). Tournament Code Violation Reports and Incident Reports document all Code Violations and incidents that take place at the Precincts of the Tournament Site, as follows:

1. Fair Play

Players shall call all balls, double bounces, and foul shots, fairly and honestly as described in the latest edition of the "Rules of the Court" and adhere to the Code for playing without a chair umpire. This includes calling out the score after every point, using score cards when provided, and making out calls loudly or sufficiently visible so one's opponent is aware of the call, etc.

Line calls must be made so that one does not have a second chance to win the point. That is, the call is to be made before one's own next shot lands out, bounces twice, goes into the net or hits a permanent fixture.

Over-rules on Line Calls

At the discretion of the Designated Tournament Official, a player may be coded for flagrantly incorrect line calls. If a player is blatantly egregious in his/her line calls, they may be defaulted from the match and cited to Conduct Contrary to the Integrity of the Game.

2. Abuse of Balls

Players shall not violently, dangerously or with anger hit, kick or throw a tennis ball while on the grounds of the tournament site except in the reasonable pursuit of a point during a match (including warm-up). For purposes of this rule, abuse of balls is defined as intentionally or recklessly hitting a ball out of the enclosure of the court, hitting a ball dangerously within the court or hitting a ball with disregard of the consequences.

3. Abuse of Equipment

Players, and their supporters, shall not violently, dangerously or with anger hit, kick or throw a racquet or other equipment within the precincts of the tournament site. For the purposes of this rule, abuse of racquets or equipment is defined as intentionally, dangerously and violently destroying or damaging racquets or equipment or intentionally or violently hitting the net, court, umpire's chair or other fixture out of anger or frustration.

4. Physical Abuse

Players, and their supporters, shall not at any time physically abuse any official, opponent, spectator or other person within the precincts of the tournament site. For

purposes of this rule, physical abuse refers to the unauthorized touching of another person.

5. Verbal Abuse

Players, and their supporters, shall not at any time verbally abuse any official, opponent, spectator or other person within the precincts of the tournament site. Verbal abuse is defined as any statement directed at another person that implies dishonesty or is derogatory, insulting or otherwise abusive.

6. Audible Obscenity

Players, and their supporters, shall not use audible obscenities while on-site. An audible obscenity is defined as the use of words commonly known and understood to be profane and uttered clearly and loudly enough to be heard.

7. Visible Obscenity

Players, and their supporters, shall not make obscene gestures while on-site. A visible obscenity is defined as the making of a sign with one's hands and/or racquet or balls that commonly have an obscene meaning.

8. Unreasonable Delays

Continuous Play / Delay of Game. Following the expiration of the warm-up period, play shall be continuous. A player shall not unreasonably delay a match for any cause (see also, Rest Periods):

1. A maximum of 25 seconds shall elapse from the moment the ball goes out of play at the end of the point until the Server tosses the ball in the act of serving the next point. If such serve is a fault, then the second serve must be struck by the Server without delay.
2. Changeover. When changing ends, a maximum of 90 seconds shall elapse from the moment the ball goes out of play at the end of the game until the Server tosses the ball in the act of serving the next game. If such serve is a fault, then the second serve must be struck by the Server without delay.
3. Set Break. At the end of a set, a maximum of two minutes shall elapse from the moment the ball goes out of play at the end of the game until the Server tosses the ball in the act of serving the first serve of the next game. If such serve is a fault, then the second serve must be struck by the Server without delay.
4. The Receiver shall play to the reasonable pace of the Server. The Receiver may be given a "Time" Violation for unduly delaying the Server or a Code Violation if the Chair Umpire deems "gamesmanship" as the reason for the delay.

Time Violations (violations of the previous four points) shall be penalized one time by a warning, and then each subsequent violation shall be penalized by the assessment of a point penalty. Only one Time Violation can be assessed during a single point, if a second infraction occurs it is an automatic Code Violation. It should be noted that Time Violations **do not** form part of the three-step Point Penalty schedule for Code Violations.

9. Failure to Give Best Effort

All players shall use their best efforts during matches when competing in a tournament.

10. Coaching and Supporters Interference

Players shall not receive coaching during a tournament match, except from an on-court coach during end changes in team events where explicitly allowed in advance. Communications of any kind, audible or visible, between a player and a third party shall be construed as coaching. This includes messages sent to players via handwriting or electronic devices. Coaches and supporters on-site are prohibited from:

1. Using an audible obscenity or making obscene gestures of any kind.
2. Abusing any official, opponent, spectator or other person, verbally or physically.
3. Engaging in conduct contrary to the integrity of the Game.

In circumstances that are flagrant and particularly injurious to the success of a tournament, the Designated Tournament Official shall have the authority to relocate the position of a supporter or order the supporter to be removed from the precincts of the tournament site. Upon the failure to comply with such an order, an immediate default of the player may be declared. Players may also be penalized through the Point Penalty Schedule for the coaching/behavior of their supporters.

11. Unsportsmanlike Conduct

Players, and their supporters, shall at all times conduct themselves in a sportsmanlike manner and give due regard to the authority of officials and the rights of opponents, spectators and others. Unsportsmanlike conduct is defined as any misconduct that is clearly abusive or detrimental to the success of a Tournament, and/or the sport. In addition, unsportsmanlike conduct shall include, but not be limited to, the giving, making, issuing, authorizing or endorsing any public statement having, or designed to have, an effect prejudicial or detrimental to the best interest of the Tournament and/or the officiating thereof.

12. Improper Attire

All players shall dress and present themselves for play, from the moment they enter the court, in proper attire as designated by the Designated Tournament Official and/or the regulations of the host club. A player who violates this section may be ordered by the Designated Tournament Official to change his attire immediately. Failure of a player to comply with such order may result in an immediate default. At Ontario Provincial Championships proper attire includes collared (or other previously approved) tennis tops, proper tennis shorts, skirts or dresses, as well as approved tennis shoes. It does not include t-shirts, sports bras or boxer shorts. Some host clubs may also enforce all-white clothing regulations.

13. Failing to Appear

Entering a tournament and failing to appear without adequate reason and sufficient notice will result in a default. Players who fail to appear after being placed in the draw remain liable for any entry fees associated with their place in the draw.

14. Defaulting in a Tournament

All tournaments in which a player is entered must be completed unless the player is unable to do so by reason of injury, illness or personal emergency as recognized by the Designated Tournament Official.

Medical Certificate Policy. If an injury, illness or emergency causes a player to withdraw from a tournament the following policy applies:

1. If a player is placed in the draw and withdrawal occurs prior to the first match of the event, then an alternate will be sought. If no alternate is available, the withdrawing player will remain liable for the entry fees, regardless of the circumstances leading to their withdrawal. Official written documentation, such as a medical certificate for injuries or illness, must be provided to the host club and the OTA within 3 days of the conclusion of the tournament. Failure to provide written documentation deems a player to have "entered and failed to appear", resulting in Suspension Points (see Section III).
2. If the withdrawal occurs during the tournament and a medical certificate is presented to the OTA within 3 days of the completion of the tournament, the player will retain all earned ranking points for that tournament.
3. If a medical certificate is not forwarded to the OTA within 3 days of the conclusion of the tournament, all earned ranking points for that tournament will be removed from their record.

15. Gambling

It is forbidden for a player, their supporters, or any official to associate with professional gamblers, bet, or act as a bookmaker on matches, accepting money or other consideration for losing a match or winning by a certain margin. Being a party to any payment of money, or other consideration, to another person to induce such person to lose a match or to win by a particular margin is a violation of the Code of Conduct.

16. Punctuality

Players are responsible for being ready to play when their match is called, which includes: wearing proper attire, having already used the washroom facilities, and preparation of all their equipment. A match is officially called when their court becomes available and a representative of the Designated Tournament Official in charge of play control has publicly summoned the players to go on court.

It shall be solely the player's responsibility to be dressed and ready to play when the match is called. If a player is not ready to play when his/her match is called, the following penalties will be assessed:

Late 5:00 or less: loss of toss plus 1 game
Late 5:01 – 10:00 minutes: loss of toss plus 2 games
Late 10:01 – 15:00 minutes: loss of toss plus 3 games
More than 15:00 minutes late: default

If at the end of 15 minutes following the time the match was called, a player is still not ready to play, the player forfeits the match by default.

The lateness penalty clock will be started by the Designated Tournament Official after the match is called and a court is available and he/she judges that one or both

of the players is not present or available to start the match. The Designated Tournament Official is not required to keep a court open while awaiting a player.

A player is deemed to be ready to play when he/she has checked in at the Tournament Desk, is properly clothed and equipped, and proceeds to the court without delay.

Except for a default, the Designated Tournament Official shall never assess more than a 3-game penalty for lateness.

If both players are equally late, each will be assessed the appropriate penalty. For example, if both players are 9:00 minutes late, the match will begin at 2 games all. A coin toss will be made as usual in order to determine the server and receiver and/or the choice of sides.

If both players are late but arrive at different times, the penalty accrues to each from the moment at which the penalty clock is started. For example, if player A arrives 4:00 minutes late and player B arrives 12:00 minutes late, player B loses the toss and the match commences with a score of 3 to 1 in favour of player A.

If both players are more than 15:00 minutes late the Referee will normally default both players.

In all cases, the "official clock" will be that of the Designated Tournament Official.

Designated Tournament Officials have the option to reasonably delay the calling of a match if mitigating circumstances are deemed appropriate. Such delay may only be determined prior to the match being called, after the player, or one of their representatives, has directly communicated such circumstances to the Designated Tournament Official.

17. Entering and Playing Two Tournaments

A player is not permitted to enter and play two concurrent Tennis Canada and/or OTA sanctioned tournaments, except when the qualifying of one event overlaps with the main draw of another. In such cases both Designated Tournament Officials (normally the Tournament Referees) must be informed, understand the situation and concur with making necessary arrangements. However, the Designated Tournament Officials are under no obligation to make such arrangements. The OTA Events Manager may consider written requests for exemption to this rule in unusual circumstances, prior to the entry deadlines of both events.

18. Playing in an Ineligible Category

Players may only enter and compete in tournament event categories for which they are eligible.

19. Non-Payment of Fees/Member in Good Standing

Players are required to pay all debts to host clubs, or the OTA (entry fees, team travel fees, etc.).

OTA Registered Competitors must also be in good standing with the host club. The OTA has the authority to grant sanctions to member clubs with the understanding that the member clubs will comply with Sanction guidelines as stipulated and agreed

to by the member clubs. Accordingly, the host club has the authority to stipulate that all registered OTA competitors must be in good standing with the host club. Any issues or relevant information re: this policy must be disclosed to the OTA player and the OTA in writing by the host club.

Players who are not in good standing with the host club may be barred by the host club from competing in OTA sanctioned events at the club.

20. Illegal Drugs / Alcohol

Players who are under the legal age shall not at any time within the precincts of the Tournament site possess, use or be under the influence of alcohol. The possession, or use, of illegal drugs by any player is forbidden. Penalties may also be imposed against players who are present when illegal drugs or alcohol is being used.

21. Conduct Contrary to the Integrity of the Game

Should a player or one of their supporters, at any time behave in a manner severely damaging to the reputation of the sport, they may be deemed by virtue of such behaviour to have engaged in Conduct Contrary to the Integrity of the Game.

22. Team Ontario Traveling Code

Athletes, coaches, chaperones and parents traveling as part of Team Ontario represent themselves, the province of Ontario, the OTA, their sport and community when they travel to compete in an event. Accordingly, it is important that Team Ontario representatives maintain standards of conduct that make all of us proud of our athletes and ensure families that a safe and meaningful experience will be gained by all those involved.

All athletes representing the Ontario Tennis Association, as members of Team Ontario, are required to conduct themselves in an appropriate manner and comply with the following Traveling Code. This Traveling Code is in effect from the point of departure until the athlete has returned home. Players are reminded that they have been selected and are competing for Team Ontario, not simply for themselves, so basic standards of behaviour are expected.

Infractions of the Traveling Code may result in suspension from Team Ontario and/or OTA sanctioned events, being withdrawn from the competition, being sent home early and incurring the associated expenses.

1. Athletes are not allowed to use and/or have in their possession alcoholic beverages, drugs other than those prescribed by a physician, or weapons.
2. No athlete is permitted the use of any tobacco product.
3. Appropriate behavior is mandatory. When behaviour is determined to be unacceptable by the coaches, that athlete may be withdrawn from the competition and sent home at his/her own expense. In extreme cases, suspension from the Ontario Tennis Association may occur.

Examples of inappropriate behavior include: lewd, promiscuous or offensive conduct or behavior unbecoming of an athlete representative of the team; failure to comply with the stated rules, including curfew as established by the Team Ontario coaches; any behavior or conduct in violation of any law, including the criminal code or similar statute, and any breach of this Code.

4. Responsible, orderly and reasonably quiet behavior is expected of all athletes at all times, including: while traveling on rented or public transportation, when at

the event site, in restaurants and all other public areas, within the confines of the hotel.

5. Hotel etiquette of the highest caliber is mandatory. Because hotels are resting places for all guests, the following behaviour is not acceptable: running up and down hallways, constant room to room phoning, excessive levels of noise, crank phone calls to anyone in the hotel, pranks of any nature which may result in damage to property, injury or disruption to any guests including teammates, failing to comply with hotel rules and regulations.
6. Athletes must at no times be in hotel rooms occupied by athletes of the opposite sex with closed doors. Whenever a member of the opposite sex is in your hotel room the door must be propped open.
7. All team members must respect one another's individual needs for rest and quiet times, which could vary from day to day. As a general rule for athletes, **any person requesting peace and quiet in their hotel room must be granted that request!** Your purpose for being there is to compete. Socializing is secondary.
8. Curfews, as determined by the coaching staff, are set to ensure proper rest for all athletes. These must be adhered to at all times. Failure to comply may result in an athlete being withdrawn from the competition and sent home at his/her own expense.
9. Athletes are responsible for reporting to the Team Ontario coaches other teammates' behavior that does not adhere to this Traveling Code.
10. Curfews, and all other standards of this Traveling Code, are to be followed regardless of the athlete's status within the competition, even if they have been eliminated or injured, so long as they are a member of Team Ontario at the event.
11. Infractions will be dealt with on an individual basis and action may be taken immediately or after the return of the Team.
12. All Team Ontario members must attend mandatory meetings and practices.
13. All athletes are required to give 100% effort at all times.
14. All **OTA Code of Conduct** rules apply for on-court behaviour when competing.

Section III - Suspension Points

All Code Violations, beyond the point penalty stage, carry Suspension Points as listed in the Schedule of Penalties below. This schedule also includes entry and punctuality infractions.

Schedule of Penalties

		Suspension Points
Code Violations – Game Penalty		1 point
Code Violations – Default (during a Match)		2 pts
Other		
1	Non-payment of Entry Fees	1 point & suspension until paid
2	Entering a tournament and failing to appear	2 pts
3	Playing two tournaments in the same period	
4	Playing in a category for which one is not eligible	3 pts
5	Not ready to play 15 minutes after match is called	1.5 pts
6	Appearing on court without proper attire	1 point
7	Failing to correct attire as directed	1.5 pts
8	Conduct Contrary to the Integrity of the Game	3 pts
9	Other Code Violations not mentioned above, including off-court violations	1 point

Players who accumulate three to 5.5 suspension points in a 12-month period are automatically suspended for three months from the OTA Competitive Structure, Tennis Canada and ITF events, as well as any other sanctioning body requiring Ontario players to be in "good standing" with their provincial or national association. Players receiving six or more suspension points will be suspended for a minimum of six months.

Suspension points will be removed from a Player's record at the rate of one point per month of suspension. The removal of points begins at the end of the suspension.

Section IV - Disciplinary Procedures

The following procedures apply to all OTA sanctioned tournaments. The OTA will notify Tennis Canada, and other relevant associations, of players who are under suspension.

1. Determination of a Violation

The Designated Tournament Official shall determine any breach of the Code of Conduct, which occurs at the Precincts of a Tournament Site.

2. Penalties

The Designated Tournament Official is responsible for filing a Tournament Code Violation Report, and an Incident Report if required, with the OTA within 5 business days after the completion of the tournament. The report will include copies of the draw with results. All off-court or egregious on-court violations of the Code of Conduct are to be documented separately.

Once the reports are received, the Discipline Committee will decide if any penalties will be assessed to the player and/or supporter(s).

Suspension from the OTA Competitive Structure, and affiliated bodies, occurs as outlined in the Suspension Points section. Repeat offenders or those with egregious infractions can be suspended for a year, or indefinitely, as determined by a meeting of the Disciplinary Committee.

Suspension points are eliminated from a player's record on a 12-month rollover basis, or one per month of suspension, as listed in the Schedule of Penalties.

The length of a suspension can be reduced by the OTA Appeals Committee upon appeal and cannot be deferred for any reason.

Players under suspension at the time of Team Ontario event selections are ineligible for Team selection of such events, even if the event begins after the suspension has been completed.

3. Appeal Process

Fairness, as defined by law, is the governing principle of the OTA's Appeal Process. The following guidelines shall be applied to the extent reasonable in the circumstances considering issues such as urgency and the severity of the potential sanction. The Principles of Fairness are:

- Written notice of the charges and possible consequences.
- Reasonable time to prepare a defense.
- The hearing shall be timely, accessible, and before a disinterested and impartial panel.
- Access to assistance to prepare and present one's case.
- The right to disclosure of the case against the appellant and a full opportunity to present argument to rebut the case.
- A written record of the hearing.
- A written decision, with reasons, based solely on the evidence, and delivered without delay.

- An appeals procedure and written notice of that procedure, if the charges are upheld.

3. a. Appeals of Discipline Committee Decision

1. A player may appeal a decision of the OTA Discipline Committee by filing a Notice of Appeal with the OTA Appeals Committee within 10 days of receipt of the OTA Discipline Committee decision.
2. The Notice of Appeal shall state the reasons for the appeal.
3. All decisions of the OTA Discipline Committee shall remain in force while under appeal.
4. Upon receipt of a Notice of Appeal, the OTA Appeals Committee shall:
 - a) Immediately select the additional member(s) to hear the appeal. The additional member(s) selected shall have no interest in the matter being appealed and shall be part of the OTA Appeals Committee.
 - b) In consultation with the OTA Executive Director and the appellant, set a hearing date, time and place. The hearing should be in person if possible.
6. The OTA Appeals Committee may consider evidence it considers relevant.
7. No formal procedure shall be followed at the hearing, but all of the parties shall be given a fair and reasonable opportunity to be heard and the principles of fairness shall govern.
8. The OTA Appeals Committee shall make a written decision confirming, overruling or varying the decision of the OTA Discipline Committee within seven days of the conclusion of the hearing and shall deliver a copy to the appellant. The decision of the OTA Appeals Committee shall be final.

Summary of General Tournament Regulations

The following summary of regulations has been taken from the "Rules of the Court" latest edition, along with common OTA procedures.

Sanction - Member clubs must apply to the Ontario Tennis Association for all provincial tournament sanctions.

Tournament Committee - The OTA, club or organization proposing to hold a tournament will appoint a Tournament Committee consisting of at least two persons, one of whom shall be designated the Tournament Director.

Entries and Acceptances - Where a player, whose entry is otherwise acceptable, has been denied a place in the draw through an administrative error or oversight, the Referee shall make every effort to include such player, even if it means remaking the draw or playing a preliminary match. Such action shall be at the sole discretion of the Referee.

Note: Draws for all OTA sanctioned events are made by the OTA Events Manager who serves as Referee Ex-Officio for the purposes of fairness and consistency.

Seedings - Seedings for two and three-star junior tournaments are based solely on OTA category-specific rankings. Seedings for OTA four and five-star junior events are based on a subset of rankings from four-star and higher ranking events, along with other significant information. Adult tournament seedings are based primarily on rankings, along with other significant information. The above seeding process is subject to change should the OTA ranking system be altered.

Warm-Up Period - The length of the warm-up is at the discretion of the Referee, but normally limited to 5 minutes. The Referee may extend the warm-up period, however this time shall not exceed 10 minutes. Failure to commence play promptly may result in action being taken under the Code of Conduct. Where there has been an interruption of play, the players will be advised of the amount of warm-up to precede the resumption of the match. It will be according to the following schedule:

Interruption less than 15 minutes..... no warm-up
Interruption of 15 to 30 minutes..... 3-minute warm-up
Interruption in excess of 30 minutes.....5-minute warm-up

Number of Matches - In OTA tournaments, players must normally be prepared to play two complete main draw matches per day, regardless of the length of such matches. In the case of significant weather delays, or when permitted to play in more than one event, they must be prepared to play three complete matches in total. Where a player is entered in a consolation draw, the maximum total number of matches in all events (singles and doubles, main draw and consolations) shall not exceed four matches per day. Players may, of their own volition, play more than the maximum. In OTA sanctioned events the latest scheduled start time for a match should normally be 9:00pm, and the earliest 8:00am.

Rest Between Matches - The following guidelines should be observed in scheduling matches to ensure proper rest:

- Between singles matches, players should be entitled to a rest period of at least 45 minutes.
- Between a singles and doubles match, or between two doubles matches, players shall be entitled to a rest period of at least 30 minutes.

- The Referee has the authority to modify the above guidelines in view of special circumstances (e.g. length of a match, weather conditions, etc.).

Medical Conditions and Treatment - In the event a player suffers an accident during the match or warm-up or believes that medical diagnosis and treatment are required for a medical condition, the player shall be entitled to request and receive a one-time three-minute medical time-out for that condition. A request for a medical time-out may be made by a player at any time during a match or warm-up.

If a Sports Medicine Trainer, Therapist, or other qualified medical personnel is available, the three-minute treatment time begins after the completion of the evaluation and diagnosis of the condition by the latter. If a Sports Medicine Trainer, Therapist, or other qualified medical personnel is not available, the Referee, Chair Umpire or Roving Umpire shall explain the medical time-out rule and allow the player to treat himself. The player may also seek the help of a coach or parent during the three minute treatment time under supervision by the Designated Tournament Official. The Official may provide supplies. The three-minute treatment period begins when the treatment commences.

Medical time-outs are not permitted in cases of general fatigue or loss of conditioning. A player, however, is allowed one medical time-out per match for any and all cramping.

After completion of the three-minute time-out (plus a reasonable time to replace shoes and socks, if necessary), delays shall be penalized in accordance with the Point Penalty Schedule.

Toilet Break - A player is allowed to request permission to leave the court for a reasonable time for a toilet break. The number of toilet breaks allowed shall be 1 for male players and 2 for female player for each 3 set match. Toilet breaks *should* be taken on a set break and can be used for no other purpose. Change of attire breaks *must* be taken on a set break.

OTA Representatives - The OTA Events Manager and Provincial Coach, as representatives of the OTA, are Roving Umpires Ex-Officio for all OTA sanctioned events that do not have certified tennis officials on site.