

< Name of Tournament >

First Match Time Email to Players

Dear Player and Parents,

Please find enclosed in this email your first match time for the <Name of Tournament> <(TOURNAMENT CODE)> as well as some details relating to the tournament which I hope you will find useful.

1. Venue -

2. Draw and first match times - Included in this email are details of your first match time(s) they have also been posted on the LTA Tournament website:

<http://lta.tournamentsoftware.com/sport/tournament.aspx?id=763B0C87-7DAD-445A-A125-7E9365783757>. The draws will be published shortly.

3. Tournament Officials - A team of LTA Accredited Referees who will be acting as court supervisors and control desk officials will be assisting us in applying the rules and settling disputes.

4. Reporting Procedures - Please make sure that you arrive in good time for your matches (at least 15 mins. in advance of first match) and on arrival please sign in at the control desk located in the Tournament Office. It is your responsibility to be ready to play when called. Finally prior to leaving the centre please ensure you know when your next match is scheduled for.

5. Conduct - The Rules of Tennis, LTA Competition Regulations including the Code of Conduct and Player Notices will apply to all matches and whilst on site. Please remember that players are responsible for their guests accompanying them to the tournament and are subject to the Code of Conduct. Players should not leave the court during a match except for a toilet break, a problem with clothing, an illness or a bad fall. Players should be asking the permission of the court supervisor. Please ensure that you take everything you will need onto court with you. Whilst I hope there are no disputes, if there are, the court supervisor will be able to help you resolve them. Parents, coaches and other spectators must not get involved.

6. Scheduling - Players must be available to play at all times throughout the week. Play will commence on a daily basis at **TIME**.

7. Consolation Events - There will be a sign up consolation event for first match losers. Should you wish to participate please sign up on the day of losing your first match.

8. Refreshments - A selection of hot and cold food and drinks will be available for purchase at the centre from reception.

If you have any queries, please speak to me. For the duration of the Tournament, I can be contacted on **INSERT NUMBER** or alternatively by contacting the Tournament Office on **INSERT NUMBER**

We look forward to welcoming you to the tournament and I hope that you have a successful and above all enjoyable week.

Kind Regards,