



INTERNATIONAL
PADEL
FEDERATION



CUPRA
FIP TOUR / 2025

CUPRA FIP TOUR PROMOTER'S MANUAL 2025



PRESIDENT'S LETTER

Dear all,

I am delighted to share the new Cupra FIP Tour Promoters Manual – the key resource to ensure tournaments achieve the standards and services on the Cupra FIP Tour tournaments. I am also excited to share two significant highlights for 2025:

A change on the Tournament Structure

The categories will now be known as FIP Platinum, FIP Gold, FIP Silver and FIP Bronze. The ranking points awarded increased and are closer to the PP Tournaments, helping Cupra FIP Tour players to approach to PP. We opened the option of increasing the prize money by putting minimums and maximums in every single category of tournament.

A change on the Tournaments Requirements

The categories will now have different requirements on the Player services, Live Streaming, match format and duration of the tournaments making it easier to the Promoters and reducing costs. Thank you for hosting and committing to deliver these requirements on the Cupra FIP Tour in 2025.

Best of luck.

Luigi Carraro



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GENERAL

Cupra FIP Tour (CFT) Tournaments must comply with the provisions of the 2025 CFT Rulebook and the 2025 CFT Promoter Manual.

These only refer to Men's and Women's CFT Tournaments and not to Promises Tournaments or Premier Padel competitions.

Any sanctioning National Association and the Tournament Organizer when separate (jointly the "Applicant") awarded a one (1) year sanction on the Men's or Women's Cupra FIP Tour Calendar shall be subject to, and shall be bound by and comply with the Cupra FIP Tour Regulations and the FIP Health Care Guide, each of which may be amended from time to time.

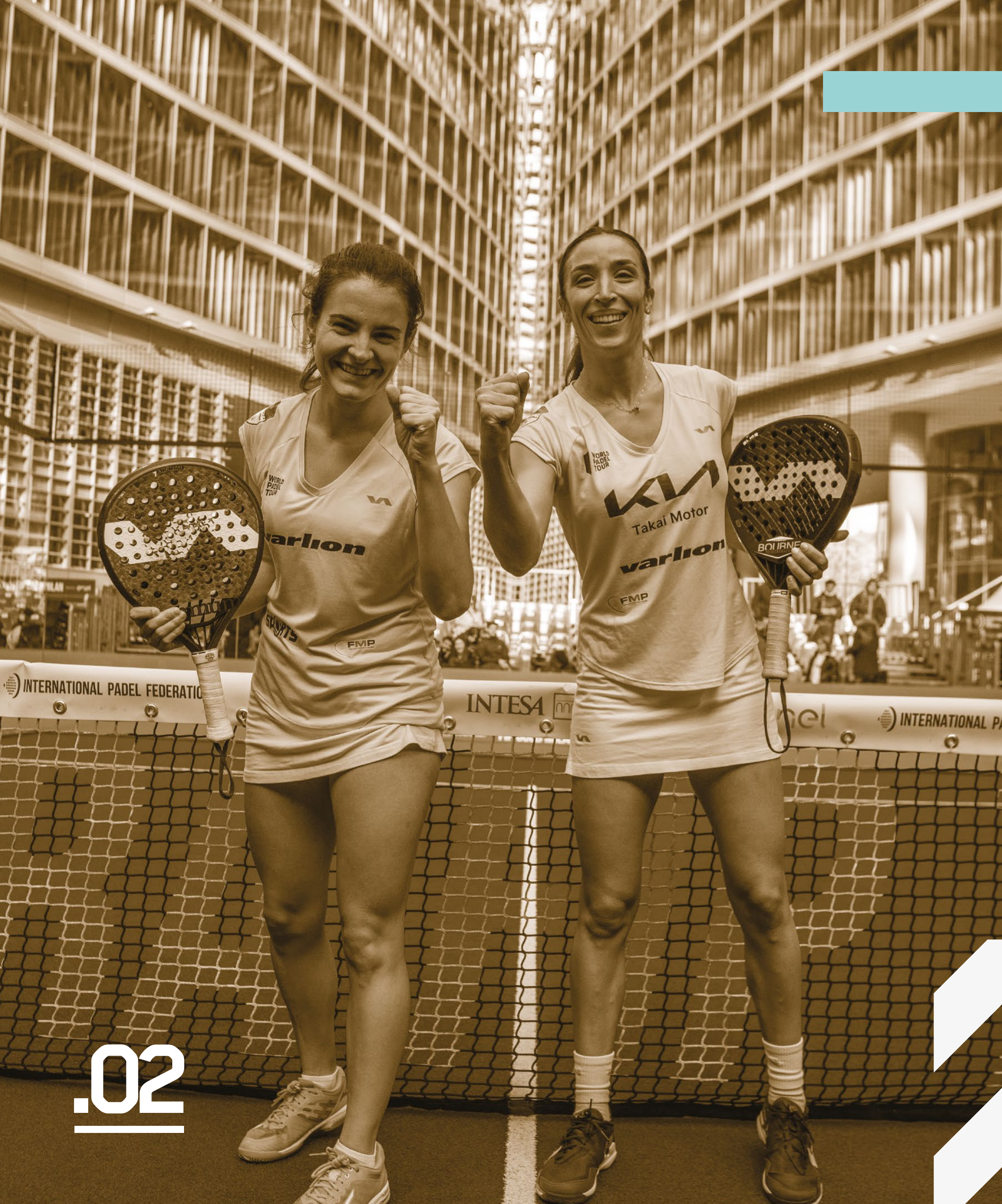
Applicants are advised that this document entitled, CFT Rulebook and the FIP Health Care Guide are essential reading prior to completion and submission of a Tournament application. Responsibility for ensuring compliance with these documents lies with the Promoter, Which must also ensure that sufficient

financial securities are in place. FIP reserves the right to refuse approval of or cancel any tournament or series of tournaments on the grounds of health, safety, security or any other potential risk to the successful running of the tournament(s), including without limitation, any risk posed by the continuation and/or re-emergence of COVID-19, with no liability to the National Association, Tournament Organizer or FIP.

The Applicant is responsible for ensuring suitable safety and security plans are put in place for the tournament that comply with local laws, regulations and best practice. This includes the timely completion and submittal of FIP security documents when specifically requested by the FIP.

The FIP reserves the right to amend these Requirements at any time. Updated versions of the document will be published on the FIP Website. Key documents regarding the organization of Cupra FIP Tour Tournaments are available on the dedicated sections of the FIP Website.





HEALTH, SAFETY AND SECURITY

The health, safety and security of all persons involved in the Tournament, including players, officials, Tournament staff, FIP staff and spectators, are of principal importance. The applicant is responsible for ensuring an adequate security plan for the protection of all involved persons against any problem that could happen during the Tournament.

The National Federation, in association with the Tournament Organizer, must make the FIP aware immediately of any major issues or threats (e.g. political unrest, health epidemic, natural disaster) that could impact the progress of the Tournament or the health, safety or security of persons involved, whether they occur in advance of or during the Tournament.

Tournament Organizers and National Federations are advised to prepare the venue in case they have to handle emer-

gency situations. The FIP reserves the right to request that the Applicant to submit security documentation for the Tournament or have additional security measures put in place because of security concerns.

Tournament Organizers are expected to monitor weather and if necessary, with consultation with the FIP Officiating Department make modifications to play in cases of extreme weather condition such as heat, lightning, or other severe weather conditions. The Tournament Organizer, Tournament Main Referee and FIP Officiating Department must adhere to the Extreme Weather Rule (CFT Rulebook).

Security Guidelines have been sent to all National Federations and are visible on our FIP's website. These guidelines must be followed, and any questions directed to the FIP.

CUPRA FIP TOUR

THE CUPRA FIP TOUR OR 'CFT' IS COMPOSED BY 4 DIFFERENT TOURNAMENT CATEGORIES.

Tournament categories are listed as **Platinum, Gold, Silver** and **Bronze**.
All tournament should always combine both gender, Men and Women.

Each tournament will be identifiable by their own branding category, the host city/country, Tournament name and the Tournament dates. For example:



*FIP reserves the right to authorize tournaments with one gender or different categories for each gender.

CFT REGULATIONS

The CFT Regulations are issued and maintained by the FIP Sports Department for the purpose of ensuring the orderly and fair administration of CFT Tournaments. Each Tournament Applicant and each player entrant in a CFT Tournament agrees, as a condition of such entry, to abide by and be subject to the CFT Regulations, which include the CFT Rulebook and the CFT Promoter Manual, as amended from time to time by the FIP Sports Department.



FIP RESPONSIBILITY

The FIP will assist in the overall organization of the CFT Tournaments through coordination of the international calendars, tournament delivery and management of player entries.

		WINNER	FINALIST	SEMIFINAL	1/4FINAL	R16	R32	R64
FIP PLATINUM	M	300	180	90	50	25	14	
	F	300	180	90	50	25	14	
FIP GOLD	M	150	90	50	25	14	8	
	F	150	90	50	25	14	8	
FIP SILVER	M	80	45	25	14	8	5	
	F	80	45	25	14	8	5	
FIP BRONZE	M	40	22	14	8	5	3	
	F	40	22	14	8	5	3	
FIP FINALS		WINNER						
	M	225						
	F	225						

BONUS QUALY	LAST QUALY	Q2	Q1
3	9	5	
3	9	5	
2	5	3*	
2	5	3*	
1	3	2*	
1	3	2*	
	2		
	2		

*In tournaments with QUALY draws of 64, this scoring will apply to Q3



SPORTS & PLAYER SERVICE

	BRONZE	SILVER	GOLD	PLATINUM		BRONZE	SILVER	GOLD	PLATINUM
PRIZE MONEY	7K – 10K	15K – 30K	50K – 80K	120K – 150K	CHAIR UMPIRE	Final	Final	Semifinal & Final	All matches
MAIN DRAW SIZE	32 *16 (FIP Approval)	32 *16 (FIP Approval)	32	32	REFEREE ROOM	Mandatory	Mandatory	Mandatory	Mandatory
QUALIFYING DRAW	32 *16 (FIP Approval)	32 *16 (FIP Approval)	32	32	FINANCIAL GUARANTEE	Yes	Yes	Yes	Yes
TOURNAMENT MD	Max 5 days-Min 3 days	Max 5 days-Min 3 days	Max 5 days- Min 3 days	Max 6 days-Min 5 days	HOTEL	Special rates (Max 120€ twin)	Special rates (Max 120€ twin)	Special rates (Max 120€ twin)	From day Before until elimination (Twin room)
QUALIFYING DAYS	Max 3 days-Min 1* days	Max 3 days-Min 1* days	Max 3 day- Min 2 days	Max 3 day- Min 2 days	TRANSPORT – HOTEL TO SITE	Recommended	Recommended	YES	YES
FACTSHEET	Overview	Overview	Factsheet	Factsheet	TRANSPORT - AIRPORT/ TRAIN TO HOTEL	Recommended	Recommended	Recommended	YES
COURTS REQUIRED	Min 3 – 2*	Min 3 – 2*	Minimum 3	Minimum 3	MEALS	Special Rates	Lunch	Lunch and Dinner	Breakfast, Lunch and Dinner
WALL COURT	YES	NO	NO	NO	BALL CHANGE	Qualifying NOMain Draw NO	Qualifying NOMain Draw ½ and Final	Qualifying NOMain Draw 3 ^o set + 9/11 (1/4, ½ and final)	Qualifying NOMain Draw All matches 9/11
OUTSIDE GAME	Recommended	Recommended	Recommended	Mandatory (1/4, ½, Final)	PRACTICE BALLS	Used Balls	Used Balls	Used Balls	Used Balls
REGISTRATION FEE	0€ up to 40€ / Player	0€ up to 40€ / Player	0€ up to 40€ / Player	0€ up to 40€ / Player	BALL PERSON	Recommended	Recommended	X1 on Center Court	X3 on Center Court
PHYSIO / DOCTOR	1 (MTO) / 1 Doctor (not on-site)	1 (MTO) / 1 Doctor (not on-site)	1 Physio / 2 Messeaur / 1 Doctor On-site	2 Physio / 2 Messeaur / 1 Doctor On-site	FIP BRANDING	Yes	Yes	Yes	Yes
TREATMENT ROOM	Recommended	Recommended	Mandatory	Mandatory	LIVE STREAMING	CC - Final	CC – ½ and Final	CC- ¼, ½ and Final	CC – All matches MD
PLAYERS LOUNGE	Recommended	Recommended	Mandatory	Mandatory	LIVE SCORING	CC - Final	CC – ½ and Final	CC- ¼, ½ and Final	CC – All matches MD
GYM/WARM UP AREA	Warm Up Area	Warm Up Area	GYM	GYM	WIFI CONECTION	YES	YES	YES	YES
LOOCKER ROOMS	Mandatory	Mandatory	Mandatory	Mandatory	PHOTOGRAPHER		YES (1)	YES (1)	YES (2)
TOWELS/WATER/ICE	YES/YES/NO	YES/YES/NO	YES/YES/NO	YES/YES/YES	ACCREDITATION		NO	Recommended (1) player	Yes (1) player
SPORTS DRINKS/ SNACKS/FRUIT	NO/NO/NO	NO/YES/NO	YES/YES/NO	YES/YES/YES					
RESTAURANT	Recommended	Recommended	Mandatory	Mandatory					
SUPERVISOR / REFEREE	Main Referee	Mandatory	Main Referee	FIP Supervisor					

TOURNAMENTS OPERATIONS & DEADLINES

	BRONZE			SILVER			GOLD			PLATINUM				BRONZE			SILVER			GOLD			PLATINUM		
PRIZE MONEY	7K – 10K			15K – 30K			50K – 80K			120K – 150K			BRANDING GUIDELINES MAIN REFEREE PROPOSAL CHAIR UMPIRE PROPOSAL FIP BRANDING CONFIRMATION PHYSIOS/DOCTOR PROPOSAL STREAMING CONFIRMATION LIVE SCORING ENTRY DEADLINE WILD CARD SUBMISSION PHOTOGRAPHER WITHDRAWAL RETIRO 2 TOURNAMENT REPORT PRIZE MONEY PAYMENT	6 Weeks			6 Weeks			6 Weeks			6 Weeks		
FIP FEE	1.500€			3.000€			6.000€			12.000€				6 Weeks			6 Weeks			6 Weeks					
APPLICATION SUBMITTED	12 Weeks			12 Weeks			12 Weeks			12 Weeks				6 Weeks			6 Weeks			6 Weeks					
NDA							12 Weeks			12 Weeks				3 Weeks			3 Weeks			3 Weeks					
CONTRACT SIGNING	12 Weeks			12 Weeks			12 Weeks			12 Weeks				3 Weeks			3 Weeks			3 Weeks					
SITE CHECK	Visual Report 11 weeks			Visual Report 11 weeks			Visual Report 11 weeks			Visual Report 11 weeks				2 Weeks			2 Weeks			2 Weeks					
FEE PAYMENT	10 Weeks			10 Weeks			10 Weeks			10 Weeks				1 Week			1 Week			2 Weeks					
INSURANCE	8 Weeks			8 Weeks			8 Weeks			8 Weeks				1 Week			1 Week			2 Weeks					
FACTSHEET/ OVERVIEW	6 Weeks - Overview			6 Weeks - Overview			6 Weeks - Factsheet			6 Weeks - Factsheet				1 Week			1 Week			2 Weeks					
MSP	6 Weeks			6 Weeks			6 Weeks			6 Weeks				Friday @ 17:00 CET – 2 Weeks before Tournament Start			Friday @ 17:00 CET – 2 Weeks before Tournament Start			Friday @ 17:00 CET – 2 Weeks before Tournament Start					
FINANCIAL GUARANTEE DEADLINE	6 Weeks			6 Weeks			6 Weeks			6 Weeks				1 Week			1 Week			1 Week					
TOURNAMENT CANCELLATION	6 Weeks			6 Weeks			6 Weeks			6 Weeks				1 Week			1 Week			1 Week					
OPEN REGISTRATION	6 Weeks			6 Weeks			6 Weeks			6 Weeks				2 Days before Qualifying Draw			2 Days before Qualifying Draw			2 Days before Qualifying Draw					
WEB PUBLICATION	6 Weeks			6 Weeks			6 Weeks			6 Weeks				1 Week after tournament			1 Week after tournament			1 Week after tournament					
BALLS SHIPMENT	6 Weeks			6 Weeks			6 Weeks			6 Weeks				4 Weeks after Tournament			4 Weeks after Tournament			4 Weeks after Tournament					



TOURNAMENT SANCTION APPLICATION

In order for CFT Tournaments to be approved and sanctioned by the FIP for inclusion on the Calendars, the Tournament must have all necessary approvals from the relevant National Association.

The National Association is responsible for approving the application. The local promoter remains ultimately responsible for the organisation and running of the CFT Tournament. The National Association may request from the local promoter a maximum fee of 20% of the FIP fee.

Prior to supporting and submitting a Tournament application a National Association must be fully appraised of the proposed Tournament site and organisation and be satisfied they meet the necessary requirements and standards for the intended level of Tournament.

The tournament organiser must send the application form signed before the Tournament submission deadline, which is 12 weeks from the starting date of the tournament.

The tournament will be published on the FIP Website 6 weeks before the Tournament start and registration will be open from that time.

All information regarding Tournament sites, dates and draw sizes must be provided to FIP. Completed Tournament Applications, approved by the National Association and the Tournament Organizer(s), must be submitted to the FIP Sports Department a minimum of twelve (12) weeks tournament categories prior to the start date of the Tournament (defined as the Monday of the Tournament Week).

DRAW SIZES

	BRONZE		SILVER	GOLD	PLATINUM	
PRIZE MONEY	7K – 10K		15K – 30K	50K – 80K	120K – 150K	
MAIN DRAW SIZE	32	16*	32	32	32	
MD WC	2	1	2	2	2	
QUALIFYING DRAW SIZE	32	16* - 32 - 64*	16* - 32 - 64*	32 64*	32	
QD WC	2	1* - 2 - 8*	1* - 2 - 8*	2-8*	2	

- *Approval of a16 / 64 draw sizes is dependent at the discretion of the FIP.
- The criteria used by FIP to schedule a tournament in the FIP calendar is the following:
- Category of the tournament (Platinum > Gold > Silver > Bronze)
- Number of tournaments by regions.
- Tournament Report Evaluation
- Right of Tournaments with more than 1 - 2 editions



NDA & CONTRACT

It's mandatory that all Cupra FIP Tour tournament organizers sign a contract with FIP a minimum of 12 weeks before the tournament start. The Platinum and Gold tournament organizers will sign a NDA prior to the contract. The information required will be send by FIP.

SITE CHECK

When an application is received to organize a FIP Gold, Silver or Bronze Tournament the approval of the application is subject to a written report being undertaken by the FIP. Pictures must be included with all new application for Tournaments on the CFT, which must include photos of the venue, lay outs and information about the player services.

When an application is received to organize a FIP Platinum, approval of the application is subject to an independent site check, at the expense of the applicant, prior to a sanction being awarded. Where it is deemed necessary or appropriate the FIP reserves the right, for any category of Tournament and prior to a sanction being awarded, to request that a site check is conducted by the National Association.



TOURNAMENT SANCTION FEES

SANCTION FEE PAYMENTS IN 2025 ARE AS FOLLOWS:

FIP FEE			
PLATINUM	GOLD	SILVER	BRONZE
12.000€	6.000€	3.000€	1.500€

*The appropriate Fee is to be collected by FIP as soon as each Tournament is approved.
The FIP will issue an invoice to the Tournament Promoter for the amount due, which must be paid
on receipt of the invoice, 10 weeks prior to the start of the Tournament.*

INSURANCE

The Applicant is responsible for taking out a suitable insurance policy which is compliant with local laws and regulations and which insures against claims made for damage to property and for death/injury caused to people at the event for which the Applicant is legally liable. "FIP – International Padel federation" must be named in the policy and on the certificate of insurance, and a copy must be provided to the FIP 8 weeks prior to the start of the competition. The Applicant is encouraged to take out those insurance policies

that safeguard against employer's liability, business interruption and personal injury as well as any other appropriate insurance policies recognized under local law. In addition, it is strongly recommended that the Applicant obtain and maintain event cancellation and abandonment insurance which insures against all reasonably known financial risks arising from the rescheduling, cancellation and/or abandonment in whole or in part of a Tournament due to force majeure.

FINANCIAL GUARANTEE

The Applicant must provide a financial guarantee of the 50% of the total Prize Money amount of the tournament, no later than 6 weeks prior to the start of the Tournament.

Failure to provide the financial guarantee by the required deadline, may result in the FIP cancelling the Tournament without any liability to the Applicant. The guarantee can be in the form of:

.01

An Irrevocable Letter of Credit from a reputable bank. The applicant must instruct their bank to send the Letter of Credit to the FIP's bank's SWIFT code naming themselves as the beneficiary and providing their address. SWIFT is a secure, electronic, bank-to-bank transaction.

.02

A security deposit. This must be the 50% of the prize money deposited to the FIP's bank account. The deposit will be returned to the sender at the completion of the Tournament once all the prize monies have been paid out to participants

FACT SHEET / WEBSITE OVERVIEW

Fully completed Fact Sheet / Overview website information must be submitted to FIP no later than 6 weeks before the Tournament start date to enable such information to be published on the FIP Website. The Tournament Promoter will be held liable for any unrecoverable costs and expenses incurred in the event that incorrect information is provided and subsequently published.

Failure to comply with the deadline for submission of Fact Sheet / Website Overview Information may result in a non-compliance with the Promoters Code of Conduct.

.10

SAFEGUARDING ISSUES

Each Tournament Organizer must submit on the Fact Sheet the name and contact details (address, email and telephone) of the statutory authority in their country (or state, region if appropriate) that is responsible for receiving safeguarding issues.

Each country handles these matters differently, but typically the statutory authority would be the police or

other local law enforcement agency, a child protection agency, social services agency, national association or other similar type of organization.

In addition, each tournament must provide a contact person on-site which handles safeguarding issues.

The Tournament must provide the contact's name, email and telephone.

MATCH SCHEDULE PLAN - MSP

Each Tournament Organizer must create a Match Schedule Plan (MSP) and send it to the FIP Sports Department to confirm that the site can accommodate the number of planned scheduled matches regarding the number of match courts, six (6) weeks before the tournament start.

The Main Draw can be played over 3 to 6 days and the Qualifying can be played over 1 or 3 days.

Bronze, Silver and Gold categories can schedule 2 matches per day. The platinum tournament will never play more than 1 match per day except when exceptional situations occur

under the FIP criteria. Tournament Organizers in consultation with the FIP Supervisor / Main Referee should consider developing an overall match schedule plan prior to the event and they must consider site limitations and weather restrictions when planning their schedules.

In all Cupra FIP Tour Tournaments, it will be mandatory to maintain an equivalence of matches on the center court with respect to the men's and women's categories. It won't be allowed to exceed 72% of matches of the same gender.

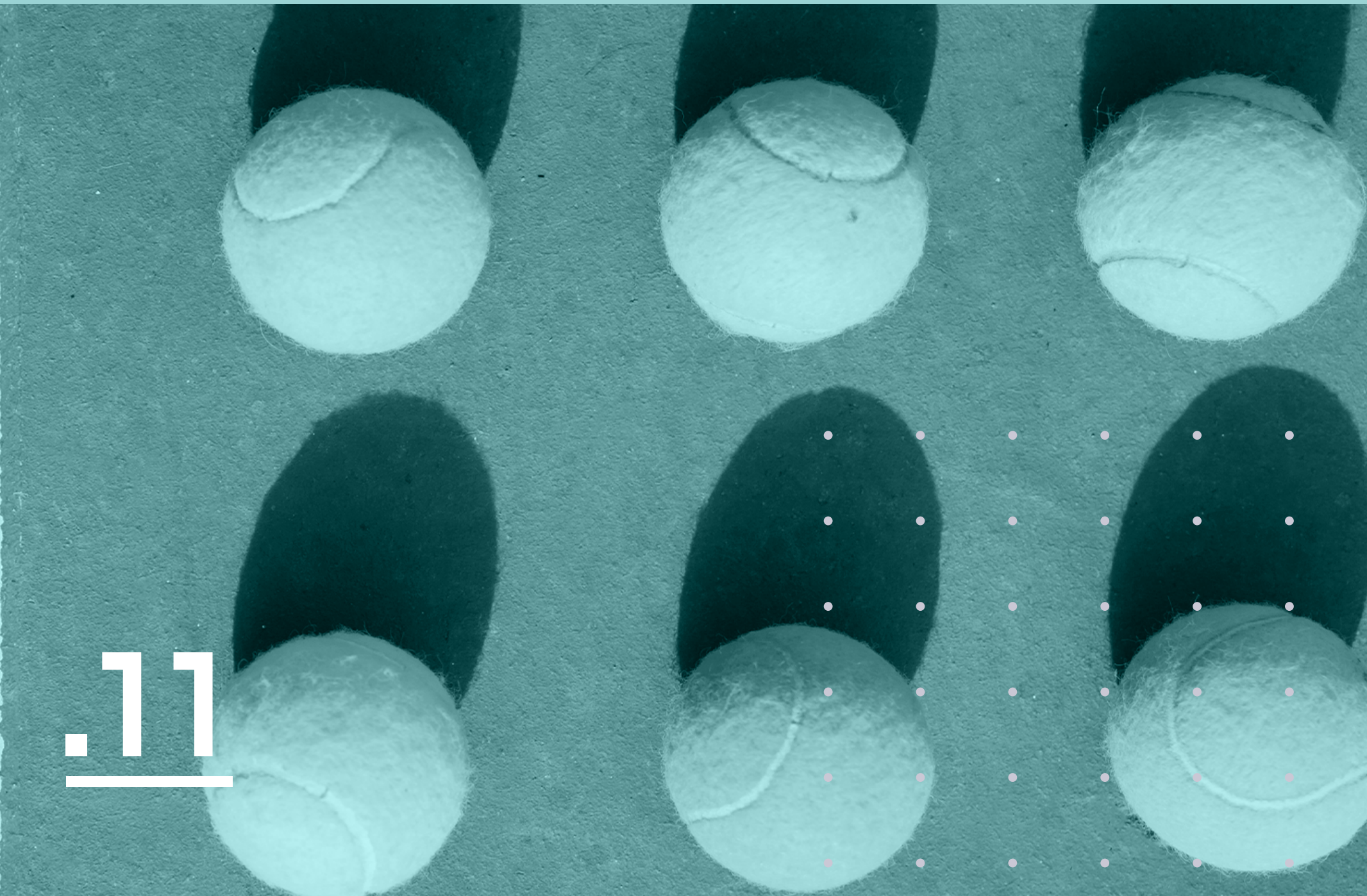


WEBSITE PUBLICATION & OPEN REGISTRATION

All tournaments will be officially published on the FIP Calendar and on the FIP Website when all the prior processes have been duly carried out and not later than 6 weeks prior to the start of the competition.

TOURNAMENT CANCELLATIONS

No CFT event may be cancel less than 6 weeks prior to the scheduled starting of the Tournament. Violation shall subject the Tournament to a fine of up to €5,000 if the tournament is cancelled between the 6th and 4th week before the tournament start. And up to 10,000€ if it's after the 4th week, forfeiture of all sums, if any, previously paid or due to the FIP, reimbursement of unrecoverable expenses incurred and/or denial of subsequent applications.



BALLS

All balls used at CFT Tournaments must be FIP Official Ball and the model will be selected by the FIP Sports Department. FIP will manage the delivery of the balls to the tournament accordingly to the dates and location of the Tournament. Balls used for practice must be identical to those used for matches. Players must always return this practice balls.

	BRONZE	SILVER	GOLD	PLATINUM
BALL CHANGE	Q – No MD – No	Q – No MD – ½ and final (9-11)	Q – NO MD – 3 set (1R-2R) ¼, ½ and Final (9-11)	Q – No MD – All Matches (9-11)
32 DRAWS	5 boxes	6 Boxes	9 Boxes	9 boxes
16 DRAWS	3 boxes	5 Boxes		

*Calculation based only on match balls. No practice.

The table above show's an approximate calculation of the estimated maximum balls needed for the various draw sizes. Tournaments must ensure they have the required number of balls for matches and practice.

BRONZE

In the Qualifying three (3) new balls must be provided.

In the Main Draw three (3) new balls must be provided for each match, NO ball change during matches. More frequent ball changes are acceptable at the discretion of the FIP Supervisor / Main Referee.

Minimum of three (3) used balls of the same type and brand as the match balls must be available for practice per day, free of charge, to any player accepted into the Main and/or the Qualifying Draw, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

GOLD

In the Qualifying three (3) new balls must be provided.

In the Main Draw three (3) new balls must be provided for each match, ball change in the third set in 1R/2R and 9/11 during quarterfinals, semifinals and final matches. More frequent ball changes are acceptable at the discretion of the FIP Supervisor/Main Referee.

A minimum of three (3) new balls of the same type and brand as the match balls must be available for practice per day, free of charge, to all players accepted into the Main and/or Qualifying Draw from the day before the start of the respective draw until they are eliminated from the Tournament.

SILVER

In the Qualifying three (3) new balls must be provided.

In the Main Draw three (3) new balls must be provided for each match, ball change 9/11 during semifinals and final matches. More frequent ball changes are acceptable at the discretion of the FIP Supervisor/Main Referee.

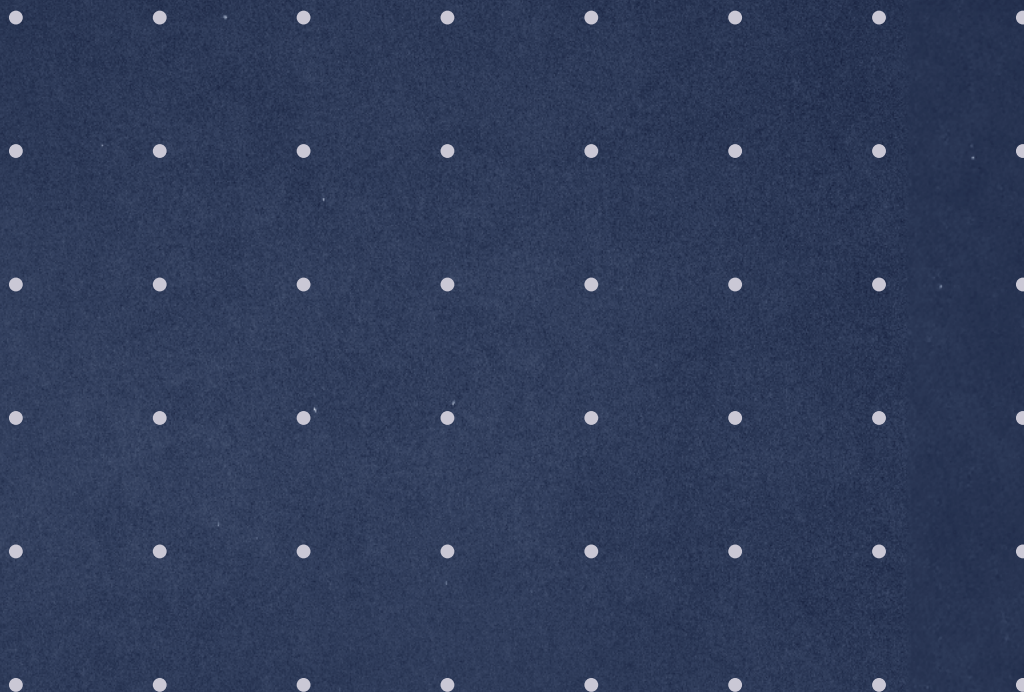
A minimum of three (3) used balls of the same type and brand as the match balls must be available for practice per day, free of charge, to any player accepted into the Main and/or the Qualifying Draw, from the day prior to the commencement of the respective draw until they are eliminated from the Tournament.

PLATINUM

In the Qualifying three (3) new balls must be provided.

In the Main Draw three (3) new balls must be provided for each match, ball change 9/11 during all main draw matches. More frequent ball changes are acceptable at the discretion of the FIP Supervisor/Main Referee.

A minimum of three (3) new balls of the same type and brand as the match balls must be available for practice per day, free of charge, to all players accepted into the Main and/or Qualifying Draw from the day before the start of the respective draw until they are eliminated from the Tournament.



FIP BRANDING GUIDELINES

Tournament Organizers will be provided with an individual FIP Branding Book. 6 weeks prior to the start of the tournament the branding will be send by FIP to start the production of the materials.
Tournament Organizers are required to follow the CFT Brand Guidelines which includes the production and use of the FIP materials on and off court and confirm it with FIP 3 weeks prior to the start of the tournament.

TOURNAMENT DOCTOR

The Tournament Organizer must appoint and pay all expenses for an English – Spanish speaking medical doctor to be on call in proximity of the Tournament site at all times during playing hours. If it is more practical or cost efficient for the Tournament (Bronze / Silver) that the doctor conducts necessary player consultations and treatments off-site, the expense of consultations / treatments that could practically be conducted by the doctor on-site remain the responsibility of the Tournament Organizer.
All players accepted and competing in the Tournament, including eligible Lucky Losers, shall be eligible for treatment from the doctor, as a minimum for the duration of their participation in the Tournament. The cost of hospital treatment or any other off-site medical treatment (except as described above) is the responsibility of participating players at all levels of Tournaments. For all Cupra FIP tournaments the doctor must be confirmed and complete a phone call with the lead physiotherapist and the FIP Sports department within 2 weeks of the tournament (which the FIP will organize) and attend a meeting onsite with the Lead physiotherapist and the FIP Sports department staff on the prior day of the Qualifying start.

SPORTS PHYSIOTHERAPIST GOLD AND PLATINUM TOURNAMENTS

All players accepted and competing in the Tournament, including eligible Lucky Losers, shall be eligible for treatment from the Sports Physiotherapist, as a minimum through the day of elimination, beginning one hour before matches commence until completion of all matches. The Tournament Organizer is responsible for appointing the Sports Physiotherapist, they must ensure the Sports Physiotherapist has appropriate qualifications and experience to treat players. Sports Physiotherapists should be familiar with the FIP's medical treatment procedures and the general FIP Rules of Padel. The Tournament must provide the contact's name, email and telephone.

SPORTS PHYSIOTHERAPIST BRONZE AND SILVER TOURNAMENTS

The Tournament Organizer must appoint an English – Spanish speaking Sports Physiotherapist to provide on-court medical time out for the players.
The Lead Sports Physiotherapist must be available to receive a call from the FIP Sports Department prior to the tournament start date. All costs with hiring the Sports Physiotherapist are the responsibility of the Tournament Organizer. The Tournament Organizer is responsible for hotel, meals, training supplies, local transportation, etc. If the Sports Physiotherapists are provided with hotel accommodation, then each must be provided with their own room.



	BRONZE	SILVER	GOLD	PLATINUM
DOCTOR	1 (Not on-Site)*	1 (Not on-Site)*	1 On-Site	1 On-Site
PHYSIO	1 (MTO)	1 (MTO)	1	2
MASSAGE THERAPIST	-	-	2	2

MASSAGE THERAPIST

The Tournament must provide all medical equipment and materials for use by the Sports Physiotherapist.

Some of the items the tournament must have available for the Sport Physio are as follows:

- Soap and water
- Towels
- Ice for treatment
- Ice bags
- Ice available on-court (as needed)
- Drinking water in individually sealed container
- Medical gloves
- First Aid Kit - necessary items to treat athletes
- Automatic External Defibrillator (AED)
- A WBGT - Wet Bulb Globe Temperature Meter

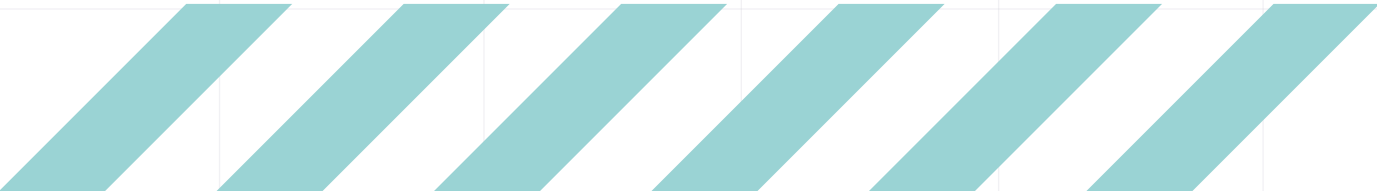


.14



Some of the items the tournaments must have available for the Doctor are as follows:

BASIC MEDICAL SUPPLIES	ORAL PAINKILLERS	ORAL ANTI-INFLAMMATORY	ORAL CTC	INJECTABLE	ANTIHISTAMINES	ANTIBIOTICS
BLOOD PRESURE MONITOR	PARACETAMOL 1GR	DICLOFENACO 50 MG	PREDNISONA 30 MG	NOLOTIL	BILASTINA 20 MG	AUGMENTINE 875/125 MG
GLUCOMETER	METAMIZOL 575 MG	ENANTYUM 25 MG	DEXAMETASONA 4 MG	PRIMPERAN	EBASTEL FORTE FLAS 20 MG	MONUROL 3GR
THERMOMETER	TRAMADOL 50 MG	BUPROFENO 600 MG	ORALSONE 2,5 MG	ENANTYUM		AITROMICINA 500
OXIMETER	LIZIPAINA	VOLTAREN RETARD 75 MG		DEXAMETASONA		
STETHOSCOPE				BUSCAPINA 20MG		
OTOSCOPE				TRIGON DEPOT		
REFLEX HAMMER				CELESTONE		
MEDICATION CASE	RELAXANTS / SEDATIVES	GASTRIC	NASAL PACKING	COLIRIUS - EYEWASH	CREAMS	NUTRITIONAL SUPPLEMENTS
INTRAMUSCULAR NEEDLES	DIAZEPAM 5 MG	OMEPRAZOL 20 MG	ARGENPAL EPISTAXOL	ARTIFICIAL TEARS	FURACIN	ORAL REHYDRATION SOLUTION
SUBCUTANEOUS NEEDLES	LORAZEPAM 1 MG	ALMAX FORTE 1,5 MG	BLOOD STOP	TOBREX GOTAS	LEXXEMA	VITALITY
SYRINGES 2, 5, 10 ML		SPACMOCTYL		OFLOXACIN		
ANESTÉSICO MEPIVACAINE / BUPIVACAINE						
POVIDONE / ALCOHOL		INHALERS	OTOLOGIC			
GAUZES AND GLOVES		ATROVENT	CIPROFLOXACIN drops			
WOUND CLOSURE STRIP /BANDAGES 3-4,00		VENTOLIN				
SCISSORS/FORCEPS AND PORTA/ STERILE PAD		PULMICORT				



FIP SUPERVISOR / MAIN REFEREE

Name of the designated FIP Supervisor / Main Referee must be provided to **FIP -joseluis.martinez@padelfip.com** at least six (6) weeks in advance of the Tournament.

Each Tournament must appoint and provide an appropriately certified official, in accordance with the Minimum Officiating Requirements, to act as FIP Supervisor / Main Referee. The FIP Supervisor / Main Referee must be available throughout the Tournament Week, from the Qualifying until after the final match of the Tournament has been completed, unless otherwise approved by the FIP.

The FIP Supervisor / Main Referee is the final authority for on-site issues related to the Rules of Padel, CFT Regulations, Promoter Manual and all on-court matters.

The Tournament Organizer is obliged to enforce the FIP Supervisor's / Main Referee's decisions on site if required, for example denial of accreditation and/or access to the site following a default under the Code of Conduct.

The FIP Supervisor's / Main Referee's fee and all related costs are the responsibility of the Tournament Organizer and must be paid directly to the FIP Supervisor / Main Referee. All other expenses related to the FIP Supervisor / Main Referee including travel expense, hotel (individual room of single occupancy in the official hotel), meals and any other expenses are the responsibility of the Tournament Organizer.

FIP CHAIR UMPIRES

Name of the designated Chair Umpires must be provided to **FIP - joseluis.martinez@padelfip.com** at least three (3) weeks in advance of the Tournament. Each Tournament must appoint and provide an appropriately certified official, in accordance with the Minimum Officiating Requirements, to act as Chair Umpires. The Chair Umpires must be available throughout the Tournament Week, unless otherwise approved by the FIP. The Tournament is responsible for paying a fee, covering travel expense, hotel (individual room of single occupancy in the official hotel) and meals from the night prior to commencement until the morning following the conclusion of their work in the Tournament.

OFFICIALS FEES AND EXPENSES FIP 2025

BRONZE

SILVER

OFFICIAL ROLE	TOURNAMENT FEE	MANDATORY	RECOMMENDATION	QUANTITY	MINIMUM DAYS
Main Referee	National Rate	Yes		1	Complete
Referee	National Rate	Yes		1 x Court	According to courts
Chair Umpire	National Rate	Yes (+ 5 match courts)		1	According to courts
Court Umpire				TBD	
Practice Umpire			Yes		

HOSPITALITY: COST OF TRAVEL, HOTEL AND MEALS INCLUDED FOR NON-LOCAL UMPIRES

GOLD

PLATINUM

FINALS

OFFICIAL ROLE	DAILY FEE	MANDATORY	RECOMMENDATION	QUANTITY	MINIMUM DAYS
Main Referee	120**	Yes		1	Complete
Referee	110**			1	Complete*
Chair Umpire	100**	Yes		2 x Court	According to courts
Court Umpire	70**	Yes (+ of 4 courts)		1	According to courts
Practice Umpire			Yes	TBD	

According to Courts / Venue

For international trips, if the departure day is the day before and the return day is the day after, the fee will be additional

HOSPITALITY: COST OF TRAVEL, HOTEL AND MEALS TO BE PAID BY THE ORGANIZATION. VIEW FULL DOCUMENT

The FIP requires the following minimum fee levels for designated officials, in addition to their expenses. However, as the exchange rates change regularly, the FIP encourages the organisers to agree fees with national officials in local currency.

All officials (Supervisor, Main Referee, Chair & court Umpires,) working the event must be paid in cash on their last day of the event or if the Tournament is paying by bank transfer these payments must be sent by Tuesday following the completion of the tournament.

FIP SUPERVISOR'S / MAIN REFEREE OFFICE

The Tournament Organizer must ensure a private office with a desk is made available to the FIP Supervisor / Main Referee. The FIP Supervisor / Main Referee must also be provided with:

- **Wireless Internet Access** - a dedicated and stable WIFI connection with direct login, i.e. password only required, no log-in via a website, with minimum upload speed of 5-10 Mbps;
- **An international telephone line** operational from the Withdrawal Deadline 2 [2 days prior to the qualifying draw ceremony] until completion of the Tournament. The number must be provided on the Tournament Fact Sheet;
- **Printer and Scanner** with sufficient supply of paper and ink.
- **Communication devices**, such as walkie-talkies, which must also be provided to the Chief Umpire, each Chair Umpire and Sport Physiotherapist.

INTERNET ACCESS

The FIP Supervisor / Main Referee and Sports Physiotherapist should be provided with a dedicated wireless access line. The Internet access for the FIP Supervisor / Main Referee must be a dedicated line with an upload speed of 5-10 Mbps. In addition, the players should have access to wired or wireless internet.

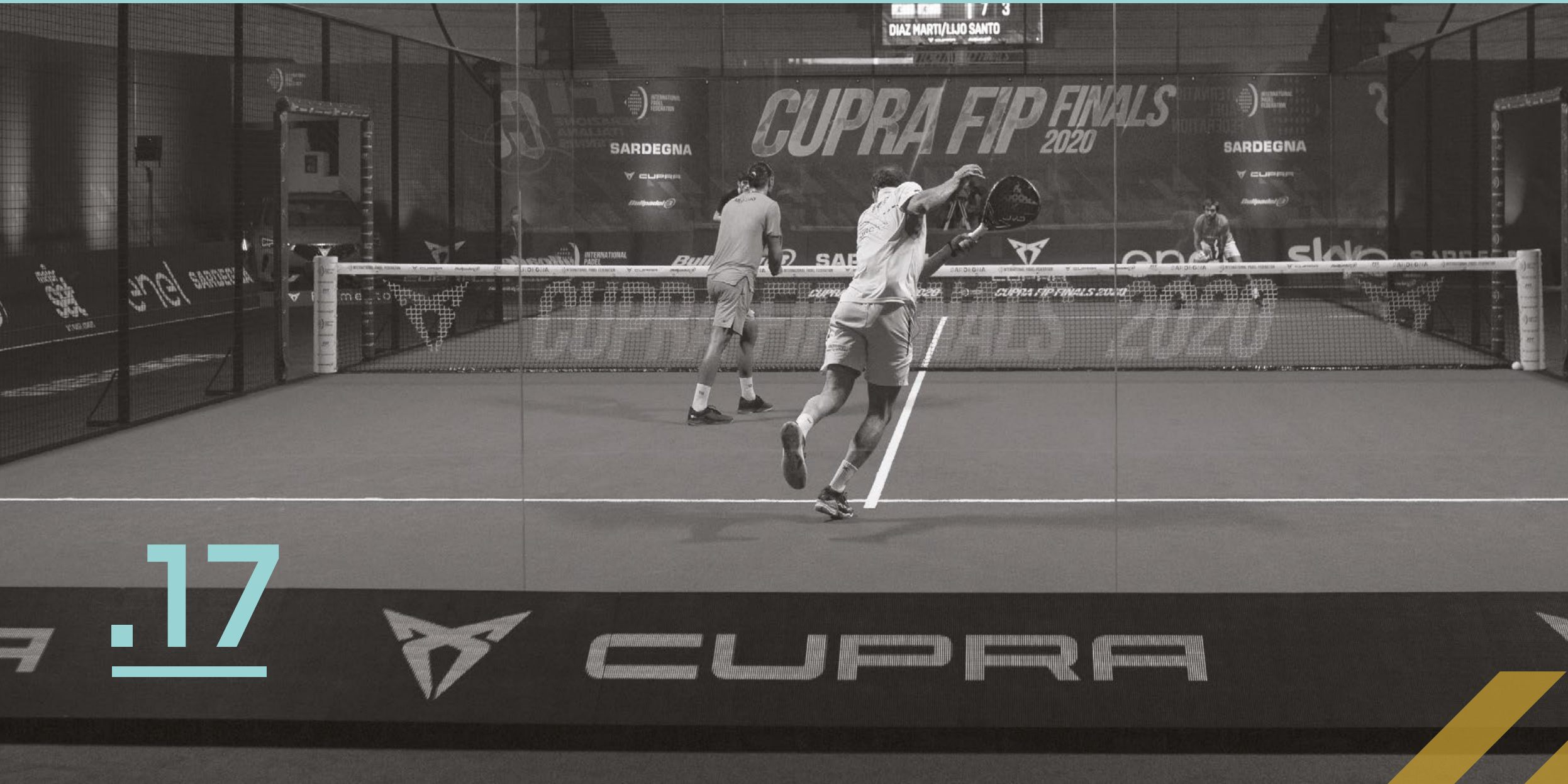
LIVE STREAMING / LIVE SCORING

Live Streaming and Live Scoring is mandatory in all CFT Tournaments. Live streaming should not be recorded through mobile phones but only with professional equipment. The streaming contact person's details and all technical information to **operations@padelfip.com** 2 weeks before the start of the tournament. Competitions will be live-streamed on the official FIP YouTube channel.

The requirements for each tournament category are the following:

	BRONZE	SILVER	GOLD	PLATINUM
LIVE STREAMING	Final	Semifinal & Final	Quarterfinal, Semifinal & Final	All CC MD Matches
LIVE SCORING	Final	Semifinal & Final	Quarterfinal, Semifinal & Final	All CC MD Matches

*Contact operations@padelfip.com regarding TV rights.



TOURNAMENT PROMOTION

Tournaments are obliged to promote their events within the local community and on social media and share them with FIP.
To promote your tournament on our international channels:

- A WhatsApp group will be created with the FIP social media team. Please contact operations@padelfip.com to set it up. Photos must be sent through Wetransfer/ Dropbox/Google Drive.
- Please add these FIP emails here (press@padelfip.com; social@padelfip.com;) to your tournament media distribution list. Please be aware that FIP will promote your tournament by producing one news article at the start and one at the closing of the event and publish them on www.padelfip.com You are encouraged to repost them on your communication handles.

VIDEOS

We welcome clips of match celebrations, key match or championship points, or short player interviews (with subtitles in English). Videos must be clear, both visually and audibly, no more than 60 seconds and free of embedded advertising or any logos. If you are using music accompaniment within videos, please ensure the music is either royalty-free or you have obtained the necessary license to use it, and confirm this in the email. Videos should be recorded in vertical format.

PHOTOS

We welcome photos focusing on the venue or host city pre-tournament, players in action during their matches and the players in action during the award ceremony. Please ensure photos are of high-quality resolution, feature FIP and local promoter's branding in the background and do not have any watermark or logos. Provide the name of the photographer if credit is to be given. Photos must be sent no later than the end of the competition's day.

SOCIAL MEDIA

Join our official FIP social media channels. We encourage you to mention [@Padelfip IG](https://twitter.com/PadelfipIG) and use the hashtags [#PadelfIP](https://twitter.com/Padelfip) [#CupraFIPTour](https://twitter.com/CupraFIPTour) on your X, Instagram, Facebook, Linkedin, TikTok. This will help our media team identify your posts for possible interactions. You are also encouraged to invite FIP Instagram account to collab posts, provided that you share the content/ copy with the FIP social media team in advance.

PHOTOGRAPHERS

PLATINUM	GOLD	SILVER	BRONZE
2	1	1	1

WILD CARDS

Tournament Organizers are responsible for the selection and the awarding of the Wild Cards. FIP will supervise and approve the selected WC. Tournament Organizers are obliged to provide an explanation of how the Wild Cards were selected.
The Tournament Organizer with the approval of the FIP may hold a Wild Card Tournament to determine the selection of Wild Cards. Wild Cards Tournament for any CFT

Tournament must finish before the Qualifying draw ceremony of the CFT. Tournament Organizers may not require players to stay in the tournament hotel or similar type condition in order to compete in a Wild Card tournament. Tournament Organizers must submit the Wild Cards selected to the FIP for approval and the FIP has the right to reject any wild card selection by the Tournament Organizer at least 1 week before the tournament starts.

COMMERCIAL

All CFT Tournaments will have certain responsibilities relating to their sponsorship activities and must act in compliance with the Rules.A Tournament shall be required to avoid any contract with a Tournament sponsor that may conflict with a FIP sponsorship. It's mandatory to consult to FIP the possible sponsors categories that are available for the tournament.
The FIP' s regulations regarding media, commercial and data rights are detailed in the CFT Rulebook.
For the avoidance of doubt no sponsorship will be per-

mitted either as part of the Commercial Rights or as Tour Sponsor Rights to any entity in respect of tobacco products, betting companies, political activity or other category deemed to be detrimental to the sport of Padel, as reasonably determined by FIP in consultation with the applicable National Associations. It is permitted to appoint casinos or national, regional or state sports lotteries as part of the above rights (with the prior approval of the FIP) provided they do not offer Padel betting as part of their business activity.

FIP STAFF & FIP TICKETS

The Tournament is responsible for covering travel expense, hotel (individual room of single occupancy in the official hotel) and meals from the night prior to start until the morning following the conclusion of their work in the Tournament.

FIP STAFF	BRONZE	SILVER	GOLD	PLATINUM
FIP SUPERVISOR/ MAIN REFEREE	Main Referee	Main Referee	Main Referee	2
FIP SPORTS DEPARTMENT	1*	1*	1*	1
FIP SOCIAL MEDIA COMMS	-	-	1*/1*	1/1
PRESIDENT/ MEMBER	-	-	1*	1
OPERATIONS	-	-	1*	1
TICKETS	15 VIP TICKETS + 15 TICKETS	15 VIP TICKETS + 15 TICKETS	15 VIP TICKETS + 15 TICKETS	15 VIP TICKETS + 15 TICKETS

*Under FIP decision

VENUE TYPE

The Tournaments could be held at different venues and must be defined as such on the Application Form. A combination of indoor and outdoor locations is permitted for Tournaments except in the Platinum tournaments categories. Circumstances out of the Tournament's control, e.g. bad weather, require matches to be moved to an alternative location included indoor facilities. Match conditions must be the same during all matches of the same round of the draw. Tournaments held outdoors are

advised to create a “bad weather” plan for staging the Tournament in the case of bad weather, e.g. identifying nearby locations with indoor facilities that may be used. The overall venue should be free of distractions from excessive noise from other events, such as other sports games, matches, tournaments, concerts, etc. Tournament Organizer must make best efforts to ensure all matches are free from outside distractions.

DEFINITION OF AN INDOOR COURT

An indoor court is one which is completely covered by a roof, and for which playing conditions are largely artificial.

NOTE: Artificial playing conditions would include artificial light, protection from rain, and little or no wind. Courts housed under a permanent structure (including ‘air halls’) but without walls may be defined as ‘indoor’ if the playing conditions are still largely artificial and temperature and/or humidity can be manipulated. Covered courts (including courts with retractable roofs) may be defined as ‘outdoor’ – even if artificial lighting is required– if they are exposed to other environmental factors or the roof is open by default.

PRACTICE COURTS

The following principles will apply at all CFT tournaments:

- .01** No player staying at the official hotel (a “resident”) will receive better or greater access to practice facilities than those not staying at the official hotel (“non-residents”) by virtue of their place of accommodation. No differentiation can be made depending on the method of booking the official hotel (for example, through the organiser or through a travel website).
- .02** The tournament must set a designated number of courts for match play and practice. The courts must be of equal standard and both residents and non-residents must be granted access to the stipulated practice courts.
- .03** When mandatory, practice court must be available for use for a minimum of 9 hours each day. Starting always 1h before the matches start.
- .04** Practice courts must be of a similar condition to the match courts.
- .05** Practice must be free for all players from the designated start day (minimum of one day before) in the Gold and Platinum Tournaments. Silver and Bronze Tournaments are recommended to offer free practice for the players.
- .06** In extraordinary circumstances, FIP can allow the tournament organizer to denied the access to practice courts for eliminated players, although it is encouraged where possible. The opportunity to practice, must be the same for both residents and non-residents of the official hotel.

.07 On all days, a priority for practice will apply as follows:

- First match warm-ups
- Players scheduled to compete on that day.
- Players scheduled to compete on the following day.
- Remaining Main Draw players, Alternates and Lucky Losers.
- Eliminated players

STAFFING AND RECOMMENDATIONS

- A member of the tournament staff must administer the practice court schedule being onsite to take bookings via email during practice hours, be able to apply the priority order.
- Tournaments are encouraged to deliver more than the minimum requirements stated above.
- This may include more practice courts, extended hours of availability.

Deviation from these principles can only be made with prior approval from the FIP.

MATCH & PRACTICE COURTS

BRONZE		SILVER		GOLD		PLATINUM	
MATCH COURTS	PRACTICE COURTS	MATCH COURTS	PRACTICE COURTS	MATCH COURTS	PRACTICE COURTS	MATCH COURTS	PRACTICE COURTS
2	0	2	0	3	1	3	1
3	0	3	0	4	1	4	1
4	0	4	0	5	1	5	2
5	1	5	1	6	2	6	2

*Practice courts could be in a secondary venue

COURT REQUIREMENTS

All Tournament courts (match play and practice) must have the same performance characteristics – they must have same structure (wall or glass) and **all requirements described in the FIP Padel Game Regulations** [\(link\)](#)
All courts must be of a quality suitable for international competition, whereby court surfaces have a uniform turf with no cracks or gaps between joints and court markings must be straight.
No additional court markings may appear on match courts in any Tournament category.

Courts and their fixtures must present no undue risk of injury to players, officials or spectators. The playability of a court shall be determined by the FIP Supervisor / Main Referee who may insist on work being carried out to improve the quality of court(s) before play may begin. If there are insufficient playable courts and alternative solutions for conducting the Tournament cannot be found, the FIP Supervisor / Main Referee, in consultation with the FIP Sports Department, has the right to cancel the Tournament, in which case the Tournament will pay a minimum of first round losers prize money to all Main Draw players and will also be responsible for the reimbursement of reasonable expenses to all players.

COURT PREPARATION

All courts must be kept clean, well maintained throughout the competition and safe for play. Glasses should be cleaned when necessary and the turf shall be swept and watered (if necessary) before the start of all matches. Court Maintenance Guidelines can be requested to FIP.

COURT EQUIPMENT

The Tournament Organizer must ensure that all match courts are equipped with the following equipment prior to the start of play:

- Net, net cover, net protection, all of which must comply with the Rules of Padel and the FIP Branding Guidelines. Advertising is allowed on the net, band, net posts. Each tournament shall have spare nets available.
- **Measuring device** – a measuring stick, tape measure or other measuring device must be available for the measuring of the net height.
- All accesses to the court must be protected on its three sides and the net post must be also protected with a padded material, which must be firmly and securely attached to the metal structures or the post, in accordance with the applicable regulations of Padel
- **Chair Umpire’s Chair** – it is recommended that the height of the chair is a minimum of 1.75 meters and a maximum of 2.25 meters. The chair shall be centered along an extension of the net approximately 3 meters from the net post. It is recommended to have a small writing table to the right-side armrest of the Umpire’s Chair.
- **Players’ Chairs** – each Tournament must provide chairs for the players located on each side of the Chair Umpire. Coach will be provided with one additional chair.
- Umbrellas on courts are strongly recommended for players and chair umpires for tournaments held during hot weather conditions.
Scoreboards - Tournaments must provide scoreboards for all matches with Live Scoring
- It is recommended that the Center Court has a PA system (Microphone) for the chair umpire to announce the matches.
- ***Towels are recommended for player use but are mandatory at Platinum Tournaments.***

TWO TOURNAMENT SITES

In the interests of players, officials, organisers and spectators and to ensure the Tournament is run as efficiently as possible, the entire Tournament is recommended to be held on one site. If a second site is used, then that site must be listed on the fact sheet. Detail the site address and for which days the site will be used.

COMBINED TOURNAMENTS

If the Tournament is to be run concurrently with another FIP Tournament (Senior, Promises, PP tournament) at the same venue, this must be indicated on the application form. Applications for combined Tournaments are welcome but the combined Tournament consequently must comply with enhanced standards in accordance with the CFT Regulations for both

Tournament categories. Any Tournament which is combined with a PP or CFT tournament shall provide a level of standards equal to or greater than the level of standards provided for the PP or CFT tournament. In no instance shall standards fall below the minimum requirements herein.

LIGHTS

It is recommended that all tournament organizers measure the lighting of all match courts prior to hosting an event, so the organizer is aware in advance if the lighting is suitable for play (weather). For all Indoor events and tournaments with match schedule plans that require lighting the courts must meet the requirements below.

All matches played under artificial lighting, the intensity of illumination must be sufficient for professional padel i.e. minimum of 500 lux and distributed evenly over the court. The ratio of the highest to lowest light readings is

recommended to be a maximum ratio of 1.5 : 1. For match courts with TV production the minimum required is 1000 lux.

Light poles should be positioned so that light is evenly distributed around the court and the poles should be positioned not to affect player safety or match play. The FIP Supervisor or the Main Referee has the authority to suspend play on any court if the intensity of illumination, on their judgment, is insufficient for professional Padel.

LOCKER ROOMS

Suitable and separate locker rooms for men (male players) and for women (female players) must be available, preferably adjacent to the Tournament courts. Player locker rooms must include toilets, showers and hand washing facilities (all cleaned multiple times on a daily basis), an adequate supply of toilet paper and wastepaper/sanitary bins.

There must be sufficient security to prevent public access and unauthorized entry, protect the players' personal belongings, protect players from corruptors, prevent unwanted/harmful interactions.

PLAYER LOUNGE

Gold and Platinum tournaments must provide a suitable Player Lounge area on-site for the duration of the Tournament for use by all players and their guests. This lounge must be an indoor space, unless otherwise approved by the FIP in advance of the Tournament. If an outdoor tent with walls is used for the players' lounge, then it must have portable heating (winter) or fans / ACC (summer)

provided. This area must not be accessible by the public. The area should be equipped with a television and sofas/ comfortable chairs and be supplied with fruit and water. It is also mandatory to be supplied with non-carbonated soft drinks, including sports drinks. The players' lounge must be freely available to all players.





TREATMENT AND FITNESS ROOM

The Platinum and Gold tournaments should have a separate treatment room available, preferably located near the courts. Alternatively (but not recommended) a partitioned area of the locker room may be suitable (for privacy reasons), provided this is equipped with a wash hand basin, is well-ventilated and is of a suitable temperature.

A notice board must be placed in the Player Lounge or near the Tournament Desk. All player information must be clearly displayed and updated daily. This information must include the following day's Order of Play; updated draw sheets; transportation information; player notices, and other notices as required by the FIP.

The room must include:

- One adjustable padded treatment table per Sports Physiotherapist in good repair and sanitary condition
- A desk, table or countertop for medical supplies
- Chairs and/or rolling stools
- Cupboard for storage of paperwork and medications
- Adequate supply of clean towels and sheets
- Ice and non-carbonated water (still)
- Dispensed soap (or the equivalent) and paper towels

Platinum and Gold tournaments must provide to all players, free of charge, an equipped gym (with equipment as specified in table below as a minimum) either onsite at the tournament venue, at the official tournament hotel or off site at a reasonable walking distance from the tournament venue/official hotel. If the gym is not located onsite at the tournament venue, then the tournament must provide an 'onsite warm-up and recovery fitness area' with equipment as specified in table below as a minimum. The area should be large enough to allow for stretching, functional exercise, as well as to use the cardio equipment.

For **Silver and Bronze tournaments** – it is recommended to have an 'onsite warm-up and recovery fitness area' with equipment as specified in table below as a minimum.



EQUIPMENT ITEM	GYM		WARM-UP AND RECOVERY FITNESS AREA	
	GOLD	PLATINUM	BRONZE	SILVER
AEROBIC MACHINES	4			2
FREE WEIGHTS	1 set (set = 1,2,4,6,8,10,15kg (2 of each weight)			
STRENGTHENING MACHINES	Smith, knee extension, leg curl, leg press and hip machine (Recommended)			
STRETCHING MATS	4			4
RESISTANCE BANDS <small>(SET = LIGHT, MEDIUM, HEAVY)</small>	4 sets			2 sets
FOAM ROLLER	2			2
RUBBER MEDICINE BALL <small>(WEIGHT RANGE 1KG- 4KG)</small>	1			
SWISS BALLS	1			
BALANCE PAD	1			
SKIPPING ROPE	2			

ON-SITE ANTI-DOPING TESTING FACILITY

If required and when requested, each Tournament is obligated (unless indicated otherwise) to provide the following facilities:

- A private room with separate toilet; or, at the discretion of the FIP or Anti-Doping authorities an alternative on-site location.
- The room/location must have/contain:
- A lock on either the door or the fridge
- A desk and two chairs and internet access
- Lockable cabinet (if the room is not private and lockable)

In addition, the Tournament is required to provide staff assistance for site set-up and facility maintenance during the Tournament.



RESTAURANT / FOOD SERVICE

Platinum, Gold and Silver Tournament must ensure there is a food station on-site at the Tournament where players can get various types of food and drink suitable for athletes. It is strongly recommended that the food station is open throughout the day and evening to accommodate players involved in late evening matches.
The system by which players are to obtain food (i.e. vouchers, tickets, or cash) should be made known to the players before the start of the Tournament.

Please see Recommended Food and Drink for a list of recommended foods and drinks.

Tournament organizer’s must make reasonable efforts to ensure that all food and drink items provided for players are free of all substances listed in the prevailing version of the WADA Prohibited List.

Players must be allowed to bring food on-site to accommodate special dietary restrictions or other dietary needs.

	BRONZE	SILVER	GOLD	PLATINUM
BREAKFAST	Recommended	Recommended	Recommended	Mandatory
LUNCH	Recommended	Mandatory	Mandatory	Mandatory
DINNER	Recommended	Recommended	Mandatory	Mandatory

VENUE ACCESS AND CREDENTIAL SYSTEM

FIP Player Only Areas

Tournaments must provide adequate player-only areas/facilities. Access to these areas must be prohibited from non-credentialed persons. Tournament personnel are responsible for preventing non-credentialed access to minimize any possible interaction between players and any potential courtsiders, corruptors and/or gamblers.

These areas must be designated “authorized access only”. Players and their nominated coaches must be issued with accreditation/credentials clearly displaying access rights and must be presented to Tournament personnel to gain access to these areas.

FIP Platinum Accreditation Procedures

Accreditation/credentials must be issued to al participants of an FIP Platinum including, without limitation, all players, related persons (coaches, guests etc), Officials (FIP Supervisor, Chair Umpires etc) and Tournament / FIP staff.

● Accreditation must display:

- Full name of the person
- Nationality
- Role/Category (i.e. Player, Coach, Chair Umpire etc)
- List of areas with access Rights (i.e. Venue, Courts, Player Lounge etc)
- Headshot/passport style photo

● Accreditation must be provided to:

- All Main Draw and Qualifying player
- All Registered coaches
- 1 (minimum) Guest per player
- All tournament support personnel (Volunteers, staff, press, contractors, and officials, FIP Staff)
- Every person collecting their accreditation must show a photo ID, preferably passport, to confirm their identity

TOURNAMENT ORGANIZER / TOURNAMENT DIRECTOR

Each organizer must designate one or more persons i.e. the Tournament organizer(s) to be the point of contact for the FIP for CFT Tournaments.

The Tournament organizer(s) is responsible for submitting the Application and Fact Sheet to the FIP. In addition, the Tournament organizer or their appointee is responsible for providing letters in support of Visa Applications for players. The Tournament organizer(s) must also designate a Tournament Director, who will be responsible for all aspects of the organization of the Tournament, with the exception of all matters relating to the rules of competition as stated in the CFT Regulations, the Rules of Padel and all on-court issues, which are the responsibility of

the FIP Supervisor / Main Referee. The Tournament director must be on-site throughout the whole Tournament from before the matches start and until last match is finished, ready to solve any problems related to the organization of the Tournament, players, officials, media and spectators. They must be English – Spanish speaking and be fully aware of the responsibilities of their position. They are prohibited from competing in a Tournament for which they are undertaking this/these role(s).

The Tournament Director shall act in cooperation with the FIP staff and FIP Supervisor / Main Referee and will be responsible for compliance with the rules and regulations.

TOURNAMENT ASSISTANTS / TOURNAMENT DESK

Each Tournament must provide sufficient personnel to assist the Tournament Organizer and the FIP Supervisor / Main Referee with their administrative duties, e.g. ensuring smooth running of live scoring, payment of prize money and IT/communications systems support. Other assistants, a number of whom should ideally have previous Tournament support experience

and be English-Spanish speaking, must also be available to provide player support, i.e. assisting and advising players with Tournament related issues such as practice court bookings, hotel reservations and transport arrangements. There must be an email and telephone that accepts international phone calls at the Tournament Desk.

COURT MAINTENANCE STAFF & EQUIPMENT

The Tournament Organizer must appoint and pay all costs for a sufficient number of trained personnel responsible for the maintenance of the courts, who must be available on-site at all times and keep all match and practice courts to a required standard at all times. Court services personnel should be trained and aware of local laws regarding the proper handling of biohazardous waste. Rain covers, brushers etc are highly recommended.

ACCREDITATION STAFF

Each Platinum tournament must have at least one staff member that will oversee the accreditation process for the tournament. This individual and any other individuals responsible for accreditation must manage the credential process for the tournament as per section. The credential staff must ask for a photo Id, preferably passport to confirm the identity of every person before handing over the accreditation. The individual responsible for accreditation must work in conjunction with the FIP Supervisor / Main Referee

VOLUNTEER STAFF

Tournaments can be more successful with the support of volunteers. Volunteers can fill a number of valuable roles during a tournament, such as credential monitors for locker rooms or facility, fitness facilities access, ball persons monitor, player lounge monitor, photographer, player services assistance, scoring monitor, hospitality assistance, ticket office assistance, sponsorship hospitality, ushers, or other similar roles. It is recommended that there is a coordinator for all volunteers is created to handle the applications. It is important to screen these individuals and follow local laws prior to them working. It is also important to provide clear job description and duties for all individuals assisting with the tournament.

BALL KIDS

All ballboys must be trained prior to going onto court for their first match. Ballboys must understand Padel scoring and specifically how tiebreakers are played. The Ball Person should know their responsibilities and must be trained on procedures for warm-up, change-over and ball change and positioning. Clothing for ball persons shall not be iden-

tical to the Officials' uniform and shall not be light colored, particularly white or yellow. For outdoor Tournaments played in high temperatures dark colored clothing must not be worn. It is recommended to have a shaded space for ball persons to gather before the start of play and for breaks during the day.

Bronze and Silver

Where possible, ball persons should be provided for semi-finals and finals, but only when provided for all matches from the start of a given round.

Platinum and Gold Tournaments

In the Platinum Tournaments a minimum of three ball persons must be provided for all Main Draw matches on Center Court. In the Gold Tournaments one ball person must be provided for all Main Draw matches on Center Court.



PRESS OFFICER

It is recommended that a person who has good knowledge of Padel, has public relations or media experience and has strong local media contacts is appointed Press Officer for the Tournament.

The responsibilities of a Press Officer may include issuing press releases about the Tournament to local media and dealing with requests from media both in advance and during the Tournament.

TOURNAMENT ENTRY FEES

The following entry fees may be charged by the Tournament Organizer per player prior to the start of the Tournament. The Tournament Organizer must provide a receipt for fees collected onsite. The entry fee can be collected in Euros or in local currency as stated on the Fact Sheet. Tournaments

should collect the Entry Fee from players before their first match when collecting the required Tournament Accreditation. It could be collected by cash on-site, Credit Card or by bank transfer always that this information was clearly visible on the Factsheet / Overview information.

DRAW	QUALIFYING	MAIN DRAW
Maximum Fee (per player)	Up to €40	Up to €40

WATER, ICE AND TOWELS (ON COURT SUPPLIES)

Bottled water (in individually sealed containers) must be provided on court for players during all matches. There should not be a limit placed on the number of bottles of water a player can have during a match.

Ice must be available to players during the tournament. Ice coolers and Ice bags should be available during hot days and should be available to treat injuries after their matches. It is recommended that ice coolers with ice bags be placed on each match court. Platinum Tournaments must provide one towel per player under request for every match throughout the Tournament. Water, Ice and Towels must be routinely checked after each match, and any unsealed bottles and drinks or other products not supplied by the

Tournament must be removed from the court/coolers. Each Tournament must have a spill kit, which is maintained by court maintenance staff, for the proper clean up and disposal of biohazardous material on each court and hand sanitizer must be available for use by ball persons following handling of used towels. In Extreme Heat Conditions it is recommended to provide umbrellas, fans and ice towels.



PRIZE MONEY

Prize money must be paid by the organizers in cash or by bank transfer. The players are responsible of fill and deliver to the promoter the FIP Prize Money Form. Other methods of payment should be approved by FIP six (6) weeks before the start of the tournament. If the players require, Tournaments must consider providing an option to transfer prize money electronically to players, e.g. bank transfer, PayPal, to avoid players having to carry significant sums of cash on their person. Prize money paid in cash must be available to players following the completion of their final match.

Prize money paid electronically should be paid a maximum of 30 days after the last day of competition of the tournament.

The prize money breakdown for each round is detailed in the CFT Rulebook. The FIP Supervisor / Main Referee can provide the Tournament Organizer with a spreadsheet.

Non-payment of Prize Money

Where prize money has not been paid to a player(s) within 30 days of the ‘payment completion deadline’ the FIP reserves the right to hold money from the Organiser and may consider further legal action against the Organiser through the CFT Code of Conduct.

HOTELS / ACCOMMODATION

Each Tournament must appoint an official hotel, which is of a suitable international standard, and negotiate reduced room rates (not higher than 120€ twin room) for players. If rates at the official hotel are higher, details of alternative cheaper accommodation must also be provided, which must be within reasonable distance of the site. Tournaments must reserve a sufficient number of rooms for entered players in the Platinum Tournaments. The reservation deadline must not be earlier than 3 days after the entry deadline for the Tournament. Players cannot be required to book hotel room through a Tournament Organizer unless the tournament is offering free hospitality and the tournament staff is managing those rooms. If a player makes a reservation with a travel agent, through an alternate vendor or other legitimate retailer the tournament organizer must be provided the same access to practice courts as to those players who booked through alternate methods. The Tournament Organizer must ensure the Tournament Hotel is screened prior to being submitted on the Fact Sheet. The safety and security of players must be the key factor in the selection of an official accommodation, and it must meet the following standards:

- A

Safety and Security

 - Reception or management staff available 24 hours
 - Separate security staff available 24 hours/day
 - Criminal background checks or security screening for all staff
 - Guests must show ID to get room keys
 - Safe facilities available for guest valuables

- B

Emergency Procedures

 - Emergency and evacuation procedures in place
 - Compliant with fire codes and others as applicable (e.g. earthquake, tornado)
 - Hotel fitted with working smoke detectors/alarms/sprinkler systems
 - Staff trained in emergency management procedures

- C

Room Standards

 - Guestrooms require key card entry and equipped with deadbolts
 - Guestrooms equipped with one-way peep holes (recommended)
 - Guestrooms equipped with telephones Bathroom and toilet facilities in each guestroom, separated from sleeping area by closing/locking door
 - Disabled access and facilities available

- D

Hotel Cleanliness

 - A high standard of cleanliness maintained throughout the property.
 - Housekeeping/ laundry meets national hygiene standards
 - Restaurants/ kitchens meet national food service and storage standards



PRIVATE HOUSING

If private housing is provided to players from the Tournament Organizer, then they must ensure that the following minimum requirements are met:

- **Each host family’s residence must be located in a safe part of the town/city;**
- **Criminal and other appropriate background checks must be carried out on all adult members of host families, in accordance with the National Association’s own procedures and local law and regulation. The National Association must ensure that its procedures, such as the provision of references and self-disclosure of convictions, comply with local law and regulation;**
- **The National Association/Tournament Organizer must produce and apply a Code of Conduct for host families (under FIP approve), which must be formally acknowledged and accepted by the adult members of each host family. The National Association/Tournament Organizer must keep records of all such acknowledgements from host families;**
- **The National Association/Tournament Organizer must ensure that an appropriate tournament representative undertakes a home visit of each host family’s residence shortly before the tournament in order to satisfy themselves as to the appropriateness of the arrangements made by the host family for each player;**
- **Players must have their own bedroom, although it is acceptable for a player to share a bedroom with another tournament player. Bathing facilities must be private.**
- **Tournaments intending to provide accommodation in private housing to players under the age of 18 must contact the FIP for additional regulations.**

HOSPITALITY

Platinum Tournaments

- Tournaments offering hospitality must meet the following requirements:
- Hospitality is defined as accommodation in a twin room with breakfast provided for all Main Draw players.
- Accommodation must be available one (1) day before the commencement of the Main Draw, although a pair has the option to request accommodation to start on the day the Main Draw commences. Accommodation continues through to include the night the pair is eliminated.
- Successful Qualifiers or Alternates or Lucky Losers (LL) must be covered from the day of qualifying and continues through to include the night the pair is eliminated.
- Main draw players who have withdrawn on-site for medical reasons and who are examined by the on-site Tournament Doctor/Sports Physiotherapist shall receive hospitality through the night of the examination.
- The standard of hospitality, including any exceptions to the rules above, must be approved in advance by the FIP. The FIP may reject hospitality of an unsatisfactory standard.

Accomodation and meals must be provided for the FIP Staff and FIP Supervisor / Main Referee in single rooms from the day before of the start of the tournament until the end of the tournament.

TRANSPORT SERVICE

Transportation must be available free of charge in FIP Platinum and Gold for all players and coaches between the official hotel and the Tournament site starting on the first Qualifying day through the last day of Main Draw. A minibus is recommended for this purpose. This should be organized on a regular 'shuttle' basis (approximately every hour) throughout the hours of play, including practice. Transport must be available at least two to three hours before the first match is scheduled.

Details of the transportation service must be given to players on arrival and displayed at both the Tournament site and hotel.

Transportation must be available free of charge in FIP Platinum for all players and coaches between the Airport/Train Station

and the Official Hotel / Tournament Site. Detailed information about transportation between the nearest airport and official hotel/Tournament site must be provided in the Fact Sheet.

Transportation must be provided for the FIP Staff and FIP Supervisor between the nearest airport/railway station, Tournament site and official hotel.

The Tournament is not obliged to provide transportation for players if the official hotel and the Tournament site is in walking distance. Details of a walking route must be provided and must be safe for the pedestrians. As a guide, "walking distance" should be no more than 600m or take no longer than 5 minutes.

Gold, Silver and Bronze Tournaments

The Tournament must make best efforts to provide transportation for the benefit of the entered players between the nearest airport and/or railway station and the Tournament site/official hotel. If this is not possible, precise travel directions and a guide to likely cost must be included in the Fact Sheet.

LAUNDRY

It is recommended that each Tournament Organizer negotiate a reduced priced laundry service (whether per item or per bag) with the tournament hotel or another laundry facility near the site or hotel.

TOURNAMENT REPORT

All CFT Tournament Directors and FIP Supervisor / Main Referee will fill the Tournament Report Sheet provided by FIP the week after the tournament finished. The Tournament Director and the FIP Supervisor / Main Referee are responsible of their report. In case of real differences between both Tournament Reports, Tournament Director and FIP Supervisor / Main Referee are obliged to attend all the meetings and information required by FIP.



CFT CODE OF REGULATIONS

	BRONZE	SILVER	GOLD	PLATINUM
SPORTS & PLAYER SERVICES	Up to 500€	Up to 1.000€	Up to 2.000€	Up to 5.000€
MSP	Up to 200€	Up to 400€	Up to 600€	Up to 1.000€
TOURNAMENT CANCELLATION	Up to 10.000€	Up to 10.000€	Up to 10.000€	Up to 10.000€
BALLS	Up to 500€	Up to 1.000€	Up to 2.000€	Up to 5.000€
BRANDING GUIDELINES	Up to 1.000€	Up to 2.000€	Up to 4.000€	Up to 8.000€
MAIN REFEREE	Up to 500€	Up to 1.000€	Up to 2.000€	Up to 5.000€
CHAIR UMPIRE	Up to 500€	Up to 1.000€	Up to 2.000€	Up to 5.000€
PHYSIOS / DOCTOR	Up to 1.000€	Up to 2.000€	Up to 4.000€	Up to 8.000€
LIVE STREAMING	Up to 500€	Up to 1.000€	Up to 2.000€	Up to 5.000€
LIVE SCORING	Up to 250€	Up to 500€	Up to 1.000€	Up to 2.500€
PHOTOGRAPHER	Up to 500€	Up to 1.000€	Up to 2.000€	Up to 5.000€
TOURNAMENT REPORT	Up to 200€	Up to 400€	Up to 600€	Up to 1.000€
PM PAYMENT	Up to 3.500€	Up to 7.500€	Up to 25.000€	Up to 60.000€





FIP TEAM CONTACTS

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