



OFFICIAL APPLICATIONS FIP TOUR TOURNAMENTS

COUNTRY: CLUB:
 CITY: TOURNAMENT DIRECTOR:
 DATES: TELEPHONE:
 FEDERATION: EMAIL:

CATEGORY:

MINIMUM REQUIREMENTS

	Platinum	Gold	Star	Rise	Promotion	Promises (Juniors)	Seniors
1 Duration (Minimum days)							
Duration Qualification	2 Days	2 Days	2 Days	2 Days	2 Days	1 Day / 2 Days	2 Days
Duration Main Draw	5 Days	4 Days	3 Days	3 Days	3 Days	2 Days / 3 Days	3 Days
2 FIP Fee	10.000 €	5.000 €	2.500 €	1.500 €	500 €	600 €	600 €
3 Facilities							
Central Court	Mandatory	Mandatory	Main Court	Main Court	Recommened	Recommened	Recommened
Support Venue							
Total Number of courts							
4 Categories (No ranking restrictions)							
Male	Mandatory	Mandatory	Mandatory				
Female	Mandatory	Mandatory	Mandatory				
5 Prize Money							
Male:	Minimum 60.000€	Minimum 25.000€	Minimum 12.500€	Minimum 6.250€	Minimum 2.500€		
Female:	Minimum 60.000€	Minimum 25.000€	Minimum 12.500€	Minimum 6.250€	Minimum 2.500€		
6 Hotel:							
For Main Draw Players	2 Nights minimum	2 Nights minimum	1 Nights minimum	Special Rate	Special Rate	Special Rate	Special Rate
For Qualification Players	Special Rate	Special Rate	Special Rate	Special Rate	Special Rate	Special Rate	Special Rate
Laundry	Mandatory	Mandatory					
7 Meals							
Dinner	Mandatory	Mandatory					
Lunch	Mandatory	Mandatory	Mandatory				
Breakfast	Hotel services	Hotel services	Hotel services				
8 Transfer							
Pick Up / Drop off services	Mandatory	Mandatory					
Hotel - venue - hotel	Mandatory	Mandatory					
9 Official Ball (Bullpadel)							
Change of balls	Main draw	Main draw	From 1/4 finals	From 1/2 Finals	Finals	No Mandatory	No Mandatory
10 Officials							
Tournament Director	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Main Umpire	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Chair Umpire	Mandatory (2 per court)						
Trainee Umpire							
11 Medical team							
Doctor	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Physiotherapist	Mandatory x 2	Mandatory x 2	Mandatory x1	Mandatory	Mandatory	Mandatory	Mandatory
Messeaur	Mandatory x 2	Mandatory x1					
12 On court							
Water	Mandatory all matches	Mandatory all matches	Mandatory all matches	Mandatory all matches	Mandatory all matches	Mandatory all matches	Mandatory all matches
Fruit	Mandatory all matches	Mandatory all matches	Mandatory all matches	Mandatory all matches	Mandatory all matches	Mandatory all matches	Mandatory all matches
Towels - Energy Drinks	Mandatory all matches	Mandatory all matches					
13 Facilities							
Players Lounge	80-100 people	50-75 people	30-50 people	Recommened	Recommened	Recommened	Recommened
Wifi conexion	Mandatory	Mandatory	Mandatory				
Gym	Mandatory	Mandatory					
14 Photographer							
	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
15 Volunteers and ball kids							
	Mandatory (2 per court)	Mandatory (2 per court)					

TOURNAMENT APPLICATION INFORMATION

1 Duration (Match Schedule Plan)

Draw	Round	Date Male Draw	Date Female Draw	Promises option 1	Promises option 2	Seniors
Qualification	Q1					
	Q2					
	Last of Qualy					
Main Draw	First Round					
	1/8F					
	1/4F					
	1/2F					
	Finals					

2 Facilities

Location	Number of courts	Address	Person in charge	Phone	Email
Central Court					
Secondary Courts					

3 Categories (No ranking restrictions)

	Male	Female	Juniors	Seniors
Yes				
No				

4 Prize Money

Gender	Total Prize Money	Method of Payment	Date of payment	Responsible	Email
Male					
Female					

5 Hotel:

Name Hotel	Min Nights included	Date check in	Deadline for booking	Responsible	Distance club	Address

6 Meals

Type	Location	Start time	End time
Breakfast			
Lunch			
Dinner			

7 Transfer

Services	Starting Date	Start time	End time	Booking deadline	Responsible	Email
Airport Pick up / Drop off						
Hotel - Venue -Hotel						

8 Official Ball (FIP delivers)

Person in charge to collect	Phone	Email	Date of arrival	Address

9 Officials

Position	Name	Phone	Email
Tournament Director			
Main Tournament Umpire			

10 Medical team

Position	Name	Phone	Email
Doctor			
Physiotherapist			

Services	Number of people	Starting Time	End time	Booking procedures
On Court				
Out of Court				

11 Services on court

Services	Chair Umpire	Coolers	Water	Fruit	Towels	Other
Yes						
No						

12 Services on venue

Services	Players Lounge	Wi-fi	Gym	Loundry	Players desk	Media
Yes						
No						

13 Photographer

Name	Date of arrival	Phone	email

14 Volunteers

Role	Total Number	Date of Arrival	Other information
Ballboy			
Front Desk			
Cleaning			
Access Control			

15 FIP's Manual guidelines

Type of Manual	Deadline FIP approval	Deadline Print	Deadline instalation
Court Set Up			
Graphic Material Manual			
Streaming Manual			

16 Live-streaming

Court	Starting Day	Time table	Responsible	Phone	Email
Central Court					
Court 1					
Other Courts					

17 Live - Scoring

Court	Starting Day	Time table	Responsible	Phone	Email
Central Court					
Court 1					
Other Courts					

18 Accreditations

Type	Deadline to produce	Date to collect	Responsible	Phone	Email
Players					
Coach					
Umpire Team					
Medical Team					
Media					
Staff Member					
VIP					
Organization					
FIP (All Access)					

19 Media Services

Activities	Dates	Starting Time	End Time	Responsible	Phone	Email
Tournament Presentation						
Interviews on court						
Interviews out of court						
Press Conference						
Media Day						

20 Village

Type	Open Date	End Date	Booth Size	Responsible	Phone	Email
Commercial						
Institucional						
Food						

21 Players Party

Place	Starting Time	End Time	Dress Code

22 FIP Site-visit

Type	Days	Date of Arrival	Date of departure	Responsible	Phone	Email
Presential						
Online						

23 Ticketing

Type	Total Number	Per Player	Per Organization	Responsible	Phone	Email
General						
VIP						

24 Tournament Information

Type	Name	Responsible	Phone	Email
Website				
Social Media				

MANDATORY TIMESCALES

The following mandatory timescales apply to all FIP TOUR (CUPRA, PROMISES and SENIORS) competitions

1 Tournament Acceptance			
	Documents	Standard time	Minimum time
	MoU signed	6 Months before the start of the competition	3 Months before the start of the competition
	Payment FEE	6 Months before the start of the competition	3 Months before the start of the competition
2 FIP Manuals and Graphics delivery			
	Type	Minimum time	
	FIP Manual	1 Week after Payment FEE	
	FIP Graphic Material	1 Week after Payment FEE	
3 Graphics material approval			
	Type	Minimum time	
	Poster	2 Months before of the start of the competition	
	Photocall	1 Month before of the start of the competition	
	Venue Dress material	1 Month before of the start of the competition	
4 Contacts information			
	Role	Minimum time	
	Tournament Director	2 Months before of the start of the competition	
	Main Tournament Umpire	1 Month before of the start of the competition	
	Players Services / Others	1 Month before of the start of the competition	
5 Site - Visit			
	Tour	Minimum time	
	Cupra FIP Tour	50 days before of the start of the competition	
	FIP Promises	50 days before of the start of the competition	
	FIP Seniors	50 days before of the start of the competition	
6 Tournament website information			
	Tour	Minimum time	
	Cupra FIP Tour	45 days before of the start of the competition	
	FIP Promises	45 days before of the start of the competition	
	FIP Seniors	45 days before of the start of the competition	
7 Online entries accept date			
	Tour	Time	
	Cupra FIP Tour	60 days before of the start of the competition	
	FIP Promises	45 days before of the start of the competition	
	FIP Seniors	45 days before of the start of the competition	
8 Closing registrations deadline			
	Tour	Time	
	Cupra FIP Tour	Wednesday before the week of the start of the competition	
	FIP Promises	Friday before the week of the start of the competition	
	FIP Seniors	Friday before the week of the start of the competition	
9 Withdrawal deadline & draw date			
	Tour	Time	
	Cupra FIP Tour	Friday before the week of the start of the competition	
	FIP Promises	Friday before the week of the start of the competition	
	FIP Seniors	Friday before the week of the start of the competition	
10 Schedules whole week			
	Tour	Time	
	Cupra FIP Tour	Sunday before the week of the start of the competition	
	FIP Promises	Sunday before the week of the start of the competition	
	FIP Seniors	Sunday before the week of the start of the competition	
11 Tournament requirements check			
	Tour	Time	
	Cupra FIP Tour	Monday before the start of the competition	
	FIP Promises	Monday before the start of the competition	
	FIP Seniors	Monday before the start of the competition	
12 Closing date of Prize Money			
	Tour	Time	
	Cupra FIP Tour	1 week after the end of the competition	
13 Tournament final Report			
	Tour	Time	
	Cupra FIP Tour	10 days after the end of the competition	
	FIP Promises	10 days after the end of the competition	
	FIP Seniors	10 days after the end of the competition	