



**WOMEN'S PROFESSIONAL  
RACQUETBALL ORGANIZATION**  
WWW.WPRO-TOUR.COM

*presented by...*



## **2010-2011 WPRO EVENT HOST GUIDELINES**

### **Balls, Scorecards, Draw Sheets**

All materials will be shipped directly from the official ball sponsor (Ektelon) for both Pro and amateur divisions. The official ball must be used for all divisions of play and the Ektelon Fireball should be listed as official ball on the event entry form along with the Fireball logo provided by the WPRO. Scorecards, draw sheets, etc. will ship directly to the tournament director or club from Ektelon.

### **Court Stickers**

Host club facility or tournament staff will be responsible for putting up court stickers prior to the first round of Pro matches at each event. Please consult with the WPRO Commissioner regarding decal placement. The event tournament director and the WPRO Commissioner will determine which sponsor stickers will appear on the front wall of the championship court(s). One side wall is also controlled by WPRO and the other side wall will be controlled by both WPRO and the event TD.

### **Sponsor Doubles Pro-Am/VIP Reception**

Pro/Sponsor Doubles typically takes place on Thursday night at 7:00pm with 8 of the tour's top players. WPRO Pros will be partnered with major sponsors and/or local celebrities. The tournament director and WPRO staff will arrange the format. WPRO will provide supervision



of the event. In lieu of a Sponsor Doubles event, the tournament committee may elect to host a VIP reception or party with the Pros after the semifinal matches on Saturday evening. The WPRO will ensure that the top 8 seeds will be in attendance at special events during Tier 1 stops or will contact the tournament director immediately if that will not be the case. The top 16 seeds are required to attend special functions at the WPRO World Championships and other Grand Slam events.

### **Official/Host Hotel**

The tour requires 2 complimentary rooms be secured for the WPRO Commissioner and staff. Both rooms should be reserved from Wednesday-Sunday unless otherwise specified. Please inform the Commissioner of the name and number of the host hotel as soon as possible.

### **Pro Draw**

On the Monday prior to the start of each event, the WPRO will contact the tournament director to compare entries. Any information regarding professional entries sent to the tournament director for the Pro division or Open division entries by the Pros sent to the Commissioner should be shared at that time. The Pro draw will be finalized no later than Tuesday evening by the Commissioner and either faxed or e-mailed to the tournament director. All Pro division entry fees will be retained by the WPRO and may be collected onsite. The tournament will retain all amateur division entry fees (including those fees collected from the Pros for the Open divisions).

### **WPRO Internet Site: WWW. WPRO-TOUR.COM**

The Internet site will be used to promote tour events and event sponsors. A phone line will be required at the WPRO booth for website updates to be done. The host site's web page may be linked to the WPRO web page. During the event, the WPRO site will be updated with pro division results and the draw will remain posted for the duration of the season.



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### **Prize Money Requirement**

The minimum prize money purse for a WPRO Tier 1 event is \$10,000.00 USD. Any event over \$20,000.00 will be listed as a Grand Slam. World Championships (the last event of the season in April or May) may be held in conjunction with a USAR Regional event and requires a minimum \$20,000.00 prize money purse.

The event prize money or sponsor checks should be made payable to "WPRO". **All funds must be paid in full and received by the WPRO at least six weeks prior to the first day of the tournament.** Be aware of your six week prior date and promptly pay the balance prior to that time. Failure to comply may result in your event being removed from the Schedule.

### **Reservation of Tournament Dates/Prize Money Collection**

With the submission of your registration form and deposit (in the form of a check or money order made payable to the WPRO) of \$1,000.00 USD for a Tier 1 event or \$2,000.00 USD for a Grand Slam or World Championships, your event will be added to the WPRO Event Calendar for the season. All deposits should be mailed with the Registration Form on page 6 of this document by May 1, 2010.

Deposits will not be returned if your event is cancelled for any reason, however, it will be applied toward the Pro division prize money purse. The WPRO season may begin anytime after the second weekend in August and will end sometime in May. WPRO Event Schedule is announced at US National Singles and events may be added on a case by case basis.

**The balance of the prize money MUST be received by the WPRO no less than 6 weeks in advance of the event, otherwise the WPRO reserves the right to cancel the event and remove it from the schedule. The WPRO pays out all prize money at the event.**



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## **Referees**

The WPRO will require assistance with referees for the first round matches on Thursday and/or Friday. Professional match losers and the WPRO Commissioner will be responsible for assigning referees from that point on but may need additional support from tournament director/s in identifying certified or highly qualified local referees.

## **Scheduling of Pro Match Times**

Thursday Round of 64 (if necessary): 3:00pm - 7:00pm (4 courts)

Friday Round of 32: 11:00am, 12:00pm, 1:00pm, 2:00pm (4 courts, if necessary)

Friday Round of 16: 4:00pm, 5:00pm, 6:00pm, 7:00-pm (2 courts)

Saturday Quarterfinals: 11:00am, 12:15pm (2 courts)

Saturday Semifinals: 4:00pm, 5:15pm (1 court)

Sunday Finals: 11:00am or 12:00pm (1 court) – Commissioner/TD discretion on time

## **Removal Right**

The WPRO (in conjunction with the tournament director and host facility) reserves the right to remove any spectator, fan, or player who is abusive or disruptive in any way to a player, referee, etc.

## **Entry Fees**

**All professional division entry fees will be retained by the WPRO for Tier 1, Grand Slam and World Championship events.** The Pro division entry fee for a Tier 1 event is \$70.00 (plus the \$10 per event membership dues fee unless the player is already a full member of the WPRO). The Grand Slam and World Championships entry fee for the Pro singles division is \$100 (plus the \$20 per event membership dues fee unless the player is already a full member of the WPRO). The tournament director retains all entry fees for amateur events, including those entered by the pros.



## **WPRO/Sponsor Logos**

Please place the following logos in the appropriate places on your entry form, event

website, tournament shirt, banners, etc. WPRO and national tour sponsors' court decals must be placed on the front wall of the championship courts at the tournament venue. Logos and decals will be supplied for your use and the order of the decals will be prearranged according to sponsorship levels.

TOUR: WPRO

OFFICIAL BALL: Ektelon Fireball

Additional sponsors (lower level) and tour partners (i.e. streaming partner) may be added and may also be required to appear on the championship court (i.e. title sponsors of Tier 1 events and Grand Slams). The WPRO Commissioner will advise the tournament director of any additional decals or logos prior to the event and those decals will be brought or shipped to the event by the WPRO.

## **Official Product Display**

By contract with the WPRO's official product sponsors (listed above), no competing brands may display, sell or promote their products on site during the tournament with the exception of pro shops within the host club. A highly trafficked, unobstructed area of the host club should be designated for WPRO official product displays and banners.

## **Tickets**

The WPRO may require reserved seating for VIP's and sponsors during Pro matches. The host facility or promoter will retain all ticket sales if it is determined that spectators must pay to watch. All Pro players must be allowed to watch Pro matches at no charge.



### **Pro Player Appearances**

When hosting a tour stop, you have access to players for charity events, junior clinics, and media appearances. Several WPRO pros are willing to offer private and small group lessons for a fee and some will offer meet and greet sessions and clinics free of charge. Additional activities must be determined and agreed upon by the WPRO six weeks prior to the event.

### **Television Rights**

WPRO will retain rights to any televised professional matches including commercial spots.

### **Live Webcasting Service**

As an added bonus for sponsors and fans, tournament directors will have the option of paying or raising the \$1,000.00 webcasting fee for their tournament to appear on **The WPRO Network** (in partnership between the IRT Network and RacquetballOnline.tv). However, the webcasting service must be requested at least 8 weeks prior to the start of the Tier 1 or Grand Slam event.

### **Sanctioning**

All WPRO events in the United States must have the amateur portion of the tournament sanctioned by the USAR in order to receive the benefit of liability insurance for the host club and the event. A liability letter indicating coverage will be provided once the sanctioning fee is submitted to USA Racquetball. All players must be members of the USAR (\$35) before competing in their first match of the event.

### **Tournament Assistance**

WPRO Deputy Commissioner Dave Ellis is available to assist you with any aspect of organizing your event. Please feel free to contact him at (209) 649-5699 or [davelli@softcom.net](mailto:davelli@softcom.net) or Commissioner Shannon Feaster at [wprocommish@aol.com](mailto:wprocommish@aol.com).



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**LETTER OF AGREEMENT/EVENT HOST REGISTRATION FORM**

This document will serve as a letter of agreement between the WPRO and the host facility or tournament director to host a WPRO event during the 2010-2011 season. The WPRO agrees to reserve mutually agreed upon dates on the WPRO Schedule for the host facility or tournament director if the desired dates are available and a deposit fee of \$1,000.00 USD for a Tier 1 or \$2,000.00 USD for a Grand Slam accompanies this contract.

Event Name \_\_\_\_\_

Club Name \_\_\_\_\_ Date(s) \_\_\_\_\_ Tier Level \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Tournament Director \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work/Cell) \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
WPRO Commissioner or Dep. Commissioner

\_\_\_\_\_  
Host Facility Rep. or Tournament Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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THE SIGNING OF THIS AGREEMENT CONSTITUTES THAT THE WPRO AND THE HOST FACILITY OR TOURNAMENT DIRECTOR UNDERSTAND AND AGREE TO THE STATED RULES AND CONDITIONS OF THE PRECEDING PAGES.

NOTE: Registration form and deposit must be submitted no later than May 1, 2010 to guarantee priority consideration for specific dates. The registration fee is refundable on the first day of the event or may be applied to remaining prize money balance. No refund of the deposit will be given if the event does not take place.

**Please submit this registration form with deposit to "WPRO" Attn: Shannon Feaster, 4925 Daisey Creek Terrace, Beltsville, MD 20705.**

Upon receipt of this registration form and deposit, and terms agreed to by the WPRO Commissioner and tournament director, the WPRO will reserve a tournament date for your event and return a signed contract for your records.