



This file contains an Excel sheet for the pre-tournament preparations of the FACT SHEET for your ITF Junior Circuit event.

Move (by click the Fact Sheet-tab at the bottom of the screen) to the Fact Sheet. Then step through the Fact Sheet from top to bottom (there are 2 pages in total which appear by scrolling down in the sheet) and fill in all relevant data for your event (please refer to the Rules for the ITF Junior Circuit for details). Please note that some details may vary depending on Grade of the event and Draw sizes selected.

Once you have filled in the Tournament title in Cell C6, it will automatically also appear in the top left corner of the Fact Sheet.

You may insert your tournament logo, club logo or sponsor logos in cells A2-E2 on the 1st page of the sheet. These graphics should not exceed total of 360 (wide) x80 (high) pixels in size.

Once you have finished filling in your Fact Sheet and have double-checked the information, you are strongly recommended to PROTECT the Fact Sheet from accidental changes. From the Fact Sheet, go to the Tools menu, select "Protect" and thereafter "Protect Sheet". Make sure all three tick-boxes are checked. You may wish to add a password for added safety. NB! If you choose to use a password, you have to remember this, should you ever need to edit the sheet again.

Once you have filled in all data as below (and protected your Fact Sheet), move to the Instructions page, right-click on the tab Instructions (below) and then select "Delete".

Save and name the file so that it is easy to identify your Tournament. You can distribute the Fact Sheet in Excel-format. If you have access to Adobe Acrobat (the full programme, not just the Reader) you may also wish to produce a pdf-file of the Fact Sheet.

**Always send a copy of the Fact Sheet to the ITF for approval 3 months before the start of the event.**

If you have a tournament web-site, you can also post your Fact Sheet and Entry/Withdrawal forms there for download (preferably in pdf-format).

| TOURNAMENT NAME AND DATES |                                   |                         |                        |                        |
|---------------------------|-----------------------------------|-------------------------|------------------------|------------------------|
| Tournament                | Name of Tournament                |                         | Country                | Grade                  |
|                           | <b>50° TROFEO BONFIGLIO</b>       |                         | <b>ITALY</b>           | <b>A</b>               |
| Dates                     | Date of Monday in Tournament Week | First day of Qualifying | First day of Main Draw | Last day of Tournament |
|                           | <b>18 MAY</b>                     | <b>16 MAY</b>           | <b>18 MAY</b>          | <b>24 MAY</b>          |

| ENTRIES AND WITHDRAWALS |  |           |  |              |               |
|-------------------------|--|-----------|--|--------------|---------------|
| Entry Deadline          | Entry Deadline (Date)  |           | <b>Entries must be sanctioned by National Tennis Association.<br/>It is the responsibility of the sender to ensure<br/>the Entry/Withdrawal is received.</b> |              |               |
|                         | 27 APRIL   |           |  |              |               |
| Withdrawal Deadline     | Withdrawal Deadline (Date)   |           |  |              |               |
|                         | 4 MAY  |           |  |              |               |
| Entries by post to:     | Name of Organiser/Club   |           | Street/PO Box address  | Post code    | City, Country |
|                         | ITALIAN TENNIS FEDERATION  |           | STADIO OLIMPICO - CURVA NORD, INGRESSO G   | <b>00194</b> | ROME          |
| or by fax to:           | Country code   | Area code | Number   |              |               |
|                         | +39  | 06        | 36858602   |              |               |
| or by email to:         | Email address  |           |  |              |               |
|                         | tornei@federtennis.it  |           |  |              |               |
| IPIN requirement        | IPIN: All players must have an IPIN to enter an ITF Junior Circuit event and pay the annual IPIN Membership Fee. If you do not already have an IPIN please go to <a href="http://www.itftennis.com/IPIN">www.itftennis.com/IPIN</a> to register. |           |  |              |               |
| Eligibility             | Only Boys and Girls born between 1 January 1991 and 31 December 1996 may participate. Players may not participate unless they have reached their 13th birthday before the start of the Main Draw.  |           |  |              |               |

| VENUE            |  |                 |          |  | For Entries and Withdrawals: see addresses above |   |
|------------------|--|-----------------|----------|--|--|---|
| Venue            | Name of Club/Venue   |                 |          | Contact person   |  |   |
|                  | TENNIS CLUB MILANO "A. BONACOSSA"                            |                 |          | MR ROBERTO RECALCATI   |  |   |
| Address          | VIA G. ARIMONDI, 15 - 20155 MILANO                           |                 |          |  |  |   |
| Surface, Balls   | Indoors/Outdoors   | Type of surface |          | Number of courts   | Brand of Balls                                   |   |
|                  | OUTDOOR  | RED CLAY        |          | 12   |  |   |
| Telephone, Email | Country code   | Area code       | Number   | Email-address  |  |   |
|                  | +39  | 02              | 33002249 | <a href="mailto:direzione@tcmbonacossa.it">direzione@tcmbonacossa.it</a> |  |   |
| Fax              | +39  | 02              | 33002665 | Information to be found on tournament web-site:                          |  |   |
| Internet address | <a href="http://www.tcmbonacossa.it">www.tcmbonacossa.it</a> |                 |          | <input checked="" type="checkbox"/> Acceptance lists                     | <input checked="" type="checkbox"/> Draws        | <input checked="" type="checkbox"/> Order of Play |

| TOURNAMENT DIRECTOR & REFEREE |                             |           |          |  | For Entries and Withdrawals: see addresses above |  |
|-------------------------------|-----------------------------|-----------|----------|--|--|--|
| Tournament Director           | Name of Tournament Director |           |          | Post Address   |  |  |
|                               | MR SERGIO PALMIERI          |           |          | c/o TC Milano "A. Bonacossa"   |  |  |
| Telephone / Email             | Country code                | Area code | Number   | Email-address  |  |  |
|                               | +39                         | 02        | 33002249 | <a href="mailto:direzione@tcmbonacossa.it">direzione@tcmbonacossa.it</a> |  |  |
| Fax                           | +39                         | 02        | 33002665 |  |  |  |
| Referee                       | Name of Referee             |           |          | Country  | ITF Certification                                |  |
|                               |                             |           |          |  |  |  |
| Mobile phone / Email          | Country code                | Area code | Number   | Email-address  |  |  |
|                               |                             |           |          |  |  |  |

| DRAWS AND SIGN-IN DETAILS |                     |           |                  |           |                  |           |
|---------------------------|---------------------|-----------|------------------|-----------|------------------|-----------|
| Under 18                  |                     | Draw size | Sign-in deadline | Start day | Prel. finish day | Entry Fee |
| Boys                      | Singles Qualifying  | 64        | 15 MAY BY 18,00  | 16 MAY    | 17 MAY           | max \$65  |
|                           | Singles Main Draw   | 64        | 17 MAY BY 16,00  | 18 MAY    | 24 MAY           |           |
|                           | Doubles Main Draw   | 32        | 18 MAY BY 14,00  |           |                  |           |
|                           | Singles Consolation |           |                  |           |                  |           |
| Girls                     | Singles Qualifying  | 64        | 15 MAY BY 18,00  | 16 MAY    | 17 MAY           | max \$65  |
|                           | Singles Main Draw   | 64        | 17 MAY BY 16,00  | 18 MAY    | 24 MAY           |           |
|                           | Doubles Main Draw   | 32        | 18 MAY BY 14,00  |           |                  |           |
|                           | Singles Consolation |           |                  |           |                  |           |

| HOTELS                   |   |                 |                    | Rates indicated are for persons not getting free hospitality                          |                         |                               |                               |
|--------------------------|---|-----------------|--------------------|---|-------------------------|-------------------------------|-------------------------------|
| <b>Official Hotel 1</b>  | Name of Hotel<br>Hotel RAFFAELLO                      |                 |                    | Street Address<br>Viale Certosa n. 108  |                         |                               |                               |
| <b>Telephone / Email</b> | Country code<br>+ 39                                  | Area code<br>02 | Number<br>392431   | Email-address<br><a href="mailto:info@hotel-raffaello.it">info@hotel-raffaello.it</a> |                         |                               |                               |
| <b>Fax</b>               | Country code<br>+ 39                                  | Area code<br>02 | Number<br>39243200 | <b>Room Rates</b>   | Single Room<br>€. 77,00 | Double Room / pp<br>€. 104,00 | Triple Room / pp<br>€. 144,00 |
| <b>Reserve through</b>   | Contact person for reservations<br>sig. Paolo SEMENTA |                 |                    | Direct telephone number   |                         |                               |                               |
| <b>Official Hotel 2</b>  | Name of Hotel<br>Hotel MIRAGE                         |                 |                    | Street Address<br>viale Certosa n. 104/106  |                         |                               |                               |
| <b>Telephone / Email</b> | Country code<br>+ 39                                  | Area code<br>02 | Number<br>39210471 | Email-address<br><a href="mailto:mirage@gruppomirage.it">mirage@gruppomirage.it</a>   |                         |                               |                               |
| <b>Fax</b>               | Country code<br>+ 39                                  | Area code<br>02 | Number<br>39210589 | <b>Room Rates</b>   | Single Room<br>€. 77,00 | Double Room / pp<br>€. 104,00 | Triple Room / pp<br>€. 144,00 |
| <b>Reserve through</b>   | Contact person for reservations                       |                 |                    | Direct telephone number   |                         |                               |                               |

| HOSPITALITY                |   |                |                      |  |  |
|----------------------------|---|----------------|----------------------|--|--|
| <b>Players hospitality</b> | <input type="checkbox"/> Full hospitality for Main Draw players only<br><input checked="" type="checkbox"/> Full hospitality for Main Draw players only until elimination<br><input type="checkbox"/> Full hospitality for Main Draw players until last member of team is eliminated<br><input type="checkbox"/> Other. Please detail below |                |                      |  |  |
| <b>Coaches hospitality</b> | <table border="1"> <tr> <td>No. of coaches</td> <td>Level of hospitality</td> </tr> <tr> <td></td> <td></td> </tr> </table>   | No. of coaches | Level of hospitality |  |  |
| No. of coaches             | Level of hospitality  |                |                      |  |  |
|                            |   |                |                      |  |  |
| <b>Hospitality details</b> | <p>*HOSPITALITY WILL BE PROVIDED FOR 1 COACH FOR BOYS TEAM AND 1 FOR GIRLS TEAM, ONLY FOR COACHES NOMINATED BY THE NATIONAL ASSOCIATIONS AT LEAST THE DAY BEFORE THE TOURNAMENT START</p>   |                |                      |  |  |

| TRAVEL AND VISA INFORMATION  |  |          |   |
|------------------------------|--|----------|---|
| <b>International Airport</b> | Name of Airport<br>MALPENSA  | Distance | Transportation from Airport/Station to Club/Hotel<br>NO |
| <b>Domestic Airport</b>      | LINATE   |          | NO  |
| <b>Rail</b>                  |  |          |   |
| <b>Travel remarks</b>        | *  |          |   |
| <b>Visa requirements</b>     | *  |          |   |
| <b>Visa Invitations</b>      | If you require an invitation to obtain a visa, please contact<br>please contact Mr Iginio Scafella <a href="mailto:i.scafella@federtennis.it">i.scafella@federtennis.it</a> or by fax +39.06.36858602 at least 20 days before the tournament |          |   |

| OTHER INFORMATION   |
|---|
| <p>*ACCEPTANCE LIST AND TOURNAMENT RESULTS WILL BE AVAILABLE ON THE ITALIAN TENNIS FEDERATION WEBSITE:<br/> <a href="http://www.federtennis.it/upload/public/TORNEOGIOVANILEITFTE/09_giovanili.htm">http://www.federtennis.it/upload/public/TORNEOGIOVANILEITFTE/09_giovanili.htm</a></p> |