



**UNITED ARAB EMIRATES TENNIS FEDERATION - TENNIS
EMIRATES (TE)**

EXECUTIVE REGULATIONS 2016

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The Board of Directors of Tennis Emirates, organized in accordance with the Standard Revised Statutes of The Sports Associations and subject to the United Arab Emirates Tennis Association Constitution effective for the 2015/2016 season, in exercise of the powers vested pursuant to Federal Decree-Law No. (7) of 2008 Concerning the General Authority of Youth and Sports Welfare and the Operating Bodies as amended and supplemented from time to time hereby enacts these Regulations.

Date of Enactment: 1 November 2016

These Regulations concern the general policy of tennis in the United Arab Emirates and the regulation of licensing, affiliation, membership and registration of tennis in the United Arab Emirates.

The Regulations may be reviewed and amended from time to time as required by Tennis Emirates subject to approval by the Board.

CHAPTER 1 GENERAL PROVISIONS

REGULATION 1

1.1 Introduction

- 1.1.1 Tennis Emirates acts as the sole regulatory authority for the game of tennis in the United Arab Emirates and, these Regulations shall assist in its efforts to implement all the objectives set forth in its Constitution.
- 1.1.2 These Regulations shall apply within the territory of the United Arab Emirates.
- 1.1.3 Tennis Emirates may affiliate with any other regional or international organization associated with the game of tennis to further the development of tennis in the United Arab Emirates.
- 1.1.4 In respect of all structural and technical rules of the game, Tennis Emirates shall act in accordance with the laws, regulations and decisions of the ITF and any other credible, internationally recognized tennis organization from time to time as deemed suitable, and as may be modified or adapted by Tennis Emirates for application in the United Arab Emirates.
- 1.1.5 The rules of play approved by the ITF as modified or adapted by Tennis Emirates from time to time shall apply to all official and friendly games inside the United Arab Emirates. The rules of play are set out on the website of Tennis Emirates www.tennis-emirates.ae.

REGULATION 2 - AFFILIATION, MEMBERSHIP AND LICENCING

2.1 Affiliation

2.1.1 An entity shall not:

- (a) provide tennis services;
- (b) participate in and provide a forum to play tennis;
- (c) provide training for tennis; or
- (d) host tennis events,

unless it has become affiliated with Tennis Emirates in the manner prescribed in Schedule 2 and is possession of a valid Affiliation Certificate.

2.1.2 An Affiliation Certificate shall be renewed annually.

2.1.3 Categories of Affiliates include but are not limited to:

- (a) sports clubs;
- (b) private academies (single-sport);
- (c) sport service companies (multi-sport);
- (d) sports centers;
- (e) schools; and
- (f) any other organization or group providing tennis services on a permanent or temporary basis.

2.2 Membership

2.2.1 A Player shall not participate in tennis activities through an Affiliate unless it has become a Member of Tennis Emirates in the manner prescribed in Schedule 3 and is possession at all times of a valid Membership Card.

2.2.2 The Affiliate shall be responsible for applying on behalf of the Player for the Membership Card. The Player shall be responsible for paying the relevant fee.

- 2.2.3 A Membership Card shall be renewed annually.
- 2.2.4 A Member shall be registered by or through an Affiliate. Once registered, such Member shall become a Member of Tennis Emirates. Once the Membership has been processed, the Member shall be issued with a Membership Card.
- 2.2.5 An Affiliate shall ensure that the details of all Members are registered through the website of Tennis Emirates and maintained up to date.
- 2.2.6 Affiliates shall maintain an up to date Members Register at all times. Tennis Emirates may request to view the Members Register of an Affiliate at any time.
- 2.2.7 Only Members may play in Competitions and Tournaments unless otherwise expressly permitted by Tennis Emirates in writing.
- 2.3 Coaches**
- 2.3.1 A person or entity shall not provide Coaching Services unless it has obtained a Coaching Licence from Tennis Emirates in the manner prescribed in Schedule 4 and is possession at all times of a valid Coaching Licence.
- 2.3.2 A Coaching Licence shall be renewed annually.
- 2.3.3 Unless otherwise expressly authorized by Tennis Emirates, Coaches who hold training certificates from other jurisdictions shall not provide Coaching services, unless their coaching credentials have been approved in writing by Tennis Emirates and a Coaching Licence issued.
- 2.3.4 Tennis Emirates may prescribe different levels of Coaching Licences based on the experience and qualifications of the Coaches.
- 2.4 Officials**
- 2.4.1 A person shall not act as an Official unless it has obtained an Official Permit from Tennis Emirates in the manner prescribed in Schedule 5.
- 2.4.2 An Official Permit shall be renewed annually.
- 2.4.3 Unless otherwise expressly authorized by Tennis Emirates, Officials who hold certification from other jurisdictions may not exercise their profession inside the United Arab Emirates, unless their credentials have been approved in writing by Tennis Emirates and an Official Permit issued.
- 2.4.4 International Officials assigned by an international tennis body for a specific tournament in the United Arab Emirates need to be approved in writing by Tennis Emirates, however, such Official may be exempted from obtaining an Official Permit.

CHAPTER 2 COMPETITIONS AND TOURNAMENTS

REGULATION 3

3.1 Competitions and Tournaments

An Affiliate shall be the official organizer of all Competitions and Tournaments arranged by it, and shall do the following:

- (a) Notify three months in advance Tennis Emirates of all Competitions, Open Tournaments and other tennis events.
- (b) Satisfy all competition and tournament requirements, including that courts and equipment meet the relevant standards, security and first-aid resources, medical insurance, digital boards, tables and chairs for the umpires, referees and administrators, clock timers and records required for playing matches.
- (c) Monitor acts of disturbance and take prompt measures.
- (d) Procuring and complying with the terms and conditions of all applicable licences, permits or approvals and related fees put in place by Tennis Emirates and any relevant governmental authority from time to time.

3.2 Annual Calendar

Tennis Emirates shall publish, by the 15th of September of each year, the annual schedule of Competitions and Tournaments. All participating Affiliates shall submit all relevant scheduling requests for Competitions and Tournaments to Tennis Emirates on or before 30th August each year, and shall abide by the dates set forth in the annual calendar once finalized by Tennis Emirates.

3.2.1 Cancellation of Competitions and Tournaments

An Affiliate shall not cancel or reschedule a Competition or Tournament included in the annual calendar unless it has submitted a cancellation request to Tennis Emirates at least one (1) month in advance of such Competition or Tournament and has obtained the written approval of Tennis Emirates for such cancellation. The Affiliate's cancellation request shall provide a full justification to Tennis Emirates for the requested cancellation or rescheduling.

3.3 Prize Money

Tennis Emirates, on a case by case basis may, on submission of request from an organizer, at its discretion allow and/or offer prize money for both amateur and professional Competitions and Tournaments.

3.4 Age Groups

The Tennis Emirates competitions and events will, unless expressly stated otherwise by Tennis Emirates, be segregated into the following age-groups (males and females):

- (a) Tennis 10s.
- (b) Kids under 12 years old.
- (c) Juniors under 14 years old.
- (d) Youths under 18 years old.
- (e) Adults from 18 to 35 years.
- (f) Masters 36 years and older.

3.5 Advertising

All advertising to be displayed at a Competition or Tournament (including but not limited to that advertising displayed on the net and court) shall:

- (a) Be compliant with all applicable United Arab Emirates laws; and
- (b) Adhere to the advertising requirements prescribed by the ITF.

All advertising shall be approved by Tennis Emirates, in writing, prior to being displayed on the net or court.

3.6 Use of Tennis Emirates Logo

A person shall not use the logo of Tennis Emirates unless it has obtained prior written approval from Tennis Emirates for the specified intended use.

3.7 Tennis Emirates Competitions and Tournaments

All Competitions and Tournaments organized and supervised by Tennis Emirates shall be in accordance with the rules of the ITF. Tennis Emirates, and any committee formed by it, shall be the sole authority concerned with the compliance with the rules for each event. Tennis Emirates may set such event sanction fees as it deems reasonably appropriate given the nature and profile of any given event including but not limited to whether it is an open or closed event, whether it is a ranking or non-ranking event.

3.8 Affiliate Competitions and Tournaments

All local Competitions and Tournaments organized by an Affiliate shall be subject to prior approval by Tennis Emirates, by virtue of a written request submitted to Tennis Emirates within at least ninety (90) calendar days prior to the event commencement date, provided that the Affiliate has complied with these Regulations.

All Affiliates holding Competitions and Tournaments in which tennis is played must liaise with Tennis Emirates in respect of such events and, in addition to communicating, as required, will comply with all guidelines issued by Tennis Emirates and/or the relevant governmental authorities from time to time to promote participation, competitive goals and to maintain safety, security, order and secure medical first aid in each such event.

3.9 Regional and International Championships

All Affiliates and Members wishing to participate in regional or international championships within the United Arab Emirates shall inform Tennis Emirates in writing, providing details of the event at least sixty (60) days prior to the date of event and obtain written confirmation of approval.

CHAPTER 3 CONTRAVENTIONS AND FINES

REGULATION 4

4.1 Contraventions

Any person or entity that:

- (a) does an act or thing that it is prohibited from doing by or under the Regulations; or
- (b) does not do an act or thing that it is required or directed to do by or under the Regulations; or
- (c) otherwise commits a contravention of the Regulations,

as the case may be, may be subject to sanction by Tennis Emirates in accordance with Schedule 6.

4.2 Powers of Tennis Emirates

Where a person or entity has committed a contravention, Tennis Emirates may exercise any one or more of the following powers as it deems appropriate:

- (a) issue an alert;
- (b) issue a formal warning;
- (c) give a direction;
- (d) suspend a person from playing, coaching, or officiating;
- (e) dismiss a person from playing, coaching, or officiating; or
- (f) suspend or revoke any certificate, License or Permit issued by Tennis Emirates under these Regulations; and
- (g) impose a fine as prescribed in Schedule 6.

Nothing in these Regulations nor the exercise of any duty hereunder shall be construed so as to prevent Tennis Emirates from seeking any civil or criminal remedy it may otherwise be entitled to under the laws of the United Arab Emirates, and Tennis Emirates expressly reserves all rights in connection with the same.

4.3 Oversight

Tennis Emirates reserves the right to review and consider any circumstances it may reasonably deem relevant in overseeing compliant conduct of Affiliates, Members, Coaches and Officials in respect of these Regulations.

4.4 Disciplinary Committee

4.4.1 The Board of Tennis Emirates shall appoint a Disciplinary Committee for the purpose of reviewing serious breaches under these Regulations which may result in one or more of suspension or dismissal or revocation of a Certificate, Licence or Permit in addition to any other sanctions set forth under these Regulations from time to time.

4.4.2 The Disciplinary Committee shall not review matters relating to the impositions of fines prescribed in Schedule 6.

4.4.3 The Disciplinary Committee may issue such fines as it reasonably deems appropriate based on the severity and impact of the breach.

4.5 Appeal

4.5.1 A person or entity subject to a decision of Tennis Emirates or the Disciplinary Committee may appeal such a decision within fourteen (14) calendar days of issuance of the decision in accordance with Schedule 6.

4.5.2

- 4.5.3 A person or entity may not appeal the quantum of a fine, if the fine applied has been prescribed in Schedule 6.
- 4.5.4 An appeal to a decision of Tennis Emirates or the Disciplinary Committee can be appealed in accordance with these Regulations within fourteen (14) calendar days of issuance of the decision.

4.6 Appeals Committee

The Board of Directors of Tennis Emirates shall appoint an Appeals Committee to hear appeals from decisions made by either Tennis Emirates or the Disciplinary Committee in accordance with Schedule 6(B).

CHAPTER 4 - BROADER POLICIES

REGULATION 5

5.1 Liability of Tennis Emirates

Each Affiliate, Member, Player, Official, Coach and participates in tennis activities entirely at their own risk. Tennis Emirates will not be held responsible for any physical injury/damage or material damage or loss that may occur during Competitions, Tournaments or any other tennis activities organized in accordance with these Regulations.

5.2 Intellectual Property

Any and all intellectual property owned by, licensed to or otherwise held by Tennis Emirates, including without limitation any trademarks, images, logos, designs, sound recordings, whether registered or not shall remain in the sole control of Tennis Emirates and nothing in these Regulations shall be taken to confer any permanent or temporary right or license upon any third party (expressly including any Affiliate, Member, Coach, or Official) to use any such intellectual property unless otherwise expressly indicated in writing herein or as otherwise permitted by the express written permission of Tennis Emirates in accordance with any Membership, certification, license or permit, etc.

5.3 Data Protection

Member's personal data will be held and kept secure in compliance with all applicable laws relating to the collection, storage and use of data, including Tennis Emirates privacy policy which is attached as Schedule 7.

5.4 Whistle-blowing

All Affiliates, Members, Coaches, Officials and employees of Tennis Emirates shall abide by the Tennis Emirates Whistleblower Policy, as attached in Schedule 8.

5.5 Anti-corruption

All Affiliates, Members, Coaches, Officials and employees of Tennis Emirates shall comply with the anti-corruption laws in the United Arab Emirates and should be aware of the uniform tennis anti-corruption program and its provisions, which can be found at www.tennisintegrityunit.com.

Tennis Emirates may, from time to time, appoint a professional tennis integrity officer, whose purpose is to ensure that all Tournaments and Competitions are held according to best practices, set out by the ITF.

5.6 Anti-doping

Tennis Emirates adopts the ITF Tennis Anti-Doping Programme in force and amended from time to time. By virtue of this Regulation the ITF Tennis Anti-Doping Programme is hereby incorporated by reference.

5.7 Code of Conduct

5.7.1 The Board of Directors shall publish a Code of Conduct from time to time on its website and shall for all purposes be deemed to be incorporated by reference into these Regulations.

5.7.2 All Affiliates, Members, Coaches and Officials shall comply with the Code of Conduct as applicable at all times.

5.7.3 Breaches and fines for the Code of Conduct shall be reviewed and determined by the Disciplinary Committee.

SCHEDULE 1 - DEFINITIONS

“**Affiliate**” means a person or entity that holds an Affiliation Certificate;

“**Affiliation Certificate**” means the certificate provided by Tennis Emirates to a person or entity who has applied to become affiliated with Tennis Emirates in accordance with these Regulations and Schedule 2 attached hereto;

“**Appeal Committee**” means the body of appropriate individuals appointed in accordance with the provisions of Schedule 6B to these Regulations and approved by the Board of Directors from time to time;

“**Authority**” means the General Authority for Youth & Sports Welfare;

“**Board of Directors**” means the Board of Directors of the United Arab Emirates Tennis Association (Tennis Emirates);

“**Code of Conduct / Ethics**” means those guidelines for conduct published by the Board of Directors of Tennis Emirates from time to time and which shall be incorporated by reference into these Regulations on publication on the Tennis Emirates website;

“**Coach**” means a person who holds a valid Coaching Licence;

“**Coaching Licence**” means an annually renewable licence provided by Tennis Emirates to a person who has successfully applied to become licensed with Tennis Emirates to provide tennis coaching services in accordance with these Regulations;

“**Competition**” means any competitive tennis event in the United Arab Emirates; and, could include open or closed Tournaments, ranking or non-ranking events, etc.

“**Disciplinary Committee**” means the body of appropriate individuals appointed in accordance with the provisions of Regulation 4.4;

“**GAYSW**” means the General Authority for Youth and Sports Welfare (i.e., the Authority, as noted above);

“**ITF**” means the International Tennis Federation;

“**Official**” means a person who holds a valid Official Permit issued by Tennis Emirates in accordance with these Regulations and as set forth in Schedule 5 attached hereto, including on-court and off-court officials such as umpires, referees, line judges and/or other relevant officials.

“**Official Permit**” means a renewable permit issued by Tennis Emirates in accordance with these Regulations, as required by each official to officiate a competitive match in the United Arab Emirates, in accordance with Schedule 5 herein;

“**Official Rules and Regulations**” means the rules and regulations set out in Schedule 5

“**Member**” means a Player or other individual registered on a Members’ Register with Tennis Emirates;

“**Member Register**” means the register of Players kept and maintained by Tennis Emirates detailing an accurate list of the individual Members registered by or through an Affiliate;

“**Membership**” refers to the collective rights and responsibilities applicable to a Member;

“**Membership Card**” means an annually renewable card;

“**Player**” means any individual who engages in the sport of tennis in the United Arab Emirates;

“**Private Academy**” means any entity established on a for-profit basis that offer sports services such as youth instruction, coaching and/or tournament or competition management in the United Arab Emirates

in relation to tennis regardless of whether such services are provided on a full-time or temporary basis and irrespective of where such services are provided;

“**Registration Data**” means that information submitted to Tennis Emirates in application for Membership, a license, permit, certificate or other status in connection with these Regulations;

“**Regulations**” means the Tennis Emirates Executive Regulations 2016 and the attached Schedules as contained herein (as amended and/or updated from time to time);

“**Schools**” means any educational facility duly licensed by the appropriate authorities to operate in the United Arab Emirates;

“**Sport Center**” means any facility in the United Arab Emirates that controls and operates or has others operate for it sporting facilities for the purpose of training or competition that includes tennis;

“**Sport Service Company**” means any Private Academy that engages in services related to more than one (1) sport;

“**Sports Club**” means any sports club recognized as such by the GAYSW;

“**Tennis Emirates**” means the United Arab Emirates Tennis Association;

“**Tournament**” (closed) means a tennis tournament or competition organized privately by one or more Affiliates for certain Members (e.g., Members registered with one Affiliate).

“**Tournament**” (open) means a tennis tournament or competition organized by one or more Affiliates for which registration and participation is open to all Members registered with Tennis Emirates.

SCHEDULE 2 - AFFILIATION CERTIFICATE

- The entity must have obtained a licence from the Economic Department or equivalent authority in the relevant Emirate.
- The entity must have made an application to Tennis Emirates for an Affiliation Certificate, such application should include the following:
 - Business plan (including description of tennis services, facilities, staff, etc.)
 - Payment of the application fee as prescribed by Tennis Emirates on its website
 - Any other pertinent information

After submission of the completed application to Tennis Emirates, within thirty (30) business days, Tennis Emirates will review the application and may request any additional or supplementary information or provide a decision as to whether or not to grant the applicant an Affiliate Tennis Certificate.

SCHEDULE 3 - MEMBER REGISTRATION

1. DEFINITION OF TENNIS EMIRATES MEMBERSHIP

- (a) Tennis Emirates membership does not release the Member of other fees related with Tennis Emirates events.
- (b) The membership is valid for one season; it starts on 1st October of the current year and ends on 30th September of the next year.
- (c) Members will be issued with a Membership Card, which entitles the user to the benefits associated with Membership.
- (d) The Membership is not transferable and must only be used by the registered Member. Any misuse of the membership may result in sanctions by Tennis Emirates and/or the revocation of Membership.

2. MEMBERSHIP REQUIREMENTS

- (a) Applicants must present accurate information when filling the registration form.
- (b) Applicants must upload all the documents required in order to complete the registration process.
- (c) Members agree to provide accurate, current, and complete information required to register with Tennis Emirates and at other points as may be required in the course of using the Service.
- (d) Members further agree to maintain and update personal Registration Data as required to keep it accurate, current, and complete. Tennis Emirates may terminate a Membership if any information provided is false, inaccurate or incomplete.
- (e) Tennis Emirates Members must act with discipline, respect and follow the instructions given by Tennis Emirates staff. Acts of misconduct, lack of respect, bad behavior, or bad sportsmanship and will not be tolerated.

3. MEMBERSHIP BENEFITS

- (a) Members of Tennis Emirates will receive Membership card that will serve as official Tennis Emirates ID.
- (b) Members of Tennis Emirates will be allowed to compete in Tennis Emirates official events for the period of the membership.
- (c) Members of Tennis Emirates may receive special rates and discounts on products from time to time.
- (d) Members of Tennis Emirates will have a database file containing all achievements and progress.
- (e) Members of Tennis Emirates may be entitled to discounts on insurance as notified from time to time.
- (f) Members of Tennis Emirates will be entitled to access the ranking and rating system put in place by Tennis Emirates.
- (g) Members of Tennis Emirates may be entitled to attend education seminars offered by Tennis Emirates.
- (h) Members of Tennis Emirates may be entitled to certain other benefits as advised by Tennis Emirates from time to time.

4. USER ACCOUNT AND SECURITY

- (a) For security purposes, a Member may be required to provide the Membership number, ID, and password, and other information in order to access the Member's page, to edit or update personal data. All such information shall be handled in accordance with Tennis Emirates Privacy Policy, as set forth in Schedule 7.
- (b) Tennis Emirates will not be responsible for any losses arising out of the unauthorized use of Membership privileges which was not caused by Tennis Emirates or has occurred as a result of unauthorized access which was not promptly reported to it by the Member.

SCHEDULE 4 - COACH REGISTRATION

- In order to issue a Coach Licence, Tennis Emirates requires each applicant to submit an application with the following supporting documentation:
 - Valid passport and United Arab Emirates employment visa.
 - Copy of contract of employment or stamped letter from employer certifying employment.
 - Copies of all tennis certifications, badges currently and validly held in any jurisdiction.
 - Details of relevant background and experience in tennis including information of all relevant paid, volunteer or other previous roles.
 - Declaration providing details of any and all disciplinary or administrative sanctions (including fines, suspensions, etc.) to which the applicant has been or is currently subject to in any jurisdiction.
 - Such other information as may be of assistance in facilitating TE's evaluation of the applicant.
 - Payment of the applicable fee as prescribed by Tennis Emirates from time to time on its website.
- Tennis Emirates reserves the right to request from an applicant any further information or declaration concerning such matters as Tennis Emirates may reasonably deem appropriate to ensure the fitness of the applicant for the position sought.
- Tennis Emirates may in its absolute discretion recognize current, valid certification or licensing from certain jurisdictions on a temporary basis.
- Further, Tennis Emirates may prescribe certain training or certification requirements (including costs) applicable to Coaches from time to time, including the processes and timelines within which such training or United Arab Emirates homologation is to be completed.
- After submission of the completed application to Tennis Emirates Tennis Emirates shall grant within 30 days the relevant licence or permit if it deems it appropriate.

SCHEDULE 5 - OFFICIAL REGISTRATION REGULATIONS

- In order to issue an Official Permit, Tennis Emirates requires each applicant to submit an application in with the following supporting documentation:
 - Valid passport and United Arab Emirates employment visa.
 - Copy of contract of employment or stamped letter from employer certifying employment.
 - Copies of all tennis certifications, badges currently and validly held in any jurisdiction.
 - Details of relevant background and experience in tennis including information of all relevant paid, volunteer or other previous roles.
 - Declaration providing details of any and all disciplinary or administrative sanctions (including fines, suspensions, etc.) to which the applicant has been or is currently subject to in any jurisdiction.
 - Such other information as may be of assistance in facilitating TE's evaluation of the applicant.
 - Payment of the applicable fee as prescribed by Tennis Emirates from time to time on its website.

- Tennis Emirates reserves the right to request from an applicant any further information or any declaration concerning such matters as Tennis Emirates may reasonably deem appropriate to ensure the fitness of the applicant for the relevant Official position sought.

- Tennis Emirates reserves the right to provide (but under no circumstances is obligated to) reciprocal recognition of current, valid certification or licensing from certain jurisdictions or international bodies (e.g., ITF badges) on a temporary basis.

- Further, Tennis Emirates may prescribe certain training or certification requirements (including costs) applicable to Officials from time to time, including the processes and timelines within which such training or United Arab Emirates homologation should occur.


SCHEDULE 6 - DISCIPLINARY SANCTIONS AND PROCEDURES
6(A) - Summary Fines

Violation	Fine
Failure to become an Affiliate	AED 10,000
Failure to hold a valid Affiliate Certificate	AED 5,000
Failure of an Affiliate to register a Player as a Member	AED 1,000
Failure to obtain a Coach License	AED 5,000
Failure to obtain an Official Permit	AED 2,000
Failure to hold a valid Official Permit	AED 1,000
Cancellation of a Competition or Tournament	AED 3,000
Failure to comply with a direction or warning issued by Tennis Emirates	AED 5,000
Failure to provide Tennis Emirates 30 days written notice for the cancellation or rescheduling of a Competition or Tournament	AED 2,000
Failure to request the prior approval of Tennis Emirates in relation to local Tournaments and Competitions	AED 3,000
Failure to obtain the approval of Tennis Emirates for the use of its logo	AED 5,000
Failure to obtain the approval of Tennis Emirates in relation to advertising	AED 2,500

6(B) - Appeals Committee & Process

APPEALS COMMITTEE

1. What can be appealed and to whom?

Appeals by Affiliates, Players, Members and Coaches against a decision made by Tennis Emirates or the Disciplinary Committee shall be referred to the Appeals Committee, whose decision shall be final and binding on all parties.

2. Appointment of Appeal Committee

The Appeals Committee shall be appointed by Board of Tennis Emirates. Appeals will be heard by eligible members of the Appeals Committee.

- (a) Eligible members are those who are completely independent of the party or parties involved in the appeal. Members cannot participate if they have, or could be perceived as having, a direct or indirect interest in the outcome.
- (b) Ineligible members shall not participate in the appeal proceedings. Furthermore, ineligible members will not be permitted to be present or take part in the deliberations involving the issues for which they have been declared ineligible. However, ineligible members may be permitted to make representations on appeals, provided that opposing parties are also permitted to make representations in accordance with Section 3 below.
- (c) If the Board does not consider that the members of the Appeal Committee are fairly responding to appeals, the Board may remove and appoint new members to the Appeals Committee by giving notice in writing.

3. Conduct of appeals.

- (a) All appeals at the Appeal Committee level shall only be in writing. Appeals to the Board of Directors shall be in writing unless the appellant wishes to be heard in person.
- (b) All appeals must be made in writing within fourteen (14) calendar days of receipt by the Appellant of the decision from which they are appealing. The appeal papers shall comprise a statement of the reasons (with supporting evidence) and arguments why the decision was incorrect. If necessary, a written response from the original decision maker, and a further written response from the appellant will be permitted. Any party directly affected by the appeal shall also be permitted to make submissions. Eligible members deciding the appeal will discuss the appeal and issue a decision which shall be final and binding on all parties.
- (c) If the appellant wishes to appear in person, he or she may do so. In such cases, there must still be a prior written appeal stating the grounds of the appeal. A representative of the original decision maker shall also be present to respond to the verbal and written presentations by the appellant. If new written submissions are provided, a final written response from the appellant shall be permitted. Questions may be put to the parties present, by the members hearing the appeal.
- (d) The Appeals Committee may hear oral representations but only in circumstances where a reasonable opportunity is provided to opposing parties to hear and respond to these representations.
- (e) The Appeals Committee shall consider any appeal within fourteen (14) calendar days of submission of the appeal and issue a further judgment within seven (7) calendar days.
- (f) All decision issued by the Appeals Committee shall be considered final and no further appeal will be permitted.

SCHEDULE 7 - PRIVACY POLICY

Note: By consenting to this Privacy Policy, you give us permission to use your data as described herein. You also consent to Tennis Emirates gaining access to information stored on your electronic device(s) as and when Membership services become accessible via such means. Your consent is voluntary. However, if you do not grant consent, we will not be able to provide electronic services to you.

1. Introduction.
2. What information does Tennis Emirates obtain?
3. How will Tennis Emirates use the information it obtains?
4. Information sharing.
5. How long will Tennis Emirates keep my personal information?
6. Security.
7. Protecting the Privacy of Children.
8. Changes to Tennis Emirates' Privacy Policy.
9. Contacting Tennis Emirates about this Privacy Policy.

1. Introduction

Tennis Emirates committed to protecting the information of those individuals and entities who are Members, Affiliates, License or Permit holders. This Privacy Policy sets out how we collect, use, and share information that we obtain as a result of your use of Tennis Emirates services and, in particular, sets out:

- What information Tennis Emirates S may obtain from you;
- How Tennis Emirates uses the information that it obtains;
- When Tennis Emirates shares information with others; and
- How you may control TE's use and sharing of your information.

Tennis Emirates provides access to certain services, including Membership benefits that may ultimately be provided by third parties. These third parties are outside the scope of this Privacy Policy and may have their own policies that apply to the collection, use, and sharing of information in connection with their services. We encourage you to read those policies. Tennis Emirates is not responsible or liable for the privacy practices of such third parties.

2. What information does Tennis Emirates obtain?

In maintaining its registers and providing benefits to the tennis community, Tennis Emirates will collect certain information about individual Members and entities such as name, age, level of experience, ability, copies of ID cards, details concerning your sporting profile, etc., in respect of entities this will include trade license copies, details as to scope of activities, number of employees, etc.

3. How will Tennis Emirates use the information it obtains?

We use information obtained from you during registration and as provided from time to time through the Tennis Emirates website for various purposes, including:

- To contact you regarding Member, License or Permit holder information;
- To send notices concerning our activities;
- To analyze, review and improve the products and services we offer; and
- For internal record keeping.

4. Information Sharing

We generally, do not share with third parties the information we receive as a result of you registering with Tennis Emirates or using the Tennis Emirates website. Nevertheless, please be aware of the following circumstances where we may share such information with third parties:

- Tennis Emirates may share information with its related entities or governmental departments if necessary for the purposes for which it was collected;
- To third party vendors that Tennis Emirates may engage to provide services on its behalf from time to time, such as to fulfill customer service requests;
- As required by court order or other government or law enforcement authorities in order to comply with legal process or law;
- In order to protect the personal safety or property of our Members or the public.

5. How long will Tennis Emirates keep my personal information?

We will take reasonable steps to make sure that we keep your personal information for as long as is necessary for us to provide you with member or other services or for the purpose for which it was collected, or as required by applicable law.

6. Security

We will use commercially reasonable efforts to safeguard the confidentiality of your personal information. Nevertheless, due to the design of the Internet, ever-changing technology, and other factors outside of our control, we cannot guarantee that communications between you and our servers will be free from unauthorized access by third parties or that we will not be subject to security breaches. We do not accept any responsibility for the disclosure of personal information due to errors in transmission or unauthorized or unlawful acts of third parties.

7. Protecting the Privacy of Children

Protecting the privacy of children is important to us. For that reason, Tennis Emirates does not direct any commercial material at anyone children registered with us and we are pleased to direct any relevant member information, etc. to parents or guardians if so indicated on registration or subsequently.

8. Changes to TE's Privacy Policy

This Privacy Policy may be updated by Tennis Emirates from time to time. If we make a material change to our Privacy Policy, we will update you via the contact details you have provided, by notice on our website or by other reasonable means.

9. Contacting Tennis Emirates about this Privacy Policy

If you have any questions or comments about this Privacy Policy please contact at regulations@tennisemirates.ae

SCHEDULE 8 - WHISTLEBLOWER POLICY

1. PURPOSE

- 1.1 The purpose of this Policy is to explain the process for managing “Whistleblowing”.
- 1.2 The term “Whistleblowing” is most commonly used to describe the situation when an Affiliate, Member, Coach, Official, Player or employee of Tennis Emirates (or former employee) (“Participant”) discloses suspected wrongdoing (of a particular kind) within an organisation. Examples of such instances can be found at paragraph 5 below.

2. APPLICATION

This Policy is applicable to all Participants.

3. POLICY OBJECTIVE

The aim of this Policy is to:

- (a) Express the objective of Tennis Emirates in supporting Participants who bring concerns to its attention.
- (b) Maintain the integrity of Tennis Emirates.
- (c) Protect the reputation of Tennis Emirates.
- (d) Communicate Tennis Emirates’ commitment to best practice.
- (e) Assist Participants in understanding the procedure to be followed.

4. ROLE AND RESPONSIBILITIES

- 4.1 Tennis Emirates shall receive all disclosures.
- 4.2 Tennis Emirates will appoint an appropriate manager to investigate any disclosures. Such investigation will generally include a confidential initial interview to ascertain the area of concern which will then be recorded in writing.

5. TYPES OF DISCLOSURE

Disclosures of the following type (but not limited to those listed) trigger the procedure to be followed under this Policy:

- (a) A criminal offence has been committed, or is likely to be committed.
- (b) The offer or acceptance of a bribe has occurred, or is suspected to have occurred, or is likely to occur.
- (c) A fraud, or suspected fraud, has or may have occurred, or is likely to occur.
- (d) Breach, or potential breach, of Tennis Emirates policy relating to inducements, and the acceptance of gifts and hospitality.
- (e) A Participant has deliberately disregarded, or is suspected of deliberately disregarding Tennis Emirates rules, procedures or policies.

6. PROCEDURE FOLLOWING DISCLOSURE

- 6.1 Where a disclosure is made, Tennis Emirates will offer an appointment at the earliest convenient date and conduct a brief interview. The purpose of this interview is to establish the facts relevant to the disclosure and explain the procedure to put the disclosure in writing. The purpose of this interview is to ensure that the Participant has provided all relevant information.

- 6.2 Once a disclosure has been made, the maker shall not communicate with anyone at Tennis Emirates concerning the matter, except for any member of management appointed to carry out any further investigation (whether as part of a panel under paragraph 6.3 or otherwise).
- 6.3 Tennis Emirates may convene an investigation panel which will carry out the investigation in strictest confidence. When appropriate, a person who is the subject of the disclosure may not be informed of the matter until it becomes necessary to do so, for example, in cases of suspected fraud. When appropriate, a person who is the subject of a disclosure may be suspended from duty pending investigation.
- 6.4 A report detailing the scope of the matter, facts, findings made, conclusions and recommendations will be recorded. The report will be completed within 14 working days of the investigation panel being convened, unless there are exceptional circumstances requiring further time to deal with the matter.
- 6.5 A meeting will take place with the Participant making the original disclosure to inform that person of the steps which Tennis Emirates intends to take. The Participant is not entitled to see a copy of the investigation report, which is a confidential report.
- 6.6 The complainant must not carry out their own investigation.
- 7. OUTCOME OF INVESTIGATION**
- 7.1 If the result of the investigation is that there is no case to answer, Tennis Emirates may declare the matter closed (subject to paragraph 7.4 below).
- 7.2 Where the result of the investigation is that the allegations were well-founded (in whole or in part) Tennis Emirates may recommend that disciplinary action be taken as appropriate and in accordance with Tennis Emirates disciplinary procedures.
- 7.3 Where the investigation panel finds allegations of fraud, corruption or unlawful behavior which breaches criminal law, the relevant regulatory authorities will be notified. Tennis Emirates and the Participants will cooperate with any external investigation convened.
- 7.4 If the result of the investigation is that a disclosure was made without foundation and with malicious intent, disciplinary action be taken against the complainant.
- 8. CONFIDENTIALITY**
- 8.1 All disclosures will be kept confidential. Information will only be disclosed to individuals on a need to know basis.
- 8.2 The complainant must keep the disclosures confidential and must not discuss the matter with any third party. Any failure to maintain confidentiality may lead to disciplinary action.
- 9. RECORDS**
- 9.1 Tennis Emirates will maintain notes of meetings, evidence taken from individuals, documents created or discovered during any investigation, and a copy of any relevant investigation report (including all draft reports). All hard-copy records will be retained securely.
- 9.2 No documents relating to the matter will be kept on the personnel files of any individual who either makes a disclosure or is interviewed in connection with a disclosure. The documents which will be placed on a personnel file are limited to those created in connection with any disciplinary action which may be taken in accordance with disciplinary procedures.
- 10. VIOLATION OF THIS POLICY**
- 10.1 Tennis Emirates will investigate any breach of this Policy (whether deliberate or inadvertent) and may implement disciplinary procedures in accordance with its disciplinary procedures.

- 10.2 Tennis Emirates will investigate any deliberate malicious false disclosures made by a Participant and may implement disciplinary procedures in accordance with its disciplinary procedures.
- 10.3 Deliberate non-disclosure of relevant information in exchange for a gift, inducement, bribe or other gain, or perceived gain, is prohibited, and will be investigated in accordance with disciplinary procedures. Such disclosures, if proven, may result in the termination of Membership with Tennis Emirates.