



**TOPSERIES**  
**CONCEPT MANUAL**  
**SEASON 2026**



Governing Body: TOPSERIES  
Version: 1.0  
February 2026

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# 1. BLOCK 1

## General Circuit Information

### 1.1 The TOPSERIES tour & regulations

TOPSERIES PICKLEBALL is the official professional international pickleball circuit. It creates a unified ecosystem connecting the grassroots community with the professional elite through a single meritocratic ranking.

#### Tournament Categories

The circuit is structured into two divisions comprising four tournament tiers. All tournaments must include Women’s Singles, Men’s Singles, Women’s Doubles, Men’s Doubles, Mixed Doubles.

#### A. THE PROFESSIONAL DIVISION



The “highest competitions”.  
Arena/Stadium venues.  
Highest exposure.



The core professional tour.  
Premium Clubs  
or Boutique Arenas.

#### B. THE DEVELOPMENT DIVISION




Semi-Professional / Pro-Am.  
Top-tier clubs.



Community and Grassroots.  
Local clubs.

### 1.2 Ranking & points

Entry into Main Draws is determined strictly by the TOPSERIES Official Ranking. Points distribution per round and tier will be detailed as per follows:





Tournament & Division	Winner	Finalist	3rd place	4th place	1/2 Finals	1/4 Finals	1/8 Finals	Qualy last**	3rd of group	4th of group	5th of group
											
Div 1 - Pro	2.000	1.200	-	-	720	360	180	100	50	25	-
											
ELITE Div 1 - Pro	1.000	600	-	-	360	180	90	50	25	12	-
											
Div 1 - Pro	400	240	176	160	-	100	50	-	30	20	10
Div 2	120	60	34	30	-	20	10	-	8	5	3
Div 3	32	24	14	12	-	10	8	-	4	2	1
											
Div 1 - Pro	200	120	88	80	-	50	25	-	15	10	5
Div 2	55	30	17	15	-	10	5	-	4	2	1
Div 3	16	12	7	6	-	5	4	-	2	1	1

## 1.3 Draws & competition format

### Divisions structure:

**DIVISION 1** Professional    **DIVISION 2** Advanced    **DIVISION 3** Intermediate

### Draw Sizes & Duration:

Category	DRAW SIZE Doubles / singles	DURATION Days
	<b>DIVISION 1</b> • Main Draw: 16 (12 + 2 INV + 2 Q) • Qualifying: 16 (14 + 2 INV)	<b>5 Days</b> • Wednesday – Sunday
	<b>DIVISION 1</b> • Main Draw: 16 (12 + 2 INV + 2 Q) • Qualifying: 16 (14 + 2 INV)	<b>5 Days</b> • Wednesday – Sunday
	<b>DIVISIONS 1, 2, 3:</b> • Main Draw: Max 32 / Min 24	<b>2-3 Days</b> • Friday – Sunday
	<b>DIVISIONS 1, 2, 3:</b> • Main Draw: Max 32 / Min 24	<b>2-3 Days</b> • Friday – Sunday

MD: Main Draw | Q: Qualifying | INV: Invitational Entry

### Standard Schedule

#### Ultimate & Elite

The week culminates in a “**Super Sunday**” designed to merge the professional finals with the amateur community celebration.

- **Wednesday:** Qualifying Phase.
- **Thursday:** Main Draw – Round of 16. (TV Production Begins).
- **Friday:** Quarterfinals.
- **Saturday:** Semi-Finals + Start of Amateur Weekend (Divisions 2 & 3)
- **Sunday:**
  - > **Morning:** Amateur (Divisions 2 & 3).
  - > **14:00:** Professional Finals (Main Stage).
  - > **19:00:** Trophy Ceremony. (Pro, Divisions 2 & 3)
  - > **19:30:** “THE AFTER-TOPSERIES Experience” Party.

#### Evolve & Challenger

A weekend competition for all divisions, providing access to new international players and community.

- **Friday:** Singles, group stage matches
- **Saturday:**
  - > Mornings: Mixed doubles
  - > Afternoons: Doubles men’s and women’s
- **Sunday:** Semifinals and finals

*Note: Changes on the schedule may change due to differences of court numbers in club venues.*

### Amateur Weekend Integration

For Ultimate and Elite events, the event MUST organize a parallel amateur tournament on secondary courts during Saturday/Sunday.

- **Objective:** Ensure full capacity for Pro Finals.
- **Categories:** Divisions 2 & 3.
- **Format:** Round Robin + Single Elimination.

### Scoring System

- **Ultimate/Elite:**
  - > Qualification: 1 Game to 15 and Best of 3 to 11 during TOP-Breaker match (match that qualifies to Main Draw).
  - > Main Draw: Best of 3 Games to 11 (win by 2).
- **Evolve/Challenge:** 1 Game to 15 and Best of 3 to 11 during finals.

## 1.4 TOPSERIES Play plan

The Play Plan must be confirmed 3 months prior to the event for approval by the Operations Dept. It must outline the daily order of play for both Professional and Amateur draws.

## 1.5 Prize money & sanction fees

The distribution of rewards in TOPSERIES is designed to ensure a sustainable professional ecosystem while motivating participation across all levels.

### A. Prize money breakdown

The following tables detail the Net Prize Money distribution per category.

#### 1. Ultimate & Elite

(Allocated by round reached)

	WINNER	FINALIST	SEMIS	1/4 FINALS	1/8 FINALS
ULTIMATE (Doubles)	€ 3,667	€ 1,833	€ 1,167	€ 500	€ 302
ULTIMATE (Singles)	€ 1,875	€ 875	€ 750	€ 313	€ 141
ELITE (Doubles)	€ 1,750	€ 1,050	€ 817	€ 525	€ 263
ELITE (Singles)	€ 963	€ 613	€ 438	€ 263	€ 131

(Amounts are expressed per Pair for Doubles and per Player for Singles).

#### 2. Evolve & Challenge

(Allocated by final position)

	WINNER	FINALIST	3rd PLACE	4th PLACE
EVOLVE (Doubles)	€ 500	€ 350	€ 200	€ 167
EVOLVE (Singles)	€ 300	€ 200	€ 100	€ 75
CHALLENGE (Doubles)	€ 251	€ 150	-	-
CHALLENGE (Singles)	€ 105	€ 70	-	-

(Amounts are expressed per Pair for Doubles and per Player for Singles).

## **B. Medals & trophies policy**

### **1. Ultimate & Elite**

- **Winners (Champions):**  
Receive the OFFICIAL TROPHY.
- **Finalists (Runners-up):**  
Receive a SILVER Medal.
- **The “TRIPLE CROWN” Trophy:**  
A special, distinct trophy awarded to any player who achieves the “Perfect Week” by winning all 3 possible categories (Singles, Doubles, Mixed) in the same event.

### **2. Evolve & Challenge**

- **Winners:**  
Receive GOLD Medal
- **Finalists:**  
Receive SILVER Medal
- **3rd Place:**  
Receive BRONZE Medal

## **C. MEDAL COUNT & FORECAST**

The Promoter must order the following quantity of medals and trophies based on a standard full schedule (5 Categories: MS, WS, MD, WD, MXD).

### **1. Ultimate & Elite (per tournament)**

	AWARD TYPE	CALCULATION	TOTAL UNITS
<b>Winners</b>	<b>Trophy</b>	2 (singles) + 6 (doubles)	<b>8 trophies</b>
<b>Finalists</b>	<b>Silver medal</b>	2 (singles) + 6 (doubles)	<b>8 medals</b>
<b>Semis</b>	<b>Bronze medal</b>	4 (singles) + 12 (doubles)	<b>16 medals</b>
<b>Triple crown</b>	Special trophy	Provision for potential winners	<b>2 trophies</b>
<b>Totals</b>			<b>10 trophies / 24 medals</b>

### **1.1. Amateur weekend**

(held during ultimate & elite)

Applies to Divisions 2 & 3 hosted parallel to the Pro Event.

Unlike the Pro Division, amateur players receive a Gold Medal and play off for 3rd place. The Promoter must order awards for **both divisions** (Div 2 and Div 3).

	AWARD TYPE	CALCULATION (Per Division)	TOTAL UNITS (Div 2 + Div 3)
<b>Winners</b>	<b>Gold medal</b>	8 per division	<b>16 medals</b>
<b>Finalists</b>	<b>Silver medal</b>	8 per division	<b>16 medals</b>
<b>3rd Place</b>	<b>Bronze medal</b>	8 per Division	<b>16 Medals</b>
<b>Totals</b>			<b>48 medals</b>

## 2. Evolve & Challenge (Per Division/Level)

Applies to Divisions 2 & 3 hosted parallel to the Pro Event.

Unlike the Pro Division, amateur players receive a Gold Medal and play off for 3rd place. The Promoter must order awards for **both divisions** (Div 2 and Div 3).

	AWARD TYPE	CALCULATION	TOTAL UNITS
Winners	Gold medal	2 (singles) + 6 (doubles)	8 medals
Finalists	Silver medal	2 (singles) + 6 (doubles)	8 medals
3rd Place*	Bronze medal	2 (Singles) + 6 (Doubles)	8 Medals
<b>Totals</b>			<b>24 medals</b>





*Note: If the tournament has multiple divisions (e.g., Div 2 and Div 3), multiply these numbers by the number of divisions.*

*Note: for Amateur: Bronze is calculated based on a 3rd/4th place match (1 winner).*

*If Bronze is awarded to all semi-finalists, the count increases to 16.*

## D. Sanction fees & guarantees

The Promoter must pay the License Fee to TOP SERIES and provide a Financial Guarantee for the Prize Money.

TIER	LICENSE FEE Rights	PRIZE MONEY (Min - Max)	FINANCIAL GUARANTEE
	€25,000	€50,000 - €70,000	50% (10 weeks prior)
	€10,000	€25,000 - €40,000	50% (10 weeks prior)
	€1,000	€5,000 - €10,000	N/A
	€500	€1,550 - €3,000	N/A

*Prize Money is Net. Promoter covers local taxes.*

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## 2.BLOCK 2

### Player Services

#### 2.1 Jokers

Open to any player from any country in the world. There are no geographical restrictions. This mechanism is designed to bring the best international talent, rising stars, or local heroes into the Main Draw, regardless of their current ranking.

##### Allocation

- **Promoter Joker:** 1 Pair/player per Main Draw.
- **TOPSERIES Joker:** 1 Pair/player per Main Draw.

##### Approval:

*All nominations must be submitted to the TOPSERIES Sports Dept for validation 2 weeks prior to the event.*

#### 2.2 Players guide

The official document containing all logistical, sporting, and hospitality information. It must be designed according to the Brandbook and published **6 weeks** before the event start date.

#### 2.3 Practice courts

- **Ultimate:**
  - > Starting date: Must be available from 1 day prior to the Main Draw
  - > Conditions: Same surface and balls as match courts.
  - > Location: On site
  - > Number: at least 1 court.
- **Elite:**
  - > Starting date: Must be available from 1 day prior to the Main Draw
  - > Conditions: Same surface and balls as match courts.
  - > Location: On site or support club (transfers must be provided)
  - > Number: at least 1 court

#### 2.4 Accreditations & access control

The Promoter must implement a secure yet simple accreditation system to ensure the safety of the players and the smooth operation of the event. The system relies on **Visual Recognition** (Color Codes) rather than complex scanning technology.

##### Zoning system

The venue is divided into 5 distinct zones. The credential must clearly indicate which zones the holder can enter.

- **ZONE 1 (FOP):** Field of Play & Court Corridors. (Strictly limited).
- **ZONE 2 (PLAYERS):** Locker Rooms, Player Lounge, Gym, Physio.
- **ZONE 3 (OPS):** Tournament Offices, Storage, Production Compound.
- **ZONE 4 (MEDIA):** Media Center, Mixed Zone, Commentary Booths.
- **ZONE 5 (HOSPITALITY):** VIP Area, Skyboxes, NVZ-Club.

### Permanent credentials

**Target:**

Players, Coaches, Officials, Staff, and Media who attend the entire week.

**Format:**

PVC or Laminated Card (A6 Size) + Lanyard.

### Color Coding & Access Rights:

Category	Color Code	Access Zones	Description
<b>Organization</b>	BLACK	ALL	<ul style="list-style-type: none"> <li>• CEO, Tournament Director, TOPSERIES Staff, Key Ops.</li> <li>• Full Access to every door.</li> </ul>
<b>Player - Coach</b>	PURPLE	1, 2, 5	<ul style="list-style-type: none"> <li>• Professional players.</li> <li>• Access to Courts, Lounge, and VIP (for food/social).</li> </ul>
<b>Officials</b>	ORANGE	1, 2, 3	<ul style="list-style-type: none"> <li>• Referees, Umpires, Medical Staff.</li> <li>• No access to Media or VIP (unless authorized).</li> </ul>
<b>Media</b>	YELLOW	4, 1*	<ul style="list-style-type: none"> <li>• Journalists, TV Crew.</li> <li>• <i>Zone 1 access limited to specific photo positions only.</i></li> </ul>
<b>Working staff</b>	GREY	3	<ul style="list-style-type: none"> <li>• Volunteers, Ball Crew, Security, Cleaning.</li> <li>• Restricted to their working area.</li> </ul>

*Design Requirement: Must feature the Player/Staff Name, Role, and a large, visible Number/Letter for the Zone.*

### Vip & guest system

To simplify hospitality management and prevent unauthorized re-use of passes, **VIPs and Sponsors will NOT use laminate badges.**

Format: Premium Fabric or Tyvek Wristbands.

**Policy:**

- **Daily Change:** A different color/design must be used for every day of the tournament (Wednesday to Sunday).
- **Access:** The wristband grants access to the **General Village** and **ZONE 5 (TOPSERIES LOUNGE and sky boxes)**. It strictly **DENIES** access to Player Areas (Zone 1 & 2).
- **Distribution:** Wristbands are placed on the guest's wrist at the VIP Welcome Desk each day. Loose wristbands should not be handed out to prevent transfer.

### Accreditation center

The Promoter must set up a dedicated desk at the main entrance (outside the ticketed perimeter).

- **Function:** To print/issue laminates for players/staff upon arrival and handle VIP guest lists.
- **Staff:** 2 people minimum (fluent in English) with a printer and laptop.
- **Timing:** Must open 1 day before the Qualifying rounds begin.

### Security enforcement

- **Checkpoints:** Security guards must be stationed at the entrance of **ZONE 2 (Player Lounge)** and **ZONE 5 (VIP)** to check credentials/wristbands visually.
- **No Exceptions:** "No Credential = No Entry," regardless of the person's status.

## 2.5 Accommodation

- **Ultimate / Elite:**
  - > Promoter covers **Official Hotel** (Double Room, B&B)
  - > **Main Draw Players** from 1 day before MD until the morning following elimination.
  - > Hotel must be 4-Star minimum.
- **Evolve / Challenge:** Promoter negotiates official rates. Players pay.

### Strategic Forecast & Budgeting

The Promoter covers the cost of accommodation (Bed & Breakfast) for **Main Draw Players**. To accurately budget for the official hotel, the Promoter must understand the player overlap (players competing in multiple categories).

#### Policy:

- **Occupancy: Double Occupancy (Twin Rooms)** is mandatory for all players to optimize costs.
  - > *Doubles Pairs:* **Room together.**
  - > *Singles Players:* Paired by the organization (same gender) or room with their doubles partner if applicable.
- **Coverage:** From 1 day prior to Main Draw until the morning following elimination.

### Player Volume Analysis – Scenario Projections

The total number of “**Slots**” (participation spots) in a TOPSERIES Ultimate/Elite event is fixed:

- **Men’s Singles:** 16 Players
- **Women’s Singles:** 16 Players
- **Men’s Doubles:** 16 Pairs (32 Players)
- **Women’s Doubles:** 16 Pairs (32 Players)
- **Mixed Doubles:** 16 Pairs (32 Players)
- **TOTAL ACTIVE SLOTS:** 128 Slots

However, the **Total Unique Headcount** (actual number of humans) varies depending on how many categories each pro plays.



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**SCENARIO A:**

0% Overlap

**Hypothesis:**

Every player competes in ONLY ONE category. No one plays both Singles and Doubles.

- **Total Unique Players:** 128
- **Room Calculation:** 128 Players ÷ 2 per room.
- **TOTAL ROOMS NEEDED:** 64 Rooms

**Risk:**

Low probability. Professional pickleball athletes typically play at least 2 events. This is the “Worst Case” budget ceiling.

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**SCENARIO B:**

50% Overlap – RECOMMENDED

**Hypothesis:**

A realistic mix where 50% of the field plays 2 categories, and 50% plays 1 category.

- **Total Unique Players:** ~86 Players
  - > *Logic:* 128 slots distributed among players averaging 1.5 events each.
- **Room Calculation:** 86 Players ÷ 2 per room.
- **TOTAL ROOMS NEEDED:** 43 Rooms

**Risk:**

This is the most accurate forecasting model for a standard professional tour stop.

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**SCENARIO C:**

Max Saturation

**Hypothesis:**

The field is extremely condensed. Players compete in 2 or 3 categories (Singles + Doubles + Mixed).

- **Total Unique Players:** 64 Players
  - > *Logic:* The 32 Men and 32 Women needed to fill the Doubles draws (the largest draws) also fill all the Singles and Mixed slots.
- **Room Calculation:** 64 Players ÷ 2 per room.
- **TOTAL ROOMS NEEDED:** 32 Rooms

**Risk:**

Highly efficient financially, but risky to budget this low if specialists enter the draw.

### Official Room Block Requirement

Based on **Scenario B** and adding the mandatory Staff/Officials buffer, the Promoter must secure the following block:

GROUP	ROOM TYPE	QUANTITY (Peak Night)	NOTES
<b>Players (MD)</b>	Twin (2 Beds)	<b>45</b>	Includes 5% buffer for gender mismatches in rooming.
<b>Main Official</b>	Single	<b>1</b>	Paid by Promoter.
<b>Officials Team</b>	Twin/Single	<b>5 - 9</b>	Depending on local vs traveling officials (Max 9 staff).
<b>TOPSERIES Staff</b>	Single	<b>7</b>	CEO + Supervisor + Ops Director + 2 Media + 2 Coms/PR
<b>TOTAL BLOCK</b>	MIX	<b>55 ~ 60 Rooms</b>	Peak Capacity (Wednesday/Friday)

### Room De-escalation Schedule

The room count decreases daily as players are eliminated.

- *Assumption:* Main Draw begins Thursday (Round of 16).
- *Rule:* A player stays if they are still active in **ANY** category.

NIGHT OF	TOURNAMENT PHASE	ESTIMATED PLAYER ROOMS*	STAFF ROOMS	TOTAL BLOCK EST.
<b>Wednesday</b>	<b>Pre-Main Draw</b> All MD Players Check-in.	<b>45</b> 100%	13	<b>58 Rooms</b>
<b>Thursday</b>	<b>Round of 16</b> Approx. 30% of field eliminated from all draws.	<b>~ 32</b> 70%	13	<b>40 Rooms</b>
<b>Friday</b>	<b>Quarter-Finals</b> Only Semi-Finalists remain.	<b>~ 18</b> 40%	13	<b>26 Rooms</b>
<b>Saturday</b>	<b>Semi-Finals</b> Only Finalists remain.	<b>~ 8</b> 20%	8	<b>16 Rooms</b>
<b>Sunday</b>	<b>Finals &amp; Closing Party</b> Winners/Runners-up stay for the "After-Match".	<b>~ 8</b> 20%	8	<b>16 Rooms</b>
<b>Monday</b>	<b>Check-Out</b>	0	0	0

*Note: Player room retention is higher than pure match elimination percentages because many players compete in multiple categories (e.g., a player may lose Singles on Thursday but stay for Mixed Doubles on Friday).*

### Reservation Management

- **Coaches & Guests:** Not covered by the Promoter. The Promoter must negotiate a "Official Rate" code for them to book directly.
- **Release Dates:**
  - > **Block:** 60 Rooms blocked 2 months out.
  - > **Adjustment:** Refined to actual list 1 week after Registration Closes.
  - > **Final List:** Submitted to Hotel 48 hours before arrival

## 2.6 Transportation

- **Ultimate / Elite:**
  - > **Airport**
    - » Pick-up/Drop-off for tournament Staff.
    - » (Recommended): Pick-up/Drop-off for MD Players
  - > **Shuttle:**
    - » Hotel <-> Venue every 30-60 mins. From 1 hour before the first match until 1 hour the last match of the day.
    - » Capacity: Two 9 seated mini-VAN for players/officials plus 3 supporting cars for the tour staff.

## 2.7 Meals & drinks

- **Ultimate / Elite:** Lunch & Dinner catering at the venue or hotel (Players' Restaurant) for Players + 1 Coach.
- **Hydration:** Unlimited bottled water & fruit (bananas) on all courts.

## 2.8 Medical services & Digital health

The health and well-being of our athletes is paramount. TOPSERIES combines mandatory on-site emergency care with a cutting-edge digital support system.

- **Ultimate / Elite:**
  - > **Doctor:** 1 Tournament Doctor on call (must be reachable <10 mins).
  - > **Physiotherapy:** Minimum **2 Sports Physiotherapists** ON-SITE. Service must be active from 1 hour before play starts until 1 hour after the last match concludes.
  - > **MTO (Medical Time Out):** The Physio team is responsible for administering the official MTO assessments on court.
- **Evolve:** Minimum **1 Sports Physiotherapist** on-site.
- **CHALLENGE: First Aid:** Certified First Aid personnel or local emergency protocols must be in place

### Digital Health Hub (Telemedicine)

TOPSERIES provides an exclusive Digital Health Tool integrated into the Official Players Portal. This service ensures that every registered player, regardless of division, has access to elite professional consultation.

- **Access:** Free of charge for all registered players.
- **Availability:** The service is active from 24 hours prior to the start of the competition until 24 hours after the tournament concludes.
- **Services Included:** Unlimited chat and consultation with medical professionals in the following specialties:
  1. **General Medicine**
  2. **Sports Physiotherapy**
  3. **Podiatry**
  4. **Nutrition & Dietetics**
  5. **Sports Psychology**
  6. **Physical Conditioning / Strength & Conditioning**
  7. **Ophthalmology**
  8. **Paediatrics (Support for junior players or players' families).**
- **Promoter Obligation:** The Promoter must include the QR code and access instructions for the Digital Health Hub in the **Players Guide** and on **Signage** within the Player's Lounge.

## 2.9 TOPSERIES KIDS ZONE

To support professional players traveling with families and to enhance the spectator experience, the Promoter must provide a fully supervised, secure, and entertaining **Kids Zone**. This service ensures that athletes can compete with peace of mind and fans can enjoy the event while their children are cared for by professionals.

### Access & Pricing Policy

- **Professional Players & Staff:** Free of Charge (Must present valid Accreditation).
- **General Public:** €10.00 per hour. (Depending on city)
- **Capacity:** Maximum 40 children simultaneously.
- **Age Groups:** The zone must be divided into two distinct activity areas:
  - > **Group A:** Ages 3 to 6 (Early Childhood).
  - > **Group B:** Ages 7 to 10 (Junior).

### Schedule & Location

- **Opening Hours:** From **1 hour before** the first match of the day until **1 hour after** the last match concludes.
- **Location:** A secure, enclosed area (Tent or Indoor Room) located within the **TOPSERIES VILLAGE** but away from high-traffic noise/alcohol consumption zones. Must be close to restrooms.

### Staffing Requirements

The Promoter must hire a specialized agency or certified professionals to manage this area.

- **Ratio:** Minimum 1 Monitor per 8 children (Group A) and 1 Monitor per 10 children (Group B).
- **Team Structure (Minimum for full capacity):**
  - > **1 Coordinator:** Responsible for Check-in/Check-out security, payments, and parent contact.
  - > **4-5 Monitors:** Certified childcare professionals (Early Childhood Education degree or equivalent).
- **Requirements:** All staff must have background checks, uniform (TOPSERIES branding), and First Aid certification.

### Infrastructure & Item Checklist

The Promoter must equip the area with the following:

#### A. Furniture & Setup

- **Flooring:** Soft EVA foam mats or carpeting (mandatory for Group A).
- **Furniture:** Kid-sized tables and chairs (capacity 20), Bean bags, and soft seating.
- **Security:** Fencing or partition walls (min 1.2m height) with a single, controlled entry/exit gate.
- **Hygiene:** Hand sanitizer station, Wet wipes, Trash bins (diaper disposal capability).

#### B. Entertainment & Activities

- **Creative Corner:** Colored pencils, paper, crafts, clay.
- **Play Area:** Building blocks (Lego/Duplo), Soft balls, Board games.
- **Relax Zone:** TV screen with cartoons/movies (for evening downtime).
- **Mini-Pickleball:** (Optional but recommended) A mini-net with foam paddles/balls for Groups A & B.

#### C. Logistics

- **Check-in System:** Registration log (Digital or Paper) tracking Parent Name, Phone Number, Child Name, Allergies, and Check-in/out time.
- **Security ID:** Matching Wristbands for Parent and Child (numbered).
- **Hydration:** Water cooler with disposable cups.

*Note: No food service provided to avoid allergy risks, only water/fruit.*

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## 3. BLOCK 03: Events & PR

### 3.1 Event presentation

Official Press Conference held **2-3 weeks prior** to the event to generate local buzz.

- **Attendees:** City Officials, Promoter, TOP SERIES Rep, Local Player.

### 3.2 Draw ceremony

Held 1 day prior to the start of the Main Draw.

- **Format:** Live streamed event (social media) attended by Top Seeds and Local Authorities.
- **Location:** Iconic location in the city or the Main Stage VIP area

### 3.3 Players program

A mandatory operational block designed to generate all the visual assets required for TV broadcast, social media viralization, and sponsor ROI throughout the tournament week

Schedule & Logistics

- **Timing:** Held on Wednesday (The day prior to Main Draw start).
- **Duration:** The Media Day runs from 10:00 to 17:00.
- **Location:** A dedicated Media Studio or “Content Room” located at the Official Hotel or the Main Arena (must be quiet, air-conditioned, and private).
- **Mandatory Attendance:**
  - > **Top 8 Seeded Pairs** (Men & Women).
  - > **Local Wild Cards** (Home heroes).
  - > **“Rising Stars”** selected by TOP SERIES Comms Dept.
- **Time Slot per Player:** Minimum **45 minutes** per pair.

#### 3.3.1 The Content Stations (Activities)

The Promoter must organize the studio into three distinct stations. Players rotate through these stations during their slot.

##### A. MEDIA STATION

1. **TV Hero Shots:**  
Moving portraits (slow-motion turns, arms crossed, paddle pointing) used for the TV Scoreboard graphics and Player Introductions on the big screen.
2. **Headshots:**  
Official profile photos (White/Green screen background) for the website and ranking.
3. **Flash Interview:**  
A 2-minute “Pre-Tournament” interview (expectations, rivals, current form) for the Press Release.

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## **B. ADVERTISEMENT STATION**

1. **The “Wild” Challenge:**  
A fun, skill-based, or trivia challenge designed for TikTok/Instagram Reels (e.g., “Hit the target,” “Guess the Song,” “Pickleball Trivia”).
2. **Face-Off:**  
Staged “face-off” photos/videos against potential rivals for Hype Reels.
3. **Lifestyle Content:**  
Casual photos/videos showcasing the player’s personality (not just the athlete).

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## **C. SPONSORS REQUESTS**

1. **Product Integration:**  
Photos/Videos of the player interacting with Official Sponsor products (e.g., holding the Official Ball, drinking the Official Water, sitting in the Official Car).
2. **“Presented By” Clips:**  
Short video shout-outs: “Hi, I’m [Name], see you at the [Sponsor Name] Top Series.”
3. **Autograph Session:**  
Signing of 10–20 items (Balls, Shirts, Caps) to be used as prizes for the VIP Area or Social Media giveaways.

### Promoter Obligations

To execute this program, the Promoter must provide:

- **Staff:**
  - > 1 Professional Photographer.
  - > 1 Videographer (Social Media focused).
  - > 1 Content Coordinator (to manage the schedule and player flow).
- **Infrastructure:**
  - > Professional Lighting Kit (Ring lights, Softboxes).
  - > Backdrops: 1x TOP SERIES Logo Wall (Press), 1x Green Screen/ Chroma (TV), 1x Creative Set (Neon/Wild style).
  - > Props: Paddles, Balls, Sponsor Items.

### Player Compliance

- **Uniform:** Players must wear their official match kit.
- **Punctuality:** Attendance is mandatory. Failure to attend or lateness (>15 mins) without medical justification will result in a fine deducted from the Prize Money (as per the Player Handbook).

## **3.4 Pro-am experience**

A commercial activation held on **Friday or Saturday**.

- **Format:** Sponsors and VIPs partner with Pro Players for a fun, social tournament.
- **Goal:** Networking and Sponsor ROI.

### **3.5 Awards ceremony**

**Concept & Protocol** TOPSERIES replaces the traditional static podium with a dynamic “Trophy Show” designed for immediate TV impact. The core concept is “**The Claiming**”: the trophy stands alone on a central plinth, and the winner actively steps forward to take it, rather than receiving it hand-to-hand from dignitaries. There are no speeches on court; the focus is entirely on the player’s celebration and the interaction with the fans. The Promoter is required to adapt the visual and audio atmosphere (music, trophy reveal, lighting) to reflect the local culture, creating a unique identity for the event while adhering to this high-energy format.

**Operational Requirements** To execute this, the Promoter must provide a **branded central plinth** (not a large stage), a high-quality **audio and lighting plan** capable of creating tension (blackouts/spotlights), and a **ground team** able to set the scene within 5 minutes of the match point. The Promoter is responsible for coordinating the “cultural script” (e.g., local music, specific trophy arrival method) and managing the dignitaries, who will stand in a designated background area to applaud, ensuring they are visible but do not interfere with the player’s winning moment or the camera angles

### **3.6 Official closing party**

Mandatory for **Ultimate & Elite** Tiers.

The Promoter must organize a high-end social event to close the tournament.

- **Concept:** “Wrap up party” / Cocktail Dinatoire.
- **Location:** Main Stage
- **Timing:** Sunday, 19:30 - 22:00.
- **Requirements:**
  - > **Entertainment:** Professional DJ (Mandatory) + Live Act (Sax/Percussion).
  - > **Catering VIP:** Premium finger food + Open Bar (Beer/Wine/Soft Drinks) for 120 mins.
  - > **Payments...**
  - > **Atmosphere:** Club-style lighting, visual highlights on screens, Photo Booth.
- **Access:** Free for Pros/Staff/Media. Ticketed/Included for Amateurs & VIPs.

## 4. BLOCK 04 Infrastructure & Needs

### 4.1 Ultimate & Elite infrastructure standards

#### The Arena Concept – Main Stage

For ULTIMATE and ELITE events, “Main Stage” court is not just a playing surface; it is a **sports arena**, **TV Studio** and a **Social Hub**. The layout is designed to break the “fourth wall” between players and fans, bringing the VIP experience right to the sideline.



#### Field of play (fop)

The total enclosed area must meet the highest safety and broadcast standards.

- **Total FOP Dimensions:** Minimum 20m x 12m (allows for run-offs and camera positions).
- **Surface:** Premium Hard Court (Acrylic, 5 layers).
- **Color Palette (Mandatory):**
  - > **Inner Court (including kitchen):** Top Series Grey/Mountain (Pantone #383933).
  - > **Lines:**
    - » *Ultimate courts – Orange (Pantone #dd4810)*
    - » *Elite courts – coral (Pantone #eb635e)*
  - > **Net cover:**
    - » *Ultimate courts – black with logos in Orange (Pantone #dd4810)*
    - » *Elite courts – black with logos in Coral (Pantone #eb635e)*
    - » *Evolve courts – black with logos in Green (Pantone #339d48)*
    - » *Challenge courts – black with logos in Blue (Pantone #2baeb0)*

## Led perimeter

The court is enclosed by dynamic digital signage:

- **Type:** LED Video Board (P4 or P5 pixel pitch for HD broadcast).
- **Dimensions:**
  - > **Height:** Exactly **50cm** (Low profile to allow unobstructed views from courtside sofas).
  - > **Length:** Continuous “U” shape covering the baselines and the side opposite the Main Official.
    - » Opposite side umpire benches: 20m
    - » Baselines: 12m
- **Safety:** Must feature a **rubberized soft top edge** to protect players diving for balls.
- **Content:** Rotating loop of Global Sponsors, “Louder Please” animations, and “Match Point” visual effects.

## The command centre (Main official & players benches)

### A. The Umpire’s station

- **Structure:** A sleek, elevated desk (platform height: 1.2m - 1.5m). Not a ladder chair.
- **Tech Integration:**
  - > **Front Facing:** Two (2) integrated LED screens facing the court/camera. Screen 1: Official Match Score. Screen 2: Shot Clock / “TOP SERIES” dynamic logo.
  - > **Interface:** Tablet arm for live scoring, microphone for PA announcements, and VAR monitor.

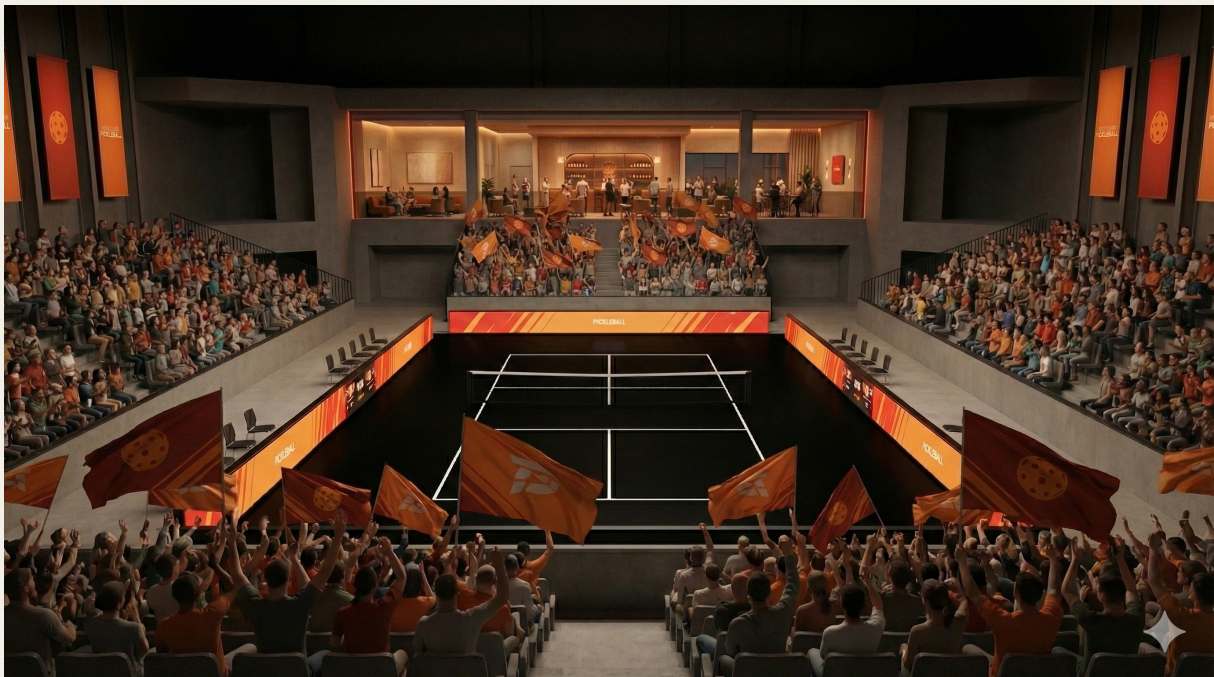


## **B. The Player's Lounge (Benches)**

- **Furniture:** No plastic chairs. **Premium 2-3 seater Sofas** (Outdoor weather-resistant fabric in dark grey or black).
- **Coach Integration:** The sofa must accommodate the two players PLUS one Coach. The Coach sits on the bench with the team (Pickleball culture).
- **Amenities:** Side table for hydration/towels and a designated “Bag Bin” behind the sofa to keep the court clean.

## **C. Ball Stations (render)**

- **Location:** Four corners of the court (recessed against the LED boards).
- **Furniture:** Low-profile stools or integrated cubes. Black/Dark Grey to blend into the background.



## **The “walk-on stage” gate**

**Requirement:** A theatrical entrance for players to enter the Main Stage, positioned to build anticipation.

- **Location:** Centre of the sideline, positioned **directly behind the Main Official's Desk**.
- **Structure:** A designated “Tunnel” or Gateway integrated into the venue design.
- **Mechanism:** “Curtain-style” doors or LED split-screens that open centrally to reveal the players.
- **Special Effects (FX):**
  - > **Lighting:** Strobe lights or spotlights synchronized with the entrance music.
  - > **Atmosphere:** **Smoke machines (Cryo Jets)** or low-fog effect activated when players step onto the court.

## Vip & hospitality zones

The Main Arena is designed to generate high-ticket revenue through premium, immersive experiences. We move away from traditional seating to create social, networking-focused spaces.

### A. TOPSERIES LOUNGE

Positioned at **Row 0**, directly behind the LED perimeter (Baselines and Sidelines).

- **The Concept:** “Inches from the Action.” A luxury social hub where the sport meets lifestyle.
- **Infrastructure & Setup:**
  - > **Enclosure:** Defined by low, premium dividers (glass or branded rigid panels) to create private “Suites” or “Boxes” for 4 to 6 guests.
  - > **Furniture:**
    - » **Modular Lounge Sofas:** L-shaped or U-shaped configurations. High-density foam, weather-resistant premium fabric (Dark Grey or Black). *No plastic or folding chairs.*
    - » **Coffee Tables:** Central low tables for drinks and food service (must be stable and heavy).
    - » **Carpeting:** The entire NVZ-Club zone must be carpeted (synthetic grass or event carpet) to separate it from the general concrete floor.
- **The Service (Paddock Style):**
  - > **Dedicated Waiter:** 1 Waiter per 3 Suites.
  - > **F&B Delivery:** “Bottle Service” format and premium finger food towers. No queuing at bars; everything is brought to the table.
  - > **Amenities:** Coasters, ice buckets, and branded blankets (for evening matches).
- **Tech & Branding:**
  - > Each suite must have a small totem or display with the **Company Name/Sponsor Logo** occupying that box.
  - > Optional: QR codes on tables for digital menu ordering and live stats.

### B. THE SKYBOXES

Elevated hospitality structures designed for corporate entertaining and tactical viewing.

- **Location:** Elevated structures (scaffolding systems clad in premium black fabric or rigid branding boards) positioned on the short sides (behind the TOPSERIES LOUNGE) or corners.
- **Structure:**
  - > **Height:** Raised platform (min. 1.5m to 2m) to clear the heads of the TOPSERIES LOUNGE guests.
  - > **Capacity:** Private boxes for 4–6 people.
- **Setup:**
  - > **Furniture:** High Tables (Bar style) and tall ergonomic stools. This encourages a dynamic, social atmosphere (standing/sitting mix).
  - > **Bar Access:** Exclusive “Sky Bar” located immediately behind the seating area or private mini-fridges in each box.
- **Visibility:** Offers a “Broadcast View” (top-down), ideal for analyzing the game while networking.
- **Branding:** The fascia (front board) of the Skyboxes is a prime asset for sponsor branding.

## Grandstands & public seating

- **Structure:** Steep rake (angle) grandstands to keep the atmosphere tight and loud.
- **Aesthetics:** All scaffolding must be skirted/clad in black fabric or branded mesh. No bare metal visible.
- **Vomitories:** Entrances/Exits must have “TOPSERIES” branding arches.
- **Experience:** Player’s fanbase. Seat on the side of the player(s) you will be cheering for.

**Media & broadcast zones**

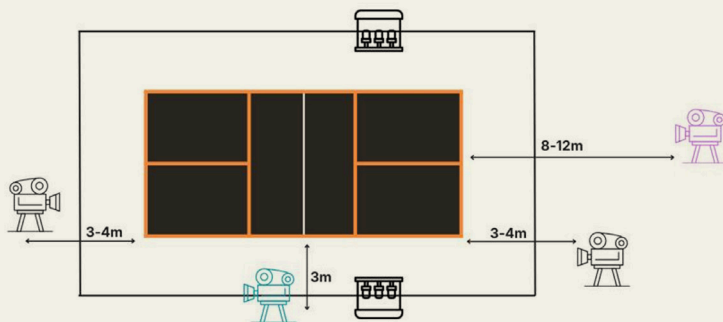
**A. The “Studio” (Pre/Post Match)**

- **Location:** A dedicated platform (either corner or elevated) with a direct background view of the Main Stage and the crowd.
- **Equipment:** Desk for 2 presenters PLUS seats to up to 4 people, lighting grid, TV screen, and backdrop LED screens.
- **Function:** Flash interviews, expert analysis, and trophy presentation buildup.

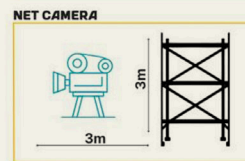
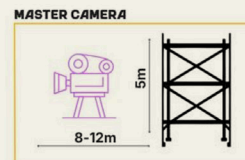
**B. Camera Positions**

- **Main Cam:** Elevated at the center line (back of grandstand).
- **Kitchen Cams:** Fixed “Smart Cams” aligned perfectly with the Kitchen Line (Non-Volley Zone) for foot-fault VAR reviews.
- **Crane/Spider:** (Optional for Majors) To capture the scale of the venue.
- Ultimate / Elite camera plan:

**BROADCASTING**

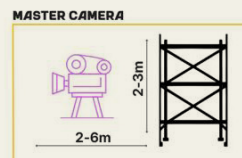
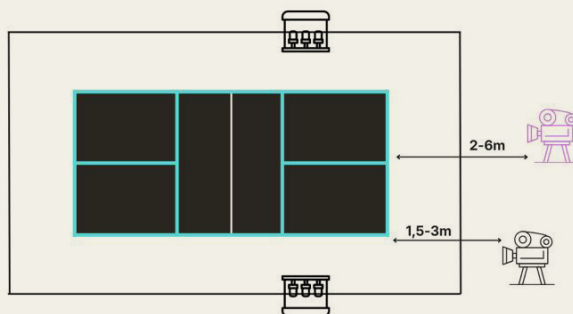


There would also be an autonomous camera + 1 beauty camera (general installation shot - to be defined at each venue).



- Evolve / Challenge camera plan:

**BROADCASTING**



## Commercial zoning map

To maximize sponsor value without cluttering the broadcast.

### 1. PRIME VISIBILITY (TV ARC):

- **Net Tape:** Top Series Logo only.
- **LED Perimeter:** Global Partners & Title Sponsor.
- **On-Court Decals:** Kitchen zone stickers (if surface permits).

### 2. SECONDARY VISIBILITY (Wide Shots):

- **Grandstand Banners:** “Ribbon” banners separating ticket tiers.
- **Umpire Desk LED:** Title Sponsor rotation.
- **Player Sofa Backs:** Apparel/Technical sponsors.

### 3. TERTIARY VISIBILITY (Venue):

- **Corner Totems:** triangular rigid boards in the 4 corners of the arena enclosure.
- **Skybox Fascia:** Hospitality partners (Banks, Airlines)

## The Topseries experience (secondary courts & TOPSERIES Village)

A unified, immersive zone where secondary courts are physically integrated into the commercial village.

- **The Courts:** 6 Secondary Courts (Ultimate/Elite) arranged centrally.
- **The Village:** Wraps around the courts. Use of Industrial Shipping Containers or premium portable offices/structures.
- **Components:** Food Trucks, DJ Booth, Chill Zone, and Partner Activations facing the action.

### 4.1.1 Match court equipment & technical specs

The Promoter must ensure all courts are equipped to professional standards. The equipment differs significantly between the **Main Stage** (Broadcast focus) and the **Secondary Courts** (Community/Village focus).

#### Portable resin court system

TOPSERIES circuit utilizes a state-of-the-art **Portable Court System** that allows for the transformation of any flat surface into a professional pickleball arena. The Promoter is responsible for ensuring the venue meets the necessary conditions for installation.

**System Overview:** The official surface consists of a premium portable resin system (roll-out) that replicates the bounce and friction of a permanent hard court.

#### A. Logistics & Transport

- **Format:** Each court is transported on a single dedicated pallet.
- **Storage:** Pallets must be stored in a dry, temperature-controlled environment upon arrival to prevent material warping.

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## **B. Sub-base Requirements**

- **Surface:** The venue floor must be perfectly smooth, hard, and level.
- **Preferred Material:** Polished Concrete or smooth Asphalt.
- **Condition:** The floor must be clean, dust-free, and dry before installation begins. Any irregularities in the floor will transfer to the playing surface.

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## **C. Installation Process**

- **Method:** The court sections are unrolled and joined using high-strength double-sided industrial tape. This tape fixes the seams together and secures the perimeter to the sub-base.
- **Zero-Damage Policy:** The installation is non-invasive. No drilling, screws, or permanent glues are used. The system leaves no marks or residue on the venue floor upon removal.
- **Timing:**
  - > Estimated Time: 90 minutes per court (Standard installation).
  - > Variables: Timing may vary depending on humidity and temperature, which affect the double-sided tape's curing/drying time

## **Main Stage (centre court)**

*Designed for TV production and high-performance flow.*

- **Net System:**
  - > Professional heavy-duty posts (Black or Dark Grey).
  - > **Net Tape:** Customized with "TOP SERIES" logo (Vinyl/printed).
  - > **Center Strap:** Mandatory to maintain 34-inch height.
- **Umpire's Command Center:**
  - > **Structure:** Custom Elevated Desk (Platform style, not a ladder chair).
  - > **Tech:** Integrated support for: 1 Microphone, 2 Tablets (Scoring + VAR), and hydration.
  - > **Visuals:** Front-facing LED Panel (or static branding board) covering the legs/structure.
- **Player Benches (The "Dugout"):**
  - > **Furniture:** 2x Premium Outdoor Sofas (3-seater to accommodate players + coach).
  - > **Amenities:** Side tables for hydration/towels and **Trash/Bag Bins** hidden behind the sofa.
  - > **Shade:** If outdoor, sleek cantilever umbrellas or integrated roof structure over benches.
- **Ball Stations (The Corners):**
  - > 4x Low-profile stools (Dark Grey/Black) tucked into the corners.
  - > **Ball Stands:** 4x Dedicated ball repositories/stands (waist height) to hold match balls, ensuring quick reloading between points.
- **Perimeter Enclosure:**
  - > **LED Boarding:** U-Shape LED perimeter (50cm height) with soft rubber top edge.
  - > **Backwalls:** If not using LED on baselines, rigid dark backwalls with "TOP SERIES" + Title Sponsor branding.
- **Cleaning:** 2x Towel bins and Mops/Squeegees hidden from TV view.

### Secondary courts (“experience” zone)

*Designed for visibility from the Village and durability.*

- **Net System:** Standard professional posts and nets.
- **Umpire’s table:**
  - > **Structure:** Custom Elevated Desk (Platform style, not a ladder chair).
  - > **Tech:** Integrated support for: 1 Microphone, 1 Tablets (Scoring) and hydration.
  - > **Visuals:** Front-facing branded PVC Panel (or static branding board) covering the legs/structure.
- **Player Seating:** 2x Standard Benches (capacity for 2 players + bags).
- **Perimeter Fence (The Enclosure):**
  - > **Height:** Low fencing (approx. 1.0m) to separate courts from the public walkway while allowing clear viewing.
  - > **Branding:** “Toblerone” static boards or **Branded Windbreakers/Canvas** covering the fence structure.
- **Ball Storage:** 2x Low-profile stools (Dark Grey/Black) tucked into the corners.
  - > **Ball Stands:** 2x Dedicated ball repositories/stands (waist height) to hold match balls, ensuring quick reloading between points Basket or clip attached to the net post for game balls.

### Lighting & electrical infrastructure

*To ensure broadcast quality and player safety without damaging the venue, the circuit uses a specialized portable lighting solution.*

- **Lighting Hardware:**
  - > **Pole Height:** 4 Meters.
  - > **Fixation System:**
    - » **Primary Method (Freestanding):** The poles are designed with **heavy-weighted bases** (counterweights) to ensure stability without ground penetration. This allows for installation on sensitive surfaces (plazas, indoor halls) without drilling.
    - » **Secondary Method (Anchoring):** Only if strictly required by the Venue’s safety regulations or in high-wind outdoor scenarios, the poles may be anchored/drilled into the ground (Plan B).
  - > **Positioning:** Poles must be placed strictly outside the safety run-off zones to prevent player collision.
  - > **Power:** Each pole requires a connection to the electrical grid or generator (cabling must be covered by ramps).
- **Electrical Connections (The Grid):**
  - > **Main Stage:** Dedicated power drops (Generators or Hardline) required at the **Umpire Desk** (for scoring tablets/screens) and **LED Perimeter** (high voltage required).
  - > **TV Compound:** Separate 3-Phase power supply for the Broadcast Truck/OB Van.
  - > **Secondary Courts:** Power outlets near the umpire chair for tablet charging/backup.
- **Cable Management:** All cables (power/data) must be covered with **heavy-duty cable ramps** (yellow/black) or buried/taped down for safety

## 4.2 Facilities & offices

The Promoter must provide fully equipped, functional, and secure workspaces and relaxation areas. These facilities are the “engine room” of the tournament and must be operational **3 days prior** to the start of the Main Draw.

## Administrative offices (the hub)

All offices must be located in a private area, away from the public and noise, with restricted access control. They must be lockable and have **dedicated high-speed WiFi (min. 200 Mbps symmetric) and hardline connections.**

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### A. Topseries supervisor / main official office

- **Location:** With direct or quick access to the Main Stage and Player Area.
- **Size:** Minimum 15 m<sup>2</sup>.
- **Equipment:**
  - > 1 Executive Desk + 1 Ergonomic Chair.
  - > 2 Guest Chairs.
  - > 1 High-Volume Printer/Scanner (A4/A3) with unlimited paper/toner.
  - > 1 TV Screen (Live Feed of Main Stage + Scoring System).
  - > 1 Fridge (stocked daily with water/soft drinks).
  - > Secure Locker/Cabinet.

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### B. Tournament director & operations office

- **Location:** Adjacent to the Supervisor's office.
- **Size:** Minimum 20 m<sup>2</sup>.
- **Equipment:**
  - > 2-3 Work Desks + Chairs.
  - > Meeting Table for 4-6 pax.
  - > Whiteboard/Flipchart.
  - > General supplies station.

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### C. Top series staff office (ultimate & elite only)

- **Usage:** For TOP SERIES management, media team, and visiting executives.
- **Size:** Minimum 25 m<sup>2</sup>.
- **Equipment:**
  - > 1 Large Shared Table (Coworking style) for 6-8 people.
  - > Power strips for all seats.
  - > Lounge corner (Sofa + Coffee table).
  - > Printer access.

## Operational areas & lounges

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### A. Players' lounge

Hotel's areas may be acceptable.

- **Location:** Strictly private. No public/VIP access. Direct route to Match Courts and Locker Rooms.
- **Size:**
  - > *Ultimate:* Min. 150 m<sup>2</sup>.
  - > *Elite:* Min. 100 m<sup>2</sup>.
- **Atmosphere:** Premium comfort. Ambient lighting, carpeting or high-end flooring.

- **Zones:**
  - > **Dining Area:** Tables and chairs for catering (Lunch/Dinner).
  - > **Relax Zone:** Sofas, bean bags, low tables.
  - > **Warm-up/Activation:** Open space (min 20 m<sup>2</sup>) with yoga mats and foam rollers.
  - > **Entertainment:** Large TV Screens (Live matches), PS5/Gaming station (Optional but recommended).
- **Service:** Concierge/Player Desk at entrance. All-day coffee station, fruit, and snacks.

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### **B. Officials' lounge (referees & umpires)**

- **Location:** Quiet area, separate from players to ensure impartiality.
- **Size:** Sufficient for the entire officiating team (approx. 10-12 pax for Ultimate).
- **Equipment:**

Lockers for personal items.

- > Resting chairs/sofas.
- > Worktable for reporting/schedules.
- > Private catering/coffee station (or scheduled meals delivered).
- > 1 TV Screen (Live Feed).

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### **C. Volunteers room**

- **Location:** Back of house.
- **Requirements:**
  - > Secure storage for bags/clothing.
  - > Tables and chairs for breaks/meals.
  - > Water/Snack station.
  - > Direct access to court entry points.

### **Changing rooms & hygiene**

**Mandatory:** Separate facilities for Players and Public.

- **Players' Locker Rooms (Men & Women):**
  - > **Security:** Access controlled by security guard.
  - > **Capacity:** Sized for 16 pairs (approx. 30-40 people peak).
  - > **Fixtures:**
    - » Showers: Min. 6 (Ultimate) / 4 (Elite) per gender. Hot water guarantee.
    - » Toilets: Min. 3 per gender.
    - » Lockers: Full-size, with keys or digital codes.
  - > **Amenities:** Towel service (fresh towels at all times), Hairdryers, Shampoo/Gel dispensers.
- **Ice Baths:** Highly recommended for Ultimate tier (1 per gender).

### **Media & broadcast facilities**

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#### **A. Media center (press room)**

- **Location:** Close to the "Mixed Zone" and Main Stage.
- **Capacity:** 10-20 workstations (Ultimate).
- **Tech:** Cabled Internet (LAN) at every seat. Power outlets.
- **View:** Ideally with a window view of the Main Stage (if indoors).

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## **B. Broadcast compound (tv production)**

- **Location:** Designated outdoor area for OB Vans (Outside Broadcast Trucks) or a large indoor room (min 30 m<sup>2</sup>).
- **Specs:**
  - > **Power:** 3-Phase Power Supply (Technical specs provided by TOP SERIES Broadcast Dept).
  - > **Security:** Fenced off and guarded 24/7.
  - > **Cable Paths:** Clear, protected cable routes from Compound to Main Stage cameras.

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## **C. Commentary booths**

- **Location:** High vantage point in the Main Stage (Main Stand) with clear view of the court.
- **Structure:** Soundproofed booth or enclosed box (plexiglass).
  - > **Equipment:** Table for 2 commentators, 2 monitors, headsets, audio console.

### **Storage & logistics**

- **Ball & Water Storage:** Secure, dry room near the courts for cases of balls and pallets of water. Key held by Operations Manager.
- **Branding Storage:** Area for spare banners, nets, and signage repair.
- **Medical Storage:** Small lockable area for Physio supplies/tables overnight.

## **4.3 Evolve & Challenge infrastructure standards**

The Promoter is not expected to build a temporary stadium but must **transform an existing club facility** into a professional environment.

### **Evolve tier (semi-pro / pro-am)**

*Concept: "The Premium Club Event."*

The venue is typically a top-tier pickleball club with existing facilities.

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#### **1. The "Club Central" (Main Court):**

- **Location:** The court with the best visibility or existing viewing area within the club.
- **Seating:** Use of existing club grandstands or temporary bleachers. **Minimum capacity recommended: 200 spectators.**
- **Enclosure:**
  - > **Perimeter:** Static advertising boards ("Toblerone") or branded windbreakers on the fence. No LED required.
  - > **Furniture:** 2 Player Benches (Clean condition, ideally branded covers).
- **Tech:** 1 Fixed Camera point (Smart Cam or elevated tripod) for Streaming/YouTube.

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#### **2. Secondary Courts:**

- Minimum 6 courts.
- Must have separation fencing (low or high).
- Surface must be consistent with the Center Court.

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#### **3. The Social Zone:**

- Instead of a Commercial Village, the Promoter utilizes the **Club House / Restaurant Terrace.**
- **Requirement:** A designated "Players & Partners" area within the club restaurant for meals and networking.

### Challenge tier (grassroots / community)

*Concept: "Pure Play."*

The venue can be a local sports center, public facility, or school, provided the surface is safe.

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#### 1. The Main Court:

- No specific seating structure required (standing room or portable benches are sufficient).
- **Branding (Mandatory):** TOPSERIES Net Tape and 2 "Beach Flags" or Banners at the entrance.
- **Equipment:** Standard Umpire chair or standing position.

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#### 2. Secondary Courts:

- Minimum 4 courts.
- Clean, safe playing surface.

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#### 3. Amenities:

- **Tournament Desk:** A clearly visible table/tent for check-in and score reporting.
- **Hydration:** Water station (Cooler/Fountain) available for all players.
- **Atmosphere:** A basic sound system (speaker) playing music during breaks/warm-ups.

### Shared requirements (evolve & challenge)

To maintain the **TOPSERIES identity** across all levels, the following are mandatory:

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#### 1. Surface Quality: Must be Hard Court (Acrylic/Resin). Temporary modular tiles are permitted for Challenge tier only.

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#### 2. Branding: Implementation of the "Essential Branding Kit":

- Official Net Tapes on ALL match courts.
- Official Ball usage.
- Podium/Backdrop for the trophy presentation

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#### 3. Lighting:

- **Evolve:** Min. 500 Lux (Standard Competition).
- **Challenge:** Min. 300 Lux (Recreational Standard).

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#### 4. Changing Rooms: Access to club locker rooms and showers is mandatory for all players

## 4.4 Broadcast & media

- **Ultimate (TV Grade):** Minimum 5 cameras on Main Stage + English Commentary. Signal delivered to TOPSERIES for global distribution.
- **Elite (Streaming):** Main Stage Streaming (2 Cameras + Scoreboard).
- **Evolve:** YouTube Stream (1 Smart Camera).

(include a court map for understanding)

## 4.5 Signage & branding

Implementation of the **TOPSERIES Brandbook** is mandatory.

- **Photocall:** For interviews and awards.
- **Net Tapes:** “TOP SERIES” logo on all match courts.
- **Backdrops:** Behind player benches on TV courts.

## 4.6 Live scoring & data

Mandatory for all tiers. The Promoter must provide stable WiFi and power for tablets used by Officials to feed the central scoring system.

## 4.7 Balls

Mandatory use of the **TOPSERIES Official Ball** for all categories. The Promoter is responsible for ensuring a sufficient supply of balls for all matches, warm-ups, and practice sessions.

To ensure the correct budget, the Promoter must follow the calculation rules below and refer to the estimated quantities table.

### Ball Allocation per Tier

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#### A. ULTIMATE & ELITE (Professional Division)

- **Main Draw (MD):**
  - > **Standard Allocation: 4 New Balls** per match.
  - > **3rd Set Rule: 2 Additional New Balls** must be provided if the match goes to a deciding set.
- **Qualifying (Q):**
  - > **Allocation: 1 New Ball** per match (Group Stage matches + Qualification Match).
- **Scope:** This applies to all 5 categories: Men’s Doubles, Women’s Doubles, Mixed Doubles, Men’s Singles, Women’s Singles.

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#### B. EVOLVE & CHALLENGE (Development Division)

- **Group Stage: 1 New Ball** per Group (Round Robin).
- **Knockout Stage (Gold/Silver): 1 New Ball** per Match.





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#### C. Practice & Warm-up Allocation

- **Allocation:** The Promoter must account for **1 Ball** per Player for general practice and warm-up usage throughout the event.

### Estimated Quantities (Budget Guide)

Based on full draw capacities, the following table provides the estimated minimum order required:

Tier	Calculation Basis	Total Balls (Est.)
	High consumption (4+2 rule) + Max. Practice	~ 1,200
	High consumption (4+2 rule) + Standard Practice	~ 1,000
	1/Match rule + High volume of Amateur players	~ 600
	1/Match rule + Local volume	~ 400

*\*Note: 1 Box typically contains ~100 balls (depending on the brand packaging).  
It is recommended to order 10% extra for safety.*

### Ball Management

**Storage:** Balls must be stored in a cool, dry place (indoor tournament office) to maintain pressure and consistency.

#### On-Court Operations:

- **Ultimate/Elite:** The **Main Official** and **Volunteers** manage the ball changes. Used balls from MD matches should be recycled for Practice courts the following day.
- **Evolve/Challenge:** Players collect the match ball from the **Tournament Desk** or Court Monitor and return it after the match concludes.

## 4.8 Officials (main official & officials)

The Promoter must contract the certified officiating team.

#### Staffing Maximums

Tier	Main Official	Officials (Court)	Total Team
	1	Max. 8	9
	1	Max. 8	9
	1	Max. 2	3
	1	Max. 2	3

#### Fees & Conditions

The Promoter pays the following fees directly to the officials:

Role	Fee
Main Official	€600 / Tournament
Official	€60 / Day

### **Hospitality Obligations**

In addition to fees, the Promoter MUST provide:

- **Accommodation:** Single room in Official Hotel (B&B).
- **Meals:** Lunch and Dinner provided.
- **Travel:** Travel expenses covered.

### **4.9 Volunteers**

- **Ultimate:** 3 Persons per match court.
- **Elite:** 2 Persons per match court.

### **4.10 Security & access**

Venue security plan required. Guards at player entrances and Main Stage access points.

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## **5.BLOCK 05**

### **Contacts**



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