

APPENDIX B

WTA REPRESENTATIVES

documentation system as directed by the Core Massage Therapist or PHCP. In either case, all such medical documentation must be in English and submitted or entered by the end of each Tournament.

3. Communications Manager

The WTA will provide Communications staff for the Main Draw of all WTA 1000 and WTA 500 Tournaments, as well as certain WTA 250 Tournaments.

a. Pre-Tournament Responsibilities

No later than six (6) weeks prior to the Tournament, the Communications Manager, in cooperation with the Supervisor, will be responsible for approving the Mandatory Party, Pro-Am, and Clinics, as well as the Draw Ceremony.

b. On-Site Responsibilities

On-site, the Communications staff shall:

- i. Escort players to post-match media activities;
- ii. Provide local media with information on the WTA and its players, including player bios, current rankings, and statistics;
- iii. Arrange one-on-one interviews;
- iv. Compile and distribute match notes;
- v. Send out results via email to the WTA's international distribution list; and
- vi. Coordinate player appearances at sponsor and Tournament functions as outlined under the ACES Program.

4. Player Relations

The WTA will provide Player Relations staff at various Tournaments throughout the calendar year.

Player Relations staff serve as the on-site communications liaison with the players, educating them on the WTA, player, and administrative issues. Player Relations staff assist the Supervisor with on-site operations functions at the Tournaments and may serve as the player representative at the making of the draw when a player is unavailable to attend. Player Relations provide feedback from the players to the WTA administration and staff.