

TOURNAMENT DIRECTORS GUIDE



find yourself in the game

EASTERN

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INTRODUCTION

Tournament directors are the key to a successful junior tournament. From ensuring the event runs on schedule to keeping players and parents happy and ready to come back for more, tournament directors must serve a number of important roles throughout the event.

And while their contributions may often go unsung, they are never unappreciated. Tournament directors set the standard for how our junior players can improve their skills, practice good sportsmanship and develop a love for tennis.

To support your efforts, USTA Eastern has created this Tournament Directors Guide to provide the necessary tools to deliver the highest-quality experience for both players and parents. Depending on the execution, the tournament experience can mean the difference in a junior player leaving the sport or sticking with tennis for a lifetime.

TYPES OF SANCTIONED EVENTS

ADULT TOURNAMENT OPTIONS

Age Group

Open Division: 25, 30, 35..., 80, 85 and 90 (25 = 25 and older)

Age Group Events are open to all players with current USTA Memberships, and have reached or will reach the minimum age limit of the division (25, 30, 35, 40..., 80, 85 and 90) on or before December 31st. Events include singles, doubles and mixed doubles and may be single elimination, round robin or include consolation draws. Age Group events are ranked events.

NTRP

3.0, 3.5, 4.0 etc.

The National Tennis Rating Program (NTRP) is the official system for determining the levels of competition for the USTA Adult League and NTRP Tournaments. The rating categories are generalizations about skill levels.

Compete in the Parks (CIP)

Compete in the Parks (CIP) events offer non-ranking competitive opportunities for members and non-members, as well as the opportunity to host charity or benefit events utilizing Tennislink and Tournament Data Manager software.

Family Events

Family Events include: Father-Son, Father-Daughter, Mother-Son, Mother-Daughter and Husband-Wife Doubles and Century Doubles, etc...

EAST Showdown (Eastern, Action-packed, Single-day Tournament)

A 3-4 hour adult tennis tournament. NTRP or age-division tournaments, round robin format, best of 8 games; no-ad scoring. If play reaches 4-4, play 3 points to determine winner of match. Ideal to hold a series on 4 different surfaces.

Prize Money

Any prize money events that ran May 15-August 15 can submit a request to get sectional support of \$500 to go toward the purse. The goal is to encourage more participation in adult tournaments, especially amongst the returning college players. There is an entry limit of at least 5 players to receive the full stipend.

Sectional Tournaments

USTA Eastern Age Group tournaments with the largest draws from the year prior are awarded sectional status and higher ranking points. Tournaments must have a minimum of 6 players to be considered a sectional.

TYPES OF SANCTIONED EVENTS

JUNIOR TOURNAMENTS (10 & UNDER – 18 & UNDER) EVENT FORMAT & MATCH FORMAT

L3 UPS

Entry Level

Unranked, non-elimination (usually round robin). Matches may be either short sets or timed matches. Typically take place over a 2-4 hour block of time.

- **10U** L3's will be played on a 60' court, with an orange ball; racquet length must be 25". Doesn't count toward progression.
 - **12U** L3's will be played on a 78' court, with a green ball; racquet length must be 29" or less.
 - **14U-18U** L3's will be played on a 78' court, with a yellow ball.
 - Court monitors required at 10U.
-

L2 Open

Intermediate

Open to all USTA members.

- **10U**: 7 years or older; match will last no more than 6 hours and no less than 4 hours; co-ed or single gender formats acceptable; match formats determined by number of players; minimum two players required; at least 2 matches guaranteed.
 - **12U**: will utilize a Short Set format (the 1st player/team to win 4 games by a margin of 2 games, with a 7 pt. tiebreak at 4-all) and include a consolation match (FRLC, FMLC, MFIC or Compass Draw); at least 2 matches guaranteed.
 - **14U-18U**: will utilize a full set (6-game) format, and will include either a consolation match or a doubles option. (FRLC, FMLC, MFIC, Compass Draw).
 - Court monitors required at 10U.
-

Youth Progression L1 Orange (10U)

Advanced out of L2 Orange? Match will last no more than 6 hours and no less than 4 hours, co-ed or single gender formats acceptable; match formats determined by number of players; at least 2 matches guaranteed; minimum 2 players required; racquet length must be 25"; court monitors required.

Youth Progression L1 Green (10U)

Advanced out of L1 Orange? Event can be 1-2 days; single gendered formats (can combine genders to make a 2-person draw). More than 6 players run a first round consolation and less than 5 players run a round robin. Played to completion; at least 2 matches guaranteed. Use no-ad; 2 out of 3 short sets; at 3-all play a 7 pt. tiebreak (in lieu of 3rd set play a 10 pt. tiebreak); court monitors required.

L1B Challengers (12U-18U)

Intermediate

Open to all USTA members. Match format may be best of three sets with a mandatory 10-minute rest period after the second set; or may include a 10 pt. deciding match tiebreak in lieu of a 3rd set, with a 2-minute rest period after the 2nd set.

L1 & L1A Championships (12U-18U)

Advanced

Open to all USTA members. Match format may be best of three sets with a mandatory 10-minute rest period after the second set; or may include a 10 pt. deciding match tiebreak in lieu of the 3rd set, with a 2-minute rest period after the 2nd set.

Eastern Sweet 16 (12U-18U)

Advanced

16-player Compass Draw event; (players will be scheduled for up to 4 consolation matches.) Match format in singles will use a 10 pt. deciding match tiebreak in lieu of a 3rd set and doubles will use an 8-game pro set. Open to USTA Eastern Section residents only. USTA certified official required on-site daily.

Empire Cup Doubles (12U-18U)

National L3's & L4's

National L3 & National L4 ranking points

Draw format will include a consolation (MFIC). Open to USTA Eastern Section residents only. USTA certified official required on-site daily.

- **14U-18U** divisions will utilize the best of three sets; the **12U** division will use a 10 pt. deciding match tiebreak in lieu of a 3rd set.

Eastern Super Six (12U-18U)

National L3's & L4's

Limited to 32 Eastern players; selection is based on section standing in the age group of the event and the next youngest age division; up to 2 players, provided the applicants are in the top 25 of the Eastern Standing list of the next youngest age division; please note this will not occur in the 12U division. FIC-R16

Consolation with a QF Playoff. Open to USTA Eastern Section residents only. USTA certified official required on-site daily.

- **14U-18U** Main Draw and 3/4 playoff singles matches will utilize a best of three sets format.
- The **12U** division and **14U-18U** consolation draws will use a 10 pt. deciding match tiebreak in lieu of a 3rd set.



EASTERN

PARENT, COACH AND SPECTATOR OATH

I pledge to:

- Set a positive example for players through showcasing good behavior
- Treat fellow parents, coaches and spectators with respect
- Emphasize the importance of fair play and good sportsmanship
- Cheer respectfully for winners and good points, not errors and double faults
- Allow players to discuss and align on any on-court disputes by themselves

JUNIOR PLAYER PROMISE

I recognize that tennis is a sport that places the responsibility for fair play on me. I promise to abide by the rules of the game, which require me to give the benefit of the doubt to my opponent. At all times I shall strive to compete with the true spirit of sportsmanship, recognizing that my behavior on the court is a direct reflection of my character. Whether this match ends with my victory or defeat, I promise to conduct myself in a way that honors my opponent(s), my team, those who support me and the game of tennis.

TOURNAMENT CHECKLIST

Before Tournament

- _____ Sanction request has been submitted and all fields including tournament director and contact information are complete
- _____ Add notes on homepage (directions, hotel information, match format information, weather conditions, etc.)
- _____ Contact section if you want to extend entry deadline
- _____ Visit the USTA Marketing Resource website for potential marketing pieces (resources.USTA.com)
- _____ Attend a USTA Eastern tournament directors workshop

Entries Close

- _____ Retrieve seeds from auto seed option (Only used for L2, L1B, L1A and L1) or section office, excludes 10U
- _____ Post seeds a couple of days before you post draw, excludes 10U
- _____ Contact the Eastern Tennis Umpires Association (ETUA) or officials directly and/or secure court monitors
- _____ Block courts: surface must remain the same throughout the entire event
- _____ Provide as much viewing as you can, include on tournament directors' home page
- _____ If you are running doubles, make sure you post a note with the registration procedures
- _____ Order trophies, goody bags, etc.
- _____ Utilize communication center in TennisLink to connect tournament players and parents

Making the Draw

- _____ Contact section to make draw if there is an appearance of a conflict of interest, i.e. family members playing in tournament
- _____ Separate siblings in draw using the group function in TDM
- _____ Be considerate of players traveling a distance
- _____ Post draws and match times 5-7 days prior to start date
- _____ Don't make changes to a posted draw without contacting the section first. Contact players if match times change
- _____ Make sure you haven't scheduled a match prior to 4:00 p.m. on a Friday

- _____ Confirm withdrawn players
- _____ Set up practice court procedures that are the same for everyone and post on homepage

During Tournament

- _____ Set up registration/check-in desk and be present to check-in players
- _____ Prior to sending players on court announce:
 - Match formats
 - Officials will be roving to enforce the code (point, game, default) or to review on-court issues policy
 - Warm-up time
 - Electronic devices must be turned off (including smart watches)
 - Coaching policy
 - That scorecard/flip cards are to be used on each court
- _____ Have the following rules posted on-site:
 - Electronics devices must be turned off (including smart watches)
 - Overrule rule
 - Lateness rule
 - Rest period rule
 - Spectator rule
 - Player oath
- _____ Have players sign the player oath
- _____ Print a copy of your alphabetic entrant report, and contact opponents of withdrawn players
- _____ Identify sportsmanship
- _____ Update tournament results in TDM by the end of every day
- _____ Open can of tennis balls
- _____ Rove courts on occasion
- _____ Provide a positive, fun and safe atmosphere
- _____ Have a current copy of Friend at Court and Tournament Directors Guide at the desk
- _____ Announce spectator oath and spectator viewing policy

After Tournament

- _____ Final posting of all results
- _____ Contact the section to report L3 winners and submit photos
- _____ Complete Code of Conduct Report and send to the section
- _____ Complete Player Fee Form and report sportsmanship to the section
- _____ Sanction tournament for next year

MAXIMUM NUMBER OF MATCHES PER DAY

Juniors

12U Division	14U, 16U & 18U Divisions
Best of 3 tiebreak sets	
2 Singles	2 Singles + 1 Doubles
1 Singles + 2 Doubles	1 Singles + 2 Doubles
3 Doubles	3 Doubles
Tiebreak in lieu of a 3rd set or Short Sets	
3 Singles	3 Singles + 1 Doubles
2 Singles + 1 Doubles	2 Singles + 2 Doubles
3 Doubles	1 Singles + 3 Doubles
	4 Doubles
Main Draw – Best of 3 tiebreak sets + doubles/consolation singles 8 game pro-set	
2 Main Draw Singles	2 Main Draw Singles + 2 Doubles/ Consolation Singles
2 Main Draw Singles + 3 Doubles Consolation Singles	1 Main Draw Singles + 3 Doubles/ Consolation Singles
4 Doubles/Consolation Singles	4 Doubles/Consolation Singles
Main Draw – Tiebreak in lieu of 3rd set or Short Sets + doubles/consolation singles 8 game pro-set	
3 Main Draw Singles	3 Main Draw Singles + 2 Doubles/ Consolation Singles
2 Main Draw Singles + 2 Doubles/ Consolation Singles	2 Main Draw Singles + 3 Doubles/ Consolation Singles
1 Main Draw Singles + 3 Doubles/ Consolation Singles	1 Main Draw Singles + 4 Doubles/ Consolation Singles
4 Doubles/Consolation Singles	5 Doubles/Consolation Singles
Any combination of singles, doubles and singles consolation not shown above	
117 games, no more than 88 of which should be singles	117 games, no more than 115 of which should be singles

- 10U players are limited to no more than 75 games a day, no more than 60 of which should be singles

MAXIMUM NUMBER OF MATCHES PER DAY

Adults

45-and-older Divisions

Players shall not be required to play more than two matches in the Main Draw of the same age division in one day. (These two matches may consist of two singles, two doubles or one singles and one doubles.)

55-and-older Divisions

Players shall not be required to play more than one singles and one doubles or two doubles matches in the Main Draw of the same age division in one day.

Consolation Draws: If a player in any senior age division also plays in a consolation event in that division (singles or doubles or both), the requirements above for the Main Draw competition shall apply to consolation competition as well, except that if in any one day the player must play in both Main Draw and consolation competition, then the maximum matches for such day shall be increased to three (two singles and one doubles, one singles and two doubles or three doubles.)

Notes:

- * Playing 16 or more games of singles or 20 or more games of doubles to complete a match carried over from a preceding day may be counted, if the player so desires, as a match for the day on which it is completed.
- * Pursuant to the above restrictions, if a player enters two age divisions, then such restrictions shall apply separately to each age division.

OTHER RULES

Medical Timeouts:

- Treatment time begins once supplies are brought to court
- Maximum amount of treatment time is up to three minutes, which includes the time to determine whether the player is able to continue playing
- If a medical trainer is not available, any person who the player selects can treat. An official or tournament staff should be present during treatment to ensure no coaching is being provided
- One medical timeout is allowed for the same medical condition per match

Bleeding Timeouts:

- Mandatory bleeding timeout begins as soon as visible bleeding is discovered
- Maximum amount of time is up to 15 minutes, once bleeding has been stopped, the playing area cleaned up and someone has disposed of contaminated items, play should resume
- Be sure to inspect the tennis balls to ensure no blood is on them

Scoring Disputes:

Disputes over the score shall be resolved by using one of the following methods, which are listed in order of preference:

- Count all points and games agreed upon by the players and replay only disputed points or games
- Play from a score mutually agreeable to all players
- Spin a racquet or toss a coin

Other On-court Disputes:

- Players should attempt to resolve any disputes with their opponents. Spectators should never be involved in resolving disputes on court
- If the players cannot resolve the dispute, then an official or tournament staff member should come to court to resolve the dispute using The Code or Friend at Court

OVERRULE, COACHING, SPECTATORS

The Overage Rule:

Once a player has been overruled twice in the same match they are “in the code.” On the 3rd overrule, a penalty is assessed (a point is awarded to the opponent if this is the first code recorded) in addition to the assessment of a COC/Suspension penalty for unsportsmanlike conduct. On the 4th overrule, the player loses a game. After the 5th overrule, the player is defaulted.

Coaching:

During individual competition, coaching is prohibited; either verbally or through signals of any kind. The only exception is during an authorized intermission (the 90-second odd game changeover is not an authorized intermission). Authorized intermissions include the 10-minute mandatory set break between the 2nd and 3rd set when a *best two of three set* match format is being used. The 2-minute set break between a 2nd set and a 10-point match tiebreak is **not** an authorized intermission during which coaching is allowed. (The same rules apply to team competition unless they have been modified in advance by an agreement between the teams). Violation of this regulation renders the player and coach or advisor liable to disciplinary action, which may include disqualification of the player and/or removal of the coach or advisor from the premises.

Spectators:

Players or persons who appear to be associated with a player including, but not limited to, parents and coaches, officials and organizers of any tournament are responsible for encouraging and maintaining high standards of proper conduct, fair play and good sportsmanship. These parties are under obligation to avoid acts which may be considered detrimental to the game of tennis, including, but are not limited to, the acts set forth below:

- a. *No person shall abuse an official or player.* The chair umpire, referee and any other official responsible for ensuring that a match is played under conditions which are fair to all players shall make certain that no parent, relative, coach or other person associated with a player abuses an official or player.
- b. *Official may request abusive person to desist or leave tournament area.* A player who enters a sanctioned tournament or match consents to be penalized under the Point Penalty System for abusive conduct by a person who appears to be associated with the player. If the official observes the conduct, the official shall suspend play and request that the person leaves the tournament area. In a flagrant case the official may immediately direct the person to leave without requesting the person to desist.

Point Penalty System applies to abuse. If the person refuses to follow the instructions to leave, then the official may penalize the player associated with the person under the Point Penalty System.

REST PERIODS & THE RECOVERY RULE

Rest periods are dependent on the match formats being used, as well as match duration (recovery rule). If two different match formats are being used, the rest period is determined by the format of the 1st match scheduled. If a singles match lasts longer than 120 minutes (2 hours), the recovery rule applies. Please see below to determine the minimum rest time a player is entitled:

Best of 3 or 5 tiebreak sets	60 Minutes
Tiebreak in lieu of a 3rd set	60 Minutes
Pro-Sets or Short Sets (L2)	30 Minutes
Doubles	30 Minutes
10U events	15 Minutes (reasonable rest)

Recovery rule – If a singles match utilizing the 2 out of 3 full sets format lasts longer than 120 minutes (2 hours) the “recovery rule” entitles a player to 120 minutes of rest before their next match.

The 12-hour rule – The 12-hour rule is not a rule but a strongly encouraged best practice. The rule recommends at least 12 hours of rest between the players end of play one day and start of play the following day.

Set breaks – If a full 2 of 3 tiebreak set format is being utilized, a player is entitled to a 10-minute set break that begins as soon as the final point of the 2nd set is completed. If a 10-point tiebreak is being played in lieu of a 3rd set, players are only entitled to a 2-minute set break that begins as soon as the final point of the 2nd set is completed. *See page 10 (Coaching).

Latest matches may be scheduled/played:

No match shall be scheduled after:

Division	Nights NOT preceding school	Nights preceding school
12U	9 p.m.	6 p.m.
18U, 16U & 14U	10 p.m.	7 p.m.

- In the 10s division, no 10U match may finish later than 8 p.m.
- Players’ Friday matches may not be scheduled prior to 4 p.m. on a school day without advanced notification and prior approval from the section
- Matches are not to start before 8 a.m. at any time unless approved in advance by the section

USTA LATENESS RULE

The USTA Lateness Rule (6 games or more) is in place to underscore the lateness policy and is to be enforced at all USTA Eastern sanctioned tournaments. The penalties include:

- 5 minutes or less late = 1 Game + loss of toss
- 5:01-10 minutes = 2 Games + loss of toss
- 10:01-15 minutes = 3 Games + loss of toss
- More than 15 minutes = Default

While the loss of game formula must stay in place for lateness by the tournament director, he/she may hold the default up to 45 minutes for extenuating circumstances. According to USTA regulations, an extension is never allowed beyond 45 minutes.

A player is not deemed to have arrived until the player checks in at the designated place and is properly clothed, equipped and ready to play.

Start the clock...

- When a court is available, the tournament director or referee calls the matches on or shortly before the scheduled match time. If a court is **NOT** available, the tournament director may delay calling the matches until a court is available.
- If five matches are scheduled at 8 p.m., and **only one** court is available, all matches will be called shortly before 8 p.m. and the lateness clock will start on **all players** who have not checked in or are ready to play by 8 p.m.
- If one of several matches scheduled at the same time is put out early and when the scheduled match time arrives, there is no available court, the lateness clock **DOES NOT START** until a court becomes available.
- If a player has not arrived for his/her 8 p.m. match and not one court is available at 8 p.m., then the lateness clock **CANNOT START** until one court becomes available, even though it may be after 8 p.m. The tournament director may fill that one court when available and still allow the lateness clock to continue to run once it has started.

PENALTIES FOR LATENESS FOR SHORT SETS

Lateness Before Start of Match		
Match Format	1 Short Set (first to 4), no-ad scoring or 2 short sets (first to 4) with a 7 pt. tiebreak in lieu of 3rd; no-ad scoring	Timed Matches of 30 minutes or less
If one player or team is late	5 minutes or less: Loss of toss plus 1 game	
	5:01-10 minutes: Loss of toss plus 1 point	5:01-10 minutes: Loss of toss plus 1 game and 2 points
	10:01-15 minutes: Loss of toss plus 3 points	10:01-15 minutes: Loss of toss plus 2 games
	More than 15 minutes: default	
	Except for a default, the referee shall never assess more than a 3-point penalty	Except for a default, the referee shall never assess more than a 2 game penalty
Both players or teams equally late up to 15 minutes	No Penalty	
Both players more than 15 minutes late	Referee may default both players or may reinstate the match using the principal in effect when both players are late but arrive at different times.	
Both players late but arrive at different times	In singles, the penalty accrues when the first player arrives. In doubles, the penalty accrues when the first team arrives. Penalize the opponent(s) based on the difference in their arrival times.	

Lateness for Resumption Suspended Match: The same penalties are assessed, except there is no loss of toss.



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