

2020 New England Tournament Directors Guide:

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Introduction:

First and foremost, thank you for your support of USTA New England. We appreciate your contribution and effort to grow the game of tennis. As a Tournament Director you are the key to a successful junior tournament. You set the standard for how New England junior players can improve their skills, practice good sportsmanship, and develop a love for tennis.

From ensuring the event runs on schedule, to keeping players and parents happy, you serve a number of important roles throughout the event day.

In an effort to further support your work, USTA New England 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 a world of difference in a junior player leaving the sport or sticking with tennis for a lifetime.

This guide will not demonstrate or provide knowledge relating to tennislink or the TDM software. If you would like to learn more, please email: mbejian@newengland.usta.com

Sanctioned Events in New England:

10 and Under Youth Tennis Progression:

Youth Progression serves as a guide for coaches, parents, and players to ensure that kids 10 and under participate in events using the appropriate ball and court size for their skill level. Families are able to track their players progression on the **Player Progression Page**. The more they play, the more they will improve their skills and be able to clear a level and move to the next stage (see below).

The mission is to clear each level by collecting a combination of 20 virtual participation stars/trophies. The minimum age to enter an Orange Ball Progression tournament is 7 years old. Players ages 6 and under are not permitted to participate. On the first day of the players 11th birthday month, he or she will automatically advance out of the **Youth Tennis Progression** tracking system.

Youth Progression Stars & Trophies Distribution: (★ = 🏆 = 50 points)

To advance to the next level of progression, a player must have a combination of 20 (★ or 🏆) or 1000 points. Once they have advanced out of Green Level 1, they will then be eligible to play in Junior 12U tournaments to then accumulate points towards rankings/standings.

Orange Level 2:

Participation - ★★★★★

Tournament Champion- 🏆🏆🏆🏆🏆

Tournament Finalist - 🏆🏆🏆🏆

Orange Level 1:

Participation - ★★★

Tournament Champion- 🏆🏆🏆

Tournament Finalist - 🏆🏆

Green Level 1:

Participation - ★★

Tournament Champion- 🏆🏆

Tournament Finalist - 🏆

Attention: Out of section players will not receive trophies. Only participation stars.

USTA Junior Tournaments Levels & Points (Boys & Girls 12U - 18U Divisions)

Temporary Bonus Points: Will be added between 1/1/20 and 6/30/20, then removed. All temporary bonus points will be removed on the 7/2/20 standings. Player records will not show the breakdown below.

Single Elimination, First Match Loser Consolation, Round Robin:

	L7	L6	Temporary Bonus (+)	L5	Temporary Bonus (+)
Champion	na	na		300	
Finalist	na	na		225	
3rd Place	na	na		150	25
4th Place	na	na		105	70
Reached QF	na	na		54	46
Reached R16	na	na		42	
Reached R32	na	na		30	
Reached R64	na	na		18	
Reached R128	na	na		9	
PPW - Consolation	na	na		5	
PPW - Round Robin (4 wins max)	8	30	15	75	

L7: Entry Level Events (One-Day):

Formats:	Points:	Rates/Fees:
Round Robin	8 per round win	\$48.00

L6: Intermediate Level Events (One-Day):

Formats:	Points:	Rates/Fees:
Round Robin (BG 16 & 18 SE → RR)	30 per round win + 15 Bonus points (active til 7/1)	\$48.00

L5 Advanced Events (2-3 Days):

Formats:	Points:	Rates/Fees:
Single Elimination 2021: (16 limit draw) Feed in Championships through Quarterfinals First Match Consolation Voluntary Consolation	Determined by placement in the divisional draw (see above)	\$48.00

Temporary Bonus Points: Will be added between 1/1/20 and 6/30/20, then removed. All temporary bonus points will be removed on the 7/2/20 standings. Player records will not show the breakdown below.

Feed-In-Championship (FIC) thru Quarterfinals:

	L5	Temporary Bonus (+)	L4	Temporary Bonus (+)	Section L3	Temporary Bonus (+)	National L3	National L2	National L1
Champion	300		540	460	900	300	900	1650	3000
Finalist	225		405	345	675	225	675	1238	2400
3rd Place	180	-5	324	301	540	210	540	990	1950
4th	150	25	270	230	450	150	450	825	1800
5th	105	-5	189	236	315	195	315	578	1350
6th	90	10	162	188	270	150	270	495	1050
8th	72	28	130	145	216	114	216	396	900
12th	63		113		189		189	347	750
16th	54		97		162		162	297	600
24th	42		76		126		126	231	450
32nd	36		65		108		108	198	360
48th	27		49		81		81	149	300
64th	21		38		63		63	116	210
96th	15		27		45		45	83	150
128th	9		16		27		27	50	90
192th	6		11		18		18	33	60
256th	3		5		9		9	17	30

L4 & L3: Elite Events (2-3 days):

Formats	Points	Rates/Fees
Feed in Championship through Quarterfinals (16-limit) L4 - 8 Events L3- 2 Events (Winter & Summer)	Determined by placement in the divisional draw (see above)	\$80.00 (Officials required)

Feed-In-Championship (FIC) thru Round of 16 + Quarterfinal Playoff:

	L5	Temporary Bonus (+)	L4	Temporary Bonus (+)	Section L3	Temporary Bonus (+)	National L3	National L2	National L1
Champion	300		540	460	900	300	900	1650	3000
Finalist	225		405	345	675	225	675	1238	2400
3rd Place	180	-5	324	301	540	210	540	990	1950
4th	150	25	270	230	450	150	450	825	1800
5th	105	-5	189	236	315	195	315	578	1350
6th	96	4	173	177	288	132	288	528	1080
8th	84	16	151	124	252	78	252	462	960
9th	78		140		234		234	429	840
10th	66		119		198		198	363	720
12th	57		103		171		171	314	630
16th	48		86		144		144	264	540
24th	42		76		126		126	231	450
32nd	36		65		108		108	198	360
48th	27		49		81		81	149	270
64th	21		38		63		63	116	210
96th	15		27		45		45	83	150
128th	9		16		27		27	50	90
192nd	6		11		18		18	33	60
256th	3		5		9		9	17	30

Sanction Form Fees:

Youth Progression Forms : \$18.00 (\$32.00 per player)

Junior/Adult Tournament Forms: \$73.00

Non-Sanctioned Tournament Forms: \$38.00

USTA New England Tournament Checklist:

Below are common procedures for what a Tournament Director should accomplish through the process of running a successful USTA New England Tournament.

Pre-Tournament Preparations (Prior to Sunday 11:59pm - Closing Registration):

- Sanction Form request has been submitted:
 - All fields including tournament director and contact information are complete. (note: If someone else will run the event, please include their name and contact information).
 - Add notes on homepage (directions, hotel info, match formats, weather conditions, etc).

- All staff aiding in USTA events must have undergone the Safesport Certification process in order to participate in running and hosting tournaments.

- Visit the USTA Marketing Resource website for potential marketing pieces (resources.USTA.com).

- Attend a USTA New England Tournament Director Workshop.

- Regularly check to see if court times are blocked off to provide an allotted time for tournament play.

- Gather the awards for the Champions & Finalists for each division of play.

Registration Close (Sunday 11:59pm) - Publishing the Draws (Tuesday 11:59pm):

- ❑ Review all your emails and gather information such as:
 - ❑ Any player withdrawing (you do not want to accidentally charge them).
 - ❑ They may have also signed up for the wrong division of play.
 - ❑ Reduced Entry Fee Players - These players must be batch entered through tennislink before the registration closes. The “Batch Entry” link is located next to the “entrant processing” link.
 - ❑ When the reduced entry fee player arrives at the facility they will pay ½ the tournament entry fee that was set on the tournament form.
 - ❑ Please record the players name at your facility to send to USTA NE.
 - ❑ Player Requests (scheduling purposes) - If a player registers for a tournament, that player must be ready to pay at any time when the tournament is sanctioned. Tournaments must follow procedures and not bend to accommodate players.
 - ❑ If you cannot accommodate the time, do not process the player into the tournament.
 - ❑ A tournament director is not allowed to construct a Round Robin (RR) flight in order to obtain 4 players who want to play after 3:00pm on a Saturday.
- ❑ Process all the players (Entrant Processing) and construct the draws/times for each division of play on the TDM software.
 - ❑ 3-11 players = 2 seeds, 12-23 players = 4 seeds, 24-47 players = 8 Seeds
 - ❑ Seeding the players will be taken based on the most current published standings list (Level 3 & 4) will be based on UTR.
 - ❑ Seeding for doubles tournaments is based on the most current doubles only standing list using the average doubles ranking of each team (pair).
 - ❑ With RR flights - Flight A will include the highest ranked players and this will cascade through flights B,C & D.

Scheduling Guidelines (SE or FICQ):

- USTA NE requests that you have a maximum of 2 matches in a day (if player is playing 2-3 sets with tiebreaker split)

- Accommodating 25-32 players (Level 5):
 - Friday night matches must be played

Friday Night (R32) / Saturday (R16 & Quarter-Finals) / Sunday (Semi & Finals)

Determining Flights & Selection for Round Robin: Level 7 + 6:

EVENT DURATION: 1 day

MATCH PLAY FORMAT: 6 game *No-ad Pro Sets* with 7 point *Set Tiebreak*.

Pro Set: First player to reach 6 games, provided there is a margin of 2 games.
At 6-6 play a 7 point tiebreak to decide the set.

Set Tiebreak: First player to 7 points by a margin of 2 points.

No-ad scoring: First player to win 4 points wins 1 game.

DRAW FORMAT: Singles draws are round-robin flights with 3, 4, 5, 6 or 7 players per flight.
Players play 2 matches in flights of 3, and 3 matches in flights of 4, 5, 6 or 7
(in a flight of 5 or 7 one player at random plays 4 matches).

PLAYER SELECTION: Players are selected to *Flights* in descending order as listed on most recent published standing list. ***Example:*** with 10 players the 4 highest listed players will be in one flight, and the next 6 highest listed players will be in a second flight.

Tournament director has the right to limit the size of the draw if this limit is posted prior to the registration (entries) open date on the tournament home page on the TennisLink schedule and provided selection is done using a bottom up approach whereby the unranked and lowest ranked players on the most current standing list available are selected first until the draw limit is reached.

ROUND ROBIN FLIGHT SET UP: [note: if only 2 players are available do not run the event]

# of players	# of players per flight	# of players	# of players per flight	# of players	# of players per flight
3	3	14	4, 4, 6	25	4, 4, 4, 4, 5
4	4	15	4, 5, 6	26	4, 4, 4, 4, 4, 6
5	5	16	4, 4, 4, 4	27	4, 4, 4, 4, 5, 6
6	6	17	4, 4, 4, 5	28	4, 4, 4, 4, 4, 4
7	7	18	4, 4, 4, 6	29	4, 4, 4, 4, 4, 4, 5
8	4, 4	19	4, 4, 5, 6	30	4, 4, 4, 4, 4, 4, 6
9	4, 5	20	4, 4, 4, 4, 4	31	4, 4, 4, 4, 4, 5, 6
10	4, 6	21	4, 4, 4, 4, 5	32	4, 4, 4, 4, 4, 4, 4
11	6, 5	22	4, 4, 4, 4, 6	33	4, 4, 4, 4, 4, 4, 4, 5
12	4, 4, 4	23	4, 4, 4, 5, 6	34	4, 4, 4, 4, 4, 4, 4, 6
13	4, 4, 5	24	4, 4, 4, 4, 4, 4	35	4, 4, 4, 4, 4, 4, 5, 6

Scheduling Matches:

Early Start Times:	Late Start Times: (TD's cannot schedule a match past these allotted times)
8:00am for all divisions	Youth Progression → 7:30

(BG 12-18) 4:00pm on public school days	12 U → 8:30pm 14 U → 9:00pm 16 & 18 U → 9:30pm
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Rest Times (Singles & Doubles):

- Minimum time between singles matches = 1 - hour
 - 2 hours between singles matches when one of the players played a +2 hour match (not including warm-up).
- ½ an hour between singles and doubles.
- 10-min rest time between doubles (8-game pro set matches).
- Round Robin Events:
 - 5-min between 1st and 2nd match (one-set)
 - 10-min between 2nd → 3rd or 3rd → 4th

12 hour Rule: A player has 12 hours between the end of a night match and the beginning of the next day's morning match

Publishing the Draws (Tuesday 11:59pm) - Start of the Tournament:

- Late Entrees: Players trying to gain admittance into the USTA event past the scheduled close of registration. These players can be accepted at your discretion but they **cannot be seeded**.
 - If the draw is full the player will then be placed on the alternates list.

- ❑ Late Withdrawal Refund Policy:
 - ❑ If a player withdraws prior to publishing the draw, a refund or club credit is advisable
 - ❑ After the draw is published (includes the players name in the draw) then there will be no refund.

- ❑ Late Withdrawal Procedures (after the draw/flight has been constructed):
 - ❑ Replace the player if there is an alternate available. If not then leave the player name in the draw and code them with a withdrawal.
 - ❑ Flight Format: the replacement player must be lower ranked in the standings than the flight he/she is admitted into.
 - ❑ Draw format: No player can replace the withdrawn player if they are considered to be a seed in the tournament.

- ❑ Materials a Tournament Director should have:
 - ❑ Print all the draws to display to the players upon arrival.
 - ❑ Print a copy of the “Alphabetic Entrant Report” (found by clicking “Entrant Processing”) to obtain all the players contact information if needed.
 - ❑ Print the USTA - New England Regulations, Friend at Court (bookmark it online), and USTA Code of Conduct & Promise

- ❑ Sanction form message board:
 - ❑ Add notes on the homepage (directions, hotel information, match format information, weather conditions).

Attention: Do not make changes to a published draw without contacting the USTA New England Section first (mbejian@newengland.usta.com). You must contact each player if a match time has been changed or if an opponent has withdrawn from the event.

Start of Tournament Day:

- ❑ Gather balls for the scheduled matches & trophies for the Champions and Finalists of the division of play. You are more than welcome to submit any pictures of the champions or players with the trophies to be displayed on the USTA New England website.

- ❑ Arrive early to set up the Tournament Desk and be present to check-in the players that arrive at the facilities.
 - ❑ Have a notepad to take phone #'s or collect fees of players if online registration was declined. (Reduced Entry-Fee Players will pay ½ the registration fee upon arrival.
 - ❑ Clear all courts of loose balls, check net heights/court surface, and bring out scorecards to be displayed to the viewers.

- ❑ Set up viewing areas as well as provide light snacks. Make sure there is a station where players can refill their water bottles.

- ❑ Must be on call: you will be receiving calls from parents who are running late
 - ❑ “Thanks for calling. The USTA really does have a **zero-exception** policy for late arrivals for sanctioned tournaments. When do you think you will arrive?” If they are going to be more than 15 min late, let them know you cannot put the match on, but the player will not be penalized by USTA New England (recorded as default-lateness as opposed to default-no show)
 - ❑ If they are going to be inside 15 minutes late → “Okay, please let the player know we need to penalize late arrivals based on a schedule”

- ❑ Before sending the players on the court: Tournament Directors must announce:
 - ❑ Match formats
 - ❑ Introduce Officials - will be roving to enforce the code (point, game, default) or to review on-court issues policy
 - ❑ The Tournament Director is responsible for hiring the officials
 - ❑ Warm-up time (10-min)
 - ❑ Electronic devices must be turned off (take off smart watches)
 - ❑ Coaching policy (only coached in lieu of 3rd set)
 - ❑ The scorecards to be used on each court
 - ❑ Have the players shake hands before starting the 10-min warm up

NO PERSONS CAN ARGUE WITH THE ONSITE TOURNAMENT DIRECTOR – USE THE POINT PENALTY SYSTEM IF NECESSARY

	PENALTIES FOR LATENESS	
	<u>best of 3 set matches</u>	<u>short formats (inc 1 set)</u>
5 min or less:	1 game + loss of toss	same
5:01-10 min:	2 games + loss of toss	1 game + 2 points + toss
10:01-15 min:	3 games + loss of toss	2 games + toss
More than 15 minutes – default		

POINT PENALTY SYSTEM (PPS)
First Offense – Point
Second Offense – Game
Third Offense – Default

MAKE AN ANNOUNCEMENT 15 MINUTES AHEAD TO MAKE SURE EVERYONE CHECKS-IN. **REMEMBER TO HAVE THEM SIGN A PLAYER'S PROMISE SHEET.**

Procedures while the Tournament is in Progress:

- Score Inputs:
 - Scores should be entered in the TDM software in real time (Deadline: Tuesday night 11:59pm)
 - Please use the correct formats while entering the scores!
4-6; 6-3; 1-0(8) / 7-6(4); 6-2
- Determining the Round Robin Winner:
 - The player who wins the most matches wins
 - If two are tied - the winner of the head to head match is the winner
 - If 3 or more are tied:
 - Any head to head matches are used first
 - Then go by the highest % = Games won / total games played
- Rest Periods (while match is in progress):
 - After the 2nd set: (Coaching is allowed)
 - 2 out of 3 full set → 10 minutes
 - Match tiebreak in lieu of 3rd set → 3-minutes
 - Changeovers: (No Coaching)
 - Game changeovers → 90-seconds
 - Set changeovers (after 1st set) → 2-minutes
 - Medical Break Process:
 - Player or opponent informs the Tournament Director
 - Evaluation & Treatment (3-min) = no more than 15-min
 - Tournament Directors must accompany any person on-court
 - Point penalty system goes into effect after the 15-minutes

- ❑ Resolving Player Disputes:
 - ❑ It is the Tournament Directors role to resolve the dispute and calm players down
 - ❑ Score Dispute - Count all points and games agreed upon by the players and replay only disputed points or games
 - ❑ Line Disputes - You need to trust the call that initiated the problem (even though it may have been wrong). Then, you let them resume play, and you only overrule balls called out in error.
 - ❑ You do not need to stay long, but an appropriate time limit (games, tie-breaker, end of the set)

Let the players know that these are unofficiated matches that require their best sportsmanship and that they need to follow the USTA New England Player Promise.

- ❑ Codes & Penalties:
 - ❑ USTA New England requests that after 2 overrules (bad line calls) the player is officially “cautioned” and told that the overrule will cost 1 point under the Point Penalty System.
 - ❑ Please write notes for any incident of a player getting “Coded” (losing a point or more).
 - ❑ Misbehavior/Unsportsmanlike conduct:
 - ❑ Please use the PPS (Point Penalty System) for incidents involving racquet and ball abuse, profanity, verbal or physical abuse (Friend at Court: Pg 109 - Table 14).
 - ❑ Tournament Directors should assess a point immediately if you see fairly blatant racquet throwing, smashing balls angrily, swearing, etc. Use the PPS for unsportsmanlike conduct.
- ❑ Other Tournament Director Obligations:
 - ❑ No parent, coach, or anyone affiliated with a player can go on to the court,
 - ❑ Except if a player is hurt and in need for a medical timeout. If a player needs water, the Tournament Director/assistant can bring it onto the court.
 - ❑ USTA New England Video Policy:
 - ❑ No video recording if a player’s opponent or parent/coach request that no video is being used.

If you are certain that you see coaching - go to the court and assess a point penalty, then explain to the coach. If not certain, caution the coach and monitor the situation. Parents can “inform” the Tournament Director if he/she sees anything but cannot argue with the TD.

Pre-Match Talk:

“Welcome players to the (Tournament Title). This tournament is (Feed-In, Round Robin) and the scoring format will be (2 out of 3 Sets). Like most USTA New England matches, your match will be unofficiated and therefore requires your best sportsmanship - as laid out in the tennis’ Code of Conduct. I expect you will carry yourselves with honor and call the lines accurately, but if either of you need my help, you can come get me. If you need to leave the court for any reason (Like a bathroom break), you need to report to me first, and then be quick. Now you will have a 5/10/no minute warmup before play begins and when the match is over, I would like both of you to report the score back here at the tournament desk. Okay- are you ready? Please shake hands. Here are the balls and you are on court #”

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

Player’s 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 should 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 opponents, my team, those who support me, and the game of tennis.”

When handing out trophies, congratulate the players and encourage them to pose for a picture together and separately! Thank the players for coming!

You did it! Great job Tournament Director! You ran a great USTA tournament!

Postponed and Interrupted Matches:

The postponing and interrupting of matches because of weather, darkness or court conditions shall be at the sole discretion of the Tournament Director. Interrupted matches shall be resumed from the point of interruption as soon as ordered by the Tournament Director. If matches cannot be completed by the published tournament end date then all matches completed to that point will earn points-per-round and count in the standings. The remaining matches will not be rescheduled at a later date.

Inclement Weather:

In the event of inclement weather forecasts, tournaments do not get cancelled, nor do they get rescheduled. In the event of actual inclement weather; each Tournament Director has the sole authority to exercise their discretion to continue their tournament based upon the ability of the facility being open to do so, and each player (parent), has the sole authority to exercise their own discretion as to whether or not it is safe for them to travel to their match. Any matches that are played and any player(s) that are on site and advance due to a withdrawal will be awarded points-per-round reached.