



# USTA Southern Rules and Regulations

*Applicable to National Level 3 Closed, Level 4 Open, Level 4 Closed, Level 5 Open and Level 5 Closed Sanctioned Tournaments*

## 1. Administration of the Tournaments

### a. Tournament Applications

i. Tournament applications must be submitted online with Serve Tennis, using the rules set forth by USTA Southern.

1. Tournament applications will be accepted from **June 1, 2022 - August 10, 2022**, for Southern Level 5 Open and Level 5 Closed Sanctioned Tournaments.

2. Applicants submitting sanctions for Level 5 Open and Level 5 Closed tournaments are committing to a 1-year contract to host the tournament at their facility

ii. All tournaments must pay the tournament application fee by credit card in Serve Tennis.

1. If a card is declined, applicants have **48 hours** after tournament has been approved by USTA Southern staff to update card information and pay fees.

iv. Any tournament and/or Tournament Director found in violation of application requirements - including but not limited to publishing deadlines, outstanding fees on their account - for the current year will not be considered for a tournament application the following year.

### b. Tournament Director

i. Tournament Director must be a current member of the USTA through the last day of the approved sanction dates for their tournament.

ii. Tournament Director must have passed the Safe Play Certification and background check and must be current through the approved sanction dates for their tournament.

### c. Referee

i. National Level 3 Closed, Level 4 Open, Level 4 Closed, Level 5 Open, Level 5 Closed and Level 6 **MUST have Certified Referees** who must have passed the Safe Play Certification and background check.

ii. Certified Referees must be named and their contact information available prior to sending in the tournament application.

iii. Referees must accept an invite to Serve Tennis and login using their credentials when accessing a tournament.

1. Referees must not use the Tournament Director's login credentials for accessing tournaments in Serve Tennis.

### d. Membership

i. Host organization, agency or facility must have a current USTA Organization membership valid through the last day of the tournament's approved sanction dates.

ii. All players must have a current USTA membership to register for tournaments.

1. Players can go to [www.usta.com](http://www.usta.com) to join online or call 800-990-USTA (8782)

2. Players must register for the tournament online using through the use of the tournament homepage.

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- e. Medical Release Form and Photo Release
  - i. The Medical Release Form and Photo Release must be completed by each participant and turned in prior to the start of the tournament.
- f. Additional Tournament Administration Procedures
  - i. Tournament Directors must use Serve Tennis to manage the tournament, create draws, and publishes information on the USTA website.
    - 1. Some more populated Southern regions may split age divisions.
  - ii. The rules set forth in this document are particular to the USTA Southern section. As such, play in all matches is governed by [Friend at Court](#); the USTA Code; the USTA Southern Rules & Regulations; the USTA Southern Tournament Rules & Regulations, with the current USTA Point Penalty System in effect for all matches.
  - iii. Tournament Committee and Tournament Appeals Committee
    - 1. The Tournament must have a Tournament Committee and a Tournament Appeals Committee.
      - a. The Tournament Committee consists of the Tournament Chairperson, Tournament Director and Referee.
        - i. If the Tournament Director is serving as the Tournament Chairperson, a third person must be appointed to the Tournament Committee.
      - b. The Tournament Appeals Committee is composed of at least two members.
        - i. Certified Referee must not serve as a member of the Tournament Appeals Committee.
      - c. Please refer to [Friend at Court](#) for more information on the responsibilities of the Tournament Committee and Tournament Appeals Committee

## 2. Minimum Site Requirements for Tournaments

- a. Officials
  - i. Level 3 Closed tournaments must have 1 Certified Official for every 4 courts
  - ii. Level 4 Open and Level 4 Closed tournaments must have 1 Certified Official for every 6 courts
- b. Athletic Trainer
  - i. An Athletic Trainer is required for Level 3 Closed, Level 4 Open, Level 4 Closed tournaments
  - ii. An Athletic Trainer is **highly recommended** for Level 5 tournaments, especially during the **SUMMER** months.
- c. Facility Requirements
  - i. Ice and water must be readily available for players at all sites where matches are played.
  - ii. Bathroom facilities must be at all sites where matches are played.
  - iii. Seating must be provided on-court for players.
  - iv. Score tenders or alternative scoring keeping devices on all courts (such as pen and paper must be provided)
  - v. **SINGLES STICKS ARE REQUIRED** for all sites where matches are played.
  - vi. All tournament sites and literature must display USTA Southern identification – i.e., the USTA Southern banner.

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## 3. Entry Fees

- a. Tournaments having a combined entry fee for singles and doubles must also have a separate fee for a double's only player.
- b. All tournament entry fees are at the discretion of the USTA Southern Junior Competition Committee and must be specified on the tournament homepage.

## 4. Entries and Deadlines

### a. Deadlines

- i. Entries cannot be closed prior to the published deadline.
- ii. Every entry submitted prior to the deadline must be considered for acceptance.
- iii. The entry deadline must also be specified on the application.
- iv. Entry deadlines cannot be changed without the consent of USTA Southern.
  1. See entry deadline on tournament homepage.

### b. Late Entries

- i. If draws are not full, Tournament Directors can take late entries as long as draws are not POSTED.
- ii. If the draw is full, Tournament Directors may take late entries onto the alternate list, only if the player is not ranked higher than the last seed.

### c. Signing-up for Two Age Divisions

- i. Players may register for two age divisions in Level 4 and Level 5 tournaments
- ii. Players that do register for both divisions will automatically be selected in the older division if they are selected for both.
  1. They will be removed from the other age division.
- iii. Players not selected to either division will remain on both alternate lists for both divisions but will need to play the division they first get into from the alternate lists.
  1. They will be removed from the Alternate list in the other division.
- iv. Once a player is selected for any one division, **NO CHANGES CAN BE MADE.**

## 5. Changes in Applications

- a. There must be no changes to tournament applications unless approved in advance by USTA Southern staff.
- b. Divisions with a minimum of 2 players must be played.
  - i. It is recommended that the players be contacted under these situations.
- c. Divisions are not to be dropped or combined because of small entry numbers.

## 6. Match Format

- a. Format of Play, Draw Formats, Maximum Matches per Day, and Rest Period for each age division can be found on the tournament homepage.
- b. Play in all matches is governed by [Friend at Court](#), the USTA Code; USTA Southern Rules; USTA Southern Tournament Regulations, with the current USTA Point Penalty System in effect for all matches.
- c. Doubles players may only sign up for the same age division as playing singles in Level 3 Closed, Level 4 Open, Level 4 Closed and Level 5 Open tournaments.

## 7. Schedule

- a. No player will play more than 2 Singles matches with a Match tie-break in one day of tournament play or one match per day when 2 of 3 tiebreak sets are played, unless approved by the USTA Southern Junior Competition Committee.
- b. Tournament Directors will follow [Friend at Court's](#) 12-hour guideline when scheduling matches
- c. Players get **2 hours MANDATORY REST** in between matches for the tournament.

## 8. Seeding and Selection

- a. Selection Lists



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- i. USTA Southern will provide the Tournament Director with a Selection List for the Level 3 Closed, Level 4 Open, Level 4 Closed and Level 5 Open tournaments.
- ii. These are the results from the most recently publicized USTA Southern Combined Standing Lists in order in which the player appears on the list.
- iii. The selection list will be sent to the Tournament Director from USTA Southern no later than two days after entries close.

## b. Seeding

- i. Seedings must be completed using the most recent National Combined Standing list for Level 4 Open and Level 5 Open tournaments.
- ii. Seedings must be completed using the filtered Southern National Combined Standing list for Level 3 Closed and Level 4 Closed tournaments.

## 9. Draws and Suspension Points

### a. Draws

- i. In Level 3 Closed, Level 4, and Level 5 tournaments, the draws must be completed and published at least 2 days prior to the scheduled starting time of the tournament.
- ii. The Tournament Director and Certified Referee **MUST** be present when the draw is done. It is the responsibility of the Referee to make sure draws are correct.
- iii. The draws must be made per USTA regulations.
  - iv. A copy of the draws must be posted online with the player's first and last name, along with the city, state noted next to the names.
- v. The draws must be posted at the main tournament site and updated consistently so the public can look at them during the hours of tournament play.
- vi. All draws must be updated throughout the tournament and scores must be entered into Serve Tennis no more than 10 minutes after a match completes.

### b. Suspension Points

- i. The Referee must log all suspension points in Serve Tennis no more than one hour after the final match has completed.
  - 1. The Referee must log all suspension points under their credentials and cannot be logged in as the Tournament Director.

## 10. First Match Time

- a. It is the player's responsibility to check the tournament homepage for their first match time. b. First match times must be available at least 2 days prior to the start of the tournament for Level 3 Closed, Level 4 Open, Level 4 Closed and Level 5 Open tournaments.

## 11. Tournament Homepage

- a. It is mandatory for Tournament Directors to update and post the below items to their tournament homepage for players at least 3 months in advance of their tournament:
  - i. Scoring formats and draw types
  - ii. Double's information
  - iii. Official tournament ball
  - iv. Medical Release Form information
  - v. Selections and Seeding information
    - vi. Check-in procedures, sites being used and practice court information
  - vii. Late entrant procedure – if accepting
  - viii. Concurrent tournament policy
  - ix. Referee contact information
    - x. Additional information to include: lodging, trainer, stringer and your Tournament Committee



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## 12. Canceled Tournaments

- a. USTA Southern sanctioned tournaments may be canceled by a representative of the host facility, Tournament Director and USTA Southern Junior Sanction and Schedule Sub-Committee Chair with consultation from the USTA Southern Director of Junior Tennis or USTA Southern staff personnel for any reason deemed necessary to maintain the integrity and standard expectations associated with USTA Southern Junior tournaments.
- b. Tournament cancellations must be displayed publicly by stating canceled in the title of the tournament on the website.
- c. Tournament cancellations can be made at any time until the start of the tournament.
- d. USTA Southern is not responsible for any player expenses incurred due to the cancellation of a tournament such as travel costs, hotel fees, etc.

## 13. Shortening Matches

- a. Tournament Directors must obtain approval from the USTA Southern office to shorten matches on Level 5 Open tournaments.
- b. Inclement weather, health concerns, or safety concerns may force the Certified Referee to take steps to shorten the tournament to keep the tournament on schedule, including, but not limited to:
  - i. Switch to no-ad scoring. The Referee may switch to no-ad scoring for any complete round.
  - ii. Switch to 10-Point Match Tiebreak in lieu of final set or switch to short sets. The Referee may switch to the 10-Point Match Tiebreak in lieu of deciding final set or to short sets for any complete round.
  - iii. Switch to 2 of 3 short sets, or 2 of 3 short sets with 7-point tie break in lieu of 3<sup>rd</sup> set. iv. Strictly enforce pre-match warm-up time and breaks between sets.
  - v. Tighten court usage. Use "to be followed by" scheduling and have players waiting at courtside as soon as matches finish.
  - vi. Cancel matches in the following order:
    1. Consolation Doubles
    2. Consolation Singles
    3. Main Draw Doubles
    4. Main Draw Singles

## 14. Balls

- a. A minimum of three (3), new USTA Southern approved tennis balls must be provided for each main draw match, each consolation match, and each doubles match.
  - i. The Level 3 Closed, Level 4 Open and Level 4 Closed tournaments each have an official ball, as outlined below.
  - ii. Tournament Directors for these events will receive details in January 2022 on the ordering process.
    1. Wilson is the official ball of the Level 3 Closed tournaments and must be used for these events.
    2. Dunlop is the official ball of the Level 4 Open and Level 4 Closed tournaments and must be used for these events.
    3. There is no official ball for the Level 5 tournaments, and any USTA approved tennis ball.
- b. If a full third set is needed, the tournament will provide a new can of balls to complete the match.



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### 15. Refunding of Entry Fee

- a. There are no refunds required after the entry deadline for any level of tournament.
- b. There is no refund of entry fees as stated above regardless of whether the Tournament Committee subsequently adds a replacement player.
- c. If a division is canceled and a player has not played his or her first match, the entire entry fee must be refunded minus the Serve Tennis fee and any fixed costs the Tournament Director has incurred.
  - i. This would include, but not limited to, items such as: t-shirts, cost of printing draws, personnel, officials, etc.,

### 16. Player Amenities

- a. All Southern Level 3 Closed, Level 4, Level 5 tournaments must provide a tournament gift.
  - i. The player gift could be a towel, t-shirt, hat etc.
- b. All Southern Level 3 Closed, Level 4 Open and Level 4 Closed tournaments must provide fruit, water and ice for the duration of the tournament.

### 17. Grievance Procedures

- a. Any Grievance shall be filed in writing within thirty (30) day following the date on which the alleged violation occurred, except that is if the alleged violation is based on falsification of any information, such written grievance shall be filed within thirty (30) days after discovery.
- b. If a grievance is mailed, it must be mailed first class, certified or registered mail to the Chairman of the Grievance Committee of USTA SOUTHERN:

C/O USTA SOUTHERN PLAYER DEVELOPMENT DIRECTOR  
5685 SPALDING DRIVE  
PEACHTREE CORNERS, GA 30092
- c. If a grievance is emailed, it must be sent to [cercone@sta.usta.com](mailto:cercone@sta.usta.com)
- d. For more info on grievances, please see USTA Southern website - [Grievance procedures](#)