

From: Bob Mount and Jenny Reifeis

Clarification of CITA tournament policies.

1. The draw

1. Who makes it? – The draw should be done by the Tournament Committee. The protocol is quite specific that the Referee should be present (and in fact should be the one who pushes the button, p76, 2015 FAC). Since there are times when this is not possible, the Tournament Director, or whoever pushes the button in the absence of the Referee, should Email a pdf file of the draw to the Ref for review before any changes are made.
2. Seeds
 - i. You must have (exactly) a power of two seeds (i.e. 2,4,8,16,32) You may not use any other number other than those numbers of seeds.
 - ii. You can't have more than one in three players seeded!
 - iii. The players should be seeded in order of the Midwest Ranking List, or there should be a very good, and documented, reason not to do so.
3. It specifically says that the draw must be made in public. You must allow anyone that wants to be present. Seldom does that happen in local events.
4. Make sure the draw information is posted. I know that many of you are posting just the first match list until midnight before the tournament. This does appear to be cutting down on the number of withdrawals you have because of the opponent drawn. You may want to post the entire draw at least 24 hours before the tournament. What is important is that the player (and parents) know the next match times for a win or a loss so they can plan.

2. Officials/Referees

- There is debate as to whether or not officials are required at Level 5 and below tournaments. Please note the following – only a certified official is allowed to give a code violation (Tournament Directors and Court Monitors are NOT allowed to do so). If you don't have a certified official present, the players may take advantage of the fact that you don't have anyone on site who can code them.
- a. You should have one Official **on court** for every six courts (assuming a court layout where you can see all six courts at the same time). Since we do not expect Officials to work continuously on their feet, this means that if you are covering 5 to 6 courts, you need to hire two officials. As a general guideline, for 5-6 courts, use a minimum of two officials; for 7-12 courts, use a minimum of three officials; for 13-18 courts, use a minimum of four officials. If the courts are not a good layout, then the number of officials required will be higher.
 1. We try not to have officials working for more than 8 hours a day. If you know you are going to start at 8 AM and run until 9 PM, bring in fresh officials around 3 PM, unless you know that the official wants to and can work a long shift.

2. Not all USTA Officials are certified as Referees. In lower tournaments, an Official can act as the Ref, but if it is a Level 3 event or above, you need to have a named, certified Referee (who can also work as an on court official). If it is a large tournament with multiple sites, you may need to hire a Referee that does not work on court.
3. Tournament Desk
 1. Order of Play – This should be done as to minimize the amount of time from the beginning of the day to the end, and to prevent players/parents coming back another day just for a double match (when possible).
 2. Try to keep as many courts that are close to one another filled at the same time. If doubles are being sent out, it is OK to leave an empty court between the doubles and a singles match. You should follow the guidelines in Table 8 (p 100) in 2015 FAC.
 3. Make sure to identify the next match to the player when they finish their match. You must offer them the appropriate rest period. This is not an option, so just plan on allowing 2 hours between singles matches that are the best of three sets.
 4. Try not to start until at least one hour after the sun is up. Make sure to finish within the finish times specified in FAC on p 99, 2015 FAC.
 5. Minimum time until next day's matches (for juniors it is 12 hours, p 99, 2015 FAC)
 6. Post results (both at the site and on TDM) as soon as possible.
4. Reporting
 1. Update TDM as soon as possible, Don't wait until the end of the day if possible
 2. Post updated draws at the Tournament Desk site
 3. PPS reporting is now done on-line and should be done by the Referee.
 - i. The Midwest Grievance Appeal Committee Chair would still like to have a hard copy of the "old form".
5. Post match
 1. Reporting to CITA the results and any problems that need to be avoided
 2. Have a tournament evaluation form for players/parents (suggested)
 3. Have a tournament evaluation form for officials (suggested)
 4. Have an Official evaluation form for TD and staff (suggested)