

## **Policy on USTA South Carolina Adult Tournament Sanction and Scheduling**

**Purpose:** This policy outlines the guidelines used by the Sanction and Scheduling Committee to schedule tournaments in South Carolina and establishes the minimum requirements tournament directors and member organizations must meet to have adult tournaments sanctioned by USTA SC.

### **Policy:**

1. USTA SC tournament sanctions are held by the member organizations. The tournament director is the authorized agent for the member organization and, as such, is responsible for meeting all sanctioning requirements.
2. Applications for tournament sanctions must be submitted using the Tennislink online application. Failure to submit a complete application within established timelines may result in denial of sanction or incur a late fee.
3. If an event will include both junior and adult competition, a separate sanction request must be made for each competition.
4. Tournament levels are determined by the Adult Competition Committee and are reviewed each year. Individual tournaments are only guaranteed the level for the sanctioned year.
5. All sanctioned tournaments must meet the requirements listed in this policy. If a tournament director, acting individually or as agent for the member organization, violates any sanctioning requirement, the tournament director and/or the member organization may be declared ineligible for a sanctioned tournament the following year.
6. Head taxes must be paid according to USTA SC Policy.
7. Tournament Requirements:
  - a. USTA Membership
    - i. The host member organization and tournament director must be current members of the USTA. These memberships must be valid through the last day of the sanctioned tournament.
    - ii. All players allowed into sanctioned tournaments must be current USTA members.
  - b. Tournament Data Manager System (TDM)

- i. Tournament Data Manager System (TDM) must be used for all USTA SC sanctioned tournaments. Results must be uploaded **daily** during the tournament.
  - ii. Final results must be published within **24 hours** of the last day of the sanction in order to meet the weekly standings update schedule. Any delays must be approved by the Senior Manager of Tournaments and Player Development.
  - iii. TDM default/retirement codes must have a reason listed. Codes are available in Friend at Court (FAC).
  - iv. Corrections to published tournament results must be entered into TDM by the Tournament Director or Referee. If the tournament has already been calculated into the published standings, corrections will not be reflected in player records or standings lists until the next scheduled update.
  - v. All tournaments must offer online registration.
- c. Entry Deadlines
- i. Entries may not be closed prior to the registration deadline.
  - ii. Tournament directors may extend entry deadlines **only one day** and extended deadlines must be posted on the tournament homepage.
  - iii. Any further extension must be approved by the Senior Manager of Tournaments and Player Development.
- d. Additional Requirements
- i. Changes in Sanctioned Divisions must be approved in advance by the Senior Manager of Tournaments and Player Development or the Adult Competition Committee.
  - ii. Tournaments must be held within the sanctioned dates.
  - iii. Tournaments must have a specified tournament director, a specified USTA-certified referee AND a specified tournament committee.
  - iv. The tournament director must have attended a USTA SC Tournament Directors Workshop within the past twelve months.
  - v. A tournament committee must consist of at least three (3) persons. The tournament director and referee must be members of this committee.
  - vi. The tournament committee must appoint a tournament appeals committee of at least two members to decide player appeals. The referee, deputy referee and roving umpires may not be members of this committee.
  - vii. Awards must be awarded to first and second place players, in the main draw only, if four or more players are in the draw.
  - viii. First match times must be published on the website/tournament home page at least two days before the first day of play.
  - ix. The Point Penalty System must be utilized.
  - x. The minimum age to play NTRP in tournaments is 18 years of age. Players under the age of 18 may participate in open or family divisions.
  - xi. Ratings received from USTA League Tennis are valid for NTRP tournaments. Self-rated players must follow the same USTA League self-rating guidelines. (For more information, see the USTA SC website, [www.sctennis.com](http://www.sctennis.com).)

- xii. NTRP ratings may not be separated by more than 1.0 to participate in a mixed doubles event. (E.g., 2.5 + 3.5 or 4.0 + 5.0 are valid partnerships, but 2.5 + 4.0 or 3.5 + 5.0 are not.)
  - xiii. A player may participate at a higher level than his/her current NTRP rating, but NEVER at a LOWER level. For doubles, the team must play at the level of the HIGHEST rated player, except for Combo divisions.
  - xiv. Any player disqualified from playing at an NTRP level in the USTA League Tennis Program is also disqualified from playing at that level in NTRP tournaments for the remainder of the year. The newly assigned level shall be considered the most current NTRP computer rating for tournament competition.
  - xv. New USTA-approved balls, suitable to the playing surface, must be used at the beginning of all matches.
  - xvi. Information on the tournament homepage and brochures or entry forms must be in compliance with the requirements listed in FAC.
  - xvii. FAC will govern all sanctioned tournament play.
  - xviii. All Singles draws with 4 or less players must use a Round Robin format.
- e. Officials
- i. Referees
    1. The referee must be confirmed before the tournament is submitted for sanction approval.
    2. Any change in referee after a tournament is sanctioned must be approved in advance by the Senior Manager of Tournaments and Player Development.
    3. Contact information for the referee must be listed on the tournament home page.
    4. The referee and the tournament director **may not** be the same person.
    5. The referee or the tournament committee shall appoint a USTA certified deputy referee to act as the referee whenever the referee is not present. The referee or deputy referee must be present at all times when play is in progress.
    6. The referee or deputy referee and at least one other tournament committee member will make the draw using TDM.
    7. Seedings must be established in accordance with the guidelines in FAC, as adjusted by the latest national, sectional, and state standings lists with particular attention to head-to-head results.
    8. In case of inclement weather, the referee must follow the USTA South Carolina Policy on Inclement Weather when modifying scoring or canceling specific events within the tournament.
    9. Officials must be dressed in either the approved USTA officials' uniform or a tournament specific uniform so that they can be readily identified by the players.
    10. The Referee is eligible to play in the same tournament in which he/she is named as the Referee, but must appoint the Deputy Referee as the interim Referee when he/she is playing.

- ii. Umpires and Monitors
  - 1. At least one USTA certified official must be present at each site.
  - 2. Requirements in FAC and those established by the Officials Committee and approved by the USTA SC Board of Directors must be followed.
- f. Facility Requirements
  - i. Courts and lighting must comply with USTA regulations.
  - ii. Courts must be clean and free of debris.
  - iii. Water removal devices must be available at all sites.
  - iv. Clean restroom facilities must be available at all sites.
  - v. Drinking water and ice must be available at all sites.
  - vi. Chairs or benches must be provided on court for players.
  - vii. Adequate first aid supplies must be available at each site. Provision of an athletic trainer is highly desirable.
  - viii. The use of scoring devices on each court is strongly encouraged.
- 8. Tournament Scheduling:
 

The Adult Sanction and Schedule Working Group shall use the criteria listed below to determine the adult tournament schedule for any given calendar year.

  - a. Member organizations are limited to two adult tournaments per calendar year. National Championships, Southern Championships, and one-day tournaments do not count towards the allotted number of tournaments.
  - b. All tournaments to be held on the same dates must be separated by at least 100 miles. As an exception, a junior and an adult tournament may be scheduled within the 100 mile limit.
  - c. When two or more tournaments within 100 miles request overlapping dates, the tournament in good standing with a history on those dates shall be given priority.
  - d. Adult state closed tournaments shall have priority on available dates. There shall be no other USTA SC sanctioned tournaments offering the same divisions as a state closed tournament on the same date.
  - e. The cancellation of a sanctioned tournament must be approved by the Senior Manager of Tournaments and Player Development. Requests for cancellation must be submitted with as much advance notice as possible. Cancelled events will not receive priority for the same dates the following year unless the cancellation is due to inclement weather.
- 9. Enforcement:
  - a. The USTA SC Senior Manager of Tournaments and Player Development will keep the Chairperson of the Adult Competition Committee informed of any violations of tournament regulations and/or sanction requirements.
  - b. The Senior Manager of Tournaments and Player Development or the Chairperson of the Adult Competition Committee may initiate a letter to the tournament director of the affected tournament outlining the regulation and/or

sanction violations and requesting a written response to include an explanation and a description of corrective action taken or in progress.

- c. The Adult Competition Committee shall review the response from the tournament director and determine what if any action is to be taken against the affected tournament and/or tournament director.
- d. Penalties the committee may impose range from admonition to loss of sanction for that particular tournament in the subsequent year or loss of all sanctions, including any tournaments still to be played in the current year.

**Board Approval Date:** September 26, 2010