



Jan 2013

USTA New England Tournament Director Responsibilities

- 1) Comply with **USTA New England Regulations** and **USTA Friend at Court**. New England rule supersedes FAC if necessary (Be aware of [USTA Emergency Care Guidelines](#) FAC page 227)
- 2) Be a USTA member and attend at least 1 Sectional TD training per year.
- 3) Make sanction requests with a **USTA Organization Membership on Tennislink**.
(Sanctions are granted on a year to year basis and fee is payable to the Section on *Tennislink*)
- 4) Provide professional, ethical service and enforce sportsmanship with **Point Penalty System**.
(FAC page 119)
- 5) Provide clean, safe, comfortable temperature courts, tennis balls, trophies and officials where mandated. Maintain director impartiality by not warming up a player or coaching a player. Do not solicit or allow third party solicitation of players and their associates at a tournament site.
- 6) Must contact Section office immediately if tournament will be held on any courts not mentioned in the sanction.
- 7) **Provide Pre-Tournament Communication:**
 - a) Use your tournament home page on *TennisLink* for important information like draw and start time changes, inclement weather plans and any other updates.
 - b) Respond to emails and /or phone calls if a contact phone # is provided.
 - c) Advertise your tournament to your local CTA's, NJTL's, Jr. players, High school teams.
 - d) Post any Draw Limits, Surface Type and Vacation start day to be used prior to registration open date.
 - e) Do not change Registration Deadlines.
 - f) Draws with all match times must be published to *Tennislink* tournament no later than 72 hours before the start time of the first match.
 - g) Must use TDM **Draw Settings**: Day and Time **NOT** Date, Day and Time & City, State **NOT** District
 - h) For seeding use the most recently published New England Combined Standing List. Never use New England Endorsement List.
 - i) For scheduling matches refer to **USTA New England Junior Regulation #6**

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8) Late entries may be accepted before the draw is made. **A late entrant player may not be accepted if they will affect the seedings.**

9) Changes in any draw will be in compliance with *USTA New England Regulations* and *USTA Friend at Court*.

10) Must Use TDM Codes for *Withdrawals* (FAC Table 10 page 101)

11) For lateness apply Point Penalty System including strict 15 minute default (no discretion).

12) Provide During Tournament Communication:

- a) Provide information to players and spectators before play starts regarding length of warm up, scoring format, sportsmanship code of conduct including coaching and overrules, requesting help for score or line call disputes and bathroom breaks.
- b) Monitor play for sportsmanship and conduct and enforce Point Penalty System.
- c) After a player has been overruled twice they should be warned that the next overrule will result in a point penalty.
- d) Monitor all spectators to ensure no communication between players and spectators. Any player associates seated on designated court seating must be one court away from their player.
- e) If practice courts are available a policy must be in place that is fair and equitable to member and non-member tournament participants
- f) Post and update draw sheets in visible and accessible place.
- g) Any videotaping of a player must have their parents permission first. If they do not give permission then videotaping may only be of the one player's side of the court.

13) Provide Post Tournament Communication:

- a) Update scores on TDM and upload to *Tennislink* daily if possible and by noon the next day after event is over.
- b) When entering scores - no score if player withdraws, record a set Tie Breaker as 7-6(5), record a match tie-break in lieu of 3rd set as (10-3)
- c) Report any code of conduct violations, on or off court, (including overrules) to Section office on *Point Penalty and Conduct Report* (Available on *TD Info Page*.)