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USTA Middle States Junior Tournament Director’s Guide

Introduction

Thank you for hosting and running a USTA Middle States Tournament!

Tournament directors are the keys to success at any tournament, impacting the present and future of tennis in so many positive ways. They are crucial to keeping the event running on time and on schedule, and keeping players and fans alike happy and ready to come back for more. The hard work is rewarded in smiling faces and in the growth of the sport. Your contributions will impact thousands of junior players to further develop their games, becoming competitors, fans – and maybe even champions – for a lifetime.

Shaping the future of tennis, however, is no easy task. That is why we’ve created The Middle States Junior Tournament Director’s Guide, which provides the tools necessary for tournament directors to deliver the highest quality experience for both players and parents, ensuring that they will want to come back to our sport again and again.

Contact Information & Resources

At USTA Middle States, our mission is to improve tennis tournament retention and enjoyment. It is important that we provide tournaments where the players, as well as their families, have a wonderful experience. The heart of a successful tournament is customer service and retention.

The following information is being provided to assist you in the application and running of your USTA Middle States tournament. If at any time before, during or upon completion of your tournament you have any questions or concerns, please contact the USTA Middle States Competition Department via e-mail at tournaments@ms.usta.com or contact Mike Kennedy, Sr. Director of Junior Competition (kennedy@ms.usta.com).
Requirements to Apply for a Tournament

The required forms to apply for a USTA SR (Sectional) or DR (District) Tournament are located on our website at www.middlestates.usta.com located under the “Tournament Director tab. This form must be filled out in its entirety and returned to USTA Middle States Competition Department for event consideration. Additional requirements are:

- Tournament Director (TD) must be a USTA member
- The Host Facility must be a USTA Organization member

For all USTA memberships inquiries, call USTA member services at (800) 990-8782 or e-mail memberservices@usta.com.

PHOTOGRAPHS

You are encouraged to take photographs from your event and of the winners and finalists for use in the USTA Middle States publications and/or on the USTA Middle States Web site. Please e-mail pictures as attachments to Laurie Schwepfinger at schwepfinger@ms.usta.com.

VIDEOTAPING MATCHES

USTA Middle States position on videotaping:
“The videotaping/photography for personal, non-commercial purposes of any portion of a sanctioned USTA-Middle States event is permissible under the law, much like any event in a public place (Zoo, Park, Mall, etc.). If a parent or party objects to their player being photographed, they may ask, or request that a Tournament Director or Official intercede on their behalf to ask, that any photographer stop photographing or reposition their camera to exclude their player. However, other than optional compliance or respectful consideration, there are no grounds to deny anyone the right to photograph.”

It bears noting that some facilities used for sanctioned events have videotaping policies of their own pertaining to events within the boundaries of their property, which may supersede any section’s position stated here.

FRIEND AT COURT

*Friend At Court* is the authority for USTA rules and regulations and is an excellent resource for tennis officials, Tournament Directors and players to keep on hand in order to answer questions and resolve disputes. It is an indispensable book that addresses just about every possible situation that can arise on the tennis court.

You can view a PDF version of *Friend at Court* on the USTA Middle States website by clicking on the Tournament Director’s link in the Tournament Director tab. You can also purchase the USTA *Friend At Court* by calling the USTA Middle States office at 610-935-5000.
Tournament Requirements & Regulations

Tournament Directors must adhere to all USTA Middle States section rules and requirements. They must also be fluent in TDM (Tournament Data Management) and TennisLink applications. Training is available by the USTA Link Team on both TDM and TennisLink. E-Mail linkteam@usta.com for assistance.

TENNISLINK

TennisLink and TDM Programs must be used for all USTA Middle States Tournaments.

ATTENDANCE

The Tournament Director or a designated assistant who has completed the TDM Training must be in attendance during the entire duration of the tournament. The Tournament Director will also serve as a member of the tournament committee.

USTA MEMBERSHIP REQUIREMENTS

All entrants for ranking tournaments must have current USTA memberships

AWARDS

The Tournament must provide awards for the singles winner and finalist and to both members of the winning doubles team. It is recommended to also have awards for the 3rd and 4th place singles and for the finalists for the doubles divisions

SUPPLIES

The Tournament Director will obtain balls, trophies/awards, score cards and other supplies necessary to run the tournament. Awards should be displayed at the tournament desk during the tournament.

TENNISLINK UPDATES

The Tournament Director must update the TennisLink tournament website with all pertinent information regarding the tournament (See Appendix A for a listing of required information and examples).

REFEREE PUBLISHING DRAWS/START TIMES

For sectional tournaments with a referee, the Tournament Director is not authorized to make, publish, or update the draw or starting times.

TOURNAMENT SITE

The Tournament Director will ensure that the tournament site is in order for the safety of all players and spectators.
REFUNDS

Once the tournament entry deadline has passed and a player has been accepted into the tournament, no refunds of entry fees are required if the player withdraws from the event.

REPORTS

On completion of the tournament, all results must be uploaded on TDM by the LAST day of the event. In addition, complete the appropriate “Tournament Follow Up Report” located on the “Tournament Director” tab at the www.middlestates.usta.com website. Any and all code violations must be reported on TDM via the new tracking system for junior Code of Conduct Violation reports.

PAYMENT TO OFFICIALS

Payment should be remitted to the Referee and/or Rover(s) for their services upon completion of work but no more than 7 days after the final day of the tournament.
Information for the Tournament Referee/Official

The Tournament Referee and/or Official will supervise all aspects of tournament play once the list of participants and seeds is received from the Tournament Director.

ROVING OFFICIALS

The Referee will hire rovers for the Tournament (one rover for every 4 courts)

DRAW AND MATCH SCHEDULES

The Referee will receive the list of participants and seeds from the Tournament Director and will process the information through TDM to produce and post the draw and match schedules

SUBSTITUTIONS

The Referee will make substitutions in the draw when appropriate

TOURNAMENT DUTIES

The Referee will schedule match times, assign courts, obtain match results, keep draw sheets up-to-date and give out match times for subsequent matches and send matches to courts. The Referee will post all information on the TennisLink website – the Future Match Report and/or match times on the Draw, Alternate Report, and any tournament updates throughout the event

TENNISLINK UPDATES

The Referee must update the TennisLink tournament website with all pertinent information regarding the tournament (SEE APPENDIX A for a listing of required information and examples)

ENFORCE RULES

The Referee will enforce the rules of tennis as referenced in Friend At Court and use his/her best judgment in situations not specifically covered by the rules. The Referee and rovers will watch over play on the courts and assure timely, fair play by timing warm-ups, settling disputes and enforcing the Code, as referenced in Friend At Court.

COURT MONITORS

The Referee must train all court monitors, if used

REPORTS

Upon completion of the tournament, all results must be uploaded on TDM by the LAST day of the event. In addition, complete the appropriate “Referee Follow Up Report” located on the “Tournament Director” tab at the www.middlestates.usta.com website. Any and all code violations must be reported on TDM via the new tracking system for junior Code of Conduct Violation reports.
District Level (DR L7) Tournaments

DISTRICT DIVISIONS

The Middle States section is divided into six districts: Allegheny Mountain (Pittsburgh, Erie and part of West Virginia), Central PA (Lancaster, Harrisburg, York, Williamsport), Eastern PA (Reading, Lehigh Valley, Scranton), Philadelphia’s (radius around NYC).

SELECTION PROCESS

For District Level tournaments, priority is given to players who live in the district of the tournament by order of rank, followed by players living in the USTA Middle States section, followed by all other USTA members. Most district tournaments have a limited draw size; therefore, entry to the tournament may be subject to a selection process. Just entering the tournament does not guarantee acceptance into the tournament due to limited draw sizes.

District Level 7 (DR) Tournament Restrictions: Players ranked in the top 20 in the Sectional Rankings will not be allowed to participate in that age group in which he or she has a top 20 ranking.

SEEDING

Seeding shall be done by the Tournament Director using the most recently published Section standings list of the division in the order in which the players appear. The number of players seeded shall equal a power of two (for example, 1, 2, 4, 8, 16, or 32). The maximum ratio of players seeded shall be 1 to 3, except that any draw may have one or two seeds.

DRAW FORMATS

Draw size for singles is limited to 32 players. If holding a doubles draw, the size is limited to 16 teams. The match format must be determined and noted on the TennisLink tournament webpage. A minimum of a 1st match loser’s consolation draw for singles is mandatory. All players must be offered a minimum of 2 matches.

USTA OFFICIAL

A USTA official is not required for the tournament, but is highly recommended.

MAKING AND PUBLISHING THE DRAW USING TDM

Generating Groups - Set up avoidances (separate by siblings)

Seeds - Order the seeds (and alternates if applicable)

Draws – If a Referee is hired, the Referee shall make the draw for all events. The complete draw should be posted on TennisLink no later than three (3) days after the entry deadline has passed.

Scheduling Matches – If a Referee is hired, the Referee shall schedule adequate match times using the block method or the Garman System – the TDM program incorporates the Garman system to assist referees in scheduling matches with average match times ranging between 1-1/2 and 2 hours. Starting times with opponents must be posted on TennisLink no later than three (3) days prior to the start of the tournament.
MATCH FORMATS

**Match Starting Times** - It is mandated that no match should start prior to 8 am. For Friday matches when school is in session, a tournament may not start until 4 pm.

**Match Format Main Draw** – Singles matches are the best of 3 tiebreak sets, regular scoring. In a planned alternate scoring tournament for DR-L7 events, postings to the Internet must occur with ample warning so as to give the players an opportunity to withdraw from the tournament without penalty if the player does not want to enter a tournament that has alternate scoring.

**Match Format – BG 12s** - All boys/girls 12’s division matches are the best of 3 tiebreak sets, regular scoring, with a 10-point match tiebreak in lieu of a third set throughout the entire tournament. In a planned alternate scoring tournament for DR-L7 events, postings to the Internet must occur with ample warning so as to give the players an opportunity to withdraw from the tournament without penalty if the player does not want to enter a tournament that has alternate scoring.

**Draw Format** - A minimum of a 1st match loser’s consolation draw for singles is mandatory. All players must be offered a minimum of 2 matches.

**Consolation Draw** - L6 tournaments have a 1st match loser’s consolation draw only. All consolation draw matches in all age divisions are to be played with regular scoring and a 10-point tiebreak in lieu of the third set (this includes the 3rd and 4th place playoff match). In a planned alternate scoring tournament for DR-L7 events, postings to the Internet must occur with ample warning so as to give the players an opportunity to withdraw from the tournament without penalty if the player does not want to enter a tournament that has alternate scoring.

**Minimum Draw Requirements** - Must have three registered players/teams to run a division.

**Doubles** - If holding a doubles draw, all doubles matches are played as 8-game pro sets, regular scoring, with a 7-point tiebreak at 8 games all, single elimination draw.

**Scheduling Requirements** - DR Level tournament directors are to follow the “Friend At Court” rules and regulations when scheduling District tournaments.

**Inclement Weather** - If inclement weather dictates that alternate scoring must be used in any tournament, approval must be issued by a member of the Junior Competition Committee or the sectional staff office.
Sectional (SR) Level 6

Tournament Requirements & Regulations

ATTENDANCE

The Tournament Director or a designated assistant who has completed the TDM Training must be in attendance during the entire duration of the tournament. The Tournament Director will also serve as a member of the tournament committee.

COURT ALLOTMENT

Must have a proper allotment of courts for a 32 singles, 16 doubles draw to ensure the tournament’s completion within the sanctioned dates and time requirements mandated by USTA middle States section rules:

Outdoor Tournaments – 4 to 6 minimum *(A minimum of 4 available at all times)*

Indoor Tournaments – 4 minimum *(available at all times)*

INDOOR COURT BACKUP

An option for outdoor events is to have indoor backup available. An additional charge of $10 per player per match may be applied. This must be noted on the TennisLink tournament home page.

USTA OFFICIAL

A USTA official is not required for a Level 6 tournament, although it is highly recommended.

PLAYER SELECTION AND SEEDS

The player selection and seeds will be processed at the Middle States office and will be posted on TDM approximately 24 hours after the registration close date. For questions regarding this process, contact Laurie Schwepfinger at Schwepfinger@ms.usta.com

SCHEDULING MATCHES

**Friday Match Schedule** - When school is in session, a tournament may not start until Friday at 4 pm and no more than one round of doubles and one round of singles shall be played. Doubles shall precede the playing of singles.

**Evening Match Requirements** - No match shall start after 9 p.m. in the 12’s and 14’s divisions, and 10:30 pm in the 16’s and 18’s divisions.

**Summer Match Schedule** - During the summer season, the scheduling rules as stated in *Friend At Court* shall apply. The summer season shall be noted as any tournament scheduled from July 1st through August 15th. During the summer season (7/1 through 8/15), Friday matches may start at
Noon. For this occurrence, main draw singles matches will be the best of three tie-break sets, and scheduling rules as stated in *Friend At Court* shall apply.

**Doubles Requirements** - Doubles is mandatory in all sectional tournaments regardless of level. A round of doubles should be the first matches scheduled in the day during the tournament.

**Rest Requirements** - At least 60 minutes of rest time shall be mandatory between singles matches played indoors in the same division. A 60 minute rest period should be offered between a doubles match to be played after playing a singles match. At least 30 minutes shall be mandatory between a singles match to be played after a doubles match.

**Inclement Weather** - If inclement weather dictates that alternate scoring must be used in any tournament, approval must be issued by a member of the Junior Competition Committee or the sectional staff office.

### MATCHES PER DAY SCHEDULE – L6 TOURNAMENT 32 DRAW

<table>
<thead>
<tr>
<th>Level 6 Sectional</th>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singles - Main Draw</td>
<td>R of 32</td>
<td>16</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R of 16</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quarters</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Semis</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Finals</td>
<td>1</td>
<td>1</td>
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</tr>
<tr>
<td></td>
<td>¼ Playoff</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Singles - First Match Losers CONSOULATION</th>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doubles - Single Elimination</th>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>R of 16</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarters</td>
<td>4</td>
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<tr>
<td>Semis</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finals</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total matches | 55 | 24 | 26 | 5 |
DRAW AND MATCH SCHEDULING THROUGH TDM

**Draw** – If a Referee is hired, the Referee shall make the draw for all events. The complete draw should be posted on TennisLink no later than three (3) days after the entry deadline has passed. Draw limit is 32 singles and 16 teams for doubles.

**Match Scheduling** – If a Referee is hired, the Referee shall schedule adequate match times using the block method or the Garman System – the TDM program incorporates the Garman system to assist in scheduling matches with average match times ranging between 1-1/2 and 2 hours. Starting times with opponents must be posted on TennisLink no later than three (3) days prior to the start of the tournament.

SINGLES REGULATIONS

**Friday Matches** - Friday matches when school is in session: players play one singles match with a 10-point match tiebreak in lieu of a third set, regular scoring.

**Match Format Main Draw** – Singles matches are the best of 3 tiebreak sets, regular scoring.

**Match Format – B/G 12s** - All boys/girls 12’s division matches are the best of 3 tiebreak sets, regular scoring, with a 10-point match tiebreak in lieu of a third set throughout the entire tournament.

**Consolation Draw** - L6 tournaments have a 1st match loser’s consolation draw only. All consolation draw matches in all age divisions are to be played with regular scoring and a 10-point tiebreak in lieu of the third set (this includes the 3rd and 4th place playoff match).

**Playoff** - Must play a 3rd/4th place playoff.

DOUBLES REGULATIONS

**Minimum Requirements** - Must have at least 4 doubles teams registered to play a doubles division.

**Doubles** - All doubles matches are played as 8-game pro sets, regular scoring, with a 7-point tiebreak at 8 games all, single elimination draw.

**Friday Matches** - Round of 16 must begin on Friday PRIOR to all singles matches, no earlier than 4 pm and only one round on Friday when school is in session.

**Scheduling** - A round of doubles should be the first matches scheduled in the day during the tournament.
SR-L6 and SR-L3/L4 CONCURRENT TOURNAMENTS

**Entering Both Tournaments** - Players are authorized to enter BOTH SR-L6 and SR-L3/L4 concurrent tournaments (January/February/August/November) in one age division. If a player enters both tournaments and does NOT get into the L3/L4 on the initial acceptance date posting, then that player will automatically be entered into the L6 and will be removed from the L3/L4 alternate list.

**Separate Cutoff Dates** - The cutoff date for the L3/L4 tournament will be two days prior to the cutoff date for the L6 tournament, leaving ample time for any player not getting into the L3/L4 to enter the L6 event.
Sectional (SR) Level 5
Tournament Requirements & Regulations

ATTENDANCE
The Tournament Director or a designated assistant who has completed the TDM Training must be in attendance during the entire duration of the tournament. The Tournament Director will also serve as a member of the tournament committee.

COURT ALLOTMENT
Must have a proper allotment of courts for a 32 singles, 16 doubles draw to ensure the tournament’s completion within the sanctioned dates and time requirements mandated by USTA middle States section rules.

Outdoor Tournaments – 4 to 6 minimum (A minimum of 4 available at all times)
Indoor Tournaments – 4 minimum (available at all times)

INDOOR COURT BACKUP
An option for outdoor events is to have indoor backup available. An additional charge of $10 per player per match may be applied. This must be noted on the TennisLink tournament home page.

USTA OFFICIALS
Must hire a referee and use a roving official to officiate the tournament. Contact the USTA District Officials Chairperson with assistance for hiring officials. One you have hired a referee, contact the USTA Middle States Competition Department in order to document the referee on your tournament homepage. The referee is then responsible to hire the rover.

AWARDS
Must provide awards for the singles winner and finalist and to both members of the winning doubles team. It is recommended to also have awards for 3rd and 4th place singles and for the finalists for the doubles division.

PLAYER SELECTION AND SEEDS
The player selection and seeds will be processed at the Middle States office and will be posted on TDM approximately 24 hours after the registration close date. For questions regarding this process, contact Laurie Schwepfinger at Schwepfinger@ms.usta.com

SCHEDULING MATCHES
Friday Match Schedule - When school is in session, a tournament may not start until Friday at 4 pm
and no more than one round of doubles and one round of singles shall be played. Doubles shall precede the playing of singles.

**Evening Match Requirements** - No match shall start after 9 p.m. in the 12’s and 14’s divisions, and 10:30 p.m. in the 16’s and 18’s divisions.

**Summer Match Schedule** - During the summer season, the scheduling rules as stated in *Friend At Court* shall apply. The summer season shall be noted as any tournament scheduled from July 1st through August 15\(^{th}\). During the summer season (7/1 through 8/15), Friday matches may start at Noon. For this occurrence, main draw singles matches will be the best of three tie-break sets, and scheduling rules as stated in *Friend At Court* shall apply.

**Doubles Requirements** - Doubles is mandatory in all sectional tournaments regardless of level. A round of doubles should be the first matches scheduled in the day during the tournament.

**Rest Requirements** - At least 60 minutes of rest time shall be mandatory between singles matches played indoors in the same division. A 60 minute rest period should be offered between a doubles match to be played after playing a singles match. At least 30 minutes shall be mandatory between a singles match to be played after a doubles match.

**Inclement Weather** - If inclement weather dictates that alternate scoring must be used in any tournament, approval must be issued by a member of the Junior Competition Committee or the sectional staff office.
## MATCHES PER DAY SCHEDULE – L5 TOURNAMENT 32 DRAW

<table>
<thead>
<tr>
<th>Level 5 Sectional</th>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
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<tbody>
<tr>
<td>Singles - Main Draw</td>
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<td>2</td>
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<tr>
<td></td>
<td>Finals</td>
<td>1</td>
<td></td>
<td>1</td>
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<tr>
<td></td>
<td>¾ Playoff</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doubles - FEED Singles - Main Draw</th>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN CONSOATION</td>
<td>Round 1</td>
<td>8</td>
<td></td>
<td>8</td>
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<td></td>
<td>Round 2</td>
<td>8</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Quarter Qualifier</td>
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<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Quarterfinals</td>
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<th>Doubles - Single Elimination</th>
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<td>Semis</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Finals</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

| Total matches                     |                   | 71            | 24            | 34            | 13            |
DRAW AND MATCH SCHEDULING THROUGH TDM

Draw – The Referee shall make the draw for all events. The complete draw should be posted on TennisLink no later than three (3) days after the entry deadline has passed. Draw limit is 32 singles and 16 teams for doubles.

Match Scheduling – The Referee shall schedule adequate match times using the block method or the Garman System – the TDM program incorporates the Garman system to assist the referee in scheduling matches with average match times ranging between 1-1/2 and 2 hours. Starting times with opponents must be posted on TennisLink no later than three (3) days prior to the start of the tournament.

SINGLES REGULATIONS

Friday Matches - Friday matches when school is in session: players play one singles match with a 10-point match tiebreak in lieu of a third set, regular scoring.

Match Format Main Draw – Singles matches are the best of 3 tiebreak sets, regular scoring.

Match Format – BG 12s - All boys/girls 12’s division matches are the best of 3 tiebreak sets, regular scoring, with a 10-point match tiebreak in lieu of a third set throughout the entire tournament.

Consolation Draw - Must have a feed-in backdraw and a 3rd and 4th place playoff. The backdraw will stop after the quarterfinals matches have been played. All consolation draw matches in all age divisions are to be played with a 10-point tiebreak in lieu of the third set (this includes the 3rd and 4th place playoff match) with regular scoring.

DOUBLES REGULATIONS

Minimum Requirements - Must have at least 4 doubles teams registered to play a doubles division.

Doubles - All doubles matches are played as 8-game pro sets, regular scoring, with a 7-point tiebreak at 8 games all, single elimination draw.

Friday Matches - Round of 16 must begin on Friday PRIOR to all singles matches, no earlier than 4 pm and only one round on Friday when school is in session.

Scheduling - A round of doubles should be the first matches scheduled in the day during the tournament.
Sectional (SR) Level 4

Tournament Requirements & Regulations

ATTENDANCE

The Tournament Director or a designated assistant who has completed the TDM Training must be in attendance during the entire duration of the tournament. The Tournament Director will also serve as a member of the tournament committee.

COURT ALLOTMENT

Must have a proper allotment of courts for a 32 singles, 16 doubles draw to ensure the tournament’s completion within the sanctioned dates and time requirements mandated by USTA middle States section rules.

Outdoor Tournaments – 4 to 6 minimum *(A minimum of 4 available at all times)*

Indoor Tournaments – 4 minimum *(available at all times)*

INDOOR COURT BACKUP

Outdoor events MUST have indoor backup available (an additional charge of $10 per player per match may be applied). This must be noted on the TennisLink tournament home page.

USTA OFFICIALS

Must hire a referee and use a roving official to officiate the tournament. Contact the USTA District Officials Chairperson with assistance for hiring officials. One you have hired a referee, contact the USTA Middle States Competition Department in order to document the referee on your tournament homepage. The referee is then responsible to hire the rover.

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PLAYER SELECTION AND SEEDS

The player selection and seeds will be processed at the Middle States office and will be posted on TDM approximately 24 hours after the registration close date. For questions regarding this process, contact Laurie Schwepfinger at Schwepfinger@ms.usta.com

SCHEDULING MATCHES

**Friday Match Schedule** - When school is in session, a tournament may not start until Friday at 4 pm and no more than one round of doubles and one round of singles shall be played. Doubles shall precede the playing of singles.
Evening Match Requirements - No match shall start after 9 p.m. in the 12’s and 14’s divisions, and 10:30 pm in the 16’s and 18’s divisions.

Summer Match Schedule - During the summer season, the scheduling rules as stated in *Friend At Court* shall apply. The summer season shall be noted as any tournament scheduled from July 1st through August 15th. During the summer season (7/1 through 8/15), Friday matches may start at Noon. For this occurrence, main draw singles matches will be the best of three tie-break sets, and scheduling rules as stated in *Friend At Court* shall apply.

Doubles Requirements - Doubles is mandatory in all sectional tournaments regardless of level. A round of doubles should be the first matches scheduled in the day during the tournament.

Rest Requirements - At least 60 minutes of rest time shall be mandatory between singles matches played indoors in the same division. A 60 minute rest period should be offered between a doubles match to be played after playing a singles match. At least 30 minutes shall be mandatory between a singles match to be played after a doubles match.

Inclement Weather - If inclement weather dictates that alternate scoring must be used in any tournament, approval must be issued by a member of the Junior Competition Committee or the sectional staff office.
## MATCHES PER DAY SCHEDULE – L4 TOURNAMENT 32 DRAW

### Level 4 Sectional

<table>
<thead>
<tr>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>R of 32</td>
<td>16</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>R of 16</td>
<td>8</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Quarters</td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Semis</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Finals</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>¾ Playoff</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Singles - Main Draw

<table>
<thead>
<tr>
<th>Rounds</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1</td>
<td>8</td>
<td>8 (All)</td>
<td></td>
</tr>
<tr>
<td>Round 2</td>
<td>8</td>
<td>8 (All)</td>
<td></td>
</tr>
<tr>
<td>5th &amp; 6th Semis</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>5th &amp; 6th Finals</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

### Singles - FEED IN CONSOLATION

<table>
<thead>
<tr>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>R of 16</td>
<td>8</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

### Doubles - Single Elimination

<table>
<thead>
<tr>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>R of 16</td>
<td>8</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Quarters</td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Semis</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Finals</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

### Total matches

<table>
<thead>
<tr>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>66</td>
<td>24</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>
DRAW AND MATCH SCHEDULING THROUGH TDM

**Draw** – The Referee shall make the draw for all events. The complete draw should be posted on TennisLink no later than three (3) days after the entry deadline has passed. Draw limit is 32 singles and 16 teams for doubles.

**Match Scheduling** – The Referee shall Schedule adequate match times using the block method or the Garman System – the TDM program incorporates the Garman system to assist the referee in scheduling matches with average match times ranging between 1-1/2 and 2 hours. Starting times with opponents must be posted on TennisLink no later than three (3) days prior to the start of the tournament.

SINGLES REGULATIONS

**Friday Matches** - Friday matches when school is in session: players play one singles match with a 10-point match tiebreak in lieu of a third set, regular scoring.

**Match Format Main Draw** – Singles matches are the best of 3 tiebreak sets, regular scoring.

**Match Format-BG12s** - All boys/girls 12’s division matches are the best of 3 tiebreak sets, regular scoring, with a 10-point match tiebreak in lieu of a third set throughout the entire tournament.

**Consolation Draw** - Must have a feed-in backdraw and a 3rd and 4th place playoff. The backdraw will stop after two rounds have been played. The round of 8 quarterfinal losers in the main draw will play-off in a separate draw through to the final to determine the 5th place finisher. NO 7th and 8th play off match will be played. All consolation draw matches in all age divisions are to be played with a 10-point tiebreak in lieu of the third set (this includes the 3rd and 4th place playoff match) with regular scoring.

DOUBLES REGULATIONS

**Minimum Requirements** - Must have at least 4 doubles teams registered to play a doubles division.

**Doubles** - All doubles matches are played as 8-game pro sets, regular scoring, with a 7-point tiebreak at 8 games all, single elimination draw.

**Friday Matches** - Round of 16 must begin on Friday PRIOR to all singles matches, no earlier than 4 pm and only one round on Friday when school is in session.

**Scheduling** - A round of doubles should be the first matches scheduled in the day during the tournament.

SR-L6 and SR-L3/L4 CONCURRENT TOURNAMENTS

**Entering Both Tournaments** - Players are authorized to enter BOTH SR-L6 and SR-L3/L4 concurrent tournaments (January/February/August/November) in one age
division. If a player enters both tournaments and does NOT get into the L3/L4 on the initial acceptance date posting, then that player will automatically be entered into the L6 and will be removed from the L3/L4 alternate list.

**Separate Cutoff Dates** - The cutoff date for the L3/L4 tournament will be two days prior to the cutoff date for the L6 tournament, leaving ample time for any player not getting into the L3/L4 to enter the L6 event.
Sectional (SR) Level 3

Tournament Requirements & Regulations

ATTENDANCE

The Tournament Director or a designated assistant who has completed the TDM Training must be in attendance during the entire duration of the tournament. The Tournament Director will also serve as a member of the tournament committee.

COURT ALLOTMENT

Must have a proper allotment of courts for a 32 singles, 16 doubles draw to ensure the tournament’s completion within the sanctioned dates and time requirements mandated by USTA middle States section rules. For L3 tournaments scheduled in the summer, a 64 draw for singles and a 32 draw for doubles will be used.

Outdoor Tournaments – 8 minimum (A minimum of 4 available at all times)

Indoor Tournaments – 4 to 6 minimum (A minimum of 4 available at all times)

INDOOR COURT BACKUP

Outdoor events MUST have indoor backup available (an additional charge of $10 per player per match may be applied). This must be noted on the TennisLink tournament home page.

USTA OFFICIALS

Must hire a referee and use a roving official to officiate the tournament. Contact the USTA District Officials Chairperson with assistance for hiring officials. One you have hired a referee, contact the USTA Middle States Competition Department in order to document the referee on your tournament homepage. The referee is then responsible to hire one rover for every 4 courts.

AWARDS

Must provide awards for the singles winner and finalist and to both members of the winning doubles team. It is recommended to also have awards for 3rd and 4th place singles and for the finalists for the doubles division.

PLAYER SELECTION AND SEEDS

The player selection and seeds will be processed at the Middle States office and will be posted on TDM approximately 24 hours after the registration close date. For questions regarding this process, contact Laurie Schwepfinger at Schwepfinger@ms.usta.com
SCHEDULING MATCHES

Friday Match Schedule - When school is in session, a tournament may not start until Friday at 4 pm and no more than one round of doubles and one round of singles shall be played. Doubles shall precede the playing of singles.

Evening Match Requirements - No match shall start after 9 p.m. in the 12's and 14's divisions, and 10:30 pm in the 16's and 18's divisions.

Summer Match Schedule - During the summer season, the scheduling rules as stated in *Friend At Court* shall apply. The summer season shall be noted as any tournament scheduled from July 1st through August 15th. During the summer season (7/1 through 8/15), Friday matches may start at Noon. For this occurrence, main draw singles matches will be the best of three tie-break sets, and scheduling rules as stated in *Friend At Court* shall apply.

Doubles Requirements - Doubles is mandatory in all sectional tournaments regardless of level. A round of doubles should be the first matches scheduled in the day during the tournament.

Rest Requirements - At least 60 minutes of rest time shall be mandatory between singles matches played indoors in the same division. A 60 minute rest period should be offered between a doubles match to be played after playing a singles match. At least 30 minutes shall be mandatory between a singles match to be played after a doubles match.

Inclement Weather - If inclement weather dictates that alternate scoring must be used in any tournament, approval must be issued by a member of the Junior Competition Committee or the sectional staff office.
### MATCHES PER DAY SCHEDULE – L3 TOURNAMENT 64 DRAW

<table>
<thead>
<tr>
<th></th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
<th>Day 4 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 3 Championship Sectional – 64 DRAW</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Singles - Main Draw</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matches Per Round</td>
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<tr>
<td>R of 64</td>
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<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R of 32</td>
<td>16</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R of 16</td>
<td>8</td>
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<td>8</td>
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</tr>
<tr>
<td>Quarters</td>
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<tr>
<td>Semis</td>
<td>2</td>
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<tr>
<td>Finals</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>¼ Playoff</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Singles - FEED IN CONSOLATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matches Per Round</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Round 1</td>
<td>16</td>
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<tr>
<td>Round 2</td>
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<td>8</td>
<td></td>
<td></td>
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<tr>
<td>Round 3</td>
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<td>8</td>
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<tr>
<td>Quarter Qualifier</td>
<td>4</td>
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<tr>
<td>Quarterfinal Rnd</td>
<td>4</td>
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<td></td>
<td>4</td>
</tr>
<tr>
<td>Semi Rnd</td>
<td>2</td>
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<td>2</td>
<td></td>
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<tr>
<td>Final Rnd</td>
<td>1</td>
<td></td>
<td></td>
<td>1 Extra Day(5)</td>
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<tr>
<td><strong>Doubles - Single Elimination</strong></td>
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<td></td>
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<tr>
<td>Matches Per Round</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>R of 32</td>
<td>16</td>
<td>16</td>
<td></td>
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</tr>
<tr>
<td>R of 16</td>
<td>8</td>
<td>8</td>
<td></td>
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</tr>
<tr>
<td>Quarters</td>
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</tr>
<tr>
<td>Semis</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Finals</td>
<td>1</td>
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<td>1</td>
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<td><strong>Total matches</strong></td>
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<td>48</td>
<td>48</td>
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## MATCHES PER DAY SCHEDULE – L3 TOURNAMENT 32 DRAW

<table>
<thead>
<tr>
<th>Matches Per Round</th>
<th>Day 1 Matches</th>
<th>Day 2 Matches</th>
<th>Day 3 Matches</th>
<th>Day 4 Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singles - Main Draw</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3 Championship Sectional – 32 DRAW</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>R of 32</td>
<td>16</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R of 16</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarters</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semis</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Finals</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>¼ Playoff</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

| Singles - FEED IN CONSOLATION | Day 1 Matches | Day 2 Matches | Day 3 Matches | Day 4 Matches |
| Round 1              | 8             |               | 8             |               |
| Round 2              | 8             |               | 8             |               |
| Quarters             | 4             |               | 4             |               |
| Semis                | 2             |               | 2             |               |
| 5th & 6th Place Semis | 2         |               | 2             |               |
| 5th & 6th Place Finals | 1          |               | 1             |               |
| Consolation Finals   | 1             |               |               | 1 Extra Day (4) |

| Doubles - Single Elimination | Day 1 Matches | Day 2 Matches | Day 3 Matches | Day 4 Matches |
| R of 16              | 8             | 8             |               |               |
| Quarters             | 4             |               | 4             |               |
| Semis                | 2             |               | 2             |               |
| Finals               | 1             |               |               | 1             |

<table>
<thead>
<tr>
<th>Total matches</th>
<th>73</th>
<th>24</th>
<th>34</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
DRAW AND MATCH SCHEDULING THROUGH TDM

**Draw** – The Referee shall make the draw for all events. The complete draw should be posted on TennisLink no later than three (3) days after the entry deadline has passed.

**Match Scheduling** – The Referee shall schedule adequate match times using the block method or the Garman System – the TDM program incorporates the Garman system to assist the referee in scheduling matches with average match times ranging between 1-1/2 and 2 hours. Starting times with opponents must be posted on TennisLink no later than three (3) days prior to the start of the tournament.

SINGLES REGULATIONS

**Winter L3 Tournament** – 32 player draw. Friday matches when school is in session: players play one singles match with a 10-point match tiebreak in lieu of a third set, regular scoring.

**Summer L3 Tournament** – 64 player draw. Play begins on Saturday with all main draw matches being the best of 3 tie-break sets, regular scoring.

**Match Format-BG12s** - All boys/girls 12’s division matches are played with a 10-point match tiebreak in lieu of a third set for the entire tournament, regular scoring.

**Consolation Draw** - Must have a feed-in backdraw and a 3rd and 4th place playoff. For the summer L3 tournament, the backdraw will be played to completion with main draw losers feeding in through the quarterfinals. For the winter L3 tournament, the backdraw will be played to completion with the 1st and 2nd round losers feeding in from the main draw. The round of 8 quarterfinal losers in the main draw will play-off in a separate draw through to the final to determine the 5th place finisher. NO 7th and 8th play off match will be played. All consolation draw matches in all age divisions are to be played with a 10-point tiebreak in lieu of the third set (this includes the 3rd and 4th place playoff match). All matches are regular scoring.

DOUBLES REGULATIONS

**Minimum Requirements** - Must have at least 4 doubles teams registered to play a doubles division.

**Doubles** - All doubles matches are played as 8-game pro sets, regular scoring, with a 7-point tiebreak at 8 games all, single elimination draw.

**Winter L3 Tournament** – 16 team draw. The round of 16 must be played on Friday PRIOR to all singles matches, no earlier than 4 pm and only one round on Friday when school is in session.

**Summer L3 Tournament** – 32 team draw. Play begins on Saturday.
Scheduling - A round of doubles should be the first matches scheduled in the day during the tournament.

SR-L6 and SR-L3/L4 CONCURRENT TOURNAMENTS

Entering Both Tournaments - Players are authorized to enter BOTH SR-L6 and SR-L3/L4 concurrent tournaments (January/February/August/November) in one age division. If a player enters both tournaments and does NOT get into the L3/L4 on the initial acceptance date posting, then that player will automatically be entered into the L6 and will be removed from the L3/L4 alternate list.

Separate Cutoff Dates - The cutoff date for the L3/L4 tournament will be two days prior to the cutoff date for the L6 tournament, leaving ample time for any player not getting into the L3/L4 to enter the L6 event.
APPENDIX “A”

INFORMATION REQUIRED ON TENNISLINK

TOURNAMENT HOME PAGE WEBSITE

TOURNAMENT INFORMATION AND MATCH FORMATS

Example:

TOURNAMENT INFORMATION

The Level 3 Sectional Championship is a 64 draw event for singles with a full feed in back draw played to completion. The doubles draw is 32 teams, single elimination. The match format for singles will be the best of three tie-break sets in the main draw, and the consolation draw will be played with a match tiebreak in lieu of the third set. The match format for doubles will be an 8-game pro set with a 7-point tiebreak at 8 games all. All matches will be played with regular ad scoring.

Example:

TOURNAMENT INFORMATION - LEVEL 4 DRAW FORMAT

The Sectional Level 4 is a 32 draw event for singles. The consolation draw will stop after the second round. The Quarterfinal main draw losers will play-off in a new separate draw to establish a 5th place winner. The doubles draw is a 16 team, single elimination event.

TOURNAMENT LOCATION WITH ADDRESSES AND LINKS TO MAPS

Example:

TOURNAMENT LOCATION

The location of the tournament is the Smoyer Tennis Center at Mercersburg Academy on 14 outdoor courts. The address for Mercersburg Academy is 300 Seminary Street, Mercersburg, PA. A link to a map of Smoyer Tennis Center is below. The indoor backup tennis facility will be at The Tennis Club in Zullinger, PA. The address for the tennis club is 4880 Buchanan Trail East, Zullinger, PA 17272. A link to a map of The Tennis Club is also below.

more info
more info

DOUBLES REGISTRATION INFORMATION

Example:

DOUBLES SIGN UPS MUST BE ONLINE ONLY – PREFERABLY WITH CONFIRMED PARTNER

Doubles sign ups must be online only, preferably with confirmed partner. If partner is NOT indicated online, you must contact the tournament director with the name of partner prior to entry deadline. Late entries will not be allowed. Players who are selected for doubles and not selected for singles and do not
wish to just play doubles MUST e-mail the Tournament Director before the entry deadline. If a player does not notify the Tournament Director of their intent, it is assumed the Player will play doubles.

TOURNAMENT SCHEDULE

Example:

Friday matches will start with doubles at 4 pm followed by the 1st round of singles. Saturday matches will start at 11 am with the 1st round of consolation singles, followed by main draw round of 16, second round of consolation singles, quarterfinal round of main draw singles and ending with doubles quarterfinals. Sunday matches will start at 9 am starting with the doubles final.

DRESS CODE

Example:

The dress code for the tournament will be proper tennis attire – t-shirts will not be allowed.

TYPE OF BALL FOR THE TOURNAMENT

Example:

The official tournament ball will be Wilson US Open Extra Duty.

TOURNAMENT HOTELS

Example:

TOURNAMENT HOTELS - RESERVE EARLY!!
Holiday Inn Express, 1097 Wayne Avenue, Chambersburg. 717-709-9009
www.chambersburgpahotel.com
Country Inn & Suites, 399 Bedington Blvd, Chambersburg. 717-261-0900
www.cischambersburghotel.com
Special Rate of $89. You must mention "Tennis Club Group" to get the special rate.
THERE ARE A LIMITED NUMBER OF ROOMS AT EACH HOTEL AND WILL FILL QUICKLY! MAKE YOUR RESERVATIONS EARLY!!!!

RACQUET STRINGER

Example:

There will be an on-site racquet stringer available on Saturday only from 9 am to 3 pm.

PRACTICE COURTS

Example:

Practice Courts will be available on Friday from 2 pm to 4 pm at a rate of $20 per hour. Contact the tournament director to reserve a court.
INDOOR BACKUP INFORMATION
Example:
*If inclement weather forces indoor play, the backup facility will be Northwood Racquet Club. There will be a charge of $10 per player per match.*

TOURNAMENT EVALUATION
Example:
*After the tournament, please use the following link to complete the tournament evaluation form.*

MATCH TIMES (if NOT using Future Match Report)
Example:
*Match times will be posted no later than Monday prior to the start of the tournament. Please look for the match times directly on the draw sheet by clicking on the “DRAW” tab above.*