



# TOURNAMENT DIRECTOR'S 2014 MANUAL

MID-SOUTH ILLINOIS TENNIS ASSOCIATION



**MIDWEST**  
MID-SOUTH ILLINOIS

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# INTRODUCTION

This manual has been produced by the USTA Mid-South Illinois Tennis Association to assist individuals in conducting USTA-sanctioned tournaments. This manual does not cover every aspect of running a USTA-sanctioned tournament; rather it is a compilation of guidelines that will assist a tournament director in his/her role. For the sake of simplicity, this manual will address junior and adult/senior tennis. You may receive periodic updates throughout the year to insert into your manual.

We hope you find this manual to be helpful and useful as you prepare to conduct your next event. As always, the USTA Mid-South Illinois staff is willing to provide you with any assistance you may need. If you have any questions or comments with regard to this manual, please call the USTA Mid-South Illinois office at 618-262-3372.

The USTA Mid-South Illinois staff would like to thank the editors of the USTA Friend at Court. The majority of the information in this manual is taken directly from the USTA Friend at Court publication. Thank you also to the editors of the USTA Yearbook, the USTA/Midwest Section Year in Review, USTA/Midwest Section Junior Competition Committee Chairman Paul MacDonald for his assistance in compiling this publication. Finally, thanks to USTA/Midwest Section Director of Junior Tennis Chad Docktor for his efforts in compiling and verifying information for this manual.

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## **GETTING STARTED:**

Tournament Committee

Chairperson Duties

Tournament Director Duties

Referee Duties

Tournament Appeals Committee

Other Committees

Tournament Check List

Required Tournament Web-Page Information

Player Registration

# **TOURNAMENT COMMITTEE**

The governing body of a club, organization or an organization conducting a tournament shall appoint a Tournament Committee.

The Tournament Committee must consist of at least three (3) members. They shall be:

## **Chairperson**

Responsible for all tournament administration prior to the start of the tournament.

## **Director**

Responsible for the administrative details for the tournament once it begins.

## **Referee**

Responsible for event draws & match schedules, conduct players during the tournament.

The Tournament Director ***MAY NOT*** be, or assume the duties of the Tournament Referee.

### **Duties of the Tournament Committee include:**

- Supervise all administrative details of the tournament;
- Obtain any required USTA sanction;
- Determine the extent to which officials will be used;
- Determine the type of ball to be used throughout the tournament;
- Keep order on the grounds;
- Determine the seedings;
- Appoint a Tournament Appeals Committee to hear appeals;
- Have broad discretionary powers in carrying out its functions in all cases not covered by the Rules of Tennis or USTA Regulations.

# **CHAIRPERSON DUTIES**

The Tournament Chairperson is the head of the Tournament Committee. This person is the official representative of the USTA Organization Member's Tournament Committee to the USTA, Sectional Associations, and District Associations.

The USTA Organization Member normally submits its sanction application or tournament bid through its Tournament Chairperson.

### **Duties of the Chairman include, but are not limited to:**

- Appointing members to the tournament sub-committees;
- Chairing all tournament committee meetings;
- Supervising work assigned to committee members.

# **TOURNAMENT DIRECTOR DUTIES**

The Tournament Director serves as the Chief Executive Officer for the Tournament Committee and is directly responsible for the administrative details of the tournament. In many, but not all tournaments, the Tournament Chairperson also serves as the Tournament Director. The tournament Director MUST have a USTA membership and attend a mandatory Tournament Director's Workshop.

Duties of the Director include, but are not limited to recruiting and training of all volunteers for the following:

- Registration desk
- Tournament desk
- Posting results to internet within 24 hours of the close of the tournament

## **REFEREE DUTIES**

The Tournament Referee, who is also a USTA certified official, is responsible for general supervision over all aspects of play.

Duties of the Referee include, but are not limited to:

- The Referee serves as a member of the Tournament Committee.
- The Referee, assisted by at least one but preferably two Tournament Committee members, makes the draw publicly at the time and place specified by the Committee.
- The Referee, preferably assisted by another Committee member, makes substitutions in the draw when appropriate.
- The Referee exercises general supervision over all aspects of play, including, but not limited to, the conduct and actions of players, coaches, parents, officials, ball persons, groundskeepers, and the administrative crew.
- The Referee shall use judgment in all situations not specifically covered by the Rules of Tennis or USTA Regulations.

## **DURING THE TOURNAMENT**

If the Tournament Referee appoints roving umpires, his/her responsibilities during the tournament include:

- Measure the net at the beginning of the first matches of the day and at other appropriate times.
- Enforce the warm-up time limit by advising the players when they have two minutes before play is to begin.
- Exercise discretion when calling foot faults or dealing with any infractions so as not to disturb neighboring courts.
- Help resolve scoring disputes by using the following options:
  1. Counting all points and games agreed upon by the players, with only the disputed points or games being replayed.
  2. Playing from a score mutually agreeable to all players.
- Control spectators.

## **AFTER THE TOURNAMENT**

The Referee's responsibilities at the conclusion of the tournament include reviewing and signing all:

- Sportsmanship complaints and point penalties issued by any official;
- Forward the names of sportsmanship winners to USTA/Midwest Section or District offices.

## **TOURNAMENT APPEALS COMMITTEE**

The Tournament Committee shall appoint a Tournament Appeals Committee to decide player appeals of the Referee's disqualification or unilateral default of a player.

The Tournament Appeals Committee shall be comprised of at least two members. Time is of the essence in deciding appeals. Upon being notified by a player that the player wishes to appeal the Referee's decision, the Referee shall immediately attempt to contact at least two members of the Tournament Appeals Committee. Once two members have convened to decide an appeal, they need not wait for other members to appear before reaching a decision. There are no formal notice requirements for assembling the Tournament Appeals Committee, and two members of the Committee shall constitute a quorum.

The Tournament Appeals Committee may meet in person, by conference telephone call, or by other means that will facilitate a prompt decision.

The Tournament Committee may serve as the Tournament Appeals Committee except that the Referee shall not serve as a member of the Tournament Appeals Committee. The decision of the Tournament Appeals Committee shall be final.

## **OTHER COMMITTEES**

Committees may be established to carry out the administrative details of the tournament.

Each committee should:

- Know what duties are to be performed;
- Know how much time it will involve;
- Be given a schedule of the event.

### **Miscellaneous Committees Include:**

*Draws/Match Timing* - Seed, draw & time all event matches

*Equipment Repair* - String, regrip or repair racquets

*Facility* - Check nets, courts, curtains, cleanliness

*Hospitality* - Food, refreshments or other hospitality for players

*Photography* - Action, feature & sponsor photos

*Player Packets* - Acquire T-shirts, food coupons, etc.

*Publicity* - Contact media, call in scores, Public/Media Relations

*Registration Desk* - Check USTA Cards, entry money, refunds

*Social Event(s)* - Plan player meals, host player party

*Sponsorship* - Solicit funds from local merchants

*Transportation* - Coordinate drivers to satellite sites



# **TOURNAMENT CHECK LIST**

Prior to the start of a tournament, it is very helpful to create a checklist as a way of keeping organized with what needs to be accomplished to run a successful tournament.

- Initial Committee Meeting
- Prepare a Preliminary Budget
- Reserve Court Time
- Create and Print Tournament Information Sheet
- Contact Sponsors
- Order Tennis Balls/Awards
- Print Banners
- Deliver Tournament Information Sheets to Area Clubs
- Mail Tournament Information Sheets to Players
- Post Tournament Fact Sheet to Internet
- Prepare Registration Sheets
- Make the Draws Using TDM
- Schedule Matches
- Post First Round Information
- Match Cards/Chart Prepared
- Set up Desk(s)
- Display Midwest Evaluations for Players
- Notify Media of Results
- Post Final Results to Internet

## **REQUIRED TOURNAMENT WEB PAGE INFORMATION:**

- Level of tournament: National, Midwest and District level
- Size of Draw
- Seeding and Selection Criteria
- Date when Acceptance List will be Posted
- Alternates and status information
- Refund Policy
- Starting Times-must be posted three days prior to tournament for Levels 1-5 and 24 hours prior to tournament for Levels 6 & 7.
- Order of Play
- Dress Code
- Practice Courts information
- Tournament Hotel
- Directions to tournament site





## **Procedures:**

Determining Number of Matches

Placement of Byes in Draw

Making the Draws

Consolation Draws

Limited Draws

Round Robin Draws

Cancellation of Events

Omitted Players

Late Entries/Substitutions

Withdrawal of Players

Retirements, Defaults, Walkovers

## **DETERMINING NUMBER OF MATCHES AND ROUNDS**

The number of matches required by a draw can be computed using:

- Number of matches in draw = (total number of entries in event) - 1
- Number of matches in feed-in-consolation through quarterfinals = (number of entries) - 5

**In a complete tournament with feed-in-consolation through the quarters and semifinals playoff matches in the championship and consolation events, compute the total number of matches by:**

- Number of matches = 2 (number of entries) - 4

To estimate your doubles matches in this event,

- Number of matches in doubles = 0.45 (number of singles entries)

From the chart below, you can find the total requirements for your tournament. Take each draw and then add columns for the number of matches. Use the number of rounds for deciding on how long an event should take to complete.

### **Singles:**

Draw Size	Champ. # Rounds	Champ. # Matches	FIC # Rounds	FIC # Matches	Semi Playoffs	Total Matches
8	3	7	2	3	2	12
16	4	15	4	11	2	28
32	5	31	6	27	2	60
64	6	63	8	59	2	124
128	7	127	10	123	2	252
256	8	255	12	251	2	508

### **Doubles:**

Draw Size	# Rounds	# Matches
8	2	3
16	3	7
32	4	14
64	5	28
128	6	57
256	7	115

## **SEEDING AND SELECTION CRITERIA**

The USTA/Midwest Section Junior Competition Committee has created a Midwest Seeding and Selection Criteria to be used in all USTA/Midwest Sectional and Designated events. A copy of the criteria can be found in the appendix of this manual. All USTA Mid-South Illinois Tournaments must use the most current USTA/Midwest Section Standings List.

## **NUMBER OF SEEDS IN A DRAW**

The number of players seeded shall equal a power of two (for example 2, 4, 8, 16 or 32). The maximum ratio of players seeded shall be one in three, except that any draw may have two seeds. Please refer to the *Friend at Court* for a more detailed explanation.

## **PLACEMENT OF BYES IN A DRAW**

Byes are used to fill out the draw so there will end up being a player on each line for the second round of an event. Byes should be evenly distributed by quarter. Please refer to the *Friend at Court* for a more detailed explanation.

## **MAKING THE DRAWS**

All event draws must be open to the public. Those attending may not interfere or try to influence the proceedings. The Referee shall supervise all aspects of event draws and must be assisted by at least one other tournament committee member.

### **Tournaments shall use the following when making the draw:**

- Draws of three players must use Round Robin formats. All draws with two players will not be included in the ranking or Standing population and are prohibited from being reported on TDM.
- All USTA/Midwest Section tournament directors must use the TDM to make a standard draw. Please see USTA/Midwest Section for more details.
- Discretionary authority is given to separate by district, family, school, club, or other by moving to the corresponding line of the next quarter. TDM users may separate players by using the GROUP GENERATING OPTIONS.

## **CONSOLATION DRAWS**

All Consolation Draws should be set up and timed prior to the start of play. Schedule Consolation Draws to keep pace with the Main Draw of an event. A loser's name is placed on the same line of the consolation draw as was occupied on the main draw.

### **Players that may be eligible for consolations:**

- Receive a first round bye;
- Receive a first round default;
- Lose in first match played in the third round due to byes and/or defaults;
- Default for reasons other than unsportsmanlike conduct.

**PLEASE NOTE:** The USTA/Midwest Section mandates that Junior Sectional Championship Tournaments hold full feed-in consolations for all singles events (Juniors Only). USTA/Midwest Section Adult/Senior Championships are encouraged to offer a consolation draw.

## **LIMITED DRAWS**

Due to the limited number of courts at some facilities and rules regarding the number of matches a player is allowed to play in a given day, it may become necessary to limit the number of players per event.

Please refer to the *Friend at Court* for rules on accepting entries for limited draws.

### **The Tournament Committee should:**

- Select players based on strength of player record. If no information of their ability is known, then random drawing can be used. One cannot use random drawing if ability order is known.
- Establish a waiting list of those players who did not get selected.
- Notify each entrant of his/her waiting list status.

## **ROUND ROBIN DRAWS**

Round robin draws may be used in any tournament for which there are three entrants in one age group. Please note that the Points Per Round are considerably less for a round robin draw than for a conventional format draw. To learn how to run a round robin draw or to determine the order of finish, please refer to the *Friend at Court*.

## **CANCELLATION OF EVENTS**

It should be noted on the entry form what the policy would be regarding the cancellation of events due to lack of sign-up. It is recommended to contact players entered in an event that has been cancelled due to lack of entries as early as possible. They sometimes would prefer not to play in another age division. Only move players from cancelled events to a different age group with their consent.

Matches played in one age division will not count in the event originally requested.

The Tournament Committee MAY NOT cancel consolation events unless there are extenuating circumstances.

## **OMITTED PLAYERS**

Any player whose entry is received on time and is otherwise acceptable will not be denied a place in the draw because of administrative error or oversight by tournament officials unless the Referee determines that play has proceeded too far to make changes in the draw practicable. The entire draw does not have to be remade. For procedures, please refer to the *Friend at Court*.

## **LATE ENTRIES/SUBSTITUTIONS**

Once a tournament deadline passes, Tournament Directors should not add players to their tournament. Call in entries (before deadline) **MUST** be entered on TDM and uploaded to TennisLink before the Tournament Deadline. This process will allow parents/players full transparency of those entered (players uploaded will show in the “competitors” tab of the tournament). Exceptions are: Adult tournaments, doubles draws, and any division with three or less players.

The Referee may accept a late entry or substitute a new player or team into the draw if the Referee (preferably assisted by a Tournament Committee member) determines that the ability of a new player or team does not invalidate the seedings. The Referee and Tournament Committee should keep in mind that it is generally desirable to encourage play.

## **WITHDRAWAL OF PLAYERS**

If play has not begun and any seed withdraws, the referee may do any of the following:

- Replace the withdrawing player with a bye;
- Fill the vacated position with a person not already in the draw whose inclusion would not affect the seedings;
- Remake the draw; or
- Relocate the seeded players. For procedures, please refer to the *Friend at Court*.

## **RETIREMENTS, DEFAULTS AND WALKOVERS**

### **What is a Retirement?**

A retirement occurs when a player is unable to continue playing a match or resume a suspended match because of injury, illness, personal emergency, or another bona fide reason.

### **What is a Default?**

Defaults occur when a player is disqualified for cause, ineligibility, through the Point Penalty System, or refuses to play for other than a bona fide reason.

### **What is a Walkover?**

A walkover occurs when a player, after completing a match in an event, and before the next match in that event (or during the warm-up), becomes unable to play because of injury, illness, personal emergency or another bona fide reason.

It is the Tournament Director’s responsibility to indicate this on the draw.



## **Scheduling:**

Scheduling-General Rules  
Scheduling-Player Requests  
Posting and Changing Schedule  
First Round Match Notification  
Inclement Weather Schedule

# **SCHEDULING MATCHES**

Scheduling should balance fairness to the players and the need to assure that the event is completed on time. This involves making maximum use of available courts, minimizing “dead time” between matches, and assuring appropriate rest for competitors.

## **The Referee should consider the following factors:**

- conditions affecting the draw;
- regulations affecting the schedule;
- match timing;
- weather and available light;
- players’ requests for special scheduling;
- equalizing, to the extent possible, rest between matches for opponents;
- the availability and desirability of officiating assistance.

## **Various conditions affect the initial scheduling:**

- size of the draws;
- draw format including consolations, if any;
- number of courts and hours they are available;
- scheduling guidelines and rest period requirements;
- number of players who are in more than one division;
- the match format used in each event.

*A combination of these factors may lead the Tournament Committee to make decisions limiting participation.*

## **Estimating length of matches:**

There are two common methods for estimating the length of matches:

1. Scheduling with a consistent amount of time between matches. The following estimates apply: Indoors 1 hour and 15 minutes; Outdoor hard courts 1 hour and 30 minutes; Outdoor clay courts 1 hour and 45 minutes (early rounds) 1 hour and 30 minutes; No-Ad scoring matches 1 hour and 15 minutes.
2. Garman System - This method is based on a mathematical analysis of national level tournaments and is designed to reduce player-waiting times while maximizing court usage. It takes into consideration anticipated defaults, retirements, long matches, and short matches. It schedules a number of matches at short intervals based on the probability that there will be courts available. The system results in a steady stream of check-ins rather than large numbers of players checking in at one time.

# **SCHEDULING FOR JUNIOR AND ADULT/SENIOR CHAMPIONSHIPS**

When possible, the Referee should comply with the scheduling guidelines. These guidelines are mandatory for all tournaments listed on the USTA/Midwest Section Tournament Schedule. Under normal conditions, these guidelines are mandatory for Junior and Adult/ Senior Championships and Wheelchair National Championships.



# **SCHEDULE GUIDELINES FOR JUNIORS**

## **10 and Under Divisions**

- No match shall start nor shall a suspended match resume after 9 p.m. \*However it is strongly recommended for 10 & Under divisions, no match should start, nor should a suspended match resume after 8:00 p.m.
- When playing best of three Tiebreak set matches, no player should play more than:
  - two singles matches per day;
  - one singles match and two doubles matches per day; or
  - three doubles matches per day.
- When a Match Tiebreak is used in lieu of a third set in all matches, no player should play more than:
  - three singles matches per day;
  - two singles matches and one doubles match per day;
  - one singles match and two doubles matches per day; or
  - three doubles matches per day.
- Players should be given a minimum rest of 12 hours between the completion of play of their last match of any day and the start of play of their first match of the following day.

## **12 and Under Divisions (Friend at Court suggests 8 p.m.)**

- No match should start nor suspended match be resumed after 9 p.m.\*
- When playing best of three Tiebreak set matches, no player should play more than:
  - two singles matches per day;
  - one singles match and two doubles matches per day; or
  - three doubles matches per day.
- When a Match Tiebreak is used in lieu of a third set in all matches, no player should play more than:
  - three singles matches per day;
  - two singles matches and one doubles match per day;
  - one singles match and two doubles matches per day; or
  - three doubles matches per day.
- Players should be given a minimum rest of 12 hours between the completion of play of their last match of any day and the start of play of their first match of the following day.

## **14 and Under Divisions**

- No match should start nor suspended match be resumed after 9 p.m.\*
- When playing best of three Tiebreak set matches, no player should play more than three matches per day, no more than two of which should be singles.
- When a Match Tiebreak is used in lieu of a third set in all matches, no player should play more than four matches per day, no more than three of which should be singles.
- Players should be given a minimum rest of 12 hours between the completion of play of their last match of any day and the start of play of their first match of the following day.

## **16 and 18 and Under Divisions**

- No match should start nor suspended match be resumed after 10 p.m.\*
- When playing best of three Tiebreak set matches, no player should play more than three matches per day, no more than two of which should be singles.
- When a Match Tiebreak is used in lieu of a third set in all matches, no player should play more than four matches per day, no more than three of which should be singles.

### **Completion of Suspended Matches**

- When a match is carried over from a preceding day, it should be counted as a match for these scheduling guidelines if the player so elects and if 16 or more games of singles or 20 or more games of doubles are required to finish the match.

**\*Please note: USTA Mid-South Illinois allows for the tournament director to use the recommended guidelines in both the USTA Friend at Court. Please refer to each for additional information.**

## **REQUEST FOR SPECIAL SCHEDULING**

**Player Requests:** A player may request special scheduling of the player's first match. The Referee should honor the request if it is reasonably possible to do so and if fairness to all players can be assured. The Referee has discretion to honor or deny requests for special scheduling of subsequent matches.

If the Tournament Committee is unable to honor the request, the player must be notified and offered a refund of his/her entry fee for that event.

If the Tournament Committee states on the entry form that no time requests will be honored or the player has not indicated any time request, there is no obligation to refund entry fees and the player may receive a suspension point if he/she fails to show for the scheduled match.

## **POSTING AND CHANGING THE SCHEDULE**

The Referee shall post the schedule on the official draw sheet. Before beginning any round, normally the Referee should post the time of the next round (for both winners and losers) on the official draw sheet. Once the schedule has been posted, it should not be changed except for a compelling reason. If amended, the Referee shall promptly notify the players affected.

## REST PERIODS BETWEEN SCHEDULED MATCHES

The Referee, Sectional Association, or District Association should permit additional rest when any of them conclude that the length of a match, heat, humidity, total time on the court during the day, or other conditions justifies more rest. \*See also Recovery Rule

Divisions	<ul style="list-style-type: none"> <li>• Best of 3 set matches</li> <li>• Best of 3 set matches when a Match Tiebreak is played in lieu of 3rd set</li> <li>• Best of 5 set matches</li> <li>• Any of the above formats with No-Ad scoring</li> </ul>	<ul style="list-style-type: none"> <li>• Pro Set formats</li> </ul>
Junior	60 minutes except 30 minutes in doubles only tournaments*	30 minutes
<ul style="list-style-type: none"> <li>• Senior 35-45</li> <li>• Parent/Child</li> </ul>	60 minutes*	30 minutes
<ul style="list-style-type: none"> <li>• Senior 50-90</li> <li>• Parent-Child with minimum parental age</li> <li>• Grandparent - Grandchild</li> <li>• Husband &amp; Wife (Combined Ages)</li> </ul>	90 minutes*	45 minutes
Wheelchair	Match of 60 minutes or less: 30 minutes* Between 60 & 90 minutes: 45 minutes* 90 minutes or more: 60 minutes*	Match of 60 minutes or less: 30 minutes* Between 60 & 90 minutes: 45 minutes* 90 minutes or more: 60 minutes*
NTRP without age restrictions	60 minutes*	30 minutes
NTRP 35-45	60 minutes*	30 minutes
NTRP 50-90	90 minutes*	45 minutes
All other divisions	30 minutes*	30 minutes

**10 and Under Tennis formats:** The Referee shall offer the players a reasonable rest, which in many cases will be no more than 15 minutes. The rest table above does not apply to 10 and Under Tennis formats.

For any other format (including matches played with a 10-Point Match Tiebreak in lieu of a third set), the rest is at least 30 minutes./

A player is governed by the amount of rest allowed for the division in which the player plays.

Players who play in more than one division are entitled to at least 30 minutes rest between matches in different division.

**Recovery Rule:** Extended length of rest between single matches in Junior, Adult, Senior, NTRP and Wheelchair Divisions. In all singles matches in Junior, Adult, Senior, NTRP and Wheelchair Divisions in which the formate is two out of three standard tiebreak sets or more, a rest period of two hours shall be offered by the Referee before the player's next singles match. The Rule does not apply to short set matches and matches that play a tiebreak in lieu of a final third set, not to any match played indoors where the duration of the match is less than 120 minutes.

## **MATCH NOTIFICATION/STARTING TIMES**

The players are solely responsible for learning the time and place of their matches. The players should not rely on being told the time of their matches and should check the draw.

## **INCLEMENT WEATHER SCHEDULE**

Delays caused by inclement weather may force the Referee to take steps to keep the tournament on schedule including:

- **Switch to No-Ad scoring:** The Referee may switch to No-Ad scoring for any complete round.
- **Strictly enforce pre-match warm-up time and breaks between sets.**
- **Tighten court usage:** Use “to be followed by” scheduling and have players waiting at courtside as soon as matches finish.
- **Cancel matches:** If some matches must be canceled, start with consolation rounds. Cancel main draw singles last. If there is no practical way to finish an event, the Committee shall either make arrangements that are mutually agreeable to the players to finish at a later date, or in the absence of such arrangements, declare the tournament unfinished.

*It is important to be consistent when altering the scoring or cancelling events.*

*Do not discriminate due to gender or age.*



## **Facility Preparation:**

Facility Preparation  
Tournament Desk Set up  
Desk Duties  
Player Check-In

# **FACILITY PREPARATION**

Make sure the courts and facility are clean, safe and playable prior to the start of play.

## **Items that are helpful during the tournament are:**

- Score indicators
- Singles sticks
- Water coolers
- Courtside chairs/benches
- Ice
- Towels

## **COURTS**

Washed and/or clean enough to play; free of trash, glass, leaves or other items; cracks are not dangerous to players; fences upright; gates safe.

## **NETS**

Free of holes; have center straps; at the right height; tied to the posts.

## **TEACHING EQUIPMENT**

Placed out of the way; divider nets pulled back and secured; teaching balls are removed from behind curtains.

## **LIABILITY**

Even though the player may have signed the Waiver of Responsibility on the entry form/registration system, it should be understood that any negligence on the part of the tournament may come under question in a court of law. Take precautions to make the playing and surrounding area as safe as possible.

# **TOURNAMENT DESK SET UP**

The main Tournament Desk is the heart and soul of the event. It must remain organized and be staffed with knowledgeable individuals who are capable of assisting the Tournament Director. A separate Consolation Desk may be used to avoid congestion and desk overload.

## **MAIN DESK SET UP: A table big enough for the following items:**

- A place for the balls. Tennis balls arranged by odd/even number
- Room for 3x5 cards for every match or a match chart
- A phone
- A paging system
- Match cards set out for upcoming matches
- Tournament evaluation cards available for the players
- Odd number balls for matches held on odd number courts
- Even number balls for matches held on even number courts
- First aid supplies
- Emergency phone numbers available
- Ice
- Friend at Court
- Directions to satellite sites if used
- Tournament clock displaying “official” tournament time

## **DESK DUTIES**

The Tournament Desk is responsible for the following:

**CHECK IN PLAYERS FOR MATCHES:** Indicate when the player is totally ready to begin play. Tell all players checked in to stay close by.

**ANNOUNCE MATCHES TO BE PLAYED:** Call all players when a court becomes available. Start the clock. Assess penalties for late players under the Point Penalty System. Default only after 15 minutes has elapsed from the time a court has become available for a called match.

**ASSIGN COURTS WHEN AVAILABLE:** First come ... first served. Both players must be present at desk before sending match to the court. Balls given out by Odd/Even number to Odd/Even court assignment. Keep anticipated problem matches nearby.

**ANNOUNCE MATCH INFORMATION:** Number of sets to be played; Tiebreaker at six games all; Ad or No-Ad scoring; New balls or no new balls when split sets.

**POST WHAT MATCHES ARE CURRENTLY BEING HELD ON WHICH COURTS:** Some tournaments will indicate what matches are currently being played on which courts to avoid constant inquiries at the tournament desk.

**RECORD SCORES OF COMPLETED MATCHES:** Enter on the tournament desk draw sheets. Enter on the viewing draw sheets. Enter on TDM and publish to the Internet.

## **PLAYER CHECK-IN**

The Registration Desk should perform the following duties when a player arrives for the tournament:

- Record USTA Membership Numbers: All players entering USTA sanctioned events must be a member of the USTA. If you use the TennisLink Registration System, the player cannot register unless they are a USTA Member. Therefore, checking their card is unnecessary.
- If the TennisLink Registration System is NOT used, a player showing up without a card must be asked to:
  - Buy a membership at that time (Call 1-800-990-USTA). Show a receipt of an application form.





## **Officials:**

Point Penalty System

Code Violations

Player Conduct

Player Responsibilities

Disqualification of a Player

Medical Time-Out, Bleeding

Time-Out, Toilet Visits

# **POINT PENALTY SYSTEM**

It is mandatory to use the Point Penalty System in all sanctioned events.

The purpose of the Point Penalty System is to:

- Deter unsportsmanlike conduct;
- Ensure compliance with the continuous-play rule;
- Ensure on-time appearance for matches.

It applies to all violations during the warm-up and the match itself. The Referee and/or his or her assistants may impose penalties in any non-umpired match. Please refer to the *Friend at Court* and the district website for specific rules and regulations.

All penalties issued must be reported to the Tournament Referee and a report is to be filed at the end of the tournament. All reports need to be mailed to the USTA/Midwest Section office or District Office at the conclusion of the tournament.

## **CODE VIOLATIONS**

Code Violations can be given if a player delays play or for his/her conduct. For specific rules and regulations, please refer to the *Friend at Court* and the district website.

### **Penalties For Code Violations:**

First Offense	Point
Second Offense	Game
Third Offense	Default

## **PLAYER CONDUCT**

- A player shall not engage in unsportsmanlike conduct.
- A player may not receive coaching in warm-up, during the match (other than the 10-minute mandatory break), or any interruption of play in which the players do not leave the playing area.
- A player may only leave the playing area once a match has begun for the purpose of contacting the referee provided he/she does this with minimum delay.
- A player may not abuse his/her opponent or any tournament official.
- A player may not withdraw from an event without the approval of the tournament director or referee.
- A player shall not allow himself to be defaulted without a legitimate reason.

## **PLAYER RESPONSIBILITIES**

- A player should know the rules of tennis.
- Opponents make line calls on their own side of the net. Calls must be made instantaneously.
- A player must give his/her opponents the benefit of doubt on all calls and should not repeatedly question an opponent's calls.
- Players may never enlist the help of spectators to make calls.
- Lets called due to disruption of play must be made immediately.

### **A player shall promptly acknowledge if:**

- |  |                                      |
|--|--------------------------------------|
| - A ball touches the player                  | - Double bounces                     |
| - Carries/double hits                        | - Player touches the net             |
| - Hitting the ball before it crosses the net | - Player touches an opponent's court |

## **DISQUALIFICATION OF A PLAYER**

### **A Referee may default a player for cause, which includes but is not limited to:**

- Tardiness; Misconduct; Failure by the player to comply with instructions.

## **APPEAL PROCESS**

A player disqualified by a Chair Umpire may appeal to the Tournament Referee and/or the Tournament Appeals Committee. The Tournament Referee and/or the Tournament Appeals Committee decision on any appeal shall be final.

## **MEDICAL TIME-OUT, BLEEDING TIME-OUT**

### Medical condition:

Medical condition includes, but is not limited to, an injury, illness, or heat-related condition or cramping.

### Medical Time-Out:

A Medical Time-Out consists of evaluation time as determined by the Referee plus a maximum of three minutes treatment time.

### Request for a Medical Time-Out:

A player may make a request for a Medical Time-Out to the Referee, Chair Umpire, or other official at any time during the match or warm-up.

Please Note: For specific rules and regulations on Medical Time-Outs, etc. please refer to the *Friend at Court*.



## **End of Tournament:**

Post Tournament Draws

Report Code Violations

Renew USTA Organization Membership

Sanction Tournament for the Following Year

## **Tournament Draws**

Within 24 hours after the completion of the tournament, the Tournament Director shall report scores on TDM and publish to the internet.

## **Code Violations**

Within three days after the end of a tournament, the Referee shall file a written report of all violations of USTA Regulations and penalties imposed with the District office.

## **Renewal of USTA Organization**

It is highly recommended that the tournament committee renew their USTA Organization membership at the end of their tournament.

## **Sanction Tournament**

The tournament committee chairperson must apply for a sanction for their tournament for the following year by October 31 of the current year.

## **Appendix:**

Midwest Junior Seeding & Selection List Information  
2014 Sportsmanship Agreement  
Code Violation Forms

# **2014 USTA/Midwest Section Seeding & Selection Criteria:**

(As of December 7, 2013)

All USTA/Midwest Sectional and Designated Tournaments will adhere to the following Seeding and Selection Criteria as set by the USTA/Midwest Section Junior Competition Committee. **Please use the most current USTA/Midwest Section Junior Standing List for Seeding and Selection. The USTA/Midwest Section Junior Standing List is published usually every Tuesday of each week.**

## Seeding for All Singles Events:

Players will be seeded based on the most current USTA/Midwest Section Standing List in the division of the event. **Please use the most current USTA/Midwest Section Junior Standing List for Seeding and Selection. The USTA/Midwest Section Junior Standing List is published usually every Thursday of each week.** The following are the recommended number of seeds per event:

USTA/Midwest Section Standing List in the division of the event. Please use the most current USTA/Midwest Section Junior Standing List for Seeding and Selection. The USTA/Midwest Section Junior Standing List is published usually every Tuesday of each week.

The following are the recommended number of seeds per event:

**32 Draw Sizes: 8 seeds      128 Draw Sizes: 32 seeds      64 Draw Sizes: 16 seeds**

## Selection Process:

Players will be accepted into the main draw in the following order:

### 32 Draw Sizes BG12:

1. Two (2) players from the top 100 of the most current USTA/Midwest Section Standing list in next lower division;
2. 30 players from the most current USTA/Midwest Section Standing List in the current age division of the event;

Remaining vacancies and/or alternates will be selected from the USTA/Midwest Section Standing List in the division of the event.

### 32 Draw Sizes BG14, 16, 18:

1. Four (4) players from the top 100 of the most current USTA/Midwest Section Standing List in next lower division;
2. 28 players from the most current USTA/Midwest Section Standing List in the current age division of the event;

Remaining vacancies and/or alternates will be selected from the USTA/Midwest Section Standing List in the division of the event.

### 64 Draw Sizes BG14, 16, 18:

1. Eight (8) players from the top 100 of the most current USTA/Midwest Section Standing List in next lower division;
2. 56 players from the most current USTA/Midwest Section Standing List in the current age division of the event;

Remaining vacancies and/or alternates will be selected from the USTA/Midwest Section Standing List in the division of the event.



64 Draw Sizes: BG12:

1. Four (4) players from the top 100 of the most current USTA/Midwest Section Standing List in next lower division;
2. 60 players from the most current USTA/Midwest Section Standing List in the current age division of the event;

Remaining vacancies and/or alternates will be selected from the USTA/Midwest Section Standing List in the division of the event.

128 Draw Sizes BG12,14,16,18:

(Excluding the Midwest Closed Junior Outdoor Championships)

1. 26 players from the most current USTA/Midwest Section Standing List in next lower division;
2. 102 players from the most current USTA/Midwest Section Standing List in the current age division of the event;

Remaining vacancies and/or alternates will be selected from the USTA/Midwest Section Standing List in the division of the event.

Doubles:

Seeding for All Doubles Events:

Players will be seeded based on the most current USTA/Midwest Section Singles Standing List in the division of the event. **Please use the most current USTA/Midwest Section Junior Standing List for Seeding and Selection. The USTA/Midwest Section Junior Standing List is published usually every Tuesday of each week.** The following are the recommended number of seeds per event:

**32 Draw Sizes: 8 Players Seeded**

**128 Draw Sizes: 32 Players Seeded**

**64 Draw Sizes: 16 Players Seeded**

The following method will be used for Seeding:

- Highest sum of each players' USTA/Midwest Section Doubles Standing List Position.
- Highest sum of each player's USTA/Midwest Section Singles Standing List Position.

Selection Process:

Teams will be accepted into the main doubles draw in the following order:

1. Teams that are made up of players accepted in the same age division as the main singles draw
2. Teams that are made up of one player accepted in the main singles draw and their partner is an alternate to the same age division as the main singles draw.
3. Teams that are made up of players that are alternates to the same age division as the main singles draw.
4. In the event of a tie, teams will be selected by the highest sum of each players' USTA/Midwest Section Doubles Standing List Position.
5. Any player selected for singles in any age division.

**Please Note:** For the USTA/Midwest Section Junior Outdoor Championships, all players must appear on their District Endorsement list in order to be considered to the event.

USTA/Midwest Section Player Multiple Entry Guidelines for Level 1-4 Tournaments ONLY:

Players may register for multiple USTA/Midwest Section 1-4 Tournaments and Age Divisions held during the same dates. However, in order to avoid receiving five USTA/Midwest Section suspension points, a player must adhere to the following requirements.

The following timelines have been established and all players must adhere to in order to avoid receiving five suspension points and/or receiving a refund for multiple entries:

- 15 Days prior to the start of the tournament:
  1. Entry deadlines for all USTA/Midwest Section Level 1-4 events.
- 11 Days prior to the start of the tournament:
  1. All players who are accepted into more than one Tournament and/or Age Division shall have until 6:00 p.m. to withdraw from all Tournaments and/or Age Divisions other than the one they choose to play. To withdraw from a Tournament or Age Division, the player must notify the Tournament Director by email that the player wishes to withdraw.
  2. All players who have been accepted into more than one Tournament and/or Age Division and who have not withdrawn from all Tournaments and/or Age Divisions other than the one they choose to play in, by 6:00 p.m. will be eligible to receive five USTA/Midwest Section suspension points. All players that comply with receive a refund of the tournament entry fee minus the TennisLink processing fee.
- 8 Days prior to the start of the tournament:
  1. All players who have been accepted into a Tournament may remain on the alternate list for other Tournaments or Age Divisions. However, players must decide by 6:00 p.m. EST whether they will play in the Tournament they were accepted into or whether they will remain on the alternate list of another Tournament and/or Age Division. All players who decide to play in the Tournament they were accepted into must notify by email the Tournament Director of each Tournament where they are on the alternate list that they no longer wish to remain on the alternate list. All players who decide to remain on the alternate list of another Tournament or Age Division, must notify by email the Tournament Director of the Tournament they were accepted into that they are withdrawing from the Tournament. No refunds will be available.

Players not accepted into a tournament may remain on the alternate lists of multiple tournaments. However, players on multiple alternate lists who are accepted into a Tournament must remove themselves from all alternate lists by notifying the Tournament Director by email immediately that they wish to be removed from the alternate list. Players who fail to do so will be eligible to receive five USTA/Midwest Section suspension points.

## 2014 USTA/Midwest Points Per Round Tables

FIC thru R16 with QF Playoff											
		% of MW Level 1 →	← Midway →	100%	← Midway →	52%	← Midway →	28%	14%	7%	
% of Champion	Player Results	Place	MW Level 2 /								
			Nat. Level 1	Nat. Level 1A	Nat. Level 2	Nat. Level 3	Nat. Level 4	Nat. Level 5			
100.0%	Champion	1	665	505	345	265	185	95	45		
85.0%	2nd Place	2	565	429	293	225	157	81	38		
76.0%	3rd Place	3	505	384	262	201	141	72	34		
68.0%	4th Place/SF2	4	452	343	235	180	126	65	31		
60.0%	QF Playoff Winner	5	399	303	207	159	111	57	27		
55.0%	QF Playoff Runner Up	6	366	278	190	146	102	52	25		
50.0%	QF Playoff Cons Losers	T7	333	253	173	133	93	48	23		
45.0%	FIC Champion	9	299	227	155	119	83	43	20		
42.0%	FIC Finalist	10	279	212	145	111	78	40	19		
39.0%	FIC SF		259	197	135	103	72	37	18		
36.0%	FIC QF		239	182	124	95	67	34	16		
33.0%	FIC R16		219	167	114	87	61	31	15		
30.0%	FIC R16 Qualifying (Consolation)		200	152	104	80	56	29	14		
27.0%	FIC R32		180	136	93	72	50	26	12		
24.0%	FIC R32 Qualifying (Consolation)		160	121	83	64	44	23	11		
21.0%	FIC R64		140	106	72	56	39	20	9		
18.0%	FIC R64 Qualifying (Consolation)		120	91	62	48	33	17	8		
15.0%	FIC 128		N/A	N/A	52	40	28	14	7		
0.0%	FIC 128 Qualifying (Consolation)		N/A	N/A	0	0	0	0	0		



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## 2014 USTA/Midwest Points Per Round Tables

FIC thru Quarterfinals											
	% of MW Level 1 →		100%	← Midway →	52%	← Midway →	28%	14%	7%		
% of Champion	Player Results		Place	MW Level 1	Nat Level 1	MW Level 2 / Nat. Level 1A		Nat. Level 2		MW Level 3 / Nat. Level 3	
100.0%	Champion		1	665	505	345	265	185	95	45	
85.0%	2nd Place		2	565	429	293	225	157	81	38	
76.0%	3rd Place		3	505	384	262	201	141	72	34	
68.0%	4th Place/SF2		4	452	343	235	180	126	65	31	
60.0%	FIC Champion		5	399	303	207	159	111	57	27	
55.0%	FIC Finalist		6	366	278	190	146	102	52	25	
50.0%	FIC SF		T7	333	253	173	133	93	48	23	
45.0%	FIC QF		9	299	227	155	119	83	43	20	
40.0%	FIC QF Qualifying (Consolation)			266	202	138	106	74	38	18	
36.0%	FIC R16			239	182	124	95	67	34	16	
32.0%	FIC R16 Qualifying (Consolation)			213	162	110	85	59	30	14	
28.0%	FIC R32			186	141	97	74	52	27	13	
24.0%	FIC R32 Qualifying (Consolation)			160	121	83	64	44	23	11	
21.0%	FIC R64			140	106	72	56	39	20	9	
18.0%	FIC R64 Qualifying (Consolation)			120	91	62	48	33	17	8	
15.0%	FIC 128			N/A	N/A	52	40	28	14	7	
0.0%	FIC 128 Qualifying (Consolation)			N/A	N/A	0	0	0	0	0	



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## 2014 USTA/Midwest Points Per Round Tables

FMLC, FRLC, FICS, Compass											
	% of MW Level 1 →			100%	←Midway→	52%	←Midway→	28%	14%	7%	
% of Champion	Player Results		Place	MW Level 1		MW Level 2 / Nat. Level 1A		MW Level 3 / Nat. Level 2		MW Level 4 / Nat. Level 4	
				Nat Level 1		Nat. Level 1A		Nat. Level 2			
100.0%	Champion		1	665	505		345	265	185	95	45
85.0%	2nd Place		2	565	429		293	225	157	81	38
76.0%	3rd Place		3	505	384		262	201	141	72	34
68.0%	4th Place/SF2		4	452	343		235	180	126	65	31
45.0%	Quarterfinalist		T5	299	227		155	119	83	43	20
36.0%	Reached R16		T9	239	182		124	95	67	34	16
28.0%	Reached R32		T17	186	141		97	74	52	27	13
21.0%	Reached R64		T33	140	106		72	56	39	20	9
N/A	Reached R128		T65	N/A	N/A		52	20	15	8	4
N/A	Per Consolation Match Won			30	28		25	20	15	8	4

Round Robin & Team Tournament										
% of Champion	Player Results	MW Level 2 /					MW Level 3 /			
		Place	MW Level 1	Nat Level 1	Nat. Level 1A	Nat. Level 2	Nat. Level 3	MW Level 4 /	MW Level 5	
		N/A	N/A	N/A	45	45	45	30	20	15
		N/A	N/A	N/A	45	45	45	30	20	15
		N/A	N/A	N/A	40	40	40	30	20	15
		N/A	N/A	N/A	40	40	40	30	20	15
		N/A	N/A	N/A	35	35	35	30	20	15
N/A	N/A	N/A	35	35	35	30	20	15		



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# 10 AND UNDER TENNIS EARNED ADVANCEMENT

[www.midwest.usta.com/EarnedAdvancement](http://www.midwest.usta.com/EarnedAdvancement)

## WHAT IS 10 AND UNDER EARNED ADVANCEMENT?

Starting in 2014, the USTA/Midwest Section will implement a revised tournament structure for players under the age of 11. This revised tournament structure allows for players to advance to various stages of the 10 and Under Tennis pathway as they show competency within each stage of play while making sure players compete using the age appropriate ball, racquet, and court size.

## WHY EARNED ADVANCEMENT?

Players should advance through the various stages with the understanding that this is not a race to the yellow ball, but a process rich in development opportunities at each stage. All children develop at different paces, whether physically, mentally, or emotionally. This new system is designed to accommodate these variations.

## BENEFITS OF EARNED ADVANCEMENT

Along with accommodating the progress of each child, the Earned Advancement system also provides the ancillary benefit of promoting goal setting. Learning to set goals is a beneficial habit for all players to develop at a young age. Earned Advancement encourages players to set quantifiable and achievable goals at each stage of the beginning of their Junior Tournament careers and will equip players with a goal setting mindset to carry throughout their lives.

## WHAT ARE THE STAGES OF 10 AND UNDER TENNIS?

10 and Under Tennis recognizes three stages of play based on players age and competency. The stages are Red Ball Tennis, Orange Ball Tennis, and Green Ball Tennis.

## RED BALL TENNIS TOURNAMENTS

Red Ball tournaments are played on a 36 foot court with red tennis balls and are a great way for players to begin competing. These non-elimination, single day tournaments focus solely on fun, development, and learning the game while helping players become acclimated with the look and feel of a tournament. There are no points per round associated with red ball tournaments, and no earned advancement required to participate in orange ball tournaments.

## ORANGE BALL TENNIS TOURNAMENTS

Orange Ball tournaments are played on a 60 foot court with orange tennis balls. Orange ball tournaments utilize a non-elimination format (e.g. Round Robin, Compass Draw). Players may advance to green ball tournaments by accomplishing any of the following requirements:

1. A player may advance on the first day of the month of the player's 10th birthday.
2. A player wins at least one (1) Designated Advancement Orange Ball Tournament.
3. A player participates in at least four (4) Designated Advancement Orange Ball Tournaments.

## GREEN BALL TENNIS TOURNAMENTS

Green Ball tournaments are played on a 78 foot court with green tennis balls. Just as players advance from orange ball tennis to green ball tennis, they must demonstrate their competency in green ball tennis before then can earn entry into yellow ball tournaments. Players may advance to the yellow ball stage of tournaments by any of the following:

1. A player may advance on the first day of the month of the player's 10th birthday.
2. A player wins at least two (2) Designated Advancement Green Ball Tournaments.
3. A player participates in at least four (4) Designated Advancement Green Ball Tournaments.
4. A player reaches the Quarterfinals of the USTA/Midwest Section Outdoor Closed Championship or the Semifinals of any USTA/Midwest Section Level 1 Tournament.

## GRANDFATHERED PLAYERS

Players who have competed and earned at least 20 USTA/Midwest Section ranking points as listed on any 2013 USTA/Midwest Final Ranking list are not subject to the rules and regulations detailed in the Earned Advancement system, regardless of their current age. These players are free to play any stage of 10 and Under Tennis Tournaments and may also play in older age divisions as well. A full list of grandfathered players for 2014 will be available in early January, 2014 at [www.midwest.usta.com/EarnedAdvancement](http://www.midwest.usta.com/EarnedAdvancement).

## 2014 USTA/Midwest Section Junior Sportsmanship Agreement:

The USTA/Midwest Section asks your cooperation in abiding by the rules and regulations as stated in the USTA *Friend at Court*. The rules and regulations are for players, coaches, and spectators. The following Point Penalties shall be imposed against a player for unsportsmanlike conduct during a tournament such as but not limited too:

- Unreasonable delays after the warm-up period, between points and when changing ends, and otherwise unreasonably delaying a match due to unsportsmanlike behavior;
- Audible obscenity;
- Visible obscenity;
- Violently, or with anger, hitting, kicking, or throwing a tennis ball or other equipment;
- Verbal or physical abuse of any official, opponent, spectator or other person;
- Coaching by a captain or any other accompanying person;
- Any unsportsmanlike conduct including disrespecting your opponent

As a parent or player, I agree to the following:

- **I WILL BE POSITIVE-** I will express support and encouragement for my child/player and his/her opponent.
- **I WILL RESPECT MY OPPONENT-** I respect my opponent for their skills and effort.
- **I WILL RESPECT THE TOURNAMENT STAFF-** I will give professional respect before, during and after the match to the tournament staff.
- **I WILL RESPECT OFFICIALS-** I understand that tennis has rules and regulations and the officials will enforce them to the best of their ability.
- **I WILL BE A GOOD SPORT-**By my example, I will teach my child/player good sportsmanship toward the opposing opponent and parents.
- **I WILL ACCEPT THE CONSEQUENCES IF I OR MY CHILD/PLAYER BEHAVES IMPROPERLY:**  
These consequences may include being told by the officials or tournament staff to leave the facility and/or my child may receive suspension points that could lead to my child being suspended from participating in junior tennis.

Name of Tournament: \_\_\_\_\_ Age Division: \_\_\_\_\_

Print Player Name: \_\_\_\_\_

Player's City: \_\_\_\_\_ ST: \_\_\_\_\_

Sign Player Name: \_\_\_\_\_

Print Parent/Coach/Chaperone Name: \_\_\_\_\_

Sign Parent/Coach/Chaperone Name: \_\_\_\_\_

Date: \_\_\_\_\_