



SOUTHWEST

USTA Southwest Adult Tournaments

Thank you for hosting and running a USTA Southwest Section 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 to keeping players and fans alike happy and ready to come back for more. And the hard work is rewarded in smiling faces and, long term, in the growth of the sport. Your contributions may often go unsung, but they are never unappreciated.

Running successful events, however, is no easy task. That is why we've created The Adult Tournament Director's Manual, which provides the tools necessary for tournament directors like you to deliver the highest-quality experience to your players, ensuring that they will want to come back to our sport again and again.

Please review the following rules & regulations regarding your tournament. Once you have read the entire Adult Tournament Director's Manual, please make sure to sign and return your Tournament Directors Contract.

For help with your tournament and more information please contact Liz Murrieta, the Adult Competitive Manager at 480-289-2351x102, or by email murrieta@southwest.usta.com

Requirements to Host a Sanctioned Tournament

Here in the Southwest Section, our mission is to improve tennis tournament retention and enjoyment. It is important that we, as a Section, provide tournaments where the players have a wonderful experience. **The heart of a successful tournament is customer service.**

Below is a list of **requirements** for tournament directors:

All Tournaments

- ALL participants of a USTA Southwest Sanctioned tournament must have a valid USTA membership to participate. Failure to comply may result in the Tournament Director's Tournament Sanction being reviewed
- Tournament Data Manager (**TDM**) must be used
- Awards will be presented to the 1st Place Winner and Finalist of the main draw
- Draws must be published through TDM/Tennislink within 48 hours of the scheduled start date to accommodate players that travel
- Desk staff, court monitors and other volunteers will be knowledgeable as to the format and general rules of the event
- Draws will be posted near the tournament desk and online. They must be updated regularly
- Courts will be inspected and their playable condition will be considered before the matches start
- Officials will be present (one per each site) for any tournaments with Age or Open Divisions. NTRP only tournaments do not require an official
- All tournament directors will be familiar with and follow USTA and Friend At Court regulations as applicable to their tournament.

Level 2 (L2) In addition to the previous requirements

- Score tenders will be used on each court
- Single sticks will be used for all singles matches

Level 1 (L1) In addition to the previous requirements

- Player social/ food amenities (i.e. lunch, happy hour, or other social event, etc.)
- Player gift- i.e. Tournament T-Shirt, towel, hat etc.

Recommendations to Host a Successful Tournament

- Entry fee is recommended to be no more than \$50.00 for singles and \$33.00 for doubles unless the tournament is offering prize money
- It is recommended that L1 events offer prize money
- It is highly recommended that if a tournament director allows players to register past the posted deadline a late fee of no less than \$10.00 will be imposed to that player and the posting of draws will not be held past the 48 hours deadline to accommodate players attempting to register late

Take pride in hosting a sanctioned tournament! This is your time to get creative as well as competitive with other tournament directors in your District and Section!

Events/ Divisions

For all L1 and L2 tournaments the following divisions must be offered:

- Age divisions starting at 35 years old and ending at 85 years old
- Open division's must be offered for at least Men's and Women's Singles.

For L3 Tournaments divisions offered will be left up to the tournament director's discretion.

Draw Types:

It is recommended that for divisions with up to 5 players, the round robin format be used.

For divisions with more than 5 players, the draw format/type will be at the tournament director's discretion consistent with approved formats/draw types found in Friend at Court.

All draws must be posted online within 48 hours of the scheduled start date to accommodate players that travel.

Match Format:

It is recommended that for all tournament matches shall be the best of two tie-break sets with a match tie-break in lieu of the third set. Regular Tie-break format will be used in all tie-breaks.

Balls:

Any USTA approved ball may be used for tournament play. For tournaments with court surface other than hard court and for those playing at higher altitude, the type of ball needs to be adjusted accordingly.

Tournament Fees:

Entry fee is recommended to be no more than \$50.00 for singles and \$33.00 for doubles unless the tournament is offering prize money, then fees may be increased accordingly.

It is highly recommended that if a tournament director allows players to register past the posted deadline, a late fee of no less than \$10.00, will be imposed to that player and the posting of draws will not be held past the 48 hours deadline to accommodate players attempting to register late.

Dress Code:

Per the Southwest Section Dress Code:

All players are required to wear appropriate tennis attire. Cut off shorts, bare midriffs, compression shorts & tights (alone), or any other attire that is simply recreational and not tennis oriented is not acceptable.

Awards:

Awards will be presented to the 1st Place Winner and Finalist of the main draw for each division offered.

It is recommended (but not required) for L1 tournaments that prize money be offered to the 1st a Place Winner and Finalist for each division offered.

Officials

Sanctioned tournaments are **required** to have a certified referee and at minimum 1 per site.

Seeding

The number of players seeded shall equal a power of two (for example 2, 4, 6, 8, 16). The maximum ratio of players seeded shall be one in three except that any draw may have two seeds. (From Friend at Court)

Remember there should never be an odd number of seeds

The number of seeds is as follows: Draw Size	# of seeds
Up to 11 players	2 seeds
From 12 -23 players	4 seeds
From 24-47 players	4 or 8 seeds depending on player information
From 48-95 players	8 or 16 seeds depending on player information
96 players plus	16 or 32 seeds depending on player information

USTA Southwest Section Adult Level 1 and Level 2 tournaments are to be seeded by the Section Seeding Committee. All other tournaments can be auto seeded through TDM.

Suspension Rules:

The SWS Suspension Point System will be in effect at all sanctioned adult/senior tournaments in the section and will be used in all singles and doubles matches (main draw and consolation). Persons authorized to file suspension point reports with the referee or Adult/Senior Competitive Coordinator (ASCC) are: tournament committee members, deputy referee, on court umpires, and the ASCC. All of the above persons will report only on violations personally witnessed by them. Reports will be submitted to the tournament referee and the ASCC. Reports should be sent within 48 hours of the completion of the tournament. Any reports received more than 30 days after the completion of the tournament will not be considered.

Violation Type	Violation Code	Violation	Suspension Points
Code Violations	A1	Each code violation (point, game, or default) except that players who receive code violations because of delay immediately after a medical timeout or because of delay immediately after a medical timeout	2
Defaults*	D1	Default for flagrant unsportsmanlike conduct on or off court	8
Defaults*	D2	Default for refusal to play or continue to play (for reasons other than illness, injury, or personal circumstance)	5
Defaults*	D3	Default because of an adult discipline	5
Defaults*	D4	Default for no-show	5
Defaults*	D5	Default for late arrival	1
Defaults*	D6	Disqualification for ineligibility	3
Gross Misconduct	G1	Physical violence against another person on or off court by a player, relative, coach, or other person associated with a player	10
Gross Misconduct	G2	Illegal use or possession of drugs	8
Gross Misconduct	G3	Possessing or drinking alcoholic beverages	8
Gross Misconduct	G4	Gambling activity (see USTA Regulation IV.C.19.)	8
Gross Misconduct	G5	Destruction of property	8
Improper Entry or Withdrawal	E1	Being entered when entries close in two or more sanctioned tournaments scheduled to overlap unless each Tournament Committee approves the multiple entries in writing	5
Improper Entry or Withdrawal	E2	Withdrawal from tournament after entries closed for reason other than injury, illness, personal circumstance, or previously authorized entry into another tournament	4
ITF Suspension Points	J1	Each suspension point assessed at ITF tournaments and USTA International Tournaments becomes one suspension point under the USTA Suspension Point System	1
Playing Under Suspension	H1	Playing in any sanctioned tournament while suspended by USTA or one of its Sectional Associations	10
Unsportsmanlike Conduct	F1	Unsportsmanlike conduct or inappropriate conduct off court at locations such as the tournament site, hotel, housing, or tournament sponsored event	5
Unsportsmanlike Conduct	F2	Not using best efforts to win	2
Unsportsmanlike Conduct	F3	Unsportsmanlike conduct or inappropriate conduct on court after a match that would have resulted in a code violation had it occurred during the match	2

Tournament Home page

TDM Homepage- Please include the following information on the tournament home page using messages in TDM.

- Match format to be used
- Time, date and place of open draw
- Hotel information if tournament draws from out of town
- Site abbreviation explanations and directions (Example, PTC – Phoenix Tennis Center)
- Awards that are provided
- Dress code
- Selection process;
- Relevant information about the sites including hours if they are closed the day before the tournament or do not open early enough for warm up
- List practice courts near the sites, if applicable
- Withdrawal Policy

TDM Miscellaneous

Tournament Results- Please make sure you enter all tournament results in a timely and accurate manner into TDM.

Tournament Email Addresses- You can use the email addresses in TDM to send out information about the tournament to your players.

Follow these instructions:

1. Pick a previous tournament where you had a lot of participants.
2. Go to reports, then report wizard
3. Add the email address field to the report
4. Click “next” several times and then click “finish”. It’ll take a second but the report will pull up
5. Click on Export and then choose CSV. This will pull up the information in excel
6. Cut and paste the email address column into an email under the Blind Copy (Bcc). Once you get your cursor out of the box it will fix the email address so they have semi colons in between,
7. You can repeat this using another tournament in your TDM, Any duplicates will be merged after you paste them into an email.

Please do not add a player to TDM Manually or before they have a USTA Number. You will know the player has been inputted wrong if you see a red exclamation point next to them. If you need to add a player into TDM, please use “add player” under the player’s box on the events page. This locates the player and finds their USTA number. A red exclamation point next to a layer means that there is no USTA number associated with the player. For all sanctioned tournaments all players must have a valid USTA number in order to participate in the tournament.