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Reference Guide

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|--|--|
| 1.) USTA Regulations: <u>Friend at Court</u> | PDF On-line at USTA.com |
| 2.) TDM and Sanction Form Questions & Problems | Linkteam@USTA.com
1-800-603-3138 (emergencies) |
| 3.) Weekend Emergency Contact (L1s & L2s) | Bonnie Vona, 703-340-0889 |

Section Office Competitive Department

Rich Allen, Competitive Assistant	Ph. 703-556-6120, Ext 19 Email Allen@mas.usta.com
Bonnie Vona, Manager Competitive Tennis	Ph. 703-556-6120, Ext 17 Email Vona@mas.usta.com
Section Office	Ph. 703-556-6120 Fax 703-556-6175

District Contacts

Rob Issem, Virginia Tournament Coordinator	800-229-3166 office, 540-537-4896 cell Email Rob@Virginiatennis.com
Jeff Fowle, Maryland Tournament Coordinator	Ph. 301-792-0238 Email Fowle@mas.usta.com
Willis Thomas, Sr., Washington DC Coordinator	Ph. 202-726-4044 Email wthomas@WTEF.org

TOURNAMENT TENNIS

Junior Competition

In this division of the Mid-Atlantic Section office, we work closely with the District Offices and the Tournament Directors on the following:

- ◆ Frequent communication regarding all pertinent issues
- ◆ Timely response of requests on all tournament issues
- ◆ Prompt recording and uploading of results
- ◆ Notification on the cancellation or change in tournaments/schedule
- ◆ Weather related questions
- ◆ Assistance with TDM or Sanction Form problems / questions
- ◆ Discipline and Grievance concerns
- ◆ Changes in Draws/ Alternates/ Seeds
- ◆ Tournament Schedule

A majority of players contact the Section office when tournament results are missing from their player records. We are frequently the first line of assistance for any level of tournament. Our main goal is to provide a consistent, positive tournament experience for our junior players. We want them to have the best opportunity to excel and to love the sport for the rest of their lives.

The MISSION of the USTA is simple and clear:

“To promote and develop the growth of tennis”

This Mission Statement serves as the guiding principle for all activities of the United States Tennis Association as well as the inspiration and motivation for all who volunteer their effort and expertise.

The USTA has identified five CORE VALUES which constitute the fundamental beliefs of the organization:

Integrity: The USTA is committed to the highest standards of integrity, honesty and ethics.

Inclusiveness: The USTA actively seeks all people who play, watch, support, and/or enjoy the game of tennis into its events, programs, membership, leadership, and activities on a non-discriminatory basis.

Excellence: The USTA continually strives for excellence and is dedicated to providing outstanding service and value.

Commitment & Teamwork: The USTA is committed to its mission and believes that mission can best be achieved through the efforts of volunteers, staff and strategic partners working as a team.

Accountability: USTA staff and volunteers accept responsibility for how their actions support the USTA Mission.

Pre-Tournament Checklist

****A General Guideline for Your Tournament****

One Year

- Obtain approval of sanction via on-line online sanction form
 - 'Copy' previous tournament *or* 'create 'New' tournament
 - Hint: *Organization Membership **must** be current through the dates of the tournament
- Pay sanction fees
- Review all tabs in the Sanction form to insure your information is correct

6 Months

- Contact sponsors
- Prepare a preliminary budget
- Review tournament specific regulations
 - Check with the Section for new formats or rules

3 Months

- Determine number of courts to be used (estimate from previous years or similar events.
- Confirm that enough courts are available for the event
- Calculate/order the number of balls needed

1-2 Months

- Organize a tournament committee
- Recruit/Schedule the USTA referee
- Recruit roving officials or Court Monitors
- Secure key volunteers & site directors
- Notify the media of your event
- Check awards and balls order

At the Deadline

- Complete batch entry of any players that did not register online
- FOR L1 and L2 JUNIOR TOURNAMENTS: Contact the Mid-Atlantic Section
 - Notify office of withdrawals or Batch Entry players
 - Selection and Seeding is completed by the Section Office
- Download completed entrants into TDM
- Complete draw and Schedule Matches
- Publish Draws to the internet

Week of Tournament

- Touch base with the referee
- Contact site directors and volunteers
- CHECK FACILITIES!

First Day of Tournament

- BREATHE DEEPLY
- Smile

Immediately After the Tournament

Notify media of results

Complete draws & upload by Monday evening

Notify the Section Office of any corrections ASAP

Submit Tournament Packet Forms and fees to:

Tournaments

USTA/Mid-Atlantic

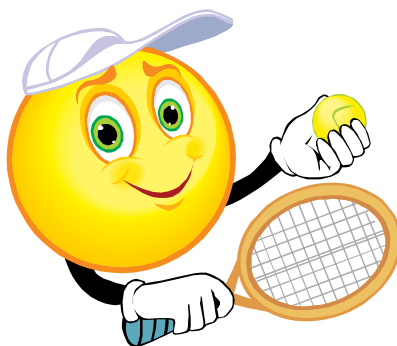
14110 Isaac Newton Square N, Ste. 270

Reston, VA 20190

Thank all volunteers, co-sponsors or providers of facilities, and any others who contributed to the success of the tournament.

*Player points are based on the Level of the tournament and the draw format. For L1 and L2 events, you **MUST** use the format required by the Section, as listed in the 2010 Junior Rules.

*Points and Bonus points are awarded according to the match results. Please record these carefully, especially Retirements; Withdrawals and Walkovers.



Duties of the Committee Members

Specific information on the responsibilities and duties of the Tournament Committee Members can be found in the **Friend at Court (FAC)**, the USTA Handbook of Tennis Rules and Regulations. Following is a general description of duties. For more details, please refer to the FAC.

Tournament Chairperson

The Tournament Chairperson is the head of the Committee. This person is the official representative of the Organization Member's Tournament Committee to the USTA Mid-Atlantic Section. Usually, the organization submits its sanction application through the Tournament Chairperson. In most tournaments, the Chairperson is also the Tournament Director.

Tournament Director Duties

The Tournament Director is responsible for all administrative details. Duties of the Director include, but are not limited to:

- Act as Deputy Referee for TDM work (see Referee Duties);
- Recruiting and training volunteers for the following:
 - Registration desk
 - Tournament desk
 - Entering and posting match results
 - Reporting results to the District and/or USTA Mid-Atlantic Section
 - Notifying players of match times
 - Notifying media

Referee Duties

The Tournament Referee is responsible for 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 is responsible for assuring that the competition is fair and played under the ITF Rules of Tennis and the USTA Regulations.

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

- Before the tournament:
 - Conduct or supervise the making and scheduling of all event draws assisted by at least one other committee member, or appoint a Deputy Referee to assist with the entire process and, where appropriate, to make substitutions in the draw.
 - Recruit officiating team or coordinate with Tournament Director or local officials association to recruit umpires for each site.

During the tournament:

- Default players for just cause
- Rule on appeals from defaulted players
- Suspend or postpones matches, if necessary
- Determine who may enter the playing area
- Change the scoring system for the matches in case of delay
- Cancel events, if necessary
- Determine the ball change pattern
- Decide points of law
- Replace and rotate linesmen
- Supervise roving umpires / monitors whose duties shall include:
 - Measure the net at the beginning of the day and appropriate times throughout play
 - Enforce warm-up times
 - Call foot faults or deal with any infractions so as not to disturb neighboring courts
 - Resolve scoring disputes

After the tournament:

- Review and sign:
 - Tournament complaints and grievances (may also be signed by the Tournament Director)
 - Code violations issued by any official
 - Incident reports

Tournament Appeals Committee

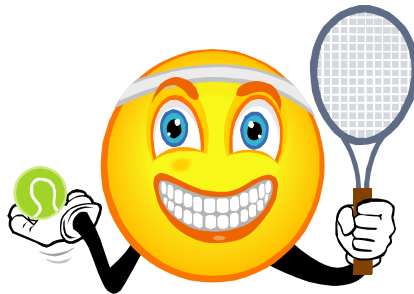
The Tournament Committee shall appoint a Tournament Appeals Committee to decide player appeals of the Referee's disqualification or unilateral default of a player. The Tournament Appeals Committee shall be comprised of at least two members.

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.

Players have ONE appeal per ruling. They may appeal questions of law only, not questions of judgment. If a Roving Umpire makes a ruling on-court, the player may appeal to the Referee. If a Referee makes a ruling, the player may appeal to the Tournament Appeals Committee. The Tournament Appeals Committee ONLY acts on decisions made by the Referee.



Let's Play!

All participants have been confirmed. Draws are made. Matches are scheduled and posted. **BUT BEFORE the FIRST MATCH**, you must have your sites prepared! Please review this section for **EVERY TOURNAMENT** to be sure that you have covered **ALL ASPECTS** of play.

REMEMBER: Players are your **CUSTOMERS!**



FACILITY PREPARATION

Most Mid-Atlantic tournaments are large multi-site events. Few Tournament Directors have the luxury of using one facility, completely under their control, for every match. When you reserve courts for the tournament, be aware of the capabilities and limitations of each facility.

LIABILITY: Although players may sign a *Waiver of Responsibility*, **ANY NEGLIGENCE ON THE PART OF THE TOURNAMENT MAY COME UNDER QUESTION IN A COURT OF LAW.**

DO YOUR PART – CHECK THE SITES!

Before the day of the tournament, a committee member, assistant or volunteer should visit each site.

CHECK the FACILITY:

- BATHROOMS!!!!
 - CLEAN!
 - EQUIPPED!
 - RUNNING WATER!
 - UNLOCKED!
- DRINKING WATER!
- ICE
- SQUEEGEES?
- LIGHTS
- Brooms for sweeping the courts
- Desk or Set Up Area for the Site Director
- Courtside benches or chairs

CHECK the COURTS:

- Clean enough to play
 - NO GLASS, LEAVES, MOLD
- Surfaces are fairly even
- CRACKS are not dangerous to players
- LIGHTS on the COURT
- Fences are upright
- Gates are safe
- Water Coolers (if allowed)

CHECK the NETS:

- Free of Holes
- Center Strap
- Tied to the poles
- Can be adjusted
- Singles Sticks

BE PREPARED:

Tournament Directors may want to have a supply of equipment available:

- Net Straps
- Safety Pins
- Tie Wraps
- Masking or Electrical Tape
- Brooms
- Extra Squeegees
- Toilet Paper
- Paper Towels
- Ice Chests
- Water Coolers
- Folding Tables and Chairs

Think ahead. What would you suggest?



Site Directors have to 'put up' with many difficult conditions: bad weather; upset players; bossy parents; long hours are just a few of the situations they may encounter. However, please remember:

Players are our Customers

Planning ahead makes the Site Director's job easier and more pleasant. Being prepared means they can quickly respond to the player's needs.

Always remember to SMILE!



TOURNAMENT DESK

The Tournament Desk is the Heart and Soul of the Event. It must remain organized and staffed with knowledgeable individuals throughout the tournament.

MAIN DESK AREA SET-UP:

- Table and Chairs
- **VISIBLE CLOCK!**
- Phone Access
- Emergency Numbers
- Friend at Court
- Paging System
- **First Aid Kit**
- A place for used Balls
- A place to POST DRAWS FOR VIEWING BY PLAYERS!

THE SITE DIRECTOR'S KIT!

- **MATCH CARDS**
- **DRAWBOOKS**
- **CONTACT NUMBERS FOR OTHER SITES**
 - Families and coaches may be playing at multiple sites and need to check on other players
 - Site Director may need to confirm a result from another site
 - Referee may be at another site
- **COURT CHART**
 - Some way to indicate which courts are in use
 - Court Pins
- **Maps to other sites**
- **Player Information Sheet**
- **Lots of Pens & Pencils (often available from the SPONSOR!)**
- **Tape, Tacks, Stapler**
- **Tournament Specific Information such as:**
 - Scoring to be used
 - How many balls to give
- **Grievance Forms**
- **Point Penalty Forms**
- **Posters and Notices from the Mid-Atlantic Section**
- **Sponsor Posters**
- **SNACKS AND DRINKS FOR THE SITE DIRECTOR**

TOURNAMENT DESK DUTIES

Depending on the number of players at a site, the Tournament Director may want to set up separate areas for Registering, Checking In, Reporting Scores and/or Consolation.

REGISTRATION

- Hand out Tournament Packets, which may include:
 - Copy of Draw
 - Player Information Sheet
 - Flyer from Sponsor
 - Map
 - Area Restaurant/Hotel Guide
 - Tee Shirt or Sponsor Gift
- Signs up player for social event

CHECK IN PLAYERS (for play)

- Indicate when player is READY TO PLAY
 - Shoes on
 - Been to Bathroom
 - Has racquets
 - Has wate
- Remind players to listen for match to be called

ANNOUNCES MATCHES TO BE PLAYED

- Notes when courts becomes available
- Calls players assign court
- Starts the Clock
- Assesses Penalties for Late Players under the Point Penalty System
 - Confirm with Referee
- May default player based on the Point Penalty System
 - Should be confirmed with Referee
- Assigns Courts
 - When available
 - First Come, First Served
 - **Keep anticipated Problem Matches Nearby**
- **INFORMS OPPONENTS OF MATCH SPECIFIC INFORMATION**
- **SCORING FORMAT**
- **WARM-UP TIME**
- Same Balls for Whole Match? Or New Balls for 3rd Set
- Reminds Players to find a roving umpire or come to desk if there is a problem on court
- **REMINDS BOTH PLAYERS TO RETURN TO THE DSK FOLLOWING THE MATCH!**

RECORDS MATCH RESULTS

- Indicates winner and score
- Records Match Results on the Draw
- **GIVES BOTH PLAYERS NEXT MATCH TIME**

GAME, SET, MATCH

Once you have called the first match:

- Be aware of upcoming matches
- Record results promptly
- Upload results frequently via the Internet



PROPERLY RECORD DEFAULT/RETIREMENTS AS FOLLOWS:

1. **“WITHDRAWAL”** is recorded if a player pulls out of the tournament before play begins and player is not replaced in the draw:
 - a. Illness – Wd (ill)
 - b. Injury – Wd (inj)
 - c. Personal emergency – Wd (em)
 - d. Tournament Administrative Error – Wd (tae)
 - e. Both players withdraw – Wd/Wd
2. **“DEFAULT”** is used when:
 - a. Without notice, the player fails to show up for a scheduled match – Def (ns)
 - b. The Referee defaults the player for refusal to play or continue to play a match - Def (ref)
 - c. The Referee defaults a player do to the Point Penalty System – Def (pps)
3. **“RETIREMENT”** is recorded when a player is unable to finish a match that has already started due to:
 - a. Injury – Ret (inj)
 - b. Illness – Ret (ill)
 - c. Personal Emergency – Ret (em)
4. **“WALKOVER”** occurs when a player has already played a match in the event and is unable to play a subsequent match because of:
 - a. Injury – Wo (inj)
 - b. Illness – Wo (ill)
 - c. Personal Emergency – Wo (em)
 - d. Tournament Administration Error – Wo (tae)

For additional guidelines, see **Friend at Court**.



MID-ATLANTIC

USTA/MID-ATLANTIC SECTION

PLAYER WITHDRAWAL FORM

Player's Name _____ Date _____

Address _____

Phone _____

Tournament _____

Age Group (Please check appropriate box and circle category)

Boys/Girls 12s Boys/Girls 14s Boys/Girls 16s Boys/Girls 18s

Round (first or subsequent) _____

Player's name you defaulted to _____

Reason for withdrawal/default _____

Signature _____

To be submitted within 10 days to:

USTA/Mid-Atlantic Section
Attn: Manager, Player Development
14110 Isaac Newton Square N, Ste. 270
Reston, VA 20190



MID-ATLANTIC

USTA/MID-ATLANTIC SECTION

CODE OF CONDUCT REPORT

Player's Name _____

Tournament & Age Group _____

Tournament Location _____

Date of Infraction _____

Violation:

Point

Game

Default

Description of Violation:

Referee's Signature _____

Date _____

Player's Signature _____

Date _____

Each violation incurs a PPS penalty.

Complete and return within 10 days of completion of tournament to:

USTA/Mid-Atlantic Section
Attn: Manager, Player Development
14110 Isaac Newton Square N, #270
Reston, VA20190



MID-ATLANTIC

Send Checks to:
Attn: Bonnie Vona, Manager Competitive Tennis
USTA/Mid-Atlantic Section
14110 Isaac Newton Square n, Ste. 270
Reston, VA 20190

Thank you for supporting Mid-Atlantic Tennis!

USTA/MID-ATLANTIC PLAYER FEE INVOICE

TOURNAMENT _____

TOURNAMENT SITE _____ STATE _____

TOURNAMENT DATES _____

TOURNAMENT DIRECTOR _____ PHONE (____) _____

Table with columns for MEN, WOMEN, B, G categories, SINGLES, DOUBLES, # PLAYERS, and # TEAMS. Includes rows for ages 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85 and a TOTAL row.

TOTAL ENTRIES _____
TOTAL X \$2 = \$ _____

MAKE CHECK PAYABLE TO "USTA/MAS"



MID-ATLANTIC

Tournament Director:

At the end of the year, the USTA/Mid-Atlantic section will choose a male and female junior and adult sportsman of the year. We need your help as the Tournament Director to nominate a player in each age division at your tournament for this award. You may want to consult your referee for your nominee choices as well.

Please mail your nominees to the USTA/Mid-Atlantic Section office. Your nominations must include detailed supporting information as to why they should be considered for the awards.

Thanks for all your help.

Name of your tournament: _____

Date of tournament: _____ Age Division: _____

Tournament Director: _____

Comments:



MID-ATLANTIC

Tournament Evaluation

TOURNAMENT NAME: _____

Location: _____ Date: _____

Age Groups & Events Offered: _____

Events Entered: _____

Are You Able To Access The Internet? Yes No

HOW DID YOU FIND OUT ABOUT THE TOURNAMENT?

USTA Website | MAS Handbook | Direct mailing from Tournament Director | Flyers

Other: _____

DRAW EXPERIENCE—CHECK ALL THAT ARE APPROPRIATE

Participants & draws posted on internet prior to beginning of tournament | Time of 1st match posted on internet

Daily update of draws on internet | Notification of time of 1st match via phone/mail

DID TOURNAMENT OFFER?

Consolation 1st Round 1st Match Sgls Dbls

Feed-in Consolation Sgls Dbls | Playoff for 3rd/4th: Sgls Dbls

If There Were 5 Or Fewer Teams/Players, Was There A Round Robin? Sgls Dbls

Other _____

*Please rate each of the following aspects of the tournament from 1 to 10, Y or N, or N/A (if not appropriate).
1 indicates not acceptable and 10 indicates outstanding quality.*

SCHEDULING AND DISPATCHING OF MATCHES

- ___ Sufficient courts dedicated to tournament matches
- ___ Practice courts
- ___ Barring weather, were matches spaced realistically?
- ___ Timely posting of scores on tournament drawsheets

HOSPITALITY AND AMENITIES

- ___ Snacks, fruit, water available
- ___ T-shirts
- ___ Information on local lodging and restaurants
- ___ Prize Money
- ___ Other: _____

COURTS

- ___ Court maintenance and safety
- ___ Water on every court
- ___ Scorecards on courts
- ___ Singles sticks
- ___ Viewing of matches

TOURNAMENT OFFICIALS

- ___ Tournament Director available onsite
- ___ USTA Referee onsite for duration of tournament

WILL YOU PLAY IN THIS TOURNAMENT AGAIN?

___ YES ___ NO (*Please comment below*)

ADDITIONAL COMMENTS:

PLEASE MAIL TO:
 USTA/Mid-Atlantic Section
 ATTN: Tournaments
 14110 Isaac Newton Square N,
 #270
 Reston, VA 20190
 or
 Fax: 703-556-6175
 ATTN: Tournaments

SIGNATURE

PRINTED NAME

2011 CHALLENGER & CHAMPIONSHIP REQUIREMENTS

- 1.) Each tournament must have a certified official *and* at least 1 site director
- 2.) All singles matches are 2/3 Tie-Break sets
- 3.) All doubles matches are 8-game pro-sets, tie-break at 8 all (1st to 7 by 2)
- 4.) A play-off for 3rd / 4th place is held in singles and doubles
- 5.) Doubles partners are required to register together online
- 7.) Selection and Seeding is completed by the Mid-Atlantic Office
- 8.) Standardized trophies will be given (Section will contact the Tournament Directors with the choices)
- 9.) Entry fee of outdoor tournaments is \$65.
- 10.) Entry fee for Indoor tournaments is \$70