



TENNESSEE

USTA Tennessee Tournament Director Manual





TENNESSEE

Dear Tournament Directors, Organizations, & Tournament Staff:

This Tournament Director Manual was produced by USTA Tennessee to assist individuals in running USTA sanctioned tournaments. Although it does not cover every aspect of hosting tournaments, we hope that it is a useful and helpful reference. Updates to the manual will be made periodically throughout the year.

The staff at USTA Tennessee, would like to thank you for hosting tournaments at your facility. Our goal is to provide the necessary assistance to tournament directors in order to conduct the best event possible. If you have any questions, comments, or would like any additional information, please call or email the USTA TN office.

Sincerely,

Lowell Coffman, Tournament & Competition Coordinator

Emilie Buzhardt, Director of Adult Tennis

Table of Contents:

Section 1:

Tournament Committee.....	5
Chairperson Duties.....	5
Tournament Director Duties.....	5
Referee Duties.....	6
Tournament Appeals Committee.....	7
Tournament Check List.....	7

Section 2

Determining # of Matches.....	9
Tournament Seeding.....	10
Placement of Seeds in a Draw.....	11
Placement of Byes in a Draw.....	11
Making the Draw.....	11
Consolation Draw Formats.....	11
Limited Draws.....	12
Late Entries.....	12
Withdrawal of Players.....	12
Retirements, Defaults, & Walkovers.....	12
Omitted Players.....	12

Section 3

Scheduling Matches.....	14
Estimating Length of Matches.....	14
Rest Periods & Daily Limitations.....	15
Rain & Refund Policy.....	16

Section 4

Number of Courts Required.....	18
Facility Preparation.....	18
Tournament Budget.....	18
Tournament Desk Set-Up.....	19
Tournament Desk Duties.....	19

Section 5

Point Penalty System.....	21
Medical Time Out & Bleeding.....	21

SECTION 1:



- 🎾 **Tournament Committee (Level 1-4)**
- 🎾 **Chairperson Duties (Level 1-4)**
- 🎾 **Tournament Director Duties (Level 1-7)**
- 🎾 **Referee Duties (Level 1-6)**
- 🎾 **Tournament Appeals Committee (Level 1-3)**
- 🎾 **Tournament Check List**



TENNESSEE

Tournament Committee – Required/Recommended for Level 1-4

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. These members will be:

- i. **Chairperson** - Responsible for all tournament administration prior to the start date of the tournament, choosing a Tournament Director and creating a Tournament Committee.
- ii. **Director** – Assumes the duties of the Chairperson in Level 5-7 tournaments. Responsible for the administrative details for the tournament, staffing the Desk, operating Serve Tennis, procuring tennis balls, awards, and officials for the tournament.
- iii. **Referee** – Responsible for enforcing the Rules of Tennis. Supervise all aspects of play during the tournament. Final responsibility on draws & match schedules, player/coach/parent conduct.

Please note that the Tournament Director may assume the duties of the Tournament Referee in 10-and-Under, Junior Circuit, Level 7, WTN and Unsanctioned events.

Duties of the Committee/Chairperson or Tournament Director:

- ✓ 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
- ✓ 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 Associates, and State/District Associates.

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

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

-Recruiting and training of all volunteers for the Registration Desk, Tournament Desk, and Posting Results to the internet.

Referee Duties

The Tournament Referee is also a USTA certified official and 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 in Level 1-4 events.
- The Referee, assisted by at least one, preferably two, Tournament Committee members makes the draw publicly at the time and place specified by the Committee in Levels 1-2.
- The Referee and/or Tournament Director 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 their Professional Judgment in all situations not specifically covered by the Rules of Tennis or USTA Regulations.

Referee Responsibilities During a 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
- Control Spectators
- Help resolve scoring disputes by using the following options:
 - Counting all points and games agreed upon by the players, with only the disputed points or games being replayed
 - Playing from a score mutually agreeable to all players

Referee Responsibilities After a Tournament: The Referee's responsibilities at the conclusion of the tournament include:

- Reviewing Serve Tennis results and forwarding any Sportsmanship complaints and point penalties issued by an official
- Forwarding the names of any Sportsmanship winners to the USTA Tennessee Director of Junior Competition

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. The Referee, Deputy Referee, and umpires may not be members of this committee. 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. The Tournament Appeals Committee may meet in person, by conference telephone call, or by other means that will facilitate a prompt decision.

Tournament Check List

At least 10-12 Weeks Before the Tournament

- Set up tournament in Serve Tennis using Online Sanction Form (at least 2 months prior to the tournament)

8-10 Weeks Prior to Entry Deadline

- Location & Additional Sites Confirmed/Secured
- **Post Messages to Tournament Website**
 - Timeline (important dates: when seeds, draw, schedule will be posted)
 - Sites and Directions to Sites
 - Tournament Hotels
 - Balls Used for each Age Division
 - Scoring Format (tiebreak for third set in MD/BD, doubles)
 - 10U Information if held (court length, racket length, ball color, scoring format)
 - Tentative Schedule (for example, 1 day event for 10U, and unless draws are large, play will be Sat. & Sun. starting at what time and with singles/doubles?)
 - Options for Inclement weather
- Marketing (postcards, flyers, tournament website etc.)
- Secure a Referee & Officials as necessary
- Get Volunteers, if possible, to assist with tournament (desk, 10U scoring, etc.)
- Balls (order from vendor, local company, etc.)
- Awards/Trophies, Player Gift (T-shirt, Towels, etc.)
- Inspect Tournament Tennis Courts for safety and quality. Repair or replace any items that are not safe/presentable (Nets, Net straps, Fencing/windscreens tied down, Garbage bins)

3-14 Days Before Tournament Begins

- Prepare for 10U/8U Division (Orange/Green balls, temporary lines, extra rackets, court monitors)
- Prepare for inclement weather options
- Seed after entries close (based on USTA Seeding Procedures)
- Use Serve Tennis to make the draw and schedule with Referee
- Upload the Draw and Schedule no less than two days (48 hours) before the tournament begins



TENNESSEE

During the Tournament

- Educate parents and players & be friendly/welcoming
- Post results each night (during day preferably)
- Update Serve Tennis via email and text to inform parents/players/coaches if changes in schedule occur (due to weather, etc.)

After the Tournament

- Post final results from tournament
- Forward Sportsmanship winners to USTA TN Director of Junior
- Pay Administration Fee within 3 days of receiving the invoice

Section 2:



- **Determining Number of Matches**
 - **Tournament Seeding**
- **Placement of Seeds & Byes in a Draw**
 - **Making the Draws**
 - **Consolation Draw Formats**
 - **Limited Draws**
 - **Late Entries**
 - **Withdrawal of Players**
- **Retirements, Defaults, & Walkovers**
 - **Omitted Players**

Section 3:



 **Scheduling Matches**

 **Estimating Length of Matches**

 **Rest Periods & Daily Limitations**

 **Rain & Refund Policy**

Section 4



Number of Courts Required for a Tournament

 **Facility Preparation**

 **Tournament Budget**

 **Tournament Desk Set-Up**

 **Tournament Desk Duties**

Section 5:



 **Point Penalty System**

 **Medical Time-Out & Bleeding**