USTA Southern Jr. L5 Tournament Director Manual

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USTA Southern Tournament Director Manual

Tennis usta.

USTA SOUTHERN

Applicable to Jr. National L5 Open Sanctioned Tournaments

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USTA Southern Junior Level 5 Tournament Director Manual

Introduction
This Manual is a reference guide outlining what is required and what is recommended for hosting Level 5 Open Sanctioned events. It provides all relevant information in one place to ensure consistency and clarity.
The goal of this document is to provide all relevant information for hosting Level 5 Tournaments in the Southern Section and to provide clear and consistent information to be followed.
This manual includes:

- Mandatory Procedures
- Best Practices
- Useful Tools and Resources
- Level 5 Rules and Regulations

Sanctioning and Scheduling
Level 5 Sanctioning

- Each State Association is responsible for selecting Level 5 Tournaments.
- Bids are awarded for one year at a time.
- States will submit their proposed Level 5 Tournament calendar to Southern for approval.
- The Southern Committee is responsible for approving the schedule sent by Google form from States before tournaments are awarded.
- The Southern Committee reviews:
    - Past participation numbers
    - Tournament evaluations
    - Number of courts available
    - Conflicting tournaments (Within 150 miles of each other)
- The Tournament Schedule is finalized by October of each year.

Pre-Tournament Planning

Tournament Committee
Every Level 5 Tournament must have a Tournament Committee responsible for supervising all administrative details.

Committee Composition:

- Tournament Director
- Referee
- One additional appointed member (minimum)
- Additional members may be added as needed

The Committee Should Discuss:

- Special events and activities during the tournament
- Publicity and promotion
- Volunteer coordination
- Tournament Logistics
- Sponsorships and fundraising
- Budget and finance

Budget and Finance

- Build a budget early.
- Include:
    - Entry fees
    - Staff
    - Player amenities
    - Administrative costs
- Entry fees are set by the Southern Section based on court surface.
- Level 5 Tournaments may use any USTA approved ball.

Serve Tennis / Safe Play

- Serve Tennis is the USTA's official tournament management system.
- All information, seeding, draws, and results must be submitted through Serve Tennis.
- All staff working must be Safe Play approved through the tournament sanctioned dates. (You cannot access serve tennis without being current on your Safe Play approval.)
- Stripe Express must be set up before the event opens for registration.

- All tournament staff should be familiar with the Serve Tennis system for entering scores.

Tournament Homepage Requirements
All listed items must appear on the tournament homepage. Additional items specific to the event may be added as needed.

Required Information:

- Draw Type
    - If using flighted draws, include grouping and seeding information.
- Format of play / scoring format / draw size
- Selection criteria
- Match Tennis App information (if using)
- Waiver information
- Withdrawal policy
- Refund Policy
- Late entry deadline (if accepting late entries)
- Doubles partnership process and deadlines
- Facility specific rules (including dress code)
- Site information (all sites listed)
- Practice court information
- Stringer information
- Trainer information
- Hotel information
- Court surface
- Ball to be used
- Rest time between matches (refer to Southern rules)
- Covid / Safety guidelines for your city/facility

Level 5 Tournament Specifics
The homepage must clearly state what format is being played.

Flighted Draws (32 or 48) with Doubles (16 or 32)
Singles

- Must be played Saturday and Sunday*
- Consolation Finals will not finish

Doubles

- May be played Friday (not before 4:00 PM)
- Must offer a 32 draw if offering singles draws greater than 32
- Doubles 3rd/4th will not be played

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32 Draw (FIC)
Singles

- Must be played Saturday – Monday
- Consolation Finals will be played

Doubles

- Must be played Saturday – Monday
- Doubles 3rd/4th will not be played

Holiday Scheduling*

- Southern must approve tournaments during holidays that follow a different schedule.
- No Level 5 Tournament may be played more than 3 days.

Tournament Fees
(Max Entry fees are set by USTA Southern, Entry fees do not include Admin and Serve Tennis Fees)

- Hard Court Tournament: $90.00
- Clay Court Tournament: $100.00
- Indoor Tournament: $110.00

Additional Fee Policies:

- Doubles may not charge an additional fee.
- Doubles must be offered at ½ the price of Singles if a player is playing Doubles only.
- States will determine if there is an additional admin fee collected at registration.

Tournament Closing Date and Time

- All Level 5 Tournaments close at 5:59 PM EST on the Friday one week prior to the weekend the event begins.
- Southern must approve tournaments during holidays that follow a different schedule.

Selection Criteria

- Selections must be made within 24 hours of the registration deadline.
- Players that register on time will have priority in the selection process.
- Tournament Directors will select players using the Combined National Standing List from the Wednesday prior to the tournament closing date.
- Late entries:
    - Added to the bottom of the entry list regardless of ranking.
    - May be added before flighting/seeding and draws are made.
    - Once the draw has been made players who invalidate the seeding can not be entered into that specific draw.
- Players may only play in one age division.
- Tournaments that take place over multiple weekends may not choose players who previously competed in a different age division.
- Doubles players:
    - Must play in same division as singles

Doubles Selection Order

1. Both players are in Singles
2. One player in Singles draw / other on alternate list or Doubles only
3. Both players on Alternate list or Doubles only

Scheduling and Timelines

- Selections must be completed within 24 hours after registration closes.
- Flighted draws:

- Wednesday after 3:00 PM (or if the Draws are made later), at that time alternates will be added to the flight where withdrawal occurs. Seeding within that draw must be adjusted if a seeding change occurred before the start of the tournament.

- Draws must be posted by 3:00 PM EST, two days prior to start of Singles after review by USTA Southern
- If offering Friday Doubles, Doubles draws may be posted one day earlier after review by USTA Southern
- Any changes must be approved by USTA Southern.

Trophy Requirements (additional trophies can be awarded)

Flighted Draws
Singles:
- 1st – 4th

Doubles:
- 1st – 2nd

32 FIC Draw
Singles:
- 1st – 6th

Doubles:
- 1st – 2nd

Practice Courts
- Practice courts must be provided.
- Can be offsite.
- Must be communicated on Tournament Homepage.

Tournament Rest Periods

Singles to Singles
- Winter Oct 1 – April 30: 90 minutes
- Summer May 1 – Sept 30: 120 minutes

Singles to Doubles
- 60 minutes

Doubles to Doubles/Singles
- 30 minutes

These are minimum requirements. The referee may allow additional time for recovery.
If playing multiple rounds of doubles followed by singles, additional rest may be needed for recovery.

*Rest periods may be adjusted if Shortened formats are approved by USTA Southern.
Approved Scoring Formats

Singles
Primary Format:

- 2 tiebreak sets with a 10-point match tiebreak played at one set all
- Regular scoring

* With Southern approval (inclement weather only):

- 2 short sets to 4 win by 2 with a 7-point match tiebreak at one set all
- Regular scoring
- No-ad scoring

Tournaments may NOT use:

- Short sets **AND** no-ad scoring at the same time.

Doubles
Primary Format:

- 8-game pro set with a 7-point tiebreak at 8-all
- No-ad Scoring

With Southern approval (inclement weather):

- 6-game pro set with a 7-point tiebreak at 6-all

Facility Requirements
(Including multiple facilities)

- Bathrooms available during event
- Singles sticks required for all L5 singles matches
- Water and ice available
- Spectator seating/viewing area
- Designated tournament desk
- Stringing services during event
- Scoring Devices on every court

- Player seating on every court

Referee and Officials

- Certified Tournament Referee required.
- If using multiple sites:
    - Site referee must be designated and on site.
- Roving Officials required:
    - 1 official per 6 courts used.
    - Applies across all facilities used.

Player Amenities

- Player gift for each participant.
- Bananas available for duration of tournament (all sites).
- Water and ice provided for duration.

Scenarios

1. Changing court surfaces (Outdoor / Indoor) - The Tournament should be played on the surface in which its bid was awarded. In case of inclement weather, with approval from USTA Southern, Indoor or Another approved court surface may be used to complete the tournament schedule
2. Players entering two age divisions in split weekends - If you have a tournament over multiple weekends, players are not allowed to play in multiple age divisions. This includes Singles and/or Doubles. Players who played in a previous division should be withdrawn from the event.
3. Players entering two tournaments at same time – will be given junior suspension points if not approved by the tournament directors of both tournaments. This should be administered from the Tournament that the player withdrew from.
4. Uneven number of players in flighted draw - If you have an uneven number of players in a flighted draw then the number of players should be evenly distributed with the highest division having one more player. The system does not always make this adjustment and should be checked by the Tournament Director.
5. Videotaping matches - Check with State and Local laws around video taping. If the laws do not specify, the general rule is to have both players agree to being videotaped before they are allowed. If the player does not agree to be recorded, the player may record themselves but should not have the opponent in view of the camera.

6. Points – Jr. Ranking Page - Players should review this page with any ranking point questions. If they feel their points are not accurate they will need to fill out the "Report Rank Issue" and the ranking team will review the request and provide clarification to the player. The TD should not be involved in Tournament Ranking issues.
7. Late entries - Late entries may be added at any time set forth by the tournament director and communicated on the Tournament Home Page. Generally late entries are only accepted into a draw that is not full. If the draw is full, you may accept late entries, but they must be added to the bottom of the alternate list. Once Draws are made the late entry player may not be placed in the draw if they invalidate the seeding of that draw/flight.
8. Refunds - Refunds should not be given once Selections are made. Tournament Directors have the right to give a refund if they feel the situation is warranted, but it is not mandatory that you must give a refund.
9. On site alternates - The general guideline is to ask the Onsite alternate to sign in with the referee 30 minutes before the first match in that age division is set to start. The Onsite alternate should provide a phone number and be ready to play immediately when the opening occurs in that division. The player may not invalidate the seeding and must take the place of the player withdrawing or defaulted. The original player is not allowed to return to play any future matches in that event. (ie - Consolation)