



LOUISIANA TENNIS ASSOCIATION INC.  
9270 Siegen Lane, Suite 702  
Baton Rouge, LA 70810

Telephone: 225.769.0337  
FAX: 225.769.0347  
www.louisianatennis.com

December 5, 2015

Officers

Robert Worley  
President

Robert Daigle  
Executive Vice President

Kathrin Sieberth  
Vice President

Bruce Kingsdorf  
Vice President

Jay Boyd  
Secretary

Cindy Barksdale  
Treasurer

Drew Meyers  
Immediate Past President

Executive Director  
Diana Beauregard

Tournament Directors,

Welcome to the 2017 USTA Louisiana sanction period! Many of you have been through the process before, but we are happy to welcome those who are submitting a new sanction application. Please be mindful of the following points when applying for a sanctioned tournament:

- **October 17, 2016** is the sanction deadline for 2017 Tournaments.
- Confirm your referee's availability for your tournament date. **NO Referee means NO Tournament.**
- A \$35 sanction free is required for all applications submitted. Sanction forms submitted during the late sanction period will pay a \$75 sanction fee.
- **ALL 2017 Tournament Directors must attend the Tournament Directors Workshop on Saturday, December 3<sup>rd</sup>, 2016 in Baton Rouge, LA.**
- Include accurate alternate start dates listed on your sanction form. Second choice dates are consulted when there is a conflict with your primary choice.
- Your organizational membership must be current through the last day of the tournament before your application can be submitted for approval.
- Entry deadline date AND draws posted date must be listed.
- Under the EVENTS tab, make sure each division in the Event Group has the correct entry fee listed. (A few tournaments had \$0 listed and players were not charged an entry fee.)
- NTRP levels are required to enter into NTRP divisions. If a player doesn't have an NTRP level, they must go through the self-rating process. Appeals can take up to three weeks, so plan accordingly.
- Please ensure that your referee, and not your tournament director is making the draws
- After ONE player registers, you are not allowed to change your TDM page per LTA Regulations. **Additionally, the fee per change is \$25.**

This sanction packet includes a timeline to guide you through the planning process, as well as all of the rules & regulations for sanctioned tournaments. Other necessary information can be found on the tournaments tab on [www.louisianatennis.com](http://www.louisianatennis.com). Thank you for all you do to promote tennis, and we look forward to helping you grow your events in 2016.

Thank you all for your cooperation and interest in LA junior tennis!

**Jordana Klein**

Director of Junior Tennis - USTA Louisiana

225-769-0337 Office

225-445-7332 Cell

[LTAJrTennisDirector@LouisianaTennis.com](mailto:LTAJrTennisDirector@LouisianaTennis.com)

TENNIS - THE SPORT FOR A LIFETIME



## LTA Staff

---

Hours: 9 AM – 5 PM, Monday - Friday

Phone: 225-769-0337

Fax: 225-769-0347

Website: [www.Louisianatennis.com](http://www.Louisianatennis.com)

| <u>Name</u>             | <u>Title</u>                  | <u>Email</u>   |
|-------------------------|-------------------------------|--|
| Diana Beauregard        | Executive Director            | <a href="mailto:DianaB@louisianatennis.com">DianaB@louisianatennis.com</a>                             |
| Freddy Bailey           | Adult Director                | <a href="mailto:Leagues@louisianatennis.com">Leagues@louisianatennis.com</a>                           |
| Liz Azcona              | Marketing Director            | <a href="mailto:LTAMarketingDirector@louisianatennis.com">LTAMarketingDirector@louisianatennis.com</a> |
| Jordana Klein           | Junior Director               | <a href="mailto:LTAJrTennisDirector@louisianatennis.com">LTAJrTennisDirector@louisianatennis.com</a>   |
| TBA                     | Executive Assistant           | <a href="mailto:LTAExecutiveAsst@louisianatennis.com">LTAExecutiveAsst@louisianatennis.com</a>         |
| Bill Phillips           | Tennis Service Representative | <a href="mailto:Phillips@sta.usta.com">Phillips@sta.usta.com</a>                                       |
| Denise Loveless-Forrest | State Chairman of Officials   | <a href="mailto:Forrest5@cox.net">Forrest5@cox.net</a>   |
| Kaitlyn Simpson         | Marketing Intern              | <a href="mailto:internlta@yahoo.com">internlta@yahoo.com</a>   |

# FAQ

This page will be updated throughout the year with FAQ to better assist tournament directors and staff.

1. When do 10U players play a tiebreak in the first/second set?
  - a. If the score reaches 4 games all, a 7-point tiebreak shall be played.
2. If a tournament already has applicants, what is the procedure for a TD to make changes to his/her tournament?
  - a. Ask the Jordana Klein, the LTA Jr. Tennis director, and she will ask the Tournament Administration committee for approval of the requested changes.
3. How long after the completion of a tournament is the paperwork due to the LTA?
  - a. The tournament paperwork listed above must be **received by the LTA office within fifteen (15) working days of the tournament's closing.**
4. If a player is over 15 minutes late to a match, what is the result?
  - a. Default of the player for this specific match
5. Does a tournament director also need a referee at a tournament for 8 and 10s?
  - a. No. a Tournament Director can act as the referee in this situation.
6. Where will all tournament information be listed for players prior to the tournament?
  - a. The tournament homepage on tennislink.
7. How long, according to Friend at Court, can orange and green balls be used in a tournament before they should be replaced? (p. 146)
  - a. 4 hours, or no longer than eight short sets or six 6-game sets. Balls should not be changed when a match is in progress.



# Tournament Director's Checklist

Below is an outline of the tasks that Tournament Committee (TC) is responsible for during the execution of a successful tournament. The list is to act as a guide for the TC and other tasks, when appropriate, can be added.

## BEFORE APPLYING FOR SANCTION:

- Start an Online Sanction Form on TennisLink through the following administrative login:  
<http://tennislink.usta.com/tournaments/Login.aspx>  
After logging in, you will navigate to the right hand side of the page and under the "Administration" box, you will do one of the following:
  - Select the "My Tournament" link to re-apply for existing events so you can copy the event's information from the previous year
  - Select the "New Sanction Form" link for new tournaments
- Ensure your USTA Organizational Membership is current through last day of the tournament. This information can be found under the "Organization" section of the Online Sanction Form.
- Agree to all tournament regulations for LA Sanctioned Tournaments ([on USTA LA Website](#)).
- Include second and third date choices on the "Dates" tab of the online sanction form.
- Determine divisions, match play formats, and draw formats.
- Assess court needs and secure primary and satellite sites as needed.
- Hire a referee and determine his/her role. Considerations to be given when hiring the referee:
  - Will Referee do the draw? If not, will Deputy Referee be needed to do this?
  - Will Referee do data entry into TDM?
  - Will Referee do scheduling?
  - Will Referee run the desk or be roving the courts?

Will Referee need to hire additional officials?

Will Deputy Referee be needed at a large satellite site?

**NOTE: IT IS THE REFEREE'S RESPONSIBILITY TO MAKE THE DRAWS AND SCHEDULE THE TOURNAMENT.**

- Determine Tournament Committee Members, which shall consist of at least 3 people including the Tournament Director, Tournament Referee, and Tournament Chairman.
  
- Submit the sanction form online by the **October 17, 2016 DEADLINE.**
  
- Attend the MANDATORY Tournament Director's Workshop on Saturday, December 3, 2016 in Baton Rouge, LA. Register on LouisianaTennis.Com, and 2016 tournament directors will be emailed.**

#### **TASKS PRIOR TO ENTRIES OPENING:**

- Take inventory for primary & satellite sites to ensure everything is in proper working condition – from bathrooms to single sticks
  
- Determine who will be on the Tournament Appeals Committee (Note: Referee may not serve in this capacity).
  
- Determine if Referee or Tournament Director will be the primary contact with tournament questions and withdrawals.
  
- Determine if late entries will be accepted or not and post this information on the tournament website.
  
- Determine dates that seeding will be done, draws will be made, and both draws and schedules will be posted and post this information on the website.
  
- If T-shirts will be the player gift. Indicate which sizes will be offered when the player registers. This option is located under the "Entry Info" tab on the Sanction Form.

- Determine the role of the tournament will play in promoting doubles and who (TD or Referee) will be tasked with this responsibility. A tournament charging a flat fee should make its best effort to facilitate doubles. Will you take late doubles entries? Will you allow players to register without a partner? Will you pair un-partnered players together?
- Post all required information on the TennisLink Tournament Homepage required in Friend at Court (FAC pg. 69), as well as any tournament specific information (ie: Doubles, satellite sites, GPS directions, sponsors, weather policy, refund policy, etc.)

## **2 -3 MONTHS BEFORE THE START OF THE TOURNAMENT:**

- Prepare Tournament Budget:
  - Include all anticipated income/expenses/bartering. Items to consider:
    - Income; sponsorship, entry fees, in-kind donations
    - Expenses: balls, awards, officials, satellite site fees, meals, player party, player gift, referee, head tax,
- Create Tournament Desk Plan:
  - Determine what individuals will be running the tournament desk.
    - This is the FACE of your tournament – need to have an EXCELLENT customer service person who is knowledgeable and courteous.
    - Determine method of communication between desk/officials – walkie talkies, cell phones?
    - Prepare guide for Desk to include directions & phone numbers to alternate sites, script for instructions when matches are called, what happens when a player is late, and once entries close/draws finished, list of phone numbers/emails for players
- Hospitality/Amenities Plan:
  - Be sure to post this on website so players know what you offer
    - Secure hotel room block & rate, if needed. Accommodations for officials should be considered.
    - Select player gifts and player trophies – get quote and ensure the order can be handled weeks prior to tournament
    - Plan and secure catering for player meals/snacks
- Emergency & Weather Plans: Review USTA Emergency Care Guidelines in Friend at Court
  - Review USTA LA Inclement Weather Policy with Referee
  - Determine how players will be updated on weather changes – website updates, social media, answering machine recordings, player email blasts, etc.

- Determine flexibility given to players in the event of long matches in extreme weather

### **WHEN ENTRIES OPEN:**

- Ensure CORRECT tournament information is up on the website, including working phone numbers and email addresses for key contacts, and update accordingly.
- Contact USTA LA Office for marketing assistance, including flyers and member mailing lists.
- Market the tournament to local clubs, players, and parents.
- Confirm with tournament referee that any additional officials needed have been secured.

### **AFTER ENTRIES CLOSE:**

- Run an event entrant report with t-shirt sizes, phone numbers, email addresses, and events entered in TDM
- Order T-shirts and Awards. T-shirt sizes can be found on the bottom of the Alphabetic Entry Report. Make sure your order of T-shirts and Awards will arrive on time.
- Calculate seeds and post to tournament website **at least 24 hours PRIOR TO POSTING THE DRAWS.**
- After seeds are posted, the tournament may do the draws (keep hidden) and scheduling, **posting the first match time 36 hours prior to the first matches played.** If no changes are needed in seeding, the first match times can go up after seeds have been up for 24 hours.
- **Draws should be posted at least 24 hours prior to the first match times.**

## AFTER THE TOURNAMENT ENDS:

- Send in [Junior/Adult Tournament Paperwork \(Louisianatennis.com > Tournaments > Tournament Director's Page\)](#)! You have FIFTEEN (15) working days from the last day of your tournament to publish all tournament results to TennisLink and send this paperwork to the Louisiana Tennis Association office at:

**Louisiana Tennis Association**  
c/o Diana Beauregard  
9270 Siegen Lane  
Suite 702  
Baton Rouge, LA 70810

- Email results of your tournament to local media to generate publicity for your tournament. [Click here](#) for a quick tutorial on how to send an automatically-generated media report to local journalists.
  
- CONGRATULATE YOURSELF ON A GREAT EVENT!





## **Tournament Desk Staff:**

Thanks for accepting the offer to work one of the tournament desks for the Louisiana Tournament of Champions! Listed below are a couple items to get everyone on the same page regarding Southern's changes to the tournament format as well as some expectations for you.

I want this tournament to run smoothly and be a huge success, not just for the players and parents traveling, but also for everyone working to make this tournament a success! And I know you want to do the best too. Together, we can make this happen. I am confident in everyone working and helping to make this tournament as great as it will be.

In return for your great work, I have made it my own goal to have your check for you before you leave! The pay scale for this tournament is \$100 for the day (7:15am – 7pm), with \$10/hour overtime up to \$120/day. Lunch will be provided or catered, as well as snacks, drinks, etc.

I also have feedback forms that I will either hand to you or you can go to my website ([www.louisianatennis.com](http://www.louisianatennis.com)) and fill out anonymously. Your feedback on how I can improve the tournament for you as well as the players and/or parents is important to me. I want the best experience for everyone and need your help to do so. Please feel free to provide positive as well as negative feedback.

Below, I have the changes as well as responsibilities for you.

Thanks again for choosing to work this big event!

1. **BULLPEN** - To help expedite getting matches on court, I want to implement a “bullpen” system for getting matches on court in a more timely fashion. Mobile uses this system flawlessly and it works great. See below for procedure.
  - i. Set up groups of 2 chairs for the 2 opponents to sit in if they are next court up.
    - If your site has a lot of courts, have more than the next court bullpen ready.
    - For example, if you are at IP which has 11 courts, I’d probably have a way to have the next 2 matches ready to go on (in the bullpen)
    - Now what you have created is getting the people who are next court up ready to go by your desk and not having to go find them when a court opens up. These 2-3 minutes across a whole day’s worth of play can add up to about an hour later that you now have to be out there. And I know I’m not the only one who wants to get all the matches played as quickly as possible
    - I am going to try to have someone who can help you at your desk, whether it’s putting in scores on your match sheet, marking the winners/losers in the desk draw copies, or whatever you have your helper do.
    - This is to help relieve you from all the work the desk entails and help your stress levels with what we all know the kinds of questions parents always come up asking us.

## 2. **SHOTGUN START**

- i. We will be using a shotgun start every day/morning. The officials should all know the procedure, but I have listed it below to help you know what’s happening in case parents ask questions.
  - Players will go directly to their assigned courts and not check in at the desk. This eliminates the crush of players at the desk and gets the day started on time.
  - 1 official measures the net and puts up single sticks (if needed). The other official places an OPENED can of balls on each court. If you are working by yourself, (Friday PM and Monday AM) you could have a lot to do.
  - Next go inside and assign all 5PM/8AM matches a court (*DESK STAFF’S JOB*)
  - At 4:25/7:25, announce LOUDLY outside that we are going to have a SHOTGUN START and that each player needs to come inside or send someone to see which court they have been assigned and that courts will be cleared at 4:45/7:45.
  - At 4:35/7:35, announce that the courts will be cleared in 10 minutes.
  - At 4:40/7:40, announce that they have 5 minutes left and that they need to finish their warm-up and pick up the balls
  - At 4:45/7:45, clear the courts and have the players go to their assigned courts, the balls are already there and to spin their racquet and start their 5 minute warm-up. (By 4:55/7:55, all courts should be playing.)

- **The lateness clock doesn't start until 5PM/8AM!**
- Any questions? Feel free to contact referee or TD

### 3. **DESK RESPONSIBILITIES**

**FIRST**, Use the match cards to check players in and put on the corkboard for the viewers to know whose on what court where

- Mark what time you sent the match to that court on the card. This helps in knowing how long their match went for adding extra rest time before their next match

ii. When they finish their match, record score on the match card **FIRST**

**SECOND**, go to the draw and check to yourself that the times on the draw sheet and the match card match when you tell them their next match time

- This is a first preventative measure to make sure players get the right match time
- **HOWEVER, ALWAYS TELL THEM TO CHECK ONLINE AS THIS IS WHAT WE GO BY WHEN THERE ARE DISCREPANCIES WITH PLAYERS SAYING YOU TOLD THEM A DIFFERENT TIME**
- If it's a FMLC, then you need to check if it's a first match loss or not before giving out a time
- FIC's all drop to the back draw (2 match guarantee)

**THIRD**, now transfer the score to the Future Match Report (sheet with all the matches for the day listed)

- The reason for this process is that the Cards are how I can double check scores when the person putting scores in can't read the numbers, names, or a score was recorded wrongly and needs to be changed

**FOURTH**, after the scores have been recorded on those papers, scratch off the appropriate names for the next matches (i.e. scratch off the loser of the match for the next main draw match) on your Match Cards **AND** on the Future Match Info Report

**FINAL DESK RESPONSIBILITY** is to update your master draws copies in your folder. This is for **YOU**, not me. And this is probably the most important part. This is because when things get crazy late in the day, your draw should always be right. When it's the 3<sup>rd</sup> round of the day and your match card says TBD v TBD, you don't know who TBD is. But Wait! You **DO!** Read the card to find out the division, round, and it even gives the match number to match up. Plus if you are up to date with your Match Info Report, that will have the names updated too.

- This system works great with all the checks it has in it and with everything matching regardless of if you look at the draw, cards, or the wall.
- If you have a better or more efficient system or a suggestion on how to improve this, please let me know.

#### 4. What you CAN and CAN NOT do

- You CANNOT give someone more time before their next match
  - This is the site official's (or referee's) job. They know the rules and have been to school to make the calls for it. If parents want to complain about times, it's the official's (or referee's) job to change the match time, it's to them and not you. You technically are not supposed to change the times on the draw. This is why the site official does it.
  - You CANNOT give out phone numbers. Period.
  - You CANNOT DEFAULT anyone. That is referee and referee job only.
  - You CAN be friendly. (: There are evaluations post- tournament that ask questions about the desk staff, and they come to me after the tournament. They also call Southern and LTA offices who then call me.
- The BEST thing you can do is inform me of every little incident so I know what the LTA or STA are going to ask me about if someone complains. I do appreciate your work and will back you up all that I can.
- You CAN ask me anything. If something's not working, let me know. I want the best for you.
- If *anyone*, a parent, player, coach, etc., have a problem with what you've done (right or wrong), tell them to call me. You do not have to sit there and listen to them. Your job is simply to put matches on the court.
  - However, if you've done something wrong, made a mistake, or are not sure what you did, CALL ME FIRST so I know what I have coming when they call about whatever it is. We will get things fixed. No matter what's happened, there's a fix and we'll get it straight. Don't worry. Between the TD and the Referee, we are to handle those things, and this is not something you should ever have to worry about.
- If unsure about anything, call **Referee** \_\_\_\_\_ or **Director** \_\_\_\_\_  
**Deputy** is the deputy referee on Friday night and Sunday. His cell is \_\_\_\_\_

#### Scoring Format:

- **Singles:**
  - 64 Draw in Singles with Full Feed In through the end of play on Sunday.
  - All Main Draw Singles matches will be best of three tie-break sets (new balls provided for the third set). Main draw Singles matches will play 2 rounds on Saturday, 2 rounds Sunday, Semifinals and Finals on Monday.
  - Losers in quarterfinals of main draw will play in a separate draw for 5th and 6th place. 2 rounds on Monday. **There is no match for 7th/8th place.**
  - All Consolation matches will be two tiebreak sets with a match tiebreak (10 Points) played at 1 set all. Consolation matches play one round on Saturday, three rounds on Sunday. Consolation matches will finish on Sunday.

- The Consolation draws will play three matches on Sunday and NO matches on Monday.
- **Doubles:**
  - 8-game pro-set with **7-point** tiebreaker at 8-8.
  - 3/4 playoffs but Single Elimination otherwise

**Other responsibilities:**

- Be at your site by 7:15am (need to make sure you have your site box before play if it's the first day)
  - The reason you get to your site at 7:15am (or 45 min early) is to help get things ready for the day as well as tear your match cards, check for anything you see that doesn't make sense or looks wrong (let's fix it before the day starts rather than after it becomes an issue!).
  - So please help other staff/volunteers (or you may be by yourself depending on site) and fill up ice chests for the players (ice is free for them, just ask BREC desk for tokens. They'll give them to you), fill up the water coolers with 1 jug of water and 1 jug of Gatorade (will have to mix powder, but make it last all weekend). If I have a sponsor for drinks, then there will be donated drink bottles that just need to be iced down in ice chests or those tall ice chest/cooler things.
- **Walkie Talkies** – *Please* utilize these to communicate with the officials as soon as courts open up. Play is scheduled tight on purpose so help us all get play finished as quick as possible throughout the day by getting matches put on courts as soon as they open up!
- If someone is not checked in for their match, make every effort to find them. Call them. Multiple times. I will have a master phone list in your desk folder. Try every number possible and LEAVE VOICEMAILS (not texts). For whatever reason, parents don't always answer the phone for an unrecognized number even though they are in a different city/state and it might be an important call that your son/daughter is about to be defaulted

**Rain Procedure**

- Standard procedure when it comes to having the 2 players go to desk to report scores as is. Have them keep the balls in dry place (in their bag is good idea or give them empty can). Don't let them leave until we make a call (Officials should make the announcement, but I'm fine with Desk announcing it).
- Keep players on site until we make a call TOGETHER. Have all calls come through me (TD) or JW when it comes to the weather and rain delays before we tell them when to report back or if they can leave
- If court is slick enough to suspend play but not that wet to need to get them off the court, then please do. Remember: If less than 15 minutes, there is no re-warm-up! Otherwise, 5 min re-warm-up required.



## Friend at Court

It is the responsibility of the Tournament Committee to abide by regulations provided by Friend at Court, USTA Southern Section, and Louisiana Tennis Association. In the event that any of the LTA regulations conflict with Friend at Court and/or USTA Southern Regulations, Friend at Court and/or USTA Southern regulations will supersede and be applicable.

The Tournament Committee – Before the start of a tournament the tournament shall appoint a Tournament Committee of at least three persons. The Tournament Director and Tournament Referee shall be members of the committee.

**Shall or Should – The word “shall” is mandatory. The word “should” is permissive and generally implies a guideline to be followed whenever possible.**

## Entry Process

As soon as the Tournament Committee is prepared to receive entries, it shall place the following information on the tournament homepage and TDM (FAC pg. 70):

- Specific events and the eligibility requirements
- Any limit on the size of draws
- Locations and dates of play
- Entry fee
- Draw formats (FAC pg. 74)
- Time and Place of Draw
- Match Formats for Main Draw, Consolation, and Doubles including but not limited to: 10 point match tiebreak in lieu of 3<sup>rd</sup> set, No- Adv. scoring, short sets,
- A statement specifically stating what method of seeding will be used (FAC pg. 74)
- Any clothing or shoe restrictions
- Time and place of any player meeting
- Ball type and ball change policy
- Court surface
- 10&U – a statement that the tournament will use red, orange, green, or yellow type balls (including the specific court dimensions, ball type, and racquet size allowed. (FAC pg. 139)

It is recommended that the Tournament Committee include additional information, such as inclement weather policy, refund policy, hotel information, and/or number of events a player may enter. No changes to the format of play or start times may be made after posting (not including inclement weather issues).

**Age Divisions:** All tournaments shall have two draws, in each age division (Girls and Boys; 10U-18U).

**DEADLINE:** The maximum closing time for entries in sanctioned tournaments is ten (10) calendar days prior to the original deadline date. The minimum closing time in a sanctioned tournament is three (3) calendar days prior to the first matches.

**Doubles, 8 & Under, and 10&Under One Day Tournament entry deadline may be extended to 1<sup>st</sup> day of sanction date ONLY if:**

A note is posted on the tournament's homepage prior to the original entry deadline date and states:

**"The 10 & Under Division / 8 & Under Division / Doubles entry deadline is "DATE and TIME".**

**Entry Form:** For all 2015 Sanctioned Tournaments, players must enroll through TennisLink's online registration.

**\*LATE ENTRIES: LATE ENTRIES ARE NOW ALLOWED FOR LTA Tournaments. Tournament Directors entering players late, must confirm their USTA membership. If you do not confirm memberships, you will be assessed a fine of \$1,000. Tournament Directors in violation of this regulation will have 10 days to pay fine and failure to pay fine we result in the loss of all sanctioned tournaments.**

**Acceptance of Late Entries (FAC pg. 72):** The Committee may accept late entries *provided that* if the draw has been made, the committee may accept entries only if players who do not invalidate the seedings. The Tournament Committee may accept late entries, *provided that* the late entries shall be placed on the alternate list after the timely entries in the order received. Late entries received at the same time shall be ordered by lot.

**Minimum Entries:** In order to maintain and/or secure Level 4 & 5 Southern/Louisiana status, a tournament must have a minimum of 50 entrants for Level 5s, 75 entrants for Level 4s, & 100 entrants for Level 3s.

| <b>TABLE 8</b><br><b>Scheduling Guidelines for Junior Divisions:</b><br><b>Maximum Number of Matches per Day</b>  |  |  |
|---|--|--|
| <b>Match Format</b>   | <b>12s Divisions</b>   | <b>14s, 16s, &amp; 18s Divisions</b>                             |
| <b>All Matches:</b> Best of 3 tiebreak sets   | 2 singles  | 2 singles + 1 doubles  |
|   | 1 singles + 2 doubles  | 1 singles + 2 doubles  |
|   | 3 doubles  | 3 doubles  |
| <b>All Matches:</b> Tiebreak in lieu of 3rd set or short sets   | 3 singles  | 3 singles + 1 doubles  |
|   | 2 singles + 1 doubles  | 2 singles + 2 doubles  |
|   | 3 doubles  | 1 singles + 3 doubles  |
|   |  | 4 doubles  |
| <b>Main Draw Singles:</b><br>Best of 3 tiebreak sets<br><br><b>Doubles and/or Consolation Singles:</b><br>8-game pro sets   | 2 main draw singles  | 2 main draw singles +<br>2 doubles and/or<br>consolation singles |
|   | 1 main draw singles +<br>3 doubles and/or<br>consolation singles | 1 main draw singles +<br>3 doubles and/or<br>consolation singles |
|   | 4 doubles and/or<br>consolation singles                          | 4 doubles and/or<br>consolation singles                          |
| <b>Main Draw Singles:</b><br>Tiebreak in lieu of 3rd set or short sets<br><br><b>Doubles and/or Consolation Singles:</b><br>8-game pro sets   | 3 main draw singles  | 3 main draw singles +<br>2 doubles and/or<br>consolation singles |
|   | 2 main draw singles +<br>2 doubles and/or<br>consolation singles | 2 main draw singles +<br>3 doubles and/or<br>consolation singles |
|   | 1 main draw singles +<br>3 doubles and/or<br>consolation singles | 1 main draw singles +<br>4 doubles and/or<br>consolation singles |
|   | 4 doubles and/or<br>consolation singles                          | 5 doubles and/or<br>consolation singles                          |
| Combinations of singles, doubles, and consolation singles not shown above.*   | 117 games, no more than 88 of which should be singles            | 117 games, no more than 115 of which should be singles           |
| <p>If a player enters more than one division, these guidelines apply separately to each division.</p> <p><i>Completion of suspended matches.</i> When a match is carried over from a preceding day, it is 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.</p> <p>* Calculate the maximum number of games for specific combinations of formats not shown in the chart. The maximum number of games for a best of 3 sets match is 39; the maximum number for a match with a tiebreak in lieu of the 3rd set is 27; and the maximum number for an 8-game pro set is 17.</p> |  |  |



## Seeding

**\*LTA Seeding Policy:** Southern standings will be the sole criteria available to the Tournament Committee at the time of seeding. Players aging up with a higher standing at the lower age division will be seeded by the STA seeding calculator on the USTA Southern website. Players that have a 10's (orange ball) standings shall not be considered for seeding in the 12's division.

**Power of 2 Seeding:** The Number of players seeded shall equal a power of two (for examples: 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 use this table for seeding purposes (FAC pg. 74):

| Seeds      | Number of entries |
|------------|-------------------|
| 2          | Up to 11          |
| 4 (or 2)   | 12-23             |
| 8 (or 4)   | 24-47             |
| 16 (or 8)  | 48-95             |
| 32 (or 16) | 96-191            |

## Level 4 & 5 Requirements

**Amenities:** Restrooms, Water, and Ice must be available at all sites.

**\*Awards:** Awards may be given to 1<sup>st</sup> through 4<sup>th</sup> place, except when 6 players are registered. With less than 6 players in a division only the winner and runner-up should be given awards. Gift certificates are not allowed.

**Balls:** Three balls must be provided for each match, new balls must be provided for a full 3<sup>rd</sup> set.

**Certified Referee:** Every Junior Sanctioned Tournament must have a LTA "preferred referee" as your tournament referee before you submit your sanction form.

**Certified Official:** Every Junior Sanctioned Tournament must have a certified official ***AT EVERY SITE***, no exceptions!

**\*Changes to Tournament:** No changes are allowed to any sanctioned tournament after ONE player has registered for the event unless approved via email by the LTA Tournament Administration Committee. **Fee per change is \$25**

**Courts:** All courts, including lighting, must be in compliance with USTA regulations.

**\*Fees:** Beginning in 2015, the maximum tournament entry fee for all junior sanctioned tournaments will be (these do not include TennisLink fees):

- a. Junior Grand Prix tournament: maximum \$49.00
- b. All other Louisiana level 5 tournaments

- Singles = \$49
- Doubles= \$10
- c. Louisiana level 4 events
  - Singles = \$60
  - Doubles = \$10

**Format:** All Louisiana Level 5 tournaments must have a first match loser's consolation or modified feed-in consolation.  
\*Age Divisions with 3 players shall schedule a round robin format.

**Medical Release Form:** A Medical Release form must be collected at the tournament by all players before playing a match.

**Point Penalty System\*:** Must be in effect for all sanctioned tournaments. Referees must report violations to the Suspension Functionality Report on TDM within three days after the end of a tournament.

**Paper Work:** The Tournament Director shall prepare and send the LTA office all required tournament paperwork which includes: Referee confirmation statement, and the Head Tax and Publication Tax form. A Junior Tournament will also include the Code of Conduct Report. The tournament paperwork listed above must be **received by the LTA office within fifteen (15) working days of the tournament's closing.** All tournament results MUST be published to TennisLink within fifteen (15) working days of the tournament's closing. Failure to submit tournament paperwork and/or publish tournament results to TennisLink in a timely basis will result in a fine and/or penalty.

**Ratio - Players to Court Monitors:** Court Monitors, at a ratio of not less than one for four courts, are recommended per LTA.

**Recovery Rule:** Minimum rest period between singles matches shall be the length of time it took the player to complete the player's previous match, but no longer than 2 hours for Best of 3 tiebreak sets. A minimum rest period of not less than 1 hour is required between two singles matches for shortened formats (ex. 10 point match tiebreak for 3<sup>rd</sup> set, short sets, No-Adv. scoring, etc.). A minimum rest period of 30 minutes will be required between a singles match and a doubles match or two doubles matches. Should a player be involved in a lengthy match, which runs into late evening, it is strongly suggested that this player be given a minimum of 12 hours before their first match is scheduled the next day.

**Split Sets Rest Period:** Boys' and Girls' 18 & Under Divisions are allowed no rest period except under certain conditions when the Referee, in his independent judgment, may permit a 10 minute rest period. The Boys' and Girl's 12-16 Divisions require a mandatory 10 minute break.

- a. Shorten formats 12s-18s: At the end of each set there shall be a set break of 2 minutes, except that when the best of 3 Tiebreak sets with a 10 point Match Tiebreak played in lieu of a 3<sup>rd</sup> set match format is used, there shall be a 3 minute rest period where coaching may take place before the 3<sup>rd</sup> set only (FAC pg. 109)

**Scheduling Limitations:** Play under lights will be allowed in accordance with the following provisions: Age Divisions 10s-14s may not start matches after 8:00 p.m.; Age Divisions 16s-18s may not start matches after 10:00 p.m.

**TDM Homepage:** Tournament Director MUST post the format of play, start times, and draw 24 hours before the tournament starts on the TDM homepage. No changes to the format of play or start times may be made after posting (not including inclement weather issues). **REMEMBER: No changes are allowed to any sanctioned tournament after ONE player has registered for the event unless approved via email by the LTA Tournament Administration Committee.**

**Withdrawals and Defaults:** All Defaults and Withdrawals shall have a reason listed.

**Defaults:** When a player is not allowed by the referee to begin or continue a match or refuses to play for other than a bona fide reason.

**Retirements:** When a player is not able to continue playing a match after it has started.

**Walkovers:** When a player has completed a match in an event and is not able to start the next match in that event

**Withdrawals:** Before the first match played or during the warm-up for the first match in an event.

### Codes (FAC pg. 104-106)

| Defaults                                     |            |
|--|------------|
| Not showing up.....                          | Def[ns]    |
| Misconduct before or between matches...      | Def[cond]  |
| Refusal to start match or continue match.... | Def[refsl] |
| Adult Discipline.....                        | Def[ad]    |
| Lateness.....                                | Def[late]  |

| Withdrawals                             |          |
|---|----------|
| - Illness.....                          | Wd [ill] |
| - Injury.....                           | Wd [inj] |
| - Personal Circumstance.....            | Wd [pc]  |
| - Tournament Administrative Error ..... | Wd [tae] |
| - Double withdrawal.....                | Wd /Wd   |

| Walkovers              |          |
|------------------------|----------|
| - Illness.....         | Wo [ill] |
| - Injury.....          | Wo [inj] |
| - Double walkover..... | Wo /Wo   |

| Retirements                |                  |
|----------------------------|------------------|
| Injury.....                | Score + Ret[inj] |
| Illness.....               | Score + Ret[ill] |
| Personal circumstance..... | Score + Ret[pc]  |

### Inclement Weather

**Canceling Events:** If there is a need to cancel events due to weather, Doubles is first and then Singles Consolation and then Main Draw. **Tournament directors are asked to use Good Judgment and Discretion when canceling events. Please Call LTA Junior Tennis Director, Jordana Klein, before cancelling events @ 225-769-0337 or Itajrtennisdirector@louisianatennis.com.**

**PLEASE POST ALL UPDATES ON TDM TOURNAMENT PAGE.**

LTA recommends you post a refund policy and inclement weather policy on your TDM page before draws are posted.

**Modify Formats: Recommendation by LTA \***

- a. Change formats to 10point tiebreaker in lieu of 3<sup>rd</sup> set
- b. Change to No-Ad Scoring
- c. Change surfaces
- d. Short scoring: "Short" sets, first player/team to win four games wins the set provided there is a two game margin over the opponent(s), may be used due to inclement weather. **Tournament Directors are asked to use Good Judgment and discretion when changing formats during inclement weather situations.**

## \*Grand Prix Requirements

**\*Awards:** Awards shall be given for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place except when the draw is less than six (6) players.

Sportsmanship certificates provided for BG10s & BG12-18s. First tournament certificates provided for first time players.

**\*Balls:** All JGP Tournaments will be provided with 1 case of orange balls for the 10 & Under Division via USPTA and 1 case of green balls. **Red balls provided if events offered.**

**\*Divisions:** Only one (1) division per age bracket in 2016 – Novice has been removed due to low participation

a. **Doubles:** DOUBLES WILL **NOT** BE OFFERED

b. **8 & Under:** 8 & Under will be offered if tournament director chooses to hold them. Non elimination format. Medals for all.

**\*Draws:** Modified Feed in Consolation- First 2 rounds of main draw feed into back draw.

**\*Entry:** Players are only allowed to enroll in one (1) age division. Entry Fee of \$49 for all divisions including 10 & Under.

**\*Scheduling:** Two (2) Day Tournament Sanctions only (Saturday and Sunday); No play on Friday

**\*Scoring:** Ten (10) point Match Tiebreaker in lieu of a 3<sup>rd</sup> set except for 10 & Under (see 10 & Under requirements below)

## 10 & Under Requirements

**Balls:** Orange Balls are required for all 10 & Under tournaments sanctioned by the Louisiana Tennis Association.

**Ball usage:** Sanctioned LTA tournaments must start with new stage 2 (orange). The balls may be re-used:

- Balls should not be in use for more than 4 hours, except that balls are not changed when match is in progress; and
- Balls should not be used for more than eight short sets.

**\*Permanent Lines:** In 2016, all sanctioned junior tournaments in Louisiana hosting the 10's divisions shall have permanent painted lines on the hard courts and nailed down lines for the rubico (soft) courts.

**Playing limitations:** 3 main draw singles + 2 doubles is maximum or A player should play no more than 75 games in a day, no more than 60 which should be singles (FAC pg. 143) . Matches should not start after 8:00 PM

**Rest between Matches:** The minimum rest period of 30 minutes always applies for LTA 10 & Under Scoring Format. The guidelines apply when the best of 3 short sets match format is used, in which case the rest offered shall be at least 30 minutes. (FAC pg. 143).

**Scoring:** For all USTA Louisiana 10 and Under, tournament play (not including Jr. Team Tennis), the required scoring format, for singles matches, shall be the best of two short sets (first to four and win by two), with a set tiebreak (first to seven and win by two) at 4-4 in each set, and a set tiebreak (first to seven and win by two) for the third set. **(No coaching is allowed between 2<sup>nd</sup> and 3<sup>rd</sup> "set break", which is only a 2 minutes").**

**Doubles:** Play shall consist of a regular six (6) game set, with a set tiebreak (first to seven (7) and win by two) at 6-6, or short sets, as detailed above in singles play.