USTA SOUTHERN SOUTH CAROLINA

USTA South Carolina
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www.sctennis.com

July 31, 2015

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Tournament Directors,

Welcome to another exciting USTA South Carolina sanction period! USTA South Carolina is currently accepting sanction applications for 2016 tournaments. The 2016 sanction period begins on August 1, 2015 and ends on September 15, 2015. Please be mindful of the following points when applying for a sanctioned tournament:

- September 15th is the sanction deadline. If you miss the deadline, you must wait until the late sanction period in February 2016.
- Confirm your referee's availability for your tournament date. A referee must be listed on the sanction form before the tournament is approved by the Adult or Junior Competition Committee.
- Include accurate alternate start dates 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.
- A $43 sanction fee is required for all applications submitted. Sanction forms submitted during the late sanction period will pay an $83 sanction 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.
- Adult tournaments should make every effort to include consolation play. Adding consolation play is proven to add players to your tournament.
- Junior and Adult USTA South Carolina State Championships are open for bid. Please visit the Tournament Director's homepage on www.sctennis.com for an application.

This sanction packet includes a tournament timeline, sanction form instructions, and rules & regulations for sanctioned tournaments. A copy of the full sanction packet can be found on the tournament directors tab on www.sctennis.com. Thank you for all you do to promote tennis. We are looking forward to a successful tournament season in 2016!

Best Regards,

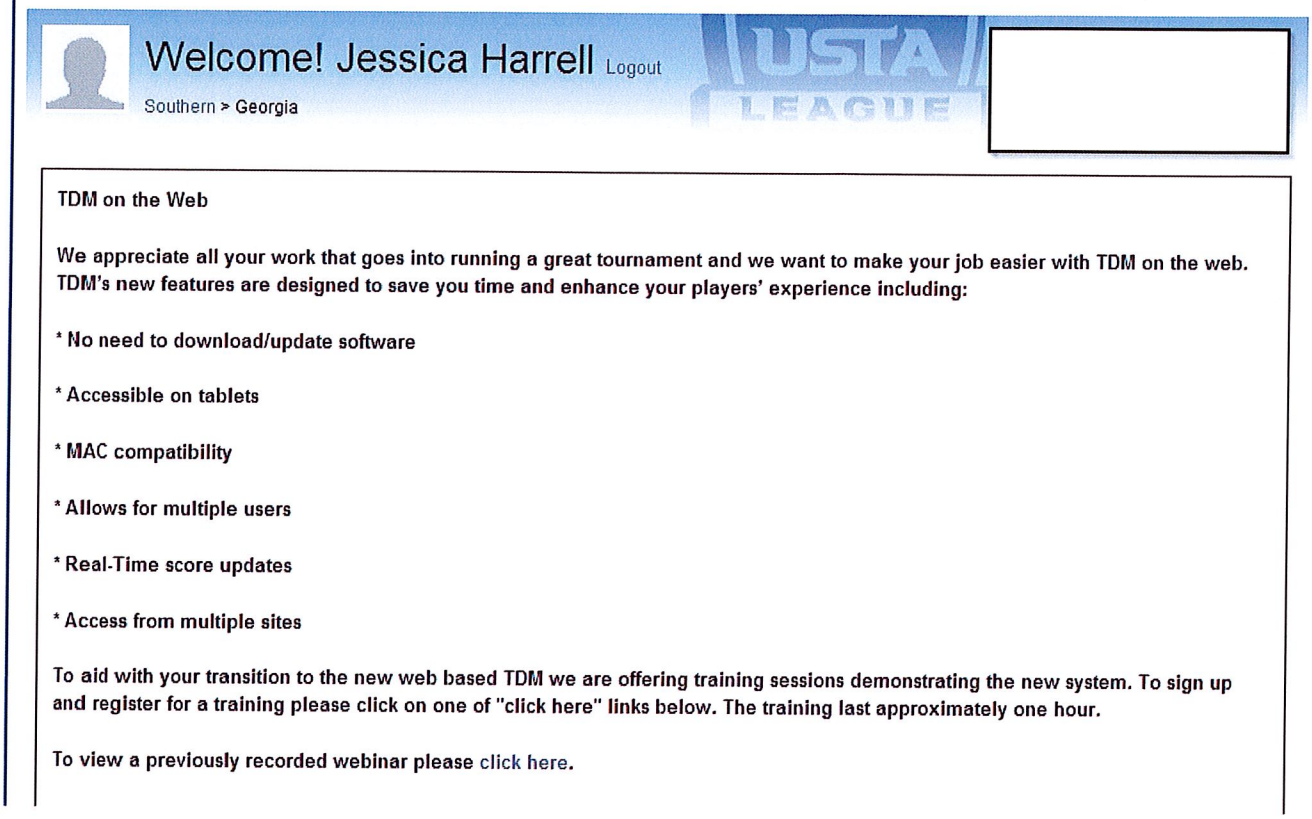
Graham Cox
Executive Director
(800) 644-7282

# Online Sanction Application Instructions

Thank you for your interest in hosting a USTA South Carolina Sanctioned Tournament. If you are a new Tournament Director, please contact the USTA SC Office for assistance in getting set up in TennisLink.

If you are currently a TD or Referee and have been set up in TennisLink, http://tennislink.usta.com/tournaments/Login.aspx is the direct link to the Administration Page. The Administration Login screen will open. If you have accessed this page before, please log-in using your Member Organization USTA # and the password you created. If you're not able to login because you have forgotten your password, there is now a function to reset your password on this online administration page.

**1) Log In:** Once you have logged in, a welcome page will appear and will look like the below page:



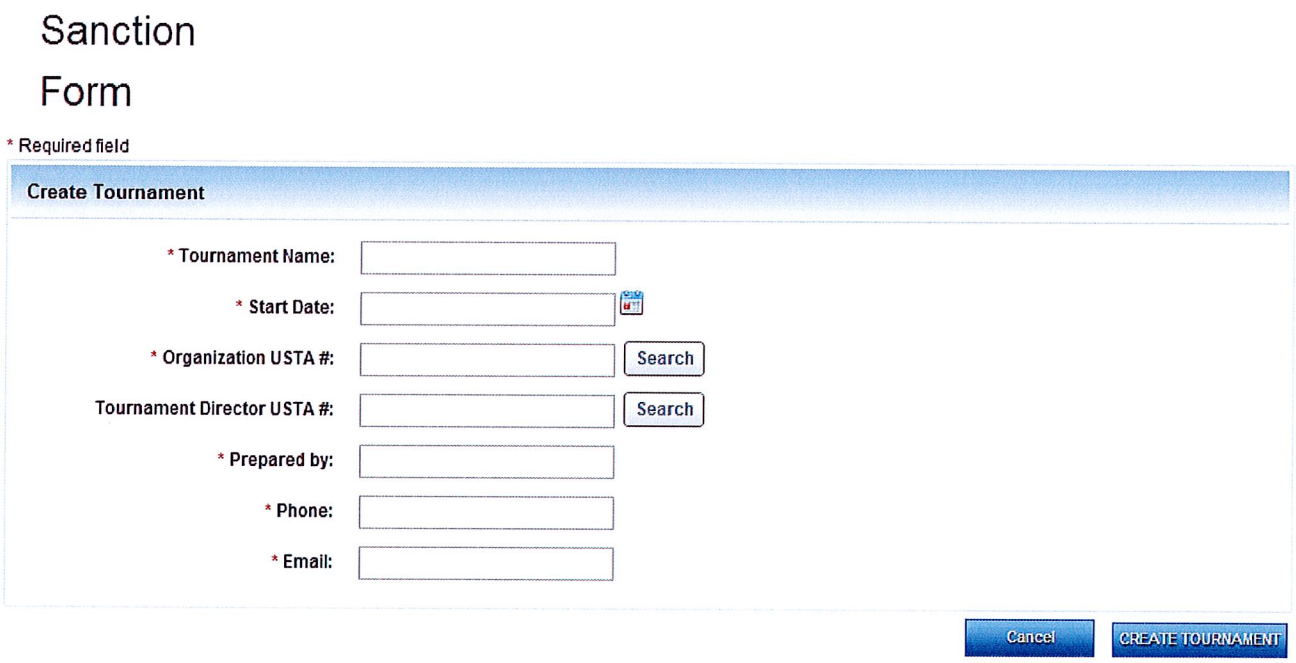

As you scroll down, you will see the "Administration" Box, and to complete the sanction form, you have two options: copy an existing tournament under My Tournaments, or start a new Sanction Form.

**Existing Tournament from 2015**: If there is a tournament that you would like to keep from the prior year listed in your tournament page, please press the copy link next to the tournament under the "My Tournaments" link. Instructions will then appear. The copy process will save you from having to fill out a new sanction form; however, you will still need to go into your tournament information and make updates to the tournament that you copied from 2015 to 2016. You must re-input your banking information and there is a new function that is required on the "Events" page that is detailed in the below pages.

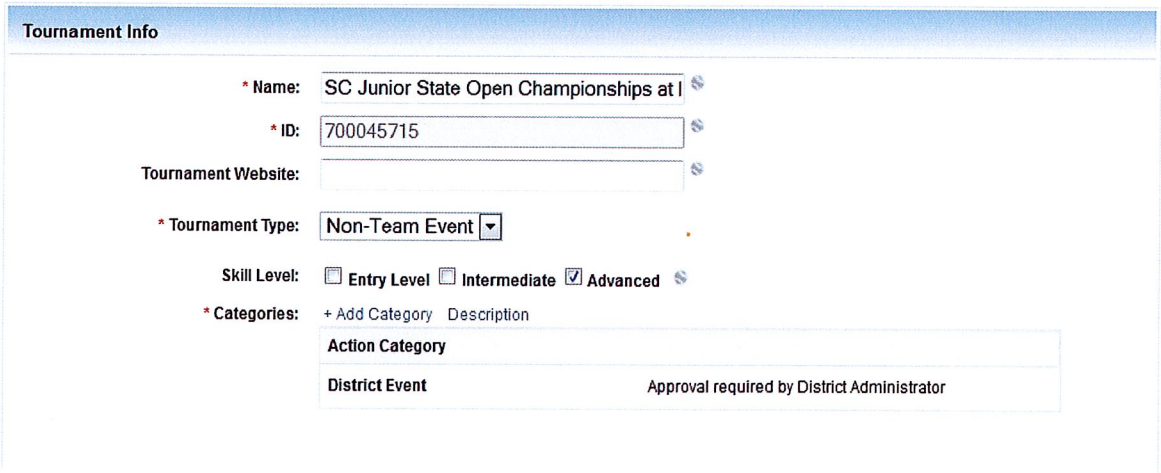
**New Tournament for 2016:** If you want to add a tournament, click on New Sanction Form. Follow the directions provided on the next few pages. Please follow the directions carefully. If you enter some of the information incorrectly, it could prevent your tournament from being approved for 2015. Please pay particular attention to all of the highlighted areas!!!!

**NEW TOURNAMENT SANCTION FORM**
**INSTRUCTIONS**

**Screen 1**
**New Sanction Form:**
Fill out desired tournament name and start date. You must fill in your organizational USTA number to proceed to page 2. There are search functions to find your Member Organization # and Tournament Director USTA #. The "Prepared By" is auto-populated based on the account you're signed in. Press "Create Tournament" to proceed.



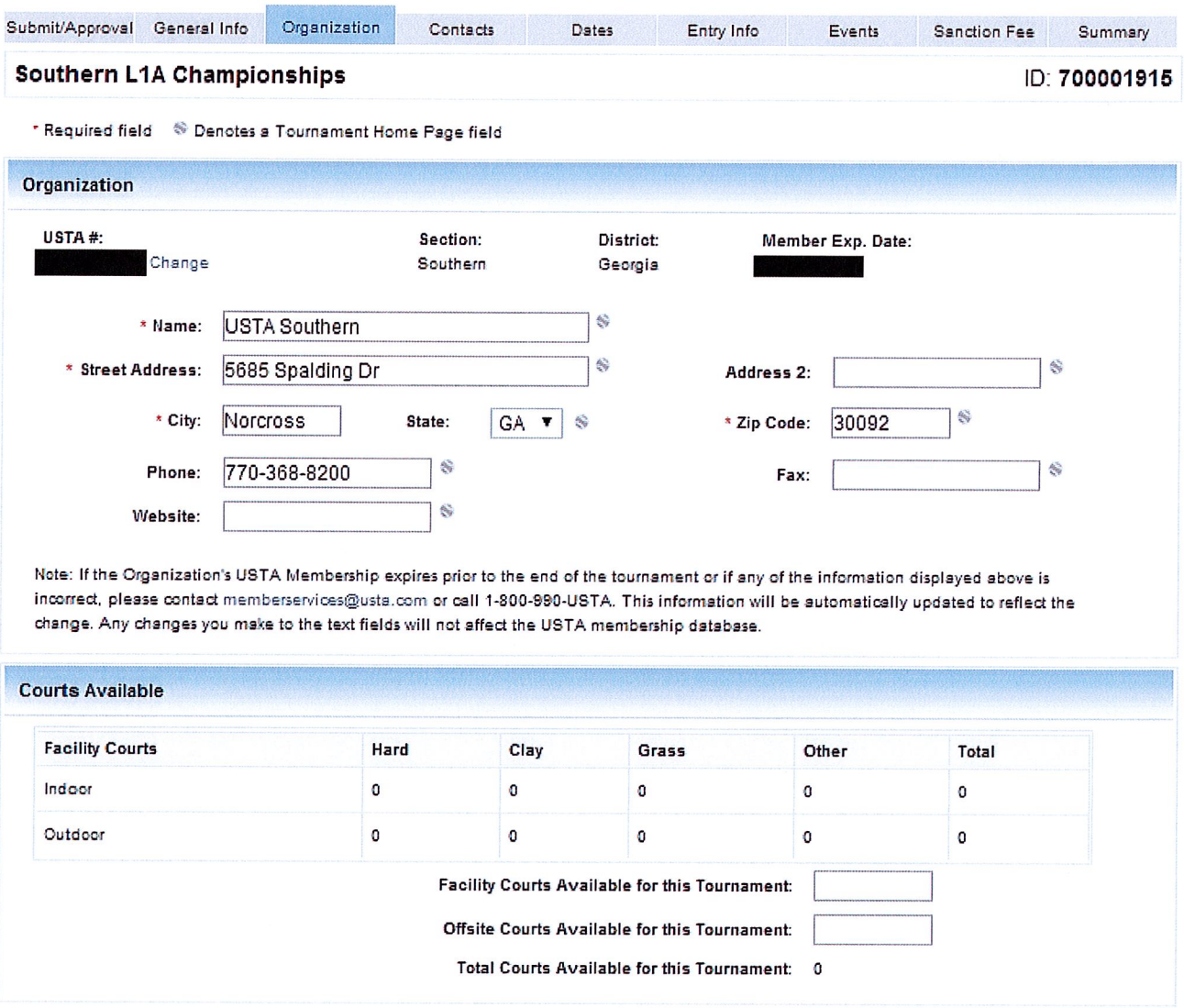

**Screen 2-General Info:**
This screen contains the tournament name, skill level, and Category that your tournament is. For new USTA SC Events, please select the "District Event" category and NOT a "Level" as the "Level" indicated events are sent directly to National. You will also update your Messages on this page if your tournament is approved.



**Screen 3-<u>Organizational information:</u>**

Make sure all organizational membership information is correct. If you want your correct information to show up online, you must make sure the information provided below is accurate. If corrections need to be made, please **contact memberservices@usta.com or call 1-800-990-8782**.

Click on the Contacts tab to continue…



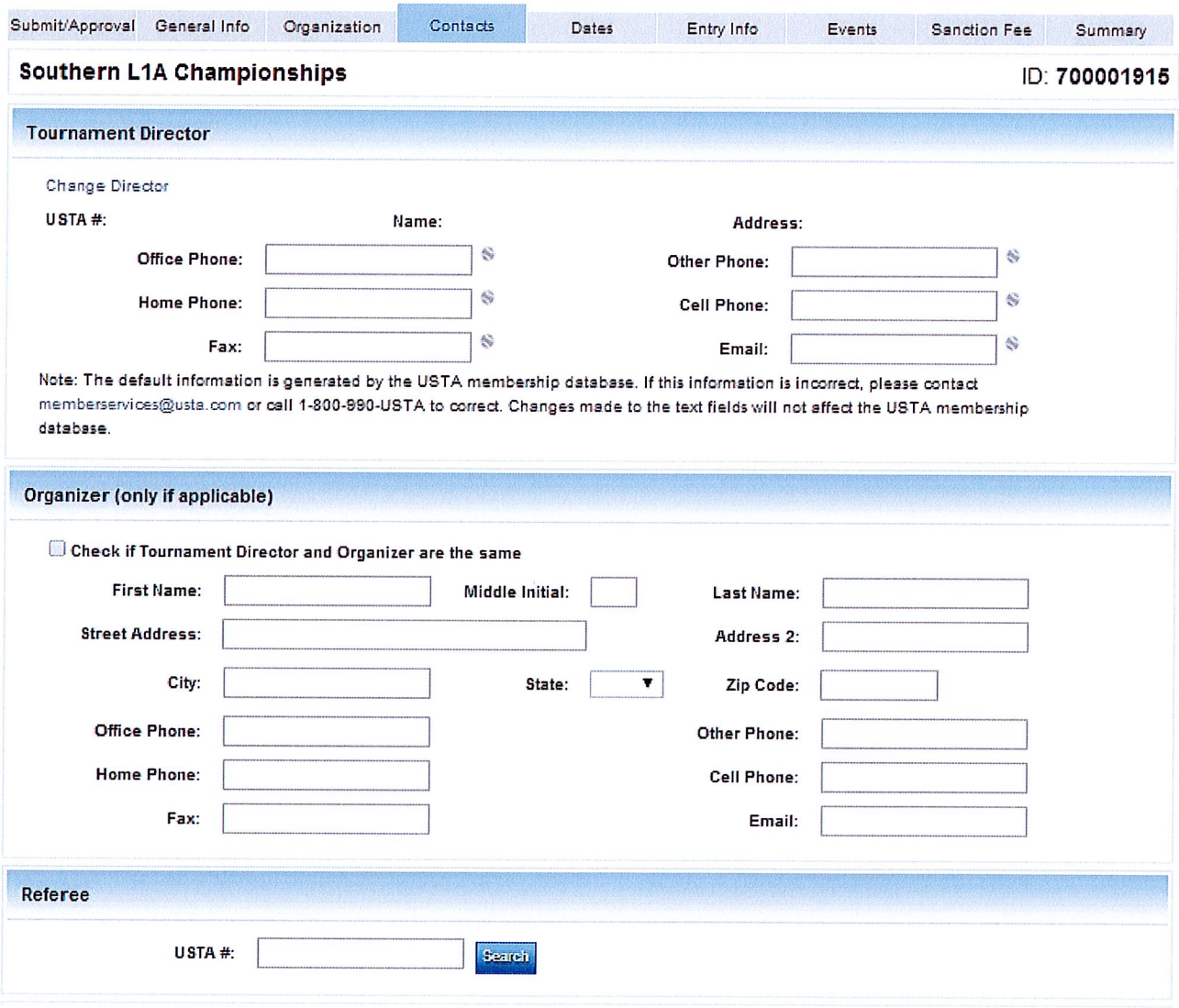
**Screen 4**

**Contacts information:**

Make sure the Tournament Director's membership information is correct. If corrections need to be made, please **contact memberservices@usta.com or call 1-800-990-8782.**

Referee information is mandatory when submitting your tournament. Your tournament will not be approved for sanction until accurate referee information is listed. **THE REFEREE CANNOT BE THE TOURNAMENT DIRECTOR.**

Click on the "Next Step" button to continue…



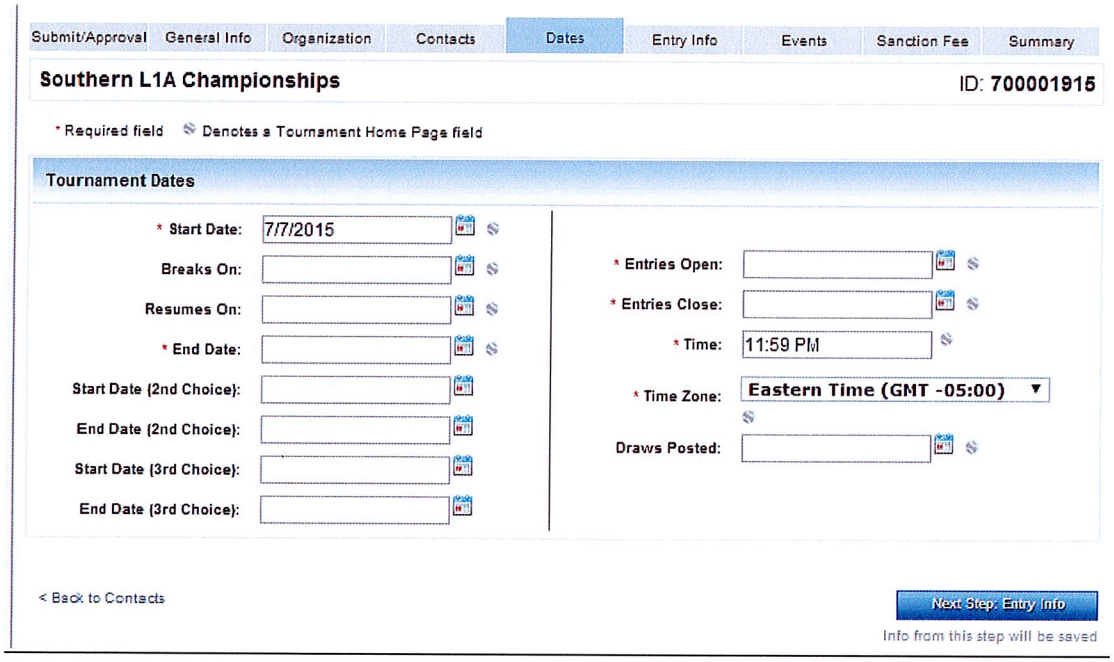

**Screen 5**

**Dates:**

Fill in all required fields denoted by the * asterisk.

**Make sure to include a second start and end date.** A third choice is optional. If you don't include a second start date and end date, we will assume that you don't have one and your tournament may not get approved if you only have one date available for your event.

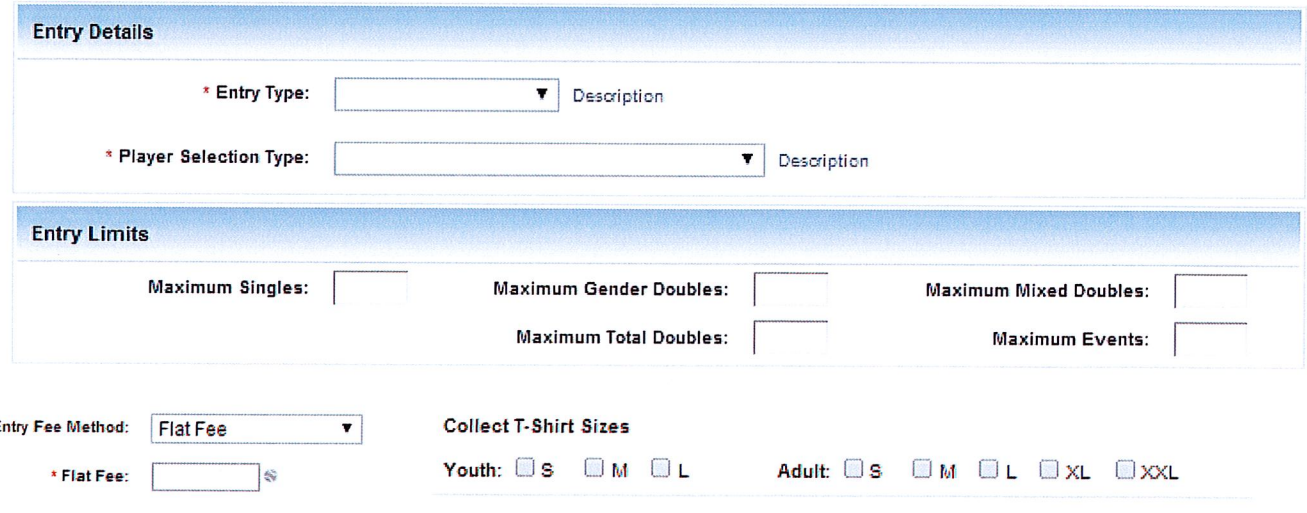
Click on the "Next Step" button to continue…




**Screen 6 Entry Info:**

Entry Details:

- **Entry Type:** "Open" & Player Selection Type: "No Selection Process" for **most** tournaments
- **Entry Limits:** varies based on event
- **Entry Fees:** Entry fees are established by the tournament director within USTA SC regulations
- **Registration:** Online registration must be used. You can also collect T-Shirt sizes by selecting the sizes you will offer, and players must input their size when they register for the tournament online.
- **Bank Information:** There are 2 options to receive the entry fees: Direct Deposit and Pay by Check. You will need the following banking information to utilize Direct Deposit: Name, Account Name, Account Number, Routing Number, and Bank Address (city, state zip).

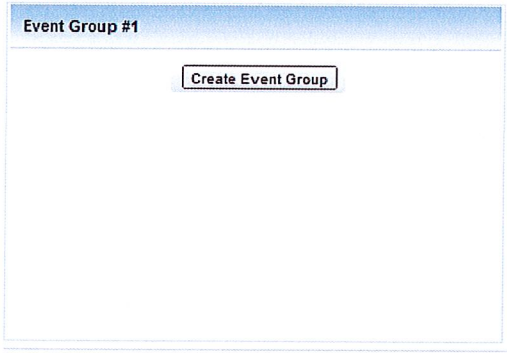



- **Note:** you will NOT be able to advance past this page if you do not input the required banking/checking information denoted by the *

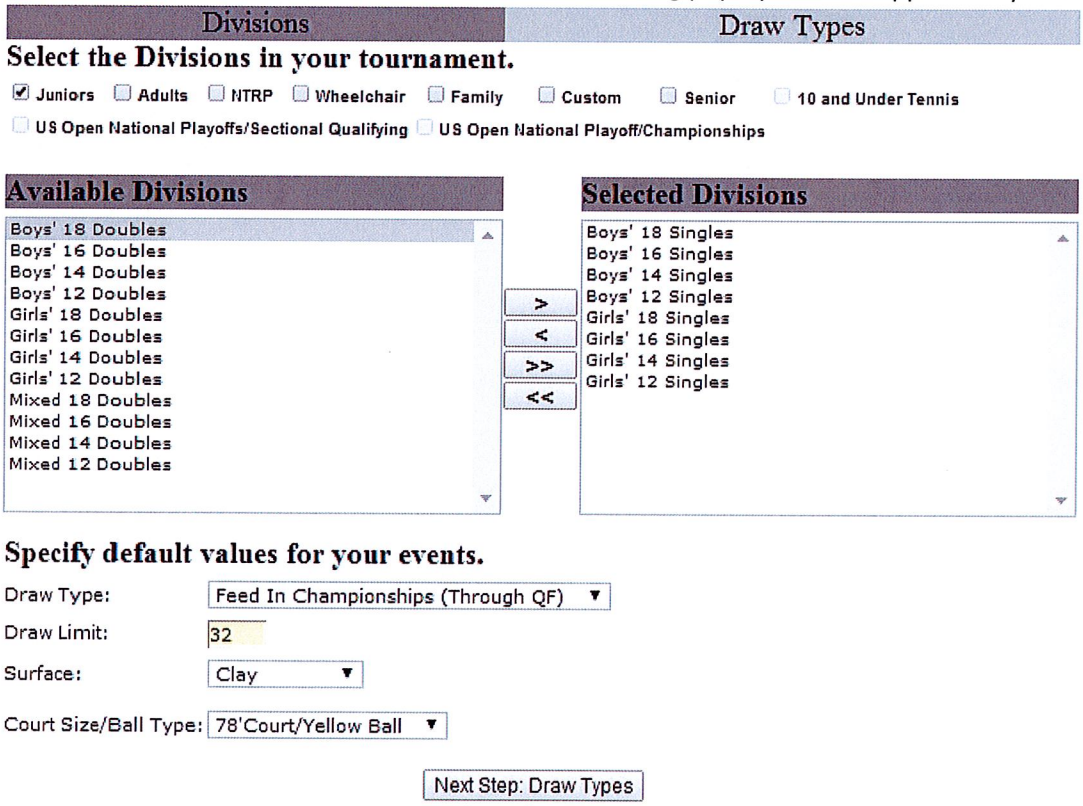
Click on the "Next Step" button to continue

**Screen 7-Events:**

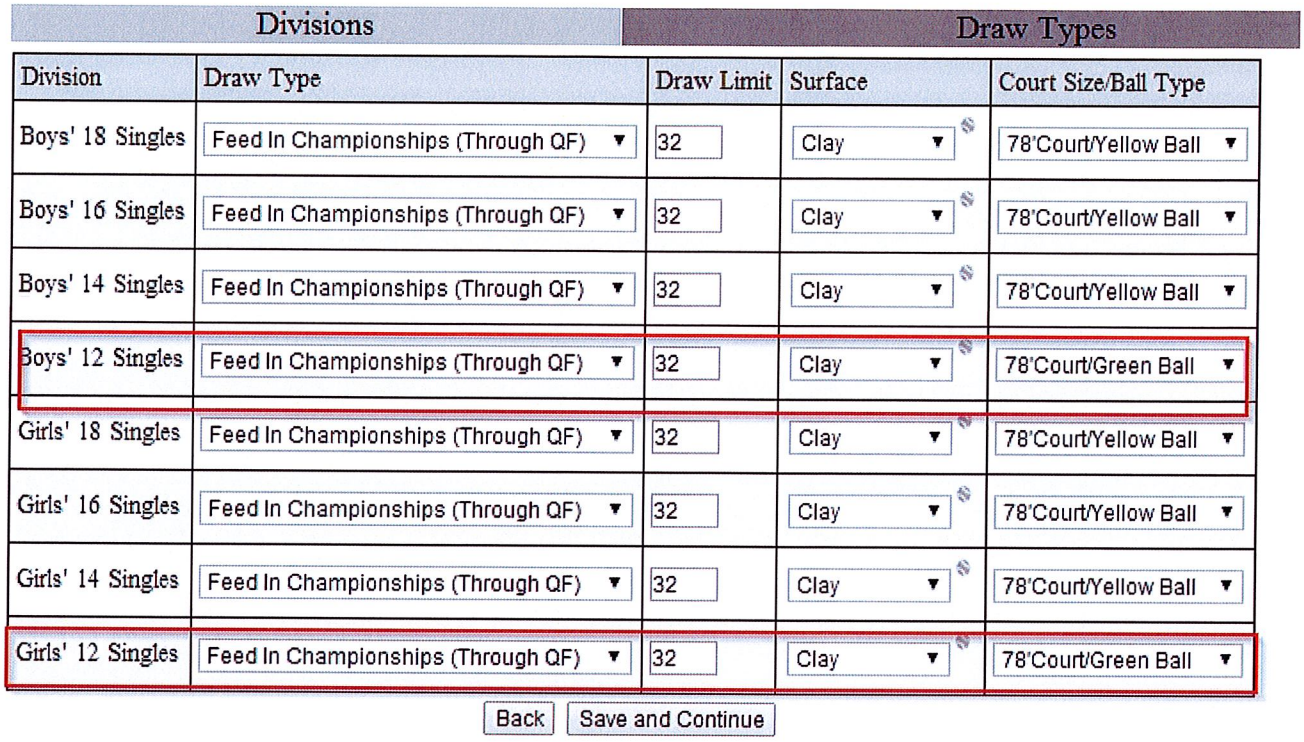
This is the area where you will be choosing what events you will offer at your tournament. First, you will select "Create Event Group" under Event Group #1:




The following pop-up box will appear for you to select divisions:



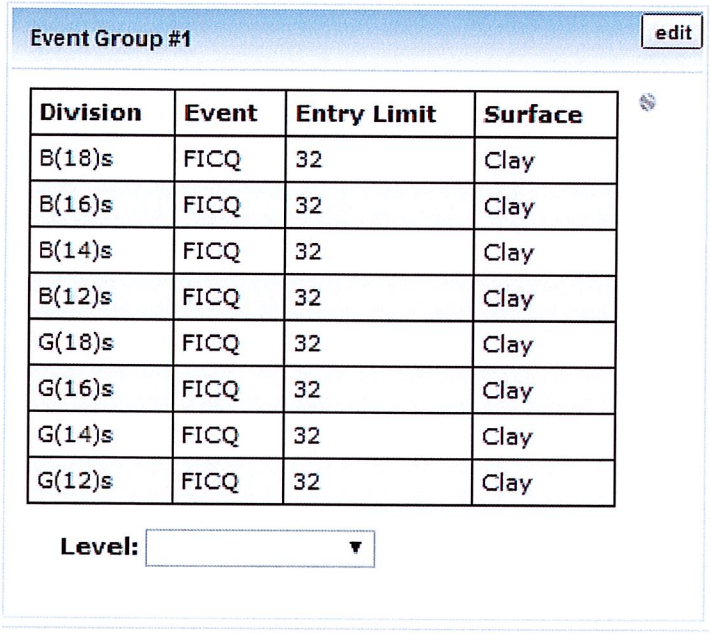

**You MUST input the court size/ball type on this page in order for the tournament to be submitted (you will get an error message if it is not correct).** The example below shows the 14-18s using the yellow ball, but the 12s using the green ball. You can also alter the surface for specific divisions on this page as well.



| Divisions | Draw Types | | | |
|---|---|---|---|---|
| Division | Draw Type | Draw Limit | Surface | Court Size/Ball Type |
| Boys' 18 Singles | Feed In Championships (Through QF) | 32 | Clay | 78'Court/Yellow Ball |
| Boys' 16 Singles | Feed In Championships (Through QF) | 32 | Clay | 78'Court/Yellow Ball |
| Boys' 14 Singles | Feed In Championships (Through QF) | 32 | Clay | 78'Court/Yellow Ball |
| Boys' 12 Singles | Feed In Championships (Through QF) | 32 | Clay | 78'Court/Green Ball |
| Girls' 18 Singles | Feed In Championships (Through QF) | 32 | Clay | 78'Court/Yellow Ball |
| Girls' 16 Singles | Feed In Championships (Through QF) | 32 | Clay | 78'Court/Yellow Ball |
| Girls' 14 Singles | Feed In Championships (Through QF) | 32 | Clay | 78'Court/Yellow Ball |
| Girls' 12 Singles | Feed In Championships (Through QF) | 32 | Clay | 78'Court/Green Ball |

Back Save and Continue

When you select "Save and Continue", you'll be taken back to the main Events tab and will see the below in Event Group #1.



Event Group #1 edit

| Division | Event | Entry Limit | Surface |
|---|---|---|---|
| B(18)s | FICQ | 32 | Clay |
| B(16)s | FICQ | 32 | Clay |
| B(14)s | FICQ | 32 | Clay |
| B(12)s | FICQ | 32 | Clay |
| G(18)s | FICQ | 32 | Clay |
| G(16)s | FICQ | 32 | Clay |
| G(14)s | FICQ | 32 | Clay |
| G(12)s | FICQ | 32 | Clay |

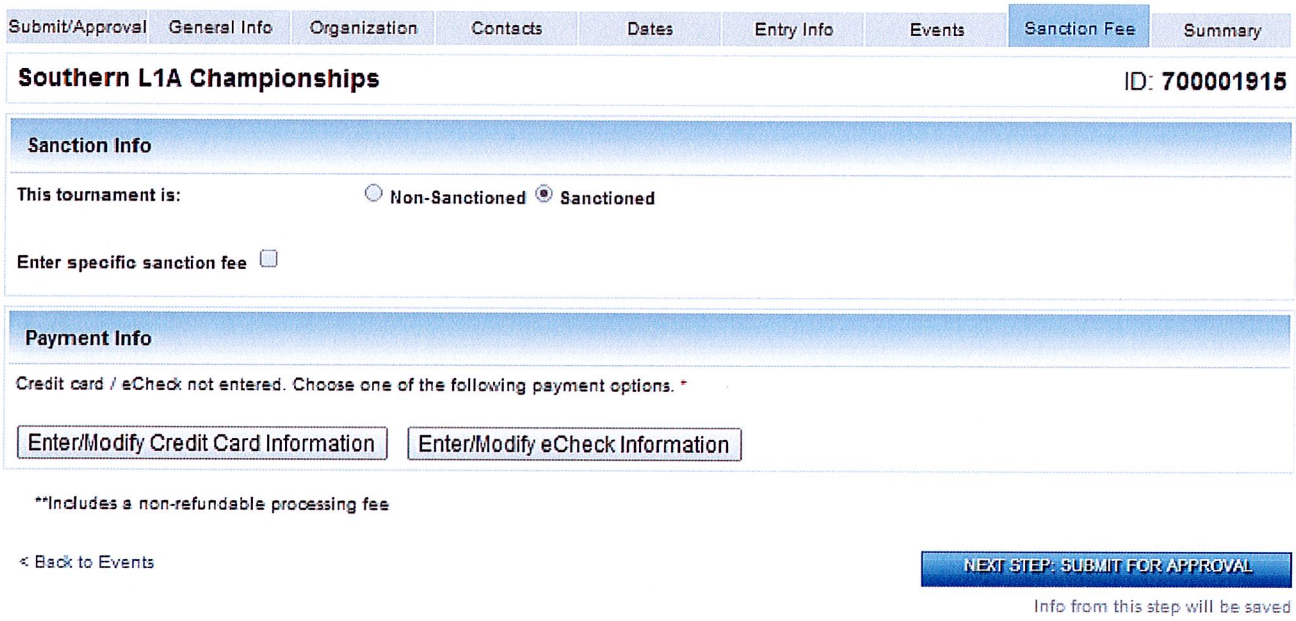
Level:

Click on the Next Step button to continue.

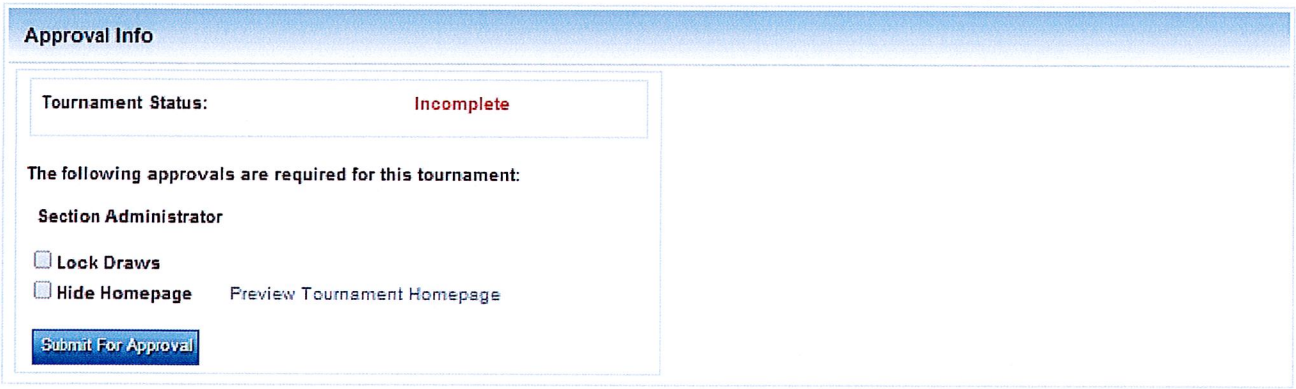
**Screen 8**

**SANCTION FEE:**

1. Mark this tournament as a **sanctioned** event. (See screen below)
2. Enter your Credit Card/E-Check information as requested. You will be unable to Submit for Approval if the payment information has not been entered. No fees will be assessed unless the bid is accepted by the Junior or Adult Competition Committee and USTA SC approves the sanction through TennisLink, typically in September/October.




**To submit your tournament, select Next Step: Submit for Approval & the following page will appear:**




You have successfully submitted when the tournament status reads "Pending" with the date/timestamp

Screen 9: Summary

**Includes information about your tournament. As you update your tournament this summary page will change. When you're finished with your sanction application please print the summary page for your records.**

If you have any questions, please e-mail the USTA TennisLink Team at linkteam@usta.com. You can also call the USTA SC Office at (800) 644-7282.

**Repeat the process for additional tournaments.**

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July 31, 2015

CALL FOR BIDS: USTA SC STATE CHAMPIONSHIPS

All USTA South Carolina State Championships are now open for bid! Any facility who believes they have sufficient court space and amenities is encouraged to apply to host a championship. Junior State Championships will be awarded on a one-year bid (2016). Adult State Championships will be awarded on a two-year bid (2016-2017). The championships vary in size, so if you have questions, please feel free to contact the USTA SC office for additional information.

When considering bids, the Junior and Adult Competition Committees will examine factors such as number of courts, amenities offered, quality of sites, number of sites, and other items as outlined in the application. A minimum of 15 courts is suggested for all bids.

The Junior and Adult State Championship tournament applications can be found on www.sctennis.com/tournamentdirectors. The deadline for all applications is **Monday, August 31, 2015**. The 2016 Sanction Period for the remainder of South Carolina's tournaments will be held **August 1 - September 15, 2015**.

All facilities are welcome to apply. Smaller facilities are encouraged to work together to host a championship. Please do not hesitate to contact the USTA SC office, (800) 644-7282, with any questions.

Thank you and good luck!

Sincerely,

Graham Cox
Executive Director

# USTA SC Inclement Weather Policy For USTA SC Sanctioned Tournaments

**Purpose:** Tournament Directors and Referees have several options when faced with inclement weather or heat advisories on tournament dates. The Referee is responsible for the final decision. Player safety shall be the top priority!

**Policy:**

1. The Referee may do one or more of the following:
    a. Use no-ad scoring
    b. Use match tie break in lieu of third set
    c. Cancel the consolation rounds of singles and/or doubles
    d. Cancel doubles main draw events (only after consolation events have also been cancelled)
    e. Reschedule the tournament (with approval from the Sanction and Schedule Committee)
    f. Cancel the tournament (in coordination with the Competition Manager of either USTA SC or USTA Southern)

2. These options are listed in the order that they should be used. For example, a tournament director should use no-ad scoring before he/she cancels the consolation, etc.

3. The use of any option not shown on the list above, including short sets, must be approved by the Competition Manager or the Chairman of the Officials Committee of USTA SC. This can be done by telephone or electronically.

4. Tournament Directors and Referees should weigh the options above in their effort to "complete" a tournament against the desire to maximize play. It is NOT necessary to complete all the rounds of a tournament, either main draw or consolation. Using available court time to get in as many matches as possible for all the players still in the tournament should always be a consideration. To the extent possible, emphasis should also be placed on getting an equal number of rounds played in all divisions.

**Board Approved:** March 29, 2009

Information below is not policy, but suggestions for your committee to consider before your event:

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The USTA and the Sport Science Committee have developed the Emergency Care Guidelines to serve as a resource for tournament directors as they prepare to run an

event. All tournament directors should be prepared for a medical emergency or a disaster should one occur.

The topics covered by the Emergency Care Guidelines include:
. Emergency phone numbers
. Supplies to have on-hand
. Universal precautions
. Heat illness
. Allergic reactions
. Thunderstorms and lightning

These Emergency Care Guidelines outline some reasonable steps that tournament directors can, and should, take to ensure the health and safety of the players and spectators at their events. Please download the Emergency Care Guidelines to use and distribute available from the National web site: www.usta.com – Coaching Education- Resources. This information is also printed in the 2009 FAC beginning on page 225.

# Policy on USTA South Carolina Junior Tournament Sanction and Scheduling

**Purpose**: This policy outlines the guidelines used by the Sanction and Scheduling Committee to schedule tournaments in South Carolina and establishes the minimum requirements tournament directors and member organizations must meet to have junior tournaments sanctioned by USTA SC.

**Policy**:

1. USTA SC tournament sanctions are held by the member organizations. The tournament director is the authorized agent for the member organization and, as such, is responsible for meeting all sanctioning requirements.

2. Applications for tournament sanctions must be submitted using the Tennislink online application. Failure to submit a complete application within established timelines may result in denial of sanction.

3. If an event will include both junior and adult competition, a separate sanction request must be made for each competition.

4. Tournament levels are determined by the Junior Competition Committee and are reviewed each year. Individual tournaments are not guaranteed the same level for the next year.

5. All sanctioned tournaments must meet the requirements listed in this policy. If a tournament director, acting individually or as agent for the member organization, violates **any** sanctioning requirement, the tournament director and/or the member organization may be ruled ineligible for a sanctioned tournament the following year.

6. Tournament Requirements:

    a. USTA Membership
        i. The host member organization and tournament director must be current members of the USTA. These memberships must be valid through the last day of the sanctioned tournament.
        ii. All players allowed into sanctioned tournaments must be current USTA members.

    b. Tournament Data Manager System (TDM)
        i. Tournament Data Manager System (TDM) must be used for all USTA SC sanctioned tournaments. Results must be uploaded **daily** during the tournament.

ii. Final results must be published within **24 hours** of the last day of the sanction in order to meet the weekly standings update schedule. Any delays must be approved by the Junior Competition Coordinator.
iii. TDM default codes must have a reason listed. Codes are available in Friend at Court (FAC).
iv. Corrections to published tournament results must be entered into TDM by the tournament director or referee. If the tournament results have already been calculated into the published standings, corrections will not be reflected in player records or standings lists until the next scheduled update.
v. All tournaments must offer online registration.

c. Entry Deadlines
   i. Entries may not be closed prior to the deadline.
   ii. Tournament directors may extend entry deadlines **only one day**. Any further extension must be approved by the Junior Competition Coordinator.

d. Additional Requirements
   i. Changes in Sanctioned Divisions must be approved in advance by the Junior Competition Coordinator or the Junior Competition Committee.
   ii. Tournaments must be held within the sanctioned dates.
   iii. Tournaments must have a specified tournament director, a specified USTA-certified referee AND a specified tournament committee.
   iv. The tournament director must have attended a USTA SC Tournament Directors Workshop within the past twelve months.
   v. A tournament committee of at least three (3) persons must be appointed. The tournament director and referee must be members of this committee.
   vi. The tournament committee must appoint a tournament appeals committee of at least two members to decide player appeals of the referee's disqualification or unilateral default of a player. The referee, deputy referee and umpires may not be members of this committee.
   vii. Awards must be awarded to first and second place players, in the main draw only, if four or more players are in the draw.
   viii. First match times must be published on the website/tournament home page at least two days before the first day of play.
   ix. The Point Penalty System must be utilized.
   x. Head taxes must be paid according to USTA SC Policy.
   xi. New USTA-approved balls, suitable to the playing surface, must be used at the beginning of all matches, except in 10 and under divisions, where low compression balls are used.
   xii. In junior tournaments, 10s and 12s divisions must offer consolation rounds.
   xiii. Junior players can only play in one age division per event.
   xiv. Information on the tournament homepage and brochures or entry forms must be in compliance with the requirements listed in FAC.
   xv. FAC will govern all sanctioned tournament play.

e. Officials
   i. Referees
      1. The referee must be confirmed before the tournament is submitted for sanction approval.
      2. Any change in referee after a tournament is sanctioned must be approved in advance by the USTA SC Junior Competition Coordinator.
      3. Contact information for the referee must be listed on the tournament home page.
      4. The referee and the tournament director ***may not*** be the same person.
      5. The referee or the tournament committee shall appoint a USTA certified deputy referee to act as the referee whenever the referee is not present. The referee or deputy referee must be present at all times when play is in progress.
      6. The referee or deputy referee and at least one other tournament committee member will make the draw using TDM.
      7. Seedings must be established in accordance with the guidelines in FAC, as adjusted by the latest national, sectional, and state standings lists with particular attention to head-to-head results.
      8. In case of inclement weather, the referee must follow the USTA South Carolina Policy on Inclement Weather when modifying scoring or canceling specific events within the tournament.
      9. Officials must be dressed in either the approved USTA officials' uniform or a tournament specific uniform so that they can be readily identified by the players.

   ii. Umpires and Monitors
      1. At least one USTA certified official must be present at each site.
      2. Requirements in FAC and those established by the Officials Committee and approved by the USTA SC Board of Directors must be followed.

f. Facility Requirements
   i. Courts and lighting must comply with USTA regulations.
   ii. Courts must be clean and free of debris.
   iii. Water removal devices must be available at all sites.
   iv. Clean restroom facilities must be available at all sites.
   v. Drinking water and ice must be available at all sites.
   vi. Chairs or benches must be provided on court for players.
   vii. Adequate first aid supplies must be available at each site. Provision of an athletic trainer is highly desirable.

7. Tournament Scheduling. The Junior Sanction and Schedule Working Group shall use the criteria listed below to determine the junior tournament schedule for any given calendar year.

a. Member organizations are limited to two junior tournaments and two Challenger tournaments per calendar year. National and Southern Championships, Rising Stars events, and stand-alone 10 and under tournaments do not count towards the allotted number of tournaments.
b. A maximum of two junior tournaments and two challenger tournaments shall be allowed on any given weekend within South Carolina.
c. New Challenger tournaments shall not be scheduled within two weeks of another Challenger tournament in the same general area (nominally 100 miles). This policy also applies to new Level 4 junior tournaments.
d. All tournaments to be held on the same dates, except Rising Stars and stand-alone 10 and under tournaments, must be separated by at least 100 miles. As an exception, a junior and an adult tournament may be scheduled within the 100 mile limit. Rising Star Tournaments are not required to avoid dates and divisions of sanctioned junior tournaments.
e. When two or more tournaments within 100 miles request overlapping dates, the tournament in good standing that offers 10 and under divisions and has a history on those dates shall be given priority.
f. Junior state closed tournaments shall have priority on available dates. There shall be no other USTA SC sanctioned tournaments offering the same divisions as a state closed tournament on the same date. Rising Stars and stand-alone 10 and under tournaments are exempted from this requirement.
g. The cancellation of a sanctioned tournament must be approved by the Junior Competition Coordinator. Requests for cancellation must be submitted with as much advance notice as possible. Cancelled events will not receive priority for the same dates the following year.

8. Enforcement:
   The USTA SC Junior Competition Coordinator will keep the Chairperson of the Junior Competition Committee informed of any violations of tournament regulations and/or sanction requirements.

   The Junior Competition Coordinator or the Chairperson of the Junior Competition Committee may initiate a letter to the tournament director of the affected tournament outlining the regulation and/or sanction violations and requesting a written response to include an explanation and a description of corrective action taken or in progress.

   The Junior Competition Committee shall review the response from the tournament director and determine what if any action is to be taken against the affected tournament and/or tournament director.

   Penalties the committee may impose range from admonition to loss of sanction for that particular tournament in the subsequent year or loss of all sanctions, including any tournaments still to be played in the current year.

**Board Approval Date:** September 26, 2010

SOUTHERN
SOUTH CAROLINA

# The Most and Least Enjoyed Aspects of Tournaments

See below for a list of favorite and least favorite aspects of tournaments as reported by USTA SC tournament players in our tournament satisfaction survey.

## Favorite Aspects

1. **Friendly staff**
2. **Nice location/good facilities**
3. **Friendly players**
4. **Well organized**
5. **Good competition**
6. **Well organized**
7. **Good food/amenities**
8. **Knowing other players**
9. **Playing new people**

## Least Favorite Aspects

1. **Poor tournament desk organization**
2. **Single elimination**
3. **Lack of officials**
4. **Lack of knowledge and/or rudeness by officials**
5. **Poor communication regarding scheduling (specifically rain delays)**
6. **Secondary sites too far from main site**
7. **Secondary sites in poor condition**

The main take away from the surveys is: be nice, be organized, and be knowledgeable. Don't forget, there's no such thing as too much information!

# Tournament Director's Checklist

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

**BEFORE APPLYING FOR SANCTION:**

☐ If you are applying for your first sanctioned tournament, contact USTA South Carolina, (800) 644-7282, with your USTA Number so that you can be added to the database.

☐ If re-applying for an event, do a self-evaluation of tournament—what could we do better? What did we do well? Contact the USTA South Carolina office for tournament evaluation results.

☐ 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 Tournaments" 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 SC sanctioned tournaments (on USTA SC Website).

☐ 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 a 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 **September 15, 2016 DEADLINE**.

*Attend a MANDATORY Tournament Director's Workshop. Dates will be posted on the USTA SC website and emailed to all tournament directors.*

**TASKS PRIOR TO ENTRIES OPENING:**

☐ Take inventory of primary & satellite sites to ensure everything is in proper working condition—from bathrooms to singles 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.

☐ 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 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 to the Tennislink Tournament Homepage required in Friend at Court (p. 67, Reg. I.H.2), as well as any tournament specific information (ie: doubles, satellite sites used, directions, sponsors, etc.).

**2 – 3 MONTHS BEFORE THE START OF THE TOURNAMENT:**

☐ Prepare Tournament Budget:

- Income: sponsorship, entry fees, in-kind donations
- Expenses: balls, awards, officials, satellite sites fees, meals, player party, player gift, referee, head taxes

☐ 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 the tournament
  - Plan & secure catering for player meals/snacks

☐ Emergency & Weather Plans: Review USTA Emergency Care Guidelines in Friend at Court

- Review USTA SC Inclement Weather Policy with Referee
- Determine how players will be updated on weather changes—website updates, social media, answering machine recordings, player e-mail blasts, etc.
- Determine flexibility given to players in the event of long matches in extreme weather

**WHEN ENTRIES OPEN:**

☐ Contact USTA SC office for marketing assistance, including flyers and member mailing lists.

☐ Market the tournament to local clubs, players, and parents.

☐ Ensure CORRECT tournament information is up on the website, including working phone numbers and e-mail addresses for key contacts, and update accordingly.

☐ Confirm with tournament referee that any additional officials needed have been secured.

## WHEN ENTRIES CLOSE:

☐ Run an event entrant report with t-shirt sizes, phone numbers, e-mail 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.

☐ Calculate seeds and post to tournament website **at least 24 hours PRIOR TO POSTING THE DRAWS.**

☐ **Draws should be posted at least 24 hours prior to the first match times.**

## AFTER THE TOURNAMENT ENDS:

☐ 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!

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