HOW TO RUN A TENNIS ON CAMPUS SERIES TOURNAMENT
Before The Tournament

Planning a tournament can be stressful at times, but with preparation the actual running of the tournament should be fairly easy. There are several things that you should consider MONTHS before the tournament. Here are a few of those things: (Not in order of importance)

1. **Courts:** As obvious as this might be, sometimes it is easy to forget. You need to make sure that you have plenty of courts and that they will be available for the weekend you are planning your tournament. You also want to make sure that you have enough courts for the amount of teams you are planning on having for the tournament. A rule of thumb for tennis on campus is that you want to try to have at least one court for each specific team. (Not each school, each specific team. i.e. College A, College B, State A, State B...etc., that would be 4 different courts) Tennis on Campus uses two courts for each team match, so you must consider that when planning on how many courts to use.

2. **Court Time:** This is very important because you need to be prepared to know how long each team match will approximately take. (Which on average take 2-2.5 hours, but could fall behind so you need to be prepared) If you need to reserve courts, you will need to know how many courts to reserve and for how long each day. Also, you will need to know when to start matches each day so you don't go over the reserved time.

3. **Teams:** You need to decide how big you want the tournament to be, and how many teams there will be. Usually tournaments works best with these amount of teams: 8, 12, 16, 24, 32, and 64. Usually the amount of teams you can have will be dependent on the amount of courts you have available and for how long.

4. **Formats:** Once you know how many teams you want your tournament to have, you must than decide which format to use. **(See Page 3 for examples of different formats)**

5. **Invitations:** You need to invite as many schools as you can to play in your tournament. The more schools you invite the more participation you are likely to have. Even though you might get more interested teams than you are able to have, you can always make the tournament selection a first come first serve basis. Invitations need to be sent out at the beginning of school if not right before school starts. Teams need to budget going to other tournaments, so the more time in advance the better. **(SEE Page 5 for an example invitation)**
6. **Host hotels**: As this is not a mandatory thing to do, it is something that would be greatly appreciated by the teams coming in for the tournament. All you need to do is find a hotel or two that are close to the site of the tournament, and ask them if you could get a group rate for teams coming in for the tournament. Most hotels will significantly cut the room rates and give you a deal. This allows any team participating in your tournament to get that discounted rate.

**Formats**

**Compass Draw**: This format is a great format to give teams an opportunity to play a lot of matches. It works best for 8, 16, 32, 64 teams, so that there are no byes in the draw.

Here is how to do a 32 team compass draw: (8 and 16 team draws won’t have as many rounds, so you would only need to follow two or three of the steps)

- All teams start in the middle column of the main bracket.
- After round 1, winning teams move east into the East bracket, and the losing teams move west into the West Bracket.
- After round 2, winning teams in the East bracket continue on in the East bracket, while losing teams move into the North bracket. Similarly, winning teams in the West bracket continue on in the West bracket, while losing teams move into the South bracket.
- After round 3, winning teams in the East continue on in the East, losing teams move into the Northeast. The winning teams in the West continue on in the West, losing teams move into the Southwest. The winning teams in the North continue on in the North, the losing teams move into the Northwest. The winning teams in the South continue on in the South, the losing teams Southeast.
- After round 4, the losers are out of the tournament (unless it is announced in writing that there will be semi-final playoffs.) The winners play the final on each draw sheet.

*SEE PAGE 4 FOR EXAMPLE COMPASS DRAW*

**Pool Play**: This format is commonly used in Tennis on Campus tournament. It works best though with 12, 16, 24, 32, and 64. When doing pool play you must have at least 3 teams in each pool, so each team gets to play two matches before Bracket Play.

If you have a tournament with 12 teams:

- You will have 4 pools of 3 teams. Each team playing the other two teams in the pool.
- The top team from each pool would go into the Gold Bracket (you can name it any way you want, but Gold is commonly used for the top bracket)
- The second team from each pool would go into the Silver Bracket
- The third team from each pool would go into the Bronze Bracket
- Each bracket would have 4 teams, which would be the semi-finals.
(Pool play - continued)

A tournament with 16 teams have 4 pools of 4, with 32 teams have 8 pools of 4 and 64 teams have 16 pools of 4 and for each bracket play will have 4 brackets (Gold, Silver, Bronze, Copper)

A tournament with 24 teams: Have 8 pools of 3 and bracket play will have 3 brackets (Gold, Silver, and Bronze)

Example 32 team Compass Draw:
- For an 8 and 16 team draw use only the top half of draw. Follow the same procedure as a 32 team draw except that there will be fewer rounds and finals will be sooner.
- For a 64 team draw use two 32 team compass draws. Round 4 are the semi-finals instead of the Finals.
**Example Invitation:** This invitation by the University of Arizona Club Tennis Team is a perfect example of the things you need to put on your invitation to send out to other clubs. If you create a great invitation the first time, all you would need to do for the next few tournaments would be to change the dates or location if need be.

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**3rd Annual**

**2012 Wildcat Winter Classic**

Tennis on Campus Tournament

Hosted by the University of Arizona Club Tennis Team & Jim
Reffkin Tennis Center (Tucson, AZ)

When: January 28-29, 2012

Contact: Meghan Houk  
Phone: 520.791.4896  
Email: arizonatennis@gmail.com

Deadline: Friday, January 20, 2012

Will Accept A & B Teams  
(C Teams Will be Put on a Wait List)

First 32 Teams to Register Will be Accepted

Entry Fee:  
$100 per team (Southwest Section Teams)  
$125 per team (Non-Southwest Teams)  
**$90/team (Early Reg. Before 1/16)**  
**$150/team (Late Reg. After 1/20)**

T-Shirts: Each participating player will receive an event T-shirt. Extra shirts for sale at tournament.

Awards: First & Second Place Teams in Each Bracket will Receive Awards.

Sign Up: Download the team packet today and sign up!!!

Link --> http://www.mediafire.com/?3ubdcm5yqqtxya

Online Registration: Click Here -->

http://www.active.com/event_detail.cfm?event_id=1996867

Facebook: http://www.facebook.com/WildcatWinterClassic

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**Format:** World Team Tennis Format

**Host Hotels:**

Randolph Park Hotel $69/Night  
Phone #: (520) 795-0330

DoubleTree Hotel $119/Night  
Phone #: (520) 881-4200

Mention: "Wildcat Winter Classic"

**Schedule:**

Captain’s Meeting: Jan. 28 - 9:30am
Matches Begin: Jan. 28 - 10:00am
Player’s Party: Jan. 28 - 7:00pm
Tournament Finishes By: Jan. 29 - 1pm
The week before the tournament:

- **Teams**: By now all the teams should have confirmed that they will be participating in the tournament.
- **Draw**: Once you have all the teams’ confirmations you should start making up the draw. It would be to your discretion whether you want to use the compass draw or start with pool play. More often than not it will be dependent on actually how many teams are playing in the tournament.
- **Courts**: Make sure you double check with the site that you still have the courts reserve and for the amount of time that you had asked for.
- **Balls**: Make sure you have plenty of balls for the tournament. At least two cans of balls are used for each team match, so plan accordingly.
- **Scorecards**: Make sure you have plenty of scorecards, which can be printed out on the tennis on campus website. The scorecards need to be kept for records, so they are very important to have.
- **Food**: You need to plan on either having some food at the tournament. You can have snacks, breakfast, lunch or dinner. If you don’t have food at the tournament because it’s not mandatory, you must plan for teams leaving to get food and you must take that into account.
- **Weather**: Usually 5 days to a week before the tournament gives you the best idea on what the weather might be for the weekend. You must be prepared to change or tweak the schedule if bad weather is in the forecast.

The **Day of the Tournament**

If you have properly prepared with the suggestions in this manual, as mentioned before the actual running of the tournament should be fairly easy to do. The actual hard work of hosting and running the tournament is the weeks and months of planning. With that said though here are some things to make sure you do during the tournament:

- **Captain's meeting**: Before the start of each day you should hold a captains meeting that makes sure that everyone is on the same page for the schedule and everyone understands the rules and scoring.
- **Matches**: You want to make sure that you are constantly watching to see if you are able to put more matches on. Sometimes it is very easy for tournaments to fall behind due to long matches, so when it is possible to put a match on, do not hesitate to do so. This is especially important to do if you have an allotted time for use of the courts.
- **Balls**: Make sure you ask everyone to bring in the balls after their team matches, this mainly gives you more practice balls which any team could never have enough. Since you spent the money on the balls, there is no point to just throw them away after ONE team match.
- **Scorecards**: Make sure everyone filled out the scorecards properly, signed and returned them. As mentioned before these are very important because they need to be kept for record purposes.
- **Food**: During the tournament you need to have time that either teams can leave to get lunch/dinner or you must provide food for them so they don’t have to leave.
Hosting a tournament can be extremely stressful but also extremely rewarding. The more preparation you put into the tournament the better the tournament will become. If you follow the guidelines in this manual, even though they are just guidelines and suggestions, you will be sure to have a very successful tournament. A successful tournament will only mean more teams interested in playing in the tournament the next year and who knows your tournament might even become one of the most prestigious tournaments in the nation.

For other questions about Tennis on Campus, please contact USTA Southwest at toc@southwest.usta.com or (480) 289-2351 104.