DRAW SHEET TERMINOLOGY AND PROCEDURES

The key to understanding draw sheet terminology is that a default occurs as a result of some action initiated by an official. Withdrawals, walkovers, and retirements occur as the result of actions initiated by a player.

a. Withdrawals occur before the first match played or during the warm-up for the first match in an event.
b. Walkovers occur when a player has completed a match in an event and is not able to start the next match in that event.
c. Retirements occur when a player is not able to continue playing a match after it has started.
d. Defaults occur 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.

Generally withdrawals and walkovers are ignored for ranking purposes; retirements are treated as a match played; defaults may carry a ranking penalty.

Withdrawals
A withdrawal occurs when a player withdraws from the tournament before competing in the event because of injury, illness, personal emergency, or another bona fide reason. The Referee shall record the opponent as receiving a withdrawal, and the Referee shall write the reason for the withdrawal on the draw.

The following codes are used by the TDM system to record withdrawals:
- Illness.........................Wd(ill)
- Injury......................... WD (inj)
- Emergency.............. Wd (em)
- Tournament administrative error )....Wd (tae)
  (e.g., tournament entered player in the wrong event)
- Double withdrawal....Wd/Wd

Walkovers
A walkover occurs when a player, after completing a match in an event, and before (or during the warm-up for) the next match in that event decides not to play because of injury, illness, personal emergency, or another bona fide reason. (In a tournament without any alternate available to play, the Referee may allow a player who does not play a first match in the main draw because of injury, illness, personal emergency, or another bona fide reason to play in the consolation draw. The first match in the main draw is treated as a walkover instead of a withdraw;) the Referee shall record the opponent as receiving a walkover, and the Referee shall write the reason for the walkover on the draw.

The following codes are used by the TDM System to record walkovers:
- Illness.................................................Wo(ill)
- Injury.................................................Wo(inj)
- emergency...................................... Wo(em)
- Tournament administrative error..............Wo(tae)
  (e.g. player told incorrect time by tournament)
- Double walkover................................Wo/Wo
Retirements
A retirement occurs when a player is unable to continue playing a match or resume a suspended match because of injury, illness, personal emergency, or another bona fide reason. The Referee shall record the score at the time of the retirement and shall show the opponent as receiving a retirement. The Referee shall write the reason for the retirement on the draw.

The following codes are used by the TDM System to record retirements:
- Illness..........................................................Ret(ill)
- Injury...........................................................Ret(inj)
- Emergency...................................................Ret(em)
- Adult decision ...........................................Ret(ad)
  (e.g. an adult such as a parent or coach pulls the child off the court during a match)

Defaults
A default occurs when a player:
- is disqualified for cause or ineligibility (USTA Reg.1R 1-2)
- is disqualified under the Point Penalty System (which includes penalties for lateness) or
- refuses to play for other than a bona fide reason

The Referee shall record the score, if any, and shall show the opponent as receiving a default. The Referee shall write the reason for the default on the draw.

The following codes are used by the TDM System to record defaults:
- Not showing up at a tournament.......................Def(ns)
- Point Penalty System...........................................................Def(pps)
- Player error .................................................................Def(pe)
  (e.g. player intended to play but mistakenly showed up at the wrong time or location)
- Double default...............................................................Def/Def

Withdrawals, Walkovers, and Retirements Due to Bona Fide Reasons
A Referee should give a player the benefit of the doubt when deciding whether the player’s reason for not playing is bona fide. For example, a player may be too embarrassed to reveal the real reason for not wanting to play or not being able to continue playing. Other examples of bona fide reasons for not playing could include being emotionally distressed over the break up of a relationship or over the death of a relative or friend. Bona fide reasons other than illness or injury shall be coded as withdrawals, walkovers, or retirements due to personal emergencies.

Defaults for Refusal to Play When There Is No Bona Fide Reason
If a player refuses to play or continue to play a match and the referee is convinced that the player has refused to play for other than a bona fide reason, the Referee shall record the match a default (Point Penalty System or “pps”). If the player refuses to play the next match, the referee need not wait until the scheduled time of the match to record the result.

Abandoned Matches
As abandoned match refers to a match that has started, but the Referee has decided that the match will not be completed. There is no winner or loser of such a match. The Referee shall write, “abandoned” on the draw.

Unplayed Matches
An unplayed match refers to a match that the Referee decides will not be started for any reason other than a withdrawal, walkover, default, or retirement. There is no winner or loser of such a match. The Referee shall write, “unplayed” on the draw.