



SENIORS TOURNAMENT GUIDELINES 2020

FOR PLAYERS, TOURNAMENT DIRECTORS, DESK ORGANISERS AND OFFICIALS

INTRODUCTION:

The following guidelines have been compiled to serve as an **easy point of reference** for all parties concerned with either the **running of**, or **participation in** sanctioned local Seniors Ranking Tournaments. More detailed information on various seniors rules and regulations can be found on the TSA website. **Tournaments are entered and paid for online using a debit or credit card via PAYFAST either through the TSA website or through the tsa.sportyhq.com website. EFTs after entry will no longer be allowed.**

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1. PLAYERS

1.1 General:

- **All players MUST be registered members of a TSA affiliated tennis club.**
- **All players MUST be current registered members of TSA in order for their entries to be accepted for any TSA sanctioned / ranking tournament.**
- **All players must reach the qualifying age group entered by 31 December of the year in which the tournament is held.**
- **Players, when entering a tournament, (irrespective of the payment status), agree to abide by the **TSA Rule Book, including the Tournament Rules and Regulations and the TSA Code of Conduct and Disciplinary Procedures.** Please read these so as to familiarise yourself with current rules.**
- **Players also commit to the tournament for the full duration of the tournament and must be available to play at all times from 7h45 onwards.** Tournament organisers are **not obliged** to try and give any **preferential treatment** to the scheduling of matches. Players need to bear in mind that where consideration is required, this can have a **roll on effect** to other players in the draw. Tournaments that fall over various times where a player may have other commitments (for whatever reason) **should not enter** the tournament. Players who wish to withdraw need to sign on the **Player Release List at the tournament desk**, which exempts them from participating any further in any **main draw** or **playoff** match. This withdrawal must be completed **before the Order of Play** for the next day is released, which will not be before 17:00.
- **Seniors Ranking and Seeding Rules are contained in documents available on the TSA website under RULES. PLEASE READ THESE CAREFULLY!**

1.2 Singles Entries, Payments and Withdrawals:

- **Singles entry deadline is always 14 days prior to the start of the tournament and the withdrawal deadline one week.** Try to **enter ahead of time** and not to wait for the last day.
- **Players can no longer enter without paying.** Payment is made online when entering. **No cash** will be accepted onsite and payment must be made on entry.
- **Be aware of entry deadlines** as TSA cannot accept late entries. **Bulk entries by Tournament Directors** can only be done if their province pays for the players concerned upfront. Proof of payment must be received before the players can be entered.
- **It is ultimately the responsibility of the player to check their entry and payment. Check the entry list** a day or two prior to the entry deadline so that errors can be fixed ahead of the entry deadline. Players who are not reflected as paid will **NOT BE INCLUDED IN THE DRAW.**
- **Ensure that you have a TSA number** and that your membership is **active** and your **profile is updated.** If unsure, don't wait for the last day of entries or the weekend to try and rectify this. Contact the Seniors Co-ordinator or the Seniors Assistant, Johann Greyling for assistance.
- The TSA office is **not** open to deal with queries over **weekends** or **after hours during the week.**
- Players can **edit their entries on SportyHQ.**
- **After the entry deadline**, players can still **withdraw online** prior to the **withdrawal deadline**, or by sending an **email** to the Seniors Co-ordinator seniors@tennissa.co.za or TSA Seniors Assistant mptennis@lantic.net **after the deadline.**
- Players who reflect as **unpaid** after the withdrawal deadline will **not be included in the draw but will still be required to pay the tournament entry fee.**
- Any player who is a **No Show** at the tournament will be awarded **suspension points** and **lose all ranking points earned in that event .**

- Any player who is a **No Show and who has not paid their entry fee** will be awarded the determined suspension points, and will not be permitted to enter any further tournaments that are open for entry until such time that the **outstanding entry fee** has been settled.
- Player's who withdraw from an event **after the Order of Play** for the next day has been released, or do not sign the **Player Release List** the day before, will be recorded as a **NO SHOW** and penalised with the appropriate **5 Suspension Points**. This will not count as one of the two permitted Late Withdrawals and the player will **forfeit ALL Ranking Points** earned at the said tournament.
- If the withdrawal is for a **medical reason**, this will count as one of the two free withdrawals/medicals.
- If a player retires **during a match**, he/she may not participate in further compass draw matches in that event and may only participate in other events after signing an **INDEMNITY FORM**.
- Seniors will play off to **all final positions** and receive ranking points accordingly.

1.3 Doubles and Mixed Doubles Entries:

- **The entry deadline for doubles and mixed doubles** entries is also **14 days prior** to the tournament and the withdrawal deadline **one week**.
- **Both players must enter independently online.** Only when both players have entered doubles with one another online will the team be accepted as entered. It is important to **check one another's online entries** to be sure that your partner has in fact entered with you. Once both players' names appear beside one another on the entry list, is it **an accepted and formal online entry**.
- Between the withdrawal deadline and the first day of the tournament, should players agree to play doubles together, they **may email the tournament director with the combination**. The tournament director will email **the Referee and copy the Seniors Co-ordinator**. Only once the **Referee confirms receipt of the email** will this be accepted and deemed to be a valid entry.
- Players who have entered as **"partner wanted"** and cannot find a partner before the withdrawal date will be **allocated a partner** by the Tournament Organisers/Seeding Committee if there is one available in their age group or in **adjacent age groups**. Players cannot, however, be guaranteed partners when entering as **"partner wanted"**.

1.4 Alternates:

- At the 16h00 meeting the day before Senior Tournaments, alternates are found to replace withdrawals if possible.

1.5 Draws and Scheduling:

- **The tournament software used for running all ranking Seniors Tournaments will be SportyHQ, tsa.sportyhq.com which will be used for taking entries, running tournaments and generating ranking lists. Ranking points will be allocated on the second Monday after each tournament and will be accessed through the TSA website. This ranking will be used for seeding of tournaments and selection of teams during 2017.**
- **The Seniors rules for rankings, seedings and draws** were agreed at the **Seniors Workshop** in November 2016 and can be found on the **TSA website** under **RULES**. **The tournament committee has the right to cancel or combine any events if necessary.**
- **Replacement of Seeds:**
Any vacancy created by the withdrawal of a seed prior to the release of the Order of Play for the first day of that Main Draw or 16:00 hours on the day before the start of that Main Draw whichever is the later shall be filled as follows –
 - If the withdrawal is among seeds 1 to 2, the 3rd seed is moved into the open position and the 3rd position shall be filled by the 5th seed, the 5th seed shall be filled by the 9th seed and the 9th position shall be filled by the next highest ranked player eligible to be seeded.
 - If the withdrawal is among seeds 3 to 4, the 5th seed is moved into the open position and the 5th position shall be filled by the 9th seed, the 9th seed position shall be filled by the next highest ranked player eligible to be seeded.
 - If the withdrawal is among seeds 5 to 8, the 9th seed is moved into the open position and the 9th position shall be filled by the next highest ranked player eligible to be seeded.
 Any vacancy created by the withdrawal of a seed which occurs after the release of the Order of Play for the first day of that Main Draw or 16:00 hours on the day before the start of that Main Draw, whichever is later, up until the start of the first match of that event, shall be filled by the next highest ranked player in the main draw eligible to be seeded.
- **Draws and the order of play and venue** will be indicated on the website **48 hours** prior to the commencement of the tournament. We understand that players want to establish times and venues etc. but in order to have the draws and seeding as accurate as possible, these need to be done **as close to the tournament as possible** to cater for last minute withdrawals which can have a major impact.

- It is the full responsibility of the player to ascertain the time of their matches and on which day and at which venue these will take place. In some cases play-off matches and main draw matches from a specific round are moved to different venues. Players should read the order of play carefully to identify the correct **VENUE**. **Matches may only be played at the scheduled venues. Floodlights may be used if necessary. There is a 15min scratching rule and a 5 min. warm-up rule. Upon suspension of a match, eg. a rain delay, the tournament referee shall record the time, point, game and set score and the name of the server, the sides on which each player was situated and shall collect all balls in use for the match. If suspension is due to darkness, it should be after an even number of games have been played in the set in progress, or at the end of a set. There shall be five minutes of warm-up before a match. In the case of a suspended or postponed match, the period of warm-up shall be as follows –**
 - 0 – 15 minutes delay – no warm-up
 - More than 15 minutes, but less than 30 minutes – 3 minutes warm-up
 - 30 or more minutes – 5 minutes warm-up
- Heat Rule will be enforced when necessary. Players will be given 10 mins extra break before a 3rd set.
- Rest between matches:
 - Played less than 1 hour – half an hour
 - Played between 1 and 1 and ½ hours – 1 hour
 - Played more than 1 ½ hours – 1 ½ hours
- Rest between sets:
 - 10 minutes after 2nd set – players may leave the court (not in the case of a 10 point match tiebreak.)
- Balls to be used are:
 - Three new balls for all main draw singles, doubles and mixed matches. New balls or better used balls can be provided for third set as decided by the Tournament Director.
 - Three or four used balls for all compass (playoff) matches.

1.6 Reporting to the Desk Organiser

- The player him/herself must report to the desk organiser when arriving at the venue. Do not have someone report on your behalf.
- If a player leaves the venue for some reason, he/she should first check with the desk organiser in order to establish how soon his/her match may be called.
- Check on the players notice board to establish your opponent and next match etc. Do not continually ask the desk organiser for updates.
- Prior to leaving for the day, establish that you are finished for the day, don't assume.
- If you have played and lost your match, inform the desk organiser if you will be continuing to participate in the play-off events in both singles and doubles. This assists with reducing the number of matches being scheduled unnecessarily on a daily basis along with the frustration from players who have come along to play a match to learn that the opponent was never intending to play further. Fill in the Players Release List if you are not playing any further main draw or play-off matches.
- Both players to report prior to the match in correct match attire. After the match, both players to return to the desk to confirm the score and return the balls, as well as confirm further participation.

1.7 Code of Conduct:

- Players shall during all matches and at all times within the precincts of the tournament conduct themselves in accordance with the ITF rules of conduct.
- A summary of ALL Suspension Points and/or players serving a suspension will be added to the TSA website. Individual players will also receive various email notifications about code violations and be able to see a summary of suspension points and suspensions in their profiles online.
- Players may not leave the court unless they have informed their opponent that they are going to call an official. Leaving the court without permission from an official or without informing your opponent can result in a player being defaulted from the tournament.
- Foot-faulting will be called from outside the court by the Tournament Officials.
- Court umpires will be allocated to matches at the discretion of the Referee.
- Incidents are going to flare up at times during and after matches. However, these incidents need to be communicated in a calm manner in order for all concerned to be able to attend to the matter.
- Aggressive behaviour, abusive language or general abuse will not be tolerated and may result in the guilty party being asked to leave the premises or being defaulted from the tournament.
- The player is ultimately held responsible for any action or statements made by any of his/her representatives, relatives or supporters.

- Players need to be aware that **errors are going to be made**. Errors are made at the highest level of tournaments. The key for the officials involved is to **learn from errors** and find the most appropriate method to fix them. The key from the player's perspective is to address the errors with the tournament officials in a **respectful manner**. This often helps the matter and enables decisions etc to be reached a lot easier and quicker.
- **If a player feels that they need an official, they have the right to call for one during a match. If there is no-one to call an official for you then leave your things on court and tell your opponent you are going to call an official.** In some cases the player may **disagree** with the official's interpretation and may **call for the Referee**. However, the **Referee's decision will be final in this case**.
- In some cases the **Referee can consult with TSA**, but these are generally unusual situations or very serious code violations that can be dealt with after a match. A Referee cannot consult with TSA on a decision that requires finalisation while a match is in progress. **Therefore the decision of the Referee, no matter if correct or not, will serve as the final decision.**
- It is **not acceptable to chirp or try to threaten officials** or anyone else for that matter and **there will be consequences**.
- Players should **respect** their opponent(s) and always display **sportsmanlike behaviour**.
- **Interference** from outside the court is **not permitted**. Supporters may not call line balls or enter into long discussions with players. Even if no coaching is being communicated, if lengthy discussions evolve, the **player** faces the possibility of receiving a **code violation**.
- **Familiarise yourself with the rules and procedures**. It has happened previously where players think they know the rules or are **advised otherwise** by **other influencing sources** and end up being wrong.
- **The tournament Referee's decision is always final.**

2. TOURNAMENT DIRECTORS

2.1 Before and during Tournament:

- Submit a **Tournament Confirmation Document** to the Seniors Co-ordinator which contains all relevant information with regard to your tournament.
- Ensure that tournament details **are correct** as published on **the Seniors Calendar**.
- If any **special functions or announcements**, inform the Seniors Co-ordinator so these can be added to the tournament information.
- Should tournaments wish to send **reminders or emails to players** on the database **promoting their event**, the email needs to be compiled and sent to the Seniors Co-ordinator for distribution.
- Set up a tournament **working committee**.
- Liaise with **local officials committee** to establish **number of officials appointed**.
- **Referee(s) are appointed by TSA**.
- No-one may **act as both** Tournament Referee and **Tournament Organiser/Director without NSC approval**.
- **Meet** with the **Referee(s)** to discuss matters surrounding the **logistics** of the Tournament.
- **Organise a 16:00 meeting the day before the tournament with those involved in running the tournament, including yourself, Referee, TSA Rep, Desk Organisers and other Officials.**
- **The NSC seeding committee will request from you any seeding recommendations before the seedings and draws are done as well as any doubles or mixed pairings that you and your committee recommend.**
- **Prepare a flyer to hand out to the players on registration, containing all necessary contact numbers and info about the tournament, including Doctor and Physio on call and Emergency Numbers.**
- **First Aid Kit** to be available at all venues.
- Ensure that a **Safety Officer** portfolio is assigned to a member of the **tournament committee**.
- Establish working relationship with **local Police station**. Inform the Police of the event and submit **Tournament Safety Plan** to the Police station with a copy to TSA at least 1 month prior to the tournament commencement date. **Safety notice** on the players notice board, with **entrance and exit points** clearly marked.
- Ensure **public liability coverage** is in place at each separate venue being used for the event with a minimum of R5million for any one claim. Copy of these to be included as part of the Safety document that is submitted to the Police and TSA.
- The **make and type of ball** is chosen on tendered price for all tournaments hosted by TSA, namely Nationals, IPTs and any ITF tournaments. Provincial Tournament Organisers need to request quotes well in advance from all suppliers for ITF approved balls of equal quality and then select the cheapest quote. All other suppliers should then be informed why that option was chosen.
- Obtain assistance from the **Referee** to calculate **the number of tennis balls needed** and order **tennis balls directly with the suppliers**.
- Give TSA the **full addresses of the various venues** that are to be used for publication of venues.
- Ensure that the courts are all in **good condition** and suitable for hosting a tournament.
- Ensure each venue has sufficient **singles sticks** and that they are correctly used.

- Check the quality of the **nets and centre bands** as well as centre hooks and **how many sets of floodlights are available**.
- Courts to be **cleaned** prior to the event and sufficient **chairs** for players to sit on when on court.
- **Tuck shop** facilities and **catering** arrangements need to be made by the Tournament Organiser.
- **PA system** for calling of matches if possible.
- **Work station** for desk organisers and an area to be identified as **player notice board** which is positioned away from the work station.
- **Toilet** facilities must be checked and cleaned at regular intervals. Showering facilities with hot water to be provided at the main venue.
- **Map** indicating various venues to be available at each venue and **adequate parking provided**.
- Main venue where finals will be played to contain **all updated draws and various venues order of plays** and other general information.
- **All Tennis South Africa Tournament Venues shall have displayed in a visible position a sign that clearly states that the: “Right of Admission is reserved and that all unauthorised persons who attempt to enter the Venue may, at the discretion of the organisers, be removed by either the organisers or their authorised representatives”.**

2.2 After Tournament:

- Submit **Tournament Director’s Report** to TSA.
- **Consult with Referee about Code Violations to be made official on SportyHQ.**
- **Reconciliation** of tournament budget.
- Deal with any **queries or complaints** that may be received.
- Inform the Seniors Co-ordinator of the amount due to **the Referee** (R450 per day) and she will arrange to pay him/her, as agreed by the NSC. Local referees will be used whenever possible. If a referee has to be used from elsewhere, then the hosting province will be responsible for his/her food, travel and accommodation costs.

3. DESK ORGANISERS

- Must be familiar with venue & should know **names and contact details** of all officials.
- Display a **“tournament clock”** for calling time of matches.
- Tournament file containing **draw sheets, order of play, various announcements, contact information of the players, player release and medical indemnity forms**.
- **Working copies of draws** to be kept at the desk, **general copies** to be posted on the player noticeboard.
- Update the draw sheets and order of play on the notice board at regular intervals. **Indicate which matches are currently on court if possible** so that players etc. can see if the schedule is on time or running late.
- **Responsible for calling of matches.** When a match is called, **note the time** that the match was called, so that if necessary the **15 minutes** can be determined if an opponent is late. Also note the **time the match finishes** as this may affect the amount of rest time permitted between matches.
- **Note that traffic is not an acceptable reason for being late.** This rule **MUST** be consistently enforced.
- Record the result after the match and ask if the **losing player wants to continue** with Play-Offs.
- Be familiar with the various **formats and scoring methods** for seniors.
- Follow the **match schedule that has been drafted** for the day **strictly in order**. Display the following days schedule when requested to do so by the Referee.
- If giving times to players, **write this down** to avoid confrontational situations at a later stage.
- When determining **rest periods for players**, there is no harm in allowing a player **more time** than is indicated in the rule book. The times indicated in the rule book are minimum times.
- Determine how many **new and used balls** are required each day. In cases where used balls seem to be wearing badly, give the players **4 balls** instead of 3.
- Ensure that main venue, Referee or person responsible for updating the specific age group is updated with **your results at regular intervals** during the day. **Submit all singles results together** when they are complete with any withdrawals, then **submit doubles and mixed doubles together with withdrawals** once they are complete.
- Be familiar with the various **duties and responsibilities of tournament staff and officials**.
- **Don’t make general rule interpretations or any procedural decisions** on behalf of the Referee. **Consult first.**

4. TSA OFFICIALS

- Familiarise yourself with the various Seniors **rules and regulations** as well as **duties and procedures**
- **Punctuality** is very important along with other aspects of the **Code of Conduct for Officials**
- Be responsible for the **running of the matches** on your allocated courts
- Deal with various incidents as quickly as possible and **report** any code of conduct issues to the Referee.
- If **uncertain** about a certain issue, **refer this to the Referee** prior to making the final decision,

- **Court Monitors** to be responsible for the **matches** on their allocated courts if you decided to have them. Prior to commencement of each match the official must conduct the coin toss. In this way, officials are being identified directly to the players and the dress code as well as other aspects can be clarified prior to the commencement of the match. **Be visible** during the matches and do not gather in groups away from the courts.
- Players have the **right to appeal decisions**, be sure of the various procedures. If an interpretation is questioned, the Referee must be contacted/called.
- **Referee's** to follow their **various duties** and ensure reports are submitted on the final day of the tournament.
- **Referee should do a double check when entering results to ensure that the correct winner is reflected.**
- **Referee should only publish once the order of play has been done for singles, doubles and mixed.**

FINAL NOTE FOR ALL OFFICIALS AND ORGANISERS

The following two points are vitally important:

- If you are not sure of a question or incident, **don't guess, rather ask**. There is no harm in asking questions. It is easier to resolve a problem **prior** to having to reverse or attempt to resolve an incorrectly applied rule. **This applies to all aspects of the tournament.** IT programme, officials, rules and regulations etc. If you are not sure, rather check first.
- If you are aware that you have made an error, and you are confronted by a player, or, you make a decision and then realise it was incorrect. The first step is **admitting the error**. There is no harm in admitting a mistake. In fact **the sooner this is done, the quicker we can work on trying to resolve the error**. Admit to the error and then **determine which rule will have to be used to correct the error**. In all cases, the parent, player or coach merely want **the correct action** to be taken and the **rules to be administered consistently**.

Finally, if you need any assistance with anything to do with Seniors Tennis, please do not hesitate to contact me and I will assist you as best I can!

I wish you every success in your tennis endeavours!

SHARON VAN DER SCHYFF

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