

# INFORMATION FOR SITE DIRECTORS

## ***DOUBLES***

1. When both team members have arrived, place a check by the team on the draw.
2. Make sure that TOURNAMENT RULES AND SPORTSMANSHIP GUIDELINES are posted in full view of all players and parents. Ask players to read the rules prior to their first match.
3. Tennis Balls – Use 2 (Two) new balls for a main draw match and 2 used balls for all consolation matches. For the finals, use 3 new balls.
4. Put matches on as soon as courts are available. Play matches as soon as all players are available - in any match order - during the first few rounds. Give players a 10-minute warm-up for each match.
5. Matches are all 8-game pro sets. Play a 7-point tiebreaker at 8-8. After the match, the winning team brings the balls back to the tournament desk and reports the score. Every player gets a minimum of two matches – BYES do not count as a match!!!
6. All first-match losers feed into the consolation draw in the order that they come off the court so every player gets a minimum of two matches. Consolation matches are played from the used balls from the first rounds. A team losing in consolation play is finished.
7. Write down all scores on the draw sheets as matches are finished.
8. A one-hour lunch break for players is permitted. Please be sure all players tell you before they leave the site. Write down the time they are to be back.
9. Players are defaulted if they are not available to play 15 minutes after the match would have gone on court.
10. The Site Director – or someone designated to be the site director – must stay at the site until all matches are completed.
11. Upon completion of the doubles final, award trophies to all players. Then drop off or fax all draws to the league office (4912 W. 69<sup>th</sup> Street, PV, KS, 66208). **MAKE SURE ALL NAMES ARE SPELLED CORRECTLY.** Fax number is 1-970-797-7974.

**Thanks for your time!**

# INFORMATION FOR SITE DIRECTORS

## ***SINGLES***

1. When players arrive, place a check by their name on the draw.
2. Make sure that TOURNAMENT RULES AND SPORTSMANSHIP GUIDELINES are posted in full view of all players and parents. When they check in, ask players to read the rules prior to their first match.
3. Balls – Use 2 (two) new balls for all main draw matches, and 2 used balls for all consolation matches.
4. Put matches on as soon as courts are available. Play matches as soon as both players are available - in any match order - during the first few rounds. Give players a 10-minute warm-up for each match.
5. Matches are 8-game pro sets. Play a 7-point tiebreaker at 8-8. After the match, the winning player brings the balls back to the tournament desk and reports the score. Every player gets a minimum of two matches – BYES do not count as a match!!!
6. First-match losers feed into the consolation draw in the order that they come off the court so every player gets a minimum of two matches. Players losing in consolation are finished. Consolation matches are played from the used balls from the first rounds.
7. A one-hour lunch break for players is permitted. Please be sure all players tell you before they leave the site. Write down the time they are to be back.
8. Players are defaulted if they are not available 15 minutes after the match would have gone on court.
9. The Site Director – or someone designated to be the site director – must stay at the site until all matches are completed.
10. Play all matches **except** the semifinals and final of the main draw and the final of the consolation draw. The main draw matches will be played on Friday of the same week at Homestead Country Club, and the consolation finals will be played at Prairie Village Tennis Center on Friday of the same week.
11. Upon completion of all of your Singles matches for the day:
  - a) **Get phone numbers for all main draw semifinalists and consolation finalists** and write them on the draw sheet by their name.
  - b) Give each remaining player a **FINALS INFORMATION SHEET**.
  - c) Transport or fax draw sheets – by 7 p.m. – to the league office (4912 W. 69<sup>th</sup> St, PV, KS 66208). Fax number is 1-970-797-7974.

**Thanks for your time!**