



Tournament Rulebook

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Any questions or comments about the content of the manual may be directed to GLTA Tournament Standards Chair (standards@glta.net). Questions or comments about the Seeding Points Systems may be directed to the GLTA Seeding Chair (rankings@glta.net). Questions about fees may be directed to the GLTA Treasurer (treasurer@glta.net).

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Section I. ABOUT THE GLTA

Founded in 1991, the GLTA is the principal governing body for and promoter of the GLBT tennis tour worldwide. Our objective is to foster increased communication between our member organizations, develop guidelines for use as uniform tournament standards in sanctioned events and in the Gay Games, and to monitor and suggest improvements in those guidelines. The GLTA represents the sport of tennis within the Federation of Gay Games, and generally will strive to promote the growth and welfare of tennis in the gay and lesbian community. The overriding goal of the Gay and Lesbian Tennis Alliance is to assist in better using member organization resources without interfering in their local autonomy.

Our organization consists of approximately forty tournaments and 6,000 players, and is growing every year. With over \$78,000 in donations in 2004 alone, the sanctioned clubs of the GLTA are proud to be among the most successful charity fundraisers in the history of the LGBT sports movement.

Section II. GLTA TOURNAMENT SANCTIONING

A. GLTA SUPPORT FOR SANCTIONED TOURNAMENTS

The Gay and Lesbian Tennis Alliance (GLTA) exclusively supports sanctioned tournaments worldwide by:

- Promoting tournaments on the GLTA website and GLTA publications
- Harmonizing the various regional tennis standards and divisions and integrating them into one global set of uniform GLTA tournament standards
- Serving as the governing body for GLTA sanctioned events including the promotion of GLTA tournament standards
- Providing high quality software for tournament management
- Providing internet infrastructure for communication of tournament draws and results
- Maintaining and publishing accurate rankings and assisting with the seeding process
- Integrating tournament results with the GLTA rankings database
- Pursuing public relations programs to promote the GLTA tour
- Securing sponsorships and partnerships with related businesses and organizations
- Developing new programs to stimulate growth in the tour
- Developing and maintaining a website for communicating news and information
- Managing funds to finance common infrastructure and programs
- Facilitating the exchange of ideas and knowledge among member clubs
- Providing a GLTA Free Entry Voucher to qualifying clubs for use in fundraising
- Administering an awards program to recognize club and player contributions

B. APPLICATION FOR GLTA SANCTIONING

An organization requesting GLTA sanctioning for their tournament must apply on an annual basis by July 31st using the application form available at www.gлта.net. Once the completed form and the funds required for GLTA sanctioning are submitted and approved by the GLTA Board, the tournament will be included in the GLTA calendar.

Failure by a club to submit a completed application including all applicable fees by the July 31st deadline will result in the club's tournament being ineligible for sanctioning. Clubs which miss the final deadline but still wish to pursue sanctioning may submit an appeal request to the GLTA Secretary at secretary@glta.net.

The GLTA Board recommends that new organizations which are considering developing a GLTA sanctioned event also submit their applications before July 31st of the year prior to the event. They should also carefully evaluate their regional markets and the overall GLTA schedule before submitting an application. If the region associated with a prospective tournament already has one or more GLTA events which are near or below the average size for a GLTA tournament (~150 entrants), extra care should be taken in the selection of tournament dates.

In general, the GLTA welcomes new clubs that wish to pursue sanctioning and strives to grow the tour each year. However, the GLTA Board reserves the right to deny sanctioning to a proposed tournament for any bona fide reason including schedule conflict with an existing sanctioned or affiliated tournament.

GLTA division guidelines harmonize the various rating systems throughout the world into one common set of divisions and guidelines, creating a distinct circuit of tournaments unlike any other. The pursuit of dual sanctioning from an ITF-affiliated governing body is permitted provided the member organization promoting such sanctioning submits documentation signed by an authorized official of the secondary sanctioning body clearly acknowledging that:

- a) GLTA players will not be required to become members of an ITF affiliate or pay fees directly to an ITF affiliate in order to be eligible to compete
- b) The rules, division standards, and guidelines outlined in the GLTA Tournament Rulebook will take precedence in all cases where there exists a conflict

This documentation must be submitted in conjunction with the GLTA sanctioning application.

Once a tournament application is approved, the tournament will be sanctioned for one year.

C. OBLIGATIONS OF SANCTIONED TOURNAMENTS:

- Use tournament revenue only for tournament program expenses and for contributions to valid non-profit organizations. Tournament revenue may be to cover prior year deficits or to invest in a future tournament, but it may not be used for the personal benefit of any individual or group of individuals. Prize money awards to players are not permitted. **For-profit tournaments should not pursue GLTA sanctioning.**
- Recognize the GLTA as the governing body for sanctioned GLTA tournaments and comply with all provisions of the GLTA Tournament Rulebook
- Promptly pay all fees associated with GLTA sanctioning
- Maintain a policy of inclusion and non-discrimination
- Designate a GLTA Representative who is responsible for:
 - Representing the interests of their organization within the GLTA
 - Ensuring GLTA communications are circulated to club members
 - Voting on matters put before the GLTA Committee, including elections
 - Participating in periodic conference calls of the GLTA Committee
 - Submitting the club's sanctioning application and tournament assessment form
- Disclose the event's GLTA-sanctioned status in any press release and place the GLTA logo in any print advertisements.
- If a tournament has a website, the site must indicate that the tournament is a GLTA-sanctioned event and must display the GLTA logo on the home page with a link to the GLTA website.

- Allow the GLTA to negotiate and finalize national or global sponsorships on behalf of the tournament regarding products or services such as bottled water, tennis balls, energy bars, airlines, car rentals, liability insurance, etc.

Failure to meet obligations or to comply with GLTA Rules and Regulations may result in the loss of GLTA sanctioning for the tournament.

Section III. TOURNAMENT MANAGEMENT SYSTEM (TMS)

GLTA sanctioned tournament information must be incorporated into the TMS system. Passwords and club ID's for access to the TMS system will be assigned after approval of a club's sanctioning application and receipt of applicable dues. If a tournament elects not to use TMS on site, the associated tournament information must be sent to TMS for manual input. A fee of \$3 per entrant will be charged directly to the tournament for TMS to manually input the information. This fee is separate from the GLTA player fee.

The latest version of TMS is now available online. To download the latest version, go to <http://www.tennisinformation.com/downloads/>. A tutorial and user manual is also available for downloading.

TMS will allow tournament directors to manage all aspects of their tournaments including tournament data, entry fees, and scheduling. A very unique feature of TMS is that it allows tournament directors to publish their tournaments to the World Wide Web. TMS has also developed an automated ranking system that will work in tandem with the TMS software. At the completion of the tournament all a tournament director will have to do is publish the final results on the web. After this occurs, the tournament results are available immediately on the GLTA Tournament Results web page.

The software is very easy to use. Tournament scheduling is one of the most important jobs of a tournament director and it can be one of the most difficult jobs. Automated tournament scheduling is one of the best features available with TMS. Please take some time to look over the scheduling section of the TMS Tutorial and/or Manual. You will need to plan out some of the tournament logistics before you begin to schedule the tournament. Before scheduling your tournament, you will need to input the day of the tournament that each round will take place as well as the specific site for each round.

The F1 function key takes you to "context sensitive" help for the area in which you are working. In the latest release of TMS, the internal help features have been greatly enhanced so be sure to try this. Also under Help | Topic Search, go to "How To" and you will find grouped together instructions on many of the elementary functions of TMS.

For information about technical support, go to <http://topspin.tennisinformation.com/support/>.

Section IV. THE ROLE OF THE TOURNAMENT COMMITTEE

Clubs should appoint a Tournament Director and/or Committee, and if possible, a Tournament Referee. The Tournament Director and Referee should thoroughly study and understand the GLTA Tournament Rulebook as well as the rules of their ITF-affiliated national or regional tennis organization. If a Tournament Committee thinks it must deviate from any of the GLTA Rules and Regulations, it should contact the Tournament Standards Chair beforehand for approval.

A. Tournament Budget: The Planning Structure

Once a basic plan for the tournament is outlined, a preliminary budget can be made to assess the financial feasibility of the plans. As the planning evolves, the budget should change accordingly. Estimates for each expense and income category will change many times, and an updated budget will point out potential problem areas and budget overruns. Since the host club will eventually have to pay for any budget overruns, the earlier the initial budget can be done, the better. It should be set up on a simple spreadsheet for ease of making changes throughout the planning process. For more information please consult the GLTA Tournament Guidebook.

B. Site and Surface Selection

One of the first and most important decisions a Tournament Committee will make is selecting and securing court site(s) for the tournament. Draw sizes and the decision to include or exclude optional divisions and consolation events will depend on the number of courts available. Therefore, it is advisable to do a court plan as early as possible with estimates for draw sizes or limits so that appropriate court reservations can be made. Using two different surfaces for one event should be avoided, but when this is not possible, each division should stay on only one surface throughout the event (i.e., the B's might play all matches on clay, while the Open plays only on hard courts.) The decision as to which division will play on which surface should be made as early as possible, and explicitly advertised that way on the tournament entry forms.

C. Entry Form Requirements

All GLTA Entry Forms MUST include the following:

- GLTA Player Number (preferably, the last 6 digits player's national ID number)
- Waiting list policy
- GLTA Division Standards
- Waiver of Liability
- Refund Policy
- Minimum Division Size Policy
- Policy regarding whether or not players must play in the same division for all events
- Consolation availability
- Minimum age of 18 yrs (exceptions may be made if player has written approval from parent)
- Disclosure that names will be viewable on the GLTA website

It is mandatory that each GLTA entry form include a "Waiver" section which must be agreed to and signed by all players prior to play. Through this section, players waive any potential claims against the club, club officers, the facilities, the GLTA, and GLTA officers. Example waivers are available on most recent entry forms.

It is also recommend that email addresses and phone numbers be requested on entry forms.

Representatives should send entry forms to every GLTA club. The latest GLTA Membership list and a set of mailing labels may be obtained from the GLTA Secretary.

If a tournament committee is unsure about the completeness of their entry form, they should contact the GLTA Tournament Standards Chair for review.

Several good examples of recent tournament entry forms are available by contacting any GLTA Officer. It is a good idea to include a section that the player can retain once the entry is mailed in, which would include important dates and contact numbers (Directors, Housing Chair, draw information, etc.)

1. Notification of Entry Status

Tournament should send notification to all players upon receipt of their entry. (Communication may be postcard, letter, e-mail or equivalent).

2. Entry Deadline

It is recommended the official entry deadline be set FOUR WEEKS before the start of play. Most clubs have found that with the number of players on the circuit now, it is essential to have extra time to establish final draw sizes and make last minute changes. This should give ample time for confirmation letters, housing assignments, banquet size, court planning, draw sheets and program printing.

3. Player Refunds

If a player withdraws from a tournament prior to the deadline stated on the entry form, the tournament committee must provide a full refund within 30 days of withdrawal. If a player is not assigned a partner for doubles or mixed doubles, the tournament committee must provide a refund for the applicable portion of his or her entry fee within 30 days of tournament completion.

There should also be a policy which deals with the cancellation of an event or an entire tournament. The specifics of the policy will be left to the discretion of the tournament committee.

4. Consolation Rounds Availability

It is mandatory to state if Consolation play will be available to those who lose in a specific round. Most tournaments use the first match that a player plays. Byes or defaults do not count as a round played. Clubs which offer consolation play must undertake their best efforts to deliver a consolation event, even in the event of inclement weather. Consolation events do not need to be hosted at the primary tournament site and may be on surface different from that of the main draw.

D. Draw Sizes And Match Scheduling

Integral to the selection of court sites is deciding maximum draw sizes. A rule of thumb to keep in mind:

MAXIMUM MATCHES PER DAY

Singles: Maximum 2 Matches Per Day (unless format is abbreviated)
3-day event: Maximum 6 matches (64-draw)

Doubles: Maximum 2 Matches Per Event Per Day (unless format is abbreviated)

Once the division structure is chosen and the sites are secured, the Tournament Committee must develop an accurate estimate of the number of players that can be comfortably accommodated. There are generally two strategies at this point:

1. Set Draw Limits By Division

In this case, each scheduled division would be announced to have a draw limit (i.e., 16, 32, 64), and entries would be closed for that division when the limit is reached.

2. Setting Limits on Total Players

The tournament committee may also decide on a total number of players the event can accommodate and leave the individual draw limits to float. Since it is often difficult to predict which division will actually be the largest, this approach accommodates the most people.

Section V. TOURNAMENT DIVISIONS

The GLTA has developed division standards for the following purposes:

- To assist players in deciding which division to play
- To assist Tournament Committees in assigning players to more uniform ability classifications
- To make more uniform use of the tournament results in the GLTA Player Points System.

The GLTA has adopted basic tournament division standards for all sanctioned tournaments. The GLTA recognizes that larger and smaller tournaments may choose alternative formats to meet their situations and the needs and desires of local club players. Tournament directors must promote and label each event within a tournament according to the division standards outlined in this rulebook.

A. GLTA Division Standards

The GLTA Division Standards are shown below, along with the equivalent ratings. To assist in keeping a more uniform understanding of the definitions of each ability category, it is suggested that the rating be used along with the division (i.e. "B/3.5-4.0", "C/3.0") on entry forms and tournament information.

GLTA Division Standards								
GLTA Basic Divisions	USTA & Tennis Canada NTRP Rating	UK	Netherlands	Belgium	Germany	Italy	France	Switzerland
OPEN	6.5+	No. 1-20	1	A, B-15.4	Bundesliga Regionalliga		Top 25	N1, N2, N3, N4, (1 – 150)
OPEN	6.0	-30, -4/6	2	B-15.2	Oberliga	B3, B4	-30, -15, - 4/6,-2/6	R1
OPEN	5.5	-4/6 -2/6 0 +2/6 +4/6	3	B-15 B-4.6 B-2.6 B0	1e Verbandsliga	C1	0, +1/6 +2/6,+3/6 +4/6,+5/6	R2
OPEN	5.0+	+15	4	B+2.6 B+4.6 C+15.4	2e Verbandsliga	C2	15,15/1 15/2	R3
A	4.5	+15/1 +15/2	5	C+15.2 C+15.4	1e Bezirksklasse 2e Bezirksklasse	C3	15/3,15/4	R4, R5
B	3.5 - 4.0	+15/3 +15/4	6	C+30	1e Kreisklasse 2e Kreisklasse	C4	15/5,30	R6 ,R7
C	3.0	+15/5 +30	7	C+30.2 C+30.4	3e Kreisklasse		30/1	R8
D	<3.0	+30/3	8 (9)		4e Kreisklasse		30/2,30/3 30/4,30/5	R9
Optional Divisions								
40+								
50+								
60+								
40+A	4.5	+15/1 +15/2	5	C+15.2 C+15.4	1e Bezirksklasse 2e Bezirksklasse	C3	15/3,15/4	R4, R5
40+B	3.5 - 4.0	+15/3 +15/4	6	C+30	1e Kreisklasse 2e Kreisklasse	C4	15/5,30	R6 ,R7
40+C	3.0	+15/5 +30	7	C+30.2 C+30.4	3e Kreisklasse		30/1	R8
40+D	<3.0	+30/3	8 (9)		4e Kreisklasse		30/2,30/3 30/4,30/5	R9

Division Definitions (to be used on entry forms):

Division	Description
Open	Highly advanced players
A & 40+A	Advanced players
B & 40+B	High intermediate players
C & 40+C	Low intermediate players
D & 40+D	Beginning players

The basic divisions apply for both men and women, and the GLTA requires that a tournament offer all basic men's events if any men's events are offered and all women's events if any women's events are offered on the entry form. Divisions may be combined if the minimum number of entries is not received as defined by the entry form policy. If over 50% of the participants are from the higher division, the event must be coded as the higher level event. If

there are fewer than 50% from the higher division, it should be coded as the appropriate age category. For example, an event with 1 Open player and 6 A players should be coded as a 40+ event. An event with 1 A player and 6 B players should be coded as a 50+ event.

Tournaments may not offer more than one event within any particular division.

If appropriate women's events are offered and held at a tournament, then women may not play men's events in that tournament. Women who enter men's ability or ability/age events are eligible for the division one level below their normal division.

The division standards should appear on all GLTA entry forms. If abbreviated in any way, you must ensure that division guidelines are understood by all players. It is still the responsibility of the players to enter the appropriate division, but tournament directors should undertake their best efforts to ensure that all players entering comply with these standards by reviewing requested divisions against the GLTA Player Seeding databases. The latest GLTA Seeding databases will list each player's "Minimum Play Level" in singles, doubles and mixed doubles, which will be available on the Internet at www.gлта.net.

B. Optional Divisions

All GLTA sanctioned events must follow the ability divisions format shown above, but there are options that are left to the Tournament Committee with regard to age divisions, mixed doubles and consolation draws. For instance, an organization with no women members may have a difficult time promoting and/or filling a separate women's division. Another organization with a very large "senior" membership may choose to add one or more age divisions (40+, 50+, 60+) at their event. Tournaments that want to expand but cannot increase the size of their basic division draws may elect to add 40+A, 40+B, 40+C, and 40+D divisions. Most clubs with limited court space/time have had to weigh the tradeoff between holding consolation draws and the optional divisions, or total draw size. These types of decisions are again left to the tournament committee.

C. Requirements For Entry in Divisions

1. Ability Divisions

Each event (singles, doubles and mixed doubles) has a separate GLTA Seeding Points database that operates independently from the other events. Players may be eligible for one ability level for singles while being eligible for a different ability level in doubles. Players are allowed to play in different divisions as long as split divisions are permitted by the tournament. Tournaments with one site should permit split divisions. No player may play down more than one level from his or her highest ranking. For example, a player who is rated as "Open" in doubles and "B" in singles cannot play below the "A" level. No player shall be allowed to play a lower division than that which he/she is listed under in the latest GLTA Seeding Point database. This includes a right-handed player, who enters a tournament "left-handed."

A player with a current valid ranking by an ITF-Affiliated National or Regional tennis association may not play in a division lower than that ranking regardless of his or her GLTA ranking. For our purposes, a rating for a year ending within two years of the current year shall be considered valid if it is the most recent one available. For example, if Player A from the US has a USTA NTRP rating of 3.5 for the year ending 2003, he or she would not be eligible to play in the C division in 2005. However, if the most recent rating was from 2002, it should be disregarded.

Players do NOT forfeit their tournament results by playing with another hand, and shall NOT be treated as a “different player” by this declaration. It is the responsibility and authority of the Tournament Director to see that player placement in divisions complies with the above rules, and is fair to all entrants.

2. Age Divisions

A player may enter any senior division (40+, 50+, 60+, etc.), if the player will have reached the minimum age for that division by December 31 of the calendar year in which the tournament starts. Starting in 2005, the change was made from 35/45/55 to 40/50/60 because the 35+ category was usually redundant with the Open category and very few tournaments were electing to offer age categories under the earlier framework.

3. Ability/Age Divisions

These optional divisions (40+A, 40+B, 40+C,40+D) were created to allow larger tournaments to expand their participation without creating oversized draws which could not be played within the time constraints. It also reduces the number of rounds that more senior players are required to play.

Players who qualify for these divisions may elect to play in their regular ability division or in the ability/age division. Tournament committees may offer any combination of singles, doubles, or mixed doubles for these divisions and may set rules on split divisions as they see fit.

4. Graduation to Higher Divisions & Division Points

Graduation to a higher division occurs when a player’s points pass a pre-determined threshold. When a player’s ranking equals or exceeds the following “Maximum Rating” thresholds, he or she is promoted to the next higher division:

Division	Maximum Rating
Open	N/A
A	42,500
B	4,250
C	425
D	42
40+A	42,500
40+B	4,250
40+C	425
40+D	42
40+	N/A
50+	N/A
60+	N/A

The above rules have no effect on any player’s ability to play in an appropriate age division if offered.

5. Applicable Period for GLTA Seeding Point Database

The GLTA Seeding Point Database provided by the Seeding Chair to each tournament contains results from the two years of sanctioned tournament play ending 45 days prior to the scheduled start of play. Player divisions are frozen at this point regardless of tournament results which may

occur during the intervening 45 days. (i.e. Player 1 is a C singles player and wins the Dallas C division on October 13 obtaining enough points to graduate to the B division. Player 1 has entered the Houston tournament starting November 8. Player 1 is still allowed to play C's in Houston since the win occurred fewer than 45 days prior to the start of the Houston tournament.)

For events in excess of 500 players which require more time for development of draws and schedules, the tournament committee may request and utilize a Seeding Point Database from 90 days prior to the event instead of 45, but they should communicate their policy to players no later than 6 months prior to the start of the event.

6. Penalties For Playing in Wrong Division

If a player violates these provisions by playing in an inappropriate division, then that player should be immediately defaulted out of the tournament and will not be awarded GLTA points in any singles or doubles division for the tournament(s) at which the violation(s) occurred. Tournament Directors should use their best judgment to default any player after play has begun if that player was entered into the wrong division. This guideline applies to all players including those who are self rated, those who have a valid GLTA ranking, and those who have a current ranking from an ITF affiliated tennis organization. If only one round of play has occurred, the defeated player is to be re-instated as the winner. If more than one round has occurred, the player is to be disqualified and the last opponent reinstated into the draw as the winner of that round. Players who are disqualified earn no GLTA points for matches won.

Section VI. SEEDING

A. GLTA Player Point Seeding System

The GLTA Player Point Seeding System has been developed to assist Tournament Committees in seeding for GLTA Tournaments. However, Tournament Seeding Committees are NOT bound to use the points results only, and are encouraged to account for any other information, when available, to determine seedings. The point system is maintained by the GLTA Seeding Chair; updated seeding information may be obtained from the Seeding Chair at any time. The Tournament Director should contact the GLTA Seeding Chair two months before the date of the scheduled draw to coordinate the exchange of the latest seeding data which is updated after each GLTA Tournament. There are three sections of the database - one for singles results, one for doubles and another for mixed doubles. The seeding information has been used successfully as a guideline for seeding in all divisions.

1. Match Points

Players will be awarded match points for each round won in each GLTA Sanctioned event. Match points for any given round depend on:

- a) The division played
- b) The number of players in the event
- c) The proximity of the round won to the final round

Standard Match Points by division are as follows:

Division	Standard Match Points
Open	100,000
A & 40+A	10,000
B & 40+B	1,000
C & 40+C	100
D & 40+D	10
40+	20,000
50+	2,000
60+	200

The number of players in the event and the proximity of the round to the final round are taken into consideration by applying a multiple of these standard match points according to the following chart. Shaded cells represent new multiples for the year 2005.

Multiple of Standard Match Points								
Players in Draw	Round of 256	Round of 128	Round of 64	Round of 32	Round of 16	QF	SF	F
2								2
3-5						1	1	2
6-12					1	1	2	2
13-24				1	1	2	2	3
25-48			1	1	1	2	2	3
49-96		1	1	1	1	2	2	3
97-256	1	1	1	1	2	2	3	4

For example, Player A wins an Open Singles event consisting of 6 players in which he or she received a first round quarterfinal bye. He or she will be awarded 100,000 X 2 for the first round semifinal win and 100,000X 2 for the final win for a total of 400,001 points including the single point for participation.

Consolation event winners will earn basic round points for the applicable division. For COMPASS Draws, only the “West” consolation event winner will be eligible for consolation points.

All new players who enter a tournament, but do not win a match will be added to the database with 1 point. NO TOURNAMENT POINTS ARE AWARDED FOR DEFAULTS OR BYES. However, match points ARE awarded for “retired” matches, where a player retires after a match has begun. This makes it critical that Tournament Directors note Defaults on the draw sheets.

Players eligible for the 40+A/B/C/D divisions may elect to play in either their regular ability division or in their age/ability division. For the purposes of calculating player points the 40's is the equivalent of the twice A division points; the 50's is the equivalent of the twice B division points; and the 60's is the equivalent of the twice C division points.

To start, a player gets 1 participation point for each event he/she enters. Then, the player’s match points are calculated by adding the points as indicated above for each match won. A player’s rating is calculated by adding the total points accumulated at tournaments dating back two years and dividing by the total number of tournaments played during that time with a minimum of 1.75. Ratings are calculated separately for Singles, Doubles and Mixed Doubles. Mixed Doubles points are not binding -- they are only used to help tournament directors with level placement and seeding. For Mixed Doubles, a player's minimum required level of play is determined by their regular doubles rating or the decision of the tournament committee.

Players may access the latest points on the GLTA web site at www.gлта.net

2. Doubles Points

Doubles points are awarded individually. For seeding purposes, team points are determined by adding both partner's doubles point totals. However, Tournament Director may use discretion to determine seeding if, for example, one player has all the points or if there seems to be a large disparity in ability between partners.

B. Number of Seeds

The tournament committee may seed players at a maximum ratio of one seed for every four players or major fraction thereof (i.e., two or three players more than the even multiple of four does justify an additional seed, but one player more does not.) Notwithstanding the above, every single elimination draw regardless of size should have at least two seeds.

C. Factors to Consider

Seedings should represent the committee's subjective rating of the various players' chances of winning the tournament and must be justified by a reasonable amount of factual evidence. The committee should consider all available evidence including, but not limited to rankings, current records, types of surface and head to head encounters.

The GLTA Player Seeding System has been developed to provide one common and objective way of seeding players. However, the Tournament Committee has the responsibility to review the points, and make final judgments as to other factors of which they may be aware. In general, more recent results should be weighed more heavily than past results. A committee should be very careful in considering a player with no GLTA points, or no GLTA tournament record for seeding, unless there is overwhelming evidence of some verifiable recent tournament success elsewhere.

D. "Placing" Unseeded Players is Prohibited

Placing occurs, for example where the committee in a 16 draw event seeds four and "places" four more in the draw away from seeded players. In this case the practice is an attempt to hide the reality that it has seeded eight players, which exceeds the maximum of one per four players. In another case, a committee may have enough information to seed 4 strong players in a 32 draw, but not enough strong data or reasoning to rank the next four, so it chooses to "place" four others. There is nothing wrong with seeding fewer than the "one per four" maximum if information is not clear, but the practice of "placing" should always be avoided.

E. Correcting Errors in Seeding After Draw

The Tournament Committee may correct an error in seeding after the draw is made only if no affected seeded player has begun a match. However, the procedure is somewhat complicated, and likely to cause hard feelings once the tournament has started.

F. Appeals Process

There are two valid reasons for approving an appeal of a rating:

1. The player has sustained a permanent injury since his points were won and therefore "is not the same player he used to be". The injury must be permanent in order to be considered a valid basis for an appeal.

2. The player didn't deserve the points he got in the first place, because his opponent(s) were playing above their level. For example, player A is forced to play Open singles due to his Open Doubles Ranking, and receives 200,000 points for beating player B, a first round quarterfinal opponent who was electing to play above his eligibility level. Since player B was not rated as an Open player, player A may have some basis for having the result disallowed so that he can be eligible to play in the A division despite the victory. Our rating system requires someone who wins a first-round match in his first event to stay at the same level (or higher) for the next TWO tournaments.

Appeals related to player eligibility may be pursued by either the player or the tournament director. Appeals should be submitted to rankings@glta.net. The rankings chair has the authority to grant an appeal, to deny an appeal, or to refer an appeal to a ranking appeal committee. The committee will consist of four people: the Seeding Chair, the Standards Chair, and two non-Board members with tournament director experience who are appointed by the Seeding Chair. It takes a three-fourths majority to approve appeals which are referred to the committee.

Section VII. MAKING THE DRAWS

A. DRAW BY PUBLIC COMMITTEE

The making of the draws should be open to all interested parties. At least two tournament committee members should be present, but it is preferable that the time and place be announced and open to all entrants.

The TMS software will automatically produce draws and draw sheets. Please refer to the TMS User Manual for procedures.

B. FIRST ROUND OPPONENTS

Visiting players from the same club or region must not play each other in their first round match. If possible, local players should also not play each other in the first round. This can be accomplished automatically by using the "Group" & "Generate" functions within TMS, and then selecting the appropriate criteria. For example, you can select criteria such as the city, club, or first three numbers of the entrant's zipcode.

The tournament committee should prevent doubles partners from playing each other in their first round match. This is now available as an automated function of TMS.

C. POSTING THE DRAW

Entrants should be notified as to how and where the draws will be posted, once they are completed. It is recommended that there be at least two phone numbers to call in the days before the tournament to obtain match time and location information. It is also customary to "post the draws" at an announced location and time the night prior to the start of play.

1. Publishing your tournament with TMS

To publish the information about your tournament Select Internet | Publish Tournament. The publishing of all tournament information, except draws, takes place using this dialog.

2. *Publishing your draws with TMS*

To publish a draw, select Draw | Print Draw from the menu or click the print draw button on the Event View. Before publishing the draws in a tournament to the Internet, you must first publish the tournament.

When the draw comes up on the screen, press the globe button to publish it on the Internet. The globe button is located just to the left of the Close button. Wait until the progress bar finishes and then press the Close button. The draw pages are shipped to the Internet using background operations. Draws may be published separately or all at once by selecting Draws | Print All Draws or Draws | Print Selected Draws.

D. Withdrawal of a Seed

If play has not begun, the tournament committee may remake the draw if any of the top four seeds withdraws, or if more than one seed below the top four withdraws. If the tournament committee decides not to remake the draw, then he shall not relocate the seeded players.

For example, if the fifth seed withdraws, the Referee may not simply move the sixth seed to the fifth seed's line, and so on.

E. Players Omitted from the Draw

Any player whose entry is received on time and is otherwise acceptable will not be denied a place in the draw because of administrative error or oversight by tournament officials unless the Referee decides play has proceeded too far to make changes in the draw practicable.

- 1) If play has not begun and the omitted player would not have been seeded, then his place in the draw should be determined by a random drawing of all unseeded players. The names of all unseeded players are "put in a hat", and a name is drawn. The omitted player takes the place in the draw of the name drawn, and the name drawn moves to the position of the last bye inserted in the draw.
- 2) If play has not begun, and the omitted player would have been seeded, then the seeding must be changed. The "numbered seeds" will remain on the same lines. The seeded players' names are moved to the new lines corresponding to the number of their new seeded positions (i.e. The new Number 5 seed will take the line where the old Number 5 seed was.) The previous lowest seed is therefore no longer seeded, and his position is determined by using the same procedure as the unseeded player who has been omitted from the draw (see 1. above).
- 3) If play has begun, or if scheduling problems make the above procedures impossible, one method for determining the omitted player's place in the draw would be for him to take a bye position that is opposite an unseeded player. The specific line would be done by random pick from all such positions remaining. If the only byes available are opposite seeds, the player takes the spot of the last bye placed on the draw.

F. Late Entries and Substitutions

1. *When To Accept Late Entries or Substitutes*

The Tournament Director may accept a late entry or substitute a new player or team into the draw if the Director and Referee determine that the ability of the new player or team does not invalidate the seedings. Although it is generally desirable to encourage play, the Director should

weigh this against possible repercussions of changing the draw for a person who was not entered by the deadline, and the possible schedule conflicts this may cause to someone who has already been informed they will have a first round bye. The following guidelines must be followed:

- No player or team who has previously lost a match in that draw may be substituted into the draw.
- A substitute may be made for a player or team who has reached the second round due to a bye, but not if they have advanced by default.
- A substitute may be made for a player who is injured in warm-up, if it is his first round match or second round due to a bye.
- If the Tournament Committee has provided the Desk Chair a priority "waiting" list, he shall use this list before filling places with any other late entries.
- Except in extremely unusual circumstances, the draw shall not be remade once it is announced.

2. Positioning a Substitute

If one member of each of two doubles teams withdraws, then the two remaining players may be combined into a new team. If one of the two original teams drew a bye, then the new team should be placed opposite this bye. If both of the original doubles teams or if neither team drew a bye, then a coin should be flipped to determine which spot should be taken.

Section VIII. MATCH FORMAT AND SCHEDULING

A. Standard Match Format

The GLTA tournament match format is the standard two-out-of-three set match, with 12-point tie-breaks to be played at 6 games all in any set. (The 12-point tie-break procedure is described in USTA/ITF Rule Section 1.P.7.) The Tournament Committee may decide to make exceptions to this standard (for instance, all first round matches in a certain division may have to be 8 game pro sets due to valid facility or schedule constraints), but this format should be announced in the player's entry information. One case where this standard is often waived is for early consolation rounds, which are usually 8-game pro sets until the consolation final, which is traditionally the standard two-of-three set format once again. Standard 8-game Pro Sets involve 12 point tiebreakers at 8 games all.

B. Alternatives for Unforeseen Delays

In case of bad weather or major facility disasters that make play at one or more sites impossible, the Tournament Committee may choose any way it deems necessary to finish the tournament by the scheduled time. Some recommended ways are as follows:

1. Third Set Tie Break

One of the first options to consider for accelerating the schedule is to eliminate three set matches. This format plays a regular two of three set format, except in the case of split sets, at which time a tie break is used to decide the third set. Tournament directors often elect to use an 18 point "super tiebreaker," which is the first person to reach 10 points with a two point margin.

2. No Ad Scoring

The next least disruptive change in match format that a Committee may use to catch up a couple of lost hours is by going to a "no ad" scoring procedure. This simply means that the first player to win four points in a game wins the game. The seventh point of the game (at deuce) is a game point for each player. On this point, in singles or doubles, the receiver may choose to receive the ball on either the deuce or ad side.

3. Pro Set Format

For more severe schedule delays, a Committee may have to go to a "pro set" format, which is a one set match, usually to eight games, with a tie-break played at 8 games all. This format may be extended or shortened at the discretion of the tournament committee depending on the severity of the schedule setback. All matches must start at 0-0.

4. Consistent Application of Abbreviated Formats

If an abbreviated format of play is instituted due to unforeseen delays, then that format must be used consistently within any given round and whenever possible from division to division. For example, if no-ad scoring is used in early delayed rounds, then no-ad scoring should be used for all matches remaining within a given round. Only in the most severe cases should remaining matches within a round be abbreviated after one or more matches in that round have been played under the standard match format. Matches which have already started under the standard match format may not be abbreviated.

5. Contingency Plans

At the outset, every GLTA sanctioned tournament must have available a contingency plan concerning the handling of inclement weather. This plan must include, at a minimum, an information telephone number and maps for any alternative sites which may be used.

C. Single Site/Surface by Division

The tournament committee shall not schedule any division on more than one type of surface. When a tournament cannot be finished on schedule at those courts, the committee has discretion to use any available courts to finish.

It is also recommended, that when possible, each division should be located as much as possible at a single site, to further reduce travel times and potential variability within the same court type.

D. Time Allowed Per Scheduled Match

There is a wide range of possible match time assumptions that could work for an event depending on the surface, the size of the site, the number of players, etc. For more information, please read the GLTA Guidebook.

E. Time Allowed between Matches, Sets, Games, and Points

All players are entitled to a rest period of at least thirty (30) minutes between singles matches and fifteen (15) minutes between doubles matches. Players are entitled to a rest period of thirty (30) minutes before they must play doubles after the completion of a singles match.

At the end of each set there shall be a set break of up to two (2) minutes, not including the time required to get new balls if applicable.

When players change ends at the end of a game, a maximum of ninety (90) seconds are allowed. However, after the first game of each set and during a tie-break game, play shall be continuous and the players shall change ends without a rest.

Between points, a maximum of twenty (20) seconds is allowed. This does not include time required to chase a stray ball.

No extra time shall be given to allow a player to recover condition.

A player suffering from a treatable medical condition may be allowed one medical time-out including evaluation time as determined by the referee plus a maximum of three minutes for the treatment of that condition. If qualified medical personnel is not available, the three minute treatment time begins immediately after an official has explained the medical time-out regulation.

A limited number of toilet/change of attire breaks may also be allowed. Whenever possible, these should take place during the two minute second set break.

F. Match Default Rule

A player is defaulted from a match when the player is not available for his or her scheduled match time as stated in the draw or when match has been called by tournament desk after scheduled match time has past. The guideline is as follows:

- 5 or fewer minutes lost of toss and one games
- 5:01 – 10:00 minutes lost of toss and two games
- 10:01 – 15:00 minutes lost of toss and three games.
- After 15:00 minutes Default.

G. Match Start Times

Players shall not be required to start their matches prior to 8:00am local time.

Players shall not be required to start their matches after 10:00pm local time.

Section IX. GLTA TOURNAMENT RULES OF PLAY

Unless otherwise specified in the GLTA Tournament Rulebook, GLTA sanctioned tournaments are required to follow the rules of tennis issued by the International Tennis Federation (ITF) and their ITF-affiliated national or regional tennis association. ITF rules may be downloaded from their website at www.itftennis.com.

For example, GLTA tournaments in the USA must follow the rules outlined in “Friend at Court, The USTA Handbook of Tennis Rules and Regulations.”

The GLTA Tournament Rulebook contains special tournament regulations which take precedence over the rules of any other organization. These regulations must be followed even if they are not consistent with ITF rules or those of the applicable ITF-affiliated national/regional tennis association. For example, the GLTA does not require the use of singles sticks for singles competitions even though singles sticks are required by the ITF.

A. GLTA Rules Violated by Tournaments

The following are the GLTA Disciplinary Procedures to address non-complying tournaments, adopted by full vote of the GLTA Committee in May 1996:

GLTA Tournament Standards Chair is informed of GLTA tournament rule violation.

GLTA Tournament Standards Chair calls tournament director and players involved (if applicable) to gather information on possible violation.

GLTA Tournament Standards Chair determines severity of violation, and decides whether violation justifies a disciplinary hearing or only merits a warning.

If the decision is in favor of a warning, a letter is sent to the tournament director and may be sent to all other tournament directors reminding them of the rule.

If the decision is in favor of a disciplinary hearing, the GLTA Tournament Standards Chair allows the tournament director 30 days to provide a response to the violation.

The GLTA Board reviews the violation and the response from tournament director. All GLTA Board members affiliated with the club or tournament involved in the hearing are excluded from the review.

The GLTA Board makes the ruling for either a warning, probation or an immediate withdrawal of GLTA sanctioning.

If the final decision is for a warning, procedure 4 above is followed.

If the final decision is probation, the tournament is placed on probation for one year (one tournament year). During that time, the tournament may remain on the GLTA schedule and will be reviewed during the following year's tournament for compliance with the GLTA rules. If compliance is acceptable, the tournament is taken off probation. If the tournament is not in compliance with GLTA rule, the Board holds a hearing to consider withdrawal of sanctioning.

Same procedure as above. All Board members affiliated with the club or tournament are excluded from the decision process. A decision will be made to either: (a) withdraw sanctioning; (b) continue probation status; (c) remove probation status and send a warning letter detailing the new violation; or (d) return to regular GLTA sanctioned status.

Removal of GLTA sanctioning will result in removal from the official GLTA schedule for a full year and exclusion from all GLTA public relations and advertising. After a year, the club may reapply for sanctioned tournament status again.

B. Player Conduct Violations at GLTA Tournaments

Every player entered in a GLTA event also has responsibilities for his/her actions and conduct on and off the courts during the tournament. Players will be held accountable for acting in accordance with the rules of conduct promulgated by the host's ITF affiliated national or regional tennis organization.

If a player exhibits misconduct, a tournament official such as the referee or the tournament director has the authority to default them for cause. They may also issue warnings and submit a

formal complaint to the GLTA Tournament Standards Chair. The GLTA Tournament Standards Chair shall determine if and when further actions should be taken after review.

Among the violations worthy of official disciplinary action are:

- Failure to pay player entry fees
- Abuse of Players
- Abuse of Tournament Officials
- Unsportsmanlike Conduct
- Not showing for a match without a bonafide reason
- Not notifying the committee of intent to withdraw or default

Penalties for player conduct violations depend on severity and frequency and are at the discretion of the GLTA Tournament Standards Chair. Among the possible penalties are:

- Formal Warning
- Suspension from GLTA tournament participation

Players affected by the aforementioned penalties may appeal in writing to the GLTA Commissioner, who will gather information regarding the incident in question from all parties involved, including but not limited to the player, tournament director and GLTA Tournament Standards Chair. The Commissioner will present all information to the GLTA Board for review. Any Board member affiliated with the club of the penalized player or the tournament involved will be excluded from the appeals process. The Board's decision will be final.

Section X. POST-TOURNAMENT PROCEDURES

With the packed GLTA tournament schedule, it is essential that Tournament Directors do the following ***WITHIN ONE WEEK*** after the tournament ends. The timely response of EACH tournament director makes it possible to provide the necessary player information to the upcoming tournament(s).

A. Tournament Results.

1. **TMS website** – Final Tournament Results are posted ***WITHIN ONE WEEK*** after the tournament ends.
2. **GLTA Ranking** – copy of the TMS backup file to be sent ***WITHIN ONE WEEK*** after the tournament ends. **With the minimum information:**
3.
 - a) ***Tournament Information:***
 - Tournament Official Name
 - Dates of Play
 - Location (City)
 - Director/Referee
 - Director Phone Number (assumes Director can answer questions about draws and results - if this is not the case, list additional contact)
 - b) ***Player Information:***

Player Name
Gender
GLTA Player ID Number
Club Affiliation, if applicable
City/State/Country

Please check the accuracy of each player's GLTA Player ID and name. Error correction fees are very expensive.

Gender, club, city, state and country help the GLTA Rankings person with player questions during the file check before loading into TMS.

B. Sending Tournament Fees to GLTA Treasurer

It is also the responsibility of the Tournament Director to send a check with the tournament fees collected on each entry to the GLTA Treasurer. Each tournament must pay three dollars (US \$3.00) for each entry to the GLTA. This amount must be remitted to the GLTA Treasurer within 30 days of the conclusion of the tournament at which it was collected.

For sanctioned events with more than 500 players, the organizer must submit a 50% payment within seven days of completion of the event.

C. Tournament Assessment Form.

It is the responsibility of the Tournament Director to send the Tournament Assessment Report to the GLTA Tournament Standards Chair (standards@glta.net) within 30 days after the completion of the tournament. A sample of the assessment report is on the next page. Submission of a Tournament Assessment Form is a requirement for participation in the GLTA Free Entry Voucher Program, the Awards Program, and the Aggregate Tournament Assessment Report Program.

2005 GLTA Tournament Assessment Form



The purpose of this form is to:

- Ensure sanctioned tournaments are run for non-profit objectives
- Enable GLTA to measure the charitable giving trend of the overall tour
- Allow the GLTA to report aggregate data back to clubs to assist in financial management

- I. Tournament Name:** _____
- II. Year:** _____
- III. Number of players:** Men _____ Women _____
- IV. Number of no-shows:** _____
- V. Legal name to which player checks were written** _____
- VI. Tournament Income (local currency)**
- | | |
|----------------|-------|
| Player Fees | _____ |
| Sponsors/ads | _____ |
| Raffle & other | _____ |
| Total | _____ |
- VII. Tournament Expenses**
- | | |
|------------------|-------|
| Facility | _____ |
| Banquet/Food | _____ |
| Trophies | _____ |
| T-Shirts & Gifts | _____ |
| GLTA Fees | _____ |
| Other | _____ |
| Total | _____ |
- VIII. Club Amount (to cover past deficits or invest in future programs)**

- IX. Charitable Contributions to tax exempt organizations**
- | | |
|----------------|-------|
| A. Name | _____ |
| Amount | _____ |
| B. Name | _____ |
| Amount | _____ |
| C. Name | _____ |
| Amount | _____ |
| D. Name | _____ |
| Amount | _____ |
- X. General Comments (attach additional pages if necessary)**