

CTA In-House Championship Tournaments Guidelines

(Effective 1-1-25) (Revised 1-14-24)

SECTION 1 - About the CTA Championships

The CTA Championships consist of two tournaments held exclusively for CTA Members. One tournament will be a Singles Tournament, and the other will be a Doubles tournament. These tournaments are intended to be fun yet competitive events for our active members to play each other outside of regular league play.

SECTION 2 - The CTA Championships Tournament Committee

The In-House CTA Championship tournaments will be presided over by the CTA Championships Committee. Each year the CTA Board of Directors will appoint a CTA Championships Tournament Director. The Tournament Director will have the authority to appoint others to assist in planning and running the tournaments. The Tournament Committee will be responsible for managing the following:

A. **Tournament Budget**

The In-House Championships are self funded events. The player entry fees should take into consideration the cost of courts, catering, trophies, and tennis balls.

B. **Site, Date and Surface Selection**

The Championships Tournament Committee shall be responsible for selecting the dates of the tournaments, the site of play, and if applicable, what divisions will play on which surfaces (Inclement weather may force matches to be played on any available surface due to time constraints).

C. **Entry Deadline**

The entry deadline for each tournament will be one week prior to the start of the event.

D. **Player Refunds**

The tournament committee will establish a withdrawal cutoff date for each of the tournaments and include this as part of the online registration form. If a player withdraws from a tournament prior to the deadline, the tournament committee must provide a full refund within 30 days of withdrawal. For doubles, if a player is not assigned a partner, the tournament committee must provide a full refund within 30 days of the tournament completion.

In the event of a full cancellation of the tournament, a full refund will be issued to players within 30 days of the scheduled tournament completion.

E. **Draw Sizes and Match Scheduling**

The tournament committee should determine maximum draw sizes based on available courts prior to opening registration. Typically tournaments will begin on Friday evening and continue through Sunday afternoon. The rule of thumb is to schedule no more than 2 matches per day per player (unless format is abbreviated due to inclement weather).

F. **Entry Requirements**

The Tournament Committee shall ensure that all entrants into the tournaments are current CTA Members in good standing. Additionally in the spirit of the tournaments being an in-house only

championship for our active members each entrant into the In-House Championship tournaments must have participated in a combination of a minimum of three CTA league events, socials, or social tennis events within the 12 months prior to start date of the tournament. An exception is granted for new members who have joined less than 3 months prior to the start date of the tournament. The Tournament Director shall have the authority to make exceptions to this rule for unique situations.

SECTION 3 - Tournament Divisions

Tournament divisions will be based on member's CAPERS ratings at the time of close of the entry period. The ratings for each division are listed in the table below. Members may play above their CAPERS ratings, but may not play in a lower division. The Tournament Director shall have the authority to adjust levels as necessary. For doubles, the Tournament Director may opt to combine divisions if necessary (such as Open/A doubles)

Division	CAPERS Rating
Open	4.35 and above
A	4.00 to 4.34
B	3.50 to 3.99
C	3.49 to 3.0
D	2.99 and Below

SECTION 4 - Seeding

A. Seed Determination

Seeds will be determined by the Tournament Committee generally using CAPERS rating, however the Tournament Committee is NOT bound by the use of CAPER ratings only and are encouraged to account for any other information, when available, to determine seedings.

B. Number of Seeds

The Tournament Committee may seed players at a maximum ratio of one seed for every four players or every 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 CAPERS, current records, types of surface and head to head encounters, and GLTA ratings. In general, more recent results should be weighed more heavily than past results. The committee should be very careful in considering a player with minimal CTA matches for seeding, unless there is overwhelming evidence of some verifiable recent tournament success elsewhere.

D. 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.

SECTION 5 - Making the Draws

A. Draw Creation

The Tournament Software provided through the CTA GLTA license should be used to generate the draws. This software will automatically produce the draws and draw sheets. Instructions for using the software can be found on the tournament software website which can be reached through the GLTA website.

B. 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 they shall not relocate the seeded players.

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

C. 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 Tournament Director 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 their 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.

D. Late Entries and Substitutions

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 determines 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 established 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.

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 6 - Match format and Scheduling

A. Standard Match Format

The tournament match format is the standard two-out-of-three set match, with a 10-point super tiebreaker in lieu of a third set. 12-point tie-breaks are 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. Standard 8-game Pro Sets involve 12 point tie breakers 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:

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.

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.

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

C. 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. 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 from a conditioning related issue. A player suffering from a treatable medical condition may be allowed one medical time-out including evaluation time as determined by the tournament director plus a maximum of three minutes for the treatment of that condition. If qualified medical personnel are 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.

D. Match Default Rule

A player is defaulted from a match when the player is not available for their scheduled match time as stated in the draw or when the match has been called by the tournament desk after scheduled match time has passed. 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.

If the Director changes a scheduled match time, the player **MUST** be personally notified, and they must confirm they have received the new match time before the default rules are enforced. The player does not have to agree to the new match time, but changing a match without receiving confirmation that the player received the notification is not allowed.