



# APTA Tournament Director Handbook

## How to Conduct a Draw

### National Ranking Tournaments & National Championships

The APTA players committees regulate draws for NRTs and National Championships. Please contact the APTA early in the process for specific instructions on draws for these tournaments.

#### Preparation and Process

- Collect and count entries.
- Determine seeding and placement information. If your tournament includes nationally ranked players, you may contact the APTA for help with seeding.
- Have available: blank draw sheets, lists of entrants (copy for each person present for draw), numbers to be drawn.
- Enter seeds, placements and Byes on the draw sheet.
- On a master list cross out all those already entered on the draw sheet and number the remainder.
- Place numbers in a receptacle for "drawing" (1 for each remaining entry after seeds and placements are inserted in the draw).
- Draw numbers one at a time and enter corresponding names on the draw sheet beginning at first empty slot and working downward.
- Care should be taken to ensure that pairs who are family members or from the same club (or the same city, if entrants come from many locations) do not play in the first round. (Names may be replaced in "hat" and redrawn, or placed in the corresponding position in the next quarter of the draw.)
- If your number of entries does not fit a standard format, use the next larger size draw and add Byes to fill it out. Byes should be distributed evenly throughout.
- Byes and odd numbers of entrants cause problems throughout the draw and consolation, both in format and scheduling. Therefore, you are advised to not accept any late entries unless they are needed to fill out the draw. Others should go on a waiting list in case of withdrawals.

#### Withdrawals of Seeds

If a seed withdraws after the draw is made, you can maintain the integrity of your draw by filling the vacancy using the process described below.

It's advisable to set a time limit, such as 6:00 pm the day before the tournament, after which the vacated spot becomes a bye.

If #1 or #2 withdraws, replace with #3 and move #5 to the vacant spot.

If #3 or #4 withdraws, replace with #5.

Move #9 to spot vacated by #5, #17 to spot vacated by #9 and fill in from Waiting List.

If #5 - #8 withdraws, replace with #9.

Move #17 (#13 for smaller draws) to #9 spot and fill in from Waiting List.

If more than one pair withdraws, follow this same procedure using #5 & #6, #9 & #10, #17 & #18 to fill the vacated spot.

#### Late Entrance of Seed Level Team

If a pair which should be seeded submits an entry after the draw is made, they should not be inserted into the draw in an open space. They should be placed on a waiting list and allowed to play only if a seeded team withdraws.

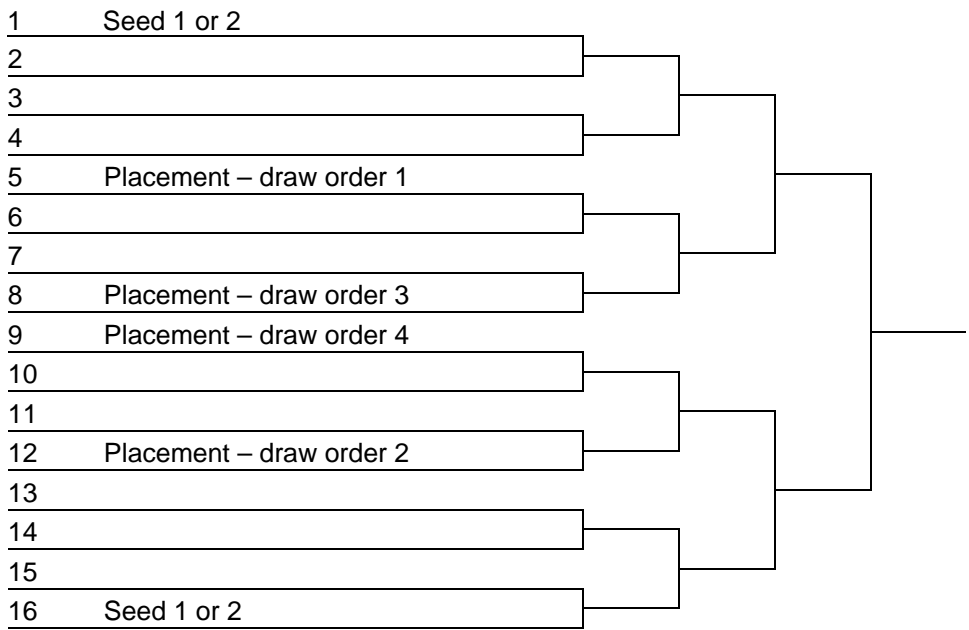


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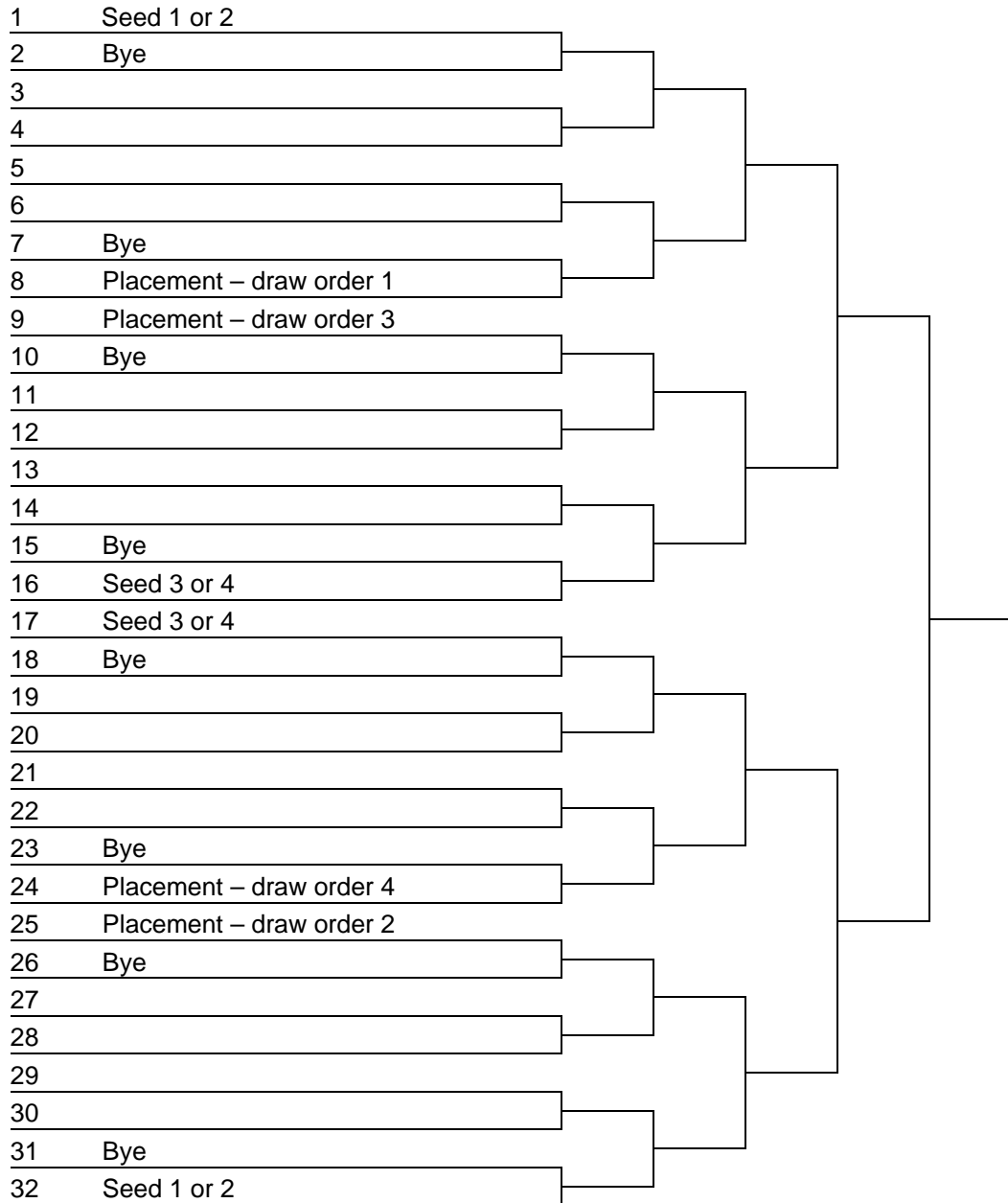
### Draw of 16

1 CASE OF BALLS	
2 SEEDS:	COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION
4 PLACEMENTS:	DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
0 BYES	



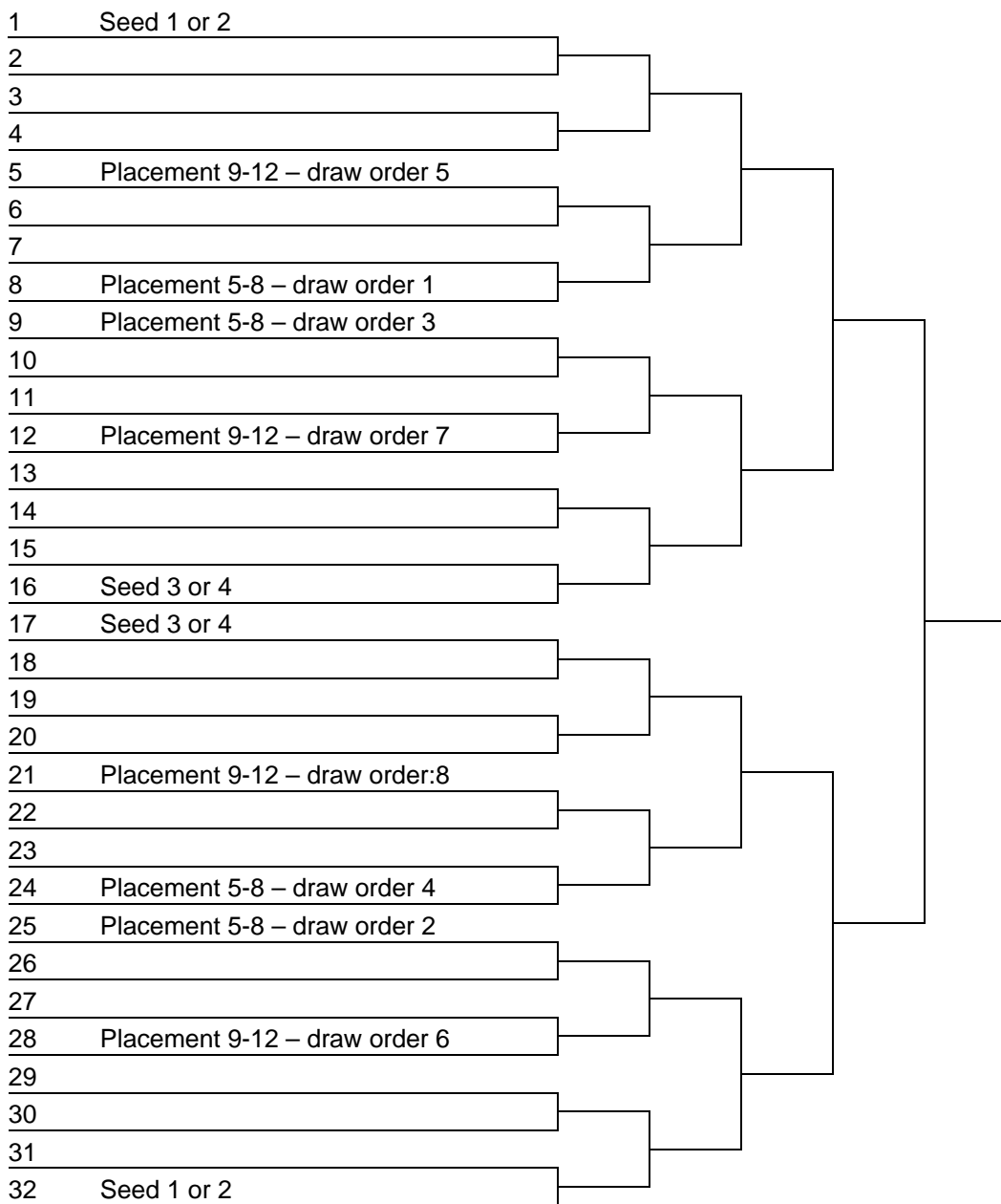
### Draw of 24

1½ CASES OF BALLS	
4 SEEDS:	1-2 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 3-4 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION
4 PLACEMENTS:	5-8 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
8 BYES	



### Draw of 32

2 CASES OF BALLS	
4 SEEDS:	1-2 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 3-4 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION
8 PLACEMENTS:	5-8 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 9-12 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
0 BYES	



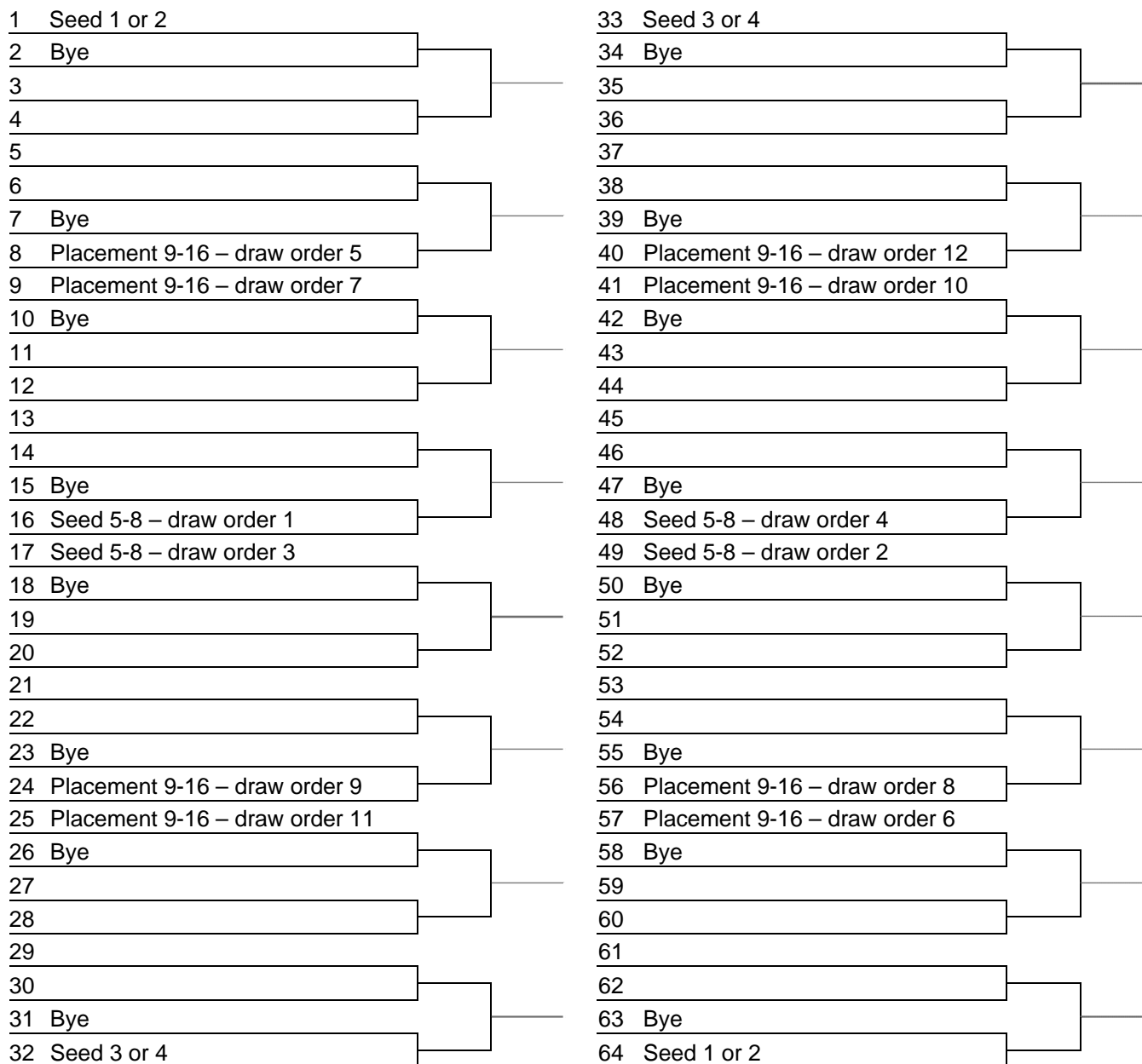


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## How to Conduct a Draw

### Draw of 48

3 CASES OF BALLS	
8 SEEDS:	1-2 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 3-4 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 5-8 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
8 PLACEMENTS:	9-16 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
16 BYES	



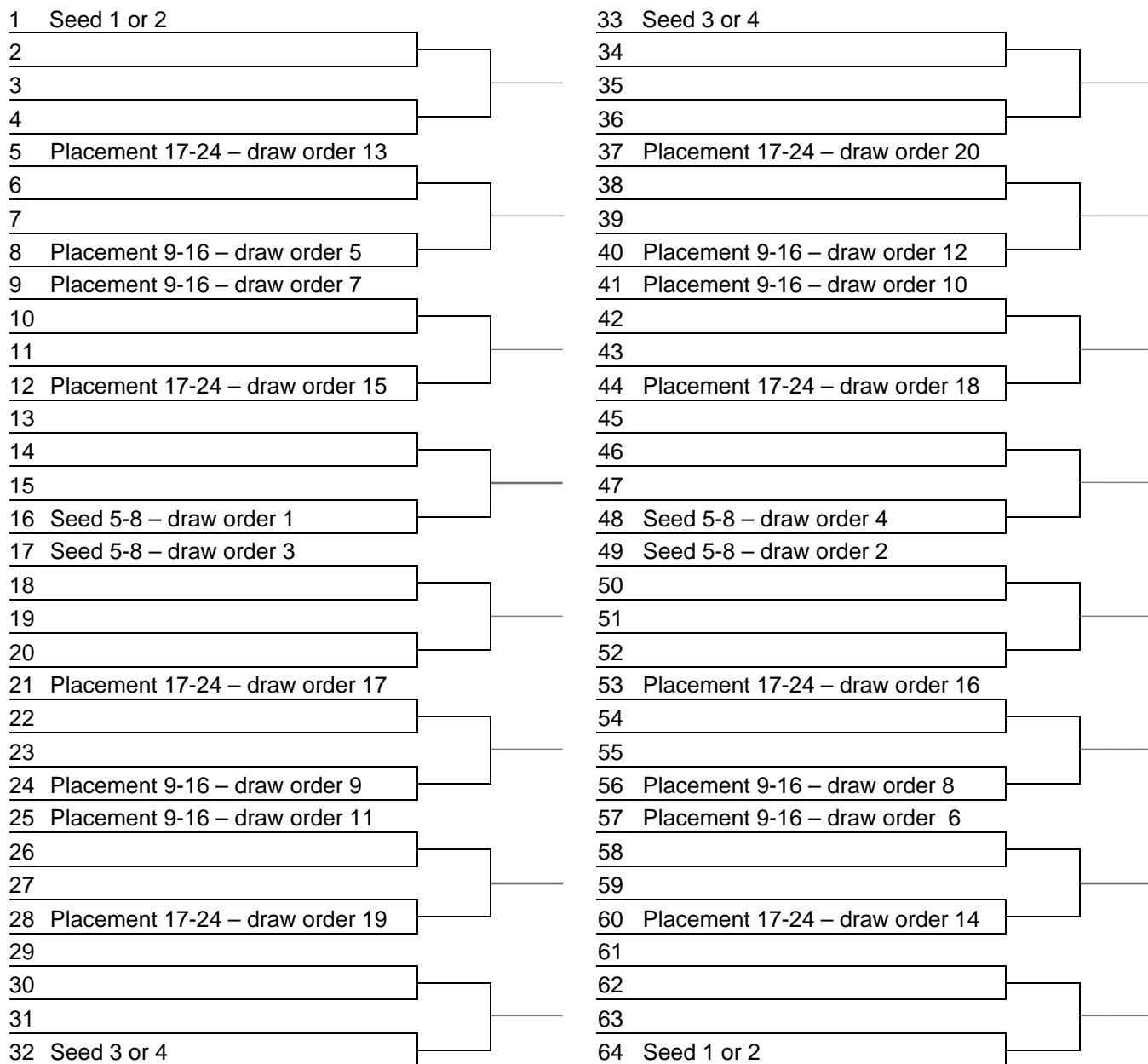


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## How to Conduct a Draw

### Draw of 64

4 CASES OF BALLS	
8 SEEDS:	1-2 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 3-4 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 5-8 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
16 PLACEMENTS:	9-16 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 17-24 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
0 BYES	





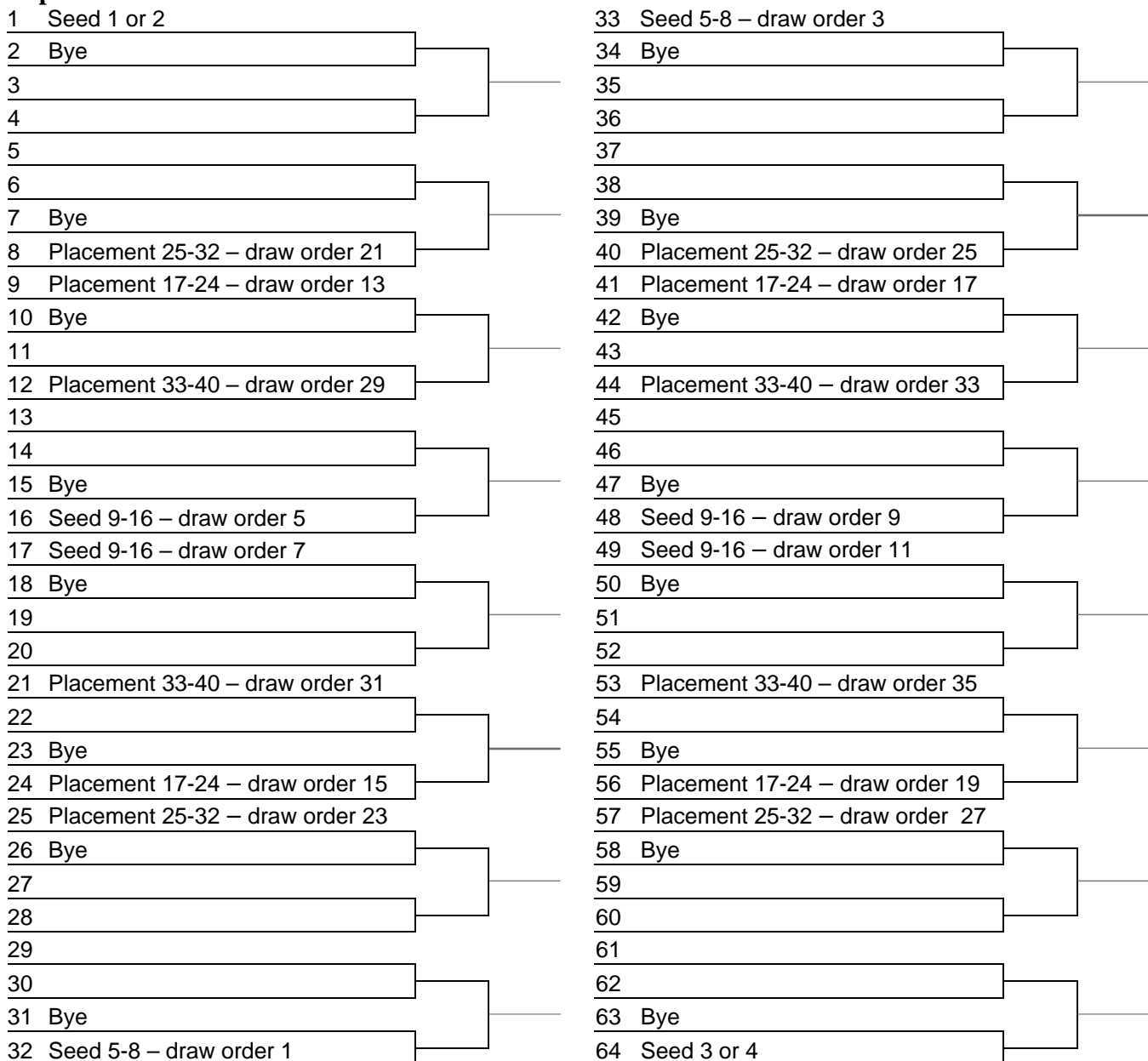
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## How to Conduct a Draw

### Draw of 96

6 CASES OF BALLS	
16 SEEDS:	1-2 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 3-4 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 5-8 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 9-16 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
24 PLACEMENTS:	17-24 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 25-32 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 33-40 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
32 BYES	

#### Top Half





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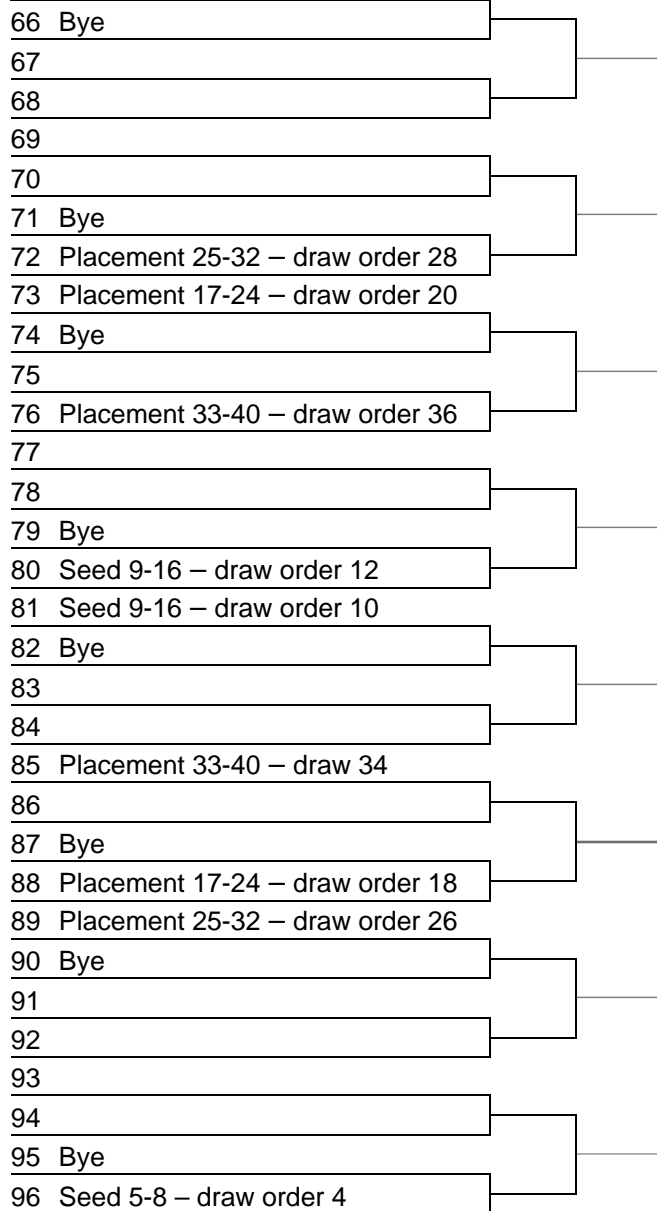
## How to Conduct a Draw

### Draw of 96

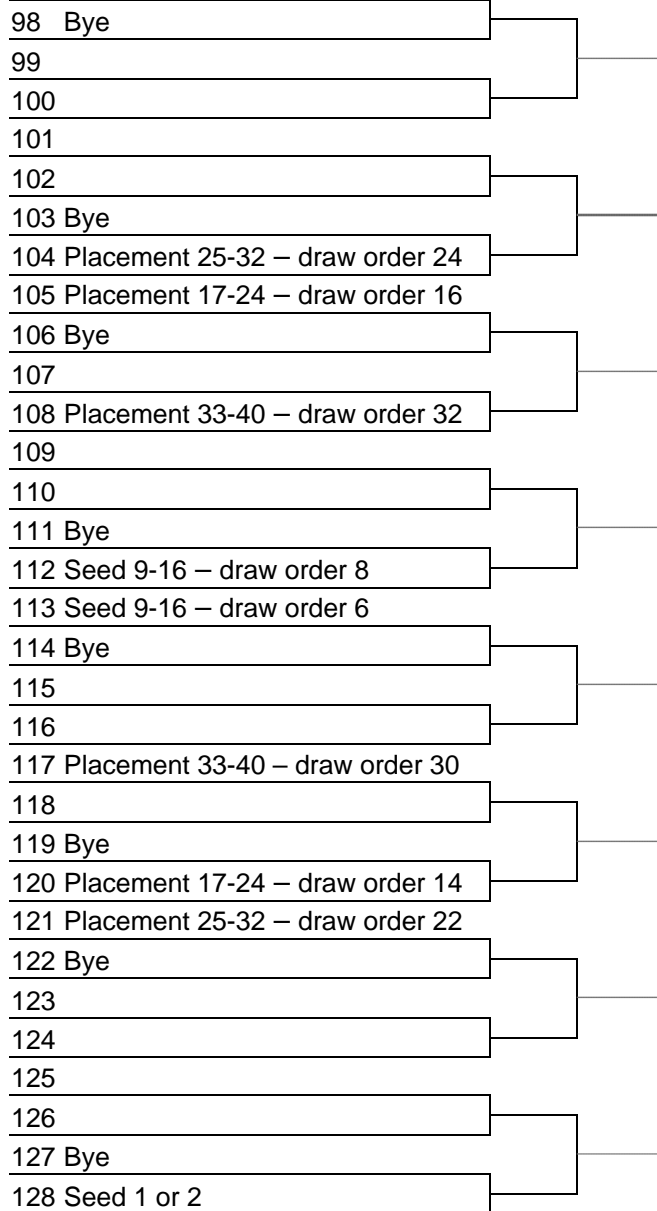
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24 PLACEMENTS:	17-24 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 25-32 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 33-40 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
32 BYES	

#### Bottom Half

65 Seed 3 or 4



97 Seed 5-8 – draw order 2





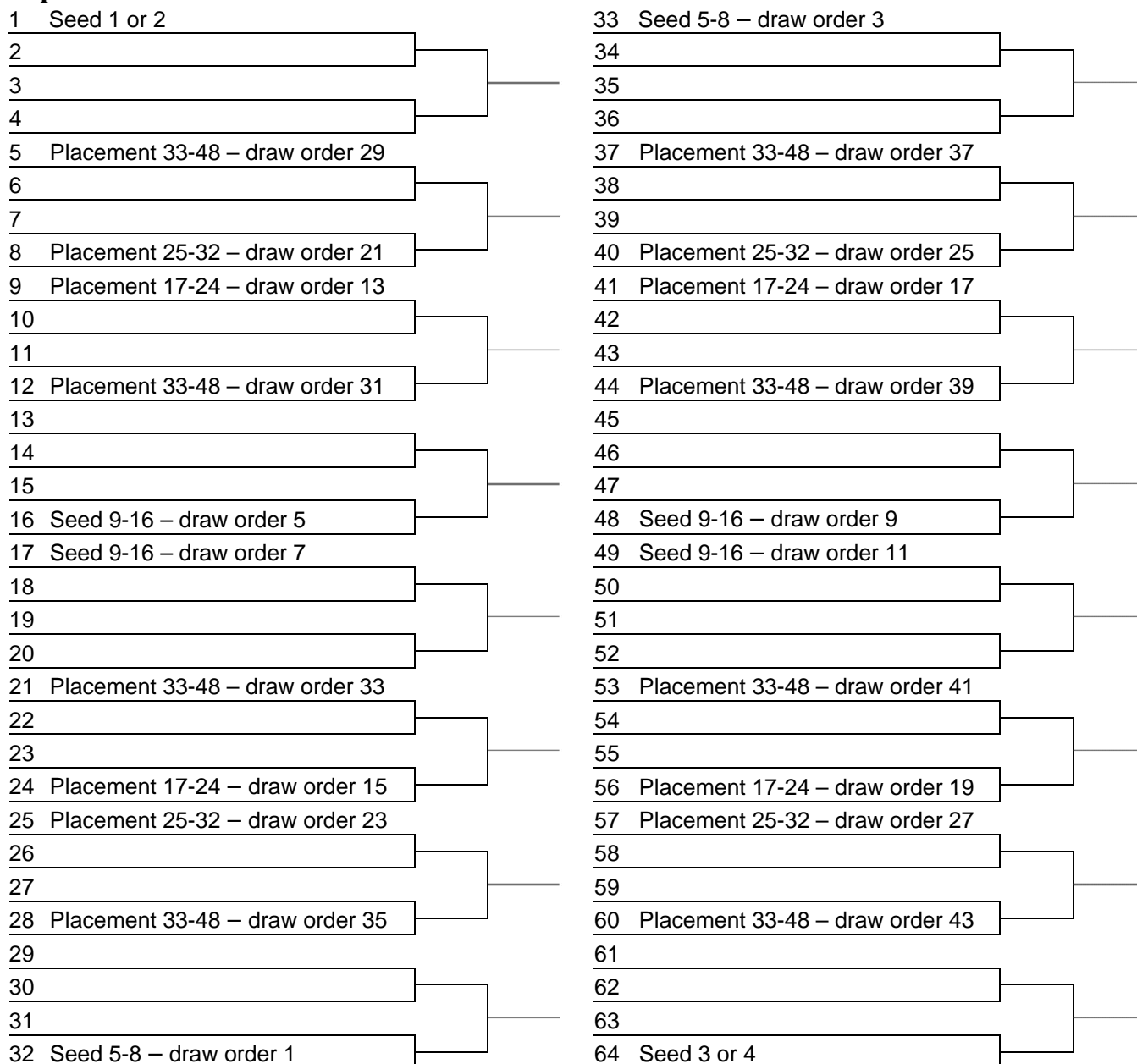
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## How to Conduct a Draw

### Draw of 128

8 CASES OF BALLS	
16 SEEDS:	1-2 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 3-4 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 5-8 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 9-16 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
32 PLACEMENTS:	17-24 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 25-32 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 33-48 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
0 BYES	

#### Top Half



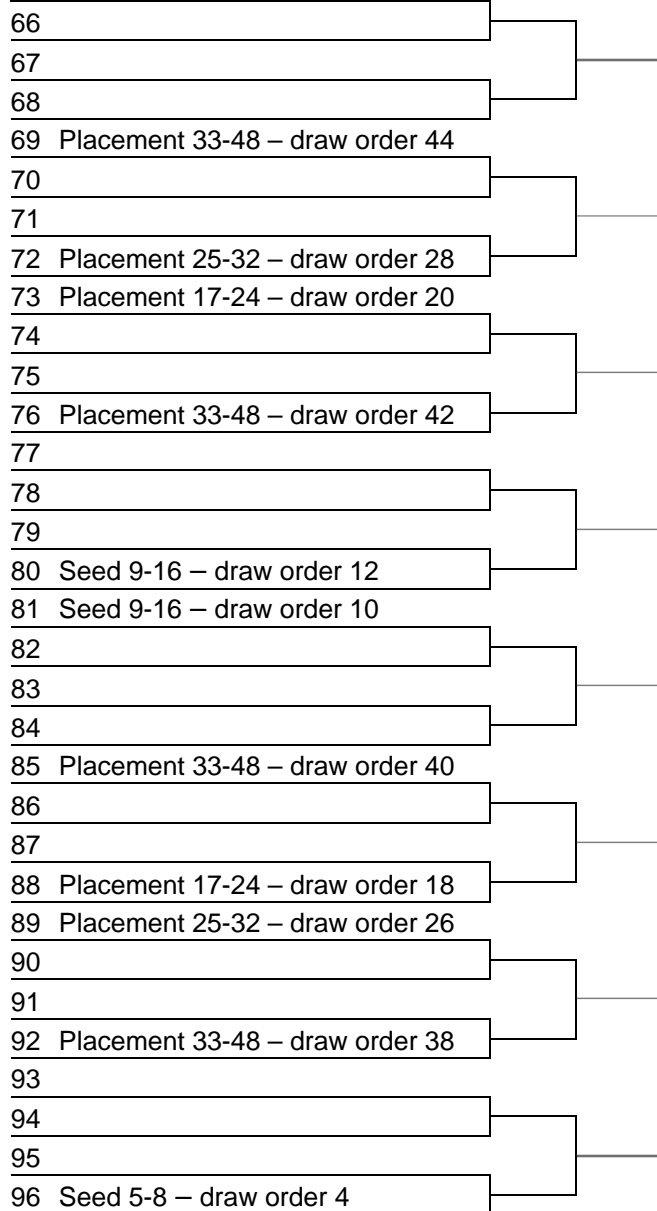
## How to Conduct a Draw

### Draw of 128

8 CASES OF BALLS	
16 SEEDS:	1-2 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 3-4 COIN TOSS TO DETERMINE TOP OR BOTTOM POSITION 5-8 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 9-16 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
32 PLACEMENTS:	17-24 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 25-32 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN 33-48 DRAWN RANDOMLY AND ENTERED IN ORDER SHOWN
0 BYES	

#### Bottom Half

65 Seed 3 or 4



97 Seed 5-8 – draw order 2

