



APTA Tournament Director Handbook

A guide to running an outstanding tournament

Dear Tournament Director,

Volunteers are the foundation of any great event!

The APTA, in conjunction with the nation's most talented and experienced tournament directors, has compiled a resource inventory to assist in planning, organizing and executing a platform tennis event.

From the small local events to the National Championships, you will find a series of documents that will provide a guideline for you and your volunteers, as well as a library of draw sheets. We will continue to improve and add to these resources.

The core resource is this document, which details tournament components such as Balls, favors, prizes, refreshments, clubs, courts, volunteers and more.

Good luck with your tournament and thank you for all your hard work.

Marina Ohlmuller, APTA Board of Directors

Many thanks to Todd Ward and Nancy Budde, Co-Chairs of the 2009 National Championships, Fritz Odenbach Chairman of the 2008 National Championships and the Shadow Lake Invitational, Isabel Cabanne Chairwoman of the Illinois State Women's, John Noble Director of the Chicago Charities, Shannon Vinson and Alan Graham Presidents of the Chicago Platform Tennis League and Ann Sheedy Executive Director of the APTA. . Your dedicated service, experience and willingness to share valuable resources will provide volunteers around the country with a template for successful events for years to come!



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Event Descriptions

Throughout our documents we will refer to tournaments as small, medium or large. The following descriptions should help you identify into which category your tournaments fits.

Small Club, local or regional event

- Typically single site (1 club)
- Between 8 and 24 teams
- Few volunteers
- Minimal back draws
- Short timeline to execute (3 months)
- Often held in 1 day

Medium Regional, State or Presidents Cup Qualifier or Large Charity Event

- Typically multiple sites (2-4 clubs on average)
- Between 32 and 48 teams
- Committee of volunteers
- 6 months from planning to execution
- All standard back draw brackets
- Assistance from APTA or Regional Presidents available
- Sponsorships possible
- Larger budget
- Event typically held over 2 days
- Substantial lunch served, or afternoon party held

Large National or Multi- Event Tournament

- Many clubs involved
- Often several events occurring at the same time (Mens/Womens or 45s, 55s etc...)
- 64-128 draws or different events with different size draws
- Large committees with many volunteers
- Often players traveling from distance to participate
- 9 months to over a year timeline
- APTA assistance for seeding, placement and draws
- All standard back draw brackets plus additional or double-feed brackets
- Sponsorship typical
- Large budget
- Held over several days
- Several meals, entertainment included



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Courts Ideal: 1 court for every 2 teams entered
 Minimum: 1 court for every 4 teams entered

 Ideal: 4 courts per location
 Workable: 2 courts at a location
 Avoid: Single and odd courts. These create problematic travel.

When planning your draw, each pair of courts can accept 2 rounds of play with the same teams, in sections of the draw without byes. In the second round the winners play each other and the losers play each other. You want to keep players at the same location as long as possible to minimize travel requirements.

In cases where one team will play again quickly and the other will have to wait, and where one of the teams will have to travel, you want the team with extra time to be the one to travel.

Balls Ideal: 1 case for each 16 teams entered + 1 spare case
 Minimum: 1 case for each 16 teams entered

 Example: 32 teams = 2 cases + 1 spare = 3 cases

Higher level players use significantly more balls than lower level players.

A case of balls is 6 dozen.

Collect and re-use balls for warm-ups.

Why an extra case? It's easy to dispose of extra balls but hard to manage running out.

Matches per day The number of matches to be played each day depends on many factors: the size of the tournament; the number of available courts; the days available for play; the age bracket; etc. Set a maximum for your tournament and schedule accordingly.

Whatever you schedule, decide if you will allow players to go off schedule, such as finishing a back draw the first day. If so, plan how you will handle these requests and *communicate* the process to your players.



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Matches In Total $2x - 4$ where x is the number of teams, if you run a tournament with a Main Draw, Consolation, Reprieve and Consolation Reprieve.

EXAMPLE: 32 teams require 60 matches $(2 \times 32) - 4$

A quarter final reprieve will add 3 matches,

A 16 reprieve adds 7 matches.

A 32 reprieve adds 15 matches.

Feed-in play due to an uneven number of teams can cause extra matches.

Draws Minimum: An official draw sheet at tournament central
Poster sized draw for tournament central

For multi-site tournaments, add: Draw for each team

If you have hut monitors, add: Draw for each hut

Poster sized draws are very popular, because they are easy for the players to read without crowding over a small piece of paper. You can have them printed for a modest amount, or you can contact the APTA for blank poster sized draw sheets you can fill in by hand.

If you are running a multi-site event, you should post your draw on-line and/or email it to each team, the day before the event at the latest. Have printed copies of the draw for each team at their starting locations so they can have the time/location information with them as they move from site to site.

When you use hut monitors, each hut needs to have an official draw sheet so the hut monitor can answer questions about match times and locations, and so the hut monitors can keep track of results at each hut. It makes reporting and confirming scores easier.

Favors If you plan to give out favors, count one per player.

Depending on the size and budget for your tournament, there is tremendous leeway in what to use for favors. Perhaps you can find a sponsor to supply favors.

If your tournament includes both men and women, you can either give everyone the same favor or have gender specific favors. If you give items of clothing, have both men's and women's sizes.

If you have out of town players, make sure the favors can be taken in carry on luggage on a plane.



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Prizes Ideal: Prizes for all winners and runners-up in all draws
 Workable: Prizes for main draw winners and runners up (small tournaments)
 Avoid: Anything in between. If you award prizes in back draws, award them in all back draws

Example: 4 draws x 4 prizes per draw = 16 prizes

An easy way to manage prizes is to have 3 levels of prize.

1st Level: Tournament winners

2nd Level: Tournament runners-up and winners of all back draws

3rd level: Runners-up in all the back draws.

Take into account travel when selecting prizes. If you have out of town players, make sure the prizes can be taken in carry-on luggage on a plane and that they aren't too bulky or heavy. You don't want a winner to have his or her prize confiscated at airport security!

There are prizes for all price ranges. If you have a small budget event, select low cost prizes. Perhaps you can find a sponsor to supply prizes.

Don't underestimate the meaning of prizes in the back draw. Main draw winners may have a stack of awards at home while for back draw winners this may be a rare achievement. If you go with the approach of 3 levels of prizes you won't disappoint your back draw winners.

Volunteers Committee: 2 people for each 16 teams
 On Site: People with phones to receive and record scores

Depending on the size and complexity of your tournament, you may consider a variety of other on site volunteers:

Hut Monitors

Check-in table staff

Photographers



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Teams Ideal: A number of teams divisible by 4
 Workable: An even number of teams
 Avoid: An odd number of teams

If you have a large number of courts available you might be able to accept all players who sign up. If you have a limitation on court availability, you may need to limit the size of your draw.

In general, a full draw is the most efficient in terms of timing and court usage.

Entry Fee This varies widely depending on the type of event you are running. A National Championship will be much more expensive than a local tournament. Decide what type of event you are holding, and what you would like to offer. Think it through carefully before you set your entry fee.

In general: Calculate all your costs on a per paddle (per person) basis. Assuming no sponsorship, your per paddle cost x 2 will be your entry fee per team.

Almost all tournaments can use some outside funding. Even a few hundred dollars from local merchants in cash or discounts or donations can really help your bottom line.

Remember to include all of your expenses when calculating your costs, such as printing, publicity, mailing, prizes, favors, balls, hut food, lunches and any other amenities. Include contingencies as well.

Food The food you serve depends on the size and complexity of your tournament. Each hut should have at least water and light snacks.

In a full day or two day tournament, all players should be served lunch the first day.

National Championships and large national ranking tournaments generally feature evening parties that are more elaborate than at other tournaments.

Time With the ideal number of courts, try to play 3 matches before lunch for draws of 16 or larger.

With the minimum number of courts, you can realistically play only 2 rounds.

Schedule at least an hour for early round matches, and plan start times and lunch times accordingly.