

LTA Padel Competition

Referee and Organiser Guide 2024



INTRODUCTION

This document is intended to support the delivery of LTA Padel events being delivered by venues, organisers and referees.

LTA Padel competition is made up of tournaments from Grade 1 – Grade 5, as well as Senior and Junior tournaments.

Results from all LTA Padel tournaments count towards the LTA Padel Rankings, LTA Padel Senior Rankings and LTA Padel Junior Rankings.

This guide should be used in conjunction with:

1. LTA Padel Tour 2024 – Tournament Requirements
2. The TTP user guide which can be found on the LTA website – [Tennis Tournament Planner](#)

If you require further support please contact Sam Kemp on sam.kemp@lta.org.uk.

LTA SPONSORSHIP, MARKETING & STREAMING

The LTA are committed to continue the sustainable growth of Padel in Great Britain.

Competition is a focal point of all sports and as such provides an opportunity to introduce new venues, players and fans to padel. Through partnerships and streaming services we hope to introduce padel to new audiences in order to make it more relevant, accessible, welcoming and enjoyable for anyone who has an interest.

By hosting an LTA Padel tournament you are agreeing for the LTA to display, as they wish, any sponsorship or marketing collateral (including but not exclusive to banners, net decoration and posters). The LTA may also wish to deliver marketing stands or 'user-experience' areas as part of the competition.

All Grade 1 competitions may be live-streamed and venues should be aware that this will require set-up prior to the competition date.

LTA PHOTOGRAPHY POLICY

The Lawn Tennis Association Limited (the LTA) strives to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable padel experience.

This document sets out the policy of the LTA for the capture and use of photographic, video or other images at competitions and tournaments run by the LTA (LTA Staged). These guidelines also apply to live broadcasts on social media or other platforms.

The LTA is keen to promote positive images of individuals playing padel and is not preventing the use of photographic or videoing equipment. However, please be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage. This document sets out some guidelines for venues and organisations running padel competitions on behalf of the LTA (LTA Approved).

The LTA Photography Policy can be found [here](#).

ROLES AND RESPONSIBILITIES

To help you understand your responsibilities as a venue / tournament organiser / referee, we've documented them below.

LTA COMPETITIONS TEAM

- Overall responsibility for LTA Padel competitions
- Co-ordinate the national calendar
- Distribute prize money and Official LTA Padel ball as appropriate
- Communicate with players about LTA Padel competitions
- Update LTA webpages with Padel Competition information
- Provide training and on-going support to tournament organisers

TOURNAMENT ORGANISER

- Ensure the Tournament Venue is LTA Registered
- Engage a referee to run the event – this contact must be attached to the competition at least 28 days prior to the start date and must be an LTA licensed referee at the time of the competition
- Promote the event locally
- Order & provide balls for the event, as appropriate

TOURNAMENT ORGANISER OR REFEREE

- Create the Tournament Application via the CMS for each event
- Use Tournament Planner to manage the event and submit results to the LTA
- Manage the entries and queries from players and parents
- Create and maintain the acceptance list
- Make the draw and publish first match times
- Process the results after the tournament

TOURNAMENT REFEREE

- Run the event, with the aim of creating the best competition experience
- Be present and onsite for the whole competition
- Apply LTA rules and regulations
- Complete a risk assessment
- Complete and submit results 48 hours post event

Referees should not referee a tournament in which they wish to play or where he/she has a relationship with one or more of the players competing. If this is the case, you either need to find an appropriate organiser to run this event or ensure that another official is present on the day and that they deal with any incident that occurs involving that player.

BEFORE TOURNAMENT OPENS FOR ENTRY

Please action the following steps **before** a tournament opens for online entries:

1. Check details are correct and **ensure** that timings and maximum draw sizes have been provided
2. The referee has been confirmed for the event and is listed as 'Referee' on CMS, if they are managing the pre-tournament admin then they should be marked as the Tournament Organiser, if they are solely the referee they should be marked as the Tournament Referee.

TOURNAMENT PROMOTION – PRIOR TO CLOSING DEADLINE

Promote your LTA Padel tournament using the following channels to minimise cancellations (please note that this is not an exhaustive list):

- Display posters at your venue/other local venues
- Produce flyers to hand out to players
- Encourage coaches at the venue to promote the event to players
- Promote on your social media channels

VENUE / EQUIPMENT CHECKS

We suggest that the following is done at least one week before the tournament:

- Check the court booking
- Ensure that you have tennis balls for the event
- Ensure you have the Trophy/Medals for the winner and runner-up of each event

CHANGE OF VENUE

Events **should not be moved** to a different venue after they have been approved. If a change of venue is required due to unforeseen circumstances then please contact sam.kemp@lta.org.uk as soon as possible.

If venue changes are not requested beforehand, and approved by the LTA Competitions Team, this could result in future events being cancelled and applications for subsequent seasons may not be considered.

DURING THE ENTRY PERIOD

If at any point, a referee/organiser accepts a manual entry from the player (who is having difficulties entering the competition online via the LTA website), they should add this entry to the TTP file for the competition and validate entries. If a player is contravening any entry rules this will show in the Roster on TTP and any errors highlighted in this way should be acted upon. Further information on the use of TTP is available online - [Tournament Planner](#)

As soon as possible after the closing date (preferably same or next day) follow the steps below.

1. **Pick up TTP file**
2. **Download Entries from CMS**
3. **Validate players**
4. **Import Player Padel Ranking**

Note: A step-by-step guide to the above actions can be found using the [TTP User Manual](#)

If you have too few entries to run the event, please contact Sam Kemp for support prior to the deadline. However, no entry deadlines will be extended for competitions in the 2023 season, save in exceptional circumstances. Organisers are reminded to keep an eye on entries in the run up to the entry deadlines and promote accordingly. Please remember that late entries can only be accepted in accordance with the LTA Competition Regulations 3.18.

ACCEPTANCES

All entered players will appear on the 'Main Draw' tab within the 'Roster' on TTP.

Acceptance into the Main Draw and Seeding for Grade 1 and 2 competitions will be based on FIP Ranking, followed by LTA Padel Rankings. Acceptance and Seeding will be allocated based on the following order:

PLAYER 1	PLAYER 2
FIP Ranking	FIP Ranking
FIP Ranking	LTA Ranking
LTA Ranking	LTA Ranking
FIP Ranking	Unranked
LTA Ranking	Unranked
Unranked	Unranked

Acceptance into the Main Draw and Seeding for Grades 3 and 4 competitions will be based on LTA Padel Rankings.

Acceptance into the Main Draw for Grade 5 competitions will be based on 'first come, first served'. Seeding for Grade 5 competitions will be based on LTA Padel Rankings.

Players accepted into Graded events on a 'First Come, First Served' basis will be accepted in date and time order until the draw is full.

Any players not accepted will be placed on the reserve list, in the order that they entered the event.

If a player withdraws from an event the player at the top of the reserve list will be selected to replace them.

Wild cards: A maximum of 1 wild card for every 8 places in the draw size

For Grade 1 tournaments, wildcards are generally reserved for up to two FIP/WPT ranked pairs, however applications must be communicated to the LTA two weeks prior to an entry deadline.

Alternatively, Wildcards are awarded at the discretion of the Tournament Organiser.

Note: *Two players with a WPT ranking inside the top 200 cannot compete together.*

LATE ENTRIES

If at the time a player requests to be a late entry he/she would be seeded that player cannot be accepted. If however, the player would **not** be a seed his/her entry can be accepted and placed as follows:

- a) if the draw is not full the player can be accepted directly into the draw
- b) if there is a reserve list this player will be placed at the bottom and will be accepted into the draw when the player reaches the top of the reserve list and a space becomes available – **regardless of whether this player would now be a seed.**

Late entries can be manually added to your TTP file if there are spaces in the draw or on the reserve list after the tournament closing deadline. These entries must be validated and synced so that the entrant list on the LTA website is up to date.

Ensure that you keep a record in player notes of the date and time that late entry is added. This way, if you receive more than 1 late entry on the same day, you know in which order the late entries should be accepted.

The only exception to this regulation is if, for justifiable reasons, you wish to offer a wild card to a player who requests a late entry and would be a seed. If a wild card is awarded this player can then be accepted, however wild cards must be awarded in accordance with the LTA Competition Regulations – 3.20 (a maximum of 1 wild card for every 8 places in the draw).

Please do not feel pressurised into giving wild cards to players who request a late entry.

WITHDRAWALS

Monitor withdrawals, update TTP file by downloading the entries and re-publish when players have moved position (preferably on daily basis) so that players can monitor their movement on the reserve list.

If you withdraw a player manually you should move them to the 'Exclude' list and record full detail of the withdrawal in TTP. You will also need to issue a refund. No withdrawal points are given to players who withdraw before the published withdrawal deadline. When a person withdraws you will need to replace the withdrawn player.

Every time you move a reserve make sure you update the other reserve numbers and remove the reserve number from a player who is no longer on the reserve list (either withdrawn or accepted) and re-publish.

Remember that if a reserve withdraws, go to the 'Exclude' list and remove the reserve number from that player otherwise the number will still show on the website entrant list.

All players withdrawing after the withdrawal deadline may be penalised by late withdrawal points.

DRAWS & SCHEDULING

DRAWS (TO BE DONE ON THE SAME DAY AS THE WITHDRAWAL DEADLINE)

- Set up Tournament Properties including match times and scoring format
- Add the Draw in TTP based on the minimum recommended draw formats (see below) and the number of players. You may need to have byes or make a slight adjustment to the format
- Re-validate your players so that the seeding can be made with the most recent LTA Padel rankings (this re-validation is only for the purpose of seeding, it does not affect the order of the reserves or acceptances).
- **Seed players as appropriate (based on acceptance principles)**, if you have a 16 player main draw you will need 4 seeds, if you have an 8 player draw you will only need 2 seeds.
- You will then need to Make the Draw in TTP

NOTE:

If there are fewer than 3 pairs the tournament will not count for ranking points.

DRAW FORMATS AND SCORING FORMATS

GRADE	DRAW SIZE	FORMAT	MINIMUM SCORING
National Tour Grade 1	32	Elimination with Consolation or Compass	3 sets, Championship Tie-break Final set
National Tour Grade 2	16 or 32	Elimination with Consolation or Compass	3 sets, Championship Tie-break Final set
Regional Tour Grade 3	16	Elimination with Consolation (min. 1 match) or Round Robin	Short sets to 4-games
County Tour Grade 4	8	Compass Draw	Short sets to 4-games
Local Tour Grade 5	8	Compass Draw	1 Set
Seniors Tour	16	Elimination with Consolation or Compass	<i>Dependent on entry numbers</i>
LTA Youth Tour	16	Elimination with Consolation or Compass	<i>Dependent on entry numbers</i>

SHORT SETS (TO 4-GAMES)

The 4-game short set format will comprise of the following rules:

- A short set is played to four (4) games instead of six (6).
- Tie-break at four (4) all.
- Championship tie-break to Ten (10) points is played for the third set

SCHEDULE MATCHES

- Once you have made the draw you will need to schedule the matches, we suggest you print the draws to keep for reference
- Publish the draws after 4pm on the same day, to show all scheduled matches
- Publish and check that draws are shown on the website.
- Ensure you have published before sending first match time emails
- Prepare players' first match time email

- Pick up your first match time confirmation messages. Please contact those who still have 'Waiting for Confirmation' by their names to make sure they know this essential information

DURING THE TOURNAMENT

- Display the LTA Tournament Notices (including Code of Conduct and Player Notices) at your venue – you can download them from the [Organisers and Officials](#) area
- Brief all the players before the start on all relevant items, such as the scoring format, number of matches, expectation of fair play.
- **Be visible**
- Log all results, code violations, withdrawals etc. in TTP
- Publish results throughout the day or once all matches for that day have been completed
- Ensure you deliver the tournament in accordance with COVID-19 guidelines

AFTER THE TOURNAMENT (REFEREE RESPONSIBILITY)

- Check that all results have been correctly added to the tournament draws in TTP and do a final publish.
- Issue any necessary refunds for the event via the CMS.
- **Check that draw stages are correct.**
- Submit results. **You should submit results as soon as possible and certainly no later than 72 hours after the tournament has finished.**
- If you have encountered any disciplinary issues which need to be escalated to the LTA officiating team please email officiatingsupport@lta.org.uk
- If you have any general feedback about how processes can be improved please email Sam Kemp.

LTA PADEL RANKING LIST

An **LTA Padel Ranking** is a measure of where a player stands nationwide and represents an overall order of merit with players positioned according to ranking points acquired in graded padel events held in Great Britain.

There are ranking listings for each tournament circuit in both men's and women's. Rankings are calculated once per week, based on points awarded to players for competing in graded events.

In order to get a ranking a player must be an **LTA Advantage Member**, and have competed in an LTA sanctioned tournament (graded 1-5).

Rankings are used to help determine:

- Direct entry into a main draw (for domestic tournaments only)
- Seeding (for domestic tournaments only); seeding is standard practice to ensure that top players are split in the draw and don't play each other in the early rounds.
- Entry & Seeding for FIP tournaments (following the FIP Ranking)

LTA PADEL RANKING POINTS

Ranking points are awarded for all LTA Padel Tour tournaments.

Each grade and type of tournament awards different point allocations.

Only one set of points is allocated per event i.e. a player who competes in both the qualifying and main draw events of a tournament will only get one set of points.

A ranking is made up of the best 6 results within the previous 52 weeks.

A player may appear on more than one ranking list, if he/she has competed in multiple circuits i.e Seniors.

The following ranking lists will operate for the LTA Padel Tour:

- LTA Padel Rankings - viewed [here](#).
- LTA Padel Senior Rankings - viewed [here](#).

The points allocated to each tournament follow the LTA Padel rankings points distribution for Open competition (found [here](#)) and Seniors competition (found [here](#))

Note: For the purposes of Ranking Points all GB Seniors Tour events are Grade 2 seniors tournaments.

LTA SUPPORT

To ensure all players receive an exceptional and consistent experience while attending an LTA Padel Tour tournament and to support all organisers and venues to deliver a tournament with excellence, the LTA will provide the following support for all competitions:

Tournament Grade/Type	CMS & TTP	Balls	Prize Money
Grade 1	✓	✓	✓
Grade 2	✓	✓	x
G3 – 5 Seniors & Youth	✓	x	x

CONCLUSION

Thank you for taking the time to read through this guide – we appreciate it is quite a lengthy document but hopefully you have found the information useful and now feel ready to deliver your LTA Padel Tour competitions.

If you require any further support please contact Sam Kemp via email (sam.kemp@lta.org.uk) or phone (07934292792).

We wish you the best of luck for your upcoming events and thank you for delivering LTA Padel Tour competitions for the players in your area.