

# LTA Padel Tour & GB Seniors Padel Tour

Referee and Organiser Guide

2021 (1 August 2021 – 31 December 2021)



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## INTRODUCTION

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

The LTA Padel Tour provides a circuit of tournaments designed to give up and coming players the opportunity to gain experience at a National Level. The tournaments are Grade 1 – Grade 5 to ensure that all players have an opportunity to compete and gain ranking points. Grade 1 – 3 competitions are primarily aimed at performance players with a padel rating of 5.0 or better, although any rating may enter.

Grade 4 & 5 competitions are more local based competitions providing players with their first experience of the LTA Padel Tour and an opportunity to build up ranking points in order to gain acceptance into Grade 3 competitions if they so wish.

The GB Seniors Padel Tour are competitions open to all levels of play, so whether you are a seasoned regular or new to competing, there's something for everyone!

Players first become eligible to compete when they are in their 40<sup>th</sup> year. After that you can move upwards to the next age group, always from the year in which you attain your new age.

LTA Padel Tour & GB Seniors Tour tournaments are hosted at the weekend with some events taking a whole weekend and others completing in one day.

Results from all LTA Padel Tour & GB Seniors Tour events count towards the LTA Padel Tour Rankings.

This guide should be used in conjunction with:

1. 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](mailto:sam.kemp@lta.org.uk).

# 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 the LTA Padel Tour & GB Seniors Tour
- Co-ordinate the national schedule
- Distribute prize money, balls and category prizes to LTA Padel Tour referees and organisers, as appropriate
- Communicate with players about the LTA Padel Tour prior to the season starting
- Update LTA webpages with Padel Competition information
- Update organisers on COVID-19 competition guidance
- Provide training and on-going support to tournament organisers

## TOURNAMENT ORGANISER

- Ensure the Tournament Venue is LTA Registered
- Promote the event locally
- Order & provide balls for the event (dependent on grade of event)
- 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

## TOURNAMENT ORGANISER OR REFEREE

- Create the Tournament Application or complete Availability Submission via the Competition Management System for each event
- Use Tennis Tournament Planner (TTP) to manage the event and submit the 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
- Read the LTA guidance on Competition during a COVID-19 period and ensure events are run in accordance to LTA and Government guidelines
- Complete a template event delivery plan and share with tournament referee

## 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
- Run events in line with government and LTA COVID-19 guidelines
- Complete and submit results 48 hours post event

*Referees should not referee a tournament 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.*

# IMPORTANT INFORMATION

## VENUE – MINIMUM REQUIREMENTS

### Courts

- The court surface of **all** courts to be used for the competition must be consistent and specified on the application form
- The number of courts must also be detailed
- Venues must deliver events in line with the minimum court requirements, the LTA may provide exception where it is beneficial for the geographical spread of events
- Venues with more than one court are able to run multiple Grade 5 events across a day, weekend or during the week.

TOURNAMENT GRADE/TYPE	MINIMUM COURT REQUIREMENT
Grade 1	4 Padel Courts (indoor/covered)
Grade 2	3 Padel Courts (indoor/covered)
Grade 3	2 Padel Courts (can be uncovered)
Grade 4	2 Padel Courts (can be uncovered)
Grade 5	1 Padel Court (can be uncovered)

GB Seniors Tour	2 Padel Courts (indoor/covered) <i>Uncovered courts will be accepted during Summer (June – September)</i>
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### Facilities

- Suitable space at the venue for the Referee & Tournament Director/Competition Organiser, as well as the Control Desk
- Suitable toilet, shower and changing facilities on site
- Catering facilities available throughout the duration of the tournament
- Adequate viewing facilities should be available for spectators

## LTA SUPPORT

Tournament Grade/Type	CMS & TTP	Prize Money	Balls	Category Prizes
Grade 1	✓	✓	✓	✓
Grade 2	✓	✓	✓	✓
Grade 3	✓	x	x	x
Grade 4	✓	x	x	x
Grade 5	✓	x	x	x
GB Seniors Tour	✓	x	x	x

## **LTA SPONSORSHIP, MARKETING & STREAMING**

As part of the LTA's Padel Development Plan, which can be found [here](#), 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 sponsor 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 Tour or GB Seniors Tour event 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 will be live-streamed, at the expense of the LTA, 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 tennis experience.

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

The LTA is keen to promote positive images of individuals playing tennis 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 other tennis venues and organisations running tennis competitions on behalf of the LTA (LTA Approved).

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

## 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 Tour or GB Seniors Tour 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 for the winner and runner-up of each event
- Familiarise yourself with COVID-19 LTA & Government guidance on venues and equipment
- Complete a template event delivery plan

## 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](mailto: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 - [Tennis 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 2021 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 Grades 1 – 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**

Wildcards are generally reserved for up to two FIP/WPT ranked pairs (at the Grade 1 level), 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 obviously 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 recommended draw formats (see below) and the number of players. You may need to have byes or make a slight adjust 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 5 players then the tournament will not count for ranking points.

### DRAW FORMATS AND SCORING FORMATS

GRADE	DRAW SIZE	MAX ENTRIES (Recommended)	FORMAT	SCORING
Grade 1	8,12 or 16	28 (12 x direct entries, 16 x qualifying)	Round Robin to Elimination with Consolation or Compass	3 sets, Championship Tie-break Final set
Grade 2	8, 12 or 16	24 (12 x direct entries, 12 x qualifying)	Round Robin to Elimination with Consolation or Compass	3 sets, Championship Tie-break Final set
Grade 3	16	16 Men 16 Women	Elimination with Consolation (min. 1 match) or Round Robin	Short sets to 4-games
Grade 4	8	8 Men 8 Women	Round Robin to Elimination	Short sets to 4-games
Grade 5	8	8 Men OR 8 Women	Compass Draw	1 Set
GB Seniors Tour	16	24 (12 x direct entries, 12 x qualifying)	Round Robin to 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 delivering 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 ant resources not used for the event a refund in 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](mailto: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 ladies. 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 Padel 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.

## LTA PADEL RANKING POINTS

Ranking points are awarded for all LTA Padel Tour & GB Seniors 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.

**From 2021 your ranking is made up of your 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 GB Seniors.

A ranking list will operate for LTA Padel Tour and can be viewed [here](#).

A Ranking list will operate for GB Seniors Padel Tour and can be viewed [here](#).

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

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

## PRIZE MONEY

Equal prize money is available in men's and women's main draws.

The prize money break down for 2021 is as follows:

FINAL POSITION	GRADE 1	GRADE 2
Winners (per team)	£300	£200
Finalists (per team)	£200	£100

The prize money shown above is the minimum criteria set forth for venues, however some venues may choose to increase the prize money on offer (determined by the venue/s)

By entering an LTA Padel Tour or GB Seniors Padel Tour, a player is expected to be available to compete in each part of the event which they progress to. If a player is unable to start a match or withdraws from a match (due to a prior commitment), the LTA Licensed Referee may decide to withhold all or part of any prize (including any prize money) won by the player.

## **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 & GB Seniors Tour competitions.

If you require any further support please contact Sam Kemp via email ([sam.kemp@lta.org.uk](mailto: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 & GB Seniors Tour competitions for the players in your area.