

FAGE LTA YOUTH LOCAL TOUR

Referee and Organiser Guide

Applicable for competitions from 1st September 2026 – 31st March 2027

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INTRODUCTION

This document is intended to support the delivery of FAGE LTA Youth Tour events being delivered by venues, organisers and referees. The 10U – 18U age groups (including the 11U age group) will use the 'FAST4 Tennis' format.

All Grade 5 junior tournaments form part of the FAGE LTA Youth Tour. Tournaments are run over 1 day and ranking points count towards LTA Rankings for 11U – 18U and Recent Form for 9U – 10U.

Please find below some key points about the FAGE LTA Youth Tour:

- The **FAST4** scoring format will be used throughout the circuit.
- Players will be able to play up to **4 matches in a day**, so organisers will be able to choose either:
 - 16 player elimination draw with first match consolation
 - 16 player compass draws
 - 8 player compass draw
- Acceptances are made on a 'first come, first served' basis (more detailed information available later in the guide)

This guide should be used in conjunction with:

1. The TTP user guide which can be found on the LTA website – [Competition Management System and TTP](#)
2. Information on the [FAGE LTA Youth Tour](#) on the LTA website

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 FAGE LTA Youth Tour
- Co-ordinate the national schedule
- Create and distribute medals to FAGE LTA Youth Tour referees and organisers
- Communicate with players about the FAGE LTA Youth Tour prior to the season starting
- Update LTA webpages with Winter Competition information
- Co-ordinate the regional calendar of events
- Provide training and on-going support to tournament organisers
- Promote the FAGE LTA Youth Tour, with the support of County Associations

TOURNAMENT ORGANISER

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

TOURNAMENT ORGANISER OR REFEREE

- 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
- Publish results and submit tournament within 48 hours of completing the 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 your child

IMPORTANT INFORMATION

- For Local Tour Grade 5 events the closing deadline will be **10am** on the **Monday** 5-6 days before the event and the withdrawal deadline will be the **Wednesday** before the tournament at **10am**.
- There are no links from Grade 5 Local Tour events to Grade 4 County Tour events.

LTA PHOTOGRAPHY POLICY

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](#).

FAST 4 TENNIS

FAST4 Tennis provides a simple, exciting way of speeding up a conventional tennis match. The fundamentals of tennis remain the same, but there are innovative rules that ensure matches are fast, competitive, exciting and can be completed in a reasonable period of time.

The FAST4 scoring format was revised on 1 September 2019 and is played as follows;

- **First to 4 games wins** – Hence the name FAST4. It doesn't matter how you get there, just make sure you get to four before your opponent does.
- **Tiebreak at 3 games all** – at 3 games all a tiebreak is played, first to 7 points, 2 clear at 6-6.
- **Match tiebreak** – if the score reaches 1-set all a match tiebreak will be played – first to 10 points, 2 clear at 9-9
- **No-ad scoring** – as soon as a game gets to deuce it's a sudden death point. The receiver chooses which side will take the serve. This applies to doubles too with the receiving pair deciding who returns the point.
- **Normal service let rule** – if the serve clips the net and lands in the service box, then a let is played.

As a result of the changes, FAST4 is now the only abbreviated scoring format and 'short sets' will no longer be used. The benefits of this change are as follows:

- Less anxiety created by the scoring format allowing players to focus on playing their best tennis
- Players become familiar with the rules as they are using the same scoring format at all competitions – this means less confusion amongst players
- Events with 16-player draws are still possible

FAST4 Tennis format will be used for 10U – 18U age group events whilst the 9U events will use one match tiebreak to 10 points.

It is still permissible for players to play 4 FAST4 matches in one day.

The FAST4 rules are available online - [LTA FAST4 webpage](#).

UNDERSTANDING THE FINANCES

To make the finances understandable, we've broken them down below and provided some examples. Venues may select their own entry fee and tournaments can be made more financially viable by running:

- an A & B draw (where the B draw is approved by the Customer Support Team at a lower grade)
- two events at the same time
- one indoor and one outdoor event

The best options for organisers are to run:

- 2 x 8 player compass draws in different age groups or genders
- 2 x 8 player compass draws (A & B draw) **(where the B draw is approved by the Customer Support Team at a lower grade)**
- 16 player compass draw

OUTDOORS – GRADE 5

Format/ Variables	FAST4 Singles	FAST4 Singles	FAST4 Singles	FAST4 Singles	FAST4 Doubles	Orange Singles	Orange Singles
Players	8	8 x 2	16	16	8 pairs	8 x 2	16
Format	Compass	Compass	Elimination	Compass	Compass	RR to Compass	RR to Compass
Courts	2	4	4	4	2	4	4
Hours	5	5	6	7	5	4	6
Court hours	10	20	18	28	10	16	24
Entry Fee	£16.00	£16.00	£16.00	£16.00	£8.00	£16.00	£16.00
Income							
Entry Fees	£128.00	£256.00	£256.00	£256.00	£128.00	£256.00	£256.00
Expenditure							
Balls @ £11 doz	£22.00	£44.00	£44.00	£44.00	£22.00	£44.00	£44.00
Referee @ £75	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00	£75.00
Administration	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00
Total	£122.00	£144.00	£144.00	£144.00	£122.00	£144.00	£144.00
Profit	£4.00	£112.00	£112.00	£112.00	£6.00	£112.00	£112.00
Profit per court/hour	£0.40	£5.60	£6.22	£4.00	£0.60	£7.00	£4.67

BEFORE TOURNAMENT OPENS FOR ENTRY

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

1. Check all the details for your competition are correct in the Competition Management System and **ensure** that timings and maximum draw sizes have been provided
2. Ensure entry fees have been populated and are correct for each event – the system will not allow these to be amended once a competition has opened for entries.
3. Ensure the referee has been confirmed for the event and that they have been added to the tournament in the Competition Management System. 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 FAGE LTA Youth 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
- Display a FAST4 banner at your venue
- Produce flyers to hand out to players
- Encourage coaches at the venue to promote the event to players
- Promote on your social media channels
- Contact the [Customer Support Team](#) for support should you need it

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 medals for the winner and runner-up of each event
- For 9U tournaments confirm who will setup the courts

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 the [Customer Support Team](#) as soon as possible.

If venue changes are not requested beforehand and approved by the Customer Support Team or 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

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

- 1. Set up your TTP file**
- 2. Import online entries into your TTP file**
- 3. Validate players**

Detailed information on each of the above steps is available in the [Competition Management System Organiser Portal User Manual](#).

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 can add the manual entry to the competition via the Tournament Application Dashboard in the Organiser Portal by selecting the 'Entries' tab. Please refer to the above user manual for more information.

Ordinarily, no entry deadlines will be extended for competitions, 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.

'FIRST COME, FIRST SERVED'

'First Come, First Served' will continue to be used as the method for determining acceptances for Grade 5 events.

Acceptance for all Grade 5 events, regardless of age group, must be done according to:

1. Wildcards: a maximum of 1 wildcard for every 8 spaces in the draw
2. Date and time of entry* (First Come, First Served)

Further information is available in the [LTA Acceptance and Seeding Criteria](#) document.

**The date and time that an online entry was completed (or was requested via email). Manual entries for Grade 5 competitions will not be accepted until 24 hours before the closing deadline. Manual entries must be made by email only.*

Important notes for 'First Come, First Served'

- Ensure 'First Come, First Served' is stipulated as the method of acceptance in the Tournament Factsheet of your Grade 5 competitions – this will help to reduce the number of queries from players whilst this change is new.
- Ensure you have downloaded and are using the latest version of Tennis Tournament Planner as it provides an Acceptance Order of Entry Date/Time to support 'First Come, First Served'.
- Endeavour to publish acceptances for your Grade 5 events every few days if possible, especially in the few weeks before the closing deadline – this will help players to know that they have entered early enough to be accepted. (Note – if you are also using 'Own Age Group Priority' acceptance you will need to wait until the closing deadline to publish your acceptances).
- To support players it is vitally important that you provide the provisional draw size for your Grade 5 events.
- Manual entries should not be accepted for grade 5 competitions until 24 hours before the closing deadline. This is to ensure that players viewing the competition online can see an accurate representation of the number of players that have entered and understand whether they are entering early enough to secure a place.

- Manual entries should be made/accepted by email only as this method of communication has an accurate date and time stamp.

COMBINING 10U AND 9U GENDERS

If there are too few players to make a single gender draw then a tournament may become a mixed event, however please inform the players that the events will be combined. A player who wishes to withdraw due to the change in event should not receive withdrawal points. Please note that you will not be able to add new events to your TTP file and you will need to submit an [Enquiry Form](#) (ideally within 1 day of the Closing deadline) if you need to add a mixed event.

OVERSUBSCRIBED EVENTS

If events are oversubscribed there is an option to run a 'B draw', if approved by the [Customer Support Team](#). The organiser must contact the CST at the closing deadline to request a 'B draw'. The CST will review the request considering other graded competitions on the same date and then confirm with the organiser whether their request for a B draw has been approved.

If a B draw is approved, it will run at a lower grade than the main draw event. E.g. If a Grade 5 event is oversubscribed, the B Draw will be classified as Grade 6.

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.**

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.

Late entries must be manually added via your Organiser Portal in the Competition Management System.

WITHDRAWALS

Monitor withdrawals and update the TTP file on a regular basis (following the steps for downloading entries in the [Competition Management System User Guide](#)) 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.

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 ratings and rankings for that age group (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**, 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. **NOTE: Seeding for 11U – 18U events is based on LTA Ranking, and seeding for 10U & 9U events is determined according to recent form.**
- You will then need to Make the Draw in TTP

NOTE:

If there are fewer than 5 players in the tournament when the draw is made the tournament will not count for ranking points.

SCHEDULING

When scheduling your competition please consider the planned finish time of your event. We'd like to stress that events for younger juniors should not be scheduled to finish late into the evening on either Saturday or Sunday. We appreciate that available court time is limited but we would ask that organisers adhere to the following when planning their competitions:

AGE GROUP	TO FINISH NO LATER THAN:
8U/9U/10U	7pm
11U/12U/14U	8pm Sat / 7pm Sunday
16U/18U	9pm

DRAW FORMATS AND

SCORING FORMATS

DRAW TYPE	DRAW SIZE	FORMAT	SCORING
9U (1 day)	8 or 16	Round Robin to Elimination with Consolation or Compass OR Round Robin draw	One match tie-break (MTB) to ten points.
10U (1 day)	8 or 16	Compass Draw OR Round Robin to Elimination with Consolation	FAST4 Tennis - Best of 3 sets, with 3 rd set a MTB or one FAST4 set

11U-18U (1 day) Singles or Doubles	8	Compass draw	FAST4 Tennis - Best of 3 sets, with 3 rd set a MTB
11U-18U (1 day) Singles or Doubles	16	Elimination with Consolation or Compass draw	FAST4 Tennis - Best of 3 sets, with 3 rd set a MTB

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
- Check that draws are shown on the website.
- Ensure you have published before sending first match time emails
- Prepare and send players' first match time email

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. If you are running Mini Tennis events you could consider showing the relevant new Mini Tennis Scoring and Rules video to the players at the start of your event;
 - [Red video](#)
 - [Orange video](#)

- [Green video](#)
- **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

AFTER THE TOURNAMENT (REFEREE RESPONSIBILITY)

- Check that all results have been correctly added to the tournament draws in TTP.
- **Check that draw stages are correct.**
- Publish your results. You should publish results as soon as possible and your **tournament must be submitted no later than 48 hours after the tournament has finished.**

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 FAGE LTA Youth Tour competitions.

If you require any further support please contact the [Customer Support Team](#).

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