2027 JANUARY - AUGUST

GRADE 4 WEEKLONG/HOLIDAY COMPETITION - TOURNAMENT DELIVERY REQUIREMENTS

1. **Venue**
   1.1. Organisers are reminded that tournament venues must meet the following minimum requirements:
   - Be an LTA Registered Venue
   - Have suitable space at the venue for the Control Desk, for Referee & Tournament Director
   - Provide suitable toilet, shower and changing facilities on site
   - Adequate viewing facilities should be available for spectators

2. **Online Tournament Entry & TTP**
   2.1. Competition organisers at Grade 4 **MUST** use LTA Online Tournament Entry via the LTA Competition Management System and must accept payment online using a Stripe account.
   2.2. All **specific event dates** and **draw sizes MUST** be specified well in advance of the competition opening for entry.
   2.3. A **factsheet** should be displayed on the tournament page prior to the tournament opening for entries, to ensure a high level of communication to all players and parents.

3. **Tournament Personnel**
   3.1. Tournaments must appoint a Referee, graded of R4 or higher (R5 referees may also be considered at the discretion of the LTA Competitions Team). The referee must have a current LTA Officials Licence.
   3.2. Helpers/scorers must be used for 8U (Red) events and are advised at 9U (Orange) events.

4. **LTA Rankings**
   4.1. All individual tournaments will be designated Grade 4 ranking points.

5. **Guidelines for running a Grade 4 Competition**

   5.1 The following are recommendations from the Competitions Team on running your Grade 4 Competition. Whilst some grade 4 competitions are successful as weeklong competitions, the most successful grade 4 competitions have adapted their format in recent years. Here are a few principles which we would like to pass onto organisers:
   - Tournament should consider reducing event to last between 2 to 3 days.
   - Organisers have found that running 8U/9U/10U events on the same day has proved successful especially on a weekend.
   - Where possible yellow ball events should be run over one day, targeting a maximum of 8 or 16 player draws, using the FAST4 scoring format. FAST4 Tennis provides a simple, exciting way of speeding up a conventional tennis match using four innovative rules that ensure matches are fast, competitive, exciting and can be completed in a reasonable period of time.
   - One day should be set aside for all doubles events.
   - Organisers are encouraged to run a selection of age groups, e.g. 12U and 16U Girls or 14U and 18U Girls but not necessarily every age group.

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- Running open singles and doubles events for both Men and Women are recommended. These events should be run at the weekend if possible.

6. Date & Deadlines

6.1. All tournaments must comply with the standard tournament week Sunday – Saturday (unless otherwise agreed in writing with the LTA).

6.2. The following deadlines must be adhered to for grade 4 competitions (unless otherwise agreed in writing with the LTA):

- **Closing date** – 10 days before the start of the competition – online closing dates will not be extended
- **Publication of acceptance lists** – must be done **within 24 hours of the closing date**
- **Withdrawal deadline** – 8 days before the start of the competition
- **Publication of match dates/times** – as soon as possible after the withdrawal deadline and no later than 3 days before the start of the competition
- **Publication of draws** (when not published at the same time as match dates/times) – No later than one day before the start of the competition
- Tournament results must be submitted **within 72 hours** of the tournament end date.

7. Fair Play and Tournament Notices

7.1. The Code of Conduct, Player Notice and Penalty Notice must be on display on your Tournament Noticeboard.

7.2. The Competition Safeguarding Information notice must be completed and displayed on your Tournament Noticeboard

7.3. To support Fair Play and particularly to help address score and line calling disputes please plan to use Court Supervisors and Court Helpers to support delivery, especially at 8U, 9U and 10U events. Having a court side presence during matches will significantly reduce the potential for disputes during a match, encourage Fair Play and enhance the tournament experience.

8. Photography and Filming Policy

8.1 Prior to your competition please make sure you read the LTA Photography and Filming Policy, available online here.