

USTA Mississippi Tournament Director Handbook

This handbook is for tournament directors of adult and junior tournaments in MS to help them in both submitting tournaments, preparing for an upcoming tournament, and running tournaments in serve tennis. For any questions not answered here or for advice, please email William Foreman: williamf@mstennis.com

Adult Tournaments

Submitting Applications

All tournaments must be submitted through serve tennis. The serve tennis account must belong to a USTA organization and not the tournament director's personal serve tennis account.

Links here are to the full [USTA Mississippi rules](#), [USTA Southern rules](#), and [USTA National rules](#).

Reminder about Two New Updates Starting in 2025:

- All sanctioned tournaments who have a referee must have the referee listed on the tournament, and the referee must have accepted the invitation to work that tournament.
 - If a referee is only listed on the tournament and an invitation has not been sent or accepted, the tournament will not be approved until the referee has confirmed they are working that tournament.
 - Level 6 and Level 7 Tournament Directors who have completed the USTA Officiating's TD/Referee dual role certification are not required to have a referee, but before tournament approval their dual role certification must have been completed.
- Tournament Directors must attend the annual Tournament Directors' Workshop during the USTA Mississippi Annual Meeting.
 - The tournament director may send someone from the tournament committee if the tournament director cannot attend the workshop. Every tournament that is sanctioned must have representation at the workshop.
 - Any tournaments who fail to have representation at the tournament directors' workshop will have their tournament hidden and registration closed until the tournament director, or someone from the tournament committee, attends an in person meeting with the Competitive Pathway Director to go over all the topics missed at the workshop.

USTA Mississippi Tournament Director Handbook

Sanction Fee and Head Tax Information

- All sanctioned and unsanctioned adult tournaments will have a 3.5% head tax applied to the entry fee.
- Sanctioned adult L5 and L6 tournaments have a \$100 (plus processing fee) sanction fee.
- Sanctioned adult L7 tournaments have a \$50 (plus processing fee) sanction fee.
- Note that unsanctioned tournaments do not have a sanction fee.

See below for rules specific to each type of tournament:

Level 5 - Similar to Level 6, check in with the Competitive Pathway Director for updates.

Level 6 and Level 7

- When creating a tournament, remember to set the registration to open two months prior on the 1st of that month. Registration will close the Sunday before the tournament starts. Time should be 11:59pm
- Referee invites can be sent when creating a tournament or later under the settings tab. A list of referees will appear when you click the "Find a Referee" button. Remember that a referee is not required if the tournament director has completed the dual role certification linked below.
 - Level 6 and 7 Adult Tournaments do not require an official if the tournament director has completed the [USTA Officiating's Dual Role Certification, linked here.](#)
- When adding events, NTRP events and age group events need to be added separately.
 - Remember to [reference this chart for the price to enter into serve tennis](#) based on what amount you want to receive.
 - If you want to have a discounted price for a second event, this is done in the rules and pricing tab by entering a discount price on the bottom for the 2nd event.
 - Your draw type, draw size, and scoring format here will show on the public page and are what players will see when registering. Make sure this is correct!
- After adding events, make sure your rules and pricing is correct.
 - For adult tournaments, make sure they have the ability to register in different age groups (i.e. - NTRP 18+ and Open are two different age groups)
- Adding information to the web info before submitting your tournament is a good idea. This can always be changed and edited any time later on, but having some basics on the website are key to having a good tournament and good turnout!

USTA Mississippi Tournament Director Handbook

- See our [MS Tournament Webpage Information document](#) for current information and best practices on your web info page.
- Selection and seeding information:
 - Selection and seeding information must be published on the tournament website.
 - Ranking should be used for selection, if you have players who will be on the alternate list.
 - Seeding can be done by ranking or WTN, or a combination of the two.
- Complete checklist, then submit the tournament.

Unsanctioned

- When creating a tournament, remember to set the registration to open two months prior on the 1st of that month. Registration will close the Sunday before the tournament starts. Time should be 11:59pm
- Referee invites can be sent when creating a tournament or later under the settings tab. Unsanctioned tournaments do not require a referee, official, or the TD Dual Role Certification.
- When adding events, NTRP events and age group events need to be added separately.
 - Remember to [reference this chart for the price to enter into serve tennis](#) based on what amount you want to receive.
 - If you want to have a discounted price for a second event, this is done in the rules and pricing tab by entering a discount price on the bottom for the 2nd event.
 - Your draw type, draw size, and scoring format here will show on the public page and are what players will see when registering. Make sure this is correct!
- After adding events, make sure your rules and pricing is correct.
 - For adult tournaments, make sure they have the ability to register in different age groups (i.e. - NTRP 18+ and Open are two different age groups)
- Adding information to the web info before submitting your tournament is a good idea. This can always be changed and edited any time later on, but having some basics on the website are key to having a good tournament and good turnout!
 - See our [MS Tournament Webpage Information document](#) for current information and best practices on your web info page.
- Selection and seeding information:
 - Selection and seeding information must be published on the tournament website.

USTA Mississippi Tournament Director Handbook

- Ranking should be used for selection, if you have players who will be on the alternate list.
- Seeding can be done by ranking or WTN, or a combination of the two.
- Complete checklist, then submit the tournament.