

2023 USTA Louisiana State Championships Procedures

The USTA Louisiana State Championships Procedures will apply to all USTA Louisiana State Championships and Local at State Leagues held for these USTA League Programs: Adult and Mixed Doubles as well as Southern Combo and Tri Level Divisions. When not stated in the Championship Procedures, the National Sectional, and State regulations and Friend at Court will apply.

Team Selection:

- **All League Programs.** Local leagues that enrolls a minimum of two (2) teams at an NTRP level shall send the winner to the USTA Louisiana State Championship. Local leagues enrolling ten (10) or more teams at a specific NTRP level will receive two (2) entries and local leagues enrolling fifteen (15) or more teams will receive three (3) entries into the USTA Louisiana State Championship. No local league will have more than three (3) teams at any level. Local leagues advancing teams with losing record as recorded in TennisLink must first seek approval from the USTA Adult League Council prior to them being placed in the draw. 2.03A(1)a
- Local League Coordinators at the end of team registration for each local league area but no later than the team registration deadline set forth in 1.04C(1)a. will declare to the state the number of teams at each age group/level for each league program. via Google Doc which is distributed to all LLC for each league program. Failure to declare team numbers may lead to teams not being included in the championship draw
- If the local league winner(s) of an earned spot (as described in 2.03(1)a declines team invitation, the Local League Coordinator may offer an invitation to the next place team as recorded in TennisLink until the spot is filled.
- Local League Coordinators shall supply the USTA Louisiana State Adult League Coordinator advancing teams information 14 days prior to the state of the state championship.
- **Wildcards.** At the discretion of the USTA Louisiana Adult League Committee, wild card teams may be added to the championships draw to optimize tournament scheduling. 2.03A(1)c
 - Wild card selection process: After all ten (10) and fifteen (15) team local leagues have been awarded; the State shall examine the ratio of “teams in league/championship entries”. The local league with the highest ratio will be awarded the next wild card.
 - Team selection in the event of a tie in number of teams in 2 or more local leagues will be decided by random draw (local league names in hat, one team drawn by a designee of Adult State League Program Coordinator).
 - An ordered list of potential alternate teams by NTRP level will be published with the championship draw.
 - If offered either a wildcard or alternate spot to a State Championship, the local league will pass the invitation to the **next best team** as recorded in TennisLink. If that team is unable to fill the slot, the position will revert to the State.
 - The USTA Louisiana Adult League I Committee gives the Adult State League Program Coordinator authority to fill vacancies from the list of Alternates. from the list of Alternates.2.03A(1)a
- **Local leagues played at USTA Louisiana State Championships:**
 - At the time the USTA Louisiana Adult League Committee approves the championship draw, any NTRP level that is determined to be playing their local league at the state championship shall be given 72 hours to determine their own play schedule (i.e. place and time) provided they all agree and play is scheduled to be completed prior to the conclusion of the state championship.
 - A schedule must be provided to the Tournament Director within those 72 hours.
 - If the teams involved cannot agree on a schedule of play within the 72 hours, they will be included in the draw and scheduled to play the local league matches at the specific league program USTA Louisiana State Championship site.
 - The USTA Louisiana Adult League Committee may authorize a local league played during the state championship for any NTRP level that did not play locally. The winner of the local league at the state championship will advance to championship competition – either district or sectional – depending on the number of local leagues enrolled in Louisiana.

Competition Format:

USTA Louisiana State Championships format shall use round robin or partial round robin matches against randomly selected opponents in all levels of competition.

- *For Round Robin format:*
 - Each team shall play every other team in its flight. (Exception: Please see Championship Cancellation Policy).
 - NTRP levels with two (2) flight winners will play a single elimination finals match to determine the champion. NTRP levels with three (3) flights (where each flight has the same number of teams) will play a single elimination with a fourth team receiving a wild card slot. The second-place team with the best record as reported in TennisLink will be given the wild card slot. If any of the flights have a different number of teams, the second-place team with the highest percentage of games won vs. games played in the round robin shall receive the wild card slot.
- *For Partial Round Robin Matches Against Randomly Selected Opponents:*
 - Each team shall play four team matches against randomly selected opponents. (Exception: Please see Championship Cancellation Policy).
 - In a partial round robin, either the top two teams or the top four teams, based on standings and national procedures on tiebreakers, will be entered into either a final playoff (draw will be #1 vs #2) or a semifinal playoff to be followed by a final (draw will be #1 vs #4 and #2 vs #3). Playoff format will be published on the championship schedule.

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Player Eligibility:

- All players must possess current USTA memberships through the conclusion of the USTA Louisiana State Championship.
- Players who qualify for an Adult 18 & Over, Adult 40 & Over and/or Adult 55 & Over team(s) may advance on more than one team within an age group only if they are different NTRP levels. Players who qualify for a Mixed Doubles 18 & Over and/or Mixed Doubles 40 & Over team(s) may advance on more than one team within an age group only if they are different NTRP levels.
- No accommodations for scheduling will be made at the USTA Louisiana Championships for teams with players that may be competing on two or more teams during a state championship.

Player Registration, Entry Fee and Team Deposits:

- USTA Louisiana State Championship Entry Fee: \$45.00 plus \$5 electronic fee per player. Late fee of \$5 will apply after online registration closes four (4) days prior to championship.
- Match Team Tennis online registration portal will be used for all player registrations for championships. Match Team Tennis online registration portal will be available on the championship website.
- The team captain must authorize a \$300 team deposit (hold authorization) due within 72 hours of the team committing to the USTA Louisiana Championship via Local League Coordinator but no later than 14 days prior to the start of the state championship. Team Deposit authorizations will be made on the championship website. NO checks via mail will be accepted. Teams without team deposit authorizations within the referenced timeframe may be removed from the draw.
- The deposit will be held by the USTA Louisiana office until the conclusion of the applicable 2024 USTA Louisiana State Championship. If the team successfully completes the championship (e.g., no defaults), or if a team withdraws before the schedules are published, the deposit hold will be removed (not forfeited).
- If a team withdraws prior to the schedules being published on the championship website, the team’s championship entry fees (minus electronic fees and a \$3 processing fee per individual player registration) will be returned if a substitute team has committed to fill the vacancy. Substitute teams will also be required to register/pay championship entry fee online through the state championship website within a time frame determined by the Championship Committee.
- If a team withdraws after the schedule is published, or if a team does not successfully complete the USTA Louisiana State Championship, the deposit and all individual player registrations will be forfeited. The situations where the deposit hold will be forfeited, or partially forfeited, is as follows:
 - If a team withdraws after the schedules are published, or if a team does not successfully complete the USTA Louisiana championship, the entire deposit will be forfeited.
 - If a team defaults an individual court/line during the championship, an administrative fee of \$50.00 per individual court will be deducted up to the full amount of the deposit. Any remaining funds will be released to the captain. (For example, a team defaults an individual court/line during its Saturday afternoon match. Following the championship, \$50.00 will be charged against the deposit hold, \$250.00 being released by the USTA Louisiana).
 - Team captains with deposit forfeiture and/or administrative fees for individual defaulted courts/lines may submit a waiver to be exempted from paying fees within two (2) days of the completion of the championship. Waiver requests will be submitted to and reviewed by the USTA Louisiana Adult League Committee and USTA Louisiana Adult League Coordinator. Only cases of “extreme” circumstances will be accepted and/or considered.
 - NOTE: Fees collected will go to the USTA Louisiana Patrons Foundation.
- All teams advancing to the state championship including the teams playing their local league at the state championship will be required to register and pay for at least the minimum number of players required for the league online through the championship website eleven (11) days prior to the start of the state championship.
- The last day to register/pay championship entry fee online for players advancing to a state championship is four (4) days before start date of state championship.
- Players should be registered on both TennisLink and Match Team Tennis.
- Registration during championship:
 - Additional players may be added at the state championship tournament headquarters prior to playing in a championship match. Payments in the form of a credit card and check will be accepted.
 - Registration fee for registering additional players at the state championship tournament headquarters will include a \$5 late fee per player plus electronic fees.

Dates for 2024 USTA Louisiana State Championships are as follows:

League	Advancing Teams Deadline Register/Pay Minimum # Players	Required Minimum # Players	Individual Player Online Registration Closes for Championship
Adult 70 & Over	2/22/24	6	3/18/24
Adult 55 & Over	4/8/24	6	4/15/24
Adult 40 & Over – Odd Levels	4/22/24	9*	4/29/24
Adult 40 & Over – Even Levels	5/6/24	9*	5/13/24

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League	Advancing Teams Deadline Register/Pay Minimum # Players	Required Minimum # Players	Individual Player Online Registration Closes for Championship
Adult 18 & Over – Odd Levels (2.5 – 5.0 levels)	5/20/24	8 5	5/27/24
Adult 18 & Over – Even Levels	5/27/24	8	6/3/24
Tri Level – All Age Types	8/5/24	6	8/12/24
Mixed 40 & Over	8/12/24	6	8/19/24
Mixed 18 and 55 & Over	8/19/24	6	8/26/24
Adult 65 & Over	9/9/24	6	9/16/24
Combo 40 & Over	10/14/24	6	10/21/24
Combo 18/55 & Over	10/21/24	6	10/28/24

- Teams not registered on the state championship website with at least the minimum number of players eleven (11) days prior to start of state championship may be replaced with the next alternate team by the State League Coordinator.
- Teams defaulting at least one court/line throughout the Championship without requesting waiver outlined in 2.03A(5) may be subject to grievance procedures and may receive suspension penalties imposed by the Championship Grievance Committee.
- If a championship entry fee is uncollectable/disputed for any reason the issuer will be notified and informed they have ten (10) days to make restitution, including any related fees, to prevent any further collection activity or any grievances filed by the USTA Louisiana. Payment for uncollectable championship entry fee must be received in the form of cash, cashier's check, or money order.
- **Tournament Cancellation:** No entry fees will be refunded if any tournament cannot start or be completed by reason of riots, civil disturbances, fire, extreme and/or dangerous weather conditions, an Act of God, public emergency, act of a public enemy, strikes or any other cause beyond the control of the Host CTA, USTA Louisiana, USTA Southern or USTA.
- **Request for Individual Player Entry Fee Refunds**
 - **Prior to online registration closing:** Refunds may be requested by emailing engle@louisianatennis.com.
 - **After online registration closes:** Refund request of individual players registration on teams participating in the championship must be requested when the team registers at the state championship. **No email request for refunds will be accepted after online registration closes.** No refunds will be given after team registration at the championship.
 - Refund request that will drop teams below the minimum number of players required to advance will not be issued.
 - Refund amount will be registration fee minus electronic fees and a \$3 processing fee per individual player registration.

Team Registration:

- Team captains or designee are required to register their team at the state championship headquarters prior to playing their first match. The championship headquarters location and times will be listed on the championship website.

Scheduled Matches:

- The captain is responsible for checking his/her team in at the site of the match and picking up match scorecard.
 - Captains should fill out scorecards according to the instructions given at site desk.
 - Print names clearly (both first and last name). Names must be the same as on official roster in TennisLink.
 - When all players are present and ready to play, the captain will turn in their lineup at the site desk
 - It is requested that captains turn in scorecards 30 minutes prior to the start of their scheduled match if all players are present and ready to play.
- If a team has a known default, the opposing team will have the opportunity to revise their scorecard once both scorecards are turned in and the default has been announced by the site director.
- If a captain duplicates a name in error on a scorecard, a team may be allowed to substitute a player for the duplicate name in the lower position (at the discretion of the Championship Committee), using a player not already listed on the line-up. A substitution may only be made in the lower position if the error is discovered before the match begins. If no such substitution can be made, National Regulation 2.03K will be used in determining required position of default.
- No substitution may be made in an individual match after the line-up has been presented, except for injury to, illness of, ineligibility or disqualification of a player prior to the start of such match, and except other circumstances as permitted by Championship Committee. If substitution is made during warm-up, the substitute player is entitled to a five-minute warm-up. If no such substitution can be made, the affected position only will be defaulted.
- Site directors will call teams when court assignments are available to confirm players are present and onsite. Players will be assigned courts by the site directors.
- Winners of individual matches will take the balls and report the score immediately to the site desk.
- Captains are expected to approve/sign each scorecard after each scheduled match is completed before leaving the tennis facility. Failure to approve/sign the scorecard may result in scores posted online only confirmed by opposing captain (and not future score updates).

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- If there is a rain delay, players are not permitted to leave the tennis center unless otherwise released by the Tournament Director and/or Tournament Referee. If pulled from the courts due to rain, players must report their match scores in progress to the site director.
- If a team match is postponed following the exchange of line-ups, the original line-up will stand for the make-up match UNLESS teams are released from the tournament by the Tournament Director and/or Referee. If teams are released, the line-up would stand only for those positions that have already started (first service attempt) and all other positions (even those that were in warm-up) may be changed including defaulted courts.
- Tournament Referees may assist with medical time-outs and scoring disputes but will not be used to make line calls or call foot faults. If a player feels line calls and/or foot faults are an issue, said player may request a Referee (if available) to assess the problem. Spectators are not permitted to request a Referee unless the players on the court made the request.
- A request for a medical time-out may be made by a player, to the site desk. Only a referee can administer medical time out and regulate the time.
- Championship Committee will make all efforts to remain pro-active with weather. However, In the event of significant weather challenges, the Championship Committee may use an alternate scoring match format, in order to complete the tournament.
- Teams should expect to play on any USTA approved surface at the state championships. The Championship Committee may use available courts of any type in order to complete the championship.

Scoring

- Regular scoring will be the best of three tiebreak sets with a match tiebreak in lieu of a third set. There will be a two-minute set break at the end of each set with no coaching. The match tiebreak shall be scored as one (1) set and one (1) game for tiebreak procedures. The Coman Tiebreak Procedure shall be followed in all tiebreaks (Set and/or Match).
- *In the event of a tie:*
 - **For each individual team match**, if tied 2-2, the tie shall be broken by the first of the following methods to do so: least sets lost; least games lost; highest game winning percentage; winning team of No. 1 doubles match; then the winning team of the No. 1 singles match.
 - For determining teams round robin flight winners or teams to advance to a semifinal and/or final, the tie shall be broken by the first of the following procedures that does so: winner of the most individual matches, then winner of head-to-head match (if all tied teams played one another), then least sets lost, then least games lost, then highest game winning percentage. If a tie still remains through game winning percentage, the tie will be broken by the following: Team with highest # of victories at #1 Doubles during state championship round robin and/or partial round robin matches. Then team with highest # of victories at #1 Singles during state championship round robin and/or partial round robin matches. Please see national regulation 2.03H(1) for further information. (Exception: See below bullet on "Full Team Defaults" for Partial Round Play.)
- *In the event of a full team default* (i.e. team does not have available players to play a majority of individual matches), the following scoring procedures will apply when determining flight winners and/or advancing teams to playoffs:
 - Round Robin (every team plays each team in their flight): All matches of the defaulting team already played shall be null and void when determining standings but will be used for ratings and advancement purposes. If all teams with a mathematical chance to advance have played the defaulting team in good faith, those matches shall stand as played when determining standings.
 - Partial Round Robin Play: Teams will not have an equal number of team matches due to a team default. All teams in applicable division will go through a tiebreaker procedure to determine advancing teams to playoffs. This will ensure that teams are compared against each other as fairly as possible. The tiebreaker procedure will use the first of the following procedures that does so:
 - Team with the least number of TEAM LOSSES.
 - Team with the least number of ACTUAL INDIVIDUAL LOSSES divided by the number of POSSIBLE INDIVIDUAL LOSSES.
 - Team with the least number of ACTUAL SETS LOST divided by the number of POSSIBLE SETS Lost.
 - Team with the least number of ACTUAL GAMES LOST divided by the number of POSSIBLE GAMES Lost.
 - Coin toss
- **All teams are expected to play all scheduled matches.** Any team not complying will be subject to grievance procedures that will include all players from the championship roster.
- If any team is released from the USTA Louisiana Championships due to inclement weather and certain individual matches in their team match have already been started, it will be recorded in TennisLink as a "retirement" with the leading team in the individual match as the "winner." (For example, team leading 6-4, 0-4 would be considered the leading team. If a 2nd set is not completed, the team winning first set is considered the leading team).

Important Items Relating to "Friend at Court" (FAC):

- The Point Penalty for Lateness, which includes the 15-minute default time rule, will be strictly enforced. The tournament Referee, in conjunction with the Championship Committee, has full authority on enforcing the Penalties for Lateness.
- Warm-Ups: Players are limited to ten-minute warm-up. If players exceed ten minutes, the players may be told to play regardless of where they are in warm-up.
- Changeovers: The rest time for all changeovers is 90 seconds, except between sets, which is limited to two minutes.

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- Continuous Play: There is continuous play during the following situations: 1) during any tiebreaker (set or match tiebreaks), and 2) after the first game of each regular set.
- Bathroom Breaks: A player can take a bathroom break at any time but players should try to take them during changeovers or between sets.

Grievances:

- Forms are available at the championship tournament headquarters. Completed grievance forms must be presented at the tournament headquarters desk (by the captain) within 30 minutes of the completion of the team match. Filing fee for Championship Grievances (General/Sportsmanship, Administrative) will be \$100.00 made payable to USTA Louisiana. Fee will only be refunded to filing party if the grievance is upheld.
- A team that withdraws from the championship after the schedules are published or a team forfeiting an entire team match during championship play will be subject to a grievance filed by the Championship Committee and may receive suspension penalties imposed by the Championship Grievance Committee.

Championship Cancellation Policy:

Round Robin Format

- Should inclement weather or other circumstances prevent the completion of a USTA Louisiana Championship or prevent round robin matches from starting by specific time as determined by the Championship Committee, the level/fight winners will be determined by the first of the following procedures that does so:
 - In the event a level or flight within a level consists of multiple round robins, the first-place team will be determined by TennisLink standings at the conclusion of the most recent full round robin. If no full round robin is completed, the below-mentioned procedures would apply.
 - In the event that only one team in a round robin has a mathematical chance of finishing first, that team will be declared the winner of the round robin.
 - If more than one team has a mathematical chance of winning their round robin, and the first-place team has already beaten the other teams with a mathematical chance of winning, the 1st place team would be considered the round robin winner as the head-to-head winner
 - If a round robin winner cannot be determined, and each team in a round robin has been given the opportunity to complete a minimum of one team match, only teams with a mathematical chance of finishing first will receive an entry into a drawing. Undefeated teams will receive a second entry into the drawing.
 - If a round robin winner cannot be determined, and each team in a round robin has not been given the opportunity to complete a minimum of one team match, each team will receive one entry into a drawing to determine the round robin winner.
- The following procedure will take place when two round robin winners (in a specific age group and NTRP level) have been determined by the above-mentioned procedures and/or cancellation occurs after the finals have begun:
 - Both teams can agree to meet at a mutual location and time to play for the state championship. A deadline will be given by the Tournament Committee to complete the match. If both teams cannot agree to a mutual location and time prior to or on the deadline set forth by the Tournament Committee, both teams will receive an entry into a drawing to determine the state champion. USTA Louisiana will not be responsible for providing an official, amenities or for expenses relating to this match. The Championship Committee may keep both finalist teams at the tennis center past 5:00 pm to see if play can continue later that evening.

Partial Round Robin Format

- Should inclement weather or other circumstances prevent the completion of a USTA Louisiana State Championship or prevent partial round robin matches from starting by specific time as determined by the Championship Committee, the winners will be determined by the first of the following procedures that does so:
 - If a minimum of three (3) full rounds have been completed, any undefeated teams will receive an entry into a drawing to determine a winner. In this instance, unfinished partial round robin matches in fourth segment will not count.
 - In the event that only one team (after the most recent full partial round robin segment) has a mathematical chance of finishing first, that team will be declared the winner.
 - If more than one team has a mathematical chance of winning, after the most recent full partial round robin segment, and the first-place team has already beaten the other teams with a mathematical chance of winning, the 1st place team would be considered the winner as the head-to-head winner.
 - If a winner cannot be determined, and each team has been given the opportunity to complete a minimum of one team match, only teams with a mathematical chance of finishing first will receive an entry into a drawing. Undefeated teams will receive a second entry into the drawing.
- The following procedures will take place when cancellation occurs after the semifinal playoffs have begun:
 - Teams that have clinched (won a majority of individual matches) in their semifinal playoff will be considered the winner of their semifinal match.

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- Teams that have not clinched (not won a majority of individual matches) in their semifinal will be put into a drawing to determine the winning semifinalist. For each individual line won by a team, said team will receive an additional entry into the drawing. (For example, the #2 doubles match was finished. The winning team of said match #2 doubles match would receive an additional entry into the drawing.)
- Both winning semifinalists (now finalist teams) can agree to meet at a mutual location and time to play for the USTA Louisiana state championship. A deadline will be given by the Championship Committee to complete the match. If both teams cannot agree to a mutual location and time prior to or on the deadline set forth by the Championship Committee, both teams will receive an entry into a drawing to determine the state champion. For each individual line won by a team, said team will receive an additional entry into the drawing. (For example, the #2 doubles match was finished. The winning team of said match #2 doubles match would receive an additional entry into the drawing). If teams agree to meet at mutual location, USTA Louisiana will not be responsible for providing an official or for expenses relating to this match. The Championship Committee may keep both finalist teams at the tennis center past 5:00 pm to see if play can continue later that evening.

Communications during the Championship

- Notification alerts: Players should download the Match team Tennis app (available for iPhone and Android) and sign up for text and email alerts. Notification alerts will be used for weather updates and general tournament information.
- The championship website will be used to relay information in the event of inclement weather during the tournament.

Advancement

- Winning team Captains must notify their State League Coordinators within seven (7) days of their state championship if the team will not be attending the USTA Southern Sectional Championship.
- USTA Southern Championship Procedures state that winning teams are to submit a team deposit of \$300.00 to the USTA Southern Office within two weeks of the conclusion of their State Championship. See the USTA Southern Championship website www.southernchampionships.com for details.

Administration

- Championship Committee will use proper and fair judgment with regard to all USTA Louisiana state championship-related issues. This includes procedures and information not listed in the Championship Procedures.
- For all USTA Louisiana Championships the Championship Committee will consist of the Tournament Director, Tournament Referee and the Tournament Chairman. Championship Committee will be listed on the state championship website.
- Championship Grievance Committee and Grievance Appeal Committee: To be appointed by USTA Louisiana as needed.
- Championship Procedures may be amended at the Championship Committee's discretion.
- The Championship Committee may release a team from the USTA Louisiana state championship.
- Please be nice to the site coordinators and other volunteers as they are giving up their time to provide players with an outstanding championship experience. Players who exhibit inappropriate behavior and/or unsportsmanlike conduct towards the host, tournament staff and/or volunteers will be subject to a Championship Grievance and may receive points under the Suspension Point System.

2024 USTA Louisiana State Championship Dates & Locations			
Championship	Levels	Date	Location
Adult 70 & Over	All Levels	2024 - March 22 - 24	Shreveport
Adult 55 & Over	All Levels	2024 - April 19 - 22	Baton Rouge
Adult 40 & Over Odd Levels	3.5, 4.5	2024 - May 3 - 6	Lafayette
Adult 40 & Over Even Levels	3.0, 4.0	2024 - May 17 - 20	Baton Rouge
**Adult 18 & Over Odd Levels	2.5, 3.5, 4.5, 5.0	2024 - May 31 - June 3	Shreveport
**Adult 18 & Over Even Levels	3.0, 4.0	2024 - June 7 - 10	Lafayette
Tri Level All Age Groups	All Levels	2024 - August 16 - 18	Baton Rouge (LTA)
Mixed 40 & Over	All Levels	2024 - August 23 - 26	Baton Rouge
Mixed 18 & Over; 55 & Over	All Levels	2024 - August 30 - Sept 2	Lafayette
Adult 65 & Over	All Levels	2024 - September 20 - 23	TBD

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2024 USTA Louisiana State Championship Dates & Locations			
Combo 40 & Over	All Levels	2024 – October 25 - 28	Shreveport
Combo 18 & Over 55 & Over	All Levels	2024 – November 1-4	Lafayette
**NTRP Levels for the Adult 18 & Over USTA Louisiana State Championship will be rotated every two years.			