

## TOURNAMENT DIRECTOR CHECK LIST FOR UPLOADING RESULTS

Failure to follow all instructions as listed, will prevent your results from being included in UTPR calculations.

Here are major SPECIFIC problems that can delay the upload of your tournament results:

### SANCTIONED TOURNAMENTS ONLY

1. You must run the “**Membership Verification**” under “Problem Reports”. Click on each letter and wait for it to open. Then go to “Membership Problems” under “Problem Reports” and figure out why people are still on the list. If you still have questions... write [tourney-sched@usapickleball.org](mailto:tourney-sched@usapickleball.org) for suggestions. You can do this before the tournament but if you add players after that you must do it again (at least the letters of those players)
2. **A photo i.d. is required at check in.**
3. **Full Sanctioning vs MMP please go to <https://www.usapickleball.org/>** and read what is required specifically regarding reporting of referees.
4. Current approved format ages are 12 and under, 14 and under, 18 and under, 19+, 35+, 50+, 55+, 60+, 65+, etc. Players under 19 may play in 19+ but players 19 and over may NOT play in a bracket with a Junior label like 8+. If you have a Juniors event they are set up as round-robin non-elimination draws.

### ALL TOURNAMENTS

**Matches may be 1 to 15, 1 to 21, or 2 out of 3 to 11. All games are win by 2. You can also use One game to 11 win by 2 in a round robin as long as there are 6 teams in the bracket.**

5. **How to score / handle forfeits and withdraws**
  - a. Forfeit - if bracket has started and player does not show: The winning player or team shall receive the appropriate point score and advance to the next level, that is 11-0,11-0 or 15-0, or 21-0
  - b. Withdraw - The bracket has not started, and the player / team informs the tournament desk that they are not able to play in the event. They are withdrawn from the bracket and will not be allowed to play any future games in that bracket for the remainder of the tournament. No scores are entered and no inclusion in UTPR.
6. **Round Robin charts must show Point Differential.** Placement is **NOT** determined by Total Points. It is matches won, first tie breaker is head-to-head, second tie breaker is point differential for all matches played, third tie breaker head to head point differential, fourth tie breaker point differential against next highest team.

7. **Pool Play is followed by playoffs.** The participants are divided into two or more player pools. Each pool plays a round robin to determine the qualifiers that put the players into a single or double elimination playoff. The rules now allow for Round Robins to be seeded into a Single or Double Elimination bracket.
8. Events are Men's Doubles, Men's Singles, Mixed Doubles, Women's Doubles, Women's Singles. A MD bracket may not include a female, an MXD bracket may not include teams where both are the same gender. This is true even if there is a last-minute dropout.
9. You must send your results in through Tournament>Send Tournament Info. This is not done automatically as you might need time to finish putting in results or fixing errors. BUT, if it is not sent in by the Tuesday after the end of the tournament your results will not be released for UTPR upload that week.
10. The TD must submit written proof of refereed matches within one week of the conclusion of the tournament by sending the referee report in via [pickleballtournaments.com](http://pickleballtournaments.com). Go to Reports, Results Reports, Match Report and copy and paste the entire report into a spreadsheet or word document and send it to [tourney-sched@usapickleball.org](mailto:tourney-sched@usapickleball.org)
11. If you have any questions or need help please send an email to [tourney-sched@usapickleball.org](mailto:tourney-sched@usapickleball.org) Thank you for your attention to detail and we look forward to working with you.