

## SANCTIONED TOURNAMENT DIRECTOR GUIDELINES FOR UPLOADING RESULTS

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

Here are major SPECIFIC requirements and issues that can delay the upload of your tournament results:

1. **If you use pickleballtournaments.com software** 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-results@usapickleball.org](mailto:tourney-results@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. **If using other software**, a list of players with USA Pickleball member numbers and expiration dates is required.
3. **A photo i.d. is required at check in**
4. **MMP sanctioned tournaments** must input referee names into the tournament operating software so that a ref report is available. Using pickleballdesk.com does NOT input ref names into the software that is tracking match results. The matches that must be reported are the Gold and Bronze matches as well as the matches that sent the players/teams to those matches. In double elimination there will be 4 matches to ref. In single elimination there will be 6 matches to ref. **No-Ref sanctioned tournaments** must provide the name of the Certified Referee(s). The name(s) may be provided by email to [sanctioning@usapickleball.org](mailto:sanctioning@usapickleball.org) upon completion of the tournament.
5. **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 14 and under. If you have a Junior event it is set up as round-robin non-elimination draw. Players that participate in a junior division will NOT receive UTPR credit.
6. **Matches may be 1 to 15, 1 to 21, or 2 out of 3 to 11. All games are win by 2. In a Round Robin format you can use 1 game to 11 win by 2 as long as there are at least 6 teams in the bracket.**
7. **How to score/handle** forfeits, withdrawals and retirements
  - a. **FORFEIT SCORING**
    1. 2 out of 3 Format: 11-0, 11-0
    2. 1 Game to 15 Format: 15-0
    3. 1 Game to 21 Format: 21-0

\*Player/team may continue to compete in any upcoming matches.
  - b. **WITHDRAWAL SCORING**
    1. 2 out of 3 Format: 0-0, 0-0
    2. 1 Game to 15 Format: 0-0
    3. 1 Game to 21 Format: 0-0

\*Player/team may not play in any subsequent matches in the bracket but will retain previous match results.

c. RETIREMENT SCORING

1. The score recorded for a player or team that elects to “retire” from a match has been revised to allow the actual score of the match for that team to be recorded.
2. More Details: USAP Rulebook Section 12.F.6.a.

\* Player/team may play in subsequent matches in the bracket or may withdraw from them.

8. **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 is head to head point differential, fourth tie breaker point is differential against next highest team.
9. **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. Rules also allow for Round Robins to be seeded into a Single or Double Elimination bracket.
10. **Events** are Men’s Doubles, Men’s Singles, Men’s Mini Singles, Mixed Doubles, Women’s Doubles, Women’s Singles, Women’s Mini 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.
11. **Results** should be accurate, memberships verified, and ref names entered (if required) within one week of the end of the tournament. Tournament Directors will receive an email if there are issues to resolve before the tournament can be uploaded. It is likely that the person in charge of the Event Desk will be the one who needs to make the corrections, it is the responsibility of the tournament director to contact that person.
12. If you have any questions or need help please send an email to [tourney-results@usapickleball.org](mailto:tourney-results@usapickleball.org) Thank you for your attention to detail and we look forward to working with you.