

 **ROGERS.**

 **ROOKIE TOUR**

**TOURNAMENT DIRECTOR'S HANDBOOK  
ROGERS ROOKIE TOUR EVENT**



**MISSION STATEMENT:**

***"TO CREATE A POSITIVE, FUN, ENTRY-LEVEL COMPETITION OPPORTUNITY FOR STARTER JUNIOR TENNIS PLAYERS."***

Welcome to the Rogers Rookie Tour, a national program designed to bridge the gap between entry-level tennis and the provincial competitive junior circuit. Prior to 2009, Rookie Tour events were met with a great deal of success in many provinces, including Ontario, British Columbia, the Prairie and Atlantic regions. It is this success that led to the development of the national Rogers Rookie Tour program that was launched in 2009. In its inaugural year, over 150 Rogers Rookie Tour events were organized for more than 3,000 participants nationwide. This program has the potential to reach thousands of juniors each year at tennis clubs and tennis centres throughout the country, and can encourage these players to continue through the tennis pathway to become regular competitors and/or lifelong tennis enthusiasts.

Boys and girls up to the age of 18 are eligible to play in Rogers Rookie Tour events. All events in the Rogers Rookie Tour will be non-elimination tournaments. These type of events offer unranked or lower-ranked youngsters a fun-filled and exciting event with multiple opportunities to play. Each player is guaranteed a minimum of three matches. These events provide a positive learning environment where youngsters develop and display their tennis and sportsmanship skills while competing against a variety of opponents.

Your goal as the Tournament Director is to ensure a professionally run, positive introduction to organized competitive tennis to both player and parent.

Tennis Canada would like to thank Rogers for their ongoing commitment to the growth and promotion of tennis in Canada. By renewing title partnership of Rogers Cup, Rogers continues to be an active leader in helping Tennis Canada grow the sport at a grassroots level through programs such as Rogers Rookie Tour, Rogers Junior National Championships, and Rogers Rankings. We would also like to thank our provincial association partners for their leadership and support of programs at the provincial level. A special thanks to Tennis BC and Lynne Schweitzer for their assistance in the development of this Tournament Director's Handbook.

Best of luck for a successful event!

Tennis Canada and the Provincial Tennis Associations  
[www.rogersrookietour.com](http://www.rogersrookietour.com)

**ROLES AND RESPONSIBILITIES:**

<b>TENNIS CANADA</b>	<b>PROVINCE</b>	<b>TOURNAMENT DIRECTOR</b>
Create promotional materials	Promote Tour in publications/communications	Promote event locally/Ensure signage at the event
Develop National Web site	Develop webpage with Rogers signage	Source additional prizing/sponsors (optional, but not to conflict with Rogers)
Develop, order and ship tournament kits to Provinces	Distribute tournament kits	Distribute participant packs
Post stories/photos on National Web site	Post schedule and entry information on webpage	Develop draws and format based on entry numbers
	Provide results to Tennis Canada	Provide province with results/entry lists
Coordinate national schedule	Coordinate provincial schedule	Organize volunteers if needed
		Collect entry and sanction fees

Your goal as the Tournament Director is to ensure a professionally run, positive introduction to organized competitive tennis to both player and parent. If this is your first Rogers Rookie Tour event, the best advice possible is for you to be flexible, and well prepared in advance. Your provincial association can help you as you plan your event. As a Rogers Rookie Tour Tournament Director, you will receive the following:

- 5 Rogers Rookie Tour promotional posters and 10 Rogers Rookie Tour pamphlets to be posted around your local community.
- 2 Rogers Rookie Tour banners to post on-court during your event.
- 1 Rogers Rookie Tour collared shirt to wear during the event.
- 1 Rogers Rookie Tour Tournament Director's Handbook.

Each participant of a Rogers Rookie Tour event will receive, upon checking in at the tournament desk, the following:

- Rogers Rookie Tour water bottles, towels and shirts
- Certificate of Participation (to be handed out at the completion of the event)

Feel free to include club and program promotional materials into the participant package. This is a great opportunity for you to advertise your own programs, and increase the possibility of engaging the parents and children in future tennis activities.

As with any national program being delivered at the provincial level, there are a number of components of the Rogers Rookie Tour that must remain consistent across the country, while a number of components can vary from province to province. Your provincial association can provide guidance on the flexible components.

COMPONENT	STANDARD	FLEXIBLE
<b>Registration</b>	Template for entry form	online or hardcopy - up to Province
<b>Court specs</b>	Guidelines in event manual	Tournament Director to modify based on entries
<b>Ages</b>	up to U18	Up to Tournament Director
<b>Format</b>	Minimum of 3 timed matches	Groupings dependent on number of entries; Compass, Flight or Round Robin format
<b># of Participants</b>	Minimum of 4	Can re-group ages if entries are small
<b>Trophies</b>	Certificate of participation provided in participant pack	Up to Tournament Director if trophies or medals for winners to be used
<b>Entry fee</b>	Recommend \$20-\$40	Up to Province
<b>Participant Packages</b>	Contents as per Tournament Director's Handbook	Additional inserts, flyers, program information can be added
<b>Signage</b>	All signage must be branded with Rogers Rookie Tour logo	Additional local sponsors may be sourced*

\*Rogers is the official telecommunications partner and Title Sponsor of the Rogers Rookie Tour, therefore no sponsor conflicting with Rogers will be permitted as an associate sponsor or partner of the Rogers Rookie Tour. In addition, no other sponsor will receive more dominant exposure and branding at the event than the title sponsor. Exception to title sponsor naming rights exists in British Columbia only.

### **SPECIFIC TOURNAMENT DIRECTOR DUTIES**

Assign a qualified Tournament Director to be responsible for the smooth operation of the event. It is just as important for the parents to have a positive experience as it is for their child to enjoy the event. The following are specific duties for the Tournament Director:

#### **Duties**

1. Read the Tournament Director's Handbook and become familiar with the various tournament formats.
2. Promote your Rogers Rookie Tour event in the programs run at your facility, and in your local community (community centres, local grocery stores, sport shops etc).
3. Collect entries and make the draw for each age division. Your provincial association can assist in making the draws.
4. Forward complete entry list to your provincial association **before the start of your event**. Send results, photos and Feedback Form (at end of Handbook) to your provincial association upon completion of the event.
5. Schedule the matches for each group in each draw.
6. Post all draw sheets and schedules in a visible area at your location.
7. Establish court colours or numbers.
8. Determine whether you need volunteers to help run your event. **The use of volunteers is strongly advised**, especially for younger age groups who may need help with scoring and general rules.
9. Contact your local media for promotion and exposure. This is the type of event that local media like.

10. Ensure that there are balls for every court.
11. Establish a check-in desk with check-in procedures.
12. Make sure the check-in desk has adequate supplies: balls, pencils, pens, magic markers, scoring sheets, T-shirts and draw sheets.
13. Ensure that you have the correct number of participant packages based on the number of tournament entries. Have a couple of extras on hand for last minute entries. The certificates of participation should be handed out at the end of the tournament, but names of each individual can be written in ahead of time.
14. Insert your club program information into each participant package.
15. Find a meeting area for competitors and parents.
16. Hold a brief player/parent meeting before the competition starts to review the format, schedule of play, location of facilities, etc.
17. Check in with your provincial association on any other duties required.

### **ROGERS ROOKIE TOUR PLAY FORMAT**

All events in the Rogers Rookie Tour will be run as non-elimination tournaments that allow players of varying abilities to play multiple times regardless of whether they win or lose. There are a number of different formats that could be used, and we have provided samples of two of the most popular formats - Round Robin and Compass. If you know of other formats that you are more comfortable with, feel free to use them, however, the most important component of a Rogers Rookie Tour is that players get a minimum of three matches throughout the event. The ITF have a number of competitive format examples that you can look into at <http://www.tennisplayandstay.com/competitions/index.html>, or ask your provincial association. For older age divisions (U14 and up), you may choose to have longer matches, in which case a minimum of two matches must be offered to all participants.

### **Round Robin Format**

1. Place participants' names on the Round Robin draw sheet (see sample below courtesy of the ITF) in groups from three players up to five. If you are familiar with players' abilities, it is always best to group players of similar abilities.
2. Each group will play a round robin using one court (this can be adapted according to the draw size and availability of courts). Each group will be allotted a certain time frame (i.e. Group A will play from 9am - 11am or 1pm - 3pm on Saturday). Matches should be played using a "time clock." For example, a match is played for 20 minutes with the winner being the player who is ahead when the time period has elapsed.
3. Each player plays against every other player in his or her grouping. If you have more than one grouping, it's always fun to incorporate themes into each group i.e. Davis/Fed Cup, Wimbledon, Olympics, etc.
4. Total the results from the group. The winner of the group is the player with the most matches won. If there is a tie, take results in the following order:
  - a. Highest percentage of matches won (divide games won by total games played x 100).
  - b. Result of the match between the two tied players.

5. For multiple groupings, and if court time allows, you can create new groupings based on the results of the first round robin (e.g. all first place finishers go into one group, all second place finishers go into another group etc). In this model, the initial groupings can be evenly distributed if players abilities are known.

### Round Robin Sample Draw Sheet

Group.....(For 3 players)

	A	B	C	Wins	% of Games Won (Divide games won by total games played x 100)	Position
A						
B						
C						

Order of play (3 players)

A v B	B v C	A v C
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Group.....(For 4 players)

	A	B	C	D	Wins	% of Games Won (Divide games won by total games played x 100)	Position
A							
B							
C							
D							

Order of Play (4 players)

A v C	B v D	A v D	B v C	C v D	A v B
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Group.....(For 5 players)

	A	B	C	D	E	Wins	% of Games Won (Divide games won by total games played x 100)	Position
A								
B								
C								
D								
E								

Order of Play (5 players)

A v C	B v D	A v E	B v C	A v D	B v E	C v D	A v B	C v E	D v E
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## **Compass Format**

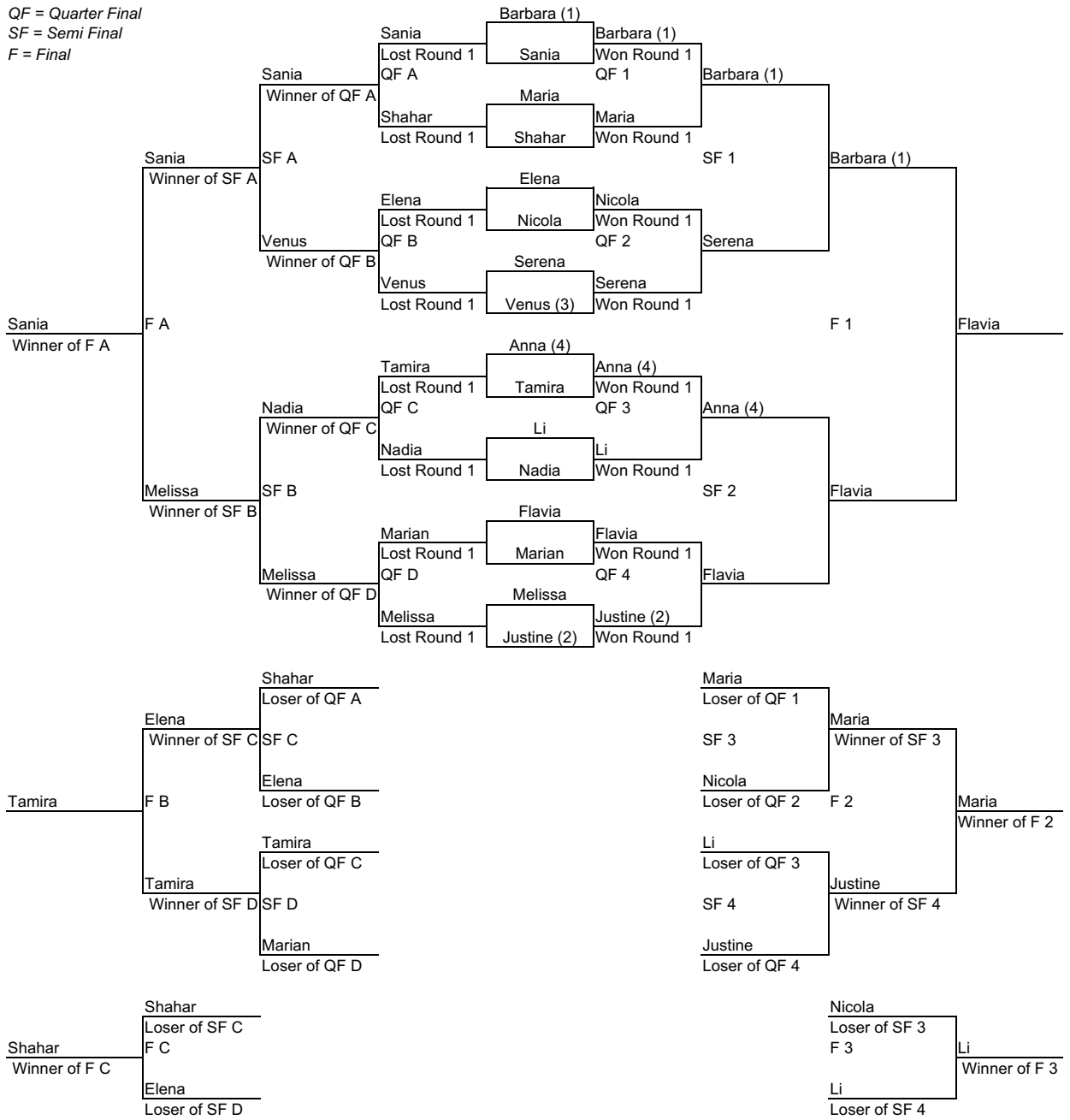
1. All players begin in a regular draw format (see sample below from the ITF), with names placed under "Round 1." If you are familiar with some of the players, you can "seed" the top players by placing them at opposite ends of the draw.
2. Winners from the first round move to the right of the draw, losers move to the left.
3. The losers of the quarter-finals move down to the next draw below. Winners of the quarter-finals stay in the same draw and move into the semi-finals.
4. The losers of the semi-finals follow the same instructions as above, and move to a third draw.

All players who lose still have a place in the draw, and play the same number of matches as all other players.

## Compass Format Sample Draw Sheet

WINNER      FINAL      SEMIS      QUARTERS      ROUND 1      QUARTERS      SEMIS      FINAL      WINNER

QF = Quarter Final  
 SF = Semi Final  
 F = Final





**PROGRESSIVE TENNIS - COURT, BALL AND AGE SPECIFICATIONS**  
**FOR 12 AND UNDER AGE GROUPS:**

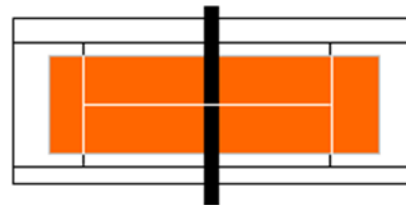
Progressive Tennis is a program for 5-12 year olds which allows young players to learn and play the game more quickly, efficiently and successfully. Progressive Tennis uses a systematic progression of court sizes, balls, and racquets to scale the game down to an appropriate level. Tennis Canada is working with the international tennis community and our provincial partners to standardize the formats based on recreational or competitive level play. The current nationally agreed-upon guidelines for progressive tennis events, and court diagrams, are found below, and are recommended for all Rogers Rookie Tour events:

Age Category	Recreation Stream (Rogers Rookie Tour & Community Team Tennis)	Competitive Stream (Provincial, National and International)
U8	½ court, Red ball*should use Foam balls indoors Can combine genders	½ court, Red ball combine genders
U9	See U10 below	¾ court, Orange ballcombine genders
U10	¾ court, Orange ball	Full Court , Green Ball separate by gender
U12	Full Court, Green or regular ball; (TBD by tournament organizer)	Full Court, regular balls

**1/2 COURT TENNIS**



**3/4 COURT TENNIS**



**FULL COURT TENNIS**



## **WHAT CAN BE USED FOR TEMPORARY LINES**

You have three options for temporary lines, chalk, tape and "throw down" or "roll down" lines. Each are proven successful and safe to use on various court surfaces.

### **Type of Chalk**

There are a variety of non-toxic wash away chalk products on the market that can be used. Over time, the chalk will wear off or wash away in the rain. Chalk products will not work on clay courts.

### **Type of Tape**

The most commonly used tapes are the 1 ½ inch "painter's" tape or "clean release" tape. These two products are readily available at most hardware and home improvement centres: Scotch Painter's Tape #2090; Duck Clean Release Tape.

### **Throw Down or Roll Down Lines**

These rubber lines are easy to use over and over again and the kids in your program can even help put these down with ease. The lines come in different lengths and widths and can be cut to fit your court specs. Most retailers who sell teaching aids and court equipment offer this type of product, or you can ask your provincial association to source them for you. These lines are not suitable for clay courts.

## **TOURNAMENT PROCEDURES:**

### **1. Entry Forms and Lists**

Tennis Canada has prepared a template for the Rogers Rookie Tour entry form. Each province will adapt this entry form with specific provincial entry information and procedures. The entry forms are available to download on the provincial Web site, or can be sent directly to you by mail from your provincial association. It is the responsibility of the Tournament Director to collect entries, create the draws and schedule match times. Please fax your complete entry list to your provincial association, and they will ship the participant packs, drawsheets and signage out to your event.

### **2. Registration and Check-in**

The first hour of a tournament can be chaotic and confusing as players begin to arrive at about the same time. Be ready with a well planned and efficient check-in system to handle a large number of enthusiastic youngsters, and their parents, who may be unfamiliar with tournament check-in procedures. Be ready for participants who have not registered to show up. Try not to turn any potential participants away, even at the last minute.

### **3. Hospitality**

Make certain restroom facilities, shaded rest areas, refuse containers, a first-aid kit, and plenty of ice and water are available on site.

## **WHEN A PARTICIPANT PHONES IN:**

### **Duties**

1. Establish the age group of the caller.
2. Refer to the draw sheets for the time next to the players group - they all play at this time.
3. They **must be at the club 20-30 minutes early for orientation** e.g. all 9am-11am matches must arrive by 8:30 a.m.

4. Check off the player and make a list of players who cannot make this time but explain that we have very little flexibility due to the format of the tournament and size and we cannot honour many requests. **Do not guarantee a switch if requested.**

### **CHECK-IN DESK:**

#### **Duties**

1. Make sure you have adequate supplies: pencils, pens, working draw sheets, balls.
2. Check off players on the working draw sheet.
3. Collect entry fees.
4. Direct players to the orientation area.
5. Distribute participant packages to each player. Check their name off the list once they receive their package.
6. Inform the players which colour or number court they are on.
7. Distribute score cards to court monitors (if court monitors are being used).
8. Record results on large draw sheets if a designated volunteer is not available.
9. Make sure there are enough balls.
10. Collect score cards from monitors.

### **PLAYER MEETING:**

It is important to hold a brief meeting with the players, their parents and any volunteers/referees before they go on court for the first time. Remember, most of these kids will have no tournament experience and will be unfamiliar with tournament protocol. The following are a few suggestions of things to mention to the group:

1. Welcome all the players and parents, introduce them to tournament staff and brief them on the background and purpose of the Rogers Rookie Tour. This will make them feel like they are part of something bigger. Encourage them to visit [www.rogersrookietour.com](http://www.rogersrookietour.com) for information, contest details, results and photos.
2. Brief them on club and tennis etiquette.
3. Explain the tournament format and how the day will proceed:
  - Check the posted draws for their name and court colour/number;
  - Go to the court at the appropriate time;
  - Play for allotted time, keeping track of total games won (remind them that they change sides on odd games);
  - At the end of their time report the score to the court monitor/Tournament Director;
  - Whistle will blow to announce the time to change;
  - Players not playing should act as ball kids at the net;
  - There will be a closing ceremony at the end of the tournament so all participants should stick around;
  - Most of all.....**HAVE FUN!!**

## **CLOSING CEREMONY**

Similar to the player meeting you will hold at the start of the event, it is important to hold a closing ceremony at the end of the event to thank the players and their parents for coming, and to present a few awards. It's also a great opportunity to get feedback from the players on their experience. Each player should receive a certificate of participation with their name on it, which should be individually presented in front of the group. If you choose to award trophies for the winners and runners-up, try to include other awards, such as Sportsmanship Award or Best Point of the Match Award. Finally, make sure to recognize and thank your volunteers, if you had some.

## **RECOMMENDATIONS AND TIPS**

Some recommendations and tips to make your Rogers Rookie Tour event a success:

- Group the players into teams in their age groups, introduce them to each other, ask them to come up with a name for their team and then encourage them to cheer for each other. This will create a fun environment where the players can get to know each other, and support each other.
- Seed the initial draw by placing the best players in different groups if their abilities are known.
- Find several volunteers ( parents) to help out and try to assign a court monitor for each group, especially if this format is new to players.
- At the check-in desk, have one person taking names and one person greeting players.
- Players should remain on the courts (acting as ball persons) until each round is finished.
- Contact players and/or parents at least two days prior to their event. This will avoid last minute no-shows and cancelled matches.
- For younger, less experienced players, offer a short warm-up clinic as an added feature and orientation.
- Set up a table with snacks procured from local sponsors (bananas, yogurt, fruit drinks etc).
- During the event, circulate, watch matches, encourage the children, and engage the parents in conversation. Get to know people, and let them get to know you. This will impress parents and increase the likelihood that they will register their children in future events.
- Make the awards ceremony a public affair. Recognize each child individually with their Certificate of Participation. Children love to be in the spotlight!
- Court Monitors, if being used, could have the following duties:
  - Make sure **all** of the players are on the court for the first match.
  - Start matches immediately. Only the first match (for each player) should receive a 5 minute warm-up.
  - Employ the non-playing participants as ball persons - preferably at the net - keep them busy.
  - Help with scoring if needed.
  - Record scoring after each match and send it to the score recorder or check - in desk.
  - Stop match after exact time (e.g. 20 minutes for most) and start next match immediately.



**SCORECARD**



Court(s):

**CIRCLE WINNER'S NAME FOR EACH MATCH.**

<b>NAME</b>		<b>NAME</b>	<b>SCORE</b>
<u>1.</u>	<b>vs</b>	<u>2.</u>	<u>                    </u>
<u>3.</u>	<b>vs</b>	<u>4.</u>	<u>                    </u>
<u>1.</u>	<b>vs</b>	<u>3.</u>	<u>                    </u>
<u>4.</u>	<b>vs</b>	<u>2.</u>	<u>                    </u>
<u>1.</u>	<b>vs</b>	<u>4.</u>	<u>                    </u>
<u>2.</u>	<b>vs</b>	<u>3.</u>	<u>                    </u>

**SCORECARD**

Court(s):

**CIRCLE WINNER'S NAME FOR EACH MATCH.**

<b>NAME</b>		<b>NAME</b>	<b>SCORE</b>
<u>1.</u>	<b>vs</b>	<u>2.</u>	<u>                    </u>
<u>3.</u>	<b>vs</b>	<u>4.</u>	<u>                    </u>
<u>1.</u>	<b>vs</b>	<u>3.</u>	<u>                    </u>
<u>4.</u>	<b>vs</b>	<u>2.</u>	<u>                    </u>
<u>1.</u>	<b>vs</b>	<u>4.</u>	<u>                    </u>
<u>2.</u>	<b>vs</b>	<u>3.</u>	<u>                    </u>

**TOURNAMENT NAME:** \_\_\_\_\_

**EVENT (Please select one event per page):**

**DATE:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

**TOURNAMENT DIRECTOR:**  
\_\_\_\_\_

RRT U8 \_\_\_\_\_  
RRT U10 \_\_\_\_\_  
RRT U12 \_\_\_\_\_

RRT U14 \_\_\_\_\_  
RRT U16 \_\_\_\_\_  
RRT U18 \_\_\_\_\_



	Provincial Licence/ Registration #	Sex (M/F)	First Name	Last Name	D.O.B dd/mm/yyyy	Age Group Participated In	Phone #	Email Address
1								
2								
3								
4								
5								
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9								
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### Tournament Director Feedback Form

This is the second year of the national Rogers Rookie Tour program. Please help us improve this program by taking a few minutes to provide us with feedback on your event.

1. Was this your first Rogers Rookie Tour event? Yes No (circle one)

2. How did you promote your event?

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3. Did you get more, less or about the number of entries you expected?

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4. If you had volunteers, did you find this beneficial?

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5. What made your event a success?

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6. What challenges did you have?

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7. Would you host another Rogers Rookie Tour event in the future?

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8. What would you do differently the next time around?

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9. Any other feedback would be appreciated.

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10. Please provide the enclosed entry list to your provincial association.

If you have any photos of your event, please send them electronically to your provincial association for posting on the Rogers Rookie Tour Web site at [Rogers Rookie Tour](#).

