

**TDM
Non-Elimination Format (NEF)
Wizard Manual**

Purpose of the Wizard

The NEF Wizard has been created to assist Tournament Directors in setting up their Entry Level Non-Elimination Tournaments in TDM. The Wizard will walk organizers through the set up and scheduling of their Tournament based on the Non-Elimination Format Recommendations provided by the USTA. The 12U-18U Format Recommendations will also be applied to Adult events/divisions included in the Wizard.

The Format Recommendations are based on the guidelines below:

Age Divisions	8U	10U	12U-18U
*Event Duration	2 Hours or Less	4 Hours or Less	4 Hours or Less
Match Minimums	4	4	3
**Frequency	50-66%	50% or more	50% or more
Scoring	1 Tiebreak Game 2 out of 3 Tiebreak Games (Win by 1) 10-15 Min. Timed Matches	1 Short Set to 4 2 out of 3 Short Sets (Win by 1 & No-ad) 20 Min. Timed Matches	1 Set to 6 2 out of 3 Short Sets (Win by 1 & No-ad) 30 Min. Timed Matches

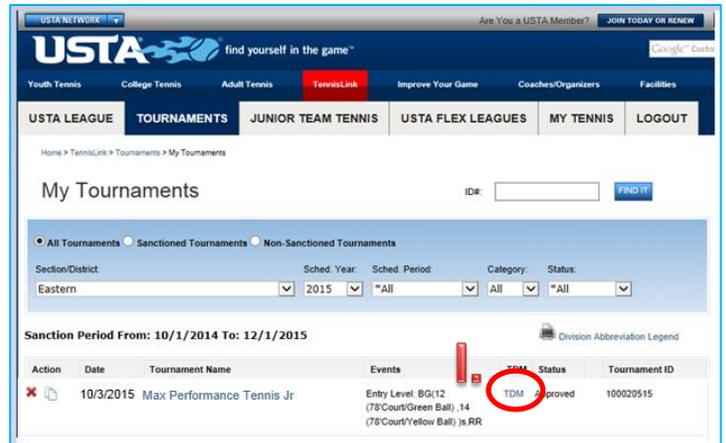
* The age divisions will be 4 hours or less although the tournament may have a sanction for 1 or 2 days.

**Frequency refers to how often the kids play. 50% means they play 1/2 the time. 66% means they play 2/3 of the time

Launching the Wizard

The Wizard can be launched from several areas within TennisLink and TDM. The wizard shouldn't be launched until a Tournament Director has confirmed that registration has closed, selected all players from the TD Selection Process and that all the players have registered, batch entered, and/or added to the appropriate events (divisions) in the tournament.

- Junior Events that are tagged only “Entry Level” will be able to automatically launch the wizard by clicking either:
 - I. The “TDM” link on the “My Tournaments Search Results Page”
 - II. The “TDM” link on the Online Sanction Form
- All other events regardless of skill level will be able to launch the wizard in TDM by clicking the “TDM Wizard” link in the upper right hand corner in TDM.
- Doubles and Team events will not be able to use the Wizard.



Events Section

In the Events Section, the wizard will guide you through finalizing your event groups. In most cases you won't have to make any changes. You will just accept the draw recommendations. There are a few instances that you will have the opportunity to make some decisions. These decisions include:

1. Merge Events
2. Multiple Round Robins vs. Compass Draw
3. Move Players
4. Create Playoffs

Decision 1: Merge Recommendations:

- After clicking on the “View Players” link, you will be able to view players in each division and merge draws (Merging draws is combining two age groups or genders into one division)
- Any event with less than 3 players will be forced to merge with another event. However, it is recommended to merge any 8U or 10U event with less than 5 players to get the recommended minimum of four matches per player.
- For 12U-18U, it is recommended to merge draws with less than 4 players to get the recommended minimum of three matches per player. Check first with the section/district staff for specific rules.
- Please note that draws cannot be renamed in the Wizard. For example, if you merged the Boys 8s with the Girls 8s then you can rename it Co-ed 8s Singles when you return to TDM.

Non-Elimination Format Wizard
Level 7 Amelia Island "Back to School" Classic - 150051315

EVENTS SCORING COURTS SCHEDULE

The divisions for your event are displayed below. Please click continue below to move on to the next step in the wizard.

EVENT NAME	DIVISION	PLAYERS	
Boys' 8 Singles	8 and Under	0	View Players
Co-ed 8 Singles	8 and Under	7	View Players
Girls' 8 Singles	8 and Under	0	View Players
Boys' 10 Singles - A	10 and Under	4	View Players
Boys' 10 Singles - B	10 and Under	5	View Players
Girls' 10 Singles	10 and Under	6	View Players
Boys' 12 Singles - A	12 and Under	4	View Players
Boys' 12 Singles - B	12 and Under	4	View Players
Boys' 12 Singles - C	12 and Under	5	View Players
Girls' 12 Singles	12 and Under	6	View Players
Boys' 14 Singles	14 and Under	14	View Players
Girls' 14 Singles	14 and Under	7	View Players
Boys' 16 Singles - A	16 and Under	5	View Players
Boys' 16 Singles - B	16 and Under	6	View Players
Girls' 16 Singles	16 and Under	0	View Players
Boys' 18 Singles	18 and Under	8	View Players
Girls' 18 Singles	18 and Under	5	View Players

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EVENTS SCORING COURTS SCHEDULE

Click the event to see the players registered for the event. If you wish to move players, click to drag and drop them into another of the listed events. Click undo to reverse your changes.

Boys' 8 Singles 8 and Under 4 Players	Co-ed 8 Singles 8 and Under 0 Players	Girls' 8 Singles 8 and Under 3 Players	Boys' 10 Singles - A 10 and Under 4 Players	Boys' 10 Singles - B 10 and Under 5 Players	Girls' 10 Singles 10 and Under 6 Players
Boys' 12 Singles - A 12 and Under 4 Players	Boys' 12 Singles - B 12 and Under 4 Players	Boys' 12 Singles - C 12 and Under 5 Players	Girls' 12 Singles 12 and Under 6 Players	Boys' 14 Singles 14 and Under 16 Players	
Girls' 14 Singles 14 and Under 7 Players	Boys' 16 Singles - A 16 and Under 5 Players	Boys' 16 Singles - B 16 and Under 6 Players	Girls' 16 Singles 16 and Under 3 Players	Boys' 18 Singles 18 and Under 8 Players	
		Girls' 18 Singles 18 and Under 2 Players			

GIRLS' 18 SINGLES
This event has less than three participants. Please move these participants to another event.

Morgan Nguyen(0,0) Age 16	Page Daniels(0,0) Age 16
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OK **UNDO**

Decision 2: Multiple Round Rounds vs. Compass Draw

- The majority of recommended draws are round robins; some draws will provide options of either a round robin or compass draw. If you prefer to use a compass draw you will be instructed to check the box, “Use Compass Draw.” Click “Split Events” to proceed to the next step.
- For larger numbers, you will have multiple round robin groups within a division. In the example, the Boys 14s and 18s divisions can choose to use either a compass draw or multiple round robin groups.

Non-Elimination Format Wizard
Level 7 Amelia Island "Back to School" Classic - 150051315

EVENTS SCORING COURTS SCHEDULE

The events listed each have a number of players that exceed USTA recommendations for the Non-Elimination Format. These events will be split as shown below. Please click Split Events to proceed.

Event Name	Players	# of ROUND ROBINS	PLAYERS PER GROUP
Boys' 10 Singles	9	2	4,5
Boys' 12 Singles	13	3	4,4,5
Boys' 16 Singles	11	2	5,6

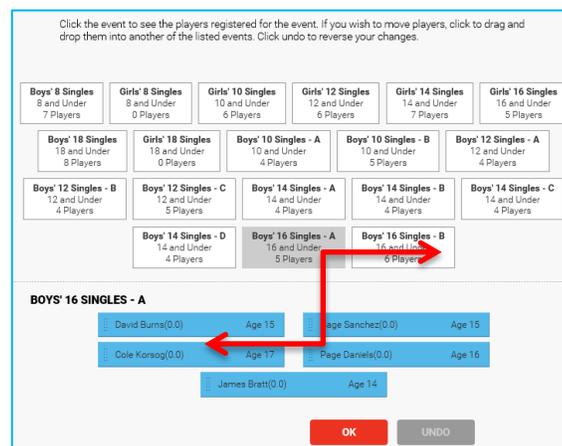
The following event qualifies for multiple round robins and a compass draw. If you prefer to use a compass draw please check the box.

Boys' 14 Singles	16	4	4,4,4,4	<input type="checkbox"/> Use Compass Draw
Boys' 18 Singles	8	2	4,4	<input type="checkbox"/> Use Compass Draw

PREVIOUS **CONTINUE** **SPLIT EVENTS**

Decision 3: Moving Players

- You will be able to move players after the events have been split. The most popular reason to move players is to either separate siblings or most importantly is to create level based play.
- If you have enough information on the players, you can put the best players in one group or spread them out across multiple groups.
- Eventually you will be able to separate by junior rating. Please remember that siblings should also be separated in a compass draw.



Decision 4: Creating Playoff Draws

- With a draw size of 9 for the 8U and 10U events you will have to create playoff draws outside of the wizard in TDM in order to guarantee four matches. The group of four will have to play the group of five based on the order of finish. The last place player in the group of five will not receive a playoff match. Please contact your section for more information.
- With draw sizes of 8 for 10U events you will also have to create playoff draws outside of the wizard in TDM in order to guarantee four matches.
- Instructions on how to create play-off draws in TDM: In TDM, select "Create Event" > "Event Information". In this same window, you can alter other information specific to the tournament including playoffs. Add the players to the playoff draws based on the order of finish. Click "Add Player." Add the players that will compete in the playoff by copying and pasting their USTA account # into the fields.

Scoring Section

- The Scoring Section of the Wizard includes various screens to assist the tournament director in selecting the scoring format for each event. You can choose either timed formats or shorter scoring formats that will help ensure that each event finishes in approximately four hours or less.
- Once the scoring formats have been selected, the wizard will display a summary of all your events and the number of courts needed to ensure that each event finishes in the specified time. The finish minutes and finish hours include a 10 minute block of time for warm ups and/or time needed to rotate matches on the court.

EVENT NAME	DIVISION	PLAYERS	SCORING FORMAT
Boys' 8 Singles	8 and Under	7	1 TIEBREAK
Girls' 8 Singles	8 and Under	0	
Boys' 10 Singles - A	10 and Under	4	1 SHORT SET
Boys' 10 Singles - B	10 and Under	5	Select Format...
Girls' 10 Singles	10 and Under	6	20 MINUTE TIMED MATCH
Boys' 12 Singles - A	12 and Under	4	1 SHORT SET
Boys' 12 Singles - B	12 and Under	4	Select Format...
Boys' 12 Singles - C	12 and Under	5	Select Format...
Girls' 12 Singles	12 and Under	6	Select Format...
Boys' 14 Singles - A	14 and Under	4	Select Format...
Boys' 14 Singles - B	14 and Under	4	Select Format...
Boys' 14 Singles - C	14 and Under	4	Select Format...
Boys' 14 Singles - D	14 and Under	4	Select Format...
Girls' 14 Singles	14 and Under	7	Select Format...
Boys' 16 Singles - A	16 and Under	5	Select Format...
Boys' 16 Singles - B	16 and Under	6	Select Format...
Girls' 16 Singles	16 and Under	0	
Boys' 18 Singles	18 and Under	8	Select Format...
Girls' 18 Singles	18 and Under	5	Select Format...

Courts Section

In this section of the wizard you will be able to set up additional sites, court sizes, and available court hours. The Wizard will let you know exactly how many courts and total hours are needed for the events based on draw sizes and age divisions. You will be able to continue in the Wizard once the court hours available equal or exceed the total court hours needed.

The following are tips for calculating number of courts needed:

78' courts

- The total number of courts suggested by the Wizard for each court size is based on playing all divisions at the same time. Approximately 4 hours is the maximum time allowed to finish each event and most 78' court divisions will finish around 3 hours.
- For each sanctioned day of the tournament, there can be multiple time blocks, depending on court availability. If the average division lasts 3 hours and courts are available all day, 3 time blocks is a good guideline. If you only have the courts for half a day (4 hours), one time block is suggested.

Use the following formula when calculating number of courts needed:

Total courts recommended ÷ number of time slots = courts needed

- In Example 1, there are 32 – 78' courts needed and the sanction is for two days. If courts are available all day on both days, that means a total of 6 time slots (3 time blocks x 2 days=6 time slots)
- $32 \text{ (total courts recommended)} \div 6 \text{ (# of time slots)} = 5.33 \text{ courts needed (round up to 6 courts)}$
- In Example #2, the facility has 78' courts available all day Saturday and half-day Sunday. That means three time blocks for Saturday and one for Sunday.
- $32 \text{ (total courts recommended)} \div 4 \text{ (# of time slots)} = 8 \text{ courts needed}$

60' courts

- The total number of courts recommended by the Wizard is based on playing all 60' court matches at the same time. For most entry-level tournaments, 60' courts are only used for 10 and under play.

EVENTS SCORING **COURTS** SCHEDULE

Please enter your court availability below for the dates **Saturday, August 1, 2015 - Sunday, August 2, 2015**
You will need the following courts:

2 - 36 Foot Courts for a total court time of 4 hours and 0 minutes
8 - 60 Foot Courts for a total court time of 22 hours and 40 minutes
32 - 78 Foot Courts for a total court time of 117 hours and 20 minutes
Example #1

SITE NAME	COURTS	COURT SIZE	START TIME	END TIME	DATE	HOURS
Amelia Island Plantation	2	78' Courts with two 36' blei	8:00 am	10:00 am	Aug 1, 2015	4:00
Amelia Island Plantation	8	78' Courts with 60' blendec	8:00 am	12:00 pm	Aug 1, 2015	32:00 X
Amelia Island Plantation	6	78' Standalone Courts	8:00 am	6:00 pm	Aug 1, 2015	60:00 X
Amelia Island Plantation	6	78' Standalone Courts	8:00 am	6:00 pm	Aug 2, 2015	60:00 X

 Total court hours needed: 144:00 Total court hours available: 156:00

EVENTS SCORING **COURTS** SCHEDULE

Please enter your court availability below for the dates **Saturday, August 1, 2015 - Sunday, August 2, 2015**
You will need the following courts:

2 - 36 Foot Courts for a total court time of 4 hours and 0 minutes
8 - 60 Foot Courts for a total court time of 22 hours and 40 minutes
32 - 78 Foot Courts for a total court time of 117 hours and 20 minutes
Example #2

SITE NAME	COURTS	COURT SIZE	START TIME	END TIME	DATE	HOURS
Amelia Island Plantation	2	60' Standalone Courts	8:00 am	10:00 am	Aug 1, 2015	4:00
Amelia Island Plantation	3	78' Courts with 60' blendec	8:00 am	12:00 pm	Aug 1, 2015	12:00 X
Amelia Island Plantation	3	78' Courts with 60' blendec	12:00 pm	4:00 pm	Aug 1, 2015	12:00 X
Amelia Island Plantation	3	78' Courts with 60' blendec	8:00 am	12:00 pm	Aug 2, 2015	12:00 X
Amelia Island Plantation	8	78' Standalone Courts	8:00 am	6:00 pm	Aug 1, 2015	80:00 X
Amelia Island Plantation	6	78' Standalone Courts	8:00 am	12:00 pm	Aug 2, 2015	32:00 X

 Total court hours needed: 144:00 Total court hours available: 152:00

The following are suggestions when there are fewer courts available than recommended:

- If there are Boys and Girls 10s draws, play the divisions back to back.
- If there are multiple round robins in each division, the different round robin groups can be spread out over the day as long as there is not a playoff (as shown in Example #2)
- Increase number of courts available by using temporary lines on the 78' courts.

In example #1 and #2 above, **there are 8 – 60' courts** needed for Boys and Girls 10s. There are 2 round robin groups for Boys 10s (3 courts needed for each group, total of 6 courts) and one for Girls 10s (2 courts needed).

- If you have 8- 60' courts available at one time then both divisions can be scheduled at the same time.
- If there are at least 3 – 60' courts available all day, the two round robin for Boys 10s could be played back to back, followed by the girls the next day.
- Remember, once the number of courts are put in, the Wizard does the rest.

36' courts

36' courts are used for 8 and under, and in the Wizard, the maximum event time for play is 2 hours. Most 8 and under competition is Co-ed and if there are Boys and Girls divisions, follow the same suggestions for 10 and under.

There are three different options when picking your 36' courts on the drop down:

1. Stand-alone 36
2. 78' courts with two blended lines
3. 78' courts with four blended lines

EVENT NAME	DIVISION	PLAYERS	COURTS NEEDED	COURT SIZE	FINISH MINS	FINISH HRS
Boys' 8 Singles	8 and Under	7	2	36 Foot	120	2:00
Girls' 8 Singles	8 and Under	0	0	36 Foot	0	
Girls' 10 Singles	10 and Under	6	2	60 Foot	170	2:50
Girls' 12 Singles	12 and Under	6	2	78 Foot	250	4:10
Boys' 14 Singles	14 and Under	16	4	78 Foot	250	4:10
Girls' 16 Singles	16 and Under	0	0	78 Foot	0	
Girls' 18 Singles	18 and Under	5	2	78 Foot	160	2:40
Boys' 10 Singles - A	10 and Under	4	3	60 Foot	170	2:50
Boys' 10 Singles - B	10 and Under	5	3	60 Foot	170	2:50
Boys' 12 Singles - A	12 and Under	4	4	78 Foot	190	3:10
Boys' 12 Singles - B	12 and Under	4	4	78 Foot	190	3:10
Boys' 12 Singles - C	12 and Under	5	4	78 Foot	190	3:10
Boys' 16 Singles - A	16 and Under	5	3	78 Foot	250	4:10
Boys' 16 Singles - B	16 and Under	6	3	78 Foot	250	4:10
Boys' 18 Singles - A	18 and Under	4	2	78 Foot	190	3:10
Boys' 18 Singles - B	18 and Under	4	2	78 Foot	190	3:10

PREVIOUS CONTINUE

- When figuring out stand-alone courts, indicate exactly how many courts are needed
- For 78' courts with blended lines, the Wizard currently does not recognize the number of blended line courts. So if there are two blended lines per court, enter 2 courts. If there are four blended lines per court, enter 4 courts
- Once you know what time the 8 and under division will play and 36' courts are entered, you will need to make adjustments for your 78' courts with blended 36' lines, since the Wizard is not recognizing the individual 36' courts.

Additional Tips for Scheduling Courts:

- The Wizard will automatically populate the Site/Organization assigned to the online sanction form for the tournament.
- If more courts are needed, you will have the ability to create additional sites to the tournament by selecting the "Add Site" button.
- It is recommended to maximize all the courts available at your site(s) and enter the full availability regardless of the number of courts displayed by the Wizard.
- When stand-alone 36' or 60' courts are used, make sure they are scheduled first so that no 78' courts are used unnecessarily.
- Remember, if you are putting down temporary lines for 36' or 60' courts, you will need to add time for set-up and take down.

- The Wizard updates TDM with the Start and End Times for the Site with its calculation, not the time entered by the user. For example, if you enter the available times for 60' courts from 8:00am-2:00pm, based on the Wizard's calculation, those courts were only required until 10:00 am so that was the End Time updated in TDM.

Schedule Section

The scheduling for the events in the Wizard is based on "block scheduling." Block scheduling guarantees a start and end time. The Schedule Section of the Wizard allows the tournament director to:

- I. Set the priority and the start time for scheduling each age division.
- II. View, save and print the schedule for their tournament.

The Age Divisions listed on the Priority page are based on the Age Groupings for the Format Recommendation Sheet. Those are:

- 8 and Under
- 10 and Under
- 12 and Under **(which includes 12U-18U and if applicable Adult Events)**

- If you have a limited number of specific court sizes (36', 60', or 78'), set those as the first priority. If you do not list any priority then the order will be defaulted to the youngest age groups to the oldest.

- You will be able to print your schedule by clicking on the print icon in the upper right hand corner of the page.

- Click "Proceed to TDM" to access your tournament and draws in TDM.

- Once back in TDM you will be able to enter scores and post results.

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EVENTS SCORING COURTS SCHEDULE

Select the preferred start times for each of your tournament divisions. The scheduler will attempt to accommodate these start times based on the format recommendations for each division.

PRIORITY	DIVISIONS	PREFERRED START TIME
1	10 and Under	08:00 am
2	12 and Under	08:00 am

PREVIOUS CONTINUE

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EVENTS SCORING COURTS SCHEDULE

Below you will find the schedule for this tournament based on the input data. You may print this schedule using the print option. This data has been written to TDM so you can access it in order to manage your event.

PRINT HERE

SCHEDULE - SATURDAY, AUGUST 1, 2015

Amelia Island Plantation

78 Bld #1	78 Bld #1	78 Bld #2	78 Bld #2
Orange 1	Green 1	Orange 2	Green 2

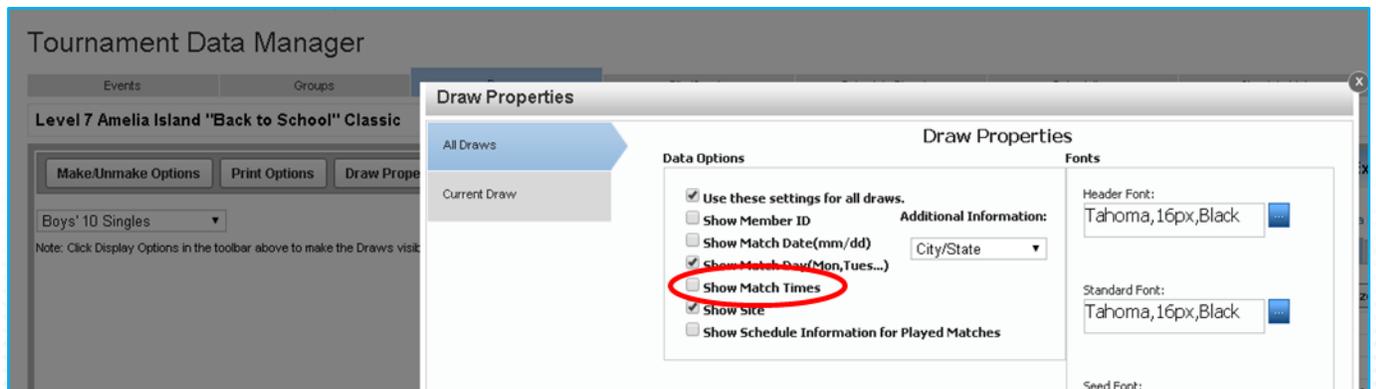
Additional Tips for Running a Successful Event

Before You Start

- Take the opportunity to have a brief meeting explaining the format and expectations before the start of the first round.
- Most importantly, remember this is supposed to be fun for participants. Smile and create a positive learning environment.

Tournament Homepage

- Consider the customer when posting on the TDM homepage. Make sure you update your homepage as soon as you have finalized your division times and locations. Ideally, list all time blocks in advance of the tournament deadline. If unsure, publish as much as possible - such as morning or afternoon; or, with a 2-day sanction, which day the division will be held. Also, post in advance when they can find out the final time block and day.
- Please note, since your events were scheduled using block scheduling, it is recommended to hide the individual match times that will appear on your draws in TDM. These are only used to calculate the total time for block scheduling and if they are published on the web, it will be confusing for the participants. Instead you will list on your tournament homepage the schedule for an entire event. For example, "The Boys 12 Division will take place on Saturday, Dec. 5, 2015 from 9:00 am to 1:00 pm." This means that all players will arrive before 9:00 am to check in.
- In order to hide individual match times you will have to perform the following steps in TDM:
 1. Click on the "Draws" tab
 2. Click on "Draw properties"
 3. Uncheck the box "Show Match Times"



Finalizing Courts

- On your printed schedule you will have to manually insert your site(s) court numbers so that you can keep track of which courts you assign to each age division.
- Divisions using yellow ball is defaulted to be displayed as green on your schedule as both green and yellow ball use the 78' court.
- Try to keep an entire division and/or round robin groups on adjacent courts. If using multiple facilities, try to keep entire divisions and age groups at same site.
- For draw sizes with 5 or 6 players, one court is not enough and two courts might be too much. In order to give kids sufficient rest, it is suggested to schedule draws of 5 or 6 together using three courts. You will have the group of 5 will get 2 courts and the group of 6 will get one court. Then you will switch the second round. Group of 6 will get 2 courts and the group of 5 will get one court.



Tournament Desk and Match Dispatch

- Have the tournament desk as close to the courts as possible. If you have several different age divisions it is recommended to have multiple tournament desks.
- For 8s and 10s who have shorter matches, it can be as simple as a volunteer with a clipboard that collects scores on court and puts on the next matches.
- With the shorter scoring and timed formats, players can play back-to-back matches. Try to give everyone a rest after two rounds in a row and remember that it does not have to be more than 15 minutes.
- To stay on time with your matches, only allow a warm up before the first match.
- Matches will be dispatched like a revolving door. To help divisions stay on time, try using a "next on" system - when matches are close to being finished, send the next round of matches out to wait for the court to open. This is especially important when using timed formats.