

# TOURNAMENT DESK OPERATIONS

Tournament Desk is located inside the Palmetto Tennis Center Pro Shop.

Score entry cards will be printed or written on paper indicating which players are scheduled to play each other and the time they are supposed to play. The sheets will also include the time of the winners and losers next match. These cards will be used to report scoring when matches have come off court.

Each player **MUST** check in prior to their match time. Each player that does not check-in before their time will be scheduled to meet Head Referee Lee Ward to decide if the opposing player is entitled to a game(s) penalty.

After both players have checked in, players will be announced via the PA system to report to the tournament desk when it is time for them to head to the assigned court. Once both players have arrived, they will be sent to their assigned court along with their court Name Plates.

The Players will receive balls from the ITA Officials at their assigned courts.

**Note:** For first round matches of the day, the court assignments will be predetermined. For second and subsequent rounds, the court assignments will be given as courts become available.

After the match has completed, both players must report to the tournament desk and report the score. At that time, their next match times will be given to them. The score will be reported on the score entry cards and then posted on the onsite draws posted on the windows located at the end of the facility and internet draws.

Players that are checking in for the first time will receive their tournament t-shirt and player bags at the tournament desk.

Tournament Programs will be distributed at the Banquet.



**Sam Kiser, Director**



**Mark Rearden, Head Pro**



**Michael Pereira, Youth Pro**

***Susan H. Wild - City of Sumter, Recreation Programs & Facilities Director***