

# TOURNAMENT SCHEDULING



## OVERVIEW OF WORKSHOP

- Why is good scheduling important?
- Pre-Event Planning / Tournament Goals
- Venues
- Scoring Formats
- The Match Plan
- Once entries have closed
- The Garman Table
- Scheduling functions in TP
- Approving & communicating the schedule
- Changing, modifying the schedule (dealing with requests)
- Scheduling Tips
- Court-by-court scheduling (followed-by)
- Evaluating the schedule

## WHY IS GOOD SCHEDULING IMPORTANT?

- Your customers highly value good scheduling
- The tournament atmosphere is better when matches run close to time.
  - Less complaints at the tournament desk
  - Happier customers around the courts
  - It may minimise volatile on-court situations
- Tennis has no set start/finish time, so it is already at a disadvantage compared to other sports and entertainment activities.
- The “old days” of running tournaments is over and has been for a long time.

## PRE-EVENT PLANNING (BEFORE OPENING ENTRIES)

- **Good scheduling only happens from good planning.**
  - No plan will equal bad scheduling and subsequently a bad tournament.
- **What do you need to have in order to plan?**
  - What do you specifically want to achieve from the tournament?
  - How many venues do we want to use?
  - How many venues can we sufficiently staff?
  - Number of courts available at each venue
  - What time do we want to start and finish matches?
  - What is the scoring and draw format of each event (singles, doubles, mixed doubles)?

## **PRE-EVENT PLANNING**

### **HAVE YOU GOT ROOM TO MOVE (BUFFER)**

- **There should be some buffer and room to move built into the schedule at the pre-event planning stage.**
  - A potential schedule that uses 100% of the playing time opportunity will create issues if weather/longer matches/extraordinary events occur (as they always inevitably do).
- It is vitally important that you plan to allow sufficient breaks between matches for players.
- Consider the impact of holding multiple events during your tournament that you are allowing players to enter – e.g. players playing two singles events means the maximum number of sets per day they can play will be compromised.

## **WHAT DO YOU WANT TO ACHIEVE FROM YOUR TOURNAMENT?**

- **Do you have a goal?**
  - If not, how do you know if you have run a successful tournament or not?
- **Types of goals you might consider:**
  - Achieving a profit. If so, how much?
  - Where will this profit be spent?
  - Customer satisfaction – 80% perhaps, why not 90% or 95%? Measure this via a survey after the tournament
- Now that you have a goal(s), you need to communicate it to your staff, other volunteers and officials working at the event.

## VENUES

- **How many venues do you want to use?**
  - Very few tournaments ask themselves this question.
  - Example, December Showdown at Melbourne Park.
  - Accepting more entries, but using more venues does not necessarily equate to more profit.
- **How many resources do we have available to help run the tournament on the day(s)?**
  - If it is just one or two people, why would we want to accept unlimited entries?
  - If you want to use multiple venues, the very next item for you to source is additional people with the capabilities you desire.

## VENUES (CONT.)

- **The amenities & services at additional venues need to closely mirror what is being offered at the main venue.** For example,
  - On-court equipment (player seats, tables, umbrellas)
  - Canteen facilities
  - Tournament staff & officials
  - Anything less than that is offered at the “main” venue and you will have dissatisfied customers.
- **Are all the courts available at all venues during the times you need them?**
  - Private coaching considerations
  - Leaving courts for members to access
  - Mid-week and evening social competitions

## VENUES (CONT.)

- **Start and finish times each day**
  - What is the ideal starting time each day? Is it 8am, 9am, 10am?
  - Ideally, when do you want matches to finish each day?
    - Junior tournaments should finish at a reasonable time. We currently restrict not starting matches before 7:30am or after 7:30pm.
    - AMT's have no restrictions in place, but every customer has a limit.....even at a twilight event.
- **What are the scoring formats for each of the events?**
  - Best of three tiebreak sets
  - Best of two
  - Fast4

## SCORING FORMATS (MATCH LENGTHS)

- **Best of Three tiebreak sets**

Average **90 minutes** per match

  - This could stretch to 100 minutes if played on clay where players need to bag & water courts and sweep lines after each set.
- **Best of Two sets**
  - Average **75 minutes** per match
- **Fast4 match format**
  - Average **45 minutes** per match
- **Short-set match format**
  - Average **55 minutes** per match

## THE MATCH PLAN

- A plan that shows you and all your staff & officials when and where you plan to play each round of the draw.
  - Remember to plan all events – qualifying, main draw, doubles, consolation events
  - You may need to play multiple rounds of an event on the same day
  - Work out a daily match total and then divide it by the amount of matches you want to play per court.
    - 9 hours of tennis = 8am start and 5pm finish
      - If all matches on a day are best of 3 sets, then **6 matches** can be played per court on that day
    - 12 hours of tennis = 8am start and 8pm finish
      - If all matches on a day are best of 3 sets, then **8 matches** can be played per court on that day

## SOME VARIANCES TO CONSIDER

- Younger age matches often take longer than the older age groups
- Girls' matches sometimes take longer than boys' matches
- Earlier rounds are quicker than the finals. (Semis are often the longest matches in a tournament)
- Whether there is player chairs on a court impact on match lengths (chair umpired matches with player chairs are quicker than non-chaired matches with player chairs)
- Each tournament can be different to another so the past years' experience should always be noted.

## EXAMPLE MATCH PLAN

Event	Draw Size	Day 1	Day 2	Day 3	Day 4	Total
<b>Men's Open Qualifying</b>	32					
Round 1		16				16
Round 2		8				8
Round 3			4			4
Consolation	24		16	6	1	23
<b>Men's Main Draw</b>	16					
Round 1				8		8
QF				4		4
SF					2	2
Final					1	1
Consolation	8			6	1	7
<b>Daily Match Total</b>		24	20	24	5	73
<b>Min. Courts Required</b>		4	4	4	2	

## EXERCISE #1

- Let's come up with a match plan for the example we have provided.
- Organise yourself into groups of 3-4 people and you'll have 15-20 minutes to put forward a suggestion. You will then share this with the rest of us.
- Remember to follow the steps we have discussed so far.

## NOW THAT ENTRIES HAVE CLOSED

- Double-check that venues and courts are booked
- Separate players into main draw and qualifying events and finalise the match plan.
- **Plan a tournament staff meeting**
- Good communication between the TD and Referee will help to achieve a good schedule
- Communicate with your relevant Officiating Development Coordinator to make sure you have the correct officiating coverage especially if you have to add extra venues.

## PLAN A TOURNAMENT STAFF MEETING

- Communication between all staff at the tournament is a big key to a successful tournament.
- Items to communicate at this meeting or via email or video conference (e.g. skype) are:
  - Tournament goal(s)
  - Ideal start and finish times
  - Match Plan
  - Scoring & draw formats
  - Important tournament messages



## THE GARMAN TABLE

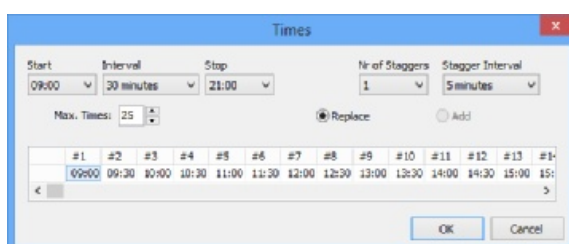
- Created by Brian Garman from the University of Tampa  
<https://www.ut.edu/briangarman/>
- The complete Garman system will be provided to you separately
- Refer to the page with the amount of courts available (from 4 to 30 courts)
- Then select the average match time length for the day
- Then follow the amount of matches to schedule for each 30 minute block.
- The second column is a total of matches per day
- Our experience says this algorithm is very accurate.

## EXERCISE #2

- We will hand out a few draws we have come up with earlier.
- Organise yourself into groups of 3-4 people and you'll have 15-20 minutes to specific times on the draws for all the matches.
- Doing this on paper first is a good learning experience. The next step will be to do this in Tournament Planner.
- Remember to follow the steps we have discussed so far.
- We will throw in a few scenarios to challenge you as well.

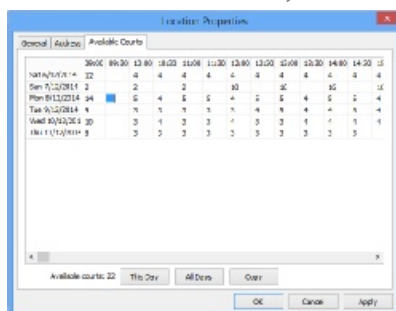
## SCHEDULING FUNCTION IN TOURNAMENT PLANNER

- Go to Tournament > Properties > **Times**
  - Increase amount of "Times per day" to between 25-30
  - Then click "All Days" button
  - Choose Start & Stop time
  - Keep it simple and choose 30 minutes as interval



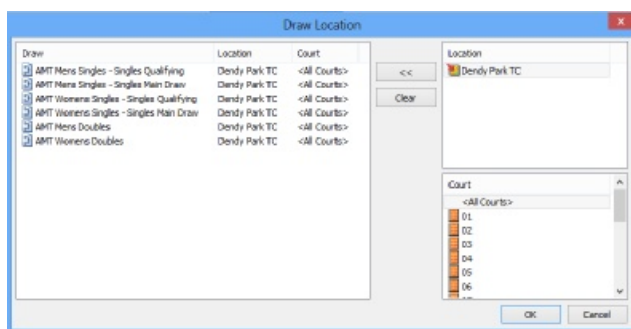
## SCHEDULING FUNCTION IN TOURNAMENT PLANNER (CONT.)

- Go to Tournament > Properties > **Locations/Courts**
  - Add location
  - Create the courts for each venue
  - Click to "Available Courts" tab and input how many courts are available every 30 minutes (use Garman table)



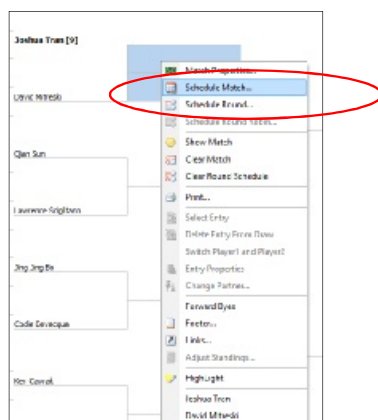
## SPECIFYING DRAW LOCATIONS

- Go to **Draw > Draw Location**
  - The below screen will appear and allow you to select where each event will be played. This is a very important step to do if using multiple venues.



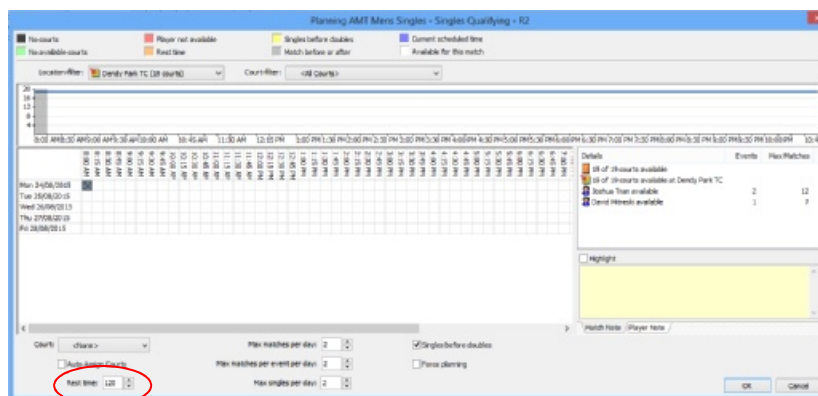
## PUTTING TIMES ON THE DRAW

- There are two ways to do this – either by choosing the “Schedule Match” or “Schedule Round” function.



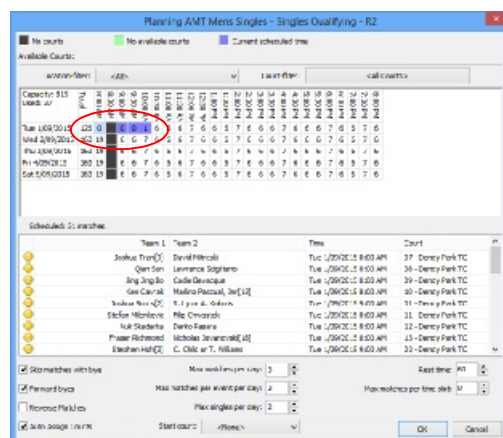
## SCHEDULE EACH MATCH INDIVIDUALLY

- If you select the "Schedule Match" function, then the below screenshot will appear.



## SCHEDULE BY ENTIRE ROUND

- If you select the "Schedule Round" function, then the below screenshot will appear.



## OVERVIEW OF SCHEDULE

- Once complete, check the entire match schedule for the day via the "Matches" link on the left-hand side menu bar.

Day	Time	Match	Round	HT	Team 1	Team 2	Score	Referee
Tue 24/10/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	70	415	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Wed 25/10/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	71	416	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Thu 26/10/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	72	417	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Fri 27/10/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	73	418	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Sat 28/10/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	74	419	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Sun 29/10/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	75	420	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Mon 30/10/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	76	421	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Tue 31/10/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	77	422	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Wed 01/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	78	423	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Thu 02/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	79	424	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Fri 03/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	80	425	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Sat 04/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	81	426	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Sun 05/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	82	427	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Mon 06/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	83	428	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Tue 07/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	84	429	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Wed 08/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	85	430	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Thu 09/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	86	431	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Fri 10/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	87	432	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Sat 11/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	88	433	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Sun 12/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	89	434	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Mon 13/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	90	435	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Tue 14/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	91	436	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Wed 15/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	92	437	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Thu 16/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	93	438	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Fri 17/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	94	439	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Sat 18/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	95	440	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Sun 19/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	96	441	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Mon 20/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	97	442	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Tue 21/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	98	443	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Wed 22/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	99	444	Warrington Wolves	Salford Red Devils	10-10	Paul Smith
Thu 23/11/15 19:00	19:00	Warrington Wolves vs. Salford Red Devils	100	445	Warrington Wolves	Salford Red Devils	10-10	Paul Smith

## APPROVING & COMMUNICATING THE SCHEDULE

- If compiling the schedule without the Referee, communicate with them before publicly releasing the schedule
- Publish the tournament, with updated website message
  - Internet > Publish**
- Email
  - Export player email addresses from TP to excel spreadsheet
- Alphabetical Player Times Report
  - Report > Matches > Alphabetical List**
- Print and promote at all venues
- Update other communication channels – club website, social media (Facebook and Twitter)

## **CHANGING THE SCHEDULE / DEALING WITH PLAYER REQUESTS**

- Any requests for scheduling should be received prior to finalising the schedule
- Feedback received is that accommodating requests from customers makes them happy
- Requests that hinder the completion of the event should be avoided
- Communicate and discuss any changes to the schedule with the Referee

## **MODIFYING THE SCHEDULE AT THE TOURNAMENT**

- Required based on weather delays (rain or heat)
- If major changes are required, review the overall match plan before worrying about making changes in TP.
- Find a quiet place away from the tournament desk
- Plan to have a person responsible for coordinating the schedule and not have them undertake too many other tasks.
- Communicate on all channels (website, social media, email/SMS) a time when the revised schedule will be released and ensure it is delivered by then.

## SCHEDULING TIPS

- Plan and schedule largest draws first
- Players generally prefer singles before doubles, but customer feedback is they are open to creativity here
- Consider the amount of events you will allow a player to enter on your ability to create a friendly schedule – e.g. allowing players to enter 3 or 4 events will make scheduling a tournament difficult.
- Scheduling should ensure that all players are treated equally
- Scheduling should ensure that all players receive adequate rest between matches
- Individual match times for each event should be posted at least one round ahead of play.
- Try to avoid, where possible, players having first and last matches on any day.

## COURT-BY-COURT SCHEDULE (ALSO KNOWN AS FOLLOWED BY SCHEDULE)

- Matches are allocated to specific courts with the first match on each court given a starting time and all other matches on the court given a “not before” or “after rest” time.
- Accessed in TP by going to *Tournament Properties > Draws > Show order of play grid* (tick box checked)
- Colours in TP equate to the following:
  - Green = Good (Player has at least 2 rows of rest)
  - Yellow = Caution (Player has 1 row of rest)
  - Orange = Warning (Player has back-to-back matches)
  - Red = Stop (Player has two or more matches on same line)
- Good plan for finals day, difficult for other days
- Must keep track of “slow courts” and move matches accordingly.

## EXAMPLE COURT-BY-COURT SCHEDULE

### 2015 TCAV AMT Platinum

#### ORDER OF PLAY Tuesday 01 Sep 2015

UWA 01 - 03 Sep 2015 My Court: 1001 (10000, 1001) Venue: WARRINGTON (001,01)

Tuesday Order of Play					
	01	02	03	04	05
1	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)
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3	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)
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6	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)	1001 10000 1001 001 001 001 001 Tennis 10000 (1001) 001 Tennis 10000 (1001)

UWA 01 - 03 Sep 2015 My Court: 1001 (10000, 1001) Venue: WARRINGTON (001,01)

UWA 01 - 03 Sep 2015 My Court: 1001 (10000, 1001) Venue: WARRINGTON (001,01)

## EVALUATING THE SCHEDULE

- Keep a document and list the start and finish times of each day of the tournament for each venue.
- Keep a note as to how far behind or ahead of schedule you were on each day
- Track customer feedback about the schedule throughout the tournament. And after the tournament via a feedback survey.
- Evaluate scoring & draw formats for the events and the impact on the amount of matches that can be played
- Start planning for the next tournament sooner rather than later.



### EXERCISE #3 – TAKE HOME

- We will email you a Tournament Planner file in coming days. There will be two files, an AMT and a JT event.
- Individually or within a group, put together a match plan, put the times for the first two rounds into the draws for all events.
- Remember to follow the steps we have discussed so far.
- Submit this to your MA tournament representative for evaluation and feedback within the next two weeks.

