

Road to Wimbledon 2019 County Finals Guidance

This guidance is to support the Referee/County contact (and Regional Organisers) to manage the County Finals. It is not a full list of actions but provides some advice in managing this stage. It is up to the County on how they wish to manage the organisation of this stage. Some counties use their administrator to manage the operational aspects and appoint the referee for the tennis delivery, whilst other counties will appoint a referee to manage the operational and tennis delivery.

Key Actions:

- Predict the number of players qualifying from the venue stage to the County Finals stage
 - Liaise with your Regional Organiser after the entry deadline (28 February) to understand venue entry numbers
 - Counties should achieve a minimum of 8 players per event at the County Finals. We recommend winner only to qualify. Counties with limited venue entries should invite runners up (and possibly semi-finalists) as well to achieve the 8 draw size.
- Select and book a venue appropriate to your predicted number of qualifying players (expected date 13-14 July)
- Confirm a Referee (and any other helpers for the tournament)
- Build tournament in LTA Online Creation through competition organiser profile by **25 January**
 - Name of file to be as follows - Road to Wimbledon <full county name> County Final 2019
 - Make sure the 'online entry' and 'public viewing' functionality aren't activated
- Complete the County Final Details Form by **25 January** - <https://www.surveymonkey.co.uk/r/r2wcountyfinals2019> Please ensure postal address is completed, as this is where the County Final prize pack will be posted to.
- Purchase tennis balls
- A prize pack will be delivered in May to the address supplied on the above County Final Details Form.
- Communication with the players that qualify from the venue stage is key to providing a good experience/committed draw. One communications will take place with players before the county/referee takes over:
 - Venue organiser will be handing out a letter to winning players confirming their place in their local County Final on 13/14 July (runners-up will also be given a letter stating they might be invited)
- By 21 June your Regional Organiser will email the Referee/County contact with qualifying & reserve player information. This will be on an excel file making it easier to import players to TTP
- To help with consistency of delivery we ask the referee to do the following:
 - Set up TTP file
 - Liaise with your Regional Organiser to make sure the tournament has 'public viewing'.
 - Email all qualifying players asking them to confirm their attendance (or withdraw). In the past there have been a number of last minute drop-outs/no shows so this email is key to obtain commitment. If a player does withdraw, replace them with the runner up from that venue. We recommend you use TTP features (i.e. the entry list & withdrawal process) to manage your players. Where players are asked to withdraw online please provide guidance/a link to information on how to do this
 - Publish the start times on tournament software
 - Email all players with date/start times and any other information you wish to provide about the day
 - On the day - set up the site and be prepared to answer questions/give out player gifts. End with a presentation - distribute trophy(s) and letters to winner/runner up with National Finals information.
 - Note; 44 County Final Winners (plus 4 Lucky Losers) qualify for the National Finals. Lucky Losers will be drawn randomly in descending order of rating divisions. Lucky Losers will be communicated to by 30 July 2019. County Final runners-up will be invited to a clinic at Wimbledon and will receive further information by 30 July
 - After the event, Referee to load results and publish to tournament software

AFTER YOUR EVENT -

- Referee/County contact to complete County Final Player Winner Form - <https://www.surveymonkey.co.uk/r/R2W2019countyfinalswinnerform> by **17 July**. (Note; winner forms received later than 17 July will result in the runners up not being considered for a Lucky Loser position)