



LTA PADEL COMPETITION

Referee and Organiser Guide 2025



TENNIS
FOR BRITAIN

INTRODUCTION

This document is intended to support the delivery of LTA Padel Competitions being delivered by venues, organisers and referees.

LTA Padel competition is made up of tournaments from Grade 1 – 5, as well as Senior and Junior tournaments.

Results from all LTA Padel tournaments count towards the LTA Padel Rankings, LTA Padel Senior Rankings and LTA Padel Junior Rankings.

This guide should be used in conjunction with:

1. LTA Padel Tour 2025 – Opportunity to deliver
2. The TTP user guide which can be found on the LTA website – [Tennis Tournament Planner](#)

ROLES AND RESPONSIBILITIES

To help you understand your responsibilities as a venue / tournament organiser / referee, we've documented them below.

LTA COMPETITIONS AND PADEL TEAM

- Overall responsibility for LTA Padel competitions
- Co-ordinate the national calendar
- Distribute prize money contribution and Official LTA Padel ball as appropriate
- Communicate with players about LTA Padel competitions
- Update LTA webpages with [Padel Competition information](#)
- Provide training and on-going support to tournament organisers and officials

TOURNAMENT ORGANISER

- Ensure the Tournament Venue is LTA Registered
- Engage a referee to run the event – this contact must be attached to the competition at least 28 days prior to the start date and must be an LTA licensed referee at the time of the competition
- Promote the event locally
- Order & provide balls for the event, as appropriate

TOURNAMENT ORGANISER OR REFEREE

- Create the Tournament Application via the CMS for each event
- Use Tournament Planner to manage the event and submit results to the LTA
- Manage the entries and queries from players and parents
- Create and maintain the acceptance list
- Make the draw and publish first match times
- Process the results after the tournament

TOURNAMENT REFEREE

- Run the event, with the aim of creating the best competition experience
- Be present and onsite for the whole competition
- Apply LTA rules and regulations
- Complete a risk assessment
- Complete and submit results 48 hours post event

Referees should not referee a tournament in which they wish to play or where he/she has a relationship with one or more of the players competing.

LTA SUPPORT

If you require further support please contact the LTA Customer Support Team by submitting an [Enquiry Form](#).

To ensure all players receive an exceptional and consistent experience while attending an LTA Padel Tour tournament and to support all organisers and venues to deliver a tournament with excellence, the LTA will provide the following support for all competitions:

Tournament Grade/Type	Ideal Number of Courts per category	Minimum Number of Courts per category	Minimum Draw Size	Balls	Prize Money Contribution	Branding Pack
				provided by LTA		
Grade 1	6	3	32	✓	✓	✓
Grade 2	4	3	32	✓	✗	✓
Grade 3	3	3	16	✗	✗	✗
Grade 4	2	2	8	✗	✗	✗
Grade 5	2	2	8	✗	✗	✗

COMPETITION PLANNING APPLICATION WINDOWS

For those wishing to deliver **Grade 1 and 2** padel competitions, please request the Application to Deliver document by submitting an [Enquiry Form](#) to the LTA Customer Support Team. (application window for 2025 competitions open until 31st October 2024). If any company wishes to deliver several grade 1 and/or 2 competitions across multiple venues, please submit a tender proposal via the [Enquiry Form](#) to the LTA Customer Support Team by the **31st October**.

The application process to host and deliver **Grade 3-5** padel competitions will involve three application windows as set out below.

- **Window 1:** Competitions taking place from 1st January – 21st April 2025
Application period opened on Wednesday 25th September and closes on Wednesday 16th October 2024
- **Window 2:** Competitions taking place from 22 April – 31st August 2025
Application period will be open from Monday 6 – Sunday 26 January 2025
- **Window 3:** Competitions taking place from 1st September 2025 – 5 January 2026
Application period will be open from Monday 19 May – Sunday 15 June 2025

Note. The application process to host and deliver FIP events will be communicated separately from this process. If you would like to be considered to deliver either a FIP Tour – Bronze (previously called RISE) event or a FIP Promises event (for juniors), please submit an [Enquiry Form](#) to the LTA Customer Support Team by the **31st October**. Venues need to provide at least three courts for these events, with an additional court available for practice, so please only express your interest if you can meet this requirement.

The latest Competition Planning documents can be found at www.LTA.org.uk/CompetitionResources.

LTA COMPETITION MANAGEMENT SYSTEM

Please ensure you check the following **before** a tournament opens for online entries on the LTA Competition Management System:

1. The fact sheet is accurate and ensure that timings and maximum draw sizes have been provided.
2. Your Stripe account is connected to the tournament.
3. The referee has been confirmed for the event and is listed as 'Referee', if they are managing the pre-tournament admin then they should be marked as the Tournament Organiser, if they are solely the referee they should be marked as the Tournament Referee.

LTA SPONSORSHIP, MARKETING & STREAMING

The LTA are committed to continue the sustainable growth of Padel in Britain.

Competition is a focal point of all sports and as such provides an opportunity to introduce new venues, players and fans to padel. Through partnerships and streaming services, we hope to introduce padel to new audiences in order to make it more accessible, welcoming, enjoyable and inspiring for anyone who has an interest.

By hosting an LTA Padel tournament, you are agreeing for the LTA to display, as they wish, any sponsorship or marketing collateral (including but not exclusive to banners, net decoration and posters). The LTA may also wish to deliver marketing stands or 'user-experience' areas as part of the competition.

All Grade 1 competitions may be live-streamed, and venues should be aware that this will require set-up prior to the competition date.

CHANGE OF VENUE

Events **should not be moved** to a different venue after they have been sanctioned by the LTA. If a change of venue is required due to unforeseen circumstances, then please contact the LTA Customer Support Team by submitting an [Enquiry Form](#).

If venue changes are not requested beforehand, and approved by the LTA Competitions Team, this could result in the competition in question being cancelled, future sanctioned competitions being cancelled and applications for subsequent competition planning periods being unsuccessful.

PROMOTING YOUR TOURNAMENT

Promote your LTA Padel competition, with the use of the LTA Padel logo, using the following channels to ensure you have a good entry (please note that this is not an exhaustive list):

- Display posters at your venue/other local venues



- Produce flyers to hand out to players
- Encourage coaches at the venue to promote the event to players
- Promote on your social media channels
- Contact players on your mailing list

BALLS - GRADE 1 AND 2 ONLY

The LTA provide the LTA “official” Padel Balls for Grade 1 and 2 events. These balls will be sent directly to the tournament venues, aiming to arrive 3 weeks prior to the tournament start date.

The LTA will provide 2x boxes of 24 tubes (of 3 balls) for each grade 1 and grade 2 competition (per sanctioned age category).

PRIZE MONEY - GRADE 1 ONLY

The LTA provide £2,000 prize money to each Grade 1 host venue. The venue must match this contribution with a minimum of £2,000 to make a minimum prize money pot of £4,000.

In order to receive your prize money, please complete the [Prize Money Claim Form](#) and return to: finance.system@lta.org.uk.

Please be aware it may take up to 2 weeks to receive your prize money from return of the form.

VENUE / EQUIPMENT CHECKS

We suggest that the following is done at least one week before the tournament:

- Check the court booking
- Ensure that you have padel balls for the event
- Ensure you have the Trophy/Medals for the winner and runner-up of each event

DURING THE ENTRY PERIOD

If at any point, a referee/organiser accepts a manual entry from the player (who is having difficulties entering the competition online via the LTA website), they should add this entry to the LTA Competition Management System. If a player is contravening any entry rules this will be highlighted and should be acted upon. Further information on the use of TTP is available online - [Tournament Planner](#)

As soon as possible after the closing date (preferably same or next day) follow the steps below.

1. Create the TTP file
2. Download Entries from CMS
3. Validate players
4. Import Player Padel Ranking

Note: A step-by-step guide to the above actions can be found using the [TTP User Manual](#)

If you have too few entries to run the event, please contact the LTA Customer Support Team by submitting an [Enquiry Form](#) for support prior to the deadline. Please ensure you include

your tournament code and start date in your email. No closing deadlines will be extended for competitions in 2025, save in exceptional circumstances. Organisers are reminded to keep an eye on entries in the run up to the entry deadlines and promote accordingly. Please remember that late entries can only be accepted in accordance with the LTA Competition Regulations 3.18.

ACCEPTANCES

After the closing deadline has passed you will be able to import your entries for your tournament. All entered players will appear on the 'Main Draw' tab within the 'Roster' on TTP.

Acceptance and Seeding for Grade 1 and 2 competitions is based on FIP Ranking, followed by LTA Padel Rankings. Doubles acceptance and seeding will be based on the following priority order:

Priority	PLAYER 1	PLAYER 2
A	FIP Ranking	FIP Ranking
B	FIP Ranking	LTA Ranking
C	LTA Ranking	LTA Ranking
D	FIP Ranking	Unranked
E	LTA Ranking	Unranked
F	Unranked	Unranked

Acceptance and Seeding for Grades 3 and 4 competitions will be based on LTA Padel Rankings.

Acceptance for Grade 5 competitions will be based on 'first come, first served'. Seeding for Grade 5 competitions will be based on LTA Padel Rankings. Players accepted basis will be accepted in date and time order until the draw is full. Any players not accepted will be placed on the reserve list, in the order that they entered the event. If a player withdraws from an event the player at the top of the reserve list will be selected to replace them.

WILD CARDS

A maximum of 1 wild card for every 8 places in the draw size

Wild cards for Grade 1 tournaments are generally reserved for up to two FIP/WPT ranked pairs, however applications must be communicated to the LTA two weeks prior to an entry deadline.

Note: Two players with a WPT ranking inside the top 200 cannot compete together.

Any remaining wildcards are awarded at the discretion of the Tournament Organiser.

LATE ENTRIES

If at the time a player requests to be a late entry he/she would be seeded that player cannot be accepted. If however, the player would **not** be a seed his/her entry can be accepted and placed as follows:

- a) if the draw is not full the player can be accepted directly into the draw
- b) if there is a reserve list this player will be placed at the bottom and will be accepted into the draw when the player reaches the top of the reserve list and a space becomes available – **regardless of whether this player would now be a seed.**

Late entries can be manually added to the LTA Competition Management System and imported into TTP if there are spaces in the draw or on the reserve list after the tournament closing deadline. These entries must be validated and synced so that the entrant list on the LTA website is up to date.

Ensure that you keep a record in player notes of the date and time that late entry is added. This way, if you receive more than 1 late entry on the same day, you know in which order the late entries should be accepted.

The only exception to this regulation is if, for justifiable reasons, you wish to offer a wild card to a player who requests a late entry and would be a seed. If a wild card is awarded this player can then be accepted, however wild cards must be awarded in accordance with the LTA Competition Regulations – 3.20 (a maximum of 1 wild card for every 8 places in the draw).

Please do not feel pressurised into giving wild cards to players who request a late entry.

WITHDRAWALS

Monitor withdrawals and update TTP file by downloading the entries and re-publish when players have moved position (preferably on daily basis) so that players can monitor their movement on the reserve list.

If you withdraw a player manually you should move them to the 'Exclude' list and record full detail of the withdrawal in TTP. You will also need to issue a refund. No withdrawal points are given to players who withdraw before the published withdrawal deadline. When a person withdraws you will need to replace the withdrawn player.

Every time you move a reserve make sure you update the other reserve numbers and remove the reserve number from a player who is no longer on the reserve list (either withdrawn or accepted) and re-publish.

Remember that if a reserve withdraws, go to the 'Exclude' list and remove the reserve number from that player otherwise the number will still show on the website entrant list.

All players withdrawing after the withdrawal deadline may be penalised by late withdrawal points.

DRAWS

- Draws should be made as soon as possible after the withdrawal deadline
- Ensure you have updated the Tournament Properties to include the match times, courts and scoring format
- Add the Draw in TTP based on the minimum recommended draw formats (see below) and the number of players.
- Re-validate your players so that the seeding can be made with the most recent LTA Padel rankings (this re-validation is only for the purpose of seeding, it does not affect the order of the reserves or acceptances).
- **Seed players as appropriate (based on acceptance principles)**, if you have a 16 player main draw you will need 4 seeds, if you have an 8 player draw you will only need 2 seeds.
- You will then need to Make Draw in TTP

Note: If there are fewer than 3 pairs the tournament will not count for ranking points.

DRAW FORMATS AND SCORING FORMATS

GRADE	MINIMUM DRAW SIZE	FORMAT	MINIMUM SCORING
National Tour Grade 1	32	Elimination with Consolation or Compass	3 sets, Championship Tie-break Final set
National Tour Grade 2	32	Elimination with Consolation or Compass	3 sets, Championship Tie-break Final set
Regional Tour Grade 3	16	Elimination with Consolation (min. 1 match) or Round Robin	FAST4
County Tour Grade 4	8	Compass Draw	FAST4
Local Tour Grade 5	8	Compass Draw	1 Set

FAST4 SCORING

FAST4 scoring provides a simple, exciting way of speeding up a conventional match. The fundamentals of tennis remain the same, but there are innovative rules that ensure matches are fast, competitive, exciting and can be completed in a reasonable period of time.

The FAST4 scoring format is played as follows;

- **First to 4 games wins** – Hence the name FAST4. It doesn't matter how you get there, just make sure you get to four before your opponent does.
- **Tiebreak at 3 games all** – at 3 games all a tiebreak is played, first to 7 points, 2 clear at 6-6.
- **Match tiebreak** – if the score reaches 1-set all a match tiebreak will be played – first to 10 points, 2 clear at 9-9
- **No-ad scoring** – as soon as a game gets to deuce it's a sudden death point. The receiver chooses which side will take the serve. This applies to doubles too with the receiving pair deciding who returns the point.
- **Normal service let rule** – if the serve clips the net and lands in the service box, then a let is played.

As a result of the changes, FAST4 is now the only abbreviated scoring format and 'short sets' will no longer be used. The benefits of this change are as follows:

- Less anxiety created by the scoring format allowing players to focus on playing their best padel
- Players become familiar with the rules as they are using the same scoring format at all competitions – this means less confusion amongst players
- Events with 16-player draws are still possible

It is still permissible for players to play 4 FAST4 matches in one day.

The [LTA FAST4 webpage](#) has been updated to show the new FAST4 rules.

SCHEDULE MATCHES

- Once you have made the draw you will need to schedule the matches, we suggest you print the draws to keep for reference
- Publish the draws after 4pm on the same day, to show all scheduled matches
- Publish and check that draws are shown on the website.
- Ensure you have published before sending first match time emails
- Prepare players' first match time email
- Pick up your first match time confirmation messages. Please contact those who still have 'Waiting for Confirmation' by their names to make sure they know this essential information

DURING THE TOURNAMENT

- Display the LTA Tournament Notices (including Code of Conduct and Player Notices) at your venue – you can download them from the [Organisers and Officials](#) area
- Brief all the players before the start on all relevant items, such as the scoring format, number of matches, expectation of fair play.
- Be visible
- Log all results, code violations, withdrawals etc. in TTP
- Publish results throughout the day or once all matches for that day have been completed

LTA PHOTOGRAPHY POLICY

The Lawn Tennis Association Limited (the LTA) strives to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable padel experience.

This document sets out the policy of the LTA for the capture and use of photographic, video or other images at competitions and tournaments run by the LTA (LTA Staged). These guidelines also apply to live broadcasts on social media or other platforms.

The LTA is keen to promote positive images of individuals playing padel and is not preventing the use of photographic or videoing equipment. However, please be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage. This document sets out some guidelines for venues and organisations running padel competitions on behalf of the LTA (LTA Approved).

The LTA Photography Policy can be found [here](#).

AFTER THE TOURNAMENT (REFEREE RESPONSIBILITY)

- Check that all results have been correctly added to the tournament draws in TTP and do a final publish.
- Issue any necessary refunds for the event via the CMS.
- Check that draw stages are correct.
- Submit results. You should submit results as soon as possible and certainly no later than 48 hours after the tournament has finished.
- If you have encountered any disciplinary issues which need to be escalated to the LTA Disciplinary Team please email misconduct@lta.org.uk

USEFUL INFORMATION

LTA PADEL RANKING LIST

An **LTA Padel Ranking** is a measure of where a player stands nationwide and represents an overall order of merit with players positioned according to ranking points acquired in graded padel events held in Great Britain.

There are ranking listings for each tournament circuit in both men's and women's. Rankings are calculated once per week, based on points awarded to players for competing in graded events.

In order to get a ranking a player must be an **LTA Advantage Member** and have competed in an LTA sanctioned tournament (graded 1-5).

Rankings are used to help determine:

- Direct entry into a main draw (for domestic tournaments only)
- Seeding (for domestic tournaments only); seeding is standard practice to ensure that top players are split in the draw and don't play each other in the early rounds.
- Entry & Seeding for FIP tournaments (following the FIP Ranking)

LTA PADEL RANKING POINTS

Ranking points are awarded for all LTA Padel Tour tournaments.

Each grade and type of tournament awards different point allocations.

Only one set of points is allocated per event i.e. a player who competes in both the qualifying and main draw events of a tournament will only get one set of points.

A ranking is made up of the best 6 results within the previous 52 weeks.

A player may appear on more than one ranking list, if he/she has competed in multiple circuits i.e Seniors.

The following ranking lists will operate for the LTA Padel Tour:

- LTA Padel Rankings - viewed [here](#).
- LTA Padel Senior Rankings - viewed [here](#).

The points allocated to each tournament follow the LTA Padel rankings points distribution for Open competition (found [here](#)) and Seniors competition (found [here](#))

Note: For the purposes of Ranking Points all GB Seniors Tour events are Grade 2 seniors tournaments.

CONCLUSION

Thank you for taking the time to read through this guide – we appreciate it is quite a lengthy document but hopefully you have found the information useful and now feel ready to deliver your LTA Padel Tour competitions.

If you require any further support please contact the LTA Customer Support Team by submitting an [Enquiry Form](#).

We wish you the best of luck for your upcoming events and thank you for delivering LTA Padel Tour competitions for the players in your area.