

### PURPOSE

Sanctioned tournaments are an important component of the competitive structure and can provide the clubs the opportunity to promote their facility, attract new members, stimulate community involvement and generate revenue. To guarantee a high standard is maintained, it is essential that Tournament Directors and the host facilities comply with the sanction guidelines set by Tennis Alberta when hosting an event. Failure to comply will jeopardize the competitive experience and sanction status of any future tournaments. Tournament Directors and club managers must abide by the following requirements to assure their tournaments remain sanctioned by Tennis Alberta.

### MAIN RESPONSIBILITIES/DUTIES

#### Tennis Alberta

1. Tennis Alberta in collaboration with the Tournament Committee of the Board and the Junior Development Committee will set the tournament schedule for each of the indoor and outdoor competitive seasons. While any organization can apply to host a Tennis Alberta sanctioned event, priority will be given to member clubs.
2. Tennis Alberta is responsible for the administration and application of the Rogers points ranking system and the sanction and suspension systems.
3. Tennis Alberta's on-line entry for any sanctioned event will always close on Sundays at 11:59 PM (GMT -06:00).
  - a. **Manual Entry:** Tennis Alberta will process tournament registrations manually at a charge of \$10 for admin costs and time spent. It is highly recommended that players ensure registrations are completed online and on time.
4. Tennis Alberta's tournament coordinator will upload all the registrations Monday morning to prepare for the draw. Tennis Alberta reserves the right to accept late entries and withdrawals, with or without a fee.
5. Draws for sanctioned events will always begin on Monday at 2:00 PM MDT. The draw will be broadcast to interested parties on-line. Once the draw is complete the tournament file will be emailed to the club's tournament director before the end of the business day on Monday.
6. Any alterations to the draw will follow the Rules of Court and will be verified with the Tournament Referee. Hosts and registrants will be advised by email and posted on the tournament software.
7. Only registered players are eligible to play in Tennis Alberta sanctioned events. Tennis Alberta annual player registration fee is \$60. Tennis Alberta also offers a one-event registration fee for recreational players of \$10. Tennis Alberta is responsible for verification of registered players.
8. Tennis Alberta is accountable for verification of eligibility of all players including those from out of province. Regulations regarding Out of Province players are stated in the Junior Competitive Structure.

#### Tournament Host

1. All Tournament Host organizations will use the Tennis Canada Tournament Software for administration of Tennis Alberta Sanctioned events.

2. The Tournament Host will assign a Tournament Director who will be physically on site for the duration of the event. The Tournament Director will be responsible for the administration of the event and is the main point of contact for Tennis Alberta. Supervision and knowledgeable staff must be provided for the entire tournament.
3. Host Clubs shall enforce Rules of the Court, Code of Conduct, Policy for Late Withdrawal and Failure to Complete Tournament Events, Tennis Alberta Junior Competitive Structure and any additional Tennis Alberta policies and procedures as approved by the Tennis Alberta Board of Directors.
4. The Host will be accountable for securing sufficient number and condition of courts for the size of the draw; order of play; safety and security of players; supervision of the tournament officials; communication with the players; and consultation with the Tournament Referee and Tennis Alberta in the event of any changes as a result of weather, air quality, daylighting or other issues that may occur during the event.
5. The Tournament Director is responsible for recording the officials hours/time on the Officials Pay Sheet and Code Violation report.
6. Host clubs can set the tournament registration fees for their event and have full discretion as to the associated events, services and awards to be offered to enhance the player experience.
7. Tournament Host must release their schedules online no later than by 4:00 PM MTD on the Wednesday leading up to the tournament.

#### **Tournament Officials**

A Tournament Referee will be designated for the event by Tennis Alberta. The Tournament Referee will be accountable for the administration of the Rules of the Court with respect to on-court play, draw administration and reporting of suspension points to the Tennis Canada and Tennis Alberta. The Tournament Referee may not be physically on site but will administer the event through roving officials of 3 star or higher rated events or through the Tournament Director where officials are not engaged.

Tennis Alberta will assign the roving officials and will be responsible for payment (see Fee Structure for Officials).

There have been proposals for a Court Monitor program for volunteers to support the line calls and on court disputes. While, in principle, the Court Monitor concept has merit to increase the officiating capacity, there are some practical considerations that will be worked out. It is currently being proposed that a pilot program be explored for 2018.

## **TOURNAMENT ADMINISTRATION**

### **1. Cancellation Policy**

In the event that a tournament is cancelled due to lack of registration, weather, court availability, conflicting events or other uncontrollable circumstances, Tennis Alberta will advise participants. Every effort will be made to reschedule, where appropriate and schedule permits. Tennis Alberta reserves the right to keep a portion of the entry fee for administrative costs. Any costs incurred by the host club will be the responsibility of the host club.

### **2. Sponsorship**

Host facilities are entitled to attract and pursue their own sponsorships. However, the host facility must agree to hang banners, advertisements and offer prizes of partnerships the Tennis Alberta has contracted. The Tournament Host must not engage a sponsor that competes with the Provincial named sponsor. Any poster or advertisement will be removed upon the completion of the tournament with materials returned to Tennis Alberta. If in doubt about eligible sponsors, the Tournament Host should contact the Tennis Alberta Tournament Coordinator.

**3. Official Ball of TA**

The Wilson ball will be used exclusively at all Tennis Alberta Provincial Sanctioned events, programs and league play. Clubs must use either US Open Regular Duty or Extra Duty tennis balls for any TA sanctioned event. Wilson will also provide a minimum of (2) banners to be displayed at all provincial events. (Banners will be provided to each host club by Wilson).

An Official Ball of TA Non-compliance Penalty will be charged if any club does not use a Wilson tennis ball during a sanctioned event. The non-compliance fee of \$150 will be assessed for each violation and repeat offenders will be subject to having sanctioned privileges revoked.

**4. Prizes and Awards**

Tennis Alberta will clarify at the opening of registration for the event with the host club who is responsible for providing medals and awards.

In the event Tennis Alberta has a partner who has purchased medal rights, Tennis Alberta will advise the Tournament Director of the delivery schedule for the medals or awards once the registration has been opened.

Awards must be provided to Finalists and Champions for each category at the discretion of the tournament director based on draw size.

**TENNIS ALBERTA SANCTIONED TOURNAMENT FEE STRUCTURE**

Tennis Alberta has established the following fee structure for all sanctioned events:

<b>TOURNAMENT TYPE</b>	<b>SANCTION FEE</b>
Stand-alone U8 or U9 tournaments (Futures Stars) and Rogers Rookie Tour events	\$50
Junior Challenger	\$175
Adult Series	\$200
Senior (includes Sr. Provincials)	\$175
Junior Champs	\$200
Provincial Championships (includes Jr. Champs, Jr. Challengers, Adult Series, and AB Open)	\$250

Tennis Alberta will also charge a Registration Credit Card Fee (3%), Tennis Alberta Admin Fee (5%) of registrations.

#### Payment Process:

To assure accuracy and payments are completed in a timely manner, Tennis Alberta request host facilities to provide TA with a void cheque to establish an electronic payment process.

A copy of the Tournament software file will be sent to the Host club and a payment of 60 percent of registration fees will be released after the draw has been completed on Monday at 2:00 PM MST. Please note it may take a day or two to have this reflected in your account.

A final event financial reconciliation will be processed upon receipt of:

- **Tournament Director Report;**
- **Tournament software file;**
- **Officials Pay Sheet and Code Violation report.** Please note that Tennis Alberta will handle payment of officials based on the hours provided on the Tournament report. Meals and travel expenses as approved by the Host will be the responsibility of the Tournament Host. Host clubs are expected to provide a meal or pay per diem, which needs to be recorded on the Officials Pay Sheet and Code Violation report. For local events and shifts over 6 hrs. host clubs should provide 15 dollars for lunch per diem and 20 dollars for dinner per diem. (Clubs aren't obligated to pay breakfast for local tournaments). When officials are working away from home, the per diem rates will follow the Tennis Canada Fee Schedule.

The Tournament Reports must be submitted within 48 hours of the event completion to the **Tennis Alberta Tournament Coordinator** to enable timely reporting of sanction points and Rogers Ranking points. The remaining funds owed to the host facility will be released within 10 days of receipt of the complete tournament report.

#### **OFFICIATING MINIMUM FEE SCHEDULE**

- For the duration of 2017 indoor season, Tennis Alberta will commit to the transitional pay structure for roving officials of 15 dollars/hour. Clubs who host sanction tournaments will pay 13 dollars/hour and Tennis Alberta will subsidize the remaining 2 dollars/hour during the transitional period.
- Beginning April 15<sup>th</sup>, 2018, Tennis Alberta will align with Ontario, Quebec, British Columbia and follow the recommended fee schedule set by Tennis Canada. (Tennis Canada fee structure attached)
- Effective October 1st, 2017, Tennis Alberta will handle the payment of the officials for any sanctioned event. Payment will be deducted from the final event financial reconciliation.



**OFFICIATING**

**RECOMMENDED MINIMUM FEE SCHEDULE**

(daily fees, except where otherwise indicated<sup>a</sup>)

EVENT TYPE	REFEREE <sup>b</sup>				CHIEF OF OFFICIALS <sup>b</sup>			CHAIR UMPIRE				ROVING UMPIRE	LINE UMPIRE
	Internat	White	Nat	Prov	Internat	White	Nat	Internat	White	Nat	Prov		
		Badge				Badge			Badge				
<b>Profess./Internat.</b>	180	160	NA	NA	160	150	140	150	140	130	NA	130	60-130 <sup>c</sup>
<b>National/ITF JR</b>	160	150	140	NA	NA	140	140	140	130	120	110 (40/M)	120	80
<b>Provincial</b>	NA	140	130	120	NA	NA	NA	NA	120	110	110 (40/M)	110	NA

**NOTES:**

- a. A 'normal' day of work is considered to be a maximum of 10 hours; except in the case of professional events, officials should be compensated at a pro rata rate per hour for supplementary hours. A day of work begins with the announced 'report time'. In addition, the tournament or the organizing body of the tournament (e.g., provincial association) should provide or pay for meals for the officials that have been engaged for the tournament. (See below for normal per diem rates.)
- b. Referees and Chiefs: fees should include a minimum of 1 day for pre- and post-event work where applicable. An additional day or half-day will be included if the Referee is required to participate in a public draw in advance of the event.
- c. Will vary according to the level of tournament.

**PER DIEMS:**

When meals are not provided to officials while they are working at a tournament, the recommended per diems are:

Breakfast: \$10 Lunch: \$15 Dinner: \$25

**Please note that Tennis Alberta reserves the right to alter or change from time to time any provisions stated in this sanction agreement. If a change is made to this agreement, Tennis Alberta will notify all host clubs of the alterations made and any additional requirements will be appended to this document.**

**Once signed, this agreement remains in effect until withdrawn by either party with 30 days notice.**

Applicant's Name \_\_\_\_\_ Position: \_\_\_\_\_

Club / Associate / Organization \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Tennis Alberta: \_\_\_\_\_ Date: \_\_\_\_\_