



2019 Tournament Sanction Agreement

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. 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.
6. 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.
7. 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.



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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).

TOURNAMENT ADMINISTRATION

1. Cancellation Policy

In the event that a tournament is canceled 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 Penn ball will be used exclusively at all Tennis Alberta Provincial Sanctioned events, programs and league play. Clubs must use Penn Marathon Pro tennis balls for any TA sanctioned event. Penn will also provide a minimum of (2) banners to be displayed at all provincial events. (Banners will be provided to each host club by Penn).

An Official Ball of TA Non-compliance Penalty will be charged if any club does not use a Penn tennis ball during a sanctioned event. The non-compliance fee of \$250 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:

TOURNAMENT TYPE	SANCTION FEE
Stand-alone U8 or U9 tournaments (Futures Stars) and Rogers Rookie Tour events	\$50
Junior Development Series	\$100
Junior Competition Tour and Qualifying Series	\$150
National Selections Tournaments, Adult Tour and Senior Tour	\$200
Provincial Championships	\$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.

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

- **Tournament software file;**
- Please note that Tennis Alberta will handle payment of officials 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. When officials are working away from home, the per diem rates will follow the Tennis Canada Fee Schedule.

PAYMENT				
Work	0-5.5hours	6-10hours	Over 10 hours	
	\$55	\$110	Extra \$11/hr	
Meals	0-4hours	5-9hours	9-12hours	Over 12 hours
	\$0	\$20	\$40	\$60

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

PHONE NUMBER

EMAIL

SIGNED

DATE

TENNIS ALBERTA

DATE