



TOURNAMENT SANCTION AGREEMENT

Updated September 2024

PURPOSE

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

MAIN RESPONSIBILITIES/DUTIES

Tennis Alberta

1. Tennis Alberta will set the tournament schedule for each indoor and outdoor competitive season. While any organisation can apply to host a Tennis Alberta-sanctioned event, priority will be given to member clubs.
2. Tennis Alberta is responsible for administering and applying National Bank ranking points, the provincial ranking system, and all applicable sanction and suspension systems.
3. Tennis Alberta's online entry for any sanctioned event will always close on Sundays at 6:00 PM.
4. Tennis Alberta's Tournament and Programs Manager will upload all registrations Monday morning to prepare for the draw.
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 is responsible for verifying registered players.
7. Tennis Alberta is accountable for verifying the 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 organisations will use the Tennis Canada Tournament Software to administer 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 event administration



and the main point of contact for Tennis Alberta. Supervision and knowledgeable staff must be provided for the entire tournament.

3. Host clubs shall enforce Tennis Alberta's Code of Conduct and Tennis Canada's Rules of the Court while also adhering to all relevant guidelines outlined in Tennis Alberta's Junior, Adult, and Masters Competitive Structures, as well as any additional Tennis Alberta policies and procedures approved by Tennis Alberta.
4. The Host will be accountable for securing a 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 host is responsible for scheduling all matches upon receiving the tournament file with draws from Tennis Alberta.
6. The Tournament Director is responsible for recording the officials' hours/time on the Officials Pay Sheet and Code Violation report.
7. Host clubs can set the tournament registration fees for their event and shall offer prizes to enhance the player experience.
8. Tournament Host clubs must release their schedules online no later than 6:00 PM MT 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 Tennis Alberta's Code of Conduct with respect to on-court play, draw administration and reporting of suspension points to 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 roving officials and oversee payment (see Fee Structure for Officials).

TOURNAMENT ADMINISTRATION

Cancellation Policy

If 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 host club's responsibility.



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 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 tournament's completion, and the materials will be returned to Tennis Alberta. The Tournament Host should contact Tennis Alberta staff if there is a doubt about eligible sponsors.

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 all Tennis Alberta-sanctioned events. Penn will also provide a minimum of (2) banners to be displayed at all provincial events. (Penn will provide banners to each host club.) 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 \$500 will be assessed for each violation and repeat offenders will be subject to having sanctioned privileges revoked.

Prizes and Awards

Host clubs will be responsible for providing medals and awards. If 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 main draw category.

Tournament Sanction Fees

The table below outlines the sanction fees for various types of Junior-level tournaments.

TOURNAMENT TYPE	SANCTION FEE
Rising Stars and Rogers Rookie Tour events	\$80
2-Star	\$250
3 and 3.5-Star	\$350
4-Star	\$450
5-Star (Provincials)	\$500
Adult and Masters Events	\$500

Tennis Alberta will charge a credit card registration fee of 5% and an admin fee of 12% for registrations.

