



# JUNIOR TOURNAMENT PLANNING GUIDELINES

Updated September 2025

This guideline is for sanctioned junior events hosted in Alberta, which follow the Tennis Alberta Junior Competitive Structure. Most Tennis Alberta-sanctioned events are hosted from Thursday to Sunday, and these guidelines will apply to these events. Some events, such as the Provincial Championships, will differ from these rules.

## PRE-TOURNAMENT

### Sunday Prior to the Event – **Entry Deadline**

- For these events, the entry deadline will be at 6:00 pm. No entries will be accepted after this deadline. Please ensure you register as soon as possible to avoid issues which may occur closer to the deadline.

### Sunday Prior to the Event – **Withdrawal Deadline**

- For these events, the withdrawal deadline will be 6:00 pm. Players are expected to withdraw before this time if they cannot compete. If a player withdraws for whatever reason after this date, they will be issued a suspension point and lose their entry fee.

### Monday Prior to the Event – **Draws Created**

- On the Monday prior to the event, the draws will be created. The rankings used for this process will be the rankings from the week prior, as is common practice in all levels of tennis events.

### Wednesday Prior to the Event – **Schedules Released**

- Circa Wednesday evening, the schedule (at least first-round matches) will be released for the draw. Players should make arrangements to be available for the entirety of the event. This means if a tournament runs from Thursday to Sunday, players must be available to play as early as Thursday afternoon/evening and make arrangements to be on-site at that time.

## TOURNAMENT

### Thursday of the Event – **Matches (may) Begin**

- In some cases, if the draw is larger, matches will begin on Thursday for in-town players (and, on occasion, out-of-town players) starting in the afternoon/evening. This is to allow the draw to finish in a timely manner.

### Friday of the Event – **All Matches Begin**

- Most players will have their first match on Friday unless they are in a smaller draw, which may begin on Saturday. Again, players are expected to be on-site and available to play starting in the morning or early afternoon on Friday. Match play will continue through the weekend, starting as early as 8:00 am Saturday and Sunday.

### Sunday of the Event – **Matches Conclude**



- Matches will conclude on Sunday evening of the tournament. In some situations, matches may finish in the morning or afternoon, but players are expected to be available to play into the evening. We cannot make accommodations to end events early for players needing travel.

## POST-TOURNAMENT

Tuesday after the Event – **Ranking Updates**

- Following the event, if the host club returns the tournament information (file) to Tennis Alberta in a timely fashion, rankings will be updated on Tuesday afternoons by Tennis Canada. Suspension points will also be applied once the file has been returned.

## TOURNAMENT ENTRY

- Go to [tennisalberta.com/tournaments](http://tennisalberta.com/tournaments) for a list of upcoming tournaments.
- Search by month/year or filter by tournament type.
- Click on the tournament. If the tournament is open for entry\*, you will be redirected to the tournament entry page on [tc.tournamentsoftware.com](http://tc.tournamentsoftware.com).
- Login to your account and follow the entry instructions. A Tennis Alberta Membership is required to enter a sanctioned event. Learn more about membership [here](#).
- You will receive confirmation of entry by email from Tennis Canada.

Tournament entry support is available by email at [info@tennisalberta.com](mailto:info@tennisalberta.com) or by phone (780) 415-1661.

**\*Please note that entries open 3 weeks before the commencement of each tournament.**