



How do I register for a tournament?

1. Obtain Tennis BC membership
<http://www.tennisbc.org/memberships-clubs/types-of-membership/>
2. Check Tennis BC tournament calendar and find tournament you are interested in
<http://www.tennisbc.org/tournaments/>
3. Find tournament link in the tournament information
4. Login using your Tennis Canada Tournament Software username and password
5. Register and pay through PayPal (if required)
6. You will receive confirmation from Tennis Canada Entry Confirmation and PayPal receipt.

IMPORTANT: this entry confirmation does NOT mean acceptance into the main draw and does NOT mean that you are guaranteed to play in the tournament. This confirmation only notifies you that your entry has been processed in the system.



What do I do after I register in the tournament?

- 1. Check if your name is in the entry list a few days after you register.**
 - Go to “events” tab in the tournament website to check if your name is listed under the event you are registered in.
- 2. After the entry deadline, check the website for “Acceptance List” one or two days after the deadline.**
- 3. Draw is done 3 or 4 days prior to start of tournament.**
- 4. Schedule is published a day after draw is posted.**

Players are responsible to check for their own schedule. No email notification will be sent out.

Q: What is “Acceptance List” and how to check?

Acceptance list shows which players are in the main draw and who are in the reserve list (wait list). Under “Events” tab in the tournament website you will see that players are designated as

- a. Main draw = players will play in tournament
- b. Reserve list = players in the waitlist
- c. Exclude list = players are not playing in the tournament (for example players who withdraw or ineligible)

Q: What happened to players in reserve list?

They will only be contacted if there is a withdrawal. Do not show up to tournament site if your name is not in the main draw.

Q: Will I get refund if I am in the reserve list?

Yes, you will receive refunds within 7 days after completion of tournament.



How to withdraw from a tournament

- 1. IF the registration period is still open, you can withdraw or change your registration online.**
 - 2. IF the registration period is closed, you can email the tournament organizer/director to inform them.**
- Q:** Is there a penalty to withdraw from a tournament?
Yes, there may be a penalty for withdrawal (see Late Withdrawal/Failure to Complete Section)
- Q:** Will I get a refund?
Depending on when you withdraw, you may or may not get a refund (see Refund section).



Late Withdrawal/Failure to Complete (LW/FC) Suspension Point

Players are responsible for their own registration to tournaments. If you are accepted in the main draw, you are committed to play all required matches until the end of the tournament.

Cases	LW/FC SP	Code of Conduct SP
Withdrawal before the registration deadline	No	No
Withdrawal after the registration deadline before the draw is made	No	No
Withdrawal after the draw is made, regardless of the reason	1 SP	No
Failing to appear for scheduled match without contacting referee or organizer (No show)	No	2 SP
Failure to complete all tournament matches*	1 SP	No
Retires from any match and withdraws from the remaining required matches*	1 SP	No
Loses in Main Draw and withdraws from consolation*	1 SP	No
Loses in Main Draw and retires from consolation*	1 SP	No
Retires or withdraws from a Main Draw match, then goes on to complete consolation matches	No	No

*This policy applies regardless of the reason (i.e. injury, illness, family circumstances, or any other reason). Doctor's notes are not required and will not influence the assessment of penalty points.

NOTE: LW/FC penalty is separate from the Code of Conduct penalty system.

Once a player receives a total of **3 LW/FC Points within a 12-month period**, he/she will be suspended for **3 months** without being able to compete in any Canadian event (Provincial (all levels of tournaments), National, ITF domestic) within that period. The period begins the day following the completion of the tournament in which the third LW/FC Point was assessed.



REFUNDS

Cases	Refund of entry fee
Withdrawal before the registration deadline	Yes, full refund
Withdrawal after the registration deadline before the draw is made	Yes, less \$10 processing fee
Withdrawal after the draw is made, regardless of the reason	No refund
Players in the Reserve List	Yes, full refund

All refunds will be processed within 7 days of the completion of tournament through PayPal.



Rogers Ranking Points

<https://rogersrankings.com/home>

- This is where you will find ranking points associated with various age groups, levels of tournaments, other provinces and National tournaments.
- Choose the rankings category you are looking for (Junior, Open, Adult, Senior or Wheelchair).
- For example, if you are looking for BC Junior rankings:
 - Under "Event Group", choose "Domestic Event"
 - Under "Sub-Group", choose "BC"
 - At the bottom of the table, you can choose gender and age group, customize the draw size and finish position
- Detailed explanation of ranking points can be found beside the table.
- Note: If players are playing up in age group, they have to win one match (in main draw or consolation) to earn their ranking points.



ADDITIONAL RESOURCES

- **BC Competitive Structures**
<http://www.tennisbc.org/bc-competitive-structure/>
- **Tennis Canada Late Withdrawal/Failure to Complete Policy**
[Policy for Late Withdrawal and Failure to Complete Required Tournament Events – Nov 2017](#)
- **Guidelines of Unofficial Matches**
[Guidelines for Unofficial Matches](#)
- **Tennis Canada Rogers Ranking Points**
<https://rogersrankings.com/home>
- **IMPORTANT: Frequently Asked Questions list on our website**
<http://www.tennisbc.org/youth-tennis/faq/>
- **Sign up for the Tennis BC Insider Newsletter for info & updates**
<http://www.tennisbc.org/sign-up/>