

Appendix 1



Sanctioning Process for 2024 Junior Tournaments

Tennis BC Services included as part of the sanctioning fees:

1. Confirm tournament dates and Regulations with Tournament Director (TD)
2. Advertise events on the Tennis BC website /calendar
3. Create tournament planner (TP) file
4. Manage TP file (periodic entries update, check eligibility)
5. Make the draws
6. Transfer TP file to TD (TD will be responsible for scheduling, running the tournament and transferring the TP file back to Tennis BC at the end of tournament)
7. Process and submit TP file for ranking to Tennis Canada at the completion of tournament

Sanctioning Process for 2024 Adult/NTRP/Open and Senior Tournaments

Tennis BC and Tournament Director's roles:

1. Tennis BC will confirm tournament dates and Regulations with Tournament Director (TD).
2. Tennis BC will advertise events on the Tennis BC website/calendar.
3. Tennis BC will create TP file and transfer it to TD.
4. TD will manage entries until registration closed.
5. TD to transfer TP file to appointed referee.
 - a. If no referee assigned, TD to confirm seedings with Tennis BC prior to making the draws and schedule.
 - b. Tennis BC Seeding Criteria must be used for all SENIOR/NTRP/OPEN events (Appendix 3).
6. TD/Referee will schedule and run the tournament.
7. TD/Referee will transfer the TP file to Tennis BC at the completion of the tournament.
8. Tennis BC will process and submit TP file for ranking to Tennis Canada at the completion of tournament.