



Appendix 2. Guidelines for Hosting Junior 2-3.5 Star Tournaments

2-Star Development Series

This series of tournaments is designed for players who are transitioning from the First Set Rookie Tour and Rising Star (U9/U10) Circuit or have minimal tournament experience.

Draw and Match Format

- Draws will be set up to give players a minimum of 2 matches (elimination with consolation).
- Match format is 2 tie-break sets with No-Ad scoring and a 10-point match tie break in lieu of 3rd.

Court time Requirements

- Minimum 3 courts.
- Suggested draw size: 16 boys and 16 girls (minimum 8 boys and 8 girls)
- It can be set up as 2-day tournament depending on the available court times.

Acceptance

- Priority given to primary age group
- During the first 15 minutes of registration, the order will be randomly drawn
- After the first 15 minutes, the order will be based on time of entry
- Host club can issue wildcards (1 WC/8 entries).

Timeline

- Registration opens on Monday in the week prior to tournament date.
- Registration closes on Thursday at 11:59 pm in the week prior to tournament date.
- Draw: Tuesday of the tournament week.
- Schedule is posted by Wednesday of the tournament week.

3 and 3.5-Star Competition Series

3-Star Competition Series are designed for more competitive and experienced players looking to enter top 30 ranking in BC.

3.5-Star Competition⁺ tournaments are for players who are transitioning into Provincial and National Selection level events.

Draw and Match Format

- Draws will be set up to give players a minimum of 2 matches (typically elimination with consolation).
- Match format is 2 tie-break sets with regular scoring and a 10-point match tie break in lieu of 3rd.

Court time Requirements

- Minimum 4 courts.
- Suggested draw size: 16 boys and 16 girls (minimum 8 boys and 8 girls)
- Typically set up as a 3-day tournament (Friday – Sunday)



Acceptance

- Acceptance is based on Tennis Canada ranking points.
- Tennis BC may issue wild cards under special circumstances.

Timeline

- Registration opens 28 days prior to tournament date.
- Registration closes 7 days prior to start of tournament at 11:59 pm.
- Draw: Tuesday of the tournament week.
- Schedule is posted by Wednesday of the tournament week.

Entry Fees:

- \$100 or less for 2-3.5 Star
- Should be collected via PayPal, Stripe (it is preferable for clubs to have their own accounts) or e-transfer (clubs are expected to manage the e-transfer payment)

Tennis BC Roles

- To assist clubs with initial planning of events, court time calculations, match schedule plan.
- To finalize and approve the events and age groups based on the competitive calendar.
- To post events on Tennis BC tournament calendar
- To provide training for tournament director with using Tournament Planner Software
- To create Tournament file
- To manage registration, entries, payments and to make draws
- To process and submit tournaments for rankings to Tennis Canada

Host Clubs Roles

- To schedule and run tournaments
- To provide Propenn balls (new balls per match for main draw and consolation)
- To provide winner and finalist awards (trophies or medals)

Revenue for Clubs

- Clubs will keep revenues from entry fees.

Cost for Clubs

- Sanction fees (Juniors) = \$6/entries for up to \$150.
- If using PayPal, PayPal set up fee (charged by the software company) = \$70
- Tournament staffing cost
- Optional: Scheduling charge of \$60 (2 events); \$120 (3 events or more)
- Optional: If using Tennis BC PayPal, administrative fee = 5% of total entry fee



Staffing: minimum 2 staff (4 courts)

- Tournament Director (TD) who manages the tournament file, leads the tournament, deals with punctuality rules during tournament. TD may manage tournament desk (send out players, enter scores). Tournament desk staff can be a volunteer if Tournament Director also acts as an on-court supervisor.
- On Court Supervisors (1 per 4 courts), who can be coaches or volunteers, to monitor matches (line calls, scoring disputes and other on court issues)

HOST CLUB EXPECTATIONS

Facilities

- Good condition courts (minimum 3 courts; typically, 4 or 6 courts is best)
- Washrooms and a water station nearby
- Tournament desk with banner/poster (provided)

On Court

- Scorecards, benches/chair for changeover, and basic court setup

NEXT STEPS FOR HOST CLUBS

2Star events have to be finalized at least 6 weeks prior to tournament date.

3/3.5 Star events have to be finalized 8 weeks prior to tournament date

To get started, you will need to provide:

Club Information

- Club Name
- Venue Address
- Tournament Director/Contact name and email address

Event Details

- Date(s)
- Time
- Number of courts available (typically 4 courts)
- Type of Event (2 or 3/3.5Star) and Age group

Entry Fee Collection Method

- Club PayPal (note: \$70 connection fee to TP in 2026) (recommended)
- Club e-transfer
- Tennis BC PayPal (note: \$70 setup fee in 2026, administrative fee (5% of entry fees), approximately 1 month transfer delay)