



Appendix 3. Guidelines for Hosting Adult NTRP/Open Tournaments

Tennis BC Roles

Planning Stage:

- To assist clubs with initial planning of events (dates, court time availability, proposed draw sizes etc).
- To finalize and approve the events.
- To post events on Tennis BC tournament calendar
- To provide training for tournament director/staff with using Tournament Planner (TP) Software
- To create TP file and finalize Tournament Regulations.
- To transfer TP file to Tournament Director.

During Registration Period:

- To provide guidance regarding WTN eligibility.
- To assist clubs with email correspondence regarding WTN inquiries, if necessary.
- All direct communication with players is the responsibility of the Tournament Director and the host club. Tennis BC will provide guidance and support.

After Registration Deadline:

- To review and approve the acceptance list and seeding prior to draw.
- To make the draws after seedings are approved and send a back up copy of TP file after draws are published.

Post Tournament:

- At the end of tournament, to process and submit tournaments for rankings to Tennis Canada

Host Clubs' Roles

Planning Stage:

- To propose dates, type of events to Tennis BC.
- To appoint a Tournament Director (TD) as a contact person. If necessary, clubs can have a scheduler (or Co-Tournament Director)
- Suggestion: Clubs could have one TD in charge of "operation" and a scheduler (or Co-TD) in charge of scheduling. It is strongly suggested that on-site TD understand the Rules (Rules of The Court), especially on how to handle punctuality and some basic knowledge of the Rules.

During Registration Period:

- To manage registration, entries, payments
 - check WTN and eligibility to make sure players meet the eligibility criteria to play in certain categories.
 - Email correspondence regarding scheduling and WTN.



After Registration Deadline:

- After registration deadline, prepare the acceptance list (make “cuts” of the entry list based on court time availability and based on the acceptance criteria, if necessary). TD should understand the criteria on how to make the “cut”.
- To send TP file with acceptance list, proposed seedings to Tennis BC for review and approval. Tennis BC will make the draws after approving the acceptance list and seeding.
- To inform Tennis BC if there are changes in the draws.
- To schedule and run tournaments
- To provide Propenn balls (new balls per match for main draw)
- To provide winner and finalist awards (trophies or medals)
- Display Tennis BC branding throughout the tournament.

Post Tournament:

- At the end of tournament, to send the completed TP file to Tennis BC for rankings processing.
- At the end of the tournament, take photos of the winners with the Tennis BC banner and send them to Tennis BC.
- Coordinate with Tennis BC to distribute a player survey to all participants.

Revenue for Clubs

- Clubs will keep revenues from entry fees.

Cost for Clubs

- Sanction fees (\$250 for 200 or less entries, \$500 for 200+ entries)
- Clubs should have their own PayPal account (PayPal commission is approximately 3%)
- If using PayPal, PayPal set up fee (charged by the software company) = \$70 (in 2026)
- Roving Umpires (suggestion: minimum one RU per 8 courts)
- Optional:
 - Registration/pre-tournament file management administrative fee
 - If using Tennis BC PayPal, administrative fee = 5% of total entry fee

Staffing:

- Tournament Director (TD) and scheduler (or Co-TD), if necessary.
- Roving umpires (one per 8 courts) to handle on court issues during tournament.
- For Open tournament: Clubs are encouraged to have a Chair umpire for singles finals, end of week Referee.
- Tournament desk staff
- Volunteer court monitors – to help with timing players’ warm up, radio in matches complete etc.

HOST CLUB EXPECTATIONS

Facilities

- Good condition courts.
- Washrooms and a water station nearby
- Tournament desk with banner/poster (provided)

On Court

- Scorecards, benches/chair for changeover, and basic court setup
- Single sticks for Open categories.