



2026

TENNIS BC

SANCTIONING AGREEMENT



PURPOSE

Organizing Tennis BC sanctioned tournaments is an important component of the competitive structure and provides a great opportunity for clubs to promote their facilities, attract new members, stimulate community involvement and generate revenue. To maintain a high level of standard, it is essential that Tournament Directors and the host facilities comply with the sanctioning guidelines when hosting an event. Failure to comply will jeopardize the sanction status of any future tournaments.

MAIN RESPONSIBILITIES

Tennis BC

- Tennis BC will communicate with Tournament Directors to confirm the date, tournament/event structure and regulations.
- Tennis BC will create tournament software file (TP file) based on the information provided by TD.
- Tennis BC will support tournament file management, seeding and draws for Junior tournaments as per Appendices 1-2 and scheduling of tournament for additional fees (see optional fee).
- Tennis BC may assist with pre-tournament file management for Adult tournaments (see Appendix 3 for details).
- Tennis BC will collect the completed TP file at the conclusion of the event, process and submit to Tennis Canada for rankings.

Tournament Host

- All Tournament Hosts will use the Tennis Canada Tournament Software for administration of Tennis BC sanctioned events.
- Tournament Host will appoint a Tournament Director (TD) and/or staff member to be the main contact person/organizer on site for the duration of the event.
- TD and tournament staff must be familiar with the Rules of The Court, enforcing Tennis Canada's Code of Conduct and sending Incident Reports regarding Disciplinary to Tennis BC.
- Tournament Host will be responsible in meeting the sanctioning requirements (such as Tournament Officials) as per Appendix 5.
- Tournament Host is responsible for securing enough court time to meet the draw size and format requirements of the event. Courts provided must meet safety standards as outlined in the Rules of The Court.



- Tournament Host is responsible for communication with players, Officials, and Tennis BC in the event of any changes to regulations, format, schedule etc.
- Awards and trophies must be provided to Champions and Finalists for each category in the tournament.
- All Tennis BC sanctioned events must use the official ball of Tennis BC, ProPenn Marathon.
- TD is responsible for the scheduling of the tournament.

Tournament Officials

- Tournament Officials (if required or requested) will be assigned for the event by Tennis BC.
- Tournament Referee will be responsible for the administration of the Rules of the Court on- and off-courts, seeding and draws, reporting any suspension points to Tennis BC and sending the completed TP file to Tennis BC.

Tennis BC Sanctioned Tournament Fee Structure

| Tournament Type | Sanction Fee |
|-----------------------------------------|--------------------------------------------------------------|
| First Set Tour- Rookie and Rising Stars | \$50 (16 entries or less); \$80 (more than 16 entries) |
| Junior Events (2, 3, 3.5, and 4-Star) | \$6/entry (to a maximum of \$150) |
| Adult (NTRP/Open) and Master Events | \$250 (200 entries or less) \$500 (more than 200 entries) |

Additional fees will include (all are subject to 5% GST):

- PayPal set-up to link tournament entry fee payment: \$70
- Scheduling fee (optional):
 - Junior Events: \$60 (up to 2 events), \$120 (3 - 4 events).
 - First Set Tour: \$50
- Registration/pre-tournament file management administrative fee (optional for Adult/Open tournaments): \$250 (200 entries or less); \$500 (more than 200 entries)
- If Tennis BC collects entry fee payments, the PayPal commission fee and Tennis BC Admin fee (5% of registration fees collected) will be deducted from the total fees collected.
- Sanction and additional optional fees above are subject to 5% GST.



A discount will be given if the Tournament Host hosts two events (for example NTRP and Junior events) at the same time under one TP file. In this case, only the higher sanction fee will be charged. The sanction fees will be processed, and invoices will be issued to Host clubs by the end of each month.

Detailed Guidelines of Junior and Adult sanctioned tournaments are attached as Appendices:

Appendix 1: Guidelines for Hosting Rogers First Set Tours

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

Appendix 3: Guidelines for Hosting Adult NTRP/Open Tournaments

Appendix 4: Seeding Guidelines NTRP, Open and Master Tournaments

Appendix 5: Sanctioning Criteria

Please note that Tennis BC reserves the right to alter or change from time to time any provisions stated in this sanction agreement. If a change is made to this agreement, Tennis BC will notify all host clubs of the alterations made and any additional requirements will be appended to this document.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S NAME

POSITION

CLUB/ORGANIZATION

EMAIL

PHONE NUMBER

TENNIS BC SIGNATURE AND NAME

DATE