

USTA Northern California Tournament Sanction Rules



NORTHERN CALIFORNIA

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THE SANCTION RULES SHOULD BE REVIEWED PRIOR TO SUBMITTING A SANCTION APPLICATION. *Below are some of the significant changes made since the sanctioning of the 2017 Tournament Calendar. This is not a complete list and the entire set of rules should be reviewed.*

- The primary sanction period has moved from August 1 to July 1, 2017. (May 17, 2017)
- All tournament sanctions accepted by the Sanction and Scheduling Committee will be placed on a consent calendar and submitted to the USTA NorCal Board of Directors for final approval. (May 17, 2017)
- The fee to host a Non-Sanctioned tournament was decreased to \$25. (April 6, 2017)
- Generation Gap tournaments are now available to apply for. Generation Gap tournaments will not be sanctioned during the same date block of the junior UTR Round Robin tournaments. (June 6, 2017)
- A second men's and women's Open event may be sanctioned if it's at least 75 miles away. (June 5, 2017)
- The fourth Quarter Sanction date has been moved to from August 1 to July 1.

1. Meaning of Sanctioning. The USTA NorCal sanctioning process is intended to aid the public, the player, and the tournament organizer. It helps to assure uniformity of the rules of play; it permits the ranking of players on a basis of an accepted standard; it encourages an orderly schedule of tournaments that accommodates the reasonable needs of players, promoters, and sponsors; and it fosters the aim of providing the public with tennis of high caliber and ethical standards. Sanctioning indicates that the tournament:

- Is an official USTA-approved tournament;
- Follows the ITF Rules of Tennis;
- Follows the USTA NorCal tournament rules and the applicable USTA Regulations; and
- Results will be considered for USTA NorCal ranking if permitted by USTA NorCal ranking rules.

Notwithstanding the purposes of sanctioning, nothing prohibits any tennis promoter from holding a tournament in USTA NorCal without a sanction.

2. Eligible Applicants.

A. Organization Members. Organization Members of the USTA may apply for and receive a sanction. The Organization Member shall have a current USTA membership at the time the application is submitted, at the time the sanction is issued, and at all times between the date entries open for the tournament and the ending date of the tournament. Any Organization Member that allows its membership to expire at any time between the date entries open for the tournament and the ending date of the tournament will be subject to the following:

- i. a fine payable to the USTA Northern California in the amount of their USTA Organization Membership fee; and
- ii. the requirement to submit a renewal application with appropriate organizational membership fees immediately to the USTA.

B. USTA NorCal. USTA NorCal may apply for and receive a sanction.

3. USTA NorCal Sanction Application.

A. One USTA NorCal Sanction Application for each tournament. Annually, one USTA NorCal Sanction Application (also referred to as an "Application") must be submitted for each Junior, Adult tournament (herein refers to any tournament that includes Open, Senior, NTRP, and/or Family divisions), and Wheelchair tournament during one date block, *except* that a Junior tournament, Family tournament, and/or Wheelchair tournament may be applied for on the same Application.

B. Tournament Director USTA Membership. All Tournament Directors are required to be current USTA Members at the time of the submission of the application.

C. Persons authorized to submit sanction. Only a person who is duly authorized by the applicant may submit a sanction for a tournament.

D. Information provided on Application.

- i. **Application must provide accurate information.** It is solely the responsibility of the applicant to provide accurate information on the Application including, but not limited to, tournament dates, entry open and closing dates, sites, events, divisions, draw sizes, entry fees, and contact information, all of which must be in compliance with the Adult Tournament Rules and/or the Junior Tournament Rules.
- ii. **Tournament Chairman must be listed as Tournament Organizer.** In accordance with USTA Regulations, the Tournament Chairman is a member of the Tournament Committee and the official representative to USTA NorCal. Applicant shall provide the name of the Tournament Chairman in the area of the Application that requests the Tournament Organizer.
- iii. **Junior tournaments must specify level and comply with Junior Tournament Rules.** Additionally, if the sanction is for a Junior tournament, the applicant must specify the level(s) of tournament applied for: Orange Ball, Green Ball, Challenger, Open, UTR Round Robin, Super Series, Championship, or Excellence tournament, and/or the Sectional Championships. It is solely the responsibility of the

applicant to make sure that the information provided on the Application complies with the description of the type of junior tournament applied for as set forth in Rule 12 of the Junior Tournament Rules.

- iv. **Orange and Green Ball Level minimum requirements.** New applicants of Orange and Green Ball Level events may not limit draws to fewer than 8 players and shall designate no fewer than 2 courts per Level to hold Orange and Green Ball Level events.
- v. **Entry fees.** Entry fees must be listed on the Application. Tournaments may charge either a Base Fee or a Per Event Fee as follows:
 - a. **Base Fee.** A Base Fee is a flat entry fee that a player pays for playing in the tournament. One fee is charged for two or more events entered. Only tournaments that have the following characteristics are eligible to charge a Base Fee:
 - The Tournament offers more than one event (for example, singles and doubles),
 - The Tournament offers the same events in all divisions (for example singles and doubles are offered in all age divisions, NTRP levels, junior tournament levels), and
 - If draws are limited, the doubles draw limit is not less than one-half of the singles draw limit (for example, if the singles player draw limit is 16 players, the doubles team draw limit must be no less than 8 teams).
 - b. **Per Event Fee.** A Per Event Fee is an entry fee that a player pays for playing in each event in a tournament.
- vi. **Tournament Director.** Applicant may not submit the name of a Tournament Director who has made a commitment to serve as Tournament Director to another concurrent tournament unless they are held at the same site.
- vii. **Referee.** It is recommended that the Referee is provided when the Application is submitted. Applicant may not submit the name of a Referee who has made a commitment to serve as Referee or a Deputy Referee (*except* if the person is serving as a Deputy Referee solely for the purpose of doing the draw, scheduling the tournament, and/or doing data entry into TDM) to another concurrent tournament unless they are held at the same site.

Tournaments that do not provide the name of the Referee on the Application must provide the Referee no later than the 1st day of the month two months prior to the sanctioned tournament start date. For example, if the sanctioned tournament start date is April 15th, the Referee must be provided no later than February 1st.

E. Submission of USTA NorCal Sanction Application.

- i. **Constitutes agreement to hold all events applied for.** By submitting an Application, applicant agrees to hold all events for which the sanction has been applied, *except* as may be provided in the Adult or Junior Tournament Rules or for which an approval has been granted as set forth in Rule 7.A.
- ii. **Constitutes agreement to comply with USTA NorCal Tournament Sanction Rules and Adult and/or Junior Tournament Rules.** By submitting an Application, the applicant agrees to comply with all rules set forth herein including, but not limited to, the waiver of the right to litigation and the limitation on liability, as set forth in Rule 5.F., in the language hyper-linked to Rule 5.F., and in the USTA NorCal Sanction Application. Applicants further agree to comply with the rules as set forth in the applicable Adult Tournament Rules or Junior Tournament Rules.

When deemed necessary by USTA NorCal, amendments may be made to these rules and Tournament Directors will be notified of any changes. On the day prior to tournament entries opening, the most recent copy of the Adult Tournament Rules or Junior Tournament Rules must be downloaded from the USTA NorCal website and enforced.

F. Submission of additional information required by deadline.

- i. **Permission of primary host site.** If the applicant is not the host site for the tournament the applicant must provide a written statement to USTA NorCal by the sanction deadline from an authorized person from the host site giving the applicant the permission to use the site for the tournament.
- ii. **List of satellite sites.** Each applicant shall submit a list of all satellite sites that will be used for the tournament to USTA NorCal by the sanction deadline, including satellite sites that *may* be used in the case of inclement weather or other unexpected circumstances. If the sanction is approved, permission of the satellite sites is required - see Rule 5.G.iii.

G. Changes to USTA NorCal Sanction Application. No change to the tournament may be made between the time the Application is submitted and the time the sanction is approved pursuant to Rule 5.B. without approval of the Adult Tournament Coordinator or Junior Competition Coordinator.

H. Denial of sanction. A sanction may be denied solely on the basis of an applicant not complying with the Application requirements above.

I. Additional documentation required before any approved sanction is considered final. No approved sanction application shall be considered final until the actions set forth in Rule 5.E. and G. have been taken.

4. Sanction Deadlines and Fees.

A. Sanctioned tournaments.

i. Sanction Deadlines.

- a. **Primary Application Period and Deadline.** Applications to host tournaments for the subsequent calendar year shall be applied for between July 1 and August 1 (the Primary Application Period) and shall be considered received by the Primary Sanction Deadline.
- b. **Quarterly Sanction Deadlines.** USTA NorCal shall accept applications on an ongoing basis. Quarterly Deadlines for these applications received after the Primary Deadline shall be November 1, February 1, May 1, and July 1.

ii. Sanction Fees.

- a. **Fees When Application Submitted by Primary Application Deadline.** Fees for sanctioned tournaments received by the Primary Application Deadline shall be as set forth below. Junior tournaments are charged by event level (for example, an application for a junior tournament with Open and Challenger events will be charged a total sanction fee of \$90.00).

Event Type/Level	Sanction Fee
Junior Open, UTR Round Robin, Super Series, Championships, and Excellence Tournaments, Sectional Championships	\$60.00
Junior Challenger Tournaments	\$30.00
Junior Orange and Green Ball Tournaments	No Fee
Adult One-Day Tournaments	\$10.00
All other Adult Tournaments and Senior Tournaments	\$50.00
Wheelchair Tournaments	\$25.00

Applicants who apply for a Junior, Adult Family, and/or Wheelchair tournament on one Online Sanction Form will be charged the sanction fee per tournament type.

- b. **Fees When Application Submitted for Junior Tournament after Primary Application Deadline.**

Applicants for Junior tournaments received after the Primary Application Deadline will be charged a \$50.00 sanction fee in addition to the sanction fees listed in Rule 4.A.ii.a. above.

B. Fees for Non-Sanctioned Tournaments to Appear on TennisLink.

The fee for an approved non-sanctioned tournament that desires to appear on the TennisLink online schedule and use TennisLink for online entries shall be \$25, *except that*

- schools hosting tournaments, such as end-of-season tournaments or college team tournaments, shall not be charged the fee; and
- non-profit organizations hosting non-profit tournaments may have the fee waived by USTA NorCal. Waivers shall be determined on a case-by-case basis.

5. Sanction Approval.

Sanction decisions are the sole discretion of USTA NorCal and shall be made pursuant to the process set forth below.

A. Approval dates.

No later than September 10, Applications received by Primary Application Deadline will be considered for approval. Applications received by the Quarterly Application Deadlines will be considered for approval as set forth below:

Quarterly Application Deadline:	Will Be Considered On or Before:
November 1	December 1
February 1	March 1
May 1	June 1
July 1	August 1

B. Sanction approval process.

- i. **Orange and Green Ball tournaments.** Sanction decisions for Orange and Green Ball tournaments shall be made by the USTA NorCal staff in consultation with the chair of the ROGY Development Committee and the chair of the Sanction and Schedule Committee.
- ii. **Junior Entry Level Yellow Ball tournaments.** Sanction decisions for Junior Entry Level Yellow Ball tournaments shall be made by the USTA NorCal staff in consultation with the chair of the ROGY Development Committee and the chair of the Sanction and Schedule Committee.
- iii. **One Day Adult, Wheelchair, and Family tournaments.** Sanction decisions shall be made by the chair of the Sanction and Schedule Committee and the chair of the Adult Tournament Committee with staff assistance.

iv. All other tournaments. Except for sanctions for

- Orange and Green Ball tournaments (see Rule 5.B.i), Junior Entry Level Yellow Ball Tournaments (see Rule 5.B.ii.);
 - Junior Entry Level Yellow Ball tournaments (see Rule 5.B.ii.); and
 - One Day Adult, Wheelchair, Generation Gap and Family tournaments (see Rule 5.B.iv),
- other sanction decisions shall be approved by the USTA NorCal Board on the consent calendar at its next meeting following completion of the Primary sanction calendar and the subsequent Quarterly sanction decisions by the Sanction and Scheduling Committee.

- C. Notice of sanction decisions to applicants.** Upon completion of the Primary and subsequent Quarterly sanction calendars by the Sanction and Schedule Committee in accordance with Rule 5.B., the Chair of the Sanction and Schedule Committee, or the Chair's designee, shall notify all applicants, including all applicants for which a sanction was denied. Notice shall be sent by email to the Tournament Chairman to the email address provided on the sanction application and shall include a request for the approved sanction holders to formally accept the sanction. The notice shall state that the Committee's sanction decisions will be confirmed by the USTA NorCal Board at its next meeting, except for those decisions for which an appeal has been taken or are otherwise removed from the consent calendar.
- D. Sanction decisions exempt from Committee Decision process; may be appealed to Board.** Sanction decisions made in compliance with these USTA NorCal Sanction Rules shall be exempt from the Committee Decision process of the USTA NorCal Board. Within 21 days of the time the applicant is notified pursuant to Rule 5.C. above. Applicants that are denied a sanction or that object to a sanction approval may appeal the decision to the USTA NorCal Board. When an appeal is made to the USTA NorCal Board, the fee for appealing shall be \$100 per appealed sanction, which fee shall be refunded if the appeal is upheld. The appeal must be supported by specific information and/or documentation that provide the basis for the appeal. Appeals that do not provide a sufficient basis for the appeal may be denied for that reason.
- E. Method of accepting sanction.** No later than 21 days after the date of the email notice, each approved sanction holder shall notify USTA NorCal in writing of their acceptance of the sanction. Failure to accept a sanction constitutes a decline by the sanction holder to hold the tournament.
- F. Arbitration.** An applicant that is denied a sanction may not bring any legal action against USTA NorCal for such a denial, which denial must first be appealed to the USTA NorCal Board, and is limited to utilizing binding arbitration as a remedy for such denial, with each party to bear its own costs in the arbitration. In the event of a successful arbitration, the applicant is limited to monetary relief of \$250. For a full description of the litigation waiver and the limitation of liability, see the TERMS OF USE that can be found on the USTA NorCal Sanction Application and available at <http://www.norcal.usta.com/USTA-NorCal-Tournament-Sanction-Terms.pdf>.
- G. Additional documentation required before approved sanction is considered final and tournament appears on TennisLink online calendar.** The following documentation shall be provided to the Adult Tournament Coordinator or Junior Competition Coordinator no later than the 1st day of the month two months prior to the sanctioned tournament start date (For example, if the sanctioned tournament start date is April 15th, the documentation must be provided no later than February 1st):
- i. Online Sanction Form.** One Online Sanction Form (also referred to as an "OLS") must be submitted for each Junior, Adult tournament (herein refers to any tournament that includes Open, Senior, NTRP, and/or Family divisions), and Wheelchair tournament during one date block, *except* that a Junior tournament, Family tournament, and/or Wheelchair tournament may be applied for on the same OLS. The OLS shall include all requested information, which information shall be consistent with the sanction that was approved by USTA NorCal, and which shall include bank account information so that the initial 80% of entry fees may be automatically paid to the sanction holder. In order for a sanction holder to be sent these entry fees by check, applicant must choose the "pay by check" option in the bank information area of the sanction application and provide the address to where the check should be sent.
 - ii. Insurance certificate:** a certificate of insurance for each approved sanction holder as describe in Rule 5.H. below.
 - iii. Permission of satellite sites:** a written statement from an authorized person from each satellite site listed at the time of the Application (Rule 3.F.ii.) giving the applicant the permission to use the site for the tournament.
 - iv. Written confirmation from Referee:** confirmation in writing from Referee that he/she will be the Referee of the tournament.
 - iv. Registration of all tournament sites on 10andundertennis.com.** All tournament sites used in a Orange or Green Ball Tournament must be registered on the 10andundertennis.com website. Sanctions for tournaments that fail to provide the documentation by the time entries open may result in the revocation of the sanction - see Rule 23. Tournaments will not appear on the TennisLink online calendar until the documentation is provided.
- H. Insurance requirements.** Sanction holder will procure and maintain through the sanction period, at the sanction holder's expense, Commercial General Liability Insurance including spectator and participant liability from a company or companies licensed to do business in the state of California. The policy shall be in the minimum amount of at least \$1,000,000 each occurrence for Bodily Injury and Property Damage. USTA NorCal shall be named an Additional Insured on the Commercial General Liability policy at no cost to USTA NorCal.

- 6. Junior Excellence Tournaments and Sectional Championships: Process for Sanctioning When No Application is Received or Bidder Declines Acceptance of Sanction.** Each year the USTA gives USTA NorCal the opportunity to designate USTA NorCal junior tournaments that will count for national junior ranking. USTA NorCal has designated Excellence Tournaments and the Sectional Championships as these national ranking tournaments.
- A. When no applications received.** In the event that no bid is received for one an Excellence Tournament or Sectional Championship, a notice shall be sent out to all Organization Members inviting them to submit a sanction application pursuant to Rule 3 by a specified deadline. As soon as possible after the deadline, the Sanction and Schedule Committee will select from among the applicants.
- B. When applicant declines acceptance of sanction.** In the event that a sanction holder declines acceptance of an Excellence Tournament or Sectional Championship, the Sanction and Schedule Committee shall first review any other applications received to replace the declining applicant. In the event there is no viable application to host the tournament, a notice shall be sent out to all Organization Members inviting them to submit a sanction application pursuant to Rule 3 by a specified deadline, and as soon as possible after the deadline, the Sanction and Schedule Committee will select from among the applicants.
- 7. Approval or Notice of Change; Increase in Entry Fee Not Permitted after Approval of Sanction.**
- A. Written approval requirements and fees.** Sanction holders must receive written approval from the Adult Tournament Coordinator or the Junior Competition Coordinator in the event it is desired that changes be made to the:
- tournament director,
 - tournament dates,
 - events (*except* when Junior tournaments combine events pursuant to Rule 17 of the Junior Tournament Rules),
 - divisions,
 - draw sizes (if downsizing), and
 - tournament site(s).
- A \$5.00 fee will be charged for each approved change. Fees charged for approved changes will be deducted from the Remaining Entry Fees as described in Rule 14.B.
- B. Written notice requirements.** Sanction holders shall notify in writing the Adult Tournament Coordinator or the Junior Competition Coordinator in the event it is desired that changes be made to the entry open and closing dates, *except* that:
- beginning in 2013, the entry open dates and singles closing dates for Sectional Championships, Excellence Tournaments, and Championship Tournaments shall be as set forth in Rule 3.D.i.;
 - the entry closing date may not be changed to an earlier date; and
 - the entry closing date may not be changed to a date that violates the Adult and Junior Tournament Rules that require posting match times and draws 72 hours before the start of the tournament.
- C. Increase in entry fee not permitted after approval of sanction.** No sanction holder shall be permitted to increase an entry fee after the sanction for the tournament has been approved - See Rule 5.B.
- 8. Right of Refusal.** USTA NorCal reserves the right to deny a sanction.
- 9. USTA Northern California Tournament Fees.**

Tournament Type	Singles Per Player Fee	Doubles Per Team Fee
NTRP Tournaments	\$4.10	\$5.70
Adult One-Day Tournaments	\$1.00 per player	
Adult, Senior and Wheelchair Tournaments Held on One Weekend (Saturday and Sunday) and that use a Base Fee	\$2.00 per player	
All Other Adult, Senior, Generation Gap and Wheelchair Tournaments	\$3.10	\$4.70
Junior Tournaments in 10 Divisions	\$1.00 per player	
All Other Junior Tournaments when Per Event Fee Charged	\$2.25	\$3.00
All Other Junior Tournaments when Base Fee Charged	\$3.00 per player	

10. Responsibilities of Tournament Director.

- A. General responsibilities.** The person listed as the Tournament Director in the sanction application shall be the person responsible, on behalf of the applicant, for all aspects of the tournament. The Tournament Director shall be the person with whom USTA NorCal will communicate regarding the tournament, except when these Rules require communication with the Tournament Chairman. The Tournament Director shall either be on site at the tournament at all times during play or be accessible by telephone during all times of play. The Tournament Director is required to ensure that one member of the Tournament Appeals Committee is on site at the tournament at all times during play.
- B. Tournament Director Workshop required.** Tournament Directors holding any USTA NorCal sanctioned tournament must participate in a tournament director workshop each year prior to the start of their first tournament. Tournament directors who have served as tournament director at USTA NorCal sanctioned tournaments for 3 or more years and have not had any infractions or probations in the previous year may attend a tournament director workshop once every 3 years. Tournament directors who receive an infraction and/or probation must attend a tournament director workshop the following year.
- C. Pre-Tournament Checklist.** No later than the date entries open, the Tournament Director shall submit to USTA NorCal a Pre-Tournament Checklist in a form that shall be approved by the USTA NorCal staff in consultation with the Chair of the Sanction and Schedule Committee. The purpose of the Pre-Tournament Checklist is to encourage advanced planning and compliance with the rules related to USTA NorCal tournaments.
- D. Post-Tournament Report.** No later than 7 days after completion of the tournament, the Tournament Director shall submit to USTA NorCal a Post-Tournament Report in a form that shall be approved by the USTA NorCal staff in consultation with the Chair of the Sanction and Schedule Committee. The purpose of the Post-Tournament Report is to provide USTA NorCal with a summary of key information on the tournament.

11. Cancellation of Tournament. Applicant agrees that if awarded the sanction, the tournament will be held unless prior written approval is received from Adult Tournament Coordinator or the Junior Competition Coordinator.

If the applicant does not receive prior written approval to cancel the tournament, the applicant will be required to post a performance bond in the amount of \$1,000 to obtain a sanction for a tournament in future years. The bond will be applied against per player fees, and the balance fully refunded upon successful completion of the future tournament. If the future tournament is not held, the performance bond will be forfeited.

12. TennisLink Registration.

- A. Use of online TennisLink registration required.** Tournaments must use TennisLink for tournament registration. TennisLink is the only online registration system allowed by USTA NorCal.
In the case of Adult and Wheelchair tournaments only, the Tournament Committee is encouraged to accept paper entries, but may limit entries to online TennisLink registration only.
In the case of junior tournaments, the Tournament Committee must accept paper entries that are received by the entry deadline.
- B. Tournament Director Selection Process.** Tournaments with limited draw sizes may opt to use the TennisLink Tournament Director Selection Process. This will prevent a tournament that receives entries over the entry limit from having to issue entry fee refunds. Contact the USTA NorCal office for assistance with using this function. This should be done at the time the tournament applies for the sanction. After tournament selection has been done by the Tournament Committee and no later than 3 days after entries close, the Tournament Director should go online to do the selection process. Contact LinkTeam@usta.com if you need assistance with this selection process. At that time, only the players selected will be charged the entry fee. Some credit cards may not be charged if expired cards or incorrect credit card numbers are used by entrants. Additionally, the selected players will be posted as accepted and the non-selected players will be posted as alternates to the TennisLink Tournament Home Page.
Tournaments that do not use the Tournament Director Selection Process and that deny an entrant because the number of entries has exceeded the draw size limit shall be required to refund to the entrant the entire entry fee plus any processing fee charged at the time of entry.

13. Tournament Data Manager (TDM) Required. TDM shall be used for tournament management. All players' first and last names, hometowns, and USTA numbers, and complete scores of all matches shall be put in TDM. Requirements for publication of draws prior to the start of Adult, Wheelchair, and Junior tournaments are set forth in the Adult Tournament Rules and Junior Tournament Rules, respectively. The final tournament results must be published to the USTA website no later than one day after the conclusion of the tournament.

14. Delivery of TennisLink Entry Fees.

- A. Delivery of 80% of total entry fees.** The sanction holder will be automatically sent 80% of the total entry fees once the tournament entries close. The deposit will be made to the bank account provided in the sanction application, *except* if the sanction holder elected to receive a check on the Online Sanction Form.

- B. Remaining Entry Fees.** The Remaining Entry Fees are the remaining 20% of the entry fees minus deductions as follows:
- After the completion of the tournament, the USTA NorCal Tournament Fees will be deducted.
 - Tournament Director fines, as described in Rule 15, will be deducted if they are discovered prior to the time delivery of the Remaining Entry Fees is made.
 - Fees incurred as the result of approved changes to a tournament sanction (Rule 7) will be deducted.
 - In the case of Junior tournaments, Tournament Assistance Grant discounts may also be deducted in accordance with subparagraph E. below.
- C. Requirements for delivery of Remaining Entry Fees.** Sanction holders of tournaments that meet the following requirements will be sent their Remaining Entry Fees by check:
- publish completed draw sheets to the USTA website no later than one day after the last scheduled day of the tournament,
 - submit their Post-Tournament Report no later than 7 days after completion of the tournament, and
 - submit the Referee report, if any, no later than three days after completion of the tournament (USTA Regulation V.A.3.)
- If these requirements are not met within the allotted time frame, the Remaining Entry Fees may be withheld until the requirements are met.
- D. Forfeit of Remaining Entry Fees.** If within 30 days a Post-Tournament Report is not received by the Adult Tournament Coordinator or the Junior Competition Coordinator, any Remaining Entry Fees owed to the sanction holder shall be forfeited.
- E. Tournament Assistance Grant (TAG) Program for Junior Tournaments.** The TAG program permits economically disadvantaged players the opportunity to enter at a discount of one half the regular entry fee. Up to 10% of the entrants in a Junior tournament may be players in the TAG program. At the time of entry, TAG players are charged the full entry fee. NorCal will deduct the TAG discount from the tournament's entry fees. The discount will be reimbursed to the TAG player directly by USTA NorCal.
- 15. Tournament Director Fines.**
- A. USTA Membership.** USTA Membership is required to play in all USTA NorCal sanctioned tournaments. Each tournament shall be responsible for verifying that all competitors are current USTA members. A \$25.00 fine will be assessed the tournament for each player allowed to play who is not a current USTA member.
- B. NTRP Rating.** Any Tournament Director of an NTRP tournament who accepts a player without an NTRP rating will receive a fine of \$25.00.
- 16. Excellence Tournament Scheduling.** Each Excellence Tournament Director shall contact the Junior Competition Coordinator no later than two weeks before the date entries close for guidance in meeting the scheduling requirements set forth in Rule 12 of the Junior Tournament Rules.
- 17. T-Shirts for Sectional Championships.** The Sectional Championships shall give a tournament t-shirt to all players.
- 18. Restrooms and Water.** Each sanction holder must provide restrooms and have water available for players at all tournament sites.
- 19. Player Evaluation Link.** Each sanction holder must publish a link to the Player Evaluation on their TennisLink Tournament Home Page.
- 20. Indemnification.** Applicant agrees to indemnify and hold harmless the USTA NorCal and the USTA against any liability or any loss suffered by the USTA NorCal or the USTA resulting from any claim asserted against the USTA NorCal or the USTA by reason of its sanctioning the tournament or matches specified herein.
- 21. Television, Film, and Radio Rights.** The USTA NorCal and the USTA reserve commercial television, cable television, and radio broadcast rights.
- 22. Tournament Improvement Program (TIP).** USTA NorCal desires to sanction a schedule of tournaments for its players that meets or exceeds the standards set forth in these rules, the Adult Tournament Rules, the Junior Tournament Rules and the USTA Regulations. In order to promote excellence and ensure compliance, USTA NorCal has established the following Tournament Improvement Program.
- A. Means of evaluating tournaments.** USTA NorCal shall use the following resources to evaluate past performance of sanction applicants and tournaments already sanctioned:
- i. Pre-Tournament Checklist.** Tournament Directors shall submit a Pre-Tournament Checklist as described in Rule 10.C.
 - ii. Player Evaluation.** USTA NorCal staff shall make a survey available to all players in each tournament using a form approved by the USTA NorCal staff in consultation with the Chair of the Sanction and Schedule Committee.

iii. **Post-Tournament Report.** Tournament Directors shall submit a Post-Tournament Report as described in Rule 10.D.

iv. **Additional feedback.** USTA NorCal staff shall collect all feedback received on a tournament. The feedback shall be reviewed and from time to time staff may determine it necessary to follow up with the Tournament Director and/or the provider of the feedback to determine whether the feedback received is factually correct.

B. **Probation.** Probation is a status indicating a sanction holder has failed to meet the minimum standards or there is evidence that the sanction holder has not acted in the best interest of the players. While the status is assigned based on the organization of a particular tournament, it applies to the next tournament organized by the sanction holder.

i. **Report to Sanction and Schedule Committee.** When the Pre-Tournament Checklist, Player Evaluation, Post-Tournament Checklist, or additional feedback:

- indicates a USTA NorCal Tournament Sanction Rule, Adult Tournament or Junior Tournament Rule, or USTA Regulation has been violated; or
 - provides information of concern to the USTA NorCal staff,
- the USTA NorCal staff shall make a report on the tournament to the Sanction and Schedule Committee.

ii. **Sanction and Schedule Committee must vote on Probation.** After reviewing the staff report and the documentation (Pre-Tournament Checklist, Player Evaluation, Post-Tournament Checklist, or/or additional feedback), the Sanction and Schedule Committee shall vote to determine whether the sanction holder is placed on Probation. The vote shall be exempt from the Committee Decision process of the USTA NorCal Board and shall be considered final.

iii. **Terms of Probation.**

a. **Notice of Probation.** The Tournament Chairman shall be sent a letter by the Chair of the Sanction and Schedule Committee or the Chair's designee stating the sanction holder is on Probation, the Probation Period, the reason(s) for Probation and the need to correct the area(s) that caused the Probation;

b. **Probation Period.** The Probation Period shall begin as of the date of the Notice of Probation and shall conclude with the completion of the next tournament organized by the sanction holder. In the event a sanction holder has not yet been approved for a future sanction, this provision in no way constitutes a guarantee of a future sanction.

c. **On-site review and report.** A volunteer from the Adult Tournament Committee, Junior Council, Sanction and Schedule Committee, or a designee appointed by the Sanction and Schedule Committee may conduct on-site review of the sanction holder's next tournament and, if conducted, shall submit a report of findings to the Sanction and Schedule Committee.

23. **Revoking of Sanction.** Notwithstanding the Rule 22 that allows the Sanction and Schedule Committee to place a sanction holder on Probation, USTA NorCal staff in consultation with the Chair of the Sanction and Schedule Committee may revoke a sanction at any time prior to the date of a tournament based solely on a sanction holder not complying with the USTA NorCal Sanction Rules, which include compliance with the applicable Adult Tournament or Junior Tournament Rules. Additionally, a sanction may be revoked:

- by USTA NorCal staff in consultation with the Chair of the Sanction and Schedule Committee if a sanction holder is placed on Probation two or more times during a 12-month period; or
- if, based on the on-site review and report described in Rule 22.B.iii.c., the Sanction and Schedule Committee votes to revoke a sanction.

The revoking of a sanction shall be exempt from the Committee Decision process of the USTA NorCal Board. In the event a sanction is revoked, the Chair of the Sanction and Schedule Committee, or the Chair's designee, shall notify the Tournament Chairman in writing by email to the email address provided on the sanction application. Sanction holders that have a sanction revoked may appeal the decision to the USTA NorCal Board within 21 days of the date of the notice.

A sanction may also be revoked by the USTA NorCal Board.

24. **Mileage and Concurrent Tournaments.**

A. **Adult tournaments.**

i. **NTRP tournaments.** Where 4 events within a class have been applied for, the tournament will be requested to hold the fifth event also, if holding such event is within the limits of the number of available courts.

ii. **Senior tournaments**

- a. Senior events ages 30-55 follow date block procedures, for Senior ages 60 and over, there are no date blocks. There will be no date conflicts with respect to tournaments holding the same event (s) without written approval from both tournaments that the conflict is agreed upon.
- b. Consolation events in designated senior tournaments are optional.

iii. **Adult Open tournaments.** A second men's Open event may be sanctioned if it is at least 75 miles away from the first. A second women's Open event may be sanctioned if it is at least 75 miles from the first.

iv. Generation Gap tournaments. Generation Gap tournaments will be sanctioned on different date blocks than junior UTR tournaments.

B. Junior tournaments.

- i. Challenger and Open tournaments.** The proximity of Challenger and Open tournaments may be considered when sanction decisions are made.
- ii. Concurrent Challenger, Open, Championship and Excellence tournaments.** Challenger, Open, Championship and Excellence tournaments may be held during the same date block.
- iii. Tournaments concurrent with UTR Round Robin Tournaments.** No Open or Generation Gap tournaments may be sanctioned during the same date block as UTR Round Robin Tournament.
- iv. Sectional Championships.** No Championship or Excellence tournaments may be sanctioned during the Sectional Championships.