TOURNAMENT SANCTIONING 2019 USTA North Carolina TD Webinar September 26, 2018





SANCTIONING RULES FOR 2019

- A) Sanction Period begins on October 1
- B) Last day to sanction without fee increase is October 15
- C) USTA North Carolina Sanction and Schedules Committee will have final determination on tournament sanctions—there are NO guarantees that a sanction will be awarded.
- **D) NO** tournament may be sanctioned during the dates of "Tennis Weekend" (JANUARY 24-27, 2019)



NORTH CAROLINA SANCTIONING PERIOD

Priority Sanctioning: October 1 – October 15 \$45.00

(+ \$3.00 tennislink fee)

Sanctions Received October 16 – October 31 \$90.00

(+ \$3.00 tennislink fee)

 Payable by valid credit card only, expiration dates should be valid through January 2019

STEP 1:

Log Into TennisLink using your email address and password. Then pull up the "My Tournaments" Tab under Administration

IVAVIG	ATING	TO SANCTION FO	ORM				
lf you are	a tourna	ament director and want to	go into your onl	ine s	sanctio	n form in Tei	nnisLink, please follow the steps below:
Note: If y	ou do no	ot see your tournament list	ed, you may not	be li	isted as	the tournan	nent director for that event. If you think this is in error,
please ei	nail Link	Team@usta.com with your	USTA # and Tou	rnar	nent ID	number. Me	ake sure to copy your Section/District office on the ema
1. L	ogin to	TennisLink Tournaments H	lomepage				
2.1	Inder Ad	dministration, click My Tou	irnaments				
	Adminis	stration					
	My Toumar	ments 					
3. (Click on 1	Tournament Name link to	access sanction f	orm			
Act	on Date	Tournament Name	Events	TOM	Status	Tournament ID	
×	1/6/2017	L1B Armonik Indoor Winter Challenger	Skallenger: BG(12,18 (78'Cours'Yellow Ball) (s.SE	TOM	Approved	100009317	
	1/6/2017	L2 Hardscrable January Open	Intermediato: BG(14-18	TOAL	Approved	100018917	





SAMPLE of what your page looks like under "MY TOURNAMENTS"

Act	tion	Date	Tournament Name	Events	TDM	Status	Tournament II
×		9/1/2017 Clic	Raleigh Summer Junior Tournament NC L4	BG(12 (78'Court/Green Ball) ,14-18 (78'Court/Yellow Ball))s,FICQ; Orange Level 1: BG(10 (60'Court/Orange Ball))s,FICQ; BG(12 (78'Court/Green Ball) ,14-18 (78'Court/Yellow Ball))d,SE; BG(10 (60'Court/Orange Ball))d,SE	TDM	Approved	700074617
×	D	9/1/2017	Deer Valley Labor Day Championships Junior NC L5	BG(12 (78'Court/Green Ball) ,14-18 (78'Court/Yellow Ball))s,FICQ; Orange Level 2: BG(10 (60'Court/Orange Ball))s,FICQ	TDM	Approved	700081717
×		9/1/2017	NC State Closed Championships (Even Years) NC 400pts/STA100	MW(20,30,40,50,60,70,80,90)s,FMLC; MW(30,40,50,60,70,80,90)d,FMLC; X(20,30,40,50,60,70,80,90)d,FMLC	TDM	Approved	700085617
×		9/1/2017	Lake Norman Tennis Center Fall Junior Championships NC L4	BG(14-18 (78'Court/Yellow Ball))s,FICQ; BG(14-18 (78'Court/Yellow Ball))d,SE; BG(12 (78'Court/Green Ball))s,FICQ; BG(12 (78'Court/Green Ball))d,SE; Orange Level 1: BG(10 (60'Court/Orange Ball))s,FICQ; E(8 (36'Court/Red Ball))s,RR; BG(10 (60'Court/Orange Ball))d,SE	TDM	Approved	700091417

STEP # 2 COPY/CREATE







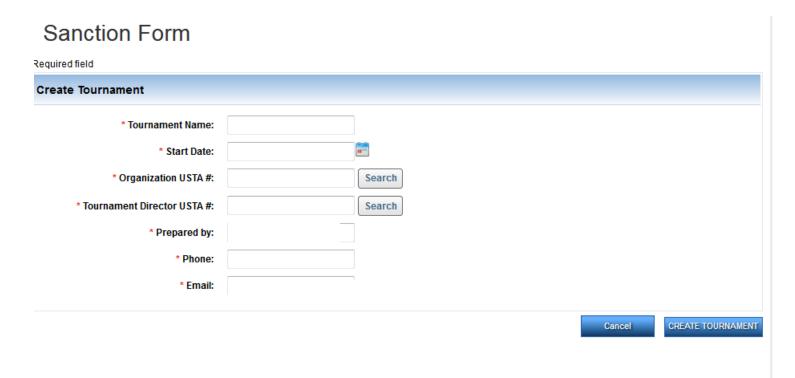
COPYING YOUR TOURNAMENT

- When you copy your tournament date, please make the correct date changes for the upcoming year
 - Consider if you will use Friday thru Sunday dates
- You MUST add 2 alternate dates
- If you are submitting a NEW Sanction you MUST have
 3 possible dates listed

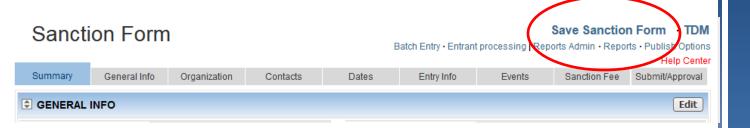


NEW SANCTION FORMS START HERE:

- Make sure you have your Current Organizational Membership Number
- Your Tournament Director USTA # (may be different from your player USTA #)



GO THROUGH EACH TAB AND "SAVE SANCTION FORM" OFTEN

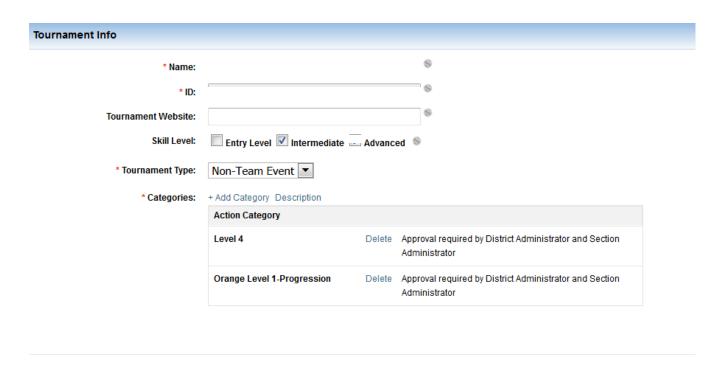






General Information (2nd Tab):

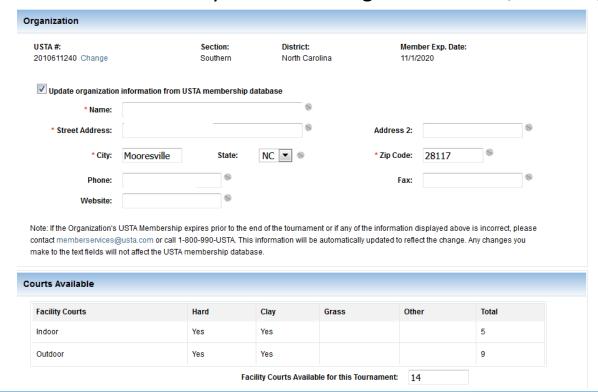
- Check "Non-Team" Event
- NCTA office will designate categories and skill levels





Organization Information (3rd Tab):

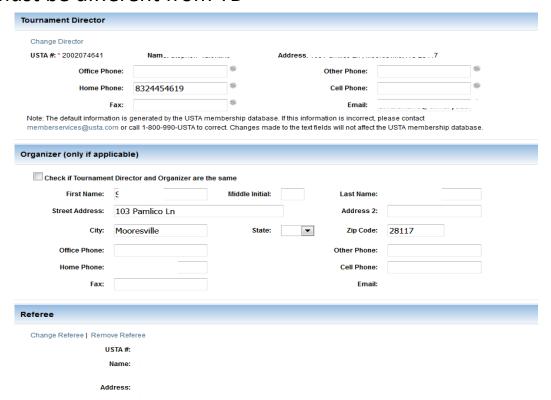
- Use facility Organization # and related information
- Please include ALL courts you will be using for this event, including alt sites





Contact Information (4th Tab):

- Complete for TD/Organizer (can be same) and related information
- Referee must be different from TD



DATES (5TH Tab)

- PLEASE MAKE SURE YOU HAVE 3 DATES LISTED IN ORDER OF PREFERENCE
- Check that Entry Close date corresponds with your level of tournament

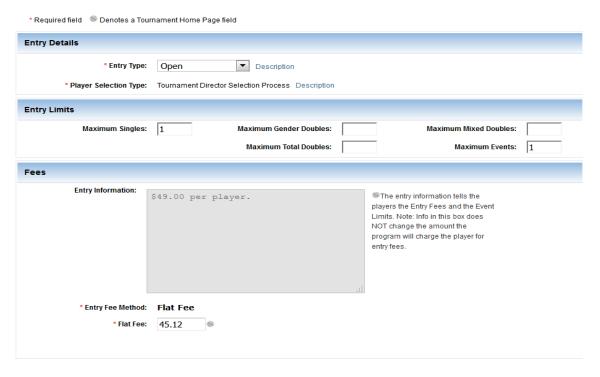
ament Dates					
* Start Date:	9/8/2018	iii			
Breaks On:		€ ⊗	* Entries Open:	7/12/2018	□ ⊗
Resumes On:		•	* Entries Close:	9/3/2018 🕯	
* End Date:	9/9/2018	i	* Time:	11:59 PM 🕯	
Start Date (2nd Choice):	9/15/2018		* Time Zone:	Eastern Time (GM	IT -05:00) 🕯
End Date (2nd Choice):	9/16/2018		Draws Posted:	09/27/2018	■
Start Date (3rd Choice):	9/22/2018		Alternate Cutoff Date:	•	
End Date (3rd Choice):	9/23/2018	<u> </u>			





Entry Information (6thTab):

- Most will be "Open" Types
- Designate your entry parameters and fees: Most tournaments use "flat fee", keep in mind the tennis link additional that ranges with percent of entry





Entry Info –BANK INFORMATION—Important! (6th Tab):

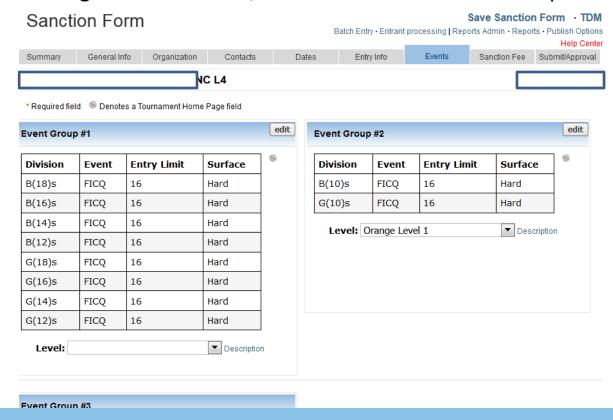
- Please confirm with your bank records/personnel correct routing and account number information—critical information;
- Deposit/Check may be delayed if incorrect or changed prior to tournament

Bank Information For direct deposit/ACH, bank information must be applicable towards ACH Transfers. If the bank information you enter is not appropriate for ACH Transfers there is be a delay in receipt of funds. Funds will be sent via ACH transfer to your account within 3 to 5 business days after the tournament has closed for online registration entrants have been processed. ACH payments may take an additional 3-5 business days to appear in your account. If you elect to receive a check for the funds collected from online registration, please note that you need to allow up to 30 days for receipt of the check. Direct Deposit Pay by check *Bank Name: *Account Number: *Account Number: Address: Address:
be a delay in receipt of funds. Funds will be sent via ACH transfer to your account within 3 to 5 business days after the tournament has closed for online registration entrants have been processed. ACH payments may take an additional 3-5 business days to appear in your account. If you elect to receive a check for the funds collected from online registration, please note that you need to allow up to 30 days for receipt of the check. Direct Deposit Pay by check *Bank Name: *Account Number: *Routing Number:
Direct Deposit Pay by check *Bank Name: *Account Name: *Routing Number: *Routing N
* Bank Name: * Account Name: * Routing Number: * Routing Number:
* Account Number: * Routing Number:
* Address: Address 2:
* City/State: Raleigh NC NC Zip Code: 27611-7131
This information is used for the transfer of funds from online registration. Please obtain your routing number from your financial institution or from a check a deposit slip.
< Back to Dates NEXT STEP: EVEN
Info from this step will be



Events Set up (7th Tab):

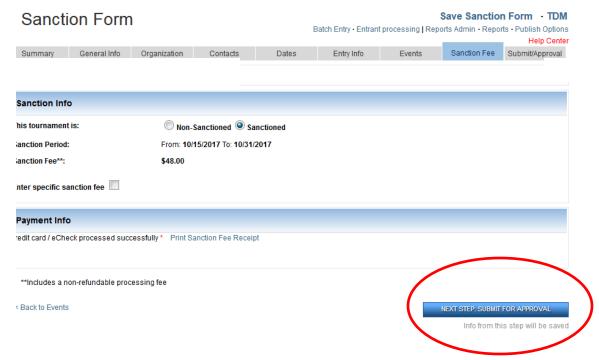
- Designate your divisions (age group); singles/doubles; YTP events; draw format
- Unless designated otherwise, draws will be FICQ—can set up initially as NEF





Sanction Fee (8th Tab):

- Oct 1-15 will be \$45.00; Oct 16-31 = \$90.00; No Sanctions after 10/31/19
- "Submit for Approval"—this will come to our office for review/approval
- Check tournament status in December for sanction information (approval)



NET GENERATION AND SAFE SPORT APPROVAL REQUIRED

All USTA events and personnel are REQUIRED to have current Net Generation Registration, Safe Sport Course, & NCSI Approval completed by January 1, 2019

Failure to complete with approval by 1/1/19 will be cause for sanction to be revoked



