

TOURNAMENT SANCTIONING 2019

USTA North Carolina TD Webinar

September 26, 2018



SOUTHERN
NORTH CAROLINA

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**

NAVIGATING TO SANCTION FORM

If you are a tournament director and want to go into your online sanction form in TennisLink, please follow the steps below:

Note: If you do not see your tournament listed, you may not be listed as the tournament director for that event. If you think this is in error, please email LinkTeam@usta.com with your USTA # and Tournament ID number. Make sure to copy your Section/District office on the email

1. Login to TennisLink Tournaments Homepage
2. Under Administration, click My Tournaments











Administration

My Tournaments ←

3. Click on Tournament Name link to access sanction form





Action	Date	Tournament Name	Events	TDM	Status	Tournament ID
X	1/6/2017	L18 Amank Indoor Winter Challenger	Challenger: BQ12-18 (79Court/9low Ball) JA,SE	TDM	Approved	10009317
X	1/6/2017	L2 Handicapped January Open	Intermediate: BQ14-18 (79Court/9low Ball) JA,SE	TDM	Approved	10019817

SAMPLE of what your page looks like under “MY TOURNAMENTS”

Action	Date	Tournament Name	Events	TDM	Status	Tournament ID
 	9/1/2017	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
 						
 	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

 	9/1/2017	Deer Valley Labor Day Championships Junior NC L5
 	9/1/2017	NC State Closed Championships (Even Years) NC 400pts/STA100
 	9/1/2017	Lake Norman Tennis Center Fall Junior Championships NC L4

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



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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 #)

Sanction Form

Required field

Create Tournament

* Tournament Name:

* Start Date: 

* Organization USTA #:

* Tournament Director USTA #:

* Prepared by:

* Phone:

* Email:

GO THROUGH EACH TAB AND "SAVE SANCTION FORM" OFTEN


Sanction Form

Save Sanction Form · TDM

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 **GENERAL INFO**





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General Information (2nd Tab):

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

Tournament Info

* Name:

* ID:

Tournament Website:

Skill Level: Entry Level Intermediate Advanced

* Tournament Type:

* Categories: [+ Add Category](#) [Description](#)

Action Category		
Level 4	Delete	Approval required by District Administrator and Section Administrator
Orange Level 1-Progression	Delete	Approval required by District Administrator and Section Administrator

Organization Information (3rd Tab):

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

Organization

USTA #: 2010611240 Change	Section: Southern	District: North Carolina	Member Exp. Date: 11/1/2020
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Update organization information from USTA membership database

* Name: <input type="text"/>	Address 2: <input type="text"/>
* Street Address: <input type="text"/>	* Zip Code: <input type="text" value="28117"/>
* City: <input type="text" value="Mooresville"/> State: <input type="text" value="NC"/>	Phone: <input type="text"/>
Website: <input type="text"/>	Fax: <input type="text"/>

Note: If the Organization's USTA Membership expires prior to the end of the tournament or if any of the information displayed above is incorrect, please contact memberservices@usta.com or call 1-800-990-USTA. This information will be automatically updated to reflect the change. Any changes you make to the text fields will not affect the USTA membership database.

Courts Available

Facility Courts	Hard	Clay	Grass	Other	Total
Indoor	Yes	Yes			5
Outdoor	Yes	Yes			9

Facility Courts Available for this Tournament:



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Contact Information (4th Tab):

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

Tournament Director

Change Director

USTA #: 2002074641 Name: [] Address: []

Office Phone: [] Other Phone: []

Home Phone: 8324454619 Cell Phone: []

Fax: [] Email: []

Note: The default information is generated by the USTA membership database. If this information is incorrect, please contact memberservices@usta.com or call 1-800-990-USTA to correct. Changes made to the text fields will not affect the USTA membership database.

Organizer (only if applicable)

Check if Tournament Director and Organizer are the same

First Name: [] Middle Initial: [] Last Name: []

Street Address: 103 Pamlico Ln Address 2: []

City: Mooresville State: [] Zip Code: 28117

Office Phone: [] Other Phone: []

Home Phone: [] Cell Phone: []

Fax: [] Email: []

Referee

Change Referee | Remove Referee

USTA #: []

Name: []

Address: []

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

* Required field Denotes a Tournament Home Page field

Tournament Dates

* Start Date:	<input type="text" value="9/8/2018"/>	<input type="button" value="Calendar"/>	<input type="checkbox"/>
Breaks On:	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="checkbox"/>
Resumes On:	<input type="text"/>	<input type="button" value="Calendar"/>	<input type="checkbox"/>
* End Date:	<input type="text" value="9/9/2018"/>	<input type="button" value="Calendar"/>	<input type="checkbox"/>
Start Date (2nd Choice):	<input type="text" value="9/15/2018"/>	<input type="button" value="Calendar"/>	
End Date (2nd Choice):	<input type="text" value="9/16/2018"/>	<input type="button" value="Calendar"/>	
Start Date (3rd Choice):	<input type="text" value="9/22/2018"/>	<input type="button" value="Calendar"/>	
End Date (3rd Choice):	<input type="text" value="9/23/2018"/>	<input type="button" value="Calendar"/>	

* Entries Open:	<input type="text" value="7/12/2018"/>	<input type="button" value="Calendar"/>	<input type="checkbox"/>
* Entries Close:	9/3/2018		<input type="checkbox"/>
* Time:	11:59 PM		<input type="checkbox"/>
* Time Zone:	Eastern Time (GMT -05:00)		<input type="checkbox"/>
Draws Posted:	<input type="text" value="09/27/2018"/>	<input type="button" value="Calendar"/>	<input type="checkbox"/>
Alternate Cutoff Date:			<input type="checkbox"/>

[< Back to Contacts](#)

[Next Step: Entry Info](#)
Info from this step will be saved



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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

* Required field Denotes a Tournament Home Page field

Entry Details

* Entry Type: Description

* Player Selection Type: Description

Entry Limits

Maximum Singles:	<input type="text" value="1"/>	Maximum Gender Doubles:	<input type="text"/>	Maximum Mixed Doubles:	<input type="text"/>
		Maximum Total Doubles:	<input type="text"/>	Maximum Events:	<input type="text" value="1"/>

Fees

Entry Information:

The entry information tells the players the Entry Fees and the Event Limits. Note: Info in this box does NOT change the amount the program will charge the player for entry fees.

* Entry Fee Method: **Flat Fee**

* Flat Fee:



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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 may 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 or 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:	<input type="text"/>	* Account Name:	<input type="text"/>
* Account Number:	<input type="text"/>	* Routing Number:	<input type="text"/>
* Address:	<input type="text"/>	Address 2:	<input type="text"/>
* City/State:	<input type="text" value="Raleigh"/> <input type="text" value="NC"/>	* Zip Code:	<input type="text" value="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, not a deposit slip.

[< Back to Dates](#) **NEXT STEP: EVENTS**

Info from this step will be saved



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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 Form

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Summary | General Info | Organization | Contacts | Dates | Entry Info | **Events** | Sanction Fee | Submit/Approval

* Required field Denotes a Tournament Home Page field

Event Group #1 [edit](#)

Division	Event	Entry Limit	Surface
B(18)s	FICQ	16	Hard
B(16)s	FICQ	16	Hard
B(14)s	FICQ	16	Hard
B(12)s	FICQ	16	Hard
G(18)s	FICQ	16	Hard
G(16)s	FICQ	16	Hard
G(14)s	FICQ	16	Hard
G(12)s	FICQ	16	Hard

Level:

Event Group #2 [edit](#)

Division	Event	Entry Limit	Surface
B(10)s	FICQ	16	Hard
G(10)s	FICQ	16	Hard

Level:

Event Group #3

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)

Sanction Form Save Sanction Form · TDM

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Summary General Info Organization Contacts Dates Entry Info Events **Sanction Fee** Submit/Approval

Sanction Info

This tournament is: Non-Sanctioned Sanctioned

Sanction Period: From: 10/15/2017 To: 10/31/2017

Sanction Fee**: \$48.00

Enter specific sanction fee

Payment Info

credit card / eCheck processed successfully * [Print Sanction Fee Receipt](#)

**Includes a non-refundable processing fee

[< Back to Events](#)

NEXT STEP: SUBMIT FOR APPROVAL
Info from this step will be saved

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



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