



**NEW ENGLAND**

## **TD #4 – How to Request New Tournaments** (for established or first-time Tournament Directors)

2/17

**Please review and follow these steps ...**

1. **Provide the following information for each tournament requested by emailing [freeman@newengland.usta.com](mailto:freeman@newengland.usta.com):**
  - Date – 1<sup>st</sup> choice, 2<sup>nd</sup> choice, other options
  - Organization Information – Number of courts, indoor or outdoor (or both)
  - Division – junior or adult, sanctioned or non-sanctioned (not for ranking)
  - Name and USTA# of Tournament Director (established or first-time)
  
2. USTA New England will review your request and notify you. Please note that most sanctioned tournaments are approved a year in advance. **If approved, please update your personal USTA# and your Organization USTA# (Member Services: 800-990-8782).** Please provide phone and email information that players and USTA can use.
  
3. Submit a New Sanction Form by following these steps:
  1. Prepare Bank Information – When players register for a tournament, they usually register online. To enable this option (highly recommended), you will need to enter bank account data (to receive registration fees) onto the sanction form.
  2. Prepare Credit Card Information – This is asked on the sanction form in order to pay the sanction fee (normally \$73 for sanctioned tournaments).
  3. Log into TennisLink using your Organization USTA# - The process is similar to logging in with your personal USTA# (you may need to create an Organization Account on TennisLink if your organization has not done this before).
  4. Start the Sanction Form – Once logged in, click “Tournaments”. Under “Administration”, click “New Sanction Form” to begin the process of filling out the sanction form.
  5. Complete the Sanction Form – the wizard will bring you page by page to the end – make sure you click “Submit” at the end. The new sanction form will be uploaded to the USTA New England office where it will be reviewed and approved for the TennisLink schedule.

For any questions, please contact [Linkteam@usta.com](mailto:Linkteam@usta.com)

-or-

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