



## How To Create and Submit a Tournament Application

Please use this list of links and tutorials from USTA Customer Care and USTA North Carolina. They are valuable resources that guide you step by step through comprehensive and easy to follow instructions. Also included are Tournament FAQ's and links to our North Carolina State Tournament Rules and Regulations. ([Adult](#) and [Junior](#))

1. [Creating a Tournament](#)
2. [Tournament Application Checklist](#)
3. [Tournament FAQ's](#)

**HELP NEEDED?** Please visit the help center at [customercare.usta.com](http://customercare.usta.com) or submit your question [here](#)

- a. CHAT by clicking the blue Help button in the bottom right corner of the page
  - Monday - Friday: 9 AM - 5 PM ET and Saturday - Sunday: 10 AM - 5 PM ET
- b. PHONE 1-800-990-8782
  - Monday - Friday: 9 AM - 9 PM ET and Saturday - Sunday: 10 AM - 6 PM ET
- c. Your contacts at USTA North Carolina are also available to assist you.  
Juniors, [Joanna@nctennis.com](mailto:Joanna@nctennis.com) and [Natalie@nctennis.com](mailto:Natalie@nctennis.com)  
Adults, [Nick@nctennis.com](mailto:Nick@nctennis.com)

### **SANCTION SCHEDULE**

#### Juniors

- |                          |  |
|--------------------------|--|
| October 1 – 15           | Open for priority sanctions for any L7, L6 and Junior Circuit that wishes to sanction a 2023 event on their preferred date |
| October 16 - December 31 | Open for any L6 submissions and will only then open back up Quarterly  |
| October 16-December 31   | Open for any remaining Level 7's and Junior Circuits for 2022 & 2023.  |

#### Adults

- |                         |   |
|-------------------------|---|
| October 1 – November 15 | Open for priority sanctions for any L7, L6 that wishes to sanction a 2023 event on their preferred date |
|-------------------------|---|

### **SANCTION FEES AND HEAD TAX** (as of 9/30)

#### Junior

- Junior Circuit = \$28.00 Sanction Fee w/ \$1.00 head tax per player
- Level 7 = \$48.00 Sanction Fee w/\$1.00 head tax per player
- Level 6 = \$48.00 Sanction Fee w/\$1.00 head tax per player

#### Adult

- Level 7 = \$28.00 Sanction Fee w/ \$1.00 head tax per player
- Level 6 = \$48.00 Sanction Fee w/ \$2.00 head tax per player