

## REQUIREMENTS & CRITERIA FOR PROVIDING SUBSIDIES TO CLUBS FOR CONDUCTING SENIORS/VETERANS TOURNAMENTS.

- All Seniors/Veterans round robin tournaments held in Queensland **MUST** be sanctioned by Tennis Queensland & approved by Tennis Seniors Queensland Inc and conducted in accordance with the TSQ Conditions and Guidelines for the conduct of Seniors Round Robin Tournaments. (TSQ Conditions and Guidelines are available on TSQ website at [www.tenniseniors.org.au/qld](http://www.tenniseniors.org.au/qld) click on "Tournaments" then "Tournament Resources")
- **Tournament Entry Forms MUST** be approved by TSQ before being published. The 35+Seniors/TSQ lock up logo must appear on all entry forms. (Entry Form Templates are available on the TSQ website, - do not just update last years entry form as there could be changes to rules & regulations) If your tournament is a National Ranking Event, you must advertise this on the front page of your entry form, **(i.e. TSA National Ranking Tournament Nat.6)** After approval, a pdf file must be sent to TSQ so the entry form may be placed on the TSQ website.
- **Close of Entries:** After entries close, an alphabetical list of all players **MUST** to be emailed to the TSQ State Secretary, Coral Vickers, email: [tsq.tennis@bigpond.com](mailto:tsq.tennis@bigpond.com) or posted to 70 Dunrod Street, Holland Park Qld 4121, in order to check on current membership. The current Membership list is available on the TSQ website click on "Membership" and then "Are you already a Financial Member".
- **Seedings:** The Tournament Director should contact the TSQ State Secretary [tsq.tennis@bigpond.com](mailto:tsq.tennis@bigpond.com) or by phoning 3349 4339 regarding assistance from the Qld State Selectors with seedings, if required. The ITF World Singles & Doubles Rankings and Tennis Seniors Australia Singles & Doubles Rankings should also be used as a guide for seeding purposes.
- **Collection of Fees:** Each body conducting a Seniors/Veterans Tournament are required to collect any fees, either for TQ MYTENNIS \$33.00, TSQ \$15.00 for Qld Tournament players ONLY and the Special Condition for temporary membership of \$10.00 for players who are **non members from other states/countries.**
- **TSQ Fees:** Tennis Seniors Qld membership fees \$15.00, **all Qld Tournament players MUST** be a member of TSQ. These fees are be forwarded onto the TSQ Secretary. All the players details must submitted on the TSQ Manual registration form, available on TSQ website. Temporary Membership Fees of \$10.00 for non members from other **states/countries** are to be retained by the tournament.
- **TQ Fees:** Tennis Queensland registration fees \$33.00 – When a player pays their TQ fee with their tournament entry, the fees **MUST** be entered online by the Tournament Director OR Club Secretary through the [www.tennis.com.au/mytennis](http://www.tennis.com.au/mytennis) website and TQ will then invoice you for the amount.
- **TQ Sanction Fees:** A full copy of all draws sheets must be sent to Matt Richards at TQ, PO Box 2366, Graceville 4075 or a backup file of your TP program (if you are conducting your tournament on TP) must be emailed to [mrichard@tennis.com.au](mailto:mrichard@tennis.com.au). The Tournament Directors Report must also be sent to Matt within 7 days of the completion of your tournament . The TQ tournament sanction fees of **\$2.20 per player per event** will be invoiced to you by TQ and must be paid on receipt of this invoice. (All forms relating to TQ may be downloaded from the TSQ website under "Tournament Resources").
- **Draw Sheets:** On completion of the tournament a full copy of all draw sheets with the tournament name, date, event and first names of every player, and a score for every match is to be forwarded to TSQ State Secretary 70 Dunrod Street, Holland Park 4121 for the State Selectors. Alternatively, if the draws are available on a website (TP or CAT), please advise the Secretary, where she may access them.
- **Final Results:** A list of the Final results (ie Event, Winners, Runners-up and score) to be sent to the TSQ State Secretary (in word document format if possible) for the Tennis Seniors Qld eNewsletter.
- **Subsidy Scheme:** TSQ currently have a subsidy scheme for all sanctioned senior tournaments and a subsidy cheque will be forwarded (after written application has been received by the Secretary) to the relevant Club, **only** after all the above criteria has been met. Subsidy amounts are:- Up to 200 entrants \$200.00, 200-399 entrants \$300.00 and 400 plus entrants \$500.00.
- **Tax Invoice:** On receipt of the subsidy the Club/Assoc. is required to send a Tax Invoice/Receipt to the TSQ Treasurer email [barcs2000@hotmail.com](mailto:barcs2000@hotmail.com) or 43 Capella Street, Coorparoo 4151 for his records for reporting purposes.

CORAL VICKERS, SECRETARY.

JANUARY, 2012.