Application Timeline for 2026

USTA NorCal Sanctioned Tournaments

Step 1 (July 1, 2025 – August 15, 2025)

1. Complete and submit 2026 USTA NorCal Sanction Agreement. One agreement must be submitted by each Organization Member that intends to apply for a 2026 tournament.
2. Review NorCal Tournament Sanctioning Regulations, applicable Tournament Regulations, and for Junior Tournaments, the 2026 Sanction Date Blocks.
   - 2026 Sanction Date Blocks - For junior tournaments ONLY. Please select tournament dates that are within the 2026 date blocks.
   - NorCal Tournament Sanctioning Regulations
   - NorCal Adult Tournament Regulations
   - NorCal Junior Tournament Regulations
3. Complete and submit 2026 NorCal Sanction Application Form.
4. Submit a Tournament Site Permission Letter from the host site if the organization hosting the tournament is not the host site. Please use the Tournament Site Permission Letter Form.

Step 2

The USTA NorCal Sanction and Schedule Committee will review the adult and junior sanction applications once the sanctioning process closes.

Step 3

By October 3, an email listing all tournaments that have been placed on the recommended 2026 calendar by the Sanction & Scheduling Committee will be emailed to all member organizations who applied for a 2026 sanctioned tournament. Each approved sanction holder must notify USTA NorCal in writing of their acceptance of the sanction within 7 calendar days of the date of the Notice. All tournaments on the recommended 2026 calendar will be reviewed on October 15, 2025 for final approval by the USTA NorCal Board of Directors.

All member organizations whose tournaments are not listed on the recommended 2026 calendar have 7 days from the day the email was sent to appeal to the NorCal Board of Directors. When an appeal is made to the NorCal Board, the fee for appealing is $100 per appealed sanction, which fee will be refunded if the appeal is upheld. The fee and the NorCal Sanction Decision Appeal Form must be submitted by the deadline to be considered.

Step 4

1. On or about the October NorCal Board meeting, all member organizations will be notified via email of the approved 2026 sanctioned tournament calendar.
2. For the tournament to be approved online for registration, the following additional information must be provided to the NorCal tournament staff no later than the 1st day of the month two months prior to the tournament start date. (*Example, if the Tournament start date is April 15th, the conditions must be met no later than February 1st*).
   - *Serve Tennis Sanction Form*: One online sanction form must be submitted for each Adult or Junior tournament. The information provided on the online form must be consistent with the sanction information that was approved by USTA NorCal.
     - How to Complete and Submit a Serve Tennis Online Tournament Application
   - *Insurance Certificate*: a certificate of insurance for each approved sanction application. USTA NorCal must be added as an additional insured.

- *Permission of Satellite Sites*: a written statement from an authorized person from each satellite site listed at the time of the sanction application giving the applicant the permission to use the site for the tournament. Please use Tournament Site Permission Letter Form.
- *Written Confirmation from Referee*: confirmation in writing from the referee that he/she will be the Referee of the tournament.
- *Clearing USTA Safe Play Background Check:* all Tournament Directors and their tournament staff are required to pass the USTA background check. The validity period of the background check must cover through the last sanctioned date of the tournament. GET APPROVED!

Step 5

USTA NorCal staff will publish the tournament sanction and post it online once all of the documents are received.

TOURNAMENT SANCTIONS ARE NOT OFFICIALLY APPROVED UNTIL ALL REQUIRED DOCUMENTATION ARE RECEIVED BY USTA NORCAL.