



## ***POLICIES AND PROCEDURES FOR CHAPTERS AND PROGRAMS ADMINISTERING THE NJTL 2009 ARTHUR ASHE ESSAY AND ART CONTEST***

NJTL Chapters and Programs administering the Arthur Ashe Essay and Art Contest in their curriculum must abide by the following Policies and Procedures when submitting entries to the USTA National Office:

- 1) ***START/END DATES:*** Contest officially begins at 12:01 AM ET, January 6, 2009. Mail-in entries must be received by your office on or before 5:00 PM ET on June 26, 2009. Any entry that does not meet these requirements will be disqualified by the USTA National Office. Please submit to the USTA National Office all late entries in their unopened, date stamped envelopes.
- 2) ***ESSAY CONTEST ELIGIBILITY:*** Contest only open to boys and girls who (a) at time of entry are 18 years of age and younger and legal residents of the 50 United States and the District of Columbia; and (b) who are participating in a program sponsored by their local NJTL Program or Chapter between January 1, 2009 and 5:00PM ET June 26, 2009. Employees, officers, directors and volunteers of the United States Tennis Association Incorporated (the “USTA”), the USTA/NJTL, the USTA National Tennis Center Incorporated, the US Open Series, LLC, and their respective parent companies, subsidiaries, and affiliates, and anyone involved in the Contest’s development or execution, the immediate families of any such employee, officer, director, volunteer or person (meaning spouse, parents, siblings, children and each of their spouses) and members of the households of any such employee, officer, director or person, are not eligible. On the Contest Entry Form, each entrant must get written permission from a parent or legal guardian to enter the Contest. Any entrant that does not meet all these requirements will be disqualified by the USTA National Office.
- 3) ***ART CONTEST ELIGIBILITY:*** Art Contest only open to boys and girls who (a) at time of entry are 12 years of age and younger and legal residents of the 50 United States and the District of Columbia; and (b) who are participating in a program sponsored by their local NJTL Program or Chapter between January 1, 2009 and 5:00 PM ET June 26, 2009. Employees, officers, directors and volunteers of the United States Tennis Association Incorporated (the “USTA”), the USTA/NJTL, the USTA National Tennis Center Incorporated, the US Open Series, LLC, and their respective parent companies, subsidiaries, and affiliates, and anyone involved in the Contest’s development or execution, the immediate families of any such employee, officer, director, volunteer or person (meaning spouse, parents, siblings, children and each of their spouses) and members of the households of any such employee, officer, director or person, are not eligible. On the Contest Entry Form, each entrant must get written permission from a parent or legal guardian to enter the Contest. Any entrant that does not meet all these requirements will be disqualified by the USTA National Office.
- 4) ***DISCLOSURE OF “OFFICIAL CONTEST RULES”:*** Each NJTL Chapter or Program Leader must review and explain the “Official Contest Rules” to their participants and ensure that the parents/legal guardians have access to the “Official Contest Rules.” On each Contest Entry Form, the NJTL Chapter or Program leader must also receive a written acknowledgement by the parent/legal guardian of each participant that they have reviewed, understood and agree to the Official Contest Rules. The failure of a parent/legal guardian to sign a participant’s Contest Entry Form in this manner will result in disqualification. The “Official Contest Rules” can be viewed at [www.usta.com/aaec](http://www.usta.com/aaec). Please print out copies of the Official Contest Rules and Contest Entry Form and always keep a sufficient quantity on hand to share with entrants and potential entrants.
- 5) ***SUBMITTED ENTRIES BY PARTICIPANTS:*** Participants must submit their essays and artwork through their NJTL Chapter or Program. All entries submitted to the NJTL Chapter or Program are eligible for consideration and must be forwarded to the USTA National Office. If a completed entry has been submitted to you as the local NJTL Chapter or Program leader, then you in good faith must forward that entry along with all other completed entries to the National USTA office in accordance with these Policies and Procedures. No completed entries must be excluded or eliminated for any reason.



- 6) **HOW TO SUBMIT ENTRIES FROM YOUR NJTL:** All entries collected by the NJTL Chapter or Program leader must include a completed official entry form stapled to the essay or artwork. The author's name, date of birth, chapter name and/or NJTL ID#, address, and phone number written on the back of each submission in case the entry form gets separated from the submission. Entry forms can be downloaded at [www.usta.com/aaec](http://www.usta.com/aaec). Although Spanish language entry forms are available, submissions written in Spanish are ineligible.
- All entry forms must be signed by the participant's party/legal guardian.
  - NJTL Chapter or Program leaders must submit bundled essays by age group, then alphabetical order – all Girls 10 and under alphabetized, Boys 10 and under alphabetized, Girls 11/12 alphabetized, Boys 11/12 alphabetized, and so forth. The total number of essay and artwork submissions should be clearly noted on the top page of the bundle.
  - The USTA National Office must receive all entries from NJTL Chapters and Programs by 5:00PM ET on July 10, 2009 You must send all entries to:**

USTA/NJTL  
Arthur Ashe Essay and Art Contest  
70 W. Red Oak Lane  
White Plains, NY 10604

- Late entries received past 5:00PM ET June 26, 2009 must be date stamped and remain sealed. All sealed late entries must be submitted to the USTA National Office by 5:00PM ET July 10, 2009.
  - Essay and Art submissions will not be returned to the NJTL Chapter/Program or the participant. The chapter leader should make a copy of the essay or take a photo of the artwork for their records.
- 7) **ENTRIES SENT TO THE USTA NATIONAL OFFICE:** Participants who mail submissions directly to the USTA National Office (and not their local NJTL Program or Chapter) are subject to disqualification. However, should individual essays and artwork be received at the USTA National Office, the USTA National Office will make efforts to do one of the following:
- Send the submission directly to the NJTL Chapter or Program Leader if NJTL name is indicated
  - Return the submission to the participant with the address of the closest NJTL in their area.
- 8) **WINNER SELECTION:** The USTA/NJTL Arthur Ashe Essay and Art Contest Sub-committee will judge all essay submissions and all artwork submissions. For the Essay Contest, they will select one (1) boy and one (1) girl from each of the five (5) age groups, for a total of 10 National winners. The age groups for the essay prizes are as follows: (i) 10 and younger; (ii) 11 and 12; (iii) 13 and 14; (iv) 15 and 16; and (v) 17 and 18. For the Art Contest, they will select two (2) boys and two (2) girls from each of the two (2) age groups as art winners for a total of eight (8) National winners. The age groups for the art work prizes are as follows: (i) 10 and under; and (ii) 11 and 12. All submissions are eligible for Section awards.
- 9) **WINNER NOTIFICATION:** The USTA/NJTL will contact the ten (10) National essay contest winners by phone between July 24, 2009 and August 14, 2009. The eight (8) National art contest winners will be notified by phone or mail by September 14, 2009. Winners' names will be posted on [www.usta.com/aaec](http://www.usta.com/aaec) by September 14, 2009. The USTA/NJTL is not obligated to notify applicants that do not win.