

NOTE: *The resolutions in these minutes were approved by the USTA NorCal Board of Directors on June 21, 2023. These minutes were approved by the Committee on August 2, 2023.*

Suzy Cossette, chair of the Sanction & Schedule Committee, called the meeting to order at 7:03 pm and roll call was conducted. The meeting was held by Google Meet video conference.

Committee Members Present: Suzy Cossette (Chair), Mark Fairchilds, Andrea Norman, Luis Reis, Jon Toney, and Scott Winn.

USTA NorCal Staff Present: Tommy Tu, Joanna Broda-Schnuck, and Michelle Wilson

1. Approval of Minutes. The Committee considered approval of the minutes of the meeting held March 22, 2023. The following motion was duly made by Andrea Norman, seconded Jon Toney, and **approved** by a vote of 4 in favor, none opposed, and no abstentions:

RESOLVED: That the minutes of the Sanction & Schedule meeting held and March 22, 2023 be approved as presented.

Scott Winn joined the meeting after approval of the minutes.

2. Staff Report. The NorCal staff reported the following:

- NorCal held its first Tournament Director Workshop of the year. Peter Hall from Clubspark attended and did an comprehensive Serve Tennis training. Approximately 53 attended, including staff and several officials. Some came in person, others attended by video conference. Peter stayed for an additional day to review Serve Control, the staff administrative side of Serve Tennis.
- Staff also reported that refunds for cancelled tournaments from earlier in the year have been refunded.

Mark Fairchilds joined the meeting during the Probation discussion.

3. Probation. In closed session, the Committee reviewed information related to the possibility of placing one or more tournaments on probation. Discussion and decisions related to probation are confidential.

4. Sanctioning Guidelines The Committee reviewed the current version of the Sanctioning Guidelines and discussed several minor adjustments. Following discussion, the following motion was duly made by Luis Reis, seconded by Mark Fairchilds, and **approved** by a vote of 6 in favor, none opposed, and no abstentions.

RESOLVED: That effective immediately, the Sanctioning Guidelines as set forth on Exhibit A are hereby approved.

5. Refund of Sanction Fees. The Committee considered a proposal to require the refunding of sanction fees when a tournament has been properly cancelled. While it has been the practice of NorCal staff to refund the sanction fee of a tournament that has been cancelled with the approval of NorCal, nowhere do our policies state this is to happen. This proposal seeks to formalize this process in the Sanction Agreement. Following discussion, the following motion was duly made by Scott Winn seconded by Luis Reis and **approved** by a vote of 6 in favor, none opposed, and no abstentions.

RESOLVED: That, effective with the sanctioning of 2024 Junior, Adult, Family and Wheelchair Tournaments and Junior Circuit Events, Section 15 of the USTA NorCal Sanction Agreement is hereby amended as set forth below to require the refund of the sanctioning fee when a tournament is cancelled, and certain other requirements are met by the sanction holder (underlined language is proposed to be added; stricken-through language is proposed to be deleted):

15. Cancellation of Tournament. Organizer agrees that if awarded a sanction for an Event or Tournament, that Event or Tournament will be held unless prior written approval of NorCal is received, *except that* approval is not required when an Event or Tournament is cancelled due to inclement weather pursuant to the applicable USTA NorCal Junior Circuit Regulations, USTA NorCal Junior Tournament Regulations, or USTA NorCal Adult, Family & Wheelchair Rules.

If, after players have been selected for the Event or Tournament and registration fees have been paid:

- The Event or Tournament is cancelled with prior written authorization by NorCal due to inclement

- weather or to protect the health and safety of players; or
- The Event or Tournament is unilaterally cancelled by NorCal for a reason that is not the fault of the Organizer,

NorCal will make a payment to the Organizer equivalent to the Sanction Fee plus the Head Tax collected by NorCal for all players who were selected and paid registration fees, *provided that a completed W-9 is delivered to NorCal no later than 30 days following the date of cancellation. If no Sanction Fee and/or Head Tax has been collected, no payment will be made.*

If an Event or Tournament is cancelled without prior authorization, Organizer must refund all registration fees paid by each player including the Head Tax and any fee paid for processing the entry ("Serve Tennis Fee").

Additionally, if an Event or Tournament is cancelled without prior authorization, Organizer agrees to post a performance bond in the amount of \$500 if requested as a condition to be approved for the next future sanction. The bond will be fully refunded upon successful completion of the next 202~~43~~ Event or Tournament. If a future 202~~43~~ Event or Tournament is not held, the performance bond will be forfeited.

Andrea Norman left the meeting following the sanction fee refund proposal vote.

6. Adult Tournament Bids for 2023. The Committee went into closed session. When the Committee came out of closed session, the following was agreed to be reported in the public minutes:

Following discussion of applications submitted, the following motion was duly made by Luis Reis, seconded by Jon Toney, and **approved** by a vote of 5 in favor, none opposed, and no abstentions.

RESOLVED: That sanctions for the 2023 Adult Tournaments listed on Exhibit B are hereby recommended to the USTA NorCal Board for approval.

RESOLVED FURTHER: That the Levels of any Adult Tournament may be adjusted by the appropriate competition committee, as needed.

7. Junior Tournament Bids for 2023. Also in closed session, the Committee reviewed and discussed applications for Junior tournaments submitted. When the Committee came out of closed session, the approved resolution was authorized to be reported as part of the minutes of the meeting.

Following discussion of applications submitted, the following motion was duly made by Jon Toney, seconded by Scott Winn, and **approved** by a vote of 5 in favor, none opposed, and no abstentions.

RESOLVED: That sanctions for the 2023 Junior Tournaments listed on Exhibit C are hereby recommended to the USTA NorCal Board for approval.

There being no further issues or discussion to come before the Committee, the meeting was adjourned by unanimous vote at 7:59 pm.

Meetings Held: Following the application deadlines the Sanction & Schedule Committee ("Committee") will meet to review applications for the calendar of USTA NorCal Tournaments and approve sanctions as soon as practical after the deadlines, which shall include time for the USTA NorCal staff to assemble the applications for the Committee.

Information Available: During the Sanctions & Schedule Committee meetings, USTA NorCal staff shall make available the following information:

- Sanction applications received by the deadlines.
- Spreadsheets showing all applicants by date block. The spreadsheet showed the applicant name, city in which the tournament is to be held, events applied for, and entry fee(s). The spreadsheet indicated when the applicant submitted a late and/or incomplete application.
- Consumer feedback on all previous-year's sanction holders and sanction holders of tournaments held year-to-date.
- Records from any tournament cancellations, probations and sanction revocations.
- Records regarding problems addressed by USTA NorCal staff on the previous-year's tournaments and tournaments held year-to-date.

Sanctioning Process: The Committee will follow all procedures set forth in the USTA NorCal Tournament Sanctioning Regulations ("Regulations") as approved by the USTA NorCal Board. At all times during discussion, members will have access to all supporting materials and records related to the applicant.

The Committee will not vote in favor of a sanction if the application does not have the requisite number of courts needed to hold the tournament.

The Committee has the authority to make requests of applicants including, but not limited to:

- Ask an applicant to consider taking an alternate date or different or additional divisions it applied for; and
- Request or suggest an applicant add events, such as doubles events, to the sanction application, which may be a condition of approval.

Guidelines: Generally, the following principals should guide the Committee in its role of recommending a tournament calendar that is to be presented to the Board for approval:

- When recommending sanctions for approval, the Committee will take into account NorCal's strong interest in diversity and inclusion.
- Preference will be given to applications submitted by the deadlines set for the in the Regulations and which are complete.
- Preference will be given to applicants with a history of superior tournament organization, adherence to the tournament and sanction rules, and favorable customer feedback surveys.
- When possible, geographic distribution should be optimized; however, when there are limits to the number of tournaments that may be sanctioned during the year consideration of locating these in areas of NorCal where there are concentrations of membership should be considered.
- If possible and dependent on the applications received and the performance of an applicant in the past, efforts should be made not to award an applicant a disproportionate number of tournaments as compared to the other applicants.
- When possible, tournaments should not be sanctioned to an applicant on consecutive date blocks.
- Preference should be given to tournaments that have applied for both singles and doubles.
- Preference should be given to tournaments with lower entry fees (note that junior tournament fees are mandated by the USTA NorCal Junior Tournament Regulations; this is not a factor in junior tournament applications).

Additionally, the following additional guidelines for Junior Tournaments shall be considered:

Junior Tournament Sanctioning Guidelines

The following principals should guide the development of the recommendations:

- The number of competitive matches in tournaments of all levels should be increased to improve player development.
- The number of Level 6 and 7 Tournaments sanctioned should not dilute the number of entries at tournaments, which negatively impacts the amount of play taking place in a tournament, and therefore the value of the entry fee, and the financial viability of running a tournament, but at the same time should support the demand for tournaments in geographic areas.
- To reduce cost, consideration shall be given to where USTA NorCal has concentrations of junior membership.

- USTA NorCal Junior Membership Population Centers: When possible, Level 3, 4 and 5 Tournaments should be sanctioned in areas where there is the highest concentration of USTA NorCal junior membership.
- Number of Levels Per Tournament: The number of levels sanctioned in one tournament should not exceed 2. For example, a tournament could have Level 6 and Level 7, Level 5 and Level 6, or Level 5 and Level 7.
- Concurrent Level 5 Tournaments: The Board of Directors, upon the recommendation of Junior Council and within the limits set by the USTA, has determined the number of Level 5 Tournaments to be held on specified date blocks. When more than one Level 5 Tournament has been authorized, geographical distribution must be taken into consideration.
- Number of Level 6 Tournaments: The number of sanctioned Level 6 Tournaments taking place on any weekend should not exceed 4, unless the demand in a geographic area supports more tournaments. Level 6 "Traditional" tournaments may not be sanctioned concurrent with Level 6 Ratings Round Robins when Level 6 Ratings Round Robins are concurrent with Level 5 Super Series. "Traditional" tournaments are those that use the National Standings List for selection.
- Number of Level 7 Tournaments: Generally, the number of sanctioned Level 7 Tournaments taking place on any day should not exceed 4, *except that* more may be held if demand in a geographic area supports more tournaments. It is recommended that when applications come in for Level 7 Tournaments that are in very close proximity to each another, that one be held on a Saturday, and one be held on a Sunday.

EXHIBIT B - Adult Tournament Sanctions

Date	Level	Divisions	Events	Organizer	Director	Location	Courts	Draw Limit
July 15-16	Level 6	NTRP 18+ Open	MS, WS, MD, WS, MX	Arora Tennis	Akshay Arora	Livermore	10	32
Aug 5-6	Level 6	NTRP 18+ Open	MS, WS, MD, WS, MX	Arora Tennis	Akshay Arora	Livermore	10	32
Sept 30 - Oct 1	Level 6	NTRP 18+ Open	MS, WS, MD, WS, MX	Arora Tennis	Akshay Arora	Livermore	10	32
Nov 18-19	Level 6	NTRP 18+	MS, WS, MD, WS, MX	Arora Tennis	Akshay Arora	Livermore	10	32
Dec 16-17	Level 6	NTRP 18+	MS, WS, MD, WS, MX	Arora Tennis	Akshay Arora	Livermore	10	32

EXHIBIT C - Junior Tournament Sanctions

Date	Level	Divisions	Events	Organizer	Director	Location	Court	Limit
June 24-25	Level 6	BG12-18	Singles	Temelpa Tennis & Sports Academy	Jackie Byrne	Mill Valley	11	8
June 25	Level 7	BG12-16	Singles	Tenacious Tennis Academy	Jesse Inghelram	San Francisco	12	12
July 2	Level 7	BG12-16	Singles	Tenacious Tennis Academy	Jesse Inghelram	San Francisco	12	12
July 3	Level 7	BG12	Singles	Bay Club South SF	Steven Gilliam	Daly City	10	16
July 4	Level 7	BG14-16	Singles	Bay Club South SF	Steven Gilliam	Daly City	10	12
July 9	Level 7	BG12-18	Singles	Temelpa Tennis & Sports Academy	Jackie Byrne	Mill Valley	11	8
July 9	Level 7	BG12-14	Singles	Lifetime Activities - Heather Farm	David Resnick-Dunn	Walnut Creek	7	8
July 15	Level 7	BG12	Singles	Bay Club South SF	Steven Gilliam	Daly City	10	16
July 16	Level 7	BG12-16	Singles	Tenacious Tennis Academy	Jesse Inghelram	San Francisco	12	12
July 22	Level 7	2 Age Divisions	Singles	Kim Grant Tennis Academy	Kim Grant	San Jose	6	8
July 30	Level 7	BG12-16	Singles	Tenacious Tennis Academy	Jesse Inghelram	San Francisco	12	12
July 30	Level 7	BG12-14	Singles	Equal Chance Foundation	Gulnara Fattakhednova	Sunnyvale	6	8
August 6	Level 7	BG12-14	Singles	Equal Chance Foundation	Gulnara Fattakhednova	Sunnyvale	6	8
August 15	Level 7	BG12	Singles	Bay Club South SF	Steven Gilliam	Daly City	10	16
August 12-13	Level 6	BG12-18	Singles	Arora Tennis	Akshay Arora	Livermore	10	8
August 13	Level 7	BG12-16	Singles	Tenacious Tennis Academy	Jesse Inghelram	San Francisco	12	12
August 13	Level 7	BG12-14	Singles	Equal Chance Foundation	Gulnara Fattakhednova	Sunnyvale	6	8
August 19	Level 7	BG12-18	Singles	Kim Grant Tennis Academy	Kim Grant	San Bruno	8	8

August 20	Level 7	2 Age Divisions	Singles	Kim Grant Tennis Academy	Kim Grant	San Jose	6	8
August 20	Level 7	BG12-18	Singles	Arora Tennis	Akshay Arora	Livermore	10	8
August 26-27	Level 6	BG12-18	Singles	Temelpa Tennis & Sports Academy	Jackie Byrne	Mill Valley	11	8
August 27	Level 7	BG12-14	Singles	Equal Chance Foundation	Gulnara Fattakhedtinova	Sunnyvale	6	8
September 2	Level 7	BG12-18	Singles	Kim Grant Tennis Academy	Kim Grant	San Bruno	8	8
September 3	Level 7	BG12-14	Singles	Equal Chance Foundation	Gulnara Fattakhedtinova	Sunnyvale	6	8
September 9	Level 7	BG12-18	Singles	Kim Grant Tennis Academy	Kim Grant	San Bruno	8	8
September 10	Level 7	BG12-14	Singles	Equal Chance Foundation	Gulnara Fattakhedtinova	Sunnyvale	6	8
September 16	Level 7	BG12-18	Singles	Kim Grant Tennis Academy	Kim Grant	San Bruno	8	8
September 16	Level 7	BG12-18	Singles	Arora Tennis	Akshay Arora	Livermore	10	8
September 17	Level 7	2 Age Divisions	Singles	Kim Grant Tennis Academy	Kim Grant	San Jose	6	8
September 17	Level 7	BG12-18	Singles	Arora Tennis	Akshay Arora	Livermore	10	8
September 24	Level 7	BG12-18	Singles	Arora Tennis	Akshay Arora	Livermore	10	8
September 30	Level 7	BG12-18	Singles	Kim Grant Tennis Academy	Kim Grant	San Bruno	8	8
October 1	Level 7	2 Age Divisions	Singles	Kim Grant Tennis Academy	Kim Grant	San Jose	6	8
November 4-5	Level 6	BG12-18	Singles	Arora Tennis	Akshay Arora	Livermore	10	8
December 10	Level 7	BG12-18	Singles	Arora Tennis	Akshay Arora	Livermore	10	8