

Directors Present: Andrea Barnes, Christine Costamagna (Vice President), Nancy DeSchane, Martha Ehrenfeld, Jack Hesotian, Michelle Nicholson, Andrea Norman, (Secretary), Craig Pasqua, Mary Ryniewicz, Jason Scalese (Delegate), Caroline Sheu, Pam Sloan (President), Jack Walker (Treasurer), Keith Wheeler (elected Parliamentarian), and Scott Winn.

Legal Counsel Present: Jonathan Madison

USTA NorCal Staff Present: Summer Verhoeven (Executive Director) and Darren Wenger (Director of Operations & Strategy)

Guest Present: Marilyn Morrell-Kristal - Chair of the USTA NorCal Nominating Committee

1. Call to Order

President Pam Sloan called the meeting to order at 6:33 pm and roll call was conducted. President Sloan then asked Craig Pasqua to read the NorCal Mission Statement.

2. Approval of Agenda

There being no persons present to make public comments and no public comments submitted in advance of the meeting, the Board considered approval of the agenda, a copy of which was distributed with the meeting packet. There being no recommended changes, the agenda was announced approved as distributed to the Board.

3. Approval of Minutes

The Board considered approval of the minutes of the meeting held November 16, 2022. Following discussion, the following motion was duly made by Ms. Norman seconded by Mr. Wheeler and **approved** by a vote of 13 in favor, none opposed, and no abstentions:

RESOLVED: That the minutes of the meeting of the USTA NorCal Board of Directors held November 16, 2022 be approved as corrected.

4. Closed Session

President Sloan announced that the Board would be going into closed session and invited Marilyn Morrill-Kristal to stay for a portion of the session.

Following the conclusion of the closed session, Ms. Sloan announced all discussion held during the session was to remain confidential; however, it was agreed that the following would be reported in the public minutes:

- Election of Director to Fill Vacancy. Larry Olmstead was elected to fill the vacancy on the Board, following a motion to nominate duly made by Ms. Norman and seconded by Mr. Walker. The vote to elect was 11 in favor, 2 opposed and no abstentions.

Scott Winn arrived at the meeting and Marilyn Morrel-Kristal left the meeting following the election of Larry Olmstead.

- Election of General Counsel. Jonathan Madison was elected as USTA NorCal General Counsel, following a motion to nominate duly made by Mr. Wheeler and seconded by Ms. DeSchane. The vote to elect was 14 in favor, none opposed and no abstentions.

Michelle Nicholson and Jonathan Madison arrived at the meeting following the election of General Counsel.

- Future Adult League Credits. The following resolution to amend the NorCal Local League Area Rule related to Adult League Registration Credits was **approved** following a motion duly made by Mr. Walker and seconded by Mr. Hesotian. The vote was 15 in favor, none opposed, and no abstentions.

RESOLVED: That effective January 1, 2023, the following rule is being amended as follows (underlined language is proposed to be added, stricken-through language is proposed to be deleted):

(NorCal LLAR) Registration Credit. A player who is rostered on a team and has not played any matches or received any default wins (and is not required for the at-level requirement) will receive a credit after the end of local league. The credit will ~~not~~ expire on December 31 of the year following the date the credit is issued, is not transferrable, has no cash value and will not include the processing fee

charged by TennisLink. All such players expressly waive any and all rights to a transfer of the credit or to request a cash value refund of said credit, or to challenge or dispute this provision.

- Conflict of Interest Policy & Disclosure Form. A new Conflict of Interest Policy & Disclosure Form, attached as Exhibits 1A and 1B to these minutes, was **approved** following a motion duly made by Ms. Norman and seconded by Mr. Wheeler. The vote was 15 in favor, none opposed, and no abstentions.

Martha Eherenfeld left the meeting following the adoption of the Conflict of Interest Policy & Disclosure Form.

- Legal Updates. The Board heard updates on outstanding issues.
- Approval of Tournament Sanctions. The following sanctions were **approved** following a motion duly made by Ms. Barnes and seconded by Mr. Hesotian. The vote was 12 in favor, none opposed, no abstentions, and 2 recusals by Directors Pasqua and Walker.

Date	Level	Divisions	Events	Organizer	Director	Location	Court	Draw Limit
January 21	Level 7	BG12-14	Singles	Bay Club South SF	Steven Gilliam	Daly City	6	16
January 28-29	Level 6	BG12-16	Singles	Rollingwood YMCA	Matt Brunner	Fair Oaks	20	16
February 4-5	Level 6	BG12-16	Singles	Rollingwood YMCA	Matt Brunner	Fair Oaks	20	16
February 25-26	Level 6	BG12-16	Singles	Rollingwood YMCA	Matt Brunner	Fair Oaks	20	16
April 9	Level 7	BG12-16	Singles	Tiburon Peninsula Club	Michael Sperry	Tiburon	6	8

Legal Counsel Jonathan Madison left the meeting following the Closed Session.

5. Consent Calendar

President Sloan directed the Board's attention to the Consent Calendar that was distributed with the meeting packet and noted that there are:

- 5 recommendations being made by Junior Council;
- 13 recommendations being made by the Adult Leagues Committees; and
- 3 recommendations being made by the Adult Tournament Committee.

President Sloan explained that any Director may unilaterally request that an item be removed from the Consent Calendar for individual consideration apart from the Consent Calendar. She also noted that simple questions, clarifications, or short amounts of dialogue relative to an item on the Consent Calendar may be discussed after the motion to approve the Consent Calendar.

Ms. Costamagna explained that the Adult League Committee approved a revision to Item 11 that was presented to the Board during the meeting and replaces the original Item 11 in the version of the Consent Calendar distributed with the meeting packet.

Ms. Sloan asked if any Director intended to pull a recommendation. There being no interest in doing so, a motion to adopt the Consent Calendar, with the change to Item 11, was duly made by Ms. Costamagna and seconded by Mr. Walker. Following discussion, the following motion was **approved** by a vote of 14 in favor, none opposed, and no abstentions.

RESOLVED: That items listed on the Consent Calendar attached as Exhibit 2 are hereby approved.

6. Action Item: Corporate Credit Card Limit Increase for Operations

Executive Director Verhoeven presented her Action Item, a proposal to increase the corporate credit card limit to \$400,000, a decision the bank requires the Board to approve. She explained that current corporate credit card limit for the entire organization is \$165,000 per month, and that this amount is not sufficient to run the business, and the issue will be compounded as additional staff are hired. Ms. Verhoeven added that no additional cost would be incurred to increase the company limit.

Following discussion, the following motion was duly made by Mr. Walker seconded by Mr. Wheeler and **approved** by a vote of 14 in favor, none opposed, and no abstentions.

RESOLVED: As of January 1 2023, the USTA Northern California corporate credit card account limit shall be increased to a maximum of \$400,000. Summer Verhoeven, Executive Director, shall be appointed as authorized signer for the organization.

7. Action Item: Required Safe Play for Junior-Related Committees

Executive Director Verhoeven presented a second Action Item, a proposal to require all junior-related committee members to comply with the requirements of Safe Play.

Following discussion, the following motion was duly made by Ms. Norman, seconded by Mr. Pasqua and **approved** by a vote of 14 in favor, none opposed, and no abstentions.

RESOLVED: That, effective immediately, committee members appointed to the USTA NorCal Local Play/JTT, Junior Council, Coaches Commission, Sportsmanship, Parks & Recreation, Adaptive, Diversity & Inclusion, and Wheelchair Committees, and any other committee designated by the Executive Director, are required to comply with the requirements of Safe Play, including clearing USTA Background Screening and successfully completing Safe Play education no later than January 15, 2022 for persons appointed as of the adoption of this resolution, and within 30 days of a future appointment to a committee. Committee members must also remain in compliance throughout their term of service on these committees. Committee members who do not meet this requirement shall be subject to removal from the committee.

8. New & Returning Organization Members

Mr. Wenger presented the report of eight new and returning Organization Members (3 new, 5 returning) since the last time the Board met on November 16, 2022, so that the Board may fulfill its obligation to review such report pursuant to USTA NorCal Bylaw III.D. No concerns were raised.

9. Treasurer's Report

Mr. Walker directed the Board's attention to the October 31 financial materials distributed with the meeting packet. He reported NorCal is in a strong cash and net assets position and is well-positioned financially to start 2023. Highlights of the report include:

- The October 31 balance sheet shows a cash balance of \$3.7 million and net assets of \$5.4 million.
- Net income through October is \$743,171 which exceeds budget by more than \$1 million.
- Projections for the remainder of the year show a \$100,000 loss and we expect to finish the year with a surplus of approximately \$640,000.

10. President's Report

- 2023 Meeting Calendar. President Sloan presented the 2023 calendar, which includes a combination of in-person and virtual meetings. All meetings will begin at 6:30 pm.

January 18 (in-person)	June 21 (in-person)	October 18 (in-person)
February 15 (via Zoom)	July 19 (via Zoom)	November 4 (Annual Meeting and Election)
April 19 (in-person)	August 16 (via Zoom)	December 13 (via Zoom)
May 17 (via Zoom)	September 20 (via Zoom)	
- Committee. Committee appointments have been completed, with the exception of only a few openings. Work is continuing on the Committee Charters, with a projected completion timeframe of early January 2023. The Charters will include both the charge and responsibilities of each committee.
- Committee Chair & Staff Liaison Training. Committee Chair and Staff Liaison training will be held virtually on January 10 at 7:00 pm. It will focus on governance, including running effective meetings, agendas, minutes, and submission of Action Items and recommendations for the Consent Calendar.
- Advisory Directors. President Sloan announced the appointment of two Advisory Directors:
 - Suzy Cossette, a long-time volunteer with a strong background in sanctioning and junior tennis, and who has great deal of intuitional knowledge in these areas; and
 - Stephanie Stevens, the Executive Director of the California Park & Recreation Society, a person who can assist NorCal in opening doors with Park & Recreation departments throughout California.
- December USTA Leadership Meeting. At this meeting held today, out-going President McNulty spoke on the importance of transparency and building trust between Sections and national. As an example on one initiative begun during his term and which will continue under new President Hainline, the USTA Budget Committee now has more Section representation. The USTA is working on fostering partnerships with the Sections that will include sharing data analysis and research, as well as successful Section local advocacy efforts among other Sections. USTA will be hiring more regional staff at the national level to assist Sections; in the past there has only been one dedicated person for all 17 sections.
- USTA Leadership Meeting in January - Orlando. This in-person meeting occurs during the first January of a new USTA President's term. It brings together Section Presidents, Delegates, Executive Directors, national staff, and Committee Chairs. The focus is on goal setting and President Hainline will share his strategic priorities.
- Financial Update. 2022 was a great year for the US Open financially, including more than \$30 million in excess of budgeted projections. The USTA is forming a strategic priority fund with this revenue to help Sections deal with issues that they are struggling with to grow tennis.

- National Tennis Month. This annual celebration of tennis will continue in 2023 during the month of May. The USTA is encouraging Sections to create tennis promotions during this month.
- Appointment to Budget Committee. President Sloan shared that she has been appointed to USTA Budget Committee.

11. Executive Director's Report

In addition to the NorCal program statistics and written report included in the meeting packet, Executive Director Verhoeven's in-meeting presentation included the following:

- An addendum to the statics report was presented on participation by gender. NorCal will be tracking these numbers as there are concerns about the shrinking numbers of girls and women playing tournaments. Implementation of the Strategic Plan will include a focus on retaining and recruiting girls and women to the game.
- The USTA Annual Meeting will be March 3-5 in Phoenix; Directors are encouraged to attend if possible and financial assistance is available.
- In cooperation with the California Department of Justice, the USTA is sending email communications to all Organization Members and facilities in California regarding the Child Abuse and Neglect Reporting Act (CANRA), a state law intended to protect minors. The information will include statutory requirements and best practices for compliance.
- Dates for upcoming awards events: Junior Player Party to be held January 20, 2023, and Aces Awards to be held February 12, 2023.
- Lani Rae Green has been hired as the new Player Development Specialist, leaving open the position she vacated in Marketing. The goal is to fill this and other positions by mid-January and provide the Board an organization chart.
- December 2022 is Betty Cookson Month and NorCal has sent emails and made social media posts to celebrate her. These will continue through the end of the month.

12. Delegate's Report

Delegate Scalse shared that he is very supportive of USTA's efforts to facilitate communication, transparency, shared resources, and cross-work among Sections and between Sections and the USTA.

13. Open Comments

- NorCal marketing is working on a student application to enable the re-start the Tyler Nii Memorial Scholarship. The banquet to award these scholarships will be held in February.
- Those in attendance at the previous night's volunteer dinner thanked staff for a great evening that recognized the contribution of volunteers and staff alike.
- Directors were reminded that the next board meeting will be held in person at the Alameda office on Wednesday, January 18, 2023, commencing at 6:30 pm.

14. Adjournment

There being no objection, the meeting was adjourned at 9:07 pm.

Respectfully submitted,
Andrea Norman
Secretary

**CONFLICT OF INTEREST POLICY
OF
UNITED STATES TENNIS ASSOCIATION NORTHERN CALIFORNIA**

Article I
Purpose

The purpose of this Conflict of Interest Policy is to protect the interests of United States Tennis Association Northern California, a California nonprofit public benefit corporation (the “Organization”), when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer, director, committee member, or key employee of the Organization or might result in a possible excess benefit transaction. This Conflict of Interest Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and tax-exempt organizations.

Article II
Definitions

For purposes of this Conflict of Interest Policy, the below terms are defined as follows:

1. Interested Person

Any director, officer, member of a committee, or key employee who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family, as defined below:

- a. An ownership or investment interest in any entity with which the Organization has or engages in a transaction or arrangement;
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has or engages in a transaction or arrangement;
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement;
or
- d. Any other material financial interest or economic benefit that would be subject to laws regarding self-dealing under Section 5233 of the California Nonprofit Public Benefit Corporation Law.

Compensation includes direct and indirect remuneration or payment, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, the existence of a financial interest may cause the Organization to have a conflict of interest only if the Board of

Directors (the “Board”) or Executive Committee decides that a conflict of interest exists.

3. Family

A person’s spouse or domestic partner, ancestors (*e.g.*, parents, grandparents), children (whether natural or adopted), grandchildren, great-grandchildren, siblings (whether by the whole or half blood), and the spouses or domestic partners of such person’s children, grandchildren, great-grandchildren, and siblings.

4. Key Employee

An employee of the Organization (other than an officer, director, or trustee) who meets all three of the following tests, applied in the following order:

1. \$150,000.00 Test: Receives reportable compensation from the Organization and all related organizations (as such term is defined for the purposes of IRS Form 990) in excess of one hundred and fifty thousand dollars (\$150,000.00) for the calendar year ending with or within the Organization’s tax year.
2. Responsibility Test:
 - a. Has responsibilities, powers, or influence over the Organization as a whole that are similar to those of officers, directors, or trustees;
 - b. Manages a discrete segment or activity of the Organization that represents ten percent (10%) or more of the activities, assets, income, or expenses of the Organization, as compared to the Organization as a whole; or
 - c. Has or shares authority to control or determine ten percent (10%) or more of the Organization’s capital expenditures, operating budget, or compensation for employees.
3. Top 20 Test: Is one of the twenty (20) employees (that satisfy the above two tests) with the highest reportable compensation from the Organization and related organizations (as such term is defined for the purposes of IRS Form 990) for the calendar year ending with or within the Organization’s tax year.

5. Officer

Any officer of the Organization, including, but not limited to, the president, chair of the board, chief executive officer, chief operating officer, chief financial officer, treasurer, secretary, executive director, and vice president, or any person with the responsibilities of any of these offices (whether or not such person is an officer of the Organization under the Organization’s Bylaws and/or the California Corporations Code).

6. Committee

Any committee of the Organization, whether authorized to act on behalf of the Board or not and whether composed solely of directors or including individuals who are not directors.

Article III
Procedures

1. Duty to Disclose

In connection with any proposed or existing transaction to which the Organization is a party involving an actual or possible conflict of interest due to the existence of a financial interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the Board and members of any committee considering the proposed or existing transaction or arrangement. The interested person shall make such disclosure in a timely manner upon learning of the financial interest associated with any transaction or arrangement involving the Organization, whether existing or proposed.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board or committee meeting while the issue of whether a conflict of interest that prevents the Organization from proceeding with a transaction or requires it to take certain other steps exists is discussed and voted upon.

If the disclosure is made to the Board or to the Executive Committee, the remaining Board or Executive Committee members shall decide if such a conflict of interest exists and how the Organization shall proceed.

If the disclosure is made to a committee (other than the Executive Committee), then, whether or not the proposed transaction is within the scope of authority delegated to the committee by the Board, the remaining committee members shall decide whether to recommend that the Organization engage in the proposed transaction involving a financial interest of a committee member. If the remaining committee members decide to recommend that the Organization engage in the proposed transaction, or if the transaction involving the financial interest of a committee member is an existing transaction to which the Organization is a party, the committee shall promptly notify the Board and the President of such financial interest and of all of the related material facts. Upon such notification, the Board or the Executive Committee shall consider the transaction and decide if a conflict of interest exists and how the Organization shall proceed, in accordance with the procedures set forth below.

If a committee is otherwise aware that a director, officer, or key employee of the Organization who is not on the committee has a financial interest in a transaction the committee is considering, then, whether or not the proposed transaction is within the scope of authority delegated to the committee by the Board, the procedures in the preceding paragraph shall also apply and be followed.

3. Procedures for Addressing the Conflict of Interest

The Board or Executive Committee shall follow the following procedures in order to determine whether to enter into a transaction or arrangement involving a possible or actual financial interest and, if the Organization does enter into such transaction or arrangement, to ensure that the terms of the transaction or arrangement are fair and reasonable as to the Organization.

- a. An interested person may make a presentation at the Board or Executive Committee

meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest for the Organization.

- b. The chair of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed or existing transaction or arrangement.
- c. The Board or Executive Committee shall exercise reasonable due diligence in gathering sufficient information about the proposed or existing transaction or arrangement, the interested person's financial interest, and possible alternatives (*e.g.*, comparability data) to be able to determine the fairness and reasonableness of the transaction or arrangement to the Organization.
- d. The Board shall consider and in good faith determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- e. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a vote of a majority of the directors then in office without counting the vote of the interested director or directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it will be fair and reasonable as to the Organization at the time the Organization is to enter into the transaction or arrangement. In conformity with the above determination, the Board shall make its decision as to whether to enter into the transaction or arrangement.
- f. If it is not reasonably practicable to obtain approval of the Board consistent with the standards set forth in subsections d and e (the "**Standards**") prior to entering into the transaction or arrangement, the Executive Committee shall make the determination of whether to enter into such transaction or arrangement in a manner consistent with the Standards; and the Board shall subsequently consider in good faith whether (i) it was not reasonably practicable to obtain approval of the Board prior to entering into the transaction or arrangement, and (ii) the Executive Committee approved the transaction or arrangement in a manner consistent with the Standards. If the Board determines that the conditions of (i) and (ii) were met, it may, by a vote of the majority of the directors then in office without counting the vote of the interested director or directors, ratify the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

- a. If the Board or Executive Committee has reasonable cause to believe that one of its members has failed to disclose an actual or possible financial interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If a committee (other than the Executive Committee) has reasonable cause to believe that one of its members has failed to disclose an actual or possible financial interest, it shall promptly inform the President and Board, which, if it determines reasonable cause for such belief exists, shall inform the member of the basis for

such believe and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible financial interest, it shall take appropriate disciplinary and corrective action, which may include, but is not limited to, removal from any committee and/or the Board, in compliance with the terms of the Bylaws of the Organization.

Article IV
Records of Proceedings

The minutes of meetings of the Board and the Executive Committee shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the extent to which interested persons were excluded from the deliberations, the content of the discussion (including any alternatives to the proposed transaction or arrangement and comparability data or other information reviewed in connection with the discussion), and a record of any votes taken in connection with the proceedings.

The minutes must be prepared by the later of (i) the next Board or Executive Committee meeting, respectively, or (ii) sixty (60) days after the final action of the Board or Executive Committee with respect to the transaction or arrangement.

Article V
Compensation

- a. A director or committee member who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that director's or member's compensation.
- b. No director or committee member who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to the Board or any committee regarding compensation.

Article VI
Annual Affirmation and Disclosures

Each director, officer, committee member, and key employee shall annually sign a statement which:

- a. Affirms that the person has received a copy of, has read and understood, and has agreed to comply with this Conflict of Interest Policy; and

- b. Discloses that person's interests that could reasonably give rise to actual or potential conflicts of interest.

In addition, each such person shall timely submit a revised disclosure statement at any time when there is a change to the information reported by such person on the most recently submitted statement. All such statements by directors, officers, key employees, and committee members shall be filed with the Organization's records.

Article VII
Periodic Reviews

To ensure the Organization operates in a manner consistent with its exempt purposes and tax-exempt status, periodic reviews of this Conflict of Interest Policy, its administration, and its enforcement shall be conducted.

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

CERTIFICATE OF SECRETARY

The undersigned hereby certifies that:

1. I am the duly elected and acting Secretary of United States Tennis Association Northern California, a California nonprofit public benefit corporation; and

2. The foregoing Conflict of Interest Policy consisting of six (6) pages constitutes the Conflict of Interest Policy of such corporation as duly adopted by the Board of Directors on [date], 2022, and has not been amended or modified since such date.

IN WITNESS WHEREOF, I have executed this Certificate as of this _____, 2022.

_____, Secretary

CONFLICT OF INTEREST: AFFIRMATION AND DISCLOSURE

Affirmation

As a director, officer, committee member, or key employee of United States Tennis Association Northern California (the "Organization"), I hereby affirm that I:

- a. Have received a copy of the Organization's Conflict of Interest Policy (the "Policy"),
- b. Have read and understand the Policy,
- c. Have agreed to comply with the Policy, and
- d. Understand that the Organization is a tax-exempt organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its exempt purposes.

Signature

Date

Printed Name

Disclosure

The Organization follows a Conflict of Interest Policy designed to protect its interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer, director, committee member, or key employee of the Organization. In addition, Form 990, the annual information return that the Organization must file with the Internal Revenue Service and disclose to the public, requires the Organization to disclose certain information related to each officer, director, and key employee. In order to make such disclosures and properly manage any potential conflicts of interest, each officer, director, committee member, and key employee shall annually complete the attached disclosure form (using the definitions provided in the attached Glossary). Each director, officer, committee member, and key employee must also timely update the President and Executive Director of any changes to such information after the disclosure has been completed by submitting a revised disclosure.

CONFLICT OF INTEREST DISCLOSURE

Each officer, director, committee member, and key employee of the Organization shall complete this disclosure initially upon election or hiring, and then on an annual basis shortly after the completion of the Organization’s tax year, which ends on December 31.

Please answer the following questions, which are intended to help the Organization identify, assess, and manage potential conflicts of interest, based on current circumstances:

1. Please list the name(s) of your current employer(s), if applicable: _____

2. Please list any entity (other than any employer(s) listed above), including nonprofit organizations and business entities, of which you or a *family member* is an officer, director, trustee, member, owner, shareholder (in the case of a professional corporation), or employee, and with which the Organization has or is likely to have a relationship:

Name of Entity in Which Involvement Exists	Name of Individual/Entity with Involvement	Description of Nature of Involvement

3. Please list any business or investment holdings which constitute a direct or indirect ownership interest in excess of ten percent (10%) held, individually or collectively, by you or any *family member*.

Name of Entity in Which Interest Exists	Name of Individual/Entity with Interest	Description of Nature of Interest and Percentage of Ownership

4. Please provide a description of any other potential conflict of interest you have or may have, whether directly or indirectly through a *family member* or a *related entity*, or provide any other

CONFLICT OF INTEREST DISCLOSURE

information that may be relevant to the Organization for identifying potential conflicts:

In answering the questions below, which relate to the Organization's Form 990, please respond as it relates to the Organization's recently completed tax year.

1. If you are a director, are you an *independent director*?

- Yes Not applicable/not a director
 No

If No, describe relationship: _____

2. Did the Organization provide a grant or other assistance to you or to a *family member*?

- No
 Yes

Name of recipient: _____

Relationship to you: _____

Amount of grant/type of assistance: _____

3. Did the Organization engage in a business transaction with you; a *family member*; an entity in which you have substantial ownership interest; or another entity in which you serve as a director, trustee, officer, key employee, partner, or member (or shareholder of a professional corporation)?

- No
 Yes

Name of person or entity: _____

Relationship to you: _____

Amount of transaction: _____

Description and date of transaction: _____

Did you share revenues with the other organization? ___ No ___ Yes

4. Did you have a *family relationship* or *business relationship* with another of the Organization's officers, directors, committee members, or key employees?

- No
 Yes

Name(s) of related person(s): _____

Nature of relationship: _____

GLOSSARY: CONFLICT OF INTEREST DISCLOSURE

For purposes of the disclosure, please use the following definitions:

An independent director is a director on the Board of Directors to which all of the following applied at all times during the Organization's past tax year:

1. Not compensated as an officer or employee of the Organization or a related organization (as such term is defined for the purposes of IRS Form 990).
2. Not compensated in excess of ten thousand dollars (\$10,000.00) by the Organization or a related organization (as such term is defined for the purposes of IRS Form 990) during the tax year as an independent contractor.¹
3. Neither the director nor a family member of the director was involved in a transaction with the Organization (whether directly or indirectly through affiliation with another organization) required to be reported on Schedule L (*i.e.*, an excess benefit transaction; a loan, grant, or other assistance (see Question 2 of the disclosure); or a business transaction with an interested person (see Question 3 of the disclosure)).

A family member includes a person's spouse or domestic partner, ancestors, siblings (whether of the whole or half blood), children (whether natural or adopted), grandchildren, great grandchildren, and the spouses[or domestic partners] of such person's children, grandchildren, great grandchildren, and siblings.

A family relationship means a relationship as a spouse[or domestic partner], ancestor, sibling (whether of the whole or half blood), child (whether natural or adopted), grandchild, great grandchild, or as a spouse[or domestic partner] of a child, grandchild, great grandchild, or sibling.

A business relationship between two persons includes each of the following:

1. One person is employed by a sole proprietorship owned by the other person or by an organization of which the other person is a director, trustee, officer, key employee, or greater-than-thirty-five percent (35%) owner.
2. One person is transacting business with the other, directly or indirectly, in one or more contracts of sale, leases, licenses, loans, service arrangements, or other transactions involving transfers of cash or property valued in excess of ten thousand dollars (\$10,000.00) in the aggregate during the year. An indirect transaction is a transaction by one person with an organization of which the other person is a director, trustee, officer, key employee, or greater-than-thirty-five percent (35%) owner.
3. The two persons are each a director, trustee, officer, or greater-than-ten percent (10%) owner in the same business or investment entity.

¹ Exceptions: Reimbursement of expenses under an accountable plan, and/or reasonable compensation for services provided as a director.

This document contains all committee recommendations made (or not included) since the previous board meeting on November 16, 2022.

Junior Council

- Level 3, Level 4, and Level 5 Entry Deadlines.** Approved at the December 5, 2022 meeting by a vote of 5 in favor, none opposed and no abstentions.

RESOLVED: That, effective immediately upon approval of the USTA NorCal Board, Table 2 of the USTA NorCal Junior Tournament Regulations is hereby amended as set forth below to change the entry deadline for Level 3, 4, and 5 tournaments from two Tuesdays before the start date of the tournament to two Wednesdays before the start date of the tournament (stricken-through language is proposed to be deleted; underlined language is proposed to be added):

Table 2: Deadlines for Tournament Entry, Doubles Partner Notification, Tournament Selection, and Publication of Draws				
Level	Entry Deadlines¹	Doubles Partner Notification Deadlines²	Player & Team Selection Deadlines³	Publication of Draws with Start Times⁴
Level 7	2:59 pm Pacific Time, five (5) days before the date of the tournament.	No later than the end of the day four (4) days before the start date of the tournament.	Three (3) days before start of the tournament.	10:00 am Pacific Time two (2) days before the start of the tournament
Level 6	2:59 pm Pacific Time, six (6) days before the date of the tournament.	No later than the end of the day five (5) days before the start date of the tournament.	Four (4) days before start of the tournament.	10:00 am Pacific Time three (3) days before the start of the tournament
Doubles-Only Level 3, Level 4, Level 5¹	2:59 pm Pacific Time, two (2) Tuesdays <u>Wednesdays</u> before the start date of the tournament.	No later than the end of the day on Thursday following the entry deadline.	The Friday following the Tuesday entry deadline for the tournament.	10:00 am Pacific Time three (3) days before the start of the tournament.
Level 5¹	2:59 pm Pacific Time, two (2) Tuesdays <u>Wednesdays</u> before the start date of the tournament.	No later than the end of the day on Thursday following the entry deadline in order for eligible teams to be selected the next day. The Final Deadline is Monday at 5:00 pm Pacific Time following the entry deadline. See Regulation 12 for team the selection procedures.	The Friday following the Tuesday entry deadline for the tournament.	10:00 am Pacific Time three (3) days before the start of the tournament.
Level 4				
Level 3				
No adjustment to these deadlines may be made without the written consent of USTA NorCal.				
<ol style="list-style-type: none"> If a Level 5 is held concurrently with the first weekend of a Level 3 or Level 4, the Level 5 deadlines will be adjusted to the deadlines for a Level 6. If a Level 5 is held concurrently with the second weekend a Level 3 or Level 4, the Level 5 deadlines will be adjusted to the deadlines for a Level 7. Doubles players that have not previously entered as a team must notify the Tournament Committee of the partnership by this deadline. This does not apply to tournaments that use the Dominant Duo format, which require entering with a partner by the entry deadline. If a tournament has wild cards and the entries has exceeded the draw limit, the number of players or teams selected will be reduced by the number of wild cards. For example, if the draw limit is 32 and there are 2 wild cards, 30 players will be selected. When a tournament is held over two weekends, the start times for the second weekend will be published the of days in this column before the start of the second weekend of the tournament. 				

Rationale: This adjustment is being requested for several reasons:

- The National Standings Lists used to select and seed these tournaments are published on Wednesday. Despite the requirement that tournaments wait until Wednesday to select, some are selecting early and using the wrong list. This delay by one day will prevent this error.

- National Standings Lists are published at various times on Wednesday; however, as the new Serve Tennis platform matures and becomes more efficient, the lists are being published earlier in the day. By delaying the deadline by one day, in most cases players will have the opportunity to research their chances of acceptance before entries close.
- In the future (it is uncertain how far off), the USTA will be launching a feature that permits players to enter multiple tournaments and prioritize which tournaments they most want to get into. When that happens, it will be important for tournaments to have standardized deadline. Nation-wide the Sections are aligning on 10 days before the start of the tournament, which is Wednesday. This proposal brings NorCal into alignment for the future.

2. **12s Level 4 Excellence Selection and 12s Level 3 & Level 4 Seeding.** Approved at the December 5, 2022 meeting by a vote of 5 in favor, none opposed and no abstentions.

RESOLVED: That, effective immediately upon approval of the USTA NorCal Board, USTA NorCal Junior Tournament Regulation 8.D.i. is hereby amended as set forth below to require the 12 division of Excellence singles tournaments to only select players from the National Standings List (stricken-through language is proposed to be deleted; underlined language is proposed to be added):

8. **USTA NorCal Junior Ranking Tournament Descriptions.**

D. **Open and Closed Level 4 Tournaments.**

i. **Open and Closed Level 4 Excellence Singles & Doubles Tournaments.**

a. **Sanction Period.** [unchanged]

b. **Singles Draw Size and Format.** [unchanged]

c. **Singles Selection Process - 12 Division.**

(1) **Players from National Standings List.** 32 players will be selected from the most recently published National Standings List of the division, in the order in which their names appear on the list.

(2) **Alternates.** All players not selected will be placed on an Alternate List that is ordered using the same list used to select the players. The Alternate List will be used to replace players who withdraw from the main draw. See Regulation 6.G. regarding requirements and restrictions related to the acceptance of a Late Entry that affects seeding.

d. **Singles Selection Process - 18, 16 and 14 Divisions.**

(1) **Players from National Standings List.** Up to 20 players will be selected from the most recently published National Standings List of the division, in the order in which their names appear on the list.

(2) **WTN Ratings.** Only those players who have a WTN with a high degree of confidence (as indicated by a dark blue check mark next to the WTN) will be selected using this step. Up to 12 players with the highest WTNs will be selected, provided a player's WTN is higher than the lowest rated player selected under step #1 above. (See Regulation 5.B. for information on how players are ordered.)

(3) **Vacancies and Alternates.** If vacancies remain, players will be selected from the National Standings List used to select players under step #1 in the order in which their names appear on the list. Alternates will also be ordered in the same manner. The Alternate List will be used to replace players who withdraw from the main draw. See Regulation 6.G. regarding requirements and restrictions related to the acceptance of a Late Entry that affects seeding.

e. **Doubles.** [unchanged]

f. **Match Formats.** [unchanged]

RESOLVED FURTHER: That, effective immediately upon approval of the USTA NorCal Board, USTA NorCal Junior Tournament Regulation 13.A. and B. are hereby amended as set forth below to require the 12 division of Excellence singles tournaments to only select players from the National Standings List (stricken-through language is proposed to be deleted; underlined language is proposed to be added):

13. **Seeding.**

A. **All Divisions of Closed Level 3 Sectional Championships and Open and Closed Level 4 Excellence Tournaments in the 18, 16 and 14 Divisions.** [unchanged]

B. **Closed Level 4 Excellence Tournaments in the 12 Divisions, Level 5 Championship Tournaments (except Super Series), Open Level 6 Challenger Tournaments, and Open Level 7 Tournaments.** Round robin draws are not seeded.

i. **Singles Events.** That players will be seeded for singles events using the most recently published Singles Seeding List of the division, in the order in which their names appear on the list. Seeds 1-4 will be seeded numerically. Seeds 5-8 will be seeded alphabetically as the #5 seed. Seeds 9-16 will be seeded alphabetically as the #9 seed.

- ii. **Doubles Events.** Teams will be seeded for doubles events in the order of their combined standing using the most recently published Individual Doubles Seeding List of the division. See Regulation 12.C. for calculating the combined standing of a team. If there is a tie, the team with the player that has the highest doubles standing on the Individual Doubles Seeding List will be seeded first.

C. Level 5 Dominant Duo Team Tournaments and Closed Level 4 Mixed Dominant Duo Team Tournaments.
[unchanged]

Rationale: A number of concerns have been raised with respect to the use of WTN for Excellence selection and seeding for Sectionals and Excellence in the 12 Division. Information received from the USTA indicates that Green ball results of players in the Junior Circuit are counting the same way that yellow ball results are counting in the new ITF rating system. This has led to players who are emerging from the Circuit (and some who have not yet turned 10) having dark blue check WTNs (the highest reliability) being equal to or greater than some of our best players regularly competing in the 12 Division ranking tournaments. The USTA has reported this concern to the ITF for research, and while the USTA has significant influence on how the WTN algorithm works, it is ultimately the ITF that determines how these matches are weighted.

The philosophy behind NorCal's decision to use ratings to select for Excellence and to seed at Sectionals and Excellence is to ensure that players who are outliers and whose ranking don't reflect their actual level of play can be selected and seeded based on their rating. This is typically a player who is aging up, or a top player that is mostly playing national tournaments. Since only the Junior Circuit players are aging up into the 12s, and those tournaments are not ranking tournaments, the Council determined that eliminating the use of WTN in the specified 12s division tournaments will eliminate the problems being reported. Additionally, a positive consequence of this proposal, if adopted, is the simplification of the procedures in the division where families are just learning the structure. Staff is getting feedback that, in particular, Excellence selection, has been confusing.

3. Late Entry & Seeding Invalidation. Approved at the December 5, 2022 meeting by a vote of 5 in favor, none opposed and no abstentions.

RESOLVED: That, effective immediately upon approval of the USTA NorCal Board, USTA NorCal Junior Tournament Regulations listed below are hereby amended to change the term "affects" to "invalidates" as it relates to the acceptance of a Late Entry's impact on seeding:

- Regulation 8.A.vi.e.
- Regulation 8.B.iii.e.(5)
- Regulation 8.C.i.c. and d.(3)
- Regulation 8.C.ii.e.
- Regulation 8.C.iii.d.(3)
- Regulation 8.C.iv.d.
- Regulation 8.D.i.c.(3) and d.(3)
- Regulation 8.D.ii.d.(3)
- Regulation 8.D.iii.c.
- Regulation 8.D.iv.d.(3)
- Regulation 8.E.ii.c.(3) and d.(3)
- Regulation 8.E.iii.d.(3) and e.

Rationale: A recent review of the USTA NorCal Junior Regulations identified an inconsistency with the language NorCal uses to describe when a Late Entry may not be accepted because of the impact on seedings. Both the USTA Regulations, and the NorCal Late Entry regulation stipulates that seeding can't be "invalidated" by the acceptance of a late entry. However, language in a number of NorCal regulations still uses the obsolete term "affected" to describe the threshold for not accepting a Late Entry. The difference is that "affected" restricts the acceptance of any Late Entry that would change the seeding and "invalidate" restricts the acceptance of any Late Entry that no longer makes the seeding valid. This proposal makes all terms consistent.

4. Entry Fee Increase. Approved at the December 5, 2022 meeting by a vote of 4 in favor, none opposed, no abstentions with one member, Cesar de Oliveira, recusing himself from the vote. Mr. de Oliveira is employed by an Organization Member that holds junior tournament sanctions.

RESOLVED: That, effective immediately if approved by the USTA NorCal Board, the entry fees for junior tournaments which are set forth in USTA NorCal Junior Tournament Regulation 6.E. shall be increased as set forth below (underlined language is proposed to be added; stricken-through language is proposed to be deleted).

6. **Player Entry.**

E. **Maximum Entry Fees.**

Table 1: Maximum Entry Fees			
The fees in parentheses are the actual fees that will appear on the Serve Tennis Tournament Home Page <u>when the maximum fee is charged.</u> and <u>These fees</u> include the administration fee charged by Serve Tennis for processing the entry.			
Level	Singles Entry Fee	Doubles Entry Fee Per Player (When Held with Singles)	Doubles-Only Tournament Entry Fee Per Player
Level 7	\$60.00 (\$62.69) <u>\$63.00 (\$65.80)</u>	\$6.00 (\$6.74)	\$26.00 (27.46) <u>\$27.00 (\$28.50)</u>
Level 6 Ratings Round Robins	\$73.00 (76.17) <u>\$80.00 (\$83.42)</u>	n/a	n/a
All Other Level 6	\$67.00 (\$69.95) <u>\$73.00 (\$76.17)</u>	\$6.00 (\$6.74) <u>\$7.00 (\$7.77)</u>	\$33.00 (34.72) <u>\$36.00 (\$37.82)</u>
Level 5 Super Series	\$82.00 (\$85.49) <u>\$86.00 (\$89.64)</u>	n/a	n/a
Level 5 Dominant Duo	\$93.00 (\$96.89) <u>\$97.00 (\$101.04)</u>	n/a	n/a
All Other Level 5	\$77.00 (\$80.31) <u>\$81.00 (\$84.46)</u>	\$6.00 (\$6.74) <u>\$7.00 (\$7.77)</u>	\$38.00 (39.90) <u>\$40.00 (\$41.97)</u>
Level 4 Super Series	\$92.00 (\$95.86) <u>\$96.00 (\$100.00)</u>	n/a	n/a
Level 4 Dominant Duo	\$103.00 (\$107.25) <u>\$105.00 (\$112.44)</u>	n/a	n/a
All Other Level 4	\$87.00 (\$90.67) <u>\$91.00 (\$94.82)</u>	\$8.00 (\$8.81)	\$43.00 (45.08) <u>\$45.00 (\$47.15)</u>
Level 3	\$97.00 (101.04) <u>\$102.00 (\$106.22)</u>	\$8.00 (\$8.81)	\$48.00 (50.26) <u>\$50.00 (\$52.33)</u>

Rationale: NorCal last made an entry fee increase in December 2021 that took effect with the 2022 tournaments. Staff continues to receive feedback regarding the increasing cost of running tournaments. This includes costs associated with court rentals and other facility fees, officials, balls, awards and insurance. This has particularly been of concern to organizers of Level 6 tournaments which, unlike the L7s, are two days and require officials.

Council is recommending this proposal to increase in the Level 6 fees by 10% and 5% at all other levels (except that the Level 5 Doubles Fee is set to be the same as L6 as the 5% increase would have had it at less than doubles fee for Level 6). When calculating the percentages, numbers have been rounded to the nearest dollar, and a corresponding adjustment was made to the Serve Tennis fee, which is based on the entry fee.

5. **Level 5 Championship Draw Sizes.** Approved at the December 5, 2022 meeting by a vote of 5 in favor, none opposed and no abstentions.

RESOLVED: That, effective immediately upon approval of the USTA NorCal Board, USTA NorCal Junior Tournament Regulation 8.C. is hereby amended as set forth below to permit Level 5 draw sizes of 24 in certain specified circumstances (underlined language is proposed to be added; stricken-through language is proposed to be deleted):

8. **USTA NorCal Junior Ranking Tournament Descriptions.**

C. **Level 5 Tournaments.**

i. **Level 5 Championship Singles & Doubles Tournaments.**

a. **Sanction Period; Number of Concurrent Tournaments.** [unchanged]

b. **Singles Draw Size and Format.** Each singles draw size is limited to 16 players, *except that*

(1) if only one Level 5 is held, the draw size may be 32 players; or

(2) If at the time entries close:

- A division receives at least 24 entries, and

- The tournament has enough courts,

the draw size may be expanded to 24 players, provided that prior approval has been given by USTA NorCal.

A Feed-In Championship through the Quarterfinals with a playoff for 3rd place will be played when the draw size is 16 players. A Modified Feed-In Championship that feeds in the first two rounds of losers into the consolation and a playoff for 3rd place will be played when the draw size is 32 or 24 players. If 8 or fewer entries are received, the following draws will be played:

- If 5-8 entries are received, A Feed-In Championship through the Quarterfinals with a playoff for 3rd place will be played.
- If 3 or 4 entries are received, a Round Robin will be played.
- If 1-2 entries are received, the event will be cancelled. Players in cancelled events must be given the opportunity to play another singles event in the tournament that is not full. The Tournament Director must notify the affected players by email or telephone message immediately after entries close and are permitted to set a deadline for a player to accept or decline. Players that decline to play will not be penalized and will not be selected for the tournament. See Regulation 25.C.ii.e. for information on entry fee refunds.

Regulation 8.C.i.b. Comment: If applicable, it is recommended that Tournaments post on the website that there is a possibility the draw size will be expanded from 16 to 24 players; however, this is not required for the draws to be expanded.

- c. **Singles Selection Process and Alternate List.** [unchanged]
- d. **Doubles.** When doubles is offered as part of a tournament that offers singles, the following provisions will apply to the doubles events:
 - (1) **Draw Size and Format.** Each doubles draw size is limited to 8 teams, *except that*
 - if the singles draw size is 32 players, the doubles draw size is limited to 16 teams; or
 - If the singles draw size is 24 players, the doubles draw size is limited to 12 teams.A single elimination draw with a playoff for 3rd place will be played.
 - (2) **Doubles Partner Not Required by Entry Deadline.** [unchanged]
 - (3) **Doubles Selection Process.** [unchanged]
- e. **Match Formats.** [unchanged]

Rationale: Staff has been receiving requests to increase the draw sizes of certain Championship Level 5 tournaments. The rationale for these requests is varied:

- There are many alternates in some divisions.
- Organizers report the draw is too small to get all of their “own” players in.
- It is difficult to make money running L5s with 16-player draw limits.

The Level 5 structure has a number of Level 5 offerings: Concurrent FICQ draws of 16 (except that if only one L5 in a division is on a weekend, that division can be a MFIC draw of 32), Super Series, and Dominant Duo. The USTA permits NorCal to have a maximum of 28 Level 5s and nothing in the USTA’s 28 tournament limit prevents a larger draw size. This recommendation affects only the concurrent FICQ draws of 16. Two to three of these are held on a weekend. Most are 2-day tournaments, but a few are 3 days and require doubles. The rationale for this structure when it was created is two-fold:

- Permits for geographic distribution of L5s on a weekend to reduce the amount of travel.
- Draws of 16 give the opportunity for more organizations with fewer courts to run a Level 5. For example, to run 4 divisions in 2 days, it requires 8 courts.

While NorCal (and the USTA) has never done an analysis of the desired last in rank for Level 5s, these tournaments are intended to high-intermediate to advanced players and it is important to consider whether a draw expansion will create a scenario whereby players that are not at this level will get in, as there are already several instances when this is happening. Strength of field data from the 2022 tournaments was analyzed when debating whether to permit an expansion, as was the draw sizes and numbers of alternates.

Other issues of concern were the potential impact an increased draw size for one division will have on the other division, and the number of rounds played by each draw size considered - draws of 32 or draws of 24. The Council believes the data supports an expansion to 24 under the conditions outlined in the resolution: when there are at least 24 entries, and the organization has enough courts. It also concluded that the 24-player draw size was more desirable than a larger 32 because:

- It is a more manageable number of rounds/matches to be played in one weekend.
- Expansion by 8 players would have a lesser impact on a concurrent tournament.

Adult Leagues Committee

1. **Team Registration.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 Leagues, the following rule amendment be approved as follows (underlined language is proposed addition).

(NorCal LLAR) Team Registration. Any current USTA member in good standing may register a team. Teams are required to have home courts for the season, with the ability to reserve these courts for league matches. Prior to the league starting, captains must have permission from the facility to use their courts.

Rationale: As this rule was already on the team home page, it being added to the LLAR for consistency purposes, and it emphasizes that permission is needed. Permission will not need to be provided to USTA NorCal staff but will be needed should an issue arise.

2. **Rescheduling.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 Leagues, the following rule be approved as amended (stricken through language is proposed deletion and underlined language is proposed addition).

(NorCal LLAR) Rescheduling. ~~A home or away team may change an initially scheduled or posted match only with the agreement of the other team. If a reschedule is necessary for both teams, unless the two captains agree otherwise, the home team shall offer the visiting team at least two different dates with times. These dates with times shall be offered at the same time and within seven days of the original match date. The dates offered cannot conflict with another league match in the same league on the same day. The visiting team shall choose one of the options within three days of receiving them; otherwise the home team may choose one of the dates with times by so notifying the visiting team. The opposing captain is under no obligation to comply, not complying with the request is not grounds for a sportsmanship grievance.~~

REQUIRED BY BOTH TEAMS: If a reschedule is necessary for both teams, unless the two captains agree otherwise, the home team shall offer the visiting team at least two different dates with times. These dates with times shall be offered at the same time and within seven days of the original match date. The dates offered cannot conflict with another league match in the same league on the same day for either team. The match needs to be played before the end of the local season. The visiting team shall choose one of the options within three days of receiving them; otherwise, the home team may choose one of the dates with times by so notifying the visiting team.

REQUESTED BY ONE TEAM: A home or away team may change an initially scheduled or posted match only with the agreement of the other team. The opposing captain is under no obligation to comply with a request for a new date: not complying with the request is not grounds for a sportsmanship grievance. The team that agrees to reschedule is not subject to the rules (above) that apply to a reschedule required by both teams as long as the match is completed by the season deadline.

Rationale: This proposed amendment is clarifying the current rule by separating out into different paragraphs what happens if a reschedule is required by both teams and what happens if a rescheduled is required by only one team.

3. **Withdrawal from Playoffs.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 League Season, the following rule amendment be approved as follows (underlined language is proposed addition).

(NorCal LLAR) Withdrawal from Playoffs. A team withdrawing from participation in playoffs must notify the USTA NorCal office no later than 24 hours after the deadline set forth in (NorCal LLAR) Initial Notification. USTA NorCal will attempt to replace the withdrawn team if the deadline stated above has been met. Withdrawn teams will not be replaced after the first round of playoffs have begun.

Rationale: This amendment helps to clarify when USTA NorCal will attempt to replace a withdrawn team for playoffs before local playoffs start. It also helps to clarify that after the first round of playoffs have begun, a withdrawing team will no longer be replaced with an alternate and the recipient of the withdrawal will advance.

4. **Rest Time Between Matches.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 League Season, the following rule be removed from the NorCal LLAR (stricken through language is proposed deletion).

~~(NorCal LLAR) Rest Time between Matches. A player may receive a minimum 30 minute rest period between individual matches played for the same team.~~

Rationale: The rule regarding rest times between matches is outlined in Friend at Court and the National Regulations state that FAC applies to all matches played in the USTA League (unless modified by these USTA LEAGUE REGULATIONS). The USTA League Regulations do not modify the Rest Time between Matches rule which means that FAC prevails. Removing rest times in the LLAR will prevent any rest time discrepancy.

5. **Championship Dynamic Disqualification.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 Leagues, the following rule is being amended as follows (stricken through language is proposed deletion and underlined language is proposed addition).

2.04B(2) Championship NTRP Dynamic Disqualification. There will be no NTRP Dynamic Disqualifications processed at National Championships. Players who are NTRP dynamically disqualified at any championship including Nationals will be notified by the Sectional League Coordinator or designee and have the right to a review in accordance with procedures in Reg. 2.04C NTRP Dynamic Disqualification Review Procedures. The Section shall choose one of the following options for NTRP Dynamic Disqualifications at each Sectional Championship and below:

2.04B(2)a Run dynamic calculations and produce ratings throughout the championship. Through the conclusion of the championship event, notify and disqualify any player who meets the criteria for NTRP Dynamic Disqualification and reverse appropriate matches played. (See Regs. 2.04E(2)a and b for championship scoring procedures when NTRP Dynamic Disqualifications are done throughout the championship competition.)

2.04B(2)b Run dynamic calculations after the conclusion of the championship and disqualify those players who meet the criteria for NTRP Dynamic Disqualification. Matches played will stand. (See Reg. 2.04E(2)c for championship scoring procedures when NTRP Dynamic Disqualifications are done after the conclusion of championship competition.)

~~(NorCal LLAR) Dynamic Ratings at Championships. USTA NorCal chooses option 2.04B(2)b and will run dynamic calculations following the conclusion of the championship event.~~ USTA NorCal chooses option 2.04B(2)a for Playoffs and will run dynamic calculations and produce ratings throughout the playoffs championship. Additionally, USTA NorCal chooses option 2.04B(2)b for Sectionals and will run dynamic calculations following the conclusion of the Sectional championship event.

Rationale: The rule regarding rest times between matches is outlined in FAC and the National Regulations state that FAC applies to all matches played in the USTA League (unless modified by these USTA LEAGUE REGULATIONS). The USTA League Regulations do not modify the Rest Time between Matches rule which means that FAC prevails. Removing rest times in the LLAR will prevent any rest time discrepancy.

6. **Grievance Filing Deadline.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 Leagues, the following rule is being amended as follows (underlined language is proposed addition).

(NorCal LLAR) Grievance Filing Deadline. A grievance under 3.03B(1) must be filed within four business days of the match involving such player or team. The Committee may, at its discretion, consider grievances submitted more than 4 business days of the match.

Rationale: The rule needed to be clarified that the Adult League Grievance Committee has the discretion to accept grievances submitted after the deadline. With this proposed addition in place, staff would no longer need to file grievances on behalf of players. This step creates a lot of work for staff which can be alleviated by the potential acceptance of late filings.

7. **At-Level Player Requirement for Combo Doubles.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 Leagues, the following rule is being amended as follows (stricken through language is proposed deletion and underlined language is proposed addition).

(NorCal LLAR) At-Level Player Requirement. For the Adult 18 & Over division, all teams must have a minimum of 6 players for five-line leagues and 4 players for three-line leagues rostered at the team's NTRP level prior to the first match and throughout the league season. For the Adult 40 & Over divisions, all teams must have a minimum of 5 players for four-line leagues and 4 players for three-line leagues rostered at the team's NTRP level prior to the first match and throughout the league season. For the Combo Doubles division, all teams must have a minimum of 43 players for three-line leagues rostered at the team's NTRP level prior to the first match and throughout the league season. In 18 & Over, 40 & Over, and/or Combo Doubles, if a team does not have the required number of "at-level" players rostered on the team at the time of any match, that team match will count as a loss with all individual team matches being scored as 6-0, 6-0 losses for the purpose of team standings.

Combo Doubles At-Level Rating:

5.5 is 3.0
6.5 is 3.5
7.5 is 4.0
8.5 is 4.5
9.5 is 5.0
10.0+ is 5.5

Exceptions: "Move-Up" teams per ULR 2.06A(3) are exempt from this rule

Rationale: In the Combo Doubles Division, players only need 3 at-level players for each match. Lowering the number of at-level players to 3 will help with participation and many teams struggled to find 4 at-level players during the 2022 season.

8. **Wild Cards.** Approved at the November 29, 2022 meeting by a vote of 4 in favor, 1 opposed and 1 abstention.

RESOLVED: That effective with the 2023 Leagues, the following rule is being amended as follows (stricken through language is proposed deletion and underlined language is proposed addition).

(NorCal LLAR) Wild eCards. Wild eCards may be used to round out the number of teams that advance to ~~postseason play~~ Sectionals. Wild eCards are chosen at the beginning of the season ~~by random draw~~ from area flights with the greatest number of teams. If there are two or more flights that have the same greatest number of teams, the Wild Card(s) will be selected randomly from those flights.

Rationale: Selecting the wild cards from the flights with the greatest number of teams is the most logical and fair as the teams playing in bigger flights will have more competition to play to get to Sectionals. This rule amendment also clarifies that random draws are only done when two or more flights have the same number of teams.

9. **Withdrawal from Sectionals.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 Leagues, the following rule is being amended as follows (underlined language is proposed addition.)

(NorCal LLAR) Withdrawal from Championships Sectionals. A team must notify the USTA NorCal office of their withdrawal no later than 24 hours after securing a position in that event. USTA NorCal will first attempt to find an alternate by inviting the teams in the flight the withdrawing team advanced out of in order of record. If none of those teams are able to attend, USTA NorCal will then randomly contact a finalist of another flight.

Rationale: This amendment clarifies how alternates will be selected if a team withdraws from Sectionals. In addition, the word "Championships" has been changed to "Sectionals". Beginning in 2023, playoffs will be considered part of Championships instead of local league play. By changing "Championships" to "Sectionals", it clarifies that these are withdrawals from Sectionals.

10. **Overturing Matches Played by Player that Received Three Strikes and are Disqualified.** Approved at the November 29, 2022 meeting by a vote of 6 in favor, none opposed and no abstentions.

RESOLVED: That effective with the 2023 Leagues, the following rule is being amended as follows (underlined language is proposed addition).

(NorCal LLAR) Matches Overturned. In the event of an NTRP Dynamic Disqualification from a particular level of play, ~~only those matches which generated strikes~~ all matches in the current segment of play shall be considered a 0-6, 0-6 loss for standing purposes for the team who had the ~~DQ'd~~ disqualified player.

Rationale: If a player is disqualified because they are “clearly above level”, and should not have been playing at that level, the team should not have received the benefit of those wins by the disqualified player. Also, players and captains should have more incentive to appeal the self-rating up, if they discover the players are becoming too good at the current level.

- 11. Unfinished/Incomplete Local League Matches that Affect Standings.** Approved by Unanimous Written Consent on December __, 2022 by a vote of 5 in favor, none opposed and 1 abstention.

RESOLVED: That effective with the 2023 Leagues, the following procedure is added to the Adult Leagues FAQ:

Q: What happens when a local league or playoff match has started but cannot be completed, and could potentially affect standings?

A: If a match has started and the minimum number of lines within the team match has started play but cannot be finished, then each game achieved within an individual match will count as one “chip”. The USTA NorCal office will total up the number of chips for each team based on the number of games won and will blindly draw to determine the winner of the match. Each individual incomplete match will be submitted as a retirement win for the team who is deemed winner of the weighted draw. If the majority of lines has not started, then each individual line shall be submitted as a double default since the match would be considered invalid. Here's an example of the weighted draw:

Match score at the point of stopping: 6-4, 0-1

This example would mean that team A would receive 6 chips and team B would receive 5 chips.

Rationale: Adding this procedure to the Adult Leagues FAQ will clarify how a weighted draw is done for Unfinished/Incomplete Local League Matches and Playoff that Affect Playoff Standings. Giving a chip for every game won gives credit for each game won when doing the random draw.

- 12. 2023 Flex League Schedule.** Approved by Unanimous Written Consent on December 5, 2022 by a vote of 7 in favor, none opposed and no abstentions.

RESOLVED: That effective immediately, the 2023 Flex League Schedule be approved as follows:

10 Week Season/7-10 matches depending on the number of players in the area

- Season Dates: Jan 30 - April 9
- Registration: Dec 16 - Jan 16

10 Week Season/7-10 matches depending on the number of players in the area

- Season Dates: May 8 - July 16
- Registration: March 17 - April 17

PILOT WTN LEAGUE – 4 Match/5 Week Season

- Season Dates: July 24 - Aug 27
- Registration: TBD

10 Week Season/7-10 matches depending on the number of players in the area

- Season Dates: Sept 4 - Nov 12
- Registration: July 21 - Aug 21

PILOT WTN LEAGUE – 4 Match/5 Week Season

- Season Dates: Nov 13 - Dec 17
- Registration: TBD

Rationale: The 10-week seasons are the Flex Leagues that NorCal is currently hosting. The Pilot WTN Leagues is a pilot program that NorCal is working on hosting. The pilot program will allow players to try a different format of flex leagues and also a shorter season of 5 weeks as opposed to 10 weeks.

13. Adult League Awards Criteria. Approved by Unanimous Written Consent on December 5, 2022 by a vote of 7 in favor, none opposed and no abstentions.

RESOLVED: That effective immediately, the following Adult League Awards Criteria be approved as follows:

Adult League Awards Criteria		
Award Description**	Eligibility Criteria	Process
League Facilities of the Year: Awarded annually to a League Facility	<ul style="list-style-type: none"> • Hosts at least 10 USTA NorCal Adult Leagues teams during the year • Offers to host a League Sectional Event • Facility and teams playing out of the facility be in good standing with USTA NorCal • Recipient cannot have been serving a probation or suspension within the last 12 months • Cannot win award 2 years in a row 	<i>Objective determination made by staff following a review of the players and eligibility criteria.</i>
Adult League Captain of the Year: Awarded annually to an Adult League Captain in each league area.	<ul style="list-style-type: none"> • Recipient must be current USTA member residing in Northern California. • Recipient must captain a minimum of two leagues during the season • Recipient cannot have been serving all or part of a 3-month or more probation or suspension within the last 12 months • Cannot win award 2 years in a row 	<i>Objective determination made by staff following a review of the players and eligibility criteria and nominations submitted</i>
Local League Area Coordinator of the Year: Awarded annually to a Local Area Coordinator	<ul style="list-style-type: none"> • Assist with League emails and show initiatives to resolve issues on behalf of the league staff. • Volunteer at League Event • Cannot win award 2 years in a row 	<i>Objective determination made by staff following a review of the players and eligibility criteria.</i>
Service to Leagues: Awarded annually to an individual who volunteers with Adult Leagues	<ul style="list-style-type: none"> • Goes above and beyond to make Adult Leagues better (i.e. length of service to leagues, years played, regular volunteer at league sectionals, etc.) • Cannot win award 2 years in a row 	<i>Objective determination made by staff following a review of the players and eligibility criteria.</i>
League Volunteer of the Year	<ul style="list-style-type: none"> • Volunteer time/efforts to make improving Adult Leagues • Volunteer time/efforts to increase Adult League numbers • Cannot win award 2 years in a row 	<i>Objective determination made by staff following a review of the players and eligibility criteria.</i>
*** The Adult League Committee reserves the right to not select a recipient in any given category in any given year.		

Rationale: These are Adult League Awards that have previously been awarded annually. Having criteria on how these awards are awarded would give staff, committee members, players and awardees information on how the recipients are selected. The USTA NorCal Policies on Decision Making Governance, adopted on August 17, 2022, provide that when NorCal award criteria has been approved by the USTA NorCal Board, the authority to select the award recipients is delegated to the applicable committee. If this criteria is approved, hereafter the award recipients will be selected by the Adult Leagues Committee in a manner consistent with this criteria.