

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

**Directors Absent:** Martha Ehrenfeld

**Legal Counsel Present:** Jonathan Madison

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

**1. Call to Order**

President Pam Sloan called the meeting to order at 6:34 pm and roll call was conducted. President Sloan then asked Ms. Sheu to read the NorCal Mission Statement and Vision.

**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 January 18, 2023. Following discussion, the following motion was duly made by Ms. Norman seconded by Ms. Costamagna and **approved** by a vote of 11 in favor, none opposed, and 1 abstention:

**RESOLVED:** That the minutes of the meeting of the USTA NorCal Board of Directors held January 18, 2023 be approved as presented.

*Keith Wheeler joined the meeting after the approval of the Minutes.*

**4. Executive Committee Report**

President Sloan reported that on January 25, the Executive Committee and unanimously approved the following, all of which were considered urgent by the Committee:

- Approval of Auditors: Moss Adams was approved to be retained to conduct USTA NorCal’s 2022 audit, and begin work on this project before the Board next met.
- Executive Director Review: Based on a positive review, a 2022 performance bonus was approved as well as a salary increase.

Ms. Sloan reported that the Executive Committee met again on February 1 and unanimously approved the following, all of which were considered urgent by the Committee:

- USTA NorCal Junior Team Tennis Regulations. An amended and restated version of these Regulations was approved so that when the 2023 spring league begins, an approved set of policies would be in place. A copy is attached as Exhibit A.
- Approval of Adult Tournament Sanctions. The following Adult Tournament sanction was approved:

Date	Level	Divisions	Events	Organizer	Director	Location	Courts	Draw Limit
March 17-19	Level 6	NTRP 18+ 3.0, 3.5, 4.0, 4.5, 5.0	Singles, Doubles & Mixed	Sutter Lawn Tennis Club	Brian Martinez	Sacramento	5	32

- Approval of Junior Tournament Sanctions. The following Junior Tournament sanctions were approved:

Date	Level	Divisions	Events	Organizer	Director	Location	Courts	Draw Limit
March 4	Level 7	BG12-14	Singles	Temelpa Tennis & Sports Academy	Jackie Byrne	Mill Valley	5	8
March 11	Level 7	BG12-14	Singles	Temelpa Tennis & Sports Academy	Jackie Byrne	Mill Valley	5	8
March 18	Level 7	BG12-14	Singles	Temelpa Tennis & Sports Academy	Jackie Byrne	Mill Valley	5	8

Following the report of the actions taken at these two meetings,, the Directors had neither questions, comments, nor objections to the actions taken by the Executive Committee.

Ms. Sloan then reported that the Executive Committee met again on February 9. No decisions were made, but a clarification related to the Conflict of interest Policy was discussed. Ms. Norman gave a brief review of the provision in the Conflict of Interest Policy that stipulates when an interested person must leave a committee or Board meeting when an issue related to a conflict is being voted upon.

*Larry Olmstead joined the meeting during the Executive Committee Report.*

## 5. Closed Session

President Sloan announced that the Board would be going into closed 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:

- Legal Updates. The Board heard updates on outstanding legal issues.
- Approval of Junior Tournament Sanctions. The following sanctions were **approved** following a motion duly made by Ms. Costamagna and seconded by Ms. Barnes. 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	Courts	Draw Limit
April 1	Level 7	BG12-14	Singles	Temelpa Tennis & Sports Academy	Jackie Byrne	Mill Valley	5	8
April 9	Level 7	BG12-16	Singles	Tenacious Tennis Academy	Jesse Inghelram	San Francisco	10	12
April 15-16	Level 6	BG12-14	Singles	Wikiup Tennis and Swim Club	Steve Summer	Santa Rosa	6	8
April 23	Level 7	BG12-14	Singles	Temelpa Tennis & Sports Academy	Jackie Byrne	Mill Valley	5	6
April 29	Level 7	BG12-16	Singles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	8
May 14	Level 7	BG12-16	Singles	Tenacious Tennis Academy	Jesse Inghelram	Mill Valley	10	12
May 20-21	Level 6	BG12-16	Singles	Tenacious Tennis Academy	Jesse Inghelram	Mill Valley	10	8
May 27	Level 7	BG12-16	Singles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	8
June 3-4	Level 6	BG12-14	Singles & Doubles	Del Norte Club	Joseph Ballard	Sacramento	6	8
July 1	Level 7	BG12-16	Singles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	8
August 5	Level 7	BG12-16	Singles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	8
August 19-20	Level 6	BG12-18	Singles & Doubles	Sierra View CC	Steve Dunmore	Roseville	6	4
September 2	Level 7	BG12-16	Singles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	8
Oct. 14-15	Level 6	BG12-16	Singles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	6

Date	Level	Divisions	Events	Organizer	Director	Location	Courts	Draw Limit
Nov. 18-19	Level 6	BG12-18	Singles	Moraga Country Club	Thomas McGee	Moraga	10	8
December 16	Level 7	BG12-16	Singles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	8

- **Approval of Adult 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	Courts	Draw Limit
April 1	Level 7	18+ NTRP 2.5 - 5.0	Singles & Doubles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	64
April 15	Level 6	18+ NTRP 2.5 - 5.0	Singles & Doubles	Del Norte Club	Joseph Ballard	Sacramento	6	16
May 13	Level 6	18+ NTRP 2.5 - 5.0	Singles, Doubles & Mixed	Chamisal	Ian Chadwell	Salinas	10	32
May 13	Level 7	18+, 40+ NTRP 2.5 - 5.0	Singles & Doubles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	64
June 3- 11 (non-consecutive)	TBD	Open	Singles, Doubles & Mixed	Chamisal	Ian Chadwell	Salinas	10	128
June 3-4	Level 6	18+ NTRP 2.5 - 5.0	Singles & Doubles	Sierra View CC	Steve Dunmore	Roseville	6	16
June 9-11	Level 6	18+ NTRP 3.0 - 5.0	Singles, Doubles & Mixed	Sutter Lawn Tennis Club	Brian Martinez	Sacrament	5	32
June 10	Level 7	18+ NTRP 2.5 - 5.0	Singles & Doubles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	64
July 8	Level 7	18+, 40+ NTRP 2.5 - 5.0	Singles & Doubles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	64
July 27-30	TBD	Open	Singles & Doubles	Rollingwood YMCA	Matt Brunner	Fair Oaks	10	64
August 19-20	TBD	Open	Singles & Doubles	Chamisal	Ian Chadwell	Salinas	10	64
Sept. 16	Level 7	18+, 40+ NTRP 2.5 - 5.0	Singles & Doubles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	64
Sept 16-17	Level 6	18+ NTRP 2.5 - 5.0	Singles & Doubles	Sierra View CC	Steve Dunmore	Roseville	6	16
Sept 22-Oct 1	TBD	Open	Singles, Doubles & Mixed	Sutter Lawn Tennis Club	Brian Martinez	Sacramento	5	32
Nov 25	Level 7	18+ NTRP 2.5 - 5.0	Singles & Doubles	Ultimate Sports Academy	Dinesh Kumar	Mountain House	5	64

- **Inside Tennis.** The Board reviewed and discussed a proposal from the Marketing Committee related to reentering into another relationship with Inside Tennis, pursuant to the request made by the Board following the November 2022 meeting and it's discussion of the relationship with Inside Tennis at that time. The Board, by a vote of 14 in favor, none opposed, and no abstentions, decided that NorCal end discussions regarding a partnership with Inside Tennis.

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

## 6. 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:

- 4 recommendations being made by the Adult Leagues Committees; and
- 4 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.

President Sloan asked if any Director intended to pull a recommendation. There being no interest in doing so, a motion to adopt the Consent Calendar, was duly made by Mr. Olmstead and seconded by Ms. Norman. 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 B are hereby approved.

**7. Action Item: Time Sensitive Junior L3, L4, and L5 Tournament Recommendations**

Ms. Norman presented the Sanction & Schedule Committee's Action Item. She explained that from time to time, and in order for NorCal to make available one of the limited number of Junior Level 3, 4 and 5 tournaments, NorCal has to fast-track the approval of a sanction. This rarely occurs, but it most recently happened when there was a last-minute decline of an approved applicant for the 2022 Boys' & Girls' 12s Fall Sectional Championships. The Committee only had a week to find a suitable organizer and, with the Board's approval, fast-tracked the approval process. Had this not been permitted, there would have been no 12s Fall Sectional Championships. The proposed amendment below seeks to formally acknowledge there can be a need for a time-sensitive approval and provides for an exemption in the Regulations.

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

**RESOLVED:** That, effective immediately, USTA NorCal Junior Sanction Regulation 7. is hereby amended as set forth below to allow for a procedure that takes into account the need for a time-sensitive, urgent approval of a sanction for a Level 3, 4, or 5 Tournament (underlined language is proposed to be added; stricken-through language is proposed to be deleted):

**7. Junior Level 3, Level 4, and Level 5 Tournaments: Process for Sanctioning When No Application is Received, Bidder Declines Acceptance of Sanction, Tournament is Cancelled, or Sanction is Revoked.** Each year the USTA gives USTA NorCal the opportunity to sanction a limited number of Level 3, Level 4, and Level 5 Tournaments. These special provisions apply when no application is received, NorCal declines to award a sanction to the applicants, an applicant declines acceptance of a sanction, a tournament is cancelled, or a sanction is revoked.

**A. Time-Sensitive Approval.** The USTA NorCal staff, in consultation with the Chair of the Sanction & Schedule Committee, may determine that the approval of a sanction for a Junior Level 3, Level 4, or Level 5 Tournament is urgent based on the date designated for the tournament to be held. When such determination has been made, the Sanction & Schedule Committee may recommend to the Board, or the Board may take up the approval itself without a recommendation, without going through the requirements set forth in B. and C. below.

**BA.** **When No Application Received or No Application Approved.** In the event that no bid is received for a Junior Level 3, Level 4, or Level 5 Tournament, or the Sanction & Schedule Committee declines to award a sanction from among the applicants:

- The USTA NorCal staff, in consultation with the Chair of the Sanction & Schedule Committee, may request a previously approved applicant of a different Level Junior Tournament to change to the Level of the Declined or Cancelled Tournament or also organize this Tournament;
- NorCal may be assigned as the sanction holder; ~~or~~
- If time permits, a A notice will be sent out to all Organization Members inviting them to submit a sanction application by a specified deadline; or

If the Tournament is put out for bid, as soon as possible after the deadline, the Sanction & Schedule Committee will vote to preliminarily approve a sanction from among the applicants.

**CB.** **When Applicant Declines Acceptance of Sanction or Cancels a Tournament, or a Sanction is Revoked.** In the event that a sanction holder declines acceptance of a sanction to hold a Junior Level 3, Level 4 or Level 5 Tournament, or cancels a Junior Level 3, Level 4 or Level 5 Tournament, or a sanction is revoked, the Sanction & Schedule Committee will first review any other applications received to replace the declining applicant and vote to preliminarily approve a sanction from among the applicants. In the event there is no viable application to host the tournament:

- The USTA NorCal staff, in consultation with the Chair of the Sanction & Schedule Committee, may request a previously approved applicant of a different Level Junior Tournament to change to the Level of the Declined or Cancelled Tournament or also organize this Tournament;
- NorCal may be assigned as the sanction holder; or
- If time permits, a A notice will be sent out to all Organization Members inviting them to submit a sanction application by a specified deadline.

If the Tournament is put out for bid, as soon as possible after the deadline, the Sanction & Schedule Committee will vote to preliminarily approve a sanction from among the applicants.

#### 8. Action Item: Adult Tournament Stipends

Ms. Verhoeven presented the Adult Tournament Committee's Action Item to approve stipends. She noted that these recommendations were made based on the Adult Tournament Stipend Criteria previously approved by the Board, with the consideration of geographic distribution. All these tournaments have previously been approved for sanctioning, including several approved earlier in the evening by the Board.

Although the stipend criteria and the funds have been approved by the Board, these items are being presented as an Action Item because of the potential conflict of interest represented by several of the stipend awards as follows:

- Johnson Ranch Sports Club & Laguna Creek Sports Club: Spare Time Sports Clubs (owner of these organizations) employees Adult Tournament Committee member Mark Fairchilds, and Officer and Director Jack Walker.
  - Chamisal Tennis and Fitness Club: Chamisal employees Adult Tournament Committee chair Luis Reis
  - Sutter Lawn Tennis Club: Sutter Lawn employees Adult Tournament Committee member Brian Martinez
- The three committee members listed all recused themselves from participation in the discussion of and vote on these resolutions in accordance with the USTA NorCal Conflict of Interest Policy

Following discussion, the following motion was duly made by Mr. Wheeler, seconded by Ms. Nicholson, and **approved** by a vote of 12 in favor, none opposed, no abstentions, and 2 recusals by Directors Pasqua and Walker.

**RESOLVED:** That the 2023 Adult Open Gold Stipends (\$5,000 each) be awarded to the following sanction holders to organize the tournaments listed:

- Johnson Ranch Sports Club: July 21-23 Adult Open Tournament; and
- Chamisal Tennis and Fitness Club: Men's & Women's Open Tournament (currently August 20-21) *provided that* Chamisal Tennis and Fitness Club will only receive the stipend if it adjusts the dates to a 3-day tournament and adds a mixed doubles division.

**RESOLVED FURTHER:** That the 2023 Adult Open Silver Stipends (\$2,500 each) be awarded to the following organizations:

- Moraga Country Club: August 8-13 Adult Open Tournament; and
- Mountain View Tennis Academy: May 20-29 Adult Open Tournament.

**RESOLVED FURTHER:** That the 2023 Adult Open Bronze Stipends (\$1,000 each) be awarded to the following organizations:

- Laguna Creek Sports Club: June 23-25 Adult Open Tournament;
- Rollingwood YMCA: July 27-30 Adult Open Tournament; and
- Sutter Lawn Tennis Club: Sept 22-Oct 1 Adult Open Tournament.

**RESOLVED FURTHER:** That the 2023 Adult NTRP Bronze Stipend (\$500) be awarded to Chamisal Tennis & Fitness Club: May 13-14 Adult NTRP Tournament.

#### 9. Action Item: USTA NorCal Committee Charters

President Sloan presented her Action Item to approve charters for all USTA NorCal Committees of the Corporation, those committees that have one or more members who are not Directors. These Charters formally establish the Authority, Membership, Operations, Charges and Responsibilities of each Committee. In some circumstances, the Charter for a Committee will delegate specific authority to a Committee to act without further Board approval under a Delegation of Authority section; however, pursuant to the Governance Policies adopted by the Board, any such actions must be reported to the Board at the Board meeting immediately following their adoption.

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:** That, effective immediately, the Charters for USTA NorCal Committees attached as Exhibit C are hereby approved.

#### 10. Pickleball Task Force Report

Ms. Verhoeven reported on behalf of Martha Ehrenfeld on the work of a new NorCal Pickleball Task Force which recently held its first meeting. Directors Hesotian and Barnes are also members of the Task Force. Presenters included a representative of the USA Pickleball Association who reported that 25% to 50% of all pickleball players are also tennis players and that 20% of junior pickleball players go on to play tennis. The focus of the Task Force will be how to guild a partnership with pickleball in a way that retains and grows

tennis. Ms. Verhoeven added that other Sections have launched adult pickleball leagues using the USTA software with the belief that it will allow them to gain a better understanding of that sport. One issue likely to be addressed by the Task Force are the types of tennis events that can be played on tennis courts with pickleball lines. Also present was a representative from Lifetime Activities who spoke about how this organization is developing pickleball within its existing infrastructure.

Ms. Verhoeven also reported on the national USTA pickleball task force that has begun its work and a recent pickleball summit that brought together key USTA leaders to brainstorm what the growth of pickleball means for tennis. She advised the Directors to review the information provided on this work in the meeting packet.

Directors engaged in discussion that focused on the recent loss at some public and private facilities of tennis courts to pickleball, and the key role organized advocacy can play in helping to arrive at a collaborative solution instead of the loss of tennis courts. Directors recommended providing tennis players with the tools necessary to advocate for tennis courts to curb what is currently predicted to be a significant loss in courts by the end of the year, including up to 20% in private facilities. It was recommended that the magnitude of the trend gives cause for the USTA to quickly prepare for these advocacy efforts.

*Scott Winn joined the meeting during the Pickleball discussion.*

### **11. New & Returning Organization Members**

Mr. Wenger presented the report of 24 new and returning Organization Members (21 new, 3 returning) since the last time the Board met on January 18, 2023, so that the Board may fulfill its obligation to review such report pursuant to USTA NorCal Bylaw III.D.

Mr. Wenger noted that 15 organizations appear to be fictitious Organization Members, per unusual naming conventions and information NorCal has received from the USTA. This issue is not just affecting NorCal, but the USTA as a whole. Following discussion, the following motion was duly made by Mr. Norman, seconded by Ms. Nicholson, and **approved** by a vote of 14 in favor, none opposed, and no abstentions.

**RESOLVED:** That, pursuant to USTA NorCal Bylaw III.D., the 15 new Organization Members listed in the Executive Director Report and identified by the USTA as likely fictitious, are hereby disapproved; provided, however, if it NorCal staff later learns that these entities meet the definition of an Organization Member, they shall be approved.

Ms. Norman also asked that the staff advise the Executive Committee if this continues so that it can disapprove organizations, if necessary, to meet the 30-day disapproval timeframe requirement of USTA NorCal Bylaw III.D.

### **12. Treasurer's Report**

Mr. Walker directed the Board's attention to the December 31 financial materials distributed with the meeting packet, and noted that these are the statements that will be provided to Moss Adams to conduct the 2022 audit. He reported that USTA NorCal is in a strong financial position and has the ability to fund additional programs and initiatives to grow the game of tennis.

Highlights of the report include:

- Net income was \$1,167,910, \$1,241,191 over budget. The major contributors to the favorable variance were National NSF Funding \$181,634, Adult Leagues \$328,483, Employee Retention Credits \$286,349 and expense savings in salaries and marketing expenses.
- The Balance Sheet shows a cash balance of \$3,772,190 and total equity of \$5.8 million.

Mr. Walker also reported that the Budget & Finance Committee is investigating investment options for excess cash balances and hope to have recommendations for the Board at the April meeting.

### **13. President's Report**

Ms. Sloan reported the following:

- USTA Annual Meeting & Conference - Phoenix, AZ. NorCal is in need of players for the showdown tennis event to be held Friday evening at the Annual Meeting. Ms. Sloane also reported that Presidents' Meeting Agenda topics will include: data and IT strategies, pickleball, data goals, engagement and retention of high school tennis player, facilities, and promoting tennis as a way to good health.
- USTA NorCal Foundation. Ms. Sloan reported that she has been meeting with Ms. Verhoeven and Ms. Costamagna about how to re-launch the USTA NorCal Foundation. Progress is being made, and she requested recommendations for potential Foundation board members who have the skill set and influence to help raise funds.

- National Tennis Month - May. Ms. Sloan announced that May is National Tennis Month and asked Directors who control or who are involved with an organization, to consider holding special events to participate this promotion along with NorCal.

#### **14. Executive Director's Report**

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

- Recent Inclement Weather's Impact on Monthly Statistics. Some program statistics for the last month have been affected by the inclement weather of recent weeks, and requested any questions about these variances be directed to her.
- USTA Player Development Report from Australian Open. Ms. Verhoven reported on the success of NorCal players Mackie MacDonald, Jensen Brooksby, and Katie Volynets, all of whom went through the NorCal junior player pathway and benefitted from the resources provided by the Section.
- New USTA Tennis App. The USTA has officially launched its USTA Tennis App and it was recently #10 on the download list. The launch included an announcement to 300K Net Generation parents, and junior and adult tournament players. The app provides an exciting opportunity to communicate and engage with our customers as well as provide a better overall experience.
- USTA Junior Play Handbook. The USTA Junior Player Handbook is a thorough and informative guide to junior tennis that is the product of years of research and study, and represents a comprehensive roadmap the USTA has produced for getting more young people into our lifetime sport.
- Tournament Sanction Opportunity. The next bi-monthly sanction application deadline March 15.

Ms. Verhoeven asked the Directors to review her written report for key upcoming program dates and to contact her with questions.

#### **15. Adjournment**

Following an announcement that the next meeting will be held in-person at the USTA NorCal Office on April 19, 2023, and with no objection, the meeting was adjourned at 8:44 pm.

Respectfully submitted,  
Andrea Norman  
Secretary

**I. OVERVIEW**

Junior Team Tennis is a fun, safe, recreational program designed for youth players and offers team-based competition for all levels.

**II. GENERAL**

**A. Governance.** USTA NorCal Junior Team Tennis (“NorCal JTT”) is governed by the USTA NorCal Junior Team Tennis Regulations (“UJTTR”). In any match played without officials, the USTA official publication, THE CODE, must be observed. A copy of the UJTTR will be published on the USTA NorCal website at [www.norcalteamentennis.com](http://www.norcalteamentennis.com). Interpretations of the UJTTR may be made by the USTA NorCal Junior Team Tennis Department in consultation with the USTA Junior Team Tennis/Local Play Committee.

Rules and guidelines for each of the USTA NorCal Junior Team Tennis Competitions will also be published and incorporated by reference to the UJTTR. These rules and guidelines are determined by USTA NorCal staff.

**B. Waiver of Claims.** Players participating in the NorCal JTT acknowledge the risks associated with playing competitive tennis, accept those risks voluntarily, and in consideration of their acceptance in the NorCal JTT, assume all risks for bodily injury, waive all claims for injury and property damage and release and hold harmless the USTA and the host facility, their officials, employees and agents with respect to any injury or loss caused by negligence or otherwise to the fullest extent permitted by law.

**C. Compliance with Regulations.** As a condition of participation in NorCal JTT, all participants agree to be bound by the UJTTR, and the USTA’s standards of good conduct, fair play and good sportsmanship. Team Captains are responsible for knowing the UJTTR. Team Captains shall inform all team members of their obligation to be bound by the UJTTR. Team members shall indicate to their captains their consent to be bound by the UJTTR. Failure to comply with the UJTTR may be reported to the USTA NorCal JTT/Local Play Committee and shall not be excused on the grounds that one was misinformed by a USTA staff member or volunteer. USTA NorCal reserves the right to refuse any team and/or Team Captain from participating in the league. Team Captains at matches shall be responsible for their actions and the actions of their players and spectators.

**D. Management System.** The USTA has designated TennisLink as the management system for Junior Team Tennis.

**III. USTA NORCAL JUNIOR TEAM TENNIS COMPETITIONS**

**A. Travel League - Coed Divisions.**

**1. Overview.** The Travel League in the Coed Divisions has an 8-week league season during which teams comprised of boys and/or girls compete on a team. Travel Leagues will take place in one or more areas designated by USTA NorCal Staff. Coed indicates that the matches are gender-neutral: boys can compete against girls in singles and combinations of boys and girls will play coed doubles.

**2. Divisions.** The Travel League will be organized for the following Coed Divisions:

- 10 & Under - Orange Ball
- 10 & Under - Green Ball
- 12 & Under - Green Ball
- 12 & Under - Yellow Ball
- 14 & Under - Yellow Ball

**3. League Seasons.** The USTA NorCal Staff, in consultation with the JTT/Local Play Committee, will determine the dates for the Travel League - Coed Divisions seasons.

**4. Season Playoffs and Championships.**

- a. Authority to Determine whether Playoffs and/or Championships Held.** The USTA NorCal JTT/Local Play Committee, in consultation with the USTA NorCal staff, has the authority to determine whether a Travel League - Coed Division season will have a Playoff and/or a season-ending Championship.
- b. Qualification for Playoffs.** When a Playoff is held, teams will qualify based on the regular season standings and the top four teams in a Division or flight will advance; however, there must be at least three teams in a Division or flight in order to qualify a team for Playoffs from a league.
- c. Qualification for Championships.** When a Championship is held, teams will qualify based on the regular season standings. One out of every four teams in a Division or flight will advance ; however, there must be at least three teams in a Division or flight in order to qualify a team for Sectionals from a league.

**B. Travel League - Boys’ and Girls’ 18 Divisions.** The Travel League in the Boys’ and Girls’ 18 Divisions is an 8-week league season. Travel Leagues will take place in one or more areas designated by USTA NorCal Staff.

**1. League Seasons.** The USTA NorCal Staff, in consultation with the JTT/Local Play Committee, will determine the

dates for the Travel League - Boys' and Girls' 18 Division seasons, *except that* the Boys season will be held in the fall; the Girls' season will be held in the spring.

**2. Season Playoffs and Championships.**

- a. Authority to Determine whether Playoffs and/or Championships Held.** The USTA NorCal JTT/Local Play Committee, in consultation with the USTA NorCal staff, has the authority to determine whether a Travel League - Boys' and Girls' 18 Division season will have a Playoff and/or a season-ending Championship.
- b. Qualification for Playoffs.** When a Playoff is held, teams will qualify based on the regular season standings. One out of every four Teams in a Division or flight will advance; however, there must be at least three teams in a Division or flight in order to qualify.
- c. Qualification for Championships.** When a Championship is held, teams will qualify based on the regular season standings. One out of every four teams in a Division or flight will advance ; however, there must be at least three teams in a Division or flight in order to qualify a team for Sectionals from a league.

**C. Sectional Championship Tournament - Boys' and Girls' Advanced and Intermediate Divisions.**

- 1. Overview.** Sectional Championship Tournaments are held one time each year during the summer for boys teams and girls teams. No pre-qualification is needed for a team to enter; however the draw size of the Tournament may be limited.
- 2. Divisions.** Sectional Championship Tournament will be organized in the following Boys' and Girls' Divisions:
  - 14 & Under Intermediate - Yellow Ball
  - 14 & Under Advanced – Yellow Ball
  - 18 & Under Intermediate - Yellow Ball
  - 18 & Under Advanced - Yellow Ball
- 3. Tournament Dates.** The USTA NorCal Staff, in consultation with the JTT/Local Play Committee, will determine the dates for the Sectional Championship Tournament.
- 4. Champion Qualifies for Gar Glenney Cup.** The champion in each division will qualify for the Gar Glenney Cup, the annual competition between USTA NorCal and USTA SoCal.

**IV. USTA NORCAL JUNIOR TEAM TENNIS COACH ELIGIBILITY & REQUIREMENTS**

Players who meet the eligibility requires for NorCal JTT are not guaranteed placement onto a team.

- A. Safe Play.** Team Captains, Team Co-Captains, Court Monitors, volunteers, and any person 18 years of age and older associated with NorCal JTT must comply with the requirements of Safe Play, including clearing USTA Background Screening and successfully completing Safe Play education (See [usta.com](http://usta.com) for Safe Play requirements). Compliance includes being up to date with these requirements through the end of the Travel League Season or Sectional Championship Tournament, including any Playoff or Championship.
- B. Captain Required.** Each Team must have a Team Captain responsible for the Team and its administrative affairs during the season.
- C. Home Court Requirement - Travel Leagues.** In order to field a team(s) in a travel league, the Team Captain must have secured courts to host home matches for the season. The requirement is 2-3 tennis courts. Restrooms must be accessible on-site for players, Team Coaches, volunteers and spectators associated with the players.
- D. Certificate of Insurance. - Travel Leagues.** The Team Coach can procure and maintain through the Travel League Season, at the Team Captains expense, Commercial General Liability Insurance including spectator and participant liability from a company or companies licensed to do business in the state of California. The policy shall be in the minimum amount of at least \$1,000,000 each occurrence for Bodily Injury and Property Damage. NorCal shall be named an Additional Insured on the Commercial General Liability policy at no cost to NorCal.

**✓ HELPFUL HINT - Assistance with Certificate of Insurance:** Certificates of insurance for home courts are available through the USTA NorCal office at no extra charge. Email the Junior Team Tennis Department for an application form ([jrteamentennis@norcal.usta.com](mailto:jrteamentennis@norcal.usta.com)).

- E. Co-Captains.** All Co-Captains must either be added in TennisLink (a maximum of one is permitted in TennisLink) or must be reported to USTA NorCal Staff before a match is played. Co-Captains must meet the same Safe Play requirements as Team Captains.
  - 1. Required When Person is Team Captain of More Than One Teams.** A person may serve as Team Captain of more than one team in a division; however, due to the possibility of overlapping Team Match schedules, the Team Captain is required to add one or more Safe Play approved Co-Captains when they serve as Team Captain of more than one team in a division.
  - 2. Required When Team Captain of One Team Absent.** Only a Safe Play approved Co-Captain listed on TennisLink or reported to USTA NorCal Staff may substitute in when the Team Captain is absent.

**V. USTA NORCAL JUNIOR TEAM TENNIS PLAYER ELIGIBILITY**

Players who meet the eligibility requires for NorCal JTT are not guaranteed placement onto a team. Players who are on a team are not guaranteed a minimum number of matches.

- A. Player USTA Membership Required.** A player must be a current USTA member throughout the duration of the competition. If a player’s membership expires before the end of a competition, the membership must be renewed in order to participate. [Junior memberships](#) are free.
- B. Age Eligibility.**
  - 1. Minimum Age.** A player can be a minimum of 5 years of age to participate in NorCal JTT but 7 is the recommended age.
  - 2. Maximum Age.** A player may register for a division if the player has not exceeded the maximum age by the last day of the month during which the division is scheduled to end.
- C. Orange, Green and Yellow Ball Eligibility.** The Net Generation PlayTracker determines the requirements to be met by a player under the age of 11 to progress from participating in Red Ball Tennis to Orange Ball Tennis to Green Ball Tennis to Yellow Ball Tennis.

**v HELPFUL HINT - Net Generation PlayTracker:** Eligibility and requirements for players aged 10 and under can be found in the [Net Generation PlayTracker Overview](#) and the [Net Generation Pathway Regulations](#). The regulations govern participation in Red Ball, Orange Ball, Green Ball, and advancement to Yellow Ball divisions. If you have any questions about player eligibility, please reach out to [jrteamtennis@norcal.usta.com](mailto:jrteamtennis@norcal.usta.com).

- D. Division Eligibility Based on ITF World Tennis Number (“WTN”).** NorCal JTT will be using [ITF World Tennis Number](#) to promote level-based play and differentiate divisions.
  - i. WTN Benchmarks.** Singles WTNs will be used to determine the division a player may enter. Prior to each Travel League Season or Sectional Championship Tournament, the USTA Staff, in consultation with the NorCal JTT/Local Play Committee, will determine the highest and lowest singles WTNs permitted for each division and publish these benchmarks in Table 1.

Table 1: WTN Benchmarks			
League	Division	Highest Permitted Singles WTN*	Lowest Permitted Singles WTN*
Travel League	10U Orange Ball	No maximum	No minimum
	10U Green Ball	No maximum	No minimum
	12U Green Ball	No maximum	No minimum
	12 & Under Yellow Ball	28	No minimum
	14 & Under Yellow Ball	27	No minimum
	18 & Under Yellow Ball	24	No minimum
Sectional Championship Tournament	14 & Under Intermediate	27	No minimum
	14 & Under Advanced	No maximum	No minimum
	18 & Under Intermediate	24	No minimum
	18 & Under Advanced	No maximum	No minimum
*WTN Confidence Factor is not a consideration determining eligibility.			
WTN Benchmarks as of January 27, 2023			

- ii. Singles WTN at Registration Determines Eligibility.** A player’s singles WTN at the time of they are placed on a Team Roster will be used to determine eligibility for the division for the duration of:
  - A Travel League Season (including a Playoff and/or Championship); and
  - For participation in the Gar Glenney Cup when a player qualifies by winning a Sectional Championship Tournament.

**v HELPFUL HINT - ITF World Tennis Number:** WTN is a free global standard for players to determine their level of play,

regardless of age, gender, or ability. Players get one WTN for singles and one for doubles. WTNs are updated weekly on Wednesday. Beginners start at 40 and pro players will be closer to 1. NorCal JTT Green and Yellow Ball results will count towards a player's WTN (however an unplayed match does not count). A player's WTN can be viewed on their USTA player profile. [Junior Player Search](#)

For more information on WTN, click the link that follows:

<https://www.usta.com/en/home/play/itf-world-tennis-number.html>

Questions regarding WTN should be directed to [jrteamtennis@norcal.usta.com](mailto:jrteamtennis@norcal.usta.com).

- E. Safe Play for 18-Year-Old Players.** In order for an 18-year-old to participate in NorCal JTT, the player must comply with the requirements of Safe Play, including clearing USTA Background Screening and successfully completing Safe Play education (See [usta.com](http://usta.com) for Safe Play requirements).

## VI. PLAYER REGISTRATION AND TEAM ROSTER REQUIREMENTS

- A. Player Registration.** A player must register for NorCal JTT using TennisLink. Registration may be done by the player or the Team Captain.
- B. Player Must be on a Roster.** Following registration, a player must be placed on a Team Roster by the Team Captain prior to the start of a Team Match. If both Team Captains agree, a non-rostered player may play a match; however, the match will be recorded as a default win for the player that is rostered.

**✓ HELPFUL HINT - Registration Assistance:** TennisLink has the ability to add a player instantaneously to a roster if they have a current USTA membership. In a case where you need to add a player on-site, this can be done easily by entering your [Team ID and USTA Member #](#) for the player who is registering. If you have any issues with player registration, please email [jrteamtennis@norcal.usta.com](mailto:jrteamtennis@norcal.usta.com). If you need technical assistance during the weekend, please contact ACTIVE Support at [support@activenetwork.com](mailto:support@activenetwork.com).

For assistance with moving a player from one team to another, please send an email to [jrteamtennis@norcal.usta.com](mailto:jrteamtennis@norcal.usta.com) and provide the player's USTA number and both team numbers.

**✓ HELPFUL HINT - TennisLink Scorecard Shows Rostered Players.** A computer-generated scorecard is available in the TennisLink program and will contain a list of eligible players at the time it is printed.

- C. Player May Be Rostered on More Than One Team.** A player may not be on the Team Roster of more than one team during a Sectional Championship Tournament. A player may be on the Team Roster of more than one team during a Travel League Season. If a player is rostered on more than one team that qualifies for a Playoff and/or Championship, the player must choose one team to represent at the Playoff and/or Championship.
- D. Minimum Number of Rostered Players.** A minimum of four players must be on a Team Roster.
- E. Minimum Play Requirements - Travel League Playoff and/or Championship.** When an end of season Playoff and/or Championship is offered, a player is eligible to participate as the member of a team in the event if the following criteria has been met:
- The player has played at least two Team Matches to completion for the advancing team. Two team matches are defined as two different team opponents, not two individual matches as part of one team match.
  - Only a maximum of 1 default match may count as a team match played.
  - Only those matches recorded in TennisLink as part of the Team Match score count toward meeting eligibility.
  - It is the responsibility of the Team Captain to ensure a player meets the minimum requirement.
- F. Refunds.**
- 1. Travel Leagues.** A player may request and receive a NorCal JTT registration fee refund if the player has not participated in a match during the season and the request is made no later than seven days after the end of a Travel League Season. If a player participates in one or more matches during the season, no refunds will be given.
  - 2. Sectional Championship Tournament.** Any Team or Player that withdraws from a Sectional Championship Tournament must notify the NorCal office of their withdrawal no later than 24 hours after receiving their start time for that event. If a Team or Player withdraws after the 24-hour period has expired, the registration fee will be forfeited.

## VII. SPORTSMANSHIP

NorCal JTT is about developing character and good sportsmanship. The Team Captain (and any Co-Captain) is responsible for maintaining high standards of good sportsmanship, communication with players and parents, addressing inappropriate

behavior onsite, and any other decisions within the season that arise. Captains should understand the [The Code](#) and have shared the [Parent Support Guide](#) with the parents of all the players.

When applicable, Team Captains and Co-Captains must complete a Positive Coaching Alliance training in order to register a NorCal JTT team.

**✓ HELPFUL HINT - Positive Coaching Alliance Training.** Positive Coaching Alliance provides research-based training and resources for coaches, parents, athletes, and leaders to ensure a positive youth development experience for all players. Positive Coaching Alliance training is not required for the 2023 Spring Season; however, it may be required to register a Team for future competitions in 2023.

Visiting teams must be respectful and courteous when entering the Host Team's facility, adhere to all rules set forth by that facility including attire, health & safety measures and other unique policies of the facility. It is expected that all visiting teams respect the property of the host site, i.e. monitor the behavior of their players while on-site, do not disrupt play with loud voices, etc.

## VIII. TRAVEL LEAGUE SEASON: RESPONSIBILITIES OF HOME AND VISITING TEAMS

### A. Home Team Responsibilities.

- 1. Balls - Travel League.** The Home Team must supply new balls when Yellow Ball Tennis played. When Orange and Green Ball Tennis is played, lightly used balls are permitted for match play.
- 2. Attire.** A dress code may be dictated by the rules of the facility at which the match is played. It is the responsibility of the Home Team to give appropriate notice to the Visiting Team of what is appropriate tennis attire at the Home Team's facility. Home Teams are encouraged to post specific site attire regulations on their NorCal JTT team page.
- 3. Pre-Match Communication.** At least week prior to matches, the Home Team Captain will initiate communication with the Visiting Team Captain to confirm the match date and time, and the players that will be participating, and the Safe Play Captain or/or volunteers that will be present at the match.

Team Captains are expected to communicate prior to the match to discuss what ages and levels of players they will be bringing so that both teams are striving to create a positive playing experience for their players throughout the match. As part of this communication, Team Captains will develop line-ups and an order of play with match start times, based on the number of courts that will be used for the Team Match. See Regulation IX.D.1 and 2. for information on creating line-ups based on strength.

### B. Responsibilities of Home and Visiting Teams.

- 1. Designated Captain.** If the Team Captain is not serving as the captain for the Team Match, a Co-Captain must be designated to serve as the Team Captain. See Regulation IV.E
- 2. Food.** Players are responsible for bringing their own water, hydration and/or snacks.
- 3. Captain Communication.** Captains are expected to respond to each other's communications within 24 hours. Timely communication is the best experience for everyone involved.

### C. Special Requirements for Orange and Green Ball Team Matches.

- 1. Court Size Requirements.** Matches played using Orange or Green Ball Tennis in the must be played on the court sizes below.
  - 10U Orange Ball: 60' Court, either permanent lines, thrown down lines, or court tape are permitted.
  - 10U/12U Green Ball: 78' Court
- 2. Racquet Requirements.** Players competing in Orange Ball or Green Ball Tennis are required to use the following racquet sizes during local league season play:
  - 10U Orange Ball – Up to 25"
  - 10U/12U Green Ball – Up to 27"If a player is observed playing with a non-eligible racquet, the player will be asked to change racquets to a racquet that meets the size requirement.

### D. Scheduling and Rescheduling.

- 1. Regular Season Schedule.** USTA NorCal Staff will set the dates and times of all regular season matches. The season schedule will include at least additional one week the end of the season during which no regular season matches are scheduled at to give Teams the opportunity to reschedule Team Matches that were cancelled or suspended.
- 2. Final Match Deadline - Travel League Season.** Each Travel League Season has a deadline by which all Team Matches must be completed. Any matches not completed by the deadline will be recorded as a non-played match for both teams.
- 3. Rescheduling.** A philosophy of promoting play is at the core of the NorCal JTT experience. When a Team Match is cancelled or suspended, Team Captains must use their best efforts to re-schedule the match. All rescheduled

Team Match dates and times must be reported to NorCal Staff.

**✓ HELPFUL HINT - Notifying NorCal of a Reschedule.** When notifying NorCal of a reschedule, please email [jrteamentennis@norcal.usta.com](mailto:jrteamentennis@norcal.usta.com) and include Match ID# and reschedule date and time in the subject line of the email.

- a. **Reason for Rescheduling.** Rescheduling may be necessary for a number of reasons, including impending inclement weather, to protect the health and safety of the players, or because a team is not able to play on the date and time scheduled by USTA NorCal Staff. A match may also be suspended due to inclement weather, to protect the health and safety of the players, or because of darkness.

**✓ HELPFUL HINT - Extreme Heat Index.** Captains may use the Heat Index in the USTA’s Emergency Care Guidelines located in [Friend at Court](#) to assist in making a determination as to whether the match should be played.

- b. **Responsibility for Rescheduling.** Within 48 hours of the cancellation of a Team Match, or suspension of an in-progress Team Match, the two Team Captains are charged with agreeing on a make-up date and time that is before the Final Match Deadline.
- c. **Inability to Agree on New Date and Time for Cancelled Team Match.** If the Two Captains cannot mutually agree on a make-up date and time, no later than seven days after the original match date, the Home Team Captain must offer the Visiting Team Captain at least two different reschedule options (the two options must be offered at once to give the visiting team a choice between the two). The options offered cannot conflict with another originally scheduled Team Match in the same league. Within three days of receiving the options, the Visiting Team Captain may choose one of the options. If the Visiting Team Captain does not choose an option, the Home Team Captain may choose one of the options and will notify the Visiting Team Captain rescheduled date and time. If the Visiting Team Captain cannot field a team for the option selected, the match will be recorded as a default win for the Home Team, unless the reason for the reschedule of the Team Match is solely the fault of the Home Team, in which case the match will be recorded as a default for the Visiting Team.
- c. **Inability to Agree on New Date and Time to Complete Suspended Team Match.** If the Two Captains cannot mutually agree on a make-up date and time, the procedures in Regulation VIII.D.3.c. will be followed, *except that* completed matches will be recorded as wins and only the in-progress and un-played matches will be recorded as defaults as described in Regulation VIII.D.3.c.

**IX. TEAM MATCH REGULATIONS**

**A. Team Match Formats.** Team Matches will be played using the following formats :

Division	Competition	Ages/Levels	Individual Matches
Orange Ball	Travel League	10 and Under (Coed)	4 singles matches 4 doubles matches
Green Ball	Travel League	10 and Under (Coed) 12 and Under (Coed)	4 singles matches 4 doubles matches
Yellow Ball	Travel League	12 and Under (Coed) 14 and Under (Coed) 18 and Under Boys & Girls	4 singles matches 4 doubles matches
Yellow Ball	Sectional Championship Tournament	14 and Under Boys & Girls 18 and Under Boys & Girls	4 singles matches 2 doubles matches

**B. Order of Play.**

- 1. **Travel League - Coed Divisions.** The order of play of matches in a Team Match is determined by the Team Coaches during their pre-Match communications. See Regulation VIII.3.
- 2. **Sectional Championship Tournament.** The order of play of matches in a Team Match is determined by the Tournament Director

- C. **Start Times and Lateness.** Matches will begin at the agreed upon start times agreed upon during the pre-Match communication between Team Captains. If does not arrive within 15 minutes of the scheduled start time (and no substitute player put into the line-up - see Regulation IX.D.3 below) the match will be recorded as a default as follows:
  - 1. **Travel League Defaults.** If a team has 3 players for a match, all round #4 singles and #4 doubles matches will be recorded as a default.

**2. Sectional Championship Tournament Defaults.** If a team does not have four eligible players for a match, the #4 singles match and #2 doubles matches will be recorded as a default.

**D. Team Match Line-Ups.**

**1. Line-Up Must Be Based on Strength.** A Team Captain is required to set their line-up of players in order of strength for singles matches, as determined by the Team Captain. Captains are expected to make a good faith effort to match up similar level-based doubles teams. This is a cooperative process undertaken by both Team Captains to promote players and teams of similar levels playing each other.

**2. Match Limits.** A player may only play in one singles match in a Team Match; however, they can play in up to 2 additional doubles matches.

**3. Substitutions.** For the purpose of this regulation, the start of a match is when the first point is played, not when the warm-up begins.

**a. Before the Start of an Individual Match.** A substitution may be made before the start of the match when a player in the line-up is injured, ill, or has been disqualified prior to the start of the match. In all other circumstances, a substitution may only be made if agreed to by both Team Captains.

**b. After the Start of an Individual Match.** No substitutions can be made after the start of an individual match.

**E. Match Formats.** Required match formats are published in the separate NorCal JTT rules and guidelines for each of the USTA NorCal Junior Team Tennis Competitions and incorporated by reference to the UJTRR. A match format may be modified to protect the health and safety of the players provided that if this takes place in a Travel League regular season Team Match, the modified match format is agreed to by both Team Captains.

**F. Recording Scores; Scorecards.** The TennisLink scorecard includes a current list of all rostered and eligible players. The Team Captain (or the Captain's designee) of the winning team is required to record the scores in TennisLink within 48 hours after a match. When a default occurs before the start of the match, it is to be recorded as a default in the system; no score is to be recorded. The opposing Team Captain should verify online scores for accuracy after they have been recorded. If an error in a score has been discovered, please notify NorCal Staff at [irteamtennis@norcal.usta.com](mailto:irteamtennis@norcal.usta.com) to request a scorecard adjustment. When notifying staff, the opposing Team Captain must be copied on the email, and the request must include the Match ID# with the adjusted score request.

If after 48 hours the scores are not recorded, the opposing Team Captain may enter the scores. At the end of the season, all scorecards are closed to future modification. Any scores not recorded by the end of the season are recorded as not played.

**✓ HELPFUL HINT - Defaults, the Scorecard, and WTN.** Because results from Green and Yellow Ball NorCal JTT count for a player's WTN, it is critical that un-played games are not recorded as won by the player who wins a match. Although un-played games are not recorded on the Scorecard, players are credited with winning games for the purpose of determining the winner of a Team Match. See Regulation IX.L.3.

**G. Coaching.** The Team Captain (or the designated Co-Captain) is the person designated as the coach for the Team Match. No other person may coach during a Team Match.

Coaching is permitted only during the changeovers and must cease at the end of the 90-second changeover; however, no coaching is permitted during the first changeover of any set when the score is 1-0.

A Team Captain is not permitted to act in the role as a Court Monitor.

**H. Warm-Up.** Warm-up is up to five minutes and includes serves. A player arriving late, but within the 15-minute default time may not be denied a five-minute warm-up. When a timed match is played, warm-up is included in a timed match's time-limit.

**I. Cell Phones.** Cell phones should be turned off before the start of the warm-up. The Code states that if a player's cell phone rings while the ball is in play, it is a deliberate hindrance, and the opponent may stop play and claim the point. Using a cell phone or other electronic device in any way during a changeover gives the appearance of coaching and is not allowed.

**J. Court Monitors.** Any person who performs the role of a Court Monitor must meet the requirements of Safe Play; however, a person associated with the player (such as the Team Coach, or a parent, sibling or legal guardian) may not be a Court Monitor for their player.

The Court Monitor's primary duty is to help both players in an impartial and unbiased manner in accordance with The Code and the ITF Rules of Tennis. The Court Monitor is to stand at the net post. When two Court Monitors are on a court, they stand at opposite net posts.

A player must request the Court Monitor(s) for assistance with line calls, foot faults, keeping score, and/or monitoring time between changeovers, points, and sets. If there is no request, the Court Monitor is to remain silent and not interject themselves into the match.

Use of a court monitor does not relieve players of their obligation to make calls in accordance with The Code.

Players are expected, as always, to demonstrate good sportsmanship and give their opponent the benefit of the doubt on any calls where there is uncertainty.

When asked about a line call, the Court Monitor should only overrule if there is 100% certainty that the original call was an error. Otherwise, the original call should stand. If two Court Monitors are used, the one with the clearest and closest view of the play should make the call, especially if along his/her sideline. In a situation in which both monitors believe they saw the play clearly, yet disagree on the call, the point shall be replayed.

- K. Medical Timeouts and Bleeding Timeouts.** Any person assisting an injured or bleeding player must have met the requirements of Safe Play, and either be the Team Coach, or the parent, legal guardian, or other person associated with the player.
- A medical timeout consists up to 3 minutes of treatment time once any needed supplies are brought to the court.
  - One medical timeout is permitted for cramping or heat-related conditions.
  - One medical timeout is permitted for per medical condition, but two consecutive medical timeouts for different medical conditions is not permitted. (For example, if a player twists an ankle, they may take a medical timeout. They may not take an additional medical timeout for the same twisted ankle, but may take an additional medical timeout for a strained shoulder, but the second medical timeout may not be immediately after the first..
  - A bleeding timeout consists of up to 15 minutes to stop visible bleeding, clean up the court, and dispose of contaminated items.
  - One bleeding timeout is permitted per match
  - Fatigue, any other medical condition that cannot be treated appropriately during a match, is not a valid reason for a medical timeout.
  - Injections (other than insulin injections), intravenous infusions, and supplemental oxygen is not permitted.
  - Diabetics may use devices to check blood sugar and administer subcutaneous injections of insulin, or use battery-powered insulin pumps.
  - Asthmatics may use a manual inhaler, but may not use a battery or electrical inhaler.
- L. Determining All Team Match Winners and Travel League Standings; Qualifications for Championship and Playoff Matches**
- 1. Travel League Season.**
    - a. Determining Winner of Team Match.** The team that wins the most games wins the Team Match. When a tiebreak is played, the tiebreak counts as one game. If there is a tie in the team match, the result will be recorded as a tie.
    - b. Determining Winner of Travel League Season.** League standings will be based on a team's win/loss/tie record. In the event of a tie, the tie will be broken in successive steps as follows:
      - i. Head-to-head match result between the tied teams
      - ii. Winner of the most individual matches for the whole season
      - iii. Number of individual games won for the whole season
  - 2. Determining Winner of a Travel League Season Playoff and Championship Matches.** The team that wins the most games wins the Team Match. When a tiebreak is played, the tiebreak counts as one game. If there is a tie the winner will be determined by the most individual matches won for that team match. Tennislink will display the winner based on this procedure. If there is a tie on individual matches won, the Captains of each tied team shall designate two players from their team to play a doubles 10-Point Match Tiebreak to determine the winner.
  - 3. Determining Winner of a Sectional Championship Tournament Match.** The team that wins the most overall individual matches wins the Team Match. When a tiebreak is played, the tiebreak counts as one game. If there is a tie, the winner will be determined by total games won for that team match. If the individual games won is tied, the Captains of each tied team shall designate two players from their team to play a doubles 10-Point Match Tiebreak to determine the winner.
  - 4. Treatment of Defaults .** Although un-played games are not recorded on the scorecard in TennisLink, they contribute to the tally of games won by a player who receives a default. When a default or retirement occurs before the start of a match, the winning player will be credited with winning all of the games necessary for winning the match. For example:
    - If a 4-game Short set is played, the player will be credited with winning 4 games, and the opponent with 0 games.
    - If a 4-game Short set is played, and the opponent is defaulted or retires at 3-2, the winning player will be credited with winning 3 games, and the opponent with 2 games.
  - 5. Special Tiebreak Procedures When Time Matches Played.** Coaches are to refrain from warning players how much time is remaining in a timed match to avoid gamesmanship. If time is called while a match is in progress, players are expected to finish the point being played. Thereafter, the following procedures are used to determine who has won the match:

- Whoever is leading in the game when time is called is awarded the game.
- If the game is tied (example: 30-30) when time is called, one more point is played to determine the game winner. The player due to serve the next point shall serve the final point.
- If time is called and the set officially is tied (example: 3-3) with no additional point played yet, the match will be recorded as 3-3.

This document contains all committee recommendations made (or not included) since the previous board meeting on January 18, 2023.

## **Adult Leagues Committee**

1. **Addition of 2 Tri-Level Team Events.** Approved at the February 6, 2022 meeting by a vote of 7 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That, effective immediately, the addition of 2 qualifying Tri-Level Team events be added to the schedule.

**Rationale:** Tri-Level Teams are teams comprised of 3 different levels. While there is no league for these teams, this is considered a league product by the USTA and NorCal provides team tournaments for these teams to compete called tri-level team events. We currently have one for 3.5/4.0/4.5 and this proposal adds 2 new events for 3.0/3.5/4.0 and 4.0/4.5/5.0. This will provide additional play opportunity, increase participation, and will be the way to endorse NorCal teams for the 2024 National Tri-Level Team events for the 3.0/3.5/4.0 and 4.0/4.5/5.0 divisions. These will be considered pilots and there are funds currently in the budget to support these events.

2. **Tri-Level Team Events Counting Towards NTRP Ratings.** Approved at the February 6, 2022 meeting by a vote of 7 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That, effective immediately, Tri-Level Team Events will count towards NTRP ratings

**Rationale:** Having the Tri-Level Team Events counting towards ratings is an option that national gives to the sections. The Committee is proposing this because it believes that it will make play more fair, making it a more enjoyable event for players and may help increase participation.

3. **New Player Promotion Proposal.** Approved at the February 6, 2022 meeting by a vote of 7 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That effective immediately, the New Player Promotion be approved to give free registration to up to 155 players who are participating in a USTA NorCal Adult League for the first time.

**Rationale:** Giving 155 new players their first ever NorCal League free will provide new players with an opportunity to try Adult Leagues which could lead to them to playing more leagues or participate in other NorCal programs in the future. Funding for this promotion exists in the 2023 budget.

4. **New Captain Promotion Proposal.** Approved at the February 6, 2022 meeting by a vote of 7 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That, effective immediately, the New Captain Promotion be approved to give a ¼ zip long sleeve shirt at the end of the season to up to 50 persons who are captaining a league for the first time and also to their mentors, the person who has previously captained a USTA NorCal team and are guiding the new captain throughout their first season. If the number of new captains exceeds the promotion, it will be based on the registration date of the teams.

**Rationale:** More captains are needed to help grow adult leagues and this promotion would provide assistance and tools to new captains in order them to have a successful experience. NorCal would recognize the new captains and mentors with a ¼ zip long sleeve shirt at the end of the season. Hopefully this directed focus will entice new captains to continue captaining and they could encourage others to captain for the first time. The funds for the apparel are in the budget.

## Adult Tournament Committee

1. **WTT 5.0 Pilot Tournament.** Approved at the January 24, 2023 meeting by a vote 9 in favor, none opposed, and no abstentions.

**RESOLVED:** That USTA NorCal staff will run a Level 6 NTRP 18+ 5.0 World Team Tennis sanctioned tournament as a Pilot on April 1-2, 2023, at a site yet to be determined and the NorCal staff has the discretion to add additional divisions.

**Rationale:** This pilot tournament at the 18+ 5.0 NTRP level is aimed at increasing play opportunities for the higher-level players. It is also hoped that offering team events may increase league player participation in tournaments.

**Note from Governance & Ombuds Chair:** *The USTA NorCal Tournament Sanctioning Regulations state that NorCal, at its sole discretion, may determine that a tournament will not be put out for bid and will instead be assigned to USTA NorCal as the sanction holder. This pilot falls under this provision. Additionally, funds for this pilot are part of the existing 2023 budget. This resolution is intended solely as an endorsement by the Adult Tournament Committee for this tournament to be one of the pilots.*

2. **Bay Area Senior Games.** Approved at the January 24, 2023 meeting by a vote 9 in favor, none opposed, and no abstentions.

**RESOLVED:** That USTA NorCal staff will run the tennis events at the Bay Area Senior Games tennis events, as an Adult Age Group Tournament (level to be determined at a later date) at the Rinconada Tennis Courts on April 28-30, 2023.

**Rationale:** The Bay Area Senior Games have a long-standing tradition. USTA NorCal partners with this organization in order for tennis to be included in the Games.

**Note from Governance & Ombuds Chair:** *The USTA NorCal Tournament Sanctioning Regulations state that NorCal, at its sole discretion, may determine that a tournament will not be put out for bid and will instead be assigned to USTA NorCal as the sanction holder. This pilot falls under this provision. Additionally, funds for this tournament are part of the existing 2023 budget. This resolution is intended solely as an endorsement by the Adult Tournament Committee for this tournament to be organized by NorCal again in 2023.*

3. **Maximum Entry Fees for 1-Day Tournaments.** Approved at the January 24, 2023 meeting by a vote 9 in favor, none opposed, and no abstentions.

**RESOLVED:** That, effective immediately, for all previously-sanctioned, but not yet held Adult Level 7 One-Day Tournaments, and all future Adult Level 7 One-Day Tournaments, USTA NorCal Adult Tournament Rule 28.a. is hereby amended as set forth below to increase the maximum entry fee for Level 7 One-Day Tournaments by \$5.00 (stricken through language is proposed to be deleted; underlined language is proposed to be added):

**28. Level 7: One-Day Tournaments.** Below are special provisions for one-day singles and/or doubles tournaments. Except as provided below, these tournaments shall comply with all other Adult Tournament Rules and Sanction Rules:

- a. *Maximum Entry Fee.* The maximum entry fee for a one-day tournament shall be \$30 per player in doubles and ~~\$35~~ \$40.00 per player in singles.
- b. *Multiple Flights Permitted.* [unchanged]
- c. *Cancellation of a One Day Tournament.* [unchanged]

**Rationale:** NorCal has not made changes to the singles entry fee for a long time. Increasing the maximum singles entry fee that an organization can charge will help offset the increased costs of running a tournament due to inflation.

4. **Seeding Rule.** Approved at the January 24, 2023 meeting by a vote 9 in favor, none opposed, and no abstentions.

**RESOLVED:** That, effective immediately, USTA NorCal Adult Tournament Rule 9 is hereby amended as set forth below to formally incorporate separate policies related to seeding into the Rules. Included in this amendment is a conforming change to correctly replace reference to the obsolete Grand Prix Points Race Lists with the National Standings List for the Adult Open and Age Group Divisions (stricken through language is proposed to be deleted; underlined language is proposed to be added):

**9. Seeding.**

a. Adult Open and Adult Age Group Divisions.

i. When Seeding Coordinators Available. USTA NorCal will appoint Seeding Coordinators to seed events in the Adult Open and Adult NTRP Divisions. When Seeding Coordinators are available, the Seeding Coordinators will use the All Factors Method of seeding as described in USTA Regulation II.A.4.b. Among the information that will be considered are head-to-head records, indirect wins and losses, national rankings, sectional rankings, Universal Tennis Ratings (UTR) and any additional information available. (See Adult Open and Age Group Tournament Seeding Rules and Coordinators: <https://www.usta.com/content/dam/usta/sections/northern-california/norcal/pdfs/tournamentdirectors/Adult%20Open-Senior-Tournament-Seeding-Rules-USTA-NorCal-Seeding-Coordinators.pdf>)

ii. When Seeding Coordinators Not Designated or Available. If a Seeding Coordinator in a Division is not designated or available, the Tournament Committee will seed the event using the most currently available National Standings List of the Division. Singles National Standings Lists will be used for singles events; Individual Doubles National Standings Lists will be used for doubles events; and Individual Mixed Doubles National Standings Lists will be used for mixed doubles.

iii. Special Instructions for Doubles and Mixed Doubles When Seeding Coordinators Not Available. Teams will be seeded in the order of their combined ranking using the most recently published Individual Doubles or Individual Mixed Doubles National Standings List. For example, if Partner A holds the #1 ranking and Partner B holds the #10 ranking, the Team of A&B would have a combined ranking of 11.

Teams that have the same combined ranking shall be seeded in the order of the total number of ranking points held by each team.

If one partner does not have a ranking, for the purposes of calculating the combined ranking, the unranked player shall be assigned a rank that is equivalent to one lower than the lowest ranked player on the National Standings List. For example, if Partner C holds the #1 ranking, Partner D does not have a ranking, and the National Standings List has a total of 100 players on the list, Partner D is assigned a ranking of 101 and Team C&D have a combined ranking of 102.

b. Adult NTRP Divisions. Please refer to the USTA Adult and Family Tournament, Ranking & Sanctioning Regulations for the seeding rules.

**Rule 9.b. Comment.** The USTA Adult and Family Tournament, Ranking & Sanctioning Regulations require Adult NTRP Divisions to be seeded as follows:

The Computerized List Method of seeding as described in USTA Regulation II.A.4.a. will be used to seed as follows:

- Singles events. Seeding will be done using the most recently published singles National Standings List of the Division.
- Doubles events. Seeding will be done by using the most recently published doubles National Standing List of the Division. Teams will be seeded in the order of their combined standings (For example, Player A holds the #1 standing and Player B holds the #10 standing. The Team of A&B would have the combined standing of 11). If there is a tie, the team with the player that has the highest doubles standing on the list must be seeded in the higher position. If a player has no standing, for the purpose of determining the combined standing, this player will be assigned a standing one lower than the last player on the doubles National Standing List.

c. *Family Divisions.* Please refer to the USTA Adult and Family Tournament, Ranking & Sanctioning Regulations for the seeding rules.

**Rule 9.c. Comment.** The USTA Adult and Family Tournament, Ranking & Sanctioning Regulations require Family Divisions to be seeded as follows:  
The All Factors Method of seeding as described in USTA Regulation II.A.4.b. will be used to seed.

**Rationale:** The amendment formally incorporates separate and previously Board-approved policies related to seeding into the Rules. Included in this amendment is a conforming change to correctly replace reference to the obsolete Grand Prix Points Race Lists with the National Standings List for the Adult Open and Age Group Divisions

## USTA NorCal Committee Charters

**Authority, Membership and Operations Sections for All Committees of the Corporation except those Committees that have different Membership and Operations Sections as shown on the Charters that follow.**

### Authority

1. The \_\_\_\_\_ Committee is a Committee of the Corporation established under Article IX of the Bylaws (the "Committee") of United States Tennis Association Northern California ("USTA NorCal").
2. As a Committee of the Corporation, the Committee may not act on behalf of or with the authority of the Board of Directors (the "Board"), but may provide advice to the Board and take action on matters specifically delegated to the Committee by the Board. When the Committee has taken an action that is within the clearly defined scope of authority that the USTA NorCal Board has specifically delegated to the Committee as set forth in this Charter or in a Board resolution, all such actions shall be reported up to the full Board at its next meeting. In all other matters, the Committee's role is to review matters within its scope, provide recommendations to the Board, carry out Board decisions, and serve as a resource for management.

### Membership

1. Directors and non-Directors may be members of the Committee, subject to the requirement that the Committee shall consist of at least two (2) individuals at all times. Pursuant to the Bylaws, the President will appoint members of the Committee and a Chair of the Committee from among its members, each to serve for the duration of the then serving President's term, unless they are earlier removed or resign or unless the President believes a change in membership of the Committee in the best interest of USTA NorCal. Vacancies in the Committee shall be filled in the manner in which the original appointments were made.
2. Pursuant to Bylaw IX.D. the number of Committee members may be designated from time to time by the President, or may, in the President's discretion, be determined by the Committee Chair.
3. The President is an *ex officio* member of the Committee.

### Operations

1. The Committee will meet with such frequency as it may determine. The Chair of the Committee will preside over all meetings of the Committee.
2. The majority of the Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present. Pursuant to Bylaw IX.D. the Committee may petition the Board to have a quorum be less than a majority of its members.
3. The Committee will follow all governance procedures set forth in the United States Tennis Association Northern California Policies on Decision Making Governance adopted on August 17, 2022, which may be amended by the USTA NorCal Board from time to time. Included in the Policies are procedures for minutes, presenting recommendations for Board approval, and reporting actions taken by the Committee that are within the clearly defined scope of authority that the Board has specifically delegated to the Committee.
4. Unless the Committee otherwise directs, the Executive Director may attend all Committee meetings.
5. The Committee may invite any non-Committee member to attend meetings or meet with Committee members as appropriate, but such individuals shall not be members of the Committee or have a vote on any matters before the Committee.
6. The Executive Director will appoint a staff member or members to serve as the Committee's staff liaison(s). This person or persons will be permitted to attend meetings of the Committee, but will not be a member of the Committee or have a right to vote on matters before the Committee. The Committee shall have the right to meet at any time with only Committee members present as it deems appropriate.
7. The Committee will review this charter periodically and recommend any proposed changes to the USTA NorCal Board for review and consideration. The Board may amend or revoke this charter at any time.

**Charges, Responsibilities and Delegation of Authority Sections for All Committees of the Corporation except those Committees that have different Membership and Operations Sections which are included in the information that follows (and is highlighted in blue)**

## **Adaptive Tennis Committee**

**Committee Charge:** The purpose of the Adaptive Committee is to give tennis players with intellectual and physical disabilities the opportunity to participate in the game of tennis.

### **Responsibilities**

1. Promote and develop recreational tennis opportunities for the adaptive population through inclusion and support through programming, equipment, instruction and events.
2. Advise, assist, work and collaborate with the USTA NorCal Staff, the USTA Network and overall tennis industry in providing and supporting adaptive tennis.
3. Assist with existing special events serving the adaptive population including (for example, Special Olympics, events for persons with autism, events for the blind).

### **Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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## **Adult Leagues Committee**

**Committee Charge:** The purpose of the Adult Leagues Committee is to promote and provide recreational and competitive league team opportunities for players aged 18 and over.

### **Responsibilities**

1. To advise, assist, work and collaborate with the USTA NorCal staff, the USTA Network and overall tennis industry.
2. Monitor participation in USTA NorCal adult league programs to identify areas for growth and concerns related to retention.
3. Develop ideas for new Adult League product(s) offerings and analyze and make recommendations for retiring product lines where demand no longer supports the resources to host events. Explore WTN play opportunities for Adult League players.
4. Secure host sites and make recommendations on hosting League Championships, and the annual awards event.
5. Support entry-level growth, retention and customer service for adult league players at all levels.
6. Ensure clear and consistent rules and regulations and are compliant with the National League Regulations.
7. Support education and training for captains and players.
8. Develop, compile, review, evaluate and report on the results of the 2023 Player Survey.
9. Collaborate with the Adult Tournament Committee to grow participation in NTRP National Championship Qualifiers and the NTRP National Championships and develop similar play opportunities.
10. Develop sportsmanship initiatives and recognition opportunities.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

The Committee is authorized to select the winners of the Adult League Awards, based on the criteria previously approved by the USTA NorCal Board.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

## Adult League Grievance Appeals Committee

### Membership

1. Directors and non-Directors may be members of the Committee, subject to the requirement that the Committee shall consist of at least two (2) individuals at all times. Pursuant to the Bylaws, the President will appoint members of the Committee and a Chair of the Committee from among its members, each to serve for the duration of the then serving President's term, unless they are earlier removed or resign or unless the President believes a change in membership of the Committee in the best interest of USTA NorCal. Vacancies in the Committee shall be filled in the manner in which the original appointments were made.
2. Pursuant to Bylaw IX.D. the number of Committee members may be designated from time to time by the President, or may, in the President's discretion, be determined by the Committee Chair.
3. No member of the Committee may be a member of the Adult League Grievance Committee.
4. The President is an *ex officio* member of the Committee.

**Committee Charge:** The purpose of the Adult League Grievance Appeal Committee is to review and decide upon all appeals of grievance decisions made by the USTA Adult League Grievance Committee, within the parameters of the USTA League Regulations.

### Responsibilities

Review all Adult League grievance appeals submitted to USTA NorCal.

### Delegation of Authority

The only authority specifically delegated to the Committee by the Board is set forth below:  
The Adult League Grievance Appeals Committee is authorized to investigate and decide matters relating to appeals of grievances decided by the Adult League Grievance Committee, which shall be handled in a manner consistent with the requirements of the USTA League Regulations.

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## Adult League Grievance Committee

**Committee Charge:** The purpose of the Adult League Grievance Committee is to review and decide upon all USTA Adult League Grievances within the parameters of the USTA League Regulations.

### Responsibilities

Review all Adult League grievances submitted to USTA NorCal.

### Delegation of Authority

The only authority specifically delegated to the Committee by the Board is set forth below:  
The Adult League Grievance Committee is authorized to investigate and decide matters relating to grievances arising out of USTA NorCal Adult League, which shall be handled in a manner consistent with the requirements of the USTA League Regulations.

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## Adult League Medical Appeals Committee

**Committee Charge:** The purpose of the Adult League Medical Appeals Committee is to review and decide upon all medical appeals within the parameters of the USTA League Regulations.

### Responsibilities

Review all Adult League medical appeals submitted to USTA NorCal.

### Delegation of Authority

The only authority specifically delegated to the Committee by the Board is set forth below:  
The Adult League Medical Appeals Committee is authorized to investigate and decide matters relating to medical appeals arising out of USTA NorCal Adult League, which shall be handled in a manner consistent with the requirements of the USTA League Regulations.

## **Adult Tournament Committee**

**Committee Charge:** The purpose of Committee is to develop, promote, and monitor the Adult Tournament system within the Northern California Section to ensure that it:

- Retains and grows participation; and
- Provides players of all abilities and backgrounds the opportunity to compete in recreational and competitive tournaments.

### **Responsibilities**

1. To advise, assist, work and collaborate with the USTA NorCal Staff and overall tennis industry on adult tournaments.
2. Monitor participation in USTA NorCal Adult Tournaments to identify areas for potential growth and concerns related to retention.
3. Research adult tournament activities and make recommendations on all policies relating to Adult Tournaments.
4. Recommend sites for USTA and USTA NorCal Adult Tournaments.
5. Propose new Adult Tournament programming and retirement of declining programming for the benefit of USTA NorCal players.
6. Review tournament play data at all levels to determine the success of alternative formats which will drive decisions and amendments to existing programs.
7. Further develop an outreach plan to engage new tournament hosts (i.e. Parks & Recreation facilities)
8. Identify opportunities to launch team tennis and age/NTRP tournaments and combination formats.
9. Educate players on the World Tennis Number (WTN) and pilot level-based events using the WTN.
10. Collaborate with Marketing to develop a comprehensive plan to educate all constituents, including new and existing players, on products.
11. Collaborate with other committees to explore growth opportunities.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

- The Committee is authorized to select the winners of the Adult Tournament Awards, based on the criteria previously approved by the USTA NorCal Board.
- The Committee is authorized to select organizations to receive grants, based on the criteria previously approved by the USTA NorCal Board.
- The Committee is authorized to designate Adult ranking tournaments as Tournaments of the Year or Gold Cup Series Tournaments, based on criteria previously approved by the USTA NorCal Board, which in some cases may make those tournaments eligible for grants.
- The Committee is authorized to assign the Level of a previously-approved sanction for an Adult ranking tournament.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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## **Audit Committee**

### **Membership**

1. Directors and non-Directors may be members of the Committee, subject to the requirement that the Committee shall consist of at least two (2) individuals at all times. Pursuant to the Bylaws, the President will appoint members of the Committee and a Chair of the Committee from among its members, each to serve for the duration of the then serving President's term, unless they are earlier removed or resign or unless the President believes a change in membership of the Committee in the best interest of USTA NorCal. Vacancies in the Committee shall be filled in the manner in which the original appointments were made.
2. Pursuant to Bylaw IX.D. the number of Committee members may be designated from time to time by the President, or may, in the President's discretion, be determined by the Committee Chair.
3. Neither the President, Chief Executive Officer, Treasurer, nor Chief Financial Officer shall be a member of this Committee, and no member of the USTA NorCal staff may be a voting member of this Committee.

**Committee Charge:** Subject to supervision of the Board of Directors, the audit committee's purpose is to recommend to the board the retention and termination of the independent auditor and may negotiate the independent auditor's compensation, on behalf of the board of directors.

**Responsibilities**

1. Annually recommend the engagement of an auditor to the USTA NorCal Board.
1. Confer with the auditor to satisfy its members that the financial affairs of USTA NorCal are in order.
2. Review and determine whether to accept the audit.
3. Ensure that any non-audit services performed by the auditing firm conform with standards for auditor independence referred to in California law, Section 12586(e)(1).
4. Approve performance of non-audit services by the auditing firm.
5. Review USTA NorCal budget procedures used during the budget development.

**Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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**Awards Committee**

**Committee Charge:** The purpose of the Committee is to identify individuals and organizations that have made significant contributions to the game of tennis and the USTA NorCal Section.

**Responsibilities**

1. To advise, assist, work and collaborate with the USTA NorCal staff to honor individuals and organizations that contribute to and serve the game of tennis in a significant fashion within USTA NorCal Section.
2. Develop and administer an awards selection procedure and ceremonies that will honor individuals and organizations that significantly contribute to and serve the game of tennis in the NorCal Section.
3. Identify and promote award winners in the various geographical communities of the NorCal Section.
4. Assist with the high-level planning of the various awards ceremonies which are held each year.
5. Attend the awards recognition ceremonies to support and congratulate award winners.

**Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

- The Committee is authorized to select the winners of USTA NorCal Awards, based on criteria previously approved by the USTA NorCal Board and whenever this authority has not been delegated to another Committee.
- The Committee is authorized to select USTA NorCal's nominee national USTA awards, for which the USTA has established the criteria for nomination, whenever this authority has not been delegated to another Committee.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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**Budget and Finance Committee**

**Committee Charge:** The purpose of the Committee is to prepare the annual proposed budgets for the Board of Directors and review the impact on the USTA NorCal budget in respect to USTA NorCal programs that significantly impact the budget.

**Responsibilities**

1. Solicit program and operational information from USTA NorCal Executive Director, Departments, and committee chairs for budget development.
2. Annually, recommend a budget for approval by the USTA NorCal Board.
3. Research financial trends within the USTA NorCal Section.
4. Identify, monitor and forecast financial concerns and issues.
5. Review all mid-year requests for new funding and reallocation of funds already budgeted made by staff

and committees, prior to presentation of these requests to the Board for approval.

### **Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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## **Coaches Commission**

### **Committee Charge:**

To create a network of coaches in the section that promote the player development pathway by supporting the Early Development (EDC) Camp structure, Team NorCal and identifying players that are strong candidates for TEAM USA Regional Camps that will help train a continuous wave of fundamentally sound 8-14 year olds in alignment with the USTA Teaching and Coaching Philosophy.

### **Responsibilities**

1. Assist NorCal in building a network of coaches residing in NorCal.
2. Assist NorCal staff in identifying coaches to work the Early Development Camps ("EDCs"), Team NorCal, and Team USA Regional training camps.
3. Provide feedback and support to NorCal staff in the development of coaching education workshops.
4. Propose for approval by the Board a selection process for EDCs that is to include the use of the PlayTracker and WTN.
5. Assist NorCal staff in identifying camp and workshop locations.
6. Collaborate with the Junior Council to educate coaches about the World Tennis Number and how it's used in NorCal, nationally, in collegiate tennis, and at ITF tournaments.
7. Develop an outreach plan to increase the number of women and diverse coaches in the section.
8. Consistently attend tournaments with the purpose of identifying players who should be considered to attend camps.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

- The Coaches Commission is authorized to select the dates and locations of training camps.
  - The Coaches Commission is authorized to recommend coaches to staff to be hired to work at the training camps.
  - The Coaches Commission is authorized to select the players who attend the training camps.
- Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.
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## **Community Programs Committee**

**Committee Charge:** The purpose of the Community Programs Committee is to promote, develop, and evaluate all grassroots and activation programs to increase tennis participation in local communities.

### **Responsibilities**

1. Propose to the Board a set of criteria for National Junior Tennis Leagues (NJTLs), Community Tennis Associations (CTAs), H.I.T.S., and schools programs grants to increase the number of providers and player participation.
2. Establish an outreach strategy to inform community partners/stakeholders of the NorCal, National, and USTA Foundation resources available to apply for.
3. Research and create an advocacy plan on implementing grassroots programming in public facilities.
4. Develop and provide resources (i.e. collateral, program materials, coaching education) for providers in school's, NJTLs, and CTAs to help increase unique participation.
5. Develop an evaluation process to assess the effectiveness of the H.I.T.S program at the completion of each session.
6. Propose to the Board a set of criteria for recognizing players and community providers at the Aces Awards and the Junior Player Party.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

1. The Committee has the authority to determine the locations for events and programs.
2. The Committee is authorized to select the winners of awards, based on the criteria previously approved by the USTA NorCal Board.
3. The Committee is authorized to select organizations to receive grants, based on the criteria previously approved by the USTA NorCal Board.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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### **Constitution and Rules Committee**

**Committee Charge:** The purpose of the Committee is to:

- when appropriate, propose new provisions or amendments to the USTA NorCal Bylaws; and
- review the form of new provisions or amendments to the USTA NorCal Bylaws proposed by other proposers to reduce ambiguity, promote clarity and keep all provisions of the same in conformity with each other and with the USTA Bylaws.

### **Responsibilities**

1. Advise, assist, work and collaborate with the USTA NorCal staff and Board to ensure conformity of USTA NorCal Bylaws and any requirement placed on NorCal by the USTA.
2. Facilitate cross-committee communication so that proposed new provisions or amendments to the USTA NorCal Constitution and Bylaws are fully vetted and prepared for discussion and vote.
3. Investigate whether it is in the best interests of USTA NorCal to adopt a Constitution and report findings to the Board.
4. Solicit feedback from the Board with respect to the Committee's draft proposals to adopt a USTA NorCal Constitution and/or propose new provisions and/or amendments to the USTA NorCal Bylaws.
5. Formally present to the Board for a recommendation to the Voting Members, amendments proposed by the Committee to the USTA NorCal Bylaws, pursuant to the applicable provisions of the Bylaws.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board or the USTA NorCal Bylaws is set forth below:

Pursuant to the Bylaws, propose new provisions and amendments to the USTA NorCal Constitution and Bylaws. Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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### **Diversity and Inclusion Committee**

**Committee Charge:** The purpose of the Committee is to advise, and collaborate with USTA NorCal staff, the USTA Network and overall tennis industry to promote greater diversity and inclusion in tennis player participation and in USTA NorCal services, activities, events and programs.

### **Responsibilities**

1. Evaluate opportunities and initiatives to promote greater diversity and inclusion among participants in all USTA NorCal programs, activities, events and the volunteer corps.
2. Support USTA NorCal program providers in diversity and inclusion efforts.
3. Attend diversity and inclusion events to develop partnership opportunities to attract a new audience of players.
4. Research and develop diversity and inclusive partnerships and collaborations.
5. Review and enhance strategies to attract, engage and retain a new generation of diverse players.
6. Research and provide resources for grants and scholarship opportunities, including an outreach strategy to ensure eligible applicants are aware of the opportunities (i.e. USTA Foundation grants, Tennis Venue Services).

7. Develop a strategy to recruit and develop diverse coaches.
8. Research and develop program opportunities to promote health, wellness, and teamwork while building self-esteem through tennis for young girls.
9. Support the development of the National Junior Tennis League (NJTL's) chapters by providing play opportunities and coach education opportunities.
10. Collaborate with the Adult Tournament Committee to survey, strategize, and develop a plan to increase the number of women playing tournaments.

#### **Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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### **Employee Relations Committee**

**Committee Charge:** The purpose of the Committee is oversight and investigation of personnel matters of USTA NorCal and issuing recommendations and actions to the Board of Directors for approval and implementation.

#### **Responsibilities**

1. Provide advice and recommendations on methodology required to measure current and future levels of employee engagement throughout USTA NorCal.
2. Provide advice and recommendations on how to increase awareness and competencies related to engagement for all employees. This might include training programs, guest speaker programs, and other forms of communication.
3. Address, as appropriate and as requested, employee to employee relationships as well as relationships between staff and Board members, and between staff and volunteers.
4. Coordinate the evaluation of the Executive Director's performance with input and advice from the Board.
5. In conjunction with the Human Resources department and the Budget Committee, explore and evaluate the compensation components and levels to be paid to the Executive Director and review and approve compensation recommendations prepared by the Executive Director for all staff including:
  - base salaries and ranges,
  - incentive compensation plans and awards, if any, and,
  - Welfare and retirement benefit plans, if any.
6. Work with the Executive Director on staffing additions and reductions.
7. Verify that compensation information is appropriately and fully disclosed to the full Board as required by regulation or governance best practices.
8. Report regularly to the Board on Committee findings and approved actions and any other matters the Committee deems appropriate or the Board requests.
9. Engage (after Board approval) independent, outside advisors (e.g., attorneys, compensation consultants, etc.) to provide objective and impartial compensation data and express an opinion on total compensation reasonableness. Such advisors report directly to the Committee.
10. Work hand in hand with the Board on public relations matters and provide recommendations to the Board to act upon.
11. Participate in and have oversight over investigations as requested by the Board.

#### **Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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### **Governance and Ombuds Committee**

**Committee Charge:** The purpose of the Committee is to assist the Board of Directors of the USTA NorCal to effectively fulfill its duties and responsibilities regarding all matters related to governing the organization.

#### **Responsibilities**

1. Advise the Board on strategies to strengthen the organization and empower the Board to meet its

obligation related to good governance and to fulfill the organization's mission.

2. Identify efficiencies and deficiencies and make recommendations for policies and protocols that reflect best practices for the overall good governance of USTA NorCal.
3. Advise the Board and Committees on proposals to ensure they are in proper form and are consistent with the USTA NorCal, USTA Constitution, Bylaws, and regulations.
4. Make recommendations to the Nominating Committee on the competencies and qualifications appropriate for election to the Board of Directors.
5. Advise the President regarding Committee Chair and Committee member appointments.
6. Assist with the development of an orientation process for newly appointed Board Directors and Committee Chairs to ensure that they have adequate materials and understanding of their roles and responsibilities, and provide ongoing training as needed.
7. Work with individuals and groups to explore and assist them in determining options to help resolve conflicts, problematic issues, or concerns, and bring systemic concerns to the attention of the organization for resolution.

### **Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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### **Hall of Fame Luncheon Committee**

**Committee Charge:** The purpose of the Committee is to plan, manage, and execute the large annual event of the USTA NorCal Hall of Fame. The committee creates an event that reflects the mission of the USTA NorCal and honors those who have made valuable contributions to the sport.

### **Responsibilities**

1. Identify the venue for the annual USTA NorCal Hall of Fame Luncheon in a manner that is consistent with the RFP procedures approved by the USTA NorCal Board..
2. In collaboration with the USTA Norcal Marketing Department, solicit Hall of Fame Luncheon sponsors.
3. Work with USTA NorCal Marketing staff and Marketing Committee in promoting the event.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

The Committee is authorized to make decisions related to the logistics of the Hall of Fame Luncheon, including selection of the menu, and selection of the Luncheon speaker and/or master of ceremonies.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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### **Junior Council Committee**

**Committee Charge:** The purpose of Committee is to develop, promote, and monitor the junior ranking tournament system within the Northern California Section to ensure that it:

- Retains and grows participation; and
- Provides players of various ages, abilities, and backgrounds the opportunity to develop to the highest competitive level possible.

### **Responsibilities**

1. Monitor participation in USTA NorCal junior ranking tournaments to identify areas for potential growth and concerns related to retention.
2. Through ongoing review, evaluate whether the calendar of USTA NorCal junior ranking tournaments is providing reasonable opportunities for player development, including ongoing review of the ratio of events per level, strength of field, tournament inventory, draw sizes, seeding and selection policies, draw and match formats, and team event offerings.
3. Annually, recommend to the Board the dates on which sanctioned tournaments, which are limited in number, will be held. Currently these are the Level 3, 4 and 5 Tournaments, and the Level 6 Ratings Round Robins.

4. Review, and make recommendations to the Board, when appropriate, for changes to the entry fees for sanctioned junior tournaments.
5. Monitor the rollout of the ITF's World Tennis Number (WTN) with respect to how it is used in level-based ranking tournaments, and so that NorCal can provide feedback to the USTA when appropriate.
6. Collaborate with NorCal staff on a plan to educate players, parents, and coaches on the importance of fostering an environment of fair play, mutual respect, and the safety of all participants; and develop a system of positive reinforcement and reward with respect to outstanding sportsmanship.
7. Provide feedback and support to NorCal staff in the development Tournament Director workshops and/or a communication plan that will provide resources to improve the quality and compliance with NorCal policies.
8. Provide feedback and support to NorCal staff in the development of townhall meetings for junior tennis stakeholders, including parents, coaches, and players.
9. Review and make recommendations to the Board, when appropriate, related to policies for selecting players to participate on NorCal teams, including, but not limited to, the Maze Cup, Pacific Cup, and USTA and intersectional team competitions.
10. Propose to the Board a set of criteria for the various USTA NorCal junior sportsmanship and other awards presented at the annual junior awards party.
11. Recommend to the Board proposals to improve the overall junior ranking tournament structure and experience.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

- Junior Council is authorized to select USTA NorCal's nominee for the USTA Bill Talbert Sportsmanship Award, for which the USTA has established the criteria for nomination.
- Junior Council is authorized to provide feedback to USTA NorCal staff when the USTA requests input that will affect decisions that impact the overall USTA junior competitive structure.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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### **Junior Team Tennis/Local Play Committee**

**Committee Charge:** The purpose of the Committee is to promote, develop, and evaluate the Net Generation in Northern California to provide a foundation for increased local play opportunities and Junior Team Tennis that is in alignment with the American Development Model (ADM) in both individual and team aspects.

### **Responsibilities**

1. Promote, develop, and evaluate the USTA Team Challenge product to optimize attraction and retention including program and marketing materials provider feedback, technology, and input from internal and external customers while continuing to assess its integration with Net Generation Pathway Regulations.
2. Promote, develop, and evaluate Team Tennis and Team Tournament products (including Junior Team Tennis) to optimize attraction and retention including program and marketing materials, provider feedback, technology, and input from internal and external customers while continuing to assess their integration with Net Generation Pathway Regulations.
3. Promote, develop, and evaluate the Junior Circuit product to optimize attraction and retention including program and marketing materials, provider feedback, technology, and input from internal and external customers while continuing to assess its integration with Net Generation Pathway Regulations.
4. Collaborate with Junior Council on ways to retain players as they transition from Net Generation programs to ranking tournaments and other higher levels of competitive play.
5. Promote, and evaluate the PlayTracker and rating tools to optimize attraction and retention including marketing materials, provider feedback, technology, and input from internal and external customers while continuing to assess its integration with Net Generation Pathway Regulations.
6. Develop educational workshops, webinars, and training for players, parents, coaches, and providers.
7. Develop a comprehensive plan to educate all constituents, including new and existing players, on products.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

Pursuant to the USTA NorCal Junior Team Tennis Regulations, the Committee is authorized to determine whether Playoffs and/or Championships are held for Travel Leagues. Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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## Marketing Committee

**Committee Charge:** The purpose of the Marketing Committee is to create and implement strategic marketing initiatives that support the overall organization's mission to grow and promote tennis across the USTA NorCal Section.

### Responsibilities

1. Advise, assist, work and collaborate with the USTA NorCal staff on marketing initiatives and efforts.
2. Identify collaborations and partnerships to support programs, activities and events.
3. Research current marketing strategies that may be implemented in programming and events in USTA NorCal Section.

### Delegation of Authority

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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## Nominating Committee

### Membership

Only Directors who are not eligible for re-election and non-Directors may be members of the Committee, subject to the requirement that the Committee shall consist of at least three (2) individuals, and not less than five (5) individuals at all times. Pursuant to the Bylaws, the President will appoint members of the Committee and a Chair of the Committee from among its members, each to serve for the duration of the then serving President's term, unless they are earlier removed or resign or unless the President believes a change in membership of the Committee in the best interest of USTA NorCal. Vacancies in the Committee shall be filled in the manner in which the original appointments were made.

### Operations

1. The Committee will meet with such frequency as it may determine. The Chair of the Committee will preside over all meetings of the Committee.
2. The majority of the Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present. Pursuant to Bylaw IX.D. the Committee may petition the Board to have a quorum be less than a majority of its members.
3. The Committee will follow all governance procedures set forth in the United States Tennis Association Northern California Policies on Decision Making Governance adopted on August 17, 2022, which may be amended by the USTA NorCal Board from time to time. Included in the Policies are procedures for minutes, presenting recommendations for Board approval, and reporting actions taken by the Committee that are within the clearly defined scope of authority that the Board has specifically delegated to the Committee.
4. Unless the Committee otherwise directs, the Executive Director may attend all Committee meetings, except closed sessions during which interviews are conducted.
5. The Committee will review this charter periodically and recommend any proposed changes to the USTA NorCal Board for review and consideration. The Board may amend or revoke this charter at any time.

**Committee Charge:** The purpose of the Committee is to nominate the slate of directors for the USTA NorCal Board of Directors in accordance with the applicable provisions of the USTA NorCal Bylaws.

### Responsibilities

1. Advise, assist, work and collaborate with the USTA NorCal staff in the drafting and distribution of materials for Organization Members to nominate individuals for the Board of Directors.
2. Advise, assist, and collaborate with the USTA NorCal staff to ensure that the application and all other

required forms and materials are distributed to the individuals nominated for the Board of Directors.

3. Solicit input from the USTA NorCal Board and the Executive Director with respect to competencies needed for the Board.
4. Propose for adoption by the USTA NorCal Board a set of rules under which the election will be conducted.
5. Conduct interviews of the Board nominees.
6. Assist the company engaged to manage the election at the USTA NorCal Annual Meeting.

#### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

- Determine the information that will be on the application submitted to the Committee by nominees.
- Select a slate of nominees to the Board of Directors.
- Determine the content of the report issued by the Committee to the Voting Members, provided it includes the information required by the Bylaws.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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### **NTRP Self-Rate Appeals Committee**

**Committee Charge:** The purpose of the NTRP Self-Rate Appeals Committee is to fulfill the requirement set forth in the USTA Adult League Regulations that each Sectional Association level must designate a committee to handle Self-Rate Appeals for those who appeal their assigned self-rating level.

#### **Responsibilities**

Propose for adoption by the Board a set of procedures for handling appeals of self-rated NTRP Ratings that is consistent with the requirements of the USTA Adult League Regulations.

#### **Delegation of Authority**

Once procedures for handling appeals of self-rated NTRP Ratings have been adopted by the Board, the Committee is authorized to make decisions related to all such appeals consistent with those procedures.

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### **Parks and Recreation Committee**

**Committee Charge:** The purpose of the Committee is to encourage Parks and Recreation agencies to engage in USTA NorCal programs, events, and activities, and utilize the Park and Recreation agency as a tennis delivery system to grow tennis.

#### **Responsibilities**

1. To advise, assist, work and collaborate with the USTA NorCal staff in promotion of tennis through outreach to all northern California Parks and Recreation agencies.
2. Serve as a liaison to the California Park and Recreation Society, an affiliate to the National Recreation and Park Association.
3. Support the California Park and Recreation Society by participating in its annual conference when held in northern California.
4. Promote all USTA NorCal Section programs, activities, and events to park and recreation professionals to enhance tennis play, programs and facilities in public area parks throughout the section.
5. Engage park and recreation professionals in volunteering for USTA NorCal Section.
6. Attend park and recreation tennis events.

#### **Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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### **Sanction and Schedule Committee**

**Committee Charge:** The purpose of the Committee is to recommend to the Board tournament sanctions for approval by the Board.

## **Responsibilities**

1. Analyzes customer satisfaction data relating to tournament directors and tournament experiences.
2. Pursuant to the USTA NorCal Tournament Sanctioning Regulations, recommends to the Board tournaments to be sanctioned. In the case of Junior Level 3, 4 and 5 tournaments, and Junior Level 6 Ratings Round Robins, sanctions must be only awarded for the dates previously approved by the Board (upon the recommendation of the Junior Council).
3. Monitors compliance with all contractual relationships with tournament directors.
4. Monitors compliance with all USTA NorCal Junior and Adult Tournament rules.
5. Pursuant to the USTA NorCal Tournament Sanctioning Regulations, and when appropriate, recommend to the Board sanctions that should be revoked.
6. When appropriate, make recommendations to the Board for amendments to the Sanctioning Guidelines, the set of parameters under which the Committee should be making tournament sanction recommendations.
7. When appropriate, make recommendations to the Board for amendments to the USTA NorCal Tournament Sanctioning Regulations and the Sanctioning Contract.

## **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

Pursuant to the USTA NorCal Tournament Sanctioning Regulations approved by the Board, the Sanction & Schedule Committee is authorized to place sanction holders on probation.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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## **Sportsmanship Committee**

**Committee Charge:** The purpose of the Committee is to ensure that USTA NorCal tournaments promote fair play and sportsmanship.

### **Responsibilities**

1. Advise, assist, work and collaborate with the USTA NorCal staff on sportsmanship issues and concerns as related to sportsmanship during tournament play.
2. Handles all grievances that arise out of USTA NorCal events, except USTA Adult League, including grievances and appeals.

### **Delegation of Authority**

The only authority specifically delegated to the Committee by the Board is set forth below:

The Sportsmanship Committee is authorized to conduct investigations and conduct hearings as set forth in the Sportsmanship Committee Procedures, as adopted by the Board and amended from time to time, which includes the authority to take disciplinary action and suspend players from participation.

Notwithstanding this delegation of authority, any time a decision involves a conflict of interest, the action must be submitted as a recommendation to the USTA NorCal Board of Directors for approval.

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## **Umpires and Referees Committee**

**Committee Charge:** The purpose of the Committee is to recruit, train, and retain umpires and referees for the USTA NorCal Section.

### **Responsibilities**

1. Recruit new umpires, referees and court monitors through innovation.
2. Train new umpires, referees and court monitors.
3. Conduct clinics for umpires, referees and court monitors.
4. Recommend qualified officials to tournament directors for tournament and competitive events.

**Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.

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**Wheelchair Committee**

**Committee Charge:** The purpose of the Committee is to advocate for wheelchair tennis throughout the USTA NorCal Section and engage tennis delivery systems to provide wheelchair tennis experiences through programs, events, tournaments, clinics, instructional programs and collegiate opportunities.

**Responsibilities**

1. Promote wheelchair tennis throughout USTA NorCal Section.
2. Support all forms of wheelchair tennis programs, including clinics, camps, instructional programs, tournaments and collegiate programs.
3. Develop partnerships with tennis providers to grow the availability of wheelchair tennis offerings throughout USTA NorCal.
4. Implement a network of cross-communication and collaboration between wheelchair tennis providers, to promote play opportunities to increase the frequency of participation.
5. Develop a strategy for engaging and retaining junior wheelchair tennis players, including the creation and promotion of tournaments, events and activities for these players.
6. Increase the number of NorCal sanctioned wheelchair tennis tournaments, and encourage NorCal Organization Members to apply for National wheelchair tennis tournaments, to provide comprehensive tennis opportunities for tournament players, while supporting the Tournament Directors.
7. Propose to the Board a set of criteria for the various awards presented to wheelchair players, providers and advocates at the annual Aces Awards.

**Delegation of Authority**

This Committee has not been delegated any authority by the USTA NorCal Board of Directors.