

**Minutes of the USTA NorCal Board of Directors  
Wednesday, February 21, 2024  
Video Conference Call**

**Directors Present:** Leslie Airola-Murveit, Andrea Barnes, Christine Costamagna (Vice President/President Elect), Nancy DeSchane, Martha Ehrenfeld, Jack Hesotian, Michelle Nicholson, Andrea Norman (Secretary), Larry Olmstead, David Panconi, Jason Scalese (Delegate), Caroline Sheu, Pam Sloan (President), Keith Wheeler (Parliamentarian), Scott Winn

**Directors Absent:** Shaun Chaudhari and Craig Pasqua

**Advisory Directors Present:** Suzy Cossette and Jack Walker

**Legal Counsel Present:** Jonathan Madison

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

**1. Call to Order**

President Sloan called the meeting to order at 6:33 pm and roll call was conducted. She 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 17, 2024. Following discussion, the following motion was duly made by Ms. Norman, seconded by Ms. DeSchane and **approved** by a vote of 11 in favor, none opposed, and no abstentions.

**RESOLVED:** That the minutes of the meeting of the USTA NorCal Board of Directors held January 17, 2024 are hereby approved as corrected.

*Ms. Airola-Murveit, Ms. Ehrenfeld, Mr. Hesotian, and Mr. Olmstead arrived at the meeting following the approval of the minutes.*

*Ms. Cossette and Mr. Walker remained in the closed session during the sanctions report.*

**4. Closed Session**

President Sloan announced that the Board would be going into closed session. Following the conclusion of the closed session, President 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:

- Approval of Junior and Adult Tournament Sanctions. The following sanctions were **approved** following a motion duly made by Mr. Scalese and seconded by Ms. Sheu. The vote was 15 in favor, none opposed, and no abstentions.

Junior Tournaments								
Date	Level	Div.	Events	Organizer	Director	Location	Courts	Limit
March 24	Level 7	BG14-14	Singles	Lifetime Activities	Alison Vidal	Santa Clara	8	8
April 13-14	Level 6	BG12-18	Singles	Tri Valley Tennis Academy	Calvin Thompson	Walnut Creek	14	12
April 13-14	Level 6	BG18	Singles	Humboldt Assoc. of Tennis	Peter Dauphinee	McKinleyville	6	16
April 20-21	Level 5	BG16	Team	Court in Session East Bay	Nicholas Ballou	Pleasant Hill	15	16
April 20	Level 7	BG12-14	Singles	Lifetime Activities	Alison Vidal	Pleasanton	12	8
May 11-12	Level 6	BG12-18	Singles	Carmel Valley Athletic Club	Zack Juhre	Carmel	9	8
May 25-27	Level 4	BG12	SG/DB	Court in Session East Bay	Nicholas Ballou	Pleasant Hill	15	16
May 25-27	Level 4	BG14	SG/DB	Rollingwood YMCA	Matt Brunner	Fair Oaks	10	32
May 25-27	Level 4	BG16	SG/DB	La Madrona Athletic Club	Ian Chadwell	Santa Cruz	25	32
May 26	Level 7	BG12-14	Singles	Lifetime Activities	Alison Vidal	Santa Clara	8	8

Junior Tournaments								
Date	Level	Div.	Events	Organizer	Director	Location	Courts	Limit
May 26	Level 7	BG12-14	Singles	Lifetime Activities	Alison Vidal	Pleasanton	12	8
June 1-2	Level 5	BG14	Team	Tri Valley Tennis Academy	Calvin Thompson	Walnut Creek	14	16
June 1	Level 7	BG12-14	Singles	Lifetime Activities	Alison Vidal	Pleasanton	12	8
June 8-9	Level 7	BG12-14	Singles	Lifetime Activities Sunnyvale	Alison Vidal	Sunnyvale	14	16
June 15	Level 7	BG12-14	Singles	Lifetime Activities	Alison Vidal	Pleasanton	12	8
June 22-23	Level 6	BG12-18	Singles	Court in Session East Bay	Nicholas Ballou	Pleasant Hill	15	16
June 22-23	Level 6	BG18	Singles	Humboldt Assoc. of Tennis	Peter Dauphinee	McKinleyville	6	16
July 20-21	Level 5	BG18	Singles	Humboldt Assoc. of Tennis	Peter Dauphinee	McKinleyville	6	16
July 20-21	Level 5	BG16	Singles	Sun Oaks Tennis & Fitness	Austin Kische	Redding	9	16
July 20-21	Level 5	BG12-14	Singles	La Madrona Athletic Club	Ian Chadwell	Santa Cruz	25	16
July 27	Level 7	BG12-14	Singles	Lifetime Activities	Alison Vidal	Pleasanton	12	8
Aug 24-25	Level 6	BG18	Singles	Humboldt Assoc. of Tennis	Peter Dauphinee	McKinleyville	6	16
Aug 24-25	Level 6	BG12-18	Singles	Court in Session East Bay	Nicholas Ballou	Pleasant Hill	15	16
August 25	Level 7	BG14-14	Singles	Lifetime Activities	Alison Vidal	Santa Clara	8	8
Sept 1	Level 7	BG12-14	Singles	Lifetime Activities	Alison Vidal	Pleasanton	12	8
Sept 14-15	Level 6	BG12-16	Singles	Court in Session East Bay	Nicholas Ballou	Pleasant Hill	15	16
Sept 14-15	Level 6	BG18	Singles	Humboldt Assoc. of Tennis	Peter Dauphinee	McKinleyville	6	16
Oct 19-20	Level 6	BG12-18	Singles	Wikiup Racquet & Swim Club	Steve Summer	Santa Rosa	6	16
Oct 19-20	Level 6	BG18	Singles	Humboldt Assoc. of Tennis	Peter Dauphinee	McKinleyville	6	16
Oct 27	Level 7	BG14-14	Singles	Lifetime Activities	Alison Vidal	Santa Clara	8	8
Nov 10	Level 7	BG12-14	Singles	Lifetime Activities	Alison Vidal	Pleasanton	12	8
Nov 16-17	Level 6	BG12-16	Singles	Court in Session East Bay	Nicholas Ballou	Danville	15	16
Nov 16-17	Level 6	BG18	Singles	Humboldt Assoc. of Tennis	Peter Dauphinee	McKinleyville	6	16
Dec 7-8	Level 5	BG12/18	Singles	Eventsmanagers	Ron Ward	Aptos	24	32
Dec 14-15	Level 6	BG18	Singles	Humboldt Assoc. of Tennis	Peter Dauphinee	McKinleyville	6	16
Dec 14-15	Level 6	BG12/14	Singles	Sutter Lawn Tennis Club	Brian Martinez	Sacramento	16	8

Adult Tournaments									
Date	Level	Divisions	Events	Organizer	Director	Location	Court	Limit	
April 7	7	18+ NTRP 2.5-5.0	MS, WS, MD, WD	Arora Tennis and Fitness	Akshay Arora	Livermore	9	8	
April 14	7	18+ NTRP 2.5-5.0	MS, WS, MD, WD	Arora Tennis and Fitness	Akshay Arora	Livermore	9	8	
May 12	7	18+ NTRP 2.5-5.0	MS, WS, MD, WD	Arora Tennis and Fitness	Akshay Arora	Livermore	9	8	
May 19	7	18+ NTRP 2.5-5.0	MS, WS, MD, WD	Arora Tennis and Fitness	Akshay Arora	Livermore	9	8	
June 15-16	6	40+ NTRP 2.5-5.5	MS, WS, MD, WD, MXD	Lafayette Tennis Club	Hunter Gallaway	Lafayette	9	8	
		Open	MS, WS, MD, WD, MXD						
		Father-Daughter	Doubles						
June 21-23	6	18+ NTRP 2.5-5.0	MS, WS, MD, WD	Arora Tennis and Fitness	Akshay Arora	Livermore	9	16	
June 23-25	6	55, 60, 65, 70, 75	MS, WS, MD, WD, MXD	Stephane Tennis	Stephane Lawrence	Napa	8	16	
July 13-14	6	18+ NTRP 2.5-5.0	MS, WS, MD, WD	Arora Tennis and Fitness	Akshay Arora	Livermore	9	16	

Adult Tournaments									
Date	Level	Divisions	Events	Organizer	Director	Location	Court	Limit	
July 27-28	6	18+ NTRP 2.5-5.5	MS, WS, MD, WD, MXD	Lafayette Tennis Club	Hunter Galloway	Lafayette	9	8	
		Open	MS, WS, MD, WD, MXD						
		Father-Daughter	Doubles						
Sept 7-8	6	18+ NTRP 2.5-5.5	MS, WS, MD, WD, MXD	Lafayette Tennis Club	Hunter Galloway	Lafayette	9	8	
		Open	MS, WS, MD, WD, MXD						
		Father-Daughter	Doubles						
Oct 5-6	6	40+ NTRP 2.5-5.5	MS, WS, MD, WD, MXD	Lafayette Tennis Club	Hunter Galloway	Lafayette	9	8	
		Open	MS, WS, MD, WD, MXD						
		Father-Daughter	Doubles						
Nov 16-17	6	40+ NTRP 2.5-5.5	MS, WS, MD, WD, MXD	Lafayette Tennis Club	Hunter Galloway	Lafayette	9	8	
		Open	MS, WS, MD, WD, MXD						
		Father-Daughter	Doubles						

Ms. Cossette and Mr. Walker left the closed session following the approval of sanctions.

- Legal Updates. The Board heard updates on outstanding legal issues.
- US Open Ticket Package Renewal. The renewal of the US Open Ticket Package, resulting in an increased cost above budget of \$2,185.06, was **approved** following a motion duly made by Mr. Wheeler and seconded by Mr. Scalse. The vote was 15 in favor, none opposed, and no abstentions.

Legal Counsel Jonathan Madison left the meeting following Closed Session.

Ms. Cossette and Mr. Walker returned to the meeting following Closed Session..

## 5. Executive Committee Report

On January 28 and by unanimous written consent, the Executive Committee approved the following sanction applications for Junior Tournaments. The Executive Committee made these approvals so as to best meet the needs of the organizers and the players, by having entries open before or shortly after this meeting.

Junior Tournaments									
Date	Level	Divisions	Events	Organizer	Director	Location	Courts	Limit	
Feb 17-18	Level 6	BG12-18	Singles	Court in Session East Bay	Nicholas Ballou	Danville	15	16	
Mar 9-10	Level 6	BG18	SG/DB	Court in Session East Bay	Nicholas Ballou	Danville	15	32	
Mar 23-24	Level 6	BG12-18	Singles	Court in Session East Bay	Nicholas Ballou	Danville	15	16	

Following the report of the action taken, the Directors had neither questions, comments, nor objections to the actions taken by the Executive Committee.

## 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:

- 3 recommendations being made by the Adult League Committee; 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 Ms. Barnes and seconded by Mr. Hesotian. Following discussion, the following motion was **approved** by a vote of 15 in favor, none opposed, and no abstentions.

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

**7. Action Item: Approval of Auditors**

President Sloan presented the Action Item of the Audit Committee, which seeks approval Moss Adams to conduct the 2023 audit. She reminded the Board that one of the responsibilities of the Audit Committee is to recommend to the USTA NorCal Board a company to conduct its annual audit. An annual audit is a requirement placed upon all Sectional Associations by the USTA and is a condition to receiving funding from the USTA. This recommendation was unanimously made following a review of the past audit arrangements, and a proposed engagement letter for the 2023 audit from Moss Adams. This company has also conducted NorCal’s audit in 2020, 2021, and 2022. The estimated cost for the audit is \$32,000, representing a \$2,000 increase in fees over the estimated fees on the 2022 audit.

While USTA NorCal has an RFP process in place, the Committee, in making this recommendation, pursuant to the RFP policy, is requesting an exemption to the process. Typically, an audit firm will do work for a company for 4-5 years before either a change in firm is made, or a change in the staff persons from a firm assigned to an audit are changed. President Sloan reported that Moss Adams is known to be a solid, mid-tier Bay Area CPA firm that already has an established and productive working relationship with NorCal staff.

Following discussion, the following motion was duly made by Ms. Norman, seconded by Ms. DeSchane, and **approved** by a vote of 15 in favor, none opposed, and no abstentions.

**RESOLVED:** That, effective immediately, USTA NorCal retain Moss Adams to conduct its 2023 audit for the proposed cost of \$32,000.

**8. Action Item: Expansion of First League Free Program**

Ms. Costamagna presented the Action Item of Adult Leagues Committee to extend the First League Free promotion previously approved by the Board in February 2023, from a maximum of 155 new players to all new players. The intent of the removal of the 155 player cap is to encourage more first time players. Ms. Costamagna reported that since the promotion began mid-year in 2023, NorCal had 76 eligible players that took advantage of the First League Free promotion in FY 2023. Twenty-three have already gone on to play on additional league teams. If adopted, expanding the promotion may affect the budget. Any new player beyond the originally planned cap that is within the 6% growth budgeted for in 2024 will result in a net loss of \$29.85 per player in terms of league revenue being collected (currently \$33 per player income net of the \$3.15 TennisLink fee NorCal pays) however, it is projected to be nominal. The Committee will re-assess the success of the program at the end of 2024 to determine whether participation has grown as a result.

Following discussion, the following motion was duly made by Ms. Costamagna, seconded by Mr. Paconi, and **approved** by a vote of 15 in favor, none opposed, and no abstentions.

**RESOLVED:** That, effective immediately, the 155 player cap per year be removed from the First League Free promotion adopted in February 2023 so that any new player participating in an USTA NorCal Adult League for the first time will have his/her registration fee waived.

**9. Action Item: Funding for Women’s Summit**

Ms. Verhoeven presented her Action Item to add funds the 2024 budget to conduct an inaugural Women’s Summit. The Summit has been planned by a Women’s Summit Planning group in order to promote and bring women together in tennis in Northern California. Other Sections are hosting similar events and lead to NorCal to consider adding into its calendar. The event, if approved, will be staff driven. The budget is based on attendance of 100 adults.

Ms. Verhoeven reported that the Budget and Finance Committee endorses this addition to the budget.

Following discussion, the following motion was duly made by Mr. Scalse, seconded by Ms. Nicholson, and **approved** by a vote of 15 in favor, none opposed, and no abstentions.

**RESOLVED:** That, effective immediately, up to \$17,000 be added to the 2024 budget for USTA NorCal to host a women’s summit at the Silverado Resort in Napa Valley on May 18, 2024, with projected expenses as follows:

Expense	Itemized Cost	Projected Cost for 100 Attendees
Conference Room (Vintner’s Room)-Saturday	\$750	\$750
Sat Breakfast (a la carte): fruit skewers, assorted pastries and muffins	\$18/person	\$1,800
Sat Box Lunches	\$53/person	\$5,300

Expense	Itemized Cost	Projected Cost for 100 Attendees
Sat Breakout Beverages: coffee, tea, lemonade, water	\$100/gallon	\$2,000
Sat Happy Hour: appetizers (3), chicken skewers, tomato bruschetta, smoked salmon blini	\$28/person	\$2,800
Wine comped, non-alcoholic beverages	\$7 soda x 50	\$350
	Subtotal before tax	\$12,750
	24% Hotel Tax	\$3,060
	7.75% Sales Tax	\$988
	<b>TOTAL</b>	<b>\$16,798</b>

**10. Action Item: JTT/Local Play Administrative Grievance Procedures**

Ms. Verhoeven presented the proposal to formalize a process under which administrative grievances related to Junior Team Tennis will be handled by the Local Play/Junior Team Tennis Committee. These procedures and the proposed amended Committee Charter include the ability to decide these grievance through non-unanimous electronic voting. These procedures mirror the same process recently approved by the Adult Leagues Committee.

Following discussion, the following motion was duly made by Ms. Norman, seconded by Ms. Costamagna, and **approved** by a vote of 15 in favor, none opposed, and no abstentions.

**RESOLVED:** That, effective immediately, the USTA NorCal Procedures for Junior Team Tennis Administrative Grievances, attached as Exhibit B, is hereby approved.

**RESOLVED:** That, effective immediately, the charter for the Local Play/Junior Team Tennis Committee is hereby amended as set forth on Exhibit C (underlined language is proposed to be added; stricken-through language is proposed to be deleted).

**11. Delegated Authority Decision Report**

President Sloan directed the Board’s attention to the report of decisions made by Committees that were within the clearly defined scope of authority that the Board has delegated to the Committees in the applicable Committee Charters, a copy of which was distributed with the meeting packet. She noted that the report contains the following decisions:

- Consideration of 12 new grievances filed with the Adult Leagues Grievance Committee
- Consideration of 2 new grievance appeals filed with the Adult Leagues Grievance Appeals Committee
- Consideration of 21 new medical appeal filed with the Adult Leagues Medical Appeals Committee
- Consideration of 77 new NTRP Self-Rate appeals filed with the NTRP Self-Rate Appeals Committee
- Approval by the Adult Leagues Committee of 2023 Adult League Awards based on criteria previously approved by the Board; and
- Approval by the Adult Tournament Committee of 2023 Adult Tournament Awards based on criteria previously approved by the Board.

President Sloan explained that if the Board disagrees with any action, it may consider taking further action as it deems appropriate. Following the presentation of the Report, the Directors had neither questions, comments, nor objections to the actions taken by the Committees.

**12. Growth Catalyst Fund Ideation Discussion**

March 2 is next deadline for Growth Catalyst Grants. President Sloan solicited ideas from among the Directors. Ms. Verhoeven noted that going forward, the USTA grant application deadlines will be on a rolling basis, which means that if NorCal doesn’t have clear ideas now, we will have time to apply in the future. Ms. Costamagna inquired as to whether the already-approved grants in other Sections might provide a good resource for ideas. A Q&A/brainstorming session occurred where ideas were collected for future consideration. President Sloan also asked Directors to submit ideas directly to her and Ms. Verhoeven.

**13. New & Returning Organization Members**

Mr. Wenger presented the report of 3 new and 4 returning Organization Members since the last time the Board met on January 17, 2024, so that the Board may fulfill its obligation to review such report pursuant to USTA NorCal Bylaw III.D.

#### **14. Treasurer's Report**

Ms. DeSchane directed the Board's attention to the financial statements distributed with the meeting packet on 02/21/24.

- The cash/cash equivalents balance as of 12/31/23 was \$4,660,394 versus 11/30/23 balance of \$4,415,053.
- Net income for the month of December was \$310,031 versus November - \$175,529.
- The income statement for December YTD shows net income of \$495,342 versus November YTD net income of \$185,311 which is \$605,672 ahead of budget.
- Unclaimed Property Liability increased to \$72,636. Checks issued by USTA NorCal that are outstanding for more than three years need to be filed with the State of California as unclaimed property.
- USTA NorCal is still awaiting receipt of the Employee Retention Credit (ERC) from calendar years 2020 and 2021.
- We continue to welcome and encourage opportunities to invest in section programming in order to continue our mission to promote and develop the growth of tennis in Northern California.

#### **15. President's Report**

- USTA President's Meeting Report: President Sloan reported that only one USTA Presidents Meeting was held since the last Board Meeting where discussions on the Growth Catalyst Fund and Section sponsorships (that they are primarily secured by marketing departments when needed for events). She announced that she was elected as the President of the President's Committee for 2024. The next meeting is scheduled for March 4 and additional updates will follow that gathering.
- USTA NorCal Community Tennis Development Workshop: President Sloan attended the recent NorCal's Community Tennis Development Workshop and was impressed with attendance and programming at the event. It included networking, various workshops of interest to the attendees, and a presentation by the USTA on how Serve Tennis can help providers. This event is in line with strategic plan to reach out and provide additional resources to these valuable stakeholders.

#### **16. 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:

- Inaugural Adult Competition Awards: The inaugural Adult Competition Awards will be held at the Blackhawk Country Club on May 4 from 6:00 pm to 10:30 pm. The ceremony will recognize all Adult League and Tournament players.
- Logging into USTA Account: Effective immediately, players are required to log into their USTA accounts in order to gain access to any player information online. This is essential to know as access to tournament homepages containing information about events will not be permitted unless players are logged in to their account.
- Growth Catalyst Fund Hires. NorCal is in the final stages of the hiring process for Officials and Advocacy positions created as a result of our Growth Catalyst Fund Grants.
- CTA Assessment. NorCal is conducting a survey of its CTAs to help discover how to better serve these stakeholders.

Ms. Verhoeven asked the Directors to review her written report for other important information, including important events happening during the next several months.

#### **17. Delegate's Report**

Mr. Scalse reported no meetings of the Delegates have been held since the last NorCal Board meeting. The next meeting is in the coming week.

#### **18. Adjournment**

Following the announcement that the next meeting will be on March 20, 2024, and with no objection, the meeting was adjourned at 8:14 pm.

Respectfully submitted,  
Andrea Norman, Secretary

This document contains all committee recommendations made (or not included) since the previous board meeting on January 17, 2024.

**Adult Leagues Committee**

- 1. Most Matches Played at Sectionals Award.** This resolution was approved at a meeting held on February 5, 2024, by a vote of 4 in favor, none opposed, no abstentions.

**RESOLVED:** That, effective immediately, that the eligibility criteria for Most Matches Played at Sectionals Award be amended as follows (stricken-through language is proposed to be deleted):

Award Description	Eligibility Criteria	Process
<p><b>Most Matches Played At Sectionals</b> Awarded annually to one male and one female</p>	<p><del>One point per league; Not how many teams in total</del></p> <ul style="list-style-type: none"> <li>• Cannot win award 2 years in a row</li> <li>• Within a calendar year</li> <li>• National advancing leagues</li> <li>• Recipient cannot have been serving all or part of a 3 month or more probation or suspension within the last 12 months</li> </ul>	<p><i>Objective determination made by staff following a review of the players and eligibility criteria.</i></p> <p>Rationale for rule amendment: Criteria when reviewing reports would be too complicated to assign a point value to each player based on the league in which they participated in at sectionals. Our reporting would more accurately depict a recipient who had the most amount of matches total at sectionals. Additionally, this allows a fair opportunity for all age brackets.</p>

**Rationale:** Reviewing reports to meet this criteria point became too complicated to assign a point value to each player based on the league in which they participated in at Sectionals. The reporting would more accurately depict a recipient who had the most amount of matches total at Sectional event. Additionally, this allows a fairer opportunity for all age brackets.

- 2. Approval of 2023 Most Matches Played at Sectionals Award:** During the Adult Leagues Committee meeting on February 4, 2024, by a vote of 4 in favor, none opposed, and no abstentions, the 2023 Adult League Awards recipients were approved as follows based on criteria.  
**Most Matches Played At Sectionals:** Steven Lehmer and Daniella Holm

- 3. Adult League Captain Milestone Award.** This resolution was approved at a meeting held on February 5, 2024, by a vote of 4 in favor, none opposed, no abstentions.

**RESOLVED:** That effective with the 2023 League Season, when determining the recipients for the Adult League Captain Milestone Award, Staff could include up to 20% of the required number of a player serving in a co-captain role in order for a captain to reach a particular milestone. For example, for a person reaching the 50 League Captain Milestone Award, Staff would only consider a maximum of 10 times the person served as a co-captain. For the 100 League Captain milestone award, Staff would consider up to 20 times the person served as co-captain to help get to that 100 number.

**Rationale:** 20% recognizes a person’s role as a supporting captain and mentor and many facilities rotate captains. With requiring that 80% of the awarding number be in the captain role, it still puts emphasis on being the lead captain.

## Adult Tournament Committee

- 1. Endorsement for NTRP National Championships criteria.** Approved at the January 30 2024 meeting by a vote of 9 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That effective immediately, the following amendments to Endorsement Criteria for the NTRP National Championships be approved (underlined language is proposed addition, crossed out language is proposed to be removed).

### HOW TO QUALIFY FOR THE ~~2024~~ NTRP NATIONAL CHAMPIONSHIPS FROM THE NORTHERN CALIFORNIA SECTION

#### Divisions:

- 18 & Over Men's & Women's 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5 Singles/Doubles/Mixed
- ~~18 & Over Men's & Women's 2.5 Singles/Doubles~~
- 40 & Over Men's & Women's 3.0, 3.5, 4.0, 4.5, 5.0 Singles/Doubles
- 55 & Over Men's & Women's 3.0, 3.5, 4.0, 4.5, 5.0 Singles/Doubles

**Northern California's Quota for ~~2024~~:** Northern California's quota is 2 players in each singles division, and 2 teams in each doubles division. Players for the 2 quota spots will be selected using the following criteria:

#### Selection Criteria

Qualifying events:

- For the 18 & Over 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5 Singles/Doubles/Mixed divisions - USTA NorCal will host a Grand Prix tournament
- For the ~~18 & Over 2.5 Singles/Doubles divisions and the~~ 40 & Over and 55 & Over (all divisions) - A NorCal Qualifying event will be held.

**Spot #1:** The **Champion** of the Grand Prix or NorCal Qualifying event will receive NorCal's endorsement to the 2024 NTRP National Championships. The 2nd place finisher will be the #1 alternate. The 3<sup>rd</sup> place finisher will be the #2 alternate and the 4<sup>th</sup> place finisher will be alternate #3. If a draw is not possible due to lack of entries, or if the champion and all three alternates cannot participate, Spot #1 will be filled using the same criteria as spot #2.

- \* Doubles players qualify **as a team**. If one player from the team cannot go to the NTRP National Championship, the spot will go to the team in 2<sup>nd</sup> place, followed by the 3<sup>rd</sup> and then 4<sup>th</sup> place. If a draw is not possible due to lack of entries, or if the champion and all three alternates cannot participate, spot #1 will be filled using the same criteria as spot #2.

**NOTE: If a qualifying event is not held, both spots will be selected using criteria for spot #2**

**Spot #2:** The **highest ranked NorCal player on the last published National Standings List prior to entries closing** will be selected into the 2024 NTRP National Championships. If the top player already received the endorsement as champion of the Grand Prix, the spot will go to the player in 2<sup>nd</sup> position.

**Important:** Players must have played at least one (1) tournament in the NorCal section

- \* For Doubles, the spot will go to the registered **individual** who is the highest ranked NorCal player on the NSL prior to entries closing. They will be able to choose their partner. However, the partner **MUST** also be on the standings list for the same division.
- \* For Mixed doubles players, the spot will go to the NorCal player who has the largest number of ranking points on the NSL prior to entries closing. They will be able to choose their partner. However, the partner **MUST** also be on the standings list for the same division. If a tie exists between the male and female player, the players will be asked to designate their partner – the team with the higher number of points will be endorsed

#### NTRP Rating Validation (important changes):

- Players will use their most CURRENT year-end rating, valid in the year of the NTRP National Championship. Players will NOT be allowed to play below their CURRENT level. If a player qualifies for spot #1 or spot #2, but is moved up a rating level, they will be able to participate at the NTRP National Championship at their NEW level. Their spot at the prior level will be given to the player next in line. (see criteria above)
- Self-rated players are not eligible to participate.

**Rationale:** The amendments are made to clarify that these endorsement criteria will be in place until further amendments are needed. In addition, the changes in the divisions offered are in concordance with divisions offered at the NTRP National Championships

2. **Player Awards criteria.** Approved at the January 30 2024 meeting by a vote of 9 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That effective immediately, the following amendments to the Player of the Year Awards Criteria be approved (underlined language is proposed addition, crossed out language is proposed to be removed).

Awards Description	Eligibility Criteria	Process
<p><b>NTRP Singles Player of the Year:</b>  <b>NTRP Doubles Player of the Year:</b>            Awarded annually in each NTRP division to player with the with the #1 ranking on the final ranking list.            In Doubles - if #1 &amp; #2 have the same number of points and no tiebreak is possible (they are a team) – both will receive the award</p>	<ul style="list-style-type: none"> <li>Recipient must be current USTA member and residing in Northern California.</li> <li>Players <del>must qualify for the Grand Prix except that</del> <u>players must play at least two</u> NorCal sanctioned tournaments during the calendar year.</li> <li>Recipient cannot have been serving all or part of a 3 month or more probation or suspension within the last 12 months</li> </ul>	<p><i>Objective determination made by staff following a review of the players and eligibility criteria.</i></p>
<p><b>Age Group Singles Player of the Year:</b>  <b>Age Group Doubles Team of the Year:</b>            Awarded annually in each Age Group division to player/team with the #1 ranking on the final ranking list.</p>	<ul style="list-style-type: none"> <li>Recipient must be current USTA member residing in Northern California.</li> <li>Players must play a minimum of two NorCal sanctioned tournaments during the calendar year.</li> <li>Recipient cannot have been serving all or part of a 3-month or more probation or suspension within the last 12 months.</li> <li>Based on team doubles for all doubles divisions</li> </ul>	<p><i>Objective determination made by staff following a review of the players and eligibility criteria.</i></p>
<p><b>Open Singles Player of the Year:</b>  <b>Open Doubles Team of Year:</b>            Awarded annually in each Open division to player/team with the #1 ranking on the final ranking list.</p>	<ul style="list-style-type: none"> <li>Recipient must be current USTA member residing in Northern California.</li> <li>Players must play a minimum of two NorCal sanctioned tournaments during the calendar year.</li> <li>Recipient cannot have been serving all or part of a 3-month or more probation or suspension within the last 12 months.</li> <li>Based on team doubles for all doubles divisions</li> </ul>	<p><i>Objective determination made by staff following a review of the players and eligibility criteria.</i></p>
<p><b>Family Player Doubles Team of the Year:</b>            Awarded annually in each Family division (mother/son, mother/daughter, father/son, father/daughter, husband/wife) to the team with the #1 ranking on the final ranking list</p>	<ul style="list-style-type: none"> <li>Recipient must be current USTA member residing in Northern California.</li> <li>Players must play a minimum of two tournaments during the season</li> <li>Recipient cannot have been serving all or part of a 3-month or more probation or suspension within the last 12 months</li> <li>Based on team doubles</li> </ul>	<p><i>Objective determination made by staff following a review of the players and eligibility criteria.</i></p>

**Rationale:** The requirement to qualify for the Grand Prix stems from a time when different divisions had a different number of tournaments that players needed to play in order to qualify. Currently all players need to have played only one (1) tournament in order to qualify, which is less than the requirement of two (2) tournaments necessary for the player awards. Moreover, some divisions may not be offered at a Grand Prix in specific years. The players should still be able to receive the award.

3. **Grand Prix Tournaments.** Approved at the January 30 2024 meeting by a vote of 9 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That effective immediately, the following amendments to the Grand Prix rule be approved (underlined language is proposed addition, crossed out language is proposed to be removed).

**35. Grand Prix Tournaments.**

- a. **Grand Prix Tournaments Held.** Grand Prix Tournaments shall be held in the NTRP 18+ divisions for which there are two or more eligible entrants. A Grand Prix Tournament may be held also in the Open, Age Group and Family division, if approved by USTA NorCal.
- b. **Minimum Tournament Participation Requirement for Grand Prix Tournaments.** To be considered for the Grand Prix, the player must appear on the National Standings List at the time registration for the Grand Prix closes. At least one (1) tournament with the last 52 weeks prior to registration closing must be a NorCal sanction tournament. ~~The minimum tournament participation requirement for Grand Prix Tournaments is one tournament in the respective division during the Grand~~

~~Prix season:~~ Doubles teams do not have to play together as a team to meet the minimum requirement; doubles players can play with different partners than they are entered with in a NTRP Grand Prix Tournament, but each must meet the minimum tournament participation requirement.

- c. **Selection for Grand Prix Tournaments.** The National Standings Lists shall be used to select players and teams into the Grand Prix Tournaments from among the players and teams that have entered. The individual Doubles National Standings Lists will be used for doubles. The mixed doubles National Standings List will be used for mixed doubles. The following maximum number of entrants, who have met the residency requirements (if applicable), who have met the minimum participation requirements (if applicable), and who are otherwise eligible to play, shall be selected:
- i. **Adult Open (except Men's Open Singles Division), Adult 30, and Age Group Divisions.** If held, 8 entries per division
  - ii. **Men's Open Singles Division.** If held, 16 entries
  - iii. **Family Divisions.** If held, no limit to the number of entries per division.
  - iv. **NTRP 18+ Divisions.** 8 entries per division.

**Rationale:** The amendment to the verbiage of the rule clarifies that the tournament required to meet the minimum must be a NorCal sanctioned tournament. The criteria that a player must appear on the National Standings List, as opposed to play a tournament in the calendar year, assures that the tournament that took place after the Grand Prix in the previous year, count for the players eligibility. The Grand Prix tournament has traditionally been the most important tournament in the NTRP category of tournament, and serves also as a qualifier for the NTRP National Championships.

4. **Limited Draw Player Selection.** Approved at the January 30 2024 meeting by a vote of 8 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That effective with the tournaments opening their registration March 1, 2023, the following amendments to Limited Draw regulation regarding player selection are be approved (stricken-through language is proposed to be deleted; underlined language is proposed addition).

9. **Limited Draw Tournaments. Please refer to the USTA Adult and Family Tournament, Ranking & Sanctioning Regulations for player selection rules for limited draw tournaments.** When USTA Adult and Family Tournament, Ranking & Sanctioning Regulations permit the use of rankings, ratings, or first come first serve method to select, the Tournament Director will determine ~~whether the selection method.~~ The USTA NorCal sections allows the use of wildcards in accordance with the USTA Adult and Family Tournament, Ranking & Sanctioning Regulations.

- ~~National Standings List;~~
  - ~~NTRP ratings; or~~
  - ~~World Tennis Number (WTN) rating~~
- ~~will be used to select players. The method of selection must be published on the tournament website before player registration opens.~~

**a. Adult Open and Adult Age Group Divisions.**

The Tournament Director will determine whether the:

- National Standings List;
  - World Tennis Number (WTN) rating
- will be used to select players. The method of selection must be published on the tournament website before player registration opens.

**b. Adult NTRP Divisions.**

The Tournament Director will determine the selection method among those available for the specific level:

Level 7:

- National Standings List (bottom-top);
- World Tennis Number (WTN) rating
- First come, first serve

Level 6:

- National Standings List (top-bottom);
- World Tennis Number (WTN) rating
- First come, first serve

Level 5 & 4:

- National Standings List (top-bottom);
- World Tennis Number (WTN) rating

The method of selection must be published on the tournament website before player registration opens.

~~Rule 9 Comment: When the NTRP rating is used, the USTA has advised NorCal that it is the NTRP Dynamic Year End Rating will be used.~~

**Rationale:** The option to use NTRP rating as an option to select players is being eliminated due to its lack of transparency (neither the player, nor the tournament director, nor the referee are able to view the dynamic rating and must rely on the system). In addition, since the dynamic year end rating is being used, there is no change throughout the year and players cannot progress in their position.

National has approved First come, first serve method of player selection for level 7, 6, and 5. However, the committee feels that participation in level 5 and 4 tournaments needs to be earned and thus recommends that only NSL be used for player selection for these tournaments.

National has also approved "Bottom-Top" player selection for L7s. This will be consistent with Junior tournaments and ensure that players, that have never participated in a tournament, are accepted. The ability to use wildcards in all tournaments was a proposal submitted by USTA NorCal with the approval by the Board during the meeting on June 21, 2023

These United States Tennis Association Northern California ("USTA NorCal") Procedures for Junior Team Tennis Grievances (the "Procedures") amend and restate all prior policies, rules, and practices on the same subjects described herein, including, but not limited to all prior Board of Directors ("Board") resolutions. These Policies are not intended to, and shall not be interpreted to, conflict with any laws applicable to USTA NorCal or the USTA NorCal Bylaws or Articles of Incorporation. To the extent at any time any of these Procedures conflict with any law or provision of the USTA NorCal Bylaws or Articles of Incorporation, the law, Articles, and/or Bylaws control and shall be followed.

- 1. Jurisdiction.** The USTA NorCal Local Play/Junior Team Tennis Committee (the "Committee") shall be responsible for investigating and deciding matters related to the administration of the USTA NorCal Junior Team Tennis program ("JTT Administrative Grievances"). Coaches and Committee members are not subject to JTT Administrative Grievances.
- 2. Filing a Grievance.** Any grievance must be submitted in writing, and must be on the form designated by the USTA (the "JTT Administrative Grievance Form").

**Grievance Form Information:** The JTT Administrative Grievance Form is an electronic form that can be found at: [NEED LINK](#)

- 3. Investigation by Committee.** The Committee shall consider all information provided on the Form. The Committee may also consider any additional information it, in its sole discretion, considers relevant to investigation of the grievance.
- 4. Committee Decision on Grievance.** The Committee may make decisions on a Grievance at either a meeting or by non-unanimous electronic voting.
  - A. Meeting.** The Chair shall set an appropriate time and place for a meeting of the Committee to deliberate and determine whether to uphold or deny the appeal. The Chair shall decide whether the meeting is in person, by telephone or by other electronic means. The Player has no right to appear.
  - B. Non-Unanimous Electronic Voting.** As authorized by the USTA NorCal Board of Directors, the Committee may make decisions by non-unanimous electronic voting *provided that*:
    - A quorum of the members, as set forth in the USTA NorCal Bylaws must participate in the vote;
    - A deadline for voting must be announced and any vote received after this deadline does not count; and
    - All votes and any information shared by Committee members during the vote are considered organizational records and will be maintained by USTA NorCal staff.
- 5. Notice of Decision.** The Chair, or the Chair's designee, shall notify the Player in writing of the decision no later than 5 days after the decision has been made.

**Decision Timeline:** There is no mandated timeframe for the Committee to make a decision with respect to an Appeal; however, a Player should expect the process to take up to three weeks.

- 6. No Right to Appeal.** The party filing the grievance will abide by the Committee's decision without further right to appeal same, *except that* the Committee may reconsider its decision in the event there has been a clear factual error made by the Committee.

### **Authority**

1. The Junior Team Tennis/Local Play 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 and as is necessary to carry out its responsibilities as described in this Charter. The Chair of the Committee will preside over all meetings of the Committee.
2. The majority of the Committee members then serving 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. Only when considering Administrative Grievances, the Committee has been authorized to make decisions by Non-Unanimous Electronic Voting as described in the United Tennis Association Northern California Policies on Decision Making Governance which requires the following:
  - a. A quorum of the members, as set forth in the USTA NorCal Bylaws must participate in the vote;
  - b. A deadline for voting must be announced and any vote received after this deadline does not count; and
  - c. All votes and any information shared by committee members during the vote are considered organizational records and will be maintained by USTA NorCal staff.
45. Unless the Committee otherwise directs, the Executive Director may attend all Committee meetings.
56. 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.
67. 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.
78. 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 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:

- The Junior Team Tennis/Local Play Committee is authorized to provide feedback to USTA NorCal staff when the USTA requests input that will affect decisions that impact the overall USTA Net Generation structure; *provided that* feedback that seeks approval of a potential or formal amendment to the USTA Net Generation Regulations, including the regulations governing USTA Junior Team Tennis Regulations, must first be submitted to the Board for approval, and any other feedback must copy the President and Executive Director when submitted. This delegation of authority does not include the authority to submit a proposal to amend the USTA Net Generation Regulations, including the regulations governing Junior Team Tennis, which must first be submitted to the Board for approval.
- The Junior Team Tennis/Local Play Committee is authorized to investigate and decide matters relating to Junior Team Tennis Administrative Grievances, which shall be handled in a manner consistent with the procedures for handling these grievances adopted by the USTA NorCal Board.
- 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.