

Minutes of the USTA NorCal Board of Directors
Wednesday, April 16, 2025
Video Conference

Directors Present: Leslie Airola-Murveit, Andrea Barnes (Vice President), Shaun Chaudhuri, Christine Costamagna (President), Anoosh Davoudzadeh, Mike Dickey (Treasurer), Cheri King, Samir Mahir, Mylene Martin, Andrea Norman (Secretary), David Panconi, Craig Pasqua (Parliamentarian), Caroline Sheu, Pam Sloan (Delegate)

Advisory Director Present: Martha Ehrenfeld

Legal Counsel Present: Jonathan Madison

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

Guests Present: Hurjane Vongsachang, Corazon Enad, Alan Bellamy, Connie Chang, Elizabeth Cheung, Vanessa Graciano, and Emily Ling

1. Call to Order

President Costamagna called the meeting to order at 6:33 pm and roll call was conducted. She then asked Mr. Panconi to read the NorCal Mission Statement and Vision Statement.

2. Closed Session #1

President Costamagna announced that the Board would be going into closed session. No report from the closed session was reported out in the open session.

Mr. Pasqua joined the meeting following the Closed Session #1.

3. Public Comments

President Costamagna introduced the guests present: Hurjane Vongsachang, Corazon Enad, Alan Bellamy, Connie Chang, Emily Ling, Elizabeth Cheung, and Vanessa Graciano. She reminded the guests that each has been allotted three minutes to speak. As the individuals were there to speak on concerns related to a recent sportsmanship grievance, President Costamagna reminded group that the Board is not a part of the USTA Adult League grievance process, that there will not be a Q&A period following their comments, and if the Board desires to address any issues raised during the comments, a response will be given at a later time.

Those speaking raised concerns related to the lack of fairness, transparency, consistency, and professionalism they experienced as a result of the grievance process that had just concluded and resulted in members of two teams receiving various lengths of suspensions, some of which were reduced on appeal. They also reported to the Board the unsportsmanlike conduct they've been subjected to by opponents since the suspensions were imposed. Several in the group offered recommendations for the Board to consider that would correct the guests view are significant flaws in how grievances are adjudicated and how the individuals involved are treated.

The guests left the meeting following Public Comments.

4. Approval of Agenda

The Board considered approval of the agenda, a copy of which was distributed with the meeting packet. There being no opposition, the agenda was announced approved as distributed.

5. Approval of Minutes

The Board considered approval of the minutes of the meeting held February 19, 2025. Following discussion, the following motion was duly made by Ms. Norman, seconded by Mr. Panconi, and **approved** by a vote of 14 in favor, none opposed, and no abstentions.

RESOLVED: That the minutes of the meeting of the USTA NorCal Board of Directors held February 19, 2025, are hereby approved as corrected.

Ms. Ehrenfeld left the meeting for the duration of the Closed Session #2.

6. Closed Session #2

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

- Discussion of Public Comments. The Board discussed the information presented to it during the public comments session.
- Legal Updates. The Board heard updates on outstanding legal issues.

Legal Counsel Jonathan Madison left the meeting following the legal updates.

- Updates from Employee Relations Committee. The Board heard updates from Ms. Sloan, chair of the Employee Relations Committee, related to the HR platform used by NorCal and the change to a new HR platform going forward.
- Update on Plan to Amend & Restate USTA NorCal Bylaws. The Board supports the continued efforts of the Constitution & Rules Committee in its work to propose an amended and restated USTA NorCal Bylaws, and is in support of the Committee pursuing the inclusion of the following:
 - ≈ Changing the end of Board term, beginning of Board term to December 31 and January 1, respectively;
 - ≈ Changing the Board quorum to a majority of the number of Directors on the Board;
 - ≈ Requiring that the Delegate vote in a manner instructed by the Board during USTA Annual Meetings of the Membership and USTA Executive Council Meetings;
 - ≈ Expanding the Board's authority to amend the bylaws provided it does not impact the voting strength or other voting provisions of the Voting Members, and only to the extent permitted by law; and
 - ≈ Adding a provision that permits individuals to self-nominate for the Board.
- Amendment and Restatement of the USTA NorCal Sportsmanship Committee Grievance Procedures. The following resolution was **approved** following a motion duly made by Ms. Norman and seconded by Ms. Sloan. The vote was 14 in favor, none opposed, and no abstentions.

RESOLVED: That, effective May 1, 2025, the USTA NorCal Sportsmanship Grievance Committee Procedures be amended and restated as set forth on Exhibit A.

Ms. Ehrenfeld returned to the meeting following the Closed Session #2.

Ms. Sheu left the meeting following the Closed Session #2.

7. Executive Committee Report

- Approval of Junior and Adult Tournament Sanctions. President Costamagna announced that on March 13, the Executive Committee approved the Junior and Adult tournament sanctions listed on Exhibit B. These sanctions were considered urgent as registration for these tournaments have start dates so close to the next board meeting, that waiting for approval would likely limit the ability of the organization to properly plan for the events. The two exceptions to this were the August and September adult tournaments sanctioned to Meadowbrook; however, the Committee felt that since all of the adult tournaments being approved were to this Organization, it would better help them plan for these events, which are similar, of the Organization was advised of the approval at the same time.
- Approval of \$23,000 to Host 2025 USTA NorCal Women's Summit. President Costamagna also announced that on March 22, 2025, the Executive Committee approved that \$23,000 be added to the USTA NorCal Budget for the purpose of holding the 2025 USTA NorCal Women's Summit at the Silverado resort in Napa, CA. This allocation was supported by the Budget & Finance Committee and is equal to the amount allocated for the 2024 Women's Summit. This request was considered urgent as NorCal had to finalize a contract with the facility in advance of the April meeting.

8. Consent Calendar

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

- 2 recommendations being made by the Adult Tournament Committee
- 1 recommendation being made by the Junior Council
- 3 recommendations being made by the Adult League Committee
- 1 recommendations being made by the Community Programs Committee
- 1 recommendations being made by the Diversity, Equity & Inclusion Committee
- 1 recommendations being made by the Wheelchair Committee

President Costamagna 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 Costamagna asked if any Director intended to pull any recommendation. There being no interest in doing so, a motion to adopt the Consent Calendar was duly made by Mr. Mahir and seconded by Ms. Airola-Murveit. 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 C are hereby approved.

9. Action Item: Adding Award Authority to Committee Charters

President Costamagna presented the Action Item proposed by herself and Andrea Norman as officers of NorCal to amend the delegated authority sections of the Committee Charters of the:

- Adaptive Committee
- Adult League Committee
- Community Programs Committee
- Wheelchair Committee

to select NorCal's nominees for specified USTA Awards for which criteria has been established by the USTA. Similar authority for other USTA awards has been assigned to other NorCal committees.

Following discussion, the following motion was duly made by Ms. Norman, seconded by Ms. Martin, and **approved** by a vote of 13 in favor, none opposed, and no abstentions.

RESOLVED: That, effective immediately, the Delegation of Authority sections of the Adaptive, Adult League, Community Programs, and Wheelchair Committee Charters be amended as follows to assign delegated authority to select NorCal's nominee for specified USTA Awards as follows:

Adaptive Committee

Delegation of Authority

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

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

- ~~• The Committee is authorized to select USTA NorCal's nominee for the Adaptive Tennis Award, for which the USTA has established the criteria for nomination.~~

~~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 Committee

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.
- The Committee is authorized to select USTA NorCal's nominee for the League Volunteer Award, for which the USTA has established the criteria for nomination.
- The Adult League Committee is authorized to investigate and decide matters relating to Administrative Grievances, which shall be handled in a manner consistent with the requirements of the USTA League Regulations and the procedures for handling these grievances adopted by the USTA NorCal Board.
- The Adult League Committee is authorized to provide feedback to USTA NorCal staff when the USTA requests input that will affect decisions that impact the overall USTA Adult League Program; *provided that* feedback that seeks approval of a potential or formal amendment to the USTA Adult League 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 Adult League Regulations which must first be submitted to the Board for approval.

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.

Community Programs

Delegation of Authority

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

- The Committee has the authority to determine the locations for events and programs.
- The Committee is authorized to select the winners of 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 select USTA NorCal's nominee for the USTA Member Organization of the Year, for which the USTA has established the criteria for nomination.

- The Committee is authorized to select USTA NorCal’s nominee for the Outstanding Facility of the Year, for which the USTA has established the criteria for nomination.

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.

**Wheelchair Committee
Delegation of Authority**

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

- The Committee is authorized to select USTA NorCal’s nominee for the Brad Parks Award, for which the USTA has established the criteria for nomination.

- The Wheelchair Committee is authorized to provide feedback to USTA NorCal staff when the USTA requests input that will affect decisions that impact the overall USTA adult and family competitive structure; *provided that* feedback that seeks approval of a potential or formal amendment to the USTA Wheelchair Tournament, Ranking, and Sanctioning 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 Wheelchair Tournament, Ranking, and Sanctioning Regulations which must first be submitted to the Board for approval.

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.

10. Action Item: North-South Budget Reallocation

Ms. Airola-Murveit presented the Action Item of the Adult Tournament Committee to reallocate the budget for the annual North-South Challenge, which has been cancelled going forward at the request of USTA Southern California. The Committee is proposing to offer Age Group Division players additional options for play. USTA NorCal is already planning to host a weekday tournament for the 60+, 70+, and 80+ Age Group Divisions. An additional tournament for the 55+, 65+, and 75+ Age Group Divisions will give players the opportunity to play in their Age Group (as opposed to playing down a division by 5 years). The addition of Age Group Divisions to Grand Prix (50+ through 85+) is aimed at growing participation in Age Group events. The projected impact on the budget is an increase in revenue of \$5,410.

The proposal was submitted to the Budget & Finance Committee for review and is in support of this proposal.

Following discussion, the following motion was duly made by Ms. Barnes, seconded by Ms. Airola-Murveit, and **approved** by a vote of 13 in favor, none opposed, and no abstentions.

WHEREAS, the annual North-South Challenge has been discontinued.

NOW, THEREFORE BE IT RESOLVED: That a new weekday tournament will be held by USTA NorCal for the 55+, 65+ and 75+ Age Divisions, and that the 50+ through 85+ Age Divisions will be added in to the 2025 Grand Prix.

RESOLVED FURTHER: That, effective immediately, the \$18,600 budget for the 2025 North-South Challenge be re-allocated to the new Age Division Tournament in the amount of \$6,700, and \$11,900 to the Grand Prix as follows:

Expense	North-South Budget	New Age Division Weekday Tournament	Grand Prix Additional Divisions	
Event Expenses	\$2,200	\$800	\$1,400	
Court Fees	\$2,500	\$2,500	-	
Staff meals	\$400	\$400		
Staff Lodging	\$1,500	\$1,500		
Apparel	\$12,000	\$1,500(giveaways)	\$8,000	
Awards	-	-	\$2,500	
EXPENSE TOTAL	\$18,600	\$6,700	\$11,900	\$18,600
Projected Revenue	\$2,750	\$4,560	\$3,600	\$8,160
NET COST	\$15,850	\$2,140	\$8,300	\$10,440

TOTALS FROM RE-ALLOCATED BUDGET

11. Action Item: NorCal Qualifier for USTA NTRP National Championships

Ms. Airola-Murveit presented the Action Item of the Adult Tournament Committee to put out for bid and add funding for the annual NorCal Qualifier for the USTA NTRP National Championships. She reported that the

NorCal Qualifier continues to grow in popularity and the Committee wants to continue offering this option to deserving organizations. The added budget request is due to inflation, as well as the growing number of players and divisions offered.

The proposal was submitted to the Budget & Finance Committee for review and is in support of this proposal.

Following discussion, the following motion was duly made by Mr. Dickey, seconded by Ms. Airola-Murveit, and **approved** by a vote of 13 in favor, none opposed, and no abstentions.

RESOLVED: That USTA NorCal will put out for bid the opportunity to host NorCal Qualifying Tournament for the NTRP 40+ 3.0 to 5.0 divisions and the 55+ 3.0 to 5.0 divisions of the 2025 USTA NTRP National Championships, which shall be designated as a Closed Level 4 Tournament.

RESOLVED FURTHER: Applications must be submitted by July 29, after which the Sanction & Schedule Committee will review the applications and select the events pursuant to the USTA NorCal Sanction Regulations, *except that* the Adult Tournament Committee will provide first provide its recommendations to the Sanction & Schedule Committee.

RESOLVED FURTHER: Sanction applications shall meet the following requirements:

- The tournament(s) must be held in January or February, with a designated rain makeup weekend, and applications for a sanction period for the second weekend of January (with the 3rd week designated for rain makeup) will be given preferential treatment- these dates are January 9-11 and 16-18 in 2026.
- Applicants may apply for all 40+ and 55+ divisions (3.0-5.0), or may apply for only the 40+ or 55+ divisions.
- Singles and doubles must be offered.
- The registration fee shall be no more than \$60 per player for singles and \$30 per player for doubles.
- The draw limit shall be no less than 16 players for singles and 8 teams in doubles.
- A playoff for 3rd place must be offered.

RESOLVED FURTHER: The tournament(s) shall have the following additional requirements:

- Self-rated players are not eligible to participate as they as they do not meet the eligibility requirements of the USTA NTRP National Championships.
- Player selection will be done using the most recently published National Standings List of the division.

RESOLVED FURTHER: Effective immediately, \$900 shall be added to the 2025 Adult Tournament Budget as set forth below to pay for awards and player gifts USTA NorCal shall provide for all participants.

USTA NorCal NTRP Qualifying Tournament Expenses		
Expense	Current Budget	Budget Request
Player gifts 250 x \$10	\$2,000	\$500
Awards: \$15 x 120 awards (1st 2nd place) + \$10 x 60 awards (3rd place)	\$2,000	\$400
Total:	\$4,000	\$900

12. Action Item: USTA Adult League Credit & Refund Policy

Ms. Barnes presented the Action Item of the Adult League Committee establish a new policy as it relates to credits and refunds for Adult League when NorCal transitions to the use of TennisLink platform to manage the League program. She reported that the NorCal has been automatically awarding credits to players who register for a league but do not play a match every year, a process that is automated in current system NorCal uses to manage Leagues. TennisLink does not have the functionality to support this. This proposal removes the credit policy and specifies that no credits or refunds will be given after a player registers for a league in TennisLink, regardless of the reason for pulling out of the League. This is similar to how some other Sections operate.

If the policy would remain unchanged, Staff would need to apply credits one by one which takes 3-5 minutes a player. A total of 1,815 players received credits in 2024. Based on the 1,815 credits that were awarded in 2024, this would take about 121 staff hours to process each individually in TennisLink. Notice of this regulation change will be given to all players in advance of their next registration, and withdrawals would be treated the same in terms of refund/credits.

Following discussion, the following motion was duly made by Ms. Norman, seconded by Mr. Panconi, and **approved** by a vote of 13 in favor, none opposed, and no abstentions.

RESOLVED: That, effective with the transition of USTA Adult League to the TennisLink platform, the (NorCal LLAR) Registration Credit rule be amended as follows (proposed deletions are stricken through and proposed additions are underlined):

~~(NorCal LLAR) Registration Credit. A player who is rostered on a team and has not played any matches or received any default wins (and is not required for the at-level requirement) will receive a credit after the end of local league. The credit will expire on December 31 of the year following the date the credit is issued, is not transferrable, has no cash value and will not include the processing fee charged by TennisLink. All such players expressly waive any and all rights to a transfer of the credit or to request a cash value refund of said credit, or to challenge or dispute this provision.~~

(NorCal LLAR) Registration Credit/Refund. No refunds or credits will be issued after a player has registered in TennisLink.

RESOLVED FURTHER: That the Adult League Committee is directed by the Board to investigate the feasibility of a waiver policy and process related to exceptions to this credit/refund policy as it relates to injuries, illnesses or other personal circumstances.

13. Delegated Authority Decision Report

Ms. Norman 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 7 grievances filed with the Adult Leagues Grievance Committee
- Consideration of 2 appeals filed with the Adult Leagues Grievance Appeals Committee
- Consideration of 242 NTRP Self-Rate appeals filed with the NTRP Self-Rate Appeals Committee
- Consideration of 3 Adult Leagues medical appeals filed with the Adult League Medical Appeals Committee
- Consideration of 1 grievances filed with the Sportsmanship Committee
- Assignment by the Adult Tournament Committee of a Level 4 designation to one Age Group Tournament
- Awarding of high school grants to 3 schools by the Community Programs Committee
- Awarding of 9 community program grants by the Community Programs Committee
- Awarding of 2 individual player grants by the Diversity, Equity & Inclusion Committee

Ms. Norman 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.

14. USTA Annual Meeting Report

The Annual Meeting is an opportunity for the National Board, National and Sectional Leadership, National Committees and passionate attendees to come together to discuss the state of tennis and its future. The theme was Ambition to Action – 35 by 35. The general sessions covered the upcoming US Open changes and improvements, coaching and red ball.

15. New & Returning Organization Members

Mr. Wenger presented the report of 6 new and 9 returning Organization Members since the last time the Board met on February 19, 2025, so that the Board may fulfill its obligation to review such report pursuant to USTA NorCal Bylaw III.D.

16. Treasurer's Report

Mr. Dickey directed the Board's attention to the financial statements and Treasurer's Report distributed with the meeting packet, which included the financials through February 2025.

- Mr. Dickey discussed the summary and details of the Income Statement, year-to-date, including significant favorable and unfavorable variances.
- Mention was made to a forthcoming process to update the full year estimates of the statements.
- Mr. Dickey reported that operationally, NorCal is looking at streamlining accounting efforts, so as to free up time for other productive operational projects in-progress.

17. President's Report

President Costamagna gave an overview of the topics covered at the meetings of the USTA Presidents Committee convened since the last Board Meeting in February including:

- Leadership Development. The USTA has purchased Cornerstone Technology to assist the USTA and the Sections with the development of leadership and training tools. The three core areas of "Inspire, Lead and Growth" are the focus of the roll out.

- USTA Coaching. The launch of USTA Coaching will happen in summer 2025. Key highlights include pathways for the levels of coaching and types of coaches; tailored packages which includes products, benefits, services, education; initial target segments.
- Tennis Venue Services. The USTA's approach is intended to be pro-facility with a more simplified and streamlined process to request funding. To date 70 projects have been awarded funding since January to protect courts, improve access, and build new courts.
- 35 x 35. The USTA has hired Bain & Company to assist the USTA in creating a bottom-up approach to achieving the goal of 35 million players by 2035. Bain will be spending time with each Sectional Association to build a 3-5 year implementation plan.

President Costamagna encouraged the Directors to review her full report in greater detail.

18. 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:

- 2025 NorCal Hall of Fame Induction. Ms. Verhoeven reported the 2025 NorCal Hall of Fame Induction Ceremony will take place on September 17 at the Mark Hopkins Intercontinental Hotel in San Francisco. The date this year has changed to coincide with the Laver Cup. This date coincides with a previously-scheduled Board Meeting and the date is under review for a possible change or a cancellation of the September meeting.
- 2025 NorCal Women's Summit. Ms. Verhoeven reported the annual women's summit, "She Rallies Sip & Serve" will return to Silverado Resort & Spa in Napa on Friday, May 30.
- 2025 Maze Cup. The 50th Annual Maze Cup will be held at the Berkely Tennis Club on May 3-5. Given the significant anniversary, past Maze Cup players, including all members of the NorCal and SoCal teams that played in its first year have been invited to participate in the festivities associated with the event.
- Retirement of Laurie Young. Long-time NorCal employee, Laurie Young retired in late March. Applications are currently being reviewed to fill the open Administrative Assistant position.

Ms. Verhoeven asked the Directors to review her written report for other important information, including important events happening during the next several months. She noted that more detailed information has been added with related to work done with respect to the officiating and advocacy grants awarded by the USTA to NorCal.

19. Delegate's Report & USTA Call Items for 2025 USTA Annual Meeting

Ms. Sloan announced that all of the proposals to amend the USTA Bylaws and USTA Regulations were approved:

- Binding arbitration for all Individual and Organization Members is any controversy involving governance or management is required.
- A series of proposals that bring the Bylaws into conformity with the requirements of the United States Olympic and Paralympic Committee, a requirement of the USTA as the National Governing Body of Tennis in the United States.
- Policies related to the use of Electronic Line Calling in tournaments.

20. Adjournment

Prior to adjourning, Ms. Airola-Murveit inquired about the process for advertising registration deadlines for national tournaments that take place in NorCal. Last year marketing efforts for national Adult Tournaments were done too late to impact entries. Ms. Verhoeven reported protocols and deadlines are in place for this type of communication, and that the USTA system for communicating with members has to be used to ensure exposure to the largest group of players is reached.

Following the announcement that the next meeting by video conference on Wednesday, May 21, 2025, with no objection, the meeting was adjourned at 9:35 pm.

Respectfully submitted,
Andrea Norman, Secretary

These United States Tennis Association Northern California ("USTA NorCal") Grievance & Appeal Procedures of the Sportsmanship Committee, (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 Procedures 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, or the regulations, bylaws or articles of incorporation of the USTA ("Governing Documents"). To the extent at any time any of these Procedures conflict with any law or provision of the Governing Documents, the law and/or Governing Documents control and shall be followed.

- A. Sportsmanship Committee. USTA Regulation V.B.** provides that any official, volunteer, player, or person associated with a player (including, but not limited to, a parent or coach) who observes a violation of USTA regulations, standards of conduct, fair play, or good sportsmanship may file a written grievance according to the grievance procedures of the Sectional Association. These Procedures shall govern the process by which the USTA NorCal Sportsmanship Committee ("Committee") will handle grievances and appeals related to sportsmanship that are filed with USTA NorCal.
- B. Chair.** The Chair or the Chair's designee presides at all Committee meetings and hearings.
1. The Chair shall determine whether the Committee has jurisdiction;
 2. The Chair may assign to a panel of any three Committee members the power to investigate and render an Initial Decision on a grievance or an appeal of a suspension under the USTA Suspension Point System (see **Section G.**); and
 3. The Chair may elect to hold a hearing before the Committee in lieu of appointing a panel to render an Initial Decision (see **Section G.8.**).
- C. Jurisdiction.**
- 1. Authorized Jurisdiction.** The Committee has the authority to investigate and decide matters that fall into the following categories:
 - a. Grievances filed against USTA Individual Members based on conduct arising from or related to participation in tournaments sanctioned by USTA NorCal;
 - b. Grievances filed against USTA Individual Members based on conduct arising from or related to participation in Junior Circuit Events sanctioned by USTA NorCal;
 - c. Grievances filed against USTA Individual Members based on conduct arising from or related to participation in any other USTA NorCal event, whether sanctioned or non-sanctioned, *except* as excluded in **Section C.2.**;
 - d. Appeals from suspensions imposed under the USTA Suspension Point System, but only when all suspension points were assessed at tournaments sanctioned by USTA NorCal;
 - e. Any other matter within the Committee's jurisdiction as expressly set forth in USTA regulations; and
 - f. Matters referred to it by the USTA NorCal Board of Directors.

Comment C-1: USTA Individual Membership. Grievances may only be filed against a USTA Individual Member under these Procedures; however, the actions of any person associated with a USTA Individual Member, such as a parent, coach, or other family member, may be the basis of a grievance against a USTA Individual Member. Non-USTA NorCal residents who are USTA Individual Members may be the subject of a grievance filed under these Procedures.

Comment C-2: USTA Suspension Point System Appeal Jurisdiction. If any of the suspension points that result in a suspension were assessed at a tournament sanctioned by a USTA national committee or another USTA Sectional Association, or at an ITF tournament, any appeal must be filed with the USTA Grievance Committee in accordance with **USTA Regulation IV.F.14.**

Only those suspensions that result from suspension points assessed entirely at USTA NorCal sanctioned tournaments may be filed with the USTA NorCal Sportsmanship Committee.

- 2. Matters Outside of Committee Jurisdiction.** The Committee does not have the authority to investigate or decide the following:
- a. Appeal of Suspension Points Before Suspension.** A player may not appeal suspension point assessed under the USTA Suspension Point System unless and until such time as the player has accumulated enough suspension points to be suspended.
 - b. USTA Adult League Grievances.** The Committee does not have jurisdiction over any grievances or appeals related to the USTA Adult League, including an appeal related to participation in sanctioned tournaments or other NorCal events.
 - c. USTA Junior Team Tennis.** The Committee does not have jurisdiction over grievances and appeals related to USTA Junior Team Tennis, including an appeal related to participation in sanctioned tournaments or other NorCal events.
 - d. Grievances Against Officials.** Any grievance against a USTA Certified Official, Tournament Director serving in the dual role of Referee, or Court Monitor, will be automatically referred to the Officials Committee for resolution in a manner consistent with these Procedures.
 - e. Grievances Against Tournament Organizers Regarding Violations of USTA Regulations.** Grievances alleging violations of a USTA or USTA NorCal Tournament Regulation, the USTA NorCal Tournament Sanction Regulations, or any requirement of the USTA NorCal Sanction Agreement, will be automatically referred to the Sanction & Schedule Committee for adjudication pursuant to the USTA NorCal Tournament Sanction Regulations.

- D. Timeline.** The Committee will make best efforts issue an Initial Decision, Committee Decision, or Special Committee Decision within 30 days of receipt of:
- Receipt of the respondent’s response to a grievance; or
 - Receipt of a timely-filed appeal,
- pursuant to these Procedures. The Chair may, in their discretion, shorten or lengthen this timeline based on the nature and complexity of the matter, the availability of relevant parties, or other pertinent circumstances.

E. Filing a Grievance.

- 1. Filing Deadline & Method of Delivery.** A grievance must be in writing and filed on the official form designated by the Committee within fifteen (15) days following the date on which the alleged grievance occurred. The person filing the grievance shall be known as the “Grievant.” The official form will include the option for the Grievant to request their contact information be withheld from the person against whom the grievance has been filed (“Respondent”) and all witnesses of Respondent, which request will be honored. Absent good cause shown, as determined in the sole discretion of the Chair, grievances not filed by the fifteen (15) day deadline are barred. Failure to provide complete supporting information pursuant to **Section E.3.** does not constitute grounds for extending the filing deadline.

Comment E-1: Grievance Form. Below is a link to the USTA NorCal form for filing a grievance, which will include a request for the name, date and location of the event at which the incident occurred, the name of the event director, and, if applicable, the Tournament Referee:

TO BE INSERTED

- 2. Filing Fee.** A filing fee in the amount of twenty-five dollars (\$25.00) must be submitted concurrently with the filing of the grievance. No grievance shall be deemed filed until the required filing fee has been received in full by USTA NorCal. Such fee will only be refunded if the grievance is upheld in whole or in part.
- 3. Supporting Information Submitted by Grievant.** It is the sole responsibility of Grievant to submit, at the time of filing, sufficient information to enable the Committee to investigate the matter and render a decision. The supporting information must be included with the grievance and may include, but is not limited to, the following:
- A written statement describing the alleged incident(s), including the date, time, location and persons involved. Preferably the statement should be sworn and notarized (i.e. executed under oath before a notary public pursuant to a jurat).

- The full name, email address and telephone number of each witness. Preferably each witness should provide a statement attesting to the fact observed that has been sworn and notarized (i.e. executed under oath before a notary public pursuant to a jurat). A witness may request to have their contact information withheld from the Respondent and the witnesses of the Respondent and Grievant, which request shall be honored.
- Unedited video footage, if available, clearly identifying the parties and conduct at issue. If consent to record was required by law or venue policy, a copy of the written consent or a detailed explanation of any verbal consent obtained must be included.
- Any relevant photographs, documents, or communications (e.g., emails or text messages) that support the grievance.

The Grievant shall not include a statement from any Tournament Referee. Any such statements, where applicable, will be independently requested and obtained by the Committee pursuant to **Section G.2.a**. Failure to provide sufficient supporting information may result in the grievance being dismissed without further action.

Comment E-2: USTA NorCal Position on Videotaping. Below is NorCal's position on videotaping, which in some circumstances may require consent to videotape.

- **Events Held at Public Facilities.** Videotaping and photography for personal, non-commercial purposes, of any portion of a USTA NorCal event that takes place at a public facility, such as a public park or public school, is generally permitted under the law, much like any event in a public place. Other than optional compliance with a request not to videotape or take photos, there are no grounds on which to deny anyone the right to videotape or photograph at a public facility. An organizer leasing a public facility may have terms in the lease that legally designate the facility as private for the duration of the lease.
- **Events Held at Private Facilities.** Private facilities used for events, such as a private club or private school, may have videotaping and/or photography policies of their own pertaining to events within the boundaries of their property.

4. Supporting Information Requested of Respondent. As soon as practicable after a grievance is filed, the USTA staff will send written notice of the grievance, to the Respondent. The Respondent may request to have their contact information withheld from the Grievant and all witnesses of Grievant, which request will be honored. The notice must be sent by certified mail, return receipt requested. The notice may also be sent by email. The written notice also include:

- A complete copy of the filed grievance;
- A deadline of no more than twenty (20) days from the date of the notice for the Respondent to submit a written response which may include, but is not limited to, the supporting information described in **Section E.3**. In the case of any witness statement provided by Respondent, a witness may request, which request shall be honored, to have their contact information withheld from the Grievant and the witnesses of Grievant and Respondent.

5. Confidentiality. All information submitted in connection with a grievance by the Grievant and the Respondent, including the grievance itself, supporting documentation submitted by either party, and any subsequent correspondence, shall not be treated as confidential and will be made available to all parties involved in the proceeding, including the Respondent, the Grievant, the Committee, and any applicable appeal body. Parties to the grievance process should be aware that:

- Any information submitted may be disclosed in full to ensure procedural fairness and the opportunity to respond;
- Submissions, including witness statements and videos, may be reviewed by the Committee and referenced in any Initial, Committee, or Special Committee Decision;
- USTA NorCal is not obligated to redact or withhold identifying information from any document submitted unless required by law or court order, or unless a Grievant, Respondent or witness has requested that their contact information not be disclosed.

This provision applies equally to materials submitted by both the Grievant and the Respondent.

Comment E-3: Confidentiality. Parties are strongly encouraged to refrain from including sensitive personal or confidential information unless it is directly relevant to the grievance.

F. Filing an Appeal of a Suspension Under the USTA Suspension Point System (SPS Appeal).

- 1. Filing Deadline & Method of Delivery.** An appeal of a suspension imposed under the USTA Suspension Point System (SPS Appeal) must be in writing and on the official form designated by the Committee. The appeal must be filed within thirty (30) days following the date on which the notice of suspension was mailed by the National Suspension Point administrator. Absent good cause shown, as determined in the sole discretion of the Chair, appeals not filed by the thirty (30) day deadline are barred. Failure to provide supporting information pursuant to **Section F.4.** does not constitute grounds for extending the filing deadline.

Comment F-1: SPS Appeal Form. Below is a link to the USTA NorCal form for filing an appeal of a suspension under the USTA Suspension Point System:

TO BE INSERTED

- 2. Automatic Stay of Suspension.** Absent good cause shown as determined by the Chair, upon the date of filing of the appeal, an automatic stay of the suspension will go into effect *unless otherwise requested at the time of filing.* (See **Section L.**)
- 3. Filing Fee.** A filing fee in the amount of twenty-five dollars (\$25.00) must be submitted concurrently with the filing of the SPS Appeal. No SPS Appeal shall be deemed filed until the required filing fee has been received in full by USTA NorCal. . Such fee will only be refunded if the appeal is upheld and results in the complete reversal of the suspension.
- 4. Supporting Information.** It is the sole responsibility of the party filing the SPS Appeal to submit, at the time of filing, sufficient information to enable the Committee to investigate and render a decision. The supporting information must be included with the SPS Appeal and may include, but is not limited to, the following:
- A written statement of the basis for appealing any suspension points assessed. Preferably this statement should be sworn and notarized (i.e., executed under oath before a notary public pursuant to a jurat).
 - The full name, email address, and telephone number of each witness. Preferably each witness should provide a statement attesting to the facts observed in support of appeal that has been sworn and notarized (i.e., executed under oath before a notary public pursuant to a jurat).
 - Unedited video footage, if available, clearly identifying the parties and conduct at issue. If consent to record was required by law or venue policy, a copy of the written consent or a detailed explanation of any verbal consent obtained must be included. (See **Comment E-2** for information on USTA NorCal's Position on Videotaping.)
 - Any relevant photographs, documents, or communications (e.g., emails or text messages) that support the appeal.
- Failure to submit sufficient supporting information may result in denial of the appeal based on the existing record.

G. Investigation and Initial Decision on a Grievance or Appeal of a Suspension Under the USTA Suspension Point System (SPS Appeal).

- 1. Investigation and Initial Decision.** Unless the Chair has determined a hearing will be held pursuant to **Section G.8.**, the Chair shall, upon receipt of a grievance or an SPS Appeal, appoint any three (3) members of the Committee to serve on a panel ("Sportsmanship Panel"). All members of the Sportsmanship Panel shall be free from any actual or perceived conflict of interest with respect to the matter under review and shall recuse themselves should a conflict arise after the Sportsmanship Panel is appointed. The Sportsmanship Panel is authorized to investigate the grievance or SPS Appeal through such means as it deems appropriate, and shall issue a decision ("Initial Decision") based on the results of that investigation. As part of that investigation, the Sportsmanship Panel will review the written statement(s) provided by the Tournament Referee(s) pursuant to **Section G.2.**
- 2. Statement by Tournament Referee.**
- a. Grievances.** The Referee of a tournament out of which a grievance arises, shall be required to submit a written statement to the Sportsmanship Panel addressing any relevant facts or observations concerning the grievance, including with respect to grievances that have been filed against said Referee. Such written statement must be submitted no later than seven (7) days after the request is made by the Chair, or their designee.

b. SPS Appeals. With respect to an SPS Appeal, the statement filed at the time suspension points were assessed shall serve as such written statement. However, if additional information is requested of the Referee by the Sportsmanship Panel, it shall be provided within seven (7) days after the request is made.

3. Authorized Penalties for Grievances. Unless specifically limited herein, the Sportsmanship Panel, has the discretion to take the disciplinary action that the Sportsmanship Panel deems appropriate. This includes, but is not limited to, issuing verbal or written reprimands; imposing conditions upon the acceptance of entry into any tournament; fining a player in an amount up to \$1,000.00, and suspending a person from participating or attending any USTA tournament or USTA non-sanctioned event for a period determined by the Sportsmanship Panel.

4. Authorized Relief and Penalties for SPS Appeals. The Sportsmanship Panel may consider any extenuating circumstances involved in the accumulation of points counted toward the suspension and may take one or more of the following actions:

- Remove a violation and the associated suspension points from a player's record;
- Modify the assessment of suspension points as a result of a violation, providing such modification is consistent with the table of suspension points set forth in the USTA Regulations;
- Condition the removal of a violation from a player's record upon the player's successful completion of a sportsmanship-related educational requirement.

The Sportsmanship Panel does not have the authority to shorten or lengthen the duration of a suspension imposed under the USTA Suspension Point System. Any suspension Points removed from a player's record as a result of an SPS Appeal, will also be removed from the USTA suspension point database and will not count toward any future suspension.

Comment G-1: Modification of Suspension Points. The following are examples of when the number of suspension points on a player's record may be reduced:

- 8-10 points are assessed for flagrant unsportsmanlike conduct. The point total for flagrant unsportsmanlike conduct can be reduced to as low as 8 points.
- If a player is assessed 8-10 points for "flagrant unsportsmanlike conduct" and the act is determined to fall into the category of "unsportsmanlike conduct" the point total can be reduced to 5 points.
- 5 points are assessed for a no-show default. If it is determined that the default should have been categorized for lateness, the point total can be reduced to 1 point for a default for lateness.

5. Written Initial Decision. Following its investigation and determination, the Sportsmanship Panel will prepare a written Initial Decision in accordance with the requirements set forth in **Section K.1.**

6. No Right to Appeal Dismissal of a Grievance. An Initial Decision that results in the dismissal of a grievance is final and binding.

7. Effective Date of Initial Decision. If no appeal of the Initial Decision pursuant to **Section H.1.** is filed by a person penalized, the Initial Decision is final and binding. The effective date of any penalty imposed shall be as set forth in **Section K.2.a.** Requests to start any suspension early must be made as set forth in **Section K.2.b.**

8. Hearing In Lieu of Initial Decision. In lieu of proceeding with an investigation and Initial Decision under this **Section G.**, the Chair may, in their sole discretion, elect to referee the grievance or SPS Appeal for a hearing before the Committee, to be conducted in accordance with the procedures set forth in **Section I.**

H. Appeal of an Initial Decision; Request for Hearing Before Committee. An appeal of an Initial Decision will result in a hearing before the Committee and shall follow the following procedures:

1. Filing Deadline & Method of Delivery. Within thirty (30) days following the effective date of an Initial Decision, the person penalized may appeal the Initial Decision by submitting a request for a hearing before the Committee. The request must be in writing and on the official form designated by the Committee. Appeals filed after the thirty (30) day deadline shall be deemed untimely and will be barred, absent a showing of good cause, as determined in the sole discretion of the Chair.

Comment H-1: Initial Decision Appeal Form. Below is a link to the USTA NorCal form for filing an appeal of an Initial Decision:

- 2. Automatic Stay of Penalty.** Absent good cause shown as determined by the Chair, upon the date of filing of the appeal, an automatic stay of any penalty will go into effect unless otherwise requested at the time of filing. See **Section L**.
- 3. Filing Fee.** A filing fee of fifty dollars (\$50.00) must be submitted concurrently with the appeal of an Initial Decision. The appeal shall not be deemed filed unless and until the required fee is received in full by USTA NorCal. This fee is in addition to any fee paid in connection with a prior grievance or appeal. Such fee will only be refunded if the appeal is upheld.
- 4. Supporting Information.** All records and materials considered in connection with the Initial Decision will be made available to the Committee during its review of the appeal. It is the sole responsibility of the party filing the appeal to submit any additional or supplemental information they wish the Committee to consider. Any new supporting documentation must be submitted concurrently with the appeal. Late submissions may be excluded from consideration at the sole discretion of the Chair
- 5. Confidentiality.** The applicable confidentiality procedures of **Section E.4**, as it relates to a grievance will be followed.

I. Hearing.

- 1. Matters Before Hearing.** The Committee will hear matters pursuant to a timely appeal of an Initial Decision and matters pursuant to **Section G.8**, and render a decision ("Committee Decision").
- 2. Conflicts of Interest.** The Chairperson and all Committee members shall be free from conflicts of interest with respect to any matter they hear; any member with a conflict will not participate in the hearing.

When the hearing is related to the appeal of an Initial Decision, any member that made the Initial Decision will be recused from the hearing, may not attend the hearing. There will be no communication with respect to the Initial decision between members of the Sportsmanship Panel that made the Initial Decision and the Committee members who will participate in the hearing.

- 3. Time, Place and Manner of Hearing.** Upon receipt of a timely request for hearing or when the Chair has elected to hold a hearing in lieu of an investigation and Initial Decision (**Section G.8**), the Chair shall set an appropriate time and place for a hearing considering the nature of the case and the penalty imposed. The Chair will give not less than eight (8) days written notice of the hearing date.

The Chair will decide whether the hearing is in person, by telephone or by other electronic means. Requests for in person hearings may be conditioned upon prior payment by the party requesting such hearing of the anticipated reasonable expense of the Committee and interested parties. Committee members may participate in any hearing by telephone or by other electronic means.

The person penalized may appear in person, by telephone, by other electronic means, or by representative and may present testimony and cross-examine other witnesses who appear at the hearing in person or by telephone.

Evidence may be presented by letter or sworn and notarized statement, by testimony, unedited video, or other forms of evidence. With respect to unedited video evidence, if a consent was required to take such video, a copy of the written consent, or description of the verbal consent given. Strict rules of evidence shall not apply.

- 4. Penalties and Relief Authorized.** The Committee shall give such weight as it deems appropriate to the evidence. The Committee may affirm, modify, or reject the Initial Decision, *except that* in the case of an SPS Appeal, the action taken is limited to that described in **Section G.4**, as it relates to a grievance, the Committee may impose any additional penalties that it deems appropriate, including a fine not in excess of \$1,000.00. In an appeal of an Initial Decision, any tie vote by the remaining Committee members participating in the hearing shall constitute an affirmation of the Initial Decision.
- 5. Written Committee Decision.** The Committee will prepare a written Committee Decision as described in **Section K.1**.
- 6. Right to Appeal.**
 - a. Hearing with No Prior Initial Decision.**

- i. **Dismissal of a Grievance.** A Committee Decision related to a grievance for which an Initial Decision was not issued pursuant to **Section G.8.** and that dismisses a grievance may not be appealed and is final and binding.
 - ii. **Imposition of a Penalty.** A Committee Decision related to a grievance or SPS Appeal that imposes any penalty and for which an Initial Decision was not issued pursuant to **Section G.8.** may be appealed as set forth in **Section J.**
 - b. **Penalty of Six-Month Suspension or Longer.** A Committee Decision that imposes a penalty of a six-month suspension or longer may be appealed as set forth in **Section J.**
7. **Effective Date of Committee Decision.** If no appeal of the Committee Decision pursuant to **Section J.1.** is filed, the Committee Decision is final and binding. The effective date of any penalty imposed shall be as set forth in **Section K.2.a.** Requests to start any suspension early must be made as set forth in **Section K.2.b.**

J. Appeal of Committee Decision to Special Committee of the Board.

- 1. **Filing Deadline & Method of Delivery.** Within 30 days following the effective date of a Committee Decision, the person penalized or suspended may appeal the Committee Decision to the extent permitted in **Section I.6.** by submitting a request for a hearing before a Special Committee appointed by the President. The request must be in writing and on the form designated by USTA NorCal. Absent good cause shown, appeals not filed within 30 days are barred. If no appeal to the Board is filed, the Committee Decision is final and binding.

Comment J-1: Committee Decision Appeal Form. Below is a link to the USTA NorCal form for filing an appeal of an Committee Decision:

TO BE INSERTED

- 2. **Automatic Stay of Penalty.** Absent good cause shown as determined by the Chair, upon the date of filing of the appeal, an automatic stay of any penalty will go into effect *unless otherwise requested at the time of filing.* See **Section L.**
- 3. **Filing Fee.** The fee for filing an appeal of a Committee Decision is \$50.00, which fee shall accompany the appeal. This represents a fee that is in addition to any fee paid with a previous appeal. Such fee will be refunded if the appeal is upheld.
- 4. **Appointment of Special Committee.** The President will appoint a special committee of not less than three Board members, one of whom will be appointed as Chair, to hear an appeal, none of whom may be members of the Committee ("Special Committee"). All Special Committee members shall be free from conflicts of interest with respect to any matter heard and no member may be a member of the Committee.
- 5. **Hearing Before Special Committee.** The Special Committee will review the findings of fact and the Committee Decision, including the Initial Decision, if applicable. The Special Committee render its decision based solely on the written record or may, at its discretion, receive further testimony and evidence as it deems appropriate.
- 6. **Penalties and Relief Authorized.** Following its review, the Special Committee may affirm, modify, or reject the Committee Decision, but may not impose any harsher penalties and in the case of an SPS Appeal, the action taken is limited to that described in **Section G.4.**
- 7. **Written Special Committee Decision.** The Special Committee will prepare a written Special Committee Decision as described in **Section K.1.**
- 8. **Right of Appeal.** The decision of the Special Committee is final and binding, subject to the appeals process set forth in **USTA Bylaw 43.**

Comment J-1: USTA Bylaw 43. Appeals of tournament suspensions of six months or longer by a Sectional Association may be appealed to the USTA Grievance Committee provided the person has exhausted all appeals within the Sectional Association. The appeal must be filed within 30 days following the date on which the suspension occurred. The appeal process is governed by **USTA Bylaw 43.** There is no automatic stay of a suspension appealed to the USTA Grievance Committee.

- 9. **Effective Date of Special Committee Decision.** The effective date of any penalty imposed shall be as set forth in **Section K.2.a.** Requests to start any suspension early must be made as set forth in **Section K.2.b.**

K. Initial, Committee, and Special Committee Decisions (collectively herein as a "Decision").

1. Decision Requirements. Each Initial Decision (**Section G.5.**), Committee Decision (**Section I.5.**), and Special Committee Decision (**Section J.7.**) will include:

- Findings of fact;
- The decision, including any penalty imposed; and
- The deadline by which the appeal of any penalty must be filed.

In the case of a grievance, the Chair, or the Chair's designee, will deliver the Decision to all parties that are the subject of the grievance and to the person who filed the grievance. In the case of an SPS Appeal, the Chair, or the Chair's designee, shall deliver the Decision to the appellant.

Delivery of the Decision will be by certified mail, return receipt requested, postmarked no later than 15 days after the Initial Decision has been made. The Decision may also be sent by email.

A copy of the Decision will also be delivered to the USTA NorCal Executive Director, and such others as is appropriate.

2. Effective Date of Decision. If no appeal of the Decision is filed pursuant to these Procedures by a person penalized, the Decision is final and binding.

a. Effective Date of Penalty. Any penalty imposed by a Decision is effective 30 days after the date the Initial Decision is mailed, *unless* otherwise stated or the Decision is appealed.

b. Request to Start Suspension Earlier. When a player is suspended as a result of a Decision, the player may request in writing by certified mail, return receipt requested, for the suspension to begin on the date such request was mailed. Such request must be addressed to: Sportsmanship Committee Chair, c/o Executive Director, 1920 North Loop Road, Alameda, CA 94502.

If the request is also sent by email, it must be sent to **TOBEINSERTED@norcal.usta.com**.

L. Stay of Penalty Upon Appeal.

a. Effect of Stay. When a stay of the penalty is in effect:

- A player who has been suspended will be able to compete while the appeal of the suspension is being adjudicated; and
- A player who has received another penalty does not have to fulfil the terms of the penalty while the appeal of the penalty is being adjudicated.

If the penalty is affirmed or modified, the penalty will begin on the effective date as described in these Procedures.

b. Effect of Request for No Stay of Suspension Under USTA Suspension Point System. If a request is made for there to be no stay of a suspension imposed under the USTA Suspension Point System the player may not compete while the appeal is being adjudicated. If the suspension is affirmed or modified, the suspension will have begun as of the date the SPS Appeal was filed.

c. Effect of Request for No Stay of Penalty Imposed as a Result of a Grievance. If a request is made for there to be no stay of a penalty imposed as a result of a grievance, and penalty is affirmed or modified, the penalty will begin on the effective date as described in these Procedures, unless the decision states otherwise.

Comment L-1: Effect of Stay. The following is provided for informational purposes to help a player determine whether or not a stay should be waived.

Scenario 1. A player who is suspended effective January 1 for 3 months, appeals the suspension and the automatic stay goes into effect: The process for adjudicating the appeal can take 45 or more days, and a longer period if further appeals are made. A player can play during this time. If the suspension is overturned, the player continues to play. If the suspension is affirmed or modified and the player is suspended, the player will not compete for 3 months after effective date of the suspension.

Scenario 2. A player who is suspended effective January 1 for 3 months, appeals the suspension and requests the automatic stay NOT go into effect: The process for adjudicating the appeal can take 45 or more days, and a longer period if further appeals are made. A player may not play during this time. If the suspension is overturned, the suspension has been reversed, and the player can begin playing on the effective date of the decision. If the suspension is affirmed or

modified, the player will serve the month suspension, a portion of which will have been served, based on the length of time it took to adjudicate the suspension.

Appeals of Suspensions under the USTA Suspension Point System to the USTA Grievance Committee: If an appeal of this type of suspension requires filing with the USTA Grievance Committee (see Comment C-2) there is no automatic stay. A stay must be requested, and there is no guarantee that the request will be honored.

Glossary

Appeal: A written request for reconsideration of an Initial or Committee Decision, filed in accordance with these Procedures. See SPS Appeal below for an appeal to a suspension imposed under the USTA Suspension Point System.

Chair: The Chairperson of the Sportsmanship Committee, or their designee, who presides over matters and exercises the authority set forth in these Procedures.

Committee Decision: This is a decision made by the Sportsmanship Committee following the filing an appeal of an Initial Decision. Instead of acting upon a grievance or an appeal of a suspension under the USTA Suspension Point System, the Chair of the Sportsmanship Committee may elect to hold a hearing before the Sportsmanship Committee.

Decisions: Collectively, an Initial Decision, Committee Decision and Special Committee Decision are referred to as a Decision in these Procedures.

Grievance: A written complaint filed against a USTA Individual Member alleging conduct that violates sportsmanship standards, as defined in these Procedures.

Good Cause: A legally sufficient reason, supported by facts or circumstances, that justifies an exception to a procedural requirement under these Procedures, for example, an extension to a filing deadline.

Grievant: This is the person who files a grievance.

Hearing: A proceeding before the Sportsmanship Committee or Special Committee during which parties may present evidence and testimony, either in person or by electronic means, to contest or support a grievance, penalty, or appeal.

Initial Decision: This is a decision made by a 3-person panel of the Sportsmanship Committee Members following the filing of a grievance or an appeal of a suspension under the USTA Suspension Point System.

Jurat: A notarial certificate in which a person swears or affirms that the contents of a written statement are true, signed in the presence of a notary public who administers the oath.

Penalty: Any disciplinary action imposed by the Sportsmanship Panel, Sportsmanship Committee, or Special Committee, including reprimands, fines, conditions on tournament entry, or suspension from participation or attendance at USTA events.

Respondent: This is the person against whom a grievance is filed.

Special Committee: This is a 3-person committee of USTA NorCal Board Members that is appointed by the USTA NorCal President to hear appeals of Committee Decisions.

Special Committee Decision: This is the decision made by the Special Committee following the filing of an appeal of a Committee Decision.

Sportsmanship Committee: This is the USTA NorCal Committee appointed by the USTA NorCal President that has been authorized to make decisions related to appeals and grievances.

Sportsmanship Panel: This is the 3-person panel of the Sportsmanship Committee who make an Initial Decision following the filing of a grievance or an appeal of a suspension under the USTA Suspension Point System.

Stay: A stay is a pause in the imposition of a penalty pending the result of a decision by the Sportsmanship Panel, Sportsmanship Committee, or Special Committee.

Suspension Points: These are points imposed for unsportsmanlike conduct in USTA sanctioned tournaments and ITF tournaments.

USTA Suspension Point System: This is the USTA's system under which players are assessed points for unsportsmanlike behavior in USTA sanctioned tournaments and ITF tournaments. A player who accumulates too many points is suspended.

EXHIBIT B
Junior and Adult Tournament Sanctions Approved by Executive Committee

Junior Tournament Sanctions								
Date	Level	Divisions	Events	Organizer	Director	Location	Courts	Limit
April 5-6	Level 6	BG12-18	Singles	La Madrona Athletic Club	Ian Chadwell	Santa Cruz	7	8
April 12	Level 7	BG12-14	Singles	Cudny Tennis Academy	Enny Cudny	San Jose	6	8
April 20	Level 7	BG12-14	Singles	Cudny Tennis Academy	Enny Cudny	San Jose	6	8
April 27	Level 7	BG12-14	Singles	Acers Tennis	Katie Martin	San Jose	7	8
May 3	Level 7	BG12-14	Singles	Cudny Tennis Academy	Enny Cudny	San Jose	6	8
May 3	Level 7	G14-18	Doubles	Crossover Tennis	Jana Klein	San Francisco	6	8
May 4	Level 7	BG12-18	Singles	La Madrona Athletic Club	Ian Chadwell	Santa Cruz	7	8
May 17-18	Level 6	BG12-18	Singles	Sun Oaks Tennis & Fitness Club	Austin Kische	Redding	6	8
May 18	Level 7	BG12-14	Singles	Cudny Tennis Academy	Enny Cudny	San Jose	6	8
May 24	Level 7	BG12-14	Singles	Cudny Tennis Academy	Enny Cudny	San Jose	6	8
May 25	Level 7	BG12-14	Singles	Acers Tennis	Katie Martin	San Jose	7	8
June 1	Level 7	BG12-14	Singles	Cudny Tennis Academy	Enny Cudny	San Jose	6	8
June 21	Level 7	BG12-14	Singles	Cudny Tennis Academy	Enny Cudny	San Jose	6	8
July 12-13	Level 6	BG12-18	Singles	Sun Oaks Tennis & Fitness Club	Austin Kische	Redding	6	8

Adult Tournament Sanctions								
Date	Level	Divisions	Events	Organizer	Director	Location	Courts	Limit
May 10-11	6	NTRP 18+, 55+ 3.5-5.0	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
May 17	7	NTRP 18+, 55+ 2.5, 3.5, 4.5	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
May 18	7	NTRP 18+, 55+ 3.0, 4.0, 5.0	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
June 7	7	Open	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
June 8	7	NTRP 18+, 55+ 3.0, 3.5, 4.0	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
June 14	7	NTRP 18+, 55+ 2.5, 3.5, 4.5	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
June 15	7	NTRP 18+, 55+ 3.0, 4.0, 5.0	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
July 12-13	6	NTRP 18+, 55+ 3.5-5.5	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
August 9-10	6	NTRP 18+, 55+ 3.5-5.5	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8
September 6-7	6	NTRP 18+, 55+ 3.5-5.5	MS, WS	Meadowbrook Swim & Tennis at Monterey Bay	Kim Grant	Seaside	5	8

This document contains all committee recommendations made (or not included) since the previous board meeting on February 19, 2025.

Adult Tournament Committee

- 1. Adult Tournaments Awards Criteria.** Approved at a meeting held November 19, 2024, by a vote of 8 in favor, none opposed, and no abstentions.

RESOLVED: That effective January 1, 2025, Adult Tournament Awards Criteria are amended to:

- Set a November 15 deadline for Player and Tournament Awards that require a nomination; and
- Clarify that the Tournaments eligible to receive the Tournament Awards are those held between November 16 of a previous year and November 15 of the current year, except that in 2025 only, the tournaments eligible will be those held between January 1 and November 15, 2025.
- The eligibility criteria for the Tournament Awards have been changed to reduce the minimum percentage of participants submitting a post-event evaluation from 25% to 15%.

Rationale: The deadlines will give the Committee more time to review the nominations and applications, as well as the different tournaments and make the decision on the awardees. The lowering of response rate will allow deserving tournaments to be considered for the awards.

- 2. Endorsement for NTRP National Championships Criteria.** Approved at a meeting held on March 19, 2025, by a vote of 7 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 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
- 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: 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 may host a Grand Prix tournament
- For the 40 & Over and 55 & Over (all divisions) - A NorCal Qualifying event may 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 3rd place finisher will be the #2 alternate and the 4th 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 2nd place, followed by the 3rd and then 4th 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 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 2nd position.

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

Exception: The requirement of having played at least one (1) tournament in the NorCal section in the respective division within the 52-week rolling period may be waived if ALL the conditions below are met:

- If a player or team had registered for a tournament in the respective division, but the division was canceled due to lack of opponents;
- If that player or team has played in an NTRP tournament in a different age division at the same level and same event (singles or doubles);
- If there is no other player/team registered for the championship that would meet the requirement; or
- If the team is on the respective National Standing List (NSL).

Note: If USTA National allows players from a different NSL into the Championships, the requirement of one NorCal tournament must be met in that division. For example: if USTA National allows players from the Open NSL or the Age Group NSL to register in the 18+ 5.5 division, the player must have played at least one (1) tournament in the NorCal section in the specific division in the Open or the Age group division within the 52-week rolling period. The specific division refers here to singles or doubles.

* For doubles the top combined NSL will be selected. For example, if Player A is ranked #1/Player B is Ranked #74 and Player C is ranked #5/Player D is ranked #10 then Player C/D will be selected first because their combined NSL ranking is 15 as opposed to Player A/B which has a combined NSL ranking of 75. For Mixed Doubles, the top combined NSL will also be listed using the NSL from the Men's and Women's Mixed Doubles lists.

If a tie exists, the team with the highest ranked player will be selected

NTRP Rating Validation

- 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 Committee wants players to represent the section at NTRP National Championships. If players made the effort to play in their respective division but were not able to due to lack of opponents, they played in other NTRP tournaments in a different age division at the same level and same event (singles or doubles), they are not taking up a spot from a player/team that is fulfilling the requirements, and they played in the past (therefore they are on the NSL), they should be allowed to participate.

Junior Council

1. **Expansion of Tournament Assistance Grants Program.** Approved at a meeting held March 12, 2025, by a vote of 5 in favor, none opposed, and no abstentions.

RESOLVED: That, effective immediately, the USTA NorCal Tournament Assistance Grant (TAG) Program attached as Exhibit C-1 be amended to include Junior Circuit Events in the list of authorized events. (Underlined language is proposed to be added; stricken-through language is proposed to be deleted.)

Rationale: This proposal amends the Tournament Assistance Grants (TAG) program to include Junior Circuit Events in the list of tournaments that qualify for entry fee reimbursement. Both the Chair and the NorCal staff liaison of the JTT/Local Play Committee are in support of this expansion. Entry fees for Junior Circuit events average \$45 and the expansion of eligible tournament will help players and their families who are just entering the competitive pipeline.

Upon the recommendation of Junior Council, the NorCal Board approved the re-introduction of the Tournament Assistance Grant (TAG) Program in June 2024. The Program assists players in financial need with reimbursements of entry fees up to \$400 per year. The 2024 funding for the program, \$30,000, was a one-time budget addition for 2024 only, and the existence of the Program in the future is dependent upon future budgets. Out of that \$30K, approximately \$9,000 was paid out to approximately 20 players between June and the end of 2024.

For 2025, increases in the sanction fees were approved and revenue from this increase is projected to be approximately \$8,000. An additional \$7,000 was budgeted from other NorCal revenue, for a total of \$15K that

supports approximately 37 players. To date, 8 players have enrolled, and ongoing efforts to publicize the program are occurring. The marketing includes announcing the opportunity:

- On every tournament home page;
- On every Monday tournament email;
- In Junior player newsletters;
- In NJTL communications; and
- In emails to coaches.

There are also plans to cross-promote TAG with JTT participants.

Although the participation numbers to date are low, given the maximum of 37 participants in 2025 that can be accepted based on the budget, if NorCal gets approaches the 37 participants, the Committee may explore other funding options for consideration by the Board including:

- Requesting additional funds in the budget;
- Increasing the Level 7 sanction fee;
- Adding a small sanction fee for the Junior Circuit Events which is currently \$0, although this option would have to be approved by the JTT/Local Play Committee.

Adult League Committee

- 1. Adult 70 Sectionals.** Approved at a meeting held March 31, 2025, by a vote of 6 in favor, 0 opposed, and 0 abstentions.

RESOLVED: That effective immediately, the 2024 Adult 70 League Sectionals event is declared ended, with no player eligible for a refund.

Rationale: At the time the end date and all reschedule dates for the Adult 70 Sectionals had passed, not all teams had completed their matches. Some of the teams found it difficult to continue with the event. The Committee determined it would not be fair to give an extension to play a match when some team captains may no longer be able to field teams because of the other concurrent leagues. Furthermore, if all matches are not played, a winner may not be able to be determined, and the Committee believes it would be unfair to penalize the teams that are no longer able to play past the scheduled date of the event and the rescheduled dates. The team entry fee for Sectionals was \$165 per team which goes towards helping to offset costs for the event which includes but is not limited to paying for player gifts and captains gifts (which the teams received), snacks and for paying site fees and umpire fees. All teams participating also played at least 2 out of the 3 team matches.

- 2. USTA NorCal League Regulations Proposal Procedure & Timeline.** Approved at a meeting held March 31, 2025, by a vote of 6 in favor, 0 opposed, and 0 abstentions.

RESOLVED: That effective immediately, the 2026 USTA League Regulation Proposal Procedure & Timeline be approved as shown in Exhibit B.

Rationale: Having a Procedure & Timeline to submit proposed changes to the regulations create a more open, transparent and orderly process to accept and consider rule change proposals from the public. The proposed process mirrors the National process; however, the NorCal deadline is different from Nationals. When determining the NorCal deadline, consideration was given on approximately when the next year's National Regulations may be published and when the following early start leagues for the following year would begin.

- 3. Move-Up/Split-Up rule for NorCal Leagues.** Approved at a meeting held March 31, 2025, by a vote of 6 in favor, 0 opposed, and 0 abstentions.

RESOLVED: That effective with the transition of USTA NorCal Adult Leagues to the TennisLink platform, the (NorCal LLAR) USTA NorCal Options for the Move-up/Split-up rule be amended as follows (Underlined language in red is proposed addition):

2.06 MOVE-UP/SPLIT-UP / Q&A INTERPRETATIONS.

2.06A National Championship Teams.

2.06A(1) Move-Up. Teams and team members that advanced to, or qualified for, any National Championship may play together as a team, in whole or in part, if they move up one NTRP team level.

2.06A(2) Split-Up. No more than three (3) players who were on the roster of any team that advanced to, or qualified for, any National Championship team the previous year may play together in the same Division, same Age Group and at the same NTRP team level as the National Championship team(s), if their NTRP rating allows. Split-Up requirements only apply to all players other than Self-Rated and Valid Computer Rated Appealed players who participated in three (3) or more matches (one default received shall count) and Self-Rated and Valid Computer Rated Appealed players who participated in at least four matches (no default received shall count), for that team during the championship year.

2.06A(3) If a Section has a regulation that limits the number of players on a roster that are at a specific level, the Section must suspend that regulation for one year for any team that advanced to, or qualified for, any National Championship the previous year and chooses to move up one NTRP team level.

2.06B Section Options for Move-Up/Split-Up.

2.06B(1) All Championships Below Nationals. Sections shall have the right to decide whether a team who competes at any championship level below the National Championships must move-up or disperse to form new teams for the next championship year and under what conditions.

(NorCal LLAR) USTA NorCal Options. USTA NorCal additionally applies the Move-Up/Split-Up Rule in the following leagues that end at sectionals: Combo Doubles, Mixed 55 & Over, Adult 18 & Over (2.5 men only), Mixed 18 & Over (combined 5.0 only). If a team is found to be in violation of the Move-up/Split-up rule, the first three players from the team that won Sectionals, advanced to, or qualified for, any National Championship team the previous year in registration order will be considered eligible. Any additional players registered from that team will be disqualified. All matches played by the disqualified players shall be considered a 0-6, 0-6 loss for standings purposes. The original match scores will be used for year-end rating calculations.

(NorCal LLAR) USTA NorCal Options – Exempt Teams. Teams in the following divisions are exempt from the Move Up/Split Up rule:

- Adult DAYTIME Leagues
- Adult 18 & Over 5.5+
- Adult 40 & Over Men's 2.5+
- Adult 40 & Over 5.0+
- Adult 65 & Over
- NorCal Adult 70 & Over
- NorCal Combo 10.0+
- NorCal Mixed 55 9.0

2.06B(2) Sections shall have the option to restrict crossover between Adult and Mixed Divisions and/or between some or all Age Groups notwithstanding Section 2.06A.

(NorCal LLAR) USTA NorCal Options. USTA NorCal does not restrict crossover between Adult and Mixed Divisions and/or between some or all Age Groups notwithstanding Section 2.06A.

Rationale: The move-up/split-up rule helps to keep players who win Sectionals from building the same exact team the next year at the same level to give others a chance to win and not continuously build the same power team. TennisLink helps supports this rule for National advancing leagues by having the system not allow more than three players from the past years National advancing team to be on the same team at the same level then they register the following year. TennisLink does not support this for non-National advancing leagues because it is a section option and not a requirement. Because TennisLink does not track the move-up split up rule for non-National Advancing Leagues, the proposed addition explains what happens if a team is in violation of the rule.

- 4. Per Diem to Offset Expenses of Taking Team to Nationals.** Approved at a meeting held March 31, 2025, by a vote of 5 in favor, 0 opposed, and 1 abstention:

RESOLVED: That, effective immediately, the language in the NorCal League Rules FAQ be amended as follows (proposed deletions are stricken through and proposed additions are underlined in red):

Expenses for Qualifying National Teams

Q: Does USTA NorCal help with the expenses of taking a team to Nationals?

A: Yes. USTA Northern California provides an allowance towards the expenses of a team dinner for qualifying teams that participate in USTA National Championships. For five-line leagues, NorCal will ~~contribute~~ provide a per diem allowance up to \$650; for four-line leagues, NorCal will ~~contribute~~ provide a per diem allowance up to \$550; for three-line leagues, NorCal will ~~contribute~~ provide a per diem allowance up to \$450. Contributions Per diem allowances are paid directly to the individual listed as captain of the team, for use by

the captain and teammates, on the date of the national championships and will be mailed at the conclusion of the USTA National Championships for each league upon the captain submitting a request for a per diem, or by submitting receipts, to USTA NorCal.

Rationale: It is nice for NorCal to contribute something for a team that attends League Nationals. Some captains have expressed concerned regarding the need to provide their W-9s to NorCal for the stipends. The NorCal Accounting Department has confirmed that the auditors advised that it is okay to reimburse for a meal and code it to a general ledger account, so long as the funds are used for meals, and are provided as a per diem or substantiated via receipts.

Community Programs Committee

1. Community Tennis Aces Awards Criteria. Approved by unanimous written consent effective April 7, 2025.

RESOLVED: That effective immediately, the following Community Tennis Aces Awards Criteria are hereby approved.

Community Tennis Awards & Criteria	
Process: Selected by the USTA NorCal Community Programs department staff	
<p>Outstanding Community Tennis Volunteer: Awarded to an individual who has gone above and beyond in providing service to the tennis community.</p>	<ul style="list-style-type: none"> • Must hold a current USTA membership • Nominations can be submitted by committee members • Cannot win award 2 years in a row. • Please tell us why the nominee is the best candidate for this award.
<p>Outstanding Community Tennis Association: Awarded to a not-for-profit volunteer organization, park and recreation, community group or school that has shown exceptional and continued leadership in providing programming and community outreach.</p>	<ul style="list-style-type: none"> • Must be an approved CTA or NJTL through USTA/ USTA Foundation • Nominations can be submitted by committee members • Cannot win award 2 years in a row. • Please tell us why the nominee is the best candidate for this award.
<p>NJTL Chapter of the Year: Awarded to a national junior tennis and learning chapter that has shown exceptional junior programming, education and community outreach.</p>	<ul style="list-style-type: none"> • Please tell us why the nominee is the best candidate for this award.
<p>Organization of the Year: The award is given to the organization that best exemplifies service to the community, service to its members through junior and adult programs and service to the game of tennis. This represents a standard that all Organization Members can strive to achieve.</p>	<ul style="list-style-type: none"> • All nominees must have a current USTA Organizational Membership • The nominee provides a service that impacts the Northern California/Reno community. • Cannot win award 2 years in a row.
<p>Organization of the Year (National Award): The award is given to the organization that best exemplifies service to the community, service to its members through junior and adult programs and service to the game of tennis. This represents a standard that all Organization Members can strive to achieve.</p>	<ul style="list-style-type: none"> • All nominees must have a current USTA Organizational Membership • Any member organization of the USTA that has not received this award in the past seven years is eligible. • The nominee provides a service to its members, which demonstrates support of the USTA mission. • The nominee provides and promotes activities to strengthen tennis in the community and tennis industry.
***The Community Staff reserve the right to not select a recipient in any given category in any given year.	

Diversity, Equity & Inclusion Committee

1. **DEI Aces Awards Criteria.** Approved by unanimous written consent effective April 9, 2025.

RESOLVED: That effective immediately, the following DEI Tennis Aces Awards Criteria are hereby approved.

D&I Awards & Criteria	
Process: Nominations by the USTA NorCal DEI Committee and USTA NorCal staff. Selected by USTA NorCal Community staff.	
<p>USTA NorCal Diversity & Inclusion Mark Manning Icon Award (Individual Crystal Award): For outstanding leadership and contribution at the national, sectional and local levels of the USTA for advocating, representing and contributing to Diversity & Inclusion issues and strategies.</p>	<p>Criteria/Nomination questions for all awards:</p> <ul style="list-style-type: none"> • Please describe how the nominee embodies the category for which it's being nominated. • Please describe the nominee's program, history in tennis, accomplishments, leadership qualities, future goals, and/or groundbreaking service in multicultural communities. • Please tell us why the nominee is the best candidate for this award.
<p>USTA NorCal Diversity & Inclusion Trailblazer Award (Individual Crystal Award): Recognition of an individual, program or organization that goes "Beyond the Baseline" and has been a pioneer/ innovator in forging new paths in the multicultural, LGBT, people with disabilities and coaching tennis communities.</p>	
<p>USTA NorCal Diversity Service Award (Individual Crystal Award): Recognition of individual, program or organization for lifelong service and/or groundbreaking service and for having made a significant impact on the lives of others in an organization/ program, individual and in the multicultural, LGBT and people with disabilities tennis communities.</p>	
<p>USTA NorCal Diversity & Inclusion Leadership Award (Individual Crystal Award): Recognition of individual, program or organization for a proven significant and outstanding leadership in the coaching, mentoring and/or volunteerism in the multicultural, LGBT and people with disabilities tennis communities.</p>	
The Community Staff reserve the right to not select a recipient in any given category in any given year.	

Wheelchair Committee

1. **Wheelchair Awards Criteria.** Approved by unanimous written consent effective April 8, 2025.

RESOLVED: That effective immediately, the following Wheelchair Awards Criteria are hereby approved.

Wheelchair Tennis Awards & Criteria	
Process: Selected by the USTA NorCal Wheelchair Committee	
<p>Outstanding Wheelchair Tennis Volunteer: Awarded to an individual who has gone above and beyond in providing service to the wheelchair tennis community.</p>	<ul style="list-style-type: none"> • Nominations can be submitted by committee members • Cannot win award 2 years in a row. • Please tell us why the nominee is the best candidate for this award.
<p>Ned Mansfield Memorial Award: This award is given to a wheelchair player that displays outstanding character and sportsmanship. The recipient's name will be engraved on the perpetual plaque and will receive a \$1,000 scholarship.</p>	<ul style="list-style-type: none"> • Must hold a current USTA membership • Nominations can be submitted by committee members • Cannot win award 2 years in a row. • Please tell us why the nominee is the best candidate for this award.

Tournament Assistance Grant (TAG) Program Overview

The TAG program provides economically disadvantaged players with a discount on junior tournament entry fees. Funding for this program is determined on an annual basis by the USTA NorCal Board of Directors.

Junior Player Eligibility. Only players that meet the following requirements may apply for a TAG:

- USTA NorCal junior members who meet the Residency Requirements set forth in Regulation IV. of the USTA Junior Tournament, Ranking, and Sanctioning Regulations; and
- The Adjusted Gross Income on the most recently filed tax return(s) of applicant’s primary custodial parent(s) or legal guardian(s) must be equal to or less than 500% of the Modified Adjusted Gross Household Income as determined in the Federal Poverty Guidelines (see below). These thresholds are based on the number of persons living in the family household and are adjusted from time to time by the government. Tax returns will be destroyed once the Adjusted Gross Income is verified.

2025 Federal Poverty Guidelines	
Persons in Family Household	Modified Adjusted Gross Household Income (500%)
1	\$78,250
2	\$105,750
3	\$133,250
4	\$160,750
5	\$188,250
6	\$215,750
7	\$243,250
8	\$270,750
<i>For families/households with more than 8 persons, add \$27,500</i>	

Maximum TAGs Per Year

Approximately 37 players will be awarded TAGs in 2025. This number will be adjusted annually based on the funding allocated to the program. Approved applicants (also known as TAG Participants) are eligible to receive reimbursements equivalent to 50% of an entry fee for up to 10 Authorized USTA NorCal Tournaments each calendar year (January 1-December 31), which total amount may not exceed \$400 per player per year.

Authorized USTA NorCal Tournaments

The following are considered Authorized USTA NorCal Tournaments:

- Any USTA NorCal Junior Circuit Event;
- Any USTA NorCal junior tournament sanctioned by USTA NorCal that counts for junior ranking; and
- Any junior tournament for which a NorCal player is selected to represent USTA NorCal on a team, *except* any such team tournament that otherwise provides for a player stipend paid by USTA NorCal or the USTA.

TAG Application & Approval of TAG Participants

- USTA NorCal shall publish all information regarding the TAG Program, including the TAG Application, to its website.
- An eligible player may apply to participate in the TAG Program at any time during a calendar year by completing and submitting the TAG Application. A new TAG Application must be submitted for each calendar year.
- The TAG Application shall include a request for Adjusted Gross Income on the most recently filed federal tax return and shall require that a copy of the most-recently filed tax return accompany the TAG Application.
- USTA NorCal staff will determine the eligibility of the applicants based on the eligibility criteria.
- All Applicants will be notified by USTA NorCal as to whether the Application has been approved. Approved applicants are known as TAG Participants.

Eligibility for Reimbursement for an Authorized USTA NorCal Tournament

- **Sportsmanship:** TAG Participants shall maintain a high level of good sportsmanship. TAG Participants shall not receive a TAG reimbursement for a tournament if they are assessed two (2) or more suspension points during the tournament. Additionally, any player that has six (6) or more suspension points on their record at any time is not eligible to receive a TAG reimbursement for a tournament.

- **Play to Completion:** TAG Participants are required to play a tournament for which they are requesting a TAG reimbursement to completion. For the purposes of the TAG Program, this means a player must not have withdrawn from the tournament without playing a match or withdrawn after the start of the tournament for reason other than injury, illness, or personal circumstance. Matches won by withdrawal, walkover, default and retirement count as playing a match.

Procedure for Reimbursement:

- USTA NorCal shall publish all information regarding requesting a reimbursement, including the Reimbursement Request Form, to its website.
- No later than seven (7) days after the last day of an Authorized USTA NorCal Tournament, a TAG Participant must formally request to receive the TAG reimbursement using the Reimbursement Request Form. Failure to request a TAG within the 7-day time limit will be denied. Information on how to submit a TAG reimbursement requested will be posted to the USTA NorCal website and sent to all TAG Participants.
- USTA NorCal staff will determine whether the TAG Participant has met the Sportsmanship and Play to Completion eligibility requirements required for reimbursement.
- TAG Participants that meet the Sportsmanship and Play to Completion grant eligibility requirements shall be sent a reimbursement to the address provided on the Application.

Reimbursements may take up to 45 days to process.

USTA NORCAL LEAGUE REGULATION PROPOSAL PROCEDURE & TIMELINE - 2026 REGULATIONS

EXHIBIT C-2

**THE USTA NORCAL LEAGUE REGULATION PROPOSAL PROCEDURES AND
TIMELINE SHALL BE PUBLISHED PUBLICLY ANNUALLY.**

WHO CAN SUBMIT A USTA NORCAL LEAGUE REGULATION PROPOSAL:

- NorCal Committee Members
- NorCal Staff
- Individual USTA Members

TYPES OF USTA NORCAL LEAGUE REGULATION PROPOSALS:

- Change to an existing USTA League Regulation
- New USTA League Regulation

HOW TO SUBMIT A USTA NORCAL LEAGUE REGULATION PROPOSAL:

- All proposals to USTA NorCal League Regulations **MUST**:
 - Include
 - Rationale for the change
 - A description of how it will encourage participation
 - Empirical (not subjective) information to support the proposal
 - A description of how it will positively impact a large portion of NorCal League Players
 - Be submitted and filled out in full on the [official form](#) no later than May 4, 2025

USTA NATIONAL LEAGUE REGULATION PROPOSALS:

- All proposals to USTA National League Regulations submitted are subject to all the requirements above, but will be submitted for **2027**.