



NEOTA – Competition Committee Policies

Board Approved: 2018-10-08

Objective: The Competition Committee shall serve as the governing body with regard to Junior and Adult Tournament Sanctioning, Scheduling, Grievances, the Junior District Championships, and Junior District Cup Teams Competition. The Competition Committee has no authority with regard to USTA Adult League.

Policies: The following are the policies of the Committee. If any of these policies are in conflict with District bylaws (the “Bylaws”), the Bylaws shall prevail.

- 1. Committee Membership.** Define the composition of the committee so that it can achieve its stated mission and purpose.
 - 1.1.** The size of the committee shall be the Chairperson and at least 4 other members.
 - 1.2.** All committee members shall be NEOTA members in good standing.
- 2. Voting.** Purpose: Define how voting is done. Vote of the majority of committee members needed to make decisions.
- 3. District Qualifiers.** Define how the Tournament Director will be selected as well as outline important aspects of the tournament to ensure successful events.
 - 3.1. Events.** District Qualifiers are held for BG10s-18s and may or may not be considered separate events.
 - 3.2. Tournament Committee.** The tournament committee shall be comprised of the Competition Committee, the Tournament Director and the Tournament Referee. The Chairperson of the Tournament Committee shall be the Committee Chairperson.
 - 3.3. Tournament Director.**
 - 3.3.1. Hiring and Selection Process.** The Competition Committee shall select the tournament director annually. If needed, job descriptions will be created and applications will be solicited.
 - 3.3.2. Minimum Qualifications.**
 - 3.3.2.1.** Tournament Directors must have active USTA memberships.
 - 3.3.2.2.** Tournament Directors must agree to submit to and pass USTA background checks.
 - 3.3.2.3.** Tournament Directors must have completed annual Tournament Director training.
 - 3.3.2.4.** Tournament Directors must be available to be on-site and act as a site coordinator during each day of the tournament.



3.4. Endorsement. NEOTA will endorse all participants that meet the USTA/Midwest requirements for endorsement.

3.4.1. Usage of Wildcards to endorse players. NEOTA may offer 1 wildcard per BG12-18s division for purposes of endorsing players for the Midwest Closed. NEOTA will offer 1 wildcard (per division) "to replace" a player that earned a quota spot and declines to participate in the MW Closed.

4. District Jr. Cup Teams. Define how coaches and players will be selected and specify key requirements to ensure the process is transparent, fair and consistent.

4.1. Coaches. Head and Assistant Coaches will be selected for each Jr. Cup Team.

4.1.1. Hiring and Selection Process.

4.1.1.1. Job descriptions will be created and reviewed annually prior to the selection process.

4.1.1.2. Candidate interest will be solicited annually in a public way.

4.1.1.3. Applications will be reviewed by the Competition Committee who will make the selections.

4.1.2. Minimum Qualifications.

4.1.2.1. Head Coaches must have active USTA memberships.

4.1.2.2. All coaches must agree to submit to and pass USTA background checks.

4.1.2.3. One of the coaches for each team must be over 25 years old (so they can rent a van to transport the team).

4.1.2.4. Gender: One of the coaches for all-boys teams must be a male. One of the coaches for all-girls teams must be female. Coaching teams of one male and one female are required for teams comprised of both boys and girls.

4.2. Players.

4.2.1. Player Requirements.

4.2.1.1. **Player Interest.** The committee shall define a process for soliciting player interest. Players must indicate their interest in participating according to the published process and must meet any specified deadlines.

4.2.1.2. **Age Requirements.** Players may express interest and be considered for any team, however, players on the Boys or Girls 18s teams must be at least 14 years of age by the month of competition.

4.2.1.3. **Code of Conduct Forms.** Players and their parents must complete a code of conduct form prior to participating.

4.2.1.4. **Suspension Points.** If a player has 5 or more suspension points for reasons related to Unsportsmanlike Conduct or Gross Misconduct (refer to the Suspension Point table in the USTA Friend at Court booklet) on their record at the time of player selection, they will not be considered.



4.2.2. Player Selection.

4.2.2.1. **Team Composition.** All teams are comprised of 8 players. Boys 18s (8 boys), Girls 18s (8 girls), Boys/Girls 14s (4 boys & 4 girls), Boys/Girls 12s (4 boys & 4 girls).

4.2.2.2. **Standings Lists.** Players will be selected based on current National/Midwest Standings lists and UTR according to the following table:

BG12s & BG14s Cup Teams		BG18s Cup Teams	
Boy's Spot	List Used	Boy's or Girl's Spot	List Used
1	National	1	National
2	Midwest	2	National
3	UTR	3	Midwest
4	UTR	4	Midwest
Girl's Spot	List Used	5	UTR
1	National	6	UTR
2	Midwest	7	UTR
3	UTR	8	UTR
4	UTR		

Step 1: Make Selections from the National List until all National spots are filled

Step 2: Make Selections from the Midwest list until all Midwest spots are filled (players not already selected from the National list)

Step 3: Select players with the highest UTR ratings (players not already selected from the National or Midwest lists)

4.2.2.3. **Wildcards.** The District does not offer wildcard spots for the Cup Teams.

5. District Tournament Sanction Requests. Purpose: Define requirements for awarding district tournament sanctions to optimize tournament participation by coordinating district/section/national tournament schedules.

5.1. Organizer Training. A representative of the Organization member, usually a tournament director, must attend an annual TD training session and/or webinar.

5.2. USTA Rules. The District will follow USTA and USTA/Midwest rules and policies related to granting sanctions. Sanctioned tournaments must adhere to USTA rules as published in the Friend at Court. Members are encouraged to familiarize themselves with Friend at Court in its entirety, particularly Part 3 "USTA Regulations" Section XVII.

5.3. Sanction Submission Process

5.3.1. Sanction Submission Date Requirements

5.3.1.1. **Sanction Period:** Each year the Committee will designate a time frame (called the Sanction Period) during which sanctioned events can be requested for the upcoming year. Organization Members that want to run sanctioned



tournaments are strongly encouraged to submit sanction requests during the Sanction Period instead of at a later time. Information about the sanction period will be communicated to organizational members via email, as long as they have provided an email address to the USTA in their membership profile.

5.3.1.2. Requests submitted after the Sanction Period ends. The Committee will consider sanctioned event requests made after the Sanction Period ends according to the table below. All other rules regarding the sanctioning of tournaments will apply.

Tournament Type	Notice Required		
	Requested Date already has 2 conflicting events	Request Conflicts with 1 Other Event	Request does not conflict with any other Events
Sanctioned Events	Will not be approved	60-Days' Notice	30-Days' Notice
Non-Sanctioned Events	No Notice Required		

5.3.2. How to apply for Sanctions. Sanction applications must be submitted online via TennisLink sanction forms.

5.3.3. Sanction Fees and Payments

5.3.3.1. Sanction Fees:

Sanctioned or Non-Sanctioned	Event Type	Fee DURING Sanction Period	Fee AFTER Sanction Period	USTA's Tennislink Fee
Sanctioned	Adult Single-Day	\$0	\$0	\$3
	Adult Multiple-Day	\$50	\$100	\$3
	Junior L4 12-18s	\$50	\$100	\$3
	Junior L5 12-18s	\$0	\$0	\$3
	Junior 10&Under Progression	\$0	\$0	\$3
Non-Sanctioned	Any Type	\$0	\$0	\$3

5.3.3.2. Payment of Sanction Fees. Valid credit card information must be provided on the Sanction form prior to submitting requests. The TennisLink system will not allow approval of sanctions without valid credit card information.

5.3.4. Granting Sanction Requests.

5.3.4.1. **A maximum of two (2) Sanctioned tournaments** for the same division(s)/event(s) will be allowed on overlapping dates.

5.3.4.2. **Guidelines for granting sanctions.** When more than one Organization Member requests a sanctioned event for the same division(s)/event(s) on overlapping dates:

The type of request will be considered. Sanctioned event requests are classified as either “Renewals” of prior year events or as “New” events. In order to be classified as a Renewal, all of the below attributes must be met.

Type of Request	Submitted During Sanction Period	Same Organization as Prior Year	Corresponding Dates* versus Prior Year	Same Division(s) as Prior Year
Renewal Sanction	Yes	Yes	Yes	Yes
New Sanction	Any Request that does not fully meet the definition of a “Renewal”			

**Dates as shifted by the TennisLink system without additional adjustment or change*

If more than two sanctioned event requests are made for the same division(s)/events(s) on overlapping dates, the following guidelines will be used to determine which two (2) Organizations will be granted the sanctions:

Priority	Type of Request	Priority Guidelines
1	Renewals	Requests that fully meet the definition of “Renewal” will be granted
2	New Requests Made DURING Sanction Period	a) When one (1) New request is received b) When two (2) New requests are received that do not conflict with an Renewal c) In all other situations, priority will be given to Organization Member(s) with the fewest number of <u>District</u> divisions/events (of all types) that are already approved for that calendar year
3	New Requests Made AFTER Sanction Period	Based on date & time of sanction form submission (all other rules & policies will still apply)

5.3.5 The individual at NEOTA responsible for making sanctioning decisions will not be an owner or employee or relative of an owner or employee of, or have any direct financial interest in, any Organizational Member (e.g., club).



5.3.6 Rules, criteria and policies for granting tournament sanctions will be posted on the NEOTA website.

6. Running Sanctioned Tournaments

6.1. Tournament Entries:

6.1.1. Late Entries: A late entry is defined as an entry received or requested after the tournament entry date has passed. Tournament Directors may not accept late entries for players if they impact seeding. Late entries for non-seeded players may be accepted at a Tournament Director's discretion.

6.2. Notification of match start times. First match start times, in all divisions, must be posted at least 48 hours prior to the start of the first match of the tournament.

6.3. Post-Tournament Responsibilities. Tournament results must be posted online within 24 hours of tournament completion.

7. Grievance Policy/Authority of Committee to Reprimand, Suspend, and/or Revoke Sanctions

7.1. The Competition Committee is charged with ensuring the quality, integrity, and adherence to USTA policies with regards to the successful operation of NEOTA-sanctioned tournaments. The goal is a positive experience for the players, parents, and all other parties. The Competition Committee may reprimand Organization Members, the providers of tournaments.

7.2. Upon the receipt of a formal grievance for a violation of a USTA National, Midwest, or NEOTA policy or guideline, including the Friend at Court rules; the Competition Committee will conduct a thorough investigation. If the Competition Committee determines a violation has occurred, then the Committee may 1) issue a private, written reprimand; 2) issue a public, written reprimand which may or may not include probation; 3) revoke existing sanctions; or 4) suspend the right of the Organizational Member to apply for NEOTA-sanctioned events.

8. Competition Training Center (CTC). The Competition Committee is charged with overseeing the CTC. Policies will be created upon re-launch of the CTC.