

COTTONWOOD TENNIS CLUB

Rating Committee Guidelines

February 2007

PURPOSE:

To establish and keep current the rating guidelines and procedures, the CTC playing level categories, and the members' ratings.

MEMBERSHIP:

The Vice President of the CTC Board shall Chair and appoint the Rating Committee Members as positions become available upon first obtaining approval of said appointment by the CTC Board of Directors.

The Rating Committee shall consist of four voting members and every effort shall be made to have a balance of two men and two women, who shall be appointed for a term of two fiscal years and may be reappointed. Committee members shall have reasonable experience and knowledge with all levels of play, with skill and mechanics within levels, and with the CTC Rating Guidelines and Procedures.

Tournament, Social, League or Organized Directors, and tennis instructors may not serve as voting Committee members. A Committee member may not be eligible to be raised to a higher level while serving without the approval of the CTC Board of Directors.

VOTING:

The Chair shall be a non-voting member and the appointed members shall have one vote each. A three-fourth's majority of all four members is required for the Committee to pass any rule changes or rating changes.

Only the Rating Committee members and Chair may be present when votes are taken.

MEETINGS:

The Rating Committee shall meet on the second Thursday of February, April, June (optional), August, October and December, and at any additional times as set by the Committee. The agenda for these meetings must include the following and may include additional matters:

1. February: Tournament results and other individual adjustments.
2. April: Annual Playing Level Categories and individual adjustments.
3. June: Optional meeting; individual adjustments.
4. August: Leagues playing level review and individual adjustments.
5. October: Rating Committee Guidelines and Procedures review and individual adjustments.
6. December: Leagues playing level review and individual adjustments.

The Committee may continue or postpone a matter or rating review for a period of time or until the next scheduled Rating Committee meeting.

RESPONSIBILITIES OF THE CHAIR:

1. To preside over the Rating Committee meetings and to report results to the CTC Board of Directors after Rating Committee meetings.
2. To request from the CTC Board any approval or guidance requests made by the Rating Committee.
3. To provide notice of Rating Committee meetings by posting, announcing at CTC Dinner Meetings, and publishing pertinent information including dates and agenda in the CTC Newsletter "Rating Committee Information" section.
4. To update and post currently dated playing level charts, and to email copies to the CTC Board President, Membership Chair, Rating Committee members, Tournament and Social Director(s), and League and Organized Directors.
5. To maintain updated Rating Review Request Forms, and to provide copies to the Rating Committee members and in the box located below the CTC Bulletin Board.
6. To maintain current Rating Committee Guidelines and to update the CTC Board of Directors' Procedure Manual with current guidelines and rating request forms.
7. To notify any player submitting a Rating Review Request Form of the decision of the Committee.
8. To notify individual players of a change in their rating.
9. To schedule members who desire to appeal their rating.
10. To maintain files for two years of rating and appeal requests.
11. When making notification of a rating change, the Chair may report only the overall reaction of the Committee as a whole or any statement provided to the Chair by the Committee. Reactions and opinions by individual Committee members shall not be made public and shall remain within the Committee.
12. If a recommendation for a rating change comes from anyone other than the individual, a rejection or denial by the Committee shall not be reported unless that individual makes inquiry.

RESPONSIBILITIES OF THE COMMITTEE:

1. To provide guidelines, directions and forms for requesting a rating change to membership.
2. To establish, review and update guidelines and procedures for approval by the CTC Board of Directors.
3. To establish, review and update playing level categories.
4. To evaluate, review and update the rating level of players.
5. To review and update Rating Review Request Forms and make them available to players.
6. To establish Benchmark players approximately one-fourth from the bottom and the top of each playing level category for reference points in making evaluations, which shall not be made public and shall remain within the Committee.
7. To seek approval or guidance from the CTC Board of Directors if needed.
8. To appoint a sub-committee, if needed, to assist in revisions and recommendations pertaining to procedures, guidelines and playing level categories.
9. To assist new Committee members in understanding and following Rating Committee Guidelines and Procedures.
10. To keep confidential a denial for a rating change made from a recommendation of anyone other than the individual unless that individual inquires of the Chair.

MEMBERS WITHOUT A RATING:

1. Any member who is not rated and who does not have a USTA Rating may play in Organized Play in the ORANGE LEVEL, or in any previously rated level.
2. The Committee may also give players a temporary playing level until the next Rating Committee meeting.
3. No player may play in Leagues, Tournaments or Socials without a permanent rating by the Committee.

MEMBERS REQUESTING RATING OR REVIEW:

1. A member who is not rated or who desires a rating review may obtain a Rating Review Request Form by picking up a form in the box located below the CTC Bulletin Board or may request a form from any member of the Rating Committee. The completed form must be turned in to any member of the Rating Committee.
2. The Rating Committee Chair will notify any player submitting a Rating Review Request Form of the decision of the Committee. Any discussions by the Committee remain within the Committee; however, the Committee may direct the Chair to include a specific statement.
3. A rating may be appealed either in person or in writing by providing notice to the Chair. The entire Rating Committee will consider the appeal at its earliest convenience and the Chair will notify the member of the final decision of the Rating Committee.

RATING PROCEDURES AND CRITERIA:

When setting the original rating of a player, or when re-rating a player up or down, the Rating Committee shall consider the player's overall skill level in determining the most appropriate level of play. Evaluation criteria which may be considered shall include but not be limited to the following:

1. For initial evaluation, the CTC Membership Chair shall provide immediate notice to each member of the Rating Committee and Chair of new members, whether renters or homeowners, previously known ratings, and any pertinent information stated on the new member's application.
2. For reviewing ratings, the Committee shall obtain and review data for changes in ratings from Tournament Directors with partners, opponents and results, from League and Organized Directors with supporting information, from tennis instructors with supporting information, from members of the Rating Committee, from individuals submitting a Rating Review Request Form, and from such others as desired by the Committee. The Committee may invite those making recommendations to attend that Rating Committee Meeting prior to the voting.
3. Each member of the Committee shall review all available input and shall observe players when needed, prior to casting a vote to change a rating level or to rate a new member. At such times as any Committee member needs additional time to review or observe players, the Committee may complete its determination at a time subsequent to the regularly scheduled meeting.
4. For raising players to the next higher playing level, a player must be clearly as good as the lower benchmarked player in the next higher playing level.
5. For lowering players to the next lower playing level, a player must be deemed clearly not as good as the upper benchmarked player in the next lower playing level.
6. Tournament results shall be reviewed, taking into consideration prior tournament results, partners, opponents and scores.

7. Finalists (winners and runners-up) in two or more tournaments in successive years **must** be reviewed by the Committee.
8. League results shall be reviewed, taking into consideration individual placement on the team, partners, opponents and scores.
9. Current or recent USTA ratings must be considered.
10. Prior CTC ratings must be considered.
11. Other information deemed valid by the Committee may be considered.
12. The Committee shall allow a reasonable time for any player to recover from injuries, illness, or other personal matters, without reviewing the player's rating.
13. The Committee may postpone any matter to a subsequent date should the Committee require additional time to deliberate or to make a decision.
14. Reactions and opinions by individual Committee members shall not be made public and shall remain within the Committee.
15. A current league season shall not be affected by a new rating of any league player.