

Sportsmanship & Discipline Rules, Regulations, and Guidelines,

USTA Pacific Northwest Section, Revised October 24, 2010

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I. PREAMBLE

A. *It is an objective within the Pacific Northwest Section of the United States Tennis Association, herein after referred to as USTA/PNW, that all USTA events within USTA/PNW be characterized by good sportsmanship by competitors, spectators and other participants during the course of such events.*

B. *In order to promote good sportsmanship, the following delegation of authority, rules, procedures and sanctions are established.*

II. SPORTSMANSHIP COMMITTEE ESTABLISHED

A. *There shall be and hereby is established as a standing committee of the USTA/PNW a Sportsmanship Committee.*

B. *The purpose of the Sportsmanship Committee is to promote good sportsmanship within USTA Pacific Northwest Section, monitor compliance with rules, process complaints of rules violations and, where necessary, impose sanctions referred to herein.*

C. *The Sportsmanship Committee and its Chairperson shall be appointed by the President of the USTA/PNW after consulting with the USTA/PNW Board.*

D. *The term of such member's membership on the Sportsmanship committee shall be established by the USTA/PNW Board.*

III. DELEGATION OF AUTHORITY

A. *The Sportsmanship Committee is granted the authority to monitor compliance with rules, process complaints of rules violations, impose sanctions and take such other measures as deemed appropriate to promote sportsmanship within the USTA Pacific Northwest Section.*

B. *Delegation by Sportsmanship Committee Chairperson: Any authority, duty, right or responsibility granted or delegated to the Chairperson of the Sportsmanship Committee may also be delegated by the Chairperson of the Sportsmanship Committee to such other persons as the Chairperson shall designate.*

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IV. DEFINITIONS

- A. *"Chairperson": as used herein, the term "Chairperson" shall mean the Chairperson of the USTA/PNW Sportsmanship Committee.*
- B. *"Shall", "Preferred", and "May": As used herein, the term "shall" makes mandatory the matter(s) recited. As used herein, when a matter is "preferred", the matter is not mandatory, but is desired. As used herein, the term "may" means that the action is discretionary.*
- C. *"USTA/PNW Board": As used herein, the "USTA/PNW Board" shall include all Area Vice-Presidents and the USTA/PNW President, Sectional Delegate, Treasurer, Secretary, and Past President.*
- D. *"In writing": As used herein, a requirement or suggestion that communication be "in writing" shall include digital communications and email.*
- E. *"Sportsmanship rules" as used herein, shall mean those rules set forth in Paragraph VI.*

V. PERSONS AND LOCATIONS SUBJECT TO COMMITTEE JURISDICTION AND DISCIPLINE

- A. *Persons: Any person, involved in any USTA/PNW activity or sanctioned tournament, including but not limited to a player, spectator, parent, coach, umpire or tournament official, whether from within or outside of the USTA/PNW, shall be subject to and within the jurisdiction of the USTA/PNW Sportsmanship Committee and Sportsmanship and disciplinary Rules.*
- B. *Locations: In the event an alleged violation is associated with a USTA event, jurisdiction shall extend beyond the site of the USTA event and shall include any off site location, public or private, where such violation is alleged to have occurred.*
- C. *USTA Referral: A disciplinary complaint made concerning a nationally ranked player (which if found to be true would affect the player status of said player) should preferably be referred to the Grievance Committee of the USTA. This section shall not be construed to prohibit the USTA/PNW from taking disciplinary action against such a player.*

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VI. SOURCES OF SPORTSMANSHIP RULES

A. The Rules, Regulations and/or Guidelines referred to above shall include, but are not limited to, the following:

1. The USTA/PNW Sportsmanship Code of Conduct;
2. Current Friend at Court, The USTA Handbook of Tennis Rules and Regulations including:
 - a) *ITF Rules of Tennis*
 - b) *The Code, Players' Guide for Unofficial Matches*
 - c) *USTA Regulations*
3. All other USTA rules and regulations which govern persons and conduct of the specific USTA event involved in the alleged violation including, for example, age restrictions, NTRP ratings, USTA league rules and similar rules and regulations.

B. Any conduct associated with a USTA/PNW activity or sanctioned tournament and which adversely affects the USTA/PNW, the USTA or the game of tennis may be a proper subject for discipline.

VII. DISCIPLINARY SANCTIONS

A. If a violation of the sportsmanship rules is found to have occurred, the Sportsmanship Committee may impose one or more of the following penalties upon the person violating such rules:

1. A warning
2. A private reprimanded;
3. A public reprimanded;
4. A period of probation;
5. A suspension from play within the USTA/PNW for a defined period of time;

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6. A suspension from play within the USTA/PNW for an indefinite period of time;
7. Loss or suspension from ranking privileges for a specified or unspecified period of time;
8. Loss or suspension from sponsorship;
9. Suspension from attending and/or being a spectator at a venue of USTA/PNW sponsored or affiliated events for a definite or an indefinite period of time;
10. A fine in amount not to exceed \$1,000.;
11. A requirement to perform some community and/or public service for a club, tournament, USTA/PNW or for the betterment of tennis (and the service required to be performed and be required to be performed without charge); and/or
12. Such other discipline as may be just and appropriate under the circumstances.

VIII. AUTHORITY OF THE SPORTSMANSHIP CHAIRPERSON

A. *General Authority:*

1. The general authority of the Sportsmanship Committee shall be and hereby is vested in its Chairperson. The Chairperson shall have the right to act in the name of the Sportsmanship committee.
2. The Chairperson should, from time to time, consult with members of the Sportsmanship Committee when taking action upon disciplinary matters brought to the Sportsmanship Chairperson's attention.
3. The Chairperson's consultation with Sportsmanship Committee members may be exercised by distribution of copies of disciplinary matters to members of the sportsmanship Committee.

B. *Upon receipt of information concerning possible rules violations, the Chairperson may:*

1. Undertake an investigation.
2. Hold hearings.

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3. Take such other action as deemed necessary to determine the facts concerning an alleged violation.

C. Summary suspension:

1. If an alleged sportsmanship rules violation involved physical violence, threats of physical violence and/or intimidation, the Chairperson, without notice or hearing, may:

- a) Issue a summary suspension of up to 21 calendar days, and*
- b) Institute a Formal Complaint and provide prompt notification to the alleged violator, as specified in VIII B.*

D. Disposition of formal complaints and remedies available:

1. The Chairperson, after due consideration, may:

- a) Dismiss a formal complaint,*
- b) Impose any sanction specified VII above.*

E. Effective date of disciplinary action:

1. The decision of the Sportsmanship Chairperson shall be effective upon the date of its issuance unless otherwise specified by the Sportsmanship Chairperson.

2. The decision of the Sportsmanship Chairperson may be stayed by the Sportsmanship Chairperson or a member of the USTA/PNW Board pending review by the USTA/PNW Board.

F. The Chairperson's disciplinary action shall be subject to review by the USTA/PNW Board as provided herein.

IX. SPORTSMANSHIP COMPLAINT PROCEDURES

A. INITIATING COMPLAINTS CONCERNING ALLEGED RULES VIOLATIONS

1. Informal Complaints

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- a) *Informal complaints alleging violations are those intended to be informational only without the intent of seeking sanctions.*
- b) *Informal complaints, which preferably should be in writing, shall be made to the Chairperson of the USTA/PNW Sportsmanship Committee.*
- c) *At the discretion of the Chairperson, informal complaints may be the basis for a formal disciplinary process and possible sanctions.*

2. Formal Complaint Form:

- a) *In the event a person making a complaint is specifically seeking sanctions against the person alleged to have committed rules violations, the complaint shall be made using a Formal Complaint Form.*
- b) *The Formal Complaint Form is available in the current USTA Tournament Handbook and online at <http://www.pnw.usta.com/>*

3. This section shall not prevent the Chairperson from acting upon and imposing sanctions without any complaint having been filed.

B. NOTIFICATION TO THE ALLEGED VIOLATOR:

1. Upon receipt of a Formal Complaint Form, or any other circumstance that provide information to the Sportsmanship Committee that conduct may have occurred where sanctions may be imposed, the Chairperson of the Sportsmanship Committee shall contact the person alleged to have committed a violation sportsmanship rules.
2. Contact and/or communication with a person alleged to have violated a sportsmanship rule should preferably be made in writing and conveyed by any means, including digital communication, which is reasonably calculated to provide notice to the alleged violator.
3. Contents of Contact by Chairperson: When contacting a person alleged to have committed a violation of the sportsmanship rules, the notification should preferably include :
 - a) *A description of the alleged violation including, but not limited to, dates, names, times, and tournaments, etc.; and*

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- b) *A request for a written response to the complaint and/or allegations; and*
- c) *A date by which a written reply should be received by the Chairperson of the Sportsmanship Committee from the alleged violator; and*
- d) *An explanation of the range of possible sanctions that can be issued against a person found to have violated sportsmanship rules.;*
- e) *A copy of the Formal Complaint Form if one was received.*

4. This section shall not prohibit the imposition of summary sanctions prior to communication with the alleged violator.

5. This section shall not prohibit the Chairperson of the Sportsmanship Committee from communication orally with a person who has been alleged to have committed a violation of the sportsmanship rules.

C. *REPLY BY ALLEGED VIOLATOR*

1. Response to Chairperson: A person alleged to have committed a violation of the USTA/PNW Rules shall respond to the Chairperson of the USTA/PNW Sportsmanship Committee within the time specified. Such response shall:

- a) *Admit or deny the allegations contained in the complaint;*
- b) *Provide a detailed account and description of the event surrounding the alleged violation of the disciplinary rules;*
- c) *Identify known witnesses to the alleged violation;*
- d) *Response in Writing: The response from a person alleged to have violated USTA/PNW Rules shall be in writing if written notification of the alleged violation was provided to the alleged violator.*

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D. INVESTIGATION:

1. The Chairperson of the USTA/PNW Sportsmanship Committee or his delegate may investigate any complaint coming to the Sportsmanship Committee's attention. Such investigation may be initiated at any time upon the receipt of information alleging or suggesting likely violations.
2. The investigation may include (but is not limited to) contacting the alleged violator, witnesses, tournament chairperson, tournament committee persons, spectators, or the complainant.

E. HEARING:

1. A person alleged to have committed a violation may request a hearing.
2. The decision to hold or not hold a hearing shall be at the sole discretion of the Chairperson of the Sportsmanship Committee.
3. Hearings shall be conducted and supervised by the USTA/PNW Sportsmanship Chairperson or his/her designate.
4. If a hearing is held, the person alleged to have committed a violation may:
 - a) *Appear personally and be represented by a representative of his/her choosing (including an attorney),*
 - b) *Present testimony or other evidence. Evidence may be presented in either oral or written form. Evidence may include the reports of and statements made by others.*
 - c) *Cross examine witnesses presenting oral testimony.*
 - d) *After notice to the Chairperson, tape or digitally record the hearing.*
5. In the discretion of the person conducting the hearing, the hearing may be closed to the public.

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F. DECISION WHERE A FORMAL COMPLAINT HAS BEEN FILED:

1. The Chairperson shall provide a written decision as soon as practicable following receipt of a response from the alleged violator or following a hearing, whichever is later
2. A decision disposing of a Formal Complaint may either dismiss the complaint or provide any sanction specified in VII herein.
3. A decision of the Sportsmanship Committee Chairperson shall be effective when issued unless otherwise specified by the Sportsmanship Chairperson
4. If a decision imposes any sanction, the person against whom the sanction is imposed may appeal the decision as provided herein. Pending review by the USTA/PNW Board, the decision of the Sportsmanship Chairperson may be stayed by the Sportsmanship Chairperson or by a member of the USTA/PNW Board

X. APPEAL AND REVIEW:

A. Right to appeal

1. When the Chairperson of the Sportsmanship Committee issues a sanction, the person against whom the sanction is imposed shall have a right to have the decision of the Chairperson reviewed by the USTA/PNW Board. Notification of this right of review shall be given by the Chairperson to the person against whom the sanction is imposed.
2. The Chairperson of the USTA/PNW Sportsmanship Committee may, on his or her own initiative or in the first instance, have a matter taken up and considered by the USTA/PNW Board, in which case such shall be the "review" provided for in this subparagraph.

B. Time to appeal

1. Notice of intent to seek review of the Chairperson's disciplinary action shall be submitted to the USTA/PNW Executive Director within 21 calendar days from the effective date of the disciplinary action.

C. Consideration by USTA/PNW Board:

1. Any disciplinary action taken by the Chairperson of the Sportsmanship Committee and any review of actions taken by the Chairperson of the Sportsmanship Committee by the USTA/PNW

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Board should preferably be considered and taken up at the next regularly scheduled meeting of the USTA/PNW Board, or at such other time as is scheduled.

2. Special Meetings: Matters concerning discipline may be taken up, considered, discussed and decided at any special meeting of the USTA/PNW Board, including, but not limited to, telephone conference calls and/or consent to action by a majority of the USTA/PNW Board.

XI. AUTHORITY OF USTA/PNW BOARD

A. Final Authority:

1. The final authority concerning any and all disciplinary matters shall reside with the USTA/PNW Board.

2. Decisions shall be made by the USTA/PNW Board by a majority of those members present and voting.

B. Confirmation/Rejection of Chairperson's Recommendations:

1. The USTA/PNW Board shall decide any and all matters brought to them concerning discipline and shall confirm, ratify, approve, disapprove and/or modify the decisions and recommendation of the Chairperson of the Sportsmanship Committee.

XII. EXHAUST ADMINISTRATIVE REMEDIES

A. Any person identified in Paragraph V. A agrees to:

1. Use the procedure set forth in these Rules on any complaint which results from the participation of the person in any and all activities of the USTA or the USTA/PNW, and to

2. Fully exhaust the administrative remedies of the USTA/PNW and the Rules, including section arbitration procedures, before utilizing, commencing, maintaining or conducting any court, agency or other forum to adjust the grievance or complaint.

XIII. POLICY ON PUBLIC DISSEMINATION OF SPORTSMANSHIP COMMITTEE ACTION

A. Except as otherwise provided in these rules, the investigation, actions, decisions and results of the Sportsmanship Committee and of disciplinary matters shall not be publicly disseminated until after the matter has been finally adjudicated. "Public dissemination"

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does not include the dissemination of materials to the USTA/PNW Board, committees and/or staff as allowed or required by these rules, including, but not limited to, the making of a complaint, the investigation of a complaint, the distribution of copies of materials and hearings concerning a complaint.

B. After the matter has been finally adjudicated, the actions, investigation and/or results of the Sportsmanship committee or of disciplinary matters may be publicly disseminated.

C. As used herein, the term "finally adjudicated" means after a decision has been rendered and either not appealed or after final action by the USTA/PNW Board of Directors.

XIV. Miscellaneous provisions

A. COPIES and Notifications

1. Copies Distributed: Copies of correspondence concerning disciplinary matters and copies of any and all Complaints and/or allegations regarding disciplinary matters as well as any replies received thereto should preferably also be sent to the USTA/PNW Board, the Executive Director and the members of the sportsmanship Committee of the USTA/PNW. Copies may also be distributed to the members of USTA/PNW or USTA committees and/or any other interested person. As used herein, "interested person" includes witnesses, tournament chairpersons, tournament committee personnel, spectators or other persons with knowledge or information concerning the alleged violation or knowledge or information concerning the person alleged to violate the rules.

2. USTA Notification: As requested in the Minutes of the USTA Grievance Committee meeting held 4 September 1986 for the purpose of developing a national grievance clearing house, the results of any decision concerning discipline should be sent to: USTA Grievance Committee; USTA; 70 West Red Oak Ln; White Plains, NY 10604; 914/696-7000.

B. Hearings and Special Meetings

1. Hearing with USTA/PNW Board: At the discretion of the Chairperson of the Sportsmanship Committee or at the discretion of a member of the USTA/PNW Board, the hearing referred to in Subparagraph (c) above or such other hearings to be held, may be held, in the first instance, with the USTA/PNW Board.

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2. Special Meetings: At the direction and supervision of the Chairperson or his/her designate, special meetings of the Sportsmanship Committee may also be called, including, but not limited to, telephone conference calls and/or consent to action by a majority of the Sportsmanship Committee members.

C. Failure to Pay Fine: A person may be further disciplined for failure to pay a fine imposed upon him/her.

D. Failure to Comply with Sanction: A person may be further disciplined for his/her failure to comply with any other sanction imposed upon him/her. A person may also be further disciplined for his/her failure to comply with any term or condition imposed as a sanction, including but not limited to a term or condition of probation.

XV. AMENDMENT

A. These Rules, Regulations and Guidelines for USTA/PNW Sportsmanship and Discipline may be amended from time to time by a majority vote of the USTA/PNW Board present and voting.