

PROFESSIONAL TENNIS REGISTRY



Master Professional Guidelines for 2009

**Recognizing PTR members
who, throughout their careers,
have made significant contributions
to the game of tennis**

MERIT ACHIEVEMENT PROGRAM

MASTER PROFESSIONAL RATING

Professional Tennis Registry has established the **Master Professional** level of certification to recognize those individuals who have made significant contributions to the game of tennis throughout their careers. It is PTR's belief that a Master Professional should be a strong representative of PTR and the sport, and one who displays the highest standards in the tennis teaching profession. Only those PTR members who have been certified at the **Professional** level for nine-plus years are eligible to apply. Candidates must also have maintained their membership for five consecutive years before applying and be employed **full time** in a tennis industry position.

The designation of Master Professional is an important distinction in which PTR members must demonstrate their broad involvement in tennis over several years. It is expected that they have shown growth in their knowledge of the game, a strong involvement in introducing tennis to their community, expertise in teaching and coaching, dedication to the mission of PTR, and a commitment to developing professionally.

MASTER PROFESSIONAL GUIDELINES

Required Criteria

All applicants **MUST** meet the following criteria to be eligible for the Master Professional rating:

- Certified at the **PROFESSIONAL** level for **9+ years**
- Member in good standing for **5 consecutive years before applying**
- Employed **FULL TIME** in a tennis industry position **for the last 10 years** (Committee determination)
- Must have earned a **MAP 5A** rating
- Attendance at a **minimum of 3 major tennis teaching/coaching events** that may include:
PTR International Symposium, International Tennis Federation (ITF) event OR major tennis conference, such as USTA Tennis Teachers Conference
- Presented at a PTR Symposium or International Federation event and published an article in a trade magazine

Steps to Applying for the Master Professional Rating

Use the following step-by-step procedure to complete the application process for the Master Professional rating:

- Step I** If you meet the required criteria, complete the **Master Professional Application** available at www.ptrtennis.org
- Step II** Acquire **THREE (3) LETTERS of support from colleagues** in the tennis industry. These individuals should not be students you have taught or PTR Master Professionals, but other tennis professionals, managers, directors, etc.
- Step III** Acquire **THREE (3) LETTERS of support from players** you have taught and/or coached.
- Step IV** Complete a **PORTFOLIO** on a CD (Adobe PDF file) with all the information that documents your tennis experiences in the following categories:
1. Service to PTR and/or your country's appropriate tennis association for federation, including tennis manufacturers (PTR activities are strongly considered)
 2. Teaching, coaching and playing experience
 3. Service to your community to facilitate the growth of the game
 4. Professional development
 5. Publications, presentations and/or research
 6. Tournament administration
- Step V** Submit your **PORTFOLIO, Master Professional Application** and **Letters of Support** on CD to the Master Pro Committee Chair. Master Professionals will be announced at the annual PTR International Symposium.

Send completed material to:

Jorge Andrew, Chairman
Master Professional Committee
425 Oak Drive
Lexington, SC 29073 USA

MASTER PROFESSIONAL PORTFOLIO GUIDELINES

The portfolio is the most important step in applying for Master Professional status. In the portfolio, you will document your activities in each of the six categories of consideration. A point system is used **as a guide to determine the minimum quantity** of information expected as a Master Professional candidate. Meeting or exceeding the point totals **in no way guarantees** you will receive Master Professional status. Many of the suggested activities can be met through involvement with PTR, and the Master Professional Committee strongly recommends involvement with PTR events and activities.

THE SIX MAJOR CATEGORIES ARE:

1. Service to PTR and/or your country's appropriate tennis association or federation, including tennis manufacturers (250 points)

- PTR and/or tennis association committees, divisional, sectional or national offices
- State or national tournament director or referee, clinic or special events director
- PTR tester, clinician or workshop leader, event host or state representative
- USTA Programs (U.S. applicants) or other tennis association activities
- Advisory staff for tennis manufacturers including PTR sponsors

2. Teaching, coaching and playing experience (250 points)

- Participation in community tennis programs to introduce the game to new players
- Development of league or team competitions and tournaments
- Development of programs for young players (10 and under)
- Coaching high school or college teams and/or professional players
- Attaining a personal ranking and success of coached players
- Development of successful and active tennis programming in private or public environment

3. Service to your community to facilitate the growth of tennis (250 points)

- Participation/organization of tennis related community events
- Free clinics, exhibitions
- Activities to encourage the growth of tennis to special populations (wheelchair tennis, minority programs, etc.)
- Fund raising events involving tennis play and participation
- Involvement in local tennis professional association or community based association

4. Professional development (250 points)

- Attend at least one PTR Symposium, as well as other major conference, convention or meeting of tennis industry organizations
- Teaching/coaching certification obtained from a country's recognized tennis association
- Complete college and/or accredited course work that is applicable to the tennis business
- Participate in PTR workshops and/or TennisUniversity or other courses offered by a recognized tennis association
- USTA Sport Science certification level 1 & 2 and/or related sport science/coaching certification
- Attend seminars and courses offered by the ITF or a country's federation or association

5. Publications, presentations and/or research (175 points)

- Published articles in *TennisPro* or other state, regional, national and international tennis publications
- Conduct presentations at PTR International Symposia and/or regional, national or international conferences
- Television and/or radio appearances
- Acknowledgement of activities and accomplishments via newspapers and awards
- Tennis related research appearing in a sports journal or as part of a thesis or dissertation

6. Tournament administration (125 points)

- Tournament director for sanctioned events and/or community tournaments
- Involvement in professional tournament administration (volunteer, player services, promotion)
- Planner/organizer of community junior or adult league competition
- Umpire or referee for tournament and team events

SPECIAL NOTE:

The minimum point requirements for each category are indicated above. These point requirements are intended as a guide and in no way guarantee a Master Professional candidate will be selected by the Committee for Master Professional status. Visibility of the candidate within the PTR community is highly valued by the Selection Committee.

FORMAT FOR PORTFOLIO PRESENTATION

The portfolio should be a presentation that reflects an applicant's professionalism as a PTR Master Professional candidate. It must be an Adobe PDF file burned on a CD and structured in the following order:

Title page/cover

Master Professional Application

Complete resume or vita

Support material for category 1: Service to PTR, tennis association and/or tennis manufacturer

Support material for category 2: Teaching, coaching and playing experience

Support material for category 3: Service to your community to facilitate the growth of tennis

Support material for category 4: Professional development

Support material for category 5: Publications, presentations and/or research

Support material for category 6: Tournament administration

Support letters (3) from colleagues

Support letters (3) from players

Support material must be scanned documentation of an accomplishment, award, event or activity. It could be in the form of a certificate received, newspaper article, newsletter, letter confirming participation, photographic evidence of an event, draw sheet, copy of presentation (outline), promotional flyers, letters from sponsors or a copy of published articles.

It is the responsibility of the Master Professional applicant to demonstrate his/her activities and accomplishments. The applicant, through the CD Portfolio, must provide a sufficient amount of information in quantity and quality to convince the Committee of their worthiness as a PTR Master Professional.

A point system is utilized to assist applicants in determining if they have achieved the minimum requirement in each category for consideration. Each item of support documented receives 5 points for every year in which the applicant participated. *No* activity, no matter what the size, hours of participation, money earned, local or national publicity, will receive more than 5 points for each calendar year. For example, an applicant who was the tournament director for a national event (256 participants and one week duration) will receive 5 points for that event. S/he would also receive five points for a one day, two hour community event promoting tennis to 30 participants. This "equal" distribution of points ensures that each applicant has made numerous contributions to the sport of tennis over several years. *Meeting or exceeding the point totals in no way guarantees the Committee will select a candidate for Master Professional status.*

Every applicant should keep a copy of all materials submitted in the CD Portfolio.

SELECTION PROCEDURE

PTR Master Professional Committee is composed of current Master Professionals and meets annually at PTR's International Symposium. The Committee consists of 12 members including an elected Chairperson. The Committee's selection procedure is as follows:

1. Individual portfolios on CD are sent to a Committee member for review and a check of references and information provided by the applicant.
2. The Committee members will then study the information presented in the CD portfolio and discuss the applicant's qualifications as well as other concerns regarding the candidate.
3. The Committee, by vote, will approve or reject the candidate for Master Professional status.
4. The Committee will notify the applicant of their decision by January 15th.

PTR Master Professional Committee takes the importance of confidentiality in their discussions and voting procedures very seriously. Applicants who are not approved by the Committee may revise and resubmit their application and CD portfolio a maximum of three times in a five year period.

Provisions of the MAP Program are subject to annual revision. These Guidelines are effective April 1, 2009, for all applicants.

DEADLINE TO SUBMIT MATERIALS

Master Professional portfolios must be submitted by September 1st.

This allows the Committee time to evaluate the candidate's material and check references.

The Committee may ask a candidate to revise a portfolio, which must be resubmitted no later than November 1st.

Portfolios deemed incomplete and/or late will not be considered.

All candidates will be informed of the Committee's decision by January 15th.