

PROFESSIONAL TENNIS REGISTRY



Master Professional Guidelines for 2010

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

MASTER PROFESSIONAL RATING

PTR has established the Master Professional level of certification to recognize those individuals who have made significant contributions to PTR and 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 - to be known as a master talent developer, exhibit the highest ethical behavior on and off the court, and one who displays the highest standards of excellence in the tennis profession. It is expected that the applicant has shown growth in their knowledge of the game, a strong involvement in introducing tennis to their community, regional expertise in teaching and coaching, dedication to the mission of PTR and a commitment to developing professionally.

The PTR Master Professional application occurs in three steps: (1) meet the minimum criteria to receive an application (2) submit a CD that contains all outlined application requirements and documentation within the written deadlines (3) the Master Professional Selection Committee will review your submitted CD materials, application and further investigate additional areas of your professional tennis career (i.e. reputation, integrity, developing talent, business practices and passion for the sport).

Master Professional status reflects a career dedicated to our sport and the tennis teaching profession and should be viewed as a life achievement. The PTR Master Professional application process may be different from other tennis teaching groups, as the **Selection Committee looks equally at less tangible professional criteria along with points documented within 7 major categories.** For this reason, PTR Master Professional status may not be awarded by only meeting point documented criteria.

MASTER PROFESSIONAL MINIMUM CRITERIA

All applicants **MUST** meet the following minimum criteria to be eligible to apply for the PTR Master Professional rating. Confirmation of meeting the minimum criteria listed below must be done with the PTR Master Professional Committee Staff Liaison (contact PTR International Headquarters) to be eligible for full Master Professional application review.

- 9+ immediate consecutive years as a PTR Professional with membership in good standing
- Employed **FULL TIME** in a tennis industry position for the last 10 years (MPSL determined)
- 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 other major tennis conference, such as USTA Tennis Teachers Conference
- Presented at a PTR Symposium or National Tennis Federation e.g. FIT (Italy's national governing tennis body)
- Published at least one article in a tennis industry trade magazine

STEPS & TIMELINE FOR PTR MASTER PROFESSIONAL APPLICATIONS

Step I

If you feel you meet the required minimum criteria listed above, please contact our PTR Master Professional Committee Staff Liaison (PTR International Office) so they may confirm your status. Once done, you will receive an official PTR Master Professional Application signed by the Staff Liaison (needed for full application in Step III).

Step II

Following the enclosed instructions, assemble your complete PORTFOLIO on a CD (Adobe PDF file) to support your career history within the stated categories and requirements.

Step III

On CD, submit your official PTR Master Professional application and required materials to the PTR Master Professional Selection Committee (see address below) **between March 10 and September 1**. Applications received after September 1, will not be considered until the following year.

The PTR Master Professional Selection Committee will contact Reviewed Applicants no later than January 15. New Master Professionals will be announced at the annual PTR International Symposium Awards Banquet.

Send CD containing all application materials to:
PTR Master Professional Selection Committee
c/o John Raker
1866 E Market St PMB 337
Harrisonburg, VA 22801-5111 USA

MASTER PROFESSIONAL PORTFOLIO GUIDELINES

In the portfolio, you are required to document your activities in each of the seven major categories below. The minimum number of points is listed for each of the 7 major categories. There is no maximum that can be submitted, however, **no single subcategory can exceed 75 total points.**

These point requirements are intended to initiate the selection process and in no way guarantees a candidate will be selected for Master Professional status by only meeting point totals. Visibility of the candidate within the PTR community is highly valued by the Selection Committee.

THE 7 MAJOR CATEGORIES

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

- PTR committees (divisional, sectional or national)
- Tennis association/federation committees (divisional, sectional or national offices)
- PTR tester, clinician, workshop leader, event host or state representative
- Advisory staff for tennis manufacturers including PTR sponsors

2. Teaching, coaching and playing experience (250 minimum 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/or ranking 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 minimum points)

- Participation/organization of tennis related community events
- Free clinics, exhibitions or community tennis outreach events
- Activities to encourage tennis diversity (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 minimum points)

- Attend at least one PTR Symposium and other major tennis conference, convention or meeting
- 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, TennisUniversity and/or other courses offered by a recognized tennis organization
- USTA Sport Science Certification Level I and II and/or related sport science/coaching certification
- Attend ITF seminars and courses (or offered by a country's association/federation)

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

- Published articles in *TennisPro* or other state, regional, national and international tennis publications
- Give presentations at PTR International Symposia and/or regional, national or international events
- Television and/or radio appearances related to tennis
- Acknowledgement of tennis related 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 minimum 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

7. Application, CD Portfolio, letters of support and résumé (50 minimum points)

- Completed PTR Master Professional Application
- CD Portfolio - complete materials and presentation
- Six letters of support - three from colleagues and three from students
- Current résumé or curriculum vita

FORMAT FOR PORTFOLIO PRESENTATION

The portfolio should be presented to reflect an applicant's professionalism as a PTR Master Professional candidate. All pages must be numbered to facilitate the review process (**important:** please see category cover sheet template). Applicants must submit an Adobe PDF file burned on a CD and structured in the following order:

1. Title page/cover
2. Master Professional Application
3. Complete résumé or curriculum vita
4. The first six categories each begin with a cover sheet. In outline form list the:
Category number and description, each subcategory and each item and page number that is documented within each subcategory. List the number of points claimed next to each item and provide totals. Behind each category cover sheet should be the documentation referenced by page numbers to coincide with the cover sheet of that section. **PLEASE SEE Category Cover Sheet Template document.**
5. To complete Category 7, add three (3) support letters from colleagues (cannot include any current PTR Master Professional) and three (3) support letters from players.

DOCUMENTATION REQUIRED FOR ALL CLAIMS

All point claims must be documented with support material scanned for CD inclusion. Point documentation can be in the form of a certificate received, signed supervisor letter, newspaper article or newsletter confirming participation, photographic event evidence, draw sheet, copy of presentation (outline), promotional flyers, letters from sponsors or a copy of published articles. Be sure to underline or highlight the applicant name for easy reference in an article or draw sheet, etc. Also, **there should be no redundancy from major category to another.** For example, one coaching event cannot be cited to claim points in the Coaching Category, in the Community Service Category, and also in the Service to PTR Category.

POINT SYSTEM EXPLANATION

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 documented support can receive 5 points for every year in which the applicant participated. However, all years must be documented. **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 many years.

Note: Meeting or exceeding the point totals in no way guarantees the Committee will select a candidate for Master Professional status. The points and documentation are the initial requirements for the application to be reviewed.

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

SELECTION PROCEDURE

The PTR Master Professional Committee is composed of current Master Professionals. The Committee consists of no more than nine (9) members (including the elected Chair and Vice Chair). The Committee's selection procedure is as follows:

1. All Individual portfolios are sent to each Selection Committee Member for review. Each accepted Master Professional portfolio is assigned to a Committee Member for full review and to check references, applicant intangibles as well as information provided by the applicant.
2. Committee members will study the information presented in the CD portfolio, hear the full application review and discuss the applicant's qualifications as well as other concerns regarding the candidate.
3. The Committee, by vote, will approve or deny the candidate for Master Professional status.
4. The Committee will notify the applicant of their decision no later than January 15th. PTR Master Professional Committees takes the importance of confidentiality in their discussions and voting procedures very seriously. Applicants who are not approved may revise and resubmit their application and CD portfolio **ONLY TWO** additional times (different year cycles) for full Master Professional application.

Provisions of the Master Professional Guidelines Program are subject to annual revision. These Guidelines are effective March 10, 2010 for all applicants.

**PTR Master Professional status is granted along with the expectation
the member will *RENEW* their service to PTR, its members
and our great sport of tennis.**