

1-14-99

# **USRA**

*United States Racquetball Association*

# **State Association Handbook**





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## Introduction

The intention of this handbook is to assist your efforts with organizing, administering and directing a successful racquetball governing body in your state. From generating your organic, legal documentation to learning how to motivate volunteers, the following information will help you establish priorities and set goals for your organization. You will learn how to draft and adopt a constitution and bylaws, conduct elections and host productive board meetings. You'll become familiar with USRA procedures and policies, and find out what resources are available to you from the national office. Take your time in reviewing this information and you'll find it to be straightforward and basic, but at the same time it will allow you the flexibility to be creative, enterprising and inventive in developing your state association.

### USRA Mission Statement

The United States Racquetball Association {USRA} is a not-for-profit corporation designed to promote the development of competitive and recreational racquetball in the United States. The association offers member institutions and individuals an opportunity to participate and contribute to the development and growth of the sport.

The aims and objectives are comprehensive and listed in Article II, paragraph 202 of the Constitution and By-Laws of the USRA. Since 1968, with these aims and objectives in mind, the USRA leadership (made up of a member-elected Board of Directors and a salaried national staff) has established and maintained these programs.

The USRA seeks to pro-actively serve and satisfy its membership by building a team of people who will develop and maintain a service oriented attitude that, in turn, improves the cost effectiveness, efficiency and quality of our services.

### For Information

*Kevin Joyce, Membership Director  
United States Racquetball Association  
1685 W. Uintah  
Colorado Springs, CO 80904  
719/635-5396 ext. 123  
719/635-0685 (FAX)  
www.usra.org  
kjoyce@usra.org*

To obtain more information on the sport of racquetball and the many benefits this healthy lifestyle provides then please contact the US Racquetball Association.

## Introduction

The mission of the Institute is to provide information and assistance to the public and to the private sector in the field of international trade and investment. The Institute was established in 1971 as a non-profit organization and is a part of the United States Trade Representative's Office. The Institute's primary objective is to provide information and assistance to the public and to the private sector in the field of international trade and investment. The Institute's activities are carried out through a variety of programs and services, including seminars, workshops, and publications. The Institute's publications include the *International Trade and Investment Review*, a quarterly journal of international trade and investment news and analysis, and the *International Trade and Investment Handbook*, a comprehensive guide to international trade and investment. The Institute also provides a variety of other services, including seminars, workshops, and consultations. The Institute's services are provided to the public and to the private sector on a non-exclusive basis. The Institute's activities are supported by the United States Trade Representative's Office and by the private sector.

### 1. Mission Statement

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### For Information

Executive Director  
Institute for International Trade and Investment  
1200 W. 12th Street  
Ottawa, Ontario K1P 6K1  
Canada  
Tel: (613) 993-2222  
Fax: (613) 993-2223  
E-mail: info@iiti.ca

To obtain more information on the Institute's activities and services, please contact the Institute at the address above.

## Leadership & Volunteers

State Objective: Identify your team and recruit good, reliable help.

The single most important factor in any successful volunteer organization is leadership. The second most important factor is leadership succession. We have witnessed when a strong and competent leader has brought the state out of the dark ages, and leads them to becoming one of the top state associations in the country, while only to lose their entire momentum, position and progress when the strong leader moves on leaving no one to take their place. Management experts call it the "volunteer cycle" but it doesn't have to be. It should be the board's responsibility to groom new leaders, and leadership training should be an important goal of any organization. More state organizations have failed for this than any other factor.

Your organization is made up of volunteers. Your board has the toughest management job in the world, that of motivating volunteers to function in a real position with no compensation other than the passion they have for the sport. If you kill the passion, you lose your volunteer. Unlike the real world, volunteer priorities change as often as their professional and personal lives change -sometimes weekly. Volunteers may put in 50 hours a week at one point, and then suddenly become a virtue "non-entity" because of professional (job changes, lay offs, etc.) or family demands.

Volunteers can disappoint and you must be prepared. They will show up one day and back out another. The leader who can recognize this axiom and prepare for it will be far ahead of the game. Again, be flexible and prepared to make changes. When a volunteer drops the ball you will have to be there to pick it up. At the same time you must be careful about how you handle this situation. Being too hard on the volunteer who has failed may force that person not only from the association but from the sport as a whole. If you have to make changes don't be shy about it - make the changes but leave people their dignity so that they can contribute another day.

### How to Maintain Momentum

The success of racquetball in your state will depend largely on the amount of time you are willing to donate and the number of qualified volunteers that you are successful in recruiting. The volunteers that you recruit may be long or short term, and you are the best judge for the tasks that you choose to delegate. Remember that volunteers receive very little in the way of perks for their efforts. You may want to compensate them with a free entry for a state event or another token of gratitude, but this is your prerogative.

## Leadership & Volunteers

State Objective: Identify your own and others' good, reliable help.

The first most important factor in any volunteer program is leadership. The second most important factor is leadership assessment. The third most important factor is leadership training. The fourth most important factor is leadership evaluation. The fifth most important factor is leadership recognition. The sixth most important factor is leadership support. The seventh most important factor is leadership communication. The eighth most important factor is leadership coordination. The ninth most important factor is leadership collaboration. The tenth most important factor is leadership partnership.

Leadership is a mix of people and processes. You need the right people for the job and the right processes to get the job done. Leadership is a mix of people and processes. You need the right people for the job and the right processes to get the job done. Leadership is a mix of people and processes. You need the right people for the job and the right processes to get the job done.

Volunteers are essential and you must be prepared. They will show up one day and back out the next. Leadership who can recognize the signs and prepare for it will be far ahead of the others. Agree to the signs and prepare to make changes. When a volunteer drops the ball you will have to be able to pick it up. At the same time you can be crucial about how you handle the situation. Being to hand on the volunteer who has failed may direct that person not only from the situation but from the team as a whole. If you have to make changes don't be afraid to make the changes and leave people their dignity so that they can continue working.

How to Maintain Motivation  
The secret of successful volunteerism is to have fun. If you are willing to have fun and the number of qualified volunteers that you are successful in recruiting. The volunteers that you recruit may be a mix of experience and you are the best judge for the job. You should be able to identify the volunteers who will be the best for the job. You may want to compare them with a list of volunteers who have been successful in the past. You may want to compare them with a list of volunteers who have been successful in the past. You may want to compare them with a list of volunteers who have been successful in the past.

## Membership

State Objective: Take the necessary steps to assure events sanctioned in your state have a system in place to validate and collect memberships.

The life blood of any organization is its membership. Without membership an organization really doesn't exist. It is through membership and large numbers that we are able to represent and lobby our sport in the sports market place.

We recognize that the most undesirable job a state association has is to require and enforce 100% membership in a sanctioned event. We recognize that it is difficult to demand an additional \$20 from a player who has already paid \$30-35 for an event entry. Its not easy, its a hassle, but it must be done.

We are in a major battle to see if our sport can continue to survive the onslaught by those who want to claim our racquetball court space for other uses. Without a large membership, strong national and state associations, we will find ourselves in the same situation as handball--a faint voice out of the past. Remember, every time a player does not fulfill the membership requirement he/she has voted *against* the future of the sport.

Every time we allow a non-member to compete in a sanctioned event we have also voted against the future of the sport. Many times we are our own worst enemies. It goes without question that this is the toughest problem we have in both our national and state associations. Lack of membership enforcement is costing you and the USRA over 25,000 members per year. Think what the USRA could do to promote racquetball with an additional \$325,000.00 and the states with \$175,000.00. No small change. Once again, enforce membership for the good of all.

## Membership

The Committee has the pleasure to announce that a new membership drive is being conducted in your area. It is hoped that you will be able to assist in this effort.

The first step in any drive is to identify the individuals who are potential members. This is done by contacting the individuals and asking them to join the organization. It is hoped that you will be able to assist in this effort.

The second step is to contact the individuals who have been identified as potential members. This is done by contacting them and asking them to join the organization. It is hoped that you will be able to assist in this effort.

The third step is to contact the individuals who have been identified as potential members. This is done by contacting them and asking them to join the organization. It is hoped that you will be able to assist in this effort.

If you have any questions or need more information, please contact the membership drive committee. We are sure that you will be able to assist in this effort.



# USRA MEMBERSHIP APPLICATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

BIRTHDATE \_\_\_\_ (month)/ \_\_\_\_ (day)/ \_\_\_\_ (year)/

Certifications: If you have completed required coursework/testing in any of these areas, please indicate your level of certification below.

- Skill Level .....  A     B     C     D  
 Instructor Level ..  Member    Instructor    Advanced    Professional  
 Coaching Level ..  State     Regional    National  
 Referee Level .....  State     Regional    National

**AMATEUR ATHLETIC WAIVER AND RELEASE OF LIABILITY** • In consideration of being allowed to participate in any United States Racquetball Association athletics/sports programs, and related events and activities, the undersigned: • 1. Agree that prior to participating, they will inspect the facilities and equipment to be used, and if they believe anything is unsafe, they will immediately advise their coach, supervisor, or USRA personnel of such condition(s) and refuse to participate. • 2. Acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions of negligence but the actions, inactions or negligence of others, the rules of play, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time. • 3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death. • 4. Release, waive, discharge and covenant not to sue the United States Racquetball Association, its affiliated clubs, regional sports organizations, their respective administrators, directors, agents, coaches, and other employees of the organization, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessees of premises used to conduct the event, all of which are hereinafter referred to as "releasees" from any and all liability to the signator on the opposite side of this form, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the release or otherwise. The undersigned has read the preceding waiver and release, with the understanding that they have given up substantial rights by signing, and do so voluntarily.

Member signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian (if member is under 18)

USRA Representative \_\_\_\_\_ Tournament/Club \_\_\_\_\_

- SERVICE  New Member     Renewal  
 Address Change     Subscription  
 ATHLETE  Adult     Junior  
 College     High School

All memberships are for one year, and include a subscription to RACQUETBALL Magazine. 30% of your dues remain with each state affiliate organization for local promotion and support. Receipt can be presented as proof of membership until competitive license card is received.

### COMPETITIVE LICENSE MEMBERSHIPS

- Adult Athlete ..... \$20.00  
 Junior Athlete (under 18 only) ..... \$15.00  
 Junior Athlete ..... \$10.00  
 (under 18, without magazine)

### ADDITIONAL PROGRAM AFFILIATIONS

- AmPRO Certified Instructor ..... \$30.00  
 AmPRO Certified Coach ..... \$10.00

### SUBSCRIPTIONS & DONATIONS

- RACQUETBALL [U.S. Rate] ..... \$15.00  
 RACQUETBALL [Foreign Rate] ..... \$35.00  
 Tax-deductible donation ..... \$ \_\_\_\_\_

TOTAL FEES ENCLOSED ..... \$ \_\_\_\_\_

MC/Visa # \_\_\_\_\_

Signature \_\_\_\_\_ Exp. \_\_\_\_\_

UNITED STATES RACQUETBALL ASSOCIATION • 1685 West Uintah Colorado Springs, Colorado 80904-2906  
 Tel: 719/635-5396 • Fax: 719/635-0685 • www.usra.org • www.racqmag.com • Member, U.S. Olympic Committee



UNITED STATES RACQUETBALL ASSOCIATION

## United States Racquetball Association

### Membership Dues & Fee Structure

Effective January 1, 1994

Membership Levels & Types	Costs	USRA Portion	State Portion
Competitive Licensed Adult	\$20	\$13	\$7
Competitive Licensed Junior with RACQUETBALL magazine (Age 18 and under)	\$15	\$9	\$6
Competitive Licensed Junior (Age 18 and under)	\$10	\$6	\$4
RACQUETBALL magazine Subscription Only	\$15	\$10	\$5
USRA Lifetime Member	\$500	\$325	\$175

**All memberships into the United States Racquetball Association become active upon receipt of payment and completed USRA Membership Application Form or renewal. Memberships are for a period of one year.**



UNITED STATES RACQUETBALL ASSOCIATION

## Competitive Member Benefits

- Competitive License Membership Card
- Six Issues of Racquetball Magazine
- Secondary Accident Insurance
- Receive Event Entry Forms
- National, regional and state ranking system
- National Training & Development Camps
- Instructor and Referee Certification

### **Insurance Protection for the Club**

*An important benefit that is extended to the club or facility for allowing the state association to host a sanctioned event is General Liability protection. The club and its owners are assured of coverage through the USRA's insurance in the case of claims of negligence against the insured. Through St. Paul Fire and Marine Insurance the USRA has a \$5,000,000 general aggregate limit. This protection and benefit is extended when assurances are met which require all participants in the event to be current USRA members.*

### **Insurance Protection for the Player**

The USRA's Secondary Accident Medical Insurance is a benefit extended to all current members of the USRA. In the event should injury occur, current members are assured of this secondary coverage. A per occurrence benefit maximum limit is \$25,000. Report all incidents of injury promptly to the USRA.

### **State Associations at Work**

The USRA recognizes fifty state affiliates in the United States. Each state has an organized core of leaders that coordinate racquetball at the state level. These people provide a basis for the sport and ensure its development through proper teaching and organized promotional efforts. *A portion of all membership fees go directly to the state associations to aide their efforts.*

Through the various state affiliations and the promotion of racquetball on a national level, we hope to fill courts and provide an avenue for revenue to the various clubs. RACQUETBALL Magazine and AmPRO Club Racquet are two of many communication tools that we use as a means of promoting the sport of racquetball. The mission of the USRA is to perpetuate the growth of racquetball in the United States and around the world.

National Governing Body of the U.S. Olympic Committee  
1685 West Uintah • Colorado Springs, Colorado • 80904-2921  
Tel: 719.635.5396 • Fax: 719.635.0685 • Web: [www.racquetball.org](http://www.racquetball.org)

Competitive Member Benefits

United States Football Association

Member's Choice of Insurance Plans

1997-1998 Rates

Adult Insurance

Member's Choice of Insurance Plans	Adult Insurance
United States Football Association	\$20
United States Football Association	\$15
United States Football Association	\$15

The United States Football Association provides a variety of insurance plans to its members. The rates for these plans are as follows:

- United States Football Association: \$20
- United States Football Association: \$15
- United States Football Association: \$15

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- United States Football Association: \$20
- United States Football Association: \$15
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- United States Football Association: \$20
- United States Football Association: \$15
- United States Football Association: \$15

4 CONSTITUTION

5 INCORPORATION

8 MEETINGS

12 SANCTIONING

15 INSURANCE



## Constitution & Bylaws

State Objective: Adopt a constitution and bylaws that allows the state association to function in a organized, efficient and democratic way.

One of the single most important responsibilities of a state organization is to adopt a state constitution that allows the state to function easily and efficiently. With that in mind, we would like to make the following recommendations for those which are currently working under constitutions that are in need of review as well as those states which are in the process of adopting constitutions and organic documents. The following recommendations have been tested in the field and can be found in successful associations throughout the sports world.

For reference: The attached constitution & bylaws are from the USRA. Use this as a model to adopt a constitution for your state or contact the USRA for a sample of documents from an affiliated state organization.

1. Introduction & Purpose

The purpose of this document is to provide a comprehensive overview of the project's objectives, scope, and the methodology used to achieve them.

The project was initiated in response to the need for a more efficient and cost-effective way to manage the company's resources. The primary goal was to identify areas of inefficiency and implement solutions that would streamline operations and reduce costs.

The project was organized into several phases, each with its own set of tasks and deliverables. The phases were designed to ensure a systematic and thorough approach to the problem.

The project was completed on schedule and within budget.

CONSTITUTION AND BY-LAWS  
OF THE  
UNITED STATES RACQUETBALL  
ASSOCIATION, INC.

APPENDIX

5 INCORPORATION

8 MEETINGS

12 SANCTIONING

15 INSURANCE

CONSTITUTION OF THE  
United States RACQUETBALL ASSOCIATION, INC.

ARTICLE I

101.0 NAME. The name of the organization shall be the United States Racquetball Association, Inc., hereinafter referred to as the Corporation.

102.0 DEFINITION. This Corporation is organized pursuant to the general non-profit corporations code of Colorado. This Corporation is one which does not contemplate pecuniary gain or profit to any member, officer, or director, and no part of the earnings of this Corporation shall inure to the benefit of any member, officer, or director thereof. The property of this Corporation is irrevocably dedicated to athletic, charitable, healthy, and educational purposes. Furthermore, in the event of the dissolution or liquidation of this Corporation, any and all surplus, capital, or assets shall be distributed to one or more funds, foundations, or Corporation (selected and chosen by the Board of Directors of this Corporation), exempt from Federal Income Tax under Section 501-C-3 of the Internal Revenue Code of 1954 as now in effect or as subsequently amended.

103.0 CORPORATION YEAR. The Corporation's year is from 1 June through 31 May.

ARTICLE II

201.0 PURPOSE. The United States Racquetball Association is a non-profit corporation designed to advance amateur racquetball competition and to foster and promote the development of recreational and competitive racquetball in the United States. The Corporation is organized and operated exclusively to foster national and international amateur sport competition within the meaning of 501-C-3 of the Internal Revenue Code. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under 501-C-3 of the Internal Revenue Code. The Corporation offers institutions and individuals, who desire to join in membership for the advancement of racquetball, an opportunity to participate and contribute to that growth. These purposes, which are consistent with the provisions of Title II, Sections 202 and 203 of the Amateur Sports Act of 1978, Public Law 95-606, are fulfilled through the aims and objectives. The United States Racquetball Association is a non-profit corporation for educational purposes designed to foster and promote the development of the sports of recreational and competitive racquetball in the United States. The Corporation is organized and operated exclusively to foster national and international amateur sport competition within the meaning of 501-C-3 of the Internal Revenue Code. Notwithstanding any other provision of these articles, the Corporation shall not

carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under 501-C-3 of the Internal Revenue Code. The Corporation offers institutions and individuals, who desire to join in membership for the advancement of racquetball, an opportunity to participate and contribute to that growth. These purposes, which are consistent with the provisions of Title II, Sections 202 and 203 of the Amateur Sports Act of 1978, Public Law 95-606, are fulfilled through the aims and objectives.

## 202.0 AIMS AND OBJECTIVES

- A. To perpetuate, improve, promote, and extend the sport of racquetball in the United States.
- B. To stimulate the interest of people in healthy sport participation through racquetball.
- C. To supervise and administer a continuing racquetball program for all age groups for the purpose of stimulating interest and developing athletes through careful preparation and planning, utilizing existing facilities, resources, and coaching.
- D. To unify and coordinate the efforts of all agencies interested in promoting racquetball and permit all interested parties to have a voice in the development of the sport in the United States.
- E. To create and maintain research projects that will benefit all parties interested in racquetball.
- F. To provide a clearing house for the distribution of coaching aids, literature, films, research materials, and rules collected from sources within the United States and other countries.
- G. To establish an effective means of communication for the transmission of useful ideas whereby coaches and athletes will be informed of the latest developments and techniques in racquetball.
- H. To give prompt attention to valid suggestions on how to improve the conduct of administration in racquetball in the United States.
- I. To establish regional, national, and international series of racquetball clinics.
- J. To maintain records and disseminate information pertaining to all phases of racquetball.
- K. To train and certify competent racquetball officials.

- L. To raise money and finance improvement in the sport of racquetball.
- M. To operate for educational and charitable purposes, to coordinate programs and activities between participants representing the United States and other countries that are conducted in or outside of the United States.
- N. To resolve disputes arising within racquetball concerning rules, equipment, player eligibility, or any other areas concerned.

#### 203.0 JURISDICTION

- A. Membership in the Corporation shall include the following classifications:
  - 1. Recreational or competitive member: this membership shall be open to any individual who is an athlete, coach, trainer, manager, administrator, or official who is active in racquetball and to any sponsor, competitor, or interested booster wishes to participate and contribute to the growth of racquetball. Membership will not be dependent upon race, color, creed, age, sex, or national origin.
  - 2. Institutional member: this membership shall be open to any institution or organization which sponsors and supports a racquetball team or teams.
- B. The members of this Corporation shall be those persons, institutions, and organizations who pay the membership fee prescribed by the Board of Directors and shall hold valid membership cards.
- C. The members of the Corporation shall assist the Board of Directors in an advisory capacity and render such assistance as may be requested by the Board of Directors from time to time.
- D. Certificates of membership shall be of such form and design as the Board of Directors may elect, and said certificates shall express on their face the member's card number, the date of expiration, the name of the member to whom it is issued, the name of the state association, and the official insignia or logo of the Corporation.

#### ARTICLE III

301.0 INSIGNIA/LOGO. The Corporation shall have the official insignia and logo shown in the USRA Governance Manual.

## ARTICLE IV

401.0 OFFICERS. The officers of the Corporation shall be President, Executive Vice President, Secretary, and Treasurer, each to be elected by and from the membership of the Board of Directors. Each of these offices is to be held by a separate individual member of the Board. No officer of the Board may serve as an officer of any other amateur sports organization that is recognized as a national governing body by the United States Olympic Committee.

### 402.0 DEFINITION AND DUTIES OF OFFICERS

#### A. President

1. The Corporation shall have a President who shall preside at all meetings of the Corporation's membership, Board of Directors, and the Executive Committee and shall be an ex officio member of any and all committees.
2. The President shall be responsible for the affairs of the Corporation and, with the assistance of the Executive Director, shall execute and administer the policies established by the Board of Directors.
3. In the event that the President is unable to serve, the Executive Vice President shall act in his/her behalf until the President is able to serve or until a successor is duly elected.

#### B. Executive Vice President

1. The Corporation shall have an Executive Vice President who shall perform the duties of the President in his/her absence.

#### C. Secretary

1. The Corporation shall have a Secretary who shall keep records of the proceedings of the meetings of the membership, the Board of Directors, and the Executive Committee and shall make a report of these activities to the Corporation's membership. Written minutes are to be submitted to the Executive Director for distribution to the Board of Directors no later than 30 days following the adjournment of each meeting.

#### D. Treasurer

1. The Corporation shall have a Treasurer who shall provide for a commercial audit of the Corporation's funds and accounts by qualified auditors, payment for which shall be made by the Corporation.

2. The Treasurer shall present to the Board of Directors, prior to the end of any fiscal year, a proposed operating budget for the ensuing fiscal year.

#### 403.0 ELECTION OF OFFICERS AND TERMS

- A. The President, Executive Vice President, Secretary, and Treasurer will be elected by and from the membership of the Board of Directors. The election will be on the majority of the votes cast by the Board of Directors at a special meeting of the Board of Directors. This meeting shall not be held prior to the adjournment of the biannual meeting of the Board of Directors that is held immediately prior to/or during the U.S. National Singles Championship tournament. Furthermore, the meeting shall not be held until all of the newly elected Board members have been notified of their election and offered an opportunity to either attend or have their opinions expressed. If possible, this special meeting should precede the annual meeting of the membership of the Corporation.
- B. Officers of the Corporation shall serve a term of two years starting from the adjournment of the Board of Directors meeting at which they were elected and ending with the adjournment of the biannual Board of Directors meeting held 2 years later. They may succeed themselves, but serve no more than 3 consecutive terms.

#### 404.0 REMOVAL AND REPLACEMENT OF OFFICERS AND DIRECTORS

- A. An officer may be removed from office by a two-thirds vote of the Board of Directors.
- B. Except as provided for in Section 402.0A5, if an officer of the Board dies, resigns, or is removed, a Board member will be appointed by the President to complete the former officer's unexpired term of office. The President should appoint someone as soon as possible, but no later than 30 days prior to the second semi-annual Board meeting after the vacancy occurs. However, an appointment must be made prior to the next semi-annual Board meeting if the vacancy leave the Board out of compliance with mandated representation requirements.
- C. If a Board member has two consecutive unexcused absences from the biannual Board of Directors meetings, he/she automatically vacates his/her position on the Board.
- D. If a Board member dies, resigns, or is removed, a new member will be appointed by the President to complete that Board member's term.

#### 405.0 EXECUTIVE DIRECTOR

- A. The Executive Director of the Corporation shall be employed by the Board of Directors and under the direct supervision of the President.
- B. The Executive Director shall be in charge of the day to day operation of the Corporation and shall be responsible for carrying out the details of the organization according to the policies and regulations established by the Board of Directors. He/she shall have general supervision over all income of the Corporation and supervise the disbursement of funds in accordance with the budget approved by the Board of Directors.
- C. The Executive Director shall be an ex officio member of all standing committees and shall keep, or cause to be kept, all minutes of same. He/she shall have charge of all records of the Corporation including the USRA Governance Manual. All checks and drafts of the Corporation shall be issued by the Executive Director.
- D. The Executive Director shall be bonded (at the expense of the Corporation) and shall complete a Statement of Principles of Ethical Behavior and Conflict of Interest.
- E. The Executive Director employs, with the approval of the Board of Directors, administrative assistants and other persons as may be required for the proper conduct of the Corporation and for the performance of such duties as the Board of Directors may delegate, providing same are not contrary to law, and at such compensation as the Board of Directors may deem proper. Moreover, the Executive Director shall insure that all employees of the Corporation (i) complete a Statement of Principles of Ethical Behavior and Conflict of Interest and receive an Employee Manual.

406.0 OTHER POSITIONS. In addition to the officers, the Board may designate other key positions as it deems necessary.

#### A. Immediate Past President

- 1. The immediate past President of the Corporation, at the discretion of the elected President, may remain as a non-voting member of the Board and the Executive Committee for a period not to exceed one year after the date the person is no longer President.

#### B. National Tournament Commissioner

- 1. The Corporation shall have a National Tournament Commissioner who shall be elected by a majority of the votes cast by the Board of Directors at a special meeting of the Board of Directors which shall follow the adjournment of the biannual meeting of the Board of

Directors held immediately prior to/or during the U.S. National Singles Championship tournament, but not before all of the newly elected Board members have been notified of their election and offered an opportunity to either attend or have their opinions expressed. If possible, this special meeting should precede the annual meeting of the membership of the Corporation.

2. He/she shall serve a term of three years starting from the adjournment of the Board of Directors meeting at which he/she was elected and ending with the adjournment of the biannual Board of Directors meeting held 3 years later. He/she may be re-elected to a second three-year term.
3. The National Tournament Commissioner shall be listed as Tournament Director on applications for National tournaments. This person shall be in charge of all on-site tournament logistics, tournament problems, etc. The National Tournament Commissioner will be the liaison with the local club. The National Tournament Commissioner should get to the tournament site at least a day before the tournament starts. The following duties will be handled by the National Tournament Commissioner at the on-site location:
  - a. Chairing the Tournament Committee (Also responsible for rules and due process if the National Rules Commissioner is not at the tournament.)
  - b. Determining who does the draw and who sets starting times, as well as coordinating the seeding committee.
  - c. Choosing who staffs the tournament desk--who the floor managers are.
  - d. Setting the hourly schedule of the floor managers.
  - e. Budgeting for floor management.
  - f. Working the desk if necessary, (understaffed, etc.) but not as a primary function. (If required to work the desk, the National Tournament Commissioner will be paid accordingly.)

In exchange for on-site work, the person will receive air fare, lodging expenses, and per diem.

4. The National Tournament Commissioner shall chair the Adult Metro Regionals subcommittee.

C. National Rules Commissioner

1. The Corporation shall have a National Rules Commissioner who shall be appointed by the President, subject to approval of the Board of Directors, following the special meeting of the Board of Directors which follows the adjournment of the biannual meeting of the Board of Directors held immediately prior to/or during the U.S. National Singles Championship tournament. The National Rules Commissioner does not have to be on the Board of Directors.
2. He/she shall serve a term of three years and may be appointed to successive terms.
3. The duties of the National Rules Commissioner shall be to take necessary steps to identify persons qualified to serve as referees in racquetball contests who are familiar with the published rules relating to racquetball play, racquetball contests, and tournaments; and further to designate the referees to act in that capacity during racquetball contests and tournaments. The National Rules Commissioner will chair the National Rules Committee. He/she shall take necessary steps to explain, interpret, and revise the written rules of racquetball. All such explanations, interpretations, and revisions are to be submitted by the National Rules Committee to the Board of Directors for approval. Approval of any rule revision or interpretation will require a two-thirds majority vote of the Board of Directors. Detailed rule change procedures are included in the USRA Governance Manual.

#### ARTICLE V

501.0 GOVERNING BODIES. The Corporation shall have two governing bodies:

A. Board of Directors

1. The formulation of policy, procedures, and operation for the Corporation shall be vested in a Board of Directors who shall be selected without regard to race, color, religion, national origin, or sex, except that because separate male and female programs are conducted, there must be both males and females on the Board.
2. The Board of Directors of this Corporation shall consist of:
  - a. Ten persons who have duly elected by the general membership and at least two of whom must be female.

- b. Athlete representatives (at least one of each sex) elected from and by those persons who have been members of the U.S. National (Adult Elite) Team within the preceding 10 years or who are currently competing at a level of proficiency appropriate for selection to the U.S. National (Adult Elite) Team. The actual number of board positions that are restricted to such athletes (which currently is three since there are ten persons elected by the general membership) will be adjusted if the overall size of the Board of Directors changes since the basic requirement is that at least 20 percent of the Board of Directors shall be such athletes.
- c. Any persons representing any amateur sports organization that have duly qualified by showing that the organization:
- Is national in scope.
  - Promotes significant racquetball activity.
  - Uses the rules of play adopted by this Corporation or a variation thereof approved by this Corporation.
  - Supports in word and action the policies, goals, and programs of the Corporation.
  - Makes application for affiliation purposes to actively participate in the conduct of the affairs of the Corporation.
  - Is a member in good standing with the United States Olympic Committee.
3. Board members, regardless of how they were appointed to the Board, are subject to all rules and entitled to all the privileges governing other members of the Board. All Board members must complete a Statement of Principles of Ethical Behavior and Conflict of Interest.
4. Members of the Board of Directors elected by the general membership shall serve no more than two consecutive terms of office of three years each. They shall be elected by and from the Corporation's membership without discrimination on the basis of race, color, religion, age, sex, or national origin. No members of the Board of Directors shall be elected again until two years after his/her second consecutive term shall have expired.

5. Each member of the Board of Directors must be a member in good standing of the Corporation at the time of his/her selection and throughout his/her term.
6. The Board of Directors shall have the right to reject a membership application, to deny renewal of membership, and suspend or terminate the membership of anyone whose public actions have been judged detrimental to the welfare, image, and well-being of racquetball.
7. At all meetings and reconvened meetings of the Board of Directors, a simple majority shall constitute a quorum and the actions of the Board of Directors at such meetings shall be binding upon all members of the Board of Directors, the Corporation's membership, and its employees.
8. The Board of Directors shall have an Executive Committee comprised of the following officers of the Corporation: President, Executive Vice President, Secretary, and Treasurer, plus one of the Athlete Representatives. The immediate past President is a non-voting member.
9. The Board of Directors may authorize the Executive Director to sign all contracts and other instruments in writing, subject to approval of each such contract or instrument by the Board of Directors.
10. The President is authorized to conduct mail, telephonic, or telegraphic polls of the Board of Directors. When balloting is completed, the Executive Director shall be charged with recording the votes and reporting the results to the Board of Directors by mail, telephone, or telegraph within two weeks of the original polling.

B. Executive Committee (See Section 501.OA8)

1. The Executive Director and the immediate past President shall be non-voting members of the Executive Committee.
2. The Executive Committee is empowered to act for the Board of Directors between meetings and shall transact business and administer the affairs of the Corporation and the Board of Directors. Actions of the Executive Committee are subject to the approval of the entire Board of Directors at the next scheduled biannual meeting.
3. The Executive Committee shall meet at such times and places as it shall determine or upon the call of the President, or upon the call by a majority of its members. Minutes must be kept and are subject to approval by the Board of Directors.

4. A quorum of the Executive Committee shall consist of a simple majority of the Executive Committee.

502.0 COMPENSATION. No member of the Board of Directors shall receive compensation for any services rendered without full disclosure to and prior approval by the Board of Directors. The Corporation may make reimbursement for reasonable expenses incurred by a Director in the course of his/her duties. Reimbursement must be requested in writing and submitted to the Executive Director. (See USRA Governance Manual for rates of reimbursements).

## ARTICLE VI

### 601.0 ANNUAL AND SPECIAL MEETINGS

- A. The annual meeting of the membership of the Corporation shall be held at the location (same city and state) of the U.S. National Singles Championship tournament on any day during the tournament. This meeting will include the Executive Director's report, financial report, budget report, election report (announcement of new Board members, as well as officers), rules change report, and any other reports designated by the President. The Corporation's membership must submit, in writing, any other agenda items for the meeting to the Board of Directors at least 14 days prior to the meeting.
- B. One of the biannual meetings of the Board of Directors must be held immediately prior to/or during the U.S. National Singles Championship tournament. These meetings must include all committee reports--written and verbal. Agenda items and written committee reports must be provided to Board members 14 days in advance of the Board of Directors meeting.
- C. Special meetings of the Board of Directors may be called by the President on thirty (30) days' notice or on the written request of 2/3 or more of the members of the Board of Directors.
- D. All plans, arrangements, programs, budgets, and like subjects affecting the welfare and policies of the Corporation shall be prepared and actuated by the Executive Director. All such plans, arrangements, programs, and budgets are subject to the approval of the Board of Directors each year (or more often as directed) primarily at the meeting held immediately prior to/or during the U.S. National Singles Championship tournament.

602.0 ROBERT'S RULES OF ORDER. Any and all meetings shall be governed by the latest edition of Robert's Rules of Order.

ARTICLE VII

701.0 DUES. The dues structure shall be included in the USRA Governance Manual.

ARTICLE VIII

801.0 ELECTIONS

The general rules governing nomination and election for the three categories of positions on the Board of Directors are described below and in detail in the USRA's Governance Manual.

A. GENERAL MEMBERSHIP

1. A committee (chaired by a Board member whose term is not expiring and otherwise comprised of non-Board members) shall identify nominees for the openings for the expiring terms of members of the Board of Directors. Such list shall consist of at least one nominee for the number of positions available.
2. Additional nominations for the Board of Directors may be made by any members of the Corporation in good standing who submit a petition with 100 valid member signatures indicating their support for said candidate. The petition is to be received at the Corporation's National Headquarters no later than December 31st of the year prior to the year of the election.
3. Ballots will be distributed primarily via the MARCH/APRIL issue of Corporation's magazine. Other methods may also be used. Election results based on popular vote shall be announced at the annual meeting.

B. ATHLETE REPRESENTATIVES

1. A nominating committee (chaired by one of the athlete Board members) shall be formed of persons who been members of the U.S. National (Adult Elite) National Team within the preceding 10 years or who are currently competing at a level of proficiency appropriate for selection to the U.S. National (Adult Elite) Team. The committee will identify nominees for the openings for the expiring terms of members of the Board of Directors. Such list shall consist of at least one nominee for the number of positions available. Additional nominations may be made by any eligible person who submit a petition with 20 valid member signatures of persons eligible to vote in the election indicating their support for said candidate.
2. The USRA will administer the election. Ballots will be distributed via direct mail to the authorized voters.

Election results based on popular vote shall be announced as soon as they are known. There must be at least one person of each sex.

3. Immediately following the election, the athletes who were elected must determine (i) who among them will serve on the Executive Committee and (ii) who among them will serve as the Athlete's Advisory Council representative. There is no requirement that these position be filled by two different persons. However, the alternate representative for Athlete's Advisory Council will be one of the other athletes on the Board who is of opposite sex than the primary representative.

#### C. AMATEUR SPORTS ORGANIZATIONS

1. Any person appointed to the Board of Directors on the basis of representing an amateur sports organization as provided for in section 501.0A2c must have been selected through some form of democratic process established by the organization which they represent.
2. Organizations qualifying under Section 501.0A2c will provide their election results to the USRA's Board of Directors every three years.

### ARTICLE IX

#### 901.0 AMENDMENTS TO THE CONSTITUTION

- A. This Constitution may be amended at any regular biannual meeting of the Board of Directors by two-thirds vote of the Directors present and voting.
- B. Proposed amendments or additions to the Constitution shall be submitted to the Executive Director at least forty-five (45) days prior to the meeting at which said amendments or additions are to be considered. The Executive Director shall mail a copy of any proposed amendments or additions to the members of the Board of Directors no later than thirty (30) days preceding any such meeting.
- C. Amendments to the Constitution become effective sixty (60) days following the meeting at which they were adopted unless an amendment has a specific effective date.

#### 902.0 BY-LAWS, AMENDMENTS TO THE BY-LAWS, AND USRA GOVERNANCE MANUAL

- A. Such by-laws as deemed necessary for the operation and advancement of the Corporation may be adopted or amended by the Board of Directors at any regular or special meeting by a two-thirds of those directors present and voting.

- B. Proposed amendments or additions to the by-laws shall be submitted to the Executive Director at least forty-five (45) days prior to the meeting at which said amendments or additions are to be considered. The Executive Director shall mail a copy of any proposed amendments or additions to the members of the Board of Directors no later than thirty (30) days preceding any such meeting.
- C. Amendments to the by-laws become effective sixty (60) days following the meeting at which they were adopted unless an amendment has a specific effective date.
- D. The USRA Governance Manual shall be deemed a standing by-law, directive in nature, and shall include as a minimum: 1) the current USRA Official Rulebook; 2) fee structure; 3) history of awards; 4) rates of reimbursements; 5) committee assignments; 6) amateur reinstatement rules; 7) names, addresses, telephone numbers, and terms of Board members; and 8) official insignia and logo.

903.0 STANDING COMMITTEES. The following standing committees (some of which are described as councils) are hereby established. The President and Executive Director are ex officio members of every committee. The President shall appoint at least one Board member to each committee. At least twenty (20) percent of the membership of each committee must be athletes actively engaged in racquetball who have been members of the U.S. National (Adult Elite) Team within the preceding 10 years. Persons appointed to committee membership are subject to approval of the Board of Directors. To facilitate individual committee reporting, the standing committees will be assigned to one of six umbrella committees that will be chaired by a member of the Board of Directors. The umbrella committee may not alter a committee's report without the permission of the committee itself.

#### EXECUTIVE SERVICES

- A. Personnel - This committee is responsible for developing personnel plans and programs. This includes overseeing the development of an operations policy manual to assist employees in understanding their working conditions and environment, and to encourage them to improve their skills, enhance their performance and increase their responsibilities. The committee also reviews recommendations for annual salary increases, approves budget lines for such increases, and has input on structural reorganizations to increase productivity.
- B. Finance - This committee oversees and checks all of the financial endeavors and actions of the Corporation to include its budget, financial statements, annual audit, and fund-raising activities. The Treasurer chairs this committee.

- C. Legislation - This committee is responsible for ensuring that Corporation operates within the bounds of all applicable laws and regulations. The committee reviews proposed changes to legislation and makes recommendations to the Board of Directors regarding adoption or rejection. The Chair of this committee will also serve as the Sergeant at Arms at all Board of Directors meetings.
- D. Strategic Planning - This committee will carry out the long range plan established by the general membership and implemented through USRA leadership. This plan focuses upon major issues stated as priorities by the membership including: continued Olympic involvement, increasing public awareness of racquetball, increasing financial resources, membership development, continued sports management as the national governing body, and unification within the sport.
- E. Marketing - This committee . . . . .

GENERAL MEMBERSHIP SERVICES

- F. Membership - This committee supports and distributes information on both recreational and competitive memberships to the public to aid in attracting new members to the Corporation. This committee also has cognizance over the rating and ranking systems used by the Corporation. The committee reviews these programs and reports on membership activities to the Board of Directors.
- G. State Organizations - This committee will provide liaison between state associations and the national office. It will make recommendations on the development and implementation of organizational structures, incorporation, and operations. The committee will review and make recommendations on the distribution of grassroots programs, including grants and centralized funding, to state organizations. It has the following subcommittee:
- H. Metro Regionals - This committee, which is chaired by the National Tournament Commissioner, will oversee the identification of sites and designation of tournament directors. The committee will make policies and procedures for Adult Metro Regionals as well as evaluate the accomplishment of these events.
- I. National Championships Technical Committee - This committee will . . . . .

TECHNICAL AND ETHICS

- J. Elections - This committee is responsible for reviewing election procedures to maintain the fairness of all elections and the freedom of opportunity for candidates and voters alike.

- K. Nominating - This committee is charged with soliciting candidates; verifying the resumes of those who desire to be candidates; and making nomination recommendations to the Board of Directors. A Board of Directors member will chair the committee, but all other members must come from outside the Board.
- L. Publication/Ethics - This committee is responsible for reviewing printed materials produced by the Corporation, and establishing policies and procedures for the ethical treatment of sensitive news items in official publications. This includes making critiques of current materials, conducting surveys, proposing alternatives, and conducting research to draw comparisons between other national governing bodies with similar organizational structures. The committee shall also assist affiliate state organizations in the development and improvement of their publications.
- M. Rules and Regulations - This committee will review rule change proposals and make recommendations to the Board of Directors. The committee will also administer due process hearings for general membership issues when appealed beyond the state level within the guidelines presented by the Board. The National Rules Commissioner chairs this Committee.
- N. Manufacturers and Technical - This committee inquires, ingests, studies, researches, and reviews proposed technological changes in equipment used in the sport. After making a review, the committee will make recommendations to the Board of Directors. In reviewing technological changes, the committee is obligated to consider the integrity of the game and purpose of the sport.

INTERNATIONAL AFFAIRS

- O. U.S. National Team - This committee reviews and makes recommendations concerning team procedures and protocol to the Board of Directors. The committee is also responsible for due process issues involving probation and dismissal from the U.S. National Racquetball Team, as well as reviewing and soliciting recipients for Level 1 subsistence grant funds. The committee provides a structure for communication between athletes and coaches. Through continual evaluation, the committee's policies will reflect those of the U.S. Olympic Committee and the Corporation as the sport evolves at the international level. The committee prepares announcements for coach and team leader positions, reviews applications, conducts interviews, and selects the personnel for the positions.
- P. U.S. National Junior Team - This committee reviews and makes recommendations concerning team procedures and protocol to

the Board of Directors. The committee is also responsible for due process issues involving probation and dismissal from the U.S. National Racquetball Team, as well as reviewing and soliciting recipients for Level 1 subsistence grant funds. The committee provides a structure for communication between athletes and coaches. Through continual evaluation, the committee's policies will reflect those of the U.S. Olympic Committee and the Corporation as the sport evolves at the international level. The committee prepares announcements for coach and team leader positions, reviews applications, conducts interviews, and selects the personnel for the positions.

- Q. Olympic, Pan American, and International - This committee coordinates activities relative to racquetball's recognition as a member of the U.S. Olympic Committee (as a national governing body) and acceptance as a sport in the Pan American, Olympic Games and other international competitions. Beginning in 1992, the delegate representing racquetball on the Board of Directors of the United States Olympic Committee will be elected to a 4-year term at the Board meeting held at the U.S. National Singles Championships.
- R. Coaching - This committee will . . . . .

EDUCATION, RESEARCH, AND RECOGNITION

- S. Elite Camp / AMPRO - This committee will . . . . .
- T. Sport Sciences - This committee will . . . . .
- U. Sport Medicine - This committee will . . . . .
- V. Development and Planning - This committee shall take such steps as it deems necessary to promote interest in racquetball play among all ages.
- W. Awards - This committee will be responsible for ensuring that qualified male and female nominees are identified for the numerous awards that the Corporation has developed, including the Athletes of the Year Awards, Peggy Steding and Male Age Group Athlete of the Year Awards, John Halverson (Fair Play) Award, and President's Award.
- X. Hall of Fame - This committee oversees the process by which the Corporation honors those men and women who have made outstanding contributions to the development and growth of amateur racquetball in the United States. Secondary objectives include assisting in the research necessary to develop and maintain a history of United States Racquetball and securing historical memorabilia.

- Y. Scholarship - This committee is charged with establishing and distributing eligibility data; accepting and reviewing applications from qualified applicants; making recommendations to the Board of Directors on all applications reviewed; distributing funds to approved scholarship recipients; and establishing procedures for increasing public awareness and raising funds for the scholarship program.

#### SPECIAL INTEREST COUNCILS

- Z. High School Council - This council determines policy and procedures to promote racquetball as a competitive high school sport. The committee may also assist in the operating the annual National High School Tournament.
- AA. Junior Council - This council will determine policy and procedures to promote junior racquetball within state associations for all youths of high school age and below. The committee will also assist in the policy development and operation of junior national events. The committee is responsible for furthering the growth of and participation in racquetball programs for players 18 years of age and under at the local, state, regional, and national levels.
- AB. Intercollegiate Council - This council works cooperatively with the American Collegiate Racquetball Association (ACRA). ACRA's primary function is to promote, develop, and instruct tournament-calibre collegiate players throughout the United States. The Corporation develops the recreational player program at the collegiate level through the National Intermural Recreational Sports Association (NIRSA), whereas ACRA concentrates on developing the competitive player.
- AC. Disabled Council - This council is charged with generating interest and opportunity in the sport among disabled athletes. This includes promoting racquetball in conjunction with the National Wheelchair Racquetball Association (NWRA), the National Racquetball Association of the Deaf (NRAD), and the U.S. Association of Blind Athletes. (USABA). The council coordinates with these groups to provide timely and factual information about competitive opportunities for disabled athletes.
- AD. Outreach Council - This council is responsible for generating interest in the sport among minority and disadvantaged constituencies in the U.S. by providing access and creating opportunity. This includes developing programs which draw on industry resources to provide low-cost equipment and instruction to established community groups which serve inner city youth and providing direction to potential racquetball athletes. The council will identify a core of dedicated individuals who will establish solid contacts with community centers, disadvantaged youth

programs, and minority-based junior high school, high school, and collegiate athletic departments.

**AE.** Women's Council - This council is responsible for generating interest in the sport among women. The council coordinates with state affiliates, program officials, and other organizations that share its emphasis, to provide timely and factual information about the state of women's racquetball in the U.S., encourage more activity by women in officiation and governance, plus take a pro-active role in the administration of programs that directly impact women in the sport.

**AF.** Masters Council - This council is responsible for research and development of programs that directly affect male and female racquetball players 45 years of age or older. The council reports its findings and makes recommendations to the Board of Directors.

BY-LAWS OF THE  
United States RACQUETBALL ASSOCIATION, INC.

ARTICLE I - PLAYER'S BILL OF RIGHTS

A. Membership in the Corporation is open to any individual who is an athlete, coach, trainer, manager, administrator, or official active in racquetball or to any amateur racquetball organization which conducts programs in racquetball.

B. Membership in the Corporation provides equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in racquetball, without discrimination on the basis of race, color, religion, age, sex, or origin and with fair notice and opportunity for a hearing to any athlete, coach, trainer, administrator, or official before declaring such individual ineligible to participate.

C. No individual or organizational member of the Corporation, nor any organization affiliated with the Corporation, may deny or threaten to deny any eligible racquetball player, coach, trainer, manager, official, or administrator the opportunity to participate in any international racquetball competition approved by the Corporation, if selected by the Corporation or one of its members. In addition, no individual or organizational member of the Corporation, nor any organization affiliated with the Corporation, may censor or otherwise penalize subsequent to the event any player, coach, trainer, manager, official, or administrator for having participated in any such international racquetball competition approved by the Corporation.

ARTICLE II - AMATEUR RULES

At no time will the Corporation have eligibility criteria relating to amateur status which is more restrictive than those of the International Racquetball Federation. Definition of amateur--an amateur racquetball player shall be defined as any player (male or female) who has not accepted prize money or prizes regardless of the amount in any professional sanctioned event (IRT or WIRT) or any other association so deemed by the Board of Directors. Reinstatement rules are found in the USRA Governance Manual.

ARTICLE III - DUTIES OF THE CORPORATION

A. This Corporation, in its role as the national governing body for the sport of racquetball, is under duty to:

1. Develop interest and participation throughout the United States and be responsible to the persons and amateur sports organizations it represents;

2. Minimize, through coordination with other amateur sports organizations, conflicts in the scheduling of all practices and competitions;
3. Keep amateur athletes informed of policy matters and reasonably reflect the views of such athletes in its policy decisions;
4. Promptly review every request submitted by an amateur sports organization or person for a sanction (i) to hold an international amateur athletic competition in the United States; or (ii) to sponsor United States amateur athletes to compete in international amateur athletic competition held outside the United States, and determine whether to grant such sanction, in accordance with the provisions of subsection B of this Article;
5. Allow an amateur athlete to compete in any international amateur athletic competition conducted under its auspices or that of any other amateur sports organization or person, unless it establishes that its denial was based on evidence that the organization or person conducting the competition did not meet the requirements stated in subsection B of this Article;
6. Provide equitable support and encouragement for participation by women where separate programs for male and female athletes are conducted on a national basis;
7. Encourage and support amateur athletic sports programs for handicapped individuals and the participation of handicapped individuals in amateur athletic activity, including, where feasible, the expansion of opportunities for meaningful participation by handicapped individuals in programs of athletic competition for able-bodied individuals;
8. Provide and coordinate technical information on physical training, equipment design, coaching, and performance analysis; and
9. Encourage and support research, development, and dissemination of information in the areas of sports medicine and sports safety.

B. As a result of its review under subsection A(4) of this Article, if the Corporation does not determine by clear and convincing evidence that holding or sponsoring an international amateur athletic competition would be detrimental to the best interest of the sport, the Corporation shall promptly grant to an amateur sports organization or person a sanction to:

1. Hold an international amateur competition in the United States, if such amateur sports organization or person:

- a. Pays to the Corporation any required sanctioning fee, if such fee is reasonable and nondiscriminatory;
- b. Demonstrates that:
  - i. Appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in amateur athletic competition,
  - ii. Appropriate provision has been made for validation of records which may be established during the competition,
  - iii. Due regard has been given to any international amateur requirements specifically applicable to the competition,
  - iv. The competition will be conducted by qualified officials,
  - v. Proper medical supervision will be provided for athletes who will participate in the competition, and.
  - vi. Proper safety precautions have been taken to protect the personal welfare of the athlete and spectators at the competition, and
- c. Submits to the Corporation an audited or notarized financial report of similar events, if any, conducted by the amateur sports organization or person; or

2. Sponsor United States amateur athletes to compete in international amateur athletic competition held outside the United States, if such amateur sports organization or person:

- a. Pays to the Corporation any required fee, if such fee is reasonable and nondiscriminatory;
- b. Submits a letter from the appropriate entity which will hold the international amateur athletic competition certifying that;

- i. Appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in amateur athletic competition,
  - ii. Appropriate provision has been made for validation of records which may be established during the competition,
  - iii. Due regard has been given to any international amateur athletic requirements specifically applicable to the competition,
  - iv. The competition will be conducted by qualified officials,
  - v. Proper medical supervision will be provided for athletes who will participate in the competition, and
  - vi. Proper safety precautions have been taken to protect the personal welfare of the athletes and spectators at the competition, and
- c. Submits a report of the most recent trip, if any, to a foreign country which the amateur sports organization or person sponsored for the purpose of having United States amateur athletes compete in international amateur athletic competition.
- C. The Corporation, as the national governing body of racquetball, is authorized to:
- 1. Represent the United States in the appropriate international sports federation;
  - 2. Establish national goals and encourage the attainment of those goals;
  - 3. Serve as the coordinating body for amateur athletic activity in the United States;
  - 4. Exercise jurisdiction over international amateur athletic activities and sanction international amateur athletic competition held in the United States and sanction the sponsorship of international amateur athletic competition held outside the United States;

5. Conduct amateur athletic competition, including national championships, and international amateur competition in the United States, and establish procedures for the determination of eligibility standards for participation in such competitions, except for that amateur athletic competition specified in Section D of this article;
  6. Recommend to the USOC individuals and teams to represent the United States in the Olympic Games and the Pan-American Games; and
  7. Designate individuals and teams to represent the United States in international competition (other than the Olympic Games and the Pan-American Games) and certify, in accordance with the applicable international rules, the amateur eligibility of such individuals and teams.
- D. Any amateur sports organization which conducts amateur athletic competition, participation in which is restricted to a specific class of amateur athletes (such as high school students, college students, members of the Armed Forces, or similar groups or categories), shall have exclusive jurisdiction over such competition. If such an amateur sports organization wishes to conduct international amateur athletic competition to be held in the United States, or sponsor international amateur athletic competition to be held outside the United States, it must obtain a sanction from the Corporation.

#### ARTICLE IV - ARBITRATION AGREEMENT

As provided for in section 205(b) (3) of Title II of the Amateur Sports Act of 1978, the Corporation to submit, upon demand of the United States Olympic Committee, to binding arbitration, conducted in accordance with the commercial rules of the American Arbitration Association in any controversy involving the Corporation's recognition as a national governing body, or involving the opportunity of any amateur athlete, coach, trainer, manager, administrator, or official to participate in amateur athletic competition, as provided for in Article IV of the USOC Constitution and By-Laws.

#### ARTICLE V - DISCIPLINE AND GRIEVANCE RIGHTS

A. **DISCIPLINE.** The Corporation may censure, suspend for a definite or indefinite period of time, or expel any member of the Corporation, including any athlete, coach, manager, official, member of any committee, or any person participating in any capacity whatsoever in the affairs of the Corporation, who has

contravened any of its rules or regulations, or who has acted in a manner which brings disrepute upon the Corporation or upon the sport of racquetball. Such actions must comply with prescribed due process procedures.

**B. RIGHT OF GRIEVANCE.** Any member of the Corporation who feels that he/she has been wronged in the administering of the Corporation's rules and regulations or the application of the Constitution or its By-Laws has the right to grieve and be accorded due process in resolving such matters. Any amateur racquetball player who alleges that he/she has been denied or is about to be denied, by a person or an organization affiliated with the Corporation, any right as set forth in these By-Laws shall immediately inform the appropriate authority, who shall promptly cause an investigation to be made and steps to be taken to settle the controversy without unnecessary delay. Any person who believes that some action or inaction by one of the organization's members or governing bodies may also petition for corrective actions. In every case, the approved due process procedures will be followed. In addition, the Corporation may also advise the Executive Director of the U.S. Olympic Committee, and, if the offending party is a member of the U.S. Olympic Committee, submit the matter to the American Arbitration Association for binding arbitration.

#### ARTICLE VI - DUE PROCESS

**A. INITIAL REPORTS.** Matters involving only one State association should be presented to the President of that State association who will be responsible for investigating the charges and, based on the findings, form a Hearing Body responsible for due process. If persons or entities from more than one State are involved, the investigation and report shall be made by the Executive Director of the Corporation. In those matters occurring during the course of a National or Regional event, as the case may be, the National Tournament Director shall make the investigation and report. In those matters occurring during the course of an official U.S. National (adult or junior) Team event, the designated U.S. representative shall make the investigation and report.

**B. ORIGINAL JURISDICTION.** Generally, matters warranting the application of due process procedures shall be administered by the appropriate State association with the following exceptions:

1. The U.S. National Team Committee will administer due process for matters covered by the U.S. National Team (adult or junior) Protocol and Procedures Manual.
2. The National Rules Committee will administer due process for matters involving (i) more than one State association or (ii) events or activities administered solely by the Corporation's national office. In those

matters where athletes or other members of the Corporation from more than one State are involved, or in matters involving such persons during a National or International athletic event, an investigation and report of the facts shall be made to the President of the Corporation. If, in the opinion of a majority of the Executive Committee of the Corporation, disciplinary action is then warranted, the matter shall be submitted to the National Rules Committee for a hearing and decision.

3. Upon a majority vote of the officers, the Board of Directors of the Corporation may assume original jurisdiction at any stage of any matter within the purview of the Constitution where, in its opinion, the best interests of the Corporation will be served thereby.

**C. APPELLATE JURISDICTION**

1. The National Rules Committee has appellate jurisdiction over any due-process decisions made by State associations.
2. The Executive Committee of the Board of Directors of the Corporation has appellate jurisdiction over (i) due-process decisions (original or appellate) made by the National Rules Committee and (ii) due-process decisions made by the U.S. National Team Committee.
3. The Board of Directors of the Corporation, by 2/3 vote, may assume appellate jurisdiction to review any original decision of the U.S. National Team Committee or the National Rules Committee within 6 months of date of the decision in question.

**D. ARBITRATION**

Any person dissatisfied with an original or appellate decision may further appeal to a neutral third party for arbitration with rules of said appeal hearing subject to the rules of the American Arbitration Association.

**ARTICLE VII - ORIGINAL JURISDICTION PROCEDURES**

- A. The following procedures apply to every due process matter for original jurisdiction whether submitted to a State association, the U.S. National Team Committee, or the National Rules Committee.
  1. Within 30 days of the appropriate authority being informed of an matter requiring the application of due process, the person or entity (respondent) charged

shall be notified, in writing, of the details of the circumstances which require answer, explanation, or clarification. If appropriate, the notice shall also set forth the penalties which may ensue if the charges are proved.

2. The written notice will set a date, time and place of a hearing about the charges. The respondent has a right for the hearing to be at such time and place so as to make it practical to attend, such as a tournament or State association meeting.
3. The notice will call for the respondent to file a written answer to all of the charges set forth in the notice and for the written answer to be delivered by either certified mail or personal delivery not later than 14 days prior to the date of hearing.
4. The notice will request the respondent to appear at the hearing and inform the respondent of his/her rights to (i) be represented at the hearing by counsel of his/her own choice and (ii) present relevant evidence, hearsay, testimony, and argument in defense of the charges.
5. The notice should be sent to the last known address by either certified mail or by personal delivery. When the notice is mailed to a registered athlete, it is sufficient to mail the notice addressed to the athlete at the residence given in their application for registration, or if they have filed with the State association a written notice of change of residence, then at such changed address. The date of hearing shall be not less than 15 days nor more than 60 days after the date of mailing of notice or date of personal delivery.
6. The notice shall also set forth the right of appeal to the appropriate appellate authority if a decision is rendered against the person charged and that the appeal must be made in writing within 30 days of being notified of the decision.
7. The Hearing Body will be composed of no less than three (3) disinterested and impartial persons. Members of the State association's Board of Directors are acceptable provided that they are not a party to the proceedings.
8. The rules of evidence generally accepted in administrative proceedings shall be applicable in the hearing. The respondent has the right to (i) call witnesses, (ii) present relevant evidence, hearsay, testimony, and argument at appropriate times, and (iii) confront and cross-examine adverse witnesses.

- 9. The Chairperson of the Hearing Body should ensure that a written record of the proceedings is prepared.
- 10. All decisions of the Hearing Body shall be made by a simple majority of voting members. The Chairperson should vote only if necessary to break a tie vote.
- 11. A written decision, with reasons thereon, shall be rendered within ten (10) days of the hearing and must be sent to the respondent by either certified mail or personal delivery.

B. If the foregoing procedures are not likely to produce a sufficiently timely decision to do justice to the affected parties, an organization with original jurisdiction may authorize agent(s) or representative(s), upon appropriate notice to the parties concerned as time and circumstances may reasonably dictate, to use the following special procedures to render a timely decision.

- 1. A special hearing may be conducted at the site of scheduled competition or competitive event, or by telephone conference if necessary, but in any event under such conditions that will fully protect the rights of procedural due process of the individual or entity charged.
- 2. The notice of charges given to the individual or entity charged may be oral or in writing. If oral, they should be reduced to writing as soon as possible. An oral notice must comply with all notice requirements (except the time frames) set forth in paragraph A. of this article, including notice of the right of appeal.

C. Original decisions rendered by an organization may be appealed in accordance with the procedures at Article VIII. Any person representing a real party in interest may appeal. The appeal must be filed with the Executive Director of the Corporation within 30 days after the written notice of the decision was received by the respondent. Upon timely petition and upon showing of good cause therefore, the time for filing an appeal of decision may be extended.

**ARTICLE VIII - APPEAL PROCEDURES**

The following procedures apply to any appeal of a due process decision coming before the National Rules Committee, the Executive Committee of the Board of Directors, or assumed by the National Board of Directors.

A. The right to appeal a due process ruling is NOT automatic. Decisions reached by authorities having original jurisdiction are final and will generally be honored by the

Corporation. Only those matters that meet one of the following criteria may be appealed:

1. Allegations that due process procedures weren't properly executed and thereby prejudiced the decision.
  2. New evidence has since become available that could affect the decision, provided that the new evidence wasn't available at the time of the hearing.
  3. Penalties imposed by the state association affect the player's ability to compete beyond the boundaries of the state.
- B. The appellate decision consists of two steps--determination that the issue is one than can be appealed and, if so, determining what actions, if any, should be taken. The appellate authority can vacate, modify, sustain, or reverse any decision or order properly submitted for review, or remand the matter for further action.
- C. Every appeal shall be instituted by a petition served upon the Executive Director of the Corporation and be accompanied by a \$100.00 filing fee payable to the Corporation. The fee shall be returned if the petition is upheld, but forfeited if it is rejected or abandoned.
- D. The Executive Director shall send a copy of the appeal petition within 15 days to the entity having appellate jurisdiction over the matter.
- E. The appellate authority should designate a panel of no less than five (5) of its members, one of whom shall be an athlete representative, to hear and decide an appeal of a decision made an organization with original jurisdiction.
- F. The procedures outlined in Article VII for original jurisdiction (with appropriate modification) shall also apply for the appeal process.
- G. A final and binding decision about an appeal shall be rendered within 75 days from date of filing of the petition by a majority of the acting panel based on the record submitted for review and on evidence submitted at such hearing as may be required by the panel. A written decision shall be sent to all parties. Petitions, once reviewed and decided, shall not be reopened except by direction of the Board of Directors of the Corporation or upon showing of sufficient cause to the chairperson of the National Rules Committee.

ARTICLE IX - ARBITRATION PROCEDURES

- A. Either before or after an appellate ruling, a grievant may request, in writing, that a due process decision be arbitrated by the American Arbitration Association--a neutral third party--subject to the rules of the American Arbitration Association current at the time of the request.
- B. Such demand for arbitration shall be submitted within 30 days of the decision being appealed and said hearing shall be within 60 days of the written notice to the Corporation and be held at any Regional office of the American Arbitration Association.
- C. Upon receipt of a request for arbitration, the American Arbitration Association shall serve notice on the parties to the arbitration and on the Corporation, and shall immediately proceed with arbitration according to the commercial rules of the American Arbitration Association in effect at the time of the filing of the demand, except that:
1. The arbitration panel shall consist of not less than three arbitrators, unless the parties to the proceedings mutually agree to a lesser number,
  2. The arbitration hearing shall take place at a site selected by the American Arbitration Association, unless the parties to the proceeding mutually agree to the use of another site,
  3. The arbitration hearing shall be open to the public,
  4. All expenses, e.g. legal fees, travel, per diem, etc., are the responsibility of each party in the arbitration. No fees/expenses may be paid from the Corporation to any parties bringing a grievance against the Corporation.
- D. The arbitrators in any arbitration are empowered to settle any dispute arising under the provision of this act prior to making a final ruling, if mutually agreed to by the parties to the proceeding and achieved in a manner not inconsistent with the Constitution.
- E. Each contesting party may be represented by counsel or by any other duly authorized representative at the arbitration proceeding. The parties may offer any relevant evidence which they desire and shall produce any additional evidence as the arbitrators believe necessary to an understanding and determination of the dispute. The arbitrators shall be the sole judges of the relevance and materiality of the evidence offered. Conformity to legal rules of evidence shall not be necessary.

- F. All decisions by the arbitrators shall be binding upon the involved parties, if such award is not inconsistent with the Constitution and By-Laws of the Corporation.
- G. A hearing may be reopened by the arbitrators upon their own motion or upon the motion of any contesting party at any time before a final decision is made, except that if any contesting party makes such a motion all parties to the decision must agree to reopen the hearings if such reopening would result in the arbitrators' decision being delayed beyond the specific period agreed upon at the beginning of the arbitration proceedings.

APPENDIX

5 INCORPORATION

8 MEETINGS

12 SANCTIONING

15 INSURANCE



## Incorporated Non-Profit Organizations

### Non Profit Exempt Status

In order for a state association to truly function under the USRA umbrella it must be incorporated as a not-for-profit corporation under each state's not-for-profit procedure as well as under the (IRS) not-for-profit classification.

### Not-for-Profit 501 © 7

We recommend that you incorporate under this provision. Although individual donations are not tax deductible to the individual, with this designation you will find it much easier to attain this status under the IRS Code. You can file with the state and IRS on your own but we recommend that you use an attorney, or a CPA for your organization, to assist with filing the documents and completing the required forms.

### 501 © 3 Status

You may attempt to file for this classification under the IRS code but it is hard to obtain and is not required under the USRA state affiliate designation.

To accommodate donors who wish to claim their contributions as a tax deduction, the USRA is a 501 © 3 corporation and has made arrangements with all of its member organizations to receive any donations from such individuals and return the funds to the state designated by the donor. The USRA will send a receipt directly to the donor for income tax purposes. Quite often business sponsorship are being written off as tax deductible when in essence it is a business or promotion expense. However, many businesses do require sponsorship to be applied towards a non profit versus a for profit business.

### Advantages of Incorporating

1. Incorporation creates a legal entity as opposed to a loose affiliation of individuals (such as a club).
2. Incorporation enables the officers and employees to achieve liability protection from creditors.
3. Corporate bylaws provide for the creation of officer positions and usually establish election procedures.
4. Since corporations have unlimited lives, incorporation provides a structure for the continuation of the entity's programs.
5. Obtaining tax exempt status from the Internal Revenue Service is much easier for an incorporated entity.
6. The legal costs of incorporation are nominal when compared to the life expectancy of the entity.

For reference: Attached is an article on the advantages of incorporating as a non-profit organization. Procedures vary from state to state, but have a general basis for this process. For more information on how to incorporate in your state contact the office of the Secretary of State in the blue pages of your telephone book.

International Non-Profit Organizations

1. The World Council of Churches

The World Council of Churches (WCC) is a global ecumenical organization that unites various Christian churches. It was established in 1948 in Amsterdam, Netherlands, and has since grown to include over 100 member churches from more than 120 countries. The WCC's primary focus is on promoting Christian unity and cooperation in social and economic development.

2. Christian Aid

Christian Aid is an international Christian humanitarian organization. It was founded in 1950 and is now active in over 100 countries. The organization focuses on providing relief and development aid to people in need, particularly in the areas of poverty, hunger, and disaster relief. It also works to promote human rights and social justice.

3. Christian Service International

Christian Service International (CSI) is a global Christian organization that provides relief and development aid. It was founded in 1954 and has since expanded its operations to over 100 countries. CSI focuses on providing relief and development aid to people in need, particularly in the areas of poverty, hunger, and disaster relief.

CSI's work is based on the Christian principle of loving one's neighbor. The organization provides relief and development aid to people in need, particularly in the areas of poverty, hunger, and disaster relief. CSI also works to promote human rights and social justice. CSI's work is based on the Christian principle of loving one's neighbor. The organization provides relief and development aid to people in need, particularly in the areas of poverty, hunger, and disaster relief. CSI also works to promote human rights and social justice.

4. Christian Relief

Christian Relief is an international Christian humanitarian organization. It was founded in 1954 and is now active in over 100 countries. The organization focuses on providing relief and development aid to people in need, particularly in the areas of poverty, hunger, and disaster relief. It also works to promote human rights and social justice.

5. Christian Relief

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USRA State Affiliate Associations & Incorporation Status	Date of Incorporation	Constitution & Bylaws on file @ USRA	Information & Inc. verification
Alabama AL RB Assoc.	14 Feb 1990	No	205/242-5324 E. Montgomery
Alaska Alaska Amateur RB Assoc.	April 20, 1988	Yes	907/465-2530 Juneau
Arizona Affiliate	25 March 1996	Yes	602/542-3026 Phoenix
Arkansas Affiliate	No proof on file	No	501/682-7200 Little Rock
California CA Amateur RB Assoc.	1 Aug 1988	Yes	916/445-0620 Sacramento
Colorado CO RB Assoc.	12 Feb 1987	Yes	303/894-2251 Denver
Connecticut CT RB Assoc.	31 Oct 1991 5 May 1998	Yes	860/566-2211 Hartford
Delaware DE Amateur RB Assoc.	18 Sep 1987	Yes	302/739-3073 Dover
Florida FL RB Assoc.	7 May 1985	Yes	904/488-3680 Tallahassee
Georgia Affiliate	No proof on file	Yes	404/656-2881 Atlanta
Hawaii Affiliate	No proof on file	Yes	808/548-6111 Honolulu
Idaho ID RB Assoc.	26 June 1989	Yes	208/334-2300 Boise
Illinois IL State RB Assoc.	25 Sep 1984	Yes	217/782-7808 Springfield
Indiana IN State RB Assoc.	6 Dec 1985	Revised 10/96	317/232-6576 Indianapolis
Iowa IA State RB Assoc.	29 Feb 1988	Yes	515/281-5204 Des Moines
Kansas Affiliate	No proof on file	No	913/296-2236 Topeka

Kentucky KY State RB Assoc	22 Dec 1998	Yes	502/564-3490 Frankfort
Louisiana Louisiana RB Assoc	5 March 1979	Yes	504/925-4704 Baton Rouge
Maine Affiliate	No proof on file	Yes	207/289-4180 Augusta
Maryland MD Amateur RB Assoc.	4 Apr 1990	Yes	800/962-7010 Baltimore
Massachusetts MA RB Assoc.	14 Aug 1987	No	617/727-2800 Boston
Michigan RB Assoc of MI	25 Sep 1984	Yes	517/334-6206 Lansing
Minnesota MN RB Assoc.	23 Aug 1984 24 Sep 1998	Yes	612/296-2803 St. Paul
Mississippi Affiliate	No proof on file	No	601/359-1350 Jackson
Missouri MO RB Assoc.	1 Jan 1982	Yes	314/751-4936 Jefferson City
Montana Affiliate	No proof on file	No	406/222-2034 Helena
Nebraska NE State RB Assoc.	10 Aug 1979	Yes	402/471-4079 Lincoln
Nevada Affiliate	No proof on file	Yes	702/687-5203 Carson City
N. Hampshire NH RB Assoc.	9 Feb 1989	Yes	603/271-3244 Concord
New Jersey NJRA	Filed 9/11/96	Yes	609/984-1900 Trenton
New Mexico NM RB Assoc.	12 Mar 1976 - 501 (c) 3	Yes	505/827-4504 Santa Fe
New York NY RB Assoc.	29 Feb 1988 - 501 (c) 3	Yes	518/474-6200 Albany
North Carolina NC AARA	10 Aug 1989	Yes	919/733-3166 Raleigh
North Dakota ND Amateur RB Assoc.	19 April 1990	Yes	701/224-4284 Bismarck

Ohio OH RB Assoc.	28 April 1989	Yes	614/466-3910 Columbus
Oklahoma OK RB Assoc.	15 Nov 1976	Yes	405/521-3911 Oklahoma City
Oregon OR JR RB Assoc.	509 (a) 2	Yes	503/378-4383 Salem
Pennsylvania PA RB Assoc.	27 July 1990	Yes	717/787-1997 Harrisburg
Rhode Island Ocean St RB Corp.	4 Aug 1987	Yes	401/222-3040 Providence
South Carolina SC RB Players Assoc.	14 Aug 1990	Yes	803/737-4705 Columbia
South Dakota Affiliate	No proof on file	No	605/773-3537 Pierre
Tennessee Affiliate	No proof on file	No	615/741-2816 Nashville
Texas TX RB Assoc.	29 Dec 1992	Yes	512/463-5555 Austin
Utah Affiliate	No proof on file	Yes	801/530-4849 Salt Lake City
Vermont Green Mountain RB Assoc.	26 Jan 1978	Yes	802/828-1110 Montpelier
Virginia Affiliate	No proof on file	No	804/786-3672 Richmond
Washington Affiliate	No proof on file	No	206/753-7120 Olympia
West Virginia WV AARA Assoc.	26 Aug 1987	Yes	304/348-2501 Charleston
Wisconsin WI RB Assoc.	7 April 1988	Yes	608/266-3590 Madison
Wyoming WY RB Assoc.	20 Sep 1993	No	307/777-7311 Cheyenne

Case No.	Date	Location	Time	Weather	Remarks
0101	10 Aug 51	...	...	...	...
0102	11 Aug 51	...	...	...	...
0103	12 Aug 51	...	...	...	...
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0200	17 Nov 51	...	...	...	...

## Board of Directors

State Objective: Every state association should be guided by a functional, working board of directors who assist in directing the association towards its mission.

### How Many Board Members Do We Need?

We recommend to keep the number of board members small - no more than 9. Try not to be all things to all people. The reason for such a small number is that it is extremely difficult to find 9 interested and functional board members at any one time. In fact, it may often be a challenge to find three board members for any one term. It is standard practice to rotate board members on three year term limits, with three individuals slated for election at the end of a term, while 6 remain on the board to maintain continuity between officers and board members.

### Board Selection Procedure

We recommend that the board be selected from the membership at large and not geographical area. Once again, keep your procedures flexible so that the best interest of your state is maintained. Some states have experimented with geographical selection and virtually all have found that it is hard enough finding good candidates much less trying to secure them from a given geographical area. If you can find people from different areas of the state, by all means take advantage of your broad base - but don't be confined to it.

### Nominating Committee

Use a nomination committee made up of current board members whose board terms are not up. Nominate up to the number of board vacancies but no more than one added position.

### Petition

Search for new blood, but don't overlook current hard working board members who are up for reelection. We cannot emphasize enough that once you find a good board member don't let them go. Allow for a candidate who was not selected but wishes to run to *petition for a spot on the ballot*.

To allow this you must select your slate of candidates three months in advance of the election. Persons who wish to run by petition then have one month to secure the recommended state member signatures (50) and apply to be on the ballot.

### Board Term Limits

We recommend three year board terms with unlimited re-elections. If you find a hard working individual don't let them go because of a perceived democratic action.

STATEMENT OF ETHICS, PRINCIPLES, AND CONFLICT OF INTEREST  
FOR THE NYRA BOARD OF DIRECTORS

Those who choose to serve the NYRA are held to a high standard of conduct. As guardians of amateur racquetball ideals, they assume an obligation to subordinate individual interests of NYRA service. What may be considered acceptable conduct in some business may be inappropriate in NYRA services.

Those who serve the NYRA must do so without personal gain (except salaried positions if formed), to avoid any institutional loss or embarrassment and to behave in such a way that the organizations trust and public confidence are enhanced. It is important to avoid any real conflict of interest, as well as to avoid even the appearance of a conflict of interest.

In the intermix of volunteer work, business interests, governmental activity and family relationships often create potentially conflicting interests. Those who serve the NYRA are required to disclose any conflict of interests when they arise. They will not participate in any evaluation process where personal or family gain is a possibility.

When serving on the Board of Directors, the following guidelines will be considered:

1. All federal and state laws will be observed.
2. NYRA properties, services, opportunities, authority, and influence will not be used for private benefit.
3. All persons with a direct or indirect relationship with sponsors, contractors, etc. must disclose this information in writing prior to their election or appointment to the Board of Directors, and, at any time there is a change in that status. Individuals will refrain from voting on any issue where an actual or potential conflict of interest exists. This includes awards of contracts, purchase of goods and services, the award of contracts for professional services, and the allocation of NYRA resources for personal use.
4. If employed, contracted, or engaged in any activity which may result in direct income or compensation from the NYRA, that must be disclosed upon nomination to the Board. Individuals will not vote on those issues.
5. Board members agree to act, dress, and speak in such a manner to bring credit to, rather than criticism or ridicule against the NYRA.

By signing this, I agree to adhere to the above mentioned Statement of Principles, Ethical Behavior and Conflict of Interest during my term of office; and that I am subject to dismissal should I violate any of the provisions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I have not, nor do I anticipate in the future, signing a sponsorship contract that may preclude me from serving on the NYRA Board of Directors.

Signed: \_\_\_\_\_

I am not now nor in the future anticipate being gainfully employed either directly or on a consultant capacity with any racquetball industry manufacturer.

Signed: \_\_\_\_\_

List on the back of this form current sponsorships or any area which, if disclosed, may be considered a conflict of interest in the Board of Directors issues.

## Board Procedures & Elections

State objective: Conduct annual elections and allow members in your state to vote.

Be sure that your board members are elected by the membership. Do not have your board elect themselves and become self-perpetuating. Nothing can hurt an organization more, or faster, than to have a board elect themselves. We have seen it time and time again when such a board can come under attack by its membership for not allowing a normal or proper election to take place. Aside from the board not having a defense for these actions, it will find itself in a no-confidence situation with its membership.

We recommend that an alphabetic summary of all possible board candidates appear in your state newsletter with a brief (100 words or less) description of why they want to be a board member. The ballot itself can also be contained in the newsletter and would be validated by signature and the mailing label from the newsletter. This would prevent any improper ballot or box stuffing. You may also opt to have the ballot as part of your State Championship application form. This will allow for maximum exposure of the candidates to your membership for election.

### **Board Officers, Positions & Duties**

We recommend that your officers be limited to president, executive vice president, secretary and treasurer, and be elected by the board of directors at a special meeting to be held immediately after board elections are held. Do not allow your officers to be elected by your membership. You will find more success in allowing the newly elected board to choose its officers. Many times the election of officers can become nothing more than a popularity contest if presented to your membership.

### **Board Terms**

The recommended term for officers should be the same as a board member's term - three years, and that an officer can succeed themselves if elected.

### **Executive Committee**

The Executive Committee acts on behalf of the board when it is not in session. We recommend that the executive committee be made up of the officers--keep it simple and workable.

Board of Directors

Dear Mr. [Name],  
I am writing to you regarding the [Topic].  
The [Company] Board of Directors has [Action].  
We have [Decision] and [Reason].  
I hope this information is helpful to you.  
Sincerely,  
[Name]

Board of Directors  
[Company Name]  
[Address]  
[City, State, Zip]  
[Phone Number]  
[Email Address]

[Additional text or signature area]

## BOARD OF DIRECTORS JOB DESCRIPTIONS

### PRESIDENT

Chairs board meeting  
Provides overall direction to the OJRA board  
Interfaces with the AARA  
Interfaces with the ORA  
prepares meeting agenda and mails to directors  
follows up on tasks to be completed by other board members  
prepares President-Elect to assume duties

### PRESIDENT-ELECT

Will be incoming President  
assists president in all above duties  
becomes familiar with all activities

### VICE-PRESIDENT

Chairs board meetings in the absence of the President  
Acts as Program Director, ultimately in charge of relating to all local programs in helping them to develop their juniors to play the tour during the course of the year.  
Outreach to the state on how to run jr. leagues, clinics, play-days, conditioning programs, etc.

### SECRETARY

Records board meeting minutes and submits minutes to President before each meeting to be mailed with agenda  
Responsible for mailing all thank you's, and other correspondence.  
Keeps record book with copies of all previous meetings  
Keeps current copy of by-laws with record book  
Keeps all other documents or registrations with record book  
Keeps copy of current treasurers report with record book

### TREASURER

Responsible for all financial transactions relating to the OJRA  
Works with board to ensure conformance to State and Federal Law  
Prepares report for each board meeting

Prepares Proposed Budget for next season  
Prepares Actual Budget for previous season for annual board meeting  
Maintains checkbook and balances bank statements  
Keeps record book with copies of all previous reports

#### OJRA TOUR DIRECTOR

Responsible for coordination of dates and tournament sites for season  
Keeps rankings, results, points, etc on each state tournament  
Responsible to turn points in to AARA  
Audits AARA reports to ensure all tournaments have been recorded  
Assists local tournament director in the seeding and draw  
Distributes ranking sheets to tournament site 10 days before tournament  
Helps tournament director with on site disputes

#### MEMBERSHIP DIRECTOR

Responsible for current membership list of all AARA-OJRA members  
Sets up membership table at all OJRA Tournaments - signs up all juniors not current members  
Distributes other material pertinent to OJRA at tournaments  
Processes all applications and fees to AARA - deposits monies collected to OJRA acct.

#### OUTREACH DIRECTOR

Works closely with Vice President  
Plans and coordinates activities and clinics in other clubs in encourage the game of racquetball for juniors. Coordinates or appoints chairperson for statewide clinics or camps.

#### GRANT DIRECTOR

Prepares grants and proposals to pursue funds for the OJRA  
(Previous grants available for examples)

#### FUND-RAISING DIRECTOR

Responsible to oversee and appoint responsible person to chair statewide fund-raisers  
Pursues all fund-raising opportunities  
Coordinates Ripe Plum sites, workers, inventory, and income

### COMMERCIAL SPONSOR DIRECTOR

Prepares proposals and pursues any possible commercial sponsors, (Examples - Pro-Kennex, Z-Leader, Ripe Plum, Penn, Power Bar, other racquet companies, etc)

### PUBLICITY DIRECTOR

Responsible for all press releases. Releases need to be prepared for each tournament, regional, and Nationals and send to appropriate papers. Also, press releases for all state wide clinics, outstanding performances, Mike Griffith award winners, etc.

### HISTORIAN - PHOTOGRAPHER

Responsible for all photo opportunities. To shoot a minimum of 12 and maximum of 24 shots at each tournament. To develop a portfolio of all statewide newspaper articles, newsletters, thank yous, tournament applications, clinic or camp applications and pictures. To send to all sponsors copies of applications, articles, newsletters and any pictures deemed appropriate.

### NATIONAL EVENTS DIRECTOR

Responsible for coordinating events offered to juniors on a national level. To include US Junior Olympic Racquetball Championships, Junior World Racquetball Championships, and High School Racquetball Championships.

### STATE JUNIOR USA TEAM DIRECTOR

Chairman of state selection process. Distributes application to all Juniors over the age of 14 and encourages them to apply. Helps them to process applications properly.

### STATE NEWSLETTER DIRECTOR

Responsible to compose 4 newsletters each year. Responsible to mail to each OJRA member newsletters. Responsible to coordinate dates and articles from others.

### STATE RULES COMMISSIONER

Responsible to have current rule manual and rule books at each tournament. To conduct a rules certification clinic and test each year before the junior nationals. To assist tournament directors during tournaments for rules clarification. To chair disputes regarding appeals.

COMMERCIAL SPONSOR DIRECTOR

Responsible for all press releases, media relations, and public information. To develop a positive public image for the organization and to ensure that the organization is well represented in the media. To coordinate all public relations activities and to ensure that the organization is well represented in the media.

QUALITY DIRECTOR

Responsible for all press releases, media relations, and public information. To develop a positive public image for the organization and to ensure that the organization is well represented in the media. To coordinate all public relations activities and to ensure that the organization is well represented in the media.

HISTORICAL - PHOTOGRAPHER

Responsible for all photo opportunities. To take a minimum of 12 and maximum of 24 photos at each tournament. To develop a portfolio of all photos for the organization. To ensure that all photos are of high quality and are well represented in the media. To coordinate all photo opportunities and to ensure that the organization is well represented in the media.

ATHLETIC EVENTS DIRECTOR

Responsible for coordinating events offered to parents at a minimum level. To ensure that all events are of high quality and are well represented in the media. To coordinate all athletic events and to ensure that the organization is well represented in the media.

STATEWIDE DIRECTOR

Responsible to oversee & coordinate all state-wide activities. To ensure that all activities are of high quality and are well represented in the media. To coordinate all state-wide activities and to ensure that the organization is well represented in the media.

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APPENDIX

8 MEETINGS

1 2 SANCTIONING

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## Board Meetings

State objective: Conduct regular meetings of the board.

We recommend that the board meet only as many times per year as necessary. It may be monthly, bi-monthly, or in some cases quarterly. Be sure that your meeting is productive.

We have often heard that meetings come and go with very little being accomplished, only a rehashing of old business. We recommend that the executive committee meet prior to discuss any action items and prepare for the board meeting itself. The executive committee should pass or reject any action items which would then be presented to the full board for action. This is a critical procedure that very few state organizations follow. However, when the executive committee discusses issues ahead of time, then passes its recommendations on, the full board then has an action item and a suggested course of action to work on. This method saves time, shows leadership and allows for an organized approach to problem solving. Many times major problems are solved in the executive committee and long, drawn out discussions are not needed in the board meeting.

### Board Agenda & Minutes

The president, through the secretary, should send out an agenda to the full board. The agenda should contain a brief summary of any major issues that the board may be facing along with recommendations on any action items that will be brought forward. This will allow in-depth discussion in advance of any major problem or action item, plus the board will be fully informed going into the meeting. The secretary of a board or other assigned member responsible for recording board action should not delay in preparing the report after the board meeting has taken place.

For reference: Attached is a sampling of minutes recorded from a recent board meeting.

Board Minutes

Meeting of the Board of Directors, held on the 15th day of January, 1921.

The meeting was called to order by the President, Mr. J. H. [Name], at 8:00 o'clock. The minutes of the previous meeting were read and approved. The following report was presented by the Treasurer, Mr. [Name]:

The balance on hand at the beginning of the year was \$[Amount]. During the year we have received from the [Source] the sum of \$[Amount]. We have also received from the [Source] the sum of \$[Amount]. The total receipts for the year amount to \$[Amount]. The disbursements for the year amount to \$[Amount]. The balance on hand at the end of the year is \$[Amount].

The report was read and approved. The following report was presented by the Secretary, Mr. [Name]:

The minutes of the previous meeting were read and approved. The following resolutions were adopted:

- Resolved that the [Action]
- Resolved that the [Action]
- Resolved that the [Action]

The meeting adjourned at 9:30 o'clock.

Attest: [Name], Secretary

[Name], President

Approved and adopted by the Board of Directors this 15th day of January, 1921.

APPENDIX

**Maryland/Washington Racquetball Association**  
**Executive Committee Meeting**

June 08, 1993

Attending: Carol Clements, Mel Goldstein, Curly Karmelin, John Mautz, Sr., Steve Meyer, Roy Noel, John Powers, Val Rogolino Absent: Jon Perry Guest: John Clements

Executive Committee (EC) Called to Order: 7:05PM

**I. Reviewed Minutes of May 11, 1993**

**II. Newsletter; General Topics:**

- A. Publication objective is to try a bi-monthly except in summer. Target publications are end-of-month Sept, Nov, Jan, Mar, May, and (optional) July.
- B. Overall newsletter objective is to stimulate participation in 1) racquetball, 2)M/WRA.
- C. Reviewed Newsletter Subcommittee Objectives. Agreed to add a reader-response card to future issues for new member mail-in's.
- D. Distribution target is to 1) mail to all M/WRA members and 2) distribute several dozen copies per club for "give-aways" to non-M/WRA players.
- E. Agreed that the Board of Governors member will be responsible for submitting news from the club they represent for all issues. Val will coordinate this activity.
- F. EC agreed to let the Newsletter Subcommittee design a standard newsletter format for all future publications.

**III. Newsletter; Contents:**

- A. Decided to remove the club address/phone section and the subcommittee's name/function section from the first newsletter. We will instead publish a 93/94 booklet containing this information and distribute it to all members in a separate mailing.
  - B. Welcome letter of the EC co-chairs was approved as is.
  - C. Organizational chart, with corrections, was approved.
  - D. One member cautioned that the Newsletter Subcommittee and the Board of Governor's avoid falling into the habit of writing about the same people/players in every issue as other states have done.
  - E. Agreed to include any applications for any tournament that is M/WRA sanctioned.
- 1 2 SANCTIONING

F. Agreed to leave all editorial decisions to the Newsletter Subcommittee.

G. Agreed that this first M/WRA newsletter should be completed and sent prior the next EC meeting if possible.

**IV. Member Mailing Lists:**

A. There was discussion concerning the use and sale of the member list. It was agreed that the list will be provided to any tournament director whose tournament is sanctioned by M/WRA at no charge. We agreed to charge a yet to be determined fee for its use in a non-sanctioned tournament.

**V. Revised M/WRA By Laws:**

A. The by-laws were rewritten to reflect the new organizational structure and format (see enclosed). There were several changes made to the draft copy.

B. It was agreed that the by-laws would be sent or made available at some future point to all members.

**VI. Increased Membership:**

A. The EC agreed to assume the responsibility for 93/94 membership drive. Specific duties will be determined at future EC meetings.

**VII. EC Membership Rotation:**

A. There was general discussion concerning an annual rotation of the EC members whose term, according to the newly written by-laws is three (3) years. It was agreed that one-third ( $\frac{1}{3}$ ) of the EC seats will be elected each year and that two-thirds ( $\frac{2}{3}$ ) will not. The purpose of this action is to give the EC both new-blood yet keep institutional knowledge and continuity among the EC members.

B. It was arbitrarily decided that this current EC's seats would be rotated in the following manner:

<b>Year Seat to Change:</b>	<b>Current EC Member Name:</b>
1994/1995 term:	Mr. Roy Noel, Mr. Jon Perry, Mr. John Powers
1995/1996 term:	Ms. Carol Clements, Mr. John Mautz, Mr. Steve Meyer
1996/1997 term:	Mr. Mel Goldstein, Capt Curly Karmelin, Mr. Val Rogolino

**VIII. M/WRA 93/94 Mission Statement:**

A. The EC members agreed that the 93/94 MWRA mission statement should focus on; a) integrating the new structure into a cohesive organization, b) getting both MD and DC involved in M/WRA activities, c) growing the membership, and d) achieving these in a spirit of harmony. The Chairman was charged with writing and distributing a first draft of the Mission Statement to the EC for review and finalization at the next meeting.

## General Membership Meeting

State Objective: As a non-profit organization you are mandated to hold a yearly general membership meeting.

We recommend that a general meeting of your state's membership be held yearly in conjunction with your state championship. It is unnecessary to shut down the event to conduct the meeting, suggest you can hold the meeting at the club on one court for one hour. Make the announcement and whoever shows up, shows up. This would be a minimum, although many states have opted to have a more sophisticated approach with a meeting room, etc.

The general meeting should provide two-way information gathering. The state president should give an overview which includes:

- Membership
- Programs
- State of the Sport
- Election results
- Treasurer's financial report

The meeting should conclude with a question and answer session.

Do not allow the state to be bound by any resolution that comes from the floor. Most attendees at a general meeting do not represent the full membership and many times a small group of activists will be able to totally disrupt a state association if such procedures are allowed. Your organization is representative with an elected board and officers who act on legislation and action items.

For reference: Attached is an agenda from the USRA General Membership Meeting that is held each year at the US National Singles Championships.

## General Membership Meeting

The purpose of this meeting is to provide an opportunity for you to meet with the Board of Directors and discuss the current status of the organization. The meeting will be held on [Date] at [Time] in the [Location].

If you are unable to attend, please contact the Board Secretary at [Phone Number] or [Email Address]. It is important to note that the meeting is open to all members of the organization. The agenda for the meeting includes the following items:

- A. The Board of Directors will report on the activities of the organization during the past year.
- B. It was agreed that the Board will be holding a special meeting on [Date] to discuss the [Topic].

The meeting should end with a question and answer period. If you have any questions or concerns, please bring them to the attention of the Board Secretary. The meeting will be held in the [Location] at [Time] on [Date].

Year	Chair	Current EC Members
1994-1995 year	Mr. Roy Neal	Mr. Joe Jerry, Mr. [Name]
1995-1996 year	Ms. Carl Chessa	Mr. [Name], Mr. [Name]
1996-1997 year	Mr. [Name]	Mr. [Name], Mr. [Name]

VIII. BOARD OF DIRECTORS

A. The Board of Directors is the governing body of the organization. It is responsible for the overall management and direction of the organization. The Board consists of [Number] members. The Chairman of the Board is [Name].



UNITED STATES RACQUETBALL ASSOCIATION

APPENDIX

USRA General Membership Meeting  
The Downtown YMCA - Houston  
Thursday, May 27, 1999 @ 6 p.m.

6:00 pm	Roll Call	Secretary
6:05	Opening Remarks	USRA President, Otto Dietrich (GA)
6:10	Treasurer's Report	USRA Treasurer, Annie Muniz (TX)
6:20	Executive Director's Report	USRA Exec. Dir., Luke St. Onge (CO)
6:30	Board of Director's Report	USRA President
6:35	Election Report	Ron Maggard, (MO)
6:40	Rules Report	Rich Clay (IL)
6:45	Questions from the floor/open discussion	
7:00 pm	<b>USRA State President's - meeting to immediately follow in village/gym</b>	

1 2 SANCTIONING

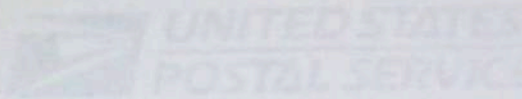
1 5 INSURANCE



UNITED STATES BASKETBALL ASSOCIATION

USA General Membership Meeting  
The Downtown YMCA - Houston  
Thursday, May 27, 1999 8:00 a.m.

8:00 a.m.	Roll Call	Secretary
8:05	Opening Remarks	USA President, Dan Egan (GA)
8:10	Treasurer's Report	USA Treasurer, Anne Marie (TX)
8:30	Executive Director's Report	USA Exec. Dir. Luis Sr. Ojeda (CO)
8:35	Board of Director's Report	USA President
8:35	Election Report	Pat Maguire (RI)
8:40	Rules Report	Bob Gray (VA)
8:45	Questions from the floor for discussion	
1:00 p.m.	USA State President's - meeting to immediately follow in the gym	



## Non-Profit Mailing Privileges

Once you have obtained your non-profit incorporation status you may apply with the US Postal Service for a bulk mailing permit Form 3624 from your local post office.

### Non-Profit Mailing (Secondary Option)

The USRA can provide you with the required postal form which can be filed with the post office that will be the drop point for all of your bulk rate, non profit mailings. A bulk rate, non profit mailing of 200 pieces cost 13.5 cents each compared to 33 cents.

## Non-Profit Making (Sole Proprietorship)

Once you have formed your sole proprietorship, you may elect to be taxed as a partnership for a full year. This election is made on Form 1065 and must be filed with the IRS.

The IRS can require you to file an amended return with the IRS office that will be the appropriate one for your business. A full year return is required for each year that is reported to the IRS.



# Application to Mail at Special Bulk Third-Class Rates

## Section A—Application (Please read section B on page 2 before completion.)

### Part 1 (For completion by applicant)

- All information entered below must be legible so that our records will show the correct information about your organization.
- The complete name of the organization must be shown in item 1. The name shown must agree with the name that appears on all documents submitted to support this application.
- A complete address representing a physical location for the organization must be shown in item 2. If you receive mail through a post office box, show your street address first and then the box number.
- The applicant named in item 5 must be the individual submitting the application for the organization and must be an officer of the organization. Printers and mailing agents may not sign for the organization.
- No additional organization categories may be added in item 6. To be eligible for the special rates, the organization must qualify as one of the types listed.
- The applicant must sign the application in item 12.
- The date shown in item 14 must be the date that the application is submitted to the post office.

No application fee is required. All information must be complete and typewritten or printed legibly.

1. Complete Name of Organization (If voting registration official, include title)

2. Street Address of Organization (Include apartment or suite number)

3. City, State, ZIP+4 Code

4. Telephone (Include area code)

5. Name of Applicant (Must represent applying organization)

6. Type of Organization (Check only one)

- |   |   |  |   |  |
|---|---|--|---|--|
| <input type="checkbox"/> (01) Religious   | <input type="checkbox"/> (03) Scientific    | <input type="checkbox"/> (05) Agricultural | <input type="checkbox"/> (07) Veterans' | <input type="checkbox"/> (09) Qualified political committee (Go to item 9) |
| <input type="checkbox"/> (02) Educational | <input type="checkbox"/> (04) Philanthropic | <input type="checkbox"/> (06) Labor        | <input type="checkbox"/> (08) Fraternal | <input type="checkbox"/> (10) Voting registration official (Go to item 9)  |

7. Is this a for-profit organization or does any of the net income inure to the benefit of any private stockholder or individual?  Yes  No

8. Is this organization exempt from federal income tax? (If 'Yes,' you must attach a copy of the exemption issued by the Internal Revenue Service that shows the section of the IRS code under which the organization is exempt. If an application for exempt status is pending with the IRS, you must check 'No.')

9. Has this organization previously mailed at the special bulk rates? If 'Yes,' list the post offices where mailings were most recently deposited at these rates.  Yes  No

10. Has your organization had special bulk third-class rate mailing privileges denied or revoked? If 'Yes,' please list the post office (city and state) where the application was denied or authorization was revoked.  Yes  No

11. Post office (not a station or branch) where authorization requested and bulk mailings will be made (City, state, ZIP Code)

I certify that the statements made by me are true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

I further understand that, if this application is approved, a postage refund for the difference between the regular and special bulk rates may be made for only those regular bulk third-class mailings entered at the post office identified above while this application is pending, provided that the conditions set forth in Domestic Mail Manual E370.5.0 and E370.9.0 are met.

12. Signature of Applicant

13. Title

14. Date

### Part 2 (For completion by postmaster at originating office when application filed)

1. Signature of Postmaster (Or designated representative)

2. Date Application Filed With Post Office (Round stamp)

### Organization Eligibility

The special bulk third-class rates may be granted only to:

1. The eight categories (01 through 08) of nonprofit organizations specified in section A, item 6, on page 1.
2. Qualified political committees (category 09), including the national and state committees of political parties as well as certain named congressional committees.
3. Voting registration officials (category 10), including local, state, and District of Columbia voting registration officials.

These organizations are defined in *Domestic Mail Manual* (DMM) E370, available for review at any post office.

To qualify, a nonprofit organization must be both **organized** and **operated** for a **primary** purpose that is consistent with one of the types of organizations in DMM E370. Organizations that **incidentally** engage in qualifying activities do not qualify for special rates.

Not all nonprofit organizations are eligible for the special rates. DMM E370 lists certain organizations (such as business leagues, chambers of commerce, civic improvement associations, social and hobby clubs, governmental bodies, and others) that although nonprofit, do not qualify for the special bulk rates.

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### Application Procedures

1. Only organizations may apply. Individuals may not apply (except voting registration officials).
  2. Only the **one** category in item 6 that best describes the **primary purpose** of the organization may be checked.
  3. The application must be **signed** by someone in authority in the organization, such as the president or treasurer. It must not be signed by a printer or mailing agent.
  4. The completed Form 3624 must be submitted to the post office where bulk mailings will be deposited. If the application is approved, the authorization will apply only at that post office.
- 

### Supporting Documentation

The documents listed in 1 and 2 below must be submitted with the completed applications for nonprofit organizations. The documents listed in 3 must be submitted for qualified political committees and, in 4, for voting registration officials.

1. Evidence that the organization is **nonprofit** and that none of its net income inures to the benefit of any private stockholder or individual. Acceptable evidence includes:
    - An IRS letter of exemption from payment of federal income tax.
    - If an IRS exemption letter is not available, a complete financial statement from an independent auditor (such as a certified public accountant) substantiating that the organization is nonprofit. A statement from a member of the organization is not sufficient.
  2. Documents describing the organization's **primary purpose**, such as:
    - Organizing instruments that state the purpose for which the group is organized, such as the constitution, articles of incorporation, articles of association, or trust indenture. The organizing instrument, including all amendments to the original, should bear the seal, certification, or signature of the Secretary of State or other appropriate state official. If one or more of these documents are not sealed, certified, or signed by state officials, an officer or other person authorized to sign for the applicant should submit a written declaration certifying that the documents are complete and accurate copies of the originals.
    - Materials showing how the organization actually **operated** during the previous 6 to 12 months and how it will operate in the future. Bulletins, financial statements, membership forms, publications produced by the organization, minutes of meetings, or a list of its activities may be used.
  3. For qualified political committees (category 09), organizational or other documents substantiating that the applicant is the state or national committee of the political party.
  4. For voting registration officials (category 10), a copy of the statute, ordinance, or other authority establishing responsibility for voter registration.
- 

### Mail Eligibility

An organization authorized to mail at the special rates may mail only **its own matter** at those rates. It may not delegate or lend the use of its special rate permit to any other person or organization.

Cooperative mailings may be made at the special bulk rates **only** when **each** of the cooperating organizations is individually authorized to mail at those rates at the office where mailings are deposited.

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# Postal Service Checklist for Form 3624, Application to Mail at Special Bulk Third-Class Rates

Name of Organization \_\_\_\_\_

The organization above provided the following evidence of eligibility for special third-class rates.

1. Nonprofit Status (*Check one*)

- IRS letter of exemption from payment of federal income tax
- Financial statement prepared by an independent auditor substantiating organization's nonprofit status (statement must include balance sheets, notes, etc.)

2. Organization (*One complete copy; check one*)

- Articles of Incorporation       Constitution       Charter       Articles of Association
- Other (*Explain*): \_\_\_\_\_

3. Operation (*Several samples of each; check types of information included with application*)

- Bulletins       Brochures       Financial statements       Listing of activities for past 6 to 12 months
- Membership applications       Minutes of meetings       Newsletters
- Other (*Explain*): \_\_\_\_\_

The name on all the documentation presented as evidence must match the name on the application. If they do not match, please explain

I certify that the applicant has completed all the items on the application and each item is legible.

Postmaster's Signature \_\_\_\_\_

Date \_\_\_\_\_

Telephone (*Include area code*) \_\_\_\_\_

Post Office (*City, state, ZIP+4 code*) \_\_\_\_\_

Date Application Returned to Organization for Corrections \_\_\_\_\_

Date Application and Documentation Sent to Nonprofit Service Center \_\_\_\_\_

Effective July 1, 1997 there will be four levels of ancillary services available.

Endorsements will consist of one keyword:

**"Address"      "Forwarding"      "Return"      "Change"**

Followed by the two words:      **"Service Requested"**

The endorsements will be the same across all classes. **Class treatment and applicable fees or postage due charges will remain unchanged.**

**ADDRESS SERVICE REQUESTED:**

Full service, forwarding, return, and new address notifications provided.

- *If forwarded, a separate change of address notification is provided.*
- *If returned, new address or reason for nondelivery is provided.*

**FORWARDING SERVICE REQUESTED:**

Forwarding and return service provided.

- *If forwarded, separate change of address notifications are not provided.*
- *If returned, new address or reason for nondelivery is provided.*

**RETURN SERVICE REQUESTED:**

Mail is not forwarded.

- *If UAA, returned to the sender with new address information or reason for non-delivery provided. Separate change of address notifications are not provided.*

**CHANGE SERVICE REQUESTED:**

Mail is not forwarded or returned, separate notifications provided.

- *Separate change of address notifications with new address information or reason for non-delivery provided and address correction fee charged.  
Mailpiece is properly disposed of as waste.*

**No Endorsement:**

If no endorsement is used, the treatment of UAA is determined by the class of mail.

- *First-Class and Standard Mail (B) the treatment is the same as if endorsed "Forwarding Service Requested".*
- *Periodicals forwarding is provided for 60 days. After 60 days, or if unforwardable, separate address correction notifications are provided and periodical is disposed of.*
- *If UAA, Unendorsed Standard Mail (A) is disposed of.*

## Your State Affiliation

The USRA recognizes your association as the organizing body of racquetball in your state. Each state is organized as an autonomous association with an elected board. Many of the state associations are incorporated as non-profit organizations with bulk-mail permits and are considered fully functional. While some states are loosely organized and trying to gain the recognition and support of their members and club tournament directors.

### Ambassador

The primary functions of all state associations are to perpetuate, promote and extend the sport of racquetball in their respective state. At the national office, all inquiries from members from your state seeking information at the local level will be directed to you. You are the official point of contact or ambassador for the USRA.

## Establishing Priorities

### Long Range Plan

Each state organization board should spend a full day establishing a long range plan.

Determine what your state association is all about. In all constitutions the mission statement addresses the promotion and development of the sport. What does this mean? Does it mean junior programs, women, masters, disabled, instructional, club programs and membership? Or does it mean (as most states has come to agree) that basically the state association exist to support the competitive player and not the recreational player.

Most states, we have learned, want to run and sanction high quality tournaments and publish a quarterly newsletter for its membership as their highest priorities. Other programs have become secondary because, regardless of good intentions, the reason that most people become part of a state organization is for tournaments. That's just the way it is. This is not to say that other programs do not exist or do not have priority. There are many excellent programs run by the states that add to their tournament activity.

However, it is a undeniable fact that the core function of the state association is event sanctioning. We recommend that those states which do not host their own premiere events such as state singles and doubles get them back. Additional revenue sources are critical to volunteer organizations and each of the events you run should be profitable. Take control of your state championships and premiere events, these tournaments reflect you and your associations and should not be left to those who may not have your associations best interests at heart.

Executive Summary

The 1998-1999 fiscal year was a challenging one for the organization. Despite a difficult economic environment, we managed to maintain our core services and expand our outreach to underserved communities. Our financial performance was strong, with a surplus of \$1.2 million. This was achieved through a combination of cost savings, increased fundraising, and efficient program management. We are proud of the progress we have made and look forward to continuing our mission in the coming year.

The primary focus of our work remains the provision of high-quality, affordable services to our clients. We have successfully implemented several new initiatives, including a community outreach program and a new financial counseling service. These efforts have resulted in a significant increase in the number of clients served and a higher level of satisfaction. We are committed to ongoing evaluation and improvement to ensure that we are meeting the needs of our community.

Financial Performance

- Total Revenue: \$10.5 million
- Total Expenses: \$9.3 million
- Net Income: \$1.2 million

Our financial performance for the year was excellent, with a net income of \$1.2 million. This was a result of our commitment to operational efficiency and our success in fundraising. We have implemented a number of cost-saving measures, including the consolidation of services and the elimination of redundant positions. Additionally, we have been successful in securing new funding sources, including grants and individual donations. Our strong financial position allows us to continue our mission and invest in new programs and services.

Our fundraising efforts were particularly successful, with a total of \$3.5 million in new revenue. This was achieved through a combination of traditional fundraising methods, such as galas and dinners, and innovative approaches, such as online fundraising and direct mail campaigns. We are grateful to our donors and volunteers for their support and commitment to our cause. We will continue to explore new fundraising opportunities and to engage our community in our work.

Our operational efficiency was also a key factor in our success. We have implemented a number of cost-saving measures, including the consolidation of services and the elimination of redundant positions. Additionally, we have been successful in securing new funding sources, including grants and individual donations. Our strong financial position allows us to continue our mission and invest in new programs and services.

- Significant increase in client satisfaction
- Expansion of outreach to underserved communities
- Successful implementation of new initiatives

Future Outlook

- Continued focus on core services and outreach
- Expansion of financial counseling services
- Increased fundraising and community engagement
- Ongoing evaluation and improvement

APPENDIX

1 2 SANCTIONING

1 5 INSURANCE



## Event Sanctioning

*A major role of our affiliated State Associations is to plan and coordinate a balanced tournament schedule for the racquetball season. Each association is empowered to sanction events. Once those tedious steps have been completed then you may follow this outline to have your event sanctioned by the USRA and receive all the benefits.*

### Scheduling Tips & Planning

- Identify the events for the calendar year that have requested USRA sanctioning
- Coordinate with club tournament directors the available weekends and schedule the events accordingly
- As a state association, you may only request sanctioning for events that will be hosted and held in your state
- Assure USRA rules and sanctioning guidelines, as established by your state, will be adhered to and followed

### How to Sanction an Event

- Complete the Application for Sanctioning form and return it to the USRA
- All portions of the form must be completed in full
- Only an authorized member of a state association may file the requests for event sanctioning

### USRA Sanctioning Guidelines

The most important requirement for sanctioning is to ensure:

- Event Sanction form has been completed and filed with the USRA
- ALL event participants are current USRA members
- Assured that USRA rules will be followed including the use of approved eyewear during warmup and match play
- The event will be of high quality and standards as set forth by the State Association

### USRA Sanctioning Benefits

Upon receipt of the completed Application for Sanctioning form, the USRA will provide to the tournament director at your request the following:

- Mailing labels of USRA members for all states requested to promote event; if no mailing labels are required then please indicate NO on the form
- Rule books, membership applications, tournament result forms, sample issues of RACQUETBALL Magazine, USRA Record Books and other USRA promotional material
- Current USRA membership lists for the states requested
- Current USRA state rankings to assist with seeding, upon request

There is **no fee** for this service. However, some state associations charge tournament directors a sanctioning fee.



United States Racquetball Association

# 1999 APPLICATION FOR SANCTIONING

**Tournament Dates:** \_\_\_\_\_

**Tournament Name:** \_\_\_\_\_

**Site/Club:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Tournament Director:** \_\_\_\_\_

**Telephone:** (     ) \_\_\_\_\_

Each sanctioned event will receive a tournament kit, including: membership applications, results forms, USRA Factbooks, Recordbooks, official Rulebooks and state membership lists prior to the event. Amounts may vary according to availability.

**Mailing Labels Needed by ...**     **date:** \_\_\_\_\_

**Mailing Labels Requested ...**     **specify states:** \_\_\_\_\_

**Membership Lists Requested ...**     **specify states:** \_\_\_\_\_

**SHIP TO:** \_\_\_\_\_  
(if different from above) \_\_\_\_\_

**Notes:**

**USRA Office Use Only:** Posted \_\_\_\_\_ Sent \_\_\_\_\_

## LIABILITY INSURANCE PROGRAM

**Carrier:**  
St. Paul Fire & Marine  
Insurance Company

**Policy Term:**  
1/1/99-12/31/99

**Covered Activities:**  
All duly sanctioned events of the insured organization, and all directly supervised activities sponsored by member clubs of the insured organization.

**Limits of Insurance:**  
\$1,000,000 for each occurrence  
\$5,000,000 per event Aggregate  
\$5,000,000 — Products/  
Completed Operations Aggregate  
\$1,000,000 — Personal Injury  
and Advertising Injury Aggregate  
\$100,000 — Fire Damage Limit  
(any one fire)  
\$ 5,000 — Medical Expense Limit  
(any one person)

**Insured Organization:**  
United States  
Racquetball Association

**Additional Insureds:**  
As requested and endorsed,  
manager or lessors of premises,  
sponsors, and designated person  
or organization.

Names of additional insureds  
requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_  
Authorized USRA Representative

**More sanctioning benefits include:**

- \$5,000,000 General Aggregate per event liability coverage
- Secondary accident medical insurance for all current USRA athlete members
- Announcement in the Tournament Calendar of RACQUETBALL Magazine
- Weekend exclusivity as defined by the State Association
- Assistance and support from the State Association
- Opportunity for players to earn state, regional and national ranking points
- All new and renewing members of the USRA should be informed that a portion of their USRA membership fees will assist your state association's effort in promoting racquetball to the competitive, recreational and beginning players alike

*All participants in a USRA sanctioned event must be current members of the USRA to participate. To avoid confusion, only a valid membership card or bona-fide receipt of membership is valid for participating. There are no "one time" waivers, reduced fees, special promotions that substitute a full dues paying license.*

**Post Event Reporting**

For each event that is sanctioned by your state association, these requirements must be completed and fulfilled within one week of the tournament.

- 1) A copy of the results listing the first through eighth place finishers must be completed and submitted to the USRA
- 2) Membership fees that were collected must be submitted as appropriated in the Membership Dues & Fee Structure for new and renewing members
- 3) Completed membership applications must be submitted to the USRA
- 4) Any notice of injuries or loss must be reported immediately

**Tournament Report Form**

It is important to use the tournament report form when compiling results, money and memberships from your event. Each tournament should be reported separately in order for the USRA to appropriately credit the event with the three requirements as being fully met. Do not combine membership applications from several events.

Prompt reporting on tournaments will ensure that all new and renewing members will receive their membership cards without delay, national ranking points will be awarded, and membership files will be updated.



**ENCLOSURES**

Results	Y	N
Check	Y	N
Member Apps	Y	N
Date Received	_____	

**TOURNAMENT REPORT**

**EVENT NAME:** \_\_\_\_\_

**EVENT DATES:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_

**NEW MEMBERS**

<b>Membership Type</b>	<b>How Many</b>	<b>Amount</b>
1 year/adult @ \$13 .....	X _____	\$ _____
1 year/junior @ \$9 .....	X _____	\$ _____
1 year/junior w/o magazine @ \$6 .....	X _____	\$ _____
1 year magazine subscription only @ \$10 .....	X _____	\$ _____
Total Due USRA .....		\$ _____

**REBATES ONLY**

Membership fees have been retained, as money is owed by the USRA for rebates.

PAST BALANCE.... \_\_\_\_\_ . \_\_\_\_\_

THIS REPORT .....

NEW BALANCE.... \_\_\_\_\_ . \_\_\_\_\_

**Please return to the USRA immediately following your event. It is important to note each tournament separately. Thank you!**

**Please return to: Kevin Joyce  
 Director, Membership Services  
 United States Racquetball Association  
 1685 West Uintah — Colorado Springs, CO 80904-2921**

## USRA Rebate Program

By publishing a newsletter on a quarterly basis, you will be entitled to withhold rebate earnings. The quarters are Jan/Feb/Mar, Apr/May/Jun, Jul/Aug/Sep, Oct/Nov/Dec. If you fail to publish and distribute a newsletter in a quarter, then the state will forfeit that quarter's earnings.

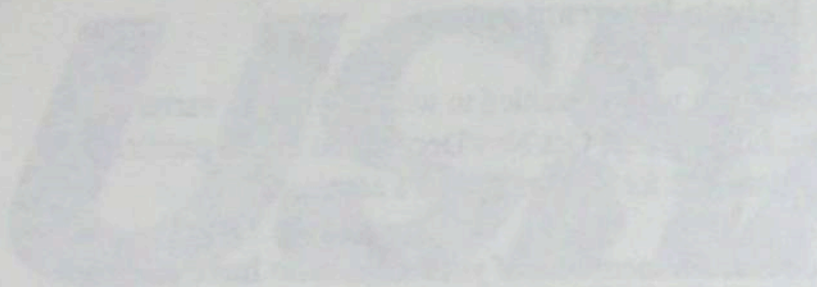
**Rebates are the receipt of membership dues from members of your state who have joined or renewed directly through the USRA office and have sent in the full amount of money to the USRA.**

EXAMPLE: The membership dues breakdowns are enclosed and detail the portion of money that is for the state associations. If John Smith mails \$20 to the USRA then the state is entitled to \$7. On a quarterly basis, I will send two printouts to you:

- 1) The first printout will be of the members that you have signed up at events, and have retained the state's portion of the fees;
- 2) The second printout will be a list of members that have joined or renewed directly through the USRA. This report will detail the type of membership the competitor elected to purchase and will have a dollar amount.

If you have successfully printed and distributed a newsletter and have provided me with a copy, then you have qualified for rebate withholdings. Having met this requirement, when reporting on a tournament, you may withhold all fees due the USRA until this debt is cleared.

EXAMPLE: If your state qualified for \$130 in rebates from new members who joined through the USRA then you may do the following: when reporting on an event in which you have signed up 10 one year memberships or \$130 due the USRA, you may withhold that amount to clear the rebate balance and send in the applications without accompanying fees. Always remember to use the tournament report form.



## TOURNAMENT REPORT

Fill out and return this report to the USA Tennis National Office, 3300 Central Expressway, Suite 200, San Jose, CA 95128. This report is required for all members who have participated in a tournament during the past year.

**MEMBER NAME:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_

**MEMBERSHIP TYPE:** \_\_\_\_\_

**MEMBERSHIP YEAR:** \_\_\_\_\_

**MEMBERSHIP NUMBER:** \_\_\_\_\_

**MEMBERSHIP STATUS:** \_\_\_\_\_

**MEMBERSHIP CLASS:** \_\_\_\_\_

**MEMBERSHIP CATEGORY:** \_\_\_\_\_

**MEMBERSHIP DIVISION:** \_\_\_\_\_

**MEMBERSHIP LEVEL:** \_\_\_\_\_

**MEMBERSHIP STATUS:** \_\_\_\_\_

**MEMBERSHIP CLASS:** \_\_\_\_\_

**MEMBERSHIP CATEGORY:** \_\_\_\_\_

**MEMBERSHIP DIVISION:** \_\_\_\_\_

**MEMBERSHIP LEVEL:** \_\_\_\_\_





## Secondary Accident Medical Insurance

In addition, the USRA also offers secondary athlete insurance to its licensed members. If injury occurs at a sanctioned event, the competitive license card holder can file a claim with our secondary insurance carrier. Our injury insurance requires that the participant meet the first \$5,000 of incurred medical costs by payment by his/her primary carrier before it goes into effect. This insurance could be considered catastrophic coverage. A complete outline of the liability and athlete insurance is enclosed. **Remember that all incidents, no matter how minor, be reported to the USRA immediately.**

Our secondary accident insurance states that the injured party must be treated by a physician within 30 days of the injury and the claimant form be filed within 90 days of the accident. Failure to follow these guidelines may result in forfeiture of this benefit.

For reference: The following claim form would be sent to a member who was injured during sanctioned play.

Journal of Agricultural Science

The first part of the paper deals with the general principles of the method. It is shown that the method is applicable to a wide range of cases and that it is particularly useful in the case of problems involving the determination of the maximum value of a function. The method is based on the use of a series of trial values and the comparison of the results with the theoretical maximum value. The method is particularly useful in the case of problems involving the determination of the maximum value of a function.

The second part of the paper deals with the application of the method to the case of a function of two variables. It is shown that the method is applicable to a wide range of cases and that it is particularly useful in the case of problems involving the determination of the maximum value of a function. The method is based on the use of a series of trial values and the comparison of the results with the theoretical maximum value. The method is particularly useful in the case of problems involving the determination of the maximum value of a function.



UNITED STATES RACQUETBALL ASSOCIATION

APPENDIX

Dear \_\_\_\_\_

If you were injured at a USRA Sanctioned Event and are a Licensed Member then you are eligible for secondary accident insurance.

Enclosed is the "Proof of Loss Claim Form" to file your claim. The completed form and any itemized bills that you have received at this point should be mailed directly to AIG Life Insurance Company.

Your claim may be refused if you:

- 1) fail to have your injury treated by a physician within 30 days of the date of injury or;
- 2) fail to complete and file the claim form within 90 days from the date of injury.

If you have any questions then please do not hesitate to call me directly at ext. 123.

I am here to help you.

Sincerely,

Kevin V. Joyce  
Membership Director

Enclosures: AIG Proof of Loss  
1999 USRA Insurance Update

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**American International Companies®**  
**AIG Life Insurance Company**

A&H Claims Department  
P. O. Box 15701  
Wilmington, DE 19850-5701  
800-551-0824/302-761-3700

**PROOF OF LOSS**

<b>NAME OF GROUP:</b>	United States Racquetball Association
<b>POLICY NUMBER:</b>	SRG 8053239

**SPECIAL RISK ACCIDENT AND SICKNESS CLAIM FORM**

**INSTRUCTIONS:**

- 1.) You must have SECTION A fully completed by a designated official of the Policyholder.
- 2.) SECTION B is to be completed, signed and dated by the claimant or parent/guardian of claimant, if claimant is a minor.
- 3.) If claimant is treated in the hospital, please attach an itemized hospital bill.
- 4.) If claimant is treated by a doctor, have the doctor complete the Physician's Statement or attach an itemized bill.
- 5.) Attach itemized bills for all medical expenses being claimed including the claimant's name, condition being treated (diagnosis), description of services, date of service(s) and the charge made for each service.
- 6.) Please mail completed form and bills to above address.

The furnishing of this form, or its acceptance by the Company, must not be construed as an admission of any liability on the Company, nor a waiver of any of the conditions of the insurance contract.  
Any person who knowingly and/or with intent to injure, defraud, or deceive an insurance company or other person files a statement of claim containing false, incomplete or misleading information, may be guilty of insurance fraud and subject to criminal and substantial civil penalties.

**SECTION A**

LOCATION OF GROUP POLICYHOLDER  
Colorado Springs CO

CLAIMANT'S FULL NAME	SOCIAL SECURITY NO. (IF AVAILABLE)	DATE OF BIRTH	NAME OF SUPERVISOR
DATE COVERAGE BEGAN		DATE COVERAGE WILL END/HAS ENDED	
NATURE OF INJURY OR ILLNESS. (DESCRIBE FULLY, INCLUDING WHICH PART OF BODY WAS INJURED )		DESCRIBE HOW, WHEN AND WHERE ACCIDENT OCCURRED (DATE AND TIME).	
NAME OF ACTIVITY	DID ACCIDENT OCCUR:		
INDICATE THE SPORT (IF APPLICABLE)	A. WHILE CLAIMANT WAS SUPERVISED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	B. DURING SPONSORED ACTIVITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	C. DURING PROGRAMMED HOURS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	D. WHILE TRAVELING TO OR FROM REGULARLY SCHEDULED ACTIVITY IN A SUPERVISED GROUP	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DATE LAST WORKED	DATE RETURNED TO WORK	WEEKLY EARNINGS	
POLICYHOLDER REPRESENTATIVE (PLEASE PRINT OR TYPE) TITLE		DAYTIME TELEPHONE NUMBER ( )	
SIGNATURE OF POLICYHOLDER REPRESENTATIVE		DATE	

**SECTION B**

NAME OF CLAIMANT (PARENT OR GUARDIAN IF A MINOR)	DAYTIME TELEPHONE NO. ( )
ADDRESS OF CLAIMANT (PARENT OR GUARDIAN IF A MINOR)	

OTHER HEALTH INSURANCE COVERAGE (ENTER NAME OF INSURED, NAME AND ADDRESS OF INSURANCE COMPANY, NAME OF EMPLOYER AND POLICY NUMBER )  
YES \_\_\_\_\_ NO \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE (CLAIMANT OR PARENT, IF CLAIMANT IS A MINOR) DATE

**AUTHORIZATION**

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, insurance support organization, governmental agency, group policyholder, insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the group policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original. I understand that I or my authorized representative may request a copy of this authorization.

CLAIMANT OR AUTHORIZED PERSON'S SIGNATURE DATE

# USRA '99 INSURANCE UPDATE

## SECONDARY ACCIDENT MEDICAL INSURANCE FOR LICENSED MEMBERS

**Insurance Company:** AIG Life Insurance Co.  
**Policy Number:** SRG 8053239  
**Who is Covered:** USRA Competitive  
License holders

**Coverage Starts:** Coverage is a benefit of membership, and begins upon receipt of the completed membership application form with appropriate fee.

**Effective:** Registered USRA Licensed Members are covered while 1) participating in state, regional and national USRA sanctioned or sponsored events, and 2) while participating in sanctioned leagues, or organized practice sessions.

### Benefits

- Maximum \$25,000 per occurrence for medical expense
- Maximum \$250 per tooth/\$1,000 per occurrence for dental expense, not subject to deductible
- Accidental Death Benefit  
Maximum amount = \$10,000
- Accidental Dismemberment Benefit  
Maximum amount = \$15,000
- Deductible amount is \$5,000

### Deductible

This program is secondary to other primary insurance in place through the member's employment, school, or family. The deductible is the greater of the total of other collectible benefits from primary insurance sources applicable to the injury, or \$5,000 or medical expenses where there is no primary insurance.

### Reporting Injury Claims

1. Notify the USRA by telephone or FAX of the person who was injured or have the injured person call directly.
2. Upon notification, a claim form with a letter and this summary of insurance coverage will be sent to the injured party from the USRA. Membership and event participation will be verified at that time.
3. The claim form must be completed in full by the injured party and submitted directly to AIG Life Insurance Co as provided in the instructions.

### Important policy provisions to remember:

- the injured party has 30 days from date of injury to consult a physician
- the "claim form" must be filed with the insurance carrier within 90 days from date of injury
- \$5,000 deductible must be met by the injured party before this coverage goes into effect

## LIABILITY INSURANCE FOR SANCTIONED EVENT SITES

**Insurance Company:** St. Paul Fire & Marine  
Insurance Company  
**Policy Number:** GLO 130568  
**Policy Dates:** January 1, 1999 to  
January 1, 2000

### Limits and Sub-Limits of Liability

- \$1,000,000 for each occurrence
- \$5,000,000 General Aggregate per event
- \$5,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal Injury/Advertising Injury
- \$100,000 Premise Damage
- \$5,000 Medical Expenses (any one person)

***It is imperative that all incidents — no matter how minor — be reported immediately to Membership Director Kevin Joyce, at the USRA National Office, 1685 West Uintah, Colorado Springs, CO 80904-2906 .***

# USAFA

## INSURANCE UPDATE

Secondary Accident Medical Insurance for Licensed Members

USAFA Insurance Company  
1625 West Union Colorado Springs, CO 80902-2202

Office 1625 West Union Colorado Springs, CO 80902-2202

It is important that all members be notified of the insurance benefits available to them. The USAFA Insurance Company provides a variety of insurance products to its members. The primary insurance product is the USAFA Life Insurance Plan. This plan provides a death benefit to the member's beneficiary upon the member's death. The death benefit is equal to the member's accumulated savings plus the face amount of the policy. The face amount of the policy is \$100,000. The accumulated savings is based on the member's contributions to the plan. The member's contributions are deducted from the member's pay. The member's contributions are invested in a variety of investment options. The member's contributions are also eligible for a 401(k) election. The member's contributions are also eligible for a Rollover IRA election. The member's contributions are also eligible for a Rollover IRA election. The member's contributions are also eligible for a Rollover IRA election.

LIABILITY INSURANCE FOR LICENSED MEMBERS

USAFA Insurance Company

Office 1625 West Union Colorado Springs, CO 80902-2202

It is important that all members be notified of the insurance benefits available to them. The USAFA Insurance Company provides a variety of insurance products to its members. The primary insurance product is the USAFA Life Insurance Plan. This plan provides a death benefit to the member's beneficiary upon the member's death. The death benefit is equal to the member's accumulated savings plus the face amount of the policy. The face amount of the policy is \$100,000. The accumulated savings is based on the member's contributions to the plan. The member's contributions are deducted from the member's pay. The member's contributions are invested in a variety of investment options. The member's contributions are also eligible for a 401(k) election. The member's contributions are also eligible for a Rollover IRA election. The member's contributions are also eligible for a Rollover IRA election.

# Wallpaper

On a bi-monthly basis you will receive a mailing from me that contains an updated state membership list, a state tournament schedule, and upon request, state rankings and a set of state labels. Additionally, the bi-monthly package will contain the "Wallpaper" newsletter with national office updates and services available to the state associations. Also enclosed will be news releases recapping national events or affairs of the USRA - all of which you are welcome to reprint in your newsletters.

For reference: Attached is a copy of the *Wallpaper*, national office newsletter.

- Enclosures
- 1998 Sanction Schedule 1/15/98-12/31/98
- State membership table 2/98
- National Clubing results
- 1998 Penn State Fall Program Form
- 1998 Leadership Conference Entry Form

## USRA Competitive Membership

	1996	1997	1998
January	20,157	19,999	18,353
February	20,255	19,987	19,579
March	20,607	20,363	20,110
April	20,028	19,879	19,323
May	20,774	19,783	19,037
June	20,136	19,373	18,917
July	19,304	19,373	19,035
August	20,115	19,825	18,390
September	20,050	19,690	18,551
October	20,427	19,794	18,156
November	19,829	19,440	
December	19,712	19,402	

1998 Penn State Fall Competition  
 US Open Racketball Championships  
 November 11-12, 1998  
 Memphis, Tennessee

USRA Annual Leadership Conference  
 January 14-17, 1999  
 US Olympic Training Center  
 Colorado Springs, CO

Leadership Conference January 14-17, 1999 held at the US Olympic Training Center in Colorado Springs. As in the past, the USRA will reimburse 100% of each state that sends at least one representative in addition to paying for the 200 reimbursement rate per day. Make your state wary to send a state board member.

## Penn State Fall Package for 1998

After completion of Penn State Sports which announced that Penn will support racketball state included assistance by providing up to 10 cases of balls for your state's championship events in 1998. In addition to the ball support, Penn will also provide enough extra balls and draw sheets for the three events. Last year, over 40 states participated in the program. Don't forget to indicate if you would like to receive the Penn Ultra Ball or Proform Clear balls. The enclosed form must be completed to register your state for product support in 1998.

## State Financial Accountability

On an annual basis the USRA is required to report membership according to the United States Olympic Committee. If you signed up one member, accomplished 37 then we need to know where that member was spent. Please return the rebate form (last page) with an accounting of money as soon as possible.

## Wikipedia

On a bi-monthly basis you will receive a mailing from the Wikimedia Foundation containing a list of state and federal elections and a set of new issues. Additionally, the bi-monthly mailing will contain the "Wikipedia" newsletter with regional news and reports available to the state and federal level. Also included will be a list of state and federal elections for the USA. All of which you will receive to view a year.

For more information is a copy of the Wikipedia, please contact us.

## National Office News for State Presidents & Volunteers - turkey stuffing

Vol. V, No. 6 - November 1998  
Membership Director, Kevin V. Joyce

### Enclosures

State Sanction Schedule 1/1/98-12/31/99  
State membership labels & lists  
National Doubles results  
1999 Penn State Ball Program Form  
1999 Leadership Conference Entry Form

### USRA Competitive Membership

	1996	1997	1998
January	20,157	19,998	19,353
February	20,255	19,997	19,679
March	20,637	20,363	20,110
April	20,026	19,873	19,223
May	20,174	19,793	19,037
June	20,136	19,375	18,617
July	19,824	19,373	18,636
August	20,115	19,629	18,530
September	20,030	19,666	18,551
October	20,422	19,594	18,155
November	19,829	19,440	
December	19,712	19,469	

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**1998 Promus Hotel Corporation  
US Open Racquetball Championships  
November 11-15, 1998  
Memphis, Tennessee**

**USRA Annual Leadership Conference  
January 14-17, 1999  
US Olympic Training Center  
Colorado Springs, CO**

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### USRA Leadership Conference

The USRA will host the annual Leadership Conference January 14-17, 1999 here at the US Olympic Training Center in Colorado Springs. As in the past, the USRA will rebate \$100 to each state that sends at least one representative in addition to paying for the \$30 room/board rate per day. Make your plans early to send a state board member.

### Penn State Ball Package for 1999

**Amy Wishingrad** of Penn Racquet Sports recently announced that Penn will support the USRA state affiliated associations by providing up to 12 cases of balls for your state's championship events in 1999. In addition to the ball support, Penn will also provide enough score cards and draw sheets for the three events. Last year, over 44 states participated in the program. Don't forget to indicate if you would like to receive the Penn Ultra Blue or ProPenn Green balls. The enclosed form must be completed to register your state for product support in 1999.

### State Financial Accountability

On an annual basis the USRA is required to report membership spending to the United States Olympic Committee. If you signed up one member and retained \$7 then we need to know where that money was spent. Please return the rebate form (last page) with an accounting of money as soon as possible.

## Reporting Injury Claims

- 1) Notify the USRA by telephone or FAX of the person who was injured OR have the injured person call directly.
- 2) A claim form with a letter and summary of insurance coverage will be sent to the injured party from the USRA.
- 3) The claim form must be completed in full by the injured party and returned to the insurance carrier as indicated in the instructions.

## State membership count Oct. 29, 1998

1. California . . . . .	1,683	2. Texas . . . . .	1,004
3. Florida . . . . .	915	4. New York . . . . .	902
5. Illinois . . . . .	834	6. Penn. . . . .	771
7. Minnesota . . . . .	689	8. Colorado . . . . .	683
9. Ohio . . . . .	673	10. Missouri . . . . .	575
11. N Carolina . . . . .	484	12. Arizona . . . . .	465
13. Oregon . . . . .	464	14. New Mexico . . . . .	438
15. Virginia . . . . .	438	16. Indiana . . . . .	431
17. Wisconsin . . . . .	410	18. Massachusetts . . . . .	395
19. Washington . . . . .	369	20. Georgia . . . . .	364
21. Michigan . . . . .	356	22. Maryland/DC . . . . .	331
23. Utah . . . . .	329	24. Alaska . . . . .	284
25. Tennessee . . . . .	276	26. S. Carolina . . . . .	249
27. New Jersey . . . . .	239	28. Kentucky . . . . .	231
29. Idaho . . . . .	230	30. Oklahoma . . . . .	220
31. New Hampshire . . . . .	216	32. Louisiana . . . . .	206
33. Connecticut . . . . .	195	34. Montana . . . . .	192
35. Maine . . . . .	178	36. Wyoming . . . . .	173
37. Nebraska . . . . .	164	38. Arkansas . . . . .	162
39. Alabama . . . . .	148	40. Delaware . . . . .	111
41. Iowa . . . . .	111	42. Vermont . . . . .	88
43. Mississippi . . . . .	78	44. Kansas . . . . .	76
45. Rhode Island . . . . .	65	46. Nevada . . . . .	63
47. S. Dakota . . . . .	54	48. N. Dakota . . . . .	44
49. West Virginia . . . . .	28	50. Hawaii . . . . .	16
Guam . . . . .	15	Puerto Rico . . . . .	12

## Wanted

Your old racquetball magazines are wanted to complete the USRA library and archives that was recently revamped by **Kevin Vicroy**. Please refer to his "Wanted" release to see if you have one of the magazines needed to complete the library. Rewards may be offered for significant contributions!

## 1999 Regional Qualifiers

A list of the sites and tournament directors that have been selected to host a 1999 regional are listed below. Remember to reserve the April 15-18 weekend on your calendars when planning events for the upcoming season as the USRA will not recognize other events as sanctioned. For more information about the regionals you may contact **Jim Hiser** at extension x 130.

### April 16-18, 1999

Haverhill, MA . . . . .	<b>Bill Gargan</b>
Baltimore, MD . . . . .	<b>Molly O'Brien</b>
Canton, OH . . . . .	<b>Doug Ganim</b>
Atlanta, GA . . . . .	<b>Liz Lyon</b>
Ft. Lauderdale, FL . . . . .	<b>Van Dubolsky</b>
Houston, TX . . . . .	<b>Annie Muniz</b>
St. Louis, MO . . . . .	<b>Bill Crist</b>
Denver, CO . . . . .	<b>MarianneAlonzi</b>
Portland, OR . . . . .	<b>Connie Martin</b>
Eau Claire, WI . . . . .	<b>Ryan Graham</b>

### Alternate Sites

#### April 8-10, 1999

Chicago, IL . . . . .	<b>Geoff Peters</b>
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#### April 23-25, 1999

Las Vegas, NV . . . . .	<b>Mike Coulter</b>
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#### April 30-May 2, 1999

Birmingham, AL . . . . .	<b>Jim Garner</b>
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## 1999 Penn Ball Program

### Participants

The following states are confirmed to receive balls, score cards and draw sheets from Penn Racquet Sports for next year. Each state has committed to name Penn as the Official Ball for their three state championships events to be held in 1999:

Alaska, California, Connecticut, Idaho, Maryland, Michigan, Minnesota, Nebraska, New Hampshire, New Mexico, New York, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee and West Virginia.

## Membership Cards

On the 1st and 15th of each month the USRA prints and mails membership cards to the new members. All USRA memberships and services are for a period of one year and expire on the 1st day of the month/year shown on the membership card.

When we receive a new member application either through the mail or from a tournament, it is entered in the computer that day. It is rare that we get a day or two behind in any portion of our data entry.

## Renewals

Three months prior to membership expiration, a renewal notice in the form of a postcard is sent to the member. If he/she fails to renew three months away from expiration, a second and "Final" renewal will be sent 30 days prior to expiration. When we get members we like to keep them. As an active state president, your membership into the USRA is at no cost.

All new members are entitled to play in any sanctioned event in the United States. Each member will receive six issues of RACQUETBALL Magazine and be entitled to:

- **Annual USRA Rulebook, Recordbook and Factbook**
- **Secondary athlete insurance**
- **USRA Membership Card (with corresponding state membership)**
- **National rankings service**
- **Right to participate in all sanctioned events**
- **Tournament Entries**
- **League & Program Information**
- **Instructor Certification**
- **Referee Certification**
- **Coaching Development**
- **High School & Intercollegiate Programs**
- **Junior Athlete Development**
- **Annual Scholarships**
- **US National & Junior Team USA**

Membership 2000... The following table lists the membership numbers for the various regions of the organization for the year 2000. The regions include North America, South America, Europe, Africa, Asia, and Oceania. The membership numbers are listed in thousands.

Region	2000 Membership (thousands)
North America	12.5
South America	8.2
Europe	15.1
Africa	3.7
Asia	9.8
Oceania	2.4
Total	51.7

Membership 2001... The following table lists the membership numbers for the various regions of the organization for the year 2001. The regions include North America, South America, Europe, Africa, Asia, and Oceania. The membership numbers are listed in thousands.



Welcome to the United States Racquetball Association - the only national governing body for the sport recognized by the U.S. Olympic Committee! As a licensed member, you are entitled to compete in all USRA sanctioned events nationwide, plus accumulate earned ranking points for your finishes in recognized events.

A full range of program benefits are included in your membership, along with a full year subscription to **RACQUETBALL** Magazine. Thanks for becoming "a part of all ... racquetball!"

The United States Racquetball Association  
1685 West Uintah, Colorado Springs, CO 80904  
Tel: (719) 635-5396 Fax: (719) 635-0685  
www.usra.org www.racqmag.com



COLORADO RACQUETBALL ASSN  
Member#: 281147 Expiration: 12/1999  
Skill Rating: D Certifications: M R1 C1  
KEVIN JOYCE  
1238 WOOD AVE APT 6  
COLORADO SPRINGS CO 80903

Please present your card at all sanctioned events

United States Racquetball Association  
1685 West Uintah Colorado Springs, CO 80904  
Tel: (719) 635-5396 - Fax: (719) 635-0685

All membership services are for a one-year period.  
Terms expire on the first day of the month shown.

Skill Rating: A, B, C, D (must be Ampro tested)  
Certifications - AmPro Instructor Levels: Member,  
(I)nstructor, (A)dvanced Instructor, (P)rofessional  
Referee Levels: R1, R2, R3 (State, Regional, National)  
Coaching Levels: C1, C2, C3 (State, Regional, National)

The United States Patent and Trademark Office  
2000 West Virginia Executive Center, 200 3000  
Tel: 703-437-1234 Fax: 703-437-1234  
www.uspto.gov

# USPTO

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**RACQUETBALL EYEGUARDS**

**[Updated: November 24, 1998]**

**According to the manufacturer, the following models of protective eyewear meet ASTM or CSA impact standards for racquetball, as specified in USRA rule 2.5(a).**

**KEYS TO SPECIAL FEATURES:**

- (RX) = Accepts prescription or plano lens
- (A) = May be worn by youngsters through adults
- (C) = Designed for head size of children
- (O) = Designed to wear over RX eyewear

**COMPANY & EYEWEAR DESCRIPTION . . . . . SUGGESTED RETAIL PRICE**

**BLACK KNIGHT**

5355 SIERRA ROAD -- SAN JOSE, CA 95132  
408/923-7777; 408/923-7794 (fax)

Action Eyes (RX) (A) . . . . .	\$29.95
Action Eyes (small) (RX)(C) . . . . .	29.95
Black Knight Sight Guard (A) . . . . .	14.95
Turbo [Model 7000] (A) . . . . .	24.95
Vista [Model 8000] (A) . . . . .	26.95

**EAGLE EYEWEAR, INC.**

P.O. BOX 486 -- WHITEHOUSE, NJ 08888  
UPS: 89 MAIN STREET, LEBANON, NJ 08833  
908/236-9300; 908/236-9301 (fax)

Rep 1 - small and large (RX)(A)(C) . . . . .	\$39.95
Rep 2 (RX)(A) . . . . .	39.95

**EKTELON**

1 SPORTSYSTEM PLAZA (P.O. BOX 151)  
BORDENTOWN, NJ 08505  
609/293-5800; 609/291-5794 (fax); 800/283-6647

Mirage (A) . . . . .	\$ 9.95
Olympus (A) . . . . .	34.95
Odyssey (A) . . . . .	24.95
Quantum (A) . . . . .	14.95
Rotoshield [I-Tech Model XT-Eye-1 1R-8R] (A) . . . . .	69.95
Scopa (A) . . . . .	19.95
Spector (A) . . . . .	29.95

**ITECH SPORT PRODUCTS/RBE INC.**

ROUTE 104A ARROWHEAD INDUSTRIAL PARK

FAIRFAX, VERMONT 05454

800/247-4639; 800/743-6313 (fax); 514/421-0224

Itech Reflex (A) .....	\$24.95
Itech Sonic (A) .....	17.95
Itech Sonic II (A) .....	13.50
Itech Pro Sonic (A) .....	32.95
Itech Super Sonic (A) .....	22.95

**KLEERSHOT, INC.**

15917 HARMONY WAY -- APPLE VALLEY, MN 55124

612/432-9732; 612/432-9732 (fax)

Kleershot (RX)(A)(C) .....	\$24.95
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**LEADER**

43 NORTH COUNTRY SHOPPING CENTER

PLATTSBURGH, NY 12901-7209

800/847-2001; 518/562-1819

Albany (A) .....	\$15.95
Brittany (A) .....	24.95
Champion (O) .....	9.95
Dallas (A) .....	24.95
Maxum (A) .....	29.95
Newport (A) .....	28.95
New Yorker (A) .....	21.95
Optiview (A) .....	34.95
Ultima (A) .....	24.95
Vegas (A) .....	24.95
Vizion 2 (O) .....	34.95

**LIBERTY OPTICAL**

380 VERONA AVENUE -- NEWARK, NJ 07104

201/484-4100; 201/484-3446 (fax); 800/444-5010

All Pro Rec Specs/large [59-17] (RX)(A) .....	\$31.95
All Pro Rec Specs/small [54-15] (RX)(A) .....	31.95
Demon [54] (RX)(A) .....	33.95
Demon [51] (RX)(A) .....	33.95
Demon [48] (RX)(C) .....	33.95
Junior Small Rec Spec [45-15] (RX)(C) .....	30.95
Mantis [59] (RX)(A) .....	33.95
Mantis [57] (RX)(C) .....	33.95
Raptor [59] (RX)(A) .....	33.95
Raptor [56] (RX)(A) .....	33.95
Rec Specs for Kids [45-15/40-15] (RX)(C) .....	31.95
Rec Specs/X-Large [51-17] (RX)(A) .....	31.95

Rec Specs/small [45-15] (RX)(C) .....	31.95
Sport-Lok [57-14] (RX)(A) .....	31.95
Sport-Lok [60-14] (RX)(A) .....	31.95
Sport Goggle II [57-20] (RX)(A) .....	31.95
Wrap I by Rec Specs [59-17/54-17] (RX)(A) .....	32.95
Wrap I by Rec Specs [45-15/42-15] (RX)(C) .....	32.95
Wrap II by Rec Specs [57-20] (RX)(A) .....	32.95

**NORTH ATLANTIC SERVICES, INC**

39 ANGUS LANE -- GREENWICH, CT 06831

800/223-5127; 800/626-6933 (fax)

Thor [sm/med/lrg] (RX)(A)(C) .....	\$79.95
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**PROKENNEX**

9606 KEARNY VILLA ROAD -- SAN DIEGO, CA 92126

800/854-1908; 619/566-3686 (fax)

Pro Kleer (RX)(AC) .....	\$24.95
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**RAD by ADVANCE CORPORATION**

249 EAST 5TH STREET -- LOS ANGELES, CA 90013

213/892-1062; 312/892-1049 (fax)

Feather JR 5020 .....	19.99
Neon 3284 .....	19.99
Turbo AL0004 .....	24.95
Turbo LX0004 .....	29.95

**REM OPTICAL CO./CONVERSE SPORTS EYEGEAR**

9301 LAUREL CANYON BLVD. -- ARLETA, CA 91331

800/423-3023; 818/504-3966 (fax)

M.V.P. (A) .....	\$44.00
Sport Goggle 1 (RX)(A) .....	52.00
Sport Goggle 2 (RX)(A) .....	52.00
Sport Goggle 3 (RX)(A) .....	52.00
Switch Hitter (RX)(A) .....	80.00
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**R.P.M. DISTRIBUTORS**

1107 RIVARA ROAD -- STOCKTON, CA 95207

209/957-3542; 209/957-3542 Ext 51 (fax); 800/484-9851 Ext 3339

Safetylite (RX)(A) .....	\$24.95
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**SPALDING**

FLAIR MARKETING CORPORATION

375 SYLVAN AVENUE -- ENGLEWOOD CLIFFS, NJ 07632

201/894-8050; 201/894-5964; 201/894-8041(fax)

Delray [#1085] (RX)(A) .....	\$10.90
Pasadena [#1090] (A) .....	12.50
San Luis [#1200] (RX)(A,C) .....	24.00
San Diego [#1300] (A)(C) .....	20.00
San Mateo [#1600] (RX)(A) .....	26.00
Sacramento [#2000] (RX)(A) .....	28.00

**UNIQUE SPORTS PRODUCTS INC.**

840 MCFARLAND ROAD -- ALPHARETTA, GA 30004

770/442-1977; 770/475-2065 (fax); 800/554-3707

Fashion Racket Specs (RX)(A) .....	\$14.99
Great Specs (A) .....	9.98
Pro View (A) .....	19.99
RX Specs (RX)(A) .....	17.99
Super Specs (A) .....	14.99
Youth Super Specs .....	14.99

**WILSON RACQUETBALL**

7670 TRADE STREET, SUITE B -- SAN DIEGO, CA 92121

619/586-0300; 619/586-0896 (fax)

Aero Spec .....	
Court Hawk .....	
Omni (A) .....	\$ 9.95
Vista (A) .....	12.95
Sitex .....	
Tempo (RX)(A) .....	18.95
Phantom (A) .....	23.95
Focus (A) .....	29.95

**RACQUETBALL EYEGUARDS: Abbreviated List**

**[Updated: November 24, 1998]**

**According to the manufacturer, the following models of protective eyewear meet ASTM or CSA impact standards for racquetball, as specified in USRA rule 2.5(a).**

**Rule 2.5 APPAREL**

(a) Lensed eyewear designed for racquetball, which meets or exceeds ASTM F803 or Canadian (CSA) impact standards, is required apparel. This rule applies to all persons, including those who must wear corrective lenses. The eyewear must be worn as designed and at all times. A player who fails to wear proper eyewear will be assessed a technical foul and a timeout to obtain proper eyewear. A second infraction in the same match will result in immediate forfeiture of the match. (See Rule 4.18(a)(9)).

**Rule 4.18 TECHNICAL FOULS AND WARNINGS (abbreviated)**

(a) Technical Fouls. The referee is empowered to deduct one point from a player's or team's score when, in the referee's sole judgment, the player is being overtly and deliberately abusive. If the player or team against whom the technical foul was assessed does not resume play immediately, the referee is empowered to forfeit the match in favor of the opponent. Some examples of actions which may result in technical fouls are: 9. Failure to wear lensed eyewear designed for racquet sports is an automatic technical foul on the first infraction and a mandatory timeout will be charged against the offending player to acquire the proper eyewear. A second infraction by that player during the match will result in automatic forfeiture of the match.

**PLEASE NOTE:** The ASTM standard cited in rule 2.5 addresses the impact resistance of the tested eyeguards **as a unit**. This means that the lens and frame **combination** meets the cited safety standard. For those who must wear corrective lenses, it is **not** acceptable to merely have impact resistant lens material placed in everyday, fashion eyeglass frames. Please use the following list (or the expanded version with prices and vendor information) to select a suitable model for your protection.

<b>MANUFACTURER</b> .....	<b>Models</b>
<b>BLACK KNIGHT</b> .....	Action Eyes; Action Eyes (small); Black Knight Sight Guard; Turbo; Vista.
<b>EAGLE EYEWEAR, INC.</b> .....	Rep 1 - small and large; Rep 2.
<b>EKTELON</b> .....	Mirage; Olympus; Odyssey; Quantum; Rotoshield; Scopa; Spector.
<b>ITECH SPORT PRODUCTS/RBE INC.</b>	Itech Reflex; Itech Sonic; Itech Sonic II; Itech Pro Sonic; Itech Super Sonic.
<b>KLEERSHOT, INC.</b> .....	Kleershot

<b>LEADER</b> .....	Albany; Brittany; Champion; Dallas; Maxum; Newport; New Yorker; Optiview; Ultima; Vegas; Vizion 2.
<b>LIBERTY OPTICAL</b> .....	All Pro Rec Specs/large [59-17]; All Pro Rec Specs/small [54-15]; Demon [54]; Demon [51]; Demon [48]; Junior Small Rec Spec [45-15]; Mantis [59]; Mantis [57]; Raptor [59]; Raptor [56]; Rec Specs for Kids [45-15/40-15]; Rec Specs/X-Large [51-17]; Rec Specs/small [45-15]; Sport-Lok [57-14]; Sport-Lok [60-14]; Sport Goggle II [57-20]; rap I by Rec Specs [59-17/54-17]; Wrap I by Rec Specs [45-15/42-15]; Wrap II by Rec Specs [57-20].
<b>NORTH ATLANTIC SERVICES, INC.</b> .	Thor [sm/med/lrg].
<b>PROKENNEX</b> .....	Pro Kleer.
<b>RAD/ADVANCE CORP.</b> .....	Feather JR 5020); Neon 3284; Turbo AL0004; Turbo LX0004.
<b>REM OPTICAL CO./ CONVERSE SPORTS EYEWEAR</b> ....	M.V.P.; Sport Goggle 1; Sport Goggle 2; Sport Goggle 3; Switch Hitter.
<b>R.P.M. DISTRIBUTORS</b> .....	Safetylite.
<b>SPALDING</b> .....	Delray [#1085]; Pasadena [#1090]; San Luis [#1200]; San Diego [#1300]; San Mateo [#1600]; Sacramento [#2000].
<b>UNIQUE SPORTS PRODUCTS INC.</b> .	Fashion Racket Specs; Pro View; RX Specs; Super Specs; Youth Super Specs.
<b>WILSON RACQUETBALL</b> .....	Aero Spec; Court Hawk; Focus; Omni; Phantom; Sitex; Tempo; Vista.

**UNITED STATES RACQUETBALL ASSOCIATION  
NATIONAL & INTERNATIONAL SCHEDULE OF EVENTS: 1999**

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<i>DATE</i>	<i>EVENT</i>	<i>LOCATION</i>
JANUARY 14-17	USRA Leadership Conference	Colorado Springs, CO
JANUARY 29-31	WSMA U.S. Women's Senior/Master Championships	Des Plaines, IL
FEBRUARY 17-20	NMRA U.S. Masters Singles Invitational	Tempe, AZ
MARCH 05-07	Wilson 12th USRA National High School Championships	Portland, OR
MAR 26 - APR 4	PARC 13th Tournament of the Americas	Houston, TX
APRIL 07-11	E-Force 27th USRA National Intercollegiate Championships	College Station, TX
APRIL 7-10	NMRA U.S. Masters Singles/Doubles Invitational	Indianapolis, Ind.
APRIL 15-18	Ektelon USRA Regional Championships	Nationwide
MAY 26-31	Ektelon 32nd USRA National Singles Championships	Houston, Texas
JUNE 26-30	26th USRA Junior Olympic Championships	TBA
JUNE	1st IRF World Senior Doubles Championships	Europe
JULY 14-17	NMRA International Masters Invitational	Champaign, IL
JULY 24 - AUG 8	Pan American Games	Winnipeg, Canada
AUGUST	High Performance Training Camps	Colorado Springs, CO
AUGUST 13-19	U.S. Junior Team Training Camp	Colorado Springs, CO
AUG. 31 - SEPT. 4	IRF 11th World Senior Racquetball Championships	Albuquerque, NM
SEPT. 30 - OCT. 2	Annual USRA Board of Director's Meeting	Colorado Springs, CO
OCTOBER 13-17	Ektelon 32nd USRA National Doubles Championships	Baltimore, MD
NOVEMBER <del>10-14</del> 17-21	4th Promus Hotels U.S. Open Racquetball Championships	Memphis, TN
DECEMBER 17-21	ProKennex 11th IRF World Junior Championships	TBA

UNITED STATES RACQUETBALL ASSOCIATION  
NATIONAL & INTERNATIONAL SCHEDULE OF EVENTS 1999

DATE	EVENT	LOCATION
JANUARY 23-27	WUSA World Women's Racquetball Championship	Orlando, FL
FEBRUARY 1-5	USA National Racquetball Championships	Orlando, FL
MARCH 1-5	USA National Racquetball Championships	Orlando, FL
MARCH 15-19	USA National Racquetball Championships	Orlando, FL
MARCH 22-26	USA National Racquetball Championships	Orlando, FL
APRIL 1-5	USA National Racquetball Championships	Orlando, FL
APRIL 12-16	USA National Racquetball Championships	Orlando, FL
APRIL 23-27	USA National Racquetball Championships	Orlando, FL
MAY 3-7	USA National Racquetball Championships	Orlando, FL
JUNE 28-30	USA National Racquetball Championships	Orlando, FL
JULY 24-28	USA National Racquetball Championships	Orlando, FL
AUGUST 1-5	USA National Racquetball Championships	Orlando, FL
AUGUST 15-19	USA National Racquetball Championships	Orlando, FL
SEPT 1-5	USA National Racquetball Championships	Orlando, FL
SEPT 15-19	USA National Racquetball Championships	Orlando, FL
OCT 1-5	USA National Racquetball Championships	Orlando, FL
OCT 15-19	USA National Racquetball Championships	Orlando, FL
NOV 1-5	USA National Racquetball Championships	Orlando, FL
NOV 15-19	USA National Racquetball Championships	Orlando, FL

**UNITED STATES RACQUETBALL ASSOCIATION  
NATIONAL & INTERNATIONAL SCHEDULE OF EVENTS: 2000**

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<i>DATE</i>	<i>EVENT</i> .....	<i>LOCATION</i>
JANUARY	USRA Leadership Conference .....	Colorado Springs, CO
JANUARY	WSMA U.S. Women's Senior/Master Championships .....	TBA
FEBRUARY	NMRA U.S. Masters Singles Invitational .....	TBA
MARCH	13th USRA National High School Championships .....	TBA
MARCH	PARC 13th Tournament of the Americas .....	TBA
APRIL	28th USRA National Intercollegiate Championships .....	TBA
APRIL 13-16	Ektelon USRA Regional Championships .....	Nationwide
APRIL	NMRA U.S. Golden Masters Singles/Doubles .....	TBA
MAY	Ektelon 33rd USRA National Singles Championships .....	TBA
JUNE	27th USRA Junior Olympic Championships .....	TBA
JULY	NMRA International Masters Invitational .....	TBA
JULY	High Performance Training Camps .....	Colorado Springs, CO
AUGUST	IRF 10th World Championships .....	TBA
AUGUST	IRF 12th World Senior Racquetball Championships .....	Albuquerque, NM
OCTOBER	Annual USRA Board of Director's Meeting .....	Colorado Springs, CO
OCTOBER	Ektelon 33rd USRA National Doubles Championships .....	TBA
NOVEMBER	5th Promus Hotels U.S. Open Racquetball Championships .....	TBA
DECEMBER	Pro Kennex IRF 12th World Junior Championships .....	TBA

UNITED STATES RACQUETBALL ASSOCIATION  
NATIONAL & INTERNATIONAL SCHEDULE OF EVENTS 2000

DATE	EVENT	LOCATION
January	USTA National Coaching	Colorado Springs, CO
February	NITA U.S. Women's Senior Match Championships	TBA
February	USTA U.S. Master's Senior International	TBA
March	USTA National High School Championships	TBA
March	ARC 13th Tournament of the Americas	TBA
April	23rd USTA National Wheelchairs Championships	TBA
April 17-18	Elite USTA Regional Championships	Nationwide
April	NITA U.S. Golden Masters Senior Doubles	TBA
May	Elite U.S. USTA National Senior Club Singles	TBA
June	27th USTA Junior Olympic Championships	TBA
July	USTA International Women's Invitational	TBA
July	USTA International Men's Invitational	TBA
August	USTA National Training Camp	Colorado Springs, CO
August	18th World Championships	TBA
August	12th World Senior Racquetball Championships	Madison, WI
October	Annual USA Board of Directors Meeting	Colorado Springs, CO
October	Elite U.S. USTA National Doubles Championships	TBA
November	5th United States U.S. Open Racquetball Championships	TBA
December	Pro Racquetball 13th World Tour of Champions	TBA

# 1998-'99 official racquetball rules

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### COPYRIGHT NOTICE

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## 1 — THE GAME

### Rule 1.1 TYPES OF GAMES

Racquetball is played by two or four players. When played by two, it is called singles and when played by four, doubles. A non-tournament variation of the game that is played by three players is called cut-throat.

### Rule 1.2 DESCRIPTION

Racquetball is a competitive game in which a strung racquet is used to serve and return the ball.

### Rule 1.3 OBJECTIVE

The objective is to win each rally by serving or returning the ball so the opponent is unable to keep the ball in play. A rally is over when a player (or team in doubles) is unable to hit the ball before it touches the floor twice, is unable to return the ball in such a manner that it touches the front wall before it touches the floor, or when a hinder is called.

### Rule 1.4 POINTS AND OUTS

Points are scored only by the serving side when it serves an irretrievable serve (an ace) or wins a rally. Losing the serve is called a sideout in singles. In doubles, when the first server loses the serve it is called a handout and when the second server loses the serve it is a sideout.

### Rule 1.5 MATCH, GAME, TIEBREAKER

A match is won by the first side winning two games. The first two games of a match are played to 15 points. If each side wins one game, a tiebreaker game is played to 11 points.

## 2 — COURTS AND EQUIPMENT

### Rule 2.1 COURT SPECIFICATIONS

The specifications for the standard four-wall racquetball court are:

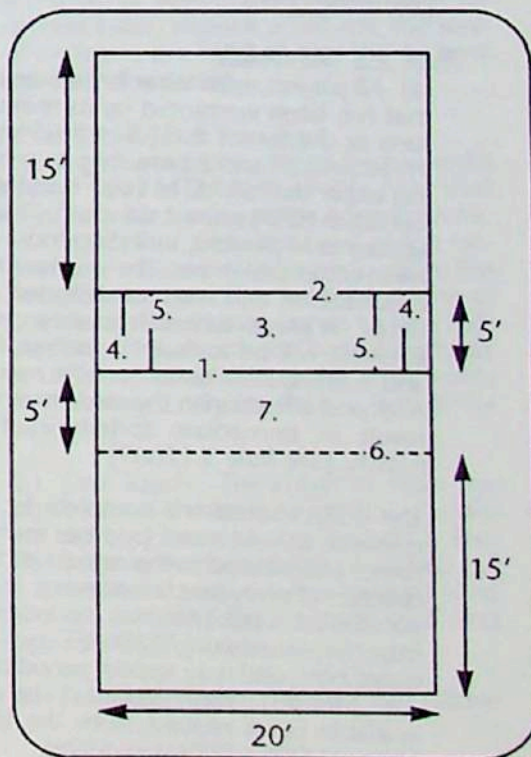
(a) Dimensions. The dimensions shall be 20 feet wide, 40 feet long and 20 feet high, with a back wall at least 12 feet high. All surfaces shall be in play, with the exception of any gallery opening, surfaces designated as out-of-play for a valid reason (such as being of a very different material or not in alignment with the backwall), and designated court hindlers.

(b) Markings. Racquetball courts shall be marked with lines 1 1/2 inches wide as follows:

1. Short Line. The back edge of the short line is midway between, and is parallel with, the front and back walls.
2. Service Line. The front edge of the service line is parallel with, and five

feet in front of, the back edge of the short line.

3. Service Zone. The service zone is the 5' x 20' area bounded by the bottom edges of the side walls and by the outer edges of the short line and the service line.
4. Service Boxes. The service boxes are located at each end of the service zone and are designated by lines parallel with the side walls. The edge of the line nearest to the center of the court shall be 18 inches from the nearest side wall.
5. Drive Serve Lines. The drive serve lines, which form the drive serve zone, are parallel with the side wall and are within the service zone. The edge of the line nearest to the center of the court shall be three feet from the nearest side wall.
6. Receiving Line. The receiving line is a broken line parallel to the short line. The back edge of the receiving line is five feet from the back edge of the short line. The receiving line begins with a line 21 inches long that extends from each side wall. These lines are connected by an alternate series of six-inch spaces and six-inch lines. This will result in a line composed of 17 six-inch spaces, 16 six-inch lines, and two 21-inch lines.
7. Safety Zone. The safety zone is the 5' x 20' area bounded by the bottom edges of the side walls and by the back edges of the short line and the receiving line. The zone is observed only during the serve. See Rules 3.10(i) and 3.11(a).



### **Rule 2.2 BALL SPECIFICATIONS**

(a) The standard racquetball shall be 2 1/4 inches in diameter; weigh approximately 1.4 ounces; have a hardness of 55-60 inches durometer; and bounce 68-72 inches from a 100-inch drop at a temperature of 70-74 degrees Fahrenheit.

(b) Only a ball having the endorsement or approval of the USRA may be used in a USRA sanctioned tournament.

### **Rule 2.3 BALL SELECTION**

(a) A ball shall be selected by the referee for use in each match. During the match the referee may, based on personal discretion or at the request of a player or team, replace the ball. Balls that are not round or which bounce erratically shall not be used.

(b) If possible, the referee and players should agree to an alternate ball, so that in the event of breakage, the second ball can be put into play immediately.

### **Rule 2.4 RACQUET SPECIFICATIONS**

(a) The racquet, including bumper guard and all solid parts of the handle, may not exceed 22 inches in length.

(b) The racquet frame may be any material judged to be safe.

(c) The racquet frame must include a cord that must be securely attached to the player's wrist.

(d) The string of the racquet must be gut, monofilament, nylon, graphite, plastic, metal, or a combination thereof, and must not mark or deface the ball.

(e) Using an illegal racquet will result in forfeiture of the game in progress or, if discovered between games, forfeiture of the preceding game.

### **Rule 2.5 APPAREL**

(a) All players must wear lensed eyewear that has been warranted by its manufacturer or distributor as 1.) designed for use in racquetball and 2.) meeting or exceeding either the full ASTM F803 standard or Canadian (CSA) impact standard. This rule applies to all persons, including those who wear corrective lenses. The eyewear must be unaltered and worn as designed at all times. A player who fails to wear proper eyewear will be assessed a technical foul and a timeout to obtain proper eyewear. A second infraction in the same match will result in immediate forfeiture of the match. [See Rule 3.17(a)9]

The USRA maintains a complete list of all eyewear so warranted by their manufacturers, and distributes the current list to the directors of every sanctioned event. In addition the list is published on the Internet at <http://www.usra.org/PUB&REF/eyeguard.htm>, and may appear periodically in *RACQUETBALL*. A printed list is also made available upon request from the USRA's National Office [719/635-5396].

Eyewear NOT on the then-current list CAN NOT be used in sanctioned events. An eyewear list with a date more than 60 days past the first day of the tournament will be deemed invalid for the purpose of determining compliance with this eyewear rule.

(b) Clothing and Shoes. The clothing may be of any color; however, a player may be required to change wet, extremely loose fitting, or otherwise distracting garments. Insignias and writing on the clothing must be considered to be in good taste by the tournament director. Shoes must have soles which do not mark or damage the floor.

(c) Equipment Requirements During Warm-up. Proper eyeguards [see 2.5(a)] must be worn and wrist cords must be used during any on-court warm-up period. The referee should give a technical warning to any person who fails to comply and assess a technical foul if that player continues to not comply after receiving such a warning.

## **3 — PLAY REGULATIONS**

### **Rule 3.1 SERVE**

The server has two opportunities to put the ball into play. The player or team winning the coin toss has the option to either serve or receive at the start of the first game. The second game will begin in reverse order of the first game. The player or team scoring the highest total of points in games 1 and 2 will have the option to serve or receive first at the start of the tiebreaker. In the event that both players or teams score an equal number of points in the first two games, another coin toss will take place and the winner of the toss will have the option to serve or receive.

### **Rule 3.2 START**

The server may not start the service motion until the referee has called the score or "second serve." The serve is started from any place within the service zone. (Certain drive serves are an exception. See Rule 3.6.) Neither the ball nor any part of either foot may extend beyond either line of the service zone when initiating the service motion. Stepping on, but not beyond, the lines is permitted. However, when completing the service motion, the server may step beyond the service (front) line provided that some part of both feet remain on or inside the line until the served ball passes the short line. The server may not step beyond the short line until the ball passes the short line. See Rule 3.9(a) and 3.10(i) for penalties for violations.

### **Rule 3.3 MANNER**

After taking a set position inside the service zone, a player may begin the service motion—any continuous movement which results in the ball being served. Once the service motion begins, the ball must be bounced on the floor in the zone and be struck by the racquet before it bounces a second time. After being struck, the ball must hit the front wall first and on the rebound hit the floor beyond the back edge of the short line, either with or without touching one of the side walls.

### **Rule 3.4 READINESS**

The service motion shall not begin until the referee has called the score or the second serve and the server has visually checked the receiver. The referee shall call the score as both server and receiver prepare to return to their respective positions, shortly after the previous rally has ended.

### **Rule 3.5 DELAYS**

Except as noted in Rule 3.5 (b), the referee may call a technical foul for delays exceeding 10 seconds.

(a) The 10 second rule applies to the server and receiver simultaneously. Collectively, they are allowed up to 10 seconds after the score is called to serve or be ready to receive. It is the server's responsibility to look and be certain the receiver is ready. If a receiver is not ready, they must signal by raising the racquet above the head or completely turning the back to the server. (These are the only two acceptable signals.)

(b) Serving while the receiving player/team is signaling "not ready" is a fault serve.

(c) After the score is called, if the server looks at the receiver and the receiver is not signaling "not ready", the server may then serve. If the receiver attempts to signal "not ready" after that point, the signal shall not be acknowledged and the serve becomes legal.

### **Rule 3.6 DRIVE SERVICE ZONES**

The drive serve lines will be 3 feet from each side wall in the service zone. Viewed one at a time, the drive serve line divides the service area into a 3-foot and a 17-foot section that apply only to drive serves. The player may drive serve between the body and the side wall nearest to where the service motion began only if the player starts and remains outside of the 3-foot drive service zone. In the event that the service motion begins in one 3-foot drive service zone and continues into the other 3-foot drive service zone, the player may not hit a drive serve at all. (a) The drive serve zones are not observed for cross-court drive serves, the hard-Z, soft-Z, lob or half-lob serves.

(a) The drive serve zones are not observed for cross-court drive serves, the hard-Z, soft-Z, lob or half-lob serves.

(b) The racquet may not break the plane of the 17-foot zone while making contact with the ball.

(c) The drive serve line is not part of the 17-foot zone. Dropping the ball on the line or standing on the line while serving to the same side is an infraction.

### **Rule 3.7 DEFECTIVE SERVES**

Defective serves are of three types resulting in penalties as follows:

(a) Dead-Ball Serve. A dead-ball serve results in no penalty and the server is given another serve (without canceling a prior fault serve).

(b) Fault Serve. Two fault serves result in an out (either a sideout or a handout).

- (c) Out Serve. An out serve results in an out (either a sideout or a handout).

### Rule 3.8 DEAD-BALL SERVES

Dead-ball serves do not cancel any previous fault serve. The following are dead-ball serves:

- (a) Court Hinders. A serve that takes an irregular bounce because it hit a wet spot or an irregular surface on the court is a dead-ball serve. Also, any serve that hits any surface designated by local rules as an obstruction rather than being out-of-play.
- (b) Broken Ball. If the ball is determined to have broken on the serve, a new ball shall be substituted and the serve shall be replayed, not canceling any prior fault serve.

### Rule 3.9 FAULT SERVES

The following serves are faults and any two in succession result in an out:

- (a) Foot Faults. A foot fault results when:
1. The server does not begin the service motion with both feet in the service zone.
  2. The server steps completely over the service line (no part of the foot on or inside the service zone) before the served ball crosses the short line.
- (b) Short Service. A short serve is any served ball that first hits the front wall and, on the rebound, hits the floor on or in front of the short line either with or without touching a side wall.
- (c) Three Wall Serve. A three-wall serve is any served ball that first hits the front wall and, on the rebound, strikes both side walls before touching the floor.
- (d) Ceiling Serve. A ceiling serve is any served ball that first hits the front wall and then touches the ceiling (with or without touching a side wall).
- (e) Long Serve. A long serve is a served ball that first hits the front wall and rebounds to the back wall before touching the floor (with or without touching a side wall).
- (f) Bouncing Ball Outside Service Zone. Bouncing the ball outside the service zone as a part of the service motion is a fault serve.
- (g) Illegal Drive Serve. A drive serve in which the player fails to observe the 17-foot drive service zone outlined in Rule 3.6.
- (h) Screen Serve. A served ball that first hits the front wall and on the rebound passes so closely to the server, or server's partner in doubles, that it prevents the receiver from having a clear view of the ball. (The receiver is obligated to take up good court position, near center court, to obtain that view.)
- (i) Serving before the Receiver is Ready. A serve is made while the receiver is not ready as described in Rule 3.5(b).

### Rule 3.10 OUT SERVES

Any of the following results in an out:

- (a) Two Consecutive Fault Serves. See Rule 3.9.
- (b) Missed Serve Attempt. Any attempt to strike the ball that results in a total miss or in the ball touching any part of the server's body. Also, allowing the ball to bounce more than once during the service motion.
- (c) Touched Serve. Any served ball that on the rebound from the front wall touches the server or server's racquet before touching the floor, or any ball intentionally stopped or caught by the server or server's partner.
- (d) Fake or Balk Serve. Any movement of the racquet toward the ball during the serve which is non-continuous and done for the purpose of deceiving the receiver. If a balk serve occurs, but the referee believes that no deceit was involved, the option of declaring "no serve" and having the serve replayed without penalty can be exercised.
- (e) Illegal Hit. An illegal hit includes contacting the ball twice, carrying the ball, or hitting the ball with the handle of the racquet or part of the body or uniform.
- (f) Non-Front Wall Serve. Any served ball that does not strike the front wall first.
- (g) Crotch Serve. Any served ball that hits the crotch of the front wall and floor, front wall and side wall, or front wall and ceiling is an out serve (because it did not hit the front wall first). A serve into the crotch of the back wall and floor is a good serve and in play. A served ball that hits the crotch of the side wall and floor beyond the short line is in play.
- (h) Out-of-Court Serve. An out-of-court serve is any served ball that first hits the front wall and, before striking the floor, either goes out of the court or hits a surface above the normal playing area of the court that has been declared as out-of-play for a valid reason [See Rule 2.1(a)].
- (i) Safety Zone Violation. If the server, or doubles partner, enters into the safety zone before the served ball passes the short line, it shall result in the loss of serve.

### Rule 3.11 RETURN OF SERVE

- (a) Receiving Position
1. The receiver may not enter the safety zone until the ball bounces or crosses the receiving line.
  2. On the fly return attempt, the receiver may not strike the ball until the ball breaks the plane of the receiving line. However, the receiver's follow-through may carry the receiver or the racquet past the receiving line.
  3. Neither the receiver nor the racquet may break the plane of the short line, except if the ball is struck after

rebounding off the back wall.

4. Any violation by the receiver results in a point for the server.

- (b) Defective Serve. A player on the receiving side may not intentionally catch or touch a served ball (such as an apparently long or short serve) until the referee has made a call or the ball has touched the floor for a second time. Violation results in a point.
- (c) Legal Return. After a legal serve, a player receiving the serve must strike the ball on the fly or after the first bounce, and before the ball touches the floor the second time; and return the ball to the front wall, either directly or after touching one or both side walls, the back wall or the ceiling, or any combination of those surfaces. A returned ball must touch the front wall before touching the floor.
- (d) Failure to Return. The failure to return a serve results in a point for the server.
- (e) Other Provisions. Except as noted in this rule (3.11), the return of serve is subject to all provisions of Rules 3.13 through 3.15.

### Rule 3.12 CHANGES OF SERVE

- (a) Outs. A server is entitled to continue serving until one of the following occurs:
1. Out Serve. See Rule 3.10.
  2. Two Consecutive Fault Serves. See Rule 3.9.
  3. Failure to Return Ball. Player or team fails to keep the ball in play as required by Rule 3.11 (c).
  4. Avoidable Hinder. Player or team commits an avoidable hinder which results in an out. See Rule 3.15.
- (b) Sideout. Retiring the server in singles is called a sideout.
- (c) Effect of Sideout. When the server (or serving team) receives a sideout, the server becomes the receiver and the receiver becomes the server.

### Rule 3.13 RALLIES

All of the play which occurs after the successful return of serve is called the rally. Play shall be conducted according to the following rules:

- (a) Legal Hits. Only the head of the racquet may be used at any time to return the ball. The racquet may be held in one or both hands. Switching hands to hit a ball, touching the ball with any part of the body or uniform, or removing the wrist safety cord during a rally results in a loss of the rally.
- (b) One Touch. The player or team trying to return the ball may touch or strike the ball only once or else the rally is lost. The ball may not be carried. (A carried ball is one which rests on the racquet long enough that the effect is more of a sling or throw than a hit.)
- (c) Failure to Return. Any of the follow-

ing constitutes a failure to make a legal return during a rally:

1. The ball bounces on the floor more than once before being hit.
2. The ball does not reach the front wall on the fly.
3. The ball is hit such that it goes into the gallery or wall opening or else hits a surface above the normal playing area of the court that has been declared as out-of-play. See Rule 2.1(a).
4. A ball which obviously does not have the velocity or direction to hit the front wall strikes another player.
5. A ball struck by one player on a team hits that player or that player's partner.
6. Committing an avoidable hinder. See Rule 3.15.
7. Switching hands during a rally.
8. Failure to use a racquet wrist safety cord.
9. Touching the ball with the body or uniform.
10. Carrying or slinging the ball with the racquet.

(d) **Effect of Failure to Return.** Violations of Rules 3.13 (a) through (c) result in a loss of rally. If the serving player or team loses the rally, it is an out. If the receiver loses the rally, it results in a point for the server.

(e) **Return Attempts.** The ball remains in play until it touches the floor a second time, regardless of how many walls it makes contact with — including the front wall. If a player swings at the ball and misses it, the player may continue to attempt to return the ball until it touches the floor for the second time.

(f) **Broken Ball.** If there is any suspicion that a ball has broken during a rally, play shall continue until the end of the rally. The referee or any player may request the ball be examined. If the referee decides the ball is broken the ball will be replaced and the rally replayed. The server will get two serves. The only proper way to check for a broken ball is to squeeze it by hand. (Checking the ball by striking it with a racquet will not be considered a valid check and shall work to the disadvantage of the player or team which struck the ball after the rally.)

(g) **Play Stoppage**

1. If a foreign object enters the court, or any other outside interference occurs, the referee shall stop the play immediately and declare a dead-ball hinder.
2. If a player loses any apparel, equipment, or other article, the referee shall stop play immediately and declare an avoidable hinder or dead-ball hinder as described in Rule 3.15 (i).

(h) **Replays.** Whenever a rally is replayed for any reason, the server is awarded two serves. A previous fault serve is not considered.

### **Rule 3.14 DEAD-BALL HINDERS**

A rally is replayed without penalty and the server receives two serves whenever a dead-ball hinder occurs. Also, see Rule 3.15 which describes conditions under which a hinder might be declared avoidable and result in loss of the rally.

(a) **Situations**

1. **Court Hinders.** The referee should stop play immediately whenever the ball hits any part of the court that was designated in advance as a court hinder (such as a vent grate). The referee should also stop play (i) when the ball takes an irregular bounce as a result of contacting a rough surface (such as court light or vent) or after striking a wet spot on the floor or wall and (ii) when, in the referee's opinion, the irregular bounce affected the rally.
2. **Ball Hits Opponent.** When an opponent is hit by a return shot in flight, it is a dead-ball hinder. If the opponent is struck by a ball which obviously did not have the velocity or direction to reach the front wall, it is not a hinder, and the player who hit the ball will lose the rally. A player who has been hit by the ball can stop play and make the call though the call must be made immediately and acknowledged by the referee. Note this interference may, under certain conditions, be declared an avoidable hinder. See Rule 3.15.
3. **Body Contact.** If body contact occurs which the referee believes was sufficient to stop the rally, either for the purpose of preventing injury by further contact or because the contact prevented a player from being able to make a reasonable return, the referee shall call a hinder. Incidental body contact in which the offensive player clearly will have the advantage should not be called a hinder, unless the offensive player obviously stops play. Contact with the racquet on the follow-through normally is not considered a hinder.
4. **Screen Ball.** Any ball rebounding from the front wall so close to the body of the defensive player that it prevents the offensive player from having a clear view of the ball. (The referee should be careful not to make the screen call so quickly that it takes away a good offensive opportunity.) A ball that passes between the legs of a player who has just returned the ball is not automatically a screen. It depends on whether the other player is impaired as a result. Generally, the call should work to the advantage of the offensive player.
5. **Backswing Hinder.** Any body or racquet contact, on the backswing or on the way to or just prior to returning the ball, which impairs the hitter's ability to take a reasonable swing. This call can be made by the player attempting the return, though the call must be made immediately and is subject to the referee's approval. Note the interference may be considered an

avoidable hinder. See Rule 3.15.

6. **Safety Holdup.** Any player about to execute a return who believes that striking the opponent with the ball or racquet is likely, may immediately stop play and request a dead-ball hinder. This call must be made immediately and is subject to acceptance and approval of the referee. (The referee will grant a dead-ball hinder if it is believed the holdup was reasonable and the player would have been able to return the shot. The referee may also call an avoidable hinder if warranted.)
7. **Other Interference.** Any other unintentional interference which prevents an opponent from having a fair chance to see or return the ball. Example: When a ball from another court enters the court during a rally or when a referee's call on an adjacent court obviously distracts a player.

(b) **Effect of Hinders.** The referee's call of hinder stops play and voids any situation which follows, such as the ball hitting the player. The only hinders that may be called by a player are described in rules (2), (5), and (6) above, and all of these are subject to the approval of the referee. A dead-ball hinder stops play and the rally is replayed. The server receives two serves.

(c) **Responsibility.** While making an attempt to return the ball, a player is entitled to a fair chance to see and return the ball. It is the responsibility of the side that has just hit the ball to move so the receiving side may go straight to the ball and have an unobstructed view of and swing at the ball. However, the receiver is responsible for making a reasonable effort to move towards the ball and must have a reasonable chance to return the ball for any type of hinder to be called.

### **Rule 3.15 AVOIDABLE HINDERS**

An avoidable hinder results in the loss of the rally. An avoidable hinder does not necessarily have to be an intentional act. Dead-ball hindes are described in Rule 3.14. Any of the following results in an avoidable hinder:

(a) **Failure to Move.** A player does not move sufficiently to allow an opponent a shot straight to the front wall as well as a cross-court shot which is a shot directly to the front wall at an angle that would cause the ball to rebound directly to the rear corner farthest from the player hitting the ball. Also when a player moves in such a direction that it prevents an opponent from taking either of these shots.

(b) **Stroke Interference.** This occurs when a player moves, or fails to move, so that the opponent returning the ball does not have a free, unimpeded swing. This includes unintentionally moving in a direction which prevents the opponent from making an open, offensive shot.

(c) **Blocking.** Moves into a position which

blocks the opponent from getting to, or returning, the ball; or in doubles, a player moves in front of an opponent as the player's partner is returning the ball.

(d) Moving into the Ball. Moves in the way and is struck by the ball just played by the opponent.

(e) Pushing. Deliberately pushes or shoves opponent during a rally.

(f) Intentional Distractions. Deliberate shouting, stamping of feet, waving of racquet, or any other manner of disrupting one's opponent.

(g) View Obstruction. A player moves across an opponent's line of vision just before the opponent strikes the ball.

(h) Wetting the Ball. The players, particularly the server, should insure that the ball is dry prior to the serve. Any wet ball that is not corrected prior to the serve shall result in an avoidable hinder against the server.

(i) Apparel or Equipment Loss. If a player loses any apparel, equipment, or other article, play shall be immediately stopped and that player shall be called for an avoidable hinder, unless the player has just hit a shot that could not be retrieved. If the loss of equipment is caused by a player's opponent, then a dead-ball hinder should be called. If the opponent's action is judged to have been avoidable, then the opponent should be called for an avoidable hinder.

### Rule 3.16 TIMEOUTS

(a) Rest Periods. Each player or team is entitled to three 30-second timeouts in games to 15 and two 30-second timeouts in games to 11. Timeouts may not be called by either side after service motion has begun. Calling for a timeout when none remain or after service motion has begun, or taking more than 30 seconds in a timeout, will result in the assessment of a technical foul for delay of game.

(b) Injury. If a player is injured during the course of a match as a result of contact, such as with the ball, racquet, wall or floor, an injury timeout will be awarded. While a player may call more than one timeout for the same injury or for additional injuries which occur during the match, a player is not allowed more than a total of 15 minutes of rest for injury during the entire match. If the injured player is not able to resume play after total rest of 15 minutes, the match shall be awarded to the opponent.

1. Should any external bleeding occur, the referee must halt play as soon as the rally is over, charge an injury timeout to the person who is bleeding, and not allow the match to continue until the bleeding has stopped.

2. Muscle cramps and pulls, fatigue, and other ailments that are not caused by direct contact on the court will not be

considered an injury. Injury time is also not allowed for pre-existing conditions.

(c) Equipment Timeouts. Players are expected to keep all clothing and equipment in good, playable condition and are expected to use regular timeouts and time between games for adjustment and replacement of equipment. If a player or team is out of timeouts and the referee determines that an equipment change or adjustment is necessary for fair and safe continuation of the match, the referee may grant an equipment timeout not to exceed 2 minutes. The referee may allow additional time under unusual circumstances.

(d) Between Games. The rest period between the first two games of a match is 2 minutes. If a tiebreaker is necessary, the rest period between the second and third game is 5 minutes.

(e) Postponed Games. Any games postponed by referees shall be resumed with the same score as when postponed.

### Rule 3.17 TECHNICAL FOULS AND WARNINGS

(a) Technical Fouls. The referee is empowered to deduct one point from a player's or team's score when, in the referee's sole judgment, the player is being overtly and deliberately abusive. If the player or team against whom the technical foul was assessed does not resume play immediately, the referee is empowered to forfeit the match in favor of the opponent. Some examples of actions which can result in technical fouls are:

1. Profanity.
2. Excessive arguing.
3. Threat of any nature to opponent or referee.
4. Excessive or hard striking of the ball between rallies.
5. Slamming of the racquet against walls or floor, slamming the door, or any action which might result in damage to the court or injury to other players.
6. Delay of game. Examples include (i) taking too much time to dry the court, (ii) excessive questioning of the referee about the rules, (iii) exceeding the time allotted for timeouts or between games, (iv) calling a timeout when none remain, or after the service motion begins, or (v) taking more than ten seconds to serve or be ready to receive serve.
7. Intentional front line foot fault to negate a bad lob serve.
8. Anything the referee considers to be unsportsmanlike behavior.
9. Failure to wear lensed eyewear designed for racquet sports [See Rule 2.5(a)] is an automatic technical foul on the first infraction, plus a mandatory timeout (to acquire the proper eyewear) will be charged against the offending player. A second infraction by that player during the match will result in automatic forfeiture of the match.

(b) Technical Warnings. If a player's behavior is not so severe as to warrant a technical foul, a technical warning may be issued without the deduction of a point.

(c) Effect of Technical Foul or Warning. If a referee issues a technical foul, one point shall be removed from the offender's score. No point will be deducted if a referee issues a technical warning. In either case, a technical foul or warning should be accompanied by a brief explanation. Issuing a technical foul or warning has no effect on who will be serving when play resumes. If a technical foul occurs when the offender has no points or between games, the result will be that the offender's score becomes minus one (-1).

## RULE MODIFICATIONS

The following sections (4.0 through 11.0) detail the additional or modified rules that apply to variations of the singles game described in Sections 1 through 3.

### 4.0 — DOUBLES

The USRA's rules for singles also apply in doubles with the following additions and modifications:

#### Rule 4.1 DOUBLES TEAM

(a) A doubles team shall consist of two players who meet either the age requirements or player classification requirements to participate in a particular division of play. A team with different skill levels must play in the division of the player with the higher level of ability. When playing in an adult age division, the team must play in the division of the younger player. When playing in a junior age division, the team must play in the division of the older player.

(b) A change in playing partners may be made so long as the first match of the posted team has not begun. For this purpose only, the match will be considered started once the teams have been called to the court. The team must notify the tournament director of the change prior to the beginning of the match.

#### Rule 4.2 SERVE IN DOUBLES

(a) Order of Serve. Each team shall inform the referee of the order of service which shall be followed throughout that game. The order of serve may be changed between games. At the beginning of each game, when the first server of the first team to serve is out, the team is out. Thereafter, both players on each team shall serve until the team receives a handout and a sideout.

(b) Partner's Position. On each serve, the server's partner shall stand erect with back to the side wall and with both feet on the floor within the service box from the moment the server begins the service motion until the served ball passes the short line. Violations are called foot faults.

However, if the server's partner enters the safety zone before the ball passes the short line, the server loses service.

(c) Changes of Serve. In doubles, the side is retired when both partners have lost service, except that the team which serves first at the beginning of each game loses the serve when the first server is retired.

#### **Rule 4.3 FAULT SERVE IN DOUBLES**

(a) The server's partner is not in the service box with both feet on the floor and back to the side wall from the time the server begins the service motion until the ball passes the short line.

(b) A served ball that hits the doubles partner while in the doubles box results in a fault serve.

#### **Rule 4.4 OUT SERVE IN DOUBLES**

(a) Out-of-Order Serve. In doubles, when either partner serves out of order, the points scored by that server will be subtracted and an out serve will be called: if the second server serves out of order, the out serve will be applied to the first server and the second server will resume serving. If the player designated as the first server serves out of order, a sideout will be called. The referee should call "no serve" as soon as an out-of-order serve occurs. If no points are scored while the team is out of order, only the out penalty will have to be assessed. However, if points are scored before the out of order condition is noticed and the referee cannot recall the number, the referee may enlist the aid of the line judges (but not the crowd) to recall the number of points to be deducted.

(b) Ball Hits Partner. A served ball that hits the doubles partner while outside the doubles box results in loss of serve.

#### **Rule 4.5 RETURN IN DOUBLES**

(a) The rally is lost if one player hits that same player's partner with an attempted return.

(b) If one player swings at the ball and misses it, both partners may make further attempts to return the ball until it touches the floor the second time. Both partners on a side are entitled to return the ball.

### **5.0 — ONE SERVE**

The USRA's standard rules governing racquetball play will be followed except for the following:

#### **Rule 5.1 ONE SERVE**

Only one serve is allowed. Therefore, any fault serve is an out serve, with a few exceptions.

#### **Rule 5.2 SCREEN SERVE**

If a serve is called a screen, the server will be allowed one more opportunity to hit a legal serve. Two consecutive screen serves results in an out.

#### **Rule 5.3 SERVE HITS PARTNER**

In doubles, if a serve hits the non-serving partner while standing in the box, the server will be allowed one more opportunity to hit a legal serve. Hitting the non-serving partner twice, results in an out.

#### **Rule 5.4 CONSECUTIVE FAULTS**

In doubles, either (i) a screen serve followed by hitting the non-serving partner or (ii) hitting the non-serving partner followed by a screen serve, results in an out.

## **6.0 — MULTI-BOUNCE**

In general, the USRA's standard rules governing racquetball play will be followed except for the modifications which follow.

#### **Rule 6.1 BASIC RETURN RULE**

In general, the ball remains in play as long as it is bouncing. However, the player may swing only once at the ball and the ball is considered dead at the point it stops bouncing and begins to roll. Also, anytime the ball rebounds off the back wall, it must be struck before it crosses the short line on the way to the front wall, except as explained in Rule 6.2.

#### **Rule 6.2 BLAST RULE**

If the ball caroms from the front wall to the back wall on the fly, the player may hit the ball from any place on the court—including past the short line—so long as the ball is still bouncing.

#### **Rule 6.3 FRONT WALL LINES**

Two parallel lines (tape may be used) should be placed across the front wall such that the bottom edge of one line is 3 feet above the floor and the bottom edge of the other line is 1 foot above the floor. During the rally, any ball that hits the front wall (i) below the 3-foot line and (ii) either on or above the 1-foot line must be returned before it bounces a third time. However, if the ball hits below the 1-foot line, it must be returned before it bounces twice. If the ball hits on or above the 3-foot line, the ball must be returned as described in the basic return rule.

#### **Rule 6.4 GAMES AND MATCHES**

All games are played to 11 points and the first side to win two games, wins the match.

## **7.0 — ONE-WALL & THREE-WALL PLAY**

In general, the USRA's standard rules governing racquetball play will be followed except for the modifications which follow.

#### **Rule 7.1 ONE-WALL**

There are two playing surfaces—the front wall and the floor. The wall is 20 feet wide and 16 feet high. The floor is 20 feet wide and 34 feet to the back edge of the long line. To permit movement by players, there should be a minimum of three feet (six feet is recommended) beyond the long line and six feet outside each side line.

(a) Short Line. The back edge of the short line is 16 feet from the wall.

(b) Service Markers. Lines at least six inches long which are parallel with, and midway between, the long and short lines. The extension of the service markers form the imaginary boundary of the service line.

(c) Service Zone. The entire floor area inside and including the short line, side lines and service line.

(d) Receiving Zone. The entire floor area in back of the short line, including the side lines and the long line.

#### **Rule 7.2 THREE WALL**

(a) Short Side Wall. The front wall is 20 feet wide and 20 feet high. The side walls are 20 feet long and 20 feet high, with the side walls tapering to 12 feet high. The floor length and court markings are the same as a four wall court.

(b) Long Side Wall. The court is 20 feet wide, 20 feet high and 40 feet long. The side walls may taper from 20 feet high at the front wall down to 12 feet high at the end of the court. All court markings are the same as a four wall court.

(c) Three wall service. A serve that goes beyond the side walls on the fly is an out. A serve that goes beyond the long line on a fly, but within the side walls, is a fault.

## **8.0 — WHEELCHAIR**

In general, the USRA's standard rules governing racquetball play will be followed, except for the modifications which follow.

#### **Rule 8.1 MODIFICATIONS**

(a) Where USRA rules refer to server, person, body, or other similar variations, for wheelchair play such reference shall include all parts of the wheelchair in addition to the person sitting on it.

(b) Where the rules refer to feet, standing or other similar descriptions, for wheelchair play it means only where the rear wheels actually touch the floor.

(c) Where the rules mention body contact, for wheelchair play it shall mean any part of the wheelchair in addition to the player.

(d) Where the rules refer to double bounce or after the first bounce, it shall mean three bounces. All variations of the same phrases shall be revised accordingly.

#### **Rule 8.2 DIVISIONS**

(a) Novice Division. The novice division is for the beginning player who is just learning to play.

(b) Intermediate Division. The Intermediate Division is for the player who has played tournaments before and has a skill level to be competitive in the division.

(c) Open Division. The Open Division is the highest level of play and is for the advanced player.

(d) Multi-Bounce Division. The Multi-Bounce Division is for the individuals (men or women) whose mobility is such that wheelchair racquetball would be impossible if not for the Multi-Bounce Division.

(e) Junior Division. The junior divisions are for players who are under the age of 19. The tournament director will determine if the divisions will be played as two bounce or multi-bounce. Age divisions are: 8-11, 12-15, and 16-18.

### Rule 8.3 RULES

(a) Two Bounce Rule. Two bounces are used in wheelchair racquetball in all divisions except the Multi-Bounce Division. The ball may hit the floor twice before being returned.

(b) Out-of-Chair Rule. The player can neither intentionally jump out of the chair to hit a ball nor stand up in the chair to serve the ball. If the referee determines that the chair was left intentionally it will result in loss of the rally for the offender. If a player unintentionally leaves the chair, no penalty will be assessed. Repeat offenders will be warned by the referee.

(c) Equipment Standards. To protect playing surfaces, the tournament officials will not allow a person to participate with black tires or anything which will mark or damage the court.

(d) Start. The serve may be started from any place within the service zone. Although the front casters may extend beyond the lines of the service zone, at no time shall the rear wheels cross either the service or short line before the served ball crosses the short line. Penalties for violation are the same as those for the standard game.

(e) Maintenance Delay. A maintenance delay is a delay in the progress of a match due to a malfunction of a wheelchair, prosthesis, or assistive device. Such delay must be requested by the player, granted by the referee during the match, and shall not exceed 5 minutes. Only two such delays may be granted for each player for each match. After using both maintenance delays, the player has the following options: (i) continue play with the defective equipment, (ii) immediately substitute replacement equipment, or (iii) postpone the game, with the approval of the referee and opponent.

### Rule 8.4 MULTI-BOUNCE RULES

(a) The ball may bounce as many times as the receiver wants though the player may

swing only once to return the ball to the front wall.

(b) The ball must be hit before it crosses the short line on its way back to the front wall.

(c) The receiver cannot cross the short line after the ball contacts the back wall.

## 9.0 — VISUALLY

### IMPAIRED

In general, the USRA's standard rules governing racquetball play will be followed except for the modifications which follow.

#### Rule 9.1 ELIGIBILITY

A player's visual acuity must not be better than 20/200 with the best practical eye correction or else the player's field of vision must not be better than 20 degrees. The three classifications of blindness are B1 (totally blind to light perception), B2 (able to see hand movement up to 20/600 corrected), and B3 (from 20/600 to 20/200 corrected).

#### Rule 9.2 RETURN OF SERVE AND RALLIES

On the return of serve and on every return thereafter, the player may make multiple attempts to strike the ball until (i) the ball has been touched, (ii) the ball has stopped bouncing, or (iii) the ball has passed the short line after touching the back wall. The only exception is described in Rule 9.3.

#### Rule 9.3 BLAST RULE

If the ball (other than on the serve) caroms from the front wall to the back wall on the fly, the player may retrieve the ball from any place on the court—including in front of the short line—so long as the ball has not been touched and is still bouncing.

#### Rule 9.4 HINDERS

A dead-ball hinder will result in the rally being replayed without penalty unless the hinder was intentional. If a hinder is clearly intentional, an avoidable hinder should be called and the rally awarded to the non-offending player or team.

## 10.0 — DEAF

In general, the USRA's standard rules governing racquetball play will be followed except for the modifications which follow.

#### Rule 10.1 ELIGIBILITY

An athlete shall have a hearing loss of 55 db or more in the better ear to be eligible for any NRAD tournament.

## 11.0 — PROFESSIONAL

In general, competition on both the International Racquetball Tour [IRT] and Women's International Racquetball Tour [WIRT] will follow the standard rules governing racquetball established by the USRA, except for the modifications which follow. Modifications for both professional tours are consistent, with one exception as noted in Rule 11.4.

#### Rule 11.1 GAME, MATCH

All games are played to 11 points, and are won by the player who scores to that level, with a 2-point lead. If necessary, the game will continue beyond 11 points, until such time as one player has a 2-point lead. Matches are played the best three out of a possible five games to 11.

#### Rule 11.2 APPEALS

The referee's call is final. There are no line judges, and no appeals may be made.

#### Rule 11.3 SERVE

Players are allowed only one serve to put the ball into play.

#### Rule 11.4 SCREEN SERVE

In IRT matches, screen serves are replayed. In WIRT matches, two consecutive screen serves will result in a sideout.

#### Rule 11.5 COURT HINDERS

No court hinders are allowed or called.

#### Rule 11.6 OUT-OF-COURT BALL

Any ball leaving the court results in a loss of rally.

#### Rule 11.7 BALL

All matches are played with the Penn Pro ball. The first, third, and fifth (if necessary) games of the match are started with a new ball.

#### Rule 11.8 TIMEOUTS

(a) Per Game. Each player is entitled to one 1-minute timeout per game.

(b) Between Points. The player has 15 seconds from the end of the previous rally to put the ball in play.

(c) Between Games. The rest period between all games is 2 minutes, including a fifth game tiebreaker.

(d) Equipment Timeouts. A player does not have to use regular timeouts to correct or adjust equipment, provided that the need for the change or adjustment is acknowledged by the referee as being necessary for fair and safe continuation of the match.

(e) Injury Timeout. Consists of two 7½ minute timeouts within a match. Once an injury timeout is taken, the full 7½ minutes must be used, or it is forfeited.

# official policies & procedures

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### national office contact information

United States Racquetball Association  
1685 West Uintah  
Colorado Springs, CO 80904-2921  
Tel: 719/635-5396  
Fax: 719/635-0685  
Email: usragen@webaccess.net  
<http://www.racquetball.org>  
OR <http://www.usra.org>  
<http://www.racqmag.com>

### national staff directory

Name	Title & Office Extension
Luke St. Onge	Executive Director (31)
Jim Hiser	Assoc. ED/Programming (30)
Kevin Joyce	Membership Director (23)
Linda Mojer	Assoc. ED/Communications (27)
Jeremy Case	Data Entry (21)
Heather Fender	Customer Service (20)
Rich Clay	National Rules Commissioner
Margo Daniels	Natl. Tournament Director
Michelle Gould	AmPRO Executive Director
Tyler Ohlbrecht	Distribution (32)
Barbara Saint Onge	Archives/Protocol (28)
Kevin Vicroy	Media/PR Manager (26)
Melody Weiss	Finance Director (22)
Dalene Werner	Office Manager (29)

## A — TOURNAMENTS

### A.1 DRAWS

(a) If possible, all draws shall be made at least 2 days before the tournament commences. The seeding method of drawing shall be approved by the USRA.

(b) At USRA National events, the draw and seeding committee shall be chaired by the USRA's Executive Director, National Tournament Director, and the host tournament director. No other persons shall participate in the draw or seeding unless at the invitation of the draw and seeding committee.

(c) In local and regional tournaments the draw shall be the responsibility of the tournament director.

### A.2 CONSOLATION MATCHES

(a) Each entrant shall be entitled to participate in a minimum of two matches. Therefore, losers of their first match shall have the opportunity to compete in a consolation bracket of their own division. In draws of less than seven players, a round robin may be offered. See A.6 about how to determine the winner of a round robin event.

(b) Consolation matches may be waived at the discretion of the tournament director, but this waiver must be in writing on the tournament application.

(c) Preliminary consolation matches will be two of three games to 11 points. Semifinal and final matches will follow the regular scoring format.

### A.3 SCHEDULING

(a) Preliminary Matches. If one or more contestants are entered in both singles and doubles, they may be required to play both singles and doubles on the same day with little rest between matches. This is a risk assumed on entering two singles events or a singles and doubles event. If possible, the schedule should provide at least 1 hour of rest between matches.

(b) Final Matches. Where one or more players has reached the finals in both singles and doubles, it is recommended that the doubles match be played on the day preceding the singles. This would assure more rest between the final matches. If both final matches must be played on the same day or night, the following procedure is recommended:

1. The singles match be played first, and;
2. A rest period of not less than 1 hour be allowed between the finals in singles and doubles.

### A.4 NOTICE OF MATCHES

After the first round of matches, it is the responsibility of each player to check the posted schedules to determine the time and place of each subsequent match. If any change is made in the schedule after posting, it shall be the duty of the tournament director to notify the players of the change.

### A.5 THIRD PLACE

Players are not required to play off for 3rd place. However, for point standings, if one semifinalist wants to play off for third and the other semifinalist does not, the one willing to play shall be awarded third place. If neither semifinalist wishes to play off for 3rd then the points shall be totaled, divided by 2, and awarded evenly to both players.

### A.6 ROUND ROBIN SCORING

The final positions of players or teams in round robin competition is determined by the following sequence:

- a. Winner of the most matches;
- b. In a two way tie, winner of the head-to-head match;
- c. In a tie of three or more, the player who lost the fewest games is awarded the highest position.

1. If a two way tie remains, the winner of the head-to-head match is awarded the higher position.

2. If a multiple tie remains, the total "points scored against" each player in all matches will be tabulated and the player who had the least "points scored against" them is awarded the highest position. Note: Forfeits

will count as a match won in two games. In cases where "points scored against" is the tiebreaker, the points scored by the forfeiting team will be discounted from consideration of "points scored against" all teams.

#### **A.7 COURT ASSIGNMENTS**

In all USRA sanctioned tournaments, the tournament director and/or USRA official in attendance may decide on a change of court after the completion of any tournament game, if such a change will accommodate better spectator conditions.

#### **A.8 TOURNAMENT CONDUCT**

In all USRA sanctioned tournaments, the referee is empowered to forfeit a match, if the conduct of a player or team is considered detrimental to the tournament and the game. See B.5(d) and (e).

### **B — OFFICIATING**

#### **B.1 TOURNAMENT MANAGEMENT**

All USRA sanctioned tournaments shall be managed by a tournament director, who shall designate the officials.

#### **B.2 TOURNAMENT RULES COMMITTEE**

The tournament director should appoint a tournament rules committee to resolve any disputes that the referee, tournament desk, or tournament director cannot resolve. The committee, composed of an odd number of persons, may include state or national officials, or other qualified individuals in attendance who are prepared to meet on short notice. The tournament director should not be a member of this committee.

#### **B.3 REFEREE APPOINTMENT AND REMOVAL**

The principal official for every match shall be the referee who has been designated by the tournament director, or a designated representative, and who has been agreed upon by all participants in the match. The referee's authority regarding a match begins once the players are called to the court. The referee may be removed from a match upon the agreement of all participants (teams in doubles) or at the discretion of the tournament director or the designated representative. In the event that a referee's removal is requested by one player or team and not agreed to by the other, the tournament director or the designated representative may accept or reject the request. It is suggested that the match be observed before determining what, if any, action is to be taken. In addition, two line judges and a scorekeeper may also be designated to assist the referee in officiating the match.

#### **B.4 RULES BRIEFING**

Before all tournaments, all officials and players shall be briefed on rules as well as local court hindrances, regulations, and modifications the tournament director wishes to impose. The briefing should be reduced to writing. The current USRA rules will apply and be made available. Any modifications the tournament director wishes to impose must be stated on the entry form and be available to all players at registration.

#### **B.5 REFEREES**

(a) Pre-Match Duties. Before each match begins, it shall be the duty of the referee to:

1. Check on adequacy of preparation of court with respect to cleanliness, lighting and temperature.
2. Check on availability and suitability of materials to include balls, towels, scorecards, pencils and timepiece necessary for the match.
3. Check the readiness and qualifications of the line judges and scorekeeper. Review appeal procedures and instruct them of their duties, rules and local regulations.
4. Go onto the court to make introductions; brief the players on court hindrances (both designated and undesignated); identify any out-of-play areas (see rule 2.1(a)); discuss local regulations and rule modifications for this tournament; and explain often misinterpreted rules.
5. Inspect players' equipment; identify the line judges; verify selec-

tion of a primary and alternate ball.

6. Toss coin and offer the winner the choice of serving or receiving.

(b) Decisions. During the match, the referee shall make all decisions with regard to the rules. Where line judges are used, the referee shall announce all final judgments. If both players in singles and three out of four in a doubles match disagree with a call made by the referee, the referee is overruled, with the exception of technical fouls and forfeitures.

(c) Protests. Any decision of the referee will, on protest, be accorded due process as set forth in the constitution of the USRA. For the purposes of rendering a prompt decision regarding protests filed during the course of an ongoing tournament, the stages of due process will be: first to the tournament desk, then to the tournament director, and finally to the tournament rules committee. In those instances when time permits, the protest may be elevated to the state association or, when appropriate, to the national level as called for in the USRA constitution.

(d) Forfeitures. A match may be forfeited by the referee when:

1. Any player refuses to abide by the referee's decision or engages in unsportsmanlike conduct.
2. Any player or team who fails to report to play 10 minutes after the match has been scheduled to play. (The tournament director may permit a longer delay if circumstances warrant such a decision.)
3. A game will be forfeited by the referee for using an illegal racquet as specified in Rule 2.4(e).

(e) Defaults. A player or team may be forfeited by the tournament director or official for failure to comply with the tournament or host facility's rules while on the premises between matches, or for abuse of hospitality, locker room, or other rules and procedures.

(f) Spectators. The referee shall have jurisdiction over the spectators, as well as the players, while the match is in progress.

(g) Other Rulings. The referee may rule on all matters not covered in the USRA Official Rules. However, the referee's ruling is subject to protest as described in B.5 (c).

#### **B.6 LINE JUDGES**

(a) When Utilized. Two line judges should be used for semifinal and final matches, when requested by a player or team, or when the referee or tournament director so desires. However, the use of line judges is subject to availability and the discretion of the tournament director.

(b) Replacing Line Judges. If any player objects to a person serving as a line judge before the match begins, all reasonable effort shall be made to find a replacement acceptable to the officials and players. If a player objects after the match begins, any replacement shall be at the discretion of the referee and/or tournament director.

(c) Position of Line Judges. The players and referee shall designate the court location of the line judges. Any dispute shall be settled by the tournament director.

(d) Duties and Responsibilities. Line judges are designated to help decide appeals. In the event of an appeal, and after a very brief explanation of the appeal by the referee, the line judges must indicate their opinion of the referee's call.

(e) Signals. Line judges should extend their arm and signal as follows: (i) thumb up to show agreement with the referee's call, (ii) thumb down to show disagreement, and (iii) hand open with palm facing down to indicate "no opinion" or that the play in question wasn't seen.

(f) Manner of Response. Line judges should be careful not to sig-

nal until the referee announces the appeal and asks for a ruling. In responding to the referee's request, line judges should not look at each other, but indicate their opinions simultaneously in clear view of the players and referee. If at any time a line judge is unsure of which call is being appealed or what the referee's call was, the line judge should ask the referee to repeat the call and the appeal.

(g) Result of Response. The referee's call stands if at least one line judge agrees with the referee or if neither line judge has an opinion. If both line judges disagree with the referee, the referee must reverse the call. If one line judge disagrees with the referee and the other signals no opinion, the rally is replayed. Any replays, with the exception of appeals on the second serve itself, will result in two serves.

### **B.7 APPEALS**

(a) Appealable Calls and Non-Calls. In any match using line judges, a player may appeal any call or non-call by the referee, except for a technical foul or forfeiture.

(b) How to Appeal. A verbal appeal by a player must be made directly to the referee immediately after the rally has ended. A player who believes there is an infraction to appeal, should bring it to the attention of the referee and line judges by raising the non-racquet hand at the time the perceived infraction occurs. The player is obligated to continue to play until the rally has ended or the referee stops play. The referee will recognize a player's appeal only if it is made before that player leaves the court for any reason including timeouts and game-ending rallies or, if that player doesn't leave the court, before the next serve begins.

(c) Loss of Appeal. A player or team forfeits its right of appeal for that rally if the appeal is made directly to the line judges or, if the appeal is made after an excessive demonstration or complaint.

(d) Limit on Appeals. A player or team can make three appeals per game. However, if either line judge disagrees (thumb down) with the referee's call, that appeal will not count against the three-appeal limit. In addition, a potential game-ending rally may be appealed without charge against the limit—even if the three-appeal limit has been reached.

### **B.8 OUTCOME OF APPEALS**

Everything except technical fouls and forfeitures can be appealed. The following outcomes cover several of the most common types of appeal, but not all possible appeals could be addressed. Therefore, referee's discretion and common sense should govern the outcomes of those appeals that are not covered herein:

(a) Skip Ball. If the referee makes a call of "skip ball," and the call is reversed, the referee then must decide if the shot in question could have been returned had play continued. If, in the opinion of the referee, the shot could have been returned, the rally shall be replayed. However, if the shot was not retrievable, the side which hit the shot in question is declared the winner of the rally. If the referee makes no call on a shot (thereby indicating that the shot did not skip), an appeal may be made that the shot skipped. If the "no call" is reversed, the side which hit the shot in question loses the rally.

(b) Fault Serve. If the referee makes a call of fault serve and the call is reversed, the serve is replayed, unless if the referee considered the serve to be not retrievable, in which case a point is awarded to the server. If an appeal is made because the referee makes no call on a serve—thereby indicating that the serve was good—and the "no call" is reversed, it will result in second serve if the infraction occurred on the first serve or loss of serve if the infraction occurred on the second serve.

(c) Out Serve. If the referee calls an "out serve", and the call is reversed, the serve will be replayed, unless the serve was obviously a fault too, in which case the call becomes fault serve. However, if the call is reversed and the serve was considered an ace, a point will be awarded. Also, if the referee makes no call on a serve—

thereby indicating that the serve was good—but the "no call" is reversed, it results in an immediate loss of serve.

(d) Double Bounce Pickup. If the referee makes a call of two bounces, and the call is reversed, the rally is replayed, except if the player against whom the call was made hit a shot that could not have been retrieved, then that player wins the rally. (Before awarding a rally in this situation, the referee must be certain that the shot would not have been retrieved even if play had not been halted.) If an appeal is made because the referee makes no call thereby indicating that the get was not two bounces, and the "no call" is reversed, the player who made the two bounce pickup is declared the loser of the rally.

(e) Receiving Line Violation/Encroachment. If the referee makes a call of encroachment, but the call is overturned, the serve shall be replayed unless the return was deemed irretrievable in which case a sideout (or possibly a handout in doubles) should be called. When an appeal is made because the referee made no call, and the appeal is successful, the server is awarded a point.

(f) Court Hinder. If the referee makes a call of court hinder during a rally or return of serve, the rally is replayed. If the referee makes no call and a player feels that a court hinder occurred, that player may appeal. If the appeal is successful, the rally will be replayed. A court hinder on a second serve results in only that serve being replayed.

### **B.9 RULE INTERPRETATIONS**

If a player feels the referee has interpreted the rules incorrectly, the player may require the referee or tournament director to cite the applicable rule in the rulebook. Having discovered a misapplication or misinterpretation, the official must correct the error by replaying the rally, awarding the point, calling sideout, or taking other corrective measures.

## **C — ELIGIBILITY & NATIONAL EVENTS**

### **C.1 PROFESSIONAL**

A professional is defined as any player who has accepted prize money regardless of the amount in any professional sanctioned (including IRT/WIRT) tournament or in any other tournament so deemed by the USRA Board of Directors. (Note: Any player concerned about the adverse effect of losing amateur status should contact the USRA National Office at the earliest opportunity to ensure a clear understanding of this rule and that no action is taken that could jeopardize that status.)

(a) An amateur player may participate in a professional sanctioned tournament but will not be considered a professional (i) if no prize money is accepted or (ii) if the prize money received remains intact and placed in trust under USRA guidelines.

(b) The acceptance of merchandise or travel expenses shall not be considered prize money, and thus does not jeopardize a player's amateur status.

### **C.2 RETURN TO AMATEUR STATUS**

Any player who has been classified as a professional can re-establish amateur status by requesting, in writing, this desire to be reclassified as an amateur. This application shall be tendered to the Executive Director of the USRA or a designated representative, and shall become effective immediately as long as the player making application for reinstatement of amateur status has received no money in any tournament, as defined in C.1, for the past 12 months.

### **C.3 USRA ELIGIBILITY**

(a) Any current USRA member who has not been classified as a professional (See C.1) may compete in any USRA sanctioned tournament.

(b) Any current USRA member who has been classified as a professional may compete in any event at a USRA sanctioned tournament that offers prize money or merchandise.

#### C.4 RECOGNIZED DIVISIONS

Title opportunities at national championships will be selected from the division lists which follow. Combined "Age + Skill" divisions may also be offered to provide additional competitive opportunities for non-open entrants. For ranking consistency, state organizations are encouraged to select from these recognized divisions when establishing competition in all sanctioned events.

(a) Open Division. Any player with amateur status.

(b) Open Adult Age Divisions. Eligibility is determined by the player's age on the first day of the tournament. Divisions are:

- 24 & under - Varsity
- 25+ - Junior Veterans
- 30+ - Veterans
- 35+ - Seniors
- 40+ - Veteran Seniors
- 45+ - Masters
- 50+ - Veteran Masters
- 55+ - Golden Masters
- 60+ - Veteran Golden Masters
- 65+ - Senior Golden Masters
- 70+ - Advanced Golden Masters
- 75+ - Super Golden Masters
- 80+ - Grand Masters
- 85+ - Super Grand Masters

(c) Junior Age Divisions. Player eligibility is determined by the player's age on January 1st of the current calendar year. Divisions are:

- 18 & Under
- 16 & Under
- 14 & Under
- 12 & Under
- 10 & Under
- 8 & Under (regular rules)
- 8 & Under (multi-bounce rules)
- 6 & Under (regular rules)
- 6 & Under (multi-bounce rules)

(d) Skill Divisions. Player eligibility is determined by AmPRO skill level certification, or verification by a state association official, at the entered level.

- A
- B
- C
- D
- Novice

(e) Age + Skill Divisions. Player eligibility is determined by the player's age on the first day of the tournament, plus AmPRO skill level certification, or verification by a state association official, at the entered skill level. Such combinations may be offered as additional competition to players who do not fall into the "open" or designated skill levels of play. For example: 24- A/B • 30+ B • 35+ C/D • 40+ A • 65 + A/B, etc.

#### C.5 DIVISION COMPETITION BY GENDER

Men and women may compete only in events and divisions for their respective gender during regional and national tournaments. If there is not sufficient number of players to warrant play in a specific division, the tournament director may place the entrants in a comparably competitive division. Note: For the purpose of encouraging the development of women's racquetball, the governing bodies of numerous states permit women to play in men's divisions when a comparable skill level is not available in the women's divisions.

#### C.6 USRA REGIONAL CHAMPIONSHIPS

(a) Adult Regional Tournaments

1. Regional tournaments will be conducted at various metropolitan

sites designated annually by the USRA and players may compete at any site they choose.

2. A person may compete in any number of adult regional tournaments, but may not enter a championship division (as listed in C.4) after having won that division at a previous adult regional tournament that same year.
3. A person cannot participate in more than two championship events at a regional tournament.
4. Any awards or remuneration to a USRA National Championship will be posted on the entry blank.
5. One-serve rules (see Rule 5.0) will be used in all open divisions at USRA National and Regional Championships. Their use is optional at other tournaments.

(b) Junior Regional Tournaments. All provisions of C.6(a) also apply to juniors, except:

1. Regional tournaments will be conducted within the following regions which are identified for the purposes of junior competition:
  - Region 1 — Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut
  - Region 2 — New York, New Jersey
  - Region 3 — Pennsylvania, Maryland, Virginia, Delaware, District of Columbia
  - Region 4 — Florida, Georgia
  - Region 5 — Alabama, Mississippi, Tennessee
  - Region 6 — Arkansas, Kansas, Missouri, Oklahoma
  - Region 7 — Texas, Louisiana
  - Region 8 — Wisconsin, Iowa, Illinois
  - Region 9 — West Virginia, Ohio, Michigan
  - Region 10 — Indiana, Kentucky
  - Region 11 — North Dakota, South Dakota, Minnesota, Nebraska
  - Region 12 — Arizona, New Mexico, Utah, Colorado
  - Region 13 — Montana, Wyoming
  - Region 14 — California, Hawaii, Nevada
  - Region 15 — Washington, Idaho, Oregon, Alaska
  - Region 16 — North Carolina, South Carolina
2. A junior may compete in any number of junior regional tournaments, but may not enter a division (as listed in C.4 (c)) after having won that division at a previous junior regional tournament that same year.
3. The provisions of C.6(a)3 may not apply if tournaments (singles/doubles or adults/juniors) are combined.

#### C.7 U.S. NATIONAL SINGLES AND DOUBLES CHAMPIONSHIPS

The U.S. National Singles and Doubles Tournaments are separate tournaments and are played on different dates. One serve rules (see Rule 5.0) will apply in all Open divisions.

(a) Competition in an Adult Regional singles tournament is required to qualify for the National Singles Championship.

1. Exception: Men of the age of 55 and over (55+), and women age 45 and over (45+), are not required to qualify for the National Singles Championship.
2. Exception: Any player who competes in either a junior or inter-collegiate regional preceding the National Singles, will not be required to compete in an Adult Regional event.

(b) The National Tournament Director may handle the rating of each region and determine how many players shall qualify from each regional tournament.

(c) If a region is oversubscribed, a playoff to qualify players in a division may be conducted the day prior to the start of a National Championship.

#### C.8 U.S. NATIONAL JUNIOR OLYMPIC CHAMPIONSHIPS

It will be conducted on a different date than all other National Championships and generally subject to the provisions of C.7.

**C.9 U.S. NATIONAL HIGH SCHOOL CHAMPIONSHIPS**

It will be conducted on a different date than all other National Championships.

**C.10 U.S. NATIONAL INTERCOLLEGIATE CHAMPIONSHIPS**

It will be conducted on a different date than all other National Championships.

**C.11 U.S. OPEN RACQUETBALL CHAMPIONSHIPS**

It will be conducted on a different date than all other National Championships, and include both pro and amateur competitive divisions.

**D — PROCEDURES**

**D.1 RULE CHANGE PROCEDURES**

To ensure the orderly growth of racquetball, the USRA has established specific procedures that are followed before a major change is made to the rules of the game. *NOTE: Changes to rules and regulations in Sections 1 through 10 must adhere to published rule change procedures. Remaining sections may be altered by vote of the USRA Board of Directors\*.*

1. Rule change proposals must be submitted in writing to the USRA National Office by June 1st. *NOTE:* The Board of Directors has imposed a moratorium on rule changes that establishes the next deadline for submission of rule change proposals as June 1, 2001, which would set the earliest possible effective date as September 1, 2002. [See following timeline for procedural details.]
2. The USRA Board of Directors will review all proposals at its October board meeting and determine which will be considered.
3. Selected proposals will be published in *RACQUETBALL* magazine — the official USRA publication — as soon as possible after the October meeting for comment by the general membership.
4. After reviewing membership input and the recommendations of the National Rules Committee and National Rules Commissioner, the proposals are discussed and voted upon at the annual Board of Directors meeting in May.
5. Changes approved in May become effective on September 1st. Exception: changes in racquet specifications become effective 2 years later on September 1st.
6. Proposed rules that are considered for adoption in one year, but are not approved by the Board of Directors in May of that year, will not be considered for adoption the following year.

\* The following "policies & procedures" segments are subject to stated rule change procedures outlined in D.1:

- A.6 Round Robin Scoring
- A.8 Tournament Conduct
- B.5 (d-g) Forfeitures, Defaults ...
- B.6 Line Judges
- B.7 Appeals
- B.8 Outcome of Appeals

**D.2 USRA NATIONAL RULES COMMITTEE**

Rich Clay, National Rules Commissioner  
3401 North Kedzie  
Chicago, IL 60618  
773/539-1114 (Office)  
847/918-7407 (Home)

Michael Amolt  
Suite 307, 3833 North Meridian Street  
Indianapolis, IN 46208  
317/926-2766 (Office)  
317/259-1359 (Home)

Dan Davis  
5304 Hollister Street  
Houston, TX 77040  
817/666-9139 (Office)

Otto Dietrich  
4244 Russet Court  
Lilburn, GA 30047  
770/972-2303 (Home)

Jim Easterling  
321 Village  
Lansing, MI 48911  
517/887-0459 (Home)  
517/373-2399 (Office)

Lorraine Galloway  
175-20 Wexford Terrace #7-5  
Jamaica Estates, NY 11432  
718/739-4629 (Home)

Jim Gillhouse  
2120 East Willamette Avenue  
Colorado Springs, CO 80909  
719/471-0799 (Home)  
719/526-9636 (Office)

Mary Lyons  
940 Penman Road  
Neptune Beach, FL 32266  
904/270-2224 (Office)

Eric Muller  
14002 Slater  
Overland Park, KS 66221  
913/681-5219 (Home)

Annie Muniz  
812 Woodstock  
Bellaire, TX 77401  
713/659-3554 (Office)  
713/432-0881 (Home)

Carlton Vass  
P.O. Box 31875  
Charleston, SC 29417  
843/571-7889 (Office)  
843/574-9059 (Home)

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