

UNITED STATES RACQUETBALL ASSOCIATION



STATE PRESIDENT'S GUIDEBOOK

USRA

United States Racquetball Association

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Introduction

The intention of this guide book is to assist you in your efforts to organize, administer and direct a successful 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'll learn how to draft and adopt a constitution and bylaws, conduct elections and host 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 Profile

The United States Racquetball Association is a not-for-profit 501 (c) (3) 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 USRA was founded in 1968.

Leadership & Volunteers

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. This is what is was stated earlier that out of 9 board members you will be lucky to have three fully functional. 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 to 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.

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.

Membership

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.

State 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.

SAMPLE: The attached constitution & bylaws are patterned after workable, functional and non-complicated organic documents of USRA State Associations, USRA Constitution. Use this as a model to adopt a constitution for your state.

CONSTITUTION OF THE
AMERICAN AMATEUR RACQUETBALL ASSOCIATION, INC.

ARTICLE I

101.0 NAME. The name of the organization shall be the American Amateur 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 American Amateur 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 American Amateur 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 AARA 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 decided by the majority of the votes cast by the Board of Directors at a special meeting of the Board. This special meeting shall be held following 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. If the Board member who dies, resigns, or is removed is an athlete representative, then the person appointed by the President must meet the requirements to be an athlete representative.

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 AARA 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 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 AARA 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 except as otherwise stated in these Constitution and By-Laws. 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. Terms for athlete representatives shall begin on the January 1st following the Summer Olympic Games and end December 31st four year later.

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 AARA 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 AARA 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 AARA'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 AARA 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 AARA'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 AARA 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 AARA Governance Manual shall be deemed a standing by-law, directive in nature, and shall include as a minimum:
 - 1) the current AARA 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 AARA 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 will oversee the development of plans to market the sport and organization for the purpose of raising funds to expand programs and other organizational interests.

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:

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- 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, which is chaired by the National Tournament Commissioner, will oversee the identification of sites and activities for each national event.

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 selecting the nominees (a number equal to or one more than the number of vacancies) for 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. 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 Championship immediately prior to the start of each USOC quadrennium.
- R. Coaching - This committee will (i) identify the status of coaching resources and needs of the association; (ii) assist in improving the quality of coaching; (iii) expand the number of qualified coaches available to the corporation; (iv) provide athletes with the best possible coaching for helping them reach their potential; (v) assist in coordinating, gathering, and distributing current and relevant technical information and resources for coaches; and (vi) act as the corporation's contact for all coaching in the United States.

EDUCATION, RESEARCH, AND RECOGNITION

- S. Elite Camp / AMPRO - This committee will administer the development of elite athletes through the Elite Training Camp and monitor the development of instructors.
- T. Sports Sciences - The mission of the Sports Science Committee is to disseminate sports science developments and applications to the entire racquetball playing population.
- U. Sports Medicine - The mission of the Sports Medicine Committee is to disseminate sports medicine developments and applications to the entire racquetball playing population.
- 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

Player's Bill of Rights

A. Membership in the Corporation shall be 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.

a. 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.

b. 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 - MEMBER 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 as stated in the International Racquetball Federation's By-Laws shall apply to all members of the Corporation. Prizes and awards shall be determined by the Board of Directors. Prizes and awards shall be determined by the Board of Directors. Prizes and awards shall be determined by the Board of Directors.

ARTICLE III - PURPOSE OF THE CORPORATION

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

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

Bill of Rights
The Bill of Rights is the first ten amendments to the United States Constitution. It was drafted by James Madison and ratified in 1791. The Bill of Rights guarantees certain individual liberties and limits the power of the federal government.

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BY-LAWS OF THE
AMERICAN AMATEUR 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 AARA 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 (in) 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 be 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 that 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 by 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.

State 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 (c) 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 (c) 3 Status

You may attempt to file for this classification under the IRS code but it is hard to obtain and is unnecessary under the USRA state affiliate designation.

To accommodate donors who wish to claim their contributions as a tax deduction, the USRA is a 501 (c) 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.

SAMPLE: Attached is information on how to incorporate 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.

The Non-Profit Organization

How to Incorporate:

File Articles of Incorporation with the Secretary of State with the required statutory fee, which will vary from state to state.

The Secretary of State issues a "Certificate of Incorporation" which must be filed with the Recorder of Deeds in the county where the corporation shall have its main office.

For Colorado:

Secretary of State
Dept of Business Services
Dr. Michael Shea
303-894-2251

source: State Yellow Book
RO 353.9025
S797 Fall 1994

Suggested References:

IRS Publication 557 entitled, "How to Apply for and Retain Exempt Status for Your Organization"

The Articles of Incorporation is a legal document often referred to as the "charter." You will need to complete and submit two identical copies of the Articles of Incorporation.

To follow is a guideline for becoming a 501(c)3 organization in Illinois. To obtain information for incorporating in your state you must contact the Secretary of State.

NAMES & ADDRESSES OF INCORPORATORS

The undersigned incorporator(s) hereby declare(s), under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.

Dated _____, 19____.

SIGNATURES AND NAMES

POST OFFICE ADDRESS

1. _____
Signature

Name (please print)

2. _____
Signature

Name (please print)

3. _____
Signature

Name (please print)

4. _____
Signature

Name (please print)

5. _____
Signature

Name (please print)

1. _____
Street

City/Town State Zip

2. _____
Street

City/Town State Zip

3. _____
Street

City/Town State Zip

4. _____
Street

City/Town State Zip

5. _____
Street

City/Town State Zip

(Signatures must be in ink on original document. Carbon copy, xerox or rubber stamp signatures may only be used on the true copy.)

NOTE: If a corporation acts as incorporator, the name of the corporation and the state of incorporation shall be shown and the execution shall be by its President or Vice-President and verified by him, and attested by its Secretary or an Assistant Secretary.

The registered agent cannot be the corporation itself.

The registered agent may be an individual, resident in this State, or a domestic or foreign corporation, authorized to act as a registered agent.

The registered office may be, but need not be, the same as its principal office.

A corporation which is to function as a club, as defined in Section 1-3.24 of the "Liquor Control Act" of 1934, must insert in its purpose clause a statement that it will comply with the State and local laws and ordinances relating to alcoholic liquors.

FOR INSERTS - USE WHITE PAPER - SIZE 8 1/2 x 11

File No. _____

FORM NFP-102.10

ARTICLES OF INCORPORATION

under the

GENERAL NOT FOR PROFIT

CORPORATION ACT

of

SECRETARY OF STATE

DEPARTMENT OF BUSINESS SERVICES

CORPORATION DIVISION

SPRINGFIELD, ILLINOIS 62756

TELEPHONE (217) 782-9522

782-9523

(These Articles Must Be Executed and Filed in Duplicate)

Filing Fee \$50

ARTICLES OF INCORPORATION

(Do Not Write in This Space)

SUBMIT IN DUPLICATE
Payment must be made by Certified Check, Cashier's
Check, Illinois Attorney's Check, Illinois C.P.A.'s Check
or Money Order, payable to "Secretary of State."
DO NOT SEND CASH!

Date _____
Filing Fee \$50
Approved _____

TO: GEORGE H. RYAN, Secretary of State

Pursuant to the provisions of "The General Not For Profit Corporation Act of 1986", the undersigned incorporator(s) hereby adopt the following Articles of Incorporation.

Article 1. The name of the corporation is: _____

Article 2: The name and address of the initial registered agent and registered office are:

Registered Agent _____
First Name Middle Name Last Name
Registered Office _____
Number Street (Do Not Use P.O. Box)
City Zip Code County

Article 3: The first Board of Directors shall be _____ in number, their names and residential addresses being as follows:
(Not less than three)

Director's Names	Number	Street	Address City	State

Article 4. The purposes for which the corporation is organized are:

Is this corporation a Condominium Association as established under the Condominium Property Act?
 Yes No (Check one)

Is this corporation a Cooperative Housing Corporation as defined in Section 216 of the Internal Revenue Code of 1954?
 Yes No (Check one)

Is this a Homeowner's Association which administers a common-interest community as defined in subsection (c) of Section 9-102 of the code of Civil Procedure?
 Yes No

Article 5. Other provisions (please use separate page):



STATE OF COLORADO

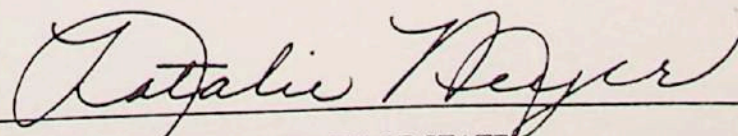
DEPARTMENT OF
STATE

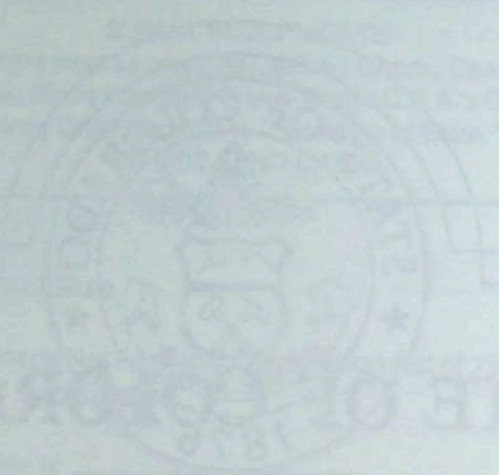
CERTIFICATE

I, NATALIE MEYER, Secretary of State of the State of Colorado hereby certify that the prerequisites for the issuance of this certificate have been fulfilled in compliance with law and are found to conform to law.

Accordingly, the undersigned, by virtue of the authority vested in me by law, hereby issues A CERTIFICATE OF INCORPORATION TO AMERICAN AMATEUR RACQUETBALL ASSOCIATION, A NONPROFIT CORPORATION.

Dated: FEBRUARY 12, 1988


SECRETARY OF STATE



STATE OF COLORADO

DEPARTMENT OF STATE

CERTIFICATE

I, [Name], Secretary of State of the State of Colorado, do hereby certify that the foregoing is a true and correct copy of the articles of incorporation of the [Name of Corporation], as filed in my office on the [Date] day of [Month], 19[Year].

Witness my hand and the seal of the State of Colorado at Denver, Colorado, this [Date] day of [Month], 19[Year].

[Signature]

Secretary of State

Dated: February 12, 1988

I, [Name], Secretary of State of the State of Colorado, do hereby certify that the foregoing is a true and correct copy of the articles of incorporation of the [Name of Corporation], as filed in my office on the [Date] day of [Month], 19[Year].

[Signature]

Secretary of State

State Association 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.

Selection of Board 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.

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

As mentioned previously, we recommend three year board terms with unlimited re-elections. This may sound non-democratic in this day and age but we re-iterate. If you find a hard working individual don't let them go because of some perceived democratic action.

State Board Elections & Procedures

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 (50 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 and 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.

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.

SAMPLE: Attached is a sample of the job descriptions for the various board members of the Oregon Junior Racquetball Association.

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.

State Board Meetings

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.

SAMPLE: Attached is a copy of minutes recorded from a recent board meeting.

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.

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:

Year Seat to Change:	Current EC Member Name:
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.

State 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.

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

AARA General Membership Meeting
Agenda
7:00 P.M.
Downtown Houston Hyatt Regency
May 25, 1995

- | | | |
|-----|-------------------------------|---------------|
| 1. | Call to Order | Van Dubolosky |
| 2. | Opening Remarks | Van Dubolosky |
| 3. | Introduction of Board & Staff | Van Dubolosky |
| 4. | Financial Report | Otto Dietrich |
| 5. | 1995-96 Budget Report | Otto Dietrich |
| 6. | Executive Director's Report | Luke St. Onge |
| 7. | Election Report | Dario Mas |
| 8. | International Development | Luke St. Onge |
| 10. | Rules Committee Report | Otto Dietrich |
| 11. | Questions from the Floor | |

VIII. SUPPLEMENTARY BUSINESS

State 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 locally or contact the USRA for a associated non-profit mailing permit.

This permit is not easy to obtain on your own and is recommended to follow instructions under the secondary option noted below.

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 12.4 cents each compared to 32 cents.

UNITED STATES POSTAL SERVICE
Memphis, TN 38165-9599

07/12/94

Authorization No. 0571002-RBS

LUKE ONGE
AMERICAN AMATEUR RACQUETBALL ASSOCIATION
1635 WEST UINTAH
COLORADO SPRINGS, CO 80904-2921

Dear Postal Customer:

This letter concerns your request for an additional special bulk third-class rate mailing authorization, in accordance with section E372.2 of the Domestic Mail Manual, at the post office in BOISE, ID 83708.

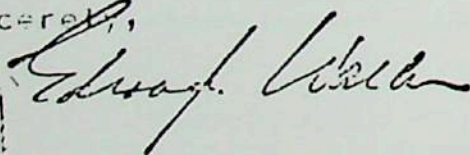
Effective 07/07/94 you may present mailings at that office at the special bulk third-class rates, provided that you have paid the annual bulk mailing fee and any other required fees. Mailings prior to the effective date must have postage paid at the full bulk third-class rates.

This authorization is granted on the condition that your organization will continue to qualify for the special bulk third-class rates in accordance with section E371 of the Domestic Mail Manual. Additionally, you are required to mail under this authorization at least once every two years. Unless you do so, your special rate authorization at this additional office will be revoked for nonuse.

Please note that this additional authorization also depends upon the continued use and eligibility of your organization's primary special rate authorization at the post office in COLORADO SPRINGS, CO 80901. Should that authorization be revoked either for nonuse or for failure to qualify under section E371 of the Domestic Mail Manual, this additional authorization will be revoked as well.

Each mailing must meet all eligibility requirements for the special bulk third-class rates.

Sincerely,



Edward Walker
Manager
Rates and Classification Service Center

SECTION II

State Role & Compliance

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.

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

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.

Event Sanctioning

The state **sanctions** an event and the USRA **recognizes** that sanction. The state should:

- Identify the events for the calendar year that want to be sanctioned
- Coordinate with club tournament directors available weekends
- Assure USRA rules and sanctioning guidelines will be followed

To sanction an event in your state:

- Complete the Tournament Sanctioning Form and return it to the USRA

Upon receipt, the USRA will provide to the tournament director:

- Mailing labels of USRA members for those states requested
- Rulebooks, membership applications, tournament result forms, sample issues of Racquetball magazine and other 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. They may ask for a deposit or straight fee and use their sanctioning privilege to offset costs of running the state organization. If you would like more information on state sanctioning packages then please let me know.



1997 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 and official Rulebooks) by the "date needed" noted below. Amounts may vary according to availability.

Date Needed: _____

State Membership lists
(indicate ,states, by postal code) _____

Mailing Labels
(indicate ,states, by postal code) _____

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:
1/1/97-12/31/97

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

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
- USRA rules will be followed including the use of approved eyewear during warmup and match play
- The event will be conducted at standards set forth by the state assoc. & USRA

USRA Sanctioning Benefits

The most important benefits of sanctioning are:

- \$5,000,000 General Aggregate per event liability coverage
- Secondary accident medical insurance for all USRA athlete members
- Advance promotion of event in Racquetball Magazine
- Exclusivity of dates to host an event as set forth by the state association

Because the USRA offers liability insurance of \$5 million it is required that all participants be current USRA members, for the coverage to be in full force.

September 8, 1996

Club Mgr/RB Pro
Street Address
City, State ZIP

Dear name,

With the racquetball season just around the corner I wanted to bring you up to date with the benefits of sanctioning, the role of the USRA and how the state associations assist with the promotion of racquetball.

The USRA is recognized by the United States Olympic Committee as the National Governing Body of racquetball in the United States. Our mission is to promote the sport on a national basis with the hope of someday being added to the Olympic program.

These efforts are aided by the many volunteers from around the country and the fifty recognized state affiliations. Each state has an organized core of leaders that coordinate racquetball on the state level. These people provide a basis for the sport and ensure its development through proper teaching and organized promotional efforts.

One role of the state association is to offer sanctioned events to the members of the USRA. When a player enters a recognized sanctioned tournament they will be assured that:

- the event will follow USRA rules (ensuring use of approved eyewear and other safety standards)
- should injury occur the USRA's secondary accident insurance will go into effect
- earn points towards his/her national and state rankings
- the event will be of high quality/standards expected by the Wisconsin Racquetball Association
- if the event is a regional qualifier this may earn them an opportunity to play in the nationals and eventually earn a spot on the U.S. National Racquetball Team
- members may also participate in clinics, development programs, which include referee certification and coaching
- eligible for travel and lodging discounts

- assured a portion of their annual fees will assist their state associations efforts and promote the sport to youth, women and minorities
- in addition, members of the USRA receive six issues of the national publication, RACQUETBALL Magazine.

A benefit is also extended to the club or facility for allowing the state association to host a sanctioned event. That club and its owners are assured of coverage through the USRA's general liability insurance in the case of claims of negligence against the insured. This protection and benefit is extended when assurances are met which require all participants in the event to be current USRA members.

In 1996, the STATE (NAME) Racquetball Association sanctioned (#'s) events. This is a great accomplishment that cannot go unrecognized and would be virtually impossible without the support provided by club managers and owners such as yourself. We look at these efforts as being multi-purpose.

Through the 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. We hope that you will continue to support the efforts of the STATE (NAME) Racquetball Association.

For your information, I have provided a summary of insurance coverage. Please feel free to contact me if you have any questions, my extension is 23.

Respectfully yours,

Kevin V. Joyce
Membership Director

cc:: USRA Board of Directors
State President

United States Racquetball Association Sanctioned Tournament Certificate

This is to certify that the United States Racquetball Association has received a request from your state governing body to sanction the below listed event on the dates specified. This certificate is issued with the understanding:

1. USRA Official Rules will be followed
2. All participants will be current USRA members
3. If the event is not held the USRA will be promptly notified

DATES: _____

EVENT:

LOCATION:

Please follow the procedures as outlined by your state association in the sanction agreement as it relates to reporting results, memberships and membership fees.

The USRA will provide to you, the tournament director, a sanctioned tournament kit at least 10 days prior to your event. It will include a rulebook, tournament result forms, membership applications, a membership list for your state and other information. This kit may also be sent from the state association. If you are not in receipt within a reasonable time frame then please call the USRA.

GENERAL LIABILITY

The USRA has extended General Liability Coverage for this event to the tournament director, the organizing committee, managers or lessors of premises, and event sponsors. (See attached)

SECONDARY ACCIDENT MEDICAL

Registered USRA member athletes are covered if injured while participating in events sponsored or sanctioned by the USRA. This program is secondary to other primary insurance. The deductible is the greater of the total of other collectible benefits from primary insurance sources applicable to the injury, or \$4,000. **It is imperative that all incidents requiring professional medical attention be reported immediately to the USRA.**

For more information contact Kevin Joyce, USRA at 719-635-5396 ext. 23

United States Racquetball Association Sanctioned Event Benefits

- weekend exclusivity in your state for racquetball event sanctioning
- event announcement listed in the Tournament Calendar of Racquetball Magazine
- assistance and support from your state association
- USRA event liability insurance
- USRA secondary accident insurance for all current members if injury occurs
- mailing labels of all members in your state for use in distributing your entry form
- opportunity for players to earn points towards national, regional and state rankings
- current USRA membership list of all competitive members from your state; membership applications; USRA rule books; event result forms; and upon request, a listing of national, regional or state rankings;
- assured a portion of USRA membership fees will assist your state association's effort in promoting racquetball to the competitive and beginning player alike
- assured the event will follow USRA rules (ensuring use of approved eyewear and other safety standards); and that the event will be of high quality/standards expected by your state association
- assured if the event is a regional qualifier that players will earn an opportunity to play in the nationals and potentially earn a spot on the U.S. National Team

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.

USRA Post Event Report

For each event that you sanction, these requirements must be met.

- 1) Complete event results must be submitted to the USRA
- 2) Fees are to be submitted as appropriated in the Membership Fee Breakdown Schedule for new and renewing members to the USRA
- 3) Membership applications must be submitted from each event 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 that are to be sent to the USRA. 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.

When your tournament report is received at the USRA; results, money, and the total of new members will be posted to the event and appear on the next print-out of the tournament schedule. Prompt reporting on tournaments will ensure new 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		

1997 TOURNAMENT REPORT

EVENT NAME: _____

EVENT DATES: _____

CITY/STATE: _____

NEW MEMBERS

Membership Type	How Many	Amount
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**

MEMBERSHIP DUES AND BREAKDOWNS

Effective January 1, 1994

	AARA	State	Code	
1 year CLM with Mag @ \$ 20	\$13	\$ 7	CLA	NM1
Junior CLM with Mag @ 15	9	6	CJM	NM2
Junior CLM without Mag @ 10	6	4	CJ	NM3
RB Mag Subscription only @. 15	10	5	MAG	NM4
Lifetime @ \$500		\$175		

Effective Jan. 1, 1991 - Dec. 31, 1993

1 year CLM. \$15	\$9	\$ 6	CLM	R1
2 year CLM. 27	10.50	16.50	CLM	R2
5 year CLM. 65	40	25	CLM	R5
1 yr 1st added. 13	8	5	CLM	R11
1 yr each added. 7	5	2	CLM	R12
2 yr 1st added. 23	14.50	8.50	CLM	R21
2 yr each added. 12	8	4	CLM	R22
5 yr 1st added. 55	35	20	CLM	R51
5 yr each added. 30	20	10	CLM	R52
Lifetime 350		125		

Effective Prior to Dec. 31, 1990

1 year CLM. \$10	\$5	\$5	CLM	R1
2 year CLM. 17				
5 year CLM. 40				
Lifetime 250				
Sub. Only. 9				

Rebates

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.

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 \$4,000 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.

SAMPLE: The following claim form would be sent to an injured member for completion and return to the USRA.

**SPECIAL RISK
ACCIDENT CLAIM FORM**

Continental Assurance Company



For All the Commitments You Make®

HOW TO FILE YOUR CLAIM:

1. Complete this form within 90 days
2. Attach itemized bills
3. Mail to: **AMERICAN AMATEUR RACQUETBALL ASSOCIATION**
1685 Uintah
Colorado Springs, CO 80904-2921

NOTICE TO CLAIMANTS

The Special Risk insurance plan has been designed to provide maximum benefits for minimum premium. Benefits will be paid for those eligible expenses not paid by your other insurance.

FLORIDA REQUIRED STATEMENT - ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURANCE COMPANY FILES A STATEMENT OF CLAIM CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE.
NEW YORK REQUIRED STATEMENT - ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES A STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.

PART 1-A: POLICYHOLDER

(1) Policyholder: American Amateur Racquetball Association (2) Policy No.: 06-60163-516
 (3) Address: _____ (4) Phone No.: _____
 (5) Claimant's Name: _____ (6) Social Security No.: _____
(Last Name) (First Name)
 Male
 (7) Birthdate: _____ (8) Female (9) Date of Injury: _____ (10) Time: _____
 (11) Where did injury occur? _____ (12) Date of first treatment? _____
 (13) How did injury occur? _____ (14) Part of body injured? _____
 (15) At the time of injury, was the injured involved in an activity sponsored by the Policyholder? YES NO
 (16) Under whose supervision? _____ (17) Was he/she a witness? YES NO
 (18) Signature: X _____ Title: _____ Date: _____
(Must be signed by an official of the Policyholder)

PART 1-B: INJURED PERSON STATEMENT

(1) Claimant's Name: _____ Social Security #: _____
 (2) Spouse's Name: _____ Social Security #: _____
 (3) Home Address: _____
(Street) (City) (State) (Zip) (Home Phone No.)
 (4) Claimant's Employer: _____ Business Phone No.: _____
 (5) Employer's Address: _____
 (6) Name and Address of other Insurance Company: _____
 (7) Policy No. _____ Group Individual Other No Other
Insurance
 (8) Spouse's Employer: _____ Business Phone No.: _____
 (9) Employer's Address: _____
 (10) Name and Address of other Insurance Company: _____
 (11) Policy No. _____ Group Individual Other No Other Insurance

AFFIDAVIT: I verify that the above statement on other insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S. Mail may be fraudulent and violate federal laws as well as state laws. I agree that if it is determined at a later date that there are other insurance benefits collectible on this claim I will reimburse Continental Assurance Company, Chicago, IL to the extent for which Continental Assurance Company would not have been liable.

SIGN: _____ Date: _____

PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS), UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

AUTHORIZATION TO RELEASE INFORMATION: To any medical care provider, medical care facility, insurer, government-sponsored health plan, or employer: I permit (while my claim is pending) the release of any medical information about me to Continental Assurance Company, Chicago, IL and its representatives. The Company's representatives include TRAVEL GUARD Internationale, reinsuring companies and other persons or groups performing business or legal services relating to my claim. This applies to all information about the diagnosis, treatment, or prognosis of any illness or injury I now have or have had in the past. The Company will use this information to find out if my claim is eligible. A copy of this authorization (one of which will be given to me by the Company upon my request) will be as valid as this one. I certify that the above information given by me in support of this claim is true and correct.

Patient's or Authorized Representative's Signature: _____ Date: _____
 If Authorized Representative, Relationship to Patient: _____
 or Legal Designation: _____
Street City State Zip Code + 4

ITEMIZED BILLS FOR MEDICAL EXPENSES MUST BE ATTACHED

PART II - ATTENDING PHYSICIAN'S STATEMENT

AUTHORIZATION: I hereby authorize CONTINENTAL ASSURANCE COMPANY, CHICAGO, IL or TRAVEL GUARD INTERNATIONALE to inspect or secure copies of case history records, laboratory reports, diagnoses, prognoses, and any other data covering this or other confinements and disabilities.

DOCTOR, PLEASE SIGN: _____ **DATE:** _____

EACH DOCTOR'S BILL ATTACHED MUST BEAR THE DOCTOR'S I.D. OR SOCIAL SECURITY NUMBER

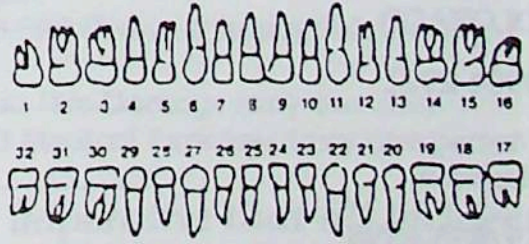
Patient's Name	Age
1. Nature of sickness or injury. Describe any complications.	
2. If fracture or dislocation, state whether reduced or immobilized. If fracture of long bones, state whether fracture is through shaft or extremity. Was it confirmed by x-ray?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. When did symptoms first appear or accident happen?	Date _____, 19____
4. When did patient first consult you for this condition?	Date _____, 19____
5. Has patient ever had same or similar condition? If yes, state when and describe.	YES <input type="checkbox"/> NO <input type="checkbox"/> When? Date _____, 19____
6. Describe any other disease or infirmity affecting present condition.	
7. Nature of any surgical procedure. Describe fully. Include CPT Code. Where and when performed?	Date _____ If in Hospital, In patient <input type="checkbox"/> out patient <input type="checkbox"/>
8. Give dates of treatment.	
9. Dates of total disability (if applicable).	From _____, 19____ through _____, 19____
10. Is patient still under your care for this condition? If discharged, give date.	YES <input type="checkbox"/> NO <input type="checkbox"/> When? Date _____, 19____
11. If patient hospitalized, give name and address of hospital.	Hospital _____ City _____ State _____ Date admitted _____, 19____ Date discharged _____, 19____
12. Did you file this claim with any other Insurance Company? If yes, indicate name and address of company.	YES <input type="checkbox"/> NO <input type="checkbox"/> Name: _____ Address: _____

SIGNED: _____ **DEGREE:** _____ **DATE:** _____
I.D. or S.S.#: _____ **THIS MUST BE INCLUDED!** **Phone Number:** _____
ADDRESS: _____ **CITY AND STATE:** _____ **ZIP:** _____

IF DENTISTRY, ANSWER ALL QUESTIONS BELOW, IN ADDITION TO THOSE ABOVE.

1. State exactly which teeth were involved in the accident and indicate them on chart.

2. Describe exact nature of injury to each involved tooth. _____
3. Describe condition of injured teeth prior to accident:
 Whole, sound and natural Filled Capped Artificial
4. Comments _____



IMPORTANT: This form MUST be completed and returned WITHIN 90 DAYS from the date of treatment, accompanied by all bills incurred to that date.



**American
Amateur
Racquetball
Association**

Member Sport U.S. Olympic Committee

Dear _____

If you were injured at an AARA Sanctioned event and have AARA Competitive License Membership card then you are eligible for secondary accident insurance.

Please complete the Special Risk Accident Claim Form to file your claim. The completed form and any itemized bills that you have received at this point must be mailed to the AARA.

Once your form is received here at the AARA I will verify your membership status and confirm the event was sanctioned. If confirmed, I will endorse the form on line #18 and submit to our insurance carrier.

All follow-up submissions and bills after your initial filing with the AARA should be mailed directly to:

Greg Joly, Loomis & Lapann, Inc., 18 Exchange St., Glens Falls NY
12801 (518)-792-6561.

Your claim can 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 claimant form within 90 days from the date of injury.

If you have any questions then please do not hesitate to call me directly. We are here to help you.

1685

WEST

UINTAH

COLORADO

SPRINGS

COLORADO

80904-2921

Telephone

719/635-5396

Facsimile

719/635-0685

Kevin Joyce
Membership Director

Enclosures: Accident Claim Form
1996 AARA Insurance Update

USRA '97 INSURANCE UPDATE

The following are summaries of the current insurance coverage provided through the USRA. The USRA secondary accident insurance policy for the coming year includes a \$4,000 deductible to be met by either you or your primary insurance carrier before the sport's accident coverage goes into effect. All injuries must be reported to the USRA Headquarters, rather than directly to the insurance provider.

SECONDARY ACCIDENT MEDICAL INSURANCE FOR ATHLETES

Insurance Company: Continental Assurance
Group Policy Number: 52-2000001-91
Certificate Number: 06910002
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 athlete members are covered while 1) participating in competitions, meets or events sponsored or sanctioned by USRA, and 2) while participating in organized, scheduled USRA practice sessions.

Benefits

- Maximum \$25,000 per occurrence for medical expense
- Maximum \$250 per tooth/\$1,000 per occurrence for dental expense
- \$10,000 for accidental death
- \$15,000 for dismemberment and loss of sight
- \$10,000 for dismemberment, loss of a hand, a foot or sight of one eye
- Deductible amount is \$4,000
- Amount payable limited to medical/dental expense incurred within one year of the date of the accident which exceeds the deductible amount.

Deductible

This program is secondary to other primary insurance in place through the athlete'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 \$4,000 or medical expenses where there is no primary insurance.

How to File a Claim

Upon notification of an injury, claim forms are sent to the injured party from the USRA Headquarters. Additional claim forms may be obtained by contacting USRA Headquarters. Completed claim forms should be submitted to the USRA for endorsement and verification of membership status.

LIABILITY INSURANCE PROGRAM FOR SANCTIONED EVENT SITES

Insurance Company: St. Paul Fire & Marine Insurance Company
Policy Number: GLO 130568
Policy Dates: January 1, 1996 to January 1, 1997

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
- \$50,000 Fire Damage (any one fire)
- \$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 80904-2921.

Bi-Monthly Mailing

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.

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

Vol. III, No. 7 -- December 1996
Editor: Kevin Joyce

Enclosures

1997 Leadership Conference Entry Form
State Sanction Schedule 1/1/96-12/31/96

Membership Report

	1994	1995	1996
January	23,898	22,171	20,157
February	23,234	21,738	20,255
March	24,310	21,855	20,637
April	24,036	21,595	20,026
May	23,303	21,404	20,174
June	23,724	21,358	20,136
July	23,515	21,308	19,824
August	23,694	21,009	20,115
September	23,630	21,155	20,030
October	23,250	20,390	20,422
November	23,013	21,442	19,829
December	21,815	20,795	

If you need mailing labels, rankings or
a membership list for your state then
please call with your request.

Happy Holidays!

Have you filed all of your state sanctions
for Winter/Spring 1997?

Membership Notes

By Kevin Joyce

Presidential Appointments

Three new state presidents recently began their terms of office. **Robert Allen** (WA) has succeeded **Tammy Fromel**, former state president of the year recipient; here in Colorado, **Jurgen Denk** has taken the helm from **Gary Rhone**; and **Peter Kochis** will begin heading up Oklahoma as **Ken Smith** relinquished his duties.

Penn Ball State Program & Incentive

Penn Racquet Sports has made available to the AARA affiliated state associations an opportunity to receive Penn balls, scorecards and drawsheets for use in your states' singles, doubles and junior championship events for 1997. Penn will provide up to 12 cases of balls with enough scorecards and drawsheets to run these events.

The following states have committed for 1997 to use Penn as the "official ball": Alaska, California, Connecticut, Delaware, Idaho, Illinois, Indiana, Kansas, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Oregon, Pennsylvania, Rhode Island, South Carolina, Virginia, Washington, & West Virginia.

Please complete the 1997 Penn Ball State Package form and return by December 31, 1996.

Membership Cards

On the 1st and 15th of each month the USRA prints and mails membership cards to the new members. 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:

- **Secondary athlete insurance**
- **A competitive license/membership card**
- **National and regional rankings system**
- **Instructor and referee certification**
- **Elite training camps offered by the USRA**
- **USRA Scholarships for high school seniors and college undergraduates**
- **Event entry forms**

For more information please contact:

Kevin Joyce, Membership Director
United States Racquetball Association
1685 W. Uintah
Colorado Springs, CO 80906
719/635-5396 ext. 23

The American Amateur Racquetball Association is the National Governing Body for the sport of racquetball in the United States, and a member of the U.S. Olympic Committee.

Your license entitles you to compete in all AARA sanctioned events, and includes a one-year subscription to *Racquetball Magazine* (six issues). In addition, your dues assist in supporting a wide range of developmental programs.

Please present your license at all sanctioned events.

Thank you for joining the AARA, and supporting amateur racquetball in the United States.



1685 West Uintah
Colorado Springs, CO 80904-2921
Tel: (719) 635-5396 Fax: (719) 635-0685



American Amateur
Racquetball Association
Competitive License

AmPRO Rating	
Member#	Expiration

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Colorado Springs, CO 80904-2921
Tel: (719) 635-5396 Fax: (719) 635-0685



American Amateur
Racquetball Association
Competitive License

AmPRO Rating	
Member#	Expiration

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1685 West Uintah
Colorado Springs, CO 80904-2921
Tel: (719) 635-5396 Fax: (719) 635-0685



American Amateur
Racquetball Association
Competitive License

AmPRO Rating	
Member#	Expiration

**AMERICAN AMATEUR
RACQUETBALL ASSOCIATION**

*1685 West Uintah
Colorado Springs, CO
80904-2921*

NON-PROFIT ORG.
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PAID
COLO. SPGS., CO
PERMIT #933

FORWARDING AND ADDRESS CORRECTION REQUESTED

TIM RADDER
HOEVENBOS 269
2716 PX ZOETERMEER
NETHERLANDS

8/96

Renew Today! Your competitive license is about to expire.

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RACQUETBALL ASSOCIATION**

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Colorado Springs, CO
80904-2921*

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COLO. SPGS., CO
PERMIT #933

FORWARDING AND ADDRESS CORRECTION REQUESTED

RON KELLY
30 WILKINSON AVE.
REGINA
SASK, CANADA S4S 6C4

6/96

Final Notice

**AMERICAN AMATEUR
RACQUETBALL ASSOCIATION**

*1685 West Uintah
Colorado Springs, CO
80904-2921*

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**Renew today and add
Six points to your game**



REQUIREMENTS FOR AARA/USRA NATIONAL CHAMPIONSHIP EVENTS

For a site to be considered for a National Event, the commitment of support groups must be confirmed:

- The racquetball facility (hereinafter "CLUB"), and
- A local organizing committee (hereinafter "LOC"). LOC's are recommended to have their State Association as part of this committee. State Associations throughout the US have been a successful part of past national events.
- A third-party option, it is strongly recommended that the local government organization responsible for the promotion of sporting events (i.e. State Sports Authority, Convention & Visitors Bureau, Chamber of Commerce) be contacted for additional support.

Responsibilities of each of these support groups include

but are restricted to:

THE CLUB

- Must have the minimum number of courts required for the event as well as suitable accommodations for spectators. All courts must be refereeable and the entire facility will be open to use by the participants at no charge during the event.

Suggested number of courts needed for events:

High School Nationals	9-11 Courts
World Intercollegiates	12-14 Courts
National Singles	18-20 Courts
Junior Olympics	10-12 Courts
National Doubles	10-12 Courts

NOTE: It is possible for an event (not the High Schools or Junior Olympics) to utilize two clubs to access the minimum number of courts, but reliable transportation must be provided at no expense to the AARA/USRA or to the tournament participants.

1685

WEST

UINTAH

COLORADO

SPRINGS

COLORADO

80904-2921

Telephone

719/635-5396

Facsimile

719/635-0685

Event Requirements (continued)

- The Snack Bar/Restaurant and Pro Shop facilities of the Club will be open during normal operating hours at a minimum (if not the entire duration of the event), with products and services available at normal established rates.
- A room or area of sufficient size will be available at the hospitality room/area for participants, with tables and chairs set-up for each meal provided.
- An appropriately sized area will be designated for tournament control with the Club supplying two eight foot table and four chairs. Control area to be a platform stage with skirting.
- Championship/exhibition court will be reserved for AARA/USRA sponsor fulfillment, with front wall signage exclusive to AARA/USRA event sponsors. Other courts may be used for Club/LOC sponsors.
- A public address system capable of reaching participants at all major locations within the Club will be available at the tournament control desk.
- A secured room will be designated for media services; with desk/table/chair/telephone/grounded electrical outlet/dedicated outside modem line, plus access to fax machine and copier at no charge.
- Parking will be made available free of charge to the tournament participants and staff of the event.
- The Club will be available 48 hours in advance of the competition for AARA/USRA representatives to set-up and prepare the event. Maintenance staff of the Club will be available to assist with technical or logistical aspects of the facility, including hanging of banners and court decals.
- The Club will provide 10 courts (7 for high schools) for practicing, to all participants at no charge, 24 hours prior to the first day of competition. Court reservations may be required and scheduling of any unused courts will be allowed on a space available basis.
- The Club will be responsible for maintenance of the courts and facility for the duration of the event including all housekeeping responsibilities, plus preparation and maintenance of the hospitality area by replenishing water (or sports drink) and fruit during **all hours of the event**. Towels must be provided at no charge to participants. Staff to clean courts, fix lighting or handle any unexpected court conditions will be available during all competition hours.
- Will work with the LOC in developing leads and securing sponsors for the event.
- Any enhancements or additional amenities provided by the Club for the benefit of the participants will be viewed favorably by the AARA/USRA.

Event Requirements (continued)

The Local Organizing Committee (LOC)

- The LOC will identify a host hotel which will provide a sufficient number of rooms for participants and have space available for the dinner banquet. (NO BANQUET for High Schools or Doubles)
 - High School Nationals 250 players
 - World Intercollegiates 325 players
 - National Singles 750 players
 - Junior Olympics 400 players
 - National Doubles 800 players
- Hotel should be close to the tournament facility as possible, preferably within walking distance.
- The AARA/USRA will approve and execute an agreement with the hotel which should include a minimum number of complimentary rooms (High schools 2; Intercollegiates 4; Singles 12; Juniors 5; Doubles 6) to be used for the AARA/USRA event staff and an assessment to the AARA/USRA (i.e. \$10 per night per paid room booked) built into a competitive room rate.
- The cost for the banquet will be borne by the AARA/USRA, which will determine the menu and format.
- Secure hospitality for the event which will include:
 - Breakfast of coffee/juice and donuts/pastry/bagels.
 - One daily meal (usually lunch) with hours and menu to be approved by the AARA/USRA.
 - Fruit provided for **all hours of competition.**
 - Beverages (water and/or sport drink) for all hours of competition.
- Secure transportation for all participants from:
 - Airport to Hotel to Airport (may be at a fee if published in the entry form and utilizing standard services i.e. Airport Shuttle)
 - Hotel to Club to Hotel (at no expense to AARA/USRA or the participants, if the hotel is not within reasonable walking distance to the Club).
- Assist and support the Club and AARA/USRA in the planning, coordination, and execution of the event with available staff and expertise.
- Optionally, create and produce an event program which may contain advertising sold to raise funds for expenses of the event and to raise money for a designated cause.
- Optionally, sell local sponsorships to raise funds for expenses of the event and to raise money for a designated cause. Local sponsors must not conflict with established AARA/USRA sponsors and are subject to refusal by the AARA/USRA. Agreements with local sponsors for court decals, on-site banners, on-site displays, or product sampling must be authorized by the AARA/USRA.
- Profits derived by the LOC will be split evenly between the LOC and AARA/USRA after all expenses have been paid.
- Any enhancements or additional amenities provided by the LOC for the benefit of the participants will be viewed favorably by the AARA/USRA.

Event Requirements (continued)**For National Championship events the AARA/USRA will:**

- Provide hospitality sponsors, if available, from national programs.
- Fully execute the event, including the entries, draw, match scheduling, tournament desk operation, results and awards.
- Retain the right to develop and sell event souvenirs, including the official tournament shirt, etc.
- Retain the right to hire a stringer if the Club has not previously secured such services for the event.
- Recognize the Club and LOC in public relations/media materials.
- Recognize any applicable local sponsors in advance media materials.

Questions regarding the selection process should be directed to Margo Daniels, National Tournament Director. Thank you!

PLEASE FORWARD ATTACHED FORM TO

MARGO DANIELS

NATIONAL TOURNAMENT DIRECTOR

1528 SALINAS HIGHWAY

MONTEREY, CALIFORNIA 93940

(408-372-7224)

AARA/USRA NATIONAL EVENT INQUIRY FORM

CLUB NAME _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

PHONE _____

FAX NUMBER _____

CONTACT PERSON _____

NUMBER OF COURTS _____

SQUARE FOOTAGE _____

AMENITIES _____

POTENTIAL HOST HOTEL _____

AIRPORT _____

AIRLINES INTO AIRPORT _____

AREA ATTRACTIONS _____

EVENT INTEREST:

- ___ High School Nationals (late February early March)
- ___ World Intercollegiates (Wednesday thru Sunday after Easter Sunday)
- ___ National Singles (Wednesday through Monday, Memorial Day)
- ___ Junior Olympics (Saturday after Father's Day thru Wednesday)
- ___ National Doubles (mid to end of October)

Please attach to this form any pertinent information about Club!
MAIL TO: Margo Daniels 1528 Salinas Hwy, Monterey, Ca 93940

NATIONAL EVENT INQUIRY FORM

CLUB NAME _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

PHONE _____

FAX NUMBER _____

CONTACT PERSON _____

NUMBER OF COURTS _____

SQUARE FOOTAGE _____

AMENITIES _____

POTENTIAL HOST HOTEL _____

AIRPORT _____

AIRLINES INTO AIRPORT _____

AREA ATTRACTIONS _____

EVENT INTEREST _____

High School National Team Events (List Dates and Times)

World Intercollegiate Championships (List Dates and Times)

Summer _____

National Singles Events (List Dates and Times)

Junior Singles (List Dates and Times)

National Doubles (List Dates and Times)

Please attach to this form any pertinent information about your club.

MAIL TO: Steve Danon, 1525 Sutter Hill, Sutter Hill, CA 95959

