

United States
Professional Tennis Association
Master Professional application



Applicant _____

Division _____ USPTA member No. _____

Membership date _____ Date attained Elite Pro rating _____

Mailing address _____

City _____ State _____ ZIP _____

Home phone _____ Cell phone _____

email: _____ Date of application _____

Signature of applicant _____

Requirements for Master Professional

The following requirements are applicable in 2016 only.
Old applications and/or support materials based on previous years' requirements will not be accepted.

1. Must be a USPTA member in good standing.
2. Members must hold an Elite Professional rating for 10 years.
3. Must have completed 80 hours of specialty courses.
4. Must submit a digital presentation composed of six sections with the contents as follows:
 - Section 1:** ♦ Application and résumé
 - Section 2:** ♦ Research, publications and communications (point sheets with item-by-item verification of each point). All materials submitted must be published by May 1 of the year in question.
 - Section 3:** ♦ Service to the tennis industry, USPTA and/or USTA (point sheets with item-by-item verification of each point)
 - Section 4:** ♦ Ranking: for your student(s) (point sheets with item-by-item verification of each point)
 - Section 5:** ♦ Participation and self-improvement (point sheets with item-by-item verification of each point)
 - Section 6:** ♦ Specialty courses
5. To verify points, materials must be submitted according to the instructions given on the following pages. The type of support material that will be accepted is also discussed. **All other support materials are unacceptable.** While the applicant is not graded on the style and layout of the scrapbook, the grading is based upon proper layout of documentation in the order that matches the outline, and completion of forms and section totals sheets. Please note that the committee does not do research on your application – it is up to the applicant to supply documentation in an orderly fashion to allow the committee to approve the highest point total in each section.
6. All electronic scrapbooks must be received by **May 1, 2018**, for committee review and presentation at the **2018 USPTA World Conference**. Scrapbooks sent after this date will be returned to the sender.
7. The Master Professional Review Committee reserves the right to consider all highly qualified applicants for Master Pro status by waiving parts of the prerequisites that the committee feels the candidate has unreasonable hardship fulfilling.
8. Please include a current photo. This photo will also be used in awards and magazines. Must be a high-resolution photo in .jpg format only.
9. All applications, digital presentations and any questions regarding the Master Professional application should be addressed to: Master Pro committee, 11961 Performance Drive, Orlando, FL 32827.

Breakdown of points per category

A minimum of 450 points from the areas below is required to earn the Master Professional rating.

Any materials/items that receive points in any section can be used only once for points.

	Min. Points Required	Max. Points Possible
1. Application and résumé	N/A	N/A
2. Research, publications and communications	75	150
3. Service to the tennis industry, USPTA and/or USTA	100	150
4. Ranking: for you or your student(s)	75	150
5. Participation and self-improvement	100	150
6. Specialty courses	80 hours	80 hours

	Your Points	Committee Points
1. Application and résumé	N/A	N/A
2. Research, publications and communications	_____	_____
3. Service to the tennis industry, USPTA and/or USTA	_____	_____
4. Ranking: you or your student(s)	_____	_____
5. Participation and self-improvement	_____	_____
6. Specialty courses	_____	_____
Total Points	_____	_____

Please note: Materials not in scrapbook or digital form (see No. 4 under requirements on Page 2) will be returned, postage due, and the application **will not be considered**.

Preparation of scrapbook for submission

- Organize records, newspaper clippings, attendance certificate & articles
- Scan and save as documents, pdfs or jpeg file. Reference with section and document number. Create separate files for each section.
- Files can displayed as slide show or as a PowerPoint presentation and burn all documents onto CD

Example of listing each item for each section

USPTA Master Professional applicant _____

Section 3: Service to the tennis industry, USPTA and/or USTA

Item/exhibit	Publications/communications	Your points	Committee points (committee use only)
3-C, 2002 GA Pro of the Year		10	
3-J, 2008 Speaker at World Conference – On court Drills		15	
Total points:			

Committee comments: _____

Section 1: Application and résumé

This section of your scrapbook or digital presentation should contain the following:

- ◆ The completed Master Professional application form (Page 1 of this packet)
- ◆ A complete résumé (all education and career positions)

SPECIAL NOTE

For security purposes, you always should keep a photocopy of your entire scrapbook or a copy of your digital presentation. You may send photocopies of archival documents.

Section 2: Research, publications and communications

Required: 75 points with 150 points maximum

All points are awarded only upon review. A submission may be denied points if it does not meet the requirements. All materials must be published by May of the year in question.

A. Author of a **published** tennis-related book — 50 to 100 points.

Submit: ♦ A copy of the **published** book.

Note: ♦ Manuscripts are unacceptable.
♦ In-house publications are unacceptable. This includes manuals for your club or the corporation for which you work.
♦ Fewer points are given for co-authored books, but they are welcomed for submission.

B. Written thesis or dissertation — 25 to 50 points.

Submit: ♦ A copy of the thesis or dissertation, which will be returned after committee review.
♦ A photocopy of the thesis or dissertation front plate in your scrapbook.

Note: ♦ These are scholarly research documents used in fulfilling the requirements for academic degrees, and they must be approved by an academic institution prior to committee review.
♦ Thesis/dissertation must be related to tennis and/or club management.

C. Research/scientific papers that have been published in refereed journals or presented at a symposium, conference or congress — 15 to 20 points each.

Submit: ♦ A copy of the paper/presentation.
♦ Verification of presentation by letter from the conference leader.

D. Articles published in *Tennis*, *ADDvantage* or other national and international publications in print or online — 25 points each (50 maximum).

Submit: ♦ A copy of the **published** article and a translation if in any language other than English.

Note: ♦ The term “national” includes national magazines in Japan, Canada and any other country where a USPTA member resides.
♦ Articles must be a **minimum of 500 words**. Applicant to document how many words in each article.

Section 2 (continued)

E. Articles for USPTA divisional publications in print or online — 5 points each (25 maximum).

Submit: ♦ One copy of the **publication** with the article in it.

Note: ♦ Manuscripts are unacceptable.

- ♦ Articles must be a **minimum of 300 words**. Applicant to document how many words in each article.

F. Articles for newspapers and other publications in print or online — 5 points each (25 maximum).

Submit: ♦ A photocopy of the **published** article and a translation if in any language other than English.

- Note:**
- ♦ These are not articles about you, but written by you.
 - ♦ These are not “tips,” but feature articles by you or perhaps a tennis column you wrote for a local newspaper.
 - ♦ This does not include a club newsletter or corporate communications.
 - ♦ Articles must be a **minimum of 300 words**. Applicant to document how many words in each article.

G. Articles for other professional organizations in print or online — 5 points each (25 maximum).

Submit ♦ A photocopy of the **published** article or a letter from the editor indicating acceptance for future publication.

Note: ♦ Articles must be a **minimum of 300 words**. Applicant to document how many words in each article.

H. Published “tips” in national publications in print or online — 10 points each (30 maximum).

Submit: ♦ A copy of the **published** “tip” and a translation if in any language other than English.

- Note:**
- ♦ Each “tip” may be used only once for points.
 - ♦ “Tips” must be a **minimum of 100 words**. Applicant to document how many words in each article.

I. Published “tips” in other publications in print or online — 2 points each (25 maximum).

Submit: ♦ A photocopy of the **published** “tip” and a translation if in any language other than English.

- Note:**
- ♦ Corporate or in-house “tips” are unacceptable.
 - ♦ Cannot be a paid advertisement.
 - ♦ Club page in tournament program is unacceptable.
 - ♦ “Tips” must be a **minimum of 100 words**. Applicant to document how many words in each article.

Section 2 (continued)

J. Published drills in national publications in print or online — 5 points each (15 maximum).

Submit: ♦ A copy of the **published** drill and a translation if in any language other than English.

Note: ♦ Each drill may be used only once for points.
♦ Must be a **minimum of 100 words**. Applicant to document how many words in each article.

K. Published drills in other publications in print or online — 2 points each (10 maximum).

Submit: ♦ A photocopy of the published drill and a translation if in any language other than English.

Note: ♦ Each drill may be used only once for points.
♦ Must be a **minimum of 100 words**. Applicant to document how many words in each article.
♦ Corporate or in-house drills are unacceptable.
♦ Cannot be a paid advertisement.
♦ Club page in tournament program is unacceptable.

Section 2 (continued)

L. Television “tips” — 5 points each (15 maximum).

Submit: ♦ A letter from the sports director or station manager indicating that the “tips” were presented “on air” and the length (time) of the presentation.

Note: ♦ These could include the three- to five-minute “tips” on tennis, the pro and USPTA exposure being used on many stations.

M. Television tennis program (at least 15 minutes long) — 10 points each (20 maximum).

Submit: ♦ A letter from the sports director or station manager indicating that the program was presented “on air,” the length of time and (most importantly) the nature of the program.

Note: ♦ The nature of the program must be instructional. Panel discussions are not acceptable.

N. Radio “tips” — 5 points each (10 maximum).

Submit: ♦ A letter from the sports director or station manager indicating that the “tips” were presented “on air” and the length (time) of the presentations.

Note: ♦ Panel discussions are not acceptable.

O. Production of video — 0-50 points.

Submit: ♦ A copy of the video for review.

Note: ♦ Must be commercially produced.
♦ Videotape must communicate scientifically sound teaching information within the standards of USPTA.

P. Audio Production — 0-25 points.

Submit: ♦ A copy of the audio for review.

Note: ♦ Must be commercially produced.
♦ Audiotape must communicate scientifically sound teaching information within the standards of USPTA.

Q. Developed a USPTA personal web page — 5 points

R. Developed a USPTA-recognized camp/club website — 3 points

Exhibit I

Guidelines for submitting articles to *ADDvantage*

- ◆ Most articles published in the magazine are approximately 1,200 words long.
- ◆ There is a wide range of topics, but every article should cover some aspect of a teaching professional's job.
- ◆ *ADDvantage* magazine does not pay authors for their articles.
- ◆ Articles must be typed as they would appear in the magazine, as completed work. This means the article should not be an outline or written as notes. Also, it should be written in the third person (no "I" and "you").
- ◆ Contributions will be edited for magazine format and focus, and a copy will be sent to the author for review.
- ◆ Please send photos related to the topic, preferably black and white, if available. If you would like the photos returned, please indicate on the back.
- ◆ Articles submitted to *ADDvantage* are forwarded with the name of the author removed to the USPTA Technical Review Committee for approval.
- ◆ Authors must sign a release form for any work submitted to USPTA. This form assures the Association that you have not released the article previously to any other publication and prevents you from releasing it for further publication for a period of six months from the date of agreement.
- ◆ Please include a brief biography and a black and white photo (bust shot).
- ◆ It can take more than one year from the time an article is submitted to when it is published. Articles usually are published in the order they are received and on a space-available basis.
- ◆ Send articles to the attention of the magazine coordinator at the magazine@uspta.org.

Section 3: Service to the tennis industry, USPTA and/or USTA

Required: 100 points with 150 maximum. A maximum of 50 points may be earned from categories A, B, C and D.

Note: Letters submitted by national, sectional or divisional officers must verify *each* point requested. "Cover-all" letters verifying everything are not acceptable.

- A. USPTA national Professional of the Year — 45 points. Receiving national Professional of the Year award. Points are given on a one-time basis.
- B. USPTA divisional Professional of the Year — 15 points. Receiving divisional Professional of the Year award. Points are given on a one-time basis.
- C. USPTA state Professional of the Year — 10 points (20 maximum). Receiving state Professional of the Year award.
- D. National Officer – 30 points per year. National President – additional 20 points (one term served)
- E. USPTA divisional officer — 10 points per year (30 maximum). 10 additional points for Division President

Submit: ♦ *USPTA Membership Directory*, divisional newsletter or letter from divisional Executive Director.

- F. USPTA district or state officer — 5 points per year (10 maximum). If president of district 10 additional points may be added once only.

Submit: ♦ Divisional newsletter or district newsletter.

- G. Chair of USPTA national committee — 20 points (40 maximum). Committee member (non-chair) – 10 points per year

Submit: ♦ *USPTA Membership Directory* or letter from committee chair or president.

Note: ♦ A committee may be submitted only once.

- H. Chair of USPTA divisional committee or convention — 10 points per year (30 maximum).

Submit: ♦ Divisional brochure, newsletter or officer's letter.

- I. Director of USPTA Academy or Schools — 15 points each (30 maximum).

Submit: ♦ Brochure, program or officer's letter.

- J. Staff of USPTA Academy or Schools — 10 points each (20 maximum).

Submit: ♦ Brochure or letter from academy director.

- K. Speaker at USPTA World Conference — 15 points per convention (45 maximum).

Submit: ♦ Brochure, program or officer's letter.

- L. Speaker at USPTA divisional or USTA sectional or state coaches workshop — 5 points per event (15 maximum).

Submit: ♦ Brochure, program or officer's letter.

- M. Speaker at USPTA divisional convention — 5 points each presentation (30 maximum).

Submit: ♦ Brochure, program or officer's letter.

- N. Speaker at conference from allied organizations – 15 points for national conference, 5 points for sectional or regional conference and 2 points for district conference (45 points maximum for national, 25 points maximum for both other categories combined).

Conduct a Developmental Coach Workshop — 5 points (15 maximum).

Submit: ♦ Brochure or program.

- O. Speaker at USPTA state or district educational workshop — 2 points (10 maximum).

Submit: ♦ Brochure, program or officer's letter.

Note: ♦ The presentation must be a minimum of 30 minutes in length.

- P. Speaker at USPTA divisional seminar contest: winner — 3 points; participant — 1 point; national winner — 5 points (5 maximum).

Submit: ♦ Brochure, program or officer's letter.

- Q. USPTA tester — 5 points each year (20 maximum).

Submit: ♦ Divisional newsletter indicating job or officer's letter.

- R. Successful sponsorship of new USPTA members — 2 points each (20 maximum).

Submit: ♦ National or divisional newsletter supporting sponsorship, or letter from the applicant(s) who was or were sponsored.

- S. Director or referee of USPTA or USTA national tournament — 10 points each (20 maximum).

Submit: ♦ Entry blank, brochure, program or officer's letter.

Examples: ♦ USTA National Junior Championships.

♦ USTA father-son or mother-daughter tournaments (these are national championships).

Section 3 (continued)

T. Director or referee of USPTA or USTA **sectional or divisional** tournament, USTA futures satellite events or part of a USPTA divisional circuit (i.e. Grand Prix) — 5 points each event (15 maximum). Example: Florida Division (USPTA) Singles Championships, Western Tennis Association (USTA) Championships.

Submit: ♦ Entry blank, brochure, program or officer's letter.

Note: ♦ This also would include USTA **satellite** events.

U. Director or referee of major national or international events — 15 points each (30 maximum).

Submit: ♦ Entry blank, program, draw sheet or officer's letter.

Note: ♦ This would include ATP, WTA, Davis Cup, Wightman Cup and Federation Cup.

V. Participated in national or regional clinics for major manufacturer — 5 points each (25 maximum).

Submit: ♦ Brochure or letter from clinic director or manufacturer.

W. Leadership role in charity tennis event – 5 points each (10 maximum)

Submit: ♦ Brochure, program or letter from charity leader/officer.

Note: ♦ This should be for a leadership role in the event, not merely playing in it.

X. Tennis-related volunteer work or community service — 2 points per year (30 maximum).

Submit: ♦ Letters from community or charity leaders acknowledging contribution.

Y. USTA sectional officer — 5 points per year (20 maximum).

Submit: ♦ USTA sectional yearbook/newsletter indicating office or letter from USTA office.

Z. USTA national officer — 30 points (one time only).

Submit: ♦ USTA Yearbook or letter from USTA office.

AA. USTA state or district officer — 2 points per year (10 maximum).

Submit: ♦ USTA Yearbook or letter from USTA office.

BB. Member of USPTA or USTA national committee — 5 points per year per committee (15 points maximum).

Submit: ♦ USTA Yearbook or letter from committee chair.

Section 3 (continued)

CC. Chair of USPTA Division Leaders Training Workshop — 15 points.

Submit: ♦ Outline for meeting, or letter from USPTA president.

EE. Commentary for tennis broadcasts — 5 points (10 points maximum).

Submit: ♦ Letter from television station manager stating dates of performance and job performed.

FF. USTA NTRP verifier: state verifier — 1 point; sectional verifier — 2 points; national verifier — 3 points (10 maximum).

Submit: ♦ Letter from USTA office in charge of verification.

GG. Run a USPTA or USTA official program. (Examples: USA Tennis 1-2-3, USPTA Little Tennis, USPTA Adult Tennis League, Champion of Champions, USPTA Lessons for Life, USPTA Junior Circuit, USTA Play Days, USTA Junior Team Tennis, etc.) — 2 points (10 points maximum).

Submit: ♦ Copy of certificate.

Section 4: Ranking: your own or your students'

Required: 75 points with 150 maximum.

A maximum of 50 points may be earned from categories A, B, C, D and E.

Note: Doubles rankings in all classes count as half the singles value and also may be counted only once. You can get points for both singles and doubles values at the same level.

Your ranking (singles or doubles).

A. National singles — 50 points (score only once). Played DI Tennis – 20 points (scored only once).

Submit: ♦ USTA or national federation yearbook. For DI Tennis, submit copy of Varsity Letter or letter written from coach or Athletic Director.

B. Sectional singles — 20 points (score only once).

Submit: ♦ USTA or national federation yearbook or sectional yearbook.

C. USPTA **international** singles — 20 points (score only once).

Submit: ♦ *USPTA Membership Directory* or newsletter.

D. USPTA **divisional** singles — 10 points (score only once).

E. Played on divisional team at USPTA International Team Championships — 5 points per year (15 maximum).

Submit: ♦ *USPTA Membership Directory* or divisional newsletter.

Student ranking (singles or doubles):

F. National (singles only) — 50 points per each student **once**.

Submit: ♦ The standard form (see sample on Page 15) and documentation of ranking via yearbook or directory.

Note: ♦ You may submit **more than one** student for 50 points each, but each student may be submitted only once for points. **Only numerical rankings are acceptable.**

G. Sectional (singles only) — 15 points per student once. All American – 50 points.

Submit: ♦ The standard form letter exactly as indicated in Part F above and documentation of ranking via yearbook or directory.

Note: ♦ Again, you may submit **more than one student** for 15 points **each** but each student may be submitted only once for points. **Only numerical rankings are acceptable.**

H. College coach with winning record — 5 points per year (25 maximum).

Submit: ♦ Letter from athletic director or sports information director indicating team record during period claimed.

Note: ♦ Newspaper listing of records is not acceptable.

Standard form to verify student ranking

Note: USPTA feels very strongly that the ranking information submitted for credit be verifiable.

To the Master Professional Committee:

This letter certifies that _____ was the **principal coach**
 (USPTA professional)

of _____ during _____ and that during that
 (student name) (year)

season the player's ranking was _____ in _____
 (numerical ranking) (age division)

of _____.
 (national/sectional organization)

Signature _____

Relation to player _____

Mailing address _____

Phone number _____

Email address _____

Date _____

Section 4 (continued)

I. Coach of college team conference winner — 10 points per championship (30 maximum).

Submit: ♦ Letter from athletic director or sports information director or newspaper article about victory.

J. High school coach with winning record — 2 points per year (10 maximum).

Submit: ♦ Letter from principal or athletic director (no newspapers).

K. High school team conference winner — 5 points each (25 maximum).

Submit: ♦ Letter from conference director, principal or athletic director.

L. High school or college coach with state or national ranking — 10 points each year (30 maximum).

Submit: ♦ Copy of rankings from verifiable source. If from a newspaper or wire service, include address of the ranking committee chair. If from a state or national coaches association, include ranking, committee chair's name, address and phone number.

Section 5: Participation and self-improvement

**Required: 100 points with 150 maximum.
A minimum of 50 points must come from parts A and B.**

Note: Letters from national or divisional officers verifying attendance at functions must list each event and not be “cover-all” statements.

A. Attend USPTA World Conference — 10 points each (30 maximum).

Submit: ♦ Letter from USPTA or nametag or certificate from convention(s).

B. Attend USPTA divisional convention — 10 points each (40 maximum).

Submit: ♦ Letter from divisional officer verifying attendance.

C. Attend any of the following:

- USPTA 3 day Tennis Teachers CoursesSM (15 points)
- Certification Review Course/PTAI Course (5 points)
- Developmental/Recreational Coach Workshop (5 points)
- All other Tennis related courses receive the following: one half-day courses, 2.5 points each; one-day courses, 5 points; and two-day courses, 10 points. The same point values apply to CPR/First Aid Courses.

Submit: ♦ Copy of verification of completion or attendance letter from the clinic director.

D. College degrees: undergraduate — 20 points; graduate — 20 points; doctorate — 20 points.

Submit: ♦ Photocopy of degree(s) or transcripts indicating degree awarded.

E. USPTA Specialist Degree — 10 points

F. Attend Dale Carnegie course (full) — 10 points.

Submit: ♦ Certificate of completion or letter from course director.

G. Become certified to administer CPR — 5 points.

Submit: ♦ Photocopy of CPR card indicating validity **at time of submission.**

Section 5: (continued)

H. National Certifications in related fields other than tennis-specific — 5 points.

Submit: ♦ Photocopy of certificate of attendance and course descriptions.

I. Certified USTA referee, chair umpire or line umpire — 5 points each year (15 maximum).

Submit: ♦ Photocopy of certificate or card for any one of the above positions.

Note: ♦ Any **one** of the above will count for a submitted year. You **CANNOT** get 10 points for referee and 10 more for chair umpire in the same year.

J. Attend Vic Braden Tennis College — 10 points per course (20 maximum).

Submit: ♦ Certificate or letter supporting attendance.

K. Attend ITA/IHRSA/CMAA/NRPA convention — 5 points each (10 maximum).

Submit: ♦ Attendance certificates or letters supporting attendance.

L. Attend USTA Tennis Teachers Conference — 10 points per year (30 maximum).

Submit: ♦ Photocopy of certificate(s) of attendance or letter from USTA verifying attendance.

M. Attend USTA weekend workshops — 5 points each (10 maximum).

Submit: ♦ Photocopy of certificate(s) of attendance or letter from USTA verifying attendance.

N. Membership in allied organizations — 2 points each (10 maximum), such as USTA, IHRSA, ATI, ATA, AAHPERD, ITA, NASPSA, NASSS, CMAA, NRPA, State High School Tennis Coaches Association, National High School Tennis Coaches Association and other coaches organizations.

Submit: ♦ Photocopies of membership cards showing current active status.

O. Member of advisory staff of major manufacturers — 5 points each (10 maximum).

Submit: ♦ Letters from manufacturers verifying membership or photocopies of “staff” membership.

P. Additional academic coursework in related professional field — 5 points per course (15 maximum).

Submit: ♦ Transcript from academic institution.

Q. USTA Level I Sport Science certification — 3 points (3 maximum).

Submit: ♦ Letter or certificate from the USTA verifying certification.

R. USTA Level II Sport Science certification — 3 points (3 maximum).

Submit: ♦ Letter or certificate from the USTA verifying certification.

Section 6: Specialty Courses

Section A: **Required: 80 hours of specialty courses.**

- Submit:**
- ◆ Verification of attendance by World Headquarters.
 - ◆ Section 6 point sheet on Page 25
 - ◆ Credit can be awarded for attending duplicate specialty courses if courses are not within three years of each other and content or presenter has changed.
 - ◆ Specialty courses on DVD are eligible. Credit is given once you have submitted your verification code at the end of the DVD. Please list each specialty course on Section 6 sheet.
 - ◆ International members may receive specialty course credit (with committee approval) for courses they have taken and passed that are equivalent in education value to USPTA specialty courses. Documentation and course outline are required for approval.

USPTA Master Professional applicant _____

Section 3: Service to the tennis industry, USPTA and/or USTA

Minimum Points required 100. Maximum Possible Points 150. Materials can only be used one time.

Item/Letter	Publications/communications	Your points	Committee points (committee use only)
Total points:			

Committee comments: _____

USPTA Master Professional applicant _____

Section 4: Ranking: your own or your student(s)

Minimum Points required 75. Maximum Possible Points 150. Materials can only be used one time.

Item/Letter	Publications/communications	Your points	Committee points (committee use only)
Total points:			

Committee comments: _____

USPTA Master Professional applicant _____

Section 5: Participation and self-improvement

Minimum Points required 100. Maximum Possible Points 150. Materials can only be used one time.

Item/Letter	Publications/communications	Your points	Committee points (committee use only)
Total points:			

Committee comments: _____

USPTA Master Professional applicant _____

Section 6: Specialty courses (80 hours required).

Item/Letter	Publications/communications	Your points	Committee points (committee use only)
Total hours			

Committee comments: _____
