

# PROFESSIONAL TENNIS REGISTRY



## Master Professional Guidelines

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

# MERIT ACHIEVEMENT PROGRAM

## MASTER PROFESSIONAL RATING

Professional Tennis Registry has established the **Master Professional** level of certification to recognize those individuals who have made significant contributions to the game of tennis throughout their careers. Only those PTR members who have been certified at the **Professional** level for nine years or more are eligible to apply. Candidates must also have maintained their membership for five consecutive years before applying and be employed **full time** in a tennis industry position.

The designation of master professional is an important distinction in which PTR members must demonstrate their broad involvement in tennis over several years. It is expected that they have shown growth in their knowledge of the game, a strong involvement in introducing tennis to their community, expertise in teaching and coaching and a commitment to developing professionally. It is PTR's belief that a Master Professional should be a strong representative of the sport and one who displays the highest standards in the tennis teaching profession.

## MASTER PROFESSIONAL GUIDELINES

### Required Criteria

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

- Certified at the **PROFESSIONAL** level for **9+ years**
- Member in good standing for **5 consecutive years before applying**
- Employed **FULL TIME** in a tennis industry position **for the last 10 years** (Committee determination)
- Must have earned a **MAP 5A** rating
- Attendance at a **minimum of 3** international symposia or International Federation events
- Presentation at a symposium or International Federation event and published article in a trade magazine

## Steps to Applying for the Master Professional Rating

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

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

**Send completed material to:**  
PTR International Headquarters  
Merit Achievement Program  
Attn: Master Professional Committee  
PO Box 4739  
Hilton Head Island, SC 29938

## MASTER PROFESSIONAL PORTFOLIO GUIDELINES

The portfolio is the most important step in applying for Master Professional status. In the portfolio, you will document your activities in each of the six categories of consideration. A point system is used as a **guide to determine the minimum quantity** of information expected as a Master Professional candidate. Meeting or exceeding the point totals in no way guarantees you will receive Master Professional status.

### THE SIX MAJOR CATEGORIES ARE:

- 1. Teaching, coaching and playing experience (325 points)**
  - Participation in community tennis programs to introduce the game to new players
  - Development of league or team competitions and tournaments
  - Development of programs for young players (9 years old and under)
  - Coaching high school or college teams and/or professional players
  - Attaining a personal ranking and playing success and success of coached players
  - Development of successful and active tennis programming in private or public environment
- 2. Service to your community to facilitate the growth of tennis (275 points)**
  - Participation/organization of tennis related community events
  - Free clinics, exhibitions
  - Activities to encourage the growth of tennis to special populations (wheelchair tennis, minority programs, etc.)
  - Fund raising events involving tennis play and participation
  - Involvement in local tennis professional association or community based association
- 3. Service to PTR and your country's appropriate tennis association or federation (USTA, LTA, DBT, etc.) including tennis manufacturers (250 points)**
  - PTR and/or tennis association committees, division, sectional or national offices
  - State or national tournament director or referee, clinic or special events director
  - PTR tester, clinician or workshop leader, event host or state representative
  - USTA Programs (U.S. applicants) or other tennis association activities
  - Advisory staff for tennis manufacturers including PTR sponsors
- 4. Professional development (250 points)**
  - Attendance at symposia, conferences, conventions and meetings of tennis industry organizations
  - Teaching/coaching certification obtained from a country's recognized tennis association
  - College and/or accredited course work that is applicable to the tennis business
  - PTR workshops and/or TennisUniversity courses
  - USTA Sport Science certification level 1 & 2 and/or related sport science/coaching certification
  - Seminars and courses offered by the ITF or a country's federation or association
- 5. Publications, presentations and/or research (175 points)**
  - Published articles in *TennisPro*, *Tennis* and/or other tennis related magazines or newspapers
  - Presentations at regional, national or international conferences
  - Television and/or radio appearances
  - Local acknowledgement of activities and accomplishments via newspapers and awards
  - Tennis related research appearing in a sports journal or as part of a thesis or dissertation
- 6. Tournament administration (125 points)**
  - Tournament director for sanctioned events and/or community tournaments
  - Involvement in professional tournament administration (volunteer, player services, promotion)
  - Planner/organizer of community junior or adult league competition
  - Umpire or referee for tournament and team events

#### **SPECIAL NOTE:**

The minimum point requirements for each category are indicated above. These point requirements are intended as a guide and in no way guarantee a Master Professional candidate will be selected by the Committee for Master Professional status.

## FORMAT FOR PORTFOLIO PRESENTATION

The portfolio should be a presentation that reflects an applicant's professionalism as a PTR Master Professional candidate. It must be structured in the following order:

- Title page/cover
- Master Professional Application
- Complete resume or vita
- Support material for category 1: Teaching, coaching and playing experience
- Support material for category 2: Service to your community to facilitate the growth of tennis
- Support material for category 3: Service to PTR, tennis association and/or tennis manufacturer
- Support material for category 4: Professional development
- Support material for category 5: Publications, presentations and/or research
- Support material for category 6: Tournament administration
- Support letters (3) from colleagues
- Support letters (3) from players

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

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

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

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

## SELECTION PROCEDURE

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

1. Individual portfolios are sent to a Committee member for review and a check of references and information provided by the applicant. The review includes in person and/or phone interviews with references included in the portfolio.
2. The reviewing Committee member will make a presentation of the applicant's qualifications to the full Committee at the annual meeting.
3. The full Committee will then review the portfolio and discuss the applicant's qualifications as well as other concerns regarding the candidate.
4. The Committee, **by vote**, will approve or reject the candidate for Master professional status.
5. The Committee will notify the applicant of their decision within 3 days.

PTR Master Professional Committee takes the importance of confidentiality in their discussions and voting procedures very seriously. Applicants who are not approved by the Committee may revise and resubmit their application and portfolio a maximum of 3 times in a 5 year period.

*Provisions of the MAP Program are subject to annual revision. These Guidelines are effective July 1, 2006, for all applicants.*

### DEADLINE TO SUBMIT MATERIALS

Master Professional portfolios must be submitted by November 30th. This allows the Committee time to evaluate the candidate's material and check references. The Committee may ask a candidate to revise a portfolio and submit it again no later than January 15th. *Portfolios deemed incomplete and/or late will not be considered.*