

# OHIO TENNIS COACHES' ASSOCIATION

## CONSTITUTION

Revised 2024

PREAMBLE The junior high school, high school, and college tennis coaches in the state of Ohio are organized under this document to promote the game of tennis throughout the state. All efforts of the Ohio Tennis Coaches' Association will be directed toward the development of excellent players, the establishment of high standards in the game, education and the encouragement of as many students as possible to participate in tennis. It is in an effort to achieve these goals that the constitution for the OTCA was written.

ARTICLE I – NAME The organization will be called the Ohio Tennis Coaches' Association.

### ARTICLE II – MEMBERSHIP

- A. Membership in the Ohio Tennis Coaches' Association will be open to:
  - 1. Tennis coaches (Varsity, JV and Middle School) of all schools belonging to the Ohio High School Athletic Association
  - 2. Ohio college tennis coaches
  - 3. Retired Ohio tennis coaches
  - 4. Hall of Fame members
- B. Dues will be established by the Executive Board.
- C. A membership will extend from the date of payment through December 31 of the calendar year for which it was purchased.

### ARTICLE III – OFFICERS AND DUTIES

- A. President  
This is an elected position. The president will:
  - 1. Be responsible for all OTCA activities.
  - 2. Conduct all Executive Board meetings and annual meetings.
  - 3. Represent OTCA at monthly OHSAA Board of Control meetings, if able.
  - 4. Attend or assign the annual Presidents' meeting with OHSAA.
  - 5. Work with OHSAA Sport Administrator to present OTCA proposals to the OHSAA Board of Control.
  - 6. Appoint persons to assume all non-elected positions on the Executive Board.
  - 7. Appoint committee chairpersons with the approval of the Executive Board.

**B. Vice Presidents (2)**

These are elected positions. One Vice President will be delegated to all matters with Men's and Women's Team Competition and one Vice President will be delegated all things Conference and Awards. The vice-presidents will:

1. Report directly to the president.
2. Assume the duties of the president when the president is unable to fulfill his/her duties.
3. Coordinate the OTCA District Team Tournaments with the district representatives.
4. Direct the OTCA State Team Tournaments.
5. Tally and publish state and district tennis poll
6. Coordinate (establish a committee) the Annual Coaches Conference and
7. Coordinate (establish a committee) the Awards as outlined in this document

**C. Recording Secretary**

This is an elected position. The recording secretary will:

1. Take minutes at all OTCA meetings.
2. Distribute minutes of the previous meeting at all OTCA meetings.
3. Be responsible for all correspondence as directed by the president.
4. Publish THE NEWSLETTER, digitally, a minimum of two times per year. It will be sent to all schools and tennis coaches in November and June.
5. Publish additional newsletters as deemed necessary by the Executive Board.

**D. Membership Secretary**

This is an appointed position. The membership secretary will:

1. Compile all membership records.
2. Prepare membership reports for all meetings.
3. Supply lists of members entered in OTCA team tournaments to the executive secretary and the district representatives.
4. Assist the treasurer at the clinic registration.

**E. Treasurer**

This is an appointed position. The treasurer will:

1. Collect all monies received by OTCA.
2. Pay all bills.
3. Maintain a balance of funds for OTCA.
4. Prepare financial statements for all meetings.
5. Coordinate the registration and collection of fees for the annual clinic.

**F. Immediate Past President**

This position is held by the immediate past president of OTCA. He/She will:

1. Serve as an advisor to the officers and the Executive Board.
2. Serve as chair of the nominating committee for the next 1-2 terms

ARTICLE IV – EXECUTIVE BOARD The Executive Board will consist of the officers, the district representatives, the college representatives, past presidents, committee chairpersons, and one member of the United States Professional Tennis Association. The president, vice-presidents, and recording secretary will be elected by the general membership. All other officers, representatives, and committee chairpersons will be appointed by the president. It will be the duty of the Executive Board to conduct all business of the organization and to refer to the general membership all business deemed necessary for consideration on the part of the entire organization.

A. District Representatives

Each district must have a minimum of two and maximum of four representatives for boys' ~~for~~ girls' tennis. These are appointed positions. The district representatives will:

1. Coordinate and communicate all activities within their district and State.
2. Represent their district at Executive Board meetings.
3. Provide district news for THE NEWSLETTER to the recording secretary.
4. Direct OTCA District Team Tournaments.
  - a. Which includes (promoting the event)
  - b. Collecting all seeding information prior to draw
  - c. Communicating when the draws will be made

B. College Representatives

These are appointed positions. College representatives will:

1. Serve as liaisons between Ohio college tennis and the OTCA.
2. Assist in securing speakers for the OTCA annual clinic.

C. USPTA Representative

This is an appointed position. The USPTA representative will:

1. Serve as a liaison between the USPTA and the OTCA.
2. Assist in securing speakers for the OTCA annual clinic.
3. Assist in coordinating the clinic in the years when it is held in conjunction with the Midwest division of USPTA.

D. Past Presidents

Past presidents will remain as voting members of the Executive Board.

E. Standing Committees

Each committee will consist of a chairperson and at least two other members appointed by the president. The chairperson will be a member of the Executive Board. Committee membership is not limited to Executive Board members.

1. Tony Trabert Scholarship ~~The Scholarship Committee~~ President will:
  - a. Review applications and select the recipients each year.
  - b. Award the scholarships at the annual clinic.
  
2. Awards  
The Awards Committee will select the award recipients when appropriate. It will also purchase and present the following awards:
  - a. James Rakestraw Longevity Award - awarded to every eligible coach who submits correct information verified by his/her principal or athletic director.
  - b. Career Victory Award – awarded to every eligible coach who submits correct information verified by his/her principal or athletic director.
  - c. Past President Award- awarded to the outgoing president of OTCA
  - d. NFHS/ OTCA Coach of the Year Award
  - e. OHSAA Sportsmanship, Ethics, and Integrity Award- awarded by OHSAA upon recommendation of OTCA
  - f. Wolff/Hagen Service Award-awarded to one or two coaches who are OTCA members, non-coaches, or organizations who have made a significant service contribution to OTCA
  - g. John Harlow Sportsmanship Award – awarded to one male player (or doubles team) and one female player (or doubles team) who reach the semi-finals in the OHSAA state tournament
  - h. Golden/Silver Racquet Award – awarded to every eligible player whose coach submits correct information verified by his/her principal or athletic director.
  - i. Team Tournament Award– awarded to all teams that compete in the OTCA State Final Four, in both divisions
  - j. Clair Muscaro Team Sportsmanship Award-awarded to one boys’ team and one girls’ team that participated in the state team tournament.
  - k. Team Tournament Individual Award- awarded to all players and coaches who participated in the state team tournament
  - l. All Ohio Awards – awarded to players who reach the quarter finals (second team) or semifinals (first team) in singles or doubles in the OHSAA State Tournament
  - m. State Tournament Awards – awarded to the schools whose players finish first or second in singles or doubles in the OHSAA State Tournament.

4. Clinic  
The Clinic Director will oversee the entire clinic. He/She and the president will appoint the following personnel to the clinic committee:
  - a. Hotel coordinator
  - b. Program coordinator
  - c. Display coordinator
  - d. Raffle coordinator
  - e. Registration coordinator
  
5. Publications  
The Publications Committee will:
  - a. Design and update the OTCA website
  - b. Assist with the creation and distribution of all OTCA information
  
6. Nominating  
The Nominating Committee will supply to the general membership a slate of officers for consideration in election years. The Immediate Past President will serve as chairperson of this committee.
  
7. Historian  
The Historian Committee will:
  - a. Keep ongoing records of the history of the association.
  - b. Keep updated records of the awards given each year.
  - c. Update the constitution, awards addendum, and team tournament rules as needed.
  
8. Marketing  
The Marketing Committee will:
  - a. Obtain sponsors
  - b. Develop fundraising ideas
  
9. Hall of Fame  
The Hall of Fame committee will choose a maximum of two inductees from the submitted written nominations. It is not required that an induction be held every year.
  
10. Team Tournament (District Reps, President and VP of Team Tournaments)  
The Team Tournament committee is responsible for making the draws, sending the draws to participating schools, and overseeing the tournament at the district and state levels.

ARTICLE V – MEETINGS

A. Executive Board Meetings

The Executive Board will meet a minimum of three times per year. ~~Two~~ One of the meetings will be the Saturday night before the OTCA conference. two should occur at the conclusion of the boys and girls seasons and can be done face to face or via other means established by the President. The time and place will be determined by the president. Special meetings may be called when deemed necessary by the president, with adequate advanced notice.

B. General Meetings

The general meeting of the OTCA will be held at the annual clinic.

ARTICLE VI – TERMS OF OFFICE The officers of the organization will be elected at the annual meeting for the following terms: --

President	-2 years	(max of two terms)*
Vice – Presidents	-2 years	(max of two terms at each VP)*
Recording Secretary	-2 years	(unlimited terms)

\*unless one extra term is decided on by board

ARTICLE VII – VOTING PROCEDURES

A. Executive Board

1. Every member in attendance except the president will have one vote on issues presented to the Executive Board.
2. The president will vote only in cases of a tie vote.
3. A proposal will be accepted or denied based upon a majority vote of board members present.

B. General Membership

1. Every member in attendance except the president will have one vote on issues presented to the general membership.
2. The president will vote only in cases of a tie vote.
3. A proposal will be accepted or denied based upon a majority vote of the OTCA members present.

ARTICLE VIII - AMENDMENTS This Constitution may be amended by a majority vote of Executive Board members present at a board meeting and/or majority vote of OTCA members present at the annual general membership meeting.

# OHIO TENNIS COACHES' ASSOCIATION

## Addendum to the Constitution

### AWARDS

Revised 2024

- I. Coach Awards
  - A. Career Victory Award
    1. Eligibility
      - a. must have been a member of the OTCA for at least five years prior to the award presentation
    2. Requirements
      - a. must apply for the award using the OTCA form
      - b. must only count dual match victories. OTCA team tournament and round robin dual match tournament wins may be included.
      - c. must have earned total wins in increments of one hundred beginning with one hundred wins
      - d. may count college, junior college, and varsity level matches
      - e. Type of award
        - a. 100 victories – certificate
        - b. 200, 300, 400, etc. victories – plaque
    3. Number of awards given annually
      - a. No limit, given to all who qualify and apply
  - B. James Rakestraw Longevity Award
    1. Eligibility
      - a. must have been a member of the OTCA for at least five years prior to the award presentation
    2. Requirements
      - a. must have coached tennis for fifteen, twenty, twenty-five, thirty years, etc.
      - b. must count years of service in the following manner:
        - 1 boys' season – 1 year of service
        - 1 girls' season – 1 year of service
        - 1 boys' season and 1 girls' season in the same school year – 1 year of service
        - 1 boys' season and 1 girls' season in different school years - 2 years of service
    3. Type of award
      - a. plaque

4. Number of awards given annually
  - a. No limit, given to all who apply and qualify

C. Hall of Fame Award

1. Eligibility
  - a. must be nominated by an OTCA member
2. Requirements
  - a. The following criteria should be addressed in the letter of nomination:
    1. service to the Ohio Tennis Coaches' Association
    2. service to tennis at the local, state, national, or international level
    3. won/loss record
    4. length of coaching career
    5. any other pertinent information that would assist the committee in making a decision
  - b. must have been a member of OTCA for at least 10 years
  - c. must be selected by the Hall of Fame Committee
  - d. The chairperson of the committee will be a current Hall of Fame member who is appointed by the president. The members of the committee will be current HOF members as selected by the chairman.
3. Type of award
  - a. plaque
4. Number of awards given annually
  - a. maximum of 2

D. NFHS/OTCA Coach of the Year Award

1. Eligibility – determined by NFHS
2. Requirements- determined by NFHS
3. Type of Award
  - a. plaque
4. Number of awards given annually
  - a. two, one for boys' tennis and one for girls' tennis

E. OHSAA Sportsmanship, Ethics, and Integrity Award

This award is presented by OHSAA. Recommendations will be made by the OTCA Awards Committee.

1. Eligibility
  - a. must be a member of OTCA
2. Requirements
  - a. must have demonstrated good sportsmanship, knowledge of

- tennis and OHSAA rules, and knowledge of accepted tennis and coaching ethics
  - b. must have demonstrated positive rapport with players and coaches of all teams
- 3. Type of Award
  - a. plaque
- 4. Number of awards given annually
  - a. two, one for boys' tennis and one for girls' tennis

## II. Service Awards

- A. Wolfe/Hagen Service Award (replaces the President's Award)
 

This award is created in memory of Ed Wolfe and in honor of Rich Hagen. These two gentlemen have devoted countless hours to OTCA and all of the programs that it sponsors. They have served as mentors to many coaches throughout the state and advisors to OHSAA. They have dedicated themselves to the continued improvement of high school tennis and the promotion of high standards in tennis in the state of Ohio.

  - 1. Eligibility
    - a. may be a coach who is a member of OTCA
    - b. may be a non-coach
    - c. may be a club or organization
  - 2. Requirements
    - a. must have made a significant contribution to Ohio high school tennis
    - a. must be selected by a committee consisting of the president and two vice-presidents
  - 3. Type of award
    - a. plaque
  - 4. Number of awards given annually
    - a. maximum of 2

## III. Student Awards

- A. Golden Racquet Award
  - 1. Eligibility
    - a. must be an Ohio high school tennis team member
    - b. coach of the athlete must be a member of the OTCA
  - 2. Requirements
    - a. must be a senior
    - b. must have earned at least two Varsity letters in tennis
    - b. must have maintained a minimum grade point average of 3.75 for six semesters
  - 3. Type of Award

- a. Certificate
- 4. Number of awards given annually
  - a. no limit, given to all who qualify and apply
  
- B. Silver Racquet Award
  - 1. Eligibility
    - a. must be an Ohio high school tennis team member
    - b. coach of the athlete must be a member of the OTCA
  - 2. Requirements
    - a. must be a junior or Senior
    - b. must have earned at least one Varsity letters in tennis
    - c. must have maintained a minimum grade point average of 3.75 for four semesters
  - 3. Type of award
    - a. Certificate
  - 4. Number of awards given annually
    - a. No limit, given to all who qualify and apply
  
- C. Tony Trabert Scholarship Award
  - 1. Eligibility
    - a. must be the son or daughter of an OTCA member
    - b. must be a senior in high school or a student in college
  - 2. Requirements
    - a. must complete and submit the scholarship application and other requested materials
    - b. must be selected by the Scholarship Committee
    - c. may reapply during the freshman year of college if not selected during the high school senior year
    - d. may only receive the award one time
  - 3. Type of award
    - a. scholarship check
    - b. plaque
  - 4. Number of awards given annually
    - a. maximum of 3 awards of \$500 each
  
- D. John Harlow Sportsmanship Award
  - 1. Eligibility
    - a. must be an Ohio high school team member
    - b. must be a male or female semi-finalist in the OHSAA state tournament
    - c. coach of the athlete must be a member of the OTCA
  - 2. Requirements

- a. must exhibit good sportsmanship and exemplary integrity throughout the tournament
  - b. must be selected by the state tournament officials
  - 3. Type of Award
    - a. Plaque
  - 4. Number of awards given annually
    - a. 2 (one female and one male)
- E. All Ohio Team Award
- 1. Eligibility
    - a. must be a quarter finalist at the OHSAA state tournament
    - b. coach of the athlete must be a member of the OTCA
  - 2. Requirements
    - a. First team will include all semi-finalists in singles and doubles in Division I and Division II
    - b. Second team will include all players who win their first matches and are defeated in the quarter finals in singles and in doubles in Division I and Division II.
  - 3. Type of Award
    - a. Certificate
  - 4. Number of awards given annually
    - a. 24 (12 boys and 12 girls) in Division 1 for first team
    - b. 24 (12 boys and 12 girls) in Division 2 for first team
    - c. 24 (12 boys and 12 girls) in Division 1 for second team
    - d. 24 (12 boys and 12 girls) in Division 2 for second team

#### IV. School Awards

- A. State Tournament Award
  - 1. Eligibility
    - a. must be the winner or runner-up of the OHSAA state tournament in singles or doubles in Division I or Division II
    - b. coach is not required to be a member of the OTCA
  - 2. Requirements
    - a. must be presented to a representative of the school
  - 3. Type of Award
    - a. plaque
  - 4. Number of awards presented annually
    - a. 8 in Division 1 (2 boys' singles, 2 boys' doubles, 2 girls' singles, 2 girls' doubles)

- b. 8 in Division 2 (2 boys' singles, 2 boys' doubles, 2 girls' singles, 2 girls' doubles)

V. Team Tournament Awards

A. Team Award

- 1. Eligibility
  - a. must be a district team champion in Division I or II
  - b. coach must be a member of OTCA
- 2. Requirements
  - a. first place team will receive the championship award
  - b. second place team will receive the runner-up award
  - c. third and fourth place team will receive district champion award
- 3. Type of Award
  - a. plaque to each team

B. Clair Muscaro Team Sportsmanship Award

- 1. Eligibility
  - a. must have participated in the state team tournament
  - b. coach must be a member of OTCA
- 2. Requirements
  - a. must exhibit good sportsmanship and exemplary integrity throughout the tournament
  - b. will be based upon the conduct of the players, coaches and spectators
  - c. must be selected by the state team tournament officials and tournament director
  - d. does not have to be awarded annually
- 3. Type of Award
  - a. plaque
- 4. Number of awards given annually
  - a. Up to 4 (one to a boys' team (in each division) , one to a girls' team in each division) )

C. Individual Award

- 1. Eligibility
  - a. must have participated in the state team tournament
  - b. coach must be a member of OTCA
- 2. Requirements
  - a. each team member will receive an award based upon the finish of the team
- 3. Type of Award
  - a. medal

4. Number of medals given annually
  - a. 128 (maximum of 8 10 given to each boys' and girls' team that participates in the state team tournament. Option exists for teams to purchase additional medals.)