

March 14, 2023

SCTA Members,

To begin, we cannot take credit for any revision unless we thank those who have proceeded us. We appreciated the depth of information and details provided by those who have authored and revised this document over the years. An ad hoc committee was formed and those who contributed to this revision include Art Rothenberg, Deb Ward, Mary deCesare, Cindy Good, and me.

When we were tasked with a revision, our goal was to remove outdated information, such as needing to scan our CAM cards when we were going to play and replace it with more current information, such as using that same CAM card to access the Gazebo. We wanted to simplify and condense the information, but we had no intent of adding, deleting, or changing any policies. Of course, that changed when members asked the Board to review the Club Rating policy.

The SCTA Board spent over two months vetting the Club Rating policy. We listened to multiple constituents including players affected by the rating, Intraclub Coordinators tasked with implementing it, other SCTA members and leaders, our tennis pros who provide the club rating clinics, and many others. I attended the clinic, so information and suggestions could be included to help those who will be taking clinics in the future.

The majority of the SCTA Board has approved this final draft being distributed to you. Below, we have provided a table of major changes between the two documents. We will set aside the Open Discussion of the April 5 Board Meeting for any questions or comments members may have.

Happy reading!
Sheryl Tschetter

Changes made to the 2021 *Policy and Procedures Manual* (Page references reflect new P & P.)

Page #	Section	Major Changes
4	Glossary	Added “Easy Sheet,” “Getting Started,” / deleted Group, TAHHI, and other terms no longer relevant
5	Mission	Without changing intent, condensed wording
6	General Facility Information	Updated new court reservation times, Logo Building hours.
7-9	Facilities	Condensed information; provided updates on courts, restrooms, emergency equipment, etc. for south and north courts; updated

		information for accessing/opening the Gazebo for post play hospitality; condensed information on ball machine.
10	Tennis Court Use Guidelines	Provided a link to tennis rules on SCTA website. Condensed information; condensed Dress code to shoes; and condensed information under <u>Consequences for Inappropriate Behavior</u> .
11-13	Tennis Reservations	Reordered, condensed, and updated information; noted that Guest fees are SCHHCA, not SCTA. One play/day and multiple plays/day moved under the headings <u>Request and Booking</u> .
14-15	Organization and Programs	Categorized activities as SCHHCA or SCTA for clarity. Reduced amount of information to most relevant now.
16	Information Distribution	Condensed information to most relevant. Bullet point #2 covers responsibility for determining appropriateness of communication.
17-24	Teams, Groups, and Intraclub	<p>Updated information regarding Use of Courts and Times to include current changes, such as second, two-hour reservation at 2:00pm.</p> <p>Reserved Play Limitations: Updated and condensed to reflect current procedures regarding play limitations. For example, new P & P describes current pre-placement values.</p> <p>Registration/Lottery Reservation Procedures: Condensed information and updated to include current procedures, including Duties of Lottery Court Leaders, including social groups, Intraclub Coordinators, and USTA captains.</p> <p>NEW, p. 20: USTA General Guidelines: provides information on USTA.</p> <p>Intraclub General Guidelines: p. 21: Please see updated and vetted SCTA Club Rating policy. It begins on p. 21 and concludes on p. 23.</p> <p>League Options: Please note that the Board does not policy Intraclub, Leagues, or USTA. Therefore, each Intraclub operates under its own format and rules with the approval of its members. The information in this section is less prescriptive because of that autonomy.</p> <p>Duties of Intraclub League Coordinator: Condensed the guidelines to allow each league the opportunity to establish its own format, policies, and procedures. Added the duty for Club Rating.</p>
25	SCTA Board	Lists the current titles of the positions on the SCTA Board of Directors. Added the link to the SCTA Bylaws for questions on nominating and electing these positions. Deleted pages on Wall of Champions, as it no longer exists, and Community will not approve.

26	President	Reorganized some information, but basically the same information with greater detail provided for Grievance Committee responsibility.
27	Vice President	Reorganized some information; deleted need to train incoming VP, as that is duty of President; added reminder for disclaimer for Eblasts; added responsibility of managing changes in the P and P as needed.
28	Secretary	Reorganized some information; removed responsibility for P & P management and moved to VP; added direction for submitting minutes
29	Treasurer	Reorganized some information; most duties listed in SCTA Bylaws.
30	NEW Director Membership	Replaces one of the Director-at-large positions; responsible for membership database/spreadsheet and updating the directory in pdf form on the SCHHCA website. This position requires extensive technical skills.
31	NEW Director, Tennis Ambassadors	Replaces one of the Director-at-large positions; responsible for working closely with Tennis Ambassadors to help new players/residents acclimate to tennis and SCTA.
32	NEW Director, Events	Replaces one of the Director-at-large positions; responsible for working with SCTA Board to determine types of events and all costs, etc. Must be good at organization.
33	NEW Director, Ombudsman	Replaces one of the Director-at-large positions; responsible for identifying problems on our tennis courts and taking the steps to solve any issues. Acts as a liaison between SCTA and SCHHCA staff.
34	Immediate Past President	No significant changes; condensed description.
35	NEW SCTA Volunteers and Ad Hoc Committees	Replaces all standing committees included in 2021 P & P but not in existence for years. In its place, this is a list of the volunteer positions that are currently active as well as the committees formed either annually or as needed on an Ad Hoc basis.
36	NEW Intraclub Coordinator	This provide a job description for any candidates wanting to know what an Intraclub Coordinator's duties are.
37	NEW Intraclub Liaison	A new position to serve as a resource between Intraclub Coordinators and players ad well as Intraclub Coordinators and the SCTA Board.
38	Media Consultant	No significant changes
39	Photographer	No significant changes
40	SCTA External Website Manager	No significant changes—emphasizes role between Vice President of SCTA Board and Website Manager.
41	NEW Tennis Ambassador	Provides description of this position for potential candidates and current Ambassadors.

42	NEW USTA Liaison	Provides communication between USTA, CCTA, Sun City USTA teams, and the Board of Directors.
43	Mix and Match Director	No significant changes
44	Grievance Committee	Updates this committee to ad hoc level to be created on an as needed basis.
45	Nomination & Election Committee	Updates this committee to ad hoc level as it is created in the fall annually.