USTA PNW ADULT LEAGUE GRIEVANCES

USTA
PACIFIC NORTHWEST

A Grievance is a written formal complaint regarding an alleged violation of regulation or procedure.

Before filing, captains and coordinators should review the **USTA League Grievance Procedure** document (which includes key regulations from Section 3.00), as well as the following resources available on the **USTA PNW Adult League Page** and the **National Resource Page**:

- USTA National Regulations
- PNW Regulations
- Friend at Court
- Suspension Point System

TYPES OF GRIEVANCE

General Grievance - 3.02A

Filed for most rule violations not covered below.

- **Filing Eligibility:** May be filed by a team captain, league coordinator, or Championship Committee member.
- **Filing Deadline:** Before the team's next match, or within 24 hours after the end of the local league season - whichever occurs first.
- **Fee:** Filing fee required - $50.

Administrative Grievance - 3.02B

Filed for issues related to the administration or operation of the league program.

- **Filing Eligibility:** May be filed by a team captain, League Coordinator, Sectional League Coordinator, or member of a Championship Committee.
- **Filing Deadline:** Must be filed within 90 days of the incident.
- **Fee:** Filing fee required - $50.

Eligibility Grievance - 3.02D

Filed when a player or team has failed to meet eligibility requirements.

- **Filing Eligibility:** May be filed by a team captain, league coordinator, or member of a Championship Committee.
- **Filing Deadline:** May be filed at any time.
- **Fee:** Filing fee required - $50.

NTRP Grievance - 3.02E

Filed when a self-rated player is contended to be playing below their actual skill level.

- **Filing Eligibility:** May be filed by a team captain, league coordinator, or member of a Championship Committee.
- **Filing Deadline:** Must be submitted no later than 48 hours after the conclusion of the player's team's Sectional Championship.
- **Evidence Required:** Must contain verifiable factual information concerning the player's history. Detailed skill descriptions and relevant match results may also be submitted in support.
- **Fee:** No filing fee required.

KEY GRIEVANCE TIMELINES

- **Local League:** Must be submitted before the team's next match or within 24 hours after the end of the season - whichever occurs first.
- **Championship Play:** Must be submitted within 30 minutes after the completion of the match or before the team's next scheduled match - whichever occurs first.
- **Eligibility Grievances:** May be filed at any time.
- **NTRP Grievances:** May be filed up to 48 hours after Section Championships.

FILING FEES

- $50 required for General, Administrative, and Eligibility Grievances
- Fee is refunded if the grievance is upheld
- No fee required for NTRP Grievances

HOW TO FILE A GRIEVANCE

1. Complete the **USTA League Grievance Form**
    - This is a fillable PDF form. To complete and save the form, you need Adobe Acrobat Reader, which is available as a free download.
2. Submit the form to: **grievances@pnw.usta.com**
3. Pay the filling fee (if applicable): **Grievance Filing Fee**
4. Ensure submission is completed within the required timeline.

FORMS & LINKS

All submissions must include a completed form and any required payment.

- **USTA League Grievance Form**
- **USTA League Grievance Appeal Form**
- **Pay Filing Fee – Grievance ($50)**

- Pay Filing Fee – Grievance Appeal ($50)

ADDITIONAL INFORMATION

- A copy of the grievance will be provided to all involved parties.
- Grievance filings are **NOT** confidential. All information submitted to USTA staff, concerning the matter, is shared with all parties named in the grievance and the volunteer appointed grievance committee.
- Grievances are reviewed by the appropriate League Grievance Committee.
- Appeals are limited to reviewing whether procedures, facts, and regulations were applied correctly.