

**TO: ALL CTA PRESIDENTS and LTA BOARD OF DIRECTORS**

**RE: 2008 USTA-LOUISIANA ANNUAL AWARDS**

It is that time of year again to think about nominations for the USTA-Louisiana Annual Awards!

We are asking each Community Tennis Association to make nominations based on their volunteers and events in their area. Although USTA-Louisiana would like to receive a nomination for each category from your CTA, you may choose to select just a few categories depending on the CTA's yearly activities.

All submitted nominations **MUST** have least 2 pages of information about the nominee and signed by the CTA. We ask that ALL portions of the nomination forms be filled out with as much information as possible about the nominee. You may attach additional sheets and/or information to each nomination.

The nomination forms must be completed and submitted to the USTA-Louisiana office by **Tuesday, September 2nd, 2008**. If you cannot access the USTA-Louisiana website, contact Laura at the USTA-Louisiana office or by e-mail (laurab@louisianatennis.com) and she will fax or e-mail you the forms.

USTA-Louisiana Board members may forward any nominations in any category to the USTA-Louisiana office by the same date, **Tuesday, September 2nd, 2008**.

The Awards Committee will announce the winners by October 2008.

## QUESTIONS / ANSWERS

**Q:** Who is eligible for an LTA annual award?

**A:** Any Louisiana tournament / Louisiana resident is eligible for to be nominated as long as the nominee follows the award specifications.

**Q:** What is the eligible time frame for tournaments / events to be held for nominations?

**A:** Any tournament / event that is held between September 4, 2006 and August 31, 2007 is eligible for the 2007 nomination year.

**Q:** How do I nominate a tournament / person for an LTA Annual Award?

**A:** Print award nomination form from LTA website. Submit completed nomination form and supporting documentation to your local CTA.

**Q:** Can I submit an award nomination directly to LTA?

**A:** No, all award nominations must be signed off by your local CTA or Board of Director.

**Q:** How do I find my local CTA?

**A:** A list of CTA's are listed on the LTA website, or go to <http://www.louisianatennis.com/cta-information.htm>

**Q:** When can I start submitting award nominations?

**A:** The best time to submit an award nomination is immediately after an event. Every aspect of the event is fresh.

**Q:** What is the deadline date for submitting award nominations?

**A:** All CTA's have until Tuesday, September 4<sup>th</sup>, 2007 @ 5:00 p.m. to submit award nominations. (Contact your local CTA for their deadline dates)

**Q:** How are the winners chosen?

**A:** All nominations that are submitted by the deadline date and that have fulfilled the required information / documentation are compiled and selected by the Louisiana Awards Committee with the exception of the following:

- The "Beau Holton Official of the Year" and the "Provisional Umpire of the Year" are selected by the LTA Officials Committee.
- The "Junior Achievement" awards are selected by the LTA Junior Tennis Council Committee.

**Q:** How are the LTA award nominations chosen to be sent for the Southern award nominations?

**A:** The winner(s) of the Louisiana state award(s) are sent to Southern Tennis Assoc. for the Sectional nominations. Only one (1) Louisiana nomination for each award (that is noted as Southern award nomination) is forwarded to Southern Tennis Assoc.

**Q:** Who do I contact if I have a question regarding awards?

**A:** You can contact Administrative Assistant at the LTA office at 225-769-0337 or email at [lharris@louisianatennis.com](mailto:lharris@louisianatennis.com).

**Q:** Where do CTA's send award nominations?

**A:** Please submit all award nominations and supporting documentation to:

USTA-Louisiana  
ATTN: ANNUAL AWARD NOMINATIONS  
9270 Siegen Lane, Suite 702  
Baton Rouge, LA 70810