

2013-14

Girls Tennis

**Manual for
Managers**



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Revision History



2013-2014 Girls Tennis Tournament Series Terms and Conditions

In accordance with Section 1.450 of the IHSA Constitution, the IHSA Board of Directors has approved the Terms and Conditions governing the 2013-2014 IHSA Girls Tennis Tournament Series.

I. SCHOOL CLASSIFICATION

Competition in the IHSA 2013-14 Girls Tennis Tournament Series will be held for all member schools without classification.

II. DATES AND SITES

A. Sectional Tournaments: Sectional tournaments will be held on Saturday, October 19, 2013 at thirty-two (32) sites. In order to complete the tournament on Saturday, the local manager may, at his/her discretion if the number of entries warrant, elect to begin tournament play on Friday afternoon (after school hours). If the local manager wishes to begin the competition on Friday before 4:00 p.m., written consent of the Principal from each participating school is required. Sectional Managers will send to the principals from participating schools the *IHSA Girls Tennis Request for Earlier Starting Time Form* for their approval. This document is downloadable in the *Forms* section of the **Manual for Managers**.

B. State Final Tournament: The State Final tournament will be hosted by Buffalo Grove High School in Buffalo Grove (847-718-4000) on October 24-26, 2013. Matches will be played at District 211 and 214 schools and area courts (Barrington). Tournament central will be located at the Buffalo Grove High School Gymnasium. Buffalo Grove High School Tennis Coach Kevin Schrammel has been designated as the State Final Manager.

III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2013-2014 Entry Policies and Procedures which can be found in the Schools Center on the IHSA website.

A. On-Line Entries: All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA website at www.ihsa.org. The

deadline for entry is September 6, 2013. The 2013-14 Entry Policies and Procedures outlining the on-line entry procedures for all IHSA-sponsored tournaments can also be found in the Schools Center on the IHSA website.

B. Late Entries: Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrator in charge of that sport or activity in writing requesting entry into the state series. The penalty for a school's late entry shall be a payment of \$100.00 for that sport/activity they wish to enter.

C. Breach of Contract By-Law 6.041 (Withdrawal Procedure):

To withdraw without penalty, the Principal must fax or e-mail a letter to Tammy Craig at the IHSA Office (tcraig@ihsa.org or 309-663-7479), notifying IHSA of the school's withdrawal from the Girls Tennis Tournament Series prior to the on-line List of Participants deadline of October 15, 2013.

1. If a school withdraws after the deadline for entering their on-line List of Participants, the school will be charged a \$100 penalty.

2. If a school does not show up for competition, the school will be charged a \$100 penalty and, if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

D. Eligibility: All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054.

E. Affirmative Action Policy: Only girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

F. On-line List of Participants: Each school must complete the on-line List of Participants by midnight on Tuesday, October 15, 2013. If a school does not submit the on-line List of Participants by the deadline, coaches and/or participants from the school are subject to penalties which could include, but not be limited to, being ruled ineligible to coach or compete in the State Series and/or charged \$100.00. **Confirmation of receipt of Online List of Participants:** Schools should login to their School Center site on the IHSA website

and go to the Activity Tracker. The Activity Tracker will show "Completed", if you have checked the button indicating you have finished with your report. If it doesn't indicate "Completed", then you must go back into your school's List of Participants and check the button on the Online List of Participants indicating you are finished with your report.

G. Team Entries: No more than two doubles teams and two singles players may represent each school. A player may not enter both the singles and doubles events.

IV. HOST FINANCIAL ARRANGEMENTS

A. Sectional Host School Expenses: Sectional host schools shall receive \$310.00 (if play begins on Friday a school will receive \$390.00) for hosting. The host school shall pay all meet expenses.

B. Contestant Expenses: Neither the IHSA or the local tournament management will assume responsibility for any contestant expenses of any kind.

V. TOURNAMENT ASSIGNMENTS AND SEEDING MEETINGS

A. Sectional Assignments: Sectional assignments can be found on-line at www.ihsa.org on the Girls' Tennis page.

B. Sectional Seeding Meeting: 1. The Sectional Manager will conduct a seeding meeting for each sectional tournament on Wednesday evening, October 16, 2013. The purpose of this meeting is to determine seeds and draw up the playing schedule for the sectional tournament and make any necessary tournament announcements.

2. The coach from each participating school, or a school representative, must attend this meeting. At this meeting coaches/representatives will seed the singles and doubles draws for the sectional tournament using the competitor information submitted on-line by each school. This information will also be used for seeding the IHSA state final tournament. Schools are required to submit their on-line competitor information no later than midnight on the Tuesday (Oct. 15, 2013) preceding the sectional tournament. Schools who fail to submit their information by the deadline may not be allowed to participate/coach in the state series.

3. The Sectional Manager shall conduct the seeding meeting in accordance to IHSA seeding policies and with the directions

as stated on the Sample Draw Sheet which can be found on the IHSA Girls' Tennis link under **Manual for Managers**. At the Sectional tournament the #3 and #4 seed shall be randomly placed on lines 9 and 24 for a 17 or more entry draw and lines 5 and 12 for a 16 or less entry draw. The #5 and #6 seeds shall be randomly placed on lines 13 and 20 for a 17 or more entry draw and lines 7 and 10 for a 16 or less entry draw.

4. Four, five or six singles players and four, five or six doubles teams shall be seeded at each Sectional tournament. There shall be no additional placement of players. A school is eligible to receive more than one seed in each event. **If a seeded singles player withdraws or a seeded doubles team substitutes with a student on the original List of Participants roster between the time of the seeding meeting and when sectional play begins, the draw shall be redone. If the seeding is not done in accordance to IHSA seeding policy, the draw shall be redone.**

5. At the Sectional tournaments, the draw for both singles and doubles shall be made so those competitors from the same school are placed in opposite halves of the bracket.

6. For proper point distribution, if a 32 draw is used, it will be used for both the singles and the doubles draw.

C. State Final Seeding Meeting:

1. Members of the IHSA Girls Tennis State Final Seeding Committee selected by the State Final Manager will seed players for the State Final brackets at the IHSA Office on Tuesday, October 22 beginning at 8:30 a.m.

2. The Committee shall prepare a list of no more than 32 seeded singles players and doubles teams based on information submitted on-line by coaches and received by the IHSA Office. A draw of 128 will be used for both singles and doubles play. United States Tennis Association rules shall be followed in assigning seeded entries in the proper positions in the brackets, except that effort shall be made to place winners and runners-up from the same Sectional and players from the same school in opposite halves of the bracket. This may not always hold true for third and fourth place sectional qualifiers.

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Sectionals

1. Sectional Time Schedule:

Sectional tournaments will be held on Saturday, October 19. In order to complete the tournament on Saturday, the local manager may, at his/her discretion if the number of entries warrant, elect to begin tournament play on Friday afternoon (after school hours). If the local manager wishes to begin the competition on Friday before 4:00 p.m., written consent of

the principal from each participating school is required. Sectional Managers will send to the principals from participating schools the **IHSA Girls Tennis Request for Earlier Starting Time Form** for their approval. This document is downloadable in the Forms section of the **Manual for Managers**.

Immediately after competition has been completed, the Sectional tennis manager must complete and forward the on-line Winner Report to the IHSA office along with any other tournament reports as listed in the Girls Tennis Manual for Managers. Host schools must use the Principal or Athletic Director's password to have access to the "Tournament Management" section. The Coach's password will not give you access to this area of the Schools Center.

2. Sectional Match Disruption or Postponement:

a. Competitors should be prepared for any postponement of play due to exhausting circumstances or inclement weather. If inclement weather causes play to be discontinued, the tournament manager shall have the authority to continue play indoors if available.

b. If indoor court fees are assessed to continue Sectional play, those schools involved in indoor court competition shall be responsible for payment of this fee at the time of play.

c. If a match is disrupted or postponement is necessary because of bad weather, play must be resumed at the complete set, game and point score. In other words, matches will not be replayed from the beginning, and the set, game and point score completed before postponement shall stand. (Point in play when match is called shall be a let.)

d. If weather does not permit a Sectional tournament to be completed on Saturday, the tournament shall be continued on Monday. No Sectionals shall be played on Sunday. The Sectional must be completed by Monday. If circumstances do not permit a Sectional tournament to be completed by Monday evening, October 21, the top 4 seeded singles players and double teams shall advance to the State tournament unless they already have been defeated. If one of these players or double teams has been defeated, the winning singles player or doubles team would advance to the State tournament in place of the seed.

B. State Final

1. State Final Time Schedule:

a. On Thursday, October 24, the 1st, 2nd and 3rd championship rounds and the 1st, 2nd and 3rd rounds of the consolation feed-in will be played. On Friday, October 25, the 4th and quarterfinal championship rounds and the 4th, 5th, 6th and 7th rounds of the consolation feed-in will be played. On Saturday, October 26, the semifinal and final championship rounds and the quarter, semi and final consolation feed-in rounds will be played.

b. All singles and doubles entries shall participate in the first round of competition beginning Thursday, October 24, at 8:00 a.m.

c. All competitors who lose in championship rounds, beginning with Round 1, will be advanced into a feed-in bracket. Rules for feed-in play shall be those established by the United States Tennis Association (USTA).

Note: At the State tournament the consolation feed-in tournament will be played only if the weather and indoor court space permit.

2. State Final Match Disruption or Postponement:

Competitors should be prepared for any postponement of play due to extenuating circumstances or inclement weather. If inclement weather causes play to be discontinued, the tournament manager shall have the authority to continue play indoors. If a match is disrupted or postponement is necessary, play must be resumed at the complete set, game and point score. In other words, matches will not be replayed from the beginning, and the set, game and point score completed before postponement shall stand. (Point in play when match is called shall be a let)

C. State Final School Packets:

At the State final tournament, school packets, which include important State Final information, updates, State Final passes and programs may be picked up Wednesday, October 23, between 7:00 p.m. and 8:30 p.m. at Buffalo Grove High School Gymnasium and after 7:00 a.m. on Thursday morning, October 24, at Tournament Central located at the Buffalo Grove High School Gymnasium.

VII. ADVANCEMENT OF WINNERS

The first four (4) places in both singles and doubles shall advance from each Sectional tournament to the State Final tournament.

VIII. TOURNAMENT RULES

A. Scoring:

1. Sectional Tournament Scoring

a) Points shall be scored accordingly in all singles and doubles feed-in bracket matches at Sectional competition (**Round 1 through Round 5**). Two points shall be awarded for each round in both singles and doubles, except that the winners of the third place matches shall be awarded one team point. Losers of semifinal matches in both singles and doubles at all sectional tournaments shall play a match to determine third and fourth place. Regular scoring shall be used in all rounds of sectional play (which will be two out of three tie break sets). If the tournament is taken indoors, "No-Ad" scoring shall be used except for Quarter Final, Semi Final and Final

round matches in which regular scoring shall be used.

b) A default will be counted as a win, and the proper number of points will be awarded to the player(s) that win(s) by default.

c) A bye shall be counted as a win, and the proper number of points will be awarded to the player(s) that receive(s) a bye provided the player(s) win(s) the next match following the bye.

d) Points scored in the Sectional tournament shall not be used in determining winners in the State Final tournament.

e) The third place championship matches in both singles and doubles shall be played at the tournament site even if the competitors are from the same school. Failure to play this match may result in Breach of Contract By-law 6.041. Any match not played should be reported to the IHSA.

2. State Final Tournament Scoring

a) Two points shall be awarded for each round in both singles and doubles, except that the winners of quarterfinal matches shall receive four points. (Note: If the consolation feed-in bracket is eliminated, the winners of the quarterfinal matches shall receive two points.)

b) One point in singles and one point in doubles shall be awarded to winners of each match in the feed-in bracket. If the consolation feed-in bracket is eliminated the consolation points will be awarded through the last completed round.

c) Alternate scoring methods may be used at the discretion of the IHSA Administrator if circumstances would not permit the tournament to be completed.

d) A default will be counted as a win, and the proper number of points will be awarded to the player(s) that win(s) by default.

e) A bye shall be counted as a win, and the proper number of points will be awarded to the player(s) that receive(s) a bye, provided the player(s) win(s) the next match following the bye.

f) The third place and championship matches in both singles and doubles shall be played at the tournament site even if the competitors are from the same school. Failure to play this match may result in Breach of Contract By-law 6.041.

Note: One point will be awarded the 3rd/4th place match winner(s) regardless of whether or not the feed-in bracket is eliminated.

B. Team Ties: If teams are tied for first place at a Sectional tournament, the following procedure shall be followed to break the tie and determine the winner.

1. The team with the greatest number of qualifiers, as provided in A above, shall be the winner. (Each individual singles player

and each two-player doubles team shall be defined as one qualifier.)

2. If still tied, the team with the most Sectional champions shall win;

3. If still tied, records of tied teams shall be compared on the basis of matches won per round, beginning with the semifinals and going in reverse with the team first discovered to have had the best record at a given round of those teams tied being the winner;

4. If still tied, the team with the best composite match records in direct competition at the Sectional with members of other tied teams shall win;

5. If still tied, the team winning the greatest percentage of games in the Sectional, exclusive of games against its own team members, shall win;

6. If still tied, the team whose members won the greatest percentage of games played by its members in the Sectional shall win.

C. 12 Point Tie Breaker System:

Unless otherwise specifically provided in the IHSA printed instructions, the United States Tennis Association rules shall govern play in all tournaments. The 12 point tie breaker system as described in USTA rules shall be used for all matches in Sectional competition and in the championship feed-in brackets in the State Final. This system provides that Player A serves the first point (from right court); B serves points 2 and 3 (left and right); A serves points 4 and 5 (left and right); B serves point 6 (left) and after they change ends, point 7 (right); A serves points 8 and 9 (left and right); B serves points 10 and 11 (left and right); and A serves 12 (left). If points reach 6, all players change ends and continue as before; A serves point 13 (right); B serves points 14 and 15 (left and right) etc., until one player establishes a margin of two points. Players change ends for one game to start the next set, with player B to serve first. Doubles follow the same pattern, with partners preserving the sequence of their serving turns.

D. Time Allotments:

1. Warm-up play at the sectional and state final tournaments shall be 10 minutes in length and shall include both rallies and practice serves.

2. Ninety (90) seconds shall be allowed for a change of courts. This time begins when the final point of a game is completed. The players must be in position to play in the proper court at the end of the 90 seconds crossover.

3. A minimum of twenty minutes rest will be granted competitor(s) between matches.

4. Competitors must report in person to the site director at sectionals and the state final.

5. In all three-set matches at both the sectional and state final level, a break not to exceed ten (10) minutes shall be permitted between the second and third sets.

E. Substitutions:

1. Sectional Tournaments: After the draw has been made for the Sectional tournament, substitutions may be made only in the case of injury, illness, ineligibility as certified to the IHSA in writing by the principal of the player's school, or circumstances considered to be beyond the control of the student-athlete which shall include but are not limited to incapacitating physical or mental circumstances, natural disasters or clearly erroneous advice provided to the student-athlete from a school authority. The substitute's name shall not have appeared on the original Sectional singles or doubles draw sheet. No substitutions shall be made after play has begun in the Sectional tournament. If a seeded singles player withdraws or a seeded doubles team substitutes between the time of the seeding meeting and when Sectional play begins, the draw shall be redone. If the seeding is not done in accordance to IHSA seeding policy, the draw shall be redone.

2. State Final Tournament: Substitutions will be allowed for singles players who qualify for the State tournament. The player who lost to the injured player in the quarterfinals at the sectional will be the player who advances. A substitution may be made if (a) the Principal of the player's school certifies in writing to her injury, illness, ineligibility or circumstances considered to be beyond the control of the student-athlete which shall include but are not limited to incapacitating physical or mental circumstances, natural disasters or clearly erroneous advice provided to the student-athlete from a school authority and (b) the substitute is eligible for State tournament play based on the IHSA By-Law requirements. A substitution for a member of a doubles team qualifying for the State Final tournament may be made if (a) the Principal of the player's school certifies in writing to her injury, illness, ineligibility or circumstances considered to be beyond the control of the student-athlete which shall include but are not limited to incapacitating physical or mental circumstances, natural disasters or clearly erroneous advice provided to the student-athlete from a school authority and (b) the substitute is eligible for State tournament play based on the IHSA By-Law requirements. Substitutes for doubles shall not have participated in the sectional tournament and must have been listed on the school's on-line List of Participants.

F. Coaching:

1. Coaching Provisions:

The following provisions for coaching will be employed:

a) Coaching may occur for a maximum of 90 seconds after all odd numbered games.

b) Coaching may occur for a maximum of 90 seconds after the first set.

c) Coaching may occur for a maximum of 10 minutes between the second and third sets.

d) Coaches may not enter the court enclosure except during the quarterfinals, semifinals and championship matches at the State Final tournament.

2. If the tournament is moved indoors, one (1) eligible coach per team may be allowed to sit courtside.

3. Violation of ineligible coaching or contact with the competing high school student-athlete during a sectional or state final match will be considered gross misconduct and the team will be penalized a one point team deduction. There will be no warning for this penalty.

4. Eligible coaches may not use electronic communication/coaching devices (i.e., cellular phones, etc.) during a match, on or immediately near, the vicinity of the player's court.

5. State Final Coaching:

At the State Final tournament, eligible high school girls' tennis coaches shall follow this procedure.

a. **A maximum of four (4) girls' tennis coaches shall be allowed on the state final roster.** Only coaches whose names appear on the on-line List of Participants will be allowed to coach unless written notification from the school's Principal verifies the eligibility of a coach. ***Schools may only submit the names of those coaches who are in compliance with IHSA by law 2.070.***

b. Eligible coaches shall receive a coaching pass in their team packet.

c. The eligible coach shall wear the coaching pass on the outside of her or his clothes while coaching.

d. Only coaches wearing this pass will be allowed to coach.

e. During the quarterfinals, semifinals and championship matches in the state finals, one coach per school wearing their official coaching pass will be allowed to be seated courtside for coaching purposes for both the singles and doubles competitions.

G. Games Committee:

The State Final manager shall determine the games committee for the State Final Tournament. The Girls' Tennis Games Committee shall have discretionary authority to assign point penalties and/or eject players for unsportsmanlike conduct in accordance with the IHSA Tennis Code of Conduct. These mem-

ber's names will be published in the state final program.

H. Refusing to Play:

If a third place or championship match in either singles or doubles is not played because a player(s) refuses to play, the sectional manager shall report the incident to the IHSA office. Failure to play this match may result in Breach of Contract By-law 6.041.

I. Competitor's Apparel:

All players shall wear only school issued uniforms for competition during the sectionals and the State Final tournament. All wearing apparel including head gear shall be devoid of commercial advertising except for the manufacturer's labels that shall not exceed two (2) inches in heights and two (2) inches in width. It may appear only once on each piece of wearing apparel. In addition, no visible apparel may be worn under the uniform shorts and/or shirts except spandex. Only schools' and/or players' names may be printed on competitor shirts. Members of doubles teams shall wear school uniforms that are of similar color and/or marking. Participants will not be permitted to compete in illegal attire. Provisions for adjustments in apparel may be allowed due to weather. **Sectional and/or state final site managers shall have authority to assess penalties for unsportsmanlike conduct, under the Point Penalty System, for failure to comply with this requirement.**

NOTE: All uniforms must have some school designation (i.e. school name, logo, mascot or monograms) visibly printed on the uniform.

J. Tennis Balls:

The IHSA will provide Wilson tennis balls at the sectional and state final tournament. This ball will be the official ball and must be used.

K. Point Penalty System:

The IHSA Point Penalty System shall be followed at all Sectional tournaments and the State Final tournament.

IX. TOURNAMENT POLICIES

A. State Final School Packets:

At the State Final, school packets, which include State Final passes, may be picked up Wednesday, October 23, between 7:00 p.m. and 8:30 p.m. at the Buffalo Grove High School Gymnasium and after 7:00 a.m. on Thursday morning, October 24, at Tournament Central located at the Buffalo Grove High School Gymnasium.

B. State Final Coaching Passes

A maximum of four (4) girls' tennis coaches shall be allowed on the State Final roster with a maximum of four (4) coaches pass-

es distributed at the State Final tournament. Only coaches whose names appear on the on-line List of Participants will be allowed to coach unless written notification from the school's Principal verifies the eligibility of a coach. ***Schools may only submit the names of those coaches who are in compliance with IHSA by law 2.070.***

C. Damage to Property or Equipment:

If representatives from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

D. Media Requirements:

1. Rights Fees for TV and Radio:

a) Television Rights Fees to be charged by local managers and/or the IHSA are contained in the IHSA Television Policy.

b) Radio Fees:

Sectional Contest = No Charge
State Final = No Charge

c) Policy regarding media requirements for each local manager is contained in the current IHSA Handbook.

2. Media Provisions:

a) Provide Space

Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations, and/or cable television stations.

b) Radio and TV Originators

It is the responsibility of the Local Manager to accept applications, approve requests to originate and make cancellation refunds for television, according to the IHSA TV Policy.

3. Media Personnel Requirements:

Photographers or television personnel with cameras may enter the tennis courts to take pictures provided that:

a) The individual is wearing the IHSA photographers pass;

b) The individual reports to the site manager and shows the pass;

c) The individual stays on an empty court if one is available;

d) The individual remains seated at the net post or against the fence when taking pictures;

e) The individual only walks behind the court when the competitors are changing ends and;

f) The individual refrains from speaking to the competitor(s).

Media passes and school media passes are available by contacting Matt Troha at the IHSA office at 309-663-6377.

E. Tobacco Products:

No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

F. Use of Inhalers:

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self administration in the Illinois school code.

G. Alcoholic Beverages and IHSA State Series:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliate property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA by-law

2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

H. Prayer at IHSA State Series Contest:

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

X. AWARDS

A. Sectional Awards

1. A team award will be presented to the winning school in each Sectional and four individual medals will also be awarded for the top four singles and top four doubles teams in the individual tournament.

2. The school winner will be determined in accordance with the point system described in VIII.

B. State Final Awards

In the State Final tournament, first, second and third place team awards will be presented to the winning schools along with individual medallions for the qualifying state players of the top three teams. In addition, one Superintendent's, one Principal's, one Athletic Director's, and one Athletic Trainer's medallion for each of the top three teams will be awarded. Medallions for the individual competition will be presented to the first six finishers in both the singles and doubles tournament.

The school winners will be determined in accordance with the point system previously explained. Duplicate awards will be presented in case of ties for the last qualifying spot.

XI. OFFICIALS

At the State Final tournament, provisions will be made for USTA officials to call matches from the quarterfinals through the finals in both the singles and doubles finals.



IHSA Girls Tennis Managers Information

As soon as possible after receiving the Sectional Assignments, communication should be sent to all schools in your Sectional. Send correspondence to both the coaches and their Athletic Directors. Please cover the following information.

1. Date, location and time of seeding meeting.
2. Directions or map to the seeding meeting. Please cover parking and entry into your school.
3. Reminder for coaches to bring pertinent information on their player's performances for seeding purposes.
4. Remind coaches that on Tuesday, October 15, 2013, their school must complete their List of Participants (which includes competitor information) on-line at the IHSA website by midnight. Please remind schools to print a copy of their work to bring to the seeding meeting as a safety measure.
5. The List of Participants (which includes competitor information) and listing of all eligible coaches will be available for Sectional Managers to view by noon on-line through the Schools Center on October 16, 2013. Schools have the opportunity to make entry changes until that date. To view the List of Participants for the schools in their Sectional, the managers will go to the IHSA Schools Center. The information will be available in the "Tournament Management" section. These are password protected sites. You will need the Athletic Director or Principal password to have access to this area of the Schools Center.
6. Inform coaches of any contact information and the inclement weather plan. (Exchange cell phone numbers)
7. Give details about your site including the availability of locker rooms, restrooms, changing areas, trainers, concessions, restaurants or the need of additional roll dryers.
8. Remind coaches to review the Girls Tennis Terms and Conditions. Please emphasize the responsibility of coaches to read and understand the Terms and Conditions of the State Tennis Tournament Series. (Please direct them to review the substitution policy under Article VIII-E)
9. Thank the coaches in advance for their efforts in teaching, encouraging and promoting good sportsmanship.

Seeding Meeting: A coaches meeting for the purpose of drawing up the playing schedule for the Sectional tournament shall be held after school hours on Wednesday, October 16 at a time to be determined by the local manager. Schools assigned to your sectional should be fully informed about the date, time and place of this meeting. Only the head girls' tennis coach or a school official from each participating school shall be involved in the seeding process. If a Sectional manager allows assistant coaches to sit in on the seeding meeting, they should allow them to do so only as a non-speaking observer. If an assistant coach, however, is the representative from his/her school, he/she should be allowed to speak on the behalf of his/her school's players. Seed four, five or six singles and four, five or six doubles.

Making the Draw: The specific directions for drawing up the playing schedule for Sectional Tournament competition are available in this manual. Review these directions carefully. If you have any questions, please contact the IHSA Office before your seeding meeting.

Availability of Courts: If enough courts are not available at your school, arrangements may be made for use of other facilities in your community. At the determination of the local manager, if the number of entries and the number of courts available make it impossible to complete the tournament on Saturday, October 19, it is recommended that Sectional Tournament play begin on Friday afternoon (after school hours). If the local manager wishes to begin the competition on October 18, before 4:00 p.m., written consent of the principal from each participating school must be given. Use the "Request for Earlier Starting Time" form available on the IHSA website.

Tennis Balls: Wilson tennis balls will be sent to each sectional site. The Wilson ball is the "Official Ball" and must be used. The Sectional Manager shall distribute tennis balls to competitors as matches are called. Two new balls shall be given to players of a match to use for sets #1 and #2. Should a match go to three sets, the local manager shall give the players two more new balls to complete the third set.

Awards: The Sectional manager will receive, direct from the manufacturer, a plaque to be presented to the winning school in your sectional tournament. The Sectional manager will also receive medals from the manufacturer to be presented to the top four winners in both singles and doubles in your Sectional tournament. Please review these awards upon receipt to make sure they are correct and not broken.

State Qualifiers: Complete on-line with the IHSA office the Winner Report immediately following your Sectional tournament on Saturday. Please make sure that the names are spelled correctly when completing the Winner Report. Postponed Sectional: In the event that your sectional tournament cannot be completed on Saturday, October 19, please see the comments page of the Sectional Report Final Results form and note that you have postponed matches until Monday and give the reschedule date with start time.

Sectional Meet Preparation Checklist

- ____ 1. Notify local media regarding location, time, date, seeds or anticipated highlights.
- ____ 2. Complete the draw sheets.
- ____ 3. Prepare any directional signs for spectators, coaches, press or players.
- ____ 4. Check awards upon arrival. Notify the IHSA office if there is any damage.
- ____ 5. Secure facility and be sure the courts and area around the courts are clean. Be prepared to clear courts of water as early as possible.
- ____ 6. Have net straps on courts.
- ____ 7. Have visible scorers on courts, if possible.
- ____ 8. Have draw sheets posted near the courts.
- ____ 9. Assign courts and post them at convenient locations for all participants. Have tennis balls ready.
- ____ 10. Time warm-up and announce that play will begin.
- ____ 11. Watch for empty courts so that you can assign courts quickly.
- ____ 12. Make any necessary arrangements for refreshments or a hospitality area for coaches. (Optional)
- ____ 13. Suggested useful items:
 - a. Calculator
 - b. Pens, pencils, markers
 - c. Table for awards
 - d. Training Supplies
 - e. P.A. system
 - f. Tape/Clipboard
 - g. Umbrella
 - h. Computer

After Meet

- ____ 1. **Immediately submit the results of your Sectional to the IHSA Website. This must be done on Saturday.**
- ____ 2. Notify local media with results.
- ____ 3. Send a copy of the final meet results to the competing schools.

Other

- ____ 1. Make sure you have reviewed with coaches the drill for tornadoes or severe weather.
- ____ 2. Have plans for emergency situations if an ambulance is needed. Inform coaches in advance as to who is responsible for payment of the ambulance service or other medical needs. Coaches should have names and phone numbers on file to use in an emergency.

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

- ❖ *Represents their school and community well with positive interaction with opposing fans and players.*
- ❖ *Uses positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat*
- ❖ *Respect and acknowledge the integrity/judgment of officials.*
- ❖ *Exhibit positive behavior with opponents and fans before, during and after the contest.*

Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.





Tennis Code of Conduct/Point Penalty

(There shall be no warnings for the first offense. Penalties become immediate and carry over throughout a tournament.)

| Misconduct | 1st Offense | 2nd Offense | 3rd Offense |
|---|--|---------------------------|---------------------------|
| <ul style="list-style-type: none"> • Violation of USTA Rule No. 29, taking more than ninety seconds on changeover or taking more than 20 seconds between points | 1 point | 4 points | Disqualification |
| <ul style="list-style-type: none"> • Prolonging argument over decision after directed to resume play | 1 point | 4 points | Disqualification/Ejection |
| <ul style="list-style-type: none"> • Failure to commence play after expiration of warm-up minutes | 1 point | | |
| Lateness in being ready | | | |
| <ul style="list-style-type: none"> • A player or players who are not ready to play, or are not properly attired, when a court and opponent are available after a match has been called will be penalized | 1 game after 5 minutes, 2 games after 10 minutes, defaulted after 15 minutes | | |
| <ul style="list-style-type: none"> • To start a match, after an intermission | 1 point per minute or fraction thereof | | |
| <ul style="list-style-type: none"> • To resume play within fifteen minutes of injury (considered a 1 time-out injury) | Disqualification | | |
| NOTE: The time-out for injury should begin once a trainer is available on the court or if the coach or the site director makes the decision on the court. | | | |
| Profane or obscene language or gestures | | | |
| <ul style="list-style-type: none"> • Directed at no one in particular | 1 point | 4 points | Disqualification/Ejection |
| <ul style="list-style-type: none"> • Directed at an official, opponent, or spectator | 4 points | Disqualification/Ejection | |
| Unsportsmanlike acts | | | |
| <ul style="list-style-type: none"> • Knocking ball out of enclosure | 1 point | 4 points | Disqualification/Ejection |
| <ul style="list-style-type: none"> • Intentional racquet dropping | 1 point | 4 points | Disqualification/Ejection |
| <ul style="list-style-type: none"> • Hitting ball or throwing racquet at/near person | 4 points | Disqualification/Ejection | |
| <ul style="list-style-type: none"> • Intentional racquet dropping to disconcert opponent | 4 points | Disqualification/Ejection | |
| Gross Misconduct | | | |
| <ul style="list-style-type: none"> • Trash talking | 1 point | 4 points | Disqualification/Ejection |
| <ul style="list-style-type: none"> • A single, flagrant, gross act of misconduct | Disqualification/Ejection | | |
| <ul style="list-style-type: none"> • A single, flagrant, gross act of misconduct after the player has completed his/her last match | 1 point team deduction | | |
| Use of an Ineligible Coach | | | |
| | 1 point team deduction per match | | |

NOTE: The tournament manager/site director and eligible coach may invoke point penalties in matches where there is no umpire, provided they personally observe the misconduct. In addition, it is the responsibility of all coaches of participating schools to monitor player conduct. Any coach, tournament manager, or site director who personally observes misconduct may invoke the point penalties, provided they report their action to the tournament manager/site director. At the time of the 3rd penalty, a competitor will have the right to appeal to the tournament manager. First and second offense penalties shall stand as levied.

Any player who, at the conclusion of the match, exhibits gross misconduct, which includes profane or obscene language or gestures and unsportsmanlike acts, may cause that player's team to be penalized one team point toward the meet championship. Any coach who observes a violation will ask the player to accompany the coach to the tournament manager/site director or Games Committee at the State Final. Both parties explanations of the incident will be heard and a determination will be made as to the penalty imposed. If the player refuses or does not accompany the coach, the penalty will be automatic. The offender's coach will be notified of the infraction and the penalties imposed.

In accordance with By-Law 6.011 and 6.012, any player or coach ejected (not disqualified) from a match will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim.

There shall be no warnings for the first offense. Penalties become immediate and carry over throughout a tournament (sectionals and state are considered two separate tournaments for these purposes).



IHSA Girls Tennis Series 12-Point Tiebreaker System

(For all Sectional matches and State Final matches)

7 out of 12 Points

At six all in games, the player whose turn it is to serve shall put the ball into play for the first point of any tiebreaker.

SINGLES: Player A serves Point 1, right court; Player B serves Points 2 and 3, left court and right court; A serves Points 4 and 5 (L and R); B serves Point 6 (L) and, after players then CHANGE SIDES, Point 7 (R); A serves Points 8 and 9 (L and R); B serves Points 10 and 11 (L and R); A serves Point 12 (L). If either player wins 7 points, by a margin of two points, the set shall be recorded as 7 games to 6.

If the score reaches 6 points all, the players then CHANGE SIDES, and players shall continue to serve as before until one player establishes a margin of 2 points. Player A serves Point 13, right court; Player B serves Points 14 and 15, left court and right court; A serves Points 16 and 17 (L and R); B serves Point 18 (L). If the score is still tied, the players then CHANGE SIDES every 6 points and repeat this procedure.

1. The players shall “change sides for one game” after a tiebreak.
2. Player B shall serve first in the set following the playing of the tiebreak, thus assuring that she will be first server if this set also goes into a tiebreak.
3. Players shall change sides during the tiebreak without rest.
4. The tiebreak counts as one game in reckoning ball changes. If a ball change was called for (on) the tiebreak game, new balls shall be used.

POINTS

| | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Player A | R | | | L | R | | | L | R | | | L | R | | | L | R | | | L | R | | | L |
| Player B | | L | R | | | L | R | | | L | R | | | L | R | | | L | R | | | L | R | |

DOUBLES: (A and B) versus (C and D). Assume that Player D has served the 12th game. Same procedure as in singles will apply. Players preserve the sequence of their serving turns. Player A serves Point 1, right court; Player C serves Points 2 and 3, left court and right court; B serves Points 4 and 5 (L and R); D serves Point 6 (L) and, after teams then CHANGE SIDES, Point 7 (R); A serves Points 8 and 9 (L and R); C serves Points 10 and 11 (L and R); B serves Point 12 (L). If either team wins 7 points, by a margin of two points, the set shall be recorded as 7 games to 6.

If the score reaches 6 points all, teams then CHANGE SIDES, and players shall continue to serve as before until one team establishes a margin of 2 points. Player B serves Point 13, right court; Player D serves Points 14 and 15, left court and right court; A serves Points 16 and 17 (L and R); C serves Point 18 (L). If the score is still tied, the teams then CHANGE SIDES every 6 points and repeat this procedure with the continuing sequence of service.

Teams shall “change sides for one game” after a tiebreak with team (C and D) to serve first.

POINTS

| | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Players (A & B) | AR | | | BL | BR | | | AL | AR | | | BL | BR | | | AL | AR | | | BL | BR | | | AL |
| Players (C & D) | | CL | CR | | | DL | DR | | | CL | CR | | | DL | DR | | | CL | CR | | | DL | DR | |

“NO-AD” SCORING

A player need win only four points to win a game. If the score goes to three points all (or deuce), the next point decides the game - it is game point for both players. The receiver has the right to choose to which court the service is to be delivered on the seventh point. If a “No-Ad” set reaches 6 games all, the tiebreaker system shall be used.

NOTE: The score calling terminology for a match played in “No-Ad” may be either in the conventional terms or in single numbers, i.e. “zero, one, two, three, (game point), game.”

Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at www.ihsa.org.

Heat Index Chart

Heat Index in °F (°C)

| Temp in °F/°C | Relative Humidity (%) | | | | | | | | | | | | |
|---------------|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 | 95 | 100 |
| 110 (47) | 136 (58) | | | | | | | | | | | | |
| 108 (43) | 130 (54) | 137 (58) | | | | | | | | | | | |
| 106 (41) | 124 (51) | 130 (54) | 137 (58) | | | | | | | | | | |
| 104 (40) | 119 (48) | 124 (51) | 131 (55) | 137 (58) | | | | | | | | | |
| 102 (39) | 114 (46) | 119 (48) | 124 (51) | 130 (54) | 137 (58) | | | | | | | | |
| 100 (38) | 109 (43) | 114 (46) | 118 (48) | 124 (51) | 129 (54) | 136 (58) | | | | | | | |
| 98 (37) | 105 (41) | 109 (43) | 113 (45) | 117 (47) | 123 (51) | 128 (53) | 134 (57) | | | | | | |
| 96 (36) | 101 (38) | 104 (40) | 108 (42) | 112 (44) | 116 (47) | 121 (49) | 126 (52) | 132 (56) | | | | | |
| 94 (34) | 97 (36) | 100 (38) | 103 (39) | 106 (41) | 110 (43) | 114 (46) | 119 (48) | 124 (51) | 129 (54) | 135 (57) | | | |
| 92 (33) | 94 (34) | 96 (36) | 99 (37) | 101 (38) | 105 (41) | 108 (42) | 112 (44) | 116 (47) | 121 (49) | 126 (52) | 131 (55) | | |
| 90 (32) | 91 (33) | 93 (34) | 95 (35) | 97 (36) | 100 (38) | 103 (39) | 106 (41) | 109 (43) | 113 (45) | 117 (47) | 122 (50) | 127 (53) | 132 (56) |
| 88 (31) | 88 (31) | 89 (32) | 91 (33) | 93 (34) | 95 (35) | 98 (37) | 100 (38) | 103 (39) | 106 (41) | 110 (43) | 113 (45) | 117 (47) | 121 (49) |
| 86 (30) | 85 (29) | 87 (31) | 88 (31) | 89 (32) | 91 (33) | 93 (34) | 95 (35) | 97 (36) | 100 (38) | 102 (39) | 105 (41) | 108 (42) | 112 (44) |
| 84 (29) | 83 (28) | 84 (29) | 85 (29) | 86 (30) | 88 (31) | 89 (32) | 90 (32) | 92 (33) | 94 (34) | 96 (36) | 98 (37) | 100 (38) | 103 (39) |
| 82 (28) | 81 (27) | 82 (28) | 83 (28) | 84 (29) | 84 (29) | 85 (29) | 86 (30) | 88 (31) | 89 (32) | 90 (32) | 91 (33) | 93 (34) | 95 (35) |
| 80 (27) | 80 (27) | 80 (27) | 81 (27) | 81 (27) | 82 (28) | 82 (28) | 83 (28) | 84 (29) | 84 (29) | 85 (29) | 86 (30) | 86 (30) | 87 (31) |

| Category | Heat Index | Possible heat disorders |
|-----------------|---------------------------------------|---|
| Extreme Danger | 130° F or higher (54° C or higher) | Heat stroke or sunstroke likely |
| Danger | 105°-129° F (41°-54° C) | "Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity. |
| Extreme Caution | 90°-105° F (32°-41° C) | "Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity. |
| Caution | 80°-90° F (27°-32° C) | Fatigue possible with prolonged exposure and/or physical activity. |

• reproduced from NWS, Birmingham, AL

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

Advance Planning:

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play. In state series competitions, the local manager or official(s), if assigned, can make the decision to suspend play.

Monitoring Weather:

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; if an evacuation is needed, managers should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.

Lightning Awareness

Generally speaking, it is felt that anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making an accurate, timely decision on location, listening for thunder is the best way to mitigate the danger. If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors! It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. Thunderstorms can form and move quickly and danger can arrive quickly.

Evacuation Plan

Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

Resuming Activity

The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.



Instructions for Submitting Sectional Winner Report

Sectional Managers are required to complete the Girls Tennis Sectional Winner Report online. The passwords to gain access to the Schools Center for your school will change for the 2013-14 school term. Coaches must have a valid email on file in the Schools Center to be issued a password. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH BUT YOUR ATHLETIC DIRECTOR OR PRINCIPAL WILL NEED TO ACTIVATE YOU AS THE TOURNAMENT MANAGER IN ORDER FOR YOU TO HAVE ACCESS TO THE TOURNAMENT MANAGEMENT SECTION OF THE SCHOOLS CENTER.** This is the area of the Schools Center that will have the tournament information.

Log on to www.ihsa.org and click on the Schools Center link. Enter your "User ID" (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. On the next page, go to the "Tournament Management" area, find the row that lists the correct tournament, and click on "Winner Report" link. Please follow the instructions shown on the screen as you fill in the necessary information. Additionally, please confirm that the participant names are spelled correctly.

After completing and submitting the Winner Report online, print out a copy of the completed report form for your records.

(If you experience any problems, please call the IHSA Office at 309-663-6377 M-F from 8:00-4:15 and ask for Carol Carr)



SEEDING

The purpose of the seeding meeting is to identify the best players in both the singles and doubles by a consensus of the coaches. As the Sectional Manager, you must control this seeding process. Give all coaches a fair opportunity to discuss each player and then call for recommendations for #1, #2, #3 and #4 seeds. Continue with other seeds as numbers of entries demand.

Coaches are given the opportunities to explain and justify their nominations for seeds based on the following criteria (in no particular order):

- Head to Head Competition
- Indirect Victories (wins or losses to common opponents)
- Varsity Record/Strength of Schedule
- USTA Ranking
- Vote of Coaches

Follow the directions on the “Sectional Tournament Draw Sheet” form which is found in the Manual for Managers.

NOTE: SEED 4, 5 OR 6 PLAYERS FOR SINGLES AND DOUBLES. THE REST OF THE DRAW IS FILLED BY RANDOMLY DRAWING NAMES. NO EXCEPTIONS!

Answers to questions that may occur during your seeding process

Situation: A player in the draw cannot play and the coach wishes to substitute, can she/he?

Answer: Such a substitution is permitted before the tournament begins, provided the substitute is a player who has not been in the draw at any other position. A player may not be moved from singles to doubles or from doubles to singles once the draw has been made. The substituted student must be listed on the team’s list of participants on-line. The draw must be redone if such a substitution is made.

Situation: A coach questions when the tournament officially begins.

Answer: The tournament officially begins when the first players are sent to a court by the manager.

Situation: What happens if a player in the draw does not appear for a match?

Answer: The tournament manager shall declare the match forfeited by the absent player and award points for a forfeit win to the opponent.

Situation: What is the purpose of the meeting of coaches prior to the beginning of the tournament?

Answer: The coaches meeting on the date of and immediately prior to the start of play allows for eligible changes or substitutions to be made and pertinent information to be discussed. This is done in accordance with the IHSA Tennis Terms and Conditions.

Situation: Can a Sectional Manager allow more than 1 coach from each participating school to attend the Sectional seeding meeting?

Answer: A Sectional Manager may allow, at their discretion, more than one coach to attend the Sectional seed meeting although he/she is not required to do so.

Situation: If a manager allows assistant coaches to attend the seeding meeting, may the assistant coaches offer their opinions regarding seeds?

Answer: An assistant coach should only speak if they are the sole representative from their school. If an assistant coach attends the seeding meeting with his/her head coach, he/she should be a non-speaking observer.



Sectional Seeding Meeting Items

Plan ahead and have the following on hand:

1. Chalk board and chalk or dry erase board and dry erase markers with brackets for draw on the board
2. Index cards for player's names
3. Pencils
4. Box for blind draw
5. Work sheets for coaches which have draw sheets with brackets on them
6. Copies of Competitor Information for each player/doubles team (Available on-line Wed., October 12 by noon.)
7. Refreshments if your school wishes to make them available

Agenda items to be discussed:

1. Court assignments
2. When to call play due to darkness
3. When to go inside due to inclement weather-discuss emergency plan
 - a. Have directions available for indoor facilities
 - b. Schools involved with indoor play are responsible for payment of the court at the time of play
4. Guidelines that will be used if the Sectional Tournament cannot be completed in time (In accordance with the IHSA Terms & Conditions)
5. Discuss the possible use of a five foot safety area between the fence and the spectators
6. Acceptable apparel and penalty (In accordance with the IHSA Terms & Conditions)
7. Review scoring (regular scoring in Sectionals) and tie-breakers (Terms & Conditions)
8. Remind coaches that the Wilson ball will be the Official Ball used during the state series
9. Reinforce good sportsmanship and discuss ways coaches can help to encourage it at your Sectional

Make sure the following items are collected:

1. Head Coaches telephone number (in case of inclement weather)

Specific Directions For Drawing Up Playing Schedule IHSA Girls Sectional Tennis Tournament

(16 or Less Entries)

A. HOW TO MAKE THE DRAW FOR 16 OR LESS ENTRIES

When the number of players is a power of 2 they shall meet in even pairs in progressive elimination. When the number of players is not a power of 2 the first round will have byes for the purpose of bringing to the second round a full bracket of players. For example, with 10 players, 6 of the lines on a 16 draw sheet would be marked “bye” and the 6 players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the two winners of first-round matches to make up an “even eight”.

B. WHERE THE BYES GO

If you have 16 or fewer entries, place your 6 seeds in the proper locations and the byes opposite them.

C. SEEDING

Four or six players are to be seeded in singles and four or six teams are to be seeded in doubles. The No. 1 seed shall go on line 1, and the No. 2 seed shall go on line 16. **The No. 3 and No. 4 seed shall be randomly placed on lines 5 and 12. The No. 5 and No. 6 seeds shall be randomly placed on lines 7 and 10.** After placing all seeded players in their proper position on the draw, the remaining positions are to be drawn by lot. Remember, that each seeded player drawn to a spot in the lower half of the draw is placed on the bottom line of whatever segment she draws. In the event that the No. 3, 4, 5 or 6 seed is from the same school as the No. 1 or No. 2 seed they should be placed in the opposite half of the bracket.

Please note that in accordance with VI-A-2-d of the Terms and Conditions that “If weather conditions do not permit a Sectional Tournament to be completed by the Monday evening after the sectional, the top four (4) seeded players in both singles and doubles shall advance to State unless they have already been defeated. If one of these players or doubles teams has been defeated, the person or team that defeated that seed would go to State in place of the seed.”

D. THE REST OF THE DRAW

Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors, and writing them on the remaining corresponding unoccupied lines in the order in which they are drawn. The unoccupied lines should be filled beginning with the center and working out towards the top seeds. Competitors from the same school are to be placed in opposite halves of the bracket.

E. DRAW SHEETS

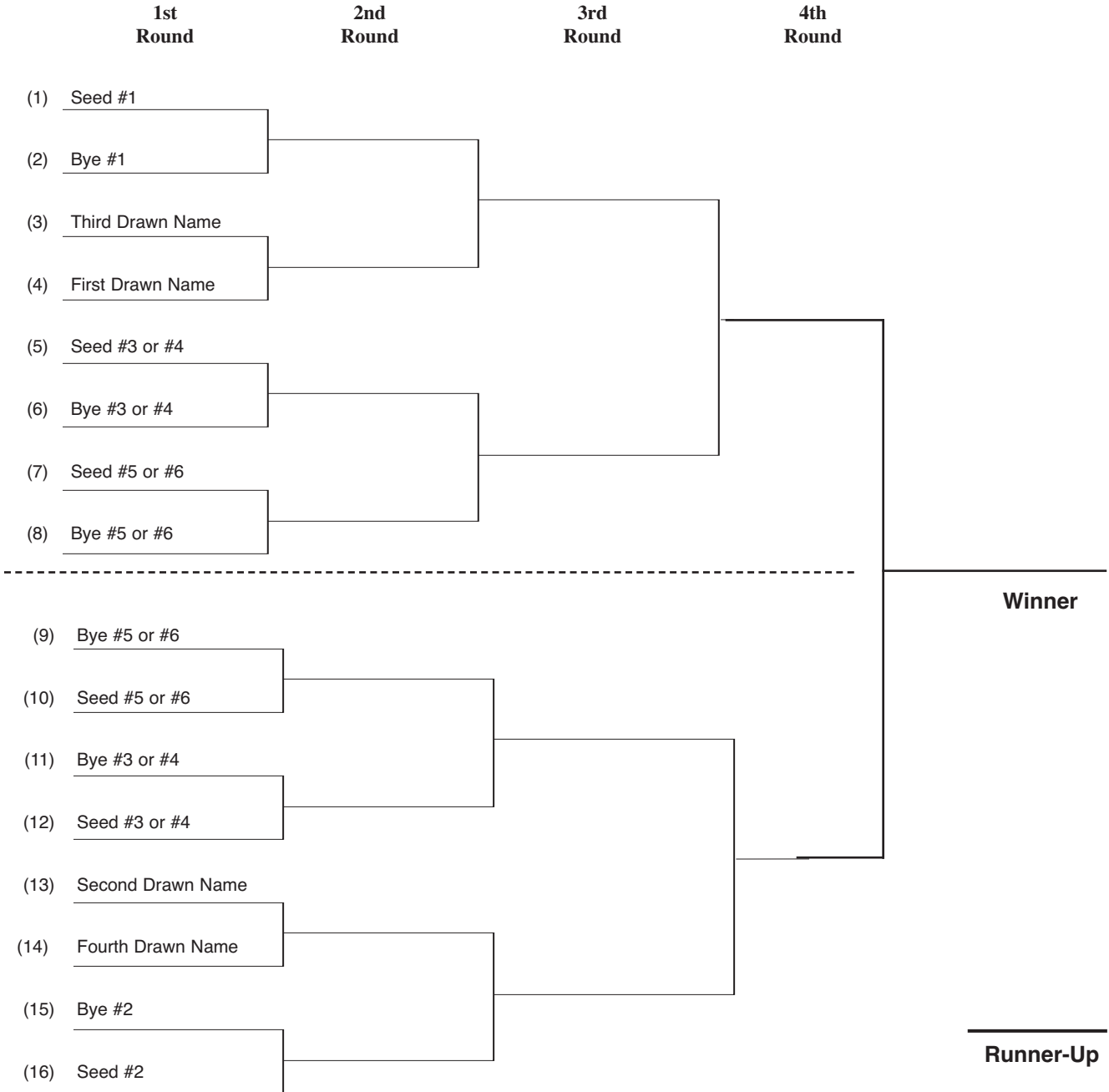
For equity in scoring statewide, you must use the same draw sheet for both singles and doubles. (Ex.: If you use the draw sheet for 16 or less entries in singles then you must use the draw sheet for 16 or less entries in doubles.)



IHSA Tennis Series

Sample Draw Sheet for 16 or Less Entries

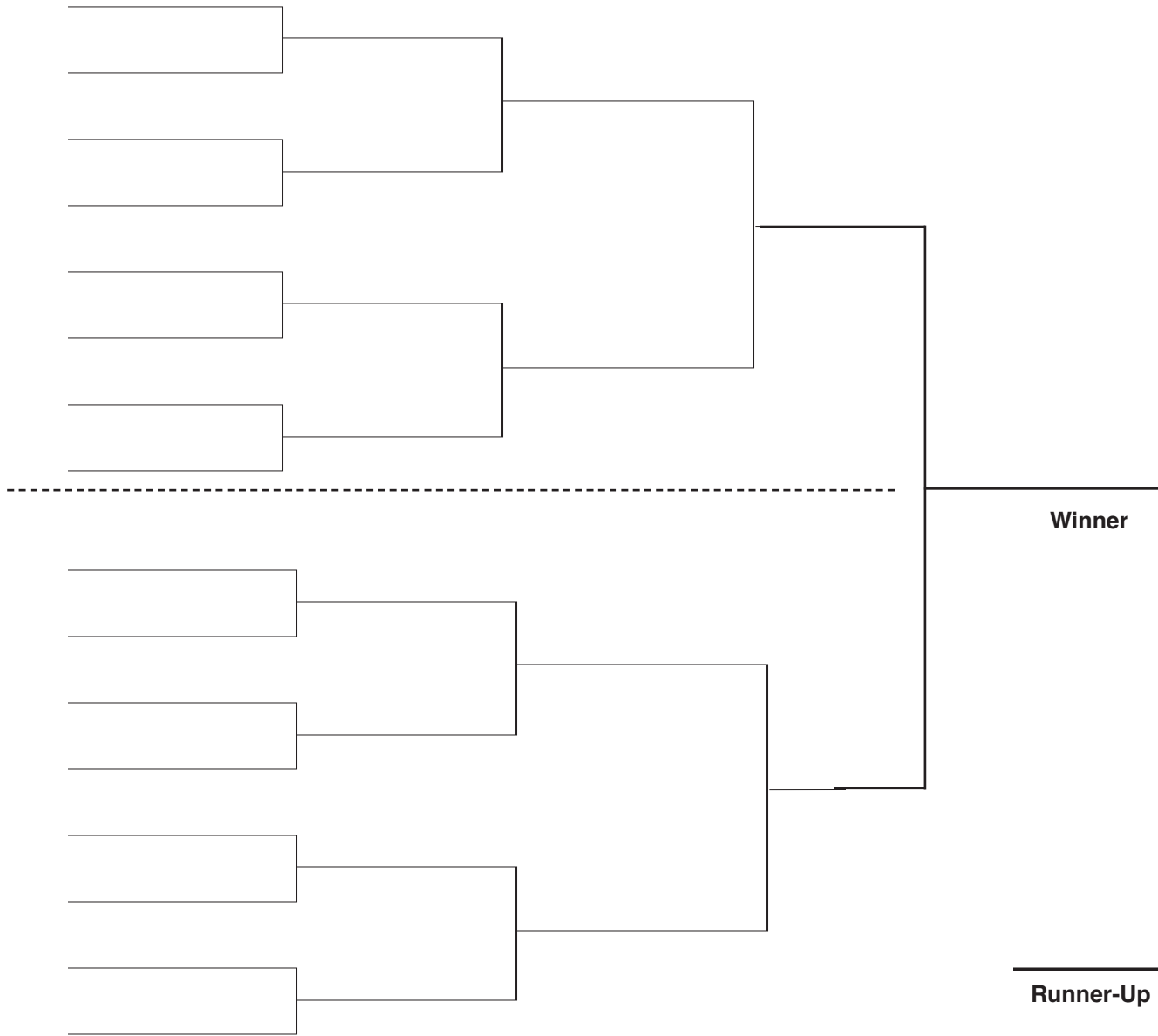
(Prepared In Accordance With IHSA/USTA Guidelines)





IHSA Tennis Series Draw Sheet for 16 or Less Entries

(Prepared In Accordance With IHSA/USTA Guidelines)
(16 Draw)



Specific Directions for Drawing Up The Playing Schedule IHSA Girls Sectional Tennis Tournament

(17 or More Entries)

A. HOW TO MAKE THE DRAW FOR 17 OR MORE ENTRIES

When the number is a power of 2 they shall meet in even pairs in progressive elimination. When the number of players is not a power of 2 the first round will have byes for the purpose of bringing to the second round a full bracket of players. For example, with 22 players, 10 of the lines on a 32 draw sheet would be marked "bye" and the 10 players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the six winners of first round matches to make up an "even sixteen".

B. WHERE THE BYES GO

If you have 17 or more entrants (most sectionals) use a 32 person draw along with the following format.

Place the first seeded entry on line 1 and the second seed on line 32.

Draw your 3rd and 4th seeds into lines 9 and 24. (Remember, teammates go on opposite halves.)

Draw your 5th and 6th seeds into lines 13 and 20.

Place the byes on the lines next to the seeds in the same numerical order as the seeds. (i.e. The 1st seed gets the first bye, 2nd seed gets the second bye, and so on.)

If you have an even number of entrants, the feed in/pigtail matches will go in the inner positions 15-16, followed by 17-18, Then 11-12 followed by 21-22. If you still need more they will go on lines 7-8 followed by 23-24. Keep working your way out avoiding the seeds and byes.

If you have an odd number of entries because of schools coming up short or individual entries from schools without a team, use the same procedure as above except flip to see if the first match goes to the top half or the bottom half and then continue from there with the rest of the feed in matches.

In summary, after all the seeds and their corresponding byes have been slotted, place the remaining byes on lines 4, 29, 6, 27, and so on working from the outside toward the middle until your entries plus byes equals 32.

A word of warning: If you have an odd number of entries, the odd player becomes the teammate of the extra bye. Be aware of where the extra bye is placed (up or down) as the odd player must go on the opposite half of the draw. If you have two odd players, (i.e. one team short a player and one individual entry), those players become teammates when making the draw.

C. SEEDING

Four or six players are to be seeded in singles and four or six teams are to be seeded in doubles. The No. 1 seed shall go on line 1, and the No. 2 seed shall go on line 32. **The No. 3 and No. 4 seed shall be randomly placed on lines 9 and 24. The No. 5 and No. 6 seeds shall be randomly placed on lines 13 and 20.** After placing all seeded players in their proper position on the draw, the remaining positions are to be drawn by lot. Remember that each seeded player drawn to a spot in the lower half of the draw is placed on the bottom line of whatever segment she draws. In the event that the No. 3, 4, 5 or 6 seed is from the same school as the No. 1 or No. 2 seed they should be placed in the opposite half of the bracket.

Please note that in accordance with VI-A-2-d of the Terms and Conditions that "If weather conditions do not permit a Sectional Tournament to be completed by the Monday evening after the sectional, the top four (4) seeded players in both singles and doubles shall advance to state unless they have already been defeated. If one of these players or doubles teams has been defeated, the person or team that defeated that seed would go to State in place of the seed".

D. THE REST OF THE DRAW

Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors, and writing them on the remaining corresponding unoccupied lines in the order in which they are drawn. The unoccupied lines should be filled beginning with the center and working out towards the top seeds. Competitors from the same school are to be placed in opposite halves of the bracket.

E. DRAW SHEETS

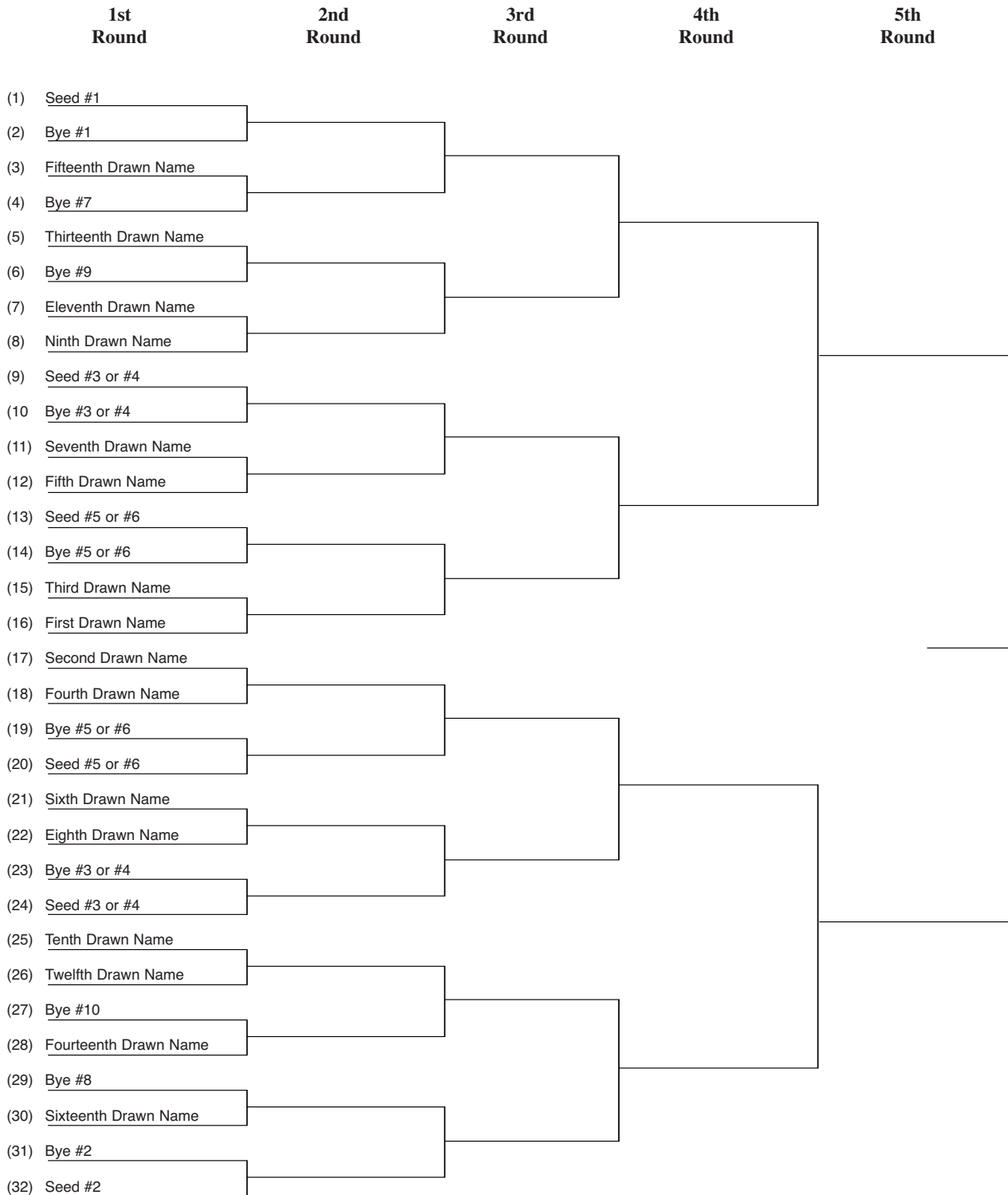
For equity in scoring statewide, you must use the same draw sheet for both singles and doubles. (Ex.: If you use the draw sheet for 17 or more entries in singles then you must use the draw sheet for 17 or more entries in doubles.)



IHSA Tennis Series Sample Draw Sheet for 17 or More Entries

(Prepared In Accordance With IHSA/USTA Guidelines)

Sectional Tournament Draw Sheet



IHSA Tennis Series Sectional Tournament Draw Sheet

(32 Draw)
(Prepared In Accordance With IHSA/USTA Guidelines)





2013-14 Required Use of the Wilson Tennis Ball

The Wilson ball is required to be used in all state tennis tournament series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different legal Wilson ball for this one, which incorporates the registered mark of the IHSA in its construction, until the designated supply has been exhausted. If your supply becomes exhausted, you must use the designated Wilson ball and obtain it locally.

The IHSA Official Ball Game Plan for boys and girls tennis is reproduced below. If you have any questions regarding “official ball” use, please contact the IHSA Office.

Boys and Girls Tennis Ball (Model WRT1071 US Open Extra Duty Tennis Ball)

Sectional Hosts: Each site will be provided with 72 balls to be used in the championship bracket matches for both singles and doubles. The host school will retain the balls after the tournament. A recommended breakdown for use of the new balls in both singles and doubles is:

Based upon draw of 16 in each singles and doubles championship bracket:

8 1st round matches x 2 = 16
4 Quarterfinal round matches x 2 = 8
2 Semifinal round matches x 2 = 4
1 Title match x 2 = 2
1 3rd place advancing match
“Hot” three set match(es)
Totals = 72 balls (24 cans) per site





Awards Delivery Information

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

At State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Mitchell at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw
Asst. Executive Director

Assembly Instructions for IHSA State Final Trophies

(please use caution when assembling the trophies)

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

IMPORTANT - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

Please do not pick up and carry the trophy by the side figures.

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

IHSA Licensed Vendor



• www.ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

Royalty Report: For a downloadable pdf of the Royalty Report go to http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf

2013 IHSA Girls Tennis - Early Request Tennis Sectional



To: The Principals of schools participating in the IHSA Girls Tennis Sectionals

From: The Sectional Manager _____
(Sectional Manager)

This correspondence is requesting your approval for the IHSA Girls Tennis Sectional, held at

_____ High School

to begin on Friday, October 18, 2013 at _____ p.m.

This request is made for the following reasons:

Number of teams competing in the Sectional _____

Number of rounds to be completed on Friday _____

Number of rounds to be completed on Saturday _____

Number of courts available for play _____

Please be advised that a round of tennis requires anywhere from one to three hours. In accordance with the IHSA Tennis Terms and Conditions, it is necessary for all the principals of the participating schools to approve such a request in writing. Thank you for your consideration.

(Participating School)

(Participating School Principal)

(please print)

Principals, please return this form to the host school

Fax: _____

ACTION

Approve: _____ Disapprove: _____

(Participating School Principal's Signature)

Note: Sectional managers who wish to begin play on Friday, before 4:00 p.m. must have written approval from all participating school principals. Please use this form for authorization. This form will replace contacting the IHSA for an early start approval.



Financial Reports Must Be Filed Online

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your school ID and an administrator password. On the main menu of the Schools Center, under the heading "Tournament Management", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.