

# Girls Tennis



2024-25

Manual for Schools and Managers



Illinois High School Association  
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# School Information

2024-25 Academic School Year

Illinois High School Association



# 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 2024-2025 IHSA girls' tennis tournament series.

## I. SCHOOL CLASSIFICATION

Classification in the IHSA Girls Tennis State Series will be determined according to IHSA Policy 17 (Classification System).

Request to play up a class may be made through the IHSA by September 1.

## II. DATES AND SITES

**A) Sectional Tournament:** Class 1A and 2A sectional tournaments will be held on Friday-Saturday, October 18-19 at assigned locations across the state.

- 1) There will be 16 sites for Class 1A and 16 sites for Class 2A.
- 2) To complete the tournament on Saturday, the local manager may, at their 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 Tennis Request for Earlier Start Time Form for their approval. This document can be located online and in the tennis manual.

- 3) When inclement weather is forecasted for Friday and/or Saturday, the local manager may, at their discretion if the number of entries warrant, elect to begin tournament play outdoors on Thursday of Week 15. Written consent of the principal from each participating school is required by using the IHSA Tennis Request for Earlier Start Time Form to obtain approval.

**B) State Final Tournament:** The state final tournament will be hosted by Hersey High School in Arlington Heights on October 24-26, 2024.

- 1) Tournament central will be located at the Hersey High School gymnasium. Matches will be played at District 211, 214, 220, 125 and 128 schools.

## III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION, AND ONLINE LIST OF PARTICIPANTS

**A) Policies and Procedures:** The IHSA policy for entry deadlines, late entries, and withdrawals shall be the policies and procedures regarding the entry for all IHSA sponsored sport/activities included in the 2024- 2025 entry policies and procedures which can be found in the schools' center on the IHSA website.

**B) Online 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](http://www.ihsa.org). The deadline for entry is August 26, 2024.

**C) Late Entries:** Any attempt to enter a sport online 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/IHSA official representative must contact the IHSA administrator in charge of that sport in writing requesting entry into the state series. The penalty for a school's late entry shall be a payment of \$100.00 for the sport they wish to enter.

**D) Breach of Contract By-Law 6.041 (Withdrawal Procedure):** To withdraw without penalty, the principal must fax or e-mail notice to Carol Carr at the IHSA office ([ccarr@ihsa.org](mailto:ccarr@ihsa.org) or 309-663-7479), notifying the IHSA of the school's withdrawal from the girls' tennis tournament series prior to the online list of participants deadline of October 15, 2024.

- 1) If a school withdraws after the deadline for entering their online list of participants, the school will be charged a \$500 penalty.
- 2) If a school does not show up for competition, the school will be charged a \$500 penalty and, if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the association because of such breach.

**E) Eligibility:** All member schools in good standing may enter an individual(s) (one (1) singles player or one (1) doubles team) or a team under the provisions of IHSA by-law 3.053. Any school with 6 or more players must have participated in six (6) varsity contests prior to the state series. Note: Individual entries do not have a minimum number of contest requirements.



**F) Affirmative Action Policy:** Only girls shall be permitted to participate in the state series except as provided in the IHSA affirmative action policy.

**G) Online List of Participants:** Each school must complete the online list of participants by midnight on Tuesday, October 15, 2024. If a school does not submit the online 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 \$500.00.

- 1) Confirmation of receipt of the 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 finished your report.
- 2) If the activity tracker does not 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 the report.

**H) 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 \$500.00 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

**A) Sectional Assignments:** Sectional assignments can be found online at [www.ihsa.org](http://www.ihsa.org) on the girls' tennis page.

**B) Sectional Seeding Meeting:** The sectional manager will conduct a seeding meeting for each sectional tournament on Wednesday evening, October 16, 2024. 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. At the discretion of the sectional manager, a virtual option may be used to conduct the sectional seed meeting.

- 1) A coach or school representative from each participating school must attend this meeting. Non-attendance at this meeting by a coach or school representative may result in a letter being sent to the school's official IHSA representative. At this meeting, coaches/school representatives will seed the singles and doubles draws for the sectional tournament using the competitor information submitted online at [IHSA.org](http://IHSA.org) through the School Center and the players season record form(s) from [tennisreporting.com](http://tennisreporting.com) by each school. This information will also be used for seeding the IHSA state final tournament. Schools are required to submit their online competitor information no later than midnight on Tuesday, October 15, 2024. Schools who fail to submit their information by the deadline may not be allowed to participate/coach in the state series.
- 2) The sectional manager shall conduct the seed meeting in accordance to IHSA seeding policies and with the directions as stated on the sample draw sheet which can be found in this manual and on the IHSA girls' tennis page at [IHSA.org](http://IHSA.org). At the Sectional, the #4 and #5 seed will be placed in the top of the draw while the #3 and #6 seed are placed in the bottom of the draw. For a 17 or more entry draw, the lines of the seeds will be as follows: #1 (line1), #2 (Line 32), #3 (line 24), #4 (line 9), #5 (line 13) and #6 (line 20). For a 16 or less entry draw, the lines of the seeds will be as follows: #1 (line 1), #2 (line 16), #3 (line 12), #4 (line 5), #5 (line 7) and #6 (line 10).
- 3) 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.
- 4) 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.
- 5) 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:** 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 9:00 a.m.



- 1) The committee shall prepare a list of no more than 16 seeded singles players and doubles teams in both 1A and 2A based on information submitted online by coaches prior to the sectional seeding meetings and received by the IHSAA office.
- 2) A draw of 64 will be used for both singles and doubles play. United States Tennis Association (USTA) rules shall be followed in assigning seeded entries in the proper positions in the brackets, except that players from the same school will be placed in opposite halves of the bracket and the four singles qualifiers and four doubles qualifiers from each sectional will be placed in separate quarters of the brackets.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

**A) Sectionals:** Time schedules for the sectionals will be determined at the sectional seed meetings on Wednesday, October 16th.

- 1) Immediately after sectional competition has been completed, the sectional tennis manager must complete and forward the online winner report to the IHSAA office along with any other tournament reports as listed in the girls' tennis manual.
- 2) 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.

**B) Sectional Match Disruption or Postponement:**

- 1) Sectional level competitors should be prepared for any postponement of play due to extenuating circumstances/inclement weather. If weather causes play to be discontinued, the tournament manager shall have the authority to continue play indoors if indoor courts are available.
- 2) During the sectional, if indoor court fees are assessed to continue sectional play, those schools involved in indoor court competition shall be responsible for payment of fees at the time of play.
- 3) At the sectional, if a match is disrupted or postponement is necessary during sectionals because of 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 a match is called shall be a let.
- 4) 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.

**C) State Final:** The time schedule for the state final is outlined below and may be subject to change based on weather. Coaches are directed to contact the site manager, tournament central or the IHSAA website for any updates or announcements regarding the playing schedule.

- 1) On Thursday, the 1st, 2nd and 3rd rounds of the main draw and the 1st, 2nd and 3rd rounds of the back draw will be played. On Friday, the quarterfinal and semifinal rounds of the main draw and the 4th, 5th, and 6th rounds of the back draw will be played. On Saturday, the final round of the main draw and the semi and final rounds of the back draw will be played.
- 2) All singles and doubles entries shall participate in the first round of competition beginning Thursday at 9:00 a.m. Discretion is given to the tournament director to begin earlier if necessary. State final time schedules/rounds may be altered by tournament management pending weather issues.
- 3) All competitors who lose in championship rounds, beginning with Round 1, will be advanced into a feed-in (back draw) bracket. Rules for feed-in (back draw) play shall be those established by the United States Tennis Association (USTA).  
Note: At the state tournament the consolation feed-in (back draw) will be played only if weather and indoor court space permits.
- 4) At the state final, competitors should be prepared for any postponement of play due to extenuating circumstances/inclement weather. If weather causes play to be discontinued, the tournament manager shall have the authority to continue play indoors. At the state final, 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 a match is called shall be a let.

**D) State Final School Packets:** At the state final tournament, school packets, which include important state final information, updates and state final passes may be picked up Wednesday, October 23rd between 5:00 p.m. and 7:00 p.m. at Hersey High School Gymnasium and after 7:00 a.m. on Thursday morning, October 24th at tournament central located at the Hersey High School Gymnasium.



## VII. SECTIONAL ADVANCEMENT OF WINNER

- A) Sectionals:** The first four (4) places in both singles and doubles shall advance from each sectional tournament to the state final tournament.
- B) Sectional Match Disruption or Postponement:** If circumstances do not permit a sectional tournament to be completed by Monday evening, 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.

## VIII. TOURNAMENT RULES

- A) Sectional Scoring:** Sectional scoring shall be conducted using the following parameter. For team scoring at the sectional tournament, points shall be scored accordingly in all singles and doubles matches.

- 1) Regular scoring shall be used in all rounds of sectional play (two out of three tie break sets). If the tournament is taken indoors, "no-ad" scoring shall be used except for quarter final, semifinal and final round matches in which regular scoring shall be used.
  - a. 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.
  - b. Losers of semifinal matches in both singles and doubles at all sectional tournament shall play a match to determine third and fourth place.
  - c. 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.
  - d. 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.
  - e. The third place championship matches in both singles and doubles shall be played at the tournament even if the competitors are from the same school. Failure to play this match may result in a breach of contract (IHSA by-law 6.041). Any match not played should be reported to the IHSA.

- f. Points scored in the sectional tournament shall not be used in determining winners in the state final tournament.

- B) State Final Scoring:** State final scoring shall be conducted using the following parameter. For team scoring at the state final, points shall be scored accordingly in all singles and doubles matches.

- 1) All matches in the state tournament will use regular ad scoring. In rounds 1 and 2 of the main (championship) draw and all consolation/backdraw matches a 3rd set super tie break will be played in lieu of a full third set, including the 5/6 place match. The Championship match and 3/4 place match will play out a full 3rd set. If the tournament is taken indoors, "no-ad" scoring shall be used except for quarter final, semifinal and final round matches in which regular scoring shall be used.
- 2) Alternate scoring methods at the state final may be used at the discretion of the IHSA administrator and state final manager if circumstances would not permit the tournament to be completed.
- 3) Two points shall be awarded for each round in both singles and doubles, except that the winners of quarterfinal matches shall receive four points. If the consolation feed-in (back draw) bracket is eliminated, the winners of the quarterfinal matches shall receive two points. One point in singles and one point in doubles shall be awarded to winners of each match in the feed-in (back draw) bracket. If the consolation feed-in (back draw) bracket is eliminated the consolation points will be awarded through the last completed round. One point will be awarded to the 3rd/4th place match winner(s) regardless of whether the feed-in (back draw) bracket is eliminated.
- 4) 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.
- 5) 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.
- 6) The third place and championship match in both singles and doubles shall be played at the tournament even if the competitors are from the same school. Failure to play this match may result in a breach of contract (IHSA by-law 6.041).

- C) Sectional 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 sectional winner.

- 1) The team with the greatest number of qualifiers shall be the winner. Each individual singles player shall be



defined as one qualifier 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 based on 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.

**D) Tie Breakers:** Unless otherwise specifically provided in the IHSA printed instructions, the United States Tennis Association (USTA) rules shall govern play.

- a. 12 Point Tie Breaker System: The 12 point tie breaker system as described in USTA rules shall be used for all matches in sectional competition and beginning in the third round in the championship (main draw) brackets round at the state final. This system provides that player A serves the first point (from right court); player B serves points 2 and 3 (left and right); player A serves points 4 and 5 (left and right); player B serves point 6 (left) and after they change ends, point 7 (right); player A serves points 8 and 9 (left and right); player B serves points 10 and 11 (left and right); and player A serves point 12 (left). If points reach 6, all players change ends and continue as before; player A serves point 13 (right); player 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.
- b. Consolation Round/Championship Rounds 1 and 2 as well as the 5/6 place match Tie Breakers: In rounds 1 and 2 of the main (championship) draw and all consolation/backdraw matches a 3rd set super tie break will be played in lieu of a full third set, including the 5/6 place match. The Championship match and 3/4 place match will play out a full 3rd set.

**E) Time Allotments:** Competitors must report in person at the assigned time to the site director at the sectional and the state final tournament.

- 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 second crossover.
- 3) 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.
- 4) In all 10 point match tie breakers, an on court break not to exceed (3) minutes shall be permitted.
- 5) Players receive a one-time injury time out not to exceed 15 minutes per injury, in which the time begins when the athletic trainer or coach (if no trainer is available), arrives on the court to begin assessing or treating the player.
- 6) A minimum of thirty minutes of rest shall be granted to competitor(s) between matches.

**F) Substitutions:** Player substitutions and advancements must be made following the steps below:

- 1) Sectional Tournaments: After the draw has been made for the sectional tournament, substitutions to singles or doubles players may be made only in the case of injury, illness, ineligibility or circumstances considered to be beyond the control of the student-athlete which shall include but not be limited to incapacitating physical or mental circumstances, natural disasters or clearly erroneous advice provided to the student-athlete from a school authority as certified to the IHSA in writing by the principal/IHSA official representative of the player's school. 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 or a seeded doubles team substitutes between the time of the seeding meeting and when sectional play begins, the draw shall be redone.
- 2) State Final Tournament: After the sectional, advancements and substitutions to singles or doubles players may be made only in the case of 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 as certified to the IHSA in writing by the





principal/IHSA official representative of the player's school. All advancing/substituted players must be eligible for state tournament play based on the IHSA by-law requirements.

- a. Advancement of the next qualifier will be allowed for singles players who qualify for the state tournament and cannot participate. The player who lost to the injured/ineligible player in the quarterfinals at the sectional will be the player who advances.
- b. A substitution for a member of a doubles team qualifying for the state final tournament may be made however, the new player shall not have participated in the sectional tournament and must have been listed on the school's online list of participants.

**G) Coaching:** The following provisions for coaching will be employed:

- 1) Coaching Provisions:
  - 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 and for a maximum of 3 minutes between the second set and a match tiebreaker in lieu of a full third set.
  - d. Coaching may occur for a maximum of 90 seconds prior to the beginning of a tie breaker and when players switch sides during the tie breaker.
  - e. Coaches may not enter the court enclosure except for the one (1) allowable coach during the semifinals, 5/6 place, 3/4 place 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 (1) point team deduction. There will be no warning for this penalty.
- 4) Coaches may not use electronic communication/coaching devices (i.e., smart phones, smart watches, etc.) while on the court coaching. Electronic devices are prohibited for use by a player or a coach while on the court during a match.
- 5) At the state final tournament, eligible high school girls' tennis coaches shall follow the following procedures.

- a. A maximum of four (4) girls' tennis coaches shall be allowed on the state final roster. Only coaches whose names appear on the online list of participants will be allowed to coach unless written notification from the school's principal/IHSA official representative 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 their clothes while coaching.
- d. Only coaches wearing this pass will be allowed to coach.
- e. During the semifinals, 5/6 place, 3/4 place 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.

**H) Games Committee:** The state final manager shall determine the games committee (site directors/court monitors) for the state final tournament. The games committee shall have discretionary authority to line judge when necessary and to assign point penalties and/or eject players for unsportsmanlike conduct in accordance with the IHSA tennis code of conduct. These member's names will be published in the state final program.

**I) Refusal 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/state final manager shall report the incident to the IHSA office. Failure to play these matches may result in breach of contract per IHSA by-law 6.041.

**J) Competitor's Apparel:** All players shall wear only school issued/approved gear and uniforms for competition during the sectional and the state final tournament.

- 1) All uniforms must have some school designation (i.e. school name, logo, mascot or monograms) visibly printed on the uniform. Only school name, logo, mascot or monograms and/or players' names may be printed on competitor uniforms.
- 2) All wearing apparel including head gear shall be devoid of commercial advertising except for the manufactures' label/logo 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 except for base garments.
- 3) Members of doubles teams shall wear school uniforms that are of similar color and/or marking.



- 4) Provisions for adjustments in apparel may be allowed due to weather.
- 5) Participants will not be permitted to compete in illegal attire.
- 6) 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 the uniform requirements.

**K) Tennis Balls:** The IHSA will provide Wilson WRT 106200 tennis balls at the sectional and state final tournament. This ball will be the official ball and must be used.

**L) Point Penalty System:** The IHSA point penalty system shall be followed at all sectional and state final tournaments.

- c. Media Personnel Requirements: Photographers or television personnel with cameras may enter the tennis courts to take pictures provided that:
  - 1. The individual is wearing the IHSA photographers pass;
  - 2. The individual reports to the site manager and shows the pass;
  - 3. The individual stays on an empty court if one is available;
  - 4. The individual remains seated at the net post or against the fence when taking pictures;
  - 5. The individual only walks behind the court when the competitors are changing ends and;
  - 6. The individual refrains from speaking to the competitor(s).

## IX. TOURNAMENT POLICIES

**A) 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.

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

- 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:
  - c. Sectional Contest = No charge  
State Final = No charge
  - d. 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.

**C) Tobacco/Liquid Nicotine Products:** The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

**D) 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.

**Automated External Defibrillators (AED):** Host schools must have an AED available and on site at all IHSA post season contests.

**E) 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.

- F) 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:** Awards will be presented at each individual sectional.
- 1) The winning school in each sectional will receive a sectional plaque.
  - 2) Four individual medals will be awarded for the top four singles players and the top four doubles players.
  - 3) The school winner will be determined in accordance with the point system described in VIII.
- B) State Final Awards:** An awards ceremony will be held at the conclusion of the state final.

- 1) At the state final tournament, first, second and third place team awards will be presented to the winning schools.
- 2) Individual medallions for the qualifying state players of the top three teams will be presented. 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.
- 3) Medallions for the individual competition will be presented to the first six finishers in both the singles and doubles.
- 4) The school winners will be determined in accordance with the point system previously described in VIII.
- 5) Duplicate awards will be presented in the case of ties.

## XI. OFFICIALS

At the state final tournament, provisions will be made for licensed officials to call matches from the semifinals through the finals in both singles and doubles.



# 2024 Girls State Tennis Competition Information

## Important Dates:

Monday, August 12.....	Practice May Begin
Tuesday, August 13.....	Online Rules Presentation Available
Thursday, August 22.....	Competition May Begin
Monday, August 26.....	Entry Deadline There are no entry fees. Late entries will incur a \$100 late fee)
Tuesday, September 17 .....	Last Date to View Online Rules Presentation
Tuesday, October 15.....	Competitor Information (LOP) Deadline - Includes coaches, list of participants, line up and players season record from tennisreporting.com (Failure to view the rules presentation will result in your school being placed on probation/suspension for Girls Tennis. Failure to submit rosters/season summary could constitute a withdrawal from The tournament – Withdrawing after October 10th or failure to appear for competition will incur a \$100 penalty)
Wednesday, October 16 .....	Sectional Seed Meeting and Draw
Friday-Saturday, October 13-14.....	Sectionals (Friday play pending the “Request for Earlier Start Time” form) Tuesday, October 22 State Final Seed Meeting and Draw
Wednesday, October 23 .....	State Final Packet Pick Up @ Hersey High School 5:00–7:00 p.m.
Thursday, October 24 .....	State Final Packet Pick Up @ Hersey High School @ 7:00 a.m.
Thursday-Saturday, October 24-26 .....	State Final @ School Districts 211, 214, 220, 125 &128 Tournament Central @ Hersey High School Gymnasium (Brackets & Schedules Posted on IHSA.org)
Saturday, November 2 .....	Season Ends
Thursday, November 21.....	Tennis Advisory Committee Meeting

## Future State Series Dates:

<b>Sectionals</b>	<b>State</b>
October 17-18, 2025	October 23-25, 2025
October 16-17, 2026	October 22-24, 2026
October 15-16, 2027	October 21-23, 2027

**Terms and Conditions:** The Terms and Conditions are the rules under which your school agreed to compete in the state series. The Terms and Conditions can be found online on at IHSA.org on the “Girls Tennis” page under “Resources”.

**2024-2025 Rule Changes:** Refer to the gray shaded areas of the Girls Tennis State Series Terms and Conditions for any rule changes.

**Time Schedule:** On Thursday the 1st, 2nd and 3rd rounds of the main draw and 1st, 2nd and 3rd rounds of the back draw will be played. Friday, the quarterfinal and semifinal rounds of the main draw and the 4th, 5th, 6th rounds of the back draw will be played. On Saturday the final round of the main draw and the semi and final rounds of the back draw will be played.

**Two Class System:** Schools shall be classified for participation in the Girls Tennis State Series based on the following:

- 1) Schools with enrollments of 1340.50 and below will be Class 1A
- 2) Schools with enrollments 1340.51 and above will be Class 2A.

**Sectional Assignments:** Entered schools will be assigned to a sectional by the IHSA. Sectional assignments are available online at [www.ihsa.org](http://www.ihsa.org) under the “Girls’ Tennis” link -<https://www.ihsa.org/SportsActivities/GirlsTennis.aspx>. Click on “State Series Information & Results” and then “Assignments”. Sectional assignments will be posted after the September entry deadline.



**List of Participants (LOP):** To participate in the girls’ tennis state series, schools must complete the following information by midnight, Tuesday, October 15, 2024.

IHSA List of Participants and Tennisreporting.com Players Season Record (Includes eligible coaches, list of participants, line up and players season record from tennisreporting.com). Schools should print a copy of each page of the online forms for their records and take them to their sectional seed meeting. If a school does not submit their online list of participants by the deadline, coaches and/or participants from that 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 \$500.00 for breach of contract.

**Sectionals:** Class 1A and 2A sectional tournaments will be held on Friday-Saturday, October 18-19 at various locations around the state. There will be 16 sites for Class 1A and 16 Sites for Class 2A. To complete the tournament on Saturday, the local manager may, at their 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., or Thursday due to inclement weather, written consent of the principal from each participating school is required. Sectional managers will send to the principals from participating schools the IHSA Tennis “Request for Earlier Start Time” Form for their approval. This document can be located online and in the tennis manual.

**Sectional Level Advancement of Winners & Awards:** The first four (4) places in both singles and doubles shall advance from each sectional to the state final.

**Sectionals:**  
Singles: 1st through 4th places – sectionals medals  
Doubles: 1st through 4th places – sectional medals  
Team: 1 sectional championship plaque

**Future Sectional Host Sites:** Schools interested in being a host site can enter information through the IHSA Schools Center under “Host Availability” or contact the IHSA at [ccarr@ihsa.org](mailto:ccarr@ihsa.org).

**State Final Information:** Tournament Central will be at Hersey High School Gymnasium.  
Coaches Packet Pick-Up: Wednesday, October 23 (5:00 p.m. - 7:00 p.m. at tournament central - Hersey High School Gymnasium)  
State Final Merchandise: Wednesday, October 23 (5:00 p.m. - 7:00 p.m. at tournament central - Hersey High School Gymnasium and throughout the tournament)

## State Final Structure:

\* Note: Adjustments to the schedule may be made due to weather.

### Thursday

1, 2 & 3 Championship Rounds: Thursday, October 24 beginning at 9:00 a.m. - various assigned sites  
1, 2 & 3 Back Draw Rounds: Thursday, October 24 - various assigned sites

### Friday

Quarterfinal & Semifinal Rounds: Friday, October 25 beginning at 9:00 a.m. - various assigned sites  
4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Back Draw Rounds: Friday, October 25 beginning at 8:00 a.m. - various assigned sites

### Saturday

Final Round: Saturday, October 26 beginning at 9:00 a.m. - Hersey High School  
Semi & Final Back Draw Rounds: Saturday, October 26 at 8:00 a.m. - various assigned sites

\*Note: Adjustments to the schedule may be made due to weather.

**State Final Awards:** An awards ceremony will be conducted at the conclusion of the state final tournament on Saturday.

### State Final

Singles: 1st through 6th places – state medals  
Doubles: 1st through 6th places – state medals  
Team: 1st through 3rd places – team trophy and medals

**TENNIS BALLS:** The Wilson WRT 106200 tennis balls will be used at the sectional and state final tournament.



## ONLINE LIST OF PARTICIPANTS

- 1) Go to [www.ihsa.org](http://www.ihsa.org)
- 2) Click on **"School & Officials Center Login"**.
- 3) Enter your **"User ID"** (5 digits, a letter followed by a number) and **"Password"** (issued to you by your school/athletic director). Coaches must have a valid email on file in the IHSA school's center to be issued a password. Passwords are generated via your athletic administrator
- 4) Click on **"Sport & Activity Tracker"**
- 5) Click on **"Girls Tennis List of Participants"** (List of Participants =LOP)
- 6) Click on **"1. Instructions"**- read instructions
- 7) Click on **"2. Coaches"** - list all eligible coaches that can receive coaching credentials
- 8) Click on **"3. Roster"** - list your entire roster in case you need to make lineup changes due to illness or ineligibility. Make sure players names are spelled correctly and year in school is accurate
- 9) Type in all requested information and save and print all page(s)  
 Print each page of the report for your records. After the deadline, you will not have access to these forms
- 10) Click on "Certify & Submit"
- 11) Prior to the LOP Deadline of Tuesday, October 15, 2024 you will be invited to a Sectional Event via TennisReporting.com. Events will be sent out for you to list your LOP around October 4, 2024 via TennisReporting.com.

You will be required to notate your LOP on the site and your Players Season Record (PSR) will automatically be generated by the site by what YOU as the head coach of the LOP put into the site. Make sure you are putting in all of your matches throughout the entire season so your PSRs are accurate as the TennisReporting.com system will automatically generate the required reports.

Your LOP and Player Reports will only be accepted via the online format on TennisReporting.com. Here is a tutorial of what to expect when you are invited to the Event: <https://soapbox.wistia.com/videos/hWL6Yn6TEc>This information (names of coaches and line up with the players season records summary from tennisreporting.com) is used by the sectional manager and the IHSA to prepare for the state series. It is imperative that this information is accurate and completed on time, so we can release the information to sectional managers to prepare for the sectional seed meeting. This information will also be used in the state final program. Please double check everything for correct spelling and accuracy.

*If you experience any problems with the IHSA list of participants through the IHSA schools center, please call the IHSA Office 309-663-6377 and ask for Carol Carr [ccarr@ihsa.org](mailto:ccarr@ihsa.org).*

### LIST OF PARTICIPANT DEADLINE:

Tuesday, October 15, 2024 @ Midnight

## LIST OF PARTICIPANTS TROUBLESHOOTING

### Problem pulling in coaches names from the drop-down menu?

If a coach on your coaching staff doesn't appear in the drop down menu in the list of participants, check the following in the IHSA schools center under the staff responsibility page:

- A) Has he/she been designated as the head coach or an assistant coach?
- B) Does it indicate how the coach is certified to coach?
- C) Does the coach have a completion date listed for the PES examination?
- D) Has the coach completed the concussion exam requirement?
- E) Has the coach viewed the required Hate Speech & Harassment video?

If any of the above information is missing, he/she will not be able to add their name to the online list of participants and/or be issued a coaching credentials during the state final. Please contact your local athletic administrator to confirm compliance with the IHSA coaching bylaw 2.070 [https://www.ihsa.org/documents/forms/current/IHSA\\_Handbook.pdf](https://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf)

### Reasons for the "Red Box" to appear in the Sport/Activity Tracker:



School hasn't completed the "Certify & Submit" page. Go back and click "Certify and Submit".

**Verification of IHSA Receiving List of Participants:**

Print a copy of your entries (ctrl key+P on the keyboard) prior to clicking the "Certify & Submit" button. This is verification of your entries to take with you to the sectional seeding meeting. You will not have access to this page, if you try to print it after the deadline.

Make sure you click the "**Certify & Submit**" link, so you will not receive unnecessary reminders from the IHSA office about not receiving your list of participants.

Once the process is complete and the deadline date approaches, the schools center activity tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA Office has imported all rosters and is in the process of preparing the files for the host manager of your sectional.

Any changes to the original LOP entries must be made online through the password protected IHSA schools center prior to midnight on Tuesday, October 15, 2024.

## TENNISREPORTING.COM TUTORIAL

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**Adding a defaulted player due to not having enough players on a roster**

<https://www.youtube.com/watch?v=I7PH3UERltY>

**Entering in a Set Tiebreaker Score**

<https://www.youtube.com/watch?v=egM7g7pgujU>

**Entering Duel Meet**

<https://www.youtube.com/watch?v=P3a9W1V4lhk&t=232s>

**Retired/Default Result**

<https://www.youtube.com/watch?v=gkh2cgf-uqc>



## Sectional Seeding Information for Schools

**Meeting Date and Time:** The sectional manager will conduct a seeding meeting for each sectional tournament on Wednesday evening, October 16, 2024. The sectional manager will contact the schools assigned to their sectional to confirm the time and location of the seeding meeting. At the discretion of the sectional manager, a virtual option may be used to conduct the sectional seed meeting.

The purpose of this meeting is to determine seeds and draw up the playing schedule for the sectional tournament. A coach or school representative from each participating school, must attend this meeting. Non-attendance at this meeting by a coach or school representative may result in a letter being sent to the school's official IHSA representative. At this meeting, coaches/school representatives will seed the singles and doubles draws for the sectional tournament using the competitor information submitted online by each school. The sectional manager shall conduct the seeding meeting in accordance to IHSA seeding policies and with the directions as stated on the "Sectional Tournament Draw Sheet". 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. Competitors from the same school are to be placed in opposite halves of the bracket.

### Points of Emphasis:

- 1) At the Sectional, the #4 and #5 seed will be placed in the top of the draw while the #3 and #6 seed are placed in the bottom of a draw. For a 17 or more entry draw, the lines of the seeds will be as follows: #1 (line 1), #2 (line 32), #3 (line 24), #4 (line 9), #5 (line 13) and #6 (line 20). For a 16 or less entry draw, the lines of the seeds will be as follows: #1 (line 1), #2 (line 16), #3 (line 12), #4 (line 5), #5 (line 7) and #6 (line 10).
- 2) For equitable state wide point distribution, you must use the same draw sheet for both singles and doubles. (Ex: If you use the draw sheet for 17 or more entries for singles then you must use the draw sheet for 17 or more entries for doubles.

## Sample Draw Sheets

(Accessible with the following links or available online at [www.ihsa.org](http://www.ihsa.org))

[Draw Sheet for 16 or Less Entries \(typeable .pdf\)](#)

[Draw Sheet Instructions for 17 or More Entries](#)

[Draw Sheet for 17 or More Entries \(typeable .pdf\)](#)

[Draw Sheet for 32 Entries \(typeable .pdf\)](#)

[Draw Sheet for Singles Sectional \(16 or less\) \(.xls\)](#)

[Draw Sheet for Singles Sectional \(17 or more\) \(.xls\)](#)

[Draw Sheet for Doubles Sectional \(16 or less\) \(.xls\)](#)

[Draw Sheet for Doubles Sectional \(17 or more\) \(.xls\)](#)

[Sectional Scoring Template \(.docx\)](#)





## STATE SERIES RULE INFORMATION

### *Score - Players must call the score prior to each serve.*

- 1) Score - Players must call the score prior to each serve.
- 2) Foot Faults - A player may warn his/her opponent that the opponent has committed a flagrant foot fault. If the foot faulting continues, the player may alert the site director.
- 3) Service calls in doubles - The receiver's partner should call the service line, and the receiver should call the sideline and the center service line. Either partner may call a ball that they clearly see.
- 4) Service calls by the serving team - Neither the server nor partner shall make a fault call on the first service even if they think it is out because the receiver may be giving the server the benefit of the doubt.
- 5) Receiver readiness - The receiver should make no effort to return a serve when they are not ready. If a player attempts to return a serve, it is presumed that they are ready.
- 6) Delays during service - When there is a delay between the first and second serves:
  - a. The server gets one serve if they were the cause of the delay;
  - b. The server gets two serves if the delay was caused by the receiver or if there was outside interference.
- 7) Service let calls - Any player can call a service let.
- 8) Players are not allowed to stand in the receiving court during service. Additionally, a receiver's partner shall not:
  - a. Move in or around the receiving box, causing a distraction;
  - b. Wave equipment in and out of the receiving box, causing a distraction.
- 9) Rectifying mistakes - The general rule is that errors are rectified as soon as they are discovered but not during play, and points remain. If a server serves from the wrong court, the point stands and they serve the next point from the proper court. If in doubles, the wrong person serves, the game stands and their partner serves the next game for their side. If discovered during the game, the partner whose turn it is to serve, takes over.
- 10) Discarding a second ball - The server's discarding of a second ball may constitute a deliberate hindrance. If the receiver asks the server to stop discarding the ball, then the server shall stop the practice.

### *Making Calls*

- 1) Players must promptly make calls on their side of the net.
- 2) Opponents get the benefit of the doubt.
- 3) A ball landing on the line is good.
- 4) If a ball can't be called out with certainty, it is good.
- 5) The call of a player looking down a line is much more likely to be accurate than that of a player looking across a line. When you are looking across a line, don't call a ball out unless you can clearly see part of the court between where the ball hits and the line. It is difficult for a player who stands on one baseline to question a call on a ball that landed near the other baseline.
- 6) If a player and his/her partner disagree about whether the ball was out, they shall call it good.
- 7) No matter how obvious it is to a player that their opponent's ball is out, the opponent is entitled to give prompt audible or visible calls.
- 8) Lets should be called when balls roll on the court. A let can also be called if a hat falls off and lands on the court. These calls must be made promptly, or play continues. The server receives 2 serves.
- 9) Spectators are never to make calls.

### *Grunting*

- 1) A player should avoid grunting and making other loud noises. Grunting and other loud noises may bother not only opponents but also players on adjacent court.

### *Line Judges/Officials*

- 1) If line judges/officials are placed on the court, the players continue to call their own lines. Line judges/officials' over-rule only if players ask for help.



# 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

Violation of USTA Rule No. 29, taking more than ninety seconds on changeover or taking more than 25 seconds between points	1 Point	4 Points	Disqualification
Prolonging argument over decision after directed to resume play	1 Point	4 Points	Disqualification/Ejection
Failure to commence play after expiration of warm-up minutes	1 Point		

## Lateness in being ready 1st Offense    2nd Offense    3rd Offense

A player/players who are not ready to play, or are not properly attired, when a court and opponent are available after match has been called will be penalized	1 game after 5 minutes	2 games after 10 minutes	Defaulted after 15 minutes
To start match, after an intermission	1 point per minute or fraction thereof		
To resume play within fifteen minutes of injury (considered a 1 time-out injury)	Disqualification		

\*Note: The time-out for injury should be one a trainer is available on the court or if the coach or the sit director makes the decision on the court.

## Profane or obscene language or gestures 1st Offense    2nd Offense    3rd Offense

Directed at no one in particular	1 Point	4 Points	Disqualification/Ejection
Directed at an official, opponent, or spectator	4 Points	Disqualification/Ejection	

## Unsportsmanlike acts 1st Offense    2nd Offense    3rd Offense

Knocking balls out of enclosure	1 Point	4 Points	Disqualification/Ejection
Intentional racquet dropping	1 Point	4 Points	Disqualification/Ejection
Hitting ball or throwing racquet at/near person	4 Points	Disqualification/Ejection	
Intentional racquet dropping to disconcert opponent	4 Points	Disqualification/Ejection	

## Gross Misconduct 1st Offense    2nd Offense    3rd Offense

Trash talking	1 Point	4 Points	Disqualification/Ejection
A single, flagrant, gross act of misconduct	Disqualification/Ejection		
A single, flagrant, gross act of misconduct after the player has completed his/her last match	1 Team Point		

## Use of an ineligible coach 1st Offense    2nd Offense    3rd Offense

Use of an ineligible coach	1 Team Point deduction per game		
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NOTE: The tournament manager/site director and eligible coaches 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 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 changes 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 pre-serve 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 changes 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.



## Information for Schools Advancing from Sectionals to the IHSAA State Final Tennis Tournament

**Seeding:** The IHSAA girl's tennis seeding committee, under the direction of the state final manager, will seed the competitors and draw up the playing schedule for the state final. The schedule will be available through the IHSAA website at [www.ihsaa.org](http://www.ihsaa.org), on the tennis link page by approximately 5 p.m. on Tuesday, October 22nd.

**Packet Pick-Up:** On Wednesday, October 23, coaches may check in & receive their information packets from 5:00 p.m. - 7:00 p.m. at tournament central at the **Hersey** High School Gymnasium. For those teams that do not check in on Wednesday night, packets must be picked up Thursday morning at 7:00 a.m. at tournament central at the **Hersey** High School Gymnasium. **Only coaches/school representatives may pick up a team packet.**

**Dates:** On Thursday, October 24, the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> championship rounds and the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> rounds of the consolation feed-in will be played. On Friday, October 25, the quarterfinal and semifinal championship rounds and the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> rounds of the consolation feed-in will be played. On Saturday, October 26, the final championship round and the semi and final consolation feed-in rounds will be played.

*\*NOTE: ALL PLAYERS WILL PLAY ON THURSDAY MORNING IN ROUNDS 1, 2, 3 AND/OR CONSOLATION ROUNDS 1, 2, 3. Therefore, coaches should be certain to report to tournament central at the **Hersey** High School Gymnasium to secure any announcement and the playing schedule for the tournament prior to 9:00 a.m. on Thursday.*

**Times:** The first rounds in both singles and doubles will begin promptly at **9:00 a.m. on Thursday, October 24.**

**Weather:** Competitors should be prepared for any postponement of play due to rain or other inclement weather; they should also be prepared to play indoors should the weather make it necessary to take the tournament inside to indoor tennis courts located in the area. If the consolation feed-in bracket is eliminated due to bad weather, the consolation points will be awarded through the last completed round. Competitors are asked to report to their designated court for any weather updates.

**Playing Rules:** Coaches are asked to review the terms and conditions and highlight the following items with their state final qualifiers:

- A) Warm-up play shall be ten (10) minutes in length and shall include both rallies and practice serves;
- B) Ninety seconds shall be allowed for a change of courts. This time begins when the final point of a game is completed, and players must be in position to play in the proper court at the end of the ninety seconds;
- C) Point Penalty System/Code of Conduct;
- D) All matches in the state tournament will use regular ad scoring. In rounds 1 and 2 of the main (championship) draw and all consolation/back-draw matches a 3rd set super tie break will be played in lieu of a full third set, including the 5/6 place match. The Championship match and 3/4 place match will play out a full 3rd set. 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.
- E) A minimum of thirty minutes rest shall be given to competitors between matches; and
- F) 12-point tie-breaker beginning in the third round in the championship (main draw) brackets round at the state final.

**Hotel Reservations:** School authorities from each participating school must make their own room reservations. Neither the IHSAA nor **Hersey** High School provides or guarantees any housing for coaches and competitors. The IHSAA tennis menu page may announce some housing specials.

**State Final Merchandise:** State final merchandise will be available for purchase from Minerva Sportswear during the Girls Tennis State Final at Tournament Central (**Hersey** High School Gymnasium).



## Rules Governing the IHSAA State Final Tennis Tournament

- 1) Only players playing a scheduled match are permitted on the tournament courts.
- 2) All the nets at all the sites are regulation height. Competitors are prohibited from changing the nets.
- 3) The site director serves as the umpire at each site.
- 4) The quarterfinals, semi-final and final competitors in the championship rounds shall go on the courts with a licensed official.
- 5) The TENNIS CODE OF CONDUCT/POINT PENALTY SYSTEM will be invoked by site directors and umpires at the state meet, if necessary. Any coach who personally observes misconduct may invoke the point penalties, provided they report their action to the tournament manager/site director.
- 6) The decision must be made on each play. There is no replay of a point except in the case of a let. Only players can ask the site director to put a line judge on the court to make calls if a problem arises. A line judge will not be placed on the court until a violation has occurred and 1 warning has been given.
- 7) The tournament manager and IHSAA personnel will constitute a quorum for the purpose of disqualifying a player.
- 8) All matches in the state tournament will use regular ad scoring. In rounds 1 and 2 of the main (championship) draw and all consolation/backdraw matches a 3rd set super tie break will be played in lieu of a full third set, including the 5/6 place match. The Championship match and 3/4 place match will play out a full 3rd set. If the tournament is taken indoors, "no-ad" scoring shall be used except for quarter final, semifinal and final round matches in which regular scoring shall be used.
- 9) A minimum of 30 minutes rest shall be granted to each competitor between each match. Exceptions may be made at the discretion of the site director. Players are not required to use the full 30 minutes if they are ready to resume play.
- 10) In all 10-point match tie breakers, an on-court break not to exceed (3) three minutes shall be permitted.
- 11) Players receive a one-time injury time-out not to exceed 15 minutes per injury; the time begins when the trainer or coach (if no trainer is available), arrives on the court to begin assessing or treating the player.
- 12) IHSAA eligible member school tennis coaches shall be permitted to talk with their player(s)
  - a. for a maximum of 90 seconds after all odd numbered games.
  - b. for a maximum of 90 seconds after the first set.
  - c. for a maximum of 10 minutes between the second and third sets and for a maximum of 3 minutes between the second set and a match tiebreaker in lieu of a full third set.
  - d. for a maximum of 90 seconds prior to the beginning of a tie breaker and when players switch sides during the tie breaker.

NOTE: Coaches may not enter the court enclosure except for the one (1) allowable coach during the quarterfinals, semifinals and championship matches at the state finals where they will be allowed to coach while seated courtside.

- 13) Competitors will be allowed to leave the court between the second and third sets for a maximum of 10 minutes.
- 14) Competitor's Apparel: All players must wear only school issued uniform for competition. All tennis apparel (including head wear), should be devoid of commercial advertising except for the manufactures' labels that shall not exceed two (2) inches in height and two (2) inches in width. It shall 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 school and/or players' names may be printed on shirt. Members of doubles teams shall wear tennis apparel of similar color and/or marking. Provisions for adjustments in apparel may be allowed due to weather.
- 15) Coaches are expected to help with the crowd control/fan control at their sites.
- 16) State final time schedules/rounds may be altered by tournament management pending weather issues.



# Site Map for State Final

BAR-Barrington High School  
616 W. Main St.  
Barrington, IL 60010-3099  
847-381-1400

FR-Fremd High School  
1000 S. Quentin Rd. Palatine,  
IL 60067-3797  
847-755-2600

PAL-Palatine High School  
1111 N. Rohlwing Rd.  
Palatine, IL 60074  
847-755-1610

SCH-Schaumburg High School  
1100 W. Schaumburg Rd.  
Schaumburg, IL 60194  
847-755-4610

BG-Buffalo Grove High School  
1100 W. Dundee Rd. Buffalo  
Grove, IL 60089  
847-718-4000

HER-Hersey High School  
1900 E. Thomas St.  
Arlington Heights, IL 60004-4392  
847-718-4800

PRO-Prospect High School  
801 W. Kensington Rd.  
Mt. Prospect, IL 60056  
847-718-5200

STE-Stevenson High School  
Courts are located at Vernon Hills  
Athletic Complex  
308 Patriot Way  
Vernon Hills, IL 60061  
847-415-4000

CON-Conant High School  
700 E. Cougar Trail Hoffman  
Estates, IL 60194  
847-755-3600

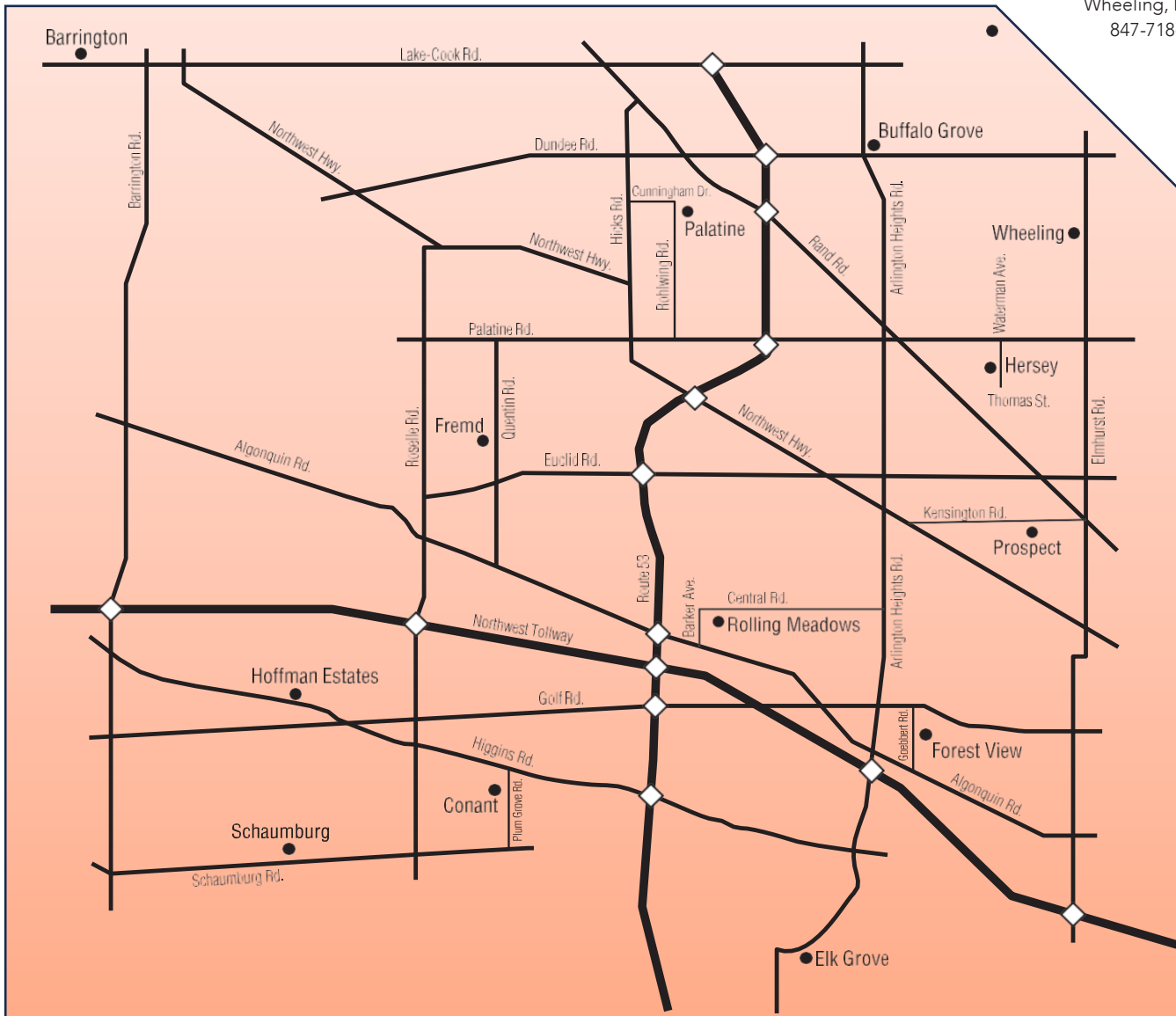
HOF-Hoffman Estates High  
School  
1100 W. Higgins Rd.  
Hoffman Estates, IL 60195  
847-755-5600

RM-Rolling Meadows High  
School  
2901 Central Rd.  
Rolling Meadows, IL 60008  
847-718-5600

VH-Vernon Hills  
145 N. Lakeview Parkway  
Vernon Hills, IL 60061  
847-932-2000

EG-Elk Grove High School  
500 W. Elk Grove Blvd.)  
Elk Grove Village, IL 60007  
847-718-4400

WH-Wheeling High School  
900 S. Elmhurst Rd.  
Wheeling, IL 60090  
847-718-7000





ADDITIONAL AWARDS ORDER FORM

- 1.) Please print and complete this form with Official Representative Signature.
2.) Please email completed form to Cheryl Lowery @ (clowery@ihsa.org).
3.) From this form, an invoice will be generated and emailed back to the school email address supplied.
4.) From the Invoice, mail invoice to the awards company with payment for awards

This form is to be used only if the school is purchasing awards for one of the following reasons (Check one)
Team Roster Exceeds the number allowed in the T&C's
Dual Campus
Broken-Replacement
Coop School
Lost-Replacement
State Awards: Music Sweepstakes
Sport or Activity: Year: Qty.: Place:
Gender: Girls Boys Co-Ed
Classification: 1A 2A 3A 4A 5A 6A 7A 8A No Classification
A AA MUSIC SWEEPSTAKES ONLY
Level of Competition: Regional Sectional Super-Sectional State
1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:
Team Plaque
Team Trophy
Medal/Medallion
Sweepstakes Medallion
Badminton Gold Shuttlecock and/or Riser
Laser Trophy Plate
Replacement Trophy Plate w/o lasering
Bat, Tennis, Golf Club Replacement
Ind. Event Medals (indicate Event name):
Ordered By (Print):
Job Title: Principal A.D. Off. Rep. Coach
School Name:
School Address:
City, Zip:
Phone Number:
Email Address:
Official Representative Name (Printed):
Official Representative Signature:



ADDITIONAL AWARDS ORDER FORM

Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.

Invoice must accompany payment! The awards company refers to the invoice to process awards orders.

Duplicate/Replacement Awards will only be shipped to the school.

Duplicate Awards Orders must be approved by the School's Official Representative

Trophy Letters & Figurine Replacement: Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

- Gold State Champion-top figure (#1)
Gold State Champion-side figure (#1)
Gold State Runner-up-top figure (#1)
Gold State Runner-up-side figure (#1)
Gold State 3rd/4th Place-top figure (#1)
State 3rd/4th Place Gold-side figure (#2)
Gold Girls Soccer-side figure 3rd/4th (#3)
Gold Music Lyre-side figure 3rd (#3)

Pricing for Schools (INCLUDING MUSIC SWEEPSTAKES) Shipping not included:

Table with 3 columns: Finish, State Medallion, Reg./Sect Medal. Rows include Goldtone (1st), Nickel Silver (2nd), and Copper (3rd & 4th).

State Medallions and Reg./Sect. Medal Shipping Costs: 1-5 = \$6.00

- 6-12 = \$9.00
13-24 = \$12.00
25-above = \$14.00

Plaque/Trophy Pricing for Schools (Shipping included):

Table with 2 columns: Description, Price. Rows include Regional Champion Plaque (AM-260), Sectional and Super-Sectional Champion Plaque (AM-261), Third/Fourth place trophy (AM-558), and Champion/Runner-Up (AM-557/AM-557-1).

Plate Replacement Pricing:

Table with 2 columns: Description, Price. Rows include Plate Engraving charge for State Final Trophy, Replacement Black Plate for SF Trophy w/o lasering, and Bat, Tennis, Golf Club Replacement for All Figurines.



# IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

*Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate*



**Sport** \_\_\_\_\_

**School** \_\_\_\_\_

**Off. Rep./A.D.** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Method of Payment:** **Check Number:** \_\_\_\_\_ **Purchase Order No. (if necessary):** \_\_\_\_\_

**Email** \_\_\_\_\_

**City/Zip** \_\_\_\_\_

Description	Gender (check one)			Place: Champion; Runner-up; Third; Fourth Place	Year Trophy Was Won	Class	Qty	Price per Item	Amount
	Girls	Boys	Coed						
11"x8" Walnut Trophy								\$75.00 ea.	
Number of Name Personalization's	Use Spaces Below for each name personalization								
								\$ 5.00 ea.	
	<b>Order Total</b>								

**A&M Products**

Contact: Andy Austin

Address: 575 Elm Place, P.O. Box 266

Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.

# IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

*Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate*



Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
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# Manager Information

2024-25 Academic School Year

Illinois High School Association



## IHSA Girls Tennis Sectional 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 seed meeting.
- 2) Directions or map to the seed meeting, including parking and entry into your school.
- 3) Reminder for coaches to bring any additional pertinent information on their player's performances for seeding purposes.
- 4) Remind coaches that on Tuesday, October 15, 2024, their school must complete their IHSA list of participants (which includes their player season records from tennisreporting.com) online at the IHSA website by midnight. Please remind schools to print a copy of their work to bring to the seeding meeting for reference.
- 5) The list of participants (which includes eligible coaches, rosters, line ups and player season records) will be available for sectional managers to view by noon online through the Schools Center on October 16, 2024. 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 "H-IHSA State Series Hosting & Scorezone" section under the "List of Participants" link. These are password protected sites. The athletic director or principal will need to designate their coach as the tournament manager in the Schools Center in order for coaches to have access to this area.
- 6) Inform coaches in your sectional 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, athletic trainers, viewing, concessions, restaurants or the need of additional equipment (roll dryers, etc.).
- 8) Remind coaches to review the girl's tennis terms and conditions which are the rules that govern play. Please emphasize the responsibility of coaches to read and understand the terms and conditions of the state tennis tournament series. Please remind them to review the substitution policy under Article VIII-F if necessary.
- 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. At the discretion of the sectional manager, a virtual option may be used to conduct the sectional seed 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, they should be allowed to speak on the behalf of their school's players. Four, five or six singles players and four, five or six doubles teams will be seeded.

**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., or on October 17 due to forecasted inclement weather on Friday and/or Saturday, written consent of the principal from each participating school must be given. Use the "Request for Earlier Start Time" form available in this packet and 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. Communicate your plan for the sectional awards ceremony with the schools in your sectional.

**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. In the event that your sectional tournament cannot be completed on Saturday, October 15, please see the comments page of the sectional winners report final results page and note that you have postponed matches until Monday and give the reschedule date with start time.



## IHSA Tennis Sectional Checklist

- \_\_\_ 1. Review the IHSA terms and conditions and the manual for managers which cover the rules for play.
- \_\_\_ 2. Secure facility and courts availability and make sure the area around the courts are unobstructed and clean.
- \_\_\_ 3. Check facilities (quality of court surface, nets, net measurer, straps, supports, wind protection, roll dry equipment, brooms/squeegees, spectator viewing, restrooms, parking, accessibility). During the sectional, have net straps on courts and be prepared to clear courts of water, if necessary, as early as possible.
- \_\_\_ 4. Secure staff/volunteers to work the event. Confirm any maintenance/custodial or security needs.
- \_\_\_ 5. Check IHSA awards upon arrival (usually 1 week prior to sectional). Notify the IHSA office if there is any damage.
- \_\_\_ 6. After the sectional seed meeting, complete the brackets - draw sheets. Have a master copy and copies available for media/viewing at a visible location/bulletin board (near the courts) for tournament check in/tournament central. Have a site manager available at this area to take scores and answer questions. This area can also post rules, notes, updates, announcements, changes, draw, brackets, etc.
- \_\_\_ 7. Prepare any directional signs for parking, spectators, coaches, press or players – check in.
- \_\_\_ 8. Notify local media regarding sectional date, location, times, seeds or anticipated highlights.
- \_\_\_ 9. Have visible scorers on courts, if possible.
- \_\_\_ 10. Have chairs or benches available for players (if needed).
- \_\_\_ 11. Have IHSA provided tennis balls ready (Wilson WRT 106200).
- \_\_\_ 12. Conduct a brief coach meeting prior to play to highlight any announcements and/or answer any questions. Assign players to courts and post the placement (bracket) at convenient locations for all participants and fans.
- \_\_\_ 13. Time warm-up and announce that play will begin. (Have a time piece available to use as an official clock).
- \_\_\_ 14. Watch for empty courts so that you can assign courts the next players quickly.
- \_\_\_ 15. Make any necessary arrangements for concessions or hospitality area for coaches (optional).
- \_\_\_ 16. Prepare for an awards ceremony to present medals and plaques.
- \_\_\_ 17. Suggested administrative items:
  - a. Table/chairs for registration, check in, tournament central
  - b. Computer with wifi, calculator
  - c. Athletic training supplies – water, ice/bags, scissors, first aid, athletic trainer
  - d. Sun protection, sunscreen, bug repellent, towels
  - e. P.A. system
  - f. Pens, pencils, erasers, black sharpie/markers, highlighters, whiteout
  - g. Tape/rubber band /clipboard/paper
  - h. String, plastic ties
  - i. Umbrella/tent cover – for rain or sun cover
  - j. Table/tablecloth for awards

### After the IHSA Tennis Sectional

- \_\_\_ 1. Immediately submit the results of your Sectional to the IHSA Website – Schools Center – Winners Report. Results can be updated online throughout the tournament; however, the completed report must be done on Saturday. (Note: The athletic director login/pass- word must be used for the IHSA Winners Report access). Upload a copy of the brackets to post in the IHSA Winners Report.
- \_\_\_ 2. Notify local media with results. Direct them to the results online.
- \_\_\_ 3. Send a copy of the final meet results to the competing schools. Direct them to the results online.

### Other

- \_\_\_ 1. Make sure you have reviewed with coaches the Emergency Action Plan (EAP) for severe weather.
- \_\_\_ 2. Review locations of AED.
- \_\_\_ 3. Have plans for emergency situations if an ambulance is needed.
- \_\_\_ 4. Coaches should have names and phone numbers on file to use in an emergency.
- \_\_\_ 5. Complete information on the Request for Earlier Start Time form and send to principals of all participating schools if planning to begin the sectional tournament before 4:00 p.m. on Friday.



## Instructions for Submitting IHSA Sectional Winner Report

Sectional managers are required to complete the girl's tennis sectional winner report online in the IHSA Schools Center. *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](http://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. In the Schools Center homepage click on "H-IHSA State Series Hosting & Scorezone".

Next click on the "Winner Report" link under the "Results Report". Please follow the instructions shown on the screen as you fill in the necessary information. Additionally, please confirm that all participant names are spelled correctly.

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

(If you have any questions accessing the Winner Report or navigating the Winner Report prior to your sectional, please call the IHSA Office at 309-663-6377 M-F from 7:00-3:15 p.m. and ask for Carol Carr or e-mail [ccarr@ihsa.org](mailto:ccarr@ihsa.org)).



## Seeding Information for Managers

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
- Rankings
- 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

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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 seeding meeting although they are 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 their head coach, they should be a non-speaking observer.

Situation: What is the purpose of the meeting of coaches prior to the beginning of the sectional 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: A player in the draw cannot play. Can the coach substitute?

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 roster online. The draw must be redone if the substitution is for a seeded player.

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.



# Sectional Seeding Meeting Items

## Plan and have the following on hand:

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- 1) Dry erase board/dry erase markers or chalk board/chalk 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 "Players Season Record" for each player/doubles team - (Available online Wed., October 16 by noon.)
- 7) Refreshments if your school wishes to make them available

## Agenda items to be discussed:

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- 1) Remind coaches to review their IHSA tennis terms and conditions and manual which covers the rules.
- 2) Announce that the Wilson WRT 106200 ball will be the official IHSA ball used for the state series.
- 3) Review scoring (regular scoring in sectionals) and tie-breakers (terms & conditions)
- 4) Review acceptable apparel/uniform and penalty (in accordance with the IHSA terms & conditions)
- 5) Review court assignments
- 6) Review, if necessitated, when to call play due to darkness
- 7) Discuss plans for inclement weather - discuss emergency plans – AED locations
  - a. Have locations and directions available for indoor facilities, if available
  - b. Schools involved with indoor play are responsible for payment of the court at the time of play
- 8) Guidelines that will be used if the sectional tournament cannot be completed in time (In accordance with the IHSA terms & conditions)
- 9) Discuss the use of a five-foot safety area between the fence and the spectators
- 10) Reinforce good sportsmanship and discuss ways coaches can help to encourage it at your sectional – Remind coaches to assist in the supervision of their fans.
- 11) Collect head coaches cell phone number (in case of inclement weather, announcements, etc...)





# IHSA Sectional Tennis Directions for Seeding and Drawing

## (16 or Less Entries)

### 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".

### WHERE THE BYES GO

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

### 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 seed shall be placed on line 12 and the No. 4 seed shall be placed on line 5. The No. 5 seed shall be placed on line 7 and the No. 6 seed shall be placed on line 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.

### THE REST OF THE DRAW

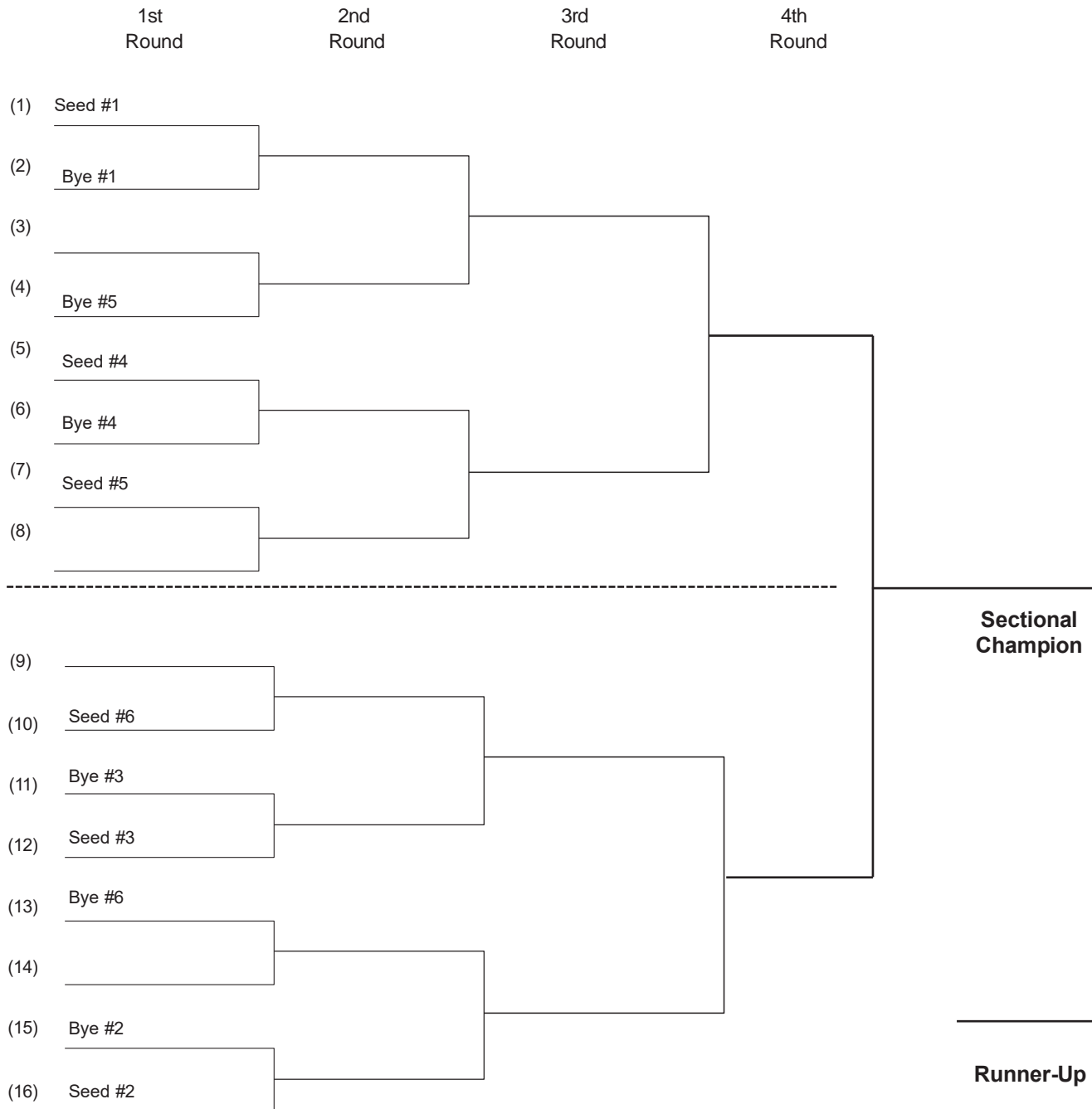
Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors and writing them on the remaining corresponding unoccupied lines in the order in which they are drawn. 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.

### DRAW SHEETS

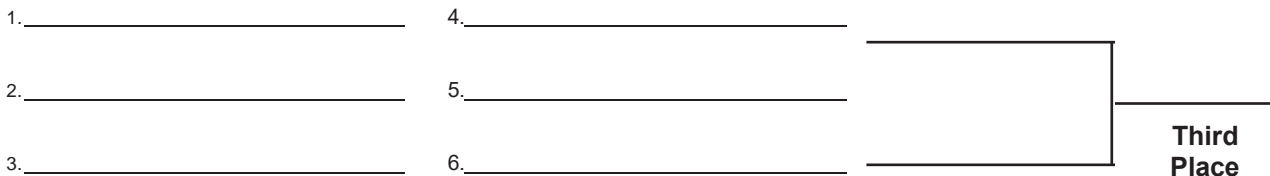
For equity in scoring statewide, you must use the same draw sheet for both singles and doubles. (Ex.: If you use the draw sheet for 16 or less entries in singles then you must use the draw sheet for 16 or less entries in doubles.)

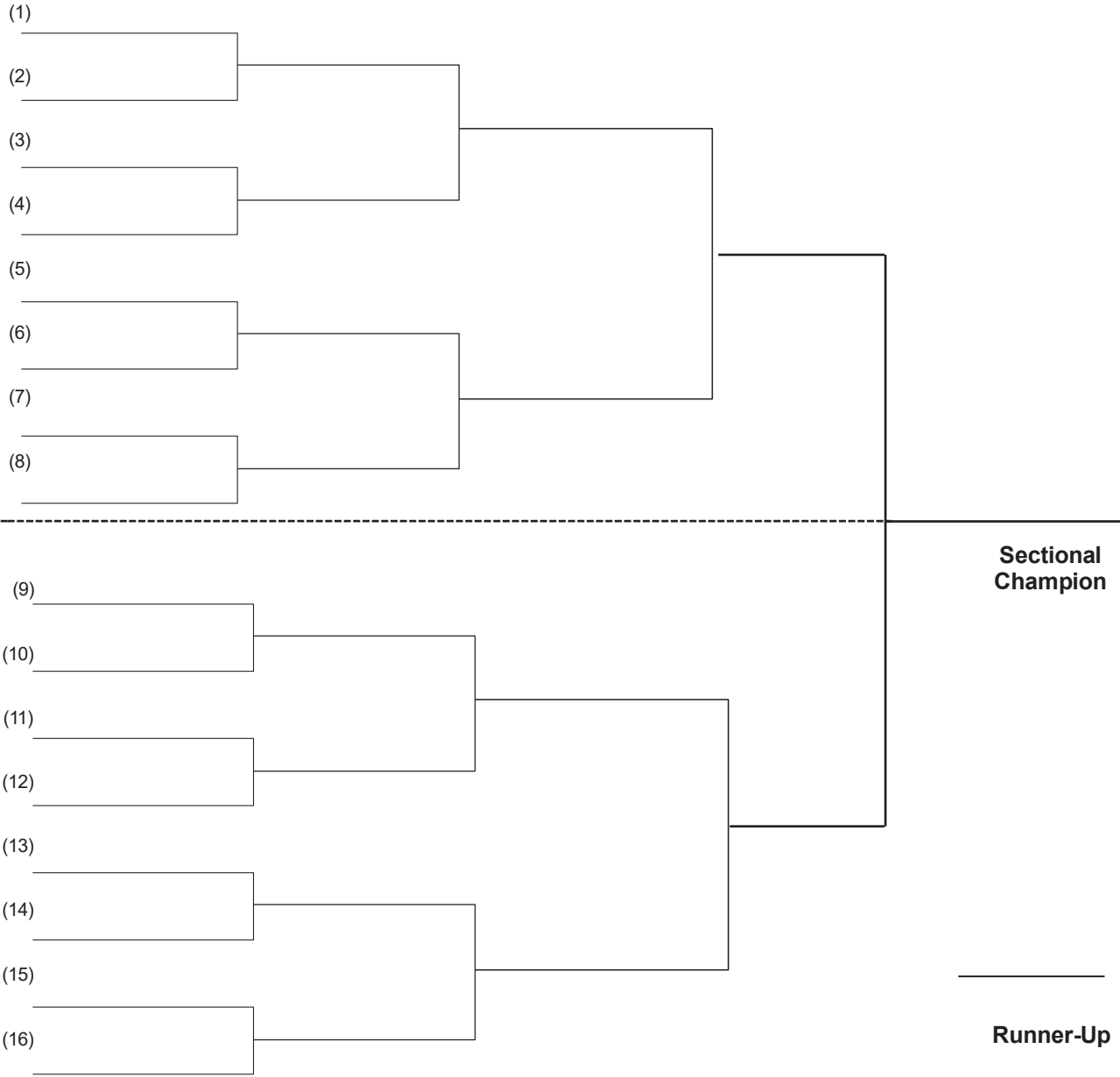
### SECTIONAL COMPLETION

The IHSA wants all sectionals to be completed. However, 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.



**Seeds**





*Seeds*





# IHSA Sectional Tennis Directions for Seeding and Drawing (17 or more)

## 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".

## 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.

The third seed shall be placed on line 24 and the fourth seed shall be placed on line 9. (Remember, teammates go on opposite halves.) The fifth seed shall be placed on line 13 and the sixth seed shall be placed on line 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 25-26. Keep working your way out avoiding the seeds and byes.

If you have an odd number of entries, 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.*

## 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 be placed on line 1, and the No. 2 seed shall be placed on line 32. The No. 3 seed shall be placed on line 24. The No. 4 seed shall be placed on line 9. The No. 5 seed shall be placed on line 13 and the No. 6 seed shall be placed on line 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. *If 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.*

## THE REST OF THE DRAW

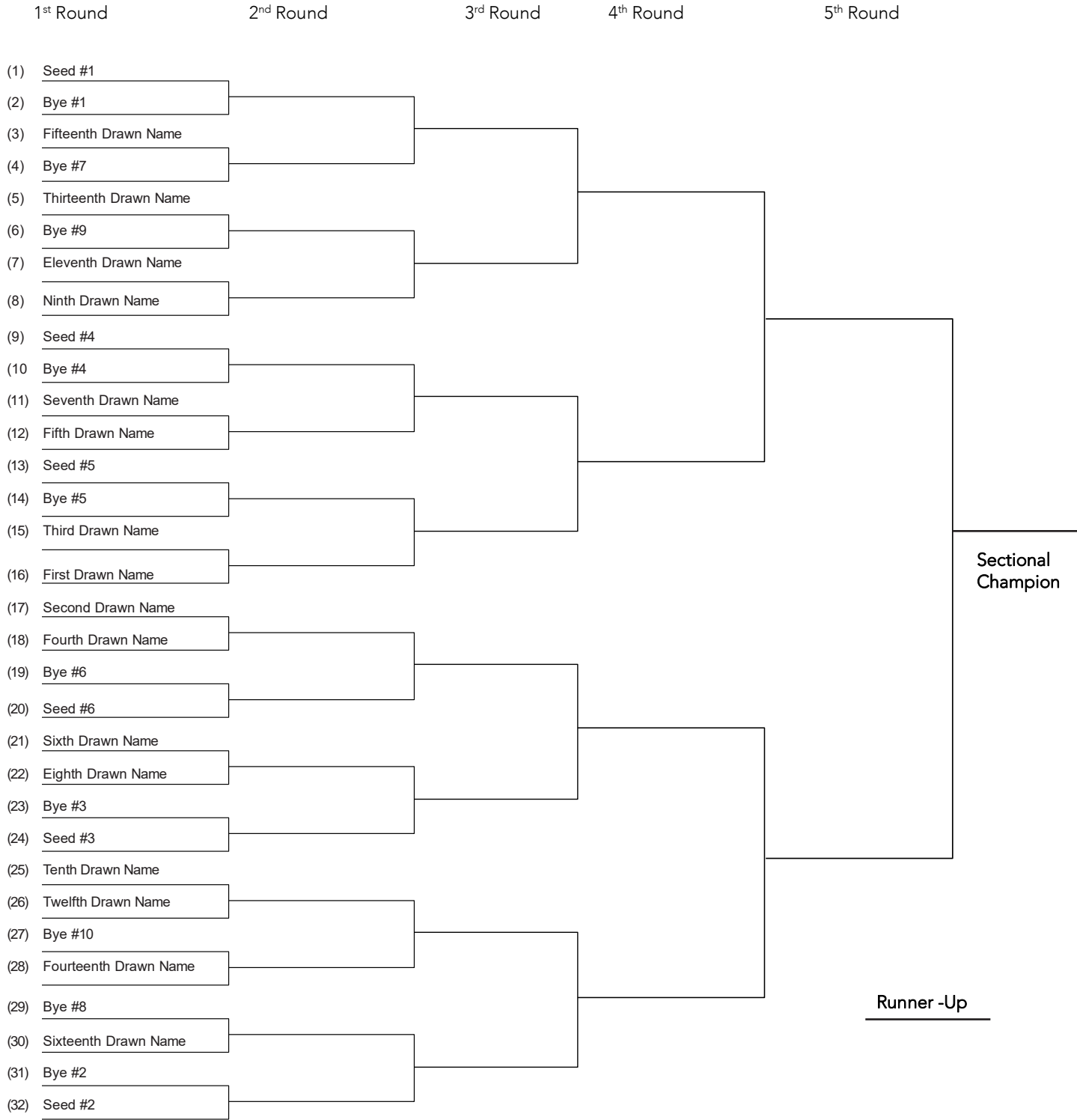
Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors and writing them on the remaining corresponding unoccupied lines in the order in which they are drawn. 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.

## 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.)

## Sectional Completion

The IHSA wants all sectionals to be completed. However, please note that in accordance with VII-B 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".



**Sectional  
Champion**

**Runner -Up**

**Third  
Place**

**Seeds**

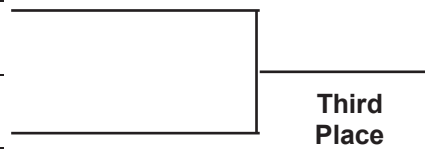
- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



*Seeds*

4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_

4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_



## 2024-25 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 WRT106200 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 break-down for use of the new balls in both singles and doubles is:

Based upon draw of 16 in each singles and doubles championship bracket:  $8 \text{ 1st round matches} \times 2 = 16$

4 Quarterfinal round matches  $\times 2 = 8$

2 Semifinal round matches  $\times 2 = 4$

1 Title match  $\times 2 = 2$

1 3rd place advancing match "Hot" three set match(es)

Totals = 72 balls (24 cans) per site





# 2024 IHSA Girls Tennis Sectional Request for Earlier Start Time

To: Principals of schools participating in the IHSA Girls' tennis sectional

From: Sectional manager

RE: Request for earlier sectional tennis start time

In accordance with the IHSA Girls Tennis Terms and Conditions II. A-2, it is required for all principals of participating schools to approve an earlier start time. Please use this form for authorization. This form will replace contacting the IHSA for an early start approval. All schools in the sectional must agree to start earlier than 4 p.m.

This correspondence is requesting your approval for the IHSA Girls Tennis Sectional, held at \_\_\_\_\_ (Location)

To begin on \_\_\_\_\_ (Thursday or Friday), \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time)

This request is made for the following reason(s):

- Number of teams competing in the Sectional \_\_\_\_\_
- Number of rounds to be completed on first day \_\_\_\_\_
- Number of rounds to be completed on second day \_\_\_\_\_
- Number of courts available for play \_\_\_\_\_

IHSA Terms and Conditions II. A-3 permits the sectional manager to elect to begin tournament play **outdoors** on Thursday when inclement weather is forecasted for Friday and/or Saturday.

Please check the following box if inclement weather is forecasted for Friday and/or Saturday.

\_\_\_\_\_  
(Participating school)

\_\_\_\_\_  
(Participating school principal)

ACTION

Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

\_\_\_\_\_  
(Participating school principal's signature)

*Please return this form to the host school:*

FAX: \_\_\_\_\_ or E-Mail: \_\_\_\_\_





TOURNAMENT MANAGERS: This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

PLEASE COMPLETE AND FAX THIS DO DOCUMENT AT THE CONCLUSION OF YOUR TOURNAMENT SO MEDALIST DON'T HAVE TO WAIT LONG FOR THEIR AWARD (S).

Please return UNUSED TOURNAMENT medals to A & M Products, 575 Elm Place, Princeton, IL 61356

Tournament Location: \_\_\_\_\_ Competition Level: \_\_\_\_\_ Reg \_\_\_\_\_ Sect \_\_\_\_\_
Sport/Activity: \_\_\_\_\_ Gender (check one) [ ] Girls. [ ] Boys [ ] Co-ed
Tournament Manager's Name: \_\_\_\_\_
Tournament Manager's Phone Number: \_\_\_\_\_
Tournament Manager's Email Address: \_\_\_\_\_
Classification (check one): 1A [ ] 2A [ ] 3A [ ] 4A [ ] 5A [ ] 6A [ ] 7A [ ] 8A [ ] Unclassified [ ]

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

TEAM PLAQUE

Place: \_\_\_\_\_ Recipient Town: \_\_\_\_\_
School (Must supply both): \_\_\_\_\_

Individual Event Medal Tie Requests

(\*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_
Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_
Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_
Recipient Town & School: \_\_\_\_\_
Name of Recipient: \_\_\_\_\_ Place: \_\_\_\_\_
Event Name\*: \_\_\_\_\_

Fax (815) 879-0400 or email (OfficeAssistant@aandmproducts.com) this completed form



## State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

### STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"



UPON ARRIVAL – Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin IMMEDIATELY ([aaustinaandmproducts.com](http://aaustinaandmproducts.com)) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

2. Be advised that **IHSA Tournament**, 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.
3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. They may not arrive on the same day but should be opened as they arrive.

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!!**

4. Please check all trophies, plaques, etc.,
  - (1) Good condition and not damaged in any way.
  - (2) Awards are engraved with the proper sport, tournament level, year, etc.
  - (3) No missing medals/places

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.



# General Information

2024-25 Academic School Year

Illinois High School Association

# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



VENUE-SPECIFIC ACTION PLAN

VENUE

Sport: [ ]
Location: [ ]

EMERGENCY PERSONNEL

Present: [ ]
On-Call: [ ]

EMERGENCY EQUIPMENT LOCATION ON-SITE

Nearest AED: [ ]
First Aid Kit: [ ]
Items for proper care of blood-borne pathogens: [ ]
Ice or chemical ice packs, water and towels: [ ]
Player Medical Information: [ ]
Other equipment as deemed necessary by local circumstances and qualifications of available personnel: [ ]

COMMUNICATION

Access to 911: [ ]
Access to on-call emergency medical personnel: [ ]

ROLE OF FIRST ON THE SCENE:

- 1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
a. EMS: Call 911
b. Athletic Trainer: Call Athletic Training Room or Cell: [ ]
5. Initiate immediate care to the sick or injured athlete

EMS ACCESS:

If EMS is called provide directions/access to scene
Directions to site/location: [ ]

Open access gates
Designate individual to meet EMS at entrance



# Sports Medicine

## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

*“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”*

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate healthcare professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

### Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

#### Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

#### Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school’s approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school’s Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>



## Concussion Information

### Return to Play (RTP) and Return to Learn (RTL)

**Background:** With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

*In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity.*

### Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

*For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.*

# 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.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

## PROACTIVE PLANNING

1. Assign staff to monitor local weather conditions before and during practices and contests
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightening is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play:
  - a. When thunder is heard, or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.  
\*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season.

## 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.



# Wet Bulb Globe Temperature

These requirements represent minimum standards that IHSA member schools must follow for all athletic activities and competitions, both outdoors and indoor facilities that are not airconditioned. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will also be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. Decisions to suspend and resume activity will be in accordance with these guidelines.

## Pre-Practice Preparation:

1. Thirty minutes prior to the start of an activity, and minimally every 30 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is required.
2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.
3. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
4. Provide ample amounts of water. This means water should always be available and athletes should be able to take in as much water as they desire.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Cat 2	Activity Guidelines
< 79.9	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
80.0 - 84.5	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 5 min each. Cold Water Immersion must be available. (see below)
84.6- 87.5	Maximum practice time is 2 hr. Contests may conclude if the temperature moves to orange mid-game with the required breaks provided. No new contests may be started if the temperature is in this range. <b>For Football:</b> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <b>For All Sports:</b> There must be 20 min of rest breaks distributed throughout each hour of practice. Cold Water Immersion must be available. (see below)
87.6 - 89.9	Maximum practice time is 1 hr. <b>For Football:</b> No protective equipment may be worn during practice, and there may be no conditioning activities. <b>For All Sports:</b> There must be 20 min of rest breaks distributed throughout the hour of practice. Cold Water Immersion must be available. (see below) Consider postponing games or practices until a cooler time of day.
> 89.9	No outdoor workouts. Delay practice until a cooler WBGT is reached.

## Treatment of Exertional Heat Stroke and Cold-Water Immersion:

In the event of potential Exertional Heat Stroke (EHS), each school participating in interscholastic sports shall be properly prepared and equipped to activate EMS and initiate rapid whole-body cooling using an evidence-based cooling modality. The current best practice for the treatment of exertional heat stroke is rapid whole-body cooling via Cold Water Immersion (CWI) on-site followed by transport to advanced medical care (Cool first transport second). If whole-body CWI is not readily available, alternate evidence-based whole-body cooling techniques can be utilized (e.g. TACO method). The best practices shall be carried out by a licensed athletic trainer, designated healthcare provider, or EMS provider. In the event that these medical providers are not available and heat illness is suspected, cooling should be initiated until advanced medical personnel arrives.

The cooling modality shall be ready for immediate use when WBGT is at or above 80F. At WBGT temperatures below 80F the cooling modality should be readily available.

# Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

## Resources

1. Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness. Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: Exertional heat illness. J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. Survival strategy: Acute treatment of exertional heat stroke. J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. ACSM position stand: Exertional heat illness during training and competition. Med Sci Sports Exerc 2007; 41: 556-572.
5. Model Policy for Managing Heat & Humidity. Michigan High School Athletic Association. 2013.



## STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area. Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSA state final activities. Credentials are not required for these events, but please have your students check-in with state final personnel upon arrival for media coverage regulations.

## VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha ([mtroha@ihsa.org](mailto:mtroha@ihsa.org)) at the IHSA with the name of the individual who will be taping and whether they are an adult or a student.

*Please contact Matt Troha (309-6336-377) at the IHSA or any questions related to this document.*



**INTERNET VIDEO BROADCASTING INFORMATION**

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here: [www.ihsa.org/documents/media/Video%20Ap.pdf](http://www.ihsa.org/documents/media/Video%20Ap.pdf)

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office (mtroha@ihsa.org or 309-663-6377).

**INTERNET VIDEO BROADCAST RIGHTS FEE SCHEDULE**

**BOYS BASKETBALL**

- Per Regional Game-\$125
- Per Sectional Game-\$150
- Per Super-Sectional Game-\$225

**GIRLS BASKETBALL**

- Per Regional Game-\$125
- Per Sectional Game-\$150
- Per Super-Sectional Game-\$225

**FOOTBALL**

- Per 1st Round Playoff Game-\$250
- Per 2nd Round Playoff Game-\$325
- Per Quarterfinal Playoff Game-\$400
- Per Semifinal Playoff Game-\$475

**ALL OTHER SPORTS**

- Per Regional Game/Meet-\$75 Per Sectional Game/Meet-\$100
- Per Super-Sectional Game/Meet-\$150

**VOLLEYBALL**

- Per Regional Game-\$100
- Per Sectional Game-\$125
- Per Super-Sectional Game-\$150

**SWIMMING & DIVING**

- Per Sectional Meet-\$250

**TRACK & FIELD**

- Per Sectional Meet-\$250

**WRESTLING**

- Per Regional meet-\$200
- Per Sectional meet-\$325

*Please contact Matt Troha (309-6336-377) at the IHSA or any questions related to this document.*



## **For IHSA Tournaments**

**Effective February 18, 2015**

The use of unmanned aerial vehicles ("UAV"), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.



## IHSA LICENSED VENDOR

### 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 Tammy Craig at 309-663-6377, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.*

# School's Responsibility: Sportsmanship



## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE SEASON

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport. Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL PRIOR TO THE CONTEST

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
  - a. Provide a reserved parking space.
  - b. Meet officials and take them to the dressing room.
  - c. Have refreshments available for halftime and postgame.
  - d. Ask for any additional needs.
  - e. Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
  - f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL DURING THE CONTEST

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

## SCHOOL'S RESPONSIBILITY TO AN OFFICIAL AFTER THE CONTEST

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.

# Do What's Right! Sportsmanship



## DWR Expectations

1. Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.
2. Use positive yells, chants, songs or gestures.
3. Display modesty in victory and graciousness in defeat.
4. Respect and acknowledge the integrity and judgment of officials.
5. Exhibit positive behavior in both personal interaction and social media comments.

## Acceptable Behaviors

- 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 Behaviors

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming 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.