



## 2023-24 LP TENNIS TOURNAMENT SUMMARY

### KEY REVIEW POINTS

- In each of the four Divisions, schools will be assigned to one of eight Regionals.
- Regionals may be played on:

BOYS	GIRLS
<b>Oct. 11, 12, 13, or 14, 2023</b>	<b>May 15, 16, 17, or 18, 2024</b>

- From each Regional, the top two teams and any #1 singles individual not on a qualifying team who played in the #1 singles Regional Final match will advance to the MHSAA Finals. Any team that scores 18 points will advance as an additional qualifying team (10 pts in a draw of eight).
- MHSAA Finals will generally be conducted on the last two of the three dates below:

BOYS	GIRLS
<b>Oct. 20-21, 2023</b>	<b>May 30 - June 1, 2024</b>

Finals may take place **THR & FRI** if weather or facility conflicts are an issue. Please plan accordingly.

- In each Division, the Finals will consist of at least 16 teams (plus additional qualifying teams) and additional individual qualifiers. A statewide Seed Committee will determine the seeds and make draws for all Divisions.
- Unless weather dictates or there is an extenuating circumstance with the facility, the Semifinals and Finals will be played on Saturday.
- A school may have as many coaches as there are sites being used for the tournament. Once the tournament pares down to one or two sites, a maximum of two coaches are allowed.
- For conduct reasons, the Regional and Final is considered one event.
- Schools will provide a "ball fee" to the host at all levels of the MHSAA tournament (Regional and Finals).



## 2023-24 LP TENNIS TOURNAMENT MANAGERS MANUAL (Alphabetical by topic, forms follow topics)

**ADMISSION** – If admission is charged, it will be **\$7/person** for the MHSAA Regional Tournament and **\$10/person** at the MHSAA Finals or **\$10/car**. The policies of the local host site shall prevail with respect to pets/animals. Without local host policy, animals or pets shall not be permitted to enter MHSAA tournament venues, including spectator and team areas. However, properly marked or documented service animals that are leashed or harnessed at all times may accompany spectators paying admission or attending with other approved teams or school personnel. Individuals who bring service animals are asked to bring their own waste disposal bags and request special seating in advance of the event if this is needed.

**BALL FEE** – Participating schools are responsible for a **\$75 “ball fee”** at the MHSAA L.P. Regional and L.P. Finals tournament. This “ball fee” does NOT replace indoor costs associated with indoor facility rental in the event of inclement weather at the Regional level. At the L.P. Regional level, each participating school will send a \$75 check made out to the Regional host school by the Opt-Out Due Date. For those schools that qualify for the L.P. Finals, an additional \$75 check must be sent to the Finals venue host once your team has qualified. No “ball fee” will be required for individual qualifiers at #1 Singles, or #1 Doubles if they also qualify without their team.

**COACHES MANUAL** – Be sure to read the **Tennis Coaches Manual** carefully. There are important dates and other information that are not duplicated in this manual. The Coaches Manual may also be found on the MHSAA Website.

**COMMUNICATION WITH PARTICIPATING SCHOOLS** – Notify the teams as soon as possible which date the tournament will be held, then, at least two weeks prior to the start of the Regionals, managers should send information about their tournaments to participating schools. Types of useful information include phone numbers of the meet manager, location of courts, starting time of matches, location of motels, restaurants, dressing quarters, etc. The Regional manager should also include the place, date, and time of the Seeding and Draw Meetings. Managers should feel free to request that coaches of teams assigned to their tournaments bring one or more Rol-Dris with them, and to request that players help with water removal. Remind schools of the uniform requirement. No match will begin if individuals/doubles teams are not in a team uniform.

**CONCUSSION PROTOCOLS** – “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 language above, which will appear in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness.

This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

- 1) The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a healthcare professional for an exact determination of the extent of the injury.
- 2) If it is confirmed by the school’s designated 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 reenter competition pursuant to the contest rules.
- 3) Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
  - a) The clearance may not be on the same date on which the athlete was removed from play.
  - b) Only an MD, DO, Physician’s Assistant, or Nurse Practitioner may clear the individual to return to activity.
  - c) The clearance must be in writing **and must be unconditional. It is not sufficient that the M.D., D.O., Physician’s Assistant, or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student’s return to unrestricted activity.**

- d) Individual schools, districts, and leagues may have more stringent requirements and protocols, including but not limited to mandatory periods of inactivity, screening, and post-concussion testing prior to the written clearance for return to activity.
- 4) Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA **if the situation was brought to the officials' attention.**
- 5) **Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.**
- 6) In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

**Return to Activity & Post-Concussion Form – [CLICK HERE](#)**

**DATES/START TIMES** – Regional Tournaments will begin no earlier than **8:30 a.m.** Tournament management will select the day of the Regional Tournament, either on **WED, THR, FRI or SAT**, but not two school days unless the tournament resumes after the classroom instructional day. The MHSAA Final Tournament will begin no earlier than **8 a.m.**

**ENTRY MATERIALS/OPT-OUT PROCEDURES** – Participating schools must submit a Regional Lineup Sheet, Master Eligibility List, Coaching Staff Form, and Player Season Report (PSR – generated by TennisReporting.com) properly filled out to the Regional Manager by the Opt-Out due date. Only schools assigned to an MHSAA Regional and listed on the MHSAA Website are eligible to participate. If a school contacts a manager regarding entry into the tournament, refer them immediately to the MHSAA, do not accept any entries which are not included on your list of competing schools.

L.P. BOYS Opt-Out Due Date	L.P. GIRLS Opt-Out Due Date
<b>Oct. 4, 2023</b>	<b>May 8, 2024</b>

**FINAL MEET PROCEDURES & MANAGER RESPONSIBILITY**

**Competing School Information** – At least two weeks prior to the start of the Regionals, Final Meet Managers should prepare information about their tournament for the schools that will be involved. Seven copies of these materials should be sent to each Regional Manager, with the request that they be distributed as follows:

- Coach of the first-place team
- Coach of the second-place team
- Coach of the flight No.1 singles winner (if that player is not a member of a qualified team)
- Coach of the flight No.1 singles runner-up (if that player is not a member of a qualified team)
- Coach of an additional team that might qualify due to a tie (two extra copies)
- Extra copy of teams that qualify by scoring 18 or more points (10 points in a draw of eight)

Final Meet Managers also should send a copy of their informational materials to the MHSAA.

**Final Meet Seeding** – Any coach who feels their player(s) should be considered for a seeded position in the Final Meet, MUST have an updated Player Season Report (PSR) in the hands of the closest Area Seeding Director by his/her required time and date. This information MUST be in writing. A phone call with the pertinent information will assist the director. However, the presence of the coach at the Sunday afternoon area meeting is most desirable.

**Final Meet Seeding & Draw Meetings** – All seeding and tournament draws will be handled by the Seeding Committee and Final Managers in the MHSAA Building. Boys seed/draw meetings will be held Monday and Tuesday after the Regional. Girls' seed/draw meetings will be held Wednesday and Thursday after the Regional.

**Final Meet Results** – The Final Meet Manager shall:

- 1) Send to the MHSAA a complete report of all matches played, the scores of all teams, and the first and last names of the winners and runners-up.
- 2) At the earliest possible opportunity, send to the MHSAA the list of expenses incurred for this tournament.
- 3) Send a copy of the tournament results to the coach of each team or individual who participated in the Final Meet.

**FINANCES/EXPENSES** – Regional Managers shall submit a Financial Form to the MHSAA at the conclusion of the competition, including revenue and approved expenses. The MHSAA cannot assume responsibility for "hospitality" expenses. Managers may wish to furnish coffee and rolls, but the cost of the items will not be reimbursed. Competing

schools will assume all expenses incurred while participating in the tournament. This includes transportation, lodging, and meals.

**GAME BALL** – Wilson is the “Official Tennis Ball” of the MHSAA Tournament and will be used at all levels. The MHSAA will provide managers with Wilson game balls at the Regionals. Wilson is the “Official Tournament Ball” of the MHSAA girls’ and boys’ tennis tournament. The Wilson T-1071 US Open X-duty ball will tentatively be used at all tournament levels and supplied to all tournament managers.

**INDOOR FACILITIES** – There is no provision for Regional play to move indoors in case of inclement weather. Regional managers must follow this criterion:

- Indoor courts are available.
- The majority of coaches agree to play indoors. (*Without majority agreement, no indoor play*)
- **EXPENSES ARE SHARED BY COMPETING SCHOOLS.**
  - **The Regional and Final “ball fee” does NOT cover costs for indoor use at the Regional level.**
- Administration (AD and/or principal) agree to pay their share of the cost **BEFORE** any indoor play.

**INJUNCTION OR RESTRAINING ORDER PROCEDURE** – Managers are reminded of the following statement adopted by the Representative Council and which is in effect for all MHSAA tournaments: *“In the interest of fairness to all participants if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition).”* If the event has begun, it shall be completed.

**MEDIA/MULTIMEDIA** – For information on credentials, drones, locker room privacy policy, microphones, photographers, flash photography, postgame interviews, press box, results, streaming (audio and video), and videotaping, go to this [Media/Streaming Information PDF](#).

**MEDICAL EMERGENCY POLICY** – Host school Tournament Managers should follow all local school District policies regarding medical emergencies for participating athletes, coaches, students, and adult spectators for competitions conducted in school facilities. It is advised that AED devices be readily available during tournament competitions. In addition:

- Trainers are an allowed expense and encouraged, but not required.
- All MHSAA concussion protocols will be followed.
- MHSAA policy on tornado watches and warnings shall be followed.
- MHSAA policy on managing heat and humidity shall be followed.

**When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:**

- Student, coach, and spectator shelter for outdoor events
- Host facility emergency equipment such as AEDs, fire escape, etc.
- Emergency communications, i.e., phone numbers, school administration contact
- Coordination with facility management regarding evacuation, first aid, and on-site responsibilities
- Medical transport or first responder contact procedures.
- Proximity/directions of nearest medical facility

**MERCHANDISING/PROMOTION POLICIES - Use of MHSAA Logo** – The MHSAA logo and acronym are registered trademarks. MHSAA tournament trophy designs are also copyrighted. Use of these legally protected marks requires written permission from the MHSAA. Contact the MHSAA Communications Director for additional information.

Concession stands, whether operated by a school or non-school groups, must confine sales to non-alcoholic beverages, edible items, and general school spirit items that were available at regular-season home contests. The selling of tournament-related merchandise is limited to programs offered by the MHSAA and its authorized vendors, which may be in contact with you regarding their availability. Such programs may include but are not limited to, the following categories: T-shirts, DVDs, and photography. Regardless of the availability of such authorized programs, schools may not produce

their own tournament-specific merchandise items to sell at MHSAA tournament sites. Raffles and 50-50 drawings are not allowed.

### **Misconduct, Sportsmanship**

- A. Cumulative Point Penalty System applies for all levels of the MHSAA Tournament.
- B. For unsportsmanlike conduct after a match is completed (Regional or Final), the player is defaulted for the rest of the tournament and one point is subtracted from the team total.
- C. **A team point may be deducted for a flagrant unsportsmanlike violation committed by a non-playing member of a team during an MHSAA tournament.**
- D. MHSAA Point Penalty System: WARNING, POINT, DEFAULT.

**PLAYING RULES** – USTA rules of play will apply with the following MHSAA adaptations in the MHSAA Tournament:

- A. Use the USTA penalty for time violations on change-overs (1<sup>st</sup> offense – warning. Subsequent offenses – one point for each offense).
- B. Limit the tournament officials' authority on line calls where they will act as appeals judges and rule only when there is a request from a player.

**PRE-MATCH ANNOUNCEMENTS** – Managers should include the following items prior to the start of the competition.

- Best of three sets format, **Coman Tiebreak** to be used in every set where necessary.
- It is the server's responsibility to call out the score.
- Keep scoring devices up to date on the changeovers.
- Report your score and return balls promptly after completing a match.
- Report early for a scheduled match. It is the player's responsibility to be available when a match is scheduled. The USTA point penalty system for lateness will be used:
  - 0 to 5 minutes late (up to 5 minutes) = loss of game and choice
  - 5 to less than 10 minutes late = loss of two games and choice
  - 10 to less than 15 minutes late = loss of three games and choice
  - 15 minutes late = default
- It is suggested that players stay at their sites unless directed by the site manager to go to another site. Players should send parents or friends to get food. Don't store your rackets in a vehicle that may leave the site. The player must be available when his/her match is called.
- Support your teammates with encouragement. Display proper tennis etiquette by not applauding errors. Be respectful of other matches in progress.
- A request for a linesperson may be made only by a coach. The request might not be granted. It is at the discretion of the manager. Remind players that because of the pace on the ball and players moving, there may be a call that they question, but don't request a linesperson after one incident.
- Take practice serves during the warm-up period. Limit your warm-up to ten (10) minutes.
- Please observe the foot fault rule. Random foot faults will be called.
- Uniform Requirement
- Play is continuous.

**QUALIFIERS TO FINALS** – The winning and runner-up teams from each Regional will qualify for the Final Meet as well as any team which scores **18** or more points in a draw of 16. (Draw of eight, an additional qualifier must earn **10** points.) Any flight No.1 singles winner or runner-up, who is not a member of either qualified team, will qualify to the Final Meet.

Any flight No.1 doubles winner or runner-up, who is not a member of either qualified team, and whose No. 1 singles team has also qualified for the finals will qualify for the Final Meet. All individual entries will be drawn into the No.1 singles and No. 1 doubles flights along with the flight No. 1 singles and No. 1 doubles team qualifiers and will compete for individual honors. Managers should review the Finals Qualifier's information with coaches prior to the start of the Regional meet.

**TIES** - If two or more teams are tied for first place, all teams are eligible for the L.P. Final Tournament. Duplicate trophies and medals will be awarded. There will be no runner-up designated. If there is no tie for first place and there is a tie for the runner-up position, all teams tied for that position will qualify for the L.P. Final Meet, as well as the winning team.

**REPORTING TOURNAMENT RESULTS** – Regional Managers are to send the results of their tournament to all competing schools (electronically) and to the MHSAA. Blank result sheets may be provided to coaches on the day of the tournament so they can fill in the results themselves. Each Regional Manager must send results to the Final Manager and the MHSAA. The MHSAA needs electronic results (through TennisReporting.com) which include the lineups of the winning team, runner-up team, additional qualifying team(s), and any individual qualifier; a list of the winners, runners-up

and team qualifiers for each flight and the result of each Final Regional match. Finals managers need the Regional Lineup Sheet for each qualifying team and the Master Eligibility List. Results should include the following: 1) Names of each flight winner and runner-up and roster of each qualifying team, 2) qualifying teams, 3) Regional Lineup Sheets, 4) results of each Final match.

Finals Managers are to report results directly to the MHSAA.

Following the Regional Meet, the Regional Manager shall:

Send a report of Qualifiers to the Final Manager and the MHSAA office immediately upon the end of Regional play. **The MHSAA Web site will have instructions for the electronic entry/results.** Please ask each coach of qualifiers to update records on TennisReporting.com. Regional Managers must forward the Regional Lineup Sheet and Master Eligibility List of all qualifiers along with the completed list of winners, runners-up, additional team qualifiers, and additional individual qualifiers to the Final Meet Manager and a copy to the MHSAA. These will be the only entry materials received by the Final Manager. Schools that have qualifiers will not submit a Regional Lineup Sheet to the Final Manager. **The MHSAA must have a copy of all Regional Results by Monday a.m.**

Remind coaches of all qualifying teams or players to immediately update their player's season records (PSR) on TennisReporting.com. They **MUST** update and get all information to their area seeding director by the deadline (SUN) for seeding consideration for the Final Tournament. Coaches of qualifying teams or individuals will check the MHSAA website for Finals tournament information and details. Managers will forward the results and Financial Report Form to the MHSAA office as soon as possible following the event.

**RESCHEDULING POLICY** – If an MHSAA tournament meet or contest is postponed or suspended because the facility becomes unusable or as a result of acts of persons or nature, and the playing rules require that the meet or contest must be played or resumed, the meet or contest must be played or completed on the first available subsequent date, at the same facility. If that facility is unavailable at any future time within the tournament schedule, MHSAA staff shall determine if other facility options are available. The final decision, as it relates to the postponement or cancellation of play on any given day of a tournament, must not be made until 2 p.m. To reconvene a group after an earlier time is very difficult.

**ROUNDS OF PLAY IN MHSAA REGIONAL** – It is strongly recommended that all rounds be played on the first day, with the realization that a maximum of three matches is allowed per contestant. A fourth match may be played on the first day if and only if both contestants or teams have not played more than 117 games in the first three rounds and there is a mutual agreement between the two coaches and the tournament manager. If it is possible to complete the tournament, it shall be the responsibility of the manager to do so.

**SCORING SYSTEM** – In Regional or Final Tournament play, each match won by a team member, by play or default, will count as one point toward a team's total score. In case of a "BYE" in the first round, a player must win the second-round match in order to receive a point for the "BYE." The team score is based on the total cumulative score of each team entry.

**SEEDING CONSIDERATION FOR REGIONAL MEET** – A space is provided on the Regional Lineup Sheet to designate those players that coaches feel deserve seeding consideration. A check mark should be placed before their names, and an informational sheet (**PSR**) should be attached to the Regional Lineup Sheet with pertinent information regarding each player or doubles team. Coaches are encouraged to be present at the Seeding and Draw Meeting to provide input during the process.

**NOTE:** Season records must include only regular season contests. Non-school results are NOT to be included. Defaults are to be included as part of the player record. An explanation of the default must be included in the Player Season Report (PSR). No scrimmage or non-interscholastic play results are to be considered. All matches, whether 2/3, pro sets, or short sets, must be counted. Any player in the tournament may be given seed consideration.

**SEEDING COMMITTEE MEMBERS FOR REGIONAL** – The Tournament Manager and the coach from each school entered in the respective tournament are the only people who may have a voice where consideration of seeding is involved. Students, parents, or friends are not considered part of the Seeding Committee.

## **SEEDING & DRAW PROCEDURES – REGIONAL & FINAL MEETS**

### **Materials**

- Whiteboard space as needed.
- Blank draw sheets and draw coupons for each competitor involved in the respective flight.
- Grid sheets for monitoring first matches between schools.

- Managers are encouraged to utilize technology that allows all in attendance the ability to view and use TennisReporting.com.

**Procedure – 16-Line Bracket**

- Determine seeded players in the flight.
- Place the BYES.
- Place seed No.1 on line 1 and seed No.2 on line 16.
- Regional Draw - Permit up to four seeds.

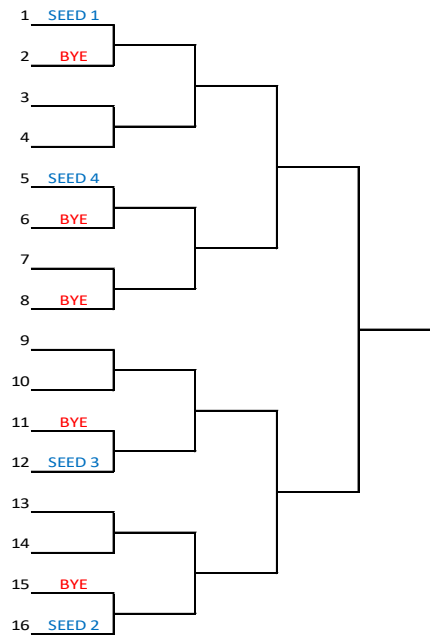
Seed 1 to Line 1  
 Seed 2 to Line 16  
 Seed 3 to Line 12  
 Seed 4 to Line 5

BYE placements:

If 9 teams        Lines 2, 6, 8, 9, 11, 13, 15  
 If 10 teams      Lines 2, 6, 8, 9, 11, 15  
 If 11 teams      Lines 2, 6, 8, 11, 15  
 If 12 teams      Lines 2, 6, 11, 15  
 If 13 teams      Lines 2, 11, 15  
 If 14 teams      Lines 2, 15  
 If 15 teams      Line 2

**Regional Meet 16 Player Draw –**

Example of the draw for a tournament with 11 entries.



**Procedure – 8-Line Bracket**

- Determine seeded players in the flight.
- Place the BYES.
- Place seed No.1 on line 1 and seed No.2 on line 8.
- Regional Draw - Permit up to four seeds.

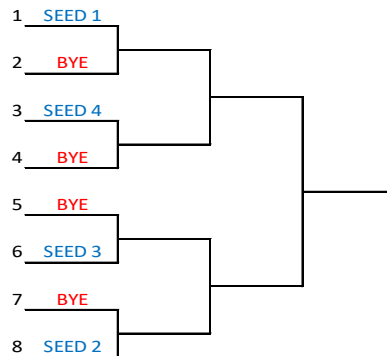
Seed 1 to Line 1  
 Seed 2 to Line 8  
 Seed 3 to Line 6  
 Seed 4 to Line 3

BYE placements:

If 4 teams        Lines 2, 7, 5, 4  
 If 5 teams        Lines 2, 7, 5  
 If 6 teams        Lines 2, 7  
 If 7 teams        Line 2

**Regional Meet 8 Player Draw –**

Example of the draw for a tournament with 4 entries.



**Final Tournament Draw – Permit up to six seeds regardless of #**

Seed 1 to Line 1  
 Seed 2 to Line 32  
 Seed 3 to Line 24  
 Seed 4 to Line 9  
 Seed 5 to Line 13  
 Seed 6 to Line 20  
 Seed 7 to Line 28  
 Seed 8 to Line 5

- Put all draw coupons of non-seeded schools in the container.
- Draw by lot and place the coupon on the next available line.
- For No. 2 singles, repeat steps one - six.
- For No. 3 singles through 4 doubles, repeat steps one - seven; however, special monitoring must be done throughout the remainder of the draw to see that two schools do not draw each other more than twice in the first match competition in all flights. This can be done by having a 16 by 16 space grid (larger for the final draw) prepared with schools listed in the same order down one side and also across the top. Only one-half of the boxes in

the grid should be used to record matches (see attached form). During the draw procedure, when a school cannot play a school again because of the two-time restriction, the newly drawn school shall go to the next available open line in the draw. If there is not an open line, this newly drawn school shall go to the last line that was previously drawn. The school that occupied that line shall move to the next open line. If this new situation violates the two-time restriction, then the first drawn school shall go to the second-to-last line drawn.

9. At the Final tournament, if there are (21) to (23) #1 singles players/#1 double teams in the draw, up to (7) may be seeded. If there are (24+), up to (8) may be seeded.

**Seeding Criteria** – All players must have an updated Player Season Report (PSR – generated by TennisReporting.com) on file with the Area Seeding Director or Meet Manager for the current high school season. The Player Season Report (PSR) must include all high school team matches. Non-school matches are not to be included on this sheet. All two out of three matches should be counted regardless of the system of scoring used in that match. Results of a scrimmage or outside competition for the individual shall not be considered for seeding purposes.

- Seeding Criteria – MHSAA Regional and Final Tournament - All factors should be considered.
- Direct head-to-head competition results
- Indirect competition results - Example: Player A defeated B – Player B defeated Player C. Player A is ranked above B & C.
- Total player record with strong consideration of the level of competition.
- If Players A & B are 1-1, the latest contest result favors the winner. Variation – if the latest contest was a three-setter, then the players are even.
- A three-set loss could give a player an advantage. Example: Player A defeated Player B in three sets. Player B defeated Player C in three sets. Player C's loss could be an advantage in determining rank with Player D, who lost to Players A & B in two sets.

**Additional Factors** – When all information seems to indicate that no player has an advantage (not in priority order):

- Number of games won against a top or seeded player.
- A three-set loss to a top or seeded player. Compare the number of games won vs. a common opponent.

#### **General Procedure for Seeding**

- Consider wins over the top or seeded players.
- Consider losses of a player to quality players and to non-quality players

**Additional Draw Procedures** – Once the lines to be occupied by seeded players are completed, and lines that represent byes have been marked, the rest of the draw is filled using the following guidelines.

- Draw in all schools, which are entered and have not been placed in a seeded position.
- Draw by lot.
- Two schools cannot draw each other more than twice in the first match of play for all flights combined.

Keeping the above guidelines in mind, proceed as follows, starting with flight No.1 of singles:

- Place the byes. (Determine the number of byes by subtracting the number of players from the total lines in the bracket.)
- Place the seeded players.
- Draw in the remaining players.
- Keep a grid so no two schools draw each other more than twice in the first match for all flights.

#### **Additional Procedure for Drawing Brackets – LP Final Meets**

**NOTE:** For the following procedure, seed positions will take priority over MHSAA Regional assignment variations.

- Where there are just two individuals in a flight from the same Regional, they are to be drawn into opposite halves of the bracket.
- Where a third individual qualified from a Regional, the No. 1 flight Regional winner shall be placed in one half, either by seed or by draw. The other two shall draw into the opposite half bracket and into opposite quarters within that half bracket. Recognizing ahead of time the special needs of a Regional with three entrants will help you avoid filling any critical quarter of the bracket before the three entrants have been properly positioned.
- Where four individuals have qualified from one Regional to the Final Meet, they shall be placed (if seeded or drawn) in separate quarters in the following order: (1) Individual Winner; (2) Individual Runner-Up; (3) Team Winner; (4) Team Runner-Up.
- There is no longer a policy that prohibits a Regional winner from playing another Regional winner in first-round matches.



- **Tournament Substitution & Redraw Rule:** When a seeded player withdraws on the day of the tournament, the tournament manager will adjust the new seeds so that they are on the proper line for their seed. This would include the provisional seed. The seeds will be adjusted, but the bracket will not be re-drawn (playing against the same team more than two times is allowed if dictated by the seed adjustment).

**SPORTSMANSHIP** – When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for the remainder of that day of competition and for at least the next day of competition for that team.

When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching for the remainder of that day of competition and from coaching at or attending at least the next day of competition for that coach's team.

In individual sports, a student or coach who is disqualified in the first round of a tournament which progresses over more than one day may not participate on any subsequent day in that tournament because the student has not qualified for additional rounds. This includes MHSAA tournaments in tennis and individual wrestling.

Failure of the school for any reason to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular-season contest.

Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches or the next season in any sport for seniors. If the playing rules for a sport specify an additional penalty or more rapid progression, or use of such a progression for other violations, the playing rules apply.

Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

If a team is removed from competition in protest, the contest is forfeited to the opponent, and the coach and principal of the removed team must appear before the Executive Committee to indicate why additional action should not be taken. The Executive Committee may also require the appearance of personnel from other schools and game officials.

If the coach is ejected from the contest and an assistant coach or an assigned school representative is not available to continue as the coach, the event is terminated and forfeited to the opponent.

When a contest is interrupted, or it ends prematurely because of a breakdown of proper sportsmanship and whether or not the on-site officials forfeit the contest to one team, one or both schools may be subjected to any or all, but not limited to, the following: censure, probation with competition, probation without competition, forfeiture, loss of the privilege of revenue sharing, expulsion. In addition, it may be required of one or both schools that their coaches and administrators appear before the Executive Committee to indicate why additional action should not be taken.

**TIEBREAKER** – The **Coman Tiebreak** Procedure is the same as the present tiebreak (set or match), except that ends are changed after the first point, then after every four points (i.e., after the 5th, 9th, 13th, 17th points, etc.), and at the conclusion of the tiebreak. The scoring in the Coman Tiebreak Procedure is the same as a traditional set or match tiebreak, and the procedure for playing the Coman Tiebreak is the same as a set or match tiebreak.

For example, if the Coman Tiebreak Procedure is used when the set score is 6-6, the player whose turn it is to serve shall serve the first point from the deuce court; after the first point, the players shall change ends and the following two points shall be served by the opponent(s) (in doubles, the player of the opposing team due to serve next), starting with the ad court; after this, each player/team shall serve alternately for two consecutive points (starting with the ad court), changing ends after every four points, until the end of the tiebreak game.

**Principal Advantages:**

- **Fairness** – By changing ends more frequently, the effects of the elements (sun, wind, etc.) are distributed more evenly between the two opponents as opposed to playing six consecutive points before changing ends.
- In doubles, the server will always serve from the same end of the court, rather than having to serve from both ends.

**TOBACCO AND ALCOHOL POLICY** – The use of alcohol or tobacco, including e-cigarettes or other smoking devices, is prohibited at MHSAA tournament events by players, coaches, and spectators. Managers should stress in coaches' meetings that they are not to use tobacco at the tournament venue.

**TOURNAMENT COMMITTEE** – It is a requirement that managers appoint a Tournament Committee composed of three to five coaches to assist in the decision-making process. The final decision must be the managers. However, it is good to utilize a committee as a sounding board on items of contention.

**TROPHIES/MEDALS** – The MHSAA Tournament trophies and medals will be provided by ESCO of Milwaukee, Wisconsin. Tournament managers will receive the trophies and medals together in one shipment from ESCO. The box containing the trophies and medals should be opened immediately upon delivery and inspected for accurate amounts, engraving, etc. Tournament managers should contact ESCO directly (not the MHSAA) at 800-852-4266 with any questions or problems regarding trophy and medal shipments.

**Regionals** – The winning team (total points) will be awarded a team trophy, and team members will receive medals. Medals will be presented to each flight winner and runner-up. In the case of a tie (two or more teams) for first place, a duplicate trophy and medals should be ordered through the MHSAA.

**Finals** – The winning team and the runner-up team (total points) will receive trophies. Individual medals will be awarded to the winner, runner-up, and semifinalists in each flight. Members of the championship and runner-up teams will be awarded a team medal.

Duplicate trophies and medals will be awarded in case of a tie at the champion or runner-up position. In the case of a tie (two or more teams) for first place, a runner-up trophy will not be awarded.

There shall be no awards of any kind made to any person or group except those provided by the MHSAA for those players competing in MHSAA tournaments.

**Extra Medal Order Form** – [CLICK HERE](#)

**UNIFORMS** – Shirt and shorts/skirts or a tennis dress are required. The minimum requirement for a team shirt is an unaltered shirt with sleeves, preferably in school colors or with school identification. Each individual must wear such shirts throughout the match. If a player changes their shirt, he/she must have another tennis team shirt to wear. (Females may wear a sleeveless top, including a tennis dress with a racerback design.) Players shall not wear undergarments or tights which extend below the skirt/shorts. (Exception: Compression shorts that are unadorned and of a single color) Team shorts/skirts are required. The team shorts/skirt must be the same color for all individuals and an appropriate style for tennis.

**Penalty** – The match shall not start unless an individual or doubles team has a team uniform on. The USTA Point Penalty System for lateness will be used. (More than 15 minutes, and the match is defaulted.)

**NOTE:** Females on male teams may wear skirts or dresses, but the item should resemble what their teammates are wearing.

**WEATHER SUSPENSION POLICY** – Tournament managers and host facility personnel are the sole authority for making decisions regarding delay of start times, suspension, or cancellation of play. Every effort should be made to complete play on the scheduled date. MHSAA policies regarding the suspension of competition for a minimum of 30 minutes when thunder or lightning is present, and tornado policies apply as stated in the MHSAA Handbook.

Prior to the tournament date, the tournament manager should have the home phone number of each coach or school personnel. This information will assist the tournament manager if he/she must contact competing teams to notify them of a later starting time or of a rescheduled date.

On threatening days, tournament management should consult with host facility management about steps to be followed if conditions worsen. When suspending an outdoor contest, the tournament management shall follow these guidelines.

- Lightning necessitates those contests be suspended. The occurrence of lightning is not subject to interpretation or discussion--lightning is lightning.
- Severe weather in the form of rain or snow may make the course unplayable.

When a contest is suspended, the host school administration shall attempt to arrange for the security of all participants.

- Contestants and support personnel shall be moved to appropriate cover, indoor facilities, or buses and vans.
- When lightning is observed, **or thunder is heard**, and the contest is suspended, play may resume when lightning has been absent from the sky, **and thunder has not been heard for 30 minutes**.
- Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)

In considering resumption of competition, if the tournament can be resumed and completed before darkness it shall be resumed. A postponed contest should be rescheduled on the next possible date the facility is available.

**YOUTH PROTECTION POLICY** – During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials, or any other personnel to follow local school District policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing, and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.

## TENNIS HONOR CODE OF ETHICS

\*Excerpts from the USTA Yearbook and adapted to the MHSAA.

The **HONOR CODE OF ETHICS** is to be used as a guideline, in order that all followers of tennis will know what is expected of them as players and as spectators and thereby enhance the enjoyment of this wonderful game for everyone.

Any person who knowingly violates this **HONOR CODE** will be guilty of unsportsmanlike conduct. At the discretion of the Tournament or Meet Director, he or she may be defaulted.

- I. **APPEARANCE:** Players will appear neat and well-groomed. Participants are required to wear proper tennis attire. Tournament Directors may, at their discretion, refuse playing privileges to any participant who, in their opinion, is not properly attired or properly groomed. An unkept appearance is considered discourteous and, therefore, may be a cause for default.
- II. **RELATIONS WITH TOURNAMENT MANAGER:** Entries should be filed by the school on time and in the manner stated on the forms. When a time is set for an individual match, report to the tournament desk ready to play and properly dressed. It is that individual's obligation to appear as scheduled unless there is a valid reason for not doing so. After the match, the winner should always report the score and return the balls promptly. Do not leave the area of the tournament desk until you know when your next match is scheduled.
- III. **CONDUCT OF PLAY:**
  1. Players must know and adhere to the official rules of the USTA and MHSAA.
  2. Players may not accept coaching during the progress of the match except during the normal 90-second period after every odd game. At no time may they consult with parents, friends, or spectators. Any player who received coaching, other than the allowable time, is subject to immediate disqualification.
  3. It is considered unsportsmanlike conduct if you engage in (a) abusive display of temper, (b) loud or abusive language, (c) swearing, (d) obscene language or gestures, (e) racket throwing, (f) hitting the ball in anger, (g) "gamesmanship" or stalling, (h) cheating. Any of the above may be considered as grounds for disqualification by the tournament director or designated assistant.
  4. If you do not have an umpire, then you must call all balls as if you were a linesman. . . except that any doubt must be resolved in favor of your opponent.
  5. When you are your own linesman, your obligation is to call all balls fairly and honestly on your side of the net and also to help your opponent when requested.
  6. In the absence of an umpire, it is the responsibility of the server to call out the score.
  7. Do not question your opponent's call. Ask your opponent's opinion when he or she is in a better position to see the ball than you. Do not enlist the aid of a spectator.
  8. Calls of "out" and "let" should be made instantly. A delay or doubtful call implies it was not seen clearly, and a ball you cannot call out is presumed good.
  9. In doubles, the receiver's partner may call the service line. If one partner calls the ball good and the other calls it out, the point goes to the opponents, as doubt has been raised.
  10. When the first serve is obviously out, it is discourteous to return it across the net.
  11. The foot-fault is a violation. The person who foot-faults unknowingly is taking advantage of his opponent. The person who foot-faults knowingly is cheating.
  12. Exclamations in the course of play can be used against you, as the opponent is entitled to demand a replay. However, he or she must do so immediately and not go ahead with the point and claim a replay later, after the point has been lost.
  13. In doubles, in the course of play, there should be no conversation between partners, except brief and simple instructions, such as "mine," "out," and "run."
  14. The intentional waving of a racket or your arms, or the making of noise to distract your opponent is not permissible.
  15. You must volunteer honestly against yourself such violations as double-hit, double-bounce, ball touching your body or clothing, touching the net, reaching over the net, etc.
  16. Never try to take advantage of an opponent by serving before he or she is ready. Your opponent may ask for a "let" if you "quick-serve." However, if he or she either hits the ball or tries to hit the ball, there can be no claim of not being ready.
  17. (A) Warm-up time shall not be in excess of ten minutes.  
(B) Play will be continuous.  
(C) Time between odd games is limited to 90 seconds.  
(D) Rest period between second and third sets, when allowed, not to exceed five minutes.

IV. PARENTS, FRIENDS AND COACHES:

1. Parents, friends or coaches are not permitted on the court at any time.
2. Parents, friends or coaches may not volunteer advice or line calls, scoring, or the conduct of a match. During an official rest period that may be allowed between the second and third sets of matches, coaching will be allowed. The Tournament Director may, at his or her discretion, default any participant whose parents, friends or coach interferes with the match in any way.

V. COURTESY:

1. Courtesy should always be given your umpire. His or her word is final in the conduct of the match. If the umpire is short a linesman and asks your help in calling certain lines, call them as though you were a linesman sitting on the line with another person playing. After the match, it is always courteous to thank the umpire for his services and to shake hands.
2. Courtesy should be extended to your opponent. If you do not know your opponent, introduce yourself. Offer to spin your racket to determine side and serve. At the conclusion of the match, shake hands and, if your opponent has won, offer your congratulations.

WORD: Tennis / MGR Manual / 22-23lpmgr (BOTH)

## APPENDIX A

### MODEL POLICY FOR MANAGING HEAT & HUMIDITY

Adopted March 22, 2013

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally, the athletic director, head coach, or certified athletic trainer.
2. Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.
3. **If the Heat Index is below 95 degrees:**
  - **All Sports**
    - Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
    - Optional water breaks every 30 minutes for 10 minutes in duration.
    - Ice-down towels for cooling.
    - Watch/monitor athletes carefully for necessary action.

#### **If Heat Index is 95 to 99 degrees:**

- **All Sports**
  - Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
  - Optional water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.
- **Contact sports and activities with additional equipment:**
  - Ice-down towels for cooling.
- **Contact sports and activities with additional equipment:**
  - Helmets and other possible equipment removed while not involved in contact.
- **Reduce time of outside activity. Consider postponing practice to later in the day.**
- **Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.**

#### **If Heat Index is 99 to 104 degrees:**

- **All Sports**
  - Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
  - Mandatory water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.
  - Alter uniform by removing items if possible.
  - Allow for changes to dry t-shirts and shorts.
  - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  - Postpone practice to later in the day.
- **Contact sports and activities with additional equipment:**
  - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
- **Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.**

#### **If Heat Index is 99 to 104 degrees:**

- **All Sports**
  - Stop all outside activity in practice and/or play and stop all inside activity if air conditioning is unavailable.

**Note:** When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

— A Heat Index Chart appears on the next page—





**TOURNAMENT MEDICAL INCIDENT REPORT**

The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

Spectator  
 Event Official  
 Athlete \_\_\_\_\_ School \_\_\_\_\_  
 Other \_\_\_\_\_

Male  Female Dist # \_\_\_\_\_ Reg # \_\_\_\_\_ QF # \_\_\_\_\_ SF # \_\_\_\_\_ F # \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**CIRCLE SPORT:** BA BKT CC XC FB GO GY IH SK SO SB SWD TN  
TR VB WR OTHER: \_\_\_\_\_

**INJURY/CONDITION:**  Sprain  Laceration  Concussion  Fracture  Nose Bleed  
 Dislocation  Strain  Respiratory  Communicable Disease  
Other \_\_\_\_\_

**BODY PART INJURED/AFFECTED:** \_\_\_\_\_

**TREATMENT:**  Ice  Tape  Wrap  Suture  Compress  
Other \_\_\_\_\_

**ACTION:**  Treat/Release  Observation/Release  Transport  Hospitalize  
 Return to Competition (see other side)  Remove from Competition  
 Referred to \_\_\_\_\_  
Other \_\_\_\_\_

**MEDICAL ATTENTION:** Did a medical professional assist in treatment?  Yes  No  
If "yes" Name: \_\_\_\_\_ Title: \_\_\_\_\_

**COMMENTS:**

TOURNAMENT MANAGER SIGNATURE: \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ PRINT NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

Copies to: MHSAA  
1661 Ramblewood Drive  
East Lansing, MI 48823

Optional Copies: Athletic Director  
Team Coach  
Fax: 517-332-4071





Make all checks payable to:

# INVOICE

DATE:

Payment is due:

**FOR:**  
MHSAA Regional Tennis Ball Fee

If you have any questions concerning this invoice, contact:

Host Name:

Host School:

Address:

Phone Number & Email Address:

School(s)	Amount
<b>Total</b>	



1661 Ramblewood Dr, East Lansing, MI 48823  
 517-332-5046 | 517-332-4071  
 www.mhsaa.com

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