



# **2018 TENNIS CHAMPIONSHIPS REGION INSTRUCTIONS AND PROCEDURES FOR TEAMS AND MANAGERS**



## TABLE OF CONTENTS

|  |   |
|--|---|
| PRE-MEETING .....  | 1 |
| DUTIES SUMMARY STATEMENT .....   | 1 |
| REFERENCE TO TEAM ALIGNMENT .....  | 1 |
| MEETING/PRE-EVENT ORGANIZATION .....   | 2 |
| ALLOWABLE COMPETITION DATES .....  | 2 |
| INSTRUCTIONS FOR TOURNAMENT ENTRY .....  | 2 |
| ROSTER REQUIREMENTS AND SUBSTITUTIONS .....  | 2 |
| PRE-TOURNAMENT MEETING MODEL AGENDA .....  | 2 |
| PROCEDURE FOR FUTURE REGION SITES .....  | 3 |
| PROCEDURES FOR REGION TOURNAMENT DRAW INCLUDING REPORTING BRACKETS AND ENTRIES ..... | 3 |
| FORMAT OF EVENT .....  | 3 |
| DRAW SHEETS .....  | 3 |
| RULES POINTS OF EMPHASIS .....   | 3 |
| TIES FOR TEAM POINTS .....   | 3 |
| GENERAL REMINDERS .....  | 4 |
| BYLAW 22 REMINDER .....  | 4 |
| TROPHIES AND AWARDS .....  | 4 |
| FINANCES AND EXPENSES .....  | 4 |
| EVENT MERCHANDISE .....  | 4 |
| EVENT EXECUTION .....  | 4 |
| COURT SPECIFICATIONS .....   | 4 |
| PROCEDURES FOR GETTING OFFICIALS AND FEE AMOUNTS .....                               | 4 |
| TROPHIES .....   | 4 |
| SECURITY .....   | 5 |
| MEDICAL PROVISIONS .....   | 5 |
| MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS .....                       | 5 |
| INCLEMENT WEATHER .....  | 5 |
| NFHS NETWORK INFORMATION AND WEBSTREAMING .....                                      | 6 |
| REPORTING SCORES/RESULTS .....   | 6 |
| POST EVENT .....   | 6 |
| FINANCES AND FINANCIAL REPORT .....  | 6 |
| INSTRUCTIONS FOR PARTICIPANTS ADVANCING .....  | 6 |
| REFERENCE .....  | 6 |
| WEBSITE LINKS .....  | 6 |

### **PRE-MEETING**

#### *DUTIES SUMMARY STATEMENT*

- Please refer to the Kentucky High School Athletic Association Handbook which gives rules and regulations governing tennis tournaments and the links section at the end of this manual
- Review each of these provisions at your meetings to ensure consistent understanding from the coaches and the management of a smooth event
- The forms for your various reports should be self-explanatory and any required forms are included in the links at the end of these instructions
- Your compliance with these reports on a timely basis is essential for a smooth state tournament
- Contact Mr. Barren, Mr. Cope or Mr. Barren's Administrative Support Specialist, Larrecia Williams, at the KHSAA offices with any questions

#### *REFERENCE TO TEAM ALIGNMENT*

- Teams are aligned into 16 regions as detailed in the Competition Rules

- If any team desires to enter competitors and that school is not listed on the current Tennis alignment list of teams, contact the Association office prior to accepting the entry

### **MEETING/PRE-EVENT ORGANIZATION**

#### *ALLOWABLE COMPETITION DATES*

- Regional tournaments will be hosted by managers in each of the 16 regions
- A complete list of tournament sites and managers is available on the KHSAA website through the link listed at the end of these instructions
- The dates for the 2018 KHSAA State Tennis Championships will be May 17th-19th at Shillito Park and the University of Kentucky Boone/Downing Tennis Complex

#### *INSTRUCTIONS FOR TOURNAMENT ENTRY*

- KHSAA Form TN103 – Regional Tournament Entry Form (One Page)
  - Form TN103 must be filled out and submitted to your respective Regional Tournament Manager in order to enter the Regional Tournament
  - Form TN103 must list the participants representing your school that you intend to enter in the Regional Tournament Form TN103 should be submitted to your respective Regional Tournament Manager no later than the deadline date established by each region
  - All requested information must be completed
- KHSAA Form TN105 – Player Profile Form (One Page)
  - For each participant qualifying to compete and entered into the Regional Tournament, a Form TN105 must be filled out and submitted to your Regional Tournament Manager (each singles and doubles player, which means up to possibly as many as six Player Profile Forms submitted)
  - It is recommended that for each player profile form submitted, complete season results be included, not just the results for the minimum requirements to assist in seeding at both the regional and state rounds
  - Information from Form TN105 is critical to the preliminary procedures used in preparations for the KHSAA State Tournament Seeding

#### *ROSTER REQUIREMENTS AND SUBSTITUTIONS*

- Team rosters shall be maintained through the KHSAA member school website prior to the end of the regular season
- This roster serves as the required eligibility listing for the team in any reference to an eligibility listing

#### *PRE-TOURNAMENT MEETING MODEL AGENDA*

- Complete the Regional Tournament Managers Form GE56 to provide regional information
- Please keep association staff informed of any changes after you have submitted Form GE56
- The cost of trophies and awards are the responsibility of the regional tournament manager
- Read detailed instructions for trophies and awards being provided or information on ordering additional trophies
- Dates and times of play (tournament play may begin Friday, May 4, 2018)
- Inclement weather policy and plans
- Collect forms
- Check rosters
- Discuss future sites and remind interested schools to submit an application to the KHSAA to request to host
- Discuss tournament expenses (majority approval required)
- Discuss provisions for tennis balls
- Review awards and trophies
- Review equipment, facility rules and other facility notes
- Discuss and determine seeding methods
- Conduct draw/seed placement
- Copy brackets and provide to all teams
- Review scoring and tiebreakers

- Review coaching restrictions
- Discuss medical/trainer
- Review sportsmanship expectations of competitors, coaches and fans

#### *PROCEDURE FOR FUTURE REGION SITES*

- The regional manager should discuss that there is no site selection plan for Tennis
- All schools interested in hosting are encouraged to submit an Application For Hosting (GE59)

#### *PROCEDURES FOR REGION TOURNAMENT DRAW INCLUDING REPORTING BRACKETS AND ENTRIES*

- The regional draw/meeting should follow the regulations as set forth by the USTA Friend of Court for seed lines and draw procedure
- Seeding shall be based on the All Factors Method, considering each entrant's chances of winning the tournament and shall consider all reasonably available information, including ranking lists, standing lists, recent records, types of surface, and particularly head-to-head encounters
- For individual region singles and doubles tournaments, there shall be one (1) seeded player for every four (4) players entered
- For the individual region singles and doubles tournaments, the manager shall ensure the contestants are seeded and draw for the remaining places in the tournament
- For the individual region singles and doubles tournaments, singles players and doubles teams from the same school shall be placed in opposite brackets

#### *FORMAT OF EVENT DRAW SHEETS*

- When the draw sheets are not identical (example: girls' singles uses a 64 position draw sheet and girls' doubles only needs a 32 position draw sheet), the point system is as follows:
- The 64 position draw sheet will use the point system outlined in the paragraph below
- The 32 position draw sheet will award two (2) points for a first round win, and one (1) point for each match thereafter
- Zero (0) points are awarded for byes until a match is won
- There shall be no feed-ins (0-32 singles players/doubles teams requires a 32 position draw sheet; 33-64 singles players/doubles teams requires a 64 position draw sheet; etc.)
- A default counts as a win and is scored as 6-0, 6-0
- A retired player is scored as is when he or she retired

#### *RULES POINTS OF EMPHASIS*

- Each singles player and doubles team will receive one (1) point for each match that is won throughout the Regional Tournament
- The school who accumulates the most points throughout the Regional Tournament is the Regional Tournament Champion
- The school accumulating the second-most points throughout the Regional Tournament is the Regional Tournament Runner-Up
- If a player or doubles team receives a bye in the first round, that player or doubles team shall get two (2) points for the next round only IF the player or doubles team wins the second round match
- If the player or doubles team with the bye loses their second round match, the player or doubles team who had the bye will get zero (0) points

#### *TIES FOR TEAM POINTS*

- In the case of a two-way tie in points for the team championship in the Region Tournament, the tie will be broken by the following method:
  - The team having the highest percentage of games won during the tournament will receive first place
  - Example: Team A plays 200 games - wins 100 games = 50%
  - Team B plays 210 games - wins 160 games = 76%
  - If there is still a tie, the tie remains

#### *GENERAL REMINDERS*

- All match play shall be best two-out-of-three sets, with the third set being a Super Tie Break
- Guidelines for "no-ad" scoring may be found in the USTA publication "Friend at Court"

#### *BYLAW 22 REMINDER*

- You are reminded that KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school
- Please refer to the KHSAA Handbook if you have any questions

#### *TROPHIES AND AWARDS*

- It is a local region decision with regard to any trophies or awards in addition to those contracted by the KHSAA through Rihards.com
- Contracted trophies and costs are detailed later in this manual

#### *FINANCES AND EXPENSES*

- Finances and expenses are handled by the host school within policies adopted by the member schools

#### *EVENT MERCHANDISE*

- The Tournament manager, through approval of the member schools, will schedule event novelties
- Team IP, KHSAA event provider of state event merchandise, may be contacted to assist with this in the event a tournament does not have a merchandise agreement in place

### **EVENT EXECUTION**

#### *COURT SPECIFICATIONS*

- Prepare the facility for tournament play, making sure that the facility meets the proper specifications according to the USTA Friend at Court book for 2018

#### *PROCEDURES FOR GETTING OFFICIALS AND FEE AMOUNTS*

- All tournaments shall be played using the rules as established by the United State Tennis Association unless modified by the KHSAA
- It is the discretion of the regional manager in consultation with the participating schools as to the use of a USTA registered official for the regional tournament

#### *TROPHIES*

- The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, KY to supply the official KHSAA region and state trophies/awards for the 2017-2018 tournaments
- The trophies will be shipped via FedEx
- You will be billed directly by the trophy company
- The afternoon Rihards ships the awards you will receive an email with the FedEx tracking number
- Once you receive your awards, please inspect each and every one for damage, correctness or any other issues
- If you have any issues, please call customer service at Rihards (800-274-4373 or 270-563-5133) between the hours of 9:30 a.m. and 4:30 p.m. (CT)
- You may also email Rihards at [khsaa@rihards.com](mailto:khsaa@rihards.com)
- In the email with the tracking number, you'll also have a special link to the Rihards.com website which will let you confirm with a mouse-click that you received your awards in good condition
- Trophies are to be paid for by the tournament manager on behalf of the tournament
- The total cost for regional items is \$187.98 (per gender) and your package should consist of the following:
  - One region champion trophy
  - One region runner-up trophy
  - One Champion Medal for Individuals and two Champion Medals for Doubles
  - One Runner-up Medal for Individuals and two Runner-up Medals for Doubles
  - Two Semifinalist Medals for Individuals and four Quarterfinalist Medals for Individuals
  - Four Semifinalist Medals for Doubles and eight Quarterfinalist Medals for Doubles

### *SECURITY*

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary
- While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision
- The National Federation has made a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security
- Crowd control has become a major emphasis across the nation and though many schools have provisions in place, it is important to take every precaution to protect the athletes, fans and general public at contests
- While acknowledging the expense of security, it is noted that this should be an integral part of your athletic planning process
- Adequate security is a requirement at postseason contests

### *MEDICAL PROVISIONS*

- An emergency plan should be in place for the event
- This information should be communicated to all competing schools and rehearsed by all involved parties prior to the start of play
- It is strongly recommended that you provide a health care professional (on site) during the tournament to help with first response situations

### *MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS*

- The intellectual property, corporate, broadcasting and media rights to the postseason round prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA office including full compliance with restrictions of the NFHS Network and the KHSAA participation in the network
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for member of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager and will have paid the requisite rights fee to the KHSAA
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space for the purpose of recording the contest
- Such broadcast may not be re-broadcast in any form including internet and social media
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

### *INCLEMENT WEATHER*

- In case of inclement weather, play may be moved indoors and modified scoring initiated may be used if necessary
- While it would be ideal if all parties could agree on any rescheduling of tournaments necessitated by inclement weather or other natural events, this may not be practical

- It is the duty of the tournament manager in consultation with the participating teams to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified

#### *NFHS NETWORK INFORMATION AND WEBSTREAMING*

- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office

#### *REPORTING SCORES/RESULTS*

- Failure to report the bracket or results could result in a fine to the tournament manager

### **POST EVENT**

#### *FINANCES AND FINANCIAL REPORT*

- The participating schools shall adopt a plan for distribution of proceeds
- If there is dispute, contact the Commissioner's office
- In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among the participants
- The manager shall complete KHSAA Form GE51, tournament financial report, following the tournament and return it to the KHSAA via the email address [tnresults@khsaa.org](mailto:tnresults@khsaa.org)

#### *INSTRUCTIONS FOR PARTICIPANTS ADVANCING*

- The champion, runner-up and other two semifinalists in both the singles and doubles regional tournaments advance to fill a 64-place single elimination state tournament bracket, regardless of the team results

### **REFERENCE**

#### *WEBSITE LINKS*

- KHSAA Tournament Sites - <http://khsaa.org/tennis/2018/regionalsites.pdf>
- USTA Friend at Court book for 2018 - <https://khsaa.org/tennis/2018/2018%20friend%20at%20court.pdf>
- Girls' Managers - <http://khsaa.org/tennis/2018/girlsregionalmanagers.pdf>
- Boys' Managers - <http://khsaa.org/tennis/2018/boysregionalmanagers.pdf>
- Form GE51 Financial Report Form - <http://khsaa.org/forms/ge51.pdf>
- Form GE56 Regional Tournament Manager - <http://khsaa.org/ge56-regional-tournament-manager-form-tn/>
- Form GE59 Application for Hosting - <http://khsaa.org/ge59-application-for-hosting-ar-bf-xc-gf-sw-tn-tr/>
- Form GE79 Midway University/KHSAA Female Student-Athlete Nomination Form - <https://goo.gl/02WxHS>
- Form TN102 Regional Results Form - <http://khsaa.org/httpdocs/forms/tn102.pdf>
- Form TN103 Regional Tournament Entry Form - <http://khsaa.org/httpdocs/forms/tn103.pdf>
- Form TN105 Player Profile Form - <http://khsaa.org/forms/tn105.pdf>