

2019

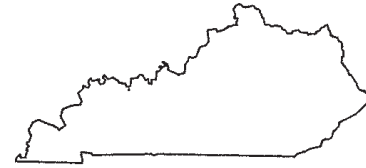


**TENNIS REGION
TOURNAMENT INSTRUCTIONS
FOR MANAGERS AND
PARTICIPATING TEAMS**



Table of Contents

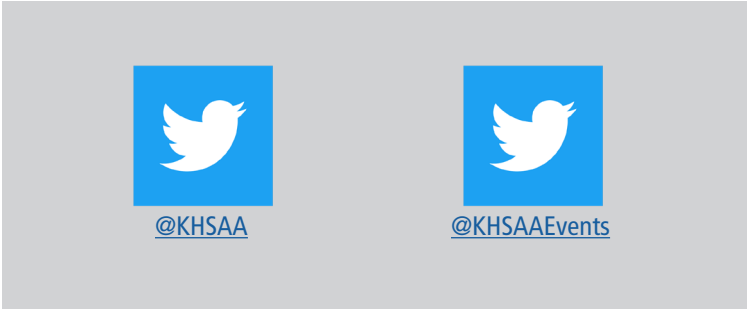
Duties Summary Statement..... 1
KHSAA Contact List..... 1
Reference to Team Alignment 1
Allowable Competition Dates 1
Pre-Tournament Manager’s Responsibilities 1
Pre-Tournament Meeting and Model Agenda 2
Rosters, Entries, Bracket Building, Scoring 2
Points of Emphasis 4
Procedure for Getting Officials and Fees 4
Bylaw 22 Reminder 4
Security 4
Medical Provisions 5
Inclement Weather Procedures..... 5
Trademark, Media Rights and Use of Marks 5
Music Copyright..... 6
Event Merchandise..... 6
Post Event/Reporting Results 6
Trophies 6
Finances and Financial Report..... 7
Instructions for State Tournament Qualifiers 7
Important Website Links 7



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DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing tennis tournaments, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

KHSAA CONTACT LIST

The primary contact for tennis is Assistant Commissioner Mike Barren (mbarren@khsaa.org).

If Mr. Barren is for some reason not available, Associate Commissioner Butch Cope (bcope@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in 16 regions as detailed in the competition rules.

The current alignment is available on the KHSAA website by holding your cursor over Sports/Activities, then select Tennis and select General Information.

Only schools on the list of aligned teams are eligible to enter unless approved by KHSAA officials.

If a team that isn't listed in the alignment desires to enter competitors, contact the KHSAA office prior to accepting the entry.

ALLOWABLE COMPETITION DATES

Tennis Region Tournaments shall be conducted Saturday, May 11 through Thursday, May 23.

If a region or group of schools desire to start regional competition on Friday, May 10, ensure that all schools are in agreement and contact the KHSAA for final approval.

In order to not unfairly penalize schools that choose to conduct their regional tournament early in the window, schools may choose to hold matches after the regional date provided the match limit contained in Bylaw 23 is not exceeded.

A complete list of tournament sites and managers is available on the KHSAA website using the link at the end of these instructions.

The Tennis State Championships are scheduled for May 30-June 1 at the University of Kentucky's Boone/Downing Tennis Complex in Lexington, Ky.

PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

CONTACT PARTICIPATING SCHOOLS

Contact all schools in your region and inform them of your tournament schedule, entry deadline and other pertinent information.

COMPETITION RULES

Remind all coaches to be familiar with the KHSAA Competition Rules for tennis that are available on the sport specific page of the KHSAA website.

PRE-TOURNAMENT MEETING

It is recommended that the manager coordinate a meeting of all coaches be held prior to the start of the tournament to discuss rules and procedures.

HOST SITE ADMINISTRATOR

The KHSAA requires a tournament administrator, other than the coach, at the host site.



PRE-TOURNAMENT MEETING AND MODEL AGENDA

The Region Manager will coordinate a meeting of participating coaches for the purpose of ensuring a smooth event.

MODEL AGENDA

- Complete Form GE56 (Regional Tournament Managers Form) to provide general information and keep KHSAA staff informed of any changes to the manager form after it has been submitted
- Provide detailed tournament schedule
- Inclement weather policy and plans
- Discuss future sites and remind interested schools to submit Form GE59 (Application for Hosting)
- Discuss other tournament expenses (majority approval required if distribution to schools is to be made)
- Discuss provisions for providing tennis balls
- Review equipment, facility rules and other facility notes
- Conduct final draw/seed placement
- Copy brackets and provide to all teams
- Review scoring and tiebreaker rules
- Review coaching restrictions
- Discuss medical needs/trainer
- Review sportsmanship expectations for competitors, coaches and fans

ROSTERS, ENTRIES, BRACKET BUILDING, SCORING

ROSTER OF AVAILABLE ENTRANTS

Team rosters shall be maintained through the KHSAA member school website throughout the regular season.

Only those players designated to be on the school postseason roster as of the Monday of the first postseason week are eligible to be entered and this postseason roster serves as the required eligibility listing for the team in the event of a permitted substitution.

There may be no additional players added to the team roster after 9 p.m. two (2) days prior to the initial entry deadline for submission of form TN103.

FORM TN103 - SCHOOL ENTRY

Form TN103 must be completed and submitted to your respective Region Manager.

All initial entries for the region must be submitted using Form TN103 not later than 9 p.m. four (4) days prior to the regional meet

By 9 p.m., three (3) days prior to the regional tournament, the manager shall distribute a list of entrants to all competing schools.

By 9 p.m., two (2) days prior the regional tournament, all coaches desiring to challenge the validity of a entry shall have notified the regional manager as to the objection, and the regional manager shall thereafter resolve and make a final determination.

FORM TN105 - PLAYER PROFILE FORM FOR SEEDING

For each qualifying participant competing in the Regional Tournament, Form TN105 must be filled out and submitted to the Region Manager (singles and doubles, which means as many as six (6) Player Profile Forms could be submitted).

It is recommended that complete season results be included with each submitted player profile form to assist with seeding and defend any seeded position.



2019 KHSAA Tennis Region Tournament Instructions

Information from Form TN105 is critical to the preliminary procedures used in KHSAA State Tournament seeding for all advancing players.

COMPILATION OF ENTRIES

It shall be the duty of the manager to compile entries submitted by the participating teams and supervise the conduct of the seeding and draw in accordance with the wishes of the competing schools.

SEEDING AND PROCEDURES FOR REGION TOURNAMENT DRAW

For each region singles and doubles tournament, there shall be one (1) seeded player for every four (4) players entered.

Form TN105 shall be used to gather necessary initial information for seeding consideration.

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 rankings, standings, recent records, playing surface and particularly, head-to-head competition.

The Region Manager shall ensure the contestants are seeded.

BRACKETS/DRAW SHEETS

The Region Manager shall be responsible for the proper placement of the seeded players in the appropriate bracket, and shall randomly draw the remaining places in the tournament.

The regional draw should follow the regulations set forth by the USTA "Friend of Court" book for seed lines and draw procedure, including the appropriate placement of seeded competitors into the bracket.

In region singles and doubles play, entries from the same school shall be placed in opposite brackets.

Regional tournaments will utilize a 32-position bracket with up to eight (8) seeded positions based off of one (1) seed for every four (4) entrants.

When more than 32 singles or doubles participants are entered, play-in matches will be utilized to advance to the opening round of 32.

- Any necessary play-in matches shall be played prior to the start date of the regional tournament for the round of 32.
- Entrants for the play-in matches will be decided by a blind draw from the non-seeded players.
- The bracket line at which the play-in match or matches feed into the 32-position bracket will be decided by a blind draw at the time the bracket is created.

MATCH PLAY AND SCORING SYSTEM

All match play shall be best two-out-of-three sets, with the third set played as a super tiebreaker.

In the event of inclement weather and with the approval of the KHSAA, the manager may implement "No-Ad" scoring provided such is used in a symetrical pod of matches.

Guidelines for "No-Ad" scoring may be found in the "Friend at Court" publication.

Each singles player and doubles team will receive one (1) point for each match that is won, beginning with the round of 32.

Play-in matches outside of the 32-position bracket will not earn team points.

A default following the development of the bracket counts as a win and is scored 6-0, 6-0.

A retired player's match is scored where it stands at the point of retirement.

If a player or doubles team receives a bye in the first round, that player or doubles team shall receive two (2) points for the next round ONLY if they win the second-round match.

If the player or doubles team with the bye loses their second round match, they will receive zero (0) points.

The school that accumulates the most points is the Regional Tournament Champion.

The school accumulating the second-most points throughout the regional tournament is the runner-up.



TIES FOR TEAM POINTS

In the case of a two-way tie in points for the regional team championship, the tie will be broken by the following method:

The team having the highest percentage of games won by all of its competitors during the tournament will receive first place.

- Example: The group of entrants from Team A plays 200 games - wins 100 games = 50%; the group of individuals from Team B plays 210 games - wins 160 games = 76%.

If this does not break the tie, the final result shall be a tie and the manager shall contact the KHSAA for trophy replacement.

POINTS OF EMPHASIS

COURT SPECIFICATIONS

Prepare the facility for tournament play, making sure that it meets the proper specifications according to the most recent copy of USTA "Friend at Court" book.

PROCEDURE FOR GETTING OFFICIALS AND FEES

All tournaments shall be played using the rules as established by the United State Tennis Association (USTA), unless modified by the KHSAA.

It is the discretion of the Region Manager, in consultation with the participating schools, as to the use of a USTA registered official for the regional tournament.

There is no established fee for regional tennis officials as this is negotiated between the manager, the USTA representative and the official.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY TEAM MEMBERS

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school. A pertinent section of the bylaw is included below.

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and his or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

SECURITY

RESPONSIBILITY

It is the responsibility of the Region 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 continues to make a strong effort in reminding all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools 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 planning process and is a KHSAA requirement at postseason contests.



MEDICAL PROVISIONS

ATHLETIC TRAINERS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.

A physician and/or ambulance should be in place in the event of an emergency, as well as an emergency plan for the transportation of injured athletes.

This information should be communicated to all competing schools.

- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of the document.
- Any fees associated are to be taken from gate receipts.
- It is strongly recommended that you provide a health care professional (on site) during the tournament to help with first response situations.

EMERGENCY ACTION PLAN

Each Region Manager is expected to have and maintain an emergency action plan for their tournament.

Emergency action plans shall be practiced and referred to prior to the event.

INCLEMENT WEATHER PROCEDURES

Schools hosting regional tournaments should be especially sensitive to the postponement of the event.

It is imperative that the Region Managers adhere to the scheduled postseason dates.

It is the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

TRADEMARK, MEDIA RIGHTS AND USE OF MARKS

The intellectual property, corporate, broadcasting and media rights to the postseason rounds 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 from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the tournament manager, and pay the requisite rights fee.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the tournament manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.



The determination of space availability is solely with the tournament manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA Commissioner is the manager of all rounds of 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. The fee schedule will be published annually by the Commissioner's office.

The sole exception to the fee is for schools participating in the School Broadcast Program of the NFHS Network.

MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the Region Championships.

Contact Assistant Commissioner Sarah Bridenbaugh (sbridenbaugh@khsaa.org) for more information or indicate accordingly on the Regional Manager Information form to sell apparel at your event.

POST EVENT/REPORTING RESULTS

Managers shall submit regional results to Communications Director Joe Angolia immediately following the completion of play.

Failure to report the bracket or results to the KHSAA at tnresults@khsaa.org could result in a fine to the Region Manager.

TROPHIES

The KHSAA Board of Control has contracted with Rihers.com of Smiths Grove, Ky., to supply the official KHSAA region and state trophies/awards for the 2018-19 tournaments.

The cost of trophies and awards are the responsibility of the regional tournament.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Open and inspect trophies and medals.

Contact Rihers' Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. (CT) or email Rihers at khsaa@riherds.com.

Do not disregard any billing information that may be enclosed in the packaging.

The total cost for regional items is \$193.88 per gender.

Your package should consist of the following:

- One (1) Region Champion Trophy
- One (1) Region Runner-up Trophy
- One (1) Champion Medal for Individuals and two Champion Medals for Doubles
- One (1) Runner-up Medal for Individuals and two Runner-up Medals for Doubles
- Two (2) Semifinalist Medals for Individuals and four Quarterfinalist Medals for Individuals
- Four (4) Semifinalist Medals for Doubles and eight Quarterfinalist Medals for Doubles



FINANCES AND FINANCIAL REPORT

All Region Managers shall submit a financial report to the KHSAA at the conclusion of the meet by filling out Form GE51 (Regional Tournament Financial Report).

The form may be emailed to tnresults@khsaa.org.

As you plan for your event, be mindful of both the cost of officials and the cost of trophies and any related medals.

In accordance with the KHSAA Constitution, all proceeds after expenses approved by the participating teams shall be divided among them. The participating schools should adopt a distribution plan at the pre-tournament meeting.

If there is a dispute, contact the Commissioner's office.

INSTRUCTIONS FOR STATE TOURNAMENT QUALIFIERS

The champion, runner-up and other two semifinalists in both the singles and doubles regional tournaments advance to the KHSAA State Tennis Championships.

Regional qualifiers will fill a 64-place single elimination state tournament bracket, regardless of the team results, for both singles and doubles.

IMPORTANT WEBSITE LINKS

- [KHSAA Tennis Site](#)
- [Competition Rules](#)
- [Regional Tournament Sites](#)
- [USTA Friend at Court Book](#)
- [Boys' Managers](#)
- [Girls' Managers](#)
- [Form GE51 \(Financial Report\)](#)
- [Form GE56 \(Regional Tournament Manager Form\)](#)
- [Form GE59 \(Application for Hosting\)](#)
- [Form GE79 \(Midway University/KHSAA Female Student-Athlete of the Year Nomination\)](#)
- [Form TN102 \(Regional Results Form\)](#)
- [Form TN103 \(Regional Tournament Entry Form\)](#)
- [Form TN105 \(Player Profile Form\)](#)