



***TENNIS***

**2022 REGIONAL  
COMPETITION INSTRUCTIONS**

**FOR MANAGERS AND  
PARTICIPATING TEAMS**



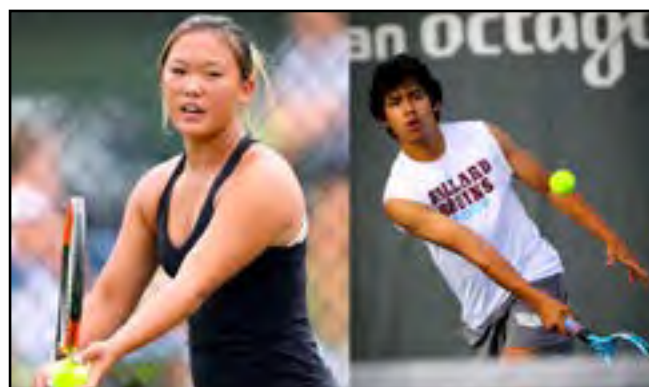


# 2022 Tennis Regional Tournament Instructions

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Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.



2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

## KHSAA Staff

Commissioner	Julian Tackett
Associate Commissioner	Butch Cope
Assistant Commissioner	Darren Bilberry
Assistant Commissioner	Sarah Bridenbaugh
Assistant Commissioner	Joe Angolia
General Counsel	Chad Collins
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## 2022 Tennis Regional Tournament Instructions

### COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports" document can be found at the following link: <https://bit.ly/3jvElu7>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Guidance is broken into three areas:

- **REQUIRED**- These standards are required at all sanctioned contests.
- **RECOMMENDED**- These standards are best practices during all contests during the pandemic and are therefore recommended for all contests. In a few cases, these will be **STRONGLY RECOMMENDED**.
- **CONSIDER**- While these items are also best practices during this time, local site discretion should be exercised to determine if these items are practical and feasible for use at the contest.

All items in the document should be interpreted as "CONSIDER" for local consideration unless otherwise noted.

These differences in the guidance are necessitated by the differences in sports, facilities and geographic areas, which are pronounced during normal years and magnified this school year.

### MASKS/FACE COVERINGS

Masks/Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific masking ordinance should also include a requirement for managers to post signage and make regular announcements.

#### COMPETITORS

- Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

#### NON-COMPETITORS

- Non-Competitors, in compliance with current KDPH and CDC guidelines are recommended to wear masks in all indoor settings unless otherwise exempted (e.g., cannot wear a mask due to disability), regardless of COVID-19 vaccination status.
- In compliance with [current KDPH K-12 education guidance](#), "In general, people do not need to wear masks when outdoors, though mask use may be considered in outdoor settings that involve sustained close contact with other people who are not fully vaccinated."

### PUBLIC HEALTH PROTOCOLS

- Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.
- The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

### 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 Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)).

If Mr. Cope is for some reason not available, Assistant Commissioner Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)) is the backup contact.



## 2022 Tennis Regional Tournament Instructions

### REFERENCE TO TEAM ALIGNMENT

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

The current alignment is available on the tennis page of the KHSAA website and included as a link at the end of these instructions.

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

Only schools on the list of aligned teams are eligible to enter a postseason tournament.

### ALLOWABLE COMPETITION DATES

The planned regional tennis tournament dates are May 12-25.

If a region or group of schools desire to start regional competition earlier than that window, ensure that all schools are in agreement.

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 31-June 2 at Top Seed Tennis Club in Nicholasville. On Tuesday, May 31, boys' matches will be played at the Boone Tennis Complex on the campus of University of Kentucky in Lexington.

### PRE-TOURNAMENT MANAGER'S RESPONSIBILITIES

#### COMPLETE TOURNAMENT MANAGER'S FORM

Complete the Regional Tournament Manager's Form (GE56) to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted. A link to the form is included at the end of these instructions.

#### CONTACT PARTICIPATING SCHOOLS

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

#### PRE-TOURNAMENT MEETING

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

The use of a virtual meeting is permitted and strongly recommended.

#### FUTURE REGIONAL SITES

Tournament Managers should review the site selection schedule with all schools in the region at the pre-tournament meeting.

If changes or corrections are made to the site selection plans, use KHSAA Form GE59 (Region) and return it to the KHSAA immediately following the meeting.

#### ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

Coaches and administrators should be given direct details about how to enter the region's host site.

#### DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants, including the schedule of events, any on-site meeting information, site specifics and directions to the venue.

This document shall include any COVID-19 requirements or adjustments made for the event.

#### HOST SITE ADMINISTRATOR

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

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.



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### VENUE LOGISTICS

#### SIGNAGE, BALLOONS, NOISEMAKERS AND BAND PERFORMANCES

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted at the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are not permitted.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music and band performances are permissible, but only during pre-match, natural and planned breaks.

### PRE-TOURNAMENT MEETING MODEL AGENDA

- Call to order
- Designate someone to record minutes
- Discuss the "Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports" <https://bit.ly/3jvElu7>
- Discuss team party and participant admission
- Remind coaches that all participants must appear on the online roster and be designated for postseason play
- Discuss the inclement weather policy and plans
- Discuss tournament expenses (majority vote 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 information will be entered using UTR
- Brackets will be published using UTR
- Review scoring and tiebreaker rules
- Review coaching restrictions
- Detail the security and emergency action plan
- Discuss medical needs/trainers
- PA, official scorers
- Auxiliary workers: ticketing, programs, concessions, parking
- Review sportsmanship expectations for competitors, coaches and fans
- Discuss future sites

### ENTRY, ROSTERS, SEEDING, DRAW

#### POSTSEASON ROSTERS

Postseason participants must be designated to the postseason roster from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Remember rosters in UTR are separate from those in the KHSAA system.





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Only participants appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

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.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available participants.

This roster information is also used for advance preparations for state qualifying teams.

### 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 no 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.

### PLAYER PROFILE FORM FOR SEEDING

All information (season results, scores, etc.) used for consideration of seeds must be entered through UTR.

### 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.

It is advised that each region have an individual assigned with the responsibility of entering bracket information in the UTR system as well as updating it with results as the event progresses.

### SEEDING AND PROCEDURES FOR REGION TOURNAMENT DRAW

For each region singles and doubles tournaments, the number of players seeded shall equal a power of two (For example 2, 4, 6, 8, 16) based on the number of entries in each individual tournament.

The maximum ratio of players seeded shall be one to three. A draw with 12-23 entries shall have 4 seeds. A draw with 24-47 entries shall have 8 seeds.

Number of Players/Teams in Draw	Number of Seeds Allowed
2-11	2
12-23	4 (or 2)
24-47	8 (or 4, 2)
48-64	16 (or 8, 4, 2)

UTR information 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 UTR, recent results, and particularly, head-to-head competition.

UTR is a tool to assist in consideration of seeding.

The Region Manager shall ensure the contestants are seeded.

### BRACKETS/DRAW

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.

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



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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.

### POINTS OF EMPHASIS

#### FORMAT OF EVENT

NFHS rules will be used without exception.

#### 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.

#### 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 symmetrical 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.

### 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.



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### 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.

### SECURITY

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 remind 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. The Region Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited.

After the event, have the officials escorted to the locker room and/or parking lot.

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

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site.

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 10 of the document.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on site.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

### EMERGENCY ACTION PLAN

All region hosts shall adhere to the KHSAA guidance document in the event that a COVID-19 symptomatic individual is detected at the event.

Each Region Manager is expected to have and maintain an emergency action plan for their tournament which shall be practiced and referred to prior to the event.

Before starting matches, the Region Manager should identify themselves and establish a designated area where they can be reached in the event of an emergency.

### INCLEMENT WEATHER PROCEDURES

#### STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions





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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.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

### MEDIA AND INTELLECTUAL PROPERTY RIGHTS

#### GENERAL MEDIA RIGHTS

For 2022, television media and other media outlets are subject to denial for entry primarily due to COVID-19 restrictions.

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

In general, management of the execution of those duties is assigned to the host KHSAA school's game manager.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and 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 video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

A freelance/commercial photographer is any person, including a school employee, who will capture images from the event and re-sell them to anyone, including team members, the families or the general public.

#### RADIO BROADCASTS

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

#### TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast. The mandated, minimum fee will



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be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than 24 hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to the Communications Director of the KHSAA.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

### 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 ordering event merchandise to be sold at the regional tournament.

Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

## POST EVENT

### REPORTING RESULTS

Region managers are responsible for results to be entered in UTR on a daily basis.

Failure to report results could result in a fine to the Region Manager.

### TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2021-22 tournaments.

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

Upon arrival, open trophy boxes immediately and inspect them. Report any breakage or missing items directly to Riherds at 1-800-274-4373 or email at [khsaa@riherds.com](mailto:khsaa@riherds.com).

It is a local region decision regarding any trophies or awards given in addition to those contracted by the KHSAA.

The total cost for regional items is \$207.00 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 (2) Champion Medals for Doubles
- One (1) Runner-up Medal for Individuals and two (2) Runner-up Medals for Doubles
- Two (2) Semifinalist Medals for Individuals and four (4) Quarterfinalist Medals for Individuals



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- Four (4) Semifinalist Medals for Doubles and eight (8) Quarterfinalist Medals for Doubles

### AWARDS PRESENTATION PROTOCOL

Utilize the following protocol for distribution of trophies at the district and regional tournaments:

#### Alternative One

- Teams should remain in separate areas on each side of the field and remain there throughout the presentation.
- Have clearly defined protocols for social distancing between the team groups and the presenters during the presentations.
- Awards should be placed at a "neutral" location away from the teams.
- The trophy presenter should deliver the trophies and other awards to the team representatives in the gathering area and not permit teams to gather near the original awards location.

#### Alternative Two

- Leave trophies boxed and allow the winning and runner-up coach to pick them up one at a time as they leave the facility.
- Have any photos or gatherings outside of the facility.

### 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.

### FINANCES

#### TOURNAMENT FINANCIAL REPORT

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

The forms, included as links at the end of these instructions, must be received no later than three (3) weeks following the tournament. Forms may be emailed to [tn@khsaa.org](mailto:tn@khsaa.org).

#### TOURNAMENT COSTS

Finances and expenses are handled by the host school within policies adopted by the member schools. As you plan for your event, be mindful of the cost of officials, trophies and medals.

The participating schools shall adopt a plan for distribution of proceeds.

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

### IMPORTANT WEBSITE LINKS

- [KHSAA Tennis Site](#)
- [Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practice and Competition During the Pandemic: Interscholastic Sports](#)
- [Competition Rules](#)
- [Current Alignment](#)
- [Regional Sites](#)
- [Boys' Regional Tournament Managers](#)
- [Girls' Regional Tournament Managers](#)
- GE51 - Regional Tournament Financial Report ([DOCX](#)) ([PDF](#))
- [GE56 - Regional Tournament Manager Form](#)
- [GE59 - Application for Hosting](#)
- TN102 - Regional Results Form ([DOCX](#)) ([PDF](#))



## 2022 Tennis Regional Tournament Instructions

- TN103 - Regional Tournament Entry Form ([DOCX](#)) ([PDF](#))
- TN105 - Player Profile Form ([DOCX](#)) ([PDF](#))