



TENNIS
**2022 STATE
COMPETITION INSTRUCTIONS**
**FOR MANAGERS AND
PARTICIPATING TEAMS**
Presented by UK HealthCare





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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

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
- Information Technology Director Rob Catron
- Media Relations and Publications Director Connor Link
- Event Services and Social Media Director Jenny Elder
- Administrative Assistant/Office Manager Kara Howard
- Administrative Support Specialist Jeremy Ison
- Administrative Support Specialist Jeanie Molloy
- Physical Plant Director Roy Tatum



[@KHSAA](https://twitter.com/KHSAA)



[@KHSAAEvents](https://twitter.com/KHSAAEvents)



BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2022 KHSAA State Tennis Championships presented by UK HealthCare.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

The primary contact for tennis is Associate Commissioner Butch Cope (bcope@khsaa.org).

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

They, along with Event Services and Social Media Director Jenny Elder (jelder@khsaa.org), will be on site throughout the event to assist you as needed.

Media inquiries should be directed to Media Relations and Publications Director Connor Link (clink@khsaa.org), who will also be on site throughout the event.

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party.

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.

Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/3xseMa9>) for multiple references to water, hydration and food guidelines.

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,



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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.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

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

COMPETITION DATES, LOCATION AND SCHEDULE

DATES

The 2022 KHSAA State Tennis Championships will be held May 31-June 2.

Play on Tuesday, May 31 will be split between Top Seed Tennis Club in Nicholasville and the UK Hilary J. Boone/Downing Tennis Complex in Lexington.

All matches on Wednesday, June 1 and Thursday, June 2 will be played at Top Seed Tennis Club.

SCHEDULE

A complete timetable for the tournament is included as a link at the end of these instructions, as well as on the tennis page of the KHSAA website.

See the inclement weather section for other guidance in case these situations should occur.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility, to make decisions in regard to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

KHSAA officials will make every effort to learn the weather forecast prior to the start of competition as the safety of the public and participants will be the most important factor in any decision.

VENUES AND ADDRESSES

[Top Seed Tennis Club](#)

[777 E. Brannon Rd., Nicholasville, Ky., 40356](#)

and

[UK Hilary J. Boone/Downing Tennis Complex](#)

[454 Complex Dr., Lexington, Ky., 40506](#)

ALTERNATE SITE IF RESCHEDULING IS NECESSARY

[Bluegrass Racquet Club](#)

[151 Brannon Meadow Way](#)

[Nicholasville, Ky., 40356](#)

TICKET AVAILABILITY AND POLICIES

TICKETS

Digital tickets will be required to be purchased online for admission for each day of the event at khsaatickets.org

General admission ticket are priced at \$14 each per day, plus fees.

Included in the admission price is a \$2 parking charge retained by the host venue.

Children five-and-under will be admitted free, but must still “purchase” the free ticket through khsaatickets.org.



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Fans should again purchase their tickets before they arrive to facilitate entry.

There will be no paper tickets sold at the walk-up gate or cash sales.

Any on-site transactions will be digital.

No coaches' association cards or KHSAA officials' ID cards will be honored at the gate.

Each spectator will be required to check in each day at the Ticket Redemption Tent to receive an armband and move around the facility.

No screenshots of tickets shall be honored at any time.

ALTERNATE-WEATHER VENUE ADMISSION

If weather forces play completely indoors, a new ticket will not be required at alternate sites.

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a web conference via Zoom for participating coaches and athletic directors at 1 p.m. ET on Friday, May 27.

Additional instructions regarding the call will be sent via email once the field is set.

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

PRE-CHAMPIONSHIP, ON-SITE MEETING

There will be no mandatory, pre-competition meeting at the venue.

Instead, teams should use the conference call to ask any questions.

PRACTICE

Top Seed Tennis Club will be open on Monday, May 30.

Contact the Club directly at (859) 523-7474 to check court availability.

Schools/individuals are responsible for any fees associated with practice as well as adhering to local code of conduct and guest health waivers.

There is no opportunity for practice at the UK Boone/Downing Stadium Complex.

LODGING

Schools will arrange lodging for their participants if needed and are responsible for all travel expenses, including lodging, for participation in the event.

Have your school's or Board of Education's Sales Tax Exempt Number with you at check-in to avoid sales tax from being added to the hotel bill.

PARKING

University of Kentucky

- All spectators attending KHSAA tennis matches should park their vehicles in an E-Lot (Cliff Hagan Baseball, Nutter Training Center, Outdoor Tennis Courts) surrounding the tennis center or pay-to-park in Parking Structure 7.
- The surrounding E-Lot's will go off patrol 60 minutes prior to the start of the first match.
- Parking Structure 7 requires additional payment to park and is located on Sports Center Drive.
- Parking in any other nearby lots may result in a ticket as these locations are for UK residential students only.

Top Seed Tennis Club

- Parking is very limited, please consider carpooling if possible.
- Top Seed will be providing parking attendants on site, the fee for which is included in the ticket price.
- Look for them for guidance.
- Do not park in the Bridgepointe Retirement Complex next to Top Seed.



- Bus drivers will be told to drop off students at Top Seed before being directed to an alternate site.

BYLAW 22 - REQUIREMENT TO ACCOMPANY

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.

POSTSEASON ROSTERS AND SUBSTITUTIONS

POSTSEASON ROSTERS

Schools have previously logged into the KHSAA website and designated the postseason roster, which is separate from the regular-season varsity roster and separate from the rosters entered in UTR.

Roster revisions had to be made before the first date of the postseason when online rosters were closed and considered final.

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

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.

SUBSTITUTIONS/LIMITATIONS

The postseason roster serves as the required eligibility listing for the team in the event of a permitted substitution.

There cannot be a substitute for a singles player at any time during the tournament.

The Tournament Manager may allow a substitution on a doubles team prior to the first match of the championship if the original entry is prevented from participating due to injury or illness.

No advantage may be gained by the substitution, or it will not be permitted.

Once the first match of the tournament has begun, there cannot be any substitutions.

ADMISSION INTO VENUE

PARTICIPANT ENTRY

Teams will check-in to receive their credentials for all approved coaches and be given the proper number of bag tags for the participants based upon the number of entrants in the meet.

The bag tags given to the students are simply souvenir in nature and are not admission credentials.

Team members outside of the participating athletes must purchase a ticket in advance through GoFan.

TEAM PARTY ENTRY - NON-PARTICIPANTS

The player check-in gate will open at 7 a.m. ET on Tuesday, May 31 at both venues.

Players and coaches need to arrive at the venue together for admission.

Administrators will only be admitted using the KHSAA Commonwealth Card issued to each Superintendent, Principal and Assistant Principal.

Coaches will be admitted if appearing on the valid coaching list provided to the managers.

The only coaches who will appear on that listing are coaches who have completed the current year rules clinic and those that are current in the KHSAA Sports Safety Course.

All other individuals will be required to purchase a ticket online through GoFan to attend.

Do not redeem the tickets prior to arriving at the gate.

FAN ENTRY

Everyone must enter and exit through the admission gate, which opens 30 minutes before the start of play each day.

Children five-and-under will be admitted free, but must still "purchase" the free ticket through GoFan.

There will be re-entry without the purchase of a new ticket, including at alternate-weather venues, via a wristband.



GoFan's training page for buying and sharing tickets is included as a link at the end of these instructions.

VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter which you or a team member feels should be addressed to minimize risk to all involved.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

Attendance at events is a vital family and community based activity which is encouraged.

VENUE LOGISTICS

DRESSING/LOCKER ROOMS

Locker room access is not provided on-site.

Participants should arrive at the venue dressed and ready to compete.

STRINGING

Stringing services will be available at Top Seed Tennis Club. The cost (subject to change) is \$20 per racquet, plus the cost of the string, plus tax.

SIGNAGE, BALLOONS AND NOISEMAKERS

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

The signs/banners must be handheld.

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 inside the facility.

- o 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 of any kind are not permitted inside the facility per NFHS rules.

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

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

WHEELCHAIR/A.D.A. ACCOMMODATIONS

The KHSAA will exercise normal care and control to provide students and fans with accessible seating.

Efforts will be made to make a reasonable accommodation for those individuals who may need wheelchair access or other needs due to disabilities.

Please see an event staff member for instructions.

CONDUCTING THE EVENT

COMPILATION OF ENTRIES

KHSAA staff along with the tournament manager will supervise the conduct of the seeding and draw in accordance with the Board of Control adopted competition rules.

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.

BRACKETS/DRAW SHEETS

The state championships will utilize a 64-position bracket with up to 16 seeded positions based off of one (1) seed for every four



(4) entrants.

Brackets will be posted in advance of the championships on the tennis page of the KHSAA website.

Printed copies of the brackets will not be provided by the KHSAA.

WITHDRAWAL OF NON-SEEDED PLAYER

Any withdrawal of a non-seeded player prior to play beginning shall result in leaving the player in the bracket and advancing the opponent by withdrawal.

ALTERNATE SITE

In case of inclement weather, play during the championships may be moved indoors.

If play is moved indoors, directions to the alternate venue will be given on-site, as well as through the KHSAA website, texting system and social-media accounts.

Attendance will be limited at the alternate sites for indoor competition.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

COMPETITION RULES

The championships shall be played using the rules as established by the USTA, unless modified by the KHSAA.

MATCH PLAY AND SCORING SYSTEM

All match play shall be best two-out-of-three sets, with the third set being a super tie-break.

INCLEMENT WEATHER SCORING

A modified scoring method may be implemented by the Tournament Director due to inclement weather per the Competition Rules.

Modified scoring may be implemented at the beginning of a round and could be "no-ad" scoring/continuous play with no break between second and third set tiebreakers.

POINT SYSTEM TO DETERMINE TEAM CHAMPIONS

Each singles player and doubles team will receive one (1) point for each match won throughout the tournament.

The school that accumulates the most points throughout the event is the state champion.

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

TIE-BREAKING PROCEDURES FOR TEAM POINTS

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

- The team with the highest percentage of games won during the tournament will receive first place.
 - o Example: Team A plays 200 games - wins 100 = 50%; Team B plays 210 games - wins 160 = 76%.
 - o Team B would be named the state champion.

If there is still a tie, it will remain and duplicate awards will be given.

REQUIRED BALL

Tennis balls will be provided for each match by the KHSAA Tournament Manager.

Penn is the ball used for all KHSAA State Championship play.

COURT SPECIFICATIONS

The facilities meet the proper specifications according to the USTA.

STATE EVENT OFFICIALS

Officials presiding over the event are licensed by the Kentucky Tennis Umpires Association, Inc. and assigned by the KHSAA staff.



SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of the UK HealthCare to provide trainers for the State Tennis Championships.

Athletic Training staff will be available beginning one (1) hour prior to play and remain available throughout the day.

Any school desiring admission of its own certified trainer shall have to purchase a ticket. Please notify Mr. Cope for approval.

PHYSICAL EXAM FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.

The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, UK Sports Medicine trainer or venue staff so emergency medical services can be reached.

An AED will be located at the team check-in area.

VIDEOTAPING, MEDIA AND INTELLECTUAL PROPERTY RIGHTS

GENERAL MEDIA RIGHTS

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.

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

Control of media access and location at all levels of postseason play is with the KHSAA.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made 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, allowances shall be made 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 KHSAA 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 KHSAA 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 KHSAA and shall be equitable for all teams.



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Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

A 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.

SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

This pass must be requested in advance of the start of the event through the online system using Form SI103 which is included as a link at the end of these instructions.

TRADITIONAL MEDIA CREDENTIALS

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system. A link to the credential application is included at the end of these instructions.

The deadline to apply is Monday, May 31 at 5 p.m. ET.

Applications should be submitted by the editor or director at each organization.

Complete information should be submitted for all attendees (including unique email addresses and cell phone numbers), as the KHSAA will use these methods to communicate information surrounding the event.

Freelance/commercial photographers, as defined herein, will not be granted access to KHSAA events unless the requisite media rights fee is paid.

KHSAA Media policies are outlined online at - <https://khsaa.org/news-stats-pubs/media-resources/media-credentials/>

TEAM BROADCASTS

By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each match its affiliated school participates in.

An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using SI113 (School Audio Broadcast Designation Form).

The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system.

Originating stations/websites will be subject to a media rights fee, which will be outlined through the online credentialing system.

MEDIA RIGHTS FEE

Freelance/commercial photographers as defined in these instructions and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

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.

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 entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live.



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The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

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.

FILMING

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

EVENT MERCHANDISE

KHSAA State Championship apparel will be available for sale at the event and online at the following link - khsaa.teamip.com.

TeamIP is the exclusive vendor of championship apparel.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

POST EVENT

RESULTS

Results will be announced at the competition site and posted on the KHSAA website.

TROPHIES AND AWARDS

All awards presentations shall be setup to ensure that the individuals are separated by school and the awards are delivered to the school representatives by the presenter.

The KHSAA will present the following awards:

- Team champion trophies
- Team runner-up trophies
- Team third place trophies
- Team fourth place trophies
- Individual champion and runner-up plaques for singles and doubles
- Individual medals will be given to the semifinalists and quarterfinalists for singles and doubles

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event - khsaaphotos.org

Non-credentialed photographers must take all photos from the confines of the spectator areas.

FINANCES AND EXPENSES

There is no school reimbursement for this event as member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, judges and event workers.

IMPORTANT WEBSITE LINKS

- [KHSAA Tennis Website](https://khsaa.org)
- [Competition Rules](#)
- [Healthy at Sports, Stage 4 - Perseverance, Guidance for Continued Practiced and Competition During the Pandemic](#)



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- [COVID-19 Media Guidance](#)
- [GE04 \(Physical Exam Form\) - \(Spanish Version\)](#)
- [SI115 - Spring KHSAA Media Credentials](#)
- [SI113 - School Broadcast Radio Form](#)
- [Tennis Alignment](#)
- [State Time Schedule](#)
- [UK Parking Map](#)
- [GoFan Digital Event Tickets](#)
- [GoFan Ticket Training](#)