

## 2012 IHSAA Tennis Coaches Handbook



**Indiana High School Athletic Association, Inc.**

9150 N. Meridian St., P.O. Box 40650

Indianapolis, IN 46240-0650

Phone: 317-846-6601 | Fax: 317-575-4244

Web: [www.ihsaa.org](http://www.ihsaa.org) | Twitter: @IHSAA1

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## Introduction

This booklet has been prepared by the Indiana High School Athletic Association in cooperation with the Indiana High School Tennis Coaches Association. This document should be used as a supplement to the IHSAA By-Laws. Please consult your athletic administrator or principal for specific questions. The purpose of this document is to:

1. Serve as a guide for new and veteran coaches.
2. Provide consistency in conducting season and tournament play.
3. Elevate the quality of sportsmanship among high school student-athletes and coaches.
4. Promote tennis as an extension of the educational environment of the schools.
5. Develop an understanding of IHSAA policy and procedure as it relates to interscholastic tennis.

## USTA Rule Changes

No changes that impact high school tennis.

## Know Your Student's Eligibility

- I. The Indiana High School Athletic Association has been the governing body of high school athletics in our state since 1903.

Your school is a voluntary member of the IHSAA and has agreed to follow its rules. Both your school and the IHSAA believe in equal competition among schools and the close relationship between academics and athletics.

The IHSAA rules listed below are only a summary of some of the regulations affecting student eligibility. All rules are found in the IHSAA By-Laws and Articles of Incorporation. Your principal and athletic director have copies and it is also available on the IHSAA website at [www.ihsaa.org](http://www.ihsaa.org).

**Student Athletes are Ineligible if:**

**A. Age**

You are 20 years of age prior to or on the scheduled date of the IHSAA state finals in a sport.

**B. Amateurism**

1. You play under an assumed name.
2. You accept money or merchandise directly or indirectly from athletic participation.
3. You sign a professional contract in that sport.

**C. Awards/Gifts**

1. You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.
2. You use or accept merchandise as an award, prize, gift or loan or purchase such for a token sum.
3. You accept awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.

**D. Conduct/Character**

1. You conduct yourself in or out of school in a way which reflects discredit on your school or the IHSAA.
2. You create a disruptive influence on the discipline, good order, moral and educational environment in your school.

**E. Enrollment**

1. You did not enroll in school during the first 15 days of a semester.
2. You have been enrolled more than eight consecutive semesters.
3. You have represented a high school in a sport more than eight semesters.

**F. Illness/Injury**

You are absent from school for five or more consecutive school days due to illness or injury or are physically unable to practice for five consecutive days or more due to illness or injury, upon report and prior to returning to participation, do not present to your principal or designee a written statement from a physician who holds an unlimited license to practice, stating that the player is again physically fit to participate in interschool athletics.

Prior to starting competition, the player then shall participate in the designated number of practices based on the days missed.

<b>Days Missed</b>	<b># of Practices Required</b>
5 to 10	4
More than 10 consecutive	6

A practice may be held the morning of the day of a game; however, the practice cannot count for that days' competition. It can be counted towards the number of practices needed for the individual for succeeding competitions.

**G. Participation**

1. During Contest Season
  - a. You participate in tryouts or demonstrations of athletic ability in that sport as a prospective college student-athlete.
  - b. You participate in an organized athletic contest with or against players not belonging to your school.
  - c. You participate as an individual on any team other than your school team.
  - d. You participate as an individual without following the criteria for the outstanding student-athlete.
  - e. You attend a non-school camp.
  - f. You attend and participate in a student clinic.
  - g. You participate as a grade 9, 10, 11 or 12 student in a contest with or against a student enrolled in below grade 9 at an IHSAA member school.

2. During School Year Out-of-Season
  - a. You participate in practices or contests organized by the school.
  - b. The coaching staff from a member school coach you in a tennis program while under the organization, supervision and operation of the member school.
3. During Summer
  - a. You are in attendance at a school sponsored camp or a camp for a fall sport after Monday of Week 4 or after Monday of Week 5 for other sports.
  - b. You have contact with any member of the high school coaching staff during moratorium week.

#### **H. Practice**

You have not completed 10 separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.

#### **I. Scholarship**

1. You did not pass 70% of the maximum number of full credit subjects or the equivalent in your previous grading period. Semester grades take precedence.
2. You are not currently passing in 70% of the maximum number of full credit subjects or the equivalent.

#### **J. Consent and Release Certificate**

You do not have the completed certificate on file with your principal each school year, between May 1 and your first practice.

#### **K. Transfer**

1. You transfer from one school to another primarily for athletic reasons.
2. You were not enrolled in your present high school your last semester or at a junior high school from which your high school receives its students unless:
  - a. you are entering the 9th grade for the first time;
  - b. you are transferring from a school district or territory with a bona fide move by your parents;
  - c. you are a ward of the court;
  - d. you are an orphan;
  - e. you reside with a parent with legal custody;
  - f. your former school closed;
  - g. your former school is not accredited;
  - h. your transfer was pursuant to school board mandate;
  - i. you are a foreign exchange student attending under an approved NASSP program and you were randomly assigned to your present school;
  - j. you voluntarily did not participate in any contests as a representative of another school during the preceding school year.

#### **L. Undue Influence**

You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents.

#### **M. Open Facility Program – During the School Year - Out of Season**

Program in which the gymnasium, playing field or other school facilities are open to all students for participation. Specific equipment related to a particular sport may be used. Schools may not pay for usage of a facility to run Open Facility programs.

1. Member schools may operate open facility programs in which school facilities are open to all students at that school for participation.
2. Open facility sessions for a particular sport may be conducted three times per week. They may be held more frequently within a month of the date of the official first practice in the sport.
3. Member school coaches may supervise the program, communicate with students and offer correction provided that:
  - a. they do not organize teams or assign students to teams;
  - b. the program is open to all students of the member school;

- c. attendance and participation is voluntary and not required by the member school coach for membership on a team;
- d. the coaching staff may offer instruction and work directly with a maximum of two athletes at a time.

## **IHSAA By-Laws for Tennis**

### **I. Rule 58 (Boys) and 109 (Girls) – Tennis**

**See Rule 9 which applies to all sports.**

#### **58-1; 109-1**

The United States Tennis Association Rules shall govern unless modified by the IHSAA Executive Committee.

#### **58-2; 109-2**

See Rules 50 and 101 for practice and contest seasons.

#### **50-1; 101-1**

There shall be 10 separate days of organized practice in tennis under the direct supervision of the school coaching staff by each player preceding date of participation in interschool matches. Only one practice may be counted for any one day. You may not count a practice on a contest day.

#### **58-3; 109-3**

A combination of dual matches and tournaments may be played provided the total number of matches does not exceed 22. The maximum number of contests holds for players and school. No more than 16 dual matches and no more than 5 tournaments, with each round in each tournament counted as a match, with the total not to exceed a total of 22 matches shall be played.

### **Questions and Answers**

- Q 1. What constitutes a tennis match?
- A. A contest between two teams, which consist of 2 out of 3 sets (regulation matches) with a twelve point tie breaker at 6-6 for both singles and doubles.
- Q 2. What constitutes a tournament?
- A. When three or more schools are involved.
- Q 3. What is the maximum number of contests and tourneys for schools and contestants?
- A. No more than 16 dual matches and no more than 5 tournaments (with each round counted as a match; the total number of matches may not exceed 22.
- Q 4. When players compete in a singles only tourney and a doubles only tourney, how shall such be counted?
- A. As 2 tourneys.
- Q 5. What action should be taken when coaches “stack” their lineups?
- A. Complete a Tennis Unsportsmanlike Conduct Report as instructed on the form. Send it to your school's athletic director, the athletic director of the offending school and to IHSAA Assistant Commissioner Theresia Wynns.
- Q 6. May tennis players, whose families are members of a tennis club, participate in club activities during the high school tennis season so long as the activity involves only club members and not individuals from outside the club?
- A. No. However, club membership may continue. Participation in any official or unofficial competition for that club during the IHSAA contest season is a violation of IHSAA Rule 15.
- Q 7. May a tennis player with remaining IHSAA eligibility receive and accept a tennis racket through a sporting goods dealer “free list” or “loan list”?
- A. No. A tennis player who receives merchandise of any kind (or cash) in recognition of athletic achievement makes himself/herself ineligible in tennis.
- Q 8. May an athlete in an individual sport receive a paid private lesson from his/her coach during the school year out of season?
- A. Yes, so long as the program is not under the organization, supervision and operation of a member school.
- Q 9. May a member school coach in an individual sport instruct his/ her athletes who have participated as a member of their team during the school year?

- A. Yes, so long as the program is not under the organization, supervision and operation of a member school.
- Q 10. May a member school coach in an individual sport instruct his/her athletes who have participated as a member of their team during the summer?
- A. Yes, the member school coach may instruct team members during the period of time defined as the summer.
- Q 11. May a member school coach play with one of her/his players during the school year, out of season?
- A. No, the member school coach may play against the player but may not play with the player.
- Q 12. May a professional coach give lessons on Sunday in the authorized practice or contest season to a student athlete(s) who is on an IHSAA high school team coached by the professional?
- A. No. No coach of a team may give lessons to any member of the team on Sunday. (Rule 9-13) For example, a professional tennis coach who provides paid individual and group tennis lessons at the local tennis facility, and who is also a tennis coach of an IHSAA member school's tennis team, may not give private lessons on Sunday in the IHSAA authorized practice or contest season to any member of the member school's tennis team.

## II. Practice

- A. Physical Examination** – All participants in a school athletic activity must have a current IHSAA physical examination form completed and on file with the school prior to participation in any athletic activity.
- B. First Practice Date** – Designated by the IHSAA and is the date that inter-school tennis practice may begin statewide.
- C. First Authorized Contest** – Designated by the IHSAA and is the date that interschool tennis competition may begin statewide.
- D. Match Limitation** – A team is limited to the number of matches allowed during the contest season.
1. No more than sixteen (16) dual matches.
  2. No more than five (5) tournaments (each round must count as a match).
  3. Total matches shall not exceed 22.

### E. Important Notes for Tennis Coaches

#### Students:

##### Paid Private Lessons

1. A student-athlete may give or receive private lessons at any time throughout the year.
2. During the school year out of season, there are no restrictions on private lessons.
3. During the IHSAA contest season, a student-athlete may:
  - a. give or receive private instruction;
  - b. give lessons to students eighth (8) grade and below;
  - c. receive private lessons, one on one with instructor as long as no school practices are missed;
  - d. receive group lessons, only if all students in the group are from the student's home school (see IHSAA By-Law 15-1b).

#### Coaches:

During the school year out-of-season, tennis coaches may coach their student-athletes ONLY:

1. If the program is a non-school program; AND
2. If the coach has been hired by a non-school agency to teach tennis; AND
3. If the non-school program is open to ALL students.

During the summer, tennis coaches may coach their student-athletes during the designated period of time defined as "summer". Summer begins with Monday of week 49 or the close of the school year, whichever comes first, and ends prior to Monday of week 4 for fall sports and Monday of week 5 for all other sports.

#### Notes:

- Q1. May a coach outline and distribute to players a written recommended individual workout schedule for the athletes to use out-of-season?
- A. Yes.
- Q2. May a team and/or individual sport coach transport his/her athletes to or from a non-school league program held during the school year out-of-season?
- A. No. Neither the school nor the coach may provide transportation.

#### **F. Demonstrations**

1. A student-athlete may participate in a coaching clinic if his or her coach is a presenter. All demonstrations must be cleared through the school.
2. A student-athlete may not participate in a demonstration for a college coach or any representative of a college or university during the contest season.

**G. Sponsorship.** A student-athlete shall not accept any tennis-related equipment from a sponsor, business or company that might constitute a form of advertisement for the benefit of the sponsor.

**H. Exceptional Athlete Rule.** See Rule 15-I.1c of IHSA By-Laws. An outstanding student-athlete may request a waiver, from the IHSA, to participate as an individual at a tournament during the contest season provided the following criteria are met:

1. A completed waiver application form signed by the principal, coach, student-athlete and parent is forwarded to the IHSA seven (7) days prior to the event and approved by the commissioner;
2. Student-athlete may not miss a school contest or an Association sponsored-tournament for which he-she is eligible. (It is the philosophy of the Association that student-athletes owe loyalty to their schools and teams.)
3. Student-athlete and parent agree to not accept, directly or indirectly, any awards, gifts, trips, merchandise, etc. which would violate IHSA Rule 5 (Amateurism) or Rule 6 (Awards, Prizes, Gifts).
4. Arrangements to complete academic lessons, assignments, tests, etc., are made in advance.

### **III. Coaching**

**A. Coaching Code of Conduct.** A coach is a teacher first and must set the tone for sportsmanship and fair play for all participants and spectators. Coaches must not allow emotions on the part of themselves, their team, parents, spectators or others to influence the outcome of a match. The conduct of coaches before, during, and after any competition must be exemplary. A coach shall display proper sportsmanship at all times. He or she should work with the opposing coach to insure fairness and good sportsmanship. Also, he or she must show this leadership by strongly disciplining his or her athletes' unsportsmanlike conduct on and off the court.

**B. Head Coach (defined).** A head coach is a person who is designated by the school officially to supervise and conduct practices and matches. Coaches will act as an umpire in all dual, regular season matches.

**C. Assistant Coach (defined).** An assistant coach is a person who is designated by the school officially to supervise and conduct practices and matches along with and in the absence of the head coach.

**D. Volunteer Coaches (defined).** The volunteer coach is a bona fide member of the coaching staff when appointed by the principal at the start of the season. (See: Head Coach and Assistant Coach).

**E. School Administration Representative.** An administrator from the school or school corporation shall be allowed to coach a team in absence of the head coach or his/her assistant. In tournament competition the administrator shall be considered a part of the school team and may represent the team in any and all capacities.

**F. Tennis Professionals.** Teaching and playing professionals are forbidden to coach a player or team unless they are a regular paid staff member of the school. Volunteer professionals are not considered a member of the school coaching staff, and therefore, cannot coach a player during competition, even during the ten (10) minute rest after split sets.

**G. Coaching During the Match.** The head coach and one designated assistant coach or volunteer coach are allowed to coach their players on odd games only during the ninety (90) second change-over period and during the ten (10) minute intermission between second and third sets.

1. A coach shall make sure that the behavior of the spectators remains fair and non-abusive.
2. Coaching is considered instructions or advice intended to change or direct the players performance. Words of encouragement are not coaching.
3. Comments and instructions during play which interfere with the actual play of the opponent are forbidden (e.g. "get your first serve in" and "way to close the net").
4. Coaching shall take place outside the fenced-in playing area. The coach shall not be allowed to enter the court area to coach his players at any time. (Where facilities are limiting, use common sense.)

- a. In the case where an area is unfenced, the coach shall be allowed to coach from the side of the court.
  - b. In the case of a situation where the court is unreachable because of the arrangement of the facility, the player shall be allowed to cross behind the adjacent court to talk with the coach.
  - c. In any other situation, it shall be the responsibility of the host facility to provide access to any and all courts.
5. Only the Head Coach and a designated assistant or volunteer coach are allowed to coach during a match. Only a total of two coaches shall coach during varsity and junior varsity matches even if the matches are at different sites.
  6. A coach or his assistant may enter the court area in case of emergency or injury.
  7. Parents and spectators are forbidden to coach or provide advice. Spectators must stay a minimum of ten (10) feet, where physically possible, from the court area during an actual contest. When not competing in a match, players are considered spectators, also, and are subject to this rule.
  8. Players on the courts may coach and converse as long as the conversation is not interrupting the actual match of either player.
  9. Failure of the coach to insure proper behavior shall result in the filing of an unsportsmanlike conduct report to the IHSA by the opposing team representative within forty-eight (48) hours of the incident.
- H. Fans, Spectators or Visitors.** It is the responsibility of the host head coach and his/her coaching staff to control fans, spectators or visitors during any scheduled match. If the above mentioned does not understand the courtesy involved with the sport, it is the responsibility of the host head coach and his/her coaching staff to inform the fans, spectators and visitors of proper tennis conduct. Failure to comply with this rule is subject to the filing of an unsportsmanlike conduct report to the IHSA within forty-eight (48) hours of the violation. The visiting coach should assist with his/her own visiting spectators.

#### IV. The Match

- A. Match Format.** All high school tennis matches will consist of three (3) singles and two (2) doubles. Other combinations may be played by prior mutual consent of both schools and coaches. A player may play either singles or doubles but not both.
- One-Day Tournaments
1. In all one-day varsity tournaments that require three rounds of competition, all matches must use the third-set tiebreak scoring system (10-point match tiebreak).
  2. 10-Point Tiebreak (first to ten (10) by a margin of two (2)).
- B. Exchange of Lineups.** A coach shall provide and exchange, prior to the warm-up period, a written lineup to the opposition coach including the full name and year of the participants involved with the match. A coach shall play his lineup according to the ability level of the player, the highest skilled being first followed by the second highest skilled player. Under no circumstances shall a coach stack a lineup. Only physically able players shall be listed in the lineup. Each coach shall have the option to challenge a lineup prior to the beginning of the match. If the situation cannot be worked out to the mutual satisfaction of both coaches, the challenger shall file within forty-eight (48) hours an unsportsmanlike conduct report with their athletic director, via the school principal, to the IHSA. This report shall give physical evidence that the coach played his/her lineup out of position.
- C. Continuous Play and Rest Periods**
- As a principle, play should be continuous, from the time the match starts (when the first service of the match is put in play) until the match finishes.
- Between points, a maximum of twenty (20) seconds is allowed.
  - The 20-second time limit does not apply if a player has to chase a stray ball.
  - The 20-second rule does not apply to the second serve. The server must strike the second serve without delay.
1. The Receiver must play to the reasonable pace of the Server and must be ready to receive when the Server is ready to serve.



2. Modification – When changing ends a maximum of one minute, thirty seconds shall elapse from the moment the ball goes out of play at the end of the game to the time the ball is struck for the first point of the next game.  
Players shall change ends after the odd-numbered game of each set, including the first game (Coaching is allowed during each one minute thirty second change-over).  
During a tie-break, play shall be continuous and players shall change ends without a rest period and without coaching.  
At the conclusion of the first set, players shall take a one-minute, thirty-second break and receive coaching ONLY if it is time for an odd-game change-over. If the set ends on an even-numbered game, play shall be continuous with no coaching.  
(NOTE: This rule repeals the 2001 rule in which no coaching was allowed after the first game of each set and a two-minute change-over was permitted at the end of the first set.)
3. During the 10-minute intermission prior to a third set, players involved in the match are not permitted to “warm-up” on the match court by hitting balls with a teammate or coach, or by practicing serves, or by working on-court with a coach in any manner.
4. If for reasons outside the player’s control, clothing, footwear or necessary equipment (excluding the racquet) is broken or needs to be replaced, the player may be allowed reasonable extra time to rectify the problem. Reasonable extra time is determined by the official based on a number of variables such as fairness to the opponent and the distance between the court and a source for replacement of clothing, footwear, or equipment. Rarely would 15 minutes ever be considered reasonable. (Comment 29.2)

#### **D. Pre-Match Introductions and Instructions.**

1. Call all players together on court prior to competition.
2. Introduce yourself to the players as the host coach and the official umpire, and at the same time, introduce the guest coach. Introduce your helpers if any are to be used. Pronounce that all matches will be two-out-of-three sets with regular scoring. The twelve point tie-breaker system will be used at six-all for all sets and matches. Participants will have a ten (10) minute warm-up.
3. Have players shake hands with the opposing player and coach prior to the start of competition.
4. Tell players about restroom facilities (if they exist), water, ice, and medical supplies.
5. Inform them the Point Penalty System will be used if necessary.
6. Remind players to report all scores to you as soon as the match is completed and to return tennis balls when reporting score. Return all balls to the tournament director or home coach. Players should receive two (2) new USTA-certified balls per match, with new balls (if requested) for third sets. Option: Players may be given three (3) balls.
7. Tell all players about rest periods. In extreme heat, an optional rest period may be applied to all matches at end of first set with prior mutual consent. Rest periods shall not exceed ten (10) minutes between second and third sets.
8. In extreme heat conditions, allow players to get water when needed. No coaching is allowed during this period. Players may also observe a two (2) minute rest period on change-overs when heat conditions exceed ninety (90) degrees or when extreme heat conditions are likely to occur.
9. Players may not play more than three (3) matches per day, per event.
10. The host school will provide sufficient stretching and warm-up practice for each visiting opponent.

#### **E. Tennis Attire**

Dress shall identify with the sport of tennis and/or the school. Young men shall wear shoes and shirts on the court. Only the name, school name or insignia may appear on the shirt. Young ladies uniforms shall be such that allows for adequate coverage of the midsection of the body during play. The racket must be free of any device that may provide communication, advice or instruction of any kind, audible or visible, to a player during a match. (Appendix II)

#### **F. Post-Match Considerations**

1. Shaking hands at the end of the match is an acknowledgement by the players that the match is over (The Code).

2. After the match, the player has five (5) minutes to gather his/her equipment from the court and leave the immediate playing area.
3. It shall be customary for the losing coach to congratulate the winning coach with a handshake after the conclusion of the final match.
4. The home coach should report the scores to the local media.

#### **G. Rain, Lightning and Other Serious Weather Instructions**

1. When lightning is first seen, the match shall be suspended immediately. Play may be resumed thirty (30) minutes after the last sighting of lightning, in the same day when possible or a mutually agreed-upon date and place. The match in progress shall be resumed at the point at which it was suspended. If a player of the suspended match is not available to play on the rescheduled date, that match shall be counted as a forfeit.
2. In the event that rain occurs during the actual contest, the match shall be suspended until the time when it can be resumed, which may be on the same day or a mutually agreed-upon date and place. The match in progress shall be resumed at the point of which it was suspended. If a player of the suspended match is not available to play on the rescheduled date, that match shall be counted as a forfeit.
3. In the event that rain occurs prior to the beginning of actual play, the match shall be suspended until the time when it can be resumed, which may be on the same day or a mutually agreed upon date and place. Provided that actual play has not begun both coaches shall provide each other with a new written lineup. Substitutions and changes may take place prior to actual play.
4. When it begins to rain, do the following:
  - a. Call all players off the courts and have them keep their balls and report their scores to you. Do not allow them to leave the immediate area;
  - b. Make a complete list of matches (participants' names) and the scores in progress;
  - c. If it is a slight shower, ask them to be patient and wait (30 minutes);
  - d. If it is a downpour, ask all participants to report back again one (1) hour from that point (tournament competition only);
  - e. If it is still raining when they report back, make a firm decision to either reschedule or call the-match;
  - f. If affordable and accessible, make every attempt to go indoors if persistent rain continues;
  - g. If the delay was 10 minutes or more, put on matches as they were and allow another warm-up of ten (10) minutes.

**H. Moving Matches to Other Courts.** Once the dual meet match has begun, a match shall remain on the same court until its conclusion. During the tournament series, the Tournament Director may have the discretion to move a match to another location to complete the contest under the same basic conditions.

#### **I. Concussive Events**

1. "Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional."
2. The IHSAA member school's designated health care professional may be one of the following individuals:
  - a. A medical doctor (MD) or doctor of osteopathic medicine (DO) that holds an unlimited license to practice medicine in the state of Indiana or;
  - b. A certified athletic trainer (ATC/L) licensed in the state of Indiana.

#### **J. The Code**

1. All high school match play shall follow "The Code" rules for an unofficiated match. These can be found in the "Friend at Court", USTA rule book.
2. Special Considerations Concerning Sportsmanship
  - a. Taunting the opponent after the winning of a point, game or match is considered poor sportsmanship. (Example: shaking a fist in the direction of an opponent).
  - b. The use of the Lord's Name in vain, in any variation even in a foreign language, shall be penalized through the use of the PPS, i.e., Jesus, Christ, God, etc. It is the responsibility of the coach to set

- sportsmanship expectations for the student-athletes and to enforce penalties when those expectations are not met. It remains the coach's responsibility to enforce PPS violations even when a "roving official" is present at the event. The coach or the "roving official" shall enforce the penalty when they see it or hear it.
- c. When a player engages in loud outbursts in a foreign language that the official does not understand, the player should be cautioned that further outbursts in the foreign language are subject to a penalty under the Point Penalty system as unsporting conduct.
  - d. The benefit of doubt on any call should be awarded to the opponent.
  - e. Although cheering by spectators during a team match may violate the ethical standards of a normal tennis competition, it is understood that in team competition there will be spontaneous cheering and applause by the spectators. This is not grounds for unsportsmanlike conduct unless the cheering becomes violent or obscene. It is the coach's responsibility to set and control the tone of the spectators and not let this become a method of distracting the players from playing the match.
  - f. A player shall be penalized under the Point Penalty System for:
    - taking more than two Medical Time-Outs during one stoppage of play;
    - receiving evaluation or treatment for one condition during more than two changeovers or Set Breaks; and
    - not following the instructions of an official.

#### **K. Rulings**

1. In the game of tennis, it is the responsibility of the player to make his/her own calls. The head coach has a responsibility to act as an umpire and make calls against any player when an obvious mistake has been made. (Make this part of the pre-match instructions.)
2. A roving umpire may overrule a call if clearly seen. Note: It remains the responsibility of the coaches of the competing tennis teams to enforce PPS violations even when roving USTA officials are present at the event.

In all situations where USTA officials are being used, the officials shall meet with the head coaches of the participating teams prior to the start of the match. The officials shall clarify what their responsibilities will be for the match.
3. Even when there is a chair umpire, each player must make all calls on his/her side of the court and, whenever there is any doubt, must make the call in favor of his/her opponent. Exception: Code 21 – Balls hit through the net or into the ground. A player shall make the ruling on a ball that his/her opponent hits through the net and on a ball that his/her opponent hits into the ground before it goes over the net. In these rare instances, a player makes the call against his/her opponent.
4. If a player is unsure of a call, it must be played as good. Balls should be called "out" only when there is a space visible between the ball and the line. There are no "unsighted" calls. A player may never seek aid from a solo chair umpire, spectator, teammate or coach in making a line call. Solicitation of such aid shall indicate doubt and, thus, the point shall be awarded to the opponent.
5. "Out" call must be made immediately as the ball bounces or simultaneously with hitting the ball. If no audible or visible call is made immediately, the ball must be considered good.
6. Normally, asking for a replay of a point is a sign of weakness and of failure to exercise line calling responsibilities and should occur only on rare occasions.
7. Players are obligated to call against themselves any ball that they clearly see out on the opponent's side of the net. Note: In serving, a server must call a first serve out against himself/herself if the receiver of the serve returns the serve out when giving the server "the benefit of the doubt". If the receiver in the above situation puts the return of serve in play, the server is obligated to continue play, i.e., the server cannot call the first serve out in this situation. (See The Code, #26.)
8. Any call by one's opponent should be challenged only by the query: "Are you sure of your call?" While questioning the opponent is recognized as a weakness on the player's part, no further discussion or delay will be allowed or permitted. If the player making the call is uncertain, he/she loses the point. It is never played over.

9. A doubles partner is obligated to disagree with his/her partner if an erroneous “out” call is made. When doubles partners disagree on a line call, the point goes to the opposing team. The point is never replayed.
10. At no time during the match is a player permitted to cross his/ her side of the net in order to point out a mark or discuss a problem. A player doing so is subject to the Point Penalty System and an unsportsmanlike conduct report.
11. Calls involving a ball touching a player, a player touching the net, a player touching his or her opponent's court, hitting an opponent's return before it has passed the net and a double bounce must be called by the player committing the infraction. If there is a solo chair umpire, he or she also may make these calls.
12. There are no lets in high school tennis except for a let cord, an interruption by an official or a spectator, or if play is interfered with by an outside object. Let calls must be made by either opponent at the instant that the let occurs. Requests for lets may not be made after a point is ended. The solo chair umpire will call a let if, in his or her judgment, the player is unaware of an invading object and is endangered by it.
13. A coach may request a linesperson (referee or coach) at any time and may physically go get the linesperson. Play must continue within a five (5) minute period, even if attempts are still being made to obtain a linesperson. In the absence of a referee, the coaches may have to serve as linespersons or solo chair umpires.
14. Only a coach may request a foot fault judge. A player may request that an opponent avoid foot faults, but they cannot call a foot fault on an opponent. All foot faults must be called by an umpire or roving foot fault judge, who need not to be stationed on the baseline in order to call foot faults as long as his/her position gives him/her a clear view of the fault. A coach is responsible for calling foot faults on his/her own players after one given warning.
15. The server shall call the score before each point. If a disagreement occurs and cannot be resolved between the players, the disputed point or game must be replayed. Otherwise, the match is resumed at the point where both players can agree. If agreement still cannot be reached, a player should request the assistance of both coaches. Note: Coaches do not state the score. Disputes should be resolved by using one of the following methods, which are listed in preference:
  - count all points and games agreed upon by the players and replay only the disputed points or games;
  - play from a score mutually agreeable to all players;
  - spin a racket or toss a coin.
16. In a solo chair umpired match, if a player has been overruled twice on his/her own flagrant calls, each and any subsequent overrule by the chair shall result in a player being penalized according to the Point Penalty System. Please note that the failure to have an appeal upheld is not considered an overrule.
17. If a call is changed from out to good, the player always loses the point. This replaces the previous rule that allowed for a let in some circumstances.
18. Clarifies that for the first point of a set or a 10-point match tiebreak, a receiving doubles team may position only one player on the deuce side of the court and that is the player who must return the serve for that first point.
19. CODE 12 was revised so that when a player corrects an “out” call to “good”. The player always loses the point. This replaces the previous rule that allowed a let in some circumstances.
20. Former CODE 16 that specifically allowed the player to ask an opponent whether the opponent was “sure” of an out call has been removed. Removal of this language does not prohibit a player from questioning an opponent's call when the player genuinely doubts the call.
21. The second sentence of the CODE 40 clarifies when a player must honor an opponent's request to remove a stray ball.

#### **L. Service and Service Returns**

1. During each game, the server and receiver must both be ready to begin the next point within a twenty (20) second interval.
2. Faults played as good must be questioned before the service return is played by the server. All challenges must be made verbally. If the receiver returns the ball in a solo-chair-umpired match, and the server believes the serve is out, the server is allowed to make a first volley or half-volley before appealing

to the chair umpire for an overrule. But if he/she remains in the back court, an appeal must be made before playing the ball. If the overrule is granted, the server gets two (2) serves if the overrule is on the first serve and one (1) serve if the overrule is on a second serve. If the overrule is not granted, then the point goes to the receiver.

3. A player is entitled to feint with his/her body. The player may change position on the court at any time including during the delivery of the serve. In doubles, the partner of the server or the receiver may do the same. A player may not wave a racquet or arms, nor may he/she talk or make noise in an attempt to create a distraction prior to the delivery of the service.
4. Returning a service that is obviously out (accompanied by an "out" call) is a form of rudeness and/or gamesmanship. However, a fast serve that just misses the line will frequently be returned as a matter of self-protection, even though an "out" call is made.
5. If the receiver returns a ball and simultaneously calls it "out" but then overrules the first call because he/she realizes that the ball was good, the point goes to the opponent.

#### **M. Point Penalty System**

1. The host coach should always issue a general explanation to players prior to the match about the Point Penalty System and define appropriate court behavior and enumerate specific types of conduct violations (such as racquet abuse, ball abuse, abuse of officials, delay of game, inappropriate language, physical contact, intentional time delays) and unsportsmanlike conduct in general.
2. Disqualification of Players. The host head coach, the head coach of the visiting team and the designated USTA officials or referee have sole power to issue Point Penalty System violations during dual matches, invitationals and during IHSAA-sanctioned tournaments. If there is a chair umpire or roving umpire, the two head coaches are still empowered to give point and game penalties in the PPS system but must inform the referee so that they can stand by in case a disqualification must be given. The junior varsity coach has these same responsibilities during junior varsity competitions. A player who receives an injection, IV infusion or supplemental oxygen, except under circumstances specifically authorized by USTA (IHSAA), shall be immediately defaulted.
3. Tough Calls. The following should be followed concerning:
  - a. Foot faults – The Receiver or Receiver's partner may call foot faults only after the Server has been warned at least once and the request for an official has failed. This call should be made only when the Receiver or Receiver's partner is absolutely certain and the foot faulting is so flagrant as to be clearly perceptible from the Receiver's side. The plea that a Server should not be penalized because the Server only just touched the line and did not rush the net is not acceptable. Habitual foot faulting, whether intentional or careless, is just as surely cheating as is making a deliberate bad line call.
  - b. Touches, hitting ball before it crosses net, invasion of opponent's court, double hits, and double bounces. A player shall promptly acknowledge when:
    - (1) A ball in play touches the player;
    - (2) The player touches the net or opponent's court while the ball is in play;
    - (3) The player hits a ball before it crosses the net;
    - (4) The player deliberately carries or double hits the ball, or
    - (5) The ball bounces more than once in the player's court.The opponent is not entitled to make these calls.
4. Code Violations and Penalties. For each of the following violations the coach, referee or designated official must follow the guidelines of first offense – point; second offense – game; third offense – default. It may be noted that depending on the offense, the designated official may skip any of the penalties and proceed to the default of the match at any time. We encourage strong and strict enforcement of violations.
  - a. audible or visible obscenity or profanity or the use of the Lord's name in vain in any variation and even in a foreign language, i.e., Jesus, Christ, Jesus Christ, Lord, God, etc.;
  - b. not resuming play after natural loss of condition (cramps, etc., 20 seconds);
  - c. prolonging an argument longer than twenty (20) seconds after having been directed to resume play;
  - d. abuse of racquet, balls or any other type of equipment;

- e. verbal or physical abuse of a player or official;
- f. not resuming play after a medical time-out;
- g. intentional delay after warm-up or between points;
- h. intentional violation of the ninety (90) second rule;
- i. unsportsmanlike conduct;
- j. coaching by parent or other spectators;
- k. abusive conduct by a player or person associated with a player;
- l. leaving the court for an unauthorized reason;
- m. a third overrule;
- n. retaliatory calls;
- o. after any time violation.
- p. Spitting directed at a person shall always be penalized and spitting on the court is sometimes penalized.

NOTE: Flagrant violations could result in immediate default.

- 5. Lateness Penalties – refer to The Point Penalty System.

#### **N. Request for a Medical Time-Out**

- 1. A request for a medical time-out may be made by a player to the Referee, Chair Umpire, or other official at any time during the match or warm-up. During the match or warm-up, if a player suffers from a medical condition or believes that medical diagnosis or treatment is required, the player may request a medical time-out for that medical condition. If a player has taken a medical time-out during the warm-up, he/she may take a second time-out during the match for that same condition if he/she aggravates that condition. A player is prohibited from taking more than two medical time-outs during any one stoppage of play. A player may be treated or evaluated for the same medical condition on no more than two Changeovers and Set Breaks.
- 2. A medical time-out consists of evaluation time (usually two minutes) plus a maximum of three minutes treatment time. A player not resuming play within 30 seconds after a medical time-out will be subject to a Code Violation for Delay of Game.
- 3. Hand held, non-battery, and non-electrical inhalers may be used for asthma. Subcutaneous injections may be used for diabetes.
- 4. A player may receive one bleeding time-out to treat a nosebleed. A player may be treated a second time to staunch the bleeding.

#### **Treatment during 90-Second Changeover or Set Break (Bleeding Time-Out not applicable)**

- A player may receive on-court evaluation, treatment, or supplies from anyone for any treatable medical condition.
- A player or someone on behalf of the player shall notify an official before using any supplies for treatment of a medical condition.
- A player may receive on-court evaluation or treatment during no more than two Changeovers or Set Breaks (consecutive or non-consecutive).
- A player may treat himself or herself or receive supplies an unlimited number of times.

#### **Treatable Medical Condition / Limit on Number of Time-Outs**

- One per medical condition.
- No more than two medical time-outs during one stoppage of play regardless of the number of treatable conditions.
- A player who has aggravated a condition that was treated in the warm-up may take an additional medical time-out for that condition during the match.
- A player intending to take two consecutive medical time-outs should make such a request up front. The maximum interruption of play for both medical time-outs is a total of 15 minutes.

## **O. Toilet Visits**

1. A player is permitted one or more “genuine” restroom or change of attire breaks. For each request, the Referee or other official in charge of the match shall decide if it is a genuine toilet emergency, as opposed to general player fatigue. If the request is not granted, play continues.
2. If needed, this break should be taken at an odd-game change-over and preferably at the end of a set. Breaks taken at other times should be limited to true emergencies.

## **P. Tough Coaching Situations and Solutions**

Guiding principles: In matches where there is no chair umpire, The Code governs the dual role which must be played by a player in a match, specifically that of a player and an “official.” Similarly, the IHSAA Tennis Coaches Guidebook governs the dual role which must be played by the coach, the simultaneous responsibilities of coach and match official. This is true in all IHSAA sponsored events whether or not there is a roving umpire. (If there is a roving umpire, the coach must follow the umpire’s directives given before the match.) The coach is not a passive observer whose main mission is to “let them play.” In general, the principle to follow is that the coach must not only help to solve problems once they occur, but to also forestall difficulties just as a roving umpire or chair umpire would. In addition, the coach is to give any warnings called for and assess any penalties due, and then immediately (to the extent that it is practical) fully inform the roving umpire and the other coach or coaches involved.

The following difficult situations and solutions are among the common ones which coaches encounter as they play their dual role of coach and official. These are noted here for easy reference and to clarify directives given elsewhere in the Guidebook.

**Situation 1:** A player announces a wrong score and play continues.

Solution: Take no action unless players disagree about the score. If players seek help, instruct players to follow the three-step protocol given in The Code. In this situation, the coach’s opinion of the correct score is irrelevant. However, note Situation 2 below where scoring might be affected.

**Situation 2:** Players are about to make a procedural error. Examples include players’ failure to change ends when games total an odd number, a player is about to serve from the wrong court, a player is about to receive out of order, the wrong team (or member of a team) is about to serve, or a procedural error in a tiebreak is imminent. Solution: The coach must stop play, clarify what the procedural problem is, and instruct players what to do. The ensuing discussion could affect players’ opinions about the stated score.

**Situation 3:** A coach observes his own player is foot faulting.

Solution: Whether or not the opponent complains, the coach is to act as an official, give one warning, and then call all foot faults against that player until the game is over. Immediately inform the opposing coach of the action taken. Both coaches must then cooperate to call foot faults against the opposing team, as well. This should continue until the coaches are satisfied that all foot faulting has stopped. (The coaches must not just walk away from the situation after dealing with only one player or team.)

**Situation 4:** A coach observes a player from the opposing team is foot faulting.

Solution: Inform the opposing coach so he or she can follow the procedure outlined in Situation 3 above. (All involved respond better if a coach penalizes his own player.) If the opposing coach cannot be located, follow the steps outlined above in Situation 3.

**Situation 5:** A player taps the court with the racket in exasperation after making an error, potentially damaging the court and/or the racket.

Solution: If it is the coach’s opinion that this is clearly racquet abuse, assess a point penalty. If the situation is border line, issue a warning then follow The Code—assess a point penalty when the offense is committed again, then assess a game, then default the match.

**Situation 6:** The coach points out to the opposing coach that his or her player is committing a Codeable offense, but the coach of the offending player does nothing about it.

Solution: Assess the penalty. (Both coaches are officials.) In the end, any dispute which results between coaches may be referred to the IHSAA Assistant Commissioner of Tennis.

**Situation 7:** A player stops playing because of muscle cramps or injury.

Solution: The coach first needs to seek medical help. Once help arrives, start a clock immediately in order to follow the directive that up to three minutes may be taken for evaluation after medical help arrives. Up to 2 minutes more are allowed to treat the condition. After two minutes, either coach is to direct players to resume play. Play must resume within 30 seconds. Delays after 30 seconds are Codeable, but there is no legitimacy to a complaint if a clock has not been started.

**Situation 8:** A player makes an obvious mistake on an “out” call.

Solution: In compliance with the directive that a coach must overrule an obviously bad “out” call made by a player, the error must be overruled. Note, however, two conditions must be met—the coach must have been physically in position in order to have made the ruling accurately and the coach must have 100% confidence in his or her own call. It is rare that both of these conditions are met.

**Situation 9:** A player fails to follow The Code and makes an honor call against himself or herself upon touching the ball or net during a point, letting the ball bounce twice, or reaching over the net illegally to contact the ball before it gets to the player’s side.

Solution: The coach must make the call against the player, but the two conditions stated in Situation 9 above apply—the coach must have been physically in position in order to have made the ruling accurately and the coach must have 100% confidence in his or her own call. Again, it is rare that both of these conditions are met.

**Situation 10:** The coach notices a ball roll onto the court in such a way that it is not seen by one or more players. Solution: If it is a potential safety issue, call a let. Safety must come before all other considerations.

## **V. Playing Court Regulations and Restrictions**

- A. The host school should insure that the courts are in safe, playable state, prior to the hosting of a match. This means that the courts should be free of debris and other hazards that might cause injury. This also includes checking the height of each net and making sure that center straps are secured for each court.
- B. The host school should insure that all varsity matches are played at the same location unless previously agreed upon by the opposing school.
- C. The host school must provide individual score cards. Singles sticks are optional.

## **VI. Team Tournaments**

- A. Single Day – Multi-Event – Three Match Tournament
  - 1. The tournament is not seeded.
  - 2. Do not allow teams to face each other more than twice in the first rounds of the five (5) divisions.
  - 3. Emphasize team in this type of tournament.
  - 4. The tournament normally takes about seven (7) hours to run on twelve (12) or more courts.
  - 5. Matches are normally played back-to-back for the first two (2) rounds.
  - 6. Ask each coach to provide his/her lineup prior to the draw.
  - 7. The draw is to be made in the presence of all coaches.
  - 8. Draw only the names of the teams from the hat. The players’ names can be added at the conclusion of the tournament.
  - 9. Make final draw available to all coaches and participants as soon as possible.
  - 10. Six (6) cans of balls per team is more than enough to run every event with new balls. It is suggested that only U.S.T.A. certified balls may be used. No practice balls or seconds are allowed!
  - 11. Notification of the news media is important to a successful event. Call at least one (1) week in advance of the tournament so that the station or paper can get you on the calendar.
  - 12. For example of tournament draw, see Sample A1.
- B. Triple Dual Team Tournament - four (4) or more teams
  - 1. The tournament matches team against team in a random draw.
  - 2. The match is played just like a dual match.
  - 3. Winning teams continue on to the next bracket against another winning team.



4. The consolation bracket can be played the same way.

## **VII. Foreign Exchange Students**

A foreign student is a qualified foreign exchange student if he/she meets the following criteria:

1. The student has not completed his/her home secondary school program;
2. The student meets all IHSAA eligibility rules including the Scholarship Rule (IHSAA By-Law 18) and the Age Rule (By-Law 4);
3. The student has been randomly assigned to his/her host parents and school and neither the school the student attends nor any other person associated with the school shall have input into the selection of the student;
4. No member of the school's coaching staff, paid or voluntary, shall serve as the host family;
5. The student, in writing, agrees that full eligibility under the foreign exchange exception is for a maximum of one (1) year and is conditioned upon the student's commitment to attend a member school for no more than one (1) school year, and agrees that any continued attendance at the school beyond the initial year will be treated by the Association as attendance following a transfer without a change of residence by the parent(s)/guardian(s).
6. The student possesses a current J-1 visa, issued by the U.S. State Department.
7. The student is attending school under a foreign exchange program approved by both the Association and the Council of Standards for International Education Travel (CSIET).

## **VIII. Suggested Reading**

- A. Read the booklet entitled, "*Friend at Court*". Please familiarize yourself with the following topics:
  1. Referee
  2. Solo Chair Umpire
  3. Roving Umpire
  4. Chair Umpire
  5. Court Monitor
  6. Scorekeeper
  7. Rules
  8. The "Code"

## **IX. Sportsmanship**

Sportsmanship is an internalized attitude which reflects itself in a wide range of actions on and off the court. Good sports have a healthy attitude about competition. They have respect for their opponents and themselves. They tend to remain under emotional control even in adverse situations. As a result, they are often among the steadiest and most successful competitors at every level of the game. It is a proven fact that competitors that have a healthy attitude about competition perform better, gain self-respect and the respect of others, show good court etiquette, follow the rules and are socially accepted by others. It is an expected part of coaching AND of all players to practice good sportsmanship.

## **X. Exhibition Competition**

The IHSAA has always taken a position that "exhibition" competition is not allowed in any sport. Every competition must be reflected in the teams score for that session. The IHSAA recognizes the fact that there are high school tennis programs with a larger number of competitors than usual and has responded to this situation in this manner:

- A. In junior varsity competitions only, teams may give as many players as possible a chance to compete in any given team match; however, all individual matches that are played must be counted in the team score for that session.
- B. A junior varsity player can play a maximum of two 8-game pro sets during one team match. It is permissible for a player for Team A to compete in an 8-game pro set (in singles or doubles) against an opponent from

Team B and then to compete in a second 8-game pro set (in singles or doubles) against a different opponent from Team B. The results from both matches must be counted in the team score.

- C. No player who competes in a varsity match is eligible to play in a junior varsity match during the same team match.
- D. No junior varsity player is allowed to participate in a second 8-game pro set unless the second set is against an opponent that would not otherwise have an opportunity to play.

## **XI. IHSAA Match Format**

### **A. Match Format - One-Day Tournaments**

1. In all one-day tournaments that require three rounds of competition, all matches must use the third set tiebreak scoring system (10-point match tiebreak).
2. 10-Point Tiebreak (first to ten by a margin of two)

### **B. All Rounds with Two Matches per Day**

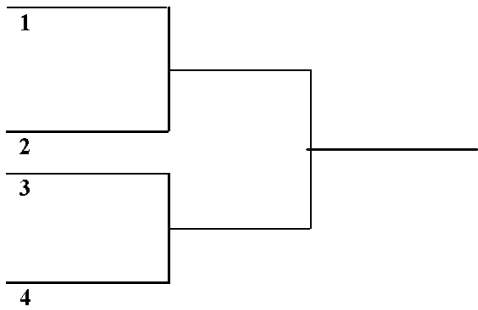
1. At any level of the IHSAA post-season tournament (sectional, regional, semi-state or state), any player who fails to finish a first match cannot return to the lineup for a second match that is played on the same day.
2. If the student-athlete RETIRED from the first match due to personal injury or health emergency; to be allowed to return to play the second match:
  - the personal injury or health emergency incurred in the first match shall be evaluated by an athletic trainer/doctor, and,
  - an official written release from the athletic trainer/doctor shall be presented to the tournament director indicating the player is physically able to return to competition before the player will be allowed to compete in the second match.
  - If for some reason the second match is re-scheduled for the next available day, the ruling remains in effect.

## **XII. Regular Season Substitute Policy**

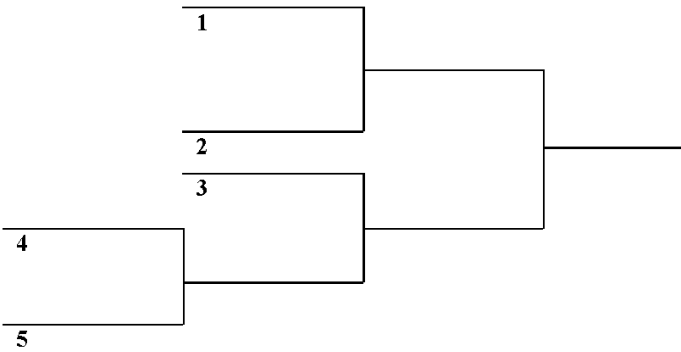
In case of an injury or sickness, substitutions will follow the IHSAA tournament format. This format cannot be used more than two (2) consecutive matches or one (1) day tournament. For any player removed because of disciplinary reasons, the lineup will be adjusted by moving players up a position if necessary.

IHSAA Tennis Brackets

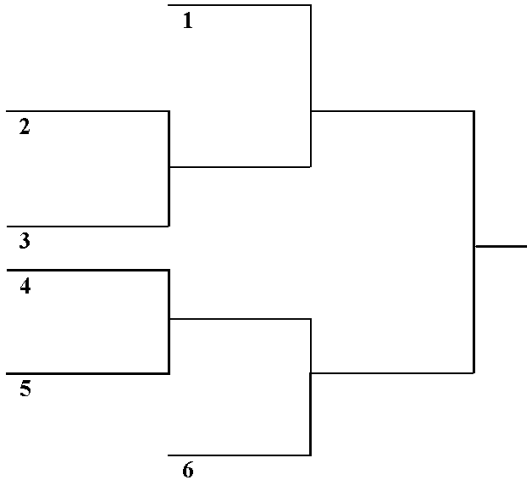
4 Teams



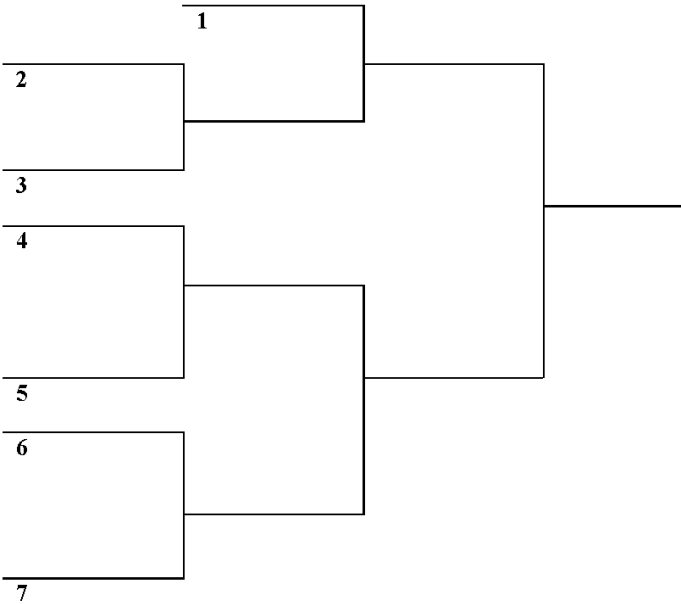
5 Teams



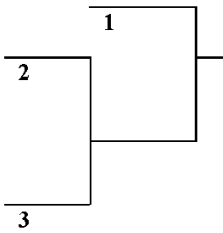
6 Teams



7 Teams



3 Teams



# The Point Penalty System

## Code of Violations

### Delay

- Not resuming play within 30 seconds after a medical time-out.
- Delay caused by obvious cramping (but only if the player has already received a Medical Time Out for cramping).
- Receipt of evaluation or treatment for one condition on more than two Changeovers or Set Breaks.
- Taking more than two Medical Time-Outs during one stoppage of play.
- Not resuming play within 30 seconds after treatment on a change-over or Set Break.
- Not playing within 20 seconds of having been directed to resume play.
- Passage of 20 seconds after any time violation.
- Leaving the playing area for an unauthorized reason.

### Conduct

- Visible or audible profanity or obscenity or the use of the Lord's name in vain in any variation or in a foreign language.
- Abuse of racket, balls, or equipment.
- Verbal or physical abuse of a player or official.
- Receipt of Coaching.
- Abusive conduct by a player or a person associated with a player. (USTA Regulation IV.C.10 refers to this situation).
- Retaliatory calls (obviously bad calls made in retaliation for the opponent's calls).
- Unsportsmanlike conduct (any other conduct that is abusive or detrimental to the sport).
- Failure to follow the instructions of an official.

### Penalties

Violations shall be penalized as follows:

First Offense ..... Point

Second Offense ..... Game

Third Offense ..... Default

A single flagrant unsportsmanlike act may be penalized by defaulting the player. See USTA Regulations IV.D.7.

A game penalty assessed during a Set Tiebreak results in loss of the set. If assessed during a 10-Point Match Tiebreak this results in the loss of the match.

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### Time Violations

- Delay between points or after warm-up.
- Violation of the 90-second change-over or 120-second Set Break rules.

### Penalties

Violations shall be penalized as follows:

First Offense ..... Warning

Each additional violation ..... One point Penalty

### **Lateness for Match or for Resumption of Suspended Match**

- Both players equally late up to 15 minutes.  
No penalty.
- Both players late but arrive at different times.  
The penalty accrues on the arrival of the first player (A). The opponent (B) loses the toss and one, two or three games depending on the time elapsed between A's arrival and B's arrival.
- Both players are more than 15 minutes late.  
The referee may default both players, or he/she may reinstate the match using the principle in effect when both players are late but arrive at different times.

### **Penalties for Lateness**

- 5:00 minutes or less ..... Loss of toss plus 1 game.
- 5:01 - 10:00 minutes..... Loss of toss plus 2 games.
- 10:01 - 15:00 minutes..... Loss of toss plus 3 games.
- More than 15:00 minutes..... Default.\*

A player is not deemed to have arrived until the player checks in at the place designated for checking in and is properly clothed, equipped and ready to play.

The Referee shall start the lateness penalty clock when the scheduled match time has arrived, any court is available, and a player has not arrived. The referee is not required to keep a court open while awaiting a player. Except for a default, the referee shall never assess more than a three-game penalty for lateness.

**\* Exception for Late Arrival to a Contest:** When extenuating circumstances exist that cause the late arrival of a school team to the playing site, the match shall be played. When play begins in a match, there shall be no default for late arrival (IHSAA).

### **Lateness after a Rest Period**

- Lateness of one player up to 5 minutes.  
Game Penalty
- Lateness of one player for more than 5 minutes.  
Default
- Both players equally late up to 5 minutes.  
No penalty
- Both players late but arrive at different times.  
The penalty accrues on the arrival of the first player (A). The opponent (B) loses one game unless B arrives more than five minutes later than A, in which case B is defaulted.
- Both players exceed 15 minutes.  
The referee may default both players. The referee may reinstate the match without penalties when both players are equally late. The referee may reinstate the match and impose the penalties described above when both players are late but arrive at different times.

# Sample A1

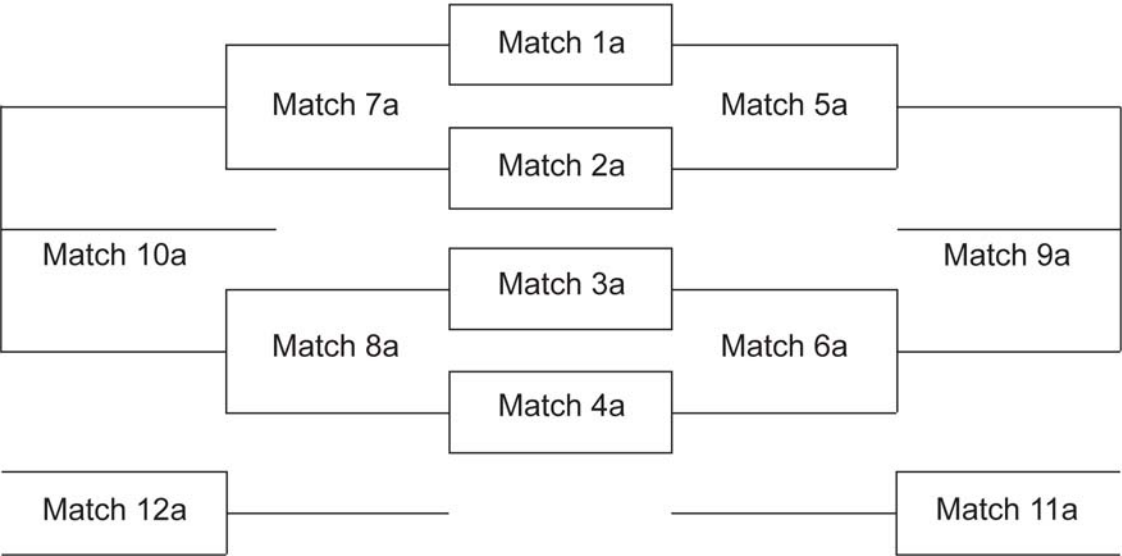
## Classic Tennis Invitational

- |                       |                         |
|-----------------------|-------------------------|
| (A) Jasper            | (E) Richmond            |
| (B) Terre Haute South | (F) Evansville Memorial |
| (C) LaPorte           | (G) Carmel              |
| (D) Perry Meridian    | (H) Pendleton Heights   |

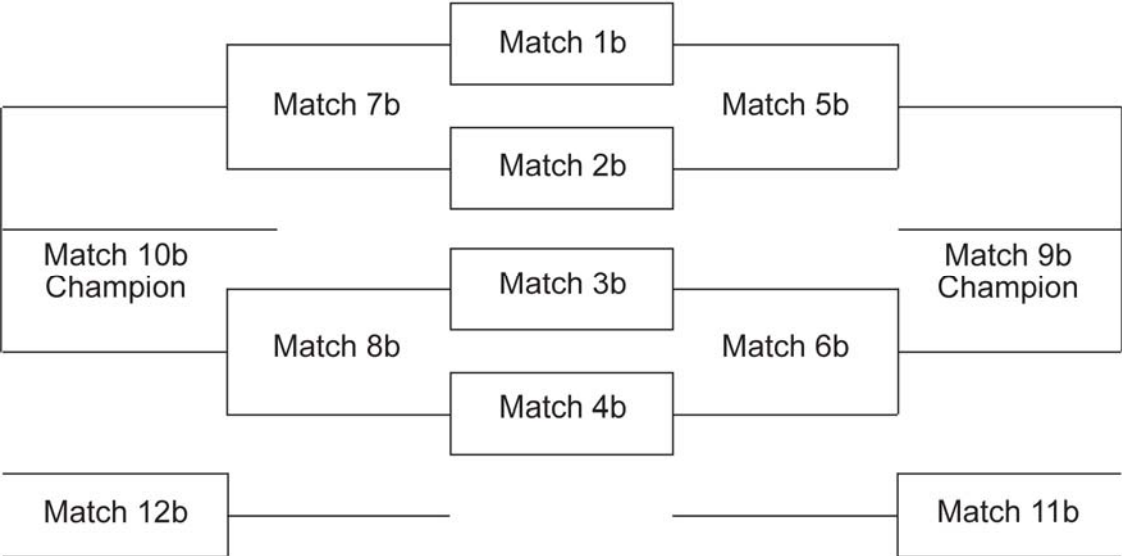
## Team Scoring System

- |                       |          |
|-----------------------|----------|
| Winner of Match 1-4   | = 3 pts. |
| Winner of Match 5-6   | = 4 pts. |
| Winner of Match 7-8   | = 2 pts. |
| Winner of Match 9     | = 5 pts. |
| Winner of Match 10-11 | = 3 pts. |
| Winner of Match 12    | = 1 pt.  |

## First Singles Tournament



## Second Doubles Tournament



# Sample A2

## True Double Elimination Sample Draw

**Advancement Points** = 2 Main Draw Rounds  
1 Backdraw Round

**Byes** – When using a Bye, the point is not awarded unless the next round is won. This also applies in the backdraw.

Placement	Points
1st Place	7 Points
2nd Place	5 Points
3rd Place	4 Points
4th Place	3 Points
5th Place	1 Point



## Backdraw Bracket



This format is designed for two (2) day tournaments because a player could possibly play four (4) matches in that two (2) day period.

## Code of Ethics Regarding Stacking

Written game rules cannot cover every specific situation that may develop during a contest. Sports such as tennis have unwritten codes of ethics that are traditional and inherent in the playing rules. Coaches and players have a responsibility to uphold the ethics of tennis as well as the game rules.

In the effort to promote fair play and wholesome team competition thereby fostering a healthy educational environment, the Indiana High School Tennis Coaches Association offers the following guidelines in regards to stacking:

**Legitimate and ethical “placing of players”:** Any lineup which places a better skilled player above a lesser skilled player or a better skilled doubles team above a lesser skilled doubles team is legal.

**Legitimate lineups according to skill ability:** Any lineup that places a singles player of lesser skill ahead of a player with greater skill, is illegal. Similarly, any lineup which places a doubles team of lower skill ahead of team with greater skill, is illegal.

**Review process when there is no evidence of corrective action.** The Commissioner and/or designated assistant shall review repeated reports involving the same coach or school and take corrective action necessary, such action to be reported to the Executive Committee at its next meeting.

## State Tournament Information

### Team Tennis

- I. **Eligible Schools** – Only those schools with full membership in the Association are eligible to enter.
- II. **Entry Lists**
  - A. The Official IHSAA Entry List must be completed by the high school principal and filed with the Commissioner and center principal no later than the designated date and time.
  - B. Each principal is responsible for checking the eligibility of entrants before permitting them to participate.
  - C. Prior to mailing Entry List to IHSAA and center school, check for the following:
    1. DO NOT alphabetize entrants. Participants should be listed in proper playing positions.
    2. Double check birth dates, number of semesters, number of credits.
    3. List alternates.
    4. Coach should review Entry List and sign before mailing.
  - D. Late Entry List – accepted if accompanied by a check for the following amount:
    1. Within 24 hours after deadline: \$50.00
    2. Within 48 hours after deadline: \$100.00
    3. Over 48 hours: may not enter tournament
  - E. Changes via Telephone Prior to Deadline
    1. Telephone IHSAA and make the change with the secretary responsible for that sport.
    2. The IHSAA will then send a copy of the change/s to the center school unless the change cannot arrive at the center school before the tournament is scheduled to start. In this case, the IHSAA will telephone change to center school.
    3. The participating school making the change SHALL ALWAYS call the center school giving the change to the tourney director.
    4. If center school does not receive confirmation of the change from the IHSAA the day prior to the start of the tourney, the tournament director at the center school SHALL contact the IHSAA.
  - F. Changes After Deadline
    1. Sports of baseball, basketball, cross country, football, golf, gymnastics soccer, softball, volleyball



- a. Corrections/Additions/Errors – prior to opening day of your respective sectional
  - (1) accepted with \$100 fine
- b. Corrections/Additions/Errors – on starting day of your respective sectional or after
  - (1) accepted with \$200 fine
  - (2) principal must certify the eligibility of individual to center school and IHSAA
  - (3) principal must notify a member of the IHSAA Staff no later than the next business day after discovery of the omission
  - (4) the school must promptly send a check to the IHSAA with written notification of the addition
- 2. All Other Sports
 

Accepted with \$100.00 prior to end of seeding/pairings/draw, if reported to IHSAA Executive Staff member. Residence phone: Cox 317-569-7362; Faulkens 317-297-5228; Gardner 765-221-9151; Searcy 812-333-6058; Wynns 317-466-9908.
- G. A notification to the athletic office from the Association Office will acknowledge receipt and correctness of each entry list.
- H. Schools are requested not to complete an entry list unless they fully intend to enter a sectional tournament. If for any reason, after filing an entry list, it becomes necessary to withdraw, notify the IHSAA Office and center principal immediately.
- I. If any player is dismissed from the team for disciplinary reasons before the sectional draw, the line-up shall be adjusted by moving players up a position.
- J. Entry lists SHALL be e-mailed, however, it is strongly recommended that this be done well in advance of the deadline date. It is very difficult to obtain an open line on the day of the deadline. If the entry list is e-mailed or faxed, do not mail the original unless requested to do so by the IHSAA.
- K. Changes in Entry List Between Tourney Levels
 

No changes can be made in the lineup of the first seven players listed. The coach can add or take away from the alternate list only.

  - 1. Regionals: The sectional entry list will be used unless you instruct IHSAA Office otherwise via phone before 12:00 p.m. Monday, following sectional.
  - 2. Semi-States: The regional entry list will be used unless you instruct IHSAA Office otherwise via phone before 4:00 p.m. Thursday, following regional.
  - 3. State: The semi-state entry list will be used unless you instruct IHSAA Office otherwise via phone before 4:00 p.m. Monday, following semi-state.

### III. Sectional Pairings

The tournament manager shall call a meeting on Monday evening the week of the sectionals for the purpose of drawing the playing schedule. Each participating school should be notified of the time and place of the meeting and may have a representative present. Coaches shall specify their entries by position prior to the draw. If no representative is present, the first 3 contestants on the entry list will play No. 1, No. 2, No. 3 singles. The contestants listed 4 through 7 will be entered in No. 1 and No. 2 doubles in that order with the remainder being alternates. The draw shall be made by lot in accordance with the number of entries using the “draw sheet” sent to the tournament director by the IHSAA. The draw shall be school vs. school with No. 1 singles against No. 1 singles, No. 2 singles against No. 2 singles, etc.

### IV. Entrants

- A. **Sectionals** – To enter tournament series a school must agree to participate in 3 singles and 2 doubles or 1 of the following options:
 

Option	Singles	Doubles
1	#1, #2, #3	0
2	#1, #2	#1
3	#1	#1, #2
- B. Coaches should enter their players at the positions which their skill dictates. Juggling or shuffling positions to gain an advantage is unethical. Under no circumstances shall a school shuffle its lineup after the sectional draw.

## V. Advancement

**Regionals:** Members of the 1st place sectional teams shall advance to the designated regionals.

**Semi-States:** Members of the 1st place regional team shall advance to the designated semi-states.

**State:** Members of the 1st place semi-state teams shall advance to the state finals.

## VI. Substitutions

### IHSAA Tournament

1. All Rounds with One Match per Day
  - a. Substitutions may be made until actual play has begun or between rounds.
  - b. Substitutes may compete in either singles or doubles, not both for that session.
  - c. A player for whom a substitute was made in round 1 and/ or round 2 may play in round 3 (sectional and regional only).
  - d. If a player cannot complete a match for some reason, he/she shall default that match.
2. All Rounds with Two Matches Per Day (NEW RULE)
  - a. At any level of the IHSAA post-season tournament (sectional, regional, semi-state or state), any player who plays but fails to finish a first match cannot return to the lineup for a second match that is played on the same day.
  - b. If a student-athlete RETIRED from the first match due to a personal injury or health emergency; to be allowed to return to play the second match:
    - (1) The personal injury or health emergency incurred in the first match shall be evaluated by an athletic trainer/doctor, and,
    - (2) An official written release from the athletic trainer/doctor shall be presented to the tournament director indicating the player is physically able to return to competition before the player will be allowed to compete in the second match.
    - (3) If for some reason the second match is re-scheduled for the next available day, the ruling remains in effect.

## VII. Awards: Are provided by IHSAA. No others shall be given.

- A. Sectionals
  1. Trophy – to championship team school
  2. Ribbons – 7 to members of 1st place team
- B. Regionals
  1. Trophy Plates – to championship team school
  2. Ribbons – 7 to members of championship team
- C. Semi-States
  1. Trophy Plates – to championship team school
  2. Ribbons
    - a. to members of championship team
    - b. 7 to members of runner-up team
- D. State
  1. Trophy
    - a. to championship team school
    - b. to runner-up team school
  2. Medals
    - a. 5 to staff of championship team school
    - b. 5 to staff of runner-up team school
    - c. 5 to staff of teams not advancing
    - d. 7 to members of championship team
    - e. 7 to members of runner-up team

- f. 7 to members of teams not advancing
- 3. Mental Attitude Award – Presented by the Executive Committee to an outstanding senior participant who must excel in mental attitude, scholarship, leadership and athletic ability in tennis. Nomination must be initiated by the candidate's principal and coach.

### **Singles/Doubles**

Participation: In order for a student to qualify for participation in the IHSAA tournament series in an individual sport (cross country, golf, tennis, swim & diving, track & field and wrestling) the student must have participated, during the regular season in a minimum of 25% of the authorized season contests in that sport. This requirement can be waived provided the student can demonstrate that she/he did not participate in the minimum number of season contests because of illness, injury, ineligibility or because of circumstances beyond the control of the student, such as the cancellation of a contest(s) or the failure to qualify for a spot on the roster.

#### **I. Qualifications – Singles**

- A. Single entrant from a non-team tennis school.
- B. Any undefeated No. 1 singles player in the sectional team tennis tourney, whose team was eliminated, may enter the singles tourney on Tuesday (Round 1).
- C. Any undefeated No. 1 singles player in the regional team tennis tourney, whose team was eliminated, may enter the sectional singles tourney on Saturday.
- D. Any undefeated No. 1 singles player in semi-state team tennis tourney, whose team was eliminated, may enter the singles tourney on Friday, Saturday.
- E. The No. 1 singles player of the state championship team, provided he is undefeated, and any undefeated No. 1 singles player from state team tourney whose team was defeated, may enter the singles tourney on Friday, Saturday. NOTE: Players having played the most matches in team tourney competition will receive preference for byes when possible.
- F. No substitutions allowed in singles competition.

#### **II. Qualifications – Doubles**

- A. To qualify for the doubles tournament series, **both** participants must have played in the No. 1 or No. 2 doubles position for a minimum of 50% of their team's total playing opportunities (dual matches and season tournament matches).
  - 1. Any competition against players from another school, regardless of the scoring format, constitutes one match.
  - 2. Each round of a tournament counts as a separate match.
  - 3. All team opportunities to play (dual matches and season tournament matches) shall be counted to determine the 50% target the No. 1 doubles team is to meet to qualify for entry into the doubles tournament.
- B. Doubles entrant from a non-team tennis school.
- C. Any undefeated No. 1 doubles team in the sectional team tennis tourney, whose team was eliminated, may enter the doubles tourney on Tuesday (Round 1).
- D. Any undefeated No. 1 doubles team in the regional team tennis tourney, whose team was eliminated, may enter the sectional doubles tourney on Saturday.
- E. Any undefeated No. 1 doubles team in semi-state team tennis tourney, whose team was eliminated, may enter the doubles tourney on Friday, Saturday.
- F. The No. 1 doubles team of the state championship team, provided they are undefeated, and any undefeated No. 1 doubles team from state team tourney whose team was defeated, may enter the doubles tourney on Friday, Saturday. NOTE: Players having played the most matches in team tourney competition will receive preference for byes when possible.
- G. No substitutions allowed in doubles competition.

- H. Tennis Waiver – The IHSAA shall have the authority to grant a waiver to the 50% rule when, if in the opinion of the IHSAA, the student's school provides satisfactory proof to the IHSAA that:
1. The student missed compliance with the 50% rule by a minimal number of his or her team's season contest or matches;
  2. The student's failure to meet the 50% criteria was for clear, verifiable reasons, such as a debilitating injury or illness and;
  3. The student's failure to meet the 50% criteria was the result of reasons which were beyond the control of the student, the parents, the coach and the school.

The IHSAA will waive the 50% rule only in extraordinary and compelling cases and only when the request is submitted in writing to the IHSAA at least one week prior to the beginning date of the **Team Tournament**.

### III. State Pairings

#### A. State Finals – Singles

1. The 4 regional champions will advance to the state singles finals on Friday and Saturday, along with the No. 1 undefeated singles players whose teams were eliminated during the semi-state tourney or the state finals.
2. Pairings for the singles state finals shall be conducted in the following manner:
  - The No. 1 singles player of the state championship team, provided he/she is undefeated, shall be the first placement.
  - Any undefeated No. 1 singles player from a defeated state finals tourney team shall be the next placement.
  - Any undefeated No. 1 singles player from a defeated semi-state tourney team shall be the next placement; if there is more than one qualifying individual from a semi-state team, the individual(s) with the greater number of individual matches won in team play during the tourney will receive the better placement.
  - The four players advancing to the individual state finals from the individual regional competitions will be the next placements.
  - The individual regional champions will be the next placements. The individual regional champions with the greater number of individual matches won during the tourney (team and individual) will receive the better placements. The individuals shall be seeded by a blind draw if there is a tie with the individuals' tourney records.
  - No other data shall be used to determine pairings.

#### B. State Finals – Doubles

1. The 4 regional champions will advance to the state doubles finals on Friday and Saturday, along with the No. 1 undefeated doubles teams whose teams were eliminated during the semi-state tourney or the state finals.
2. Pairings for the doubles state finals shall be conducted in the following manner:
  - The No. 1 doubles team of the state championship team, provided it is undefeated, shall be the first placement.
  - Any undefeated No. 1 doubles team from a defeated state finals tourney team shall be the next placement.
  - Any undefeated No. 1 doubles team from a defeated semi-state tourney team shall be the next placement; if there is more than one qualifying doubles team from a semi-state team, the doubles team(s) with the greater number of individual matches won in team play during the tourney will receive the better placement.
  - The four doubles teams advancing to the doubles state finals from the doubles regional competitions will be the next placements.
  - The doubles team regional champions will be the next placements. The doubles team regional champions with the greater number of individual matches won during the tourney (team and

individual) will receive the better placements. The doubles team shall be placed by a blind draw if there is a tie with the tourney records.

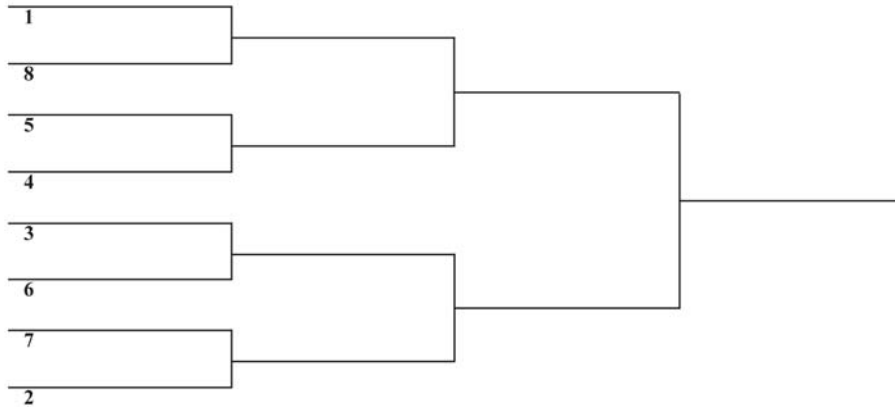
- No other date shall be used to determine pairings.

**IV. Awards** – Are provided by IHSA. No others shall be given.

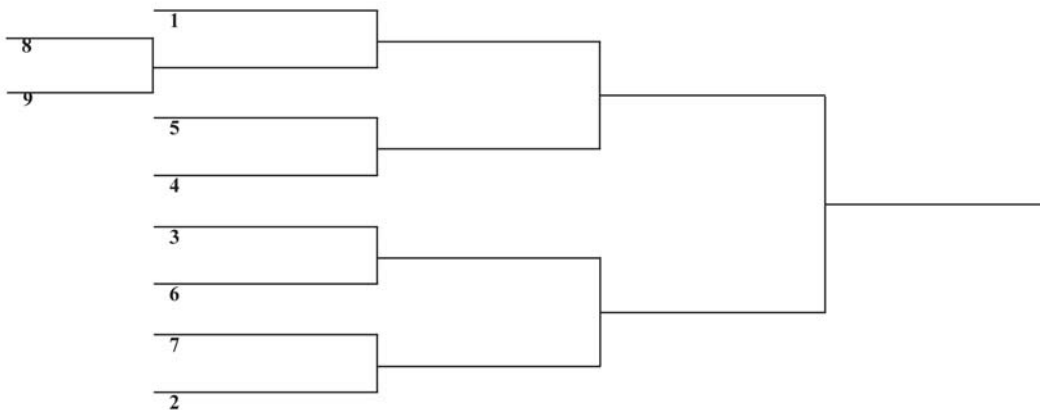
- Sectionals & Regionals -- Ribbons to champions.
- State -- Medals to 1st, 2nd, 3rd and 4th place in singles and doubles.

**V. Brackets Used for Singles and Doubles Placement**

**Eight-team bracket with placement for each team when pre-determining the draw**



**When there are more than eight teams involved, the play-in game should be placed as demonstrated below**



# IHSAA Tennis Controlled Scrimmage Rules and Regulations

**Date:** Each tennis-playing school may participate in one inter-school controlled scrimmage match to be held after 5 days of practice and at least 48 hours prior to each school's first scheduled match. Each school is limited to one scrimmage. JV and freshman players may be utilized as long as they have been included in the practices prior to the scrimmage and their time is included as part of the scrimmage time limit. There shall be no separate JV or freshman scrimmage.

**Contractual Agreement:** Schools that elect to participate in the scrimmage must schedule another Indiana team. Schools are urged to select a team that is at a similar talent level. There shall be a contract between the two schools that will include the location and time and any special arrangements for providing the balls.

**Coaches:** Each team may have the head coach and one additional coach on the tennis courts during the scrimmage. All other coaches will be outside the courts. There should be no scouting at a scrimmage from coaches of other schools. Coaches should communicate prior to the scrimmage to ensure the best match-ups of skill levels. The coaches should be sure they are in agreement on the format of the time schedules.

**Players:** Only those players who have participated in five or more days of practice shall be allowed to participate in the scrimmage. The maximum number of players who can participate in the scrimmage shall be 20.

**Time Limit:** The time limit for the scrimmage is 90 minutes, which includes warm-up time.

## Warm-Up, 10 minutes

### Session I, 30 minutes

- Varsity level match-ups (singles or doubles)
- JV level match-ups if extra courts are available
- Head coach and one assistant on the courts
- Coaches can provide instruction between points
- Players shall use "regular" scoring
- When time expires, the players should finish the game they are on, and then the match is over, regardless of score.

### Session II, 30 minutes

- Varsity level match-ups (singles or doubles)
- JV level match-ups if extra courts are available
- Head coach and one assistant on the courts
- Coaches can provide instruction between points
- Players shall use "regular" scoring
- When time expires, the players should finish the game they are on, and then the match is over, regardless of score.

### Session III, 20 minutes

- Varsity or JV level match-ups (singles or doubles)
- Head coach and one assistant on the courts
- Coaches can provide instruction between points
- Players shall use "regular" scoring
- When time expires, the players should finish the point they are on, and then the tie-breaker is over, regardless of score.

**Note:** Total time is 90 minutes. If this scrimmage format is not followed, it will be considered a contest and shall count as one of the allowable season contests.

# Unsporting Conduct Report

To: Principal: \_\_\_\_\_ School: \_\_\_\_\_

Commissioner: IHSAA, 9150 N. Meridian St., P. O. Box 40650, Indianapolis, IN 46240-0650

This information is being sent as a result of observations in competition as follows:

Date: \_\_\_\_\_ Place: \_\_\_\_\_

BOYS: \_\_\_\_\_ GIRLS: \_\_\_\_\_ (Check One) LEVEL: Varsity \_\_\_\_\_ JV \_\_\_\_\_ 9th \_\_\_\_\_

Lineup Submitted (Rank As To Ability)

Singles

#1 \_\_\_\_\_ # \_\_\_\_\_

#2 \_\_\_\_\_ # \_\_\_\_\_

#3 \_\_\_\_\_ # \_\_\_\_\_

Doubles

#1 \_\_\_\_\_ # \_\_\_\_\_

\_\_\_\_\_ # \_\_\_\_\_

#2 \_\_\_\_\_ # \_\_\_\_\_

\_\_\_\_\_ # \_\_\_\_\_

Coach \_\_\_\_\_

Explanation of alledged stacking situation \_\_\_\_\_

(Use back of form or attach a separate sheet with the explanation if necessary.)

Submitted by: \_\_\_\_\_ Coach \_\_\_\_\_

Principal

\_\_\_\_\_ School

ENDORSEMENT:

\_\_\_\_\_ 1. I have received a copy of the above report.

\_\_\_\_\_ 2. Assurance has been given by our coach involved that corrective action has been taken.

\_\_\_\_\_ 3. Comments:

Signature of Principal

School

Date: \_\_\_\_\_

INSTRUCTIONS:

Stacking or juggling the positions of the lineup to gain an advantage is unethical and creates an unhealthy educational environment.

The IHSAA Executive Committee authorizes this reporting procedure:

- The aggrieved school is to forward one copy of this report to the Principal of the offending school and one copy to the Commissioner.
- The Principal of the offending school is to submit an endorsement to the Commissioner listing action taken to prevent recurrence.

## Special Instructions for Completing the Entry List

1. Non-team tennis schools may enter ONE singles player and/or ONE doubles team. The individual singles player from non-team tennis schools should be entered on “non-team singles only” line on this form and completed in every detail. The doubles team from non-team tennis schools should be entered on the two lines labeled “non-team doubles only” and completed in every detail.
2. To enter a team, a school must agree to participate in three (3) singles and two (2) doubles OR one of the following options:

Option	Singles	Doubles
1	1, 2, 3	0
2	1, 2	1
3	1	1, 2
4	1, 2	1, 2

**Note 1:** Coaches shall specify their entries by position prior to the draw. The first three (3) players on the entry list will play #1, #2, #3 singles. Players listed in the lines #1 doubles and #2 doubles will play those positions with the remaining players listed being alternates.

**Note 2:** Playing schedule will be drawn by lot by the Sectional Tournament Director on Monday, the week of the tournament start.

3. Entrants must compete throughout the tournament in the position in which they are placed prior to the draw.
4. To qualify for the doubles tournament, each participant must play 50% of the team’s playing opportunities (dual matches and season tournament matches) in the #1 doubles position or the #2 doubles position. This qualifier does not apply to team tennis.
5. Participants listed in the top seven lines of the team entry section shall be the seven best players on the team. The use of an alternate SHALL NOT make the team stronger.
6. Individual alternates may be substituted in either singles or doubles but not in both. Applies to entire tourney series.
7. ^ See Rule 18-1.
8. Girls shall not be permitted to participate in the boys tennis tournament since there is a tournament program for girls in which girls may qualify as girls tournament entrants.
9. The decisions of the officials will be considered final. By submitting this entry list you agree to abide by the decisions



# IHSAA Line-Up and Results Form

\_\_\_\_ Boys \_\_\_\_ Girls

Date:\_\_\_\_\_ Place:\_\_\_\_\_

Host School:\_\_\_\_\_ Visitors:\_\_\_\_\_

Coach:\_\_\_\_\_ Coach:\_\_\_\_\_

Dual Meet:\_\_\_\_\_ Tournament:\_\_\_\_\_

Line-Up Grade Results/Score Winning School

Singles			
#1			
#2			
#3			
Doubles			
#1			
#2			
Alt.			
Alt.			
Alt.			
Alt.			

- To participate a team school must agree to participate in three (3) singles and two (2) doubles or one of the following options:

Option	Singles	Doubles
1	1, 2, 3	0
2	1, 2	1
3	1	1, 2

- Exchange of Lineups. A coach shall provide and exchange prior to the warm-up period a written lineup to the opposition coach including the full name and year of the participants involved with the match. A coach shall play his lineup according to the rank of the player, the highest rank being first followed by the second highest ranked player.
- In case of an injury or sickness, substitutions will follow the IHSAA tournament format. This format cannot be used more than two (2) consecutive matches or a one (1) day tournament. For any player removed because of disciplinary reasons, the lineup will be adjusted by moving players up a position if necessary.