



Indiana High School
Athletic Association

2003 Tennis Coaches Guidebook



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Introduction

This booklet has been prepared by the Indiana High School Tennis Coaches Association in cooperation with the Indiana High School Athletic Association. Its purpose 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.

Student 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.

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 five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.

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 as a grade 9, 10, 11 or 12 student in a contest with or against a student enrolled in below grade 9.

- c. You are on a junior high school (grade 9) team and participate with or against a student enrolled in grade 11 or 12.
- d. You participate in an organized athletic contest with or against players not belonging to your school.
- e. You participate as an individual on any team other than your school team.
- f. You participate as an individual without following the criteria for the outstanding student-athlete.
- g. You attend a non-school camp.
- h. You attend and participate in a student clinic.
- 2. During School Year Out-of-Season
You receive instruction in team sports from individuals who are members of your high school coaching staff.
- 3. During Summer
You are in attendance at a school sponsored camp or a camp for a fall sport after Monday of Week 4.
- H. PRACTICE
You have not completed ten 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

IHSAA By-Laws: Tennis

parents or guardians as residents.

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 so 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 ten separate days of organized practice in tennis under the direct supervision of the school coaching staff by each player preceding date of participation in inter-school 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 maximum of four tournaments may be played provided the maximum number of season contests is reduced to 10 and the total number of matches does not exceed 22.

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. 10 matches plus 4 tourneys; 12 matches plus 3 tourneys, or; 14 matches plus 2 tourneys, or; 14 matches with no tournaments; 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 line-ups?
- A. Complete a Tennis Unsportsmanlike Conduct Report as instructed on the form.
- 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 and/or in summer?
- 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.
- 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 interschool 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. Fourteen (14) dual matches and two (2) tournaments.
 2. Twelve (12) dual matches and three (3) tournaments.
 3. Ten (10) dual matches and four (4) tournaments.
 4. 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 instructions;
 - 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:
- Q.1 May a coach outline and distribute to players a written recommended individual workout schedule for the athletes to use out-of-season?
- A. Yes.
- Q.2 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 15-1.1c of IHSAA By-Laws. An outstanding student-athlete may request a waiver, from the IHSAA, to participate as an individual at a tournament during the contest season provided the following criterion is met:
1. a completed waiver application form signed by the principal, coach, student-athlete and parent is forwarded to the IHSAA 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 IHSAA Rule 5 (Amateurism) or Rule 6 (Awards, Prizes, Gifts).
4. arrangements are made 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 if 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 from coaching 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 between split sets.
- G. **Coaching During the Match.** The head coach and one assistant coach are allowed to coach their players on odd games only during the ninety (90) second changeover 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.
 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 official assistants are allowed to coach.
 6. A coach or his assistant may enter the court area in case of emergency or injury.
 7. Parents and spectators are forbidden from coaching or providing advice. Spectators must stay a minimum of ten (10) feet, where physically possible, from the court area during an actual contest.
 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 IHSAA by the opposing team representative within twenty-four (24) 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 IHSAA within twenty-four (24) 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.
- B. Exchange of Line-ups. A coach shall provide and exchange, prior to the warm-up period, a written line-up to the opposition coach including the full name and year of the participants involved with the match. **A coach shall play his line-up 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 line-up.** Only physically able players shall be listed in the line-up. Each coach shall have the option to challenge a line-up 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 twenty-four (24) hours an unsportsmanlike conduct report with their athletic director, via the school principal, to the IHSAA. This report shall give physical evidence that the coach played his/her line-up out of position.

NOTE: A form to be used as a guide is included in this booklet.

Exception: Refer to p. 19, Rule #3.

C. Continuous Play and Rest Periods

Play shall be continuous from the first service until the match is concluded, in accordance with the following provisions:

1. If the first service is a fault, the second service must be struck by the Server without delay.
2. The Receiver must play to the reasonable pace of the Server and must be ready to receive when the Server is ready to serve.
3. **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 changeover.)
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 changeover. 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 changeover was permitted at the end of the first set.)

4. During the 10-minute intermission prior to a third set, players involved in the match are not permitted to “warm-up” on the court by hitting balls with a teammate or coach, or by practicing serves, or by working on-court with a coach in any manner.
- 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 changeovers 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.
- F. Post-Match Considerations
1. After the match, the player has five (5) minutes to gather his/her equipment from the court and leave the immediate playing area.
 2. It shall be customary for the losing coach to congratulate the winning coach with a handshake after the conclusion of the final match.
 3. The home coach should report the scores to the local media.
- G. Rain, Lightning and Other Serious Weather Instructions
1. 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.
 2. 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** line-up. Substitutions and changes may take place prior to actual play.
 3. 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. 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. The benefit of doubt on any call should be awarded to the opponent.
- d. 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.

J. Calls

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 over-rule a call if clearly seen while on court **only**. A roving umpire shall never over-rule a call from outside the fenced-in area. **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.**
3. In all matches without an umpire and linesman, or with only a solo 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. One of these is as follows. Your opponent's ball – a serve or otherwise – appears out, and you so call but return the ball to his/her court. Inspection reveals that your out call, which stopped play, is in error. Since you actually returned the ball, a let is authorized. Had you not returned the ball, the point would have been your opponent's.
When you are hindered attempting to return a shot that you could not have returned even had there been no hindrance, a let is not authorized. Incidentally, a request for a let, because you tripped over your own hat, should be denied.
7. Players are obligated to call against themselves, with the exception of a first service, any ball that they clearly see out on the opponent's side of the net.
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. Refer to #6 above.
 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 footfault judge. A player may request that an opponent avoid footfaults, but they cannot call a footfault on an opponent. All footfaults must be called by an umpire or roving footfault judge, who need not to be stationed on the baseline in order to call footfaults as long as his/her position gives him/her a clear view of the fault. A coach is responsible for calling footfaults on his/her own players after one given warning.
 15. The server should 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.
 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.
- K. **Service and Service Returns**
1. During each game, the server and receiver must both be ready to begin the next point within a twenty-five (25) second interval. See page 7, Rule C-2.
 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. They 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, then follow rule J-6, page 9.
- L. **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 coach or referee has sole power to disqualify players during a dual match and IHSAA-sanctioned tournaments. If there is a chair umpire or roving umpire, they are empowered to give point and game penalties but must inform the coach and referee so that they can stand by in case a disqualification must be given.
 3. Tough Calls. The following should be followed concerning:
 - a. footfaults – a player may not call footfaults. A player may request that the opponent refrain from this violation. If the opponent continues to footfault, then his coach has the right to request a footfault judge. It is equally the responsibility of the coach, when observed, to call a footfault. The coach is allowed to make one warning. After the warning, the coach should call all footfaults until the problem has been solved.
 - b. double bounces, touching the net, etc. – it is the players' responsibility to make these calls against themselves. It is equally the responsibility of the coach, when observed, to make an immediate correction, overrule, on a player if he/she feels a player was in error.
 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., 25 seconds);
 - c. prolonging an argument longer than twenty-five (25) 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 timeout;
 - 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.

NOTE: Flagrant violations could result in immediate default.
 5. Lateness Penalties – The Point Penalty System – See page 13 & 14.
- M. 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 one-time medical time-out for that medical condition. Subsequently, he/she may request another medical time-out for a different medical condition. If a player has taken a medical time-out during the warm-up, he may take a second time-out during the match for that same condition if he aggravates that condition.
 2. A medical time-out consists of evaluation time (usually two minutes) plus a maximum of three minutes treatment time.
 3. Hand held, non-battery, and non-electrical inhalers may be used for asthma. Subcutaneous injections may be used for diabetes.

- N. Toilet visits
 1. A player may request one or more suspensions of play for a toilet visit. 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. Whenever possible, toilet visits should take place during the 120 second set break.
- 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 for each court.
- 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 line-up 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 criterion:

 1. The student has not completed his/her home secondary school program;
 2. The student meets all IHSAA eligibility rules including the Scholarship Rule (Rule 18) and the Age Rule (Rule 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. 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.

The Point Penalty System

Table of Violations and Penalties

Code of Violations

Delay

- Not resuming play after a medical timeout.
- Not resuming play after treatment on a changeover.
- Not playing within 25 seconds of having been directed to resume play.
- Passage of 25 seconds after any time violation.
- Leaving the court 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.
- Coaching.
- Abusive conduct by a player or a person associated with a player. (USTA Regulation 1.N.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).

Penalties

Violations shall be penalized as follows:

- First Offense Point
- Second Offense Game
- Third Offense Default

Time Violations

- Delay between points or after warm-up.
- Violation of the 90-second change-over rule.

Penalties

- 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). His/her 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

- 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 deemed to have arrived when he checks in at the place designated by the referee for checking in and is properly clothed, equipped and ready to play.

The lateness penalty clock starts when the match is scheduled and called, a 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 (IHSA).

Lateness After a Rest Period

- . 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). His/her opponent (B) loses one game unless he/she 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. He/she may reinstate the match without penalties when both players are equally late. He/she may reinstate the match and impose the penalties described above when both players are late but arrive at different times.

Penalties

- 5:00 minutes or less 1 game.
- More than 5:00 minutes Default.

Sample A1

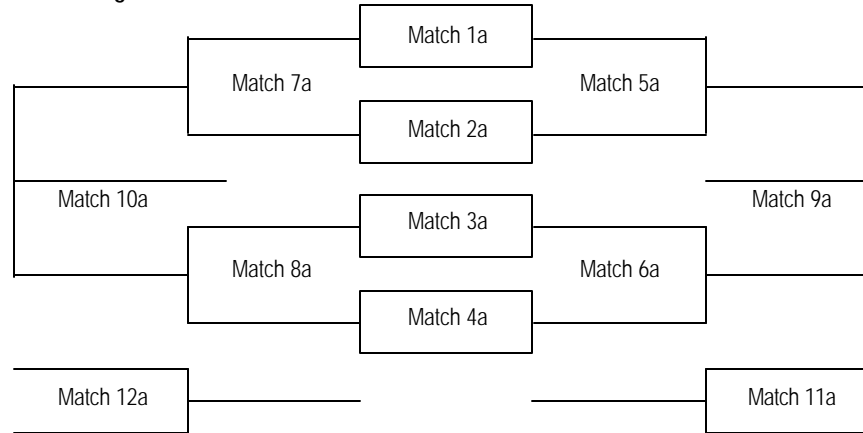
Classic Tennis Invitational

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

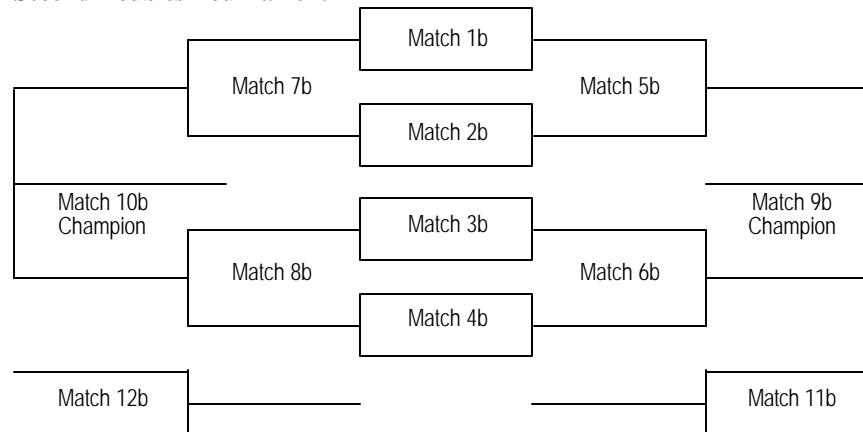
Team Scoring System

- 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

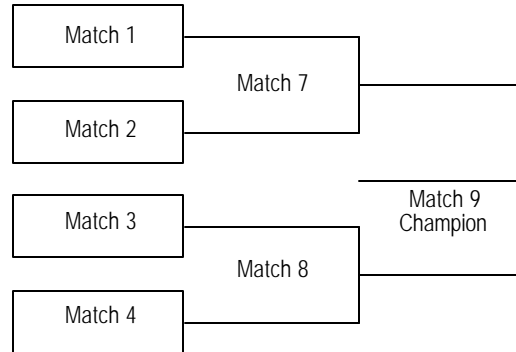
Byes – When using a Bye, the point is not awarded unless the next round is won. This also applies in the backdraw.

Placement

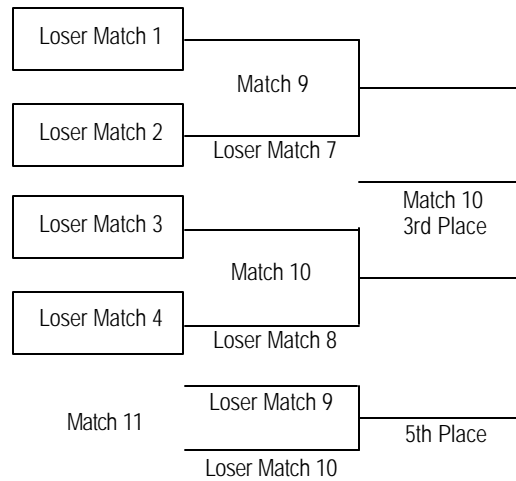
1st
2nd
3rd
4th
5th

Points

7 Points
5 Points
4 Points
3 Points
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 line-up 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 line-ups according to skill ability: Skill ability shall be defined as the number one singles player shall be better than the number two singles player who shall be better than the number three singles player. The number one doubles team shall be better than the number two doubles team.

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

TEAM TENNIS

I ELIGIBLE SCHOOLS – Only those schools with full membership in the Association are eligible to enter.

II 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
4	#1, #2	#1, #2
5	#1, #2, #3	#1

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 LINE-UP.

III 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.

IV SUBSTITUTIONS

A. Sectionals and Regionals

1. Substitutions may be made until actual play has started or between rounds.
2. Substitute/s may compete in either singles or doubles, **not both. This starts anew at each level.**
3. A player for whom a substitution has been made in rounds 1 and/or 2 may play in round 3.
4. If a player cannot complete a match for any reason, he/she shall default that match.
5. For any player removed for disciplinary reasons, the line-up **will be** adjusted by moving players up a position.

B. Semi-States and State Finals

1. If a player must be replaced for any reason prior to round #1, he/she would not be permitted to participate for the remainder of that level.
2. If a player cannot complete a match for any reason, he/she shall default that match.

V 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 3rd and 4th place team schools
 - d. 7 to members of championship team
 - e. 7 to members of runner-up team
 - f. 7 to members of 3rd and 4th place teams
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

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 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, 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 seed. Any undefeated No.1 singles player from a defeated state finals tourney team shall be the next seed.

Any undefeated No.1 singles player from a defeated semi-state tourney teams shall be the next seed; 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 seed.

The four players advancing to the individual state finals from the individual regional competitions will be the next seeds. The individual regional champions will be the next seeds. The individual regional champions with the greater number of individual matches won during the tourney (team and individual) will receive the better seeds. The individuals shall be seeded by a blind draw if there is a tie with the individuals' tourney records. No other date 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 seed. Any undefeated no.1 doubles team from a defeated state finals tourney team shall be the next seed. Any undefeated no.1 doubles team from a defeated semi-state tourney team shall be the next seed; 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 seed.

The four doubles teams advancing to the doubles state finals from the doubles regional competitions will be the next seeds. The doubles team regional champions will be the next seeds. The doubles team regional champions with the greater number of individual matches won during the tourney (team and individual) will receive the better seeds. The doubles team shall be seeded 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 IHSAA. No others shall be given.

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

Unsportsmanlike 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 _____ Reserve _____ 9 _____

Line-up Submitted (Rank As To Ability)

Singles	
#1	#
#2	#
#3	#
Doubles	
#1	#
	#
#2	#
	#
COACH	

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 tennis players the line-up to gain an advantage is unethical and creates an unhealthy educational environment.

The IHSAA Executive Committee authorizes this reporting procedure:

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

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.			

1. 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
4	1, 2	1, 2
5	1, 2, 3	1

2. **Exchange of Line-ups.** A coach shall provide and exchange prior to the warm-up period a written line-up to the opposition coach including the full name and year of the participants involved with the match. **A coach shall play his line-up according to the rank of the player, the highest rank being first followed by the second highest ranked player.**
3. 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 line-up will be adjusted by moving players up a position if necessary.

