

**PLAY SMART.**  **PLAY HARD.**

2018-19

# Girls Tennis

Manual for  
Schools and Managers



# 2018-19 Girls Tennis Manual Table of Contents

## School Information

Terms and Conditions.....	1-5
Competition Information.....	6-7
Online List of Participants Instructions .....	8-9
Seeding Information for Schools .....	10
Sample Draw Sheets.....	10
Rule Information.....	11
Tennis Code of Conduct-Point Penalty.....	12
12-Point Tiebreaker System.....	13
Important Information Regarding the Girls State Final .....	14
Governing Rules .....	15
State Final Site Map .....	16
Request for Additional Awards .....	17-18

## General Information

Do What's Right! Sportsmanship Criteria .....	20
Emergency Action Plan.....	21-22
Managing Heat and Heat Illness .....	23-25
Severe Weather Safety Guidelines .....	26
IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions .....	27
Concussion Information .....	28
Return to Play Policy	
Mandatory Concussion Education	
Drone Policy .....	29

## Manager Information

Instructions for Managers .....	31
Sectional Meet Preparation Checklist.....	32-33
Winners Report Instructions .....	34
Managers Seeding Information .....	35
Sectional Seeding Meeting Items .....	36
Sectional Tournament Draw Sheet (16 or less).....	37-39
Sectional Tournament Draw Sheet (17 or more).....	40-42
Wilson Ball Distribution.....	43
Awards Delivery Data .....	44
Royalty Report Summary .....	45
IHSA Girls Tennis- Request for Earlier Starting Time Form.....	46
Instructions for completing Financial Report online.....	47

### Revision History





# 2018-2019 Girls Tennis Tournament Series Terms and Conditions

In accordance with Section 1.450 of the IHSA constitution, the IHSA board of directors has approved the terms and conditions governing the 2018-2019 IHSA girls' tennis tournament series.

## I. SCHOOL CLASSIFICATION

**A. Enrollment Figures:** Competition in the IHSA tennis tournament series will be determined on an enrollment basis.

1. The classification of a school shall be determined based on its total student enrollment figure reported to the Illinois State Board of Education in its fall housing report on September 30, of the preceding school year.

2. Non-boundary schools will have their total student enrollment multiplied by 1.65.

**B. Classification:** For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2. For two-year high schools, the total student enrollment figure reported shall be doubled.

3. For three-year high schools, one third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4. For schools which enroll girls only, the total student enrollment figure reported shall be doubled.

**C. Two Class System:** Schools participating in tennis operating under the two class system shall be classified as follows:

1. Schools with enrollments of 1404.00 and below will be Class 1A.

2. Schools with enrollments 1404.01 and above will be Class 2A.

3. Classifications shall be determined on an annual basis.

## II. DATES AND SITES

**A. Sectional Tournament:** Class 1A and 2A sectional tournaments will be held on Saturday, October 13th at assigned locations across the state.

1. There will be 16 sites for Class 1A and 16 sites for Class 2A.

2. To complete the tournament on Saturday, the local manager may, at his/her discretion if the number of entries warrant, elect to begin tournament play on Friday afternoon (after school hours). If the local manager wishes to begin the competition on Friday

before 4:00 p.m., written consent of the principal from each participating school is required. Sectional managers will send to the principals from participating schools the *IHSA Tennis Request for Earlier Start Time Form* for their approval. This document can be located online and in the tennis manual.

**B. State Final Tournament:** The state final tournament will be hosted by Buffalo Grove High School in Buffalo Grove on October 18-20th, 2018.

1. Tournament central will be located at the Buffalo Grove High School gymnasium. Matches will be played at District 211, 214, and 220 schools.

2. Buffalo Grove High School tennis coach, Kevin Schrammel, has been designated as the state final manager.

## III. ONLINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ONLINE LIST OF PARTICIPANTS

**A. Policies and Procedures:** The IHSA policy for entry deadlines, late entries, and withdrawals shall be the policies and procedures regarding entry for all IHSA sponsored sport/activities included in the 2018-2019 entry policies and procedures which can be found in the schools' center on the IHSA website.

**B. Online Entries:** All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is September 7th, 2018.

**C. Late Entries:** Any attempt to enter a sport online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the principal/IHSA official representative must contact the IHSA administrator in charge of that sport in writing requesting entry into the state series. The penalty for a school's late entry shall be a payment of \$100.00 for the sport they wish to enter.

**D. Breach of Contract By-Law 6.041 (Withdrawal Procedure):** To withdraw without penalty, the principal must fax or e-mail notice to Tammy Craig at the IHSA office ([tcraig@ihsa.org](mailto:tcraig@ihsa.org) or 309-663-7479), notifying the IHSA of the school's withdrawal from the girls' tennis tournament series prior to the online list of participants deadline of October 9th, 2018.

1. If a school withdraws after the deadline for entering their online list of participants, the school will be charged a \$100 penalty.

2. If a school does not show up for competition, the school will be charged a \$100 penalty and, if applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the association because of such breach.

**E. Eligibility:** All member schools in good standing may enter an individual(s) (one (1) singles player or one (1) doubles team) or a team under the provisions of IHSA by-law 3.054. Any school with 6 or more players must have participated in six (6) varsity contests prior to the state series. Note: Individual entries do not have a minimum number of contest requirements.

**F. Affirmative Action Policy:** Only girls shall be permitted to participate in the state series except as provided in the IHSA affirmative action policy.

**G. Online List of Participants:** Each school must complete the online list of participants by midnight on Tuesday, October 9, 2018. If a school does not submit the online list of participants by the deadline, coaches and/or participants from the school are subject to penalties which could include, but not be limited to, being ruled ineligible to coach or compete in the state series and/or charged \$100.00.

1. Confirmation of receipt of the online list of participants: Schools should login to their school center site on the IHSA website and go to the activity tracker. The activity tracker will show "completed", if you have checked the button indicating you finished your report.

2. If the activity tracker does not indicate "completed", then you must go back into your school's list of participants and check the button on the online list of participants indicating you are finished with the report.

**H. Team Entries:** No more than two doubles teams and two singles players may represent each school. A player may not enter both the singles and doubles events.

## IV. HOST FINANCIAL ARRANGEMENTS

**A. Sectional Host School Expenses:** Sectional host schools shall receive \$400.00 for hosting. The host school shall pay all meet expenses.

**B. Contestant Expenses:** Neither the IHSA or the local tournament management will assume responsibility for any contestant expenses of any kind.

## V. TOURNAMENT ASSIGNMENTS AND SEEDING

**A. Sectional Assignments:** Sectional assignments can be found online at [www.ihsa.org](http://www.ihsa.org) on the girls' tennis page.

**B. Sectional Seeding Meeting:** The sectional manager will conduct a seeding meeting for each sectional tournament on Wednesday evening, October 10th, 2018. The purpose of this meeting is to determine seeds and draw up the playing schedule for the sectional tournament and make any necessary tournament announcements.

1. A coach or school representative from each participating school must attend this meeting. Non-attendance at this meeting by a coach or school representative may result in a letter being sent to the school's official IHSA representative. At this meeting, coaches/school representatives will seed the singles and doubles draws for the sectional tournament using the competitor information submitted online at [IHSA.org](http://IHSA.org) through the School Center including the uploaded players season record form(s) from [tennisreporting.com](http://tennisreporting.com) by each school. This information will also be used for seeding the IHSA state final tournament. Schools are required to submit their online competitor information no later than midnight on the Tuesday, October 9th, 2018. Schools who fail to submit their information by the deadline may not be allowed to participate/coach in the state series.

2. The sectional manager shall conduct the seed meeting in accordance to IHSA seeding policies and with the directions as stated on the sample draw sheet which can be found in this manual and on the IHSA girls' tennis page at [IHSA.org](http://IHSA.org). At the sectional tournament, the #3 and #4 seed shall be randomly placed on lines 9 and 24 for a 17 or more entry draw and lines 5 and 12 for a 16 or less entry draw. The #5 and #6 seeds shall be randomly placed on lines 13 and 20 for a 17 or more entry draw and lines 7 and 10 for a 16 or less entry draw.

3. Four, five or six singles players and four, five or six doubles teams shall be seeded at each sectional tournament. There shall be no additional placement of players. A school is eligible to receive more than one seed in each event. If a seeded singles player withdraws or a seeded doubles team substitutes with a student on the original list of participants roster between the time of the seeding meeting and when sectional play begins, the draw shall be redone. If the seeding is not done in accordance to IHSA seeding policy, the draw shall be redone.

4. At the sectional tournaments, the draw for both singles and doubles shall be made so those competitors from the same school are placed in opposite halves of the bracket.

5. For proper point distribution, if a 32 draw is used, it will be used for both the singles and the doubles draw.

**C. State Final Seeding Meeting:** Members of the IHSA girls' tennis state final seeding committee selected by the state final manager will seed players for the state final brackets at the IHSA office on Tuesday, October 16th beginning at 9:00 a.m.

1. The committee shall prepare a list of no more than 16 seeded singles players and doubles teams in both 1A and 2A based on information submitted online by coaches prior to the sectional seeding meetings and received by the IHSA office.

2. A draw of 64 will be used for both singles and doubles play. United States Tennis Association (USTA) rules shall be followed in assigning seeded entries in the proper positions in the brackets, except that effort shall be made to place winners and runners-up from the same sectional and players from the same school in opposite halves of the bracket. This may not always hold true for third and fourth place sectional qualifiers.

## VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

**A. Sectionals:** Time schedules for the sectionals will be determined at the sectional seed meetings on Wednesday, October 10th.

1. Immediately after sectional competition has been completed, the sectional tennis manager must complete and forward the online winner report to the IHSA office along with any other tournament reports as listed in the girls' tennis manual.

2. Host schools must use the principal or athletic director's password to have access to the "tournament management" section. The coach's password will not provide access to this area of the schools' center. It is important that match results are submitted online immediately after the completion of the sectional, so the state final seeding committee can begin seed work.

### B. Sectional Match Disruption or Postponement:

1. Sectional level competitors should be prepared for any postponement of play due to extenuating circumstances/inclement weather. If weather causes play to be discontinued, the tournament manager shall have the authority to continue play indoors if indoor courts are available.

2. During the sectional, if indoor court fees are assessed to continue sectional play, those schools involved in indoor court competition shall be responsible for payment of fees at the time of play.

3. At the sectional, if a match is disrupted or postponement is necessary during sectionals because of weather, play must be resumed at the complete set, game and point score. In other words, matches will not be replayed from the beginning, and the set, game and point score completed before postponement shall stand. Point in play when a match is called shall be a let.

4. If weather does not permit a sectional tournament to be completed on Saturday, the tournament shall be continued on Monday. No sectionals shall be played on Sunday. The sectional must be completed by Monday.

**C. State Final:** The time schedule for the state final is outlined below and may be subject to change based on weather. Coaches are directed to contact the site manager, tournament central or the IHSA website for any updates or announcements regarding the playing schedule.

1. On Thursday, the 1st and 2nd rounds of the main draw and the back draw will be played. On Friday, the 3rd and quarterfinal rounds of the main draw and the 3rd, 4th, and 5th rounds of the back draw will be played. On Saturday, the semifinal and final rounds of the main draw and the quarter, semi and final consolation feed-in rounds will be played.

2. All singles and doubles entries shall participate in the first round of competition beginning Thursday at 9:00 a.m. Discretion is given to the tournament director to begin early if necessary. State final time schedules/rounds may be altered by tournament management pending weather issues.

3. All competitors who lose in championship rounds, beginning with Round 1, will be advanced into a feed-in (back draw) bracket. Rules for feed-in (back draw) play shall be those established by the United States Tennis Association (USTA).

Note: At the state tournament the consolation feed-in (back draw) will be played only if weather and indoor court space permits.

4. At the state final, competitors should be prepared for any postponement of play due to extenuating circumstances/inclement weather. If weather causes play to be discontinued, the tournament manager shall have the authority to continue play indoors. At the state final, if a match is disrupted or postponement is necessary, play must be resumed at the complete set, game and point score. In other words, matches will not be replayed from the beginning, and the set, game and point score completed before postponement shall stand. Point in play when match is called shall be a let.

**D. State Final School Packets:** At the state final tournament, school packets, which include important state final information, updates, state final passes and programs may be picked up Wednesday, October 17th, between 6:00 p.m. and 8:00 p.m. at Buffalo Grove High School Gymnasium and after 8:00 a.m. on Thursday morning, October 18th, at tournament central located at the Buffalo Grove High School Gymnasium.

## VII. SECTIONAL ADVANCEMENT OF WINNER

**A. Sectionals:** The first four (4) places in both singles and doubles shall advance from each sectional tournament to the state final tournament.

**B. Sectional Match Disruption or Postponement:** If circumstances do not permit a sectional tournament to be completed by Monday evening, the top 4 seeded singles players and double teams shall advance to the state tournament unless they already have been defeated. If one of these players or double teams has been defeated, the winning singles player or doubles team would advance to the state tournament in place of the seed.

## VIII. TOURNAMENT RULES

**A. Scoring:** Sectional scoring shall be conducted using the following parameter.

1. Sectional tournament scoring points shall be scored accordingly in all singles and doubles matches at sectional competition.

a. Round 1 through Round 5: Two points shall be awarded for each round in both singles and doubles, except that the winners of the third place matches shall be awarded one team point.

b. Losers of semifinal matches in both singles and doubles at all sectional tournament shall play a match to determine third and fourth place.

c. Regular scoring shall be used in all rounds of sectional play (two out of three tie break sets). If the tournament is taken indoors, "no-ad" scoring shall be used except for quarter final, semifinal and final round matches in which regular scoring shall be used.

d. A default will be counted as a win, and the proper number of points will be awarded to the player(s) that win(s) by default.

e. A bye shall be counted as a win, and the proper number of points will be awarded to the player(s) that receive(s) a bye provided the player(s) win(s) the next match following the bye.

f. The third place championship matches in both singles and doubles shall be played at the tournament even if the competitors are from the same school. Failure to play this match may result in a breach of contract (IHSA by-law 6.041). Any match not played should be reported to the IHSA.

g. Points scored in the sectional tournament shall not be used in determining winners in the state final tournament.

2. State final tournament scoring points shall be scored accordingly in all singles and doubles matches at state competition.

a. Two points shall be awarded for each round in both singles and doubles, except that the winners of quarterfinal matches shall receive four points. If the consolation feed-in (back draw) bracket is eliminated, the

winners of the quarterfinal matches shall receive two points.

b. One point in singles and one point in doubles shall be awarded to winners of each match in the feed-in (back draw) bracket. If the consolation feed-in (back draw) bracket is eliminated the consolation points will be awarded through the last completed round. One point will be awarded the 3rd/4th place match winner(s) regardless of whether the feed-in (back draw) bracket is eliminated.

c. A default will be counted as a win, and the proper number of points will be awarded to the player(s) that win(s) by default.

d. A bye shall be counted as a win, and the proper number of points will be awarded to the player(s) that receive(s) a bye, provided the player(s) win(s) the next match following the bye.

e. The third place and championship match in both singles and doubles shall be played at the tournament even if the competitors are from the same school. Failure to play this match may result in a breach of contract (IHSA by-law 6.041).

f. Alternate scoring methods at the state final may be used at the discretion of the IHSA administrator and state final manager if circumstances would not permit the tournament to be completed.

**B. Sectional Team Ties:** If teams are tied for first place at a sectional tournament, the following procedure shall be followed to break the tie and determine the sectional winner.

1. The team with the greatest number of qualifiers shall be the winner. Each individual singles player shall be defined as one qualifier and each two-player doubles team shall be defined as one qualifier;

2. If still tied, the team with the most sectional champions shall win;

3. If still tied, records of tied teams shall be compared based on matches won per round, beginning with the semifinals and going in reverse with the team first discovered to have had the best record at a given round of those teams tied being the winner;

4. If still tied, the team with the best composite match records in direct competition at the sectional with members of other tied teams shall win;

5. If still tied, the team winning the greatest percentage of games in the sectional, exclusive of games against its own team members, shall win;

6. If still tied, the team whose members won the greatest percentage of games played by its members in the sectional shall win.

**C. Tie Breakers:** Unless otherwise specifically provided in the IHSA printed instructions, the United States Tennis Association (USTA) rules shall govern play.

1. 12 Point Tie Breaker System: The 12 point tie breaker system as described in

USTA rules shall be used for all matches in sectional competition and in the championship (main draw) brackets in the state final. This system provides that player A serves the first point (from right court); player B serves points 2 and 3 (left and right); player A serves points 4 and 5 (left and right); player B serves point 6 (left) and after they change ends, point 7 (right); player A serves points 8 and 9 (left and right); player B serves points 10 and 11 (left and right); and player A serves point 12 (left). If points reach 6, all players change ends and continue as before; player A serves point 13 (right); player B serves points 14 and 15 (left and right) etc., until one player establishes a margin of two points. Players change ends for one game to start the next set, with player B to serve first. Doubles follow the same pattern, with partners preserving the sequence of their serving turns.

2. Consolation Round Tie Breakers: State final consolation (back draw) rounds shall use ad scoring with a 10 point match tie breaker in lieu of a third set. Any medal matches shall continue to use ad scoring with three full sets.

**D. Time Allotments:** Competitors must report in person at the assigned time to the site director at the sectional and the state final tournament.

1. Warm-up play at the sectional and state final tournaments shall be 10 minutes in length and shall include both rallies and practice serves.

2. Ninety (90) seconds shall be allowed for a change of courts. This time begins when the final point of a game is completed. The players must be in position to play in the proper court at the end of the 90 second crossover.

3. In all three-set matches at both the sectional and state final level, a break not to exceed ten (10) minutes shall be permitted between the second and third sets.

4. In all 10 point match tie breakers, an on court break not to exceed (3) minutes shall be permitted.

5. Players receive a one-time injury time out not to exceed 15 minutes per injury; the time begins when the athletic trainer or coach (if no trainer is available), arrives on the court to begin assessing or treating the player.

6. A minimum of thirty minutes of rest shall be granted to competitor(s) between matches.

**E. Substitutions:** Player substitutions and advancements must be made following the steps below:

1. Sectional Tournaments: After the draw has been made for the sectional tournament, substitutions to singles or doubles players may be made only in the case of injury, illness, ineligibility or circumstances considered to be beyond the control of the student athlete which shall include but are not limited to incapacitating physical or mental circumstances,

natural disasters or clearly erroneous advice provided to the student athlete from a school authority as certified to the IHSA in writing by the principal/IHSA official representative of the player's school. The substitute's name shall not have appeared on the original sectional singles or doubles draw sheet. No substitutions shall be made after play has begun in the sectional tournament. If a seeded singles player or a seeded doubles team substitutes between the time of the seeding meeting and when sectional play begins, the draw shall be redone.

2. **State Final Tournament:** After the sectional, advancements and substitutions to singles or doubles players may be made only in the case of injury, illness, ineligibility or circumstances considered to be beyond the control of the student athlete which shall include but are not limited to incapacitating physical or mental circumstances, natural disasters or clearly erroneous advice provided to the student athlete from a school authority as certified to the IHSA in writing by the principal/IHSA official representative of the player's school. All advancing/substituted players must be eligible for state tournament play based on the IHSA by-law requirements.

a. Advancement of the next qualifier will be allowed for singles players who qualify for the state tournament and cannot participate. The player who lost to the injured/ineligible player in the quarterfinals at the sectional will be the player who advances.

b. A substitution for a member of a doubles team qualifying for the state final tournament may be made however, the new player shall not have participated in the sectional tournament and must have been listed on the school's online list of participants.

**F. Coaching:** The following provisions for coaching will be employed:

1. **Coaching Provisions:**

a. Coaching may occur for a maximum of 90 seconds after all odd numbered games.

b. Coaching may occur for a maximum of 90 seconds after the first set.

c. Coaching may occur for a maximum of 10 minutes between the second and third sets.

d. Coaching may occur for a maximum of 90 seconds prior to the beginning of a tie breaker and when players switch sides during the tie breaker.

e. Coaches may not enter the court enclosure except for the one (1) allowable coach during the quarterfinals, semifinals and championship matches at the state final tournament.

2. If the tournament is moved indoors, one (1) eligible coach per team may be allowed to sit courtside.

3. Violation of ineligible coaching or contact with the competing high school student athlete during a sectional or state final match will be considered gross misconduct and the team will be penalized a one (1) point team deduction. There will be no warning for this penalty.

4. Eligible coaches may not use electronic communication/coaching devices (i.e., cellular phones, etc.) during a match, on or immediately near, the vicinity of the player's court.

5. At the state final tournament, eligible high school girls' tennis coaches shall follow the following procedures.

a. A maximum of four (4) girls' tennis coaches shall be allowed on the state final roster. Only coaches whose names appear on the online list of participants will be allowed to coach unless written notification from the school's principal/IHSA official representative verifies the eligibility of a coach. Schools may only submit the names of those coaches who are in compliance with IHSA by law 2.070.

b. Eligible coaches shall receive a coaching pass in their team packet.

c. The eligible coach shall wear the coaching pass on the outside of her or his clothes while coaching.

d. Only coaches wearing this pass will be allowed to coach.

e. During the quarterfinals, semifinals and championship matches in the state finals, one coach per school wearing their official coaching pass will be allowed to be seated courtside for coaching purposes for both the singles and doubles competitions.

**G. Games Committee:** The state final manager shall determine the games committee (site directors/court monitors) for the state final tournament. The games committee shall have discretionary authority to line judge when necessary and to assign point penalties and/or eject players for unsportsmanlike conduct in accordance with the IHSA tennis code of conduct. These member's names will be published in the state final program.

**H. Refusal to Play:** If a third place or championship match in either singles or doubles is not played because a player(s) refuses to play, the sectional manager/state final manager shall report the incident to the IHSA office. Failure to play these matches may result in breach of contract per IHSA by-law 6.041.

**I. Competitor's Apparel:** All players shall wear only school issued/approved gear and uniforms for competition during the sectional and the state final tournament.

1. All uniforms must have some school designation (i.e. school name, logo, mascot or monograms) visibly printed on the uniform. Only school name, logo, mascot or monograms and/or players' names may be printed on competitor uniforms.

2. All wearing apparel including head gear shall be devoid of commercial advertising except for the manufactures' label/logo that shall not exceed two (2) inches in heights and two (2) inches in width. It may appear only once on each piece of wearing apparel. In addition, no visible apparel may be worn under the uniform except for base garments.

3. Members of doubles teams shall wear school uniforms that are of similar color and/or marking.

4. Provisions for adjustments in apparel may be allowed due to weather.

5. Participants will not be permitted to compete in illegal attire.

6. Sectional and/or state final site managers shall have authority to assess penalties for unsportsmanlike conduct, under the point penalty system, for failure to comply with the uniform requirements.

**J. Tennis Balls:** The IHSA will provide Wilson WRT 106200 tennis balls at the sectional and state final tournament. This ball will be the official ball and must be used.

**K. Point Penalty System:** The IHSA point penalty system shall be followed at all sectional and state final tournaments.

## IX. TOURNAMENT POLICIES

**A. Damage to Property or Equipment:** If representatives from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

**B. Media Requirements:** Media passes and school media passes are available by contacting Matt Troha at the IHSA office at 309-663-6377.

1. **Rights fees for TV and Radio:**

a. Television rights fees to be charged by local managers and/or the IHSA are contained in the IHSA television policy.

b. **Radio Fees:** Sectional Contest = No charge

State Final = No charge

c. Policy regarding media requirements for each local manager is contained in the current IHSA Handbook.

2. **Media Provisions:**

a. **Provide space:** Space shall be set aside to provide for news media representatives covering the state series whether they are from newspapers, radio stations, commercial television stations, and/or cable television stations.

b. **Radio and TV originators:** It is the responsibility of the local manager to accept applications, approve requests to originate and make cancellation refunds for television, according to the IHSA TV policy.

3. **Media Personnel Requirements:** Photographers or television personnel with cameras may enter the tennis courts to take pictures provided that:

a. The individual is wearing the IHSA photographers pass;

b. The individual reports to the site manager and shows the pass;

c. The individual stays on an empty court if one is available;



d. The individual remains seated at the net post or against the fence when taking pictures;

e. The individual only walks behind the court when the competitors are changing ends and;

f. The individual refrains from speaking to the competitor(s).

**C. Tobacco/Liquid Nicotine Products:**

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

**D. Use of Inhalers:** A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois school code.

**E. Alcoholic Beverages and IHSA State Series:** The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state

series contest sites and any affiliate property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA by-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted.

**F. Prayer at IHSA State Series Contest:**

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

**X. AWARDS**

**A. Sectional Awards:** Award will be presented at each individual sectional.

1. The winning school in each sectional will receive a sectional plaque.

2. Four individual medals will be awarded for the top four singles players and the top four doubles players.

3. The school winner will be determined in accordance with the point system described in VIII.

**B. State Final Awards:** An awards ceremony will be held at the conclusion of the state final.

1. At the state final tournament, first, second and third place team awards will be presented to the winning schools

2. Individual medallions for the qualifying state players of the top three teams will be presented. In addition, one superintendent's, one principal's, one athletic director's, and one athletic trainer's medallion for each of the top three teams will be awarded.

3. Medallions for the individual competition will be presented to the first six finishers in both the singles and doubles.

4. The school winners will be determined in accordance with the point system previously described in VIII.

5. Duplicate awards will be presented in the case of ties.

**XI. OFFICIALS**

At the state final tournament, provisions will be made for licensed officials to call matches from the quarterfinals through the finals in both singles and doubles.

# Competition Information



• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## 2018 Girls State Tennis Competition Information

### Important Dates:

Tuesday, August 7	Online Rules Presentation Available
Wednesday, August 8	Practice May Begin
Thursday, August 16	Competition May Begin
Friday, September 7	Entry Deadline
	<i>There are no entry fees. Late entries will incur a \$100. late fee)</i>
Tuesday, September 11	Last Date to View Online Rules Presentation
Friday, September 14	Sectional Assignments Posted
Tuesday, October 9	Competitor Information (LOP) Deadline - Includes coaches, list of participants, line up and players season record from <a href="http://tennisreporting.com">tennisreporting.com</a>
	<i>(Failure to view the rules presentation will result in your school being placed on probation/suspension for Girls Tennis. Failure to submit rosters/season summary could constitute a withdrawal from the tournament – Withdrawing after October 9<sup>th</sup> or failure to appear for competition will incur a \$100. penalty)</i>
Wednesday, October 10	Sectional Seed Meeting and Draw
Saturday, October 13	Sectionals
	<i>(Friday play pending the “Request for Earlier Start Time” form)</i>
Tuesday, October 16	State Final Seed Meeting and Draw
Wednesday, October 17	State Final Packet Pick Up @ BGHS 6:00–8:00 p.m.
Thursday, October 18	State Final Packet Pick Up @ BGHS @ 8:00 a.m.
Thursday-Saturday, October 18-20	State Final @ School Districts 211, 214, & 220
	Tournament Central @ Buffalo Grove High School Gymnasium (Brackets & Schedules Posted on <a href="http://IHSA.org">IHSA.org</a> )
Saturday, October 27	Season Ends
Thursday, November 1	Tennis Advisory Committee Meeting

### Future State Series Dates:

<u>Sectionals</u>	<u>State</u>
October 19, 2019	October 24-26, 2019
October 17, 2020	October 22-24, 2020
October 16, 2021	October 22-23, 2021

**Terms and Conditions:** The Terms and Conditions are the rules under which your school agreed to compete in the state series. The Terms and Conditions can be found online on at [IHSA.org](http://IHSA.org) on the “Girls Tennis” page under “Resources” <https://www.ihsa.org/documents/tng/2018-19/t-and-cs.pdf>.

**2018-2019 Rule Changes:** Refer to the **gray shaded areas** of the Girls Tennis State Series Terms and Conditions for any rule changes.

**I. C. Two Class System:** Schools shall be classified for participation in the Girls Tennis State Series based on the following:

1. Schools with enrollments of 1404.00 and below will be Class 1A.
2. Schools with enrollments 1404.01 and above will be Class 2A.
3. Classifications shall be determined on an annual basis.

**VIII. F. 6. Time Allotments:** A minimum of thirty minutes of rest shall be granted to competitor(s) between matches.

**XI. Officials:** At the state final tournament, provisions will be made for licensed officials to call matches from the quarterfinal through the final rounds of competition in both the singles and doubles finals.

**Sectional Assignments:** Entered schools will be assigned to a sectional by the IHSA. Sectional assignments are available online at [www.ihsa.org](http://www.ihsa.org) under the "Girls' Tennis" link - <https://www.ihsa.org/SportsActivities/GirlsTennis.aspx>. Click on "State Series Information & Results" and then "Assignments". Sectional assignments will be posted after the September entry deadline.

**List of Participants (LOP):** To participate in the girls' tennis state series, schools must complete the following information by midnight, Tuesday, October 9, 2018.

- IHSA *List of Participants* and *Tennisreporting.com Players Season Record* (Includes eligible coaches, list of participants, line up and players season record from [tennisreporting.com](http://tennisreporting.com)). Schools should print a copy of each page of the online forms for their records and take them to their sectional seed meeting. If a school does not submit their online list of participants by the deadline, coaches and/or participants from that school are subject to penalties, which could include but not be limited to being ruled ineligible to coach or compete in the state series and/or charged \$100.00 for breach of contract.

**Sectionals:** Class 1A and 2A sectional tournaments will be held on Saturday, October 13 at various locations around the state. There will be 16 sites for Class 1A and 16 Sites for Class 2A. To complete the tournament on Saturday, the local manager may, at his/her discretion if the number of entries warrant, elect to begin tournament play on Friday afternoon (after school hours). If the local manager wishes to begin the competition on Friday before 4:00 p.m., written consent of the principal from each participating school is required. Sectional managers will send to the principals from participating schools the *IHSA Tennis "Request for Earlier Start Time" Form* for their approval. This document can be located online and in the tennis manual.

**Sectional Level Advancement of Winners & Awards:** The first four (4) places in both singles and doubles shall advance from each sectional to the state final.

Sectionals

Singles: 1st through 4th places – sectionals medals

Doubles: 1st through 4th places – sectional medals

Team: 1 sectional championship plaque

**Future Sectional Host Sites:** Schools interested in being a host site can enter information through the IHSA Schools Center under "Host Availability" or contact the IHSA at [ccarr@ihsa.org](mailto:ccarr@ihsa.org).

**State Final Information:** Tournament Central will be at Buffalo Grove High School Gymnasium

Coaches Packet Pick-Up: Wednesday, October 17 (6:00 p.m. - 8:00 p.m. at tournament central - Buffalo Grove High School Gymnasium)

State Final Merchandise: Wednesday, October 17 (6:00 p.m. - 8:00 p.m. at tournament central - Buffalo Grove High School Gymnasium and throughout the tournament)

**State Final Structure:**

Thursday

1 & 2 Championship Rounds: Thursday, October 18 beginning at 9:00 a.m. - various assigned sites

1 & 2 Back Draw Rounds: Thursday, October 18 - various assigned sites

Friday

3 & Quarterfinal Rounds: Friday, October 19 beginning at 9:00 a.m. - various assigned sites

3 - 5 Consolation Rounds: Friday, October 19 beginning at 8:00 a.m. - various assigned sites

Saturday

Semifinal & Final Rounds: Saturday, October 20 beginning at 9:00 a.m. - Buffalo Grove High School

Quarter, Semi & Final Back Draw Rounds: Saturday, October 20 at 8:00 a.m. - various assigned site

\*Note: Adjustments to the schedule may be made due to weather.

**State Final Awards:** An awards ceremony will be conducted at the conclusion of the state final tournament on Saturday.

State Final

Singles: 1st through 6th places – state medals

Doubles: 1st through 6th places – state medals

Team: 1st through 3rd places – team trophy and medals

**TENNIS BALLS:**

The Wilson WRT 106200 tennis balls will be used at the sectional and state final tournament.

# Instructions for Using Tennisreporting.com and Entering the Online IHSA List of Participants

Schools must complete the IHSA online *list of participants (LOP)* to enter their eligible coaches, team or individual(s) and season record from tennisreporting.com into the IHSA state series. The IHSA list of participants deadline is midnight on Tuesday, October 9, 2018. There are two steps to complete this process: Tennisreporting.com and IHSA schools center list of participants.

## TENNISREPORTING.COM

Schools will be tracking their season through tennisreporting.com. Follow the steps below to gain access to your free tennis reporting account:

Tutorial: <https://drive.google.com/file/d/13LXJ9S-jw3s5WnTL2otjRKuCLGrPS-7g/view?usp=sharing>

1. Go to **TennisReporting.com** - Click on **“Register”** in the top right corner
2. Select state - Illinois – Select school name from drop down menu
3. Type in head coach name
4. Select **“Female”** for the girls’ season - type in appropriate division/class – 1A or 2A
5. Provide head coach’s e-mail address
6. Create a unique password - confirm password
7. Add head coaches’ cell phone number
8. Click **“Submit”** (disregard the **“Enjoy a 14 Day FREE Trial”**)
9. Apply Discount Code - tennisreporting  
**Note: The \$35 full access subscription fee is waived for IHSA member schools DO NOT “Pay with Card”**
10. Click **“Apply Code”** – *Full Access \$0/yr Discount Code Applied* should appear
11. Click **“Complete Registration”** – *Success! Payment has been received* will appear to confirm registration (Remember, this is a free service – you should not be charged)
12. Click **“Continue Setup”**
13. Complete your roster with all the players on your team  
Students first name, last name and year in school are the only required fields. Phone number, address, email, birthdate, physical exam, fees paid, and state form are not required by the IHSA, however you can use them to manage your program (Note: The IHSA does not require any fees to be paid, however, local school programs may. The IHSA does not require any state form to be submitted until the List of Participants (LOP) due on 10/9/18 through the IHSA Schools Center)
14. Once your roster is entered, you can **“Manage Roster”**, **“Create Meets”**, **“View Existing Meets”**, **“Search Meets”**, **“Search Players”** and **“Enter Results”** throughout the season
15. Export Players Season Reports (PSR) from tennisreporting.com to upload into the IHSA list of participants  
<https://www.youtube.com/watch?v=U2BYccvDx-c>

If you have any questions, please contact: [TennisReporting@gmail.com](mailto:TennisReporting@gmail.com) or call **Steve: 651-261-7283**

Tutorials: <https://www.youtube.com/channel/UCv8R4suLcLwYdrTWqRvO3A>

## IHSA ONLINE LIST OF PARTICIPANTS

1. Go to [www.ihsa.org](http://www.ihsa.org)
2. Click on **“School & Officials Center Login”**
3. Enter your **“User ID”** (5 digits, a letter followed by a number) and **“Password”** (issued to you by your school/athletic director). Coaches must have a valid email on file in the IHSA school’s center to be issued a password. Passwords are generated via your athletic administrator
4. Click on **“Sport & Activity Tracker”**
5. Click on **“Girls Tennis List of Participants”**
6. Click on **“1. Instructions”**- read instructions
7. Click on **“2. Coaches”** - list all eligible coaches that can receive coaching credentials
8. Click on **“3. Roster”** - list your entire roster in case you need to make lineup changes due to illness or ineligibility. Make sure players names are spelled correctly and year in school is accurate
9. Click on **“4. Participants & Match History”** - use the drop down menu to create your line up. Add season record under **“Won-Lost”** and add any USTA information if applicable. Use the **“Comments”** section to share any pertinent information needed for seeding purposes
10. Click on the link to the right to upload the **“Player Season Record Form”** generated from your tennisreporting.com account. **This MUST be complete for every player in your line up regardless if they are seeded or not seeded**
11. Once you have completed the lineup, upload the **“Players Season Record Form”** from your tennisreporting.com account. If the player does not have a record note why in the comment section of the report. If a doubles team does not have a record playing together note that in the comment section
12. Type in all requested information and save and print all page(s)  
Print each page of the report for your records by using ctrl key+P on your keyboard  
After the deadline, you will not have access to these forms
13. Click on **“Certify & Submit”** by Tuesday October 9<sup>th</sup>



This information (names of coaches and line up with uploaded players season records summary from tennisreporting.com) is used by the sectional manager and the IHSA to prepare for the state series. It is imperative that this information is accurate and completed on time, so we can release the information to sectional managers to prepare for the sectional seeding meeting. This information will also be used in the state final program. Please double check everything for correct spelling and accuracy.

If you experience any problems with the IHSA list of participants through the IHSA schools center, please call the IHSA Office 309-663-6377 and ask for Carol Carr [ccarr@ihsa.org](mailto:ccarr@ihsa.org).

## **LIST OF PARTICIPANT DEADLINE: Tuesday, October 9, 2018 @ Midnight**

### **LIST OF PARTICIPANTS TROUBLESHOOTING**

#### **Problem pulling in coaches names from the drop-down menu?**

If a coach on your coaching staff doesn't appear in the drop down menu in the list of participants, check the following in the IHSA schools center under the staff responsibility page:

- 1) Has he/she been designated as the head coach or an assistant coach?
- 2) Does it indicate how the coach is certified to coach?
- 3) Does the coach have a completion date listed for the PES examination?
- 4) Has the coach completed the concussion exam requirement?

If any of the above information is missing, he/she will not be able to add their name to the online list of participants and/or be issued a coaching credentials during the state final. Please contact your local athletic administrator to confirm compliance with the IHSA coaching bylaw 2.070

[https://www.ihsa.org/documents/forms/current/IHSA\\_Handbook.pdf](https://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf)

#### **Reasons for the "Red Box" to appear in the Sport/Activity Tracker:**

School hasn't completed the "Certify & Submit" page. Go back and click "Certify and Submit".

#### **Verification of IHSA Receiving List of Participants:**

Print a copy of your entries (ctrl key+P on the keyboard) prior to clicking the "Certify & Submit" button. This is verification of your entries to take with you to the sectional seeding meeting. You will not have access to this page, if you try to print it after the deadline.

Make sure you click the "**Certify & Submit**" link, so you will not receive unnecessary reminders from the IHSA office about not receiving your list of participants.

Once the process is complete and the deadline date approaches, the schools center activity tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA office has imported all rosters and is in the process of preparing the files for the host manager of your sectional.

**Any changes to the original LOP entries must be made online through the password protected IHSA schools center prior to midnight on Tuesday, October 9, 2018.**

### **TENNISREPORTING.COM TUTORIALS**

#### **Adding a defaulted player due to not having enough players on a roster:**

<https://www.youtube.com/watch?v=l7PH3UERlY>

#### **Change the Date of a Match and to Delete a Match:**

<https://www.youtube.com/watch?v=tmFl1tH0DG0>

#### **Entering in a Set Tiebreaker Score:**

<https://www.youtube.com/watch?v=egM7g7pgujU>

#### **Fixing Scoring Discrepancies:**

<https://www.youtube.com/watch?v=TTkU0hfU-aQ&feature=youtu.be>

#### **Reporting Results to Media:**

<https://www.youtube.com/watch?v=P2ryKjnBNh0>

# Sectional Seeding Information for Schools

**Meeting Date and Time:** The sectional manager will conduct a seeding meeting for each sectional tournament on Wednesday evening, October 10, 2018. The sectional manager will contact the schools to confirm the time and location of the seeding meeting.

The purpose of this meeting is to determine seeds and draw up the playing schedule for the sectional tournament. A coach or school representative from each participating school, must attend this meeting. Non-attendance at this meeting by a coach or school representative may result in a letter being sent to the school's official IHSA representative. At this meeting, coaches/school representatives will seed the singles and doubles draws for the sectional tournament using the competitor information submitted online by each school. The sectional manager shall conduct the seeding meeting in accordance to IHSA seeding policies and with the directions as stated on the "Sectional Tournament Draw Sheet". Four, five or six singles players and four, five or six doubles teams shall be seeded at each sectional tournament. There shall be no additional placement of players. A school is eligible to receive more than one seed in each event. Competitors from the same school are to be placed in opposite halves of the bracket.

## Points of Emphasis:

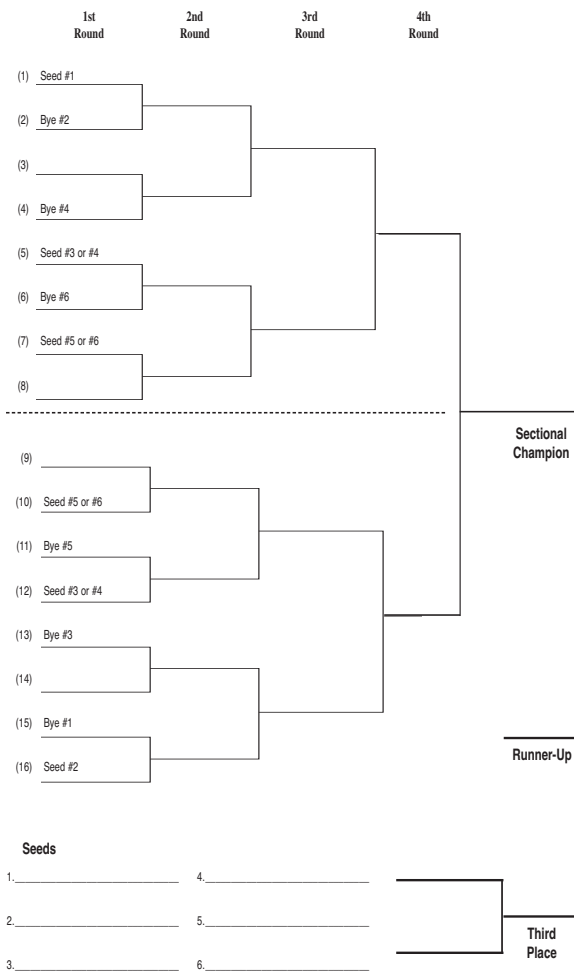
- At the sectional tournament the #3 and #4 seed shall be randomly placed on lines 9 and 24 for a 17 or more entry draw and lines 5 and 12 for a 16 or less entry draw. The #5 and #6 seeds shall be randomly placed on lines 13 and 20 for a 17 or more entry draw and lines 7 and 10 for a 16 or less entry draw.
- For equitable state wide point distribution, you must use the same draw sheet for both singles and doubles. (Ex: If you use the draw sheet for 17 or more entries for singles then you must use the draw sheet for 17 or more entries for doubles.)

## Sample Draw Sheets

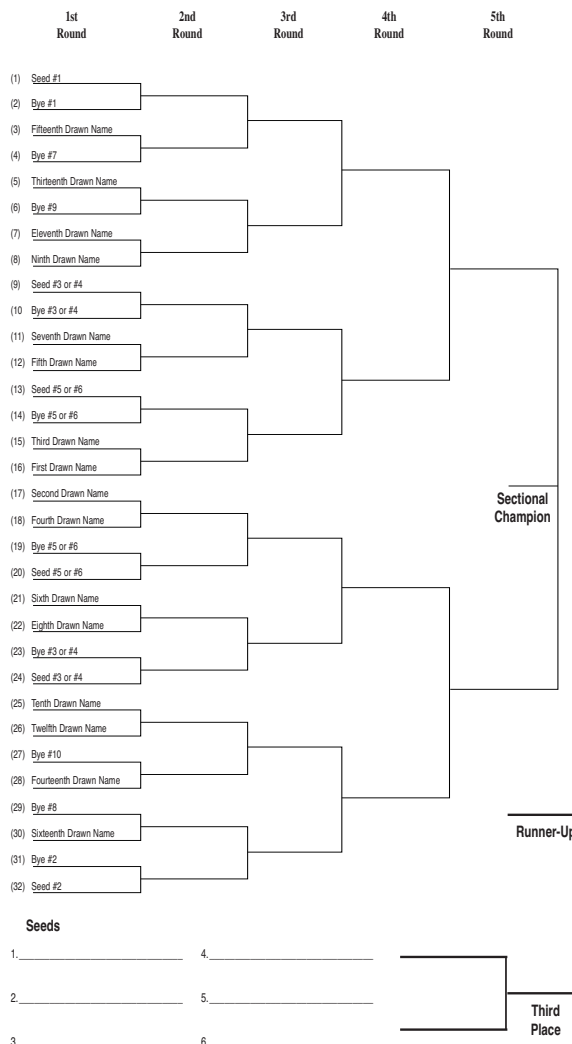
(available online at [www.ihsa.org](http://www.ihsa.org))



**IHSA Tennis Series**  
Sample Draw Sheet for 16 or Less Entries



**IHSA Tennis Series**  
Sample Draw Sheet for 17 or More Entries





# STATE SERIES RULE INFORMATION

## **Serving**

1. Score - Players must call the score prior to each serve.
2. Foot Faults - A player may warn his/her opponent that the opponent has committed a flagrant foot fault. If the foot faulting continues, the player may alert the site director.
3. Service calls in doubles - The receiver's partner should call the service line, and the receiver should call the sideline and the center service line. Either partner may call a ball that he/she clearly sees.
4. Service calls by the serving team - Neither the server nor his/her partner shall make a fault call on the first service even if they think it is out because the receiver may be giving the server the benefit of the doubt.
5. Receiver readiness - The receiver should make no effort to return a serve when he/she is not ready. If a player attempts to return a serve, it is presumed that he/she is ready.
6. Delays during service - When there is a delay between the first and second serves:
  - The server gets one serve if he/she was the cause of the delay;
  - The server gets two serves if the delay was caused by the receiver or if there was outside interference.
7. Service let calls - Any player can call a service let.
8. Players are not allowed to stand in the receiving court during service. Additionally, a receiver's partner shall not:
  - Move in or around the receiving box, causing a distraction;
  - Wave equipment in and out of the receiving box, causing a distraction.
9. Rectifying mistakes - The general rule is that errors are rectified as soon as they are discovered but not during play, and points remain. If a server serves from the wrong court, the point stands and he/she serves the next point from the proper court. If in doubles, the wrong person serves, the game stands and his/her partner serves the next game for his/her side. If discovered during the game, the partner whose turn it is to serve, takes over.
10. Discarding a second ball - The server's discarding of a second ball may constitute a deliberate hindrance. If the receiver asks the server to stop discarding the ball, then the server shall stop the practice.

## **Making Calls**

1. Players must promptly make calls on their side of the net.
2. Opponents get the benefit of the doubt.
3. A ball landing on the line is good.
4. If a ball can't be called out with certainty, it is good.
5. The call of a player looking down a line is much more likely to be accurate than that of a player looking across a line. When you are looking across a line, don't call a ball out unless you can clearly see part of the court between where the ball hits and the line. It is difficult for a player who stands on one baseline to question a call on a ball that landed near the other baseline.
6. If a player and his/her partner disagree about whether the ball was out, they shall call it good.
7. No matter how obvious it is to a player that his/her opponent's ball is out, the opponent is entitled to give prompt audible or visible calls.
8. Lets should be called when balls roll on the court. A let can also be called if a hat falls off and lands on the court. These calls must be made promptly, or play continues. The server receives 2 serves.
9. Spectators are never to make calls.

## **Grunting**

1. A player should avoid grunting and making other loud noises. Grunting and other loud noises may bother not only opponents but also players on adjacent court.

## **Line Judges/Officials**

1. If line judges/officials are placed on the court, the players continue to call their own lines. Line judges/officials' over-rule only if players ask for help.



# Tennis Code of Conduct/Point Penalty

*There shall be no warnings for the first offense. Penalties become immediate and carry over throughout a tournament.*

<b>Misconduct</b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>
<ul style="list-style-type: none"> <li>Violation of USTA Rule No. 29, taking more than ninety seconds on changeover or taking more than 20 seconds between points</li> </ul>	1 point	4 points	Disqualification
<ul style="list-style-type: none"> <li>Prolonging argument over decision after directed to resume play</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>Failure to commence play after expiration of warm-up minutes</li> </ul>	1 point		
<b>Lateness in being ready</b>			
<ul style="list-style-type: none"> <li>A player/players who are not ready to play, or are not properly attired, when a court and opponent are available after a match has been called will be penalized</li> </ul>	1 game after 5 minutes, 2 games after 10 minutes, defaulted after 15 minutes		
<ul style="list-style-type: none"> <li>To start a match, after an intermission</li> </ul>	1 point per minute or fraction thereof		
<ul style="list-style-type: none"> <li>To resume play within fifteen minutes of injury (considered a 1 time-out injury)</li> </ul>	Disqualification		
NOTE: The time-out for injury should begin once a trainer is available on the court or if the coach or the site director makes the decision on the court.			
<b>Profane or obscene language or gestures</b>			
<ul style="list-style-type: none"> <li>Directed at no one in particular</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>Directed at an official, opponent, or spectator</li> </ul>	4 points	Disqualification/Ejection	
<b>Unsportsmanlike acts</b>			
<ul style="list-style-type: none"> <li>Knocking ball out of enclosure</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>Intentional racquet dropping</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>Hitting ball or throwing racquet at/near person</li> </ul>	4 points	Disqualification/Ejection	
<ul style="list-style-type: none"> <li>Intentional racquet dropping to disconcert opponent</li> </ul>	4 points	Disqualification/Ejection	
<b>Gross Misconduct</b>			
<ul style="list-style-type: none"> <li>Trash talking</li> </ul>	1 point	4 points	Disqualification/Ejection
<ul style="list-style-type: none"> <li>A single, flagrant, gross act of misconduct</li> </ul>	Disqualification/Ejection		
<ul style="list-style-type: none"> <li>A single, flagrant, gross act of misconduct after the player has completed his/her last match</li> </ul>	1 point team deduction		
<b>Use of an Ineligible Coach</b>	1 point team deduction per match		

NOTE: The tournament manager/site director and eligible coaches may invoke point penalties in matches where there is no umpire, provided they personally observe the misconduct. In addition, it is the responsibility of all coaches of participating schools to monitor player conduct. Any coach, tournament manager, or site director who personally observes misconduct may invoke the point penalties, provided they report their action to the tournament manager/site director. At the time of the 3rd penalty, a competitor will have the right to appeal to the tournament manager. First and second offense penalties shall stand as levied.

Any player who, at the conclusion of the match, exhibits gross misconduct, which includes profane or obscene language or gestures and unsportsmanlike acts, may cause that player's team to be penalized one team point toward the meet championship. Any coach who observes a violation will ask the player to accompany the coach to the tournament manager/site director or games committee at the state final. Both parties' explanations of the incident will be heard and a determination will be made as to the penalty imposed. If the player refuses or does not accompany the coach, the penalty will be automatic. The offender's coach will be notified of the infraction and the penalties imposed.

In accordance with by-law 6.011 and 6.012, any player or coach ejected (not disqualified) from a match will be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim.

There shall be no warnings for the first offense. Penalties become immediate and carry over throughout a tournament (sectionals and state are considered two separate tournaments for these purposes).



# IHSA Tennis Series 12-Point Tiebreaker System

For all sectional matches and state final matches

## 7 out of 12 Points

At six all in games, the player whose turn it is to serve shall put the ball into play for the first point of any tiebreaker.

**SINGLES:** Player A serves point 1, right court; player B serves points 2 and 3, left court and right court; A serves points 4 and 5 (L and R); B serves point 6 (L) and, after players then changes sides, point 7 (R); A serves points 8 and 9 (L and R); B serves points 10 and 11 (L and R); A serves point 12 (L). If either player wins 7 points, by a margin of two points, the set shall be recorded as 7 games to 6.

If the score reaches 6 points all, the players then change sides, and players shall continue to serve as before until one player establishes a margin of 2 points. Player A serves point 13, right court; player B serves points 14 and 15, left court and right court; A serves points 16 and 17 (L and R); B serves point 18 (L). If the score is still tied, the players then change sides every 6 points and repeat this procedure.

1. The players shall “change sides for one game” after a tiebreak.
2. Player B shall serve first in the set following the playing of the tiebreak, thus assuring that she will be first server if this set also goes into a tiebreak.
3. Players shall change sides during the tiebreak without rest.
4. The tiebreak counts as one game in reckoning ball changes. If a ball change was called for (on) the tiebreak game, new balls shall be used.

### POINTS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Player A	R			L	R			L	R			L	R			L	R			L	R			L
Player B		L	R			L	R			L	R			L	R			L	R			L	R	

**DOUBLES:** (A and B) versus (C and D). Assume that player D has served the 12th game. Same procedure as in singles will apply. Players pre-serve the sequence of their serving turns. Player A serves point 1, right court; player C serves points 2 and 3, left court and right court; B serves points 4 and 5 (L and R); D serves point 6 (L) and, after teams then changes sides, Point 7 (R); A serves points 8 and 9 (L and R); C serves points 10 and 11 (L and R); B serves point 12 (L). If either team wins 7 points, by a margin of two points, the set shall be recorded as 7 games to 6.

If the score reaches 6 points all, teams then change sides, and players shall continue to serve as before until one team establishes a margin of 2 points. Player B serves point 13, right court; player D serves points 14 and 15, left court and right court; A serves points 16 and 17 (L and R); C serves point 18 (L). If the score is still tied, the teams then change sides every 6 points and repeat this procedure with the continuing sequence of service.

Teams shall “change sides for one game” after a tiebreak with team (C and D) to serve first.

### POINTS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Players (A & B)	AR			BL	BR			AL	AR			BL	BR			AL	AR			BL	BR			AL
Players (C & D)		CL	CR			DL	DR			CL	CR			DL	DR			CL	CR			DL	DR	

### “NO-AD” SCORING

A player need win only four points to win a game. If the score goes to three points all (or deuce), the next point decides the game - it is game point for both players. The receiver has the right to choose to which court the service is to be delivered on the seventh point. If a “No-Ad” set reaches 6 games all, the tiebreaker system shall be used.



## Information for Schools Advancing from Sectionals to the IHSA State Final Tennis Tournament

1. **Seeding:** The IHSA girl's tennis seed committee under the direction of the state final manager will seed the competitors and draw up the playing schedule for the state final. The schedule will be available through the IHSA website at [www.ihsa.org](http://www.ihsa.org), on the tennis link page by approximately 5 p.m. on Tuesday, October 16<sup>th</sup>.
2. **Packet Pick-Up:** On Wednesday, October 17, coaches may check in & receive their information packets from 6:00 p.m. - 8:00 p.m. at tournament central at the Buffalo Grove High School Gymnasium. For those teams that do not check in on Wednesday night, packets must be picked up Thursday morning at 8:00 a.m. at tournament central at the Buffalo Grove High School Gymnasium. **Only coaches/school representatives may pick up a team packet.**
3. **Dates:** On Thursday, October 18, the 1st and 2nd championship rounds and the 1st and 2nd rounds of the consolation feed-in will be played. On Friday, October 19, the 3rd and quarterfinal championship rounds and the 3rd, 4th, and 5th rounds of the consolation feed-in will be played. On Saturday, October 20, the semifinal and final championship rounds and the quarter, semi and final consolation feed-in rounds will be played. **NOTE: ALL PLAYERS WILL PLAY ON THURSDAY MORNING IN ROUNDS 1, 2 AND/OR CONSOLATION ROUNDS 1 AND 2. Therefore, coaches should be certain to report to tournament central at the Buffalo Grove High School Gymnasium to secure any announcement and the playing schedule for the tournament prior to 9:00 a.m. on Thursday.**
4. **Times:** The first rounds in both singles and doubles will begin promptly at **9:00 a.m. on Thursday, October 18.**
5. **Weather:** Competitors should be prepared for any postponement of play due to rain or other inclement weather; they should also be prepared to play indoors should the weather make it necessary to take the tournament inside to indoor tennis courts located in the area. If the consolation feed-in bracket is eliminated due to bad weather, the consolation points will be awarded through the last completed round. Competitors are asked to report to their designated court for any weather updates.
6. **Playing Rules:** Coaches are asked to review the terms and conditions and highlight the following items with their state final qualifiers:
  - a. Warm-up play shall be ten (10) minutes in length and shall include both rallies and practice serve;
  - b. Ninety seconds shall be allowed for a change of courts. This time begins when the final point of a game is completed, and players must be in position to play in the proper court at the end of the ninety seconds;
  - c. Point Penalty System/Code of Conduct.;
  - d. Regular scoring shall be used in all championship rounds. State final consolation rounds shall use ad scoring with a 10-point match tie breaker in lieu of a third set. Any medal matches shall continue to use ad scoring with three full sets;
  - e. A minimum of thirty minutes rest will be given to competitors between matches; and
  - f. 12-point tie-breaker.
7. **Hotel Reservations:** School authorities from each participating school must make their own room reservations. Neither the IHSA nor Buffalo Grove High School provides or guarantees any housing for coaches and competitors. The IHSA tennis menu page may announce some housing specials.
8. **State Final Merchandise:** State final merchandise will be available for purchase from Minerva Sportswear during the Girls Tennis State Final at Tournament Central (Buffalo Grove High School Gymnasium).



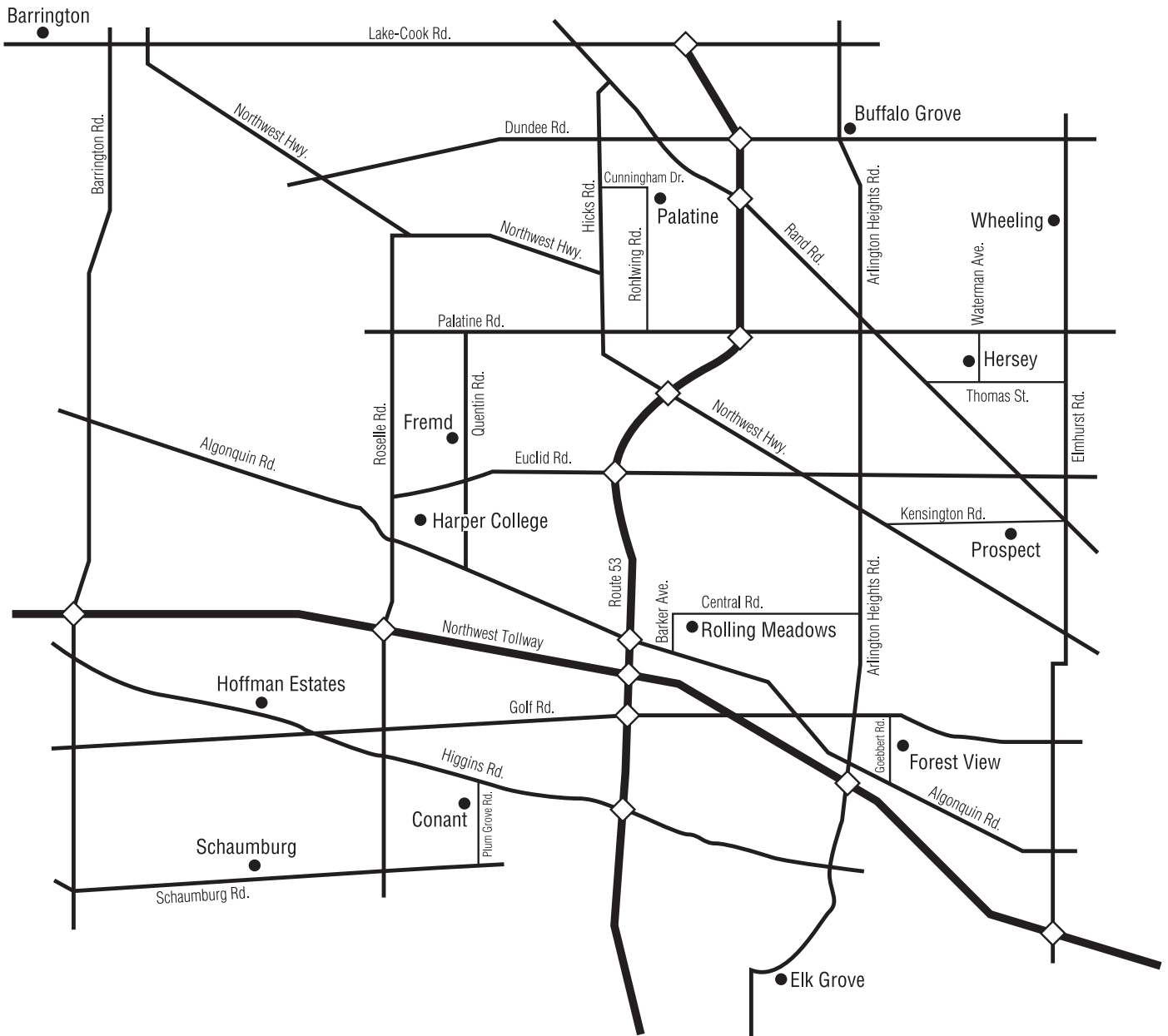
# Rules Governing the IHSA State Final Tennis Tournament

1. Only players playing a scheduled match are permitted on the tournament courts.
2. All the nets at all the sites are regulation height. Competitors are prohibited from changing the nets.
3. The site director serves as the umpire at each site.
4. The quarterfinals, semi-final and final competitors in the championship rounds shall go on the courts with a licensed official.
5. The TENNIS CODE OF CONDUCT/POINT PENALTY SYSTEM will be invoked by site directors and umpires at the state meet, if necessary. Any coach who personally observes misconduct may invoke the point penalties, provided they report their action to the tournament manager/site director.
6. The decision must be made on each play. There is no replay of a point except in the case of a let. Only players can ask the site director to put a line judge on the court to make calls if a problem arises. A line judge will not be placed on the court until a violation has occurred and 1 warning has been given.
7. The tournament manager and IHSA personnel will constitute a quorum for the purpose of disqualifying a player.
8. The 12-point tie breaker system will be used throughout the tournament for all championship rounds. The consolation (back draw) rounds shall use ad scoring with a 10-point match tie breaker in lieu of a third set. Any medal matches shall continue to use ad scoring with three full sets.
9. A minimum of 30 minutes rest will be granted to each competitor between each match. Exceptions may be made at the discretion of the site director. Player are not required to use the full 30 minutes if they are ready to resume play.
10. In all 10-point match tie breakers, an on-court break not to exceed (3) three minutes shall be permitted.
11. Players receive a one-time injury time-out not to exceed 15 minutes per injury; the time begins when the trainer or coach (if no trainer is available), arrives on the court to begin assessing or treating the player.
12. IHSA eligible member school tennis coaches shall be permitted to talk with their player(s)
  - a. for a maximum of 90 seconds after all odd numbered games.
  - b. for a maximum of 90 seconds after the first set.
  - c. for a maximum of 10 minutes between the second and third sets.
  - d. for a maximum of 90 seconds prior to the beginning of a tie breaker and when players switch sides during the tie breaker.

NOTE: Coaches may not enter the court enclosure except during the quarterfinals, semifinals and championship matches at the state finals where they will be allowed to coach while seated courtside.

13. Competitors will be allowed to leave the court between the second and third sets for a maximum of 10 minutes.
14. Competitor's Apparel: All players must wear only school issued uniform for competition. All tennis apparel (including head wear), should be devoid of commercial advertising except for the manufactures' labels that shall not exceed two (2) inches in height and two (2) inches in width. It shall appear only once on each piece of wearing apparel. In addition, no visible apparel may be worn under the uniform shorts and/or shirts except spandex. Only school and/or players' names may be printed on shirt. Members of doubles teams shall wear tennis apparel of similar color and/or marking. Provisions for adjustments in apparel may be allowed due to weather.
15. Coaches are expected to help with the crowd control/fan control at their sites.
16. State final time schedules/rounds may be altered by tournament management pending weather issues.

# Site Map for State Final



BAR-Barrington High School  
616 W. Main St.  
Barrington, IL 60010-3099  
847-381-1400

BG-Buffalo Grove High School  
1100 W. Dundee Rd.  
Buffalo Grove, IL 60089  
847-718-4000

CON-Conant High School  
700 E. Cougar Trail  
Hoffman Estates, IL 60194  
847-755-3600

EG-Elk Grove High School  
500 W. Elk Grove Blvd.  
Elk Grove Village, IL 60007  
847-718-4400

FR-Fremd High School  
1000 S. Quentin Rd.  
Palatine, IL 60067-3797  
847-755-2600

HER-Hersey High School  
1900 E. Thomas St.  
Arlington Heights, IL 60004-4392  
847-718-4800

HOF-Hoffman Estates High School  
1100 W. Higgins Rd.  
Hoffman Estates, IL 60195  
847-755-5600

PAL-Palatine High School  
1111 N. Rohlwing Rd.  
Palatine, IL 60074  
847-755-1610

PRO-Prospect High School  
801 W. Kensington Rd.  
Mt. Prospect, IL 60056  
847-718-5200

RM-Rolling Meadows High School  
2901 Central Rd.  
Rolling Meadows, IL 60008  
847-718-5600

SCH-Schaumburg High School  
1100 W. Schaumburg Rd.  
Schaumburg, IL 60194  
8947-755-4610

WH-Wheeling High School  
900 S. Elmhurst Rd.  
Wheeling, IL 60090  
847-718-7000



## 2018-2019 IHSA Order Form and Pricing for Additional State Series Awards

- 1.) To ensure an accurate order of awards, please complete the form below.
- 2.) Please fax or email this completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) An invoice will be generated and emailed to you, upon receipt of this form.
- 4.) School must remit payment with invoice to A & M Products.

◆ **This form is to be used only if the school is purchasing awards for one of the following reasons (check one):**

Team Roster exceeds the number of allowed per the T&C's

Coop School  
 Dual Campus  
 Lost-Replacement  
 Broken-Replacement

**Sport or Activity:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Qty.:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Classification (check one):**

1A

5A

2A

6A

Music Sweepstakes Only (Indicate Classification: AA, A, B, C, D)

3A

7A

4A

8A

**Gender:**  Girls  Boys

**Level of Competition:**

Regional

Sectional

Super-Sectional

State

**Type of Award:**

Team Plaque

Gold State 3rd/4th Place-top figure (#1)

Team Trophy

State 3rd/4th Place Gold-side figure (#2)

Medal/Medallion

Gold Girls Soccer-side figure 3rd/4th (#3)

Sweepstakes Medallion

Gold Music Lyre-side figure 3rd (#3)

**Trophy Parts (check below):**

Badminton Gold shuttlecock and/or riser

Gold State Champion-top figure (#1)

Replacement Trophy Plate w/lasering

Gold State Champion-side figure (#1)

Replacement Trophy Plate w/o lasering

Gold State Runner-up-top figure (#1)

Bat, Tennis, Golf Club Replacement

Gold State Runner-up-side figure (#1)

**Ind. Event Medals** (indicate Event name): \_\_\_\_\_  
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

<b>Name:</b>
<b>Email Address:</b>
<b>School:</b>
<b>Address:</b>
<b>City, ZIP Code:</b>
<b>Phone Number:</b>

## 2018-2019 IHSA Order Form and Pricing for Additional State Series Awards

---

- ◆ **Tournament Managers/Hosts** who need to request duplicate awards due to ties at their tournament/meet must complete the form in the Online Manual for Managers and send it directly to the awards company– **Do Not Use the form above.**
- ◆ **Trophy Letters:** Schools who need replacement letters for trophies, please contact A & M Products direct at 815-875-2667.

### Pricing for Schools (INCLUDING MUSIC SWEEPSTAKES):

<u>Qty:</u>	<u>Finish</u>	<u>State Medallion</u>	<u>Reg./Sect Medal</u>	<u>Shipping</u>
1 – 5	Goldtone (1 <sup>st</sup> )	\$4.45	\$4.00	\$5.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.95	\$4.50	
	Bronze (3 <sup>rd</sup> )	\$4.60	\$4.20	
6 – 12	Goldtone (1 <sup>st</sup> )	\$4.20	\$3.75	\$7.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.70	\$4.25	
	Bronze (3 <sup>rd</sup> )	\$4.35	\$3.90	
13 – 24	Goldtone (1 <sup>st</sup> )	\$3.95	\$3.50	\$8.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.45	\$4.00	
	Bronze (3 <sup>rd</sup> )	\$4.10	\$3.70	
25 or more	Goldtone (1 <sup>st</sup> )	\$3.70	\$3.25	\$9.00
	Nickel Silver (2 <sup>nd</sup> )	\$4.20	\$3.75	
	Bronze (3 <sup>rd</sup> )	\$3.85	\$3.45	

### Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$ 52.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$ 68.00
Third/Fourth place trophy (AM-558)	\$154.00
Champion/Runner-Up(AM-557/AM-557-1)	\$161.00

### Gold figure Replacement Pricing (\$10.00 shipping per figure)

#### **Oxidized bronze finish pre 2008-09 school year, call for pricing and availability**

<u>Gold</u> State Champion-top figure (#1)	\$58.00
<u>Gold</u> State Champion-side figure (#1)	\$58.00
<u>Gold</u> State Runner-up-top figure (#1)	\$58.00
<u>Gold</u> State Runner-up-side figure (#1)	\$58.00
<u>Gold</u> State 3rd/4th Place-top figure (#1)	\$58.00

### Gold figures and plate replacement pricing

#### **Oxidized bronze finish pre 2008-09 school year, call A&M for pricing and availability**

State 3 <sup>rd</sup> /4 <sup>th</sup> Place Gold-side figure (#2)	\$40.00, plus \$10.00 shipping
Girls Soccer – Gold-side figure 3 <sup>rd</sup> /4 <sup>th</sup> Place (#3)	\$36.00, plus \$10.00 shipping
Music Lyre – Gold-side figure 3 <sup>rd</sup> Place (#3)	\$36.00, plus \$10.00 shipping
Badminton Gold shuttlecock and/or riser	\$36.00, plus \$10.00 shipping
Repl. Trophy Plate w/ lasering names	\$30.00, plus \$10.00 shipping
Repl. Black Plate for SF Trophy w/o lasering	\$12.00, includes shipping
Bat, Tennis, Golf Club Replacement for All Figurine	\$16.00, includes shipping

Orders will be **processed upon Receipt of Full Payment.** Please allow three (3) weeks for delivery. Thank you.

# **General Information**

# Do What's Right!

## Sportsmanship

### DWR! EXPECTATIONS

- ❖ *Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.*
- ❖ *Use positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat.*
- ❖ *Respect and acknowledge the integrity and judgment of officials.*
- ❖ *Exhibit positive behavior in both personal interaction and social media comments.*

### Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

### Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



# Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to interscholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



## Venue-Specific Action Plan

Illinois High School Association  
2715 McGraw Dr., Bloomington, IL 61704  
Phone: 309-663-6377  
Fax: 309-663-7479

### Venue

**Sport:**   
**Location:**

### Emergency Personnel

**Present:**   
**On-Call:**

### Emergency Equipment Location On-Site

Nearest AED:   
First Aid Kit:   
Items for proper care of blood-borne pathogens:   
Ice or chemical ice packs, water and towels:   
Player Medical Information:   
Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

### Communication

**Access to 911:**   
**Access to on-call emergency medical personnel:**

### Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
  - a. EMS: Call 911
  - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

### EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates  
Designate individual to meet EMS at entrance

# Managing Heat and Heat Illness

These guidelines represent minimum standards that IHSA member schools should follow for athletic competitions. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. State series tournament managers will make the decisions to suspend and resume activity in accordance with these guidelines using those devices or systems usually used at the state series venue/site.

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is recommended, although a conversion to WBGT can be made from air temperature and relative humidity using chart 2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

**Table 1 (all temperature readings as measured by WBGT)**

**a.  $\leq 79.9$  degrees F**

- i. All sports
  1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
  3. Ice-down towels for cooling.
  4. Watch/monitor athletes carefully for necessary action.

**b. 80.0-84.5 degrees F**

- i. All sports
  1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
  3. Provide cooling stations using methods such as ice towels.
  4. Watch/monitor athletes carefully for necessary action
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
  1. Helmets and other possible equipment removed while not involved in contact.
- iii. Reduce time of outside activity. Consider postponing activity to later in the day.
- iv. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions or sooner if personnel on the field suspects potential heat stress.

**c. 84.6-87.5 degrees F**

- i. All sports
  1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
  3. Coordinate breaks with assigned contest officials.
  4. Have cooling stations for before, during, and after exercise/training/competition.
  5. Watch/monitor athletes carefully for necessary action
  6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
  8. If practicing, maximum of 2 hours of training/practice while temperature is in this range.



- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
  - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

**d. 87.6-89.9 degrees F**

- i. All sports
  - 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - 2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
  - 3. Coordinate breaks with assigned contest officials.
  - 4. Have cooling stations for before, during, and after exercise/training/competition.
  - 5. Watch/monitor athletes carefully for necessary action
  - 6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  - 7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
  - 8. If practicing, maximum of 1 hour of training/practice while temperature is in this range.
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
  - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

**e. 90 degrees F**

- i. All sports
  - 1. No training/competition
  - 2. Cancel and/or postpone activity to cooler time of the day

NOTE: While most attention will be given to outdoor sports in the fall and spring, indoor venues/facilities (gymnasiums, wrestling rooms, and swimming/diving facilities) that are not air conditioned should not be neglected for the purposes of this policy. Additionally, sometimes conditions will vary for different aspects of the same competition. For example, one part of a cross-country course may be hotter or more humid than other parts. The best course of action for managers is to take a WBGT reading at the place of the most severe conditions.

**Table 2.** Estimate WBGT from ambient temperature and relative humidity assuming full sun conditions

Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																															
Temperature in Degrees Fahrenheit																															
	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2	104.0	105.8	107.6	109.4	111.2	113.0	114.8	116.6	118.4	120.2	122.0
0	59.0	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	68.0	69.8	71.6	71.6	73.4	73.4	75.2	75.2	77.0	77.0	78.8	80.6	80.6	82.4	82.4	84.2	84.2	86.0	87.8	87.8	89.6	89.6
5	60.8	60.8	62.6	64.4	64.4	66.2	66.2	68.0	69.8	69.8	71.6	71.6	73.4	75.2	75.2	77.0	78.8	78.8	80.6	80.6	82.4	84.2	84.2	86.0	87.8	87.8	89.6	91.4	91.4	93.2	95.0
10	60.8	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	77.0	78.8	80.6	80.6	82.4	84.2	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	96.8	98.6
15	62.6	62.6	64.4	66.2	66.2	68.0	69.8	69.8	71.6	73.4	73.4	75.2	77.0	78.8	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	91.4	93.2	95.0	96.8	98.6	100.4	102.2	
20	62.6	64.4	64.4	66.2	68.0	69.8	69.8	71.6	73.4	75.2	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	87.8	89.6	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2			
25	64.4	64.4	66.2	68.0	68.0	69.8	71.6	73.4	73.4	75.2	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2				
30	64.4	66.2	68.0	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2						
35	64.4	66.2	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2								
40	66.2	68.0	69.8	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	93.2	95.0	96.8	98.6	100.4	102.2									
45	66.2	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	80.6	82.4	84.2	86.0	89.6	91.4	93.2	95.0	96.8	98.6	100.4											
50	68.0	69.8	71.6	73.4	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	98.6	102.2												
55	68.0	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	93.2	95.0	96.8	100.4														
60	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	100.4														
65	69.8	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	93.2	96.8	98.6	100.4															
70	71.6	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	87.8	91.4	93.2	95.0	96.8	100.4	102.2															
75	71.6	73.4	75.2	77.0	78.8	80.6	84.2	86.0	87.8	89.6	91.4	95.0	96.8	98.6	102.2																
80	73.4	75.2	77.0	78.8	80.6	82.4	84.2	86.0	89.6	91.4	93.2	96.8	98.6	100.4																	
85	73.4	75.2	77.0	78.8	82.4	84.2	86.0	87.8	89.6	93.2	95.0	98.6	100.4	102.2																	
90	75.2	77.0	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	98.6	102.2																		
95	75.2	77.0	78.8	80.6	84.2	86.0	87.8	91.4	93.2	95.0	98.6	100.4																			
100	75.2	78.8	80.6	82.4	84.2	87.8	89.6	91.4	95.0	96.8	100.4	102.2																			

NOTE: This table is compiled from an approximat formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology



# Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

## Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

# IHSA Severe Weather Safety Guidelines

*To be used during any IHSA state series contest*

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

## PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightening is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
  - a. When thunder is heard, or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightening. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.  
*\*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.*
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

## EVACUATION PLAN

**Safe Areas:** All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

**Resuming Activity:** The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

**“Any athlete who exhibits signs, symptoms, or behaviors consistent 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.”**

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

**NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.**

### **Definition of a Concussion**

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

### **Behavior or signs observed indicative of a possible concussion**

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

### **Symptoms reported by a player indicative of a possible concussion**

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school's Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

ILLINOIS HIGH SCHOOL ASSOCIATION

2715 McGraw Drive • Bloomington, IL 61704

• [www.ihsa.org](http://www.ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

## Concussion Information

### Return to Play (RTP) and Return to Learn (RTL)

**Background:** With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

*In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity*

### Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

*For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.*



## **Unmanned Aerial Vehicle (Drone) Policy**

### **For IHSA Tournaments**

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.

# **Manager Information**



## IHSA Girls Tennis Sectional Managers Information

As soon as possible after receiving the sectional assignments, communication should be sent to all schools in your sectional. Send correspondence to both the coaches and their athletic directors. Please cover the following information.

1. Date, location and time of seed meeting.
2. Directions or map to the seed meeting. Please cover parking and entry into your school.
3. Reminder for coaches to bring any additional pertinent information on their player's performances for seeding purposes.
4. Remind coaches that on Tuesday, October 9, 2018, their school must complete their IHSA list of participants (which includes their player season records from tennisreporting.com) online at the IHSA website by midnight. Please remind schools to print a copy of their work to bring to the seed meeting for reference.
5. The list of participants (which includes eligible coaches, rosters, line ups and player season records) will be available for sectional managers to view by noon online through the Schools Center on October 10, 2018. Schools have the opportunity to make entry changes until that date. To view the list of participants for the schools in their sectional, the managers will go to the IHSA Schools Center. The information will be available in the "H-IHSA State Series Hosting & Scorezone" section under the "List of Participants" link. These are password protected sites. The athletic director or principal will need to designate their coach as the tournament manager in the Schools Center in order for coaches to have access to this area.
6. Inform coaches in your sectional of any contact information and the inclement weather plan (exchange cell phone numbers).
7. Give details about your site including the availability of locker rooms, restrooms, changing areas, athletic trainers, viewing, concessions, restaurants or the need of additional equipment (roll dryers, etc...).
8. Remind coaches to review the girl's tennis terms and conditions which are the rules that govern play. Please emphasize the responsibility of coaches to read and understand the terms and conditions of the state tennis tournament series. Please remind them to review the substitution policy under Article VIII-E if necessary.
9. Thank the coaches in advance for their efforts in teaching, encouraging and promoting good sportsmanship.

**Seeding Meeting:** A coaches meeting for the purpose of drawing up the playing schedule for the sectional tournament shall be held after school hours on Wednesday, October 10 at a time to be determined by the local manager. Schools assigned to your sectional should be fully informed about the date, time and place of this meeting. Only the head girls' tennis coach or a school official from each participating school shall be involved in the seeding process. If a sectional manager allows assistant coaches to sit in on the seeding meeting, they should allow them to do so only as a non-speaking observer. If an assistant coach, however, is the representative from his/her school, he/she should be allowed to speak on the behalf of his/her school's players. Seed four, five or six singles players and four, five or six doubles teams.

**Making the Draw:** The specific directions for drawing up the playing schedule for sectional tournament competition are available in this manual. Review these directions carefully. If you have any questions, please contact the IHSA office before your seeding meeting.

**Availability of Courts:** If enough courts are not available at your school, arrangements may be made for use of other facilities in your community. At the determination of the local manager, if the number of entries and the number of courts available make it impossible to complete the tournament on Saturday, October 13, it is recommended that sectional tournament play begin on Friday afternoon (after school hours). If the local manager wishes to begin the competition on October 12, before 4:00 p.m., written consent of the principal from each participating school must be given. Use the "Request for Earlier Start Time" form available in this packet and on the IHSA website.

**Tennis Balls:** Wilson tennis balls will be sent to each sectional site. The Wilson ball is the "official ball" and must be used. The sectional manager shall distribute tennis balls to competitors as matches are called. Two new balls shall be given to players of a match to use for sets #1 and #2. Should a match go to three sets, the local manager shall give the players two more new balls to complete the third set.

**Awards:** The Sectional manager will receive, direct from the manufacturer, a plaque to be presented to the winning school in your sectional tournament. The sectional manager will also receive medals from the manufacturer to be presented to the top four winners in both singles and doubles in your sectional tournament. Please review these awards upon receipt to make sure they are correct and not broken. Communicate your plan for the sectional awards ceremony with the schools in your sectional.

**State Qualifiers:** Complete on-line with the IHSA office the winner report immediately following your sectional tournament on Saturday. Please make sure that the names are spelled correctly when completing the winner report. In the event that your sectional tournament cannot be completed on Saturday, October 13, please see the comments page of the sectional winners report final results page and note that you have postponed matches until Monday and give the reschedule date with start time.



## IHSA Tennis Sectional Checklist

- \_\_\_ 1. Review the IHSA terms and conditions and the manual for managers which cover the rules for play.
- \_\_\_ 2. Secure facility and courts availability and make sure the area around the courts are unobstructed and clean.
- \_\_\_ 3. Check facilities (quality of court surface, nets, net measurer, straps, supports, wind protection, roll dry equipment, brooms/squeegees, spectator viewing, restrooms, parking, accessibility). During the sectional, have net straps on courts and be prepared to clear courts of water, if necessary, as early as possible.
- \_\_\_ 4. Secure staff/volunteers to work the event. Confirm any maintenance/custodial or security needs.
- \_\_\_ 5. Check IHSA awards upon arrival (usually 1 week prior to sectional). Notify the IHSA office if there is any damage.
- \_\_\_ 6. After the sectional seed meeting, complete the brackets - draw sheets. Have a master copy and copies available for media/viewing at a visible location/bulletin board (near the courts) for tournament check in/tournament central. Have a site manager available at this area to take scores and answer questions. This area can also post rules, notes, updates, announcements, changes, draw, brackets, etc...
- \_\_\_ 7. Prepare any directional signs for parking, spectators, coaches, press or players – check in.
- \_\_\_ 8. Notify local media regarding sectional date, location, times, seeds or anticipated highlights.
- \_\_\_ 9. Have visible scorers on courts, if possible.
- \_\_\_ 10. Have chairs or benches available for players (if needed).
- \_\_\_ 11. Have IHSA provided tennis balls ready (Wilson WRT 106200).
- \_\_\_ 12. Conduct a brief coach meeting prior to play to highlight any announcements and/or answer any questions. Assign players to courts and post the placement (bracket) at convenient locations for all participants and fans.
- \_\_\_ 13. Time warm-up and announce that play will begin. (Have a time piece available to use as an official clock).
- \_\_\_ 14. Watch for empty courts so that you can assign courts the next players quickly.
- \_\_\_ 15. Make any necessary arrangements for concessions or hospitality area for coaches (optional).
- \_\_\_ 16. Prepare for an awards ceremony to present medals and plaques.
- \_\_\_ 17. Suggested administrative items:
  - a. Table/chairs for registration, check in, tournament central
  - b. Computer with wifi, calculator
  - c. Athletic training supplies – water, ice/bags, scissors, first aid, athletic trainer
  - d. Sun protection, sunscreen, bug repellent, towels
  - e. P.A. system
  - f. Pens, pencils, erasers, black sharpie/markers, highlighters, whiteout
  - g. Tape/rubber band /clipboard/paper
  - h. String, plastic ties
  - i. Umbrella/tent cover – for rain or sun cover
  - j. Table/table cloth for awards



## After the IHSA Tennis Sectional

- \_\_\_\_\_ 1. Immediately submit the results of your Sectional to the IHSA Website – Schools Center – Winners Report. Results can be updated online throughout the tournament; however, the completed report must be done on Saturday. (Note: The athletic director login/password must be used for the IHSA Winners Report access). Upload a copy of the brackets to post in the IHSA Winners Report.
- \_\_\_\_\_ 2. Notify local media with results. Direct them to the results online.
- \_\_\_\_\_ 3. Send a copy of the final meet results to the competing schools. Direct them to the results online.

### Other

- \_\_\_\_\_ 1. Make sure you have reviewed with coaches the Emergency Action Plan (EAP) for severe weather.
- \_\_\_\_\_ 2. Review locations of AED.
- \_\_\_\_\_ 3. Have plans for emergency situations if an ambulance is needed.
- \_\_\_\_\_ 4. Coaches should have names and phone numbers on file to use in an emergency.

Girls tennis/manual/Sectional Preparations.doc



## Instructions for Submitting IHSA Sectional Winner Report

Sectional managers are required to complete the girl's tennis sectional winner report online in the IHSA Schools Center. **PASSWORDS ARE NOW ASSIGNED TO EVERY COACH, BUT YOUR ATHLETIC DIRECTOR OR PRINCIPAL WILL NEED TO ACTIVATE YOU AS THE TOURNAMENT MANAGER IN ORDER FOR YOU TO HAVE ACCESS TO THE TOURNAMENT MANAGEMENT SECTION OF THE SCHOOLS CENTER.** This is the area of the Schools Center that will have the tournament information.

Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center link. Enter your "User ID" (5 digits, a letter followed by 4 numbers) and the password issued to you by your school. In the Schools Center homepage click on "*H-IHSA State Series Hosting & Scorezone*".

Next click on the "*Winner Report*" link under the "*Results Report*". Please follow the instructions shown on the screen as you fill in the necessary information. Additionally, please confirm that all participant names are spelled correctly.

After completing and submitting the IHSA Winner Report online, print out a copy of the completed report form for your records.

(If you have any questions accessing the Winner Report or navigating the Winner Report prior to your sectional, please call the IHSA Office at 309-663-6377 M-F from 8:00-4:15 p.m. and ask for Carol Carr or e-mail [ccarr@ihsa.org](mailto:ccarr@ihsa.org)).



## SEEDING

The purpose of the seed meeting is to identify the best players in both the singles and doubles by a consensus of the coaches. As the sectional manager, you must control this seeding process. Give all coaches a fair opportunity to discuss each player and then call for recommendations for #1, #2, #3 and #4 seeds. Continue with other seeds as numbers of entries demand.

Coaches are given the opportunities to explain and justify their nominations for seeds based on the following criteria (in no particular order):

- Head to Head Competition
- Indirect Victories (wins or losses to common opponents)
- Varsity Record/Strength of Schedule
- USTA Ranking
- Vote of Coaches

Follow the directions on the “Sectional Tournament Draw Sheet” form which is found in the Manual for Managers.

**NOTE: SEED 4, 5 OR 6 PLAYERS FOR SINGLES AND DOUBLES. THE REST OF THE DRAW IS FILLED BY RANDOMLY DRAWING NAMES. NO EXCEPTIONS!**

### Answers to questions that may occur during your seeding process

**Situation:** Can a sectional manager allow more than 1 coach from each participating school to attend the sectional seeding meeting?

**Answer:** A sectional manager may allow, at their discretion, more than one coach to attend the sectional seed meeting although he/she is not required to do so.

**Situation:** If a manager allows assistant coaches to attend the seeding meeting, may the assistant coaches offer their opinions regarding seeds?

**Answer:** An assistant coach should only speak if they are the sole representative from their school. If an assistant coach attends the seeding meeting with his/her head coach, he/she should be a non-speaking observer.

**Situation:** What is the purpose of the meeting of coaches prior to the beginning of the sectional tournament?

**Answer:** The coaches meeting on the date of and immediately prior to the start of play allows for eligible changes or substitutions to be made and pertinent information to be discussed. This is done in accordance with the IHSA Tennis Terms and Conditions.

**Situation:** A player in the draw cannot play and the coach wishes to substitute, can she/he?

**Answer:** Such a substitution is permitted before the tournament begins, provided the substitute is a player who has not been in the draw at any other position. A player may not be moved from singles to doubles or from doubles to singles once the draw has been made. The substituted student must be listed on the team’s list of participants roster on-line. The draw must be redone if such a substitution is made.

**Situation:** A coach questions when the tournament officially begins.

**Answer:** The tournament officially begins when the first players are sent to a court by the manager.

**Situation:** What happens if a player in the draw does not appear for a match?

**Answer:** The tournament manager shall declare the match forfeited by the absent player and award points for a forfeit win to the opponent.



## Sectional Seeding Meeting Items

### Plan and have the following on hand:

1. Dry erase board/dry erase markers or chalk board/chalk with brackets for draw on the board
2. Index cards for player's names
3. Pencils
4. Box for blind draw
5. Work sheets for coaches which have draw sheets with brackets on them
6. Copies of competitor information "*Players Season Record*" for each player/doubles team -  
(Available online Wed., October 10 by noon.)
7. Refreshments if your school wishes to make them available

### Agenda items to be discussed:

1. Remind coaches to review their IHSA tennis terms and conditions and manual which covers the rules.
2. Announce that the Wilson WRT 106200 ball will be the official IHSA ball used for the state series.
3. Review scoring (regular scoring in sectionals) and tie-breakers (terms & conditions)
4. Review acceptable apparel/uniform and penalty (in accordance with the IHSA terms & conditions)
5. Review court assignments
6. Review, if necessitated, when to call play due to darkness
7. Discuss plans for inclement weather - discuss emergency plans – AED locations
  - a. Have locations and directions available for indoor facilities, if available
  - b. Schools involved with indoor play are responsible for payment of the court at the time of play
8. Guidelines that will be used if the sectional tournament cannot be completed in time (In accordance with the IHSA terms & conditions)
9. Discuss the use of a five-foot safety area between the fence and the spectators
10. Reinforce good sportsmanship and discuss ways coaches can help to encourage it at your sectional – Remind coaches to assist in the supervision of their fans.
11. Collect head coaches cell phone number (in case of inclement weather, announcements, etc...)

# IHSA Sectional Tennis

## Directions for Seeding and Drawing

### (16 or Less Entries)

#### A. HOW TO MAKE THE DRAW FOR 16 OR LESS ENTRIES

When the number of players is a power of 2 they shall meet in even pairs in progressive elimination. When the number of players is not a power of 2 the first round will have byes for the purpose of bringing to the second round a full bracket of players. For example, with 10 players, 6 of the lines on a 16 draw sheet would be marked “bye” and the 6 players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the two winners of first-round matches to make up an “even eight”.

#### B. WHERE THE BYES GO

If you have 16 or fewer entries, place your 6 seeds in the proper locations and the byes opposite them.

#### C. SEEDING

Four or six players are to be seeded in singles and four or six teams are to be seeded in doubles. The No. 1 seed shall go on line 1, and the No. 2 seed shall go on line 16. **The No. 3 and No. 4 seed shall be randomly placed on lines 5 and 12. The No. 5 and No. 6 seeds shall be randomly placed on lines 7 and 10.** After placing all seeded players in their proper position on the draw, the remaining positions are to be drawn by lot. Remember, that each seeded player drawn to a spot in the lower half of the draw is placed on the bottom line of whatever segment she draws. **In the event that the No. 3, 4, 5 or 6 seed is from the same school as the No. 1 or No. 2 seed they should be placed in the opposite half of the bracket.**

#### D. THE REST OF THE DRAW

Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors and writing them on the remaining corresponding unoccupied lines in the order in which they are drawn. The unoccupied lines should be filled beginning with the center and working out towards the top seeds. Competitors from the same school are to be placed in opposite halves of the bracket.

#### E. DRAW SHEETS

For equity in scoring statewide, you must use the same draw sheet for both singles and doubles. (Ex.: If you use the draw sheet for 16 or less entries in singles then you must use the draw sheet for 16 or less entries in doubles.)

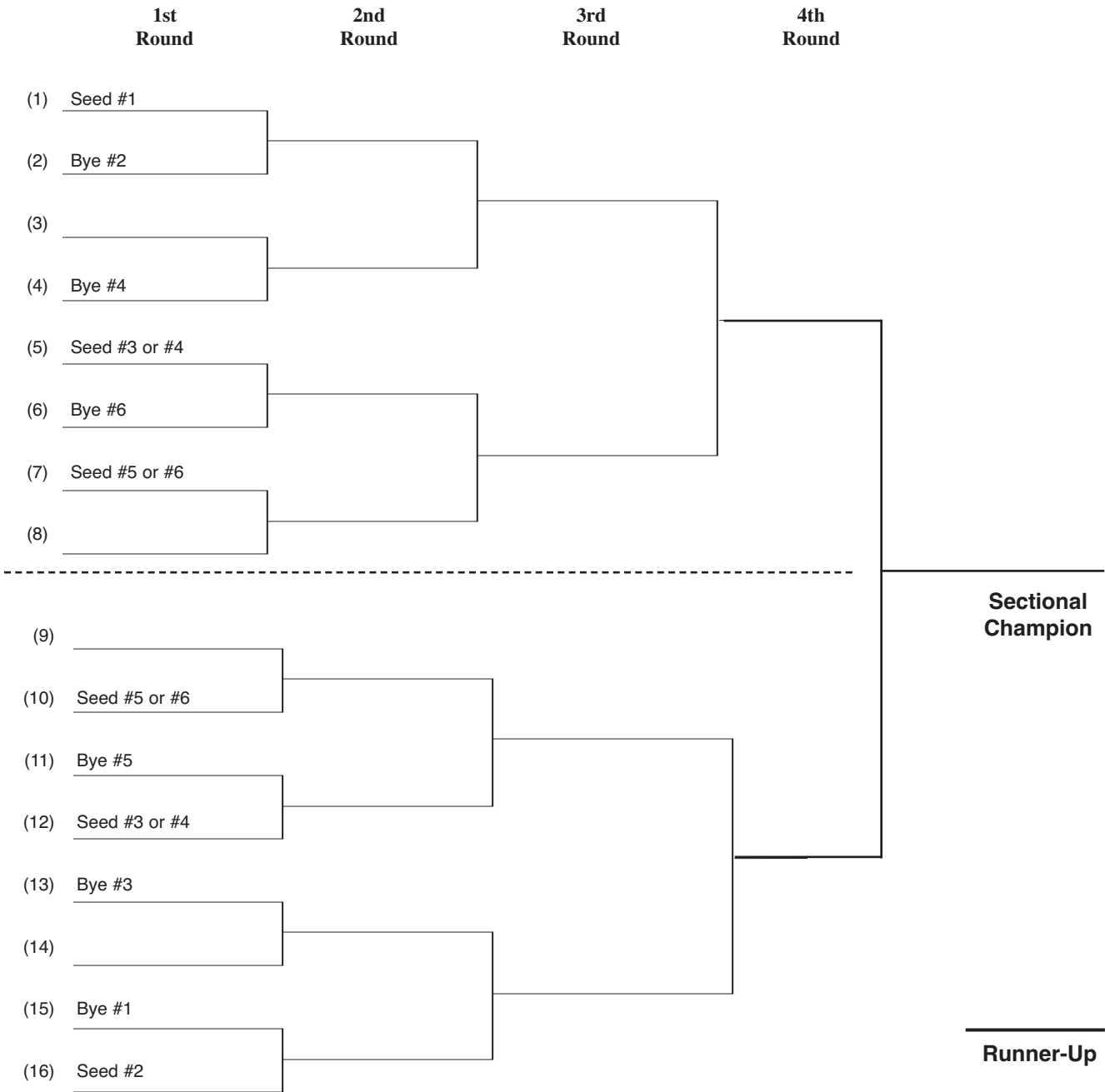
#### F. SECTIONAL COMPLETION

The IHSA wants all sectionals to be completed. However, please note that in accordance with VI-A-2-d of the terms and conditions that “If weather conditions do not permit a sectional tournament to be completed by the Monday evening after the sectional, the top four (4) seeded players in both singles and doubles shall advance to state unless they have already been defeated. If one of these players or doubles teams has been defeated, the person or team that defeated that seed would go to state in place of the seed.”



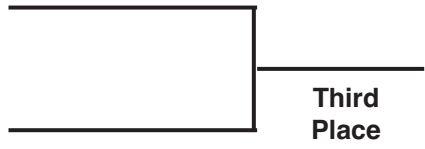
# IHSA Tennis Series

## Sample Draw Sheet for 16 or Less Entries



**Seeds**

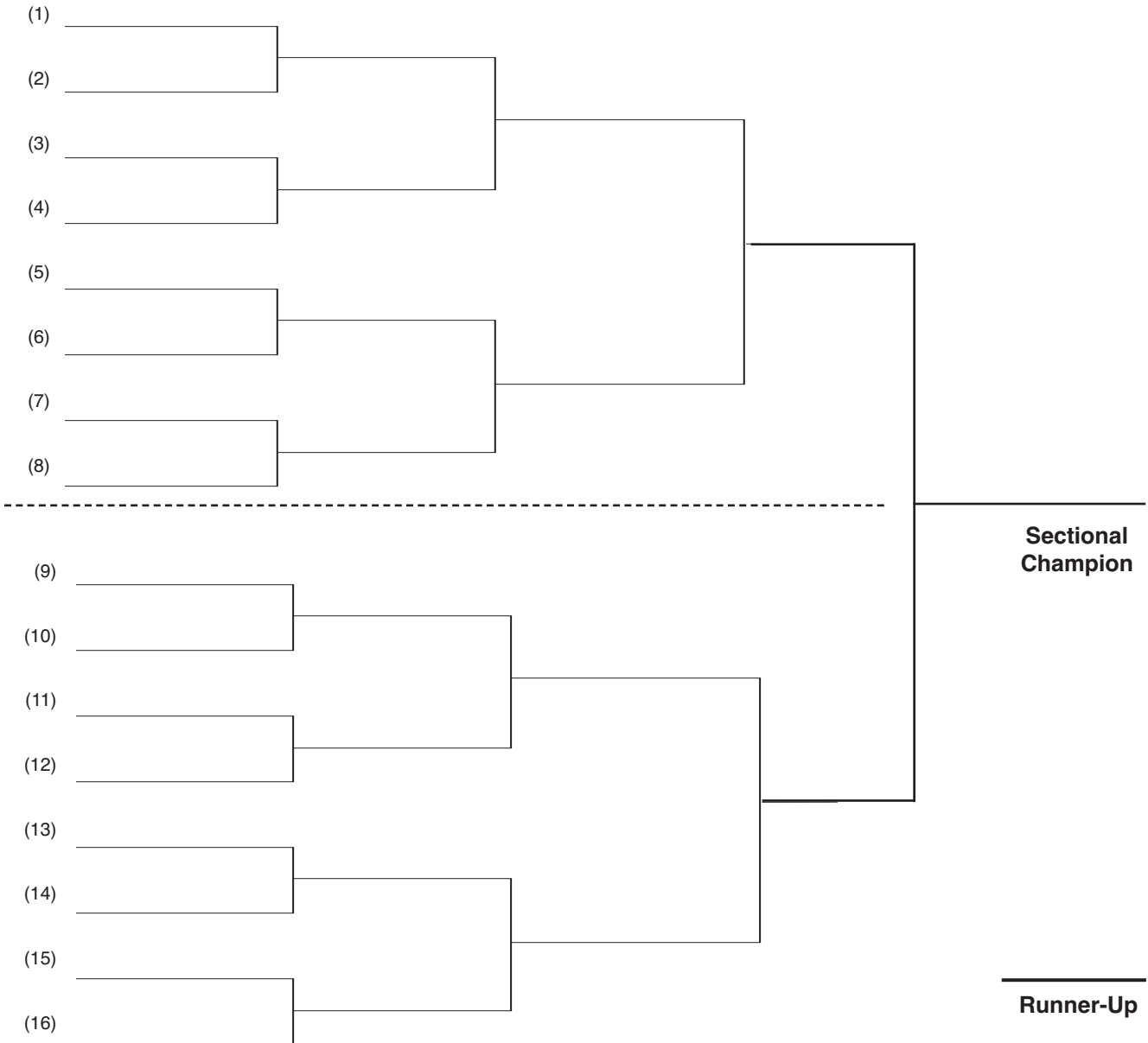
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____





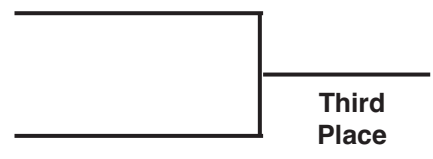
# IHSA Tennis Series

## Sample Draw Sheet for 16 or Less Entries



### Seeds

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____





# IHSA Sectional Tennis

## Directions for Seeding and Drawing

### (17 or More Entries)

#### A. HOW TO MAKE THE DRAW FOR 17 OR MORE ENTRIES

When the number is a power of 2 they shall meet in even pairs in progressive elimination. When the number of players is not a power of 2 the first round will have byes for the purpose of bringing to the second round a full bracket of players. For example, with 22 players, 10 of the lines on a 32 draw sheet would be marked "bye" and the 10 players drawn opposite those lines would move right into the second round without playing a match, to be joined there by the six winners of first round matches to make up an "even sixteen".

#### B. WHERE THE BYES GO

If you have 17 or more entrants (most sectionals) use a 32 person draw along with the following format.

Place the first seeded entry on line 1 and the second seed on line 32.

Draw your 3rd and 4th seeds into lines 9 and 24. (Remember, teammates go on opposite halves.)

Draw your 5th and 6th seeds into lines 13 and 20.

Place the byes on the lines next to the seeds in the same numerical order as the seeds. (i.e. The 1st seed gets the first bye, 2nd seed gets the second bye, and so on.)

If you have an even number of entrants, the feed in/pigtail matches will go in the inner positions 15-16, followed by 17-18, Then 11-12 followed by 21-22. If you still need more, they will go on lines 7-8 followed by 25-26. Keep working your way out avoiding the seeds and byes.

If you have an odd number of entries, use the same procedure as above except flip to see if the first match goes to the top half or the bottom half and then continue from there with the rest of the feed in matches.

In summary, after all the seeds and their corresponding byes have been slotted, place the remaining byes on lines 4, 29, 6, 27, and so on working from the outside toward the middle until your entries plus byes equals 32.

A word of warning: If you have an odd number of entries, the odd player becomes the teammate of the extra bye. Be aware of where the extra bye is placed (up or down) as the odd player must go on the opposite half of the draw. If you have two odd players, (i.e. one team short a player and one individual entry), those players become teammates when making the draw.

#### C. SEEDING

Four or six players are to be seeded in singles and four or six teams are to be seeded in doubles. The No. 1 seed shall go on line 1, and the No. 2 seed shall go on line 32. **The No. 3 and No. 4 seed shall be randomly placed on lines 9 and 24. The No. 5 and No. 6 seeds shall be randomly placed on lines 13 and 20.** After placing all seeded players in their proper position on the draw, the remaining positions are to be drawn by lot. Remember that each seeded player drawn to a spot in the lower half of the draw is placed on the bottom line of whatever segment she draws. **If the No. 3, 4, 5 or 6 seed is from the same school as the No. 1 or No. 2 seed they should be placed in the opposite half of the bracket.**

#### D. THE REST OF THE DRAW

Once you have filled in the lines to be occupied by seeded players and marked those lines that represent byes, the rest of the draw is filled in by drawing the names of all the rest of the competitors and writing them on the remaining corresponding unoccupied lines in the order in which they are drawn. The unoccupied lines should be filled beginning with the center and working out towards the top seeds. Competitors from the same school are to be placed in opposite halves of the bracket.

#### E. DRAW SHEETS

For equity in scoring statewide, you must use the same draw sheet for both singles and doubles. (Ex.: If you use the draw sheet for 17 or more entries in singles then you must use the draw sheet for 17 or more entries in doubles.)

#### F. Sectional Completion

The IHSA wants all sectionals to be completed. However, please note that in accordance with VI-A-2-d of the terms and conditions that "If weather conditions do not permit a Sectional Tournament to be completed by the Monday evening after the sectional, the top four (4) seeded players in both singles and doubles shall advance to state unless they have already been defeated. If one of these players or doubles teams has been defeated, the person or team that defeated that seed would go to State in place of the seed".



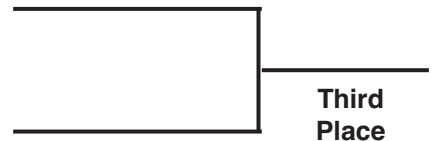
# IHSA Tennis Series

## Sample Draw Sheet for 17 or More Entries



**Seeds**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____





# IHSA Tennis Series

## Sample Draw Sheet for 17 or More Entries



### Seeds

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____



## 2018-19 Required Use of the Wilson Tennis Ball

The Wilson ball is required to be used in all state tennis tournament series games. There can be no substitution of a ball manufactured by another company, nor can you substitute a different legal Wilson ball for this one, which incorporates the registered mark of the IHSA in its construction, until the designated supply has been exhausted. If your supply becomes exhausted, you must use the designated Wilson ball and obtain it locally.

The IHSA Official Ball Game Plan for boys and girls tennis is reproduced below. If you have any questions regarding “official ball” use, please contact the IHSA Office.

### **Boys and Girls Tennis Ball** (Model WRT106200 US Open Extra Duty Tennis Ball)

**Sectional Hosts:** Each site will be provided with 72 balls to be used in the championship bracket matches for both singles and doubles. The host school will retain the balls after the tournament. A recommended breakdown for use of the new balls in both singles and doubles is:

Based upon draw of 16 in each singles and doubles championship bracket:

8 1st round matches x 2 = 16  
4 Quarterfinal round matches x 2 = 8  
2 Semifinal round matches x 2 = 4  
1 Title match x 2 = 2  
1 3rd place advancing match  
“Hot” three set match(es)  
Totals = 72 balls (24 cans) per site





## **Awards Delivery Information**

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and Scholastic Bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

**At State Final Tournaments**, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport/activity, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Kraig Garber  
Asst. Executive Director

## School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

## Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Tammy Craig at 309-663-6377 ext. 116, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)



## 2018 IHSA Girls Tennis Sectional Request for Earlier Start Time

To: Principals of schools participating in the IHSA Girls' tennis sectional

From: Sectional manager \_\_\_\_\_  
(Sectional manager's name)

RE: Request for earlier sectional tennis start time

In accordance with the IHSA Girls Tennis Terms and Conditions II. A-2, it is required for all principals of participating schools to approve an earlier start time. Please use this form for authorization. This form will replace contacting the IHSA for an early start approval. All schools in the sectional must agree to start earlier than 4 p.m.

This correspondence is requesting your approval for the IHSA Girls Tennis Sectional, held at \_\_\_\_\_  
\_\_\_\_\_ to begin on Friday, October 12th at \_\_\_\_\_

This request is made for the following reason(s):

Number of teams competing in the Sectional	_____
Number of rounds to be completed on Friday	_____
Number of rounds to be completed on Saturday	_____
Number of courts available for play	_____
Pending weather	_____

\_\_\_\_\_  
(Participating school)

\_\_\_\_\_  
(Participating school principal)

**ACTION**

Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

\_\_\_\_\_  
(Participating school principal's signature)

**Please return this form to the host school:**

FAX: \_\_\_\_\_ or E-Mail: \_\_\_\_\_





## **Financial Reports Must Be Filed Online**

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your school ID and an administrator password. On the Schools Center home page, Select the H-IHSA State Series Hosting & ScoreZone. Next select the Financial Report link. Please fill out the one-page form and press the submit button to file your report.