

Tennis Manual 2009-2010

MSHSAA
Missouri State High School Activities Association

**MISSOURI STATE HIGH SCHOOL
ACTIVITIES ASSOCIATION**

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This manual shall be used for the girls and boys seasons.

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*Term expires in July of this year

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PURPOSE AND PHILOSOPHY

- A. **MISSION STATEMENT:** The MSHSAA promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.
- B. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- C. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are: to provide opportunities to demonstrate before the public the best knowledge, skills and emotional patterns taught through a particular sport; and to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified. It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches and the school community make every effort to enhance – and keep in proper perspective – the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.
- E. **SUPERVISION OF COMPETITORS AND FANS:** The By-Laws of the MSHSAA hold a school responsible, both home and away, for the conduct of its competitors, students, coaches and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary in order to instill in players a respect for others and school property. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well-chaperoned. The good conduct of students will leave a good impression for the entire school. A school also should inform its players, students, coaches and fans of the value game officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to booming of coaches and players. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

SECTION 1: USING THIS MANUAL

All coaches and athletic administrators shall read the instructions in this manual carefully. Also, check the MSHSAA website and make note of all deadline dates for submitting entry forms which relate to tennis. It is the responsibility of each school to make certain that the entries are properly submitted on or before the deadline date. Any questions concerning the forms or instructions should be referred to the MSHSAA Office.

SECTION 2: CHAMPIONSHIP SCHEDULE

- A. **SITES FOR INDIVIDUAL DISTRICT AND SECTIONALS:** Competition sites for all district and state series events shall be conducted within the state boundaries. However, an event may be hosted beyond the state border in cases where the school's facility is contiguous to the school campus but physically located beyond the border.

- B. INDIVIDUAL DISTRICT MEET SCHEDULES:** Individual districts must close by:
 Girls (Week 14): Saturday, October 10, 2009 Boys (Week 45): Saturday, May 15, 2010
1. TIME SCHEDULES FOR INDIVIDUAL DISTRICTS: All schools are reminded that district tournaments shall be scheduled on Saturday unless **PRIOR** approval is granted by the MSHSAA. Managers must take into consideration the travel concerns in those districts that cover a large geographic area. Starting later in the morning and therefore playing later in the afternoon is a possible solution to setting an early start time that may necessitate a school(s) having to come the night before.
 2. POSTPONEMENT: When it becomes necessary to postpone an event, the local manager should check with the MSHSAA office. Rescheduling on Sunday is allowable only after getting approval of all participating schools. (See also *Authority of Contest Manager*, page 13.)
- C. TEAM REGIONALS**
1. SCHEDULE: Team regionals shall take place no earlier than Monday and shall conclude no later than Wednesday.
 Girls (Week 15): October 12-14, 2009 Boys (Week 46): May 17-19, 2010
 2. HOST: The #1 team will host the #4 team from individual districts and the #2 team will host the #3 team from individual districts. Hosts and visitors will receive a packet of instructions from the Individual District Manager. (See brackets in the back of this manual.)
- D. TEAM SECTIONALS**
1. SCHEDULE: Team sectionals will take place on the Saturday following the close of team regionals.
 Girls (Week 15): October 17, 2009 Boys (Week 46): May 22, 2010
 2. HOST: The winner of the #1 vs. #4 team match-up from the odd-numbered individual district in odd-numbered years and the winner of the #1 vs. #4 match-up in individual districts in even-numbered years will host the team sectional. Hosts and visitors will receive a packet of instructions from the Team Regional Manager. (See brackets in the back of this manual.)
- E. STATE SCHEDULE**
1. TEAM COMPETITION
 Thursday (Girls - Week 16: October 22, 2009) (Boys - Week 47: May 27, 2010)
 8:00 a.m. – Coaches Meeting at Cooper Tennis Complex
 9:00 a.m. – Class 1 and Class 2 Team Semifinals at Cooper Tennis Complex
 TBA (not before 1:00 p.m.) – Class 1 and Class 2 Team Finals at Cooper Tennis Complex
 2. INDIVIDUAL COMPETITION
 Friday (Girls – Week 16: October 23, 2009) (Boys – Week 47: May 28, 2010)
 8:00 a.m. – Coaches Meeting at Cooper Tennis Complex – DRAWINGS WILL BE ANNOUNCED AT THIS TIME.
 ALL COACHES SHALL BE PRESENT.
 9:00 a.m. – Class 2 Singles and Doubles 1st Rounds at Cooper Tennis Complex
 10:15 a.m. – Class 1 Singles and Doubles 1st Rounds at Cooper Tennis Complex
 Play continues through match #20 in each bracket.

 Saturday (Girls - Week 16: October 24, 2009) (Boys - Week 47: May 29, 2010)
 9:00 a.m. – Championship and Consolation Semifinals at Cooper Tennis Complex
 5th Place and 3rd Place matches to be played 60 minutes after completion of semifinals.
 1:00 p.m. – Championship Matches at Cooper Tennis Complex

 All awards for the bracket (Class 1 Doubles, Class 1 Singles, etc.) will be presented at the conclusion of the last match of that bracket.
 3. ADMISSION: The daily admission for the state tournament is \$7.00 for all individuals age six and above.
 4. BREAK: Every effort will be made to allow players 60 minutes between matches.
 5. TENNIS BALLS: Balls for the state tournament will be furnished by the MSHSAA.
 6. REGULATIONS: The same regulations that apply to the individual and team district tournament will apply to the state tournament except where differences are noted.

7. CONSOLATION ROUNDS: All consolation matches will be “no-ad” scoring.
8. COURT AREA: Only contestants who are warming up or competing, or school coaches, shall be permitted inside the fence around the courts. No spectators may enter the court area. News media personnel may be allowed inside the court area at the discretion of the tournament director. (See *Coaching*, page 9.)
9. LODGING: Teams will be responsible for their own hotel reservations.
10. TIE BREAKER: The 12-point tie breaker procedure approved by the USTA will be used in the state tournament matches. (See *Points of Emphasis*, page 14.)

SECTION 3: ENTRY PROCEDURE

A. DISTRICTS

1. INDIVIDUAL DISTRICTS: Individual (singles/doubles) district tennis tournaments will be held as qualifying events for the state meet. Each tournament will be under the direction of a tournament manager, who will be assisted by a tournament committee. (See *Tournament Committee*, page 11.)
 - a. ENTRY PROVISIONS: Schools shall submit the required forms, completed properly and entirely, as described below.
 - b. ENTRY FORMS: The District Entry and Information Form can be found on the MSHSAA website under “Downloadable Forms” and shall be completed and either faxed or hand-delivered to the seeding meeting and presented to the Individual District Manager prior to the beginning of the draw for the Individual District Tournament brackets. Due dates are listed on the MSHSAA website. Failure on the part of the school and/or head coach to complete and submit the proper forms could result in the elimination of the school from the MSHSAA district and/or state championship series.
 - c. LATE ENTRIES: No entries will be accepted after the meeting to draw the district tournament bracket begins. The Individual District Manager shall notify the MSHSAA regarding any late entries for the tournament.
 - d. RANK ORDER shall be set by Saturday (Girls - Week 12: September 26, 2009) (Boys - Week 43: May 1, 2010). Rank order is based on a player's ability, match results, and challenges. All members of the eligibility roster shall be included in the rank order.

B. **TEAM REGIONALS:** No entry form is required. Coaches shall exchange a line-up sheet, including rank order, with the opposing team prior to play.

C. **TEAM SECTIONALS:** No entry form is required. Coaches shall exchange a line-up sheet, including rank order, with the opposing team prior to play.

D. **STATE TEAM:** Each school that qualifies as a team for the state meet shall submit the proper state entry report (Team District Winner and Runner-Up Report) which can be found on the MSHSAA website under “Downloadable Forms.” This report must be faxed to the MSHSAA office.

1. AWARDS: A trophy and 13 medals will be presented to the first, second, third and fourth place teams involved in the team championship. A form will be provided to all teams that will allow a school to order extra medals if more are needed.
2. OFFICIALS: Roving officials will be utilized at the state tournament for team competition. The roving officials make no calls without an appeal, with the exception of foot faults and code violations.

E. STATE INDIVIDUAL TENNIS

1. AWARDS: Medals will be presented to the first six place winners in both singles and doubles competition. A form will be provided to all teams that will allow a school to order extra medals if more are needed.
2. ENTRIES: Each school that qualifies players for the state meet shall submit the proper state entry form (Girls-Form 14B, Boys-Form 32B) located on the MSHSAA website under “Downloadable Forms.” It is suggested that the appropriate form be faxed to the MSHSAA office. If they are faxed, do not mail. Qualifiers cannot be accepted unless an entry form is received.
3. PAIRINGS (Individual Championships):
 - a. Competitors will not be seeded for the state tournament.

- b. The state bracket will be drawn by lot in such manner that individual district winners will not meet in the first round, and the runner-up from an individual district will be drawn in the bracket opposite the winner of that same individual district meet.
 - c. If two or more of the first six place winners in the state tournament the previous year return, they will be placed as follows provided they win their respective individual district tournaments during the current year. This procedure, as outlined below, will be followed unless two place winners come from the same district. Should this occur, priority will be given to keeping the common-district players in opposite halves of the draw.
 - If two return from the top six the preceding year, they will be placed in opposite halves of the draw.
 - If three return from the top four the preceding year, the best of the year before will be placed in the half opposite to the other two, and they will be placed in different quarters of their half.
 - If four return from the preceding year, the first and fourth finishers of the year before will be placed in different quarters of the same half of the draw, and the second and third finishers of the year before will be placed in different quarters of the other half of the draw.
 - If five return from the preceding year, the fifth place finisher will be placed in the same quarter of the draw as the fourth place finisher.
 - If six return from the preceding year, the sixth place finisher will be placed in the same quarter of the draw as the third place finisher.
 - d. A consolation bracket will be played at the state tournament, weather permitting. Second round losers will be cross-bracketed to eliminate the likelihood of two competitors playing each other a second time. Semifinal losers will play each other for third place. Consolation winners will constitute fifth place. The tournament will, however, revert back to single elimination if weather dictates.
4. **OFFICIALS:** Roving officials will be utilized at the state tournament for individual competition. The roving officials make no calls without an appeal, with the exception of foot faults and code violations.
- F. **STATE SCORING ALTERATIONS:** The following progression for alterations to the scoring system for the district, regional, sectional, and state tournament series will be used when weather, timeframe, unusual circumstances, etc. dictates. The tournament manager and/or the tournament director shall make such determination.
- Consolation Bracket: (No-ad scoring already in use)
1. Match tiebreaker for the third set
 2. Short sets (score starts at 2-2)
 3. 8-game pro-sets
 4. Elimination of the consolation bracket may be necessary
- Winner's Bracket:
1. No-ad scoring
 2. Match tiebreaker for the third set (in addition to #1)
 3. Short sets (score starts at 2-2)
 4. 8-game pro-sets
- G. **PARTICIPANTS:** Only students properly certified by the principal or superintendent on the entry form or attached eligibility list shall be eligible to compete in the district or state meets. Any number may be certified eligible. Coaches may change entries or substitute an eligible player for one previously entered if such is done before the start of the seeding meeting without knowledge of changes made by other coaches. (See *Substitution Guidelines*, page 18.) NOTE: Each individual and team district shall conduct a brief pre-tournament meeting to confirm entries just prior to the start of play.
- H. **ABILITY:** Singles players and doubles teams shall be listed in the order of their ability and designated No. 1 and No. 2 on the individual district entry.
- I. **SUPERVISION:** All players participating in district and state tournaments must be accompanied by a school coach or other school faculty member/administrator in accord with By-Law 103.
- J. **TENNIS RULES:** USTA rules shall be the official rules except where modified by the MSHSAA.

SECTION 4: TERMS AND CONDITIONS

A. GENERAL INFORMATION

1. CLASSIFICATION: Schools are assigned to districts for a two-year (2008-09 and 2009-10) basis. Based upon the total number of schools participating in the sport, tennis schools are divided into two classes. Schools with the lower enrollments shall be Class 1, and the schools with higher enrollments shall be Class 2.
2. CONTESTS: The number of contests allowed during the tennis season is 16 duals and 3 tournaments, or 14 duals and 4 tournaments.
3. TENNIS RULES: USTA rules shall be the official rules except where modified by the MSHSAA.
4. ENTRIES: Only those schools submitting the sports registration fee for tennis will be assigned to an individual district tournament, the starting point for all individual and team play. A school must meet all provisions of MSHSAA By-Law 312, in order to participate in districts.
5. CO-ED TEAMS: MSHSAA By-Law 307 permits member schools to sponsor co-ed teams in the sport of tennis. However, under MSHSAA Board of Directors policy, if a school only sponsors one team and permits both boys and girls to compete on that team, then they shall be eligible to enter only the boys state tennis tournament.
6. WINNERS: Winners will be determined by the best two out of three sets in each match. (The 12 point tie-breaker procedure will be used when set score is 6-6.)
7. LINES: If foot faults are occurring, the player's coach shall be notified and will address the problem. If the problem continues, the meet manager shall have the authority to stop a match to warn a player of foot faults and/or improper line calling. He/she may appoint an official to make these calls if necessary. Enforcement of rule on foot faults shall be emphasized.
8. UNSPORTSMANLIKE CONDUCT: Player or players shall be penalized immediately for violation of the following:
 - a. Audible or visible obscenity or profanity;
 - b. Abuse of racket, balls or equipment;
 - c. Verbal or physical abuse of a player;
 - d. Unsportsmanlike conduct, including taunting.

Violations will be penalized as follows without warning:

First offense..... Point
Second offense..... Game
Third offense..... Default

The coach should assume responsibility for disqualifying his/her player in such cases. Flagrant misconduct shall be penalized by removal from match in progress in all instances. Coaches shall inform their players of this provision. Coaches and/or tournament managers are to file a MSHSAA Special Report for unsportsmanlike conduct. These regulations shall apply to all meets throughout the year.

9. UNIFORMS: Players must wear appropriate tennis attire in all interscholastic matches, preferably in the school's colors. Any lettering or artwork on uniform tops must pertain to the school name or emblem. Exception: A single partial/whole manufacturer's logo/trademark (with no dimension exceeding 2 ¼ inches) and/or one American flag (no more than 2x3 inches in size) is permitted on each piece of the uniform. "Doubles" team players shall wear like color tops. The dress code is to be enforced by all coaches and/or tournament directors. Failure to comply will result in a player forfeiting the opportunity to participate.
10. WARM-UP: Players are allowed a maximum of 10 minutes warm-up (including serves) after the match is called and a court assigned. Players shall be ready to play at the announced time. (See *Lateness/Point Penalty System* below.)
11. LATENESS/POINT PENALTY SYSTEM: The MSHSAA follows the USTA's rule regarding Lateness for Match or for Resumption of Suspended Match as follows:
 - a) Both players equally late up to 15 minutes – No penalty;

- b) Both players late but arrive at different times – The penalty accrues on the arrival of the first player (A) and his/her opponent (B) loses the toss and one, two or three games depending on the time elapsed between A's arrival and B's arrival;
- c) Both players are more than 15 minutes late – Both players may be defaulted, or the match may be reinstated using the principle in effect when both players are late but arrive at different times.

A player is deemed to have arrived when he/she checks in at the place designated by the site manager for checking in and is properly clothed, equipped and ready to play. The lateness penalty clock starts when the match is scheduled and called, a court is available, and a player has not arrived. The meet manager is not required to keep a court open while awaiting a player.

Penalties: 5:00 minutes or less: Loss of toss plus 1 game
 5:01-10:00 minutes: Loss of toss plus 2 games
 10:01-15:00 minutes: Loss of toss plus 3 games
 15:01 minutes or more: Default

12. REST PERIODS: Players will adhere to the USTA rules regarding rest periods as outlined in USTA Rule 29:
 - 20 seconds between points
 - 90 seconds on changeovers (see below regarding rest after game 1)
 - 2 minutes between the first and second sets
 MSHSAA policy allows for:
 - 90 seconds after the first game of each set
 - 5 minutes between the second and third sets
13. COACHING: Players may receive coaching from a school coach only. Refer to the MSHSAA Handbook for the definition of a school coach. School coaches shall be permitted inside the fence around the court during changeovers and set breaks. (See *Rest Periods* above.) However, coaching is NOT permitted during changeovers during tie breakers. **The use of cell phones or other electronic devices is prohibited from the time the court is assigned to the conclusion of the match.**
14. LEAVING COURT: No player shall leave the court or its designated boundary except for the 5-minute break between second and third sets or for a bona-fide allowable restroom break.
15. MEDICAL TIME-OUT: A medical time-out (MSHSAA/USTA) consists of two minutes of evaluation time plus a maximum of three minutes treatment time. If at the end of the three minute treatment time the player is not ready to resume play (or re-warm-up, if any), then the player shall be subject to the Point Penalty System. See also USTA Regulations regarding "*Medical Time-Out*."
16. REPORTING SCORES: Upon completion of a match both players will present the used balls and report the match score at the tournament desk promptly.
17. RULINGS: In unforeseen circumstances, a tournament manager shall make any necessary decisions after privately consulting with the coaches present.
18. COURTS: All district meets shall be played on hardtop courts.
19. TENNIS BALLS: Tennis balls for the district and sectional meets shall be furnished by the participating schools. The brand of ball to be used at a particular meet will be decided by the host manager or committee. They must be new USTA approved balls.
20. AWARDS: Individual district medals will be presented to the first, second, third and fourth place winners in both singles and doubles competition and plaques to the first and second place teams.
21. QUALIFIERS FOR STATE MEET
 - a. First and second place individual district singles players and doubles teams shall qualify for state play.
 - b. Each school desiring to enter qualified players in the state meet must file an official state entry form. Fax the form to the MSHSAA Office no later than the first school day following the close of the individual districts. These forms are found on the MSHSAA website under "Downloadable Forms."
22. TOBACCO/ALCOHOL/DRUG POLICY: Use of any tobacco, alcohol or controlled substance (other than prescription) by any participant while at an MSHSAA event at any event building/grounds is prohibited. Violation shall result in disqualification from the event. Coaches, directors, sponsors and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic

activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA.

23. EXCHANGING LINE-UPS/COMPREHENSIVE RESULTS: Coaches shall exchange their entire singles/doubles line-up PRIOR to each dual contest. Varsity line-ups and rank orders throughout the year may be viewed via the website. If a coach does not have his/her scorebook, the opposing coach shall submit a Special Report to the MSHSAA office. Changes in line-ups cannot be made until the outcome of the match has been decided. Failure to exchange line-ups could result in forfeiture of the contest.
24. SANCTIONING: Anytime a MSHSAA member school competes in a tournament, by definition, with an out-of-state school(s) or in any event co-sponsored by any party other than an MSHSAA member school (e.g. a university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA office at least thirty (30) calendar days prior to the event. It is the event host's responsibility to obtain sanction; however, each participating MSHSAA member school shall take responsibility to verify that the sponsor has sanctioned the event prior to participation. (See *MSHSAA By-Law 311*.)
25. VIDEOTAPE/FILMING RESTRICTIONS: A school or a school representative may videotape/film a regular season contest in which the school team is participating. Such videotape/film may not be used for coaching purposes until after the contest is completed. (See Board of Directors *Videotaping Policy* in the MSHSAA Handbook.)

C. TEAM TENNIS GUIDELINES

1. QUALIFICATION FOR TEAM REGIONALS: The Individual District Tournament will determine the four teams that qualify for the Team Regionals. The top four teams in the point standings at the close of the Individual District Tournament shall advance to a Team Regional Round to be held no earlier than Monday (Girls-Week 15: October 12, 2009) (Boys-Week 46: May 17, 2010) and shall conclude no later than Wednesday (Girls-Week 15: October 14, 2009) (Boys-Week 46: May 19, 2010) using the criteria listed below:
 - a. Ties to be broken by the following criteria in the order listed:
 - (1) Most entries qualifying for state play.
 - (2) Most first place entries qualifying for state play.
 - (3) Most second place entries qualifying for state play.
 - (4) Most third place finishes in district play.
 - (5) Most fourth place finishes in district play.
 - (6) Fewest sets lost by each team's four entries in district play.
 - (7) Coin flip.
2. TEAM REGIONALS
 - a. The first place team from each Individual District will host the fourth place team. The winner will be entered as the #1 team on the team sectional bracket.
 - b. The second place team from each Individual District will host the third place team. The winner will be entered as the #2 team on the team sectional bracket.
 - c. Scoring at team regionals, sectionals, and state to be 2 out of 3 sets with "No-Ad" scoring.
 - d. Sectional and state play to consist of the following: A dual match of six singles and three doubles matches; players may play both singles and doubles in each meet. Entire singles and doubles line-up shall be presented by each coach prior to the start of competition. NOTE: The line-up presented in the semifinals shall serve as the line-up for the finals. (See *Substitution Guidelines*, page 18.) In sectional and state play, if a meet's outcome has been determined, play shall cease, but coaches will retain the option to continue play if they agree.
 - e. 2009-10: Class 2 singles competition precedes doubles competition. Doubles matches should commence 10 minutes after all players are available following completion of their singles. (Doubles matches, therefore, may start prior to the completion of all singles matches.)
2009-10: Class 1 doubles competition precedes singles competition. Singles matches should commence 10 minutes after all players are available following completion of their doubles. (Singles matches, therefore, may start prior to the completion of all doubles matches.)
 - f. All six team slots must be filled for semifinals, and all players must be present to commence play. (See *Substitution Guidelines*, page 18.)
3. TEAM SECTIONALS
 - a. Sectional play to be as follows on Saturday, preceding the state tournament unless prior approval has been granted by MSHSAA:

- (1) Team district #1 vs. Team district #2 from paired districts will compete in sectional semifinals. (See brackets in the back of this manual.)
- (2) Winners of these two matches shall play for sectional team championship.
- b. Sectional matches to be played at site selected by the winner of the #1 vs. #4 match-up of the odd-numbered districts in odd-numbered years and at site selected by the winner of the #1 vs. #4 match-up of the even-numbered district in even-numbered years. Participating teams provide balls and supervision.
- c. Scoring at sectionals and state to be 2 out of 3 sets with "No-Ad" scoring.
- d. Sectional and state play to consist of the following: A dual match of six singles and three doubles matches; players may play both singles and doubles in each meet. Entire singles and doubles line-up shall be presented by each coach prior to the start of competition. NOTE: The line-up presented in the semifinals shall serve as the line-up for the finals. (See *Substitution Guidelines*, page 18.) In sectional and state play, if a meet's outcome has been determined, play shall cease, but coaches will retain the option to continue play if they agree.
- e. 2009-2010: Class 2 singles competition precedes doubles competition. Doubles matches should commence 10 minutes after all players are available following completion of their singles. (Doubles matches, therefore, may start prior to the completion of all singles matches.)
2009-2010: Class 1 doubles competition precedes singles competition. Singles matches should commence 10 minutes after all players are available following completion of their doubles. (Singles matches, therefore, may start prior to the completion of all doubles matches.)
- f. The four sectional team champions advance to state team competition to be held one day prior to state singles and doubles competition. The same dual meet format is to be used to determine the state team champion and third place. Teams shall be paired by a predetermined rotational plan each year. (See brackets in the back of this manual.)
- g. All six team slots must be filled for semifinals, and all players must be present to commence play. (See *Substitution Guidelines*, page 18.)

SECTION 5: INSTRUCTIONS FOR MANAGERS

A. INSTRUCTIONS TO DISTRICT MANAGERS

1. **MANAGER:** Each district tournament will be under the control and direction of a manager appointed by the Board of Directors. The manager shall:
 - a. Set the time schedule for the tournament keeping in mind travel concerns for teams involved.
 - b. Notify the coaches of participating schools of the tournament time, schedule and the time and place of the seeding meeting well in advance of the meet.
 - c. Provide coaches with any other necessary information for the tournament including the rank order of all teams.
 - d. Appoint a committee of coaches to seed the players and draw the brackets. (See #2 below.)
 - e. Conduct the seeding meeting. (See #6-8 below.)
 - f. In the event a team is not represented at the seeding meeting, but has turned in the required forms for seeding and their players are drawn into the tournament, the manager shall notify such a team of when and where they are scheduled to play.
2. **TOURNAMENT COMMITTEE:** The tournament manager shall select two or four school representatives (principal, athletic director or coach) from other participating schools to serve with him/her as a tournament committee. As many conferences as possible shall be represented, and at least one coach shall be included on the committee.
3. **COMMITTEE DUTIES:** In general, committee members shall assist the manager in the administration of the tournament. The committee shall also make any necessary rulings regarding grievances which may arise during individual district seeding or the progression of the tournament. Committee members and district coaches should be called upon to assist in the planning, preparation, and management of the tournament.
4. **ENTRY FORMS:** The District Entry and Information Form, located on the MSHSAA website under "Downloadable Forms," shall be completed and either faxed or hand-delivered to the seeding meeting and presented to the Individual District Manager prior to the beginning of the draw for the Individual District Tournament brackets. Due dates are listed on the MSHSAA website. Failure on the part of the school and/or head coach to complete and submit the proper forms could result in the elimination of the school from the MSHSAA district and/or state championship series.

5. **LATE ENTRIES:** The district manager shall advise the MSHSAA in writing of any school that submits a late entry or fails to submit the necessary information for individual district seeding (non-participating teams).
6. **SEEDING MEETING:** The committee shall schedule a meeting to draw the Individual District Tournament bracket. The meeting should be scheduled during the evening or on Saturday to avoid conflicts with school time. All schools assigned to the tournament should be notified of the time and place for the meeting at least seven days in advance, and all schools are requested to send a representative. Faxed information or a conference call may be used in place of an actual meeting.
7. **SINGLES/DOUBLES:** Each school may enter two singles players and two doubles teams in the Individual District Tournament. However, singles players cannot play on a doubles team. A player actually entered in singles play may not be changed after the seeding meeting to doubles and vice versa, nor can a player entered in a doubles team be changed to the other doubles team. A player can be listed as an alternate in both singles and doubles provided the player is not entered in either event.
8. **PAIRINGS:** Seeding of singles players and doubles teams for individual district play shall be done at a seeding meeting of all district coaches. The participating coaches shall seed players as outlined below, in a manner that is fair regardless of how it may affect each coach's player(s). The committee shall have the authority to throw out a ballot that is obviously cast to negatively influence the seeding process. (See #9 below.)
 - a. Four singles players and four doubles teams shall be seeded at each individual district tournament. By majority vote, the seeding committee may place additional players on the bracket, beyond four, when deemed necessary.
 - b. The #1 seed shall be placed on the first line of the top bracket. The #2 seed shall be placed on the last line of the bottom bracket. The #3 and #4 seeded players or teams shall be placed on the bracket opposite the second and first seeds respectively (not determined by lot as in USTA procedures). (Exception: If two seeds involve the same school they have to be placed on opposite halves of the bracket.)
 - c. Placement of any byes should follow the USTA procedure which is outlined in Appendix B.
 - d. The #1 and #2 singles players and doubles teams from the same school shall be drawn in opposite halves of the bracket.
 - e. The #1 singles players and doubles teams shall be paired with #2 singles players and doubles teams in the first round whenever possible.
 - f. Districts are allowed the option of playing a consolation bracket if voted by a majority of the coaches prior to the seeding meeting and if weather permits.
 - g. By a majority vote a district may opt to use no-ad scoring. Matches on the championship side of the bracket shall be the best 2 of 3, no matter the scoring format used.
9. **CONSIDERATIONS FOR SEEDING:** When seeding players, coaches may take into consideration a variety of seeding criteria. The following criteria are suggested by the Tennis Advisory Committee: wins/losses in head-to-head competition, wins/losses to common opponents, win/loss record against quality competition, number of matches played together (doubles only), objective evaluations by coaches that have viewed both players, etc. This list is meant only to assist the tournament committee in the seeding process. Only one spokesperson is allowed per school at the meeting.
10. **TIME SCHEDULES FOR INDIVIDUAL DISTRICTS:** All schools are reminded that individual district tournaments shall be scheduled on Saturday unless **PRIOR** approval is granted by the MSHSAA. Managers must take into consideration the travel concerns in those districts that cover a large geographic area. Starting later in the morning and therefore playing later in the afternoon is a possible solution to setting an early start time that may necessitate school(s) having to come the night before, or leaving excessively early.
11. **INDIVIDUAL DISTRICT SCORING**
 - a. In singles play 2 points shall be awarded to the winner of each round with the exception of the third place match where 1 point shall be awarded the winner.
 - b. In doubles play 2 ½ points shall be awarded to the winner of each round with the exception of the third place match where 1 ½ points shall be awarded the winner.
 - c. If a consolation bracket is played (see Section 5-A-8-f), scoring will be: 1) In singles play ½ point shall be awarded to the winner of each match; 2) In doubles play, 1 point shall be awarded to the winner of each match.
 - d. A default will be counted as a win and the proper number of points will be awarded to the singles player or doubles team who wins by default.

- e. Players in singles and doubles receiving first round byes receive first round points. Consolation points will be awarded for matches won only.
12. RESULTS AND EXPENSES: The district manager shall notify the MSHSAA Office IMMEDIATELY of the qualifiers for state in accord with the directions provided in the individual district manager's packet. If there are any expenses incurred in the administration of the meet, all bills and the names, addresses and social security numbers of all persons to be paid should be included on the report form provided. Payment will then be made from the MSHSAA Office. The manager will be paid a fee of \$50. By Board Policy, hospitality rooms will not be financed by the MSHSAA.
 13. REST PERIODS: All players shall be guaranteed at least 20 minutes of rest between matches. (Circumstances may warrant a longer rest period.)
 14. MEET ADMINISTRATION: Coaches of the participating schools shall assist the manager in the administration of the meet when called upon to do so.
 15. SINGLE ELIMINATION: The tournament shall be single elimination except that the two semifinal losers will play for third place. (If coaches vote prior to the seeding meeting and weather permits, a consolation bracket may be played.)
 16. SUPERVISION: Participants shall not be allowed to begin play until the manager is certain that their school coach, school faculty member/administrator is present.
 17. SCHEDULING: For meets held on two or more days, semifinal matches and final matches shall be scheduled so they occur on the same day, unless all coaches and players involved in the semifinals agree to another schedule.
 18. RENTAL EXPENSES: If a court rental is incurred, the expense will be prorated back to participating schools, based on court usage by each school.
 19. PROCEDURES FOR HANDLING CONTESTS DURING HAZARDOUS WEATHER CONDITIONS: Games interrupted because of events beyond the control of the responsible administrative authority shall be continued from the point of interruption unless the teams agree otherwise, or there is conference, league or state association rules which apply. The MSHSAA Board of Directors has approved the following policy:

The host school principal or his/her designated representative and the head official have mutual authority to delay the start of a game anytime weather conditions are considered hazardous to life or limb. Likewise, the head official, once a game has started, has the authority, by rule, to suspend a game anytime weather conditions are considered to be hazardous to life or limb. If severe weather develops while a game is in progress where the administration feels safety is questionable and the game officials have not acted, the host principal or his designated representative will intervene by informing the head official who shall cause the contest to be suspended. The first step in the suspension is to remove the participants to a location providing shelter and safety until the weather conditions improve to a point where it is safe to resume play. The spectators will be informed of the procedures to be followed and will be instructed to move to protected areas. Fans should not be permitted to remain in the bleachers. The length of the delay shall be determined by the weather conditions and the game may be resumed at any time the principals of both schools or their designated representatives and the head official agree it is safe to do so.

The National Federation of State High School Associations (NFHS) has established a rule for all outdoor sports that if cloud to ground lightning is spotted and/or thunder is heard, the contest must be stopped and shelter taken. If lightning or thunder occur during the next 30 minutes, the clock begins again for 30 consecutive minutes without lightning and thunder.

AUTHORITY OF CONTEST MANAGER: It is necessary that a school designate a contest manager for every contest it hosts. This applies to all sports and all levels of competition. It is also important that it be understood that the coach will automatically serve as contest manager if no one else is so identified. The individual that will serve as contest manager should introduce himself/herself to the contest officials prior to the contest. These guidelines are limited to the authority of a contest manager as it relates to whether or not:

1. A contest shall begin after all participants have arrived.
2. A contest should continue after it has started.

In both cases, the manager will be concerned only with playing conditions, i.e., weather, facilities, equipment, and/or crowd control. Unless otherwise indicated in the rule book of the sport involved, the contest manager's authority exists from the time participating teams arrive up to the actual start of the contest. The contest manager's authority is limited once the contest begins. He/she may, at an appropriate time, consult with game officials to indicate concern about safety of the participants as it relates to weather, facilities, equipment, and/or crowd control. The manager is not to interject concerns regarding such things as rough play, score differential, judgment calls, or quality of officiating. Only the contest officials have the authority to terminate a contest once it has begun. Decisions concerning rescheduling a contest for a different day due to conduct should involve the MSHSAA.

NOTE: If the contest is to be resumed at another time, be certain to make note of all pertinent details; for example, score, players on the field, yellow or red card violations, unsportsmanlike conduct penalties. Documentation of these details should be made in the form of a signed agreement by the representatives of all schools involved.

WHEN A COACH IS CONTEST MANAGER: All the above provisions apply. The coach, prior to and following the contest, must act in a capacity of contest manager as well as coach. During the contest, he/she may, in addition to serving as coach, be called upon to take action as a contest manager as provided above.

REPORTING SYSTEM: When a contest is not allowed to start after teams have arrived or is interrupted because of poor conduct on the part of spectators, contestants, and/or coaches, a letter of explanation must be sent to the MSHSAA office, by the contest manager and the contest officials, providing:

1. Details regarding the incident.
2. Plans, if any, for rescheduling or resuming the contest.

NOTE: It is recognized that no single guideline or statement can be all inclusive. Contest managers are expected to take any action they feel is necessary as they administer their duties.

SECTION 6: POINTS OF EMPHASIS

- A. **LINE-UPS:** The Tennis Advisory Committee and the MSHSAA Board of Directors has determined that players must be placed into the line-up in the order of their ability.
- B. **STACKING:** The Tennis Advisory Committee and the MSHSAA Board of Directors are fundamentally opposed to stacking. Stacking is the practice of placing tennis players in the line-up in a manner not consistent with rank ability, but rather for the purpose of gaining an advantage due to the match-ups created. Stacking is a practice that is unacceptable due to the detrimental way that certain players (usually the lower level players) are placed and forced to compete.
 1. Players must play in the order of ability. "Matching up" is prohibited. In singles, players must compete in order of rank ability with the best player on the team (based on challenges and match results). In case of injury or sickness, all players must move up. This rule shall also apply to doubles play with the strongest doubles team at No. 1, etc.
 - a. A player shall not be moved down in the line-up because of:
 - i. an injury that has forced a player out of the line-up; or
 - ii. disciplinary measures.
 2. Line-ups shall be exchanged prior to the start of each match.
 - a. If a coach feels that the opponent's line-up as presented is unfair, he/she will inform the opposing coach of his/her protest. Coaches whose line-ups have been challenged must have comprehensive information available justifying the line-up. Justification of a line-up includes, but is not limited to, scorebook/score sheets, challenge matches, all team/tournament results and previously used line-ups. If a coach does not have his/her scorebook, the opposing coach shall submit a special report to the MSHSAA office.
 - b. A coach may file a protest after the completion of the match if a line-up has been submitted inappropriately. The protesting coach must first inform the opposing coach in writing (by fax or e-mail), with a copy sent at the same time to the MSHSAA office. This is necessary even when the opposing coach was informed of the protest at the time of the match. This written protest must be made within 48 hours of the start of the match.
 - c. Rank order shall be set by the Saturday as follows: Girls – Week 12 (September 26, 2009) and Boys – Week 43 (May 1, 2010). Rank order is based on a player's ability, match results, and challenges. All members of the eligibility roster shall be included in the rank order.
 3. Line-ups may be changed between back-to-back dual meet matches (two consecutive dual meet matches played regardless of time between matches). Once team competition starts (team regionals, sectionals and/or state) no substitutions may be made except for illness or injury. A player may move up or down only one position in this situation. The line-up must still stay in order of ability. Prior to the start

of the match and during the line-up exchange, it is the responsibility of the opposing coach to appeal any player being moved two or more positions in the line-up.

4. Cases in which stacking is determined, the offending school shall be disqualified from the match or the tournament.
- C. **REPORTING:** Instances of unsportsmanlike conduct and/or suspected stacking should be reported in writing to the MSHSAA Office within 48 hours, using the Special Report form.
- D. **CLINICS/CAMPS DURING SCHOOL YEAR:** By-Law 241 permits students some flexibility in attending clinics/camps throughout the year. Coaches should review this by-law and contact the MSHSAA Office for any clarification needed.
- E. **NON-SCHOOL PROGRAMS:** By-Law 235 indicates that an individual may not participate in a non-school tennis program during the same season that he/she represents their school in the sport of tennis. He/she may compete in a non-school tennis program during any other season. School coaches may coach a member of the tennis team only during the prescribed season or in the summer under the auspices of By-Law 235. Coaching may not take place at any other time during the school year.
- F. **PRIVATE LESSONS:** Private one-on-one instruction provided by a person not affiliated with the school a student attends or will attend the following year may be received at any time. Such instruction shall not interfere with the practice schedule of the school team nor serve as a substitute for the school team's practice sessions.
- G. **AMATEUR AWARDS – “LOAN LISTS:”** At no time may a student athlete participate in a “free-loan” program. Items such as racquets, shoes, clothing, tennis balls, restringing, etc. should not be accepted even with the understanding that they will be returned. Accepting such items would be a violation of By-Law 231, Amateur and Awards Standards. This By-Law is in effect all year round. A student may receive symbolic awards such as unattached school letters or emblems, medals, ribbons, plaques, trophies, certificates, etc. without violating By-Law 231. A student may also accept a merchandise award that shall not exceed \$100 in manufactured suggested retail price. Accepting any cash awards would constitute a violation. An athlete may not “assign” his/her winnings to another person(s) or organization (i.e. Booster Club). An individual may compete in a tournament where cash and/or merchandise is awarded, but the participant may not accept a prize of this nature. Student athletes should make clear to the administrators of the nonschool tournaments that they cannot and will not accept a prize that would cause them to become ineligible. **Please review By-Law 231 with your athletes.**
- H. **TWELVE POINT TIE BREAKER PROCEDURE**
SINGLE TIE BREAKER:
 1. The Breaker begins when set score is 6-6.
 2. “A” serves first point (from right court).
 3. “B” serves points 2 and 3 (left and right).
 4. “A” serves points 4 and 5 (left and right).
 5. “B” serves point 6 (left) and after they change ends, point 7 (right).
 6. “A” serves points 8 and 9 (left and right).
 7. “B” serves points 10 and 11 (left and right).
 8. “A” serves point 12 (left).
 9. If points reach 6 all, players change ends and continue as before.
 10. “A” serves point 13 (right).
 11. “B” serves points 14 and 15 (left and right, etc., etc., etc., until one player establishes a margin of two points).
 12. Players change ends for one game to start the next set, with player “B” to serve first.

DOUBLE TIE BREAKER: Follow the same pattern, with partners preserving the sequence of their serving turns.
- I. **PROTEST PROCEDURE (MSHSAA Board Policy):** The Board of Directors has adopted the following Policy to address protests. The Board acknowledges that mistakes are made by game officials in judgment and even sometimes in misapplication of game rules. However, the decisions rendered by game officials at the game site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school athletics.
 1. Within the guidelines of each individual sport rule code, the head coach must request a review of an official's application of a rule through appropriate channels.
 2. If after the review is complete and the coach still believes there has been a misapplication of a rule by a contest official(s), he/she shall then file a formal verbal protest with the game officials who will then notify the opposing coach immediately. A coach may not protest a decision of judgment.

3. After this notification, the head coach will then be allowed approximately ten minutes to use his/her National Federation Rule Book, National Federation Case Book, MSHSAA Rules Meeting Announcement and/or MSHSAA Sport Manual to locate and show the game official(s) the appropriate rule reference and misapplication of the game rule. If the head coach does not have his/her personal copies of the above mentioned materials at the game site or the specific rule reference(s) or case book play(s) cannot be located with the maximum allowable ten minutes, the protest shall automatically be disallowed and the game shall continue from the point of interruption. If a rule reference(s) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the game shall be resumed from the point of interruption after the correction. When appropriate, the game officials may assist the head coach in locating appropriate rule and case book references.
4. All protests shall be resolved at the contest site before any further game action occurs.
5. Protests that are not filed in a timely manner by that sport rule code shall be automatically disallowed.
TENNIS: In order for a protest to be official it must be made prior to the completion of the next round of play.
6. The MSHSAA Board of Directors and/or staff shall not review contest protests.

J. **HAZING:** Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

HARASSMENT: Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 212.

K. **CELLULAR TELEPHONES:** The MSHSAA Board of Directors has adopted a policy to prohibit the use of cell phones in locker rooms at MSHSAA events as a preventative measure and concern for an individual's privacy. Modern technology now permits a "picture phone" to distribute a picture to the internet with uncontrolled distribution. To be proactive and prevent perhaps an indiscriminate use of the cell phone and be possible to monitor by the coaching staff a "no use" policy is now in place for the locker room area only at all MSHSAA events. During all district, sectional, quarterfinal games (and semifinal games in football), the local tournament manager shall be responsible to post signs outside and inside of each locker room indicating "Cell Phone Use is Prohibited in the Locker Room at all MSHSAA Events." The MSHSAA staff shall be responsible to post signs in the same locations at all final site locker rooms. It is the responsibility of the school administration to ensure that all students and coaches have been informed of this policy prior to the event and to monitor the policy within the school's assigned locker room at MSHSAA events.

L. **PROJECTED DATES**

<u>GIRLS</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Individual Districts Close	October 10	October 9	October 8
Team Regionals	October 12-14	October 11-13	October 10-12
Team Sectional	October 17	October 16	October 15
Team Championships	October 22	October 21	October 20
Individual Championships	October 23-24	October 22-23	October 21-22
<u>BOYS</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
Individual Districts Close	May 15	May 14	May 12
Team Regionals	May 17-19	May 16-18	May 14-16
Team Sectional	May 22	May 21	May 19
Team Championships	May 27	May 26	May 24
Individual Championships	May 28-29	May 27-28	May 25-26

SECTION 7: MEDIA INFORMATION

- A. **DISTRICT AND SECTIONAL PRESS PASSES:** Members of the media who need working passes for district and sectional contests should contact the site manager of the site at least 24 hours before the event he/she wishes to cover. All members of the working media should be prepared to show a general media credential and/or photo identification upon arrival. No admission (where available) will be charged to media representatives who have made prior arrangements with the site manager or who are prepared to present valid credentials upon arrival. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
- B. **MEDIA SERVICES:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters and brackets, official results or scoring, a writing surface (such as a press box or press table), access to the field or floor level, and access to a telephone after the event is over. Photographers should remain a safe distance from the playing field or surface at all times and should not be permitted on the playing surface or team bench areas during competition. Flash photography is permitted in all sports, provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to the media department at the MSHSAA.
- C. **RESULTS:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each district or sectional events: (in order of priority)
1. MSHSAA Results Line (573) 875-1112
 2. Local television stations
 3. All other interested media (newspapers and radio stations). It is vital that all site managers make reporting final results to the MSHSAA a high priority after your event has concluded. Site managers are also responsible for taking and filling media requests for results after the event is over.
- D. **RADIO BROADCASTS:** Permission to conduct a live or delayed radio broadcast from a district or sectional site should be arranged through the site manager no less than 48 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of broadcast phone lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting stations. The following regulations also apply to all live radio broadcasts:
1. Each broadcasting station is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information;
 2. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin;
 3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (alcohol, tobacco, lottery/gaming or political advertisements);
 4. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are sent to each site manager and also sent to radio stations each fall;
 5. Stations are required to run or read two sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all stations each fall;
 6. Stations shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans;
 7. The MSHSAA reserves the right to discontinue the broadcasting right of a station at any time in the event previous broadcasting by the station is considered to have been in poor taste or incompatible with the educational values of the MSHSAA;
 8. If more stations request permission to broadcast that can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for stations representing both participating schools;
 9. No rights fee shall be charged for broadcasts at MSHSAA district or sectional contests. A \$25 rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast MSHSAA Championship-level events. Lines at the final site are provided at no charge, but no station may make any long-distance or toll calls from these lines.
- E. **DELAYED TELEVISION BROADCASTS:** Stations wishing to conduct a delayed television broadcast (at least 24 hours after the conclusion of the game), shall make arrangements no less than 48 hours before the intended contest. No event shall be delayed, interrupted or extended to accommodate any broadcast. All television stations (live and delayed) assume all expenses and liability resulting from staging and broadcasting of the game(s). Item D. #1-9 above, *Radio Broadcasts*, shall apply to delayed TV broadcasts, with the following exceptions:

1. The specific MSHSAA delayed TV broadcast agreement shall be used rather than a radio broadcast agreement;
 2. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA-produced 30-second television spots during each game;
 3. Stations are required to provide the MSHSAA with a VHS copy of the final broadcast no later than 15 days after the game airs;
 4. The following revised rights fee schedule shall apply to all broadcasts (this fee must be paid in advance of the broadcast):
 - Commercial "Over-The-Air" TV Stations: \$100 per district game, \$125 for sectional and quarterfinal games, \$200 for semifinal and third-place games and \$300 for state championship games;
 - Commercial Cable Stations: \$50 for district games, \$100 for sectional and quarterfinal games, \$150 for semifinal and third-place games and \$200 for state championship games;
 - Cable Access Stations: All non-commercial, educational or community-based cable access stations shall pay \$25 for district games, \$50 for sectional and quarterfinal games, \$75 for semifinal and third-place games and \$100 for state championship games.
- F. **CHAMPIONSHIP PRESS PASSES:** Members of the media seeking working passes for the final site and MSHSAA championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the Media tab on the MSHSAA website (www.mshsaa.org). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the championship (state-level) credentials.

APPENDIX A: SUBSTITUTION GUIDELINES

A. INDIVIDUAL

1. Prior to Individual District Seeding Meeting: Coaches may change entries or substitute an eligible player if such is done before the start of the seeding meeting without the knowledge of changes made by other coaches.
2. After the Individual District Seeding Meeting but Prior to the Start of Competition: Only in the case of illness or injury certified by the school principal in writing; or for doubles play, in the case of unforeseen or unavoidable circumstances, through advanced approval by the MSHSAA. (If the substitution is not approved by the MSHSAA, remaining doubles team shall be placed in the #1 spot and the #2 spot shall be defaulted.) Approved substitute shall be a player who has not been entered in district singles or doubles on the entry form.
NOTE 1: For individual play, "competition" is defined as when the first court is assigned.
NOTE 2: For individual districts only, if a substitution is made for an ill or injured player that was seeded or if a seeded player defaults prior to play, the bracket should be re-seeded (not re-drawn) at the pre-tournament meeting just prior to the start of competition. (The bracket may need to be re-drawn in order to keep players or teams from the same school on opposite sides of the bracket.)
3. Once individual district competition starts, no substitutions can be made.
4. Between individual districts and state, no substitutions are allowed in singles competition. For doubles competition, consideration will be given only for a substitution due to unforeseen or unavoidable circumstances, not to include injury/illness. A written request must be received by the MSHSAA Office no later than 4:30 p.m. on the Tuesday prior to the state meet. Players not entered previously in individual competition are the only eligible substitutes.

B. TEAM

1. Between individual districts and team regionals, between team regionals and team sectionals, and between team sectionals and state, any eligible player may be used in the team line-up. Players must be entered in rank order. All six team slots must be filled. A player not present for sectional semifinals may not default the semifinals and compete in finals.
NOTE 1: For team play, competition is defined as when line-ups are exchanged.
NOTE 2: If changes are made (B.1.), the order of the remaining players in the line-up for the next date must be the same as was used on the last date, unless the change can be justified.
2. Once team competition starts (team regionals, sectionals and/or state), no substitutions may be made except for illness or injury. A player who becomes ill or injured during team play and cannot continue must default either the match in progress or the next match (if illness/injury occurs between matches) and then has two options:
 - a. Return to competition (e.g.: return for doubles competition in semifinals or return for finals).
 - OR b. Call for a substitute, with the understanding that he/she (the injured player) will not be allowed to return to play. (If a substitution is made, the substitute will complete the tournament in progress – team district, sectionals OR state.)
NOTE 1: Substitution in B.2. above must be a direct replacement of the ill or injured player; line-ups cannot be rearranged.

APPENDIX B: PLACEMENT OF BYES

Byes Used to Fill Out Draws: When there are not enough players to put one player on each line in the draw, byes are added. This serves to bring to the second round a player on each line so that there can be an orderly progression down to two finalists. For example, with 27 players, five of the lines on a 32 draw sheet would be marked "bye," and the five players drawn opposite those lines would move into the second round without playing a match, to be joined there by the 11 winners of first round matches to make up an even 16.

PLACEMENT OF THE BYES

- A. To seeded players in descending order: The byes shall go to seeded players in descending order. Remaining byes shall be evenly distributed among the quarters and halves of the draw using the procedures set forth in the subparagraphs below. There shall be no attempt to further balance the byes by eighths and sixteenths. Byes drawn to the top half of the draw shall be positioned on even-numbered lines; byes drawn to the bottom half of the draw shall be positioned on odd-numbered lines.

- B. If the number of byes exceeds the number of seeded players, then the byes shall be positioned on the lines opposite the lines where additional seeds would have been positioned had the draw been full and had the tournament seeded one in four players. For example, in a draw of 25 with 5 seeds and 7 byes, the first five byes would go on lines opposite seeds 1 through 5 and the next two byes would go on lines opposite the lines where seeds 6 through 8 would have gone. This would put these two byes on two of the following lines: 6, 14, 19, or 27.
- C. Remaining byes: If the number of byes remaining to be distributed is not divisible by four, then the quarter or quarters that received one more bye than the other quarter or quarters shall be determined by lot. The referee should note the order in which the remaining byes are placed in the draw in the event that this information is needed later for placing an omitted player in the draw.
- D. Byes not moved when player withdraws: Once the byes are inserted in the draw, their positions shall not be changed even if a player withdraws.

APPENDIX B: PLACEMENT OF BYES & SAMPLE 9-TEAM BRACKET



NOTE: There should be either 4 or 5 #1 entries and #2 entries in each half of the bracket. The entry number of the seeded players will be the determining factor.

Modifications:

- 8 Team Bracket – Add byes on lines 16, 17
- 10 Team Bracket – Eliminate byes on lines 8, 25
- 11 Team Bracket – Eliminate byes on lines 8, 25, 12, 21
- 12 Team Bracket – Eliminate byes on lines 8, 25, 14, 19, 4, 29
- 13 Team Bracket – Eliminate byes on lines 8, 25, 14, 19, 4, 29, 12, 21

APPENDIX C: DISTRICT SITE SELECTION PROCESS

TENNIS DISTRICT HOST SELECTION PROCESS: The following procedure was developed in response to a 1996 MSHSAA Questionnaire item to which schools responded that they strongly favored selecting their district host sites (specific deadline dates will be released by season in other MSHSAA publications and announcements):

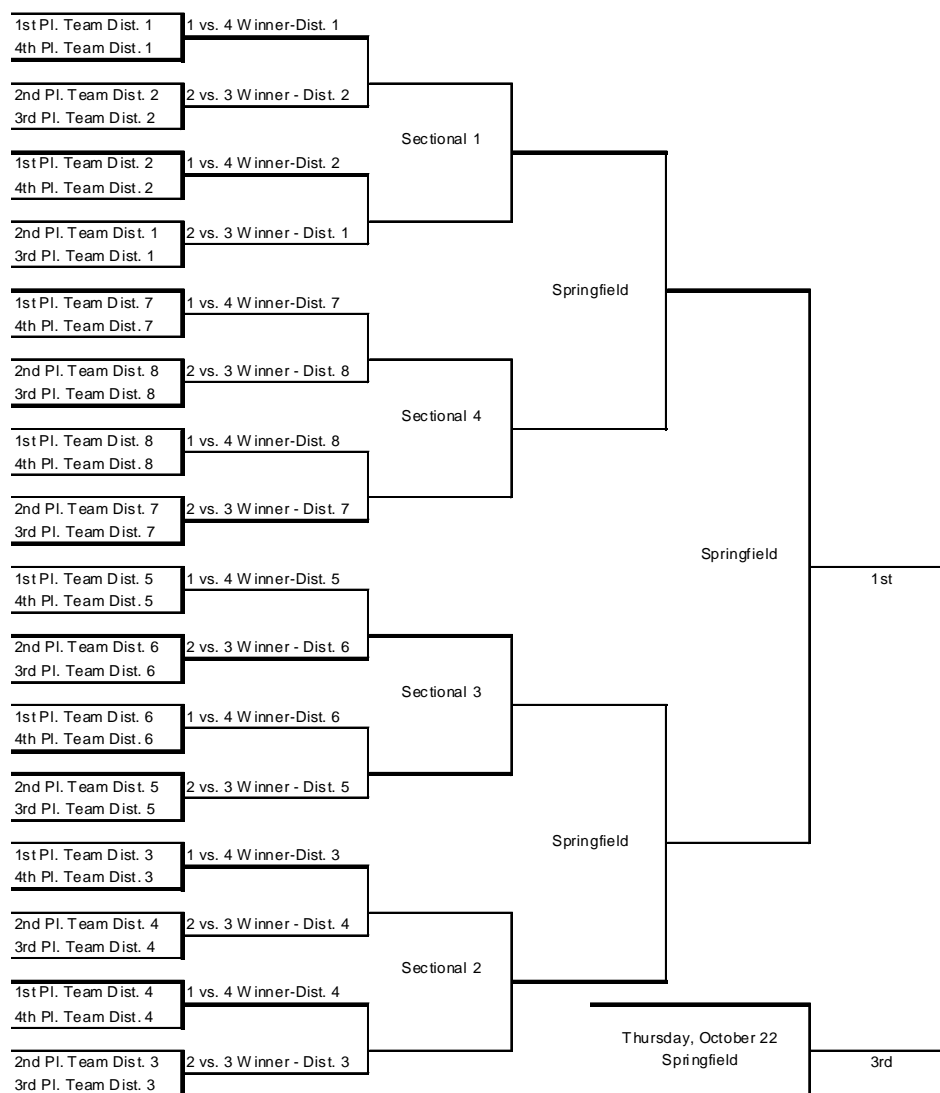
A. GENERAL CRITERIA

1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each two-year classification period. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
2. The MSHSAA staff shall select one athletic administrator or principal per district to serve as the chairperson who shall coordinate the site selection process for each activity.
3. The chairpersons will be contacted and confirmed via e-mail by the MSHSAA staff.
4. Each chairperson can view the list of schools assigned to his/her specific district on the MSHSAA website.
5. Each chairperson will contact all athletic directors of schools assigned to the specific district and arrange for a meeting (telephone conference call, fax ballot, etc.) to select the host site(s). The MSHSAA shall incur no expense in conjunction with this meeting.
6. The request shall be to select the host site(s) for both years of the two-year classification cycle in most sports. The host site may be the same school for both years or a different school each year. Some activities have school participation levels that fluctuate too much to have the host site assignment made for two years. Those activities will be indicated in the sports specific information provided by the MSHSAA staff.
7. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow this specific criteria to determine a specific course of action to be followed to select the district host site(s).
8. The district chairperson shall contact the MSHSAA office, via fax or e-mail, by the established deadline and indicate the selected host site(s) and manager's information for the two-year classification period (unless otherwise indicated in the specific activity criteria).
9. The MSHSAA Board of Directors shall review the submitted host sites for any necessary adjustments and final approval. The Board and MSHSAA staff shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site restraints. A neutral site may only be used, provided there is prior approval from the MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to the MSHSAA.
10. Following final Board of Directors' approval, district assignments shall be printed indicating host sites and further advancement procedures including regional, sectional, quarterfinal, and/or final sites selected by the MSHSAA staff and Board of Directors.
11. All assignments and host sites (including advancement procedures) shall be distributed to all participating schools and the media. All assignments shall be released to the schools at the same time.
12. The district managers' packets shall then be forwarded to each district manager in the appropriate time frame to properly administer the event.

B. TENNIS – SPECIFIC CRITERIA

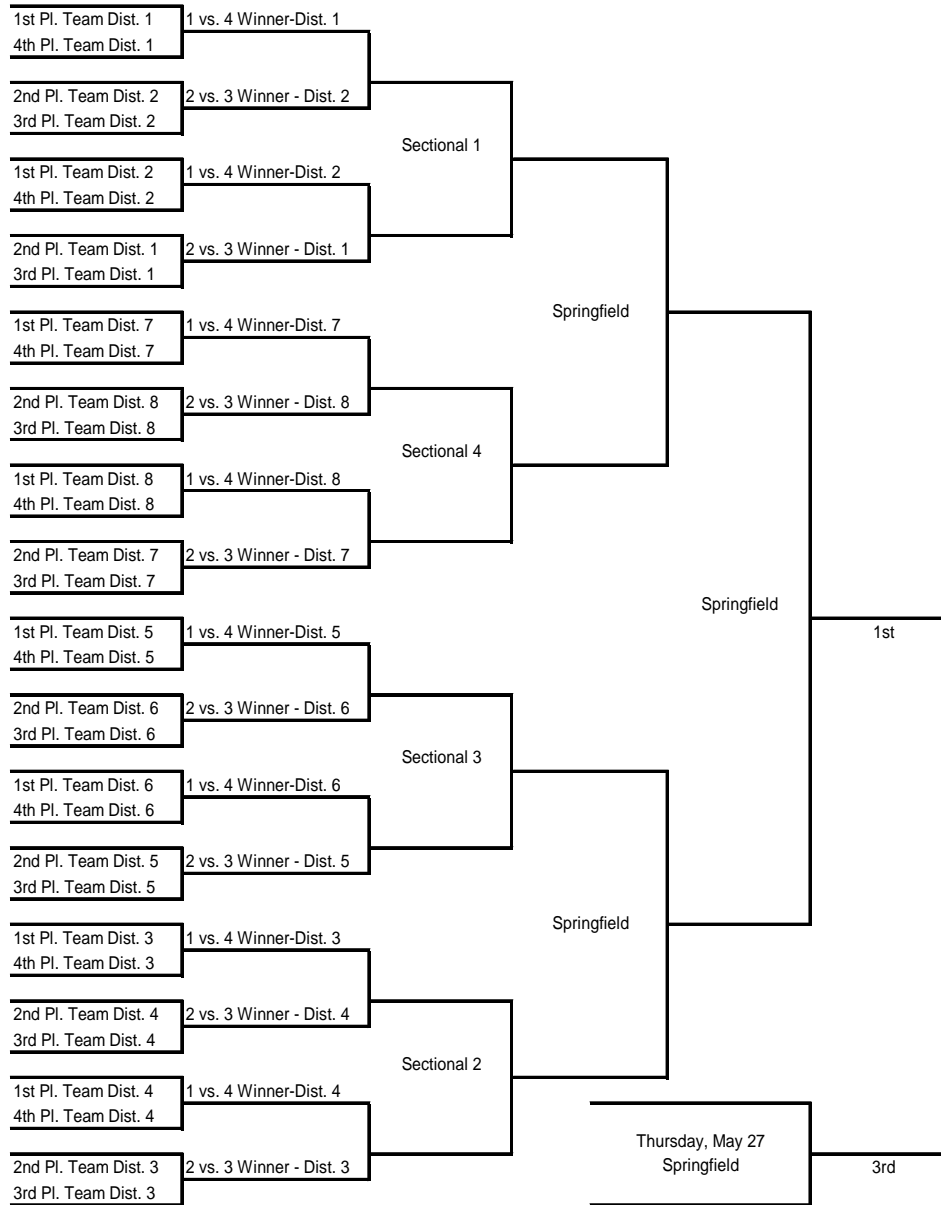
1. Facility/site must be located within the boundaries of the State of Missouri, as per Board policy.
2. Minimum of eight (8) courts available – preferred
3. Permanent bleacher seating – preferred
4. Adequate off-street parking available – preferred
5. The site facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.

APPENDIX D: TEAM TENNIS BRACKETS 2009 GIRLS TEAM CHAMPIONSHIPS: CLASS 1 AND CLASS 2



- 1st Pl. Team Dist. 1 = 1st Place Team from the Individual District 1.
- The 1st place team from each Individual District will host the 4th place team. The 2nd place team from each Individual District will host the 3rd place team.
- Sectional Host: To be played at site selected by the winner of the #1 vs. #4 match-up of the odd-numbered districts in odd-numbered years. Participating teams provide balls and supervision.

**APPENDIX D: TEAM TENNIS BRACKETS
2010 BOYS TEAM CHAMPIONSHIPS: CLASS 1 AND CLASS 2**



- 1st Pl. Team Dist. 1 = 1st Place Team from the Individual District 1.
- The 1st place team from each Individual District will host the 4th place team. The 2nd place team from each Individual District will host the 3rd place team.
- Sectional Host: To be played at site selected by the winner of the #1 vs. #4 match-up of the even-numbered districts in even-numbered years. Participating teams provide balls and supervision.

APPENDIX E: PURPOSE OF DISTRICT AND STATE CONTESTS

There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are: to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; and to evaluate and compare the best of this teaching of knowledge, skills, and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance, and keep in proper perspective, the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program. One of the principles that has been followed throughout the history of the MSHSAA has been that our state tournaments have been recognized as an opportunity to demonstrate the best that a school has taught, not only the skills involved, but also sportsmanship that has been developed and exhibited by respect shown toward players and students from the opposing school and the officials administering the contest. A second principle has been that the tournaments are used as a means of evaluating a school's program. This has traditionally been accomplished through a district and sectional meet elimination process whereby schools from different areas of the state are brought into the final site.

Historically, state tournaments and/or meets have generally included two rounds of competition whereby teams and/or individuals advanced directly from a district competition to the state level competition. Intermediate rounds of competition at the sectional level were initially added to accommodate greater numbers of schools participating in a sport and as a means of enhancing the administration of the tournament series. It is recognized that in all sports some district tournaments will be tougher than others in that there is a greater concentration of highly skilled individuals and/or teams competing in them. Consequently, teams and/or individuals are eliminated in the qualifying rounds. This is by no means unique to any one sport as it happens in all sports and at all levels of sports competition.

It would indeed be questionable whether one could justify the state tournaments primarily for the purpose of determining a state high school "champion." State tournaments must have some values over and beyond that of the regular season competition. These values can be found only in providing a program in which member schools can again see a demonstration of the best that is taught in a different section of the state and to evaluate the best that is taught in a particular section with the best that is taught in the various other sections of the state. It is sometimes thought that tournament plans should make it possible to permit the best sixteen teams (or whatever number comprises the tournament) to compete in the state tournament. No plan will ever make this possible. Quite frequently two of the best sixteen teams in the state might be found in the same district tournament. A school should be careful not to evaluate its athletic program or team by whether it places in the state tournament or meet, but rather by how it rates in comparison with those teams that are fortunate enough to represent their areas in the state tournament. There is some indication that the championship concept has been overdone as the chief determinant in evaluating athletic teams. Tournaments based on the single elimination plan indeed have their weaknesses as a reliable means of determining the accurate rating of all schools concerned.

It is only when administrators, coaches, players, and fans understand all of the purposes of holding athletic tournaments and each group does its appropriate share in seeing that these purposes are carried out that these tournaments can be adequately justified in an educational program. Community pressures and the desire to win the championship should not blind us to all of the many worthwhile values that can be provided.

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