



## **PARTICIPATING SCHOOL TOURNAMENT INFORMATION 2011-12 MHSAA GIRLS TENNIS**

### **1. TOURNAMENT FORMAT**

The MHSAA LP Girls Tennis Tournament is conducted in four equal Divisions by enrollment. Schools are assigned to one of eight Regionals in each Division by MHSAA staff based on geography and travel considerations. Regional assignments are included in the spring **“Tournament Notification Form”** sent to all member schools and posted on the MHSAA Web site.

The UP MHSAA Boys Tennis Tournament in the spring of 2012 will be conducted in two equal divisions by enrollment. There is no Regional level for the UP competition.

MHSAA Tournament competition at the Regional level will be conducted on a team basis with teams and/or individuals advancing to the MHSAA Finals. A regular season team shall consist of four singles and four doubles matches. All matches shall be best of three, COMAN tie-break sets. Each match won by a team member by play or default will count one point toward a team or total score. The team score is based on the total cumulative score of each team entry.

The winning and runner-up team from each Regional, and any team which scores 18 or more points in a draw of 16, will qualify to the Finals level. (Any school with 10 or more points in a draw of eight will qualify to the Finals level.) Any No. 1 Flight singles winner or No. 1 Flight singles runner-up who is not a member of a qualified team, will qualify to the Final Meet. All individual entries will be drawn into the #1 Flight with the #1 Flight team players and will compete for individual honors. The MHSAA Seed Committee will determine all seeds for the Finals.

#### **LP Regional Tournament Dates**

May 17, 18, or 19, 2012

#### **LP Finals Tournament Dates/Locations**

June 1 & 2, 2012

Division 1 – Midland Community Tennis Center

Division 2 – Kalamazoo College

Division 3 – Holly/Grand Blanc area

Division 4 – Holland

#### **UP Finals Date**

June - Date to be determined by the Final Managers

Division 1 – Marquette

Division 2 – Ishpeming

## **2. TOURNAMENT PROCEDURES**

### **REGIONALS**

**Entry, Eligibility, Ranking** - Only a Bona Fide Team (Minimum of 4 Players) may participate in the MHSAA Regional Tournament. All teams will play 4 Singles and 4 Doubles matches. Individuals will be limited to competition in EITHER singles or doubles play. (A bona fide team means the school has an actual schedule for the current school year and has participated in four or more matches during the current school year.)

A player must be a bona fide member of the school team, (has represented their school in a match or scrimmage) before the entry materials are submitted. The player's name must be on the Eligibility List and Regional Line-Up Sheet when submitted.

All coaches must play their best player at No.1 singles.

All team members are to be ranked in position according to their ability (singles-flight one, two, three or four OR doubles-flight one, two, three or four). Doubles teams shall be ranked according to the ability of the two players as a team and not as individuals. (See 8A)

**A player must have played a majority of all matches played at that flight in which he or she is entered for Regional play. If there are extenuating circumstances (i.e. illness, injury during the season) ranked ability shall take precedence over majority.**

**Every effort must be made to establish the line-up early in the season. The moving of players to various positions is strongly discouraged (or illegal depending on when it happens.)**

## **STACKING**

Stacking is having players not in ranked order as defined by the MHSAA rules. Any line-up changes must be verified by current challenge matches.

Challenge Match – A coach needs written verification to explain his/her line-up and must use a consistent format throughout the year for such.

Definition of stacking – Players are **NOT** in ranked order. Why is stacking wrong?

- a. It is against the stated rules and policies of the MHSAA.
- b. It violates the true spirit of athletic competition.

Is it stacking, playing your second best player in doubles?

No, as long as it is done as a permanent position. If not, what is wrong with having your second best player switch back and forth between singles and doubles?

Switching back and forth:

- a. Complicates seeding for Regionals and Final
- b. Is unfair to your own players/team
- c. Becomes a guessing game with your line-up with opposing coaches

Moving players lower in the line-up because of discipline is not permissible.

**Utilization of Players** - When you have less than 12 team members;

4 players - play No. 1, 2, 3, 4 singles

5 players - play No. 1, 2, 3 singles - No. 1 doubles

6 players - play No. 1, 2, 3, 4 singles - No. 1 doubles

7 players - play No. 1, 2, 3 singles - No. 1, 2 doubles

8 players - play No. 1, 2, 3, 4 singles - No. 1, 2 doubles

9 players - play No. 1, 2, 3 singles - No. 1, 2, 3 doubles

10 players - play No. 1, 2, 3, 4 singles - No. 1, 2, 3 doubles

11 players - play No. 1, 2, 3 singles - No. 1, 2, 3, 4, doubles

**Seeding** - A place is provided on the Regional Line-Up Sheet to designate those players whom you feel deserve seeding consideration. Place a check before their name and attach the Player Information Sheet to the Regional Line-Up Sheet. You are encouraged to be present at the Regional Seeding Meeting if at all possible. The season records and total number of matches, as indicated on the Regional Line-Up Sheet, **must** be updated with current information at the Seeding Meeting or prior to it.

(NOTE: Season records include only regular season contests. No scrimmage or non-interscholastic play results are to be considered.) Any player in the tournament may be given consideration for seeding.

**Player Information Sheet** - The Player Information Sheet on each player must be presented along with entry materials. The Player Information Sheet is considered part of the entry material and **must be** complete, accurate and legible. (The \$50 late fee may be assessed by the Regional Manager if the Player Information Sheet does not meet all requirements.) A separate sheet **MUST** be presented for each player and doubles team entered. Defaults are to be part of the player's permanent record and included on the Player Information Sheet. The reason for the default must be stated on the sheet.

The Player Information Sheet should be filled out as the season progresses. The sheet should reflect matches played as current as possible without missing the deadline. Make sure the sheet is accurate, legible, and includes all matches: this means to include all regularly scheduled matches of your high school team. These contracted matches should be counted regardless of the scoring system used. Scrimmages or outside competition for the individual shall not be considered.



## REGIONAL GIRLS TENNIS COACHING STAFF

School Name \_\_\_\_\_

1) Head Coach \_\_\_\_\_

Contact Information: Email \_\_\_\_\_  
Phone \_\_\_\_\_

2) Assistant Coach \_\_\_\_\_

3) Assistant Coach \_\_\_\_\_  
(for 3<sup>rd</sup> site, if used)

4) Assistant Coach \_\_\_\_\_  
(for 4<sup>th</sup> site, if used)

All coaches listed must be either a faculty coach or non-faculty status and registered with the MHSAA.

**MAIL OR FAX TO REGIONAL MANAGER BY  
FRIDAY, MAY 11, 2012**

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION TENNIS PLAYER INFORMATION SHEET**

TE-14

**MUST BE COMPLETED AND IN THE HANDS OF YOUR REGIONAL MANAGER WITH YOUR ENTRY MATERIAL**

NAME(S) \_\_\_\_\_ GRADE \_\_\_\_\_ FLIGHT \_\_\_\_\_

\_\_\_\_\_ GRADE \_\_\_\_\_ DIVISION \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ COACH'S NAME \_\_\_\_\_

DATE	FLIGHT NUMBER	OPPOSING SCHOOL	NAME OF PLAYER- TEAM DEFEATED	NAME OF PLAYER- TEAM LOST TO	SCORE		

**DUPLICATE AS NECESSARY**

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.**

**2011-12 GIRLS Tennis Regional Tournament Line Up**

TE-4

\_\_\_\_\_ High School  
 (City) (School)

**SINGLES COMPETITION**

(✓) FOR SEED	FLIGHT	NAME		GRADE	TOTAL MATCHES	TOTAL RECORD		RECORD IN THIS FLIGHT	
		FIRST	LAST			WON	LOST	WON	LOST
	No. 1								
	No. 2								
	No. 3								
	No. 4								

**DOUBLES COMPETITION**

	No. 1								
	No. 2								
	No. 3								
	No. 4								

YES <input type="checkbox"/> NO <input type="checkbox"/> We <u>are willing</u> to assume our fair share of indoor court costs if weather doesn't permit outdoor play.
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(Print) \_\_\_\_\_  
 (Head Coach) (Home or Cell Phone)

\_\_\_\_\_ (Assistant Coach) (Home or Cell Phone)

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**WE CONFIRM THAT ALL OF THE ABOVE INFORMATION IS ACCURATE.**

\_\_\_\_\_  
 Principal or Athletic Director

**Substitutions** - After the Regal Line-Up Sheet has been **received by** the Tournament Manager, substitution is to be allowed only in the case of illness or injury, discipline, immediate family tragedy or academic commitment (e.g. Advanced Placement test). **A letter from the school must accompany the name of the substitution.** The substitute must be placed into the same position as the person for whom the substitution is being made. Juggling of the line-up is not permitted. If a substitution is to take place prior to the Opt-Out deadline time, a coach is expected to substitute by ranked order of ability. A major change in many of the flights is not permissible. If a substitute is used for a player in the Regionals and that team qualifies to the Finals level, the player for whom the substitution was made may represent the school in the Finals level in the original position of entry. Once a player begins a level of the tournament, he or she must complete said tournament. In case of injury or illness, causing the player to terminate play, no substitute is allowed and a default is awarded the opponent. **If a substitution is made after the Regional Tournament, for the allowable reasons, once the Final Draw is completed the substitute is the player of record.**

A modified USTA point penalty system for lateness and violations will be used.

Warm-Up - The warm-up before each match shall not exceed 10 minutes - this includes the serve.

Rest - Between matches a player or doubles team will receive at least 30 minutes. The time may be shortened if both coaches agree. Between the second and third set, a maximum of 5 minutes may be taken.

Maximum Number of Matches for Contestants - A player or doubles team is generally limited to a maximum of three matches in one day. If playing a fourth match would complete the tournament and no contestant has played more than six sets in the first three rounds, with mutual agreement of both coaches and the tournament manager, a fourth match is possible.

Scoring - Each match won by a team member by play or default will count one point toward a team total score (in case of a bye in the first round, a player must win the second round match before that player receives a point for the bye). The team score is based on the total cumulative score of each team entry.

Penalty for unsportsmanlike conduct after match - For a flagrant unsportsmanlike conduct after a match is completed; the offending player will be defaulted and removed from the site as soon as authorized school personnel become available. This removal will be for the duration of the event (Regionals and Finals are considered one event). In addition, one point will be deducted from the player's team score. This rule will be in effect for all MHSAA Tennis Tournaments.

NOTE: If a player is defaulted from the Regional level, a substitution at his/her position is not allowed.

## **FINALS**

The winning and runner-up team from each Regional, and any team which scores 18 or more points in a draw of 16, will qualify to the Finals level. (Any school with 10 or more points in a draw of eight will qualify to the Finals level.) Any No. 1 Flight singles winner or No. 1 Flight singles runner-up who is not a member of a qualified team, will qualify to the Finals Meet. All individual entries will be drawn into the No. 1 Flight with the No. 1 Flight team players and will compete for individual honors.

It will not be necessary for coaches of qualified teams or individual entries to forward a Finals Meet Regional Line-Up Sheet, however, each coach must update the Player Information Sheets. The Regional Line-Up Sheet and Eligibility List previously submitted, along with the updated Player Information Sheet, will be forwarded with the meet results by the Regional Manager.

**Player Position in Finals Meet** - Members of qualified teams must compete in the same Flight in the Finals level as in the Regional level.

**Substitution** – If a substitute was used for a player in the Regionals and that team qualifies to the Finals, the player for whom the substitution was made may participate in the Finals. At the Finals level, a

substitution may be allowed only in the case of illness or injury, discipline, immediate family tragedy or academic commitment. **The school must submit in writing the reason and the name of the substitute. After the Final Draw, no additions can be made and the substitute is the player of record.**

**Finals Meet Seeding** - Any coach, who feels their player/players should be considered for a seeded position in the Finals Meet, MUST have an updated information sheet in the hands of the closest Area Seeding Director by his/her required time and date. This information must be in writing. A phone call with pertinent information will assist the Director. However, your presence at the Sunday afternoon area meeting is desirable.

**Finals Meet Draw** - The Seeding Meeting will be conducted by Area Seeding Directors and Finals Level Managers.

**Penalty for unsportsmanlike conduct after match** - For a flagrant unsportsmanlike conduct after a match is completed; the offending player will be defaulted and removed from the site as soon as authorized school personnel become available. This removal will be for the duration of the event (Regionals and Finals are considered one event). In addition, one point will be deducted from the player's team score. This rule will be in effect for all MHSAA Tennis Tournaments.

NOTE: If a player is defaulted for unsportsmanlike conduct, no substitution is allowed.

**Use of Indoor Facilities** – MHSAA, in cooperation with the respective tournament manager, will authorize use of indoor facilities under adverse weather conditions. If indoor facilities are available and approval is given by the MHSAA, the tournament may be moved indoors. The MHSAA will pay for the courts at the Finals only.

**Coaching supervision** - No individual or team may participate in an MHSAA Tournament event UNLESS ACCOMPANIED TO THE EVENT BY THE COACH, administrator or appointee of the school.

**3. OPT OUT POLICIES, ELIGIBILITY LISTS, ROSTERS** - The Regional Line-Up Sheet, Player Information Sheet (available on-line) and Master Eligibility List must be properly filled out and sent to the Regional Manager by the Opt-Out Due date which is Friday, May 11, 2012.

**Entry materials need to be submitted to the Regional Manager by the deadline.** (The materials include: the Regional Line-Up Sheet, the Master Eligibility and Player Information Sheets for all Singles and Doubles Teams. Please include the list of all registered coaches (to be used during post-season competition) with the Entry Materials.

**4. DRAW PROCEDURES** - Regional managers will notify participating schools regarding the date, time and location of the Seeding Meeting. It is strongly recommended that each coach attend the meeting, however, no players or parents are invited. Coaches must have sent complete information on each player; this includes results from the entire MHSAA season. Once the Seeding Meeting is over, the draw and seeds are set. The only way to change any draw is to provide new evidence of an oversight.

**5. TIME SCHEDULE** – Regional Managers determine the time schedule for their event. Finals managers determine the time schedule for their event.

## **6. AWARDS**

**Regionals** – Regional team champions will receive a trophy and team medals. The winner and runner-up in each flight will receive medals.

**Finals**– The first and second place teams in each division receive trophies and team medals. There will be individual medals for semifinalists who do not advance and medals for the champion and runner-up.



## **7. LIMITS OF COMPETITION**

Teams and individuals may have a maximum of 16 dates of competition during the regular season. A student shall participate in no more than three matches per day, singles or doubles; except that in a league championship meet involving more than eight schools, a player may play a fourth match if a player has not played in more than six sets in the first three rounds and the fourth match would complete the tournament. There are no weekly limits. MHSAA tournament dates do not count against season maximums. A contestant in any sports shall not compete on two different teams on the same date in the same spot.

## **8. FINANCES**

Participating schools will assume all costs of the tournament. This includes transportation, lodging and meals and indoor courts (if used) at the Regional level. Admission may be charged at the Finals tournaments if the facility is conducive to such.

**9. OFFICIALS SELECTION/ASSIGNMENTS** – Tournament management will secure qualified personal and USTA officials for the Final.

## **10. PLAYING RULES/ADAPTATIONS**

Rules of the USTA will apply to all tournament competition with all provisions as stated in the coaches manual.

## **11. MEDIA**

Media credential requests for Regional meets are processed by local managers. Credential requests for the Finals meet will be handled by the MHSAA.

**Videotaping-** Competing schools may videotape games in which that school competes. The tape is not to be used to second-guess decisions made by game/meet officials. Schools wishing to videotape games at other sites may do so without securing advanced permission, but must tape from the stands unless press box space is available. Spectators may tape games from their normal seating area but are not to interfere with the view of other spectators or news media personnel covering the activity. A manager is not required to provide electrical hook-ups; or tripod space and may arrange spectator videotaping from a designated location(s). The tape may not be distributed, sold, rented, or loaned for commercial purposes.

### **Souvenir Program Policies - NA**

#### **Merchandising/Promotion Policies**

Use of MHSAA Logo – The MHSAA logo and acronym are registered trademarks. MHSAA tournament trophy designs are also copyrighted. Use of these legally protected marks requires written permission of the MHSAA. Contact the MHSAA Communications Director for additional information.

#### **Multimedia Policies**

Audio/Video/Still Photography Rights – The MHSAA owns the rights to all multimedia (audio-video-still images-Internet) at all levels of its tournaments. Still and video photography is allowed by individual spectators from the seating area of the venue unless the host school district or facility has a previously-existing policy which is more restrictive. The MHSAA has exclusive multimedia arrangements for its Final events.

MHSAA Handbook Regulation II, Section 14(A) reads as follows: “No school may sell or rent videos (DVD, tape or film) or sell still images of contests which are part of an MHSAA tournament without the permission of the MHSAA.”

If a school wishes to authorize an individual(s) to create multimedia content, the principal or athletic administrator must contact the tournament manager for passes and access. Refer to the publication, MHSAA Multimedia Regulations, for more information.

**Post-Game Interviews** -- Coaches should also be readily available to meet with the media shortly after the conclusion of a contest. It is recommended that approximately five minutes after the game, managers provide a location other than the team locker rooms for post game interviews with coaches and/or players the coach may wish to designate for interviews. Locker room access should never be allowed to media. Inasmuch as many media outlets are often on deadline following contests, interviews should be granted before any lengthy team meetings occur.

## **12. SPORTSMANSHIP**

When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for the remainder of that day of competition and for at least the next day of competition for that team.

When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching for the remainder of that day of competition and from coaching at or attending at least the next day of competition for that coach's team.

Failure of the school for any reason to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular-season contest.

Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors. If the playing rules for a sport specify an additional penalty or more rapid progression, or use of such a progression for other violations, the playing rules apply.

Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

If a team is removed from competition in protest, the contest is forfeited to the opponent and the coach and principal of the removed team must appear before the Executive Committee to indicate why additional action should not be taken. The Executive Committee may also require the appearance of personnel from other schools and game officials.

If the coach is ejected from the contest and an assistant coach, or an assigned school representative is not available to continue as the coach the event is terminated and forfeited to the opponent.

When a contest is interrupted or it ends prematurely because of breakdown of proper sportsmanship and whether or not the on-site officials forfeit the contest to one team, one or both schools may be subjected to any or all, but not limited to, the following: censure, probation with competition, probation without competition, forfeiture, loss of privilege of revenue sharing, expulsion. In addition, it may be required of one or both schools that their coaches and administrators appear before the Executive Committee to indicate why additional action should not be taken.

## **13. WEATHER POLICIES, SUSPENSIONS, POSTPONEMENTS**

When teams are delayed in arriving at tournament sites because of inclement weather, management is encouraged to consider delaying competition for a few hours and/or playing games/matches in brackets of teams/individuals that are present and prepared to participate. If, after a reasonable delay, fewer than 60% of the scheduled teams/individuals have not arrived, the tournament must be rescheduled. If 60% or more of the scheduled teams/individuals are present, the tournament is to be conducted on the day scheduled.

#### **14. INJUNCTION, RESTRAINING ORDER, PROTESTS**

If an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet has begun, it shall be completed.

Protests will not be reviewed by the MHSAA. All disputes must be decided at the site before the game proceeds. The umpires will make the final decision regarding game events. The Tournament Manager will resolve all next game concerns.

#### **15. TOBACCO AND ALCOHOL POLICY**

For coaches and officials at all MHSAA tournaments, use of tobacco products of any kind within sight of players and spectators and use of alcohol during a contest or at any time before it on the day of the contest is prohibited.

**Tobacco:** It is not intended that a violation of the tobacco policy should lead to immediate ejection of a coach. He or she should be reminded of the policy and reported to his or her school administration after the contest. Only if the coach is unwilling to comply promptly shall he or she be disqualified from coaching at the event. Officials should be reminded of the tobacco policy and reported in writing by the tournament manager to the MHSAA.

**Alcohol:** Historically, officials promptly disqualified coaches, and tournament managers immediately replaced officials who were under the influence of alcohol; and no change in such procedures is intended by these policies.

#### **16. SPECTATOR POLICIES**

The following general policies apply to spectators at MHSAA Tournament events. Tournament managers may also have additional school, facility or institutional restrictions and/or policies.

Banners are allowed with Meet Manager approval.

Noisemakers are not allowed

Smoking is not allowed at the tournament site.

Spectator Videotaping – Spectators may tape but are not to interfere with the view of other spectators or news media personnel covering the activity. A manager is not required to provide electrical hook-ups; or tripod space and may arrange spectator videotaping from a designated location(s).