

2015-2016



District Tennis Director's Manual

REGIONAL SITES AND DIRECTORS

Regional sites and directors may be found on the UIL website (www.uiltexas.org) under golf, tennis or track & field.

ATHLETIC SPRING MEET TIMELINE FOR DISTRICTS

ASAP	Hold meeting with representatives from each school (select district chairman and set dates, sites, etc.).
5 Days Before Meet	District Chairman will receive entry forms from schools. Provide a copy of entry forms to athletic event director.
Evening of Athletic Event	Fax or email results to Regional Director.
Between District & Regional Meets	If any qualifiers cannot compete at the regional meet, district director should promptly notify alternate and regional director.

UIL RESOURCES AND REPORTING DISTRICT RESULTS

Forms: Result forms for each sport are included in this handbook and are also available on the UIL website. Complete the forms and send them to the regional director immediately after competition.

Manuals: Coaches' Manuals for Golf, Tennis, and Track & Field can be found on the UIL website (www.uiltexas.org).

Rule Books: National Federation Track and Field Rule Books, the USGA Golf Rule Books, and the USTA Tennis Rule Books may be ordered from the National Federation, USGA, and USTA respectively.

Reporting District Results to the Regional Director: Please consult your sport-specific manual for exact reporting instructions. Also, all district results forms are typeable and available on the UIL website under each sport (forms).

DISTRICT DIRECTORS INFORMATION

Dates:

April 6	District certification deadline - Golf
April 13	District certification deadline - Tennis
April 11-14	Golf Regional Meets
April 16	District certification deadline - Track and Field
April 18-20	Tennis Regional Meets
April 23	Area certification deadline - Track and Field
April 25-26	Conferences 2A, 4A, 5A & 6A Golf State Tournament
April 27-28	Conferences 1A & 3A Golf State Tournament
April 29-30	Track & Field Regional Meets
May 12-14	Track and Field State Meet
May 16-17	Tennis State Tournament

Time Schedule: Time schedules should be developed in advance to avoid loss of school time. Schools should be notified and given copies as soon as possible as to the district spring meet schedule. It is best that as few changes as possible after notification be made. Notification to all teams involved of any change is a must.

Phone Numbers: For your convenience UIL numbers and staff cell numbers are listed if problems arise.

UIL office	512-471-5883 (8:00 am-5:00 pm -- Monday through Friday)	
UIL Athletic Fax	512-471-6589	
Dr. Susan Elza	Director of Athletics	214-418-3591
Brian Polk	Assistant Athletic Director (golf)	903-821-4242
Darryl Beasley	Assistant Athletic Director (tennis)	512-238-0968
Traci Neely	Assistant Athletic Director (track & field)	512-825-8650

Entry Fees: The District Executive Committee should set entry fees for all activities. Schools should be notified well in advance as to fees and method of payment.

Changes: For changes or substitutions concerning district results, please refer to sport specific information within this manual. Changes in tennis doubles teams due to illness, injury or scholastic ineligibility before the regional tournament may be made by schools before the regional tournament begins.

Schools which qualify golf teams or track relay teams may change personnel from one qualifying meet to the next before the meet begins.

Schools and district directors shall be notified in advance as to how the regional director may be reached or how these changes should be made in advance of the meet. If changes are made after district entries are sent to the regional director, the regional director must be notified immediately.

Workouts: District activities should be scheduled to avoid loss of school time. Workouts or practice sessions are permitted only in compliance with State Law (one hour during the school day).

No Sunday Practices: A UIL member school shall not play any athletic contest or conduct any practice, or teach any plays, formations, or skills on Sunday. Travel on Sunday is permitted. Exception:

1. **Golf.** If the regional and/or state golf tournaments are scheduled on a Monday, the one 18-hole practice round allowed at the regional and/or state tournament site may be played on the Sunday afternoon preceding the meet if permitted by the regional or state meet director.
2. **Tennis.** If the regional and/or state tennis tournaments are scheduled on a Monday, and if participants arrive at the site on the preceding Sunday because of travel distance, it will not be construed a violation of this rule if participants are accompanied to or transported to a tennis court by the school coach for the purpose of practicing on their own if permitted by the regional or state tournament director.

Tickets: Admission may be charged in addition to entry fees. These admission fees should assist in covering expenses to include trophies and medals for the district meet.

Programs: Many district directors provide district meet programs either free of charge or at a nominal cost.

Media: Space should be provided and arrangements made for individuals representing the media. Every effort should be made to treat these individuals as guests, by offering passes, programs, etc. Results should be reported to newspapers, radio and television stations, etc.

Officials: One of the most important aspects of the district meets is early selection and appointment of officials and other personnel. The care and attention given to this important function will reflect in a smooth-running, successful meet.

Schools participating may be asked to supply responsible adults to assist with the conduct of the meet. These individuals should not be placed in positions of making decisions about students from their school.

Officials should know their assignments in advance. It would be helpful to list the duties of each person and the National Federation, USGA, and USTA rules that pertain. Send it to each person prior to the meet or have it available. If at all possible, the officials should have had experience in working at other high school meets prior to the district meet. If high school or college students are used, adult supervisors should be assigned.

Pre-meet Meetings for Officials: Head officials should be asked to report for a meeting with the tournament/meet director prior to the meet. All meet officials should be asked to report for an officials meeting on the day of your meet. Allow enough time before the start of the meet to be certain assistant officials have met with the head officials and are ready to assume their duties when the meet is scheduled to begin.

Disputes: Protests based on the decision of a meet official are not permitted. (Exception: In track and field, National Federation rules state that an appeals committee may be established by the regional director and regional executive committee.)

Any protest based on the eligibility of a student should be referred to the UIL staff. The State Executive Committee will decide questions of eligibility.

The spring meet regional executive committee shall decide questions of qualification and entry if clerical disputes arise at a regional spring meet. It is advisable that the regional executive committee be available to meet on an emergency basis if a protest of this nature is brought first to the contest director and then to the regional director and cannot be resolved.

DUTIES OF DISTRICT CHAIRS

1. Personnel - select contest directors, managers, etc. for all academic and athletic contests.
2. Schedule - plan the schedule of spring meet contests. Dates selected should be as free from conflicts as possible. Check with the Academic conflict pattern for academic times and schedules.
3. Facilities - reserve rooms, auditoriums, courts, courses and stadiums for all activities.
4. Notification to district schools - notify all schools of schedule, time, place and contest directors.
5. Programs - make a comprehensive program, mail enough to each school so that each sponsor, coach and/or administrator will have personal copies.
6. Eligibility and Entry Forms - instruct schools where and when to submit eligibility and entry forms. Include information on deadlines, late entries, alternates and substitutions.
7. Publicity - encourage all schools to submit information to newspapers, radio, and television.
8. Medals and Plaques - order medals, trophies, etc., or see that the designated contest director does.
9. Judges and Officials - determine which officials and judges should be paid and how much.
10. Auxiliary Personnel - secure ticket takers, ushers, marshals, timers, police, etc.
11. Contest Results - determine how to:
 - a. notify contestants and sponsors/coaches
 - b. notify district chairman
 - c. media
12. Disputes, Protests - determine method to handle disputes and adjudicate protests.
13. Notifying Regional Director of District Representatives - use forms to certify advancers in all spring meet activities.
14. Keep copies - Retain copies of all district results.
15. Fees - Collect or assess to each district school their share of costs. Submit regional fees to regional director (if applicable). Otherwise, the regional director may require each school to submit fees for that schools' student.
16. Substitutions - Be prepared to notify alternates if a qualified contestant cannot participate in the regional tournament because of academic ineligibility, illness or injury.

TENNIS TOURNAMENTS

Official Rules: The United States Tennis Association rules shall be used in all League matches with exceptions as noted in this section.

Number of Matches and Sets: In all boys' and girls' matches in the district, regional and state contests, the best two out of three sets shall determine the winners. No contestant or team shall play more than three matches per day and there shall be a minimum of one hour's rest for a team or player between the close of one match and the beginning of another.

Participation Limitations: No boy or girl shall be allowed to compete in both singles and doubles or mixed doubles, or in both doubles and mixed doubles for spring meet tennis.

Tennis Etiquette: Applauding a good play is always in order. Applauding an error is never in order. Any person who takes it upon himself to berate the officials or makes himself conspicuous by razzing the teams should be requested to leave the court area.

Point Penalty System:

All players are warned prior to the start of the tournament.

1st Offense:	Point
2nd Offense:	Game
3rd Offense:	Default from match or tournament

Penalty points are cumulative throughout the tournament.

Lateness: No excuse shall be accepted for failure of team or contestant to appear at the time announced. The USTA Point Penalty System will be in effect for lateness (see manual). See rules below concerning rest periods.

USTA Medical Rules.

Amend USTA Regulation I.T., Natural Loss of Physical Condition and Accidental Injury by deleting the present provisions and inserting in lieu thereof the following:

T. Medical Time-outs and Toilet Visits

1. Medical Condition. Medical conditions include, but are not limited to, injuries, illnesses, heat-related conditions and cramping.
2. Medical Time-Out. A medical time-out consists of evaluation time plus a maximum of three minutes treatment time as determined by the referee.
3. Request for Medical time-out. During the match or warm-up if a player suffers from a medical condition or believes that medical diagnosis or treatment is required, the player may request a one-time three minute medical time-out for that condition. A request for a medical time-out may be made by a player to the referee, chair umpire, or other official at any time during the match or warm-up. A player with a pre-existing condition, sustained prior to the match in progress, may request and receive one (1) medical time-out if the condition is aggravated during match play.
 - a. Qualified Medical Personnel Present. If qualified medical personnel or an athletic trainer is available, the three-minute time-out begins after the evaluation and diagnosis of the medical condition.
 - b. Qualified Medical Personnel Not Present. If qualified medical personnel or an athletic trainer is not available, the referee, chair umpire, or other official shall explain the medical time-out rule and allow the player to be treated. This official may provide supplies. The three-minute medical time-out begins when treatment begins.

Whenever possible a tournament official shall be present during evaluation, diagnosis, and treatment.

4. When Medical Time-Out May Be Taken.
 - a. During The Match. A player may receive a medical time-out:
 - immediately;
 - on the next change-over;
 - after a qualified medical person or athletic trainer arrives, evaluates, and is prepared to give

treatment; or

- after the referee or other official arrives and explains the medical time-out rule.

If play is suspended until qualified medical personnel, an athletic trainer, or an official arrives, then play (or re-warm-up, if any) shall resume immediately after completion of evaluation, diagnosis, and treatment.

- b. During the Warm-Up. If a player suffers from a medical condition during the warm-up that prevents the player from starting the match as scheduled, the player may request and receive a medical time-out:
 - immediately; or
 - on end of the warm-up.If a player is unable to compete after receiving a medical time-out, then the match shall not begin. Any medical condition incurred in the warm-up shall be deemed to be pre-existing once the match begins.
 - c. Penalty. After the medical time-out, any delay shall be subject to the Point Penalty System. If more than 15 minutes elapse between the time an official is notified and resumption of play (or re-warm-up, if any), the player shall be subject to the Point Penalty System.
5. Medical Treatment During Changeover. Within any ninety-second changeover, a player may receive on-court evaluation, treatment, and supplies from qualified medical personnel or an athletic trainer.
 6. Limitation on Medical Time-Outs for Cramping. Only one medical time-out shall be permitted for cramping and other heat-related conditions in any match, even if the cramping occurs in different parts of a player's body.
 7. Non-Treatable Medical Conditions. Players may not receive a medical time-out for treatment for the following conditions:
 - a. Any medical condition that cannot be treated appropriately during a match, i.e., degenerative conditions not helped or eased by on-court treatment
 - b. General player fatigue, i.e., without cramps, vomiting, dizziness, blisters, or other similar treatable conditions.
 - c. Any treatment requiring intravenous infusions or oxygen on court.The determination of whether a medical condition is non-treatable shall be made by qualified medical personnel or an athletic trainer, if available. Otherwise, the referee or other official shall make the determination.
 8. Leaving the Playing Area. A player requesting a medical time-out may not leave the playing area without the permission of the referee, his deputy, or other official in charge of the match.
 9. Toilet Visits. A player may request a suspension of play for a toilet visit or one or more times during a match. For each request, the referee, his deputy, or other official in charge of the match shall decide if it is a genuine toilet emergency, as opposed to general player fatigue. If the request is not granted, play continues.
 10. Coaching Not Permitted. No coaching shall be permitted during the suspension of play for either a medical condition or a toilet visit.

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

- A. If the first service is a fault, the second service must be struck by the server without delay. The receiver must play to the reasonable pace of the server and must be ready to receive when the server is ready to serve. When changing ends a maximum of one minute thirty seconds shall elapse from the moment the ball goes out of play at the end of the game to the time the ball is struck for the first point of the next game.
- B. Play shall never be suspended, delayed or interfered with for the purpose of enabling a player to recover his strength, breath, or physical condition. However, in the case of accidental injury, the umpire may allow a one-time three minute suspension for that injury.

Coaching: (by school personnel only)

- a) According to USTA rules, a player is allowed 20 seconds between points. A coach may provide feedback during 20-second time but cannot interrupt the continuous play rule. Coaching is NOT permitted in or on the confines of

the tennis court. (Exception: during the 90 second changeover)

- b) A coach may coach his/her players during the 90 second changeover at the end of odd games, and during the 10 minute rest period for split set matches.
- c) Only the school tennis coach employed by that school may coach and only in a manner which does not interfere with the play on adjoining courts.

Inclement Weather: If weather conditions prevent playing, the spring meet committee and director shall adjust the time schedule.

Substitutions: In doubles or mixed doubles, the tournament director may allow a school to substitute for one of the doubles or mixed doubles players in case of injury, illness, loss of academic eligibility or if a student is penalized by the school for misconduct or violation of the code of conduct. A school may not substitute for a singles player or a doubles team or a mixed doubles team. The alternate single or doubles team or mixed doubles team must be used. After a tournament has begun substitutions are not permitted. This rule is applicable in all district, regional and state tournaments.

Tiebreaker: The 12-point tiebreaker scoring system will operate when the score reaches six games all in all sets. Procedure for playing the tiebreaker is stated below.

Procedure for Playing the Singles Tiebreaker:

1. A player who first wins seven points shall win the game and the set provided he leads by a margin of two points. If the score reaches six points all, the game shall be extended until this margin has been achieved. Numerical scoring shall be used throughout the tiebreaker.
2. The player whose turn it is to serve shall be the server for the first point, which is delivered from the right court. His opponent shall be the server for the second and third points (delivered from the left court, then the right court), and thereafter each player shall serve alternately for two consecutive points (left court, then right court) until the winner of the game and set has been decided.
3. Players shall change ends after every six points and at the conclusion of the tiebreaker. Note that after any change of ends the server will be serving his second serving point.
4. The player who served first in the set that ended in a tiebreaker shall receive service in the first game of the following set.

Procedure for Playing Doubles Tiebreaker:

1. In doubles the procedure for singles shall apply: The player whose turn it is to serve shall be the server for the first point. Thereafter each player shall serve in rotation for two points, in the same order as previously in that set, until the winners of the game and set have been decided.
2. Players change ends after every six points and at the conclusion of the tiebreaker.
3. The team that served first in the set that ended in a tiebreaker shall receive service in the first game of the following set.

Procedure for Playing Mixed Doubles Tiebreaker:

- 1) In mixed doubles, the procedure for singles shall apply: the player whose turn it is to serve shall be the server for the first point. Thereafter, each player shall serve in rotation for two points, in the same order as previously in that set, until the winners of the game and set have been decided.
- 2) Players change ends after every six points and at the conclusion of the tie breaker.
- 3) The team that served first in the set that ended in a tie breaker shall receive service in the first game of the following set.

Brackets (Seeding or Drawing): The tournament director has two options for making the draw: (1) draw by lot; (2) seeding. Regardless of the procedure used, the directors should place the first place winners and the second place winners from the same district in opposite brackets.

OPTIONS:

- (1) Draw: The director will draw the names of the players and put them on the unoccupied lines in the order in which they are drawn, starting at the top of the bracket and moving downward in sequence. As previously stated, the director should place the first and second place winners from the same districts in opposite brackets.
- (2) Seeding (in accordance with the USTA). The tournament director/committee is allowed to seed players at a maximum ratio of one seed for every four players (e.g. with eight players, seed two players; with 16 players, seed four players). The ratings must be justified by a reasonable amount of factual evidence. Once the seeds are established, every seeded position is determined by lot. (i.e. Flip a coin to see if the number 1 seed goes on line 1 or line 16, number 2 goes on the other and flip to see if number 3 goes on number 5 or number 12; then number 4 goes on the remaining line.) After the seeded players (and byes if applicable) have been written in, fill in the rest of the draw by drawing names of the remaining players and putting them on the unoccupied lines in the order in which they are drawn, starting at the top and moving downward in sequence.

Playoff for 2nd Place: In tennis district and regional tournaments, the loser in the finals will play the winner of the third place match (to determine second place) unless these two contestants (or doubles teams or mixed doubles teams) played each other in the semifinal round. The tournament director must start the finals and consolation matches at the same time.

SUGGESTIONS FOR TENNIS TOURNAMENT DIRECTORS

Pre-event Planning

- A. Securing the proper facilities and courts.
 1. Number will vary depending on entries.
- B. Pre-tournament planning.
 1. Number of teams and courts.
 2. Desired date and time of this event--including rain date.
 3. Amount of court fees, if applicable, or entry fees.
 4. Seeding to be used or bracket arrangement (information from cards).
 5. Seeding meeting.
 - a. When.
 - b. Who's involved.
 6. Awards to be given.
- C. Preparation of tournament forms.
 1. Entry blanks.
 2. Team tournament information sheets.
 - a. Site (rain provisions).
 - b. Date and time.
 - c. Method of scoring.
 - d. Award distribution.
 - e. Deadline for entering.
 - f. Brackets.
 - g. Rules.
 - (1) Names of rules committee members.
 - (2) USTA rules.
 - (3) Responsibilities of players.
 - (a) When and where to report.
 - (b) Scoring during matches.
 - (4) Playing etiquette.
 - (5) What to do in case of rain or lightning (scoring).
 - h. Awards.

- i. Who to call in case of questions or cancellations.
 - j. Directions to the courts.
 - k. Name and phone numbers of local restaurants and hotels, if necessary.
3. Draw sheets. The local Tennis Association should have a supply of these. Type or print the names of the schools and contestants participating in the tournament on the sheet. Keep them updated for the benefit of coaches and spectators.
- D. Other Publicity.
- E. First Aid (emergency care procedure).

Conducting Event

- A. Equipment and supplies (balls and good nets with center straps).
- B. Rules review by the tournament director.
- C. Rules committee. Identify where participants go to bring their questions to be answered.
- D. Umpires and linesmen.
- E. Warm-ups.
 1. Time.
 2. Serves.
 3. Other warm-up/practice courts.
- F. Awards presentation.

Post-event Responsibilities

- A. Clean-up committee.
- B. Send letters of appreciation.
- C. Reports to:
 1. Fax or mail to Regional Director immediately following your meet.
 2. Athletic Meet Director's files.
 3. District Chairman's files.
 4. News Media.

**UNIVERSITY INTERSCHOLASTIC LEAGUE
TENNIS RESULTS FORM**

CHECK ONE:

DISTRICT

GIRLS

Conference _____

REGIONALS

BOYS

Region _____

District _____

Please fax or email results to the director of the next highest tournament and keep a copy for your files.

First and second place singles and doubles qualify to the next highest tournament. If a qualified contestant or team cannot participate, then an alternate place winner shall be notified. **Please type or print FULL names of contestants.**

DOUBLES:

City and School	Names	Set Score		
1 _____	_____	_____	_____	_____

	Substitute _____			
2 _____	_____	_____	_____	_____

	Substitute _____			
Alt 3 _____	_____	_____	_____	_____

	Substitute _____			
Alt 4 _____				

MIXED DOUBLES:

City and School	Names	Set Score		
1 _____	_____	_____	_____	_____

	Substitute _____			

Alt 3 _____
Substitute _____

Alt 3 _____
Substitute _____

Alt 4 _____
Substitute _____

Alt 4 _____
Substitute _____

Alt 4 _____
Substitute _____

SINGLES:

City and School

Names

1 _____

Substitute _____

2 _____

Substitute _____

Alt 3 _____

Substitute _____

Alt 4 _____

Substitute _____

CERTIFICATION: I hereby certify that I am the district meet director or am acting on his/her behalf and that the above report is true and correct.

Director: _____ Address: _____

Email: _____ Cell # _____