

2015-2016



# Tennis Regional Director's Manual

## UIL RESOURCES AND REPORTING REGIONAL RESULTS

### *Regional directors should utilize the following resources:*

- A. Golf, Tennis, and Track & Field Coach's Manual is on the UIL website ([www.uiltexas.org](http://www.uiltexas.org))
- B. Golf
  - 1. Boys' and Girls' Golf Results Forms (see forms on the UIL website)
  - 2. Golf Rule Book (linked from USGA website on UIL website)
- C. Tennis
  - 1. Boys' and Girls' Tennis Results Forms (see forms on the UIL website)
- D. Track and Field
  - 1. Track and Field Rule Book (will be sent prior to regionals)
- E. Spring Meet Athletic Alignment (see the UIL website: <http://www.uiltexas.org/alignments>).

### *Reporting Regional Results to the League Office:*

- The regional results form should be filled in as the competition is progressing or immediately after the event.
  
- The golf and tennis regional results forms will be available on the UIL website.
  
- For track and field, please refer to the regional results reporting process guide located in the track and field section of this manual.
  
- The UIL office needs regional results in a timely basis and accurately reported. Please check to see that all participant names are spelled correctly and both the first and last names are listed and legible.

## REGIONAL DIRECTORS INFORMATION

### *Spring Meet 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 & Field
April 18-20	Tennis Regional Meets
April 23	Area certification deadline - Track & 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 & 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 regional spring meet schedule. It is best that as few changes as possible be made after notifications. 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:** Regional directors should set entry fees for all activities. Schools should be notified well in advance as to fees and method of payment. Some regional directors choose to charge each individual school for entry fees. Other directors charge the district executive committee a "district fee" for representatives from that district for the regional meet. Regional directors are encouraged to keep these fees to a minimum to meet expenses.

**Changes:** 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.

**Workouts:** Regional 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.
3. **Track and Field.** If the regional and/or state track meets 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 track stadium by the school coach for the purpose of practicing on their own if permitted by the regional or state meet director.

**Regional and State Tournament Competition on Sunday:** Regional or state tournament directors may reschedule postponed or weather delayed tournaments on Sunday afternoon or evening with prior approval of the tournament director and the participating schools and with prior permission from the UIL athletic staff.

**Lodging:** It will be helpful to supply a list of hotels available in your area to teams qualifying. A central hotel headquarters can also be extremely helpful if emergencies arise and schools need to be contacted.

**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 regional meet.

**Programs:** Many regional directors provide regional 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 by telephone to newspapers, radio and television stations, etc.

**Officials:** One of the most important aspects of the regional 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 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 regional 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.

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 regional entries are sent to the UIL, the UIL staff must be notified immediately.

## TENNIS TOURNAMENTS

**Regional Sites:** Site of the regional tournament shall be determined by the director with assistance of regional spring meet committees if necessary.

**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.

**Tardiness:** 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 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: See (b) below]
- 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 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 included under the State Meet information.)

**Brackets (Seeding or Drawing):** The regional 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.

### STATE TENNIS TOURNAMENT INFORMATION

**Tournament Director:** Darryl Beasley, UIL Assistant Athletic Director, shall serve as the tournament director.

**Schedule:** The schedule will be released at a later date on the UIL website.

**State Pairings:** The UIL staff will conduct a drawing to determine the pairings. A (#1) region winner will play a (#2) region runner-up in the first round. Seeding will not be used, therefore seeding information is not needed or required. The draw will be random and regional representatives placed in opposite halves of the bracket.

**Packets:** Locations and times for packet pick up will be released at a later date on the UIL website.

**Substitution:** 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 or loss of academic eligibility. A school may not substitute for a singles player or a doubles team or a mixed doubles team. The alternate singles 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.

**Workouts:** Due to concerns with loss of school time, no workouts on state tournament playing courts will be scheduled for the state tennis meet. A participant may not work out at the courts where they are scheduled to play.

**Officials:** The regional and state directors shall be responsible for obtaining officials. The tournament director should appoint a tournament referee to make the decisions on any point of law.

**Conduct:** According to the Athletic Plan, unsportsmanlike conduct will be enforced during the UIL Tennis Championships. Be sure and inform your contestants that acts such as: Throwing rackets, use of profanity, addressing an official disrespectfully, displaying any action which brings discredit to the individual or their school will be considered unsportsmanlike conduct! Any player displaying such conduct may be disqualified from further participation in the tournament. In the event such acts occur following the match, the medal will go to the next place winner in that match.

***Procedure for Playing the Singles Tiebreaker:***

1. A player who first wins seven points shall win the game and the set provided he/she 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. The 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/her 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:*** When a 3 all point occurs in a game, the female player must serve to a female player and male to male.

- 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.

## 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 (info from cards).
  5. Seeding meeting.
    - a. When.
    - b. Who's involved.

6. Awards to be given.
- C. Preparation of tournament forms.
  1. Entry blanks (typed or printed).
  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 results to the UIL immediately after tournament.
  2. Mail original to the UIL immediately after tournament.
  3. Athletic director's files.

4. Director's files.
5. Conference secretary if necessary.
6. Personal file for event improvement.