



Tennis Event Guide

Revised September, 2016



Tennis Event Checklist

Participating Teams

- _____ Receive Entry forms
- _____ Coaches Meeting Arrangements
- _____ Provide list of appropriate host phone numbers (Athletic Office, Tournament Director, Athletic Trainer, Hospital)
- _____ Provide a local map and directions
- _____ Team Admittance List

Meet Personnel

- _____ Certified Athletic Trainer(s) (ATC's)
- _____ Event Director
- _____ Coordinator with VHSL merchandiser regarding event sales and procedures
- _____ USTA Officials (one per series of courts)
Officials should have good site lines to all courts they are responsible for.
- _____ Match announcer
- _____ Official Scoring reporter

Meetings

Meet workers agenda

- _____ Review policies on conduct at state event specific duties and who will be performing combined duties
- _____ Review any issues involving the facility
- _____ Announcer
Match line-ups
- Introduction of match pairings
- Introduction of USTA Officials
- Where to report scores
- Team awards should include school administration whenever possible
- A designated spectator picture area should be provided after awards have been presented

Coach's agenda

- _____ Team packets to include:
General VHSL rules



- Schedule of events
- Warm-up procedures
- Inclement weather procedure
- Awards procedure
- Sportsmanship expectations, i.e. proper handshakes should take place prior to team celebrations.

Facility

- _____ Provide appropriate restrooms for event
- _____ Identify and secure areas for awards, spectators, memorabilia sales and banners
- _____ Contact Official VHSL Merchandiser (***Fine Designs***) about t-shirt sales
- _____ Provide food for workers and officials as needed
- _____ Provide adequate hydration opportunities at site
- _____ Identify and secure an adequate indoor facility in case of inclement weather

Sportsmanship

- _____ Provide schools with VHSL sportsmanship expectations
- _____ All teams should be treated equally
- _____ Unsportsmanlike acts must be reported to league staff

Finances

- _____ Complete and submit Tournament Contract to League Office
- _____ Alert Assistant Director if contract costs exceed those agreed to in the contract
- _____ All financial information provided to the league office in a timely manner (within one week if possible)



EMERGENCY ACTION PLAN (EAP)

Student-athlete safety during athletic competition should be a priority throughout the season. Developing an Emergency Action Plan (EAP) is a vital component in achieving this goal. Sound EAPs are the product of a collaborative process involving school administrators, medical professionals (i.e. athletic trainers, physicians) and local EMS and should include the identification of an Emergency Response Team (ERT). In addition, the EAP should be specific to each practice or competition venue and reflect the following important considerations related to managing emergency situations.

Emergency Personnel

Typically, the first responder to a medical emergency is a member of the sports medicine staff such as a certified athletic trainer or team physician. However, these individuals may not always be present at every athletic practice or competition. In some instances, a coach, sponsor, or school administrator may be the first responder and it is imperative that all potential responders understand their role in managing an emergency situation. Therefore, the EAP should identify the members of the ERT and clearly outline/identify each person's role and responsibilities. These may include but are not limited to:

- Ensuring the scene is safe and providing immediate care
- Activating EMS
- Retrieving emergency medical equipment
- Directing EMS to the scene

Emergency Communication

Quick communication between members of the ERT is critical to effective management of an emergency situation. The EAP should identify both primary and secondary communication mechanisms for each venue that allows first responders to contact ERT members and EMS as quickly as possible. The communication system should be reviewed prior to each event and shared with visiting medical professionals prior to/ during contests.

Emergency Equipment

Any necessary emergency equipment (e.g. AED, epi-pen, mechanism for rapid cooling) should be available and easily accessible at each venue. The members of the ERT should be familiar with the function and operation of emergency equipment and trained to use it in advance. Emergency equipment should be inspected on a regular basis and the members of the ERT should be well practiced in its use.

Medical Emergency Transportation

Ideally, an ambulance is onsite at high-risk events or as needed given the size/scope of the contest. EMS response time and overall EMS transportation capabilities (e.g. basic or advanced life support) should be considered when determining whether or not to have an ambulance onsite. If an ambulance is available at the venue, it should be located in a designated, easily accessible location

Venue Directions and Map

The EAP should include detailed directions to the venue, including the street address, cross streets, and landmarks if needed to make the site easier to locate. Ideally, EMS personnel and first responders will meet at the venue to familiarize themselves with its location. Consideration should be given to ambulance entrance/exit points as well as whether or not helicopter transport is a viable option. GPS coordinates can assist a helicopter transport.



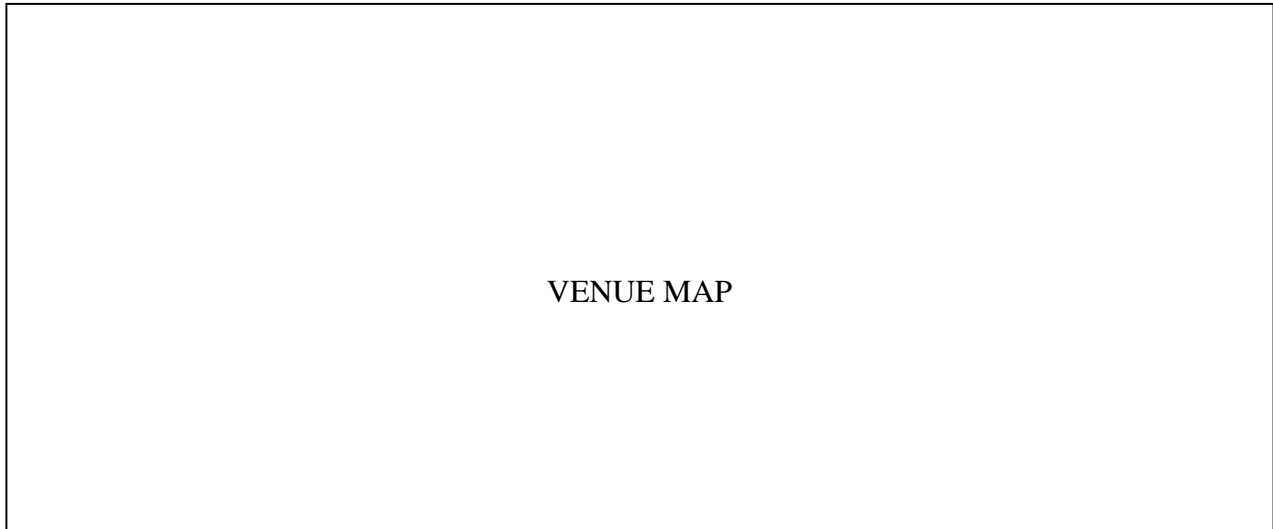
SAMPLE EAP: LOCATION NAME
Revised: DATE

ADDRESS:

VENUE DIRECTIONS

Practice field:

Competition field:



EMERGENCY PERSONNEL

Practice field: (Listed by name/profession)

Competition field: (Listed by name/profession)

EMERGENCY COMMUNICATION

Practice field: (Include description of communication mechanism and telephone # if applicable)

Competition field: (Include description of communication mechanism and telephone # if applicable)

EMERGENCY EQUIPMENT

Practice field: (Identify the available equipment and its specific location)

Competition field: (Identify the available equipment and its specific location)

ROLE OF FIRST RESPONDERS

1. Who will provide immediate care for the injured/ill student-athlete?
2. Who will activate EMS? (Include specific instructions regarding what to tell the dispatcher)
3. Who will retrieve emergency equipment? (Include specific instructions related to location)
4. Who will direct EMS to the scene? (Include specific instructions, including where to stand, access points etc.)
5. Who will provide "crowd control?"

RESOURCES

- Courson RW. Preventing Sudden Death on the Athletic Field: The Emergency Action Plan. *Current Sports Medicine Reports*. 2007;(6):93–100.
- Anderson JC, Courson RW, Kleiner DM, McLoda TA. National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics. *J Athl Train*. 2002; 37(1):99-104.
- Casa DJ, Almquist JL, Anderson SA, et al. The Inter-Association Task Force for Preventing Sudden Death in Secondary School Athletics Programs: Best-Practice Recommendations. *J Athl Train*. 2013;48(4):546-553.



GUIDELINES ON HANDLING CONTESTS DURING LIGHTNING DISTURBANCES

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - b. Thirty Minute Rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
4. Hold periodic reviews for appropriate personnel.

For more detailed information, refer to the “Guidelines for Lightning Safety” contained in the NFHS Sports Medicine Handbook.



SPORTSMANSHIP

The following actions will be considered violations of the VHSL Sportsmanship Rule and will result in the discontinuation of cheerleading activities for the offending school at that contest. This list does not address ALL possible inappropriate behaviors, but is meant simply to provide examples of behaviors that should not be tolerated of anyone.

- Taunting anyone
- Booing anyone
- Interfering in any way with meet officials
- Yelling at or otherwise attempting to distract opposing players at any time.
- Leading or participating in actions or cheers that are clearly negative and/or show disrespect for participants
- Failure to comply with directions given by tournament staff/ personnel

Good sportsmanship is all about respect. Good sports win with humility; lose with grace; and do both with dignity!



Memo to VHSL State Tournament School Administrators

Welcome to the State Tournament. We hope you, your team, your student body, and your fans will enjoy their experience.

As you know, good sportsmanship is a top priority of the Virginia High School League. The manner in which your school is represented is far more important than whether your team wins or loses the games they play here. Good sportsmanship is all about respect – respect for oneself, for teammates and coaches, for opposing players and coaches, for contest officials, and for the game. Inappropriate behavior is easy to identify. One need ask only two questions:

1. Is the observed behavior respectful of the targeted audience?
2. Does the observed behavior reflect positively on your school?

If the answer to either question is no, then the behavior is inappropriate and must not be tolerated. Respect for players and coaches of participating teams, game officials and tournament personnel must be a priority at all times and in all situations.

As school administrators, you bear a huge responsibility for making sure that good sportsmanship is valued in your school community. The VHSL State Tournament draws state-wide media attention. Inappropriate behavior on the part of players, coaches or fans can be an embarrassment to you, your school, your community and the VHSL.

Please review sportsmanship carefully with your coaches, players, student body and community, as appropriate. You are urged to meet with student leaders before coming to the state event venue to stress with them the importance of positive behavior. Your familiarity and understanding of these procedures will help make your state tournament experience more enjoyable.

Once again, congratulations on a fantastic season and welcome to the State Championships. If there is anything that VHSL or tournament staff can do to help you while you are here, please let us know. Good luck to you and your team!



TOURNAMENT PROCEDURES – ADMINISTRATORS

SECURITY AND CROWD CONTROL

- School administrators have primary responsibility for observing their team followers, and for taking corrective action when their team followers behave inappropriately. Fans will react more quickly and more positively to their own teachers and administrators than they will to an unknown security guard.
- The Events Staff is on-site to **assist** school administrators and chaperones in maintaining the proper atmosphere for the event. They are not responsible for making sure your fans behave. As school administrators, that is your responsibility. Staff is there to help you should you need it.
- Fans will not be permitted on the court at any time. No one will be permitted on the court except the participants, coaches and event officials.

EXAMPLES OF UNSPORTSMANLIKE BEHAVIOR

The following list is by no means “all inclusive,” but is provided to draw attention to behaviors often witnessed at athletic contests. Please review this list with your student body so that they will know what is not acceptable.

- Not standing attentively or shouting “oh” during the National Anthem – this is disrespectful.
- Booing anyone – this is disrespectful
- Taunting or baiting anyone – this is disrespectful
- Singling out an opponent and yelling personal remarks – this is disrespectful
- Mooing, barking, or making other inappropriate gestures or sounds toward anyone – this is disrespectful
- Using profanity toward anyone – this is disrespectful
- Using racial, ethnic or other slurs – this is disrespectful

The behaviors above must be addressed by school administrators if/when they occur. Failure to do so is a violation of The League’s Sportsmanship Rule.

Remember, good sportsmanship is all about respect. Win with humility; lose with grace; do both with dignity.

PLEASE REMIND YOUR STUDENTS AND OTHER SPECTATORS OF THE FOLLOWING:

- **Body painting is not permitted on site at any indoor or outdoor event.** Face painting is acceptable provided that it has been done prior to entering the arena.
- No containers/products for face painting will be permitted to be bought into the contest area.
- Individuals who are disruptive, disrespectful, or who fail to comply with site and/or VHSL procedures will be escorted from the facility.



OTHER REMINDERS

- All school faculty members, administrators, school board members, and any other “VIPs” must either have one of the VHSL Accepted Passes (along with picture ID) or must purchase a ticket.
- Individuals with passes must enter via the pass gate if there is one. They may not enter via the team entrance.
- Only participants, coaches, and non-participating team members will be permitted in the team area.
- Food may not be taken out of any hospitality room, unless specifically allowed, and stated by, the facility.
- Hand-held signs (in good taste) are permitted but may not be mounted on sticks, poles, etc and should not obstruct the view of others



Memo to VHSL State Event Coaches

Congratulations to you and your team on your successful season and welcome to this year's VHSL State Tournament. We hope you and your athletes will enjoy their experience, and that they will have the tournament of their lives!

Please review the attachment to this memo with all members of your team prior to your first game. Compliance with the procedures outlined in the attachments will help make your State Tournament experience a positive one.

Good sportsmanship is a top priority of the Virginia High School League. In fact, the manner in which you and your team represent your school is far more important than whether you win or lose the games you play here. Good sportsmanship is all about respect – respect for teammates and coaches, respect for opposing players and coaches, respect for contest officials, and respect for the game. Please demand from your players and team personnel that as they compete for this year's state championship, they treat all other teams, officials and tournament personnel with courtesy and respect at all times, regardless of the situation. Please encourage your fans to do the same. And, finally, please lead by your example.

Once again, congratulations on a fantastic season and welcome to the State Event. If there is anything that VHSL or tournament staff can do to help you while you are here, please let us know. Good luck to you and your team!



COACH,

THE ATTACHED MATERIALS ARE TO BE REVIEWED WITH YOUR TEAM PRIOR TO YOUR FIRST MATCH. AFTER REVIEW, PLEASE SIGN THE STATEMENT BELOW AND BRING THIS SHEET TO THE SITE DIRECTOR DURING WARM-UPS PRIOR TO YOUR MATCH.

I certify by my signature below that I have reviewed the tournament procedures with my team and coaching staff, and that we will make every effort to conduct ourselves in a manner which is courteous and respectful of all other tournament participants, officials and attendees.

Printed Name of Head Coach

School

Signature of Head Coach



TOURNAMENT PROCEDURES – COACHES

ARRIVING AT THE VENUE

- Teams should enter via the designated team entrance.
- A specific timeline for warm ups and court access will be provided one week prior to the contest.

PRE-EVENT

- Prior to the first contest of any session, the National Anthem will be played. It is expected that ALL players and team personnel will stand quietly (unless they choose to sing the Anthem) and attentively until the Anthem is fully completed. Failure to do this is extremely disrespectful to our country.

AFTER THE GAME

- Players may NOT dump or spray Gatorade, water, or any other substance, wet or dry, on anyone or anything as part of a post-match celebration or at any other time.
- Win with humility. Lose with grace. Do both with dignity.

AWARDS CEREMONY (for teams participating in a championship match)

- At the conclusion of the championship game, awards will be presented in the following order:
 - Medals will be presented to PLAYERS from the runner-up team.
 - The runner-up trophy will be presented to the HEAD COACH of the runner-up team.
 - Medals will be presented to PLAYERS from the champion team.
 - The championship trophy will be presented to the HEAD COACH of the winning team.
- All coaches and players from both teams are expected to remain on the court/field and participate in the awards ceremony – win or lose – no exceptions.

Failure to comply with the procedures outlined in this document will be considered a violation of VHSL’s Sportsmanship Rule.

Remember, good sportsmanship is all about respect.



MEMO TO FANS of VHSL EVENTS

On behalf of the member schools of the Virginia High School League, welcome to this VHSL Tournament. We hope all of the teams play great and that everyone enjoys the event.

Good sportsmanship is a top priority of the VHSL. The manner in which your school and community are represented is far more important than whether your team wins or loses the games they play here. **ALL** of the teams in this year's tournament should be proud of their accomplishments, and you, as parents, students and team followers should be equally proud and supportive of them as they chase their dream.

Good sportsmanship is all about respect – respect for oneself, for teammates and coaches, for opposing players and coaches, for contest officials, and for the game. Inappropriate behavior is easy to identify. One need ask only two questions:

1. Is the observed behavior respectful of the targeted audience?
2. Does the observed behavior reflect positively on your school?

If the answer to either question is no, then the behavior is inappropriate and must not be tolerated. Respect for players and coaches of participating teams, game officials and tournament personnel must be a priority at all times and in all situations.

Much of the behavior you see televised at college games is inappropriate at ANY level, but most especially at the high school level. The following list, though not inclusive, provides examples of behaviors that are disrespectful and thus unsportsmanlike, but are often witnessed at athletic events.

- Not standing attentively or shouting “oh” during the National Anthem – this is disrespectful.
- Booing anyone – this is disrespectful
- Taunting or baiting anyone – this is disrespectful
- Singling out an opponent and yelling personal remarks – this is disrespectful
- Mooing, barking, or making other inappropriate gestures or sounds toward anyone – this is disrespectful
- Using profanity toward anyone – this is disrespectful
- Using racial, ethnic or other slurs – this is disrespectful
- Throwing things onto the court or toward others – this is disrespectful and dangerous

The responsibility for good sportsmanship rests with each and every one of us. One person behaving inappropriately can ruin the state tournament experience for many. Cheer for your team, but respect the other team and the game officials. Be a fan, not a fanatic.

Remember, good sportsmanship is all about respect. Win with humility; lose with grace; do both with dignity.



Non-Member-School Event Site Safety Protocol

For all VHSL events conducted at non-member-school venues there are certain requirements to ensure safety as well as compliance with VHSL rules and regulations. All VHSL member schools and staff are encouraged to share this list with non-member-school facilities which host VHSL events.

The following is a list of prohibited items:

1. Alcohol or illegal drugs.
2. Backpacks or sports bags (unless allowed and screened in accordance with facility and VHSL approval).
3. Weapons (of any kind).
4. Laser pointers.
5. Banners/Flags on sticks or poles.
6. Food and beverage (unless allowed and screened in accordance with facility and VHSL approval).
7. Video cameras (unless allowed by facility and subject to VHSL approval).*
8. Artificial noisemakers (at ANY indoor event as regulated by NFHS rule and only at outdoor events in accordance with facility and VHSL approval).
9. Umbrellas (unless allowed in accordance with facility and VHSL approval)
10. Coolers, bottles, cans or empty containers.**

*Due to the variables involved at VHSL/facility venues certain areas may be limited or prohibited for video equipment set-up. All recording is subject to VHSL copyright and trademark rights and protections.

**Participants/teams may be exempted from this provision.

These security measures are based upon federal, state and local law agency recommendations and are designed to increase the safety and security of each and every guest and participant at VHSL events. The list above is not all-inclusive, and event facilities and the VHSL reserve the right to include additional items as agreed upon by the facility and the VHSL.

- Body painting is not permitted on site at any indoor or outdoor event. Face painting is acceptable if done prior to entering the event venue. No containers/products for face painting will be permitted in the event area.
- Balloons will not be permitted at most indoor venues.
- Bare chests will not be permitted – individuals must remain clothed!
- In the interest of safety, NO ONE will be permitted on the court/field at the end of a game. The playing area is for the teams.
- Inappropriate behavior will not be tolerated. Fans who are disruptive, abusive or otherwise inappropriate will be escorted from the event area. This includes individuals who choose to sit among fans from another team – if you are disruptive and/or disrespectful, you will be asked to leave.
- Hand held signs (in good taste) are permitted but may not be attached to sticks, poles, etc.



VHSL HANDBOOK RULES – Tennis

SECTION 82: TENNIS.

82-1-1 Schedules-Each school shall make its own playing schedule and allow practice within the dates published on the current year's VHSL Activities Calendar.

82-1-2 Schedule-Each school team shall be limited to 16 matches per season, exclusive of district, conference, regional and state championship matches.

82-2-1 Minimum Practice Requirement-There is no minimum practice requirement for tennis.

82-3-1 Suspended/Interrupted Matches-Matches which are suspended or interrupted prior to completion shall be resumed from the point of interruption unless both schools agree to accept the score at the time of interruption as final. When resuming from the point of interruption, the line-ups and game/set/match scores shall be the same as when the suspension occurred.

82-4-1 Special Rules/State Association Adoptions

82-4-2 Team Match-A team match shall consist of nine matches – six singles and three doubles. One team point shall be scored for each singles or doubles match won.

82-4-3 Regular Season Match Format-Districts may adopt one of two match formats for regular season play:

- (1) Best of three sets using “traditional” (advantage) scoring with seven-point tie-breaker at six games all; or
- (2) Eight- or ten-game “pro set” matches with a seven-point tie-breaker at eight or ten games all.

82-4-4 Post Season Match Format-All post-season play will be best of three sets using “traditional” (advantage) scoring with seven-point tie-breaker played if a set score reaches six games all.

82-4-5 Player Limitations-Individuals are limited to three “traditional” matches per day, or four eight- or ten-game “pro set” matches per day.

82-4-6 Team Composition and Line-up-Each team shall consist of six singles players and three doubles teams. Singles players may be members of a doubles team. The six singles players on a school team shall be seeded according to their ranking and ability when compared to other players on that school team. Accordingly, the team's best player shall play in the Number 1 division, the second best player shall play in the Number 2 division, and so forth, with the weakest player in the Number 6 division. The doubles teams shall also be seeded according to their ranking and ability when compared to other doubles teams on that school team. The school's best doubles team shall play in the Number 1 division, the second best team shall play in the Number 2 division, and the weakest doubles team shall play in the Number 3 division.

82-4-7 Substitution-Substitutions shall be made by the following provisions or the match at the vacated division shall be forfeited.

- (1) Substitute alternate in the vacated position; or
- (2) In singles, substitute alternate in the 6th singles division and move all other players up one division until all divisions are filled; or



- (3) In doubles, substitute alternate in the 3rd doubles division and move all other players up one division until all divisions are filled.

82-4-8 Exchange of Line-ups-Prior to the start of a team match, coaches shall exchange line-ups. Each team's line-up should be in compliance with 82-4-6. Unless there has been a successful challenge in practice, the team's line-up/ladder shall be the same as that used in the most recent preceding match. If a coach elects to play a substitute(s), the coach shall draw a line through the name(s) of the player(s) for whom he/she is substituting and write the name(s) of the substitute(s) on the same corresponding line(s). Substitution for doubles play may be made until the first doubles match begins. All substitutions must comply with the substitution rules prescribed in this section.

Note: Coaches should be prepared to show proof of any challenge matches.

82-4-9 Playing Etiquette-A player shall not display unsportsmanlike conduct such as, but not limited to, throwing/abusing equipment; hitting a ball in the direction of an opponent, official or spectator; using profane or obscene language in any way that may be heard by other persons; using obscene gestures; or threatening bodily injury.

82-4-9 (1) Penalty-Apply the penalty designated by the current USTA Rule Book.

82-4-10 Use of Tobacco-A player shall not use tobacco or tobacco-like products during the match.

82-4-10 Penalty-First offense – loss of game; Second Offense – loss of match.

82-4-11 Tennis Apparel-All contestants are required to wear appropriate tennis apparel. Any major lettering or pictures on clothing must pertain to the school name or emblem and must be approved by the school's principal and appropriate tournament or match director.

82-4-12 Forfeits-For purpose in ranking, a forfeiture shall count as a match won by the school receiving the forfeit and as a match lost by the school forfeiting. In determining singles or doubles champions and runners-up, a singles player or doubles team shall play more than one-half of the matches in the team's first division.

82-4-13 Determining Conference and Regional Championships-Qualifications for conference and regional tournaments shall be set by the appropriate Council, except that the official line-up for team tennis listed on the official Conference and Regional Tournament Entry Forms shall be the same line-up, including alternates, as used for the last regular season district contest. Subsequent substitution of an alternate listed on the official Conference and Regional Tournament Entry Forms is permissible if it conforms to the regulations listed in Section 82 of this *Handbook*.

82-4-14 Determining State Championships-Each classification shall determine the state team, singles and doubles team champions for girls and boys on the date specified on the VHSL Activities Calendar.

82-4-15 State Tournament Entries-Eligibility of teams and contestants shall be governed by the following provisions:

- (1) Regional team champions and runners-up, singles champions and runners-up, and doubles champions and runners-up will play in the state tournament. In the event a team, singles or doubles qualifier(s) cannot participate, the next-place team, singles or doubles winner may participate. Scratches for the regional team, singles or doubles team qualifiers must be announced to the state tournament director at least 24 hours prior to the beginning of the state tournament or a forfeit will result.
- (2) Only entries which are submitted on the official state entry form (available on the VHSL website) received not later than the deadline date will be accepted.

