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TE-2110

TO: ***Upper Peninsula Boys Tennis Finals Managers***

FROM: Gina Mazzolini, Assistant Director

RE: Tournament Procedures

DATE: March 2008

Please go to the MHSAA Web site for forms to be used in conjunction with the Upper Peninsula Boys Tennis Finals Tournament (mhsaa.com, click on the word Sports and select Boys Tennis).

Trophies and medals should be to you around the first week of May 2008. Please check them for damage, proper spelling, quantity and quality upon receiving. Let us know immediately of any discrepancies. Please be aware that trophies must be put together; do it soon enough that any problems can be corrected **before** the meet. **If the trophies are late, damaged or incorrect, please call A-1 Awards at 1-800-444-9569; call Erffmeyer Inc., regarding medals at 1-800-852-4266.**

At the conclusion of the tournament, we will appreciate a complete report of the various matches played, the scores of all teams, grade level and the first and last name of the winners and runners-up. We also need to receive, at the earliest possible opportunity, the expenses incurred by you in conducting this tournament (Form TE-9).

Your efforts in making the Finals Tennis Tournament a success are appreciated.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
2008 Upper Peninsula Boys Tennis Tournaments

U. P. PARTICIPATING SCHOOL TOURNAMENT INFORMATION

UPPER PENINSULA TENNIS TOURNAMENTS – May 29, 2008

DIVISION 1 - Marquette

DIVISION 2 – Iron Mountain

ALL ENTRY LISTS, PLAYER INFORMATION SHEETS, AND ELIGIBILITY LISTS MUST REACH THE MANAGER NOT LATER THAN FRIDAY, MAY 23, 2008.

1. **STARTING HOUR AND DAY** - The tournament manager will notify teams of the starting time of the tournament and which day (Thursday or Friday) the meet will be conducted.
2. **UPDATING ENTRY RECORDS** - The season records and total number of matches, as indicated on the Entry List, may be updated with current information at the seeding meeting or prior to it if so desired by the coach. (NOTE: Season records may include only regular season contests. No scrimmage or outside play results are to be considered.)
3. **ENTRIES** - By team entry only (four or more players). Each Division will play four singles and four doubles. Individuals will be limited to competition in EITHER singles or doubles play. All team members are to be ranked in position according to their ability. A singles player or doubles team should have played a majority of all matches at the position or flight in which they are entered for Final play. Ranked ability may take precedence over majority only where extenuating circumstances occur (i.e. illness or injury during season). Moving players down because of discipline is not acceptable. Ranked order must prevail. All coaches must play their best player at No. 1 singles.
4. **POSITION OF PLAYERS** – See Coaches Manual page 4, item 9 (G), When a team has fewer than 12 players.
5. **“DELAY OF MATCH” PENALTY** - A player late for play after the call may be penalized accordingly.
 - A. Up to 5 minutes from call - loss of service/end option plus one game.
 - B. Five minutes to less than 10 - loss and 2 games.
 - C. Ten minutes to less than 15 - loss and 3 games.
 - D. Fifteen or more minutes - default.(In case of a game penalty, players are to serve as if the game was played).
6. **REST PERIOD BETWEEN 2nd & 3rd SET** - The rest period is a maximum of five (5) minutes. If, however, both players agree to begin play before 5 minutes has expired, they may do so. The referee may allow the players to practice during the five minute period.
7. **REST PERIODS** - There must be at least a thirty (30) minute rest period for all contestants between matches.
8. **TOURNAMENT ENTRY** - The Entry List, Master Eligibility List and Player Information Sheet must be properly filled out and sent to the appropriate Manager in order to reach that person NOT LATER THAN 4 P.M., May 23, 2008. Names on Entry Lists must be accurate and legible. If you have any questions about the arrival of the entry on time---CALL!! No late entries will be accepted without an accompanying \$50 late fee. Under no circumstances will an entry be accepted after the draw has been made. The late fee becomes the property of the host manager's school.

9. SEEDING CONSIDERATION - A place is provided on the Entry List to call attention to those players who you feel deserve seeding consideration. Place a check before their name and attach a Player Information Sheet to the Entry List with pertinent information regarding each player or doubles team. The information furnished is important to the managers as they proceed with developing the draw in each flight. The Player Information Sheet must be presented prior to the draw or brought to the draw for players to be considered for seeding.
10. EXPENSES FOR ATTENDING TOURNAMENTS - Competing schools will assume costs of transportation, lodging and meals.
11. TENNIS BALLS AT THE FINAL TOURNAMENT - At the Finals Tournament Wilson will supply the tennis balls.
12. DRAW AND PLAY - The draws will be made by the Manager. The Manager should notify competing coaches of time and location of the draw. Coaches are encouraged to attend the draw to assist with determination of seeded players. The Tournament Manager is authorized to seed the proper number of players or doubles teams in each Tournament. All matches will be best two out of three sets.
13. SEEDING PROCEDURES - Seeding of four (4) players/teams in each flight is permitted. Players seeded 1 and 4 shall be placed in the same half and players seeded 2 and 3 shall be in the same half of the draw on designated lines. (See Managers Handbook) There is provision for co-seeds if and only if there are no other considerations available.
14. FIRST ROUND DRAW - It is recommended, and every effort should be made, to prevent any two schools from drawing each other more than twice in the first round of play of Final Tournaments.
15. MAXIMUM NUMBER OF MATCHES FOR CONTESTANTS - A player or doubles team is limited to a maximum of three matches in one day, however, if in the first three matches the players did not play more than six sets total, they may play a fourth match if both coaches and the manager agree.
16. SUBSTITUTIONS - After an Entry List has been submitted to the Tournament Manager, substitution is allowed only in cases of injury, discipline, or immediate family reasons. The substitute must be listed on the Eligibility Form. That substitute is to be placed in the position of the person for whom the substitution is being made. (Juggling of the line-up will not be permitted). If the substitution is made before the entry deadline, a coach is expected to substitute by ranked order of ability.
17. 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 they receive a point for the bye). The team score is based on the total cumulative score of each team entry.
18. PROCEDURE FOR HANDLING TIES - In case of a tie for the Championship position, duplicate trophies and medals will be awarded.
19. RULES - United States Tennis Association playing rules will be in effect for the Tournament unless stated otherwise in the MHSAA Coaches Manual.
20. FOOT FAULTS - Coaches must ensure all players understand and abide by the rules regarding foot faults.
21. PLAYERS MUST NOT LEAVE THE COURT - A player could be defaulted if he or she leaves the court without permission of the Manager or designee.

22. COACHING DURING PLAY – A coach (designated coach only) will be allowed to coach during the 90 second changeover. The coach MAY NOT enter the court. The players may not leave the court. All coaching will be done from outside the fence(or at the net post if more convenient). The following procedures are to be followed: During the normal 90 second period, at the end of every odd game, a player may confer with his/her coach. The 90 second coaching period begins immediately following the last point, not when conversation begins. Both singles players and both doubles teams must be at their respective baseline ready to play at the conclusion of the 90 second period. If the 90 second period is not adhered to, the following penalties will be applied.
- A. Both players not ready to play - The server starts the next game at love-30.
 - B. The server is not ready to play - The server starts the next game at love-30.
 - C. The receiver is not ready to play - The server starts the next game at 30-love.

If this rule is to work, coaches must work at enforcing the time and resulting penalty.

23. DESIGNATED COACH - Is defined as one whose name is included on the Entry List, as a Head Coach or Assistant, is under contract and/or is registered with the MHSAA as a non-faculty coach, approved by the Principal's signature and is wearing an identification badge or ribbon furnished by the Tournament Manager. Head Coaches are expected to make their assistant coaches aware of all rules and regulations pertaining to High School Tennis. Help eliminate conflict during the tournament.
24. SPORTSMANSHIP - Coaches must encourage good sportsmanship among their players at all times. The staff must also demonstrate good sportsmanship and behavior. It is the coaches' responsibility to control their players at all times. The following point penalty system has been developed to assist umpires and managers of tournaments in dealing with unsportsmanlike conduct:
- A. First Offense - Warning
 - B. Second Offense - Point
 - C. Third Offense - Match

An immediate default is possible for an intentional or flagrant offense. At any time, a tournament official may bypass a step of the point penalty system if, in the opinion of the official, the offense was such that a more stringent penalty should be enforced. A coach who violates the above coaching rule or exhibits undesirable behavior could cause the above penalty system to be applied to a player in question. * The point penalty procedure will be cumulative throughout tournament play.

25. DISQUALIFICATION POLICY - This rule applies to players and coaches alike. If a disqualification is given, the recipient is disqualified for the rest of that day of competition and the next day of competition (i.e. dual meet, invitational tournament, Regional Tournament, and Final Tournament) Penalty for unsportsmanlike conduct after match - For 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.
26. TOURNAMENT WITHDRAWAL POLICY - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the draw is completed for team sports or the pairings, heat assignments or flights are determined for individual sports of the first level of the MHSAA tournament in a sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year-probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.
27. INCLEMENT WEATHER POLICY - When teams are delayed in arriving at tournament sites because of inclement weather:

1. 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.
2. If, after a reasonable delay, fewer than 60% of the scheduled teams/individuals have not arrived, the tournament must be re-scheduled.
3. If 60% or more of the scheduled teams/individuals are present, the tournament is to be conducted on the day scheduled.

28. ROUNDS OF PLAY IN MHSAA TOURNAMENTS - It is strongly recommended that as many rounds as possible be played on the first day with realization that a maximum of three matches is allowable per contestant. (Unless there has been no more than six games in the three matches, four matches could be played.)

29. PLAYER SUPERVISION - No individual or team will be allowed to participate in an MHSAA sponsored event unless accompanied by a coach, administrator or appointee of the school.

30. TEAM UNIFORM: Shirt and shorts are required. The minimum requirement for a team shirt is an unaltered shirt with sleeves, preferably in school colors or with school identification. Each individual must wear such shirts throughout the match. If a player changes shirts, he/she must have another tennis team shirt to wear. Players shall not wear undergarments or tights, which extend below the skirt/short. (Exception: Compression shorts which are unadorned and of a single color) *Team shorts are required. The team short must be the same color for all individuals and an appropriate style for tennis.*

Penalty: Match shall not start unless individual or doubles team has a team uniform on. The USTA Point Penalty System for lateness will be used. (More than 15 minutes and the match is defaulted.)

31. INJUNCTION OR RESTRAINING ORDER PROCEDURE

"In the interest of fairness to all participants, 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."

32. ADVANCEMENT POLICY

1. Individuals or teams which are defeated by an ineligible opponent or teams which allowed one or more ineligible students to participate do not advance in MHSAA tournaments.
2. If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places.

33. PROCEDURES FOR SUSPENSIONS/DISQUALIFICATIONS AT MHSAA TOURNAMENTS:

1. COACH

A. General - Unless a school or the MHSAA applies additional conditions, suspension from coaching requires at least that the coach not be at or near the team bench before, during or after the contest, not be in or near the locker room before, during or after the contest, and not give instructions directly or indirectly to coaches or players from any position in or near the gymnasium or field of play.

If a school fails to enforce a suspension which is required by the MHSAA, tournament management shall require the coach to comply with the terms of suspension and shall report the school to the MHSAA for further action.

If the coach fails to comply with the terms of suspension, tournament management shall report the school and coach to the MHSAA, which shall prohibit the school from the remainder of the current tournament and impose additional penalties as circumstances warrant.

Note: Suspensions are required for violations of Regulation I, Section 10 and Regulation II, Section 13(A) and 15 and may be imposed under Regulation V in all other circumstances.

B. Unsportsmanlike Conduct in Previous Contest - A coach who is ejected during a contest for unsportsmanlike conduct shall be prohibited by his/her school from coaching at or attending at least the next day of competition for that team. This is true even if the coach is a parent of a player.

If a school fails to enforce the subsequent disqualification with respect to its coach or the coach fails to comply, the tournament manager or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Note: Reference Regulation V, Section 3(D).

2. PLAYER

- A. General - Unless a school or the MHSAA applies additional conditions, a suspended player is treated as an ineligible player, which means that student shall not participate. It is permissible, but is not commended, that the player may sit with the team, even in uniform. The minimum requirement is that the suspended student shall not enter the contest as a participant.

If a school fails to enforce a suspension with respect to one of its students, which is required under MHSAA regulations, tournament management or any representative of a member school who becomes aware of the violation shall report it to the MHSAA for further action, which shall include (but not be limited to) forfeiture of the contest and thus elimination from the remainder of the tournament.

Note: Suspensions are required for violations under Regulation I, Sections 10, 11, 12 and 13 and Regulation II, Section 15 may be imposed under Regulation V in all other circumstances.

- B. Unsportsmanlike Conduct in Previous Contest - A player who is ejected during a contest for sportsmanlike conduct shall be withheld by his/her school for at least the next day of competition for that team.

If a school fails to enforce the subsequent disqualification with respect to one of its students, the tournament managers or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Note: Reference Regulation V, Section 3(D).

3. COACH AND PLAYER

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.

The school of the disqualified coach or player must prohibit that person from being present on the property of the tournament venue for the remainder of the tournament series. If that school fails to enforce this, the tournament manager, any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

34. SPECTATOR INSTRUCTIONS - Tournament management may request that spectator sections not stand during play if standing will block the view of other spectators. If possible, policies which prohibit spectator sections from standing during play should be communicated to participating teams in advance of their arrival at the tournament site.

35. CHAMPIONSHIPS - TROPHIES AND MEDALS

- A. Each winning team (total points) will be awarded a team trophy.
B. Individual medals will be awarded to the winner, runner-up and semifinalists in each of the flights.
C. Members of the championship team will be awarded a team medal.

36. ROL-DRIS - Coaches are requested to bring a Rol-Dri or water removing devices with them on the day of the U. P. Finals. Your cooperation will be appreciated.

37. CELL PHONES AND CAMERAS – Cell phones and cameras of any kind are not to be used in locker rooms during MHSAA tournaments. Recent advancements in the technology of cellular phones equipped with digital cameras capable of transmitting images have caused some national concern. Privacy issues are involved as still or video images can be transmitted instantly, stored and possibly used without the

permission of the individual for posting on the internet or in other areas. The small size of some of these telephones, as well as the fact that many students and adults rely upon them for daily communication creates additional problems. Beyond personal privacy, transmitting images from team locker areas could complicate efforts at promoting good sportsmanship and increase inappropriate acts of gamesmanship.

We are alerting MHSAA Tournament Managers and Member Schools of this potential problem. The approach at MHSAA tournaments will be: **CELL PHONES AND CAMERAS OF ANY KIND ARE NOT TO BE USED IN LOCKER ROOMS DURING MHSAA TOURNAMENTS.**

If a tournament manager or athletic director discovers that someone has possibly **transmitted or photographed material that is not intended for outside viewing**, managers and athletic directors should:

1. Obtain and record identification information of the person responsible in the event that images are later discovered.
2. Inform the head coach or athletic director of the school involved as soon as possible.
3. Record pertinent facts such as date, team, location, time, etc.
4. Local district policy should govern if police are to be called.

38. ADDITIONAL INFORMATION - For additional information, write the appropriate Tournament Manager or GINA MAZZOLINI, Assistant Director, Michigan High School Athletic Association, Inc., 1661 Ramblewood Drive, East Lansing, Michigan 48823.

2008 Upper Peninsula Boys Tennis Final Tournament Entry List

_____ High School hereby enters its Tennis
 (City) (School)
 team in the Upper Peninsula Tennis Tournament.

ENTRY INFORMATION - Place a check before the name or names of those you wish to receive seeding consideration. Be sure a player information sheet is included for each player on this entry form.

SINGLES COMPETITION

(✓) FOR SEED	FLIGHT	NAME		GRADE	TOTAL MATCHES	TOTAL RECORD		RECORD IN THIS FLIGHT	
		FIRST	LAST			WON	LOST	WON	LOST
	#1								
	#2								
	#3								
	#4								

DOUBLES COMPETITION

	#1								
	#2								
	#3								
	#4								

(Print) _____ (Print) _____
 (Head Coach) (Assistant Coach)

School Phone No. _____

**ALL COACHES LISTED MUST BE EITHER A FACULTY COACH OR
 NONFACULTY STATUS AND REGISTERED WITH THE MHSAA.**

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.
2008 Boys U.P. Finals Tennis Tournaments

REPORT OF U.P. BOYS TENNIS FINALS TOURNAMENT TO MHSAA

Division _____ Held at _____
(City and School)

NAMES OF SCHOOLS ENTERED AND FINAL TEAM SCORES IN ORDER OF FINISH

<u>School-Place</u>	<u>Score</u>	<u>School-Place</u>	<u>Score</u>
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____	10. _____	_____

Number of Schools Assigned by MHSAA? _____

Number of Schools Which Participated in Tournament? _____

Names of School/s which did not enter _____

Weather Conditions? _____

Indicate Date and Time for start & completion of your tournament Fri. _____ Sat. _____

Suggestions or concerns regarding this Tennis Tournament: (Format, Assignments, Rules) Please share this portion with your participating coaches. They may have something to add.

(Signed _____, Tournament Manager

Forward this report to GINA MAZZOLINI, Assistant Director, Michigan High School Athletic Association, Inc., 1661 Ramblewood Drive, East Lansing, MI 48823, as soon as possible following the tournament.