

2024-2025

TENNIS MANUAL

2024-25 DATES TO REMEMBER [\(TOC\)](#)

	Fall 2024 Girls	Spring 2025 Boys
_____ Class/District Assignments Released	August 30 WK. 8	March 21 WK. 37
_____ First allowable contest (By-Law 3.9.1 Conditioning requirements must be met prior)	August 29 WK. 8	March 20 WK. 37
_____ District Entries OPENED	September 23 WK. 12	April 14 WK. 41
_____ Rank Order Freeze Date	October 9 WK. 14	April 30 WK. 43
_____ District Entries DUE	October 9 WK. 14	April 30 WK. 43
_____ District Seeding Meetings Deadline - TEAM	October 9 WK. 14	April 30 WK. 43
_____ Individual District Tournament	October 10-12 WK. 14	May 1-3 WK. 43
_____ Team District Tournament	October 14-17 WK. 15	May 5-8 WK. 44
_____ Team Sectional Tournament	October 21-22 WK. 16	May 12-13 WK. 45
_____ Individual Tennis State Championships	C1-Oct 24-25 C2-Oct 24-25 C3-Oct 25-26	C1-May 15-16 C2-May 15-16 C3-May 16-17
_____ Team Tennis State Championships	C1-Oct 31 C2-Oct 31-Nov 1 C3-Nov 1	C1-May 22 C2-May 22-23 C3-May 23

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

PO Box 1328
Columbia, MO 65205-1328

Telephone: (573) 875-4880
email@mshsaa.org – www.mshsaa.org

EXECUTIVE STAFF

Dr. Jennifer Rukstad, Executive Director
Stacy Schroeder, Associate Executive Director
Toni Hill, Associate Executive Director

James Melton, Associate Executive Director

Daryl Bradley, Assistant Executive Director
Doug Fessler, Assistant Executive Director
Craig Long, Chief Financial Officer
Marty Marsh, Assistant Executive Director
Lou Mazzocco, Assistant Executive Director
Stephanie Turner, Coordinator for Sports and Activities
Andrew Kaufmann, Communications Director

MSHSAA CONTACT PERSON FOR TENNIS

TABLE OF CONTENTS

DATES TO REMEMBER	PAGE 1
ADVISORY COMMITTEE	PAGE 3
PURPOSE AND PHILOSOPHY	PAGE 4
SECTION 1: ESSENTIAL RESOURCES	PAGE 5
SECTION 2: REGULAR SEASON	PAGES 6-12
SECTION 3: POSTSEASON CRITERIA	PAGE 12
SECTION 4: POSTSEASON ENTRY PROCEDURES	PAGES 13-18
SECTION 5: CHAMPIONSHIP SERIES	PAGES 18-19
APPENDIX A: PROGRAM INFORMATION AND STATISTICS	PAGE 20
APPENDIX B: COPYRIGHT COMPLIANCE	PAGE 21
APPENDIX C: SITE SELECTION PROCESS	PAGE 22
APPENDIX D: SUBSTITUTION GUIDELINES	PAGE 23
APPENDIX E: PLACEMENT OF BYES - SAMPLE INDIVIDUAL BRACKET	PAGES 24-25
APPENDIX F: TEAM TENNIS BRACKETS – CLASS 1, 2 and 3 – GIRLS	PAGE 26
APPENDIX G: TEAM TENNIS BRACKETS – CLASS 1, 2 and 3 - BOYS	PAGE 27

*****Revised August 2024 *****

DISTRICT ASSIGNMENTS & STATE TOURNAMENT BRACKETS
MAY BE FOUND ON MSHSAA WEBSITE (www.mshsaa.org)

This manual shall be used for the Girls and Boys Tennis seasons.

TENNIS ADVISORY COMMITTEE MEMBERS ([TOC](#))

The advisory committee members are appointed by the Board of Director member from their respective board district. Each individual is appointed to a four (4) year term. If an appointee is unable to fulfill their term, a replacement will be appointed to complete the remainder of the term. The purpose of the committee is to represent the schools and coaches/directors within their board district on matters concerning the administration of the sport. Their role is a key component is bringing sport/activity-specific needs, concerns, and recommendations to the Board of Directors. Please make sure to use them as your voice to the MSHSAA Staff and Board of Directors.

Jim Stoner – Central Dist. (B) (2025)

LAFAYETTE COUNTY
stonerj@huskersk12.org

TBD – Central Dist. (G) (2025)

Rustin Reys – Kansas City Dist. (B) (2026)

PARK HILL
reysr@parkhill.k12.mo.us

Daniel Berkland – Kansas City Dist. (G) (2026)

STALEY
daniel.berkland@nkcschools.org

Tony Senor – Northeast Dist. (B) (2028)

MEXICO
tsenor@mexico.k12.mo.us

Julie Lichtenstein – Northeast Dist. (G) (2028)

FULTON
jlichtenstein@fulton58.org

Kurt Miller – St. Louis Dist. (B) (2025)

PRIORY
kurtmiller@rocketmail.com

Doug Smith - St. Louis Dist. (G) (2025)

ST. JOSEPH'S ACADEMY
dsmith@sja1840.org

Kayla Wilson – South Central Dist. (B) (2026)

WAYNESVILLE
kwilson@waynesville.k12.mo.us

Cody Martin – South Central Dist. (G) (2025)

ROLLA
cmartin@rolla31.org

Daniel Mueller – Southeast Dist. (B) (2027)

POTOSI
dmueller@potosir3.org

Courtney Stufflebean – Southeast Dist. (G) (2027)

NORTH COUNTY
cstufflebean@ncsd.k12.mo.us

Nathan Rothdiener – Southwest Dist. (G) (2027)

BOLIVAR
nrothdiener@bolivarschools.org

Donita F Cox – Southwest Dist. (B) (2027)

CENTRAL (SPRINGFIELD)
dcox@spsmail.org

Nicole McGinness – Northwest Dist. (B) (202X)

MARYVILLE
mcginness@maryviller2.com

TBD – Northwest Dist. (G) (202X)

TENNIS RULES INTERPRETERS

The interpreters have been selected for their knowledge of the rules and willingness to provide their advice to officials, adjudicators and coaches/directors with regards to the interpretation of rules. The executive in charge of each sport/activity is the chief rules interpreter for the state but relies heavily on the advice and counsel of these individuals. Please feel free to contact them if you have a question regarding the application of sport/activity-specific rules. These individuals do not interpret any MSHSAA By-Laws or Board Policies nor do they review video of calls.

Jeanne Chavez – jmcz123@yahoo.com

PURPOSE AND PHILOSOPHY [\(TOC\)](#)

- A. **MISSION STATEMENT:** The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.
- B. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- C. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is their primary philosophy and purpose.
- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; and to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that competitors, coaches, and the school community make every effort to enhance, and keep in proper perspective, the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

- E. **SUPERVISION OF COMPETITORS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its competitors, students, coaches, and fans. Coaches are required to supervise their competitors. A coaches' respect for others and school property is necessary in order to instill this respect in competitors. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well chaperoned. The good conduct of students will leave a good impression of the entire school.

A school also should inform its competitors, students, coaches and fans of the value contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Boing of officials leads to boing of coaches and competitors. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to ensure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

SECTION 1: ESSENTIAL RESOURCES [\(TOC\)](#)

The information listed/linked in this section relates to MSHSAA By-Laws, Board Policies and information from the Sports Medicine Page (SMP). The information is not sport or activity specific but is necessary for the safe and proper conduct of your sport/activity.

Source Locations:

[MSHSAA Handbook \(HB\)](#)

[Sports Medicine Page \(SMP\)](#)

- A. ALCOHOL/TOBACCO USAGE AROUND INTERSCHOLASTIC ACTIVITIES (HB-Board Policy)
- B. CHARITY/AWARENESS EVENTS (HB-Board Policy)
- C. CONCUSSIONS EDUCATION AND MANAGEMENT PROTOCOL ([SMP](#))
- D. CONDUCT – REMOVAL OF TEAMS & EJECTIONS (HB-By-Law 5.5)
- E. GUIDELINES FOR FAN SUPPORT ITEMS (HB-Board Policy)
- F. HAZARDOUS WEATHER CONDITIONS/LIGHTNING GUIDELINES ([SMP](#))
- G. HEAT ACCLIMATIZATION (HB-By-Law 1.7 & [SMP](#))
- H. ON-SITE PROTEST PROCEDURES (HB-Board Policy)
- I. OXYGEN USE POSITION STATEMENT ([SMP](#))
- J. SANCTIONING (HB-By-Law 3.18)
- K. WET BULB GLOBE THERMOMETER USE ([SMP](#))

SECTION 2: REGULAR SEASON [\(TOC\)](#)

- A. **FIRST PRACTICE:** Girls: Monday, August 12 / Boys: Monday, March 3
- B. **FIRST CONTEST:** Girls: Thursday, August 29 / Boys: Thursday, March 20
- C. **CONTESTS (By-Law 3.29.6):** The number of contests allowed during the tennis season is 20 competition dates.
- D. **POSTING RANK ORDERS:** It is mandatory to have a singles rank order posted to the MSHSAA website prior to your first contest. Furthermore, any change or revision to a singles rank order must be posted to the MSHSAA website prior to using a changed or revised singles line-up. Rank orders are posted and managed from each schools tennis "schedule" page on the MSHSAA website.
- E. **POSTING MATCH LINE-UPS:** It is mandatory to post BOTH your singles and doubles line-up AFTER the completion of each dual match and/or dual matches in a team tournament on your schedule, **within 72 hours after the match:** Additionally, it is mandatory to post BOTH your singles and doubles line-up AFTER ADVANCING to the next round of post-season competition (ex. team districts and team sectionals). Any tennis line-ups not posted within the 72 hour period after the conclusion of a match results in a fine to the school of \$25 per incomplete line up.
- F. **POSTING MATCH SCORES:** It is mandatory to post the team score for all matches on your tennis schedule on the MSHSAA website. Go to your schedule page on the MSHSAA website and use the "Add" link under the Score column to post the team score of each match.
- G. **FAILURE TO POST RANK ORDERS AND LINE-UPS:** Failure to post a rank order prior to your first contest will result in a disqualification/forfeit of any/all matches played without a posted rank order. Furthermore, any line-ups played that do not coincide with a current posted rank order may be disqualified if officially protested by the opposing school. Failure to post your singles and doubles line-ups after each match can result in not qualifying a line-up for postseason play. Failure to post your singles and doubles line-ups will result in a \$25 fine to the school for each line-up not posted.
- I. **TENNIS RULES:** USTA rules shall be the official rules except where modified by the MSHSAA. The 2023 USTA Friend At Court will be used as the official rule book for the girls and boys season during the 2023-2024 school year. The USTA Friend At Court can be located on the Tennis page of the MSHSAA website.
- J. **CO-ED TEAMS:** MSHSAA By-Law 3.20 permits member schools to sponsor co-ed teams in the sport of tennis. However, under MSHSAA By-Law 3.20, if a school only sponsors one team and permits both boys and girls to compete on that team, then they shall be eligible to participate only during the boys' season and the boys state tournament series.
- K. **UNIFORMS:** Players must wear appropriate tennis attire in all interscholastic matches, preferably in the school's colors, with exceptions for weather at the discretion of officials. Any lettering or artwork on uniform tops must pertain to the school name or emblem. Exception: A single partial/whole manufacturer's logo/trademark (with no dimension exceeding 2 ¼ inches) and/or one American flag (no more than 2x3 inches in size) is permitted on each piece of the uniform. **Doubles team players shall wear like color tops. The dress code is to be enforced by all coaches and/or tournament directors.** Failure to comply will result in a player forfeiting the opportunity to participate.
- L. **COACHING:** **Players may receive coaching from an approved school coach only. School coaches are expected to communicate this requirement to all players, parents and private coaches.** Refer to the MSHSAA Handbook for the definition of a school coach.
Coaching and Instruction by School Coaches at Contests: Coaching and instruction **CANNOT** be given "during play" of a point. Coaching and instruction is permitted inside the fence and/or around the court, in between points (if it does not disrupt the flow of play), during changeovers and between sets. When coaching from the court, coaches must be seated at the facility provided bench. **ONLY OFFICIALS** can stand at the net post. Note: players can only meet with their coach during a changeover (NOT between points).
- M. **RECOVERY RULE:** The Recovery Rule was a new part of USTA Regulation III.C. The purpose of the new rule is to ensure that a minimum rest period of two hours is offered by a tournament to a player who has just completed a singles match in which a match format of 2 out of 3 standard tiebreak sets (or 3 out of 5 standard tiebreak sets) is used. The new Recovery Rule applies only between two singles matches. Further, the new Recovery Rule does NOT apply to short set matches, matches that play a tiebreak in lieu of a final third set, or to any match indoors that lasts less than 120 minutes. A player is allowed to waive the 2-hour rest period. A certified official covering the match may rule on the necessary amount of rest/recovery in relation to the heat/length of previous match.
This rule will be most commonly used at Individual Singles Tournaments during the regular season that do not

have certified tennis officials. Singles tournaments using 2 out of 3 or (3 out of 5) standard tiebreak sets scoring may need to modify the scoring format to eliminate the need to use the Recovery Rule.

- N. **EXCHANGING LINE-UPS/COMPREHENSIVE RESULTS:** Coaches shall exchange their entire singles/ doubles line-up and comprehensive results PRIOR to each dual contest. Varsity line-ups and scorebooks/ score sheets shall show all team/tournament results throughout the year up to that day. If a coach does not have his/her scorebook/score sheets, the opposing coach shall submit a Special Report to the MSHSAA office. Changes in line-ups cannot be made until the outcome of the match has been decided. Failure to exchange line-ups could result in forfeiture of the contest. The Tennis Advisory Committee and MSHSAA Board of Directors have determined that players must be placed into the line-up in the order of their ability.

TEAM FORMAT POSITION STATEMENT: The MSHSAA recognizes the 6-3 format as the recommended format for team play(dual matches) that allows for six (6) singles matches and three (3) doubles matches while allowing the “double back” of players to play both singles and doubles during the contest. Although the majority of schools in Missouri use the 6-3 format, there are still schools that hold an interest in playing the 4-3 format with no “double back” for team play(dual matches). The use of the 4-3 format for team duals during the regular season is permitted; however, it is important that member tennis schools understand that in order to use the 4-3 team format, both schools participating must be in agreement. If at any time both schools do not agree to use the 4-3 format, the contest must be played using the 6-3 format as recognized by MSHSAA and used during the post season. The decision on which format to use for team play does not fall in the discretion of the host school. A conference is permitted to set the 4-3 format as its recommended format to be used for conference duals and/or conference team tournaments. The MSHSAA stresses the importance of using the 6-3 format during the regular season in order to comply with the doubles line-ups rule and requirements for a doubles line-up(s) to be eligible for using during postseason competition.

- O. **STACKING/RANK ORDERS/LINE-UPS:** The Tennis Advisory Committee and the MSHSAA Board of Directors are fundamentally opposed to “stacking.” Stacking is the practice of placing tennis players in the line-up in a manner not consistent with rank ability, but rather for the purpose of gaining an advantage due to the match-ups created. This is a practice that is unacceptable due to the detrimental way that certain players (usually the lower level players) are placed and forced to compete. Coaches must be able to justify their line-ups to opposing coaches.

1. A - Singles line-ups **MUST** be played as follows:

Single players must play in rank order line-up. The line-up shall always be based on the order of ability (rank order). “Matching up” is prohibited. In singles, players must compete in order of rank ability with the best player, based on challenges and match results, being played at number one, etc. In case of injury or sickness, all players must move up in the line-up, not in the rank order.

- B - Doubles line-ups **MUST** be played as follows:

I. Doubles line-ups will be determined by the sum total of the doubles rank order value. Example: If the #1 and #2 play together their sum total is 3 points. If the #3 and #4 play together their sum total is 7 points. Therefore, # 1 and #2 must play at the #1 doubles spot; #3 and #4 must play at the #2 doubles; etc.

II. Doubles line-ups will carry a rank order of 1 thru 6 for sum total purposes based upon the singles rank order value. Example: If singles rank order players #1, #3, #4, #5, #6 and #8 are playing doubles, the “doubles” rank order would be as follows:

#1 singles rank order = #1 doubles rank order

#3 singles rank order = #2 doubles rank order

#4 singles rank order = #3 doubles rank order

#5 singles rank order = #4 doubles rank order

#6 singles rank order = #5 doubles rank order

#8 singles rank order = #6 doubles rank order

III. When the doubles rank order sum total of the teams is the same, (example #1 and #4 play together and #2 and #3 play together-both teams point value is 5), **the team with the highest ranked player must play at the higher doubles position**. Therefore, #1 and #4 would play at the #1 doubles spot; #2 and #3 would play at the #2 doubles spot; etc.

- C - A player shall not be moved down in the line-up because of:

- i. an injury that has forced a player out of the line-up; or
- ii. Disciplinary measures.

- D - In an instance where a player is joining the varsity line-up after the season has started due to injury, illness or transfer, an appeal can be made to the MSHSAA Director of Tennis for approval of placement and adjustment to the existing rank order.

SUBSTITUTION DURING TEAM PLAY: See Appendix D, for Additional Substitution Guidelines.

2. Line-up changes in back-to-back dual matches: In back-to-back dual meet matches (two consecutive dual matches played on the same day or consecutive days), the team line-up (as played) may be changed. A player may move up or down in the rank order only one position in this situation. In addition, a player can move a "maximum" of two rank order positions between duals played on non-consecutive days. **If two players are traded in the rank order, they may not be traded back for 72 hours or until after the completion of two dual matches, whichever is later.** The line-up must still stay in rank order. Prior to the start of the match and during the line-up exchange, it is the responsibility of the opposing coach to appeal to the opposing coach any player being moved more positions, than is allowable, in the line-up.
3. Appeals challenging unfair line-ups: If a coach feels that the opponent's lineup as presented is unfair, he/she **MUST verbally notify the opposing coach of the challenge prior to the start of the dual match. If a coach does not verbally notify the opposing coach of their challenge of an unfair line-up prior to the start of the match, there can be no appeal.** In addition to the coach verbally informing the opponent of their challenge, any coach who wishes to submit an official written match appeal (after the completion of the match) must first inform the opposing coach in writing (by e-mail), with a copy sent at the same time to the MSHSAA Office. The written appeal must be made within 48 hours after the match was played. **The MSHSAA office will require clear proof of an unfair line-up/stacking prior to taking action.**
4. Cases in which stacking is determined, the offending school shall be disqualified from the match or the tournament.

P. **LATENESS/POINT PENALTY SYSTEM:** The MSHSAA follows the USTA's rule regarding Lateness for Match or for Resumption of Suspended Match as follows:

1. Both players equally late up to 15 minutes – No penalty;
2. Both players late but arrive at different times – The penalty accrues on the arrival of the first player (A) and his/her opponent (B) loses the toss and one, two or three games depending on the time elapsed between A's arrival and B's arrival;
3. Both players are more than 15 minutes late – Both players may be defaulted, or the match may be reinstated using the principle in effect when both players are late but arrive at different times.

A player is deemed to have arrived when he/she checks in at the place designated by the site manager for checking in and is properly clothed, equipped and ready to play. The lateness penalty clock starts when the match is scheduled and called, a court is available, and a player has not arrived. The meet manager is not required to keep a court open while awaiting a player.

Penalties: 5:00 minutes or less: Loss of toss plus 1 game
 5:01-10:00 minutes: Loss of toss plus 2 games
 10:01-15:00 minutes: Loss of toss plus 3 games
 15:01 minutes or more: Default

Q. **WARM-UP FOR DUAL MATCHES:** Players are allowed a maximum of 10 minutes warm-up (including serves) after the match is called and a court assigned. Prior to the beginning of a dual match (Doubles portion), there is NO REQUIRED warm-up with the opponent. Warm-ups are expected to be completed with your team only and pre-match warm-ups shall only include approved school coaches and players. Players shall be ready to play at the announced time. (see *Lateness/Point Penalty System* above)

R. **LINE CALLS/FOOT FAULTS:** If foot faults or incorrect line calls are occurring, the following protocol shall be followed:

1. The player or the player's coach should notify their opponent or opponent's coach, respectively, of the concern.
2. The opposing coach is then required to talk with his/her player no later than the next changeover about the concern.
3. If the concern continues, the player may request for a coach to oversee the match to act upon appeals for an overrule; however, a non-biased line judge may be used. A line judge is an individual that both coaches agree upon to be used.

Note: A coach or line judge called to a match for these occurrences may overrule either player on appeal.

S. **REST PERIODS DURING A MATCH:** Players will adhere to the USTA rules regarding rest periods. USTA Rule III.C:

- 20 seconds between points
- 90 seconds on changeovers (see below regarding rest after game 1)
- 2 minutes between the first and second sets

MSHSAA policy allows for:

- 90 seconds after the first game of each set
- 5 minutes between the second set and the third set match tie break

REST PERIODS BETWEEN MATCHES: (Individual Tournaments) (See Table 11, USTA Friend at Court)

- After a Singles match, one hour rest period taken unless heat/humidity and length of match (3 full sets) warrants the implementation of the 2 hr. recovery period)
- After a Doubles match, 30 minute rest period taken unless heat/humidity and length of match (3 full sets) warrants more rest.

REST PERIODS BETWEEN MATCHES: (Team Play/Dual Matches) (See Table 12, USTA Friend at Court)

- After a Doubles match and prior to a Singles match, each player shall be ready to play singles within 10 minutes after the completion of their doubles match, unless both coaches agree otherwise.

- T. **MEDICAL TIME-OUT:** A medical time-out (MSHSAA/USTA) consists of two minutes of evaluation time plus a maximum of three minutes treatment time. If at the end of the three minute treatment time the player is not ready to resume play (or re-warm-up, if any), then the player shall be subject to the Point Penalty System. **(See Table 13, USTA Friend at Court)**
- U. **LEAVING COURT:** No player shall leave the court or its designated boundary except for the 5-minute break between second and third sets or for a bona-fide allowable restroom break.
- V. **TIE BREAK GAME:** During a tie-break game, points are scored “Zero”, “1”, “2”, “3”, etc. The first player/team to win seven points win the “Game” and “Set”, provided there is a margin of two points over the opponent(s). If necessary, the tie-break game shall continue until this margin is achieved. The player whose turn it is to serve shall serve the first point of the tiebreak game. The following two points shall be served by the opponent(s) (in doubles, the player of the opposing team due to serve next). After this, each player/team shall serve alternately for two consecutive points until the end of the tie-break game (in doubles, the rotation of service within each team shall continue in the same order as during that set). The player/team whose turn it was to serve first in the tie-break game shall be the receiver in the first game of the following set from the opposite end of where the player started the tie breaker.
- W. **REPORTING SCORES:** Upon completion of a match both players will report the match score promptly.
- X. **DUAL MATCH COMPLETION:** After 5 match wins the two coaches must agree to stop play for the remainder of the team dual match. If one coach wishes to continue the dual match, both teams must complete the remaining matches.
ORDER OF PLAY: During the regular season coaches can determine whether to begin dual matches with doubles or singles; however, ALL postseason dual matches will begin with doubles followed by singles.
- Y. **RULINGS:** In unforeseen circumstances, a tournament manager shall make any necessary decisions after privately consulting with the coaches present.
- Z. **UNSPORTSMANLIKE CONDUCT:** Instances of unsportsmanlike conduct and/or suspected stacking should be reported in writing to the MSHSAA Office within 48 hours, using the Special Report form.

Player or players shall be penalized immediately for violation of the following:

1. Audible or visible obscenity or profanity;
2. Abuse of racket, balls or equipment;
3. Verbal or physical abuse of a player;
4. Unsportsmanlike conduct, including taunting.

Violations will be penalized as follows without warning:

- First offense..... Point
- Second offense..... Game
- Third offense..... Default

The coach should assume responsibility for disqualifying his/her player in such cases. Flagrant misconduct shall be penalized by removal from match in progress in all instances. Coaches shall inform their players of this provision. Coaches and/or tournament managers are to file a MSHSAA Special Report for unsportsmanlike conduct. These regulations shall apply to all meets throughout the year.

REPORTING OF UNSPORTSMANLIKE CONDUCT – CODE VIOLATIONS – PLAYER EJECTION

Head tennis coaches, after informing the opposing coach, shall issue a School to School report on a player from another school for code violations or a Special Report on an opposing coach for not enforcing code violations during a match. The School to School report shall be filed using the MSHSAA website and would be received by the opposing school Athletic Director and Principal.

Any player ejected or removed from a match for unsportsmanlike/flagrant behavior will result in the

player sitting out the next contest (dual/tournament) at the same level of which the ejection/removal occurred. MSHSAA By-law 5.5.1

ITA Carry-Over Rule: In addition to the Unsportsmanlike Conduct rule as listed above, all regular season and post season matches shall also use and implement the ITA carry-over rules in regard to player conduct at the conclusion of a match, as put in place by the Tennis Advisory Committee.

ITA Carry-Over Rules. The following ITA carry over rules shall be used during regular season and post season play.

a. *Penalties assessed during a match do not carry over to next match.* The ITA Point Penalty System is cumulative throughout any individual singles or doubles match, but is also self-contained. All penalties assessed during a match will be erased at the end of the match. The next match (whether singles or doubles) will start with a “clean slate.”

b. *Carry-over of code violations occurring after a match is over to player’s next match.* If a player commits a code violation after his singles match is over, the penalty shall be assessed:

— at the start of his next singles match (consolation or main draw); but

— if he has been eliminated from all singles competitions, then the penalty will be assessed at the start of his next doubles match.

If a player commits a code violation after his doubles match is over, the penalty shall be assessed:

— at the start of his next doubles match; but

— if the player has been eliminated from the doubles competition, the penalty will be assessed at the start of his next singles match. (Note that in this case the penalty will be assessed against only the player who committed the violation and not against both team members.)

Time Period

-During Singles Match

-Between Singles and
Doubles Matches

-During Doubles Match

-After Doubles Match

When Penalty Is Assessed

-During Singles Match

-If there is another singles match, assess at start of that match;
otherwise assess at start of next doubles match

-During Doubles Match

-If there is another doubles match, assess at start of next
Doubles match; otherwise assess at start of next singles
Match

c. *Carry-over penalties are not part of progressive schedule of penalties for next match.* When a penalty is assessed under the carry-over provision, that penalty does not count as part of the progressive schedule of penalties for that match. For example, Player A, who has just lost, commits a code violation after his singles match. Player A is entitled to play in the singles consolation so the penalty will be assessed at the start of his consolation match. He then commits a code violation during the consolation match. He is assessed a point penalty for that violation.

d. *Multiple Offenses.* The Point Penalty System is in effect for carry over purposes. If more than one violation occurs following a player’s participation, that player may be subject to a game penalty or disqualification to be applied under the carry over provisions.

e. *Singles player who is defaulted may normally play doubles.* A player who is defaulted in singles may play doubles, except when the Referee/Coach determine that extraordinary and extreme circumstances exist which require that he be barred from playing singles.

f. *Doubles player who is defaulted may normally play singles.* A member of a doubles team that is defaulted may play singles, except when the Referee/Coach determine that extraordinary and extreme circumstances exist which require that he be barred from playing singles.

g. *In doubles, code violations are assessed against the team and not individually.* In doubles, the players are penalized as a team and not as individual players.

AA. PROCEDURES FOR HANDLING CONTESTS DURING HAZARDOUS WEATHER CONDITIONS: Games interrupted because of events beyond the control of the responsible administrative authority shall be continued from the point of interruption; unless the teams agree otherwise or where conference, league or state association rules which apply. The MSHSAA Board of Directors has approved the following policy:

The host school principal or his/her designated representative and the head official have mutual authority to delay the start of a game anytime weather conditions are considered hazardous to life or limb. Likewise, the head official, once a game has started, has the authority, by rule, to suspend a game anytime weather conditions are considered to be hazardous to life or limb. If severe weather develops while a game is in progress where the administration feels safety is questionable and the game officials have not acted, the host principal or his designated representative will intervene by informing the head official who shall cause the contest to be suspended. The first step in the suspension is to remove the participants to a location providing shelter and safety until the weather conditions improve to a point where it is safe to resume play. The spectators will be informed of the procedures to be followed and will be instructed to move to protected areas. Fans should not be permitted to remain in the bleachers. The

length of the delay shall be determined by the weather conditions and the game may be resumed at any time the principals of both schools or their designated representatives and the head official agree it is safe to do so.

- BB. **VIDEOTAPE/FILMING RESTRICTIONS:** A school or a school representative may videotape/film a regular season contest in which the school team is participating. Such videotape/film may not be used for coaching purposes until after the contest is completed.
- CC. **CELL PHONES:** **The use of cell phones or other electronic devices is prohibited from the time the court is assigned to the conclusion of the match.**
- DD. **NON-SCHOOL COMPETITION:** During the school tennis season, a student may, after fulfilling all requirements, practices and competitions of the school team, compete as an individual participant in two (2) organized non-school tennis competitions. **(See MSHSAA Handbook for reference to what constitutes a competition)**
1. Priority shall be given to all school team practices and competition. Should a non-school competition be in direct conflict with the school scheduled practice/competition the school practice/competition shall take priority. Prior approval by the school administrator may grant an exception to a student to participate in the non-school competition if in direct conflict with the school program.
 2. No school time shall be missed to compete, practice or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator.
 3. The student shall not miss any MSHSAA sponsored postseason tennis event that involves either the student or his/her school team to participate in such non-school competition.
- EE. **CLINICS/CAMPS DURING SCHOOL YEAR:** By-Laws 3.13 and 3.14 permits students some flexibility in attending clinics/camps throughout the year except during sport season dead periods. Coaches should review this by-law with their Athletic Directors and contact the MSHSAA office for any clarification needed.
- FF. **PRIVATE LESSONS:** Private one-on-one instruction provided by a person not affiliated with the school a student attends or will attend the following year may be received at any time. Such instruction shall not interfere with the practice schedule of the school team nor serve as a substitute for the school team's practice sessions.
- GG. **AMATEUR AWARDS – “LOAN LISTS”:** At no time may a student athlete participate in a “free-loan” program. Items such as racquets, shoes, clothing, tennis balls, restringing, etc. should not be accepted even with the understanding that they will be returned. Accepting such items would be a violation of By-Law 3.6, Amateur and Awards Standards. This By-Law is in effect all year round. A student may receive symbolic awards such as unattached school letters or emblems, medals, ribbons, plaques, trophies, certificates, etc. without violating By-Law 3.6. A student may also accept a merchandise award that shall not exceed \$250 in manufactured suggested retail price. Accepting any cash awards would constitute a violation. An athlete may not “assign” his/her winnings to another person(s) or organization (i.e. Booster Club). An individual may compete in a tournament where cash and/or merchandise is awarded, but the participant may not accept a prize of this nature. Student athletes should make clear to the administrators of the non-school tournaments that they cannot and will not accept a prize that would cause them to become ineligible. **Please review By-Law 3.6.1 through 3.6.8 with your athletes.**
- HH. **SPECIAL ACCOMMODATIONS:** The school of a competitor with a disability or special need may request specific accommodations or to use special equipment. The following items are required before accommodation requests can be reviewed and considered:
1. A written request from the school, describing the competitor's special needs and the specific accommodations being requested. The letter should include the rule references of applicable NFHS “Sport/Activity” Rules that would be violated without the accommodation.
 2. A letter from the parent(s) or guardian confirming the need for an accommodation and approving the accommodation request.
 3. A letter from the student's doctor or applicable caregiver describing the medical circumstance or special need, and confirming the need for an accommodation.
 4. Photographs of 1) the special equipment, and 2) the student wearing the special equipment, if applicable.

Subsequent requests (after a student is initially approved for an accommodation) will only require the school request (number 1 on the list above).

Written approval from the MSHSAA office is required prior to any competition. During the regular season, the letter of approval from MSHSAA must be presented to meet officials before any accommodations may be used. **Please allow ONE WEEK for requests to be reviewed prior to the first competition.**

MSHSAA will consider requests if:

1. the sport is not fundamentally altered by the accommodation,
2. the accommodation does not create a risk to either the athlete or others, and
3. the accommodation does not place opponents at a disadvantage

SECTION 3: POSTSEASON CRITERIA [\(TOC\)](#)

- A. **CLASSIFICATION:** Schools will be classified, annually.
- B. **DISTRICT ASSIGNMENT PROCEDURE:** Schools are grouped in districts based on geographical location and numeric balance. The number of districts per class will be 8 or 16 and will follow the BOARD POLICY ON ENROLLMENT, CLASSIFICATION, CHAMPIONSHIP FACTOR, AND DISTRICTS as outlined for team sports.
- C. **MINIMUM GAMES:** A team shall have scheduled at least half of the number of contests permitted to be eligible for participation in the postseason. (By-Law 5.1.2)
- D. **INDIVIDUAL MINIMUM:** In part, By-Law 5.1.2 indicates “No individual student shall be entered in the postseason who has not represented his or her school in interscholastic competition in that sport during the season.”
- F. **INDIVIDUAL QUALIFIERS FOR STATE MEET:**
CLASS 1, 2 and 3 – The top two singles and doubles finalists (district winner and district runner-up) of the individual district will advance directly to the state tournament. A total of 16 singles and 16 doubles will qualify to the individual state tournament.
 NOTE: The state individual championship features a bracket of 16, with four rounds of play determining the champion.
- G. **TEAM QUALIFIERS FOR STATE MEET:**
CLASS 1, 2 and 3 - The team district winners advance to sectional play. Sectional play features four district champions. Sectional winners advance to the state team championship semifinals.
 NOTE: A total of 4 teams in each class will qualify to the team state tournament.
- H. **RANK ORDER:** Shall be set by **Wednesday (Girls – Week #14: October 9) (Boys – Week #43: April 30)**. Rank order is based on a player’s ability, match results, and challenges. All members of the eligibility roster shall be included in the rank order.
- I. **POST SEASON PARTICIPANTS:** Only students properly certified through the online entry or eligibility list shall be eligible to compete in the district, sectional or state meets. Any number may be certified eligible. Coaches may change entries or substitute an eligible player for one previously entered if such is done before the start of the seeding meeting without knowledge of changes made by other coaches. (see *Substitution Guidelines*) NOTE: Each individual and team district shall conduct a brief pre-tournament meeting to confirm entries just prior to the start of play.
- J. **MEET ADMINISTRATION:** Coaches of the participating schools shall assist the manager in the administration of the postseason contest when called upon to do so.
- K. **CONTEST SITES FOR ALL POST SEASON EVENTS:** Contest sites for all district, sectional and state series events shall be conducted within the state boundaries. However, an event may be hosted beyond the state border in cases where the school’s facility is contiguous to the school campus but physically located beyond the border.
- L. **SUPERVISION:** All players participating in the district, sectional and state tournaments must be accompanied by a school coach or other school faculty member/administrator in accord with By-Law 1.3.1.
- M. **POSTPONEMENT:** When it becomes necessary to postpone an event, the local manager should communicate with the MSHSAA office immediately. Rescheduling on Sunday is allowable only after getting approval of all participating school’s administration.
- N. **COURT SURFACES-POSTSEASON:** All postseason matches are required to be played on asphalt, concrete or solid/permanent overlay surfaces. Grass, clay, carpet and temporary overlay surfaces (example: sport court) are not permitted for postseason contests.

SECTION 4: POSTSEASON ENTRY PROCEDURES [\(TOC\)](#)

A. **INDIVIDUAL AND TEAM DISTRICT HOST:** *District Site Selection Process determines the host schools. See Appendix C in the back of this manual for details.*

B. **INDIVIDUAL SECTIONAL HOST:**

CLASS 1, 2 and 3 –NO Individual Sectionals required as the District winner and District runner-up advance directly to the State Tournament

C. **TEAM SECTIONAL HOST:**

CLASS 1, 2 and 3 - The district winner listed as “(HOST)” on the bracket will host the two team sectional final.
GIRLS District Champions of Districts 3, 7, 6, 2 will serve as Team Sectional Host (See *Appendix G – GIRLS TEAM*)
BOYS District Champions of Districts 1, 5, 8, 4 will serve as Team Sectional Host (See *Appendix H – BOYS TEAM*)

D. **DISTRICT TOURNAMENTS**

1. **ENTRY FORMS:** Schools shall submit the district entries (available on the MSHSAA website) prior to the district entry deadline to avoid penalty. District entries must be completed for both Team and Individual district entries to avoid a late fee penalty.
2. **LATE ENTRIES:** The MSHSAA shall advise the school(s) that submit late district entries or fail to submit the necessary information for district seeding. The MSHSAA shall invoice any school(s) owing a late entry penalty fee. Penalty fee for a late district entry(s) is in the amount of \$50.

E. **INDIVIDUAL DISTRICTS**

1. **INDIVIDUAL DISTRICTS:** Each tournament will be under the direction of a tournament manager, who will be assisted by a tournament committee.
 - a. **ENTRY PROVISIONS:** Schools shall complete properly and entirely, as described below.
 - b. **ENTRY FORMS:** The Team District Entry Form and Individual District Entry Form can be found on the MSHSAA website under district entries. The Team District Entry Form must simply be verified and “marked as complete” while the Individual District Entry Form must be completed on the website, printed, and hand-delivered to the Individual District seeding meeting and presented to the district manager prior to the beginning of the draw for the Individual District Tournament brackets. **The district manager will not be able to view the singles/doubles entries on the website until (Girls: Saturday, October 12, 2024) and (Boys: Saturday, May 3, 2025).** Failure on the part of the school and/or head coach to complete and submit the proper forms could result in the elimination of the school from the MSHSAA district and/or state championship series.
 - c. **LATE ENTRIES:** No entries will be accepted after the seeding meeting begins to draw the Individual district tournament bracket. The District Manager shall notify the MSHSAA regarding any late entries for the tournament.

SINGLES/DOUBLES: Each school may enter two singles players and two doubles teams in the Individual District Tournament. However, singles players cannot play on a doubles team. A player entered in singles play may not be changed after the seeding meeting to doubles and vice versa, nor can a player entered on a doubles team be changed to the other doubles team. A player can be listed as an alternate in both singles and doubles provided the player is not entered in either event.

3. **PAIRINGS:** Seeding of singles players and doubles teams for individual district play shall be done at a seeding meeting of all district coaches, district manager and tournament committee. The participating coaches shall seed players as outlined below, in a manner that is fair regardless of how it may affect each coach’s player(s). The committee shall have the authority to throw out a ballot that is obviously cast to negatively influence the seeding process. (See *4. Considerations for Seeding* below)
 - a. **Three** singles players and **three** doubles teams shall be seeded at each individual district tournament. By majority vote, the seeding committee may seed additional players on the bracket, beyond **three**, when deemed necessary **without the seeding affecting the seeded positions 1, 2 and 3. If seeds two and three are from the same school/team then seed number three will be moved to the seed number four position. If seeding occurs beyond #3, and they are from the same team, players should receive the highest available seed on the other half of the draw.**
 - b. The #1 seed shall be placed on the first line of the top bracket. The #2 seed shall be placed on the last line of the bottom bracket.
 - c. Placement of any byes should follow the USTA procedure which is outlined in Appendix C of this manual.

- d. The #1 and #2 singles players and doubles teams from the same school shall be drawn in opposite halves of the bracket.
 - e. The #1 singles players and doubles teams shall be paired with #2 singles players and doubles teams in the first round whenever possible.
 - f. Districts are allowed the option of playing a consolation bracket if voted by a majority of the coaches prior to the seeding meeting and if weather permits.
 - g. Medal matches will be played for first and second, third and fourth places for both singles/doubles.
4. **CONSIDERATIONS FOR SEEDING:** When seeding players, coaches may take into consideration a variety of seeding criteria. The following criteria are suggested by the Tennis Advisory Committee: wins/losses in head-to-head competition, wins/losses to common opponents, win/loss record against quality competition, number of matches played together (doubles only), objective evaluations by coaches that have viewed both players, etc. This list is meant only to assist the tournament committee in the seeding process. Only one spokesperson is allowed per school at the meeting.
5. **SCHEDULING OF TOURNAMENT:** Individual Districts shall be played on Saturday, unless all of the teams participating in the district have **administrative approval** from each school in the district to play no earlier than Thursday, with final approval from the MSHSAA office. Managers must take into consideration the travel concerns in those districts that cover a large geographic area. Starting later in the morning and therefore playing later in the afternoon is a possible solution to setting an early start time that may necessitate school(s) having to come the night before, or leaving excessively early.
6. **AWARDS:** Individual district medals will be presented to the first, second, third and fourth place winners in both singles and doubles competition and plaques to the first and second place teams. No medals or plaques will be presented at individual or team sectional events.
7. **SCORING: Best 2 of 3, Ad scoring, match tiebreak in lieu of 3rd set for BOTH singles and doubles. Note: Scoring format as noted above are for both Singles and Doubles for consistency purposes. A two-hour rest period between semi-finals and finals must be offered to singles players. Both players may choose to wave the two-hour rest period but it must be waived by both the player and coach. Note: The scoring information in bold print above was approved by the MSHSAA Board of Directors on December 4, 2020.**

F. TEAM DISTRICTS

1. **QUALIFICATIONS:**
- a. All teams qualify to participate in the team district tournament. **It is an interpretation by MSHSAA staff that a team is required to have a minimum of 4 players in their "team" line-up in order to play a district match with the ability to secure the necessary (5) match wins.**
 - b. Districts will be played between Monday and Thursday:
(Girls – Week #15: October 14-17) (Boys – Week #44: May 5-8)
 - c. The district host shall form a district tournament committee as outlined in the tennis manager's manual. The tournament committee shall determine the days and time in which the tournament will be played. It is recommended that the higher seeded team of each round host the match. A neutral site may only be used at no cost to MSHSAA.
 - d. Each dual will be played in a 6 (singles) and 3 (doubles) format.
 - e. Only the district champion will advance to the team sectionals.
2. **SCHEDULING OF TOURNAMENT:** The MSHSA staff and Board of Directors recognize that with a 1-week window of time to start and complete the team district tournament, it is not necessary to play team districts during the school day which in return causes a loss of instructional time. It is recommended that the higher seed of each team district match serve as the host. In the case the district committee is considering playing at one site during the school day the MSHSAA office must grant prior approval. It is under the discretion of the tournament committee as a whole on which days with-in the calendar window to play the team district matches. The tournament committee is also authorized to determine the number of rounds played in day for those team districts occurring at one site.
3. **SEEDING MEETING:** The committee shall schedule a meeting to draw the team tournament bracket. The meeting should be scheduled during the evening **(Girls: Wednesday, October 2-9) and (Boys: Wednesday, April 23-30)** to avoid conflicts with school time. All schools assigned to the tournament should be notified of the time and place for the meeting at least seven days in advance, and all schools are requested to send a representative. Emailed information or a conference call may be used in place of an actual meeting. **This seeding meeting should be held at least five days prior to the start of the tournament.**
4. **SEEDING CRITERIA:**

a. The participating coaches present shall rank teams for seeding purposes. The teams shall be ranked fairly regardless of how it may affect each coach's team. This process shall be for each coach to rank each team in the district excluding his/her own team, from top to bottom on a secret ballot that will then be published in open forum and tallied to determine the overall seeding. When ranking the teams, the committee shall take into account each team's win-loss record (varsity games only), head-to-head competition, caliber of competition, and common opponents they have played over the season. If a tie should occur in this seeding process, the tournament committee shall look at the tied teams only and their individual seeds from the other schools in the district to break the tie and then vote a second time on only the tied teams. Should a tie still exist, the tournament committee shall determine the seeds of the tied teams by a coin toss. A tournament committee member whose team is involved in the tie shall abstain. The tournament committee shall have the authority to throw out a ballot that is obviously cast to negatively influence the seeding process. The committee shall reserve the right to accept or reject the coaches' recommendations. This specific procedure shall be followed by the district manager.

b. All teams shall be seeded. In districts of eight teams or less, the teams shall be placed on the bracket according to seeding as illustrated by the Sample 8 Team Bracket on the MSHSAA Website; and byes are to be given first to the first-seeded team, then the second-seeded team, etc.

5. **ORGANIZATION OF DISTRICT:** Plans for the tournament should also be reviewed at the seeding meeting. The tournament committee should be called upon to assist in the planning, preparation, and management of the tournament.
7. **ORDER OF PLAY: Doubles competition precedes singles competition. Singles matches should commence 10 minutes after all players are available following completion of their doubles. (Some singles matches, therefore, may start prior to the completion of all doubles matches.)**
8. **DUAL MATCH COMPLETION:** Team matches during the postseason are complete and final upon a school reaching 5 match wins. This provision is for post season play only.
9. **SCORING: Doubles-8 game pro set Ad-scoring with regular tiebreaker used in an 8-8 tie. Singles-Best 2 out of 3, No-Ad scoring, 10-point match tiebreak in lieu of 3rd set. The doubles matches will be played first followed by singles using a 6-3 format.**

G. **INDIVIDUAL SECTIONALS:**

No Individual Sectional Required with only 8 Districts in each class.

CLASS 1, 2 and 3 - Verification of Singles/Doubles qualifying directly to the state tournament is required on the MSHSAA website using the [Sectional Qualifier link](#). The top two singles and top two doubles from each district will advance to the Individual State Championships.

H. **TEAM SECTIONALS:** Verification of Team Sectional qualifiers is required on the MSHSAA website using the [State Qualifier link](#). Coaches shall submit a line-up sheet, including rank order, to the sectional manager and the opposing teams prior to play.

1. **QUALIFICATIONS FOR TEAM SECTIONALS:**

- a. Teams that finish first in their district will advance to the sectional tournament. Class 1, 2 and 3 sectionals will consist of 2 district champions.
- b. The sectional host will be the district winner listed as “(HOST) on the bracket of the two (Class 1, 2 and 3) teams competing for the sectional championship. (See Appendix F, G and H in the back of this manual)
- c. Class 1, 2 and 3 - The winners of the sectional final will advance to the state championship.
- d. Each dual will be played in a 6 (singles) and 3 (doubles) format. The doubles matches will be played first followed by the singles.
- e. Line-ups: The team line-up cannot be altered at sectionals between the semi-final and final round.
- f. The four sectional team champions advance to state team competition. Teams shall be paired by a predetermined rotational plan each year.

2. **ORDER OF PLAY: Doubles competition precedes singles competition. Singles matches should commence 10 minutes after all players are available following completion of their doubles. (Some singles matches, therefore, may start prior to the completion of all doubles matches.)**

3. **DUAL MATCH COMPLETION:** Team matches during the postseason are complete and final upon a school reaching 5 match wins. This provision is for post season play only.

4. **SCORING: Doubles-8 game pro set Ad-scoring with regular tiebreaker used in an 8-8 tie. Singles-Best 2 out of 3, No-Ad scoring, 10-point match tiebreak in lieu of 3rd set. The doubles matches will be played first followed by singles using a 6-3 format.**
- I. **INDIVIDUAL STATE:** Each school that qualifies players for the Individual State meet shall confirm those entries via the State Qualifiers link on the MSHSAA website. Individual qualifiers will not be drawn into the brackets unless the online state qualifier links are “marked as complete” by the participating school.
1. **AWARDS:** Medals will be presented to the first **eight** place winners in both singles and doubles competition.
 2. **PAIRINGS** (Individual Championships):
 - a. Competitors will not be seeded for the state tournament.
 - b. The state bracket will be drawn by lot in such manner that district winners or runner ups from the same individual district or sectional will be drawn in the bracket opposite of each other.
NOTE: In Classes that do NOT have a sectional round to advance to the state tournament, first place district finishers MUST play second place district finishers, from another district, in the first round of the state tournament.
 - c. If two or more of the first **eight** place winners at the state tournament the previous year return, they will be placed as follows provided they win their respective individual district tournaments during the current year. This procedure, as below, will be followed unless two returning state place winners come from the same district. Should this occur, priority will be given to keeping the common-district players in opposite halves of the draw.
 - If two return from the top eight the preceding year, they will be placed in opposite halves of the draw.
 - If three return from the top eight the preceding year, the best of the year before will be placed in the half opposite to the other two, and they will be placed in different quarters of their half.
 - If four return from the top eight the preceding year, the first and fourth finishers of the year before will be placed in different quarters of the same half of the draw, and the second and third finishers of the year before will be placed in different quarters of the other half of the draw.
 - If five return from the top eight the preceding year, the fifth place finisher will be placed in the same quarter of the draw as the fourth place finisher.
 - If six return from the top eight the preceding year, the sixth place finisher will be placed in the same quarter of the draw as the third place finisher.
 - If seven return from the top eight the preceding year, the seventh place finisher will be placed in the same quarter of the draw as the second place finisher.
 - If eight return from the top eight the preceding year, the eight place finisher will be placed in the same quarter of the draw as the first place finisher.
 - NOTE: MSHSAA will use a coin flip to determine which player receives the higher placement in the case of both returning medalists having received the same place the previous year because of being in different classes.
 - d. A consolation bracket will be played at the state tournament, weather permitting. Second round losers will be cross-bracketed to eliminate the likelihood of two competitors playing each other a second time. Semifinal losers will play each other for third place. Consolation semifinal winners will constitute the fifth place match while the consolation semifinal losers will play the seventh place match. The tournament will, however, revert back to single elimination if weather dictates.
 3. **OFFICIALS:** Roving officials will be utilized at the state tournament for individual competition. The responsibilities of the roving official are similar to those of a chair umpire and include, but are not limited to the following:
 - a – Ensure that assigned courts are ready for play
 - b – Enforcing the warm-up time and point penalty system
 - c – Promptly reporting to the referee and code violations
 - d – Resolving scoring disputes
 - e – Overruling line calls and calling foot faults when the roving official is in direct observation of the court
 - f – Defaulting players for cause
 - g – Controlling spectators
 4. **ADMISSION:** The daily admission for the state tournament is **\$12.00** for all individuals age six and above.
 5. **REST PERIOD/BREAK:** Every effort will be made to allow players 60 minutes between matches. See MSHSAA

Tennis Manual, page 6, for Rest Periods as determined by USTA Friend at Court.

6. **TENNIS BALLS:** Balls for the state tournament will be furnished by the MSHSAA.
 7. **REGULATIONS:** The same regulations that apply to the individual district tournament and sectionals will apply to the state tournament except where differences are noted.
 8. **SCORING: Best 2 of 3, Ad scoring, match tiebreak in lieu of 3rd set for BOTH singles and doubles.**
 9. **COURT AREA:** Only contestants who are warming up or competing, or school coaches, shall be permitted inside the fence around the courts. No spectators may enter the court area. News media personnel may be allowed inside the court area at the discretion of the tournament director. (see *Coaching*, page 4)
 10. **LODGING:** Teams will be responsible for their own hotel reservations.
 11. **TIE BREAKER:** The Tie Breaker Procedure approved by the USTA will be used in the state tournament matches. (see *Tie Breaker Procedure*, page 7)
- J. **TEAM STATE:** Each school that qualifies as a team for the Team State Championships shall complete all online entries found under on the MSHSAA website under the [State Qualifiers link](#). All information links under state qualifiers must be completed in full and “marked as complete” before the schools’ team is recognized as entered and confirmed for the state tournament.
1. **AWARDS:** A trophy and 13 medals will be presented to the first, second, third and fourth place teams involved in the team championship. A form will be provided to all teams that will allow a school to order extra medals if more are needed.
 2. **OFFICIALS:** Roving officials will be utilized at the state tournament for team competition. The responsibilities of the roving official are similar to those of a chair umpire and include, but are not limited to the following:
 - a - Ensure that assigned courts are ready for play
 - b – Enforcing the warm-up time and point penalty system
 - c – Promptly reporting to the referee and code violations
 - d – Resolving scoring disputes
 - e – Overruling line calls and calling foot faults when the roving official is in direct observation of the court
 - f – Defaulting players for cause
 - g – Controlling spectators
 3. **ADMISSION:** The daily admission for the state tournament is **\$12.00** for all individuals age six and above.
 4. **BREAK: 90 minutes will be provided between semi-final and final matches unless weather and extenuating circumstances determine otherwise.**
 5. **TENNIS BALLS:** Balls for the state tournament will be furnished by the MSHSAA.
 6. **REGULATIONS:** The same regulations that apply to the team district tournament will apply to the state tournament except where differences are noted.
 7. **COURT AREA:** Only contestants who are warming up or competing, or school coaches, shall be permitted inside the fence around the courts. No spectators may enter the court area. News media personnel may be allowed inside the court area at the discretion of the tournament director. (see *Coaching*, page 4)
 8. **LODGING:** Teams will be responsible for their own hotel reservations.
 9. **ORDER OF PLAY: Doubles competition precedes singles competition. Singles matches should commence 10 minutes after all players are available following completion of their doubles. (Some singles matches, therefore, may start prior to the completion of all doubles matches.)**
 10. **DUAL MATCH COMPLETION:** Team matches during the postseason are complete and final upon a school reaching 5 match wins. This provision is for post season play only.

11. **SCORING: Doubles-8 game pro set Ad-scoring with regular tiebreaker used in an 8-8 tie. Singles-Best 2 out of 3, No-Ad scoring, 10-point match tiebreak in lieu of 3rd set. The doubles matches will be played first followed by singles using a 6-3 format.**

K. **POST SEASON SCORING ALTERATIONS:** The following progression for alterations to the scoring system for the district, sectional and state tournament series will be used when weather, timeframe, unusual circumstances, etc. dictates. The tournament manager and/or the tournament director shall make such determination on which alternative scoring method to use.

Consolation Bracket:

1. No-ad scoring, match tiebreak in lieu of 3rd set
2. Short sets (score starts at 2-2)
3. 8-game pro-sets
4. Elimination of the consolation bracket may be necessary

Winner's Bracket:

1. No-ad scoring, match tiebreak in lieu of 3rd set
2. Short sets (score starts at 2-2)
3. 8-game pro-sets

L. **SCHEDULING:** For meets held on two or more days, semifinal matches and final matches shall be scheduled so they occur on the same day, unless all coaches and players involved in the semifinals agree to another schedule.

SECTION 5: CHAMPIONSHIP SERIES [\(TOC\)](#)

(District Tournament thru the State Championships)

Postseason Broadcasts: MSHSAA holds exclusive ALL-PLATFORM DISTRIBUTION rights for AUDIO, DATA and VIDEO for all postseason contests or festivals (beginning with district level through state) in all activities. Any transmission or production of any portion of these events, without the consent of MSHSAA is prohibited. Events are defined as the competition or performance. This includes, but not limited to, using programs such as Facebook Live, YouTube or Periscope.

DIGITAL TICKETS: Hometown Ticketing is the official partner for digital ticketing.

1. Districts: Use of digital ticketing will be a **host school option**
2. State Series: Use of digital ticketing will be REQUIRED. No paper ticketing will be available.
3. Contact: digitaltickets@mshsaa.org

ADMISSION CHARGES: Required for all spectators ages six (6) and up
Championship Meet (per day): **\$12.00**

STATE MEET ACCOMMODATIONS: School requests for specific accommodations to be used at the STATE MEET must be made to the MSHSAA office AT LEAST THREE WEEKS PRIOR TO THE STATE MEET, unless prior approval for the regular season has previously been provided. If the provision of special equipment or technology by MSHSAA or the state site is expected, it is the responsibility of the school to make contact with MSHSAA AT LEAST THREE WEEKS PRIOR TO THE STATE MEET.

A. **POSTSEASON DATES**

	<u>Girls</u>	<u>Boys</u>
Team District Seeding Meeting	October 2-9	April 23-30
Team Districts	October 14-17	May 5-8
Individual District Seeding Meeting	Held just prior to start of tournament, entries hand delivered to District manager at seeding meeting.	
Individual Districts	October 10-12	May 1-3
	May begin no earlier than Thursday with Administrative approval of all schools and MSHSAA approval.	
Team Sectionals	October 21-22	May 12-13
State Championships - INDIVIDUAL	October 24-26	May 15-17
State Championships - TEAM	October 31- November 1	May 22-23

B. STATE SCHEDULE

1. INDIVIDUAL COMPETITION –

Thursday (Girls – Week #16: October 24) (Boys – Week #45: May 15) – CLASSES 1 and 2 ONLY

8:00 a.m. – Class 1 and 2 Coaches Meeting

9:00 a.m. – Class 1 Singles and Doubles 1st Rounds immediately followed by Class 2 Singles and Doubles 1st Rounds. Play will proceed as courts are available. Starting Class Rotates Each Year.

Friday (Girls – Week #16: October 25) (Boys – Week #45: May 16) – CLASSES 1, 2 and 3

8:00 a.m. – Class 1 and 2 - Championship and Consolation Semifinals

3rd, 5th and 7th place matches- 60 minutes after completion of consolation/championship semifinals.

11:30 a.m. – Class 1 and 2 - Championship (1st Place) Matches

11:00 a.m. – Class 3 Coaches Meeting

1:00 p.m. – Class 3 - Singles and Doubles 1st Rounds. Play will proceed as courts are available.

Saturday (Girls - Week #16: October 26) (Boys – Week #45: May 17) – CLASS 3 ONLY

8:00 a.m. – Class 3 – Championship and Consolation Matches

3rd, 5th and 7th matches 60 minutes after completion of consolation/championship semifinals.

11:30 a.m. – Class 3 - Championship (1st Place) Matches

2. TEAM COMPETITION –

Thursday (Girls – Week #17: October 31) (Boys – Week #46: May 22)

8:00 a.m. - CLASS 1 - Coaches Meeting

9:00 a.m. - CLASS 1 - Semifinals

11:00 a.m. - CLASS 2 - Coaches Meeting

12:00 p.m. - CLASS 2 - Semifinals

3:00 p.m. - CLASS 1 - 3rd place and Finals

Friday (Girls – Week #17: November 1) (Boys – Week #46: May 23)

8:00 a.m. - CLASS 3 - Coaches Meeting

9:00 a.m. - CLASS 3 - Semifinals

12:00 p.m. - CLASS 2 - 3rd place and Finals

3:00 p.m. - CLASS 3 - 3rd place and Finals

APPENDIX A [\(TOC\)](#)

PROGRAM INFORMATION AND STATISTICS

The MSHSAA staff strives to publish the most accurate materials for all Championship events. Since a majority of the information contained in Championship publications is submitted by qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications (year in school), season results, statistics of participants and coaching information. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense (Board Policy). Electronic reports must be submitted by the appropriate deadline in the format and style included with the report instructions. It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

APPENDIX B [\(TOC\)](#)

COPYRIGHT COMPLIANCE

MSHSAA Position Statement Regarding U.S. Copyright Compliance

Educators, coaches, and administrators who wish to use copyrighted material need to understand the privileges and rights of the copyright owner and must abide by defined limitations as expressed in U.S. Copyright Law. It is the responsibility of the school administration to ensure their school community is in compliance with U.S. Copyright Laws at all times when playing music at your events, reproducing consumable materials, and all other events taking place at school facilities where copyright laws are to be followed. When hosting a MSHSAA postseason event, the host site is responsible for confirming any music being played over a public sound system, used in video clips, etc., has the gained written permission and/or secured the necessary license(s) to play the music, video clips, etc. from the appropriate Performing Rights Organization (i.e. ASCAP, BMI, SESAC, other).

The NFHS (National Federation of State High Schools) has established an agreement with ASCAP to allow schools and non-school sites hosting a MSHSAA postseason event, to perform/play music in which they own the rights (at least 50%) of the work at no charge. It is your responsibility to ensure the music performed onsite is owned by ASCAP. To determine if the music is owned by ASCAP to go www.ASCAP.com and select the link 'Repertory' to search their catalog. If the work is not owned by ASCAP (at least 50%), you will need to work directly with the organization that does own the rights (BMI, SESAC, etc.) to secure the necessary license or not use that work. This agreement only extends to the playing of music recordings downloaded to personal electronic devices, CD's, etc. but does not extend to mash-up recordings or music altered from its original recording without the site obtaining a license to do so.

APPENDIX C [\(TOC\)](#)

SITE SELECTION PROCESS

TENNIS DISTRICT HOST SELECTION PROCESS: The following procedure was developed in response to a 1996 MSHSAA Questionnaire item to which schools responded that they strongly favored selecting their district host sites (specific deadline dates will be released by season in other MSHSAA publications and announcements):

A. General Criteria: The following district site selection process shall be used for Girls and Boys

Tennis.

1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each year classification period. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
2. The MSHSAA staff shall select one Athletic Administrator or Principal (per district) to serve as the chairperson who shall coordinate the site selection process for each activity.
3. The chairpersons will be contacted and confirmed via email by the MSHSAA staff.
4. Each chairperson shall review the list of schools assigned to his/her district on the MSHSAA website under the district assignments link.
5. Each chairperson will contact all athletic administrators of schools assigned to the specific district and arrange for a meeting (face-to-face is preferred but telephone conference call, email, fax, ballot, etc. is acceptable) to select the host site. MSHSAA shall incur no expense in conjunction with this meeting.
6. The request shall be to select the host site. The activities will be indicated in the sports specific information provided by the MSHSAA staff.
7. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow the specific criteria to determine the appropriate course of action to be followed when selecting the district host site.
8. The district chairperson shall notify the MSHSAA office, via email, by the established deadline and indicate the selected host site and manager's information (unless otherwise indicated in the specific activity criteria).
9. The MSHSAA staff shall review the submitted host site for any necessary adjustments and final approval. The MSHSAA staff and/or Board of Directors shall select the host site when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site constraints. A neutral site may only be used, provided there is prior approval from MSHSAA, due to confirmation of inadequate facilities at the assigned district schools or unusual circumstances. The neutral site shall be at no additional expense to MSHSAA.
10. Prior to final approval, a Medical Emergency Action Plan (EAP) for all state series sites and venues must be confirmed/uploaded to the MSHSAA website prior to hosting. The Medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org
11. Following final approval, host sites shall be added to the district assignments link and the district managers' packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.

B. TENNIS – SPECIFIC CRITERIA – For District Sites

1. The Board of Directors has taken the position on the locations for District and State Tournaments that competition sites for all district and state series events shall be conducted in Missouri unless a school owned facility, contiguous to the school campus is beyond the state border.
2. The site facility(s) must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
3. A Medical Emergency Action Plan (EAP) for the venue being used for hosting a postseason contest must be uploaded and accounted for at www.mshsaa.org. The Medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at www.mshsaa.org
4. Minimum of eight (8) courts available – preferred.
5. Permanent bleacher seating – preferred. Seating capacity shall be adequate to accommodate anticipated attendance.
6. Adequate off-street parking available – preferred.

APPENDIX D: SUBSTITUTION GUIDELINES [\(TOC\)](#)

A. INDIVIDUAL

1. Prior to Individual District Seeding Meeting: Coaches may change entries or substitute an eligible player if such is done before the start of the seeding meeting without the knowledge of changes made by other coaches.
2. Once individual seeding has started for singles, no substitutions can be made to singles entries. This same regulation applies to doubles. This substitution restriction applies even if a singles player or doubles team player(s) are injured during the warm-up prior to competition and after the start of seeding.
3. Between individual districts and state, no substitutions are allowed in singles competition. For doubles competition, consideration will be given only for a substitution due to unforeseen or unavoidable circumstances, not to include injury/illness. A written request must be received by the MSHSAA Office no later than 4:30 p.m. on the Wednesday prior to the state tournament. Players not entered previously in individual competition are the only eligible substitutes.

B. TEAM

1. Between individual district matches and team sectionals, and between team sectionals and state, any eligible player may be used in the team line-up. Players must be entered in rank order. A player not present for sectional semifinals may not default the semifinals and compete in finals. **(Note: Team line-ups may not change between the first (semi's) and second (finals) round of team sectionals or between the first (semi's) and second (finals) round of team state.)**

NOTE 1: For team play, competition is defined as when line-ups are exchanged.

NOTE 2: If changes are made (B.1.), the order of the remaining players in the line-up for the next date must be the same as was used on the last date, unless the change can be justified.

2. Once team competition starts (team districts, sectionals or state), no substitutions may be made except for injury, illness, or disciplinary actions. A player who cannot continue must default the match in progress and then has two options:
 - a. Return to competition (e.g.: return for singles competition in semifinals or return for finals).
OR
 - b. Call for a substitute, with the understanding that he/she (the injured, ill, or disciplined player) will not be able to return to play until the next team match. (If a substitution is made, the substitute will complete the team match in progress – team district, sectionals or state.)
(A player substituted for, using a direct substitution, in the Sectional or State semi-final may return to the line-up to play in the finals).
Example: If a team's number 1 player is injured/becomes ill during doubles and cannot continue for singles play, the substitute will "directly" fill the number 1 singles position. All other players remain in the same position they were in at the time team line-ups were exchanged.

NOTE 1: Substitution in B.2. above must be a direct replacement of the ill or injured player.

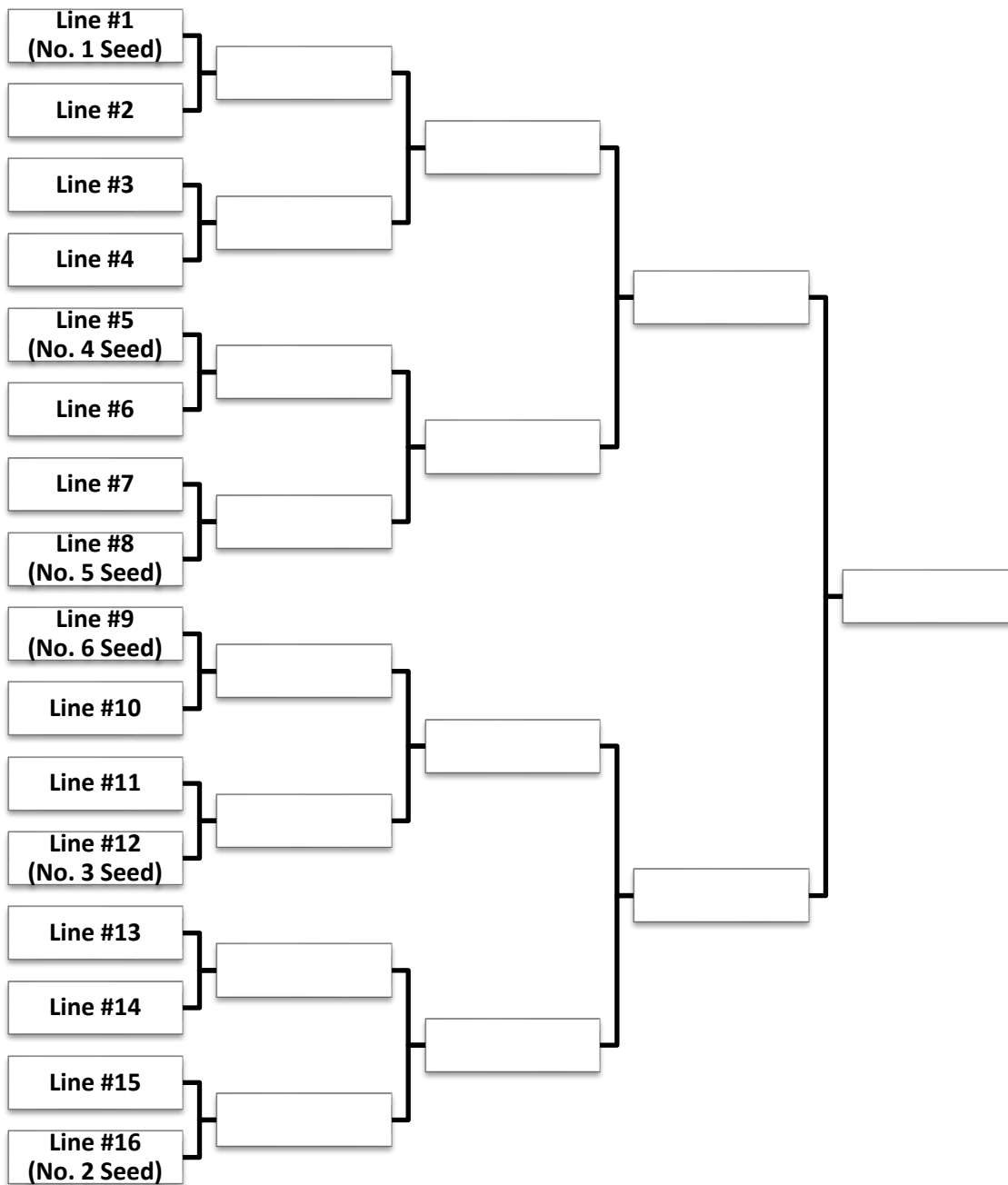
APPENDIX E: PLACEMENT OF BYES [\(TOC\)](#)

Byes Used to Fill Out Draws: When there are not enough players to put one player on each line in the draw, byes are added. This serves to bring to the second round a player on each line so that there can be an orderly progression down to two finalists. For example, with 13 players, three of the lines on a 16 draw sheet would be marked “bye,” and the three players drawn opposite those lines would move into the second round without playing a match, to be joined there by the 5 winners of first round matches to make up an even 8.

PLACEMENT OF THE BYES

- A. To seeded players in descending order: The byes shall go to seeded players in descending order. Remaining byes shall be evenly distributed among the quarters and halves of the draw using the procedures set forth in the subparagraphs below. There shall be no attempt to further balance the byes by eighths and sixteenths. Byes drawn to the top half of the draw shall be positioned on even-numbered lines; byes drawn to the bottom half of the draw shall be positioned on odd-numbered lines.
- B. If the number of byes exceeds the number of seeded players, then the byes shall be positioned on the lines opposite the lines where additional seeds would have been positioned had the draw been full and had the tournament seeded one in four players.
- C. Remaining byes: If the number of byes remaining to be distributed is not divisible by four, then the quarter or quarters that received one more bye than the other quarter or quarters shall be determined by lot. The referee should note the order in which the remaining byes are placed in the draw in the event that this information is needed later for placing an omitted player in the draw.
- D. Byes not moved when player withdraws: Once the byes are inserted in the draw, their positions shall not be changed even if a player withdraws.

APPENDIX E: PLACEMENT OF BYES & SAMPLE INDIVIDUAL DISTRICT PLAY

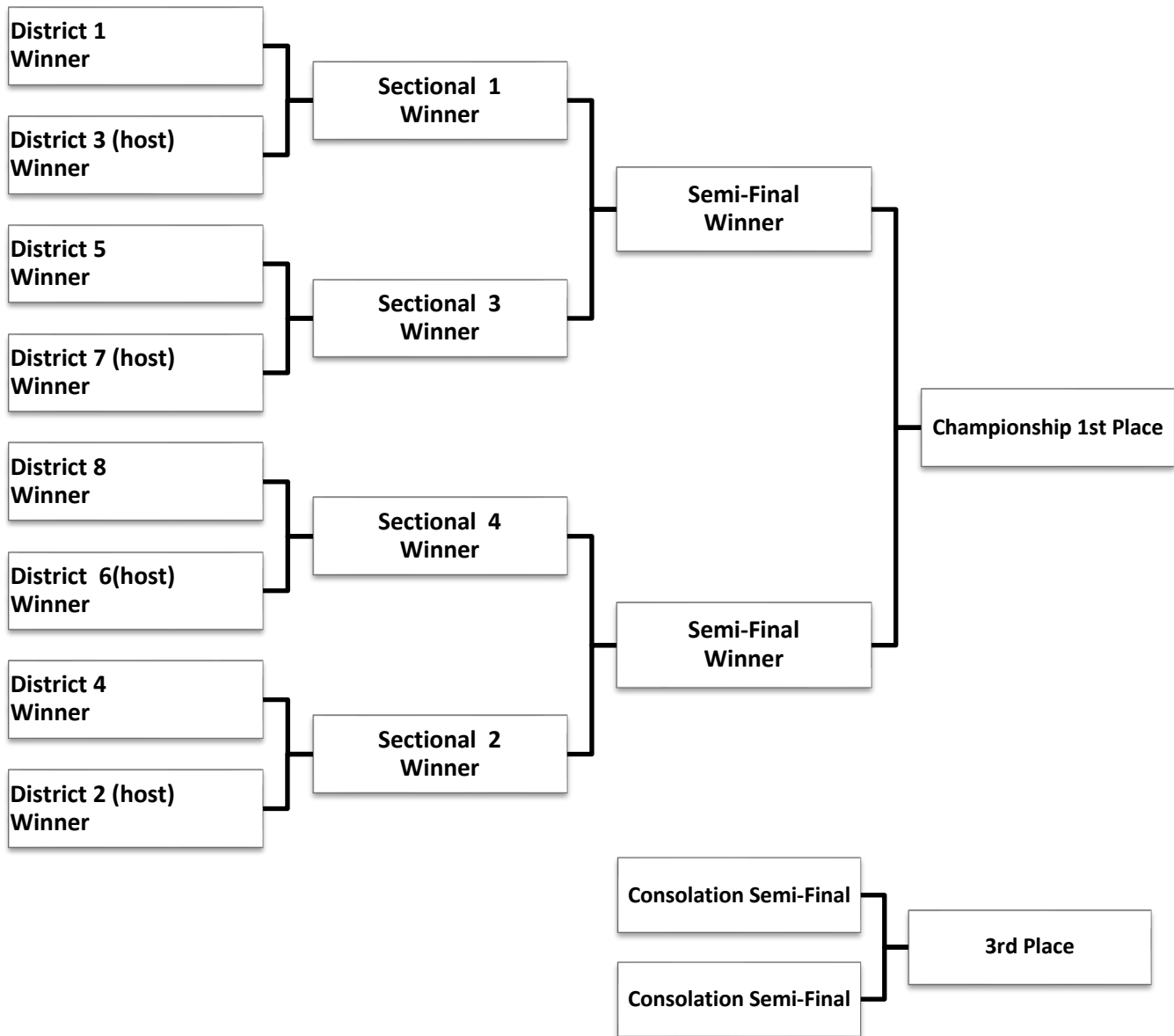


NOTE: Placement of a No. 5 or No. 6 seed as indicated in the bracket above is only if necessary.

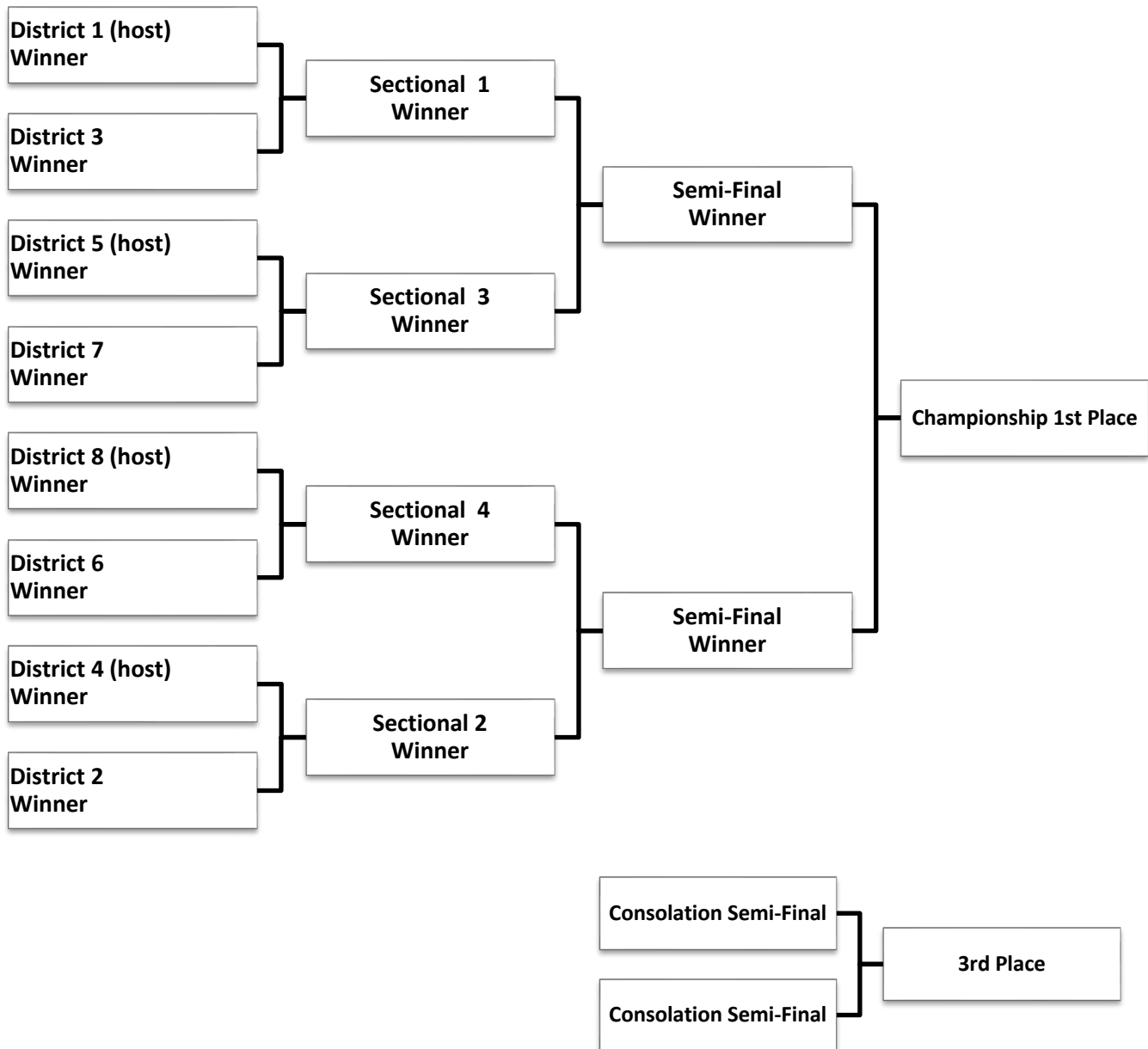
Modifications:

- 8 Team(16 entries) Bracket – No Byes
- 7 Team (14 entries)Bracket – Byes on lines 2 and 15
- 6 Team(12 entries) Bracket – Byes on lines 2, 15, 6 and 11
- 5 Team(10 entries) Bracket – Byes on line 2, 15, 6, 11, 7 and 10
- 4 Team (8 entries) Bracket – Proceed to next round of bracket.
- 3 Team or 6 entries and less- Proceed to the next round of bracket as necessary.

APPENDIX F: [\(TOC\)](#)
GIRLS TEAM CHAMPIONSHIP BRACKET
CLASSES 1, 2 and 3



APPENDIX G: [\(TOC\)](#)
BOYS TEAM CHAMPIONSHIP BRACKET
CLASSES 1, 2 AND 3





MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

WWW.MSHSAA.ORG ♦ 573-875-4880

1 NORTH KEENE ST., COLUMBIA, MO 65201

@MSHSAAORG