The official manual for high school boys and girls tennis with information concerning regulations and guidelines for conducting tournaments.

Kansas State High School Activities Association

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KSHSAA Administrator
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2020-21 School Year - Dates To Remember

**Girls Tennis**
- July 30 - August 20: Tennis Rules Test Answers Due to KSHSAA (online)
- August 17: Beginning Practice Date
- August 21: Earliest Possible Competition
- October 9-10: Regional Tournaments (2-day)
- October 10: Regional Tournaments (1-day)
- October 10: Entry Card Hand Delivered to Regional Manager
- October 16-17: State Tournaments
- October 23: State Payment Card and Fees DUE (see below)

**Boys Tennis**
- February 4 - March 1: Tennis Rules Test Answers Due to KSHSAA (online)*
- March 1: Beginning Practice Date
- March 11: Earliest Possible Competition
- May 7-8: Regional Tournaments (2-day)
- May 8: Regional Tournaments (1-day)
- May 8: Entry Card Hand Delivered to Regional Manager
- May 14-15: State Tournaments
- May 21: State Payment Card and Fees DUE (see below)

*Boys tennis coaches who also coach girls tennis are not required to take second exam.

**KSHSAA Entry Forms**

**Girls Tennis**
- TNS-1: Regional Entry Card (Hand deliver to regional manager on October 10.)
- TNS-2: State Payment Card (DUE to the KSHSAA by Friday, October 23.) Enclose $15 per athlete.

**Boys Tennis**
- TNS-3: Regional Entry Card (Hand deliver to regional manager on May 8.)
- TNS-4: State Payment Card (DUE to the KSHSAA by Friday, May 21.) Enclose $15 per athlete.

## 2020-2025
### Tennis Projected Calendar Dates

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The purpose of this manual is to provide coaches of tennis and school administrators with general information for the administration of this interscholastic program as well as postseason tournament information. Also included is important information on KSHSAA Rules and Regulations. Please read this manual carefully and thoroughly.

Cheryl Gleason
Assistant Executive Director

Bill Faflick
Executive Director

NEW FOR 2020-2021

Page 9 - Changes to Rule 41 Tennis – Language moved to Tennis Manual
Page 12 - Approved Attire - Hats/visors may be worn with bill to the back
Page 17 - Allows 90 seconds prior to 6-all or 8-all tiebreak
Page 17 - Eliminates 3 minute injury timeout – already a 10 minute timeout allowed
Page 20 - Regional Format – 1-Day, 2-Day – Defines criteria for Regional Tournaments
Page 21 - Regional Tournament Ties – Simplifies confusion associated with former policy
Page 25 - State Tournament Ties and Scoring – Eliminates confusion on interpretation of former policy and provides larger gap in scoring to eliminate possible ties

BLACK SHADED, UNDERLINED TEXT = NEW POLICY
UNDERLINED TEXT = NEW INFORMATION

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Leadership and The Coach

Coaches
Each coach must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of rules and regulations of the sport, honesty and sportsmanship at all times on and off the playing area/field/court. Because the coach represents the school, community, the profession, the faculty and the student body, it is necessary and important to act in a responsible and professional manner at all times.

Coaches must always keep in mind the contest essentially belongs to the contestants. The primary justification for including the athletic/activities program in the total school curriculum is based on the premise that athletics/activities provides both physical and character values for those who participate. Student attainment of these values rests largely with the coaching profession.

Coaching is an extension of the educational process. It is necessary for contestants, coaches and officials to relate and communicate when there are concerns about a rule, a regulation or any matter concerning the welfare of all concerned. The coach must show respect and maintain proper sideline conduct before, during and after the contest, thereby assuring common courtesy and honesty when and if problems arise. The coach is probably the most influential person on the playing area/field/court and his/her actions will be reflected in the actions of others.

Sportsmanship
Being a good sport requires proper perspective about what sporting activity is and what its central values are. Sportsmanship involves a kind of wisdom that requires proper insight, right attitudes and good judgment, as well as appropriate conduct. Sportsmanship primarily involves respect—for the opponent, for teammates, for officials, for coaches and for the game.

One of a coach’s obligations toward their players is to exhibit and teach them the principles of good sportsmanship. Some guidelines for teaching sportsmanship include:

1. Be a good role model.
2. Emphasize sportsmanship from the beginning of the season.
3. Talk about combining seriousness with playfulness.
4. Talk about the relationship between sportsmanship and success.
5. Regularly use language of sportsmanship.
6. Expect sportsmanship in practice as well as in the game.
7. Establish team rules, customs, rituals and traditions that reinforce the principles of sportsmanship.
8. Encourage players to take the perspective of other participants in sports.
9. Develop clear guidelines for dealing with unsportsmanlike behavior.
10. Reinforce good sportsmanship.
11. Communicate the importance of sportsmanship to parents and fans.
12. Talk about news stories concerning sportsmanship with your players.
13. Talk about the history of your sport with your players.
14. Expect players to know the rules of the sport.
15. Show by your actions and your words that you care, that what you’re trying to teach is important.
16. Don’t forget to have fun.
Rule 10 - QUALIFICATIONS OF COACHES
(Athletic, Spirit, Scholars Bowl, Debate and Speech) AND MUSIC DIRECTORS

Section 1: General Regulations (apply to grades 7-12) (New)

Art. 9: Any person serving in the role of a head or assistant
sport coach/aide or a head or assistant activity spon-
sor/aide in a KSHSAA member school shall be certified
or trained in Cardiopulmonary Resuscitation (CPR) and
Automated External Defibrillator (AED) administration.

Rule 20 - AWARDS

Any school violating this rule shall be suspended for a period not
to exceed one year, unless reinstated by the Executive Board.

Any student who violates this rule shall be ineligible in that
activity for a period of one year from the date of the violation,
unless reinstated by the Executive Board.

Section 1: General Regulations (apply to grades 7-12)

Art. 1: Member schools:

a. may provide awards limited to traditional letters to
students participating in interscholastic activities. Team
patches, chevrons, and/or year dates are considered as
part of the letter, should the school desire to provide
them. Schools may give additional individual awards,
in each activity, excluding cash, if the cost does not
exceed $50.

b. may give framed or unframed certificates and photo-
grahs.

c. may award medals, ribbons or certificates to their stu-
dents for outstanding achievement where interschool
activities is but one of several attributes and includes
recognizing excellence in scholarship, or citizenship,
or leadership.

d. may award medals or ribbons to their students in
league activities, invitational tournaments, music fes-
tivals, or other activities involving competition among
several schools. A list of the awards to be given shall
be announced to the participating schools in advance
of the activity.

e. may award certificates, ribbons, medals or trophies to
their students for participation in intraschool activities
(intramurals, school plays, musical events, etc.)

f. shall not be involved in fund-raising or in financing
students to attend outside-school training sessions,
tryouts or camps in competitive athletics and debate.
Booster clubs, individual boosters and school or other
charitable foundations are considered synonymous to
schools for purposes of this rule.

g. may not allow their interscholastic coaches and direc-
tors to accept gifts from any source(s) (accumulative
per year), valued at more than $100, in recognition for
their services.
Art. 5: The acceptance of merchandise, jackets, sweaters or other wearing apparel, athletic equipment, pay for pitching a game, remuneration for scoring a certain number of goals or making base hits, etc., or any other form of cash or merchandise award, is a violation of this rule. Neither may the foregoing be accepted as pay to cover necessary expenses.

Art. 6: Competing for a cash prize applies to one individual or team members. It does not matter whether the amount is sufficient to cover expenses, or whether an individual receives a portion.

**Rule 22 - OUTSIDE COMPETITION**

Violation of this rule shall make a student ineligible for the remainder of that sport or scholars bowl or debate season, unless he or she is reinstated by the Executive Board.

**Section 1: General Regulations (apply to grades 7-12)**

Art. 1: A student who is a member of a school athletic, scholars bowl or debate squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars bowl or debate activity. (Exception: See Rule 4, United States Olympic Committee-Sponsored National Trials and Competitions.)

NOTE: Informal participation on the part of the student athlete, such as that experienced on the black top (concrete), in the park, local "Y," etc., is not considered a violation of this rule, provided it was not formally called or organized, no coaching takes place, where no official score is kept, time kept, officials used, etc.

Intra non-school youth group athletic participation is not considered a violation of this rule. Inter non-school youth group athletic participation is a violation.

Art. 2: A student shall not be prohibited from competing on a special team within his or her own school such as an FFA team, etc. All members of such teams must be bona fide students, however, and eligible under the rules of the Association.

Art. 3: A student becomes a member of a school's athletic squad, scholars bowl or debate team when he or she first participates in a practice session.

A student ceases to be a squad member after his or her last contest for the school's athletic squad, scholars bowl or debate team or when the membership on a squad is terminated. (See Rule 14-1-1, Bona Fide Student and Rule 30-2-2, Seasons of Activities.)

**Rule 26 - ANTI-TRYOUT AND PRIVATE INSTRUCTION**

A student who violates this rule shall be ineligible in that activity for a period of one year from the date of the violation, unless reinstated by the Executive Board.

**Section 1: General Regulations (apply to grades 7-12)**

Art. 1: A student may receive instruction from their parent(s) at any time. A student's parent(s) may attend their student's private instruction session without violating the provisions of this rule.

Art. 2: A student may receive private instruction at any time of the school year. During the time a student is a member of a school athletic squad, starting with the student's first day of school practice and ending with the student's last day on the school athletic squad, a student may receive private instruction subject to the conditions set forth in this rule.

Art. 3: Other individuals may be present at a student's private instruction session as long as they are there in a supportive capacity only and not giving or providing instructions to the student.

NOTE: Private instruction is defined as one student receiving instruction from one person during the period of instruction.

A group is defined as two or more students receiving instruction from an instructor during the same period of instruction.

Doubles Tennis Exception: Given the uniqueness of teamwork when playing doubles tennis, a doubles pair may receive private instruction and not be in violation. Once their school coach identifies a doubles team, those two doubles partners may participate in a private lesson together without violating this rule.

Supportive capacity is defined as participating in the period of instruction without providing any instruction to the student or instructor or in a competitive situation/capacity.

Art. 4: A student shall not participate in group training sessions or tryouts held by colleges or other outside agencies in a sport while he or she is a member of a school athletic team in that identical sport.

**Exception:** The Kansas Legislature in the 2011 session, enacted the following law:

“(a) The Kansas State High School Activities Association (KSHSAA) and its member high schools, and administrators, principals, coaches, teachers and other affiliated with such association and member high schools, shall not adopt any rules and regulations or interpret any existing rule and regulation in any manner which would prohibit a student-athlete from training with any Kansas state high school league-sponsored sport or competition while the student-athlete is participating in nonschool swimming athletic training or diving athletic training, or both, during the high school sport season and throughout the year if:

(1) The nonschool swimming athletic training or diving athletic training, or both, is under the jurisdiction of and sanctioned by the national governing body of the sport, U.S.A. Swimming, Inc., or U.S.A. Diving, Inc. and is conducted in a manner which protects the health and safety of the student-athlete; and

(2) the student-athlete meets the reasonable and ordinary school established requirements for participation in the student-athlete's high school swimming program or diving program, or both, including requirements designed to protect the health and safety of such student-athlete.

(b) This section shall take effect on and after July 1, 2011.”
Rationale:
An Anti-Tryout and Private Instruction requirement:
 a. protects the school/coach/student-athlete relationship;
 b. establishes guidelines under which a student-athlete may receive private instruction;
 c. helps preserve the school’s staffing integrity;
 d. promotes and helps protect the student-athlete relationship to the school’s team;
 e. provides opportunity for specialized individual training;
 f. prohibits student-athletes from trying out for non-school teams during the school season of the same sport;
 g. maintains a fair competitive environment for school teams;
 h. protects the parent/child relationship.

Rule 28 - MUSIC FESTIVALS AND ATHLETICS
Section 1: General Regulations (apply to grades 7-12)
Art. 1: Athletic events for any student who has been or is a member of a large instrumental or vocal group are not approved prior to 6 p.m. on a school day of regional or state music festivals if these groups are entered in the festival. This applies only on the school day a school’s music festival is scheduled for large instrumental or vocal groups.

Rule 30 - SEASONS OF ACTIVITIES
Section 1: General Regulations (apply to grades 7-12)
Art. 1: A student shall not have more than one season of possible eligibility in grade seven and one season in grade eight. A student shall not have more than four seasons of possible eligibility in grades 9-12, nor participate in more than one season of the same activity in a school year, regardless of whether the ninth grade is included in junior high or in a senior high school.

NOTE: If a student is ineligible due to transfer, scholarship, etc., or elects not to participate, the season(s) during that period shall be counted toward the total number of seasons possible. Seasons missed are not preserved for participation at a later time. Transfer from another state with a different seasonal format, does not create an exception to this rule. (See Rule 16-1-1, Semester Requirements.)

Art. 2: Participation in a sport for any length of time, even though it may be only a part of one game, shall constitute a season.

Art. 3: During the school year a coach/coach’s aide may only be involved with his/her athletes in a sport during the season.

During the school year, prior to or after season, a coach/coach’s aide may not:
 a. Organize or conduct practices or competitions for his/her athletes. However, a coach may be involved in one organizational meeting for a non-school league to assure no more than three of his/her athletes in basketball, six in 11-Man football, five in 8-Man football, four in volleyball, six in soccer, five in baseball, or five in softball are on the same outside team; (See Rules 32-1, 33-1-4, 35-1-2, 38-1, 39-1, 43-1-1.)

b. Practice or compete with or against his/her athletes;

c. Attend clinics or camps with his/her athletes.

Following the season of sport, seniors may receive instruction from their school coach, in the same sport.

NOTE: (For information pertaining to summer coaching restrictions, see Rule 10-1-6.) (See summer camp regulations, this section Art. 6 for exceptions.)

Art. 4: Prior to the opening practice dates, there shall be no called or scheduled meetings where instruction is a part of the program.

NOTE: Coaches are permitted to check out equipment, distribute physical examination cards, and assign lockers without violating the standards.

Art. 5: Interschool scrimmages (practices) in all activities shall be prohibited.

(See KSHSAA Handbook for a and b)

Art. 6: No school-organized spring or summer practice or school-organized summer camps, shall be permitted. (See Rule 20-1-1e, Awards.)

(See KSHSAA Handbook for a and b)

Art. 7: School coaches in all KSHSAA sponsored sports may hold only voluntary weight training and conditioning beginning Sunday of SCW #5 through and including Sunday of SCW #7. No school team practices shall be permitted until Monday of SCW #7.

Art. 8: Beginning Monday of SCW #7, the following practice rules apply to football, boys and girls cross country, boys soccer, girls volleyball, girls gymnastics, girls tennis and girls golf:

a. Only one practice per day is permitted the first 5 days of practice. All individuals shall only practice once per day for the first five days the individual practices, no matter when the person joins the team or if the person misses days due to injury/illness.

b. No single practice may last longer than 3 hours. All warm-up, stretching, conditioning and weight lifting is included as part of the 3 hour limit.

c. A separate walkthrough is permitted in addition to the single practice. The walkthrough cannot be longer than 1 hour and must be separated from practice by at least 3 hours of rest. A walkthrough is defined as a teaching opportunity with the athletes in which no protective equipment is worn. No physically exerting activity, including any conditioning or weight lifting, may take place during the walkthrough.

d. Beginning on practice day 6, double practice sessions are permitted for any individual who has completed 5 days of single practices. Double practice sessions cannot be held on consecutive days. The day following a double practice day would be either a single practice day or a rest/recovery day.

e. On days of multiple practices, no single practice may last longer than 3 hours and total practice time combined shall not exceed 5 hours.

f. To be deemed a practice, a majority of the squad members must participate in the organized team training session.
Section 2: Senior High Regulations

Art. 1: The final date for school competition in all athletics shall end on the date the state championship series is scheduled. The final date for a member school's athletic practice is the date the school is eliminated from postseason competition.

Art. 2: A student who is enrolled at the start of a season of sport, must be a member of the squad for the majority of the scheduled varsity contests, in order to be eligible for postseason competition. (See Rule 14-1-1, Bona Fide Student; and Rule 22-1-3, Outside Competition.)

Section 3: Middle/Junior High School Regulations

Art. 1: The opening date for athletic practice in any sport shall be Monday of Standardized Calendar Week #7. All athletic competition and practice shall close on the last day of school. (See Rule 35-1-1, Football.)

*NEW*

KSHSAA RULE 41 TENNIS
(GIRLS & BOYS)

Section 1: General Regulations (See Rule 30-1-8a-e, Seasons of Activities in KSHSAA Handbook.)

Section 2: Senior High Regulations

Art. 1: Practice shall not begin—
   b. Boys—Prior to Monday of Standardized Calendar Week #35.

Art. 2: Competition shall not begin—
   a. Girls—Prior to Friday of Standardized Calendar Week #7.
   b. Boys—Prior to Thursday of Standardized Calendar Week #36.

Art. 3: The state tournament
   a. Girls – The Executive Board shall establish the state tournament during Standardized Calendar Week #15. Regional tournaments, when needed, will be held Saturday of during SCW #14. In classification groups of 33 or more schools, a two day regional tournament will be conducted on Friday & Saturday of during SCW #14.
   b. Boys – The Executive Board shall establish the state tournament during Standardized Calendar Week #45. Regional tournaments, when needed, will be held during SCW #44. In classification groups of 33 or more schools, a two day regional tournament will be conducted during SCW #44.

Art. 4: The Executive Board may schedule summer tournaments if a sufficient number of schools enter summer competition.
   a. A school shall not participate during the school year and in summer competition.
   b. A school shall declare its choice in advance.

Art. 5: No student representing a member school shall participate in more than eight days of interscholastic competition during a season, exclusive of regional, sub-state and state tournaments.
   a. Two dual meets may be substituted for one day of tournament competition provided no loss of instructional time would take place for competition and/or travel.
   b. Schools are encouraged to schedule as many quadrangular or smaller events as possible. It is recommended these events start after school hours.
   c. On those days when school time is used, only two four matches or tournaments may start prior to 3 p.m. C.T.

Art. 6: The regional winners of first, second, third, fourth, fifth and sixth places in both singles and doubles shall qualify for the state tournament series.
   a. No school may be represented by more than two contestants in the singles matches and not more than two teams in the doubles matches.
   b. A student may not represent a school in both singles and doubles matches.

Section 3: Middle/Junior High School Regulations

Art. 1: No student shall participate in more than seven days of interscholastic competition during a season.

EXCEPTION: Ninth grade students in junior high schools shall be permitted to compete in the same number of athletic competitions as ninth graders in senior high schools.

Boys Regional Tennis Dates

Boys Regional Tennis takes place during SCW #44. Tournaments typically take place on Saturday (or Friday/Saturday). On the years when State Speech is on Saturday of SCW #44, the 1-Day Boys Regional Tennis will be conducted on Friday; the 2-Day Boys Regional Tennis will be conducted on Thursday/Friday. In the event of inclement weather, the tournament will continue on the next available date (i.e., Saturday, Sunday, etc.)

NOTE: Looking forward for the next five years, boys regional tennis is scheduled for the following days:

- 2020-2021 - Friday, May 7 and Saturday, May 8
- 2021-2022 - Thursday, May 5 and Friday, May 6
- 2022-2023 - Thursday, May 4 and Friday, May 5
- 2023-2024 - Thursday, May 2 and Friday, May 3
- 2024-2025 - Friday, May 9 and Saturday, May 10

KSHSAA Tennis Manual
KSHSAA POLICIES

CPR/AED TRAINING REQUIRED FOR ALL HEAD AND ASSISTANT COACHES
In April 2019 the KSHSAA Board of Directors adopted a rule requiring any head or assistant coach/sponsor for any KSHSAA sanctioned activity be certified or trained in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) administration. This rule goes into effect for the 2019-2020 activities year (2019-2020 KSHSAA Handbook Rule 10-1-9).

Components of the rule are as follows:
1. Following an initial 30-day grace period from the start of the season, personnel are not eligible to work as a coach or sponsor for their school until proof of completion of CPR/AED training is on file with their school.
2. Every coach/sponsor must complete CPR/AED training every 2 years.
3. The training shall be coordinated by a certified CPR instructor.
4. Online only training courses are not accepted.
5. There must be a hands-on educational component to the training process.
6. On an annual basis by activity, a school administrator must acknowledge through the KSHSAA website that each coach/sponsor is currently trained in CPR/AED administration. To acknowledge rule compliance, a school administrator should login to the KSHSAA website and go to the Coach/Sponsor Requirements page. Select the activity and enter the date of CPR/AED training next to each coach/sponsor name. If you do not see the coach/sponsor listed, add that person through the Update Directory process online. All head and assistant coaches/sponsors should be listed for every activity!

HEAT ILLNESS PREVENTION EDUCATION REQUIREMENT
On an annual basis and prior to the beginning of fall sports practices, each KSHSAA member school will provide all coaches/directors of its athletic and activities programs (marching band, cheer and dance teams, etc.) with an educational in-service program on prevention of heat illness and proper hydration of participants. Member schools are strongly encouraged to utilize the free “NFHS Heat Illness Prevention” course or an equivalent program for this purpose. Instruction may take place in a group setting or in an individualized manner.

POLICY PROHIBITING USE OF AERIAL DRONES APPROVED FOR KSHSAA POSTSEASON CONTEST & EVENTS
Given the increasing number of inquiries staff is receiving regarding unmanned aerial drones, it was felt that adoption of a policy for KSHSAA events was appropriate. Accordingly, the Executive Board voted to adopt the following policy prohibiting use of aerial drones at all KSHSAA postseason events, effective immediately.

Prohibiting the Use of Drones (Unmanned Aircraft Systems or UAS) - Unless granted special permission by the KSHSAA Executive Director, the use of drones (UAS), for any purpose, is not permitted at any KSHSAA state tournament or postseason game or event. This prohibition applies to all fields of play, courts, arena, mats, gym floor or pool and includes a ban on the entire facility being used as part of the KSHSAA event, including the spectator areas and parking areas.

SUMMER MORATORIUM
*NO SUMMER MORATORIUM FOR SUMMER 2020

SUMMER MORATORIUM FOR 2020-21
June 28 - July 4, 2021 is the summer moratorium. There shall be NO school related athletic activities. During this time coaches (licensed teacher coaches and coach aides employed by member schools) shall be prohibited from engaging in any type of activity involving student athletes whether it be practice, training, weight lifting, conditioning, competition or travel. All member school athletic facilities will be closed during this period to school personnel and students grades 7-12. If member school athletic facilities will serve as non-school community recreation facilities, these facilities may remain open during the moratorium so long as no school teams are playing and no school coaches are coaching the teams/individuals. During this one week dead period, students may attend camps or competitions but may not do so with their school coaches. This moratorium does not impact fine arts or spirit activities.

Rationale: The last few years there has been a growing concern within the KSHSAA membership that students and coaches were not being able to have time to themselves during the summer. It was surveyed and discussed at the October Regional Board of Directors Meeting in 2017 and then voted on at the April, 2018 KSHSAA Board of Directors meeting to establish a rule to allow students and coaches a week off during the summer.

For Q/A on this policy, go to www.kshsaa.org.
KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
STATEMENT ON PERFORMANCE ENHANCING DRUGS AND NUTRITIONAL SUPPLEMENTS

In order to promote the health and safety among all student-athletes, reduce health risk, maintain ethical standards as well as reduce liability risk, students should not use any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement. All school personnel, including coaches and school nurses, should never recommend the use of any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement.

School personnel should not dispense or administer any drug, medication (over-the-counter or prescription) or nutritional supplement, unless the student-athlete is under the direct care of a licensed health professional, licensed to practice in the state of Kansas and practicing within their scope of practice as defined by the Kansas Board of Healing Arts, and only as prescribed.

We recommend that coaches, athletic directors, nurses and other school personnel develop strategies that address the prevalence and growing concerns of using any drug, medication or nutritional supplement for the purpose of performance-enhancement. Athletes should be encouraged to pursue their athletic goals through hard work, appropriate rest, proper hydration and good nutrition, not unsubstantiated shortcuts. School personnel, coaches and parents should allow for open discussion about dietary supplement use, and should strongly encourage obtaining optimal nutrition through a well-balanced diet.

(adopted by the KSHSAA Sports Medicine Advisory Committee and Executive Board, April 2017)

The KSHSAA Code of Ethics
for Coaches, Directors, Aides, Adjudicators, Judges and Officials

Believing that mine is an important part in the nationwide school activity program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, directors, adjudicators, judges, or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning decisions made during the contest.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, directors, adjudicators, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the contest is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstention from alcohol at least 12 hours prior to a contest in which I will be involved.
12. I will not use tobacco or e-cigarette products while directly involved in interscholastic activities.
ATTIRE, JEWELRY, LOGOS, HEADWEAR
The KSHSAA Executive Board has authorized guidelines regarding attire for interscholastic tennis.

ALL TENNIS ATTIRE MUST BE
SCHOOL APPROVED.
COACHES MUST GET SCHOOL APPROVAL BEFORE
ORDERING UNIFORMS!

ATTIRE MUST BE WORN AS
THE MANUFACTURER INTENDED.

Appropriate Attire: (Competition and Warm-up)
• Shirt and shorts/skirt or tennis dress are required.
• School colors and identification are desirable but not required.
• Shorts must be worn at the waist with a minimum five (5) inch inseam.
• Unaltered shirts with sleeves.
• Sleeveless tops tailored by the manufacturer (T-shirt tailored top without sleeves)
• Players are to be neat in their attire.

Inappropriate Attire: (Competition and Warm-up)
• Jeans, jean shorts
• Ragged or cut-off shorts
• Tank tops (thin shoulder straps with large arm opening and scoop front and back neck opening)
• Tops that do not cover the waist
• Torn shirts
• No shirt (boys), sports bra only (girls)
• Undergarments or tights which extend below the shorts/skirt (Exception: compression shorts which are unadorned and of a single color)
• Clothing, headwear or other apparel with inappropriate pictures or verbiage

Jewelry/Logos/Headwear
Jewelry - There is no restriction on jewelry worn during competition.
Logos - There is no restriction on manufacturer’s logos/trade marks worn during competition (i.e., Nike symbol, etc.)

Hats/visors - Hats/visors with a bill may be worn with the bill worn forward or backwards.

The hat may not be worn inside out, with the bill worn to the side, etc.

Headbands - They may be worn, not to exceed three (3) inches in width. Bandanas and do-rags are not permitted.

Appropriate attire must be worn in the playing area at all times (including warm-up and award presentation). Removal of any part of the uniform is unacceptable behavior.

• Tournament managers will not permit students to compete if not appropriately attired.
• Member schools/coaches have a responsibility to enforce appropriate attire all season long.
• Member schools/coaches that have a concern regarding another school's attire should contact the KSHSAA.

ALL SCHOOLS MUST FOLLOW THE UNIFORM RULE
DURING REGULAR SEASON AND POSTSEASON MEETS.

CLASSIFICATIONS/SEASON
Girls - Schools participating in girls tennis are divided into four classes: Class 6A, Class 5A, Class 4A and Class 3-2-1A. The girls’ season is in the fall.

Boys - Schools participating in boys tennis are divided into four classes: Class 6A, Class 5A, Class 4A and Class 3-2-1A. The boys’ season is in the spring.

COACHES COACHING AND WRISTBAND
Salaried tennis coaches representing a participating school will be required to wear a wristband throughout the tournament. Coaching may take place during a match on a changeover, when the players split sets or during an injury timeout. ONLY ONE COACH MAY APPROACH THE FENCE TO COACH.

Coaches and spectators are not allowed to coach at any other time. Verbal instructions/codes and discreet visual signals directed to players during a game are prohibited.

Play should be continuous, from the time the match starts (when the first serve of the match is put in play) until the match finishes.

A. Between points = maximum of 20 seconds is allowed
B. When players change ends at the end of a game = maximum of 90 seconds allowed.
C. Coaching may take place after the first game of each set (maximum = 90 seconds from end of game to first serve of next game). The time limit is to be strictly followed/enforced.
D. At the end of each set = set break of 120 seconds maximum
E. Split sets = 10 minute rest maximum
F. Before tiebreak (6-all or 8-8 pro set) = 90 seconds max
G. Before Super Tiebreak = 2 minutes

During B. and D. one coach may approach the fence to talk with their player(s).

During E. one coach may join the player(s) on the court.

STALLING & HINDRANCE
Stalling violates the continuous play principle of the USTA rules. Stalling issues are dealt with under the Time Guidelines on page 17.

If a player is hindered in playing the point by a deliberate act of the opponent(s), the player shall win the point. The USTA Code (players guide to fair play and unwritten rules of tennis) addresses several areas regarding hindrance.
CONDUCT/SPOUTSMANSHIP

The KSHSAA Executive Board has approved recommendations submitted by KIAAA condemning the use of tobacco, use of profanity and cheating by participants. Coaches, school administrators and managers are asked to set appropriate standards and strictly enforce them.

Tennis players and coaches are to always follow tennis etiquette. Show consideration for all players and, also, consideration of the tennis facility which you are using.

AN HONEST EFFORT IS REQUIRED ON THE PART OF THE TENNIS COMPETITOR. IN ITS ABSENCE, FOLLOWING A WARNING FROM THE TOURNAMENT MANAGER, THE COMPETITOR(S) SHALL BE DISQUALIFIED.

Kansas Coaches Association recommended and the KSHSAA adopted the following conduct penalties for tennis:

NOTE: These penalties apply and carry over throughout the entire tournament. They do not go away after one match or one day of competition.

PLAYER PENALTIES

Players who use abusive or profane language, throw rackets or slam tennis balls in anger, use obscene hand or body gestures, yell or are otherwise distracting to other players, or in any way show disrespect for the dignity of their team, opponents, coaches, spectators or meet officials shall be penalized as follows:

1st penalty = warning from the meet director
2nd penalty = forfeiture of a point in the match being played or the next scheduled match, whichever the meet director determines to be the match nearest to the occurrence of the conduct infraction
3rd penalty = forfeiture of current game
4th penalty = forfeiture of current match and all subsequent matches and dismissal of the player from the tennis facility; player must remain the remainder of the time in the school vehicle or the host school’s locker room, whichever is nearer

SPORTSMANSHIP COURSE REQUIREMENT FOR EJECTED PLAYERS

Any player ejected from a contest at any level of play (grades 7-12), for unsporting conduct or behavior will be required to successfully complete the free “NFHS Sportsmanship Course” online, prior to the KSHSAA and school reinstating his/her eligibility privileges. The school principal or athletic director is responsible to oversee compliance of this requirement. There is no cost for the course which takes approximately 20 minutes to complete. Schools are not required to submit the student’s certificate of completion to the KSHSAA but should retain it on file.

COACH PENALTIES

Coaches who use abusive language, or are disrespectful to players, other coaches, spectators, or meet officials, or who violate any KSHSAA regulations shall be penalized in accordance to the KSHSAA rules and the following penalties:

1st penalty = warning from the meet director
2nd penalty = coach must leave the court area and manage his/her team from the school vehicle or the host school’s locker room whichever is nearer
3rd penalty = coach must forfeit all matches that his/her team are currently playing and all subsequent matches and must return to his/her school with his team

SPECTATOR PENALTIES

Spectators who do not maintain proper tennis etiquette by applauding players’ errors (i.e. miss hits, netted balls, double faults, etc.) or by influencing the quality of play through negative actions shall be penalized as follows:

1st penalty = warning from the meet director
2nd penalty = spectator(s) must leave the immediate tennis court area but may watch matches from such a distance that in the opinion of the meet director does not interfere with the players
3rd penalty = spectator(s) must leave the meet site

NOTE: Parents are not allowed to approach/discuss situations with the roving umpire.

DUAL PARTICIPATION ADVISORY

School coaches and administrators are asked to counsel athletes who choose to participate in more than one activity during the season about possible conflicts with KSHSAA competitions scheduled on the same date.

ELECTRONIC COMMUNICATION DEVICES

The KSHSAA Executive Board has approved the recommendation by the Kansas Coaches Association to prohibit the use of all electronic communication devices in the vicinity of the playing area during competition. Vicinity is defined as within hearing distance of the participants.

KANSAS COACHES ASSOCIATION

Coaches desiring to change a KSHSAA rule or policy in a sport are encouraged to contact the Kansas Coaches Association (KCA). The KCA is an organization whose officers and sports chairpersons serve on a voluntary basis. The KCA is the only coaches advisory organization to the KSHSAA. Throughout the school year, sport chairpersons survey coaches across the state on a variety of topics. Each spring the KCA will bring to the KSHSAA Executive Board recommendations that receive 70%+ support by the coaches and KCA Executive Board. For more information: http://kansascoaches.com
KNOWLEDGE OF RULES
Tennis coaches are expected to be knowledgeable of the playing rules of tennis as well as the rules, regulations and policies of the KSHSAA, as covered in this manual. Coaches are to model, teach and expect their tennis players to know these rules as well.

Given the absence of officials at matches, coaches are expected to enforce all policies in this manual during the regular season and postseason.

MATERIALS
RULES BOOKS -
2020-2021 “USTA” Rules Books may be purchased from the KSHSAA for $7. Contact the KSHSAA at 785-273-5329 or use the rules book order form in the coaches test packet.

TENNIS PUBLICATIONS -
The United States Tennis Association is one of the world’s largest single sources of tennis publications. For information regarding tennis publications contact: www.usta.com and www.usta.com/missouri_valley.

OPEN BOOK COACH EXAM
All head tennis coaches are required to take an open book exam over the contents of the KSHSAA Tennis Manual. Those who serve as head coaches for both the girls and boys seasons will be required to take an exam in August; head coaches for the boys season only will take the exam in February. The exam will be taken online. Information will be mailed to your school athletic director in advance of the testing period.

PARTICIPATION CLARIFICATION
KSHSAA Rule 30, Section 2 (see page 8 of this Manual) states:

“A student who is enrolled at the start of a season of sport must be a member of the squad for the majority of the scheduled varsity contests, in order to be eligible for postseason competition.”

NOTE: Enrolled = student in school. A student becomes a member of a school’s athletic squad when they first participate in a practice session (KSHSAA Rule 22-1-3). In the sport of tennis, students are limited to eight (8) days of competition during the regular season. Majority (one more than half) would be five (5).

NOTE: Players who were members of the school team, but because of injury, inclement weather or school eligibility policy were not able to participate in at least five (5) days of competition, would be eligible for postseason competition.

Group vs. Private Instruction
Intrepretation of Rule 26-1-4
(see page 7 for more information)

Art.4: A student shall not participate in group training sessions or tryouts held by colleges or other outside agencies in a sport while he or she is a member of a school athletic team in that identical sport.

Q/A:
A student who is a member of their school tennis team belongs to a local tennis club.

1. What may the student do at the tennis club during the school season of sport?
   a. The student MAY take a private lesson.
   b. The student MAY play/hit with another club member at a time of their choosing but not during an organized group training session.

2. What would be considered a violation of this rule?
   a. A student MAY NOT participate in group instruction.
   b. A student MAY NOT participate in an organized group training session.

A group training session is a specific period of time when members gather at the facility to play/drill.

PRACTICE
GIRLS PRACTICE - SEE GUIDELINES - KSHSAA RULE 30-1-8 (PAGE 8).

A school activity practice is limited to the school coach and the members of the school team. Boy tennis players may not participate in the girls’ practice and vice versa (exception: if a girl plays on the boys’ team because the school has no girls’ season). Alumni members may not participate in a school practice (KSHSAA Rule 14-1-1: In order to be eligible to participate in practice, the student must be a bona fide undergraduate of that school and one who is eligible or has the possibility of eligibility.)

THE KSHSAA STRONGLY RECOMMENDS THAT ALL SCHOOL TEAM MEMBERS ATTEND THE SCHEDULED SCHOOL PRACTICES.

STUDENT MANAGER GUIDELINES
School tennis players who serve as team managers during the opposite tennis season must confine their duties to traditional managerial tasks (i.e., keeping statistics, organizing equipment, pre- and post-practice/match duties, etc.) THEY MAY NOT HIT (PLAY) IN PRACTICE as this would be a violation of KSHSAA Rule 30, Seasons of Activity. (A student shall not participate in more than four seasons in grades 9-12.)

WARM-UP
Warm-up prior to the start of tournament play is limited to the members and coaching staff of the school team. Parents, alumni, members of the other gender school squad and private instructors are not permitted/allowed to participate onsite for tournament warm-up.

Warm-up prior to a match – Players shall provide their opponent a 10 minute warm-up (unless both agree that less is ok). If a player declines to warm up their opponent, the player forfeits the right to a warm-up, and the opponent may warm up with another person. Warm-up should not be confused with practice.
Tournament Information

GENERAL PROCEDURES

USTA (United States Tennis Association) Rules with KSHSAA modifications will be used in both regional and state competition.

- **Regional tournaments:** All matches will be the best 2 out of 3 sets. **Exception:** Play-in matches (matches to qualify for the bracket of 16 players) will be 9 game pro sets (tiebreak at 8-all). Matches M, N, O, P, Q, R & S will play out the 3rd set, if needed. All other matches will use the 10 point super tiebreak for the 3rd set.

- **State tournaments:** All matches on the front side of the bracket will be the best 2 out of 3 sets. Matches I, J, K, L, M, N, 3rd place and championship will play out the 3rd set, if needed. All other front side matches will use the 10 point super tiebreak for the 3rd set. The back side matches will be 9 game pro-sets (tiebreak at 8-all).

- **Sets 1 and 2** will use the tiebreaking procedure outlined in this manual (page 16).

ARBITRATION COMMITTEE

Two tennis coaches (regional) and four tennis coaches (state tournaments), appointed by the tournament manager, will serve with the tournament manager on an arbitration committee. At the state tournament, the state official (USTA) shall also serve on this committee. Any questions outside the responsibilities of the manager should be referred to the committee. Should any committee member have a player involved in a decision, that member should not participate in making the decision. Members on the arbitration committee must remain onsite until the tournament has concluded.

CHOOSING TO NOT PLAY

In postseason competition, a player(s) may not choose to take a loss in a match. An honest effort is required on the part of the tennis competitor.

MANAGER CHECKLIST, STATE MEETING

A checklist has been prepared to assist regional and state tournament managers. Please see page 24. The KSHSAA will conduct a meeting with all state hosts approximately two months prior to the tournament. This important meeting (at each host school) will provide the opportunity to thoroughly discuss tournament details.

MEDALS AND TROPHIES

**Regional (All Classes)**

The top six singles and the top six doubles will receive medals. The top two teams will receive plaques.

**State**

The top 12 singles and the top 12 doubles will receive medals. The top three teams will receive trophies.

PRE-TOURNAMENT MEETING

Tournament managers will conduct a meeting with players, coaches and spectators immediately following player/coach introductions. The agenda should include but not be limited to the following:

1. **Introductions** (managers, other key personnel)
2. **Welcome and congratulations**
3. **Tournament information**
   a. Who plays first and where; rotation through bracket
   b. **Regional:** All matches will be the best 2 out of 3 sets (tiebreak on 6-all). **Exception:** Play-in matches (matches to qualify for the bracket of 16 players) will be 9 game pro sets (tiebreak at 8-all). Matches M,N,O,P,Q,R,S will play out the 3rd set, if needed; all other matches will use the 10 point super tiebreak.
   c. **State:** All first round and front side matches will be the best 2 out of 3 sets (tiebreak at 6-all); matches on the back side will be 9 game pro-sets (tiebreak at 8-all); matches I, J, K, L, M,N, 3rd place and championship will play out the 3rd set, if needed; all other front side matches going to a 3rd set will use the 10 point super tiebreak.
   d. **PLEASE** call out score (game and games in set) - server’s responsibility
   e. Address time issues as needed (see page 17)

4. **Conduct and sportsmanship**
   a. Support teammates with encouragement
   b. Display proper etiquette by not applauding errors
   c. Be respectful of other matches in progress
   d. Be reminded of KSHSAA conduct and sportsmanship guidelines and the procedures, should challenges arise

5. **Other items needing addressed**
   a. Spectators turn off cell phones in vicinity of courts
   b. KSHSAA T-shirts available (at state)
   c. Other:

6. **Announce first round matches; begin warm-up**

TENNIS BALLS

REGIONAL TOURNAMENTS

Schools are to provide one can of new tennis balls for each team or individual entered in regional competition.

Schools are allowed two singles and two doubles entries which would mean that they must provide a total of four cans of new balls. The tennis ball that must be provided for the 2020-2021 tennis seasons will be one of the following: Dunlop Championship Hard Court Extra Duty; Dunlop Grand Prix (Hard Court); Penn Championship X-Duty; Wilson Championship X-Duty; Wilson US Open X-Duty.

STATE TOURNAMENTS

The KSHSAA will provide all tennis balls for all state tournaments. The official tennis ball for the 2020-2021 KSHSAA state tournaments will be the Wilson US Open Extra Duty.
POSTSEASON HOSTS/FACILITIES
The KSHSAA is interested in knowing if schools are interested in hosting a postseason tennis tournament. The ideal situation would be for all courts to be at one site. Given the number of schools assigned to each site, the following number of courts serve as a minimum standard.

Regional Tournaments - There is no required number of courts needed to host a regional. Naturally, the more the better. It is recommended that schools have at least 5-6 courts when hosting a tournament. In the event no host is available, no less than 4 courts will be considered.

State Tournaments - Given the number of matches at a 2-day state tournament, at least 10 courts (in one location) are required to host. Naturally, more is better. If a school is interested in hosting a tournament but doesn't have the facilities to do so, please notify the KSHSAA Tennis Administrator. Many schools with an excess of 12 courts stand ready for others to use their facilities. The KSHSAA will work with interested schools to partner them with area facilities that have multiple courts.

TIEBREAK PROCEDURES
(SET 1 & 2)

POINTS — 7 out of 12 — When a set score becomes 6-all (singles/doubles), the 12 point tiebreak procedure will be used. The first player (or team) to reach seven (7) points — by a margin of two (2) points — wins the tiebreak and the set. The players shall “change sides for one game” after a tiebreak. Players shall change sides during the tiebreak without rest. The tiebreak counts as one game in reckoning ball changes. If a ball change were called for (on) the tiebreak game, new balls shall be used.

Singles
Player A serves Point 1, right court; Player B serves Points 2 and 3, left court and right court; A serves Points 4 and 5 (L and R); B serves Point 6 (L) and, after players then CHANGE SIDES, Point 7 (R); A serves Points 8 and 9 (L and R); B serves Points 10 and 11 (L and R); A serves Point 12 (L). If either player wins 7 points, by a margin of 2 points, the set shall be recorded as 7 games to 6.

If the score reaches 6 points all, the players then CHANGE SIDES, and players shall continue to serve as before until one player establishes a margin of 2 points. Player B serves Point 13, right court; Player D serves Points 14 and 15, left court and right court; A serves Points 16 and 17 (L and R); C serves Points 18 (L). If the score is still tied, the teams then CHANGE SIDES every 6 points and repeat this procedure with the continuing sequence of service. Teams shall “change sides for one game” after a tiebreak with team (C and D) to serve first.

Doubles
(A and B) versus (C and D). Assume that Player D has served the 12th game. Same procedure as in singles will apply. Players preserve the sequence of their serving turns.

Player A serves Point 1, right court; Player C serves Points 2 and 3, left court and right court; B serves Points 4 and 5 (L and R); D serves Point 6 (L) and, after teams then CHANGE SIDES, Point 7 (R); A serves Points 8 and 9 (L and R); C serves Points 10 and 11 (L and R); B serves Point 12 (L). If either team wins 7 points, by a margin of 2 points, the set shall be recorded as 7 games to 6.

If the score reaches 6 points all, teams then CHANGE SIDES, and players shall continue to serve as before until one team establishes a margin of 2 points. Player B serves Point 13, right court; Player D serves Points 14 and 15, left court and right court; A serves Points 16 and 17 (L and R); C serves Point 18 (L). If the score is still tied, the teams then CHANGE SIDES every 6 points and repeat this procedure with the continuing sequence of service. Teams shall “change sides for one game” after a tiebreak with team (C and D) to serve first.

SUPER TIEBREAK (10 points)

With the exception of matches I, J, K, L, M, N, 3rd place and Championship (State) and M, N, O, P, Q, R, S (Regional), when the score in a match is one set all, one super tiebreak game shall be played to decide the match. This tiebreak game replaces the deciding final set.

The player/team who first wins 10 points shall win this match tiebreak and the match provided there is a margin of two points over the opponent(s).

NOTE: When using the super match tiebreak to replace the final set:

- The original order of service continues (Rules 5 & 14).
- In doubles, the order of serving and receiving within the team may be altered, as in the beginning of each set (Rules 14 & 15).
- Before the start of the match super tiebreak there shall be a 120-second set break.
- Balls should not be changed before the start of the match super tiebreak even if a ball change is due.
TIME ISSUES
Tournament managers, coaches and players should be reminded of the following:

1. NEVER leave a tournament site without knowing the time schedule and plan for future matches that day. Players should remain at the tournament site throughout the day as it is difficult to pinpoint the exact time they will play. Players should anticipate when they will play, report early and always be within hearing distance.

2. WARM-UP prior to a match is 10 minutes unless players agree to start earlier.

3. ALL PLAY IS CONTINUOUS
   a. Between points = 20 seconds max.
   b. Changing ends = 90 seconds max.
   c. End of a set = 2 minutes max.
   d. Split sets = 10 minutes max.
      (shorter if players agree)
   e. Before tiebreak = 90 seconds max
      (6-all or 8-all pro set)
   f. Before Super Tiebreak = 2 minutes max.

NOTE: No extra time shall be given to allow a player to recover condition.

4. BETWEEN MATCHES – Weather conditions (heat, humidity, etc.) and length of a previous match will be taken into consideration when determining the rest period between matches. Typically, matches lasting over one hour equals a 45 minute rest period.

5. MEDICAL/INJURY TIMEOUT PER MATCH
   • If needed, a player/doubles pair will be allowed one 10 minute timeout for injury or treatable medical condition.
   • During a 10 minute injury timeout, one (1) coach may join player(s) on the court.

NON-TREATABLE MEDICAL CONDITIONS
Players may not receive a medical timeout or treatment any time during a match, a warm-up, or rest period for the following conditions:

a. Any medical condition that cannot be treated appropriately during a match, such as degenerative conditions not helped or eased by on-court treatment

b. General player fatigue, such as fatigue not accompanied by cramps, vomiting, dizziness, blisters, or other similar treatable conditions

c. Any medical condition requiring injection (other than an insulin injection), intravenous infusion, or supplemental oxygen. Diabetics may use devices to check blood sugar, may administer subcutaneous injections of insulin, and may use battery-powered insulin pumps. Asthmatics may use only hand-held, non-battery, or non-electrical inhalers.

6. BLEEDING TIMEOUT
A bleeding timeout consists of up to 15 minutes to stop visible bleeding, clean up the court and dispose of contaminated items. Bleeding timeout begins when player notifies official/tournament manager or acknowledges there is visible bleeding. No coaching is allowed during a bleeding timeout.

7. TOILET/CHANGE OF ATTIRE BREAKS
A toilet/change of attire break consists of a reasonable amount of time when an official/ tournament manager determines that there is genuine need. No coaching is allowed during a toilet/change of attire break.

8. NO MATCHES MAY BEGIN AFTER 10 p.m. (postseason play).

STATE (USTA) OFFICIAL
At the recommendation of the KCA, the KSHSAA Executive Board voted unanimously to require the use of one USTA OFFICIAL at each state tournament (insofar as possible).

NOTE: If the KSHSAA is not able to secure a USTA Official, a qualified tennis professional will be available at the state site.

The state official will work with the state manager to provide a safe and secure environment and assist in maintaining appropriate conduct standards by spectators, coaches and participants. The duties of the state officials will be that of a roving umpire. They will exercise jurisdiction over all courts and their duties will include, but are not limited to, the following:

1. ensure assigned courts are ready for play;
2. enforce warm-up and change-over times;
3. enforce the KSHSAA Conduct Point Penalty System;
4. resolve scoring disputes;
5. overrule line calls and call foot faults when in direct observation of a court;
6. avoid staying on one court, and officiate all courts uniformly;
7. be highly visible, but don't spy on the player.

NOTE: Per the KSHSAA Executive Board, the state official will not be assigned to call lines during a match. They will be responsible to assign an assistant coach or other qualified, uninvolved individual to call lines, if needed.

The state official will be secured, assigned and compensated by the KSHSAA.

• The state official will report to and work closely with the state manager.

• The state official will not replace the Arbitration Committee but will serve as a member of the committee.

• The state official will be required to attend the coaches seeding meeting on the first day of the state tournament. They will be given a KSHSAA Tennis Manual in advance of the tournament so they are well aware of the KSHSAA Conduct and Sportsmanship policies.
REQUEST FOR LINE JUDGE

On occasion, there may be times when a request is made for someone to call lines. These requests, if made, are usually a result of a player believing that their opponent may not be calling balls in or out as they believe they might be. Requests for a line judge may also stem from past challenges between the two players.

Players may request the assistance of someone to call lines. However, if such a request is made:

1. The player should first make their coach aware of the request. This would be considered a warning.
2. As play continues, if the player continues to feel they need assistance with calling lines, the tournament manager and Roving Umpire should be made aware of the request by the player and their head coach.
3. The Roving Official will then assign a head coach (or assistant coach, if available) that is not affiliated with those playing the match to call lines for the remainder of the match.

**Rationale:** One questionable line call should not be grounds for requesting someone to call lines. And a past history between the players is also not grounds for an automatic request for someone to watch lines in the match. A reasonable request, based on several concerns regarding questionable line calls, is acceptable.

WRITTEN RECORD REQUIRED FOR ALL REGIONAL PARTICIPANTS

At the recommendation of the Kansas Coaches Association, the KSHSAA Executive Board has approved and requires all coaches to submit at the seeding meeting the total season records for all of the regional participants.

The KSHSAA has created an online program for ALL HEAD TENNIS COACHES to record their players’ season records. This program was designed for coaches to enter their players’ data online so when records are viewed, especially at postseason time, everyone is looking at the same format/style/report. The program will give all coaches a great way to organize the season matches/results for their players as the season progresses.

At the beginning of each season, instructions will be emailed to all head tennis coaches and athletic directors. Once a coach enters information via their school coach password, this information will be available for anyone to view online. Once regional assignments have been released, information entered will be sorted by those assigned to each regional tournament. This information will be available on the public side of the website, so players, coaches, parents, etc., may follow the progress of a player throughout the season. If the player’s schedule is entered, it will allow individuals to attend said match.

To view the online records, individuals will go to the Tennis page www.kshsaa.org>Athletics>Tennis>Other Information>Girls (or Boys)>Season Win/Loss Records. Athletic directors will provide support to their coaches to enter records throughout the season. As you know, these records are required for all players participating in postseason competition. This is the required format that must be used to provide this information.

REGIONAL TOURNAMENT - RECORDS MADE AVAILABLE AT SEEDING MEETING

Schools will continue to bring their regional entry card (TNS-1–Girls; TNS-3–Boys) and present to their regional tournament manager prior to the seeding meeting. The coach will also bring copies of the season records for those that will be representing their school in regional competition. Coaches are to print enough copies for each assigned school’s head coach and the regional manager.

STATE TOURNAMENT - RECORDS REQUIRED FOR REGIONAL SINGLES AND DOUBLES CHAMPIONS

Following the regional tournaments, coaches will go online and enter the matches played at the regional tournament if one of their players or doubles team was the regional tournament champion. Once this has been done, the coach is asked to email cgleason@kshsaa.org. This information is due by 10 a.m. on the Tuesday following the regional tournament.

These records will then be grouped together with other tournament champions by their tennis classification grouping. State participating coaches will be able to view this information in advance of the Friday morning state seeding meeting. **Coaches are not required to bring copies of this information to the seeding meeting.**

If you have any questions about this process, please contact Cheryl Gleason (cgleason@kshsaa.org) or Linsey Evans (levans@kshsaa.org).

www.kshsaa.org

See the KSHSAA Gallery of Champions for current and past champions/teams.
FREQUENTLY ASKED QUESTIONS

Q 1: When does a student become a member of their school tennis team?
A 1: The first day they attend a school practice.

Q 2: What defines the KSHSAA school year and summer season?
A 2: The KSHSAA defines Summer as the Saturday before Memorial Day through Labor Day. School Year is the opposite – Labor Day through Saturday before Memorial Day.

Q 3: After a girl attends her school team practice on August 17, can she play in outside event that is not a school scheduled event?
A 3: No. Per a change in KSHSAA Rule 22-1-1, a player may not play in an outside event once they attend their first school practice.

Q 4: After a girl attends her school team practice on August 17, can she participate in group training sessions at a tennis club or take private lessons?
A 4: NO. She may not participate in group instruction outside of her school team practice.

Q 5: For the boys season, a school chooses to start practice on the first possible day – March 1. Can a boy from America HS who has not yet attended a practice at America HS play in an outside tournament over spring break (mid March)?
A 5: YES. This would not be a violation. See Q1.

Q 6: A student does not attend their first school team practice until midway through the season. Will they be eligible for postseason play?
A 6: YES, if they are a member of their school team for a majority of the scheduled varsity events. NOTE: Majority = 1 more than half; maximum number of player matches = 8; Majority = 5.

Q 7: Rule 41-2-5a. (Tennis – pg. 9) – If a player plays in one match on one day, can they play in one match the next day and count that as one day of competition?
A 7: YES, only if it follows Rule 41-2-5a. Two dual meets may be substituted for one day of competition provided no loss of instructional time would be missed for travel or competition.

SPORTSMANSHIP FOR PARTICIPANTS

1. Accept the responsibility and privilege of playing for your school and community.
2. Treat opponents with respect as they are your guests.
3. Exercise self-control at all times.
4. Accept both victory and defeat with pride and compassion, never being boastful or bitter.
5. Live up to the high standards of sportsmanship established by your coach.

“Win with character & lose with dignity.”

- Citizenship/Sportsmanship Rule 52
REGIONAL TOURNAMENTS

DATES/ASSIGNMENTS

**Girls**
- October 1, 2020 ..........Regional assignments announced
- October 10, 2020 .............1-Day Regional Tournaments (Saturday)
- October 9-10, 2020 ..........2-Day Regional Tournaments (Friday/Saturday)

**Boys**
- April 1, 2021 ................Regional assignments announced
- May 8, 2021 ....................1-Day Regional Tournaments (Saturday)
- May 7-8, 2021 .................2-Day Regional Tournaments (Friday/Saturday)

REGIONAL TOURNAMENTS
All schools participating in interscholastic tennis will receive a regional assignment as soon as their school submits to the KSHSAA their Fall (girls) / Spring (boys) Sports Entry Fee Form along with the $60 fee.

REGIONAL ASSIGNMENT CRITERIA
The KSHSAA Executive Board has established the following criteria for making regional assignments:

1. After determining the number of schools participating, there shall be an equal number of schools competing at each site, insofar as possible.
2. Identify tournament site from those schools who have expressed an interest in hosting. Priority is given to those who have been the longest to have hosted.
3. Assign schools in clusters geographically around the host site, taking into consideration travel and distance, insofar as possible.
4. If a cluster of schools does not have a best available site, all schools in the cluster will be invited and the KSHSAA will determine the host site.

REGIONAL FORMAT – 1-DAY, 2-DAY
Regional tournaments will be conducted during SCW#14 (Girls) and SCW#44 (Boys).

8 or more tournament courts at one site –
- In classifications with 36 or fewer schools (max of 18 or fewer entries in each category [singles, doubles] at each site), a 1-day regional tournament will take place.

Fewer than 8 courts –
- In classifications with 37 or more schools, a 2-day tournament will be conducted.

REGIONAL ENTRIES

NOTE: The $60 regional entry fees are paid when a school submits their Fall (girls)/Spring (boys) Sports Entry Fee Form to the KSHSAA. (An invoice will be emailed to the A.D.)

1. Each school may enter two doubles teams and two singles players.
2. No participant may be entered in both singles and doubles.
3. No alternates may be substituted for any entrant after the entry forms are submitted to the tournament manager at the seeding meeting.
4. No switching between singles and doubles shall be permitted after entries are submitted.
5. Schools must attend the regional to which they are assigned or be subject to disqualification.
6. Schools assigned but not entering should notify the KSHSAA immediately.
7. Regional entry cards (TNS-1—Girls and TNS-3—Boys) must be filled out, sealed in an envelope and delivered to your regional manager on the day of the tournament, immediately prior to the seeding meeting.
8. Coaches must bring copies of the required online records for their tournament entrants. (See page 18.)

REGIONAL SEEDING PROCEDURE
Coaches must always keep in mind the contest essentially belongs to the contestants. Coaches should seed their players and vote in the most ethical and fair manner in order to maintain the integrity of the seeding procedure for all athletes, not just their own players.

1. YOU MAY NOT CONCEDE A SEED.
2. If a coach wishes to have a player(s) considered for a seed between numbers one and eight (or half of the tournament entries in the classifications with more than eight schools per regional tournament), they must announce this at the beginning of the seeding procedures.
3. Six positions will be seeded in both singles and doubles. Seeds seven through half of the entries, including nine and 10, will be offered if any coach so wishes.
4. Once a player is put up for a seed, he or she is automatically up for all following seeds through #8. NOTE: If a coach initially believes his/her player deserves a top 8 seed, the coach WILL NOT be able to pull them out of the seeding procedure.
5. Only the coach of a player or team may put up that player or team for a seed. However, if a player or team is not represented due to unforeseen circumstances, the player or team may be put up for a seed by another coach present.
SEEDING CRITERIA

1. DIRECT WINS

   Please Note: In the case of split victories, the following guidelines will be followed:
   a. If there is an even amount of wins, then the most recent win has precedence, no matter the length of the match.
   b. If there is an uneven split (i.e., 2-1) then the most wins takes precedence, not necessarily the last win.

2. INDIRECT WINS (i.e., wins and losses to common opponents)

   NOTE: If three entries are up for the same seed and one entry has direct and/or indirect wins over the other two entries in contention – NO VOTE between the entries is needed and directs/indirects will be honored. It is possible a vote may be needed between the other two entries.

3. COACHES SHOULD VOTE IN THE MOST ETHICAL AND FAIR MANNER in order to maintain the integrity of the seeding procedure for all the athletes, not just their own players.

   Coaches with more than one entry per singles or doubles will have two votes. Voting will be by all coaches who feel qualified with the following information. (You do not have to have seen the players to vote, and coaches may abstain from voting.)

4. NOTE: The seeding guidelines may be suspended to allow for a fairer seeding in a situation where a coach proposes an extenuating circumstance and the majority of the coaches present agree to this circumstance.

   A. After seeded entries are placed, every non-seeded entry will be drawn for as follows: one entry at a time per school for the entire bracket with multiple entry schools remaining going first.
   B. When all schools have drawn one spot, the process is repeated.
   C. Players from the same school may be seeded in the same quarter bracket since teammates seeded in the same quarter and advancing to play one another guarantee one a berth at state, and the loser of the match has a consolation match and another attempt to qualify.

   All matches will be the best two out of three sets with the 3rd set being a super tiebreaker. EXCEPTION: Matches M, N, O, P, Q, R, S will play out the 3rd set, if needed.

Regional Scoring

Team points will determine regional team champions as follows:

<table>
<thead>
<tr>
<th>Place</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>7</td>
</tr>
<tr>
<td>2nd</td>
<td>6</td>
</tr>
<tr>
<td>3rd</td>
<td>5</td>
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<tr>
<td>4th</td>
<td>4</td>
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<tr>
<td>5th</td>
<td>3</td>
</tr>
<tr>
<td>6th</td>
<td>2</td>
</tr>
</tbody>
</table>

Loser of the 5th/6th place match = 1 point

TIES

   1. The team with the most entrants (a singles qualifier is one entrant, a doubles team is one entrant) going to state will be awarded the top finish.
   2. The team with the most entrants to reach the semifinals (entrants were therefore in the top 4)
   3. If a tie still exists, both teams will be declared tied for the same team place/position.

SCORING TIES, DEFAULTS, RETIRED MATCHES

In team tie situations:

   BYES will be counted at the best first round win in singles or doubles of the school tied with;
   DEFAULTS will be counted as 6-0, 6-0 or 9-0, or whatever number needs to be attained to win a match in a pro-set;
   RETIRED MATCHES will be counted as score played up to the point of retirement plus the additional games required to win by the winning player or team. (Example: 0-3 in the 1st set, player with three wins retires = match score for the winner will become 6-3, 6-0.)

TIME SCHEDULE

Regional tournaments conducted in one day - the coaches meeting will begin at 10 a.m unless the tournament manager designates otherwise.

Regional tournaments conducted in two days - the coaches seeding meeting on Day 1 will begin at 10 a.m. with match play through quarterfinals. Day 2 match play begins at 10 a.m.

NOTE: In all classifications the seeding meeting/play time may be adjusted by the tournament manager once they are aware of participating schools.

SEQUENCE OF MATCHES

Tournament managers will determine the matches to start the tournament and the sequence for adding matches. They will record time on and off the court in order to allow for adequate rest.

The tournament manager is responsible for keeping matches on all courts (given rest time) so the tournament may progress to an end.

Typically, a tournament will begin with singles matches, followed by the doubles matches. The reason: Singles matches tend to last longer and are more taxing on an individual; therefore, playing singles matches first will allow for a better flow of court usage and adequate rest time.

NOTE: Fifth Place Match in 2-Day Tournament

Matches Q and R will be played on the first day if both schools agree to do so. If both participating schools want to play the 5th and 6th place match on Day 1 because no one else on their team has qualified for Day 2, they may do so. If both schools are going to be at the tournament for Day 2, the match should be played Day 2. Rationale: By playing the match to get to 5th/6th Day 1, those top 16 players who play and make it to the semifinals would need to play three matches. Those with a feed-in match would be playing four matches.
Kansas State High School Activities Association

OFFICIAL REGIONAL TENNIS TOURNAMENT BRACKET
16 Team Entrant

Circle One: BOYS / GIRLS  Classification ______________ Date/Year: ______________
Manager: ____________________________ Circle One: SINGLES / DOUBLES

#1  A
#16  B  C
#8  D  E  F
#9  G  H  I
#5  J  K  L
#12  M  N
#4  O
#13  P
#3  Q
#11  R
#10  S
#2  T

The top 6 finishers advance to the state tournament.

Matches M, N, O, P, Q, R & S will play out the 3rd set, if needed.
Kansas State High School Activities Association

OFFICIAL REGIONAL TENNIS TOURNAMENT BRACKET
32 Team/Entrant (6A, 3-2-1A Girls, 4A Boys)

Tournament Date: ____________________
Tournament Site: ____________________
Tourn. Manager: ____________________

CLASS ______________

Circle One: Singles / Doubles
Circle One: Boys / Girls

The top 6 finishers advance to the state tournament.
CHECKLIST FOR REGIONAL TOURNAMENT MANAGERS

☐ Check arrival and inspect plaques and medals
☐ Make sure the courts are reserved/secured for the tournament; check nets, lights (if available)
☐ Contact your local CVB for possible assistance with coaches hospitality room

INFORMATION TO PARTICIPATING SCHOOLS
(i.e., tell them what you would want to know if you were traveling to a regional site)
☐ Tournament location (town) and location of courts
☐ Time and location of coaches seed meeting
☐ Tournament starting time
☐ Information on local eating and lodging establishments
☐ Reminder to bring copies of online W/L form for all regional participants (signed by school administrator)
  (number of copies equals number of schools plus one)
☐ Reminder to bring regional entry card
☐ Reminder to bring one can of tennis balls per entrant

TOURNAMENT ATMOSPHERE & PUBLICITY
☐ Banner/sign indicating event (2020 KSHSAA Class 4A Girls Regional Tennis Tournament)
☐ Post large tournament brackets
☐ Contact media for during and after event coverage
☐ Introduce participants prior to championship matches
☐ Announce outcome of tournament as awards are presented

COACHES SEEDING MEETING
☐ Begin on time (meeting closed to players, parents and spectators)
☐ Introductions – manager and all coaches
☐ Collect entry cards
☐ Collect and distribute all W/L forms for all tournament entrants
☐ Collect tennis balls from all coaches (one can per entrant)
☐ Identify Arbitration Committee (must stay until tournament completed)
☐ Seed tournament (Manual, pages 20-21)
☐ Discuss conduct/sportsmanship and the coach’s role
☐ Discuss tournament timeline (Manual, page 21)

REPORTING RESULTS
☐ Send KSHSAA result form of top 6 singles and doubles pairs plus team scores
☐ Send KSHSAA completed tournament brackets (singles & doubles)

Scan/email: cgleason@kshsaa.org; Fax: 785-271-0236
State Tournament

TOURNAMENT DATES

Girls
October 16-17, 2020................................. State Tournaments (Friday/Saturday)

Boys
May 14-15, 2021 ....................................... State Tournaments (Friday/Saturday)

QUALIFYING FOR STATE

The winners of the first six (6) places in singles and doubles at each of four regional tournaments in all classes will qualify for the state tournaments. Each state tournament will have 24 singles entrants and 24 doubles entrants.

State qualifiers will be posted on the KSHSAA website (www.kshsaa.org) once all regional results have been received.

DEFAULT

If a singles qualifier or a doubles pair default (fail to play) at the state tournament, all state qualifiers from that regional below the defaulted position will move up, leaving the bye at the sixth position.

NOTE: Coaches and school administrators are asked to visit with players who know in advance they will not be able to participate in the state tournament to make them aware of the impact their participation in the regional tournament will have on other participants.

STATE ENTRY

The regional results submitted to the KSHSAA by the tournament manager automatically enter the qualifying tennis players for state competition. It is not necessary to send Form TNS-2 (Girls)/TNS-4 (Boys) to the KSHSAA in advance of the state tournament unless accompanied by the appropriate fee.

ENTRY FEES

GIRLS - Send KSHSAA Form TNS-2 (state fee form) to the KSHSAA by Friday, October 23. Please enclose $15 per athlete.

BOYS - Send KSHSAA Form TNS-4 (state fee form) to the KSHSAA by Friday, May 21. Please enclose $15 per athlete.

NOTE: See State Entry above.

ILLNESS/INJURY

Should a doubles player who qualifies for the state tournament become ill or injured and therefore unable to participate in the state tournament, another team member (who did not participate in the regional tournament) may be substituted in.

No substitute is allowed for an ill or injured singles play who qualifies for state.

SEEDING PROCEDURE

Coaches must always keep in mind the contest essentially belongs to the contestants. Coaches should seed their players and vote in the most ethical and fair manner in order to maintain the integrity of the seeding procedure for all athletes, not just their own players.

NOTE: Records of regional winners will be posted on the Tennis page of the KSHSAA website for review by coaches prior to the seeding meeting.

1. Coaches of all participating players will be required to attend a seeding meeting the day of the state tournament.
2. Regional champions in singles and doubles will automatically be “up for the #1 seed.”
3. Only coaches with entries in the category being seeded (i.e., singles, doubles) may vote. A coach may have one vote per entry from their school.
4. Position #1, #2, #3 and #4 will be seeded by the group and identified as A1, B1, C1 and D1 on the bracket. The 2nd in the A1 regional will be A2, 3rd will be A3, 4th will be A4, etc. The 2nd in the B1 regional will be B2, 3rd will be B3, etc. Position #3 will be C1. The 2nd in the C1 regional will be C2, 3rd will be C3, etc. Position #4 will be D1. The 2nd in the D1 regional will be D2, 3rd will be D3, etc.
5. All participants will be placed on the state bracket as identified. See Default, page 25.

SEQUENCE OF MATCHES

See page 21.

STATE SCORING

Team points to determine champions are as follows:

<table>
<thead>
<tr>
<th>Place</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>16</td>
</tr>
<tr>
<td>2nd</td>
<td>14</td>
</tr>
<tr>
<td>3rd</td>
<td>12</td>
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<td>4th</td>
<td>11</td>
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<td>9th</td>
<td>6</td>
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<td>10th</td>
<td>5</td>
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<tr>
<td>11th</td>
<td>4</td>
</tr>
<tr>
<td>12th</td>
<td>3</td>
</tr>
<tr>
<td>Win, lose, win, lose</td>
<td>2</td>
</tr>
<tr>
<td>Lose, win, lose</td>
<td>1</td>
</tr>
<tr>
<td>Win, lose, lose</td>
<td>1</td>
</tr>
<tr>
<td>Bye, lose, lose</td>
<td>1</td>
</tr>
</tbody>
</table>
**TIES**

1. Total number of state medalists – the team with more entries earning medals breaks the tie. (A doubles team counts as one entry as does a singles player.)

2. The team with the most points according to the current point scale for their state medalist only. (Entries not advancing to Day 2 of State will not have their points included in the tiebreaking process.)

3. Highest percentage of games won/games played will be tabulated for each team to break the tie.

**SCORING TIES, DEFAULTS, RETIRED MATCHES**

In team tie situations:

**BYES** will be counted at the best first round win in singles or doubles of the school tied with;

**DEFAULTS** will be counted as 6-0, 6-0 or 9-0, or whatever number needs to be attained to win a match in a pro-set;

**RETIRED MATCHES** will be counted as score played up to the point of retirement plus the additional games required to win by the winning player or team. (Example: 0-3 in the 1st set, player with 3 wins retires = match score for the winner will become 6-3, 6-0.)

**INCLEMENT WEATHER & TOURNAMENT PLAY**

KSHSAA postseason tournaments will be played on outdoor courts. In the event of inclement weather, the tournament manager will make adjustments to the tournament schedule as needed. All coaches will be informed of any new schedule. 

State tournaments that are not completed as scheduled (Friday, Saturday) will be continued on the following day (Sunday). The only exception would be inclement weather and/or availability of the tennis facility.

**STATE TOURNAMENT TIME SCHEDULE - FRIDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.</td>
<td>COACHES SEEDING MEETING</td>
</tr>
<tr>
<td></td>
<td>Attendance limited to state manager, USTA Official, KSHSAA representative and qualifying head/assistant coaches</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>PRE-TOURNAMENT FESTIVITIES (ON-COURT)</td>
</tr>
<tr>
<td></td>
<td>Welcome, National Anthem, Player/Coach Introductions, Important Information</td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td>WARM-UP FOR FIRST ROUND MATCHES</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>COMPETITION BEGINS</td>
</tr>
<tr>
<td></td>
<td>Matches on Friday will include the first three rounds of singles and doubles (see bracket)</td>
</tr>
</tbody>
</table>

**STATE TOURNAMENT TIME SCHEDULE - SATURDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.</td>
<td>COMPETITION BEGINS (SEE BRACKET)</td>
</tr>
<tr>
<td></td>
<td>NOTE: Only in the event of inclement weather, or the threat of such weather, may the tournament manager adjust the Saturday starting time. All qualifying coaches and participants will be informed well in advance if such a change should occur.</td>
</tr>
<tr>
<td>TBD</td>
<td>Introductions of participants prior to championship match</td>
</tr>
<tr>
<td>TBD</td>
<td>Presentation of trophies to top three teams and medals to the top 12 singles and doubles participants</td>
</tr>
</tbody>
</table>
Kansas State High School Activities Association
State Tennis Tournament Bracket

Tournament Date/Year: _____________________________
Tournament Location: _____________________________
Tournament Manager: ______________________________

Circle One: Boys  Girls  Class: _____
Circle One: Singles  Doubles

Matches I, J, K, L, M, N, 3rd Place & Championship will play out the 3rd set, if needed.
STATE TENNIS TOURNAMENT SITES

GIRLS STATE TENNIS
Friday & Saturday, October 16-17, 2020

Class 6A  Site: Olathe-College Boulevard Activity Center, 11031 S Valley Road
Host: Olathe South High School
Mgr: Matt Johnson; 913-780-7166

Class 5A  Site: Andover-Public School Tennis Complex, 603 E. Central Ave.
Host: Andover High School
Mgr: Brent Riedy; 316-218-4600

Class 4A  Site: Topeka-Harold Kossover Tennis Facility, 2501 SW Gage Blvd
Host: Topeka-Hayden High School
Mgrs.: Bobby Taul & Christy Sheetz; 785-272-5210

Class 3-2-1A  Site: Wichita-Riverside Tennis Center, 551 Nims
Host: KSHSAA Tennis Team
Mgrs.: Merri Copeland & Susan Oldfather; 316-655-5915

BOYS STATE TENNIS
Friday & Saturday, May 14-15, 2021

Class 6A  Site: Olathe-College Boulevard Activity Center, 11031 S Valley Road
Host: Shawnee Mission East High School
Mgr.: Debbie Katzfey; 913-993-6600

Class 5A  Site: Maize South Tennis Courts, 3701 N Tyler Rd
Host: Maize South High School
Mgr.: Curtis Klein; 316-462-8000

Class 4A  Site: Topeka-Harold Kossover Tennis Facility, 2501 SW Gage Blvd
Host: Topeka-Hayden High School
Mgrs.: Bobby Taul & James Sandstrom; 785-272-5210

Class 3-2-1A  Site: Wichita-Riverside Tennis Center, 551 Nims
Host: KSHSAA Tennis Team
Mgrs.: Merri Copeland & Susan Oldfather; 316-655-5915

STATE SITE INFORMATION ONLINE

To assist tennis players, coaches, school administrators and spectators, information specific to each state tournament will be posted online 4-6 weeks in advance of the tournament date. Information includes directions to the tournament site, time and location of coaches meeting, T-shirts and concessions available, local motels and eating establishments, etc.

To access this information, please go to: www.kshsaa.org>Athletics>Tennis>State Site Locations>Tournament Information (specific to each classification).
Tennis Etiquette

1. Ball management
   Even the most efficient tennis players spend more time between points than playing points. Getting the balls in the server’s hands is the biggest time waster. While a brief rest between points is often needed, many players slow the game down by a factor of two or three by failing to collect balls and get them to the server efficiently. Here are a few tips that will speed up the game and make it more fun for everyone:
   • Balls should be kept either in hand, in a pocket or ball clip, or against the fence directly behind the center mark.
   • Any time your opponent has to walk a significant distance to get a ball, look around your side to see whether you can use that time to collect a ball that’s similarly far away.
   • If the server needs a ball, the player closest to a ball should get it and send it to the server.
   • Send a ball to the server so that he/she can catch it easily with one hand.
   • Never hit a ball hard toward the server’s side with the intention that he/she will eventually collect it off the fence. Aside from the possibility of hitting someone who’s not expecting a ball to be coming, it’s rude to make the server pick a ball up off the ground when you could have sent it so that it could be caught after a bounce or two.

2. Keeping score
   • The server must announce the score at the start of each game and at the start of the second point and each subsequent point in each game.
   • If the receiver cannot hear the server’s announcement of the score, he/she must ask the server to speak louder. You can’t wait until the server believes he has won the game to try to reconstruct the scoring point by point.

3. Line calls
   • If you’re not sure whether your opponent’s shot is in or out, it’s in.
   • If you return a first serve that your opponent can clearly see is out, your opponent won’t be sure why you’re not calling it out. It’s often hard for the receiver to tell on fast serves, and you must give the server the benefit of the doubt, but if you can see that you confused your opponent by playing an out ball, offer to replay the point.
   • In doubles, you should not call balls wide when they land near the far sideline, unless the call is obvious and your partner was somehow hindered from seeing the ball land.
   • If you are the receiver, and your partner is on or near the service line at the start of a point, your partner has the best view of whether a serve is in or long. You can make a call if he/she doesn’t, but always defer to his/her judgment.

USTA “THE CODE” – SELECT SECTIONS

The “Code” is the players’ guide to fair play and the unwritten rules of tennis.

PRINCIPLES

Points played in good faith are counted. All points played in good faith stand. For example, if after losing a point, a player discovers that the net was four inches too high, the point stands. If a point is played from the wrong court, there is no replay. If during a point, a player realizes a mistake was made at the beginning (for example, service from the wrong court), the player shall continue playing the point. Corrective action may be taken only after a point has been completed.

SCORING

Server Announces The Score: The server shall announce the game score before the first point of the game and the point score before each subsequent point of the game.

Disputes: Disputes over the score shall be resolved by using one of the following methods, which are listed in order of preference:
   • Count all points and games agreed upon by the players and replay only disputed points or games.
     - If the players do not agree on the court in which the disputed point started, toss a coin to select a court.
     - If the players do not agree on who served a disputed point in a tiebreaker, toss a coin to select a server. (A coin toss may also be needed to determine the side which the point is played and the end from which the server serves.)
     - If the players do not agree on who served a disputed game, toss a coin to select the server.
   • Play from a score mutually agreeable to all players.
   • Spin a racket or toss a coin.

Ability gets you to the top, but it takes character to keep you there.
APPLAUD FOR A LONG RALLY, WELL PLAYED POINT OR CLEAN WINNER.

DO NOT APPLAUD FOR UNFORCED ERRORS, BAD SERVES OR DOUBLE FAULTS.

SPECTATORS SHOULD NOT CHEER, SHOUT ENCOURAGEMENT OR APPLAUD DURING A POINT OR SERVE.

SPECTATORS SHOULD KEEP VOICES RESPECTFULLY QUIET DURING AND JUST BEFORE THE BEGINNING OF ANY POINTS. USE YOUR "INSIDE VOICE" WHILE WATCHING. BE AWARE OF NEARBY COURTS.

SPECTATORS MAY NOT CORRECT A SCORE OR ANY RULE MISTAKE PLAYERS MIGHT MAKE.

SPECTATORS SHOULD NOT MAKE COMPLAINTS ABOUT "BAD" LINE CALLS. PLAYERS ARE SOLELY RESPONSIBLE FOR RESOLVING ALL MATTERS ON THEIR OWN.

CELL PHONES ARE TO BE TURNED OFF OR PLACED ON VIBRATE/SILENT.

COACHING DURING THE MATCH IS ONLY PERMITTED BY THE PLAYER'S HIGH SCHOOL COACH.

SPECTATORS AND FANS ARE EXTREMELY IMPORTANT TO THE GAME OF TENNIS. WE ARE PLEASED THAT YOU CAN BE IN ATTENDANCE. PLEASE ABIDE/USE TENNIS ETIQUETTE.
Kansas Tennis Coaches Association

We are working to promote and improve the sport of tennis in the state of Kansas. Join with us and have a voice.

Why be a member of the Kansas Tennis Coaches Association?

• Membership supports the promotion of the sport of Tennis on a local, state and national level.

• Membership means a voice in the decision making process that determines the direction of our sport in the future.

• Membership supports the recognition of Tennis Coaches of the Year.

• Membership supports the recognition of Tennis career coaches.

• Membership supports the Tennis Clinic held each spring.

• Membership helps sponsor the Hall of Fame banquet to recognize those coaches who have made significant contributions to our sport. This banquet is held on alternate years.

• Membership in our association gives the organization an opportunity to contribute to fellow coaches, and their immediate families, facing important health issues.

• Membership means a stronger organization.

The Kansas Tennis Coaches Association. Join us today.
For more information please go to www.kansascoaches.com>Tennis
HYDRATION STRATEGIES TO PREVENT HEAT ILLNESS

Proper HYDRATION and ACCLIMATIZATION practices stand out as the two primary prevention methods for decreasing the risk of heat illness. The following are some basic hydration principles to follow:

Appropriate hydration before, during and after exercise is important for maintaining peak athletic performance. Fluid losses of as little as 2% of body weight (less than 4 pounds in a 200-pound athlete) can impair performance by increasing fatigue. This is important because it’s common for some athletes to lose between 5-8 pounds of sweat during a game or intense practice. So it’s easy for athletes to become dehydrated if they don’t drink enough to replace what is lost in sweat.

- Recognize and respond to early warning signs of dehydration.
- **DRINK EARLY** and **DRINK OFTEN** during activity. Do not let athletes rely on thirst. Schedule frequent fluid breaks for re-hydrating. If athletes wait until they are thirsty it may be too late.
- Athletes should be weighed before and after warm weather practices. They need to drink appropriate amounts of fluid for the amount of weight lost. **An athlete should not be allowed to participate if they are at a 2% or greater weight deficit from the beginning of their previous practice.** Also, use a urine color chart to determine hydration levels before activity.
- Encourage GOOD hydration choices: water, sport drinks with low sodium and carbohydrates, **AVOID: energy drinks, soda, fruit juices, carbonated beverage, and caffeine.**
- Encourage drinking fluids, not pouring them. Dumping fluid over the head won’t help restore body fluids or lower body temperature.
- Provide easily accessible fluids.

| Before Exercise | Drink 16 oz. of fluid before activity/exercise (2 hours)  
|                 | Drink another 8-16 oz. of fluid 10-15 minutes before exercise |
| During Exercise | Drink 4 - 8 oz. of fluid every 15-20 minutes |
| After Exercise  | Drink 16-20 oz. of fluid for every (one) pound lost during exercise to achieve normal fluid state and not begin the next practice dehydrated. Rehydration should take place over a safe and comfortable period of time. Excessive fluid intake over a short amount of time can be dangerous (see hyponatremia information below). |

**Fluid counter**

- 24 oz. of fluid = 1 ½ of water bottle
- 16 oz. of fluid = 1 full water bottle
- 7 oz. of fluid = ½ full water bottle or 10 BIG gulps of water
- 4 oz. of fluid = ¼ full water bottle or 5 BIG gulps of water

Did you know...

- Athletes with high body fat percentages can become dehydrated faster than athletes with lower body fat.
- All athletes have different sweating rates – some lose more salt through sweat than others.
- Poor acclimatization/fitness level can greatly contribute to dehydration and risk of heat illness.
- Medications and fevers can greatly contribute to dehydration.
- Environmental temperatures and humidity both contribute to dehydration.
- Dark, bulky clothing can drastically increase chance of dehydration.
- A relative humidity of 35% and a temperature of 95 degrees F. are likely to cause heat illness, with heat stroke likely.
- A relative humidity of 70% and a temperature of 95 degrees F. are very likely to cause heat illness, with heat stroke very likely.
- A heat index chart is located at: http://www.weather.gov/om/heat/index.shtml

For information check out www.kshsaa.org>Sports Medicine & Safety>Heat/Hydration Information
EMERGENCY ACTION PLANNING

The KSHSAA and the KSHSAA Sports Medicine Advisory Committee (SMAC) remind you to take time to REVIEW your Emergency Action Plans (EAP).

Adding A Sixth and Seventh P – Proper Practice!!
The KSHSAA SMAC would also like to remind all programs not only to review and update their EAP, but programs should also add Properly Practice to their EAP. It is great to have a plan, even to have a GREAT plan; however, if the plan isn’t practiced, it will not be as successful as possible. Practice MIGHT take place as you develop your plan and SHOULD take place with different combinations of people once the plan has been created.

The National Federation of State High School Associations’ (NFHS) Sports Medicine Advisory Committee and the Kory Stringer Institute both serve as excellent resources for developing EAPs. The guidelines are simple to follow and serve as great starting points. As you develop or revise your EAPs for EACH INDIVIDUAL sport venue, remember emergencies are not limited to just “athletes.” Emergencies can take place which involve coaches, officials and spectators as well. EAPs should be developed to include non-athletic emergencies such as slips and falls, diabetic or cardiac emergencies, etc., which could happen in debate, forensics, band and more.

As you prepare your local EAP, the following areas should be considered:

Personnel
A chain of command should be established which clearly states who will be making the decisions about scene safety, EMS activation, equipment retrieval and basic medical care of the injured. Each team member must have clearly defined roles. Be it managing the team or crowd, activating EMS (calling 9-1-1), or providing first aid, all roles ARE important!

Communication
Create an “Emergency Contact List” including phone numbers for EMS (it is amazing how even “9-1-1” can be forgotten in emergencies), local hospitals, Poison Control Center, certified athletic trainer, school officials, and other designated personnel. Contact lists should be updated and distributed to key staff each season. Communicate with local EMS before the season to review venue access points.

Equipment
Each team/venue should have a fully stocked first aid kit. Kits should be inspected on a regular basis and refilled as needed. It is highly recommended that each venue have access to an AED, airway management equipment and immobilization devices. Along with standard first aid items, be sure to have participant specific items such as inhalers, EpiPens, diabetic testing supplies, etc.

For venues with contact sports where specialized protective equipment is worn (i.e. football, lacrosse, hockey), staff should have access to and appropriate training in the use of facemask removal equipment. Staff should also be familiar with local EMS protocols regarding the removal of equipment in patients with suspected cervical spine injuries.

Outdoor venues should also have equipment for managing exertional heat-related emergencies (access to ice, submersion tanks, etc.).

Storm Shelter Locations
Remember, no place outside is safe when a thunderstorm is in the area. Part of the EAP should include preparing for inclement weather. Be sure to review local forecasts and have weather monitoring devices available. If inclement weather is a possibility, assign a weather spotter (with authority to suspend an event) to monitor for lightning or other weather changes.

The National Weather Service recommends seeking shelter in substantial buildings with wiring and plumbing to provide the greatest amount of protection. Once inside, stay away from windows and doors and anything that conducts electricity. Note: small buildings including dugouts, rain shelters, sheds, etc., are NOT lightning safe. In the absence of a substantial building, a hard-topped metal vehicle with the windows closed provides good protection.

Emergency Medical Care
Coaches and activity sponsors should be familiar with basic first aid and CPR (check the American Heart Association’s “Hands Only” CPR). First aiders should pay attention to mechanisms of injury and should be careful to protect the injured from any further harm. As a general rule of thumb, it is safer to get professional help to the injured rather than move the injured to help.

If a head, neck or spine injury is suspected, the injured should not be moved unless there are safety concerns. If the injured is unconscious, assume a head, neck or spine injury exists.

A plan should also be in place monitor the Wet Bulb Globe Temperature (WBGT) which a key indicator of exertional heat emergency risks.

If the injured is transported to a hospital, a legally responsible adult (parent, coach or administrator) should accompany them.

Participant Contact & Medical Information
Have access to emergency medical contact information for each participant including contact numbers for at least two different legally responsible adults, pertinent medical information (allergies, medications, special medical notes, etc.) and a signed consent for transport and treatment.

Prepare in advance to communicate with parents and team members, while protecting the patient’s confidentiality.

Game Day
On competition day, scan the venue to make sure it is free of any hazards. Contact teams and officials before the contest to review key EAP points such as onsite medical personnel, EMS entry points should be unlocked/accessible and inclement weather plans are in place. Be sure communication devices and first aid supplies are working, onsite and ready to use.

Catastrophic Incident Plan
Fortunately, injuries involving permanent disability or death are rare. Because of the heavy emotional impact (short and long term) and the potential for legal or media interaction, a separate CATASTROPHIC INCIDENT PLAN should be created and reviewed with district level administrators.

Additional information and other emergency action planning key resources are available under the Sports Medicine & Safety tab on the KSHSAA website (www.KSHSAA.org), the NFHS website (www.nfhs.org), the Kory Stringer Institute (www.ksi.uconn.edu) or the National Athletic Trainers’ Association website (www.nata.org).
WEATHER INFORMATION FOR TENNIS

KSHSAA postseason tournaments will be conducted on outdoor courts. The KSHSAA Executive Board prohibits the use of indoor facilities for postseason competition.

EXCEPTION: Tournament managers may contact the KSHSAA Tennis Administrator to request that the last few matches (semifinal, final) be played indoors if facilities are available. Requests will be treated on a case-by-case basis AND MUST BE APPROVED BY THE KSHSAA.

HOST SCHOOL RESPONSIBILITY
Schools hosting tennis events must be prepared for the chance of inclement weather.
The manager of the event should have the following available:
1. Lightning meter/weather app on phone
2. Squeegees, rollers, broom, blower, etc. to treat the courts
In case of rain, tournament manager may exercise the following options:
1. Delay the beginning of the tournament but go ahead with the seed meeting
2. Declare postponement and reschedule for another day
   NOTE: If play is suspended or postponed for a postseason tournament, the manager must notify the KSHSAA.
3. Participating coaches do not have the authority to change the event schedule.

COMMUNICATION & WEATHER CHALLENGES
Communication is always important and especially if inclement weather becomes an issue.
1. It is highly recommended that the event manager share their contact information with participating coaches.
2. It is strongly suggested that the event manager secure the contact information for all participating coaches.
3. If the tournament schedule should need to be altered/modified, the new schedule should be tweeted out.
4. Adjustments to a postseason schedule – please contact Cheryl Gleason so the new schedule can be posted on the KSHSAA website.

STATE TOURNAMENTS
In the event of inclement weather, the tournament manager will make adjustments to the tournament schedule as needed. All coaches will be informed of any new schedule. State tournaments that are not completed as scheduled (Friday/Saturday) will be continued on the following day (Sunday). The only exception would be inclement weather and/or availability of the tennis facility.

WEATHER - HELPFUL INFORMATION FOR POSTSEASON TOURNAMENTS
1. If the start of the tournament is delayed or the tournament is interrupted due to weather, the tournament manager should have access to a weather channel, Doppler radar, etc., to monitor weather conditions.
2. Don’t be too quick to completely postpone play. Be patient and monitor the weather. Clearly communicate your expectations (i.e., tell coaches to not leave the tournament site; or, if raining, tell them to report back to a designated place at designated time). Effective communication is key!
3. Should you encounter rain, be prepared to treat the courts once the rain ends (i.e., rollers, blowers, squeegees, brooms, etc.) – and have people (not players) available to use this equipment.
4. If you encounter rain delays, look ahead at number of courts, number of matches, etc. Allow players adequate rest between matches, yet try to keep all courts in use. Remember: No match may start after 10 p.m.
5. If play must be postponed and rescheduled, or if the tournament cannot be completed, play will resume the next day. CONTACT THE KSHSAA.
6. Storm Shelters - Postseason hosts are expected to secure and have a plan in the event of severe weather.
KSHSAA Recommended Procedures to Consider When Inclement Weather Occurs During a Contest

The safety of athletes (participants), spectators, coaches/directors, school personnel and all others present at an athletic contest must be the first and foremost concern of contest officials and building administrators.

1. When an interscholastic contest has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following should be considered:
   a. Prior to beginning an athletic contest, when severe weather is anticipated, the head contest official and the principals of each school, or their designees, will meet to review the suspension and/or postponement procedures. This would include any playing rule book coverage.
   b. The host school administrator will be responsible for informing contest officials, visiting school administrators and, if applicable, the individual responsible for public address announcements of designated shelter areas.
   c. If a TORNADO WATCH has been issued, the host team building administrator and the head contest official will notify coaches, school administrators and, if applicable, the individual responsible for public address announcements that the possibility of abrupt suspension of play exists.
   d. If a TORNADO WARNING has been issued, the contest should be suspended immediately. Participants, spectators and all personnel involved with the contest will be advised to “take cover.” The procedure will be announced, when available, over the public address system.
   e. When lightning is observed in the vicinity of a contest conducted outdoors, play should be suspended.
   f. If any other life-threatening condition occurs, play should be suspended immediately and predetermined directions to safe locations will be announced.

2. When a suspension of a contest occurs, the following should be considered:
   a. If the suspension is 45 minutes or greater, resuming at a later date should be considered.
   b. When it appears that weather conditions are no longer a threat to the safety of participants, spectators or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue. If any administrator or the head contest official casts a negative vote for play to resume, the suspension should continue.
   c. If play is to be resumed, contestants will be given at least a 15 minute warm-up period prior to competition.

For more information check out www.kshsaa.org>Sports Medicine & Safety

KSHSAA POSTSEASON TOURNAMENTS WILL BE CONDUCTED ON OUTDOOR COURTS

The KSHSAA must be notified of delays or tournament postponements/rescheduled dates.

Exception: Tournament managers may contact the KSHSAA to request that the last few matches (semi-final, final) be played indoors, if facilities are available.

Cheryl Gleason contact information:
cgleason@kshsaa.org

REMEMBER - IT’S KANSAS!
IF YOU DON’T LIKE THE WEATHER, HANG AROUND FOR AWHILE. IT WILL CHANGE!
KSHSAA GUIDELINES FOR LIGHTNING SAFETY

1. WHEN THUNDER IS HEARD OR CLOUD-TO-GROUND LIGHTNING IS SEEN, THE LEADING EDGE OF THE THUNDERSTORM IS CLOSE ENOUGH TO POSE A LIGHTNING RISK. SUSPEND PLAY AND TAKE SHELTER IMMEDIATELY.

2. ONCE PLAY HAS BEEN SUSPENDED, WAIT AT LEAST 30 MINUTES FROM THE LAST SOUND OF THUNDER OR LIGHTNING STRIKE WITNESSED BEFORE RESUMING THE ACTIVITY.

3. ANY SUBSEQUENT THUNDER OR LIGHTNING STRIKE DURING THE 30 MINUTE WAITING PERIOD RESETS THE CLOCK, AND A NEW 30 MINUTE WAITING PERIOD BEGINS.

ANYTIME LIGHTNING CAN BE SEEN OR THUNDER HEARD, RISK IS PRESENT!

At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

SCHOOL CONSIDERATIONS:

1. A documented plan for handling severe weather situations such as lightning should be in place.

2. The persons responsible for monitoring weather activity and determining when to suspend practice or competition should be identified. Ideally this person will NOT be a coach or an official involved in the game or practice, as they may be too involved with their other duties to monitor the weather.

3. There are many different methods of monitoring the weather. The internet and mobile device weather applications are one option. Weather radios are available through the National Oceanic and Atmospheric Administration (NOAA) and the National Weather Service. The Weather Channel can also provide good information on storm movement and strength. Each school will need to determine their most effective means of monitoring the weather. No matter how weather is monitored, hearing thunder or seeing lightning should always take precedence in decision making over information obtained from other sources.

National Weather Service contact information, areas of coverage, and weather radio frequencies are provided on the back of this document.

4. All personnel, athletes, and spectators should be clearly informed in advance of available safe structures or shelters in the event of severe weather.

5. The most ideal safe structure is a fully enclosed building with plumbing, electrical wiring, and telephone service which all aid in grounding the structure.

6. Fully enclosed automobiles with metal roofs, including school buses, provide adequate shelter as well.

7. Avoid using bathrooms or showers as shelter areas as the plumbing pipelines provide a path for the lightning to enter the structure. Also avoid using corded telephones or headsets during a thunderstorm, and avoid standing near utilities.

8. If communication is necessary during the storm, cellular and cordless phones are considered reasonably safe.