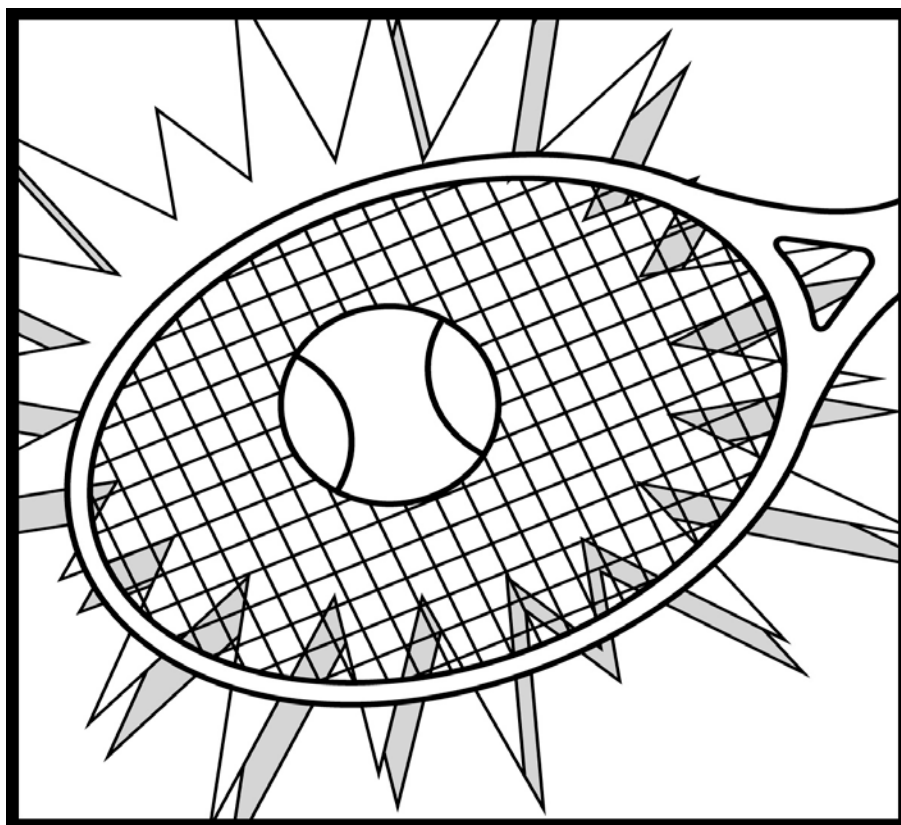




TENNIS COACHES MANUAL

2013-2014



MHSAA TENNIS COACHES MANUAL

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IMPORTANT DATES

	<u>First Practice</u>	<u>First Contest</u>	<u>Opt-Out Due Date</u>
LP Fall	August 14	August 21	Oct. 4
UP Fall	August 14	August 21	Sept. 27
LP Spring	March 10	March 17	May 9
UP Spring	March 10	March 17	May 23

ENTRY MATERIAL

The Entry Materials must be received by the Regional Manager by the Opt-Out due date.

Team materials include:

- Master Eligibility List
- Regional Line-Up Sheet
- List of Coaches
- Player Information Sheets (Complete, Accurate and Legible)

UP Final – Entry Materials must be received by the Final Manager by the Opt-Out due date.

Team materials include:

- Master Eligibility List
- Final Line-Up Sheet

RECENT RULE CHANGES

1. **Enforcement of the Majority of Matches Rule:** If a player does not meet the requirements of the Majority Rule at the Regional tournament, the team's line-up will be adjusted so that it complies. The Final Seed Committee has the authority to correct a line-up that is deemed in violation with the Majority Match Rule.
2. **Regionals with less than full teams:** Once a bona fide team is entered in a Regional tournament, the team will be drawn into every flight. If a team does not have an entry at a flight, the school name will be listed on the draw sheet and the loss will be treated as a default.
3. **Regular Season – Unless prohibited by conference/league rules, allow a coach to substitute directly into the line-up for any absent player, upon approval of the other coaches.**
4. **Deduct a team point for a flagrant unsportsmanlike violation committed by a non-playing member of a team at any time during an MHSAA Tournament.**

Allowing a player to play singles and doubles the same day.

Rationale: Early in the season when the coach is trying to determine the lineup and when multiple dual matches are scheduled, a player may play singles and doubles on the same day. A player cannot play singles and doubles in the same team match.

Tennis is counted as a day of competition. Each day a match is played counts as one of the 16 allowable days. Any given day a maximum of three matches per individual/doubles team may be played. Exception: In a League/Conference championship with more than eight schools, a player may play a 4th match if the player has not played more than six sets in the first three rounds and the fourth match would complete the tournament.

LIMITED TEAM MEMBERSHIP – A player is limited to two outside competitions during that team's season, commencing with the first day of allowed practice under MHSAA regulations, regardless of when that team begins practice or the player joins the team.

SCRIMMAGE – A team may have four scrimmages; any number of the four scrimmages may occur before or after the first competition.

REMINDERS FOR THE 2013-2014 SEASON

1. Uniforms must be school approved.
2. The rest period between the second and third set is a maximum of five minutes. (Modification from USTA)
3. A modified Point Penalty System for misconduct is used for high school tennis (page 2).
4. The best player on the team must play No. 1 singles. The line-up must be established early in the season and maintained throughout the season.
5. For misconduct purposes, the Regional and Final are considered one event. For injury and illness, the Regional is one level and the Final is another level.
6. The USTA Continuous Play Rule has been modified. All matches will use a maximum of 90 seconds for the changeover at the end of **each** odd game (even after the first game of each set) and a set break of a maximum of 2 minutes. **(Coaching is allowed during all of these breaks.)**

STACKING

Stacking is having players not in ranked order as defined by the MHSAA rules. Any line-up changes must be verified by current challenge matches.

Challenge Match – a coach needs written verification to explain his/her line-up and must use a consistent format throughout the year for such.

Definition of stacking – Players are **NOT** in ranked order. Why is stacking wrong?

- a. It is against the stated rules and policies of the MHSAA.
- b. It violates the true spirit of athletic competition.

Is it stacking, playing your second best player in doubles?

No, as long as it is done as a permanent position. If not, what is wrong with having your second best player switch back and forth between singles and doubles?

Switching back and forth:

- a. Complicates seeding for Regionals and Final
- b. Is unfair to your own players/team
- c. Becomes a guessing game with your line-up with opposing coaches

MHSAA PROTOCOL FOR CONCUSSIONS – Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious as is provided for under the current rule. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care provider for an exact determination of the extent of injury.

2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.

3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.

a. Only an MD or DO may clear the individual to return to competition.

b. The clearance must be in writing.

c. The clearance may not be on the same date on which the athlete was removed from play.

4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA.

5. In cases where an assigned MHSAA tournament physician (MD/DO) is present, his or her decision to not allow an athlete to return to competition may not be overruled.

GENERAL INFORMATION

1. USTA rules will be applied unless otherwise noted. MHSAA Regulations have some modifications of the USTA rules. Regardless, players shall play by The Code.
2. Scoring System: All matches shall be the best-of-three, **Coman** tie-break sets. Schools may mutually agree to use no-ad scoring or play pro-sets in dual matches or invitational tournaments. (Procedure for the tie-break is in the Appendix.)
3. Competition Limits: **Individual** - A student may participate in no more than three (3) matches per day, singles or doubles. (*See MHSAA tournament exception on matches per day.)
Team: Each school team and all players are allowed a maximum of 16 days of competition and 4 scrimmages. (The scrimmages can be used any time during the season.)
4. Limited Team Membership: A school shall apply the Limited Team Membership Rule to each individual tennis player from the point of the first allowable practice date.
5. Team Uniform:
Male: Shirt and shorts are required. A team shirt is an unaltered shirt with sleeves, preferably in school colors or with school identification.
Female: Shirt and shorts/skirts or a tennis dress are required. Shirt or dress may be sleeveless including racer back style.
Each player must wear such shirts throughout the match. If a player changes shirts, he/she must have another tennis team shirt to wear. Players shall not wear attire which extends below the shorts (i.e. boxer shorts or lace leggings), however, compression shorts which are unadorned and of a single color are allowed. The team short/skirt must be the same color for all individuals – and an appropriate style for tennis.
Warm-up pants or running tights are allowed in cool weather.
* Each coach must get school approval prior to ordering uniforms.
Penalty: Match shall not start unless individual or doubles team has a team uniform on. The USTA Point Penalty System for lateness will be used. (More than 15 minutes and the match is defaulted.)
6. Coaching:
A. A coach must be a staff member of the school or registered with the MHSAA as a Non-faculty Coach.
B. **Tennis Rules Meetings are mandatory for all head coaches every school year.** See MHSAA Website for dates and instruction for online information.
C. Coaching is permitted only during the 90-second changeover, the set break, or during the split (5 minutes). On the changeover, a maximum of 90 seconds shall elapse from the moment the ball goes out of play at the end of the game to the time the ball is struck for the first point of the next game. Coaching must be done within this time, leaving time for the player(s) to get to the baseline and ready to serve/receive.
D. Coaching should be done from outside the fence (exceptions made by tournament officials only). A coach shall not interfere with any other match while coaching. Only one coach per school may coach on a court at any one time.
A violation of the 90 second rule will be assessed by:
 1. Both players not ready to play - the server starts the next game at Love - 30.
 2. The server is not ready to play - the server starts the next game at Love - 30.
 3. The receiver is not ready to play - the server starts the next game at 30 - Love.
E. Number of Coaches - At any team competition, dual meet, invitational tournament, or MHSAA sponsored tournament, there shall be no more than two coaches per school. Each coach must be a faculty member at that school or that person must be registered by the school with the MHSAA.
Exception on Coaches Limitation - If there are more than two sites being used, the school **may appoint an additional person to coach each additional site used. The school must be sure that each additional coach is a school employee or registered as a non-faculty coach. For postseason competitions, submit the names of those individuals who will be used, if needed, on the Regional Line-up Form. Any changes to the original list of coaches for postseason must be submitted in writing to the Final Tournament Manager and to the MHSAA.**
7. Point Penalty System for Misconduct:
 - A. First Offense - Warning
 - B. Second Offense - Point
 - C. Third Offense – Default

An immediate default is possible for an intentional or flagrant offense. At any time an official may bypass a step of the point penalty system if, in the opinion of the official, the offense was of such a nature that a more stringent penalty should be enforced. Continued violation by a coach and/or poor conduct exhibited by a coach could result in application of the above

penalty system on the player or doubles team in question. The point penalty system shall be cumulative for the duration of any match or tournament.

8. Penalties for Lateness Before a Match or Resumption of a Suspended Match:

- A. 5 minutes or less - Loss of choice plus one game
- B. 5:01 - 10:00 minutes - Loss of choice plus two games
- C. 10:01 - 15:00 minutes - Loss of choice plus three games
- D. More than 15:00 minutes - Default

9. Dual Matches

A. Ranking of Players

- 1. The best player on the team must play number one singles.
- 2. Doubles players may be better in ability than the remaining singles players, but the players in either singles or doubles must be ranked in order of ability.
- 3. Doubles teams shall be ranked according to the ability of the two players as a team and not as individuals.
- 4. Temporary illness or absence of any player shall not change rules 1 or 2 above. For instance, if the second singles player on a team is ill and unable to play in a match, his or her replacement must be a better player than those playing third singles and fourth singles. Forfeits for lack of available players must come in fourth singles or fourth doubles. A coach may not forfeit the first singles position if the first singles player is unable to play. The coach must MOVE the lineup so that the players in singles and the teams in doubles are ranked according to ability. If an individual substitution into a doubles team occurs, the ranked order of the doubles team still must prevail.

EXCEPTION: Unless prohibited by conference rules, allow a coach to substitute directly into the line-up for any absent player, upon approval of the other coaches.

- B. Format - A team match shall consist of four single matches and four doubles matches. (A player shall not participate in both singles and doubles during a match.) Schools can agree to play additional positions if they have extra players, i.e., a 5th doubles or 5th singles.

If limited courts are available and coaches cannot agree on the order of play, matches will be played in the following order: No. 4 doubles, No. 3 doubles, No. 2 doubles, No.1 doubles and as courts become available, No. 4 singles, No. 3 singles, No. 2 singles and last No. 1 singles.

- C. Balls - The home team will furnish USTA approved balls. It is suggested that each match start with two new balls. If there's a split, two new balls will be provided for the third set.
- D. Line-up - Line-ups shall be in writing prior to the start of the match. Coaches must be sure the players and doubles teams are in a position by ability. Stacking the line-up is a violation of both the spirit and letter of the rule.
- E. Match Manager - The home team coach shall serve as the Match Manager/Referee and is in charge of all rule disputes, administrative responsibilities, crowd control, etc., however, each coach shall have the power to enforce the rules and have the *USTA Rules of Tennis* to settle point of law questions.
- F. Line calls - Players must remember that they are playing by The Code. This includes the premise that in case of doubt on a line call, your opponent gets the benefit of the doubt.

In case of repeated questionable calls, the coach should talk with both players. A linesperson may be used if requested by the coach. Exception: Where multiple sites are used and only one coach is available, the player at the site without the coach may ask for a linesperson. If a linesperson is used, the players will still call all lines, the linesperson is there for appeal only and his/her decision is final.

- G. Resumption of Play - The following provisions are in effect for regular season athletic contests which are postponed by local management due to emergencies that might endanger participants, such as, but not limited to, rain, darkness, tornadoes, light failure, etc., unless otherwise stated for that sport in the rule book or manual:
 - 1. If an athletic event is terminated due to the above-mentioned reasons, it will count as one of the allowable competitions.
 - 2. If that athletic event is to be continued from its point of suspension on another day, it will not count as an additional game/day of competition.

3. If that athletic event is to start over from the beginning, it is to count as an additional game/day competition.
4. Local school policy or league policy will dictate whether you pick up the match from its point of suspension or start the match from the beginning.

10. Regional Regulations:

- A. ENTRIES - Regional - By Bona Fide Team Entry Only (Minimum of 4 Players) - All Divisions will play 4 Singles and 4 Doubles matches. Individuals will be limited to competition in EITHER singles or doubles play. (A bona fide team means the school has an actual schedule for the current school year and has participated in four or more matches during the current school year.)

Regional Managers Role - The Regional Manager may not set aside MHSAA rules in procedures regardless of the wishes of the coaches.

- B. BONA FIDE PLAYER - A player must be a bona fide member of the school team, (has represented their school in a varsity match) before the entry deadline. The player's name must be on the Eligibility List and Regional Line-Up Sheet when submitted.
- C. NO. 1 SINGLES PLAYER - All coaches must play their best player at No.1 singles.
- D. RANKED ORDER OF ABILITY - All team members are to be ranked in position according to their ability (singles-flight one, two, three or four OR doubles-flight one, two, three or four). Doubles teams shall be ranked according to the ability of the two players as a team and not as individuals. (See 9A)
- E. PLACEMENT OF PLAYERS - **A player must have played a majority of all matches played at that flight in which he/she is entered for Regional play. If there are extenuating circumstances (i.e. illness, injury during the season) ranked ability shall take precedence over majority.**

***Every effort must be made to establish the line-up early in the season. The moving of players to various positions is strongly discouraged.**

- F. MOVING PLAYERS DUE TO DISCIPLINE - Moving players lower in the line-up because of discipline is not permissible.
- G. Utilization of Players - When you have less than 12 team members.

4 players - play No. 1, 2, 3, 4 singles
5 players - play No. 1, 2, 3 singles - No. 1 doubles
6 players - play No. 1, 2, 3, 4 singles - No. 1 doubles
7 players - play No. 1, 2, 3 singles - No. 1, 2 doubles
8 players - play No. 1, 2, 3, 4 singles - No. 1, 2 doubles
9 players - play No. 1, 2, 3 singles - No. 1, 2, 3 doubles
10 players - play No. 1, 2, 3, 4 singles - No. 1, 2, 3 doubles
11 players - play No. 1, 2, 3 singles - No. 1, 2, 3, 4, doubles

- H. Seeding - A place is provided on the Regional Line-Up Sheet to designate those players whom you feel deserve seeding consideration. Place a check before their name and attach the Player Information Sheet to the Regional Line-Up Sheet. You are encouraged to be present at the Seeding Meeting if at all possible. The season records and total number of matches, as indicated on the Regional Line-Up Sheet, **must** be updated with current information at the Seeding Meeting or prior to it.
(NOTE: Season records include only regular season contests. No scrimmage or non-interscholastic play results are to be considered.) Any player in the tournament may be given consideration for seeding.
- I. Player Information Sheet - The Player Information Sheet on each player must be presented along with entry materials. The Player Information Sheet is considered part of the entry material and **must be** complete, accurate and legible. (The \$50 late fee may be assessed by the Regional Manager if the Player Information Sheet does not meet all requirements.) A separate sheet **MUST** be presented for each player and doubles team entered. Defaults are to be part of the player's permanent record and included on the Player Information Sheet. The reason for the default must be stated on the sheet.

The Player Information Sheet should be filled out as the season progresses. The sheet should reflect matches played as current as possible without missing the deadline. Make sure the sheet is accurate, legible, and includes all matches: this means to include all regularly scheduled matches of your high school team. These contracted matches should be counted regardless of the scoring system used. Scrimmages or outside competition for the individual shall not be considered.

- J. Deadline - The Regional Line-Up Sheet, Master Eligibility List, Coaches Form and Player Information Sheets must be properly filled out and submitted to the Regional Manager by required date and time. **The procedure for submitting the material will be described on the MHSAA Website.** See MHSAA Athletic Events Calendar and MHSAA.com Quick Calendars for Opt-Out due dates.
- K. Tournament Withdrawal Policy - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the draw is completed for team sports or the pairings, heat assignments or flights are determined for individual sports of the first level of the MHSAA tournament in a sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.
- L. Late Fee - Any entry received after the deadline date and time, and before the draw, must be accompanied by a \$50 late fee. After the draw is made, no entries will be accepted.
- M. Substitutions (MHSAA Tournament Play) - After the Regional Line-Up Sheet has been **received by** the Tournament Manager, substitution is to be allowed only in the cases of illness or injury, discipline, immediate family tragedy or academic commitment, (e.g. Advanced Placement test). **A letter from the school must accompany the name of the substitution.** The substitute must be placed into the same position as the person for whom the substitution is being made. Juggling of the line-up is not permitted. If a substitution is to take place prior to the Opt-Out deadline time, a coach is expected to substitute by ranked order of ability. A major change in many of the flights is not permissible. If a substitute is used for a player in the Regional and that team qualifies to the Final level, the player for whom the substitution was made may represent the school in the Final level in the original position of entry. Once a player begins a level of the tournament, he or she must complete said tournament. In case of injury or illness, causing the player to terminate play, no substitute is allowed and a default is awarded the opponent. **If a substitution is made after the Regional Tournament, for the allowable reasons, once the Final Draw is completed the substitute is the player of record.**
- N. Regional Draw. Regional managers will notify participating schools regarding the date, time and location of the Seeding Meeting. It is strongly recommended that each coach attend the meeting, however, no players or parents are invited. Coaches must have sent complete information on each player; this includes results from the entire MHSAA season. Once the Seeding Meeting is over, the draw and seeds are set. The only way to change any draw is to provide new evidence of an oversight.
11. Tournament Play:
- A. To participate in an MHSAA sponsored event, an individual or team must be accompanied by a school coach, administrator or appointee of the school.
- B. There will be a Pre-Tournament Players Meeting to discuss court assignments, conduct, point penalty system, etc. Teams must plan on attending the meeting.
- C. A modified USTA point penalty system for lateness and violations will be used. (See No. 7 and No. 8 in this document)
- D. Warm-Up - The warm-up before each match shall not exceed 10 minutes - this includes the serve.
- E. Rest - Between matches a player or doubles team will receive at least 30 minutes. The time may be shortened if both coaches agree. Between the second and third set, a maximum of 5 minutes may be taken.
- F. Maximum Number of Matches for Contestants - A player or doubles team is generally limited to a maximum of three matches in one day. If playing a fourth match would complete the tournament and no contestant has played more than six sets in the first three rounds, with mutual agreement of both coaches and the tournament manager, a fourth match is possible.
- G. Scoring - Each match won by a team member by play or default will count one point toward a team total score (in case of a bye in the first round, a player must win the second round match before they receive a point for the bye). The team score is based on the total cumulative score of each team entry.
- H. Penalty for unsportsmanlike conduct after match - For a flagrant unsportsmanlike conduct after a match is completed, the offending player will be defaulted and removed from the site as soon as authorized school personnel become available. This removal will be for the duration of the event (Regional and Final are considered one event). In addition, one point will be deducted from the player's team score. This rule will be in effect for all MHSAA Tennis Tournaments.
NOTE: If a player is defaulted from the Regional level, a substitution at his/her position is not allowed.
- I. Start of Play - Defined in two categories:

1. Non-umpired match - when the first serve is hit
 2. Umpired match - when the umpire says, "Play"
- J. Use of Indoor Facilities - There is no provision for Regional play to move indoors in case of inclement weather. Regional Managers need to follow this criteria:
1. Indoor courts are available.
 2. The majority of coaches agree to play indoors. (Without majority approval, there shall be no indoor play.)
 3. Expenses are shared by competing schools.
 4. Administration (AD and/or principal) of the majority of schools agree to pay for their share of the cost **before** any indoor play.
- K. Expenses for Attending Tournaments - Competing schools will assume all costs of the tournament. This includes transportation, lodging and meals and indoor courts (if used) at the Regional level.
- L. Regional Tournament – The Tournament Manager/Host school will select the date for the Regional. Thursday, Friday or Saturday may be used but **not** two school days unless the tournament resumes after the classroom instructional day on the second school day.
- M. No protest is allowed to the decisions of the Seeding Committee regarding either seeds or placement of seeds at the Regional or Final Tournament.
12. Final Level:
- A. Entries - Final - The winning and runner-up team from each Regional, and any team which scores 18 or more points in a draw of 16, will qualify to the Final level. (Any school with 10 or more points in a draw of eight will qualify to the Final level.) Any No. 1 Flight singles winner or No. 1 Flight singles runner-up who is not a member of a qualified team, will qualify to the Final Tournament. All individual entries will be drawn into the No. 1 Flight with the No. 1 Flight team players and will compete for individual honors.
- B. Final Tournament Opt-Out Information - It will not be necessary for coaches of qualified teams or individual entries to forward a final Regional Line-Up Sheet, however, each coach must update the Player Information Sheets. The Regional Line-Up Sheet and Eligibility List previously submitted, along with the **updated** Player Information Sheet, will be forwarded with the tournament results by the Regional Manager.
- C. Player Position in Final Meet - Members of qualified teams must compete in the same Flight in the Final level as in the Regional level.
- D. Substitution – If a substitute was used for a player in the Regionals and that team qualifies to the Final, the player for whom the substitution was made may participate in the Final. At the Final level, a substitution may be allowed only in the case of illness or injury, discipline, immediate family tragedy or academic commitment. **The school must submit in writing the reason and the name of the substitute. After the Final Draw, no additions can be made and the substitute is the player of record.**
- E. Final Tournament Seeding - Any coach who feels their player/players should be considered for a seeded position in the Final Tournament **MUST** have an updated information sheet in the hands of the closest Area Seeding Director by his/her required time and date. This information **must** be in writing. A phone call with pertinent information will assist the Director. However, your presence at the Sunday afternoon area meeting is desirable.
- F. Final Tournament Draw - The Seeding Meeting will be conducted by Area Seeding Directors and Final Level Managers.
- G. Qualifiers Material - Coaches of qualified teams or individuals are responsible for updating any materials pertaining to the Final level. Be sure to check with the Regional Manager before you leave the Regional Site. (The Regional Manager must have your updated Player Information Sheets and Regional Line-Up Sheets in order to forward to the MHSAA and Final Manager.)
- H. Penalty for unsportsmanlike conduct after match - For a flagrant unsportsmanlike conduct after a match is completed, the offending player will be defaulted and removed from the site as soon as authorized school personnel become available. This removal will be for the duration of the event (Regional and Final are considered one event). In addition, one point will be deducted from the player's team score. This rule will be in effect for all MHSAA Tennis Tournaments. NOTE: If a player is defaulted for unsportsmanlike conduct, no substitution is allowed.
- I. Use of Indoor Facilities – MHSAA, in cooperation with the respective tournament manager, will authorize use of indoor facilities under adverse weather conditions. If indoor facilities are available and approval is given by the MHSAA, the tournament may be moved indoors. The MHSAA will pay for the courts.
- J. No protest is allowed to the decisions of the Seeding Committee regarding either seeds or placement of seeds at the Regional or Final level.

APPENDIX A

TORNADO POLICY FOR MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION EVENTS

Adopted May, 1981; Revised May 2004

I. IF THERE IS A WATCH OR WARNING AT A TOURNAMENT SITE -

- A. Watch or warning issued at least three hours prior to the event:
 - 1. If the local district policy closes the tournament facility, all participating teams must be called and informed of postponement with information pertaining to next playing date and time included in the call.
 - 2. If the host district policy does not close the facility, all participating schools who have not called the host must be called to be sure all who are scheduled to play will be present. (The participating school local policy must prevail.)
 - a. If one team of a dual type competition (i.e. Baseball Tournament) cannot be present by their policy, no contest shall be held. The competition for that day/night must be rescheduled on the next possible day.
 - b. If the competition is multiple team type (i.e. Track, Tennis), the Meet shall be conducted as long as a reasonable number of teams (60%) can be present.
- B. Watch or warning less than three hours before event:
 - 1. If the competing teams are enroute, no decision shall be made until both teams in a bracket have arrived or contact has been made, unless local policy forbids use of facility once the watch or warning has been issued.
 - 2. If competing teams arrive, are on the premises and local policy permits, play the contest when and if time permits.
 - 3. If it is not possible that date, reschedule for next possible date, not including Sunday.
 - 4. Local policy shall always prevail.
- C. Watch or warning during contest:
 - 1. Suspend play
 - 2. Take necessary steps and precautions as directed by local policy.
 - 3. Resume play at the point of suspension as soon as permitted. If not that day/night, then reschedule for the next possible date.

II. IF THE WATCH OR WARNING IS IN AN AREA OF ONE OR MORE COMPETING SCHOOLS AND NOT AT TOURNAMENT SITE:

- A. It shall be the responsibility of the competing school to inform the manager of the tournament immediately.
- B. The decision as to play or not to play shall be made by the Tournament Manager, based on the information presented and the type of sport event involved.
 - 1. If one or more local policies do not permit travel or competition, the game, games, or tournament shall be postponed.
 - 2. If the scheduled competition is of a multiple team nature (i.e. Track and Field), the competition may take place even though all teams are not able to be present. (60% is suggested guideline)
 - 3. The rationale for No.1 and No.2 hinges on the fact that in No.1, both teams of a dual type competition must be present if a contest is to take place. Number 2 permits competition, even though all teams cannot be present.
- C. If one or more schools are on the road to the tournament site at the time of watch or warning, no decision shall be made until contact has been made with all concerned. (An authorized person from the assigned schools)
- D. If one school arrives on site and the opponent cannot travel due to local policy, the game shall be postponed and rescheduled on the next possible date, not including Sunday.

GENERAL GUIDELINE: The local Tournament Manager has full jurisdiction over the policies of the tournament site. If the above guidelines do not cover a certain situation, the decision on the matter shall be that of the Tournament Manager.

APPENDIX B

COMAN TIE BREAK PROCEDURE:

When the set score is 6-6, the Coman Tiebreak is used. The first player/team to win seven points wins the "Game" and "Set", provided there is a margin of two points over the opponent(s). The player whose turn it is to serve shall serve the first point of the tie-break game from the deuce court; then change ends. The following two points shall be served by the opponent(s) starting with the ad court (in doubles, the player of the opposing team due to serve next). After this, each player/team shall serve alternately for two consecutive points (starting with the ad court) changing ends after every 4 points. (in doubles, the rotation of service within each team shall continue in the same order as during that set).

The player/team whose turn it was to serve first in the tie-break game shall be the receiver in the first game of the following set.

NOTE: The Coman Tie-break Procedure is identical to the regular procedure except that the players change ends after the first point, then after every four points, and at the conclusion of the tie-break.

APPENDIX C

PROCEDURES FOR SUSPENSIONS/DISQUALIFICATIONS AT MHSAA TOURNAMENTS

A. COACH

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

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

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

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

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

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

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

B. PLAYER

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

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

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

2. Unsportsmanlike Conduct in Previous Contest - A player who is ejected during a contest for sportsmanlike conduct shall be with the subsequent disqualification with respect to one of its students, the tournament managers or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament. Note: Reference Regulation V, Section 3(D).

C. COACH AND PLAYER

Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

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

*In Tennis, the Regional and Final are considered one tournament (for discipline reasons).

APPENDIX D

INJUNCTIONS OR RESTRAINING ORDER PROCEDURE: In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet has begun, it shall be completed.

INTERPRETATION: (A) Individuals or teams which are defeated by an ineligible opponent or teams which allowed one or more ineligible students to participate do not advance in MHSAA tournaments.

(B) If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places.

APPENDIX E

TOBACCO AND ALCOHOL POLICY AT MHSAA TOURNAMENTS

A. **Policy:** For coaches and officials at all MHSAA tournaments, use of tobacco products of any kind within sight of players and spectators and use of alcohol during a contest or at any time before it on the day of the contest is prohibited.

B. **Enforcement:**

1. **Tobacco** - It is not intended that a violation of the tobacco policy should lead to immediate ejection of a coach. He or she should be reminded of the policy and reported to his or her school administration after the contest. Only if the coach is unwilling to comply promptly should he or she be disqualified from coaching at the event. Officials should be reminded of the tobacco policy and reported in writing by the tournament manager to the MHSAA.

2. **Alcohol** - Historically, officials promptly disqualified coaches, and tournament managers immediately replaced officials who were under the influence of alcohol; and no change in such procedures is intended by these policies.

APPENDIX F

TAUNTING - MHSAA Handbook Regulation V, Section 3, "Sportsmanship"

Interpretation No. 287: Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting that would lead to ejection include, but are not limited to, "trash talk"; physical intimidation outside the spirit of the game; reference to sexual orientation; "in the face" confrontation by one player to another; standing over/straddling a tackled or fallen player.

Interpretation No. 288: **In all sports**, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition (and next contest/day of competition). A warning may be given, but is not required before ejection.

Interpretation No. 289: **At all MHSAA tournament venues**, tournament management may give spectators one warning for taunting. Thereafter, spectators who taunt others are to be ejected by security.

OPT OUT DUE DATES:

GIRLS U.P. Opt Out date: **SEPTEMBER 27, 2013**

L.P. Opt Out date: **MAY 19, 2014**

BOYS L.P. Opt Out date: **OCT. 4, 2013**

U.P. Opt Out date: **MAY 23, 2014**

REMINDER: The “Entry” Materials are to be received by the Opt-Out Due Date and Include:

1. **Master Eligibility List**
2. **Regional Line-Up Sheet**
3. **Player Information Sheets (complete, accurate and legible)**
4. **Coaches List and Contact Information**

APPENDIX G

SECURITY CHECKLIST:

Prior to each event, a systematic approach must be taken to establish proper security for the specific nature of each event. With appropriate security the event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems.

1. **Review changes** – In the preplanning stages, review any changes to be made from the previous year’s event.
2. **Meet with the head of security** – Prepare to meet with the head of security for the event and host management. Written materials outlining needs, location, hours to work and responsibilities should be prepared.
3. **Review ushers assignments** – In your meeting with site representatives and security, review how many security officers will be in place and their location. Review ushers assignments and any supervisory responsibilities they will have. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to playing area and by whom.
Know whom you will be contacting for specific problems and/or emergencies. Having access to immediate communication such as through a walkie talkie is invaluable.
Discuss how problems in the crowd will be handled. For example: Crowd behavior will first be channeled through the school administration and if severe will go to security; standing in aisles or the throwing of objects, sitting in restricted areas will go through the workers; and potential problems with crowd location will work with association staff, the school administrators and ushers.
4. **Written Emergency Plan** – Prepare a written plan for emergency situations. Steps should be outlined in advance as to the procedures to be followed during the event of an emergency (i.e. weather, crowd, structure, catastrophic injury.) Public address announcements, security personnel assistance, emergency procedures, etc., need to be discussed.
5. **Who needs to know** – Host administration needs to work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc., may need to be involved, depending on the situation that arises.
6. **Public Relations** – Thought needs to be given to the statements that will be made to the spectators in the event of an emergency and/or necessary change of venue. The announcer must be kept apprised of changing circumstances so that attendees can be kept calm and knowledgeable of action to be taken. Further, following an occurrence the media should be provided with a statement regarding the situation and its handling. Coverage of the event will be more accurate if administration works proactively with the media.
7. **Contingency Plan** – A Contingency Plan should be in place to deal with a facility, structural or equipment problem that would prevent the contest from taking place. Back-up sites and/or equipment should be arranged. Further, the event contract should address the settlement that would take place if the contest is canceled or moved.
8. **Entry/Exit Plan** – All administrators involved in oversight of the event need to be familiar with the entries and exits at the site. This information needs to be readily at hand for the announcer as well.

9. **Parking and Traffic Flow** – Host administration and security officials need to address parking arrangements and the flow of traffic. Assistance from local police/sheriff can assist in this process. High traffic times should be identified; preparations and schedules should be set accordingly.
10. **Crowd Expectation** – Expectations of spectators, teams and schools need to be outlined in advance. Such groups need to be made aware of these expectations through documentation and/or announcements.
11. **Wrap-Up** – Every event must be followed by a thorough evaluation. Such evaluations would include discussions with entities involved in the various aspects of the event, and a written document outlining procedures that worked well, problems that occurred and suggestions for the future.



UNCONSCIOUS ATHLETE RETURN TO COMPETITION

APPENDIX H

National Federation Rules require written authorization from a physician in order for an athlete to return to competition within the period of time required by National Federation rule, if that athlete is or appears to be rendered unconscious as determined by the contest officials.

In cases where an assigned MHSAA Tournament physician (MD/DO) is present, their decision to not allow a student to return to competition may not be overruled.

Athlete: _____ School: _____

Event/Sport: _____ Date: _____

REASON FOR ATHLETE'S INCAPACITY

PHYSICIAN'S ACTION

I have examined the named student-athlete following this episode and determined the following:

☐ **Permission granted** for the athlete to return to competition.

COMMENT: _____

DATE _____
PHYSICIAN'S SIGNATURE (MUST BE M.D. OR D.O.)

PHYSICIAN'S NAME – Printed:

Copies to: Official, Team Coach, Athletic Director, MHSAA

Duplicate as Needed

Michigan High School Athletic Association, 1661 Ramblewood Drive, East Lansing, MI 48823



TOURNAMENT MEDICAL INCIDENT REPORT

The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

APPENDIX I

___ Spectator
___ Event Official
___ Athlete _____ School _____
___ Other _____

___ Male ___ Female Dist # ___ Reg # ___ QF # ___ SF # ___ F # ___ Date ___/___/___

CIRCLE SPORT: BA BKT BW CC XC FB GO GY IH LX SK SO SB SWD
TN TR VB WR OTHER: _____

INJURY/CONDITION: ___ Sprain ___ Laceration ___ Concussion ___ Fracture ___ Nose Bleed
___ Dislocation ___ Strain ___ Respiratory ___ Communicable Disease
Other _____

BODY PART INJURED/AFFECTED: _____

TREATMENT: ___ Ice ___ Tape ___ Wrap ___ Suture ___ Compress
Other _____

ACTION: ___ Treat/Release ___ Observation/Release ___ Transport ___ Hospitalize
___ Return to Competition (see other side) ___ Remove from Competition
___ Referred to _____
Other _____

MEDICAL ATTENTION: Did a medical professional assist in treatment? ___ Yes ___ No
If "yes" Name: _____ Title: _____

COMMENTS:

TOURNAMENT MANAGER SIGNATURE: _____

DATE ___/___/___ PRINT NAME _____
SCHOOL _____

Copies to: MHSAA
1661 Ramblewood Drive
East Lansing, MI 48823 Fax: 517-332-4071

Optional Copies: Athletic Director
Team Coach

GAME SUSPENSION POLICIES (INCLEMENT WEATHER)

1. On threatening days, game management should consult with contest officials about steps to be followed if conditions worsen.
2. When suspending an outdoor contest, officials and game management shall follow these guidelines.
 - A. Lightning necessitates that contest be suspended. The occurrence of lightning is not subject to interpretation or discussion — lightning is lightning.
 - B. Severe weather in the form of rain or snow may make the field unplayable.
3. When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants.
 - A. Contestants and support personnel shall be moved to appropriate indoor facilities.
 - B. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.
 - C. Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)
4. In considering resumption of competition, the following steps shall be followed.
 - A. Delays for contests scheduled for 10 a.m. to 3 p.m. must not exceed three hours. Delays for contests scheduled for 3:01 p.m. to 6:59 p.m. must not exceed one and one half hour. Delays for contests scheduled for 7 p.m. or later must not exceed one hour. A postponed contest shall be rescheduled on a date/time mutually agreed to by the schools involved.
 - B. A decision to resume the contest within the time frame must be made by the officials who shall consult the home team administration and visiting school administration present at the contest.
 - C. The home school is responsible for facilities and will be given priority consideration in the final decision if there is not consensus among the three parties.
 - D. The final decision shall consider liability and conditions of facilities as well as future schedules need to play the contest and finally, the quality of all other options.

NOTE: More restrictive local policies and MHSAA tournament policies would supersede these policies and should be shared with the opponents and officials prior to the contest, preferably in writing. Otherwise, and to the extent allowed by the playing rules code, the official(s) shall make the final decision regarding game suspension once the game begins.

NOTICE REGARDING IMAGE TAKING DEVICES IN LOCKER ROOMS

Adopted by the Representative Council May, 2004

Privacy issues are involved as still or video images can be transmitted instantly, stored and possibly used without the permission of the individual for posting on the Internet or in other areas. The small size of some of these devices, as well as the fact that many students and adults rely upon them for daily communication creates additional problems.

Recent advancements in the technology of cellular phones and PDAs equipped with digital cameras capable of storing or transmitting images have caused some national concern.

Beyond personal privacy, transmitting images from team areas could complicate efforts at promoting good sportsmanship and increase inappropriate acts of gamesmanship.

We are alerting MHSAA Tournament Managers and Member Schools of this potential problem. The approach at MHSAA Tournaments will be:

**PICTURE PHONES AND CAMERAS OF ANY KIND ARE NOT
TO BE USED IN
LOCKER ROOMS, WEIGH-IN ROOMS OR TRAINING
ROOMS
DURING MHSAA TOURNAMENTS.**

If a tournament manager or athletic director discovers that someone has possibly **photographed or transmitted inappropriate material**, managers and athletic directors should:

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

NOTE: Public Act 155, effective September 1, 2004, makes it a felony punishable by five years in prison, a \$5,000.00 fine or both to "Photograph, or otherwise capture or record, [a] visual image [of this nature, or to] distribute, disseminate or transmit for access by any other person a recording, photograph or visual image the person has reason to know was obtained in violation of [this law]."