

NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION

2010

POLICIES AND PROCEDURES

MANUAL

FOR

BOYS AND GIRLS TENNIS



NHIAA TENNIS COMMITTEE

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Points of Emphasis

- Teams hosting semifinals – the host school will provide a match director to run the tournament and the NHIAA will provide balls and a fee for the match director.
- **PROTEST PROCEDURE AT STATE TOURNAMENTS:**
During State Tournament play **AT NEUTRAL SITES**, there shall be no appeals of protests to the Executive Director. All protests shall be resolved at the match site at the time of the protest and the Protest Committee will be made up of a representative from the NHIAA Tennis Committee and the officials involved in the match. During State Tournament Play at the home of the higher seed protests shall be resolved by consulting with Mr. Steve Laro (Committee Member) who will be available via phone during all prelim and quarterfinal contests.
- Any challenge matches played after the third regular season match, that result in a change in line-up, **MUST** be reported in writing/e-mail to the NHIAA Office prior to any further team matches being played.
- The Coach or Athletic Director **MUST** notify the NHIAA by 3:30 p.m. the Thursday before the weekend the match is to take place, if the athlete is unable to attend the Tournament for any reason. **If your school signs up for the tournament, you have an obligation to make sure your athlete is present at the tournament.** Please refer to page 20 of this manual.
- The NHIAA singles and doubles tournament participation is by invitation. It is the intent of the Tennis Committee to make this tournament most competitive. Schools may apply by submitting only position #1 and/or position #2 players/teams for consideration in the draw of 32. The record of the player/team shall determine inclusion in the draw.

ATHLETIC DIRECTORS MUST PROOF READ THE FORMS PRIOR TO SUBMITTING

- The quarterfinal, semifinal and final rounds of the singles and doubles tournaments for boys and girls will be played as 2 out of 3 sets.
- A trainer may NOT be available and the teams may bring their own. If a trainer is employed by the NHIAA he/she would have the final decision on a player's ability to continue or participate. Each coach must provide his or her own first aid supplies.
- **Seeding process**
The top eight (8) athletes as determined by the Tennis Committee will be seeded and the remainder of the draw will be randomly drawn. The NHIAA Tennis Committee urges coaches to visit the USTA website (USTA.com) Friend of Court to review all updates and rule changes.
- **Complete Singles and Doubles line-ups must be exchanged in writing prior to the start of each match.**

Please be sure to review the changes that affect substitutions and alternates.

NO ALTERNATES OR SUBSTITUTIONS will be accepted in the state singles and doubles tournament!!!

- **Coaches are urged to encourage challenge matches throughout the season. Coaches are required to inform the NHIAA of challenge match results.**

- All coaches must purchase (\$19 approx.) and exchange their coaches book (with record of all matches and challenge matches) with the opposing schools 30 minutes prior to all matches.
 - Books can be purchased from:
Des Moines Supply Company
106 3rd Street SE, Altoona , IA 50009-1827;
Fax : 515-957-9118 or
Order online at www.tennisscorebook.com

- Toilet/Change of Attire Break

A Toilet/Change of Attire Break consists of a reasonable amount of time when it is determined that there is a “genuine need”. No coaching is allowed during a Toilet/Change of Attire Break.

When possible, these breaks should be taken during a Set Break. If this is not possible, then the break should be taken at an odd game changeover. Breaks at other times should be limited to true emergencies. Please refer to Friend at Court Rule 29.

Q: What is considered “reasonable” amount of time?

A: This is determined by the proximity of the facility to the courts. In most cases, time allowed is between to be 2 -3 minutes. If taken on a set break or change over, the time allowed is in addition to the set break and changeover time.

The “Time Allowed” should be agreed upon by both coaches before the start of the match.

Q: Can a player receive medical treatment during a Toilet/Change of Attire Break?

A: No.

- Medical Time-Out

Medical condition. Medical condition includes, but is not limited to, an injury, illness, or heat-related condition, cramping, or any condition that the player believes requires diagnosis or treatment. Medical condition also includes aggravation of a pre-existing condition.

For the complete guideline and administration of this rule, Refer to USTA REGULATION III.E. (Medical Time-Out and Bleeding Time-Out).

- Coaching

When coaching is allowed: A coach may coach a player any time during the match (including tie-breaks) so long as he does not interfere with play. Coaches shall not in any way distract or annoy the opposing player. Always bear in mind that the purpose of coaching is to offer advice to the player.

Examples of interfering with play:

- + Coaching during the playing of a point,
- + Coaching which causes a delay between the playing of points or during a changeover,
- + Interfering with a player’s tie-break changeover which causes a delay.

Q: Who may coach? A Coach and one (1) Assistant Coach.

A: A “coach” is a person who is registered by the school as being the team’s coach or representative. Coaches shall be designated before **the match begins**. Use of electronic communication devices by coaches (e.g. walkie-talkies and cell phones) while they are actively coaching is prohibited.

Q: Can both coaches coach at the same time on the same court?

A: Yes.

Q: Can a coach, coach during the first game of each set?

A: Yes, as long as the coach does not delay the player or cause a delay in the game. After the first game of each set and during a tie-break game, play shall be continuous and the players shall change ends without a rest.

➤ **Spitting**

Players should not spit on the court. A player found spitting on the court will be warned and asked to spit through the fence or into his/her towel. Spitting on the court after being warned will result in a point penalty being issued against the offending player. Further penalties will be assessed in accordance with the NHIAA penalty procedure.

A player who spits directly at an opponent, coach, or official shall be defaulted.

➤ **Team That is Short on Players**

A team appearing with an insufficient number of players shall default matches at the bottom of the line-up (i.e., the six-man team appearing with five players must default at the No. 6 singles position and in doubles, at the No. 3 position). If the No. 1 player is not available to compete, all players must move up one position. The No. 1 singles match cannot be forfeited. The minimum number of players for a match is four physically able players.

The No. 1 singles match cannot be forfeited.

Q: How many positions may a player be moved **up** in the line-up?

A: Players can be moved up to the next available open position. Positions must be filled in order of ability.

Q: What happens if my #2 and #3 players are not playing?

A: The #4 player moves up to the #2 position and all remaining players move up one position. In the event there are open positions at the bottom of the line-up, these matches are forfeited.

Q: How many positions may a player be moved down in the line-up?

A: A player can only be moved down one (1) position.

Q: Can the #1 player ever be moved down?

A: No.

- For a school to enter a #2 singles player/team to the state tennis tournament, the complete match record of both the #1 player/team and the #2 player/team (date of match, position played, name of opponent, name of school, match results) **MUST** be submitted, even if the #1 player/team is **NOT** entering the tournament. **NO** #2 player/team will be accepted into the tournament if the #1 player's complete match record is not submitted.

- **Use of Electronic Equipment:** The use of any type of electronic equipment (including cell phones, radios and recording devices) by any player while on court is prohibited.

➤ **NHIAA Penalty Procedure**

A player found violating the Rules of Tennis or a NHIAA Rule or Procedure, will be subject to the following: Warning, Point Penalty, Game Penalty, Match Penalty, Default.

➤ FORMS TO BE SUBMITTED:

1. 2010 Initial Ranking of Players for Team Competition (Boys and Girls)
 - Due Tuesday, May 4, 2010 at 3:30 p.m.
2. 2010 Team Ranking of Players for Team Competition (Boys and Girls)
 - Due Friday, May 21, 2010 at 3:00 p.m.
3. 2010 Singles Entry Form (Boys and Girls)
 - Due Friday, May 28, 2010 BEFORE 3:00 p.m.
4. 2010 Doubles Entry Form (Boys and Girls)
 - Due Friday, May 28, 2010 BEFORE 3:00 p.m.

All forms can be accessed through a “Forms” link in the athletic directors administration area of the NHIAA website. Once accessed and filled out, please email the forms to krandall@nhiaa.org. DO NOT FOLLOW UP WITH HARD COPIES! You will receive confirmation of receipt of your forms. If you do not receive confirmation please contact the NHIAA.

1. REGULAR SEASON PLAY

Points of Etiquette / Pre-match Protocol For Coaches

“The Code,” which is the *Players Guide For Unofficial Matches*, and a preface in the *USTA Rules of Tennis*” should be introduced and reinforced by all Head Coaches prior to the first match of the season. Tennis is a game of courtesy that requires cooperation from all participants, including coaches, players, and spectators. The following points of etiquette should be communicated by the Head Coach or designee of the home team prior to the start of each regular season match:

- Identify any circumstances that are unique to your tennis facility such as court entry and exits, court numbering, court conditions, and locations of water, restrooms and an inclement weather safe haven.
- The spin for choice of service, side or deferment should occur before warming up. Players are allowed a 10-minute warm-up time, including serves.
- Encourage all players to call “lets” when stray balls enter your court.
- When making line calls, emphasize the fact that any ball that cannot be called out is “good.” Never let a spectator make or influence your decision when determining a call.
- When questions arise regarding a “call,” or the current score, always consult your opponent respectfully. Coaches should always follow “The Code” when teaching players how to handle such situations.
- When serving, announce the score before each service point.
- Use the score cards (if applicable) at every changeover.
- When entering or exiting courts, always wait before moving behind another court until there is a stoppage in play.
- Head Coaches or their designee, or team captains should introduce players before match play.
- Upon completion of each match, players should report their scores immediately to the Head Coach or designee of the home team.

A: REGULAR SEASON MATCH FORMAT:

1. All regular season interscholastic matches conducted by NHIAA schools shall be based upon eight (8) game pro-sets with regular ad scoring with a 7-point tie-breaker at 8-all, if needed. (See Appendix A for How to play a 7-point tiebreaker). Throughout the season and during the team tournament, a match shall consist of six (6) singles and three (3) doubles matches with players allowed to compete in both singles and doubles.
2. All matches should be completed according to the final NHIAA schedule. Matches are only to be rescheduled due to unplayable site conditions, or some unusual extenuating circumstances as determined by the athletic director of each school. If a match is postponed, the next available date to play must be scheduled. **No matches may be dropped from the approved NHIAA Tennis Schedule.** ALL matches must be completed by the last date to play. Failure to inform the NHIAA of rescheduling problems prior to the Last Date to Play may result in match forfeiture by either or both teams involved.
3. A coaches meeting shall be held before each regular season and tournament match and identify an assistant coach for the match. Limit of one (1) assistant coach designated by the coach during the exchange of line-ups.
4. Only the athlete on the court shall make line calls during a match.
5. **Reporting Match Results**
 - All final team match results must be entered on the web site immediately following the match to ensure accurate standings.
6. **Suspended Team Matches**
 - Once a team match officially starts and cannot be completed due to weather, darkness, etc., the match shall be considered suspended and all individual matches that have been completed will be recorded as they were played and the winner receiving one point for the victory. If one team records a minimum of five individual victories before the match is interrupted, then that team will be declared the winner of the team match, having earned a sufficient number of points and therefore the match will NOT be rescheduled.
 - The safety of the athletes is of paramount concern when considering the suspension of a match. **In the case of a match that has not been completed, it must be rescheduled for the next mutually available date to play, and all individual matches not completed will be resumed with the exact score from the point that the match was postponed.** Absent agreement of the school personnel responsible from each school, the match shall be suspended.
 - If a player was not at the original match because of illness but is back for the rematch, he/she may be placed into the line-up in his/her original position if his/her match has not been started. Conversely, if a player cannot be present for the rematch, another player can be substituted into the line-up ONLY if that individual match has not begun. The substituted player or players must move into the lineup in order of ability. In all cases, except for illness, the original line-up MUST stand. Subsequent challenge matches shall not change the previously submitted line-up for make-up matches.
7. The regular season matches are intended to be played "outdoors". Only under emergency conditions AND with the agreement of both schools, can the match be played indoors. In cases of indoor play, the home team will be sure to arrange for adequate playing time. If playing time expires, the home team will default the remaining matches.

8. **Verifying Final Record: By 8:00 a.m. Monday, May 24, 2010** each school MUST HAVE THEIR FINAL TEAM RECORD AND SCORES VERIFIED. **This must be done on the web site by 8 a.m.** If a school has completed its schedule prior to the final "Verification Date", the match scores and team record may be verified on-line or with the NHIAA Office at that time.

9. **Foot Fault Rule:**

1. When a player's opponent "flagrantly" foot faults, the player should immediately bring it to the attention of the opponent.
2. If the action continues, the player will notify their coach, who in turn will bring it to the attention of the opposing coach.
3. The player may then be allowed to call "flagrant" foot faults on their opponent, however, at least one coach (preferably the opponents coach) should be available to monitor the foot fault calls to ensure no abuse occurs and all calls are for "flagrant" foot faults. Allowing coaches to have a more proactive role in situations of this nature by providing guidance and expertise to their players will make for better play and better players as well.

10. **EXTREME HEAT RULE**

When the temperature is 90 degrees or higher at the start of the match, players are to be given a mandatory 10 minute rest period between their matches. During State Singles and Doubles Tournaments, players will be given the mandatory rest period between the 2nd and 3rd sets and all round of play. During this rest period, players are encouraged to leave the court, relax and receive refreshments. Players are not allowed to practice during this period. **The rest period is mandatory and must be taken for the full time limit.**

B: CHALLENGE MATCHES AND LINE-UPS:

1. **Complete Singles and Doubles line-ups must be exchanged in writing prior to the start of each match.**
2. Coaches shall establish their line-up based on the player's ability in challenge matches against players of their own team, with the best singles player ranked number one, the next best singles player second, etc., until the sixth best player plays sixth. Doubles play will also have the strongest team playing number one, the next best at number two and the weaker team at number three. The #1 singles player may only play on either the #1 or #2 doubles.
3. Schools shall submit a ranking of their players by **Tuesday May 4, 2010 by 3:00 p.m.** *Any challenge matches played after the third regular season match, that result in a change in line-up, MUST be reported in writing/e-mail to the NHIAA Office prior to any further team matches being played.* "After submitting your final team tournament ranking, NO challenge matches will be considered."
4. The line-up for singles and doubles used in the THIRD regular season match shall be maintained throughout the season unless a change is made as a result of a challenge match between two players/teams. This challenge must be at least an eight game pro-set and the winning player/team cannot move up more than one position at a time. (This rule would not apply to challenging someone other than the top six singles players or the top three doubles teams.) The only other changes permitted in the team line-up will involve moving players up whenever a player is missing for reasons such as illness, injury, disciplinary action, etc. **VIOLATIONS OF THESE LINE-UP PROCEDURES WILL BE SUBJECT TO MATCH FORFEITURE!!!!**
EXCEPTION: Should a situation arise where the integrity of the line-up is in question, and challenge matches are not possible, the coach has a moral imperative to restructure the line-up based upon past performance. The new line-up should better reflect the relative competitive skills of the players/team.

LIMITATIONS OF THE EXCEPTION:

- Without a challenge match, changes can only be made once.
 - If change is made once, it must be made between the 4th and 6th match.
 - A letter/e-mail must be sent to the NHIAA with signatures of coach and athletic director.
5. If the outcome of the team match has already been decided during the singles play, each team may submit a new doubles line-up, as long as the proper order of players by ability is maintained. Sickness or injuries are the only other allowed reasons for changing doubles pairings. During tournament play the tournament directors must approve any suggested line-up changes.

C: MATCH PLAY:

1. A new can of USTA approved tennis balls must be used for each match. Ten-minute warm-up for all matches. Eight game pro set with regular ad scoring 7 point tie-breaker at 8 all.
2. Matches must be played in order. A player must be ready when his/her court becomes available during the match. If a player is not at the court site (e.g. taking an exam), his/her match cannot be played out of order. If a player is missing, the remaining players on the team's roster should be moved up and the match started. If a default occurs because a team has an insufficient number of players, that default must occur at the number six singles position and/or the number three doubles position.
3. Once players have started their warm-up, the match will be considered started. If an injury occurs, the match will be forfeited.

D: UNIFORMS AND PROPER ATTIRE: REGULAR SEASON AND TOURNAMENT PLAY

1. ALL athletes participating in the regular season matches, the state team tournament, and the singles and/or doubles tournament, must be wearing the same team uniform. Team uniforms must consist of a shirt with the school logo or initials and shorts (or skirt) of a solid school color or white.
2. **Shirts:**
 - Will not have commercial advertising, with the exception of a 2" X 2" logo of the brand name of the shirt.
 - Tank tops are prohibited. Sleeveless blouses are accepted. Tank tops are interpreted as having unusually large armholes.
 - School name (or mascot name) must be lettered on the shirt. The school's mascot name is acceptable.
 - If there is a change in uniform, the change must be consistent with the team uniform.
 - Tape may not be used to cover up commercial advertising on any part of the uniform, including sweats.
3. **Undergarments:**
 - Any undergarments that show, such as sleeves, must be of a solid color. This rule also applies to bike riding shorts, which, if worn, must be under the tennis shorts and of a solid color.
4. **Shorts:**
 - Shorts must be a solid color and only nominal trim, i.e. narrow stripe down the side. The same applies to tennis skirts. Faded or cutoff shorts/skirts are illegal. A 2" X 2" logo on the shorts is acceptable.

5. **Headbands/Wristband/Hats/Visors:**

- Headbands/Wristbands must be white or of school colors and be commercially manufactured of terry cloth or like material. Headbands will not exceed four (4) inches in width. Hats/Visors must be white or of school colors and must not display any commercial advertising. No other headgear will be permitted.

6. **Sweats:**

- If the weather warrants protection from the cold, sweats may be worn, providing they do not display advertising. If the sweats display advertising, the player will be asked to turn the garments inside out.

E: COACHING RULES:

- Coaching is allowed during the regular season, team tournaments, State Singles and Doubles Tournaments. A coach may coach a player any time during the match (including tie-breaks) so long as he/she does not interfere with play. Coaches shall not in any way distract or annoy the opposing player. Always bear in mind that the purpose of coaching is to offer advice to the player. During the changeover, players may receive nourishment, freshen up, rest, and receive coaching – all within the 90 second time period.

A coach will not coach a player during the playing of a point.

The players should handle disputes regarding scores without the interference by spectators, parents, or coaches.

F: CLASSIFICATION OF SCHOOLS:

Tennis will be composed of three (3) Classes, Class L, Class I and Class M-S. Each team MUST play a minimum of ten (10) matches with NHIAA member schools to qualify for team playoffs. All regular season tennis matches with NHIAA member schools and out-of-state schools who are members of their respective state high school association, will count in determining standings for tournament consideration.

The three classes are:

CLASS L – (20)

Alvirne High School
Bishop Guertin High School
Concord High School
Dover High School
Exeter High School
Goffstown High School
Keene High School
Londonderry High School
Manchester Central High School
Manchester High School West
Manchester Memorial High School
Merrimack High School
Nashua High School North
Nashua High School South
Pinkerton Academy
Salem High School
Spaulding High School
Timberlane Regional High School
Trinity High School
Winnacunnet High School

CLASS I – (23)

Bedford High School
Bishop Brady High School
Bow High School
Coe-Brown Northwood Academy
Con-Val Regional High School
Hanover High School
Hollis/Brookline High School
Kearsarge Regional High School
Kennett Jr./Sr High School
Kingswood Regional High School
Laconia High School
Lebanon High School
Milford High School
Monadnock Regional High School
Oyster River High School
Pelham High School
Pembroke Academy
Plymouth Regional High School
Portsmouth High School
Souhegan High School
St. Thomas Aquinas High School
Windham High School

CLASS M-S – (11)

Berlin High School
Conant High School
Derryfield School
Gilford High School
Inter-Lakes High School
Littleton High School
Moultonborough Academy
Portsmouth Christian Academy
Profile Jr./Sr. High School
Prospect Mountain High School
Sanborn Regional High School
Stevens High School
Wilton-Lyndeborough High School

2. Team Tennis Tournament

This tournament is held annually to determine the best high school team in each of the three classes. Official NHIAA Championship Plaques will be awarded to both the winning and runner-up teams in each class.

A: TEAM LINE-UP:

All NHIAA member schools' tennis coaches, boys and girls, will submit to the NHIAA Executive Director, a list of twelve (12) players or less and a list of doubles teams ranked according to their ability, one week prior to the Team Tennis Tournament. An individual may only be listed on ONE doubles team. Without the properly completed Ranking Form, your team will not be considered for post-season team tournament.

B: TEAM SELECTION:

1. Tournament teams selection will be determined in accordance with the Class L, I, M and S Classification system. Eight (8) teams in Classes I & L and four (4) teams in Class M/S will qualify for the tournament.

2. Seedings of Teams:

The NHIAA Tennis Committee will convene on **Tuesday, June 1, 2010 at 8:30 a.m.** for the purpose of seeding teams. Individual coaches, other than committee members, will not be allowed to participate in this meeting. After the meeting, schools and the media will be properly notified.

C: TOURNAMENT FORMAT:

1. The home team will assume all expenses, including balls, etc. for the first round of play. **The Principal or Athletic Director of the hosting school must be in attendance to act as site director.**
2. The tournament is intended to be an “outdoor” tournament. Only under emergency conditions and with the agreement of both schools, can the match be played indoors, at no cost to the NHIAA.
3. In the case of a tie for any position, the NHIAA Tennis Committee will use By-Law Article XI, Seeding and Tie Breaking Procedures.
4. Each tournament match will use the same format that is used during the season. Six singles and three doubles teams. Eight game pro sets with a 7-point tiebreaker at 8-8, if needed.
5. All players must be in uniform for all matches.
6. Teams hosting semifinals – the host school will provide a match director to run the tournament and the NHIAA will provide balls and a fee for the match director.

D: COURT CONDITIONS/RESTRICTIONS FOR TEAM TOURNAMENT:

Home courts must be in proper playing condition in order to host a tournament match. Courts must be properly marked with no sub-surface or blacktop. If the host school plays matches at two separate sites, the visiting school shall have the option of playing at ONE SITE ONLY. This is to alleviate the problem of supervising players at two sites.

E: TEAM TENNIS TOURNAMENT SCHEDULE:

Refer to the NHIAA Calendar for dates, sites and times.

3. NHIAA SINGLES AND DOUBLES TOURNAMENTS

A: ENTERING THE STATE SINGLES AND DOUBLES TOURNAMENTS:

1. The NHIAA singles and doubles tournament participation is by invitation. It is the intent of the Tennis Committee to make this tournament most competitive. Schools may apply by submitting only position #1 and/or position #2 players/teams for consideration in the draw of 32. Only players/teams with a winning record will be considered for participation. The record of the player/team shall determine inclusion in the draw.
2. For seeding purposes, complete records of all the matches played by the entrants during the season shall also be provided on the reverse side of the entry form.

3. **All schools must return entry forms.** If your school will not be participating in the tournaments, check the statement on the entry form which reads: “Our school will not enter the tournament this year” and return to the NHIAA by the due date.

B: FORMAT OF THE DRAWS FOR THE STATE TOURNAMENTS:

1. There will be a draw of 32 for both the singles and doubles tournaments. The first day of the tournament will play down to the semi-finals. The semi-finals and finals will be played on another day. (See **Procedures for Making a Draw**)
2. All rounds before the quarterfinals will be an eight (8) game pro-set, regular add scoring with a 7 point tie break at eight (8) games all. The quarterfinals, semi-finals and finals will be the best two out of three tie break sets, regular add scoring with a 7 point tie-break played at six (6) games all. Players will have a 2 minute rest period between their 2nd and 3rd sets.
3. There will be seeding by a committee according to USTA Rules and Regulations for both the singles and doubles teams for each tournament. The seeded players will be placed into the draw according to USTA Rules and Regulations and the remainder of the field will be drawn at random, while ensuring players from the same team will not meet in the first round. (See **Seeding Criteria**)

C: CHECK-IN FOR SINGLES AND DOUBLES TOURNAMENTS:

1. START TIMES:

- Each player/team in the draw shall be given a starting time for their first match for the tournament. Coaches shall check in their players with the tournament director at the tournament site at the starting time. The check-in by the coach or representative may occur any time before the posted starting time on the NHIAA web site. (www.nhiala.org)
- The fifteen-minute default rule shall be used from the posted start time for the matches and not when the court becomes available.

Example: Player A has a starting time at 10:00 a.m. Player A checks-in for his/her match at 10:20 a.m. with the tournament director. Player A was defaulted at 10:15 a.m. because of the fifteen-minute default rule.

- The first matches of the day shall begin at 9:00 a.m. Check- in shall be held between 8:00-9:00 a.m.
2. For singles and doubles tournaments, the coach or school designated adult representative must check-in their school players/teams at the tournament start time as designated by the NHIAA Tennis Committee. Athletes participating in NHIAA sponsored post-season activities must have a school designated adult supervisor in attendance at the event throughout the athletes' participation in such event. The school designated adult supervisor must be authorized by the high school principal and such authorization must be presented to the event director prior to participation by the athlete.
If this By-Law is not followed the player will not be allowed to participate in the tournament.
 3. **If the athlete is unable to attend the Tournament for any reason the coach or athletic director MUST notify the NHIAA by 3:30 p.m. the Thursday before, the weekend, the match is to take place.**

4. All players participating in either the singles or doubles tournament are required to be in the school uniform.
5. The tournament director shall have the final authority to decide on what surface the tournament will be played. The tournament director will be guided by the availability of courts and the interest in advancing play on that particular day, etc.
6. During the state tournaments, there shall be no appeals of protests to the Executive Director of the NHIAA. All protests shall be resolved at the game site at the time of the protest.

D: TOURNAMENT POSTPONEMENT:

In case of rain, visit the NHIAA website (nhiaa.org) and look for “Special Alerts.” **DO NOT call the tournament site.**

- **Neutral Site – Weekends & Holidays:** The decision to postpone a tournament event on weekends and holidays will be made by the NHIAA. **SCHOOLS WILL NOT BE NOTIFIED.** It will be the responsibility of the schools playing to check the NHIAA website (visit www.nhiaa.org and click on the “tournament info” link). The NHIAA will notify Game Directors, Supervisor of Officials, Police and Trainers. **TEAMS SHOULD NOT LEAVE FOR THE TOURNAMENT SITE UNTIL THE NHIAA WEBSITE HAS BEEN CHECKED.**

E: INDIVIDUAL TOURNAMENT SCHEDULE:

Refer to the NHIAA Calendar for dates, sites and times.

4. MISCELLANEOUS INFORMATION FOR COACHES:

A: USTA 7-POINT TIE BREAKER:

1. Before tie breaking begins, you should announce the following: "Games are now 8 all. We will now play a 7-point tiebreaker. The first player to reach 7 points - by a margin of 2 points wins the tie breaker and the set."
 - The first seven points out of twelve points is winner, with at least a two-point margin.
 - In an eight game pro-set, the 7 point tiebreaker is applied at score 8 all.
 - For quarterfinals, semifinals and finals of the State Tournament, a six game regular pro-set, the 7 point tiebreaker is applied when the score is 6 all.
 - For the 7 point tiebreaker, the player whose turn it is to serve shall put the ball in play for the first point of any tiebreaker.
2. **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 then players change sides, point 7 (R); A serves 8 and 9 (L and R); B serves 10 and 11 (L and R). 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 all, the players then change sides and players shall continue to serve as before until one player establishes a margin of 2 points. Player A serves 13; B serves 14 and 15; A serves 16 and 17; B serves 18. If the score is tied, the players then **CHANGE SIDES** every 6 points and repeat this procedure. Players shall **CHANGE SIDES** during the tiebreaker

WITHOUT REST. The players shall change sides for one game after a tiebreaker, when more than one set is involved in the match.

- Player B shall serve first in the set following the playing of the tie breaker, assuring that player B will be the first server if this set also goes into a tie break situation.

3. **DOUBLES:**

- Players A and B vs. Players 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; Player C serves 2 and 3; Player B serves 4 and 5; Player D serves 6; and then teams change sides, point 7. A serves 8 and 9; C serves 10 and 11; B serves 12. 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 continue to serve as before until one team establishes a margin of 2 points. Player B serves point 13; D serves 14 and 15; A serves 16 and 17; C serves point 18. If the score is still tied, the teams then CHANGE SIDES every 6 points and repeat this procedure with the continuing sequence of service.

B: NHIAA SEEDING CRITERIA FOR SINGLES AND DOUBLES:

The NHIAA Tennis Committee shall follow the USTA Regulations concerning seeding players with the player's record (direct wins and losses & indirect wins and losses) as the key criteria in seeding players. The Committee shall make the assumption that a player that is playing number one for their team must have had a direct win over the number two player through a team challenge match, thus the number one player should be seeded ahead of the number two. If seeding the number two player on a team we must go by this assumption. In doing the seedings, the order of criteria is as follows. The first criteria are more important than the second, etc. If there is insufficient information from the first criteria, then the second criteria should be used, and on down the list. The six criteria are:

Criteria One

Direct wins and losses from the current high school season.

Example: In the current high school season, Player A beats Player B 8-4. Player A should be seeded ahead of Player B.

Criteria Two

Indirect wins and losses from the current high school season.

Example: Player A beats Player B 8-4. Player B beats Player C 8-5. Player A has an indirect win over Player C. Player A should be seeded ahead of Player B, and Player B should be seeded ahead of Player C.

Criteria Three

Direct wins and losses from the previous season.

This becomes important criteria because many of the top players may not play each other head to head during the current season because they are in different divisions. Many times the only time that they have an opportunity to play each other is in the singles and doubles tournament.

Example: Player A beats Player B in the quarters of the state singles tournament in 2000. In 2001, Player A plays Class I and is undefeated and Player B plays Class L and is undefeated. In the 2001 singles tournament, Player A should be seeded ahead of Player B.

Criteria Four

Indirect wins and losses from the previous year.

Example: In 2000 Player A beat Player B. In 2001 Player B beat Player C. Unless there are some previous criteria, Player A should be seeded ahead of Player B, and Player B should be seeded ahead of Player C.

Criteria five

Current USA Tennis/ New England Standings

The Tennis Committee feels it is important that the seeding committee strive to seed players from the high school results. But, sometimes there just is not enough information about players due to the different classes. In this situation, using current USA Tennis/ New England Standings can be extremely helpful to get the seeding in the correct order.

Example: Player A is number 10 in the Girls 16 USA Tennis/ New England Standings and is undefeated in Class M/S. Player B is number 22 in the Girls 16 USA Tennis/ New England Standings and is undefeated in Class I. They have never played each other in high school tennis. Because Player A has a higher standing than Player B, Player A should be seeded ahead of Player B.

Criteria Six

Total of match wins and losses.

This is the last of the criteria and the most inaccurate. All the previous criteria is far more important than the total of wins and losses. A player may be undefeated in one class just because there are no top players in that class, where in another class there may be three or four top players.

Example: In 2001 Player A is 14-0 in Class L with no significant wins. Player A has a direct loss to Player B in a Class L team match in 2000. In the 2000 singles tournament Player B lost to Player C from Class M/S in the second round. In 2001, Player B in Class M/S team matches, lost to both Player C and Player D. Player B has a record of 12-2 but should be seeded ahead of Player A who is undefeated in Class L.

One of the few times that the total of match wins and losses should be used is if two players seem to be tied going by the first five criteria. The player with the most exposure should be seeded ahead of the other.

Example: Player A and Player B seem to be tied going by the first five criteria but Player A has a record of 12-2 and Player B has a record of 3-1. Player A should be seeded ahead of Player B because of the added exposure to opponents.

C: PROCEDURES OF MAKING THE DRAW FOR SINGLES AND DOUBLES:

This will be done according to USTA procedures.

D: FREQUENTLY ASKED QUESTIONS:

1. Q: I registered players in the singles and doubles tournament and they do not attend, is there a consequence?
A: Yes. Schools/Players that do not fulfill their obligation to the tournament may be penalized.
2. Q: Can a school petition to add a third player on the Individual Entry Form?
A: No.
3. Q: Can a school make a substitution during the team tournament if a player cannot attend one of the matches?
A: Yes, if a player cannot make a match, the next player on the ladder moves up to take his/her spot, etc.

4. Q: If the above-mentioned player returns for a subsequent round, can he/she be put back on the ladder?
A: Yes.
5. Q: Can a substitution be made at the singles and doubles tournament?
A: No.
6. Q: The #1 player is injured and may be out for the season. If he/she comes back, can he/she reassume the #1 position?
A: Yes. He/she regains the #1 position. If he/she loses a challenge match, then the position may change.
7. Q: Is it mandatory for schools to exchange line-ups prior to singles and doubles matches?
A: Yes.
8. Q: Doubles team #1 and #2 are submitted. Player A from team #1 and player B from team #2 cannot make it. Can one team be formed?
A: Yes.
9. Q: Can our school submit a position #3 or less for the tournament?
A: No. Only current position #1 or #2 will be accepted.

E: IMPORTANT DATES TO REMEMBER:

Refer to the NHIAA Handbook and forms at the end of this Policy and Procedures Manual.

F: BLOOD SPILLAGE AND BODY FLUIDS:

The NHIAA Sports Medicine Committee suggests that each school develop a local policy in cooperation with their local medical personnel, on how to handle blood spillage.

- **Housekeeping Procedures for Blood and Body Fluids**
 - ❖ Disposable latex gloves should be worn to avoid contamination of the hands of the person cleaning spillages involving blood or other body fluids and secretions. Persons involved in cleaning contaminated surfaces should avoid exposure of open skin lesions or mucous membranes to blood or body fluids. A freshly prepared solution of dilute household bleach (one quarter cup of bleach diluted in one gallon of water) or other disinfectant labeled as *virucidal*, *Tuberculocidal*, *staphylocidal* is useful. Allow the disinfectant to stand wet for a minimum of one minute to start killing pathogens and disinfecting the area (10 minutes of disinfection time guarantees surface sterility). Whenever possible, disposable towels, tissues, and gloves should be used and properly discarded and mops should be rinsed in disinfectant.
- **Interpretation of excessive bleeding**
 - ❖ National Federation Rules call for a player, who is bleeding, has an open wound or excessive blood on the uniform, to leave the court/field.
 - ❖ The NHIAA interprets "excessive blood on the uniform" to mean that part of the uniform is saturated with blood. Saturated does not mean a wet spot. Saturated means a major portion of the garment is covered and soaked with blood. For this to occur, significant bleeding would have had to take place.

- ❖ For any blood on uniform less than "saturated", the uniform does not have to be changed. School personnel have the responsibility of treating the blood area with the appropriate disinfecting solution before the athlete may participate. If the uniform is "saturated" with blood, the uniform must be changed before the athlete may participate. This interpretation is to be followed in the conduct of all NHIAA athletic events.

G: POST SEASON PLAY:

- ATHLETES participating in NHIAA sponsored post-season activities must have a school designated adult supervisor in attendance throughout the athletes' participation at the event. The High School Principal must authorize the school designated adult supervisor and the athlete must present such authorization to the event director prior to participation.

H: OUT OF STATE PLAY:

- If you play an out-of-state school - 1) the school must be a member of their State Association, and 2) the rules of the State in which the match is played will be followed.

I: OUTDOOR ENVIRONMENTAL SAFETY: LIGHTNING:

- Lightning is the most consistent and significant weather hazard that may affect outdoor athletics. Within the United States, the National Severe Storm Laboratory (NSSL) estimates that 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike. Additionally, thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer.
- The following guidelines are recommended:
 1. All athletic staff and game personnel are to monitor threatening weather. Establish a chain of command as to who makes the decision to remove a team or individual from athletic sites or events (athletic/site/event director, game officials/umpires, and sports medicine staff?). An emergency plan should include planned instructions for participants as well as spectators.
 2. Be aware of potential thunderstorms that may form during scheduled athletic events or practices. Included here should be National Weather Service – issued (NWS) thunderstorm “watches” and “warnings” as well as signs of thunderstorms developing nearby. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take proper precautions.
 3. Know where the closest “safe structure or location” is to the field or playing area, and know how long it takes to get to that safe structure or location.
Safe structure or location is defined as:
 - ❖ Any building normally occupied or frequently used by people, i.e., a building with plumbing and /or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and **do not use** the showers or plumbing facilities during a thunderstorm.
 - ❖ In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle safe shelter, but the hard metal roof, which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
 4. WHEN YOU FIRST HEAR THUNDER OR SEE LIGHTING, SUSPEND ACTIVITIES AND GO TO A SAFE SHELTER OR LOCATION. **“IF YOU CAN SEE IT (LIGHTNING), FLEE IT**

(TAKE SHELTER). **IF YOU CAN HEAR IT (THUNDER) CLEAR IT (SUSPEND ACTIVITIES).**” WAIT UNTIL 30 MINUTES AFTER THE LAST OBSERVED LIGHTNING OR THUNDER BEFORE RESUMING ACTIVITIES.

5. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY’S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** Stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as bleachers or fences), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
6. All players/coaches must leave the playing area and go to a bus or secure building.

J: NHIAA Guidelines on Ozone Pollution and Physical Activity

School Administrators and coaches as well as other appropriate staff are to use this document in making decisions regarding indoor and outdoor activities during periods of high ozone pollution.

CHARTING AIR QUALITY

Local officials use a simple scale to forecast and report on smog levels and other air pollution. Depending on where you live, it might be called Air Quality Index (AQI) or Pollutant Standards Index (PSI).

Current air quality is reported as a percentage of the federal health standard for a pollutant. If the current index is above 100, air pollution exceeds the level considered safe.

At Ozone smog levels above 100, children, asthmatics and other sensitive groups should limit strenuous exercise. Even otherwise healthy people should consider limiting vigorous exercise when ozone levels are at or above the health standard.

If the index is above 200, corresponding to an ozone pollution level of .20 parts per million (ppm), the pollution level is judged unhealthy for everyone. At this level, air pollution is a serious health concern. Everyone should avoid strenuous outdoor activity, as respiratory tract irritation can occur.

U.S. EPA Air Quality Index

Index Value	Descriptor	Color	1 hr. Ozone ppb
0 – 50	Good	Green	---
51 – 100	Moderate	Yellow	---
101 – 150	Unhealthy for Sensitive Groups	Orange	125 – 164
151 – 200	Unhealthy	Red	165 – 204
201 – 300	Very Unhealthy	Purple	205 – 404
301 – 500	Hazardous	Maroon	405 – 604

OBSERVING AIR QUALITY

1. Watch the Calendar
Ozone smog tends to be worst during the May – to – September “smog season.” Be especially conscious of smog levels during warm weather. In warm areas, smog can be a problem at any time of the year. Carbon monoxide pollution levels also are related to the weather, as well as to altitude. In the western U.S., the highest carbon monoxide levels are found in the winter months.
2. Watch the Clock
Since sunlight and time are necessary for ozone smog formation, the highest levels of ozone typically occur during the afternoon. Since carbon monoxide is produced primarily by motor vehicles, the highest carbon monoxide levels usually occur during rush hour or during other traffic congestion situations.
3. Watch the News

GUIDELINES FOR PARTICIPATION

1. Observe appropriate physical activity restrictions represented above.
2. If an ozone exceedance is expected, but has not yet occurred at the time an interscholastic practice or contest is scheduled to begin, that event may begin as scheduled.
3. If an interscholastic practice or contest is scheduled to begin and an E.P.A. warning is in effect (PSI 201 or higher), the event shall be cancelled, delayed or rescheduled.

When ozone levels reach a national PSI level of 201 (.201 parts per million), exercising indoors or outdoors may cause significant respiratory tract irritation and a decline in lung function. Therefore, strenuous exercise indoors and outdoors is to cease.

RECOMMENDED RESTRICTION OF PHYSICAL ACTIVITY

The following limits on activity for each type of episode are as follows:

- A. Level Orange, PSI 101-150 (Unhealthy for Sensitive Groups)
 1. Active children and adults and people with heart or respiratory disease, such as asthma or allergies, should limit prolonged outdoor exertion.
 2. Healthy individuals with noticeable health effects associated with existing conditions should minimize outdoor activity.
- B. Level Red, PSI 151-200 (Unhealthy)
 1. All athletes should discontinue prolonged, vigorous exercise indoors and outdoors.
 2. Sensitive individuals, primarily children who are active outdoors and people with heart or respiratory disease such as asthma or allergies, should avoid indoor and outdoor activity.
 3. Indoor and outdoor activities that should be avoided include, but are not limited to, calisthenics, basketball, baseball, running, field hockey, soccer, football, tennis, swimming and diving.
- C. Level Purple, PSI 201-300 (Very Unhealthy)
 1. All athletes shall discontinue vigorous indoor and outdoor activities, regardless of duration.
 2. All indoor and outdoor physical education classes, sports practices and athletic competitions shall be rescheduled.

Note: Indoor practices may be held if an air-conditioned facility is available.

ATTENTION!

****IMPORTANT INFORMATION REGARDING ENTRY FORMS/MATCH RECORDS****

DOUBLES

ENTRIES AND ELIGIBILITY:

Players shall be students of the NHIAA member schools and shall satisfy all requirements of eligibility. Each high school may enter TWO doubles teams. **This form must be submitted via e-mail by the Athletic Director.** A complete record of all matches played by the team as of this date must be submitted on the match record form.

ENTRY FORM:

The NHIAA singles and doubles tournament participation is by invitation. It is intent of the Tennis Committee to make this tournament most competitive. Schools may apply by submitting only current position #1 and/or position #2 players/teams for consideration in the draw of 32. Only players/teams with a winning record will be considered for participation. The record of the player/team shall determine inclusion in the draw. The NHIAA Tennis Tournament is an **invitational** tournament and you have the **option** to send athletes. We request you consider only those athletes who are interested in competing and will fulfill their obligation to the tournament. **Failure for a player to participate after commitment to the event may lead to sanctions.**

- For a school to enter a #2 singles player/team to the state tennis tournament, the complete match record of both the #1 player/team and the #2 player/team (date of match, position played, name of opponent, name of school, match results) MUST be submitted, even if the #1 player/team is NOT entering the tournament. NO #2 player/team will be accepted into the tournament if the #1 player's complete match record is not submitted.

SINGLES

ENTRIES AND ELIGIBILITY:

Players shall be students of the NHIAA member schools and shall satisfy all requirements of eligibility. **Players must have competed in 50% of the matches their team competed in to be eligible for individual tournament play.** Each high school may enter TWO singles players. **This form must be submitted via e-mail by the Athletic Director.** A complete record of all matches played by the team as of this date must be submitted on the match record form.

ENTRY FORM:

The NHIAA singles and doubles tournament participation is by invitation. It is intent of the Tennis Committee to make this tournament most competitive. Schools may apply by submitting only current position #1 and/or position #2 players/teams for consideration in the draw of 32. Only players/teams with a winning record will be considered for participation. The record of the player/team shall determine inclusion in the draw. The NHIAA Tennis Tournament is an **invitational** tournament and you have the **option** to send athletes. We request you consider only those athletes who are interested in competing and will fulfill their obligation to the tournament. **Failure for a player to participate after commitment to the event may lead to sanctions.**

- For a school to enter a #2 singles player/team to the state tennis tournament, the complete match record of both the #1 player/team and the #2 player/team (date of match, position played, name of opponent, name of school, match results) **MUST** be submitted, even if the #1 player/team is **NOT** entering the tournament. **NO** #2 player/team will be accepted into the tournament if the #1 player's complete match record is not submitted.

Please fill out the required forms which can be accessed through the Athletic Directors administrative log-in section of the NHIAA website. ALL FORMS MUST BE EMAILED TO krandall@nhiaa.org . **NO FAXES or hard copies of any kind will be accepted. Please keep your sheets to one page using a smaller font if necessary (10 pt or less). Thank you!**

2010 INITIAL RANKING OF PLAYERS

DUE IN NHIAA OFFICE BY **Tuesday, May 4, 2010 by 3:30 p.m.**

SCHOOL: _____	BOYS: _____ GIRLS: _____
PRINCIPAL: _____	ATHLETIC DIRECTOR: _____
COACH: _____	DATE: _____

- Coaches shall establish their line-up based on the player’s ability in challenge matches against players of their own team, with the best singles player ranked number one, the next best singles player second, etc., until the sixth best player plays sixth. Doubles play will also have the strongest team playing number one, the next best at number two and the weaker team at number three.
- This Ranking Form will contain a list of twelve (12) players or less, including doubles teams ranked according to their ability. An individual may only be listed on ONE doubles team. The only changes permitted in the team line-up will involve moving players up based on challenge matches or whenever a player is missing for reasons such as illness, injury, disciplinary action, etc. VIOLATIONS OF THESE LINE-UP PROCEDURES WILL BE SUBJECT TO MATCH FORFEITURE.

SINGLES PLAYERS	GRADE	DOUBLES TEAMS	GRADE
-----------------	-------	---------------	-------

1. _____		_____ / _____	
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2. _____		_____ / _____	
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SAMPLE FORM

Do not use. This form can be accessed on the NHIAA Website under the Athletic Directors’ Administrative Log-in section.

3. _____		_____ / _____	
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4. _____		_____ / _____	
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5. _____		_____ / _____	
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6. _____		_____ / _____	
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7. _____		_____ / _____	
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8. _____		_____ / _____	
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9. _____		_____ / _____	
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10. _____		_____ / _____	
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11. _____		_____ / _____	
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12. _____		_____ / _____	
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This is for the TEAM RANKING for all season.

DUE: Tuesday, May 4, 2010 by 3:30 p.m.

TEAM

**2010 RANKING OF PLAYERS FOR TEAM COMPETITION
DUE IN NHIAA OFFICE BY **FRIDAY, MAY 21, 2010 by 3:00 p.m.****

SCHOOL: _____	BOYS: _____	GIRLS: _____
PRINCIPAL: _____	ATHLETIC DIRECTOR: _____	
COACH: _____	DATE: _____	

This Ranking Form will contain a list of twelve (12) players or less, including doubles teams ranked according to their ability. An individual may only be listed on ONE doubles team. The only changes permitted in the team line-up will involve moving players up whenever a player is missing for reasons such as illness, injury, disciplinary action, etc. VIOLATIONS OF THESE LINE-UP PROCEDURES WILL BE SUBJECT TO MATCH FORFEITURE.

SINGLES PLAYERS	GRADE	DOUBLES TEAMS	GRADE
1. _____		_____ / _____	
2. _____		_____ / _____	
3. _____			
4. _____			
5. _____			
6. _____		_____ / _____	
7. _____		_____ / _____	
8. _____			
9. _____			
10. _____			
11. _____			
12. _____			

SAMPLE FORM

Do not use. This form can be accessed on the NHIAA Website under the Athletic Directors' Administrative Log-in section.

**This is for the TEAM RANKING for
Tournament use.**

Due FRIDAY, MAY 21, 2010 by 3:00 p.m.

NOTE: In Team Tennis ALL play will be 8 game Pro-Sets for the entire tournament.

DOUBLES – ENTRY FORM/MATCH RECORD FORM. FORMS DUE TO NHIAA **BEFORE 3:00 p.m., FRIDAY, MAY 28, 2010!**

Sunday, June 6, 2010 – Opening Round; Thursday, June 10, 2010 – Semifinal & Final Rounds (SUBMIT ONE FORM FOR BOYS AND ONE FORM FOR GIRLS)

SCHOOL NAME _____

BOYS _____ GIRLS _____ NOT COMPETING _____

DOUBLES TEAM #1 _____

DOUBLES TEAM #2 _____

DOUBLES TEAM #1						DOUBLES TEAM #2					
SEASON RECORD: WINS			LOSSES			SEASON RECORD: WINS			LOSSES		
Date	Lineup Pos.	W-L	School	Opponents' Names	Score	Date	Lineup Pos.	W-L	School	Opponents' Names	Score
				1 –						1 –	
				2 –						2 –	
				1 –						1 –	
				2 –						2 –	
				1 –						1 –	
				2 –						2 –	
				1 –						1 –	
				2 –						2 –	
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				2 –						2 –	
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				1 –						1 –	
				2 –						2 –	

SAMPLE FORM
 Do not use. This form can be accessed on the NHIAA Website under the Athletic Directors' Administrative Log-in section.

FINAL SEASON RECORD:

FINAL SEASON RECORD:

Principal's Signature:	Athletic Director's Signature:
TEAM #1: Athlete's Name:	Athlete's Name:
TEAM #2: Athlete's Name:	Athlete's Name:
Coach's Name:	Coach's Phone Number:

Submission of this form will indicate your school's commitment to the tennis tournament. Failure of a player to participate after commitment to the event may lead to snctions.

