



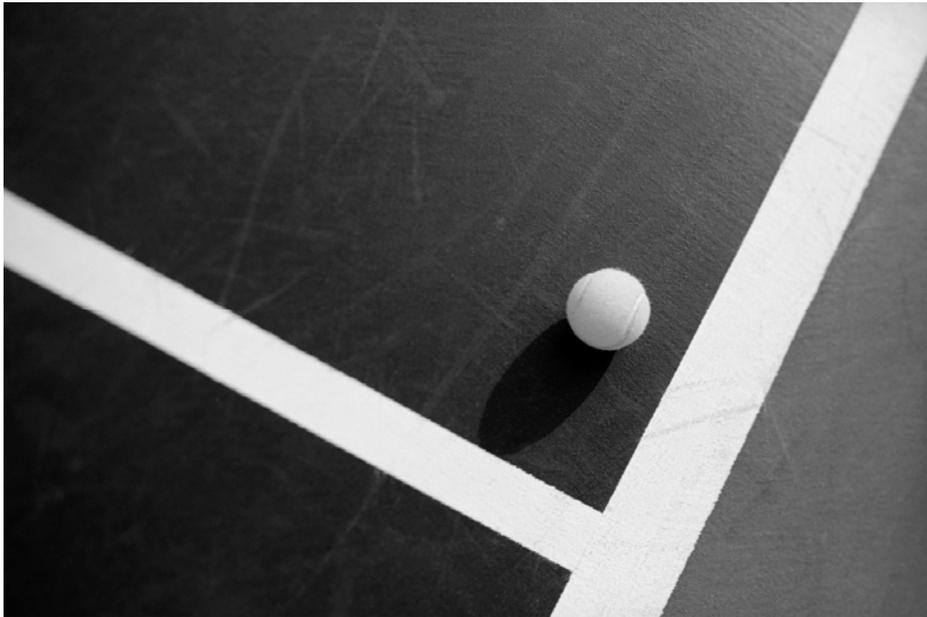
**POLICY AND PROCEDURES**

**MANUAL**

**FOR**

**BOYS AND GIRLS TENNIS**

**2017**



**NHIAA TENNIS COMMITTEE**

Bryan Lane, Chair, Alvirne; Nancy Bulkley, Oyster River; Bill Boucher, Bishop Guertin;  
Bill Cannon, Manchester Central; Sarah Dumais, Manchester West; Glen Eastridge, Hanover;  
John Kilgore, Wilton; Suzanne Klink, Pembroke; Steven Laro, Concord; Terry Wilson, Gilford

## Table of Contents

Section	Topic	Page
~	<i>Points of Emphasis</i>	4
<b>I</b>	<b>Regular Season Play</b>	5
I. A	Scheduling	5
I. B	Coaches Meeting	5
I. C	Line-up Exchange	5
I. D	Reporting Match Results	5
I. E	Make-Up Games	6
I. F	Suspended Team Matches	6
I. G	THIRD Regular Season Match	6
I. H	Establishing Line-up	7
I. I	Line-up Changes	7
I. J	Direct Line Substitutions	7
I. K	Challenge Matches	7
I. L	Match Format	8
I. M	Match Decided	8
I. N	Outdoor Play	8
I. O	Extreme Heat Rule	9
I. P	Post Season Play	9
I. Q	Out of State Play	9
<b>II</b>	<b>Coaching</b>	10
II. A	Protocol	10
II. B	Who May Coach	10
II. C	Scoring Disputes	10
II. D	Foot Fault Rule	10
II. E	Electronic Equipment	11
II. F	Toilet / Change of Attire Break	11
II. G	Racquet	11
II. H	Replacing Equipment	11
II. I	Contact Lenses	11
II. J	Medical / Bleeding Time-Outs	12
II. K	Teams Short on Players	12
II. L	NHIAA Penalty Procedure	12
II. M	Spitting	13
II. N	Time Violations	13
II. O	Code Violations	13
II. P	Lateness / 15-minute Default Rule	14
II. Q	How to Play a 7 Point Tie-Breaker	14
II. R	Points of Etiquette / Pre-match Protocol	15
II. S	Coaches' Code of Conduct	15

## Table of Contents

<b>Section</b>	<b>Topic</b>	<b>Page</b>
<b>III</b>	<b>Uniforms</b>	17
III. A	Regular Season and Team Tournaments	17
III. B	Shirts	17
III. C	Shorts / Skirts / Dresses	17
III. D	Undergarments	17
III. E	Headgear / Wristbands	17
III. F	Sweats	17
III. G	Penalty	17
<b>IV</b>	<b>Team Tournaments</b>	18
IV. A	Tournament Information	18
IV. B	Team Line-up	18
IV. C	Team Selection	18
IV. D	Tournament Format	18
IV. E	Court Conditions	19
IV. F	Restrictions for Team Tournament	19
IV. G	Team Tournament Schedules	19
IV. H	Divisional Alignment of Schools	19
<b>V</b>	<b>NHIAA State Singles and Doubles Tournaments</b>	20
V. A	Tournament Classification	20
V. B	Entry into Singles and Doubles Tournaments	20
V. C	Match Format for State Tournaments	21
V. D	Check-in for Singles and Doubles Tournaments	22
V. E	Posted Match Times	22
V. F	Tournament Postponement due to Weather	23
V. G	Protest Procedure at State Tournaments	23
V. H	Singles and Doubles Tournament Schedules	23
<b>VI</b>	<b>State Tournament Seeding</b>	24
VI. A	Seeding Procedures	24
<b>VII</b>	<b>Safety Guidelines</b>	26
VII. A	Blood Spillage and Body Fluids	26
VII. B	Guidelines for Management of Concussions	26
VII. C	Outdoor Environmental Safety: Lightning	26
VII. D	Guidelines on Ozone Pollution / Physical Activity	27
	<b>Entry Forms and Information</b>	30 & 31

## Points of Emphasis

**2017**

### **Dates of Importance**

#### **Reporting Matches Results – “Verification Date”**

Section I. D-2:

Final Team Record and Scores must be verified by: **May 22, 2017 by 8:00 a.m.**

#### **Seeding Procedures**

Section IV. A-1:

The Seeding Committee will convene on: **May 30, 2017 at 8:00 a.m.**

#### **State Tournaments**

Section V. B-7:

Every effort will be made to complete the singles and/or doubles tournament; however the tournament is subject to be cancelled.

#### **Forms To Be Submitted:**

1. Initial Ranking of Players for Team Competition (Boys and Girls)
  - Due **Tuesday, May 2, 2017** at 3:30 p.m.
2. Team Ranking of Players for Team Competition (Boys and Girls)
  - Due **Friday, May 19, 2017** at 3:00 p.m.
3. Singles Entry Form for State Tournament (Boys and Girls)
  - Due **Tuesday, May 23, 2017** by 3:00 p.m.
4. Doubles Entry Form for State Tournament (Boys and Girls)
  - Due **Tuesday, May 23, 2017** by 3:00 p.m.

**2016**

### **Rule Changes**

**Rule change:** Adds criteria for entry into the State Singles and Doubles Tournaments.

**Section V. B-5:** Players must have competed in at least 50% of their regular season scheduled matches to be considered for entry.

**Rule change:** Defines penalty for athletes in non-conforming uniform.

**Section III. G:** Players are subject to disqualification.

#### **Rule Changes (cont.)**

**Rule change:** Adds Coaches' Code of Conduct

**Section II. S:** Defines the conduct of a coach while on and off court.

## I. REGULAR SEASON PLAY

### A. Scheduling

1. All matches should be completed according to the final NHIAA schedule.
2. 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.
3. If a match is postponed, the next available date to play must be scheduled.
4. All matches must be completed by the last date to play.
5. Failure to inform the NHIAA of rescheduling problems prior to the Last Date to Play shall result in match forfeiture by either or both teams involved.
6. No matches may be dropped from the approved NHIAA Tennis Schedule.
7. All NHIAA play is governed by the ITA rules of team tennis.
8. The term "Regular Season Play" includes Team Tournaments.

### B. Coaches Meeting

1. A coaches meeting shall be held before each regular season and tournament match and identify an assistant coach for the match.
2. Limit of one (1) assistant coach designated by the Coach during the exchange of line-ups.

### C. Line-up Exchange

1. Complete Singles and Doubles line-ups must be exchanged in writing prior to the start of each match.
2. It is mandatory for Coaches to exchange their Coaches Book (with record of all matches and challenge matches with the opposing school 30 minutes prior to all matches.
3. All coaches must purchase (\$19 approx.) a "Coaches Match Record Book".  
Record Books can be purchased from:  
Des Moines Supply Company  
106 3rd Street SE, Altoona, IA 50009-1827  
Fax: 515-957-9118  
Order online at [www.tennisscorebook.com](http://www.tennisscorebook.com)
4. Coaches must exchange their Coaches Book (with the record of all matches and challenge matches) with the opposing schools 30 minutes prior to all matches.

### D. Reporting Match Results

1. All final team match results must be entered on the NHIAA web site immediately following the match to ensure accurate standings.
2. Each school must have their final team record and scores verified. This must be done on the web site by the date and time stated. Refer to "Summary of Changes", page 4, for specific date and time.
3. 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.
4. If you have a match rained out or not played, you will be unable to verify your record on-line.
5. Please submit your verification via e-mail or fax to the NHIAA by the date and time specified.

### **E. Make-up Games**

1. Make-up games shall be scheduled on the next available date. Make-up games may not be scheduled into the last week of the season. The only games that can be played during the last week of the season are games on the original schedules submitted to the NHIAA.
2. Exception to Reschedule into the Last Week of the Season: If for some reason, a game must be moved into the last week of the season a letter, prior to the game being played, must be submitted to and received by the Chair of the Committee through the NHIAA Executive Director by both schools outlining the reason(s) for the request.
3. Please note that any game approved to be moved into the last week of the season must be played by the last date to play. No extension of the season will be granted. In the event the game(s) are not played both teams will be issued forfeits.

### **F. Suspended Team Matches**

1. 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.
2. 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 an agreement by the school personnel responsible from each school, the match shall be suspended.

### **G. THIRD Regular Season Match**

1. 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!!!!**
2. **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.
3. **LIMITATIONS OF THE EXCEPTION:**
  - a) Without a challenge match, changes can only be made once.
  - b) If change is made once, it must be made between the 4th and 6th match.
  - c) A letter/e-mail must be sent to the NHIAA with signatures of coach and athletic director.

## H. Establishing Line-up

1. 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.

**Comment I. H-1:** *The #1 player is injured and may be out for the season. If the player returns can he/she reassume the #1 position?* Yes, the player regains the #1 position. If he/she loses a challenge match, then the position may change.

**Comment I. H-2:** *Can a position be left open and defaulted without moving a player up? A position cannot be left open.* Players must be moved up with defaults occurring at the bottom of the ladder.

## I. Line-up Changes

1. 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.
2. If a player cannot be present for the rematch, another player may 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.
3. Subsequent challenge matches shall not change the previously submitted line-up for make-up matches.

## J. Direct Line Substitution - "Removing Players from Doubles Line-up"

1. A Coach may remove any player from the doubles line-up by making a direct line substitution.
2. The doubles line-up must still be played in order of ability.
3. Players removed from the single line-up may play in doubles.
4. Once the match has officially begun, two players may be substituted for any doubles team only if the match begins with singles. The line-up must remain in order of ability.
5. If a team has 6 or fewer players and a player in the doubles line-up is injured/sick prior to the start of the match, they may take a player from another doubles team to join the healthy player.
6. One of the healthy doubles teams **must** stay intact. The teams must still play in order of ability and will default the No. 3 position.

**Comment I. J-1:** *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?* Yes, player B can be moved up to join the #1 player. The #1 player cannot be moved down.

## K. Challenge Matches

1. Coaches are urged to encourage challenge matches throughout the season.
2. Coaches are required to inform the NHIAA of challenge match results.
3. Any challenge match played after the third regular season match that results in a change in the line-up must be reported in writing/e-mail to the NHIAA Office prior to any further team matches being played.

## L. Match Format

1. All regular season interscholastic matches conducted by NHIAA schools shall be based upon an 8 game pro sets, regular scoring with a 7-point tiebreak at 8 games all. (See Section II. L for how to play a 7-point tiebreaker).
2. Throughout the season and during the team tournament, a match shall consist of six (6) singles followed by three (3) doubles with players allowed to compete in both singles and doubles.
3. Ten-minute warm-up for all matches.
4. A new can of USTA approved tennis balls must be used for each match.
5. Matches must be played in order.
6. Singles players (during regular season play) shall have a rest period of 10 minutes between their singles and doubles matches. Players are deemed ready for play after their rest period. Teams shall not wait until all singles have been played before beginning doubles. When (any) doubles team is available to play, they must take the first available court.
7. 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 are to 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.
8. If an injury occurs during the warm-up or regular play, and the player cannot continue, the match will be forfeited. No player will be inserted to complete the match.
9. Play on fewer than six courts:
  - Singles – start singles with the number one match and continue placing matches in “numerical” order.
10. It is highly recommended that all schools have at least one set of official scorecards for use at regular season matches.

**Comment: I. K-1:** *What constitutes the start of a match?* The match is considered to start when both players begin their match warm-up.

## M. Match Decided

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.

## N. Outdoors Play

1. The regular season matches are intended to be played "outdoors".
2. Only under emergency conditions and with the agreement of both schools, can the match be played indoors.
3. In cases of indoor play, the home team will be sure to arrange for adequate playing time.
4. If playing time expires, the home team will default all unfinished and remaining matches.

#### **O. Extreme Heat Rule**

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

#### **P. Post Season Play**

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

#### **Q. Out of State Play**

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

## II. COACHING

### A. Protocol

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

### B. Who may Coach

1. Definition - A “Coach” is a person who is registered by the school as being the team Coach or representative.
  2. A Coach and one (1) Assistant Coach may coach during the match.
  3. Coaches shall be designated before the match begins.
- Comment II. B-1:** *Where is a Coach allowed to coach? A Coach may coach outside the fence or on the court.* If the Coach is on court he/she must be positioned at the net post or at the bench if one is provided.

**Comment II. B-2:** *Is a Coach allowed to coach their player during the first game of each set?* 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 tiebreak game, play shall be continuous and the players shall change ends without a rest.

**Comment II. B-3:** What are some examples of interfering with play? a) coaching during the playing of a point, b) coaching which causes a delay between the playing of points or during a changeover, c) interfering with a player’s tie-break changeover which causes a delay.

**Comment II. B-4:** *Are both Coaches from the same team allowed to coach together on the same court?* Yes, provided they do so without interrupting play.

### C. Scoring Disputes

1. Only the athlete on the court shall make line calls during a match.
2. The players should handle disputes regarding scores without the interference by spectators, parents, or coaches.

**Comment II. C-1:** *May Coaches assist the players if they lose track of the score?* Every effort should be made to allow the players to adjust their score. Only after **both** players ask for assistance should Coaches assist the players.

### D. 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.
4. 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.

## **E. Electronic Equipment**

1. Players are prohibited from using electronic communication devices such as cell phones, iPads, tablets, etc., while on court.
2. A Coach may use the above-mentioned communication devices while on court for texting and data purposes only. Speaking, listening or using any voice activated features on these devices is prohibited.

## **F. Toilet / Change of Attire Break**

1. A Toilet / Change of Attire Break consists of a reasonable amount of time when it is determined that there is a “genuine need”.
2. 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.

**Comment II. F-1:** *What is considered “reasonable” amount of time? Reasonable time is determined by the proximity of the facility to the courts. In most cases, time allowed is 2 - 3 minutes. If taken on a change over or set break, 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.*

**Comment II. F-2:** *Can a player receive medical treatment during a Toilet / Change of Attire Break? No player shall receive medical treatment during a Toilet / Change of Attire Break.*

## **G. Racquet**

**Comment II. G-1:** *Can a player continue to play with a broken string after the point is over? Yes, a player may continue to play the match with a broken string.*

**Comment II. G-2:** *Is a player allowed to leave the court to obtain a replacement racquet? The player may leave the court to obtain a replacement racquet. If the player chooses to leave the court and causes an interruption in play, he/she is subject to Time Violations. A player may also ask someone to obtain a replacement racquet.*

## **H. Replacing Equipment**

1. If, for reasons outside a players control, clothing, footwear, or other equipment (excluding the racquet) is broken or needs to be replaced, the player may be allowed reasonable extra time to rectify the problem.
2. Reasonable extra time is determined based on a number of variables such as fairness to the opponent and the distance between the court and a source for replacement clothing, footwear, or equipment.
3. Rarely would more than 15 minutes be considered reasonable.

## **I. Contact Lenses**

**Comment II. I-1:** *May play be suspended to replace a lost contact lense? Yes. Whenever possible the player should replace the lenses on court. If the weather, court surface, or other conditions make it impossible to insert the lense on court, the player should insert the lense in the area closest to the court where this task is possible.*

## J. Medical / Bleeding Time-Outs

1. 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.
  - Additional information on medical time outs can be found on USTA Regulation III. E.
2. A Bleeding time out consists of up to 15 minutes to stop visible bleeding, clean up the court, and dispose of contaminated items.
  - For the complete guideline and administration of this rule, refer to USTA Regulation III. E.

**Comment II. J-1:** *How much time does a player receive for medical treatment?* A player may receive 2 minutes for evaluation and 3 minutes for treatment. Total time cannot exceed 5 minutes.

**Comment II. J-2:** *Can a player receive treatment off court?* If treatment requires the player being treated off court additional time is allowed for the player to leave and return to the court. No additional time for treatment (3 minutes) is allowed.

**Comment II. J-3:** *How many medical time-outs can a player receive?* A player is allowed only one (1) stoppage of play (including match warm-up) for a medical time-out. If a player requires another medical time-out, (other than a bleeding time-out) they must retire.

**Comment II. J-4:** *Can a player receive treatment during a changeover or set break?* Yes. The treatment cannot delay the player from being ready to play within the prescribed time limits. If a delay occurs, the player is subject to Code Violations. (Section II. 0-2).

## K. Team Short on Players

1. 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).
2. If the number 1 player is not available to compete, all players must move up one position.
3. The number 1 singles match cannot be forfeited.
4. The minimum number of players for a match is four physically able players.

**Comment II. K-1:** *How many positions may a player be moved up in the line-up?* Players can be moved up to the next available open position. Positions must be filled in order of ability.

**Comment II. K-2:** *Can players be moved down in the line-up?* A player can only be moved down one (1) position.

**Comment II. K-3:** *Can the #1 player ever be moved down?* The #1 player can never be moved down.

**Comment II. K-4:** *What happens if my #2 and #3 players are not playing?* The #4 player moves up to the #2 position and all remaining players move up accordingly. In the event there are open positions at the bottom of the line-up, these matches are forfeited.

## L. NHIAA Penalty Procedure

1. A player found violating the Rules of Tennis or an NHIAA Rule or Procedure, will be subject to the following: Warning, Point Penalty, Game Penalty, Match Penalty, Default.
2. Penalties for Lateness / 15-minute Default Rule are penalized separately. (Section II. P).

## **M. Spitting**

1. 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.
2. Further penalties will be assessed in accordance with the Code Violations, Section II. O-2.
3. A player who spits directly at an opponent, coach, or official shall be defaulted.

## **N. Time Violations**

1. The following are considered Time Violations:
  - Delay between points or after warm-up
  - Violation of the 90-second changeover or 120-second set break provisions
2. Violations shall be penalized as follows:
  - First offense – Warning
  - Each additional offense – Point Penalty

## **O. Code Violations**

1. The following are considered Code Violations:
  - A. Delay
    - 1) Not resuming play within 30 seconds after a medical time-out or bleeding timeout.
    - 2) Not resuming play after a changeover or set break during which the player received treatment.
    - 3) Not playing within 20 seconds of having been directed to resume play.
    - 4) Passage of 20 seconds after any time violation.
    - 5) Delay caused by getting a replacement racquet that is not on court.
    - 6) Leaving the playing area for an unauthorized reason.
  - B. Misconduct
    - 1) Visible or audible profanity.
    - 2) Abuse of racquet, balls or equipment.
    - 3) Verbal abuse of an opponent or official.
    - 4) Abusive conduct by a player or a person associated with a player
    - 5) Retaliatory calls (obvious bad calls made in retaliation for the opponent's call).
    - 6) Failure to follow instructions of an official.
    - 7) Unsportsmanlike conduct (any other conduct that is abusive or detrimental to the sport).
    - 8) Violation of any Tournament Regulation.
2. Code Violations will be penalized as follows:
  - First Offense – Warning
  - Second Offense – Point Penalty
  - Third Offense – Game Penalty
  - Fourth Offense – Match Penalty
  - Fifth Offense - Default
3. A single “flagrant” unsportsmanlike act may be penalized by defaulting the player.
4. A game penalty assessed during a tiebreak results in loss of the set.
5. A game penalty assessed during a 10 point match tiebreak (10 MTB), results in the loss of the match.

**Comment II. O-1:** *Who can impose Time Violations and Code Violation Penalties during Regular Season Play?* A Coach may impose any penalty on their player. A coach can never penalize a player of an opposing team. If a situation warrants penalizing an opposing player, both coaches must be in agreement.

**Comment II. O-2:** *If a player is defaulted from a singles match, can they still play doubles?* If the player was defaulted due to progressive code violations, the player may be eligible to play doubles. If the player was defaulted in singles due to a unsportsmanlike violation which is abusive or deemed to be detrimental to the sport, the player is ineligible to play doubles.

#### **P. Lateness / 15-minute Default Rule**

1. Players late for their assigned start time will be assessed the following penalties:

Time: Up to 5 minutes – Loss of toss and 1 game penalty,

Time: 5:01 – 10 minutes – Loss of toss and 2 game penalty,

Time: 10:01 – 15 minutes – Loss of toss and 3 game penalty,

Time: 15:01 – Default

2. Lateness penalties begin from the posted start time for the match.

**Comment II. K-1:** *Can a player be defaulted if a court becomes available before their posted scheduled start time?* The fifteen-minute default rule shall be used from the posted start time for the match and not when a court becomes available. See also Comment: II. K-2.

**Comment II. K-2:** In the case of players being signed in early deemed ready to play and a court becomes available; time penalties begin when the court is officially assigned.

#### **Q. How to Play a 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 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.

### **R. Points of Etiquette / Pre-match Protocol**

1. “*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” (as referenced in “The Rules of Tennis”) 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.

### **S. Coaches’ Code of Conduct**

1. The conduct of coaches before, during, and after any competition must be exemplary. Coaches shall not in any way distract or annoy an opposing player. If a coach in any way interferes with play or distracts an opposing player at any time, he shall receive a direct warning from the Site or Tournament Director.
2. If the coach’s behavior continues or for any subsequent violation committed by the coach, the player (on the court where the violation occurred), shall be assessed a point penalty. If the conduct occurs off court (non-match specific) a point penalty will be assessed in order of:
  - 1) highest match in progress,
  - 2) the next match to go out in order. Violations committed by a coach are subject to

further action deemed necessary by the site director to maintain the integrity of the tournament, (including prohibiting coaching on court). Failure of a coach to comply with the directives of the site director will be cause for a point penalty being assessed to all matches in progress and those to be played. Any further violation or failure to comply with the directive of the site director will be cause for a default being issued to all remaining matches.

**Comment II. S-1:** *Who determines if a player is distracted or annoyed?* Players are responsible for conducting their match in a productive manner. It is the player who must determine he/she is being distracted or annoyed. It is the responsibility of the player to bring the issue to the attention of the site director.

**Comment: II. S-2:** *Are coaches allowed to change the scorecards for players?* Players are responsible for changing the scores cards, which should be should be done after each game. Coaches may not manage the scorecards during a match. The potential for a scoring dispute always exists when someone other than the players changes the scorecards.

### III. UNIFORMS

#### A. Regular Season and Team Tournaments

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/dress) of a solid school color, black or white.

#### B. Shirts

1. Will not have commercial advertising, with the exception of a single 2" x 2" logo of the brand name of the shirt.
2. Sleeveless tops are accepted.
3. Tank tops are prohibited. Manufactured, sleeveless tops are acceptable. Tank tops are interpreted as having unusually large armholes.
4. School name, initials, or mascot name must be lettered on the shirt. The school's mascot logo is acceptable.
5. If there is a change in uniform, the change must be consistent with the team uniform.
6. Tape may not be used to cover up commercial advertising on any part of the uniform, including sweats.

#### C. Shorts/Skirts/Dresses

1. Shorts/skirts/dresses must be a solid color with only nominal trim, i.e. narrow stripe down the side. The same applies to tennis skirts/dresses. Faded or cutoff shorts/skirts/dresses are unacceptable. A single 2" x 2" manufacturer logo on the shorts/skirts/dress is acceptable.

#### D. Undergarments:

1. Any undergarments that show, such as sleeves, must be of a solid color. This rule also applies to compression shorts, which, if worn, must be under the tennis shorts and of a solid color.

#### E. Headgear / Wristbands

1. Headgear / Wristbands must be white, black or of school colors. Headbands will not exceed four (4) inches in width. A single 2" x 2" manufacturer logo on the headgear / wristband is acceptable.

#### F. Sweats

1. If the weather warrants protection from the cold, sweats may be worn, providing they do not display advertising. They must follow the same criteria as shorts and shirts.

#### G. Penalty

1. Athletes wearing non-conforming clothing will not be allowed to play until the situation has been corrected to the satisfaction of the match or tournament director. If an acceptable uniform cannot be obtained in a timely matter the player will be disqualified from the event, as determined by the match or tournament director. Coaches are responsible for guaranteeing that their players are properly equipped and clothed.

## IV. TEAM TOURNAMENTS

### A. Tournament Information

1. This tournament is held annually to determine the best high school team in each of the three divisions.
2. Official NHIAA Championship Plaques will be awarded to both the winning and runner-up teams in each division.
3. The home team will assume all expenses, including balls, etc. for the first round of play.
4. Teams hosting the semifinals will provide a match director to run the tournament and the NHIAA will provide balls and a fee for the match director.

### B. Team Line-up

1. 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 accordingly to their ability, one week prior to the Team Tennis Tournament. Refer to "Summary of Changes", page 4, for specific date and time.
2. After submitting your final team tournament ranking, no challenge matches will be considered.
3. An individual may only be listed on "one" doubles team.
4. Without the properly submitted Ranking Form, your team will not be considered for post-season team tournament.
5. All schools must return a Team Line-up Form, regardless of whether or not that team will make the tournament.
6. During tournament play, the Tournament Director must approve any suggested line-up changes. The decision of the Tournament Director to approve or deny any line-up change shall be final.

**Comment IV. B-1:** *Can a school make a substitution during the **team tournament** if a player cannot attend one of the matches?* If a player cannot make a match, the next player on the ladder moves up to take his/her spot, etc.

**Comment IV. B-2:** *If a player cannot attend a match but returns for a subsequent round, can the player be placed back in the ladder?* Yes, the player can be placed back in their original position.

### C. Team Selection

1. Tournament teams selection will be determined in accordance with the Division I, II, and III Alignment.
2. Eight (8) teams in all Divisions will qualify for the tournament.

### D. Tournament Format

1. 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.
2. In the case of a tie for any position, the NHIAA Tennis Committee will use By-Law Article XI, Seeding and Tie Breaking Procedures.
3. Each tournament match will use the same format that is used during the season.
4. All players must be in uniform for all matches.
5. All matches shall be played to completion during the team tournament regardless of score.
6. **The Principal or Athletic Director of the hosting school must be in attendance to act as site director.**

### E. Court Conditions

1. Home courts must be in proper playing condition in order to host a tournament match.
2. Courts must be properly marked with no sub-surface or blacktop.

### F. Restrictions for Team Tournament

1. 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.
2. A trainer may not be available so teams may bring their own. If a trainer is employed by the NHIAA he/she will have the final decision on a player's ability to continue or participate. Each coach must provide his or her own first aid supplies.

### G. Team Tournament Schedule

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

### H. Divisional Alignment of Schools

1. Tennis will be composed of three (3) Divisions; I, II, and III.
2. Each team MUST play a minimum of ten (10) matches with NHIAA member schools in their division to qualify for team playoffs.
3. 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.

<b>Division I</b>	<b>Division II</b>	<b>Division III</b>
Alvirne	Bishop Brady (Boys)	Berlin
Bedford	Coe-Brown	Bow
Bishop Brady (Girls)	ConVal	Conant
Bishop Guertin	Goffstown	Gilford
Concord	Hollis Brookline	Inter-Lakes
Derryfield	Kingswood	Kearsarge
Dover	Kennett	Lebanon (Girls)
Exeter	Lebanon (Boys)	
Hanover	Manchester West (Girls)	Littleton
Keene	Milford	Monadnock
Londonderry	Oyster River	Moultonborough
Manchester Central	Pembroke	Pelham
Manchester Memorial	Plymouth	Portsmouth Christian (Boys)
Merrimack	Portsmouth	Profile School
Nashua North	Souhegan	Prospect Mountain
Nashua South	St. Thomas Aquinas	Sanborn
Pinkerton	Trinity	Stevens (Girls)
Salem	Windham	White Mountain
Spaulding		Wilton-Lyndeborough
Timberlane (Girls)		
Winnacunnet		

## V. NHIAA STATE SINGLES AND DOUBLES TOURNAMENTS

### A. Tournament Classification

1. The NHIAA singles and doubles tournament participation is by invitation.
2. It is the intention of the Tennis Committee to make this tournament most competitive.
3. Schools may apply by submitting only position #1 and/or position #2 players/teams for consideration in the draw of 32.
4. Only players/teams with a winning record will be considered for participation.
5. The record of the player/team shall determine inclusion in the draw
6. There will be seeding by a committee according to USTA Rules and Regulations for both the singles and doubles teams for each tournament.
7. 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. (Refer to Seeding Criteria).
8. A trainer may not be available so teams may bring their own. If a trainer is employed by the NHIAA he/she will have the final decision on a player's ability to continue or participate. Each coach must provide his or her own first aid supplies.

### B. Entry into Singles and Doubles Tournaments

1. If the #1 singles player does not have a winning record, the #2 player will not be considered for entry into the singles tournament even if the #2 singles player has a winning record.
2. If the #1 doubles team does not have a winning record, the #2 doubles team will not be considered for entry into the doubles tournament even if the #2 doubles team has a winning record.
3. For seeding purposes, complete records of all the matches played by the entrants during the regular season shall also be provided.
4. Playoff matches **will not** be considered for entry.
5. Players / Teams must have competed in at least 50% of their regular season scheduled matches to be considered for entry.
6. All schools must return entry forms by the date and time specified on the 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 date and time specified on the Form.
7. Every effort will be made to complete the singles and/or doubles tournament; however the tournament is subject to be cancelled.

**Comment V. B-1:** 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.

**Comment V. B-2:** If the #1 singles player does not have a winning record, the #2 player will not be considered for entry into the singles tournament even if the #2 singles player has a winning record.

**Comment V. B-3:** If the #1 doubles team does not have a winning record, the #2 doubles team will not be considered for entry into the doubles tournament even if the #2 doubles team has a winning record.

**Comment V. B-4:** *Can a school submit a position #3 or less for the tournament?* Only current positions #1 and #2 can be submitted for consideration.

**Comment VI. B-5:** *Can a school petition to add a third player on the Entry Form(s)?* Schools may only submit their #1 and #2 players/teams.

**Comment V. B-6:** *Can a substitution be made at the Singles and Doubles Tournaments?* The State tournaments are invitational tournaments whereby players are accepted based on their record, therefore, no alternates or substitution of players is allowed.

**Comment V. B-7:** *If a school registers players in the singles and/or doubles tournaments and they do not attend, is there a consequence?* Schools / Players that do not fulfill their obligation to the tournament may be penalized.

### **C. Match Format for 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. Ten-minute warm-up for all matches.
3. A new can of USTA approved tennis balls must be used for each match.
4. All rounds before the semifinals will be an eight (8) game pro-set, regular scoring, with a 7-point tiebreak at eight (8) games all.
5. The Semifinal and Final rounds will be the best two out of three tie-break sets, regular scoring, with a 7-point tie-break played at six (6) games all. A 10-point Match tiebreak (10 MTB) will be played for the deciding (3<sup>rd</sup>) set.
6. No ball change for the 10 MTB.
7. Players will offered a 10 minute rest period before starting their 10 MTB. A lesser rest period of 10 minutes is allowed if both players/teams agree (except in case of the Extreme Heat Rule bring in effect). Minus an agreement, the 10 minute rest period remains in place.
8. Between the Semifinal and Final Rounds of play, players will be offered following rest periods after their matches:
  - a) Match lasting more than **one hour** may receive a rest period up to 45 minutes.
  - b) Match lasting more than **one hour and one half hours**, a player may receive a rest period of up to one hour.
  - c) The Tournament Director has the discretion to modify these rest periods.

#### D. Check-in for Singles and Doubles Tournaments

1. 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 designated 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.**
2. 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](http://www.nhiala.org)).
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. Check-in will begin 1 hour before the first scheduled match of the day.
5. All players participating in either the singles or doubles tournament are required to be in the school uniform.
6. 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.
7. 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.**
8. 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.

**Comment V. C-1:** *Is a player who checked in early, required to play before their posted start time? Once a player checks in, they essentially give their consent to be available for play. If both players / teams are checked in early and a court is available, they must be ready for play.*

#### E. Posted Match Times

1. Start times will be posted along with the Draw.
2. Original start times may change due to changes in the draw prior to the start of the tournament.
3. The school administration will be notified by the NHIAA of any time change that occurs affecting their student athlete.
4. The NHIAA suggests all players and coaches check the NHIAA web site the evening prior to the scheduled days match for any last minute changes.
5. It is the responsibility of the coach and player to be aware of any time change affecting their match.

#### **F. Tournament Postponement Due to Weather**

1. In case of rain, visit the NHIAA website ([www.nhiala.org](http://www.nhiala.org)) and look for “Special Alerts.”  
**DO NOT call the tournament site.**
2. 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 ([www.nhiala.org](http://www.nhiala.org)) and click on the “tournament info” link).
3. The NHIAA will notify Game Directors, Supervisor of Officials, Police and Trainers.
4. Teams should not leave for the tournament site until the NHIAA website has been checked.

#### **G. Protest Procedure at State Tournaments**

1. 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.
2. During State Tournament Play **AT THE HOME OF THE HIGHER SEED**, protests shall be resolved by consulting with Mr. Steven Laro (Committee Member) who will be available via phone during all prelim and quarterfinal contests.

#### **H. State Singles and Doubles Tournament Schedules**

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

## VI. STATE TOURNAMENT SEEDING

### A. Seeding Procedures

1. The NHIAA Tennis Committee will convene for the purpose of seeding individuals and 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.  
See “Summary of Important Changes”, page 4, for specific date and time.
2. 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.
3. 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.
4. In seeding, 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 in order are listed below.

#### Criteria 1

##### **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 2

##### **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 3

##### **Direct wins and losses from the previous NHIAA State Tournament**

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 Division II and is undefeated and Player B plays Division I and is undefeated. In the 2001 singles tournament, Player A should be seeded ahead of Player B.

#### Criteria 4

##### **Indirect wins and losses from the previous NHIAA State Tournament**

**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 5

##### **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 divisions. 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 Division III. Player B is number 22 in the Girls 16 USA Tennis / New England Standings and is undefeated in Division II. 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 6**

#### **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 division just because there are no top players in that division, where in another division there may be three or four top players.

**Example:** In 2001 Player A is 14-0 in Division I with no significant wins. Player A has a direct loss to Player B in a Division I team match in 2000. In the 2000 singles tournament Player B lost to Player C from Division III in the second round. In 2001, Player B in Division III 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 Division I. 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.

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.

## VII. SAFETY GUIDELINES

### A. Blood Spillage and Body Fluids

1. 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.
2. **Housekeeping Procedures for Blood and Body Fluids**
  - a. 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.
3. **Interpretation of excessive bleeding**
  - a. 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.
  - b. 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.
  - c. 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.
  - d. This interpretation is to be followed in the conduct of all NHIAA athletic events.

### B. NFHS Guidelines for Management of Concussions

1. The NHIAA mandates the following of the NFHS guidelines for management of Concussions beginning with 2010-11.
2. 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.
3. Please visit [www.nhiala.org](http://www.nhiala.org); "What's New" to view the NFHS Guidelines for Management of Concussions and the New Hampshire SB402 and its language as written.

### C. Outdoor Environmental Safety: "LIGHTNING"

1. 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.

2. The following guidelines are recommended:  
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.
3. 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.
4. 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:

- a. 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.
  - b. 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!**
5. WHEN YOU FIRST HEAR THUNDER OR SEE LIGHTNING, 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.
  6. 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.
  7. All players/coaches must leave the playing area and go to a bus or secure building.

#### **D. NHIAA Guidelines on Ozone Pollution and Physical Activity**

1. 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.

## I. Charting Air Quality

1. 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).
2. 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.
3. 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.
4. 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.

## II. U.S. EPA Air Quality Index

<b>Index Value</b>	<b>Descriptor</b>	<b>Color</b>	<b>1 hr. Ozone ppb</b>
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

## II. 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

#### **IV. 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.
4. 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.

#### **V. Recommended Restrictions 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. **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 doubles teams. **This form must be typed and submitted via e-mail by the Athletic Director.** Handwritten forms will not be accepted. 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.
- **Entry into the Singles and Doubles Tournaments:**
  1. If the #1 singles player does not have a winning record, the #2 player will not be considered for entry into the singles tournament even if the #2 singles player has a winning record.
  2. If the #1 doubles team does not have a winning record, the #2 doubles team will not be considered for entry into the doubles tournament even if the #2 doubles team has a winning record.

All Entries MUST BE EMAILED to [nchaput@nhiaa.org](mailto:nchaput@nhiaa.org)

**If a school has no athletes competing, the "Not Competing" section of the form must be completed, and the form emailed to the NHIAA. If your athletes are not competing, only the top portion of the form needs to be filled in. Match results will not be required if athletes are not competing. No Entries will be considered following the due date of Tuesday, May 23, 2017 AFTER 3:00 p.m.** Be sure all information entered for accuracy, as incorrect/incomplete forms will not be considered.  
**ATHLETIC DIRECTORS MUST PROOF READ THE FORMS PRIOR TO SUBMITTING**

# 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 typed and submitted via e-mail by the Athletic Director.** **Handwritten forms will not be accepted.** 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.**
- **Entry into the Singles and Doubles Tournaments:**
  1. If the #1 singles player does not have a winning record, the #2 player will not be considered for entry into the singles tournament even if the #2 singles player has a winning record.
  2. If the #1 doubles team does not have a winning record, the #2 doubles team will not be considered for entry into the doubles tournament even if the #2 doubles team has a winning record.

**All Entries MUST BE EMAILED to [nchaput@nhiaa.org](mailto:nchaput@nhiaa.org) .**

**If a school has no athletes competing, the "Not Competing" section of the form must be completed, and the form emailed to the NHIAA. If your athletes are not competing, only the top portion of the form needs to be filled in. Match results will not be required if athletes are not competing.**

**No Entries will be considered following the due date of **Tuesday, May 23, 2017** **AFTER 3:00 p.m.****

Be sure all information entered for accuracy, as incorrect/incomplete forms will not be considered.  
**ATHLETIC DIRECTORS MUST PROOF READ THE FORMS PRIOR TO SUBMITTING**

# 2017 INITIAL RANKING OF PLAYERS

**DUE IN NHIAA OFFICE BY Tuesday, May 2, 2017 by 3:30 p.m.**

SCHOOL: _____	BOYS <input type="checkbox"/>	GIRLS <input type="checkbox"/>
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.

<b>SINGLES PLAYERS</b>	<b>GRADE</b>	<b>DOUBLES TEAMS</b>	<b>GRADE</b>
------------------------	--------------	----------------------	--------------

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 all season.**

**DUE: Tuesday, May 2, 2017  
by 3:30 p.m.**

# TEAM

## 2017 RANKING OF PLAYERS FOR TEAM COMPETITION

DUE IN NHIAA OFFICE BY **FRIDAY, MAY 19, 2017 by 3:00 p.m.**

SCHOOL: _____	BOYS <input type="checkbox"/>	GIRLS <input type="checkbox"/>
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 19, 2017 by 3:00 p.m.**

**NOTE:**

- **In Team Tennis ALL play will be 8 game Pro-Sets for the entire tournament.**
- **All schools must return a Team Lineup form, regardless of whether or not that team will make the tournament.**



