Championship Operations Packet
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# Contact Information

**Girls Tennis Committee**

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**NYSPHSAA Staff**

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Welcome Letter

Dear Coaches,

Congratulations to you for having your players qualify for the 2019 NYSPHSAA Girls Tennis State Championships. It is indeed a tremendous achievement for you and your players. Enclosed in this packet is important information for you to know regarding this year’s tournament. I would like to thank each of you for all that you do in serving the sport of tennis statewide. On behalf of the state committee and myself, it is our sincere hope that the tournament will be a truly positive experience for all the participants.

Best of luck to all the competitors!

Sincerely,

Chris Horgan

NYSPHSAA Girls Tennis State Coordinator
Tournament Information

Championship Dates
Saturday, November 2  1st and 2nd Rounds (Singles & Doubles)
Sunday, November 3  Quarterfinals & Semifinals (Singles & Doubles)
                      Playoff Matches for 5th – 8th (Singles & Doubles)
Monday, November 4  Finals (Singles & Doubles)
                      Medal Matches for 3 & 4, 5 & 6, 7 & 8 (Singles & Doubles)

Championship Site
Tri-City Fitness, Inc.
944 New Loudon Road
Latham, NY 12110

Admission & Ticket Sales
There is no charge for admission to the NYSPHSAA Girls Tennis Championships.

CP Sportswear – Official NYSPHSAA Merchandiser
CP Sportswear, NYSPHSAA Official Merchandiser, will be selling T-shirts, championship programs, and other products throughout the tournament.

ID Badges
ID badges will be provided for participants, coaches, staff and committee members. Badges will be distributed by each Section Coordinator on or before the start of competition.

Submitting Rosters & Photos for Championship Programs
Section Coordinators submit the team photo via email to programs@nysphsaa.org.
In the SUBJECT LINE, please indicate the SECTION and SPORT.
Photo submissions are due on Thursday, October 24, 2019.

Section Coordinators submit the team roster on the NYSPHSAA website.

Link: http://nysphsaa.org/ADs-Coaches/Submit-Information-Online/Roster-Submission

Contact Todd Nelson for questions pertaining to the photo/roster submission at tnelson@nysphsaa.org.

Practice
Practice is not allowed on any of the courts at Tri-City Fitness after the tournament begins. If a student is found to be practicing on the courts after the tournament begins, the student-athlete will receive a sanction of disqualification from the state tournament. This rule was approved by the NYSPHSAA Central Committee in July 2019.

Please note, athletes are permitted to practice on Tri-City's courts on the Friday before the tournament, but it would be at their expense and coordination.
**Team Hotel**
Coaches or Section Coordinators are responsible for making hotel arrangements for student-athletes at one of the following hotels. Breakfast is included with the rates.

Holiday Inn Express & Suites ($129)
400 Old Loudon Road
Latham, NY 12110
518-783-6161 – Colleen Guice

The Century House ($99)
997 New Loudon Road
Latham, NY 12110

**Team Supervision**
We urge all players to conduct themselves in a sportsmanlike manner consistent with the principles of NYSPHSAA athletic participation. Each individual spending the night in a tournament hotel shall be responsible for any vandalism done to the room, including theft. Coaches/coordinators are specifically responsible for the conduct of their respective teams/individuals during all phases of the Tournament, including all nonplaying time as well as travel to and from the tournaments.

**Concession**
A small concession will be set up by Tri-City Fitness on Saturday of the event.

**Spectators**
Spectators will be allowed to view matches on the courts, behind the curtains. Spectators may also view from the lobby of the club but will not be permitted on the court until awards at the conclusion of the tournament. Flash photography will not be allowed.

**Hotel Accommodations for Fans**

NYSPHSAA is proud to announce a partnership with the IHG Hotels of Upstate New York as the Official Hotel Partners of the NYSPHSAA Championships. Tell your fans, families, and friends to contact the Holiday Inn Express or The Desmond for their tournament accommodations.

*Please note that your team may have room blocks arranged at different hotels for this event.*
Holiday Inn Express & Suites
400 Old Loudon Road
Latham, NY 12110
518-783-6161
Press
Chris Watson, NYSPHSAA Director of Communications, will accept media credential requests at the tournament. The Director of Communications must be satisfied that the request for a credential is made by a bona fide member of the working press (daily/weekly newspaper, broadcast/community television station, and/or broadcast radio station). Bona fide members of the working press must contact Chris (cwatson@nysphsaa.org) prior to Thursday, October 24 at NOON to assure a credential(s) will be available for them and that seating arrangements can be provided. ALL MEDIA REQUESTS will be reviewed prior to the tournament.

Schools who wish to have a school photographer or videographer attend a NYSPHSAA Regional or Championships, must contact Chris Watson, NYSPHSAA Director of Communications.

Broadcasting/Streaming
The NFHS Network has exclusive rights to stream NYSPHSAA Regional and Championship events. No other streamed broadcast of a NYSPHSAA Regional and/or Championship event will be permitted.

Spectrum (Charter Communications) has exclusive rights to “televise” NYSPHSAA Regional and Championship events. No other televised broadcast of a NYSPHSAA Regional and/or Championship event will be permitted.

Awards
Awards will be presented after the Final Round on Monday, at a presentation ceremony.
- NYSPHSAA Participation Certificates will be given to all participants.
- Medals will be awarded to 1st through 8th place
- A Champion T-shirt will be presented to the singles and doubles champions
- 1st place will also receive a champion board(s)

Sportsmanship Award
One student-athlete from each Section will be selected to receive a Sportsmanship Award and receive a T-shirt. The student-athletes selected have consistently demonstrated positive sportsmanship throughout the entire season. The promotion of sportsmanship is a priority for NYSPHSAA. Student-athletes, coaches, and fans are encouraged to give their best and be a great sport.

Athletic Trainer
An athletic trainer will be on the site to deal with emergencies and injuries. They will be able to tape student-athletes given the school provides the tape and pre-wrap. The Athletic Trainer can consult with athletes and coaches and will service injured athletes throughout the tournament.
Jewelry
No jewelry, which includes visible body piercing objects, shall be worn in a sport. Any piece of jewelry that is visible at the start of or during a contest or practice (May 2019) is in violation of the NYSPHSAA Jewelry Rule.

Tournament Desk Area
The “TOURNAMENT DESK AREA” is reserved for the NYSPHSAA Committee, staff, participants, supervisory coaches, USTA officials, trainers and additional tournament staff. The participants (winner and loser) are expected to report results as soon as their match is complete.

Tournament Desk Announcements/Check in/Reporting Scores/Balls
Players are to check-in at the Tournament Desk for announcement of matches, starting times, and new tennis balls issued for each match. A singles player or doubles team (in the main draw only), may request a new can of tennis balls for the 3rd set when applicable. Failure to check-in at the designated starting time will result in a delay of game (USTA Reg.IV.D.) All participants (winner and loser) must report the final score immediately to the Tournament Desk at the conclusion of the match.

Commitment to Compete/Code of Conduct
Section Coordinators must present the “Commitment to Compete” form for each participant before competition. The “Code of Conduct” form has already been collected by each participant’s Athletic Director as a NYSPHSAA requirement for each athlete and supervising coach. By signing these documents, participants and coaches are committing to participate throughout the entire NYSPHSAA championship and consolation bracket.

Commitment to Compete form can be found here: http://bit.ly/2pLcteg

Championship Overview
All participants in the NYSPHSAA Championship, from Sections 1/I, 2/II, 3/III, 4/IV, 5/V, 6/VI, 8/VIII, 9/IX, and 11/XI. New this year, the below sections will bring one additional participant for singles and an additional doubles team to fill the byes at the state tournament. Below is the first year of an approved 9-year rotation to fill the byes (approved by the NYSPHSAA Executive Committee in May 2019).

Singles - Section 1, 2, 3, 4, 5
Doubles - Section 6, 8, 9, 11, 1

NYSPHSAA Seeding Meeting
The seeding will be on Friday, November 1 at 7 pm at the Century House in Latham, NY. The NYSPHSAA Girls Tennis State Committee, comprised of all Sectional Coordinators, also serves as the Tournament Committee and reserves the right to determine seedings.
Schedule of Events/Matches
The Tournament Committee’s priority in scheduling matches aims to balance fairness and assure appropriate rest periods for all players while also making use of available courts to complete the tournament on time.

Friday, November 1 at 5-7pm
• Ice Cream Social at The Century House for participating student-athletes

Friday, November 1 at 7pm
• NYSPHSAA Girls Tennis Committee Seeding Meeting
  Location: The Century House

Saturday, November 2 at 9am
• 1st Round Single Matches (16 matches)
• 1st Round Double Matches (16 matches)
• 2nd Round Single Matches (8 matches)
• 2nd Round Double Matches (8 matches)

Court assignments for the tournament will be assigned top to bottom from the draw.

Sunday, November 3 at 9 am
• 4 Singles Quarterfinals
• 4 Doubles Quarterfinals
• 2 Singles Semifinals
• 2 Doubles Semifinals
• 5 – 8 Singles Playoff Matches
• 5 – 8 Doubles Playoff Matches

Monday, November 4 at 9 am
• Singles final
• Doubles final
• 3 & 4 Medal Singles match
• 3 & 4 Medal Doubles match
• 5 & 6 Medal Singles match
• 5 & 6 Medal Doubles match
• 7 & 8 Medal Singles match
• 7 & 8 Medal Doubles match

NYSPHSAA & USTA Handbook of Rules and Regulations
NYSPHSAA Handbook
• In tournament play, the maximum number of matches shall be three in one day.
• The Commitment to Compete form must be completed to be eligible to compete in the NYSPHSAA State Tennis Tournament (Girls-May 2003). Failure to honor your commitment to complete the tournament for reasons other than injury or illness will result in forfeiture from
the tournament and ineligibility from next year’s NYSPHSAA State Tennis Tournament. This incident will also be reported to the student’s school administration. (May 2011)

- At the NYSPHSAA State Tennis Tournament coaching on the court is permitted, however cheering remains prohibited. (Jan. 2009)
- No jewelry shall be worn during play in compliance with the NYSPHSAA handbook.

**USTA Handbook**

**Rest Periods/Injury Timeouts**

Minimum rest periods of 60 minutes and/or the Recovery Rule will be offered for singles while 30 minutes will be offered for doubles ([**USTA Reg. III.C-Table 11,12**]). The Referee, Sectional Association, or District Association should permit additional rest when any of them concludes that the length of the match, heat, humidity, total time on the court during the day, or other condition justifies more rest. (*See also Recovery Rule-The Recovery Rule should be enforced at all USTA-sanctioned events and applies to all Junior division singles matches in which the match format is two out of three standard tiebreak sets or more, of which the Referee shall offer a rest of two hours before the players next singles match. This rule does not apply to short set matches, matches that play a tiebreak in lieu of a final third set, nor to any match played indoors where the duration of the match is less than 120 minutes.*) ([**USTA Reg. III.H**]) A player who has just completed a singles match is allowed to waive the 2-hour rest period. In case of injury, there will be a trainer on site. Injury time-outs will start when the trainer arrives on court. Please notify a USTA official or the tournament desk if a trainer is needed.

**Code Violations, Penalties and Unsportsmanlike Conduct**

At the start of the tournament, all participants and coaches will be given their first warning of the Point Penalty System. This code will be strictly enforced throughout the competition. This will be your only warning. Penalty: **1st offense** – lost of point, **2nd offense** - loss of game and **3rd offense** - default. Examples of code violations may include and are not limited to delay of game, leaving the court area, visible or audible profanity, equipment abuse, abusive conduct by a player or coach, unsportsmanlike conduct, insubordination of directions of an official.

**Warmups, Continuous Play, and Coaching**

A 5-minute warm-up time will be allowed unless otherwise decided by the tournament committee. The umpires and/or tournament staff will oversee starting times. Play is continuous from the time the match starts until it finishes with the exception of permissible rest periods. Between points, a maximum of 20 seconds is allowed. The NYSPHSAA Tournament permits coaching by the participant’s designated coach (approved by the Board of Education) or to sit on-court to coach player(s) for 90 seconds when changing ends after odd games (except after the 1st game of a set where play is continuous), 3 minutes after the 1st set, and 10 minutes between the 2nd and 3rd sets. A section appointed coach will also be permitted if necessary. A new can of tennis balls will be provided upon request before starting the 3rd set in the main draw only. Failure to comply with the coaching rule will result in code violations and/or disqualification. Only one high school coach or section coordinator may coach while displaying his/her Tournament ID badge while coaching on-court. These supervisors are designated to supervise the individual athletes throughout the championship.

**Uniform Rule**

All players must wear proper tennis attire and will be enforced and supervised by the NYSPHSAA Tournament Committee.
Tie-Breaker
The Girls Tennis Championships will consist of the use of the traditional 12-point tiebreaker. The first individual/team to reach 7 points will win. However, the team/individual must win by 2.

Tournament Appeals Committee
The NYSPHSAA Girls Tennis Committee will supervise and oversee any concerns or issues that arise at the NYSPHSAA State Tournament such as clarification of guidelines (including situations of scoring, unsportsmanlike conduct, etc.). Should any issues occur during the State Tournament, then it will be the responsibility of the participant(s), coach, or section coordinator to notify the USTA Umpire or Tournament Director at the tournament desk as soon as possible so that the issues are addressed appropriately. The NYSPHSAA Girls Tennis Committee is the governing body of the State Tournament and will provide a competitive and sportsmanlike championship event that is fair and equitable for all participants. The NYSPHSAA Tournament Committee, its participating athletes, supervisory coaches, section coordinators, USTA officials, and NYSPHSAA tournament staff are permitted at the tournament desk area and on court when supervising athletes but must wear a Tournament ID badge. All others in attendance are invited to the designated areas for viewing tournament competition, scores, souvenir vending and other areas designated for spectators.