



TENNIS COACHES MANUAL

2023 - 2024



Michigan High School Athletic Association
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IMPORTANT INFORMATION

IMPORTANT DATES

	FIRST PRACTICE	FIRST CONTEST	OPT-OUT DUE DATE
Boys L.P. - FALL	Aug. 7, 2023	Aug. 14, 2023	Oct. 4, 2023
Girls U.P. - FALL	Aug. 7, 2023	Aug. 14, 2023	Sept. 30, 2023
Girls L.P. - SPRING	March 11, 2024	March 18, 2024	May 8, 2024
Boys U.P. - SPRING	March 11, 2024	March 18, 2024	May 24, 2024

ENTRY MATERIALS

Entry Materials must be received by the Regional Manager by the Opt-Out due date.
These are in the Participating Schools Tournament Information (PSTI) packet.

Team materials include:

1. Master Eligibility List
2. **Player Season Report [PSR] generated by TennisReporting.com**
3. Regional Line-Up Sheet
4. List of Coaches

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

Team materials include:

1. Master Eligibility List
2. Final Line-Up Sheet

REQUIREMENTS

Beginning in the fall 2018-2019 school year, **TennisReporting.com** became **MANDATORY**, and the previous “Player Season Summary” sheets are now obsolete. Coaches **MUST** provide a completed “Player Season Summary” (PSR) generated by **TennisReporting.com** for each participant’s entry into the Regional tournament.

REMINDERS FOR THE 2023-2024 SEASON

1. All H.S. head coaches (head varsity, head J.V. coach, etc.) must have a valid current Cardiopulmonary Resuscitation (CPR) certification by the established deadline for completion of the rules meeting, for the first sport in which the coach is a head coach during the school year.
2. All assistant and subvarsity coaches at the high school level must take the online rules meetings or one of the approved online sports safety courses by the deadline.
NOTE: Similar to the head coach, a school shall not permit subvarsity and assistant coaches who have not completed the requirement above to coach or be present at the MHSAA Tennis Tournament.
3. Regular Season – Unless prohibited by conference/league rules, allow a coach to substitute directly into the line-up for any absent player upon approval of the other coaches.
4. The best player on the team MUST play No. 1 singles. The line-up must be established early in the season and maintained throughout the season.
5. Enforcement of the Majority of Matches Rule –
If a player does not meet the requirements of the Majority Rule at the Regional tournament, the team's line-up will be adjusted so that it complies. The Final Seed Committee has the authority to correct a line-up that is deemed in violation of the Majority Match Rule.
6. Regionals with fewer than full teams –
Once a bona fide team enters a Regional tournament, the team will be drawn into every flight.
If a team does not have an entry at a flight, the school's name will be listed on the draw sheet, and the loss will be treated as a **DEFAULT**.
7. Deduct a team point for a flagrant unsportsmanlike violation committed by a non-playing member of a team at any time during an MHSAA Tournament.
8. For misconduct purposes, the Regional and Final are considered one event. For injury and illness, the Regional is one level and the Final is another level.
9. A modified Point Penalty System for misconduct is used for high school tennis (page 7).
10. The USTA Continuous Play Rule has been modified. All matches will use a maximum of 90 seconds for the changeover at the end of **each** odd game (even after the first game of each set) and a set break of a maximum of 2 minutes. **(Coaching is allowed during all of these breaks.)**
11. The rest period between the second and third set is a maximum of five minutes.
(Modification from USTA)
12. Use the USTA penalty for time violations on change-overs
(1st offense – warning, subsequent offenses – one point for each offense).
13. Limit the tournament officials' authority on line calls where they will act as appeals judges and rule only when there is a request from a player.

STACKING

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

Challenge Match – a coach needs written verification to explain his/her line-up and must use a consistent format throughout the portion of the season when challenges are allowed.

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

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

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

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

Switching back and forth:

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

GENERAL INFORMATION

1. USTA RULES

USTA rules will be applied unless otherwise noted. MHSAA Regulations have some modifications of the USTA rules (see Appendix C). Regardless, players shall play by [The Code](#).

2. SCORING SYSTEM

All matches shall be the best-of-three **Coman** tie-break sets. Schools may mutually agree to use no-ad scoring, use a match tie break or play pro-sets in dual matches or invitational tournaments. (Procedure for the tie-break is in the Appendix.)

3. COMPETITION LIMITS

Individual – A player may participate in no more than **117 games** in a given day. This may result from short sets, 8-game pro-sets, 2 out of 3 sets or any combination of these options. Matches could include a full 3rd set or a match tiebreak in lieu of a 3rd set.

Team – Each school team and all players are allowed a maximum of **16** days of competition and 4 scrimmages. **Scrimmages may be used any time during the season, but not later than a team's last scheduled or MHSAA tournament competition that season.**

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

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

Tennis is counted as a “day of” competition. Each day a match is played counts as one of the 16 allowable days. Any given day a maximum of 117 games per individual/doubles team may be played.

EXCEPTION: In a League/Conference championship with more than eight schools, a player may play a 4th match if the player has not played more than six sets in the first three rounds and the fourth match would complete the tournament.

4. LIMITED TEAM MEMBERSHIP

A school shall apply the Limited Team Membership Rule to each individual tennis player from the point of the **FIRST ALLOWABLE COMPETITION DATE**.

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

5. TEAM UNIFORM

Male – A shirt and shorts are required.

A team shirt is an unaltered shirt with sleeves, in school colors or with school identification.

Female – A shirt and shorts/skirts or a tennis dress are required.

The shirt or dress may be sleeveless, including racer back style.

NOTE: Females on male teams may wear skirts or dresses, but the item should closely resemble what their teammates are wearing.

Each player must wear such shirts throughout the match. If a player changes shirt, he/she must have another tennis team shirt to wear. Players shall not wear attire that extends below the shorts (i.e., boxer shorts or lace leggings); however, compression shorts (unadorned and of a single color) are allowed. The team shorts/skirt should be the same color for all individuals – and an appropriate style for tennis.

Warm-up pants or running tights are allowed in cool weather.

* Each coach must get school approval prior to ordering uniforms.

Penalty: The match shall not start unless the individual or doubles team has a team uniform on. The USTA Point Penalty System for lateness will be used. (15+ minutes, and the match is defaulted.)

6. COACHING

- A. A coach MUST be a staff member of the school or registered with the MHSAA as a Non-faculty Coach.
- B. Each varsity head coach must complete (in person or online) the tennis rules meeting for the current school year prior to the deadline. If the head coach does not complete a rules meeting prior to the deadline, that coach shall be prohibited from coaching in that season's MHSAA Tennis Tournament and shall not be present at the facility where the MHSAA tournament involving that coach's team is being held. See MHSAA's website for dates and instruction for online information.
- C. All assistant and subvarsity coaches at the high school level must take the online rules by the deadline. Compliance by assistant and subvarsity coaches is tracked by the AD who must report by the deadline that all assistant and subvarsity coaches have completed the requirement.

NOTE: Similar to the head coach, a school shall NOT permit subvarsity and assistant coaches who have not completed the requirement above, to coach or be present at the MHSAA Tennis Tournament.

- D. All varsity head coaches must have a valid current Cardiopulmonary Resuscitation (CPR) certification by the established deadline for completion of the rules meeting, for the first sport in which the coach is a head coach during the school year.
- E. Each head coach of a varsity team in a sport under MHSAA jurisdiction hired for the first time at any MHSAA member school after July 31, 2016 shall have completed either Level 1 or Level 2 of the MHSAA Coaches Advancement Program (CAP). If the head coach does not complete CAP Level 1 or 2 prior to the established deadline, that coach shall be prohibited from coaching in that season's MHSAA tournament for the sport involved and shall not be present at the facility where the MHSAA tournament involving that coach's team is being held.
- F. Coaching at the varsity level is permitted only during the 90-second changeover, the set break, or during the split (5 minutes). On the changeover, a maximum of 90 seconds shall elapse from the moment the ball goes out of play at the end of the game to the time the ball is struck for the first point of the next game. Coaching must be done within this time, leaving time for the player(s) to get to the baseline and ready to serve/receive.

- G. Coaching should be done from outside the fence (exceptions made by tournament officials only). A coach shall not interfere with any other match while coaching. Only one coach per school may coach on a court at any one time.

A violation of the 90-second rule will be assessed by:

The USTA penalty for time violations on change-overs
(1st offense - warning, subsequent offenses – one point for each offense).

- H. In middle school and subvarsity matches ONLY, a coach may offer coaching at any time during the match as long as he/she remains off-court and does not disrupt the match flow. If a coach does disrupt the flow of play, then he/she would be limited to the existing coaching stipulations applied at the varsity level.
- I. Number of Coaches – At any team competition, dual meet, invitational tournament, or MHSAA Regional, there shall be no more than two coaches per school. Each coach must be a faculty member at that school or that person must be registered by the school with the MHSAA. If a Varsity and sub-Varsity match are played at the same venue and time, two coaches may be designated for each separate match. Those designated coaches may coach both the sub-Varsity and Varsity match, as long as there are not more than two coaches for each level of play.

EXCEPTION: If there are more than two sites being used, the school may appoint an additional person to coach each additional site used. The school must be sure that each additional coach is a school employee or registered as a non-faculty coach. For postseason competitions, submit the names of those individuals who will be used, if needed, on the Regional Line-up Form.

Coaches MUST have completed the online rules meeting to be eligible to coach in the post season. Any changes to the original list of coaches for the postseason must be submitted in writing to the Final Tournament Manager and the MHSAA.

7. POINT PENALTY SYSTEM FOR MISCONDUCT

- A. 1st Offense Warning
- B. 2nd Offense Point
- C. 3rd Offense Default

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

8. PENALTIES FOR LATENESS BEFORE A MATCH OR RESUMPTION OF A SUSPENDED MATCH

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

9. MEDICAL TIMEOUTS

Medical timeouts follow the USTA Regulation for medical timeouts, with two exceptions:

- A. The USTA limit on the number of changeovers and set breaks on which a player may be treated does not apply; and
- B. Coach may assist after obvious injury. When an obvious injury occurs, a coach may assist and touch the player until the trainer arrives to diagnose and treat the injury. If a trainer or medical professional is not on site or immediately available, the coach will, for the purposes of this rule, be considered the trainer, and shall not coach while serving in this capacity.

In addition, every effort should be made to have a trainer available to assist players. Once the trainer/medical professional (or coach acting in the absence of a trainer/medical professional) starts talking to the player or touches the player, they have a maximum of five minutes for diagnosis and treatment (note the maximum amount of time for treatment is three minutes). Medical timeouts will not reduce the time a coach has available to coach on changeovers or set breaks.

10. DUAL MATCHES

A. Ranking of Players –

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

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

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

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

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

In cases of repeated questionable calls, the coach should talk with both players.
A linesperson may be used if requested by the coach.

EXCEPTION: Where multiple sites are used and only one coach is available, the player at the site without the coach may ask for a linesperson. If a linesperson is used, the players will still call all lines, the linesperson is there for appeal only and his/her decision is final.

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

11. TOURNAMENT PLAY

- A. Entry Materials/Opt-Out Procedures – Participating schools must submit a Master Eligibility List, Player Information Sheet(s), Regional Line-Up Sheet, and Coaching Staff Form properly filled out to the Regional (or Final for UP tennis) Manager by the Opt-Out due date:

FALL	SPRING
U.P. GTN: Sept. 30, 2023	L.P. GTN: May 8, 2024
L.P. BTN: Oct. 4, 2023	U.P. BTN: May 24, 2024

- B. To participate in an MHSAA-sponsored event, an individual or team must be accompanied by a school coach, administrator, or appointee of the school.
- C. There will be a Pre-Tournament Players Meeting to discuss court assignments, conduct, point penalty system, etc. Teams must plan on attending the meeting.
- D. A modified USTA point penalty system for lateness and violations will be used. (See No. 7 and No. 8 in this document)
- E. Warm-Up – The warm-up before each match shall not exceed 10 minutes - this includes the serve.
- F. Rest – Between matches a player or doubles team will receive at least 30 minutes. The time may be shortened if both coaches agree. Between the second and third set, a maximum of 5 minutes may be taken.
- G. Maximum Number of Matches - Contestants – A player or doubles team may participate in no more than **117** games in a given day.
- H. Substitutions – After the Regional Line-Up Sheet has been **received by** the Tournament Manager, substitution is to be allowed only in the cases of illness, injury, discipline, immediate family tragedy or academic commitment, (e.g. Advanced Placement test). **A letter from the school must accompany the name of the substitution.** The substitute must be placed into the same position as the person for whom the substitution is being made. Juggling of the line-up is not permitted. If a substitution is to take place prior to the Opt-Out deadline time, a coach is expected to substitute by ranked order of ability. A major change in many of the flights is not permissible. If a substitute is used for a player in the Regional and that team qualifies to the Final level, the player for whom the substitution was made may represent the school in the Final level in the original position of entry. Once a player begins a level of the tournament, he or she must complete said tournament. In case of injury or illness, causing the player to terminate play, no substitute is allowed and a default is awarded the opponent. **If a substitution is made after the Regional Tournament, for the allowable reasons, once the Final Draw is completed the substitute is the player of record.**
- I. Scoring – Each match won by a team member by play or default will count one point toward a team total score (in case of a bye in the first round, a player must win the second round match before they receive a point for the bye). The team score is based on the total cumulative score of each team entry.
- J. Penalty - Unsportsmanlike Conduct After Match – For flagrant unsportsmanlike conduct after a match is completed; the offending player will be defaulted and removed from the site as soon as authorized school personnel become available. This removal will be for the duration of the event (Regional and Final are considered one event). In addition, one point will be deducted from the player's team score. This rule will be in effect for all MHSAA Tennis Tournaments.

NOTE: If a player is defaulted from the Regional level, a substitution at his/her position is NOT allowed.

- K. Start of Play – Defined in two categories:
1. Non-umpired match when the first serve is hit
 2. Umpired match when the umpire says, "Play"
- L. Number of Coaches – At the Regional level, there shall be no more than two coaches per school. The school must be sure that each additional coach is a school employee or registered as a non-faculty

coach. Schools must submit the names of those individuals who will be used on the Regional Tennis Coaching Form. Any changes to the original list of coaches must be submitted in writing to the Final Tournament Manager and to the MHSAA.

EXCEPTION: If there are more than two sites being used, the school may appoint an additional person to coach each additional site used.

- M. Expenses for Attending Tournaments – Competing schools will assume all costs of the tournament. This includes transportation, lodging, meals, and indoor courts (if used) at the Regional level.
- N. No Protest is allowed to the decisions of the Seeding Committee regarding either seeds or placement of seeds at the Regional or Final Tournament. **Once the committee adjourns, there are no appeals, protests or changes of the seeds or placement of the seeds.**

12. REGIONAL REGULATIONS

- A. Regional Tournament Date – The Tournament Manager/Host School will select the date for the Regional. Wednesday, Thursday, Friday, or Saturday may be used but **not** two school days unless the tournament resumes after the classroom instructional day on the second school day.
- B. Entries – Regional - By Bona Fide Team Entry Only (Minimum of 4 Players) - All Divisions will play 4 Singles and 4 Doubles matches. Individuals will be limited to competition in EITHER singles or doubles play. *(A bona fide team means the school has an actual schedule for the current school year and has participated in four or more matches during the current school year with a minimum of 4 players.)*
- C. Regional Managers Role – The Regional Manager may not set aside MHSAA rules in procedures regardless of the wishes of the coaches.
- D. Bona Fide Player – A player must be a bona fide member of the school team, (has represented their school in a high school match) before the entry deadline. The player's name must be on the Eligibility List and Regional Line-Up Sheet when submitted.
- E. No. 1 Singles Player – All coaches must play their best player at No.1 singles.
- F. Ranked Order of Ability – All team members are to be ranked in position according to their ability (singles-flight one, two, three or four OR doubles-flight one, two, three or four). Doubles teams shall be ranked according to the ability of the two players as a team and not as individuals. (See 9A)
- G. Placement of Players – **A player must have played a majority of all their matches played at that flight in which he/she is entered for Regional play. If there are extenuating circumstances (i.e. illness, injury during the season) ranked ability shall take precedence over majority.** REMINDER: Players must be in compliance with the “Majority Match” rule PRIOR to the Regional Seed meeting.

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

- H. Moving Players - Discipline – Moving players lower in the line-up because of discipline is not permissible.
- I. Majority Rule Violation at Regionals – The regional committee has the authority to correct line-ups that do not meet the requirements of the majority rule. The coach of the school in question should present information concerning extenuating circumstances to the committee during its consideration of the matter.
- J. Utilization of Players – When you have less than 12 team members on your published team roster.

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

9 players - play No. 1, 2, 3 singles - No. 1, 2, 3 doubles
10 players - play No. 1, 2, 3, 4 singles - No. 1, 2, 3 doubles
11 players - play No. 1, 2, 3 singles - No. 1, 2, 3, 4, doubles

- K. Seeding – A place is provided on the Regional Line-Up Sheet to designate those players whom you feel deserve seeding consideration. Place a check before their name and attach the Player Season Report (PSR) to the Regional Line-Up Sheet. You are encouraged to be present at the seeding meeting if at all possible. The season records and total number of matches, as indicated on the Regional Line-Up Sheet, **must** be updated with current information at the seeding meeting or prior to it.

NOTE: Season records include only regular season contests. No scrimmage or non-interscholastic play results are to be considered.) Any player in the tournament may be given consideration for seeding.

- L. Player Season Report – A Player Season Report (PSR) – generated by **TennisReporting.com**, must be presented along with entry materials. The Player Season Report (PSR) is considered part of the entry material and must be complete, accurate and legible. A \$50 late fee may be assessed by the Regional Manager if the Player Season Report (PSR) does not meet all requirements. A separate sheet **MUST** be presented for each player and doubles team entered. Defaults are to be part of the player’s permanent record and included on the Player Season Report (PSR). The reason for the default must be stated on the sheet.

Player Season Report (PSR) - must be updated online (at TennisReporting.com) DAILY as the season progresses. The Player Season Report (PSR) should reflect matches played as current as possible without missing the deadline. Make sure the Player Season Report (PSR) is accurate and includes all matches: this includes all regularly scheduled matches of your high school team. These contracted matches should be counted regardless of the scoring system used. Scrimmages or outside competition for the individual shall not be considered.

- M. Deadline – The Regional Line-Up Sheet, Master Eligibility List, Coaches Form and Player Season Report (PSR) must be properly filled out and submitted to the Regional Manager by required date and time.

The procedure for submitting the material will be described on the MHSAA’s Website.

See MHSAA Athletic Events Calendar and MHSAA.com Quick Calendars for Opt-Out due dates.

Any entry received after the deadline date and time, and before the draw, must be accompanied by a \$50 late fee. After the draw is made, no entries will be accepted.

- N. Tournament Withdrawal Policy – Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the draw is completed for team sports or the pairings, heat assignments or flights are determined for individual sports of the first level of the MHSAA tournament in a sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

- O. Regional Draw – Regional managers will notify participating schools regarding the date, time, and location of the Seeding Meeting. It is strongly recommended that each coach attend the meeting, however, no players or parents are invited. Coaches must have sent complete information on each player; this includes results from the entire MHSAA season. Once the Seeding Meeting is over, the draw and seeds are set. The only way to change any draw is to provide new evidence of an oversight.

- P. Deadline to Make a Substitution at Regionals & FINALS - At Regional and final tournaments, any substitution must be made before the end of the last scheduled coaches meeting prior to play. If there is a possibility of a seeded player not being able to play, the coach should notify the tournament manager in advance. If a substitution is made for any seeded player, the flight must be reseeded and redrawn.

- Q. Use of Indoor Facilities – There is **NO** provision for Regional play to move indoors in case of inclement weather. Regional Managers will follow the following criteria:

1. Indoor courts are available.
2. Majority of coaches agree to play indoors. (Without majority approval, there shall be no indoor play.)

3. **EXPENSES ARE SHARED BY COMPETING SCHOOLS.**

4. Administration (AD and/or principal) of the majority of schools agree to pay for their share of the cost **BEFORE** any indoor play.

R. **Regional Flexibility** - Host schools may schedule Regionals on any one day, WED through SAT, during the week of Regionals.

13. FINAL LEVEL

A. **Entries – Final** - The winning and runner-up team from each Regional, and any team which scores **18** or more points in a draw of 16, will qualify to the Final level. (Any school with **10** or more points in a draw of eight will qualify to the Final level.) Any No. 1 Flight singles winner or No. 1 Flight singles runner-up who is not a member of a qualified team, will qualify to the Final Tournament. All individual entries will be drawn into the No. 1 Flight with the No. 1 Flight team players and will compete for individual honors.

B. **Final Tournament Information** – It will not be necessary for coaches of qualified teams or individual entries to forward a final Regional Line-Up Sheet; however, each coach must update the **Player Season Report (PSR)**. The Regional Line-Up Sheet and Eligibility List previously submitted, along with the **updated** Player Season Report (PSR), will be forwarded with the tournament results by the Regional Manager.

C. **Player Position - Final Meet** – Members of qualified teams must compete in the same Flight at the Final level as at the Regional level.

D. **Substitution** – If a substitute was used for a player in the Regionals and that team qualifies for the Final, the player for whom the substitution was made may participate in the Final. At the Final, a substitution may be allowed only in the case of illness or injury, discipline, immediate family tragedy, or academic commitment. **The school must submit in writing the reason and the name of the substitute. After the Final Draw, no additions may be made, and the substitute is the player of record.**

E. **Deadline to Make a Substitution at the FINALS** - At the Final tournament, any substitution must be made before the end of the last scheduled coaches meeting prior to play. If there is a possibility of a seeded player not being able to play, the coach should notify the tournament manager in advance. If a substitution is made for a seeded player at the finals, → see item “M.”

F. **Majority Rule Violation at Finals** - At the Finals Level, the Finals seed committee may review and correct the line-up if it is determined that the majority rule has been violated.

G. **Final Tournament Seeding** – Any coach who feels their player/players should be considered for a seeded position in the Final Tournament **MUST** have an updated information sheet (PSR) in the hands of the closest Area Seeding Director by his/her required time and date. This information **MUST** be in writing. A phone call with pertinent information will assist the Director. **Your presence at the Sunday area seed meeting is strongly encouraged.**

H. **Final Tournament Draw** – The Seeding Meeting will be conducted by Area Seeding Directors and Final Level Managers.

I. **Qualifiers Material** – Coaches of qualified teams or individuals are responsible for updating any materials pertaining to the Final level. Be sure to check with the Regional Manager before you leave the Regional Site. (The Regional Manager must have your updated Player Season Report (PSR) and Regional Line-Up Sheets in order to forward them to the MHSAA and Final Manager.)

J. **Use of Indoor Facilities** – MHSAA, in cooperation with the respective tournament manager, will authorize the use of indoor facilities under adverse weather conditions. If indoor facilities are available and approval is given by the MHSAA, the tournament may be moved indoors. The MHSAA will cover the expenses for the courts.

- K. Number of Allowable Coaches at Finals - Each school is allowed three (3) coaches on the first day of the Final tournament. If additional sites are used, one coach may be added for each additional site. On the 2nd day of the tournament, only two coaches are allowed. All coaches must meet MHSAA requirements.
- L. Coaches Texting at the Finals - Coaches that are allowed to be on court for coaching purposes during matches are allowed to text (with non-competing athletes and staff) as long as it is not disruptive to play. Should it become a problem, the coach will lose that privilege.
- M. Finals Flexibility - Play the Final tournament on FRI and SAT unless there are conflicts with the host facility, in which case the tournament location with the conflict would be scheduled for THR & FRI.
- N. Finals Tournament Substitution & Redraw: When a seeded player withdraws on the day of the tournament, the tournament manager will adjust the new seeds so that they are on the proper line for their seed. This would include the provisional seed. The substitute will be placed on the line vacated by the provisional seed. Non-seeded or drawn players will not be adjusted or re-drawn.
- O. Additional Seeds at the Tennis Finals for #1 Singles:
At the Final tournament, if there are (21) to (23) #1 singles players in the draw up to (7) players may be seeded. If there are (24+) up to (8) players may be seeded
- P. Ball Fee: Participating schools are responsible for a **\$75** "ball fee" at the MHSAA L.P. Regional and L.P. Finals tournament. This "ball fee" does **NOT** replace indoor costs associated with indoor facility rental in the event of inclement weather at the Regional level. At the L.P. Regional level, each participating school will send a \$75 check made out to the Regional host school by the Opt-Out Due Date. For those schools that qualify for the L.P. Finals, an additional \$75 check must be sent to the Finals venue host once your team has qualified. No "ball fee" will be required for individual qualifiers at #1 Singles.
- Q. 1 Doubles Qualifiers: Allowing in the Lower Peninsula for a No. 1 doubles pair from a non-qualifying team to advance from Regional to Finals competition if that pair finishes first or second at the Regional and the No. 1 singles player from that team also has qualified for the Finals individually by finishing first or second in Regional play. (Upper Peninsula tennis does not play a Regional).

APPENDIX A

MODEL POLICY FOR MANAGING HEAT & HUMIDITY

Adopted March 22, 2013

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally, the athletic director, head coach, or certified athletic trainer.
2. Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.
3. **If the Heat Index is below 95 degrees:**
 - **All Sports**
 - Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
 - Optional water breaks every 30 minutes for 10 minutes in duration.
 - Ice-down towels for cooling.
 - Watch/monitor athletes carefully for necessary action.
 - If Heat Index is 95 to 99 degrees:**
 - **All Sports**
 - Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
 - Optional water breaks every 30 minutes for 10 minutes in duration.
 - Ice-down towels for cooling.
 - Watch/monitor athletes carefully for necessary action.
 - **Contact sports and activities with additional equipment:**
 - Ice-down towels for cooling.
 - **Contact sports and activities with additional equipment:**
 - Helmets and other possible equipment removed while not involved in contact.
 - **Reduce time of outside activity. Consider postponing practice to later in the day.**
 - **Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.**
 - If Heat Index is 99 to 104 degrees:**
 - **All Sports**
 - Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire.
 - Mandatory water breaks every 30 minutes for 10 minutes in duration.
 - Ice-down towels for cooling.
 - Watch/monitor athletes carefully for necessary action.
 - Alter uniform by removing items if possible.
 - Allow for changes to dry t-shirts and shorts.
 - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - Postpone practice to later in the day.
 - **Contact sports and activities with additional equipment:**
 - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
 - **Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.**
 - If Heat Index is 99 to 104 degrees:**
 - **All Sports**
 - Stop all outside activity in practice and/or play and stop all inside activity if air conditioning is unavailable.

Note: When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

— A Heat Index Chart appears on the next page—

APPENDIX B

HEAT INDEX CHART

Temperature (Fahrenheit)

		79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
Relative Humidity at Site	100	84	87	91	95	99	103	107	112	116	121	126	132	137	143	149	155	161	168	174	181	188	195
	99	84	87	91	94	98	102	106	111	116	120	125	131	136	142	147	153	160	166	172	179	186	193
	98	84	87	90	94	98	102	106	110	115	120	124	130	135	140	146	152	158	164	171	177	184	191
	97	84	87	90	94	97	101	105	110	114	119	124	129	134	139	145	151	157	163	169	176	182	189
	96	83	87	90	93	97	101	105	109	113	118	123	128	133	138	144	149	155	161	167	174	180	187
	95	83	86	90	93	97	100	104	108	113	117	122	127	132	137	142	148	154	160	166	172	179	185
	94	83	86	89	93	96	100	104	108	112	116	121	126	131	136	141	147	152	158	164	170	177	183
	93	83	86	89	92	96	99	103	107	111	116	120	125	130	135	140	145	151	157	162	169	175	181
	92	83	86	89	92	95	99	103	106	111	115	119	124	129	133	139	144	149	155	161	167	173	179
	91	83	86	89	92	95	98	102	106	110	114	118	123	127	132	137	143	148	154	159	165	171	178
	90	83	86	88	91	95	98	102	105	109	113	117	122	126	131	136	141	147	152	158	164	170	176
	89	83	85	88	91	94	98	101	105	109	113	117	121	125	130	135	140	145	151	156	162	168	174
	88	83	85	88	91	94	97	101	104	108	112	116	120	125	129	134	139	144	149	155	160	166	172
	87	83	85	88	91	94	97	100	104	107	111	115	119	124	128	133	138	143	148	153	159	164	170
	86	83	85	88	90	93	96	100	103	107	110	114	118	123	127	132	136	141	146	152	157	163	168
	85	83	85	87	90	93	96	99	102	106	110	113	117	122	126	130	135	140	145	150	155	161	167
	84	83	85	87	90	93	96	99	102	105	109	113	117	121	125	129	134	139	144	149	154	159	165
	83	82	85	87	90	92	95	98	101	105	108	112	116	120	124	128	133	137	142	147	152	158	163
	82	82	85	87	89	92	95	98	101	104	108	111	115	119	123	127	132	136	141	146	151	156	162
	81	82	84	87	89	92	94	97	100	104	107	110	114	118	122	126	131	135	140	144	149	155	160
	80	82	84	86	89	91	94	97	100	103	106	110	113	117	121	125	129	134	138	143	148	153	158
	79	82	84	86	89	91	94	96	99	102	106	109	113	116	120	124	128	133	137	142	146	151	157
	78	82	84	86	88	91	93	96	99	102	105	108	112	115	119	123	127	131	136	140	145	150	155
	77	82	84	86	88	90	93	96	98	101	104	108	111	115	118	122	126	130	135	139	144	148	153
	76	82	84	86	88	90	93	95	98	101	104	107	110	114	117	121	125	129	133	138	142	147	152
	75	82	84	85	88	90	92	95	97	100	103	106	109	113	116	120	124	128	132	136	141	145	150
	74	82	83	85	87	90	92	94	97	100	103	106	109	112	116	119	123	127	131	135	140	144	149
	73	82	83	85	87	89	91	94	96	99	102	105	108	111	115	118	122	126	130	134	138	143	147
	72	82	83	85	87	89	91	93	96	99	101	104	107	111	114	117	121	125	129	133	137	141	146
	71	81	83	85	87	89	91	93	96	98	101	104	107	110	113	116	120	124	127	131	136	140	144
	70	81	83	85	86	88	90	93	95	98	100	103	106	109	112	116	119	123	126	130	134	138	143
	69	81	83	84	86	88	90	92	95	97	100	102	105	108	111	115	118	122	125	129	133	137	141
	68	81	83	84	86	88	90	92	94	97	99	102	105	108	111	114	117	121	124	128	132	136	140
	67	81	83	84	86	88	90	92	94	96	99	101	104	107	110	113	116	120	123	127	131	135	139
	66	81	82	84	86	87	89	91	93	96	98	101	103	106	109	112	115	119	122	126	129	133	137
	65	81	82	84	85	87	89	91	93	95	98	100	103	105	108	111	114	118	121	125	128	132	136
	64	81	82	84	85	87	89	91	93	95	97	99	102	105	108	110	114	117	120	123	127	131	135
	63	81	82	84	85	87	88	90	92	94	97	99	101	104	107	110	113	116	119	122	126	130	133
	62	81	82	83	85	86	88	90	92	94	96	98	101	103	106	109	112	115	118	121	125	128	132
	61	81	82	83	85	86	88	90	91	93	96	98	100	103	105	108	111	114	117	120	124	127	131
	60	81	82	83	84	86	88	89	91	93	95	97	100	102	105	107	110	113	116	119	123	126	129
	59	81	82	83	84	86	87	89	91	93	95	97	99	102	104	107	109	112	115	118	122	125	128
	58	81	82	83	84	85	87	89	90	92	94	96	99	101	103	106	109	111	114	117	120	124	127
	57	80	81	83	84	85	87	88	90	92	94	96	98	100	103	105	108	111	113	116	119	123	126
	56	80	81	83	84	85	86	88	90	92	93	95	98	100	102	105	107	110	113	115	118	122	125
	55	80	81	82	84	85	86	88	89	91	93	95	97	99	101	104	106	109	112	114	117	120	124
	54	80	81	82	83	85	86	87	89	91	93	94	96	99	101	103	106	108	111	114	116	119	123
	53	80	81	82	83	84	86	87	89	90	92	94	96	98	100	103	105	107	110	113	116	118	121
	52	80	81	82	83	84	86	87	88	90	92	94	96	98	100	102	104	107	109	112	115	117	120
	51	80	81	82	83	84	85	87	88	90	91	93	95	97	99	101	104	106	108	111	114	116	119
	50	80	81	82	83	84	85	86	88	89	91	93	95	97	99	101	103	105	108	110	113	115	118
	49	80	81	82	83	84	85	86	88	89	91	92	94	96	98	100	102	105	107	109	112	115	117
	48	80	81	81	82	84	85	86	87	89	90	92	94	96	97	100	102	104	106	109	111	114	116
	47	80	81	81	82	83	85	86	87	88	90	92	93	95	97	99	101	103	105	108	110	113	115
	46	80	80	81	82	83	84	86	87	88	90	91	93	95	96	98	100	103	105	107	109	112	114
	45	80	80	81	82	83	84	85	87	88	89	91	92	94	96	98	100	102	104	106	109	111	114
	44	80	80	81	82	83	84	85	86	88	89	91	92	94	96	97	99	101	103	106	108	110	113
	43	79	80	81	82	83	84	85	86	87	89	90	92	93	95	97	99	101	103	105	107	109	112
	42	79	80	81	82	83	84	85	86	87	88	90	91	93	95	96	98	100	102	104	106	109	111
	41	79	80	81	82	82	83	85	86	87	88	90	91	93	94	96	98	100	101	104	106	108	110
	40	79	80	81	81	82	83	84	85	87	88	89	91	92	94	95	97	99	101	103	105	107	109
	39	79	80	81	81	82	83	84	85	86	88	89	90	92	93	95	97	98	100	102	104	106	108
	38	79	80	80	81	82	83	84	85	86	87	89	90	91	93	95	96	98	100	102	104	106	108
	37	79	80	80	81	82	83	84	85	86	87	88	90	91	93	94	96	97	99	101	103	105	107
	36	79	80	80	81	82	83	84	85	86	87	88	89	91	92	94	95	97	99	100	102	104	106
	35	79	80	80	81	82	83	84	85	86	87	88	89	90	92	93	95	96	98	100	102	104	106
	34	79	79	80	81	82	82	83	84	85	86	88	89	90	92	93	94	96	98	99	101	103	105
	33	79	79	80	81	82	82	83	84	85	86	87	89	90	91	93	94	96	97	99	101	102	104
	32	79	79	80	81	81																	

APPENDIX C

MHSAA PLAYING RULE ADOPTIONS FOR TENNIS

Regulation II, Section 8 (A) states that schools shall adhere to the playing rules adopted by the Michigan High School Athletic Association. The source for playing rules for competition involving one or more member schools for tennis is the U.S. Tennis Association.

- I. Scoring**
 - A. Schools may use no-ad scoring or pro-sets or shorten the rest period between the second & third set.

- II. Misconduct, Sportsmanship**
 - A. Cumulative Point Penalty System applies for all levels of the MHSAA Tournament.
 - B. The penalty for unsportsmanlike conduct after or during a match by a player or non-player (Regional or Final) shall be: the individual is defaulted for the rest of the tournament (Regional and Final) and one point is subtracted from the team total.
 - C. MHSAA Point Penalty System: warning, point, default.

- III. Rest Periods**
 - A. The continuous play rule has been modified; breaks occur at each odd game (including the first game) and a set break of a maximum of two minutes is allowed.
 - B. The rest period between the second and third set is a maximum of five minutes. Coaching is allowed during every changeover, set break, and five-minute break between the second and third sets.

- IV. Seeding**
 - A. At the Finals, up to six players (per flight) may be seeded.
 - B. Seeds at the Regional and Final will be placed; therefore, no coin flip is needed.
 - C. No appeals or protests regarding the placement or seeds of the Seed Committees for the Regional and Final levels of the MHSAA Tournament are allowed or may be considered by those Committees, MHSAA Staff, or MHSAA Executive Committee after the Seed Committee adjourns. This does not preclude the MHSAA from removing students from the tournament for violations of MHSAA Regulations.

- V. Uniforms**
 - A. The minimum uniform requirement is an unaltered shirt with sleeves, preferably in school colors or with school identification. (Exception: female may wear a sleeveless dress/shirt, including a racer-back top.) All uniforms must be approved by the school. Team shorts/skirts are required and should be the same color. Penalty: The match will not start unless the individual/team has a uniform on. A point penalty system for lateness will be used.

APPENDIX D

COMAN TIE BREAK PROCEDURE

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

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

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

APPENDIX E

PROCEDURES FOR SUSPENSIONS/DISQUALIFICATIONS AT MHSAA TOURNAMENTS

A. COACH

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

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

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

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

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

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

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

B. PLAYER

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

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

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

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

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

C. COACH AND PLAYER

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

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

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

APPENDIX F

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

INTERPRETATION: (A) Individuals or teams which are defeated by an ineligible opponent or teams which allowed one or more ineligible students to participate do not advance in MHSAA tournaments. (B) If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for those places.

APPENDIX G

SPORTSMANSHIP – (TAUNTING) INTERPRETATIONS

MHSAA Handbook Regulation V, Section 3, "Sportsmanship"

Interpretation No. 289: Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters. Examples of taunting that would lead to ejection include but are not limited to, "trash talk"; physical intimidation outside the spirit of the game; reference to sexual orientation; "in the face" confrontation by one player to another; standing over/straddling a tackled or fallen player.

Interpretation No. 290: **In all sports**, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition (and the next contest/day of competition). A warning may be given but is not required before ejection.

Interpretation No. 291: **At all MHSAA tournament venues**, tournament management may give spectators one warning for taunting. Thereafter, spectators who taunt others are to be ejected by security.

APPENDIX H

TOBACCO AND ALCOHOL POLICY AT MHSAA TOURNAMENTS

- A. **Policy:** For coaches and officials at all MHSAA tournaments, the use of tobacco products of any kind, including e-cigarettes or other smoking devices, within sight of players and spectators and use of alcohol during a contest or at any time before it on the day of the contest is prohibited.
- B. **Enforcement:**
1. **Tobacco** - It is not intended that a violation of the tobacco policy should lead to the immediate ejection of a coach. He or she should be reminded of the policy and reported to his or her school administration after the contest. Only if the coach is unwilling to comply promptly should he or she be disqualified from coaching at the event. Officials should be reminded of the tobacco policy and reported in writing by the tournament manager to the MHSAA.
 2. **Alcohol** - Historically, officials promptly disqualified coaches, and tournament managers immediately replaced officials who were under the influence of alcohol; and no change in such procedures is intended by these policies

APPENDIX I

GAME SUSPENSION POLICIES (INCLEMENT WEATHER)

- I. On threatening days, game management should consult with contest officials about steps to be followed if conditions worsen.
- II. When suspending an outdoor contest, officials and game management shall follow these guidelines.
 - A. Lightning necessitates that contest be suspended. The occurrence of lightning is not subject to interpretation or discussion — lightning is lightning.
 - B. Severe weather in the form of rain or snow may make the field unplayable.
- III. When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants.
 - A. Contestants and support personnel shall be moved to appropriate indoor facilities.
 - B. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.
 - C. Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)
- IV. In considering the resumption of competition, the following steps shall be followed.
 - A. Delays for contests scheduled for 10 a.m. to 3 p.m. must not exceed three hours. Delays for contests scheduled for 3:01 p.m. to 6:59 p.m. must not exceed one- and one-half hours. Delays for contests scheduled for 7 p.m. or later must not exceed one hour. A postponed contest shall be rescheduled on a date/time mutually agreed to by the schools involved.
 - B. A decision to resume the contest within the time frame must be made by the officials, who shall consult the home team administration and visiting school administration present at the contest.
 - C. The home school is responsible for facilities and will be given priority consideration in the final decision if there is no consensus among the three parties.
 - D. The final decision shall consider liability and conditions of facilities as well as future schedules need to play the contest and, finally, the quality of all other options.

NOTE: More restrictive local policies and MHSAA tournament policies would supersede these policies and should be shared with the opponents and officials prior to the contest, preferably in writing.

Otherwise, and to the extent allowed by the playing rules code, the official(s) shall make the final decision regarding game suspension once the game begins.

APPENDIX J

TORNADO POLICY FOR MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION EVENTS

Adopted May 1981; Revised May 2004

- I. IF THERE IS A WATCH OR WARNING AT A TOURNAMENT SITE –
- A. Watch or warning issued at least three hours prior to the event:
1. If the local District policy closes the tournament facility, all participating teams must be called and informed of postponement with information pertaining to the next playing date and time included in the call.
 2. If the host District policy does not close the facility, all participating schools who have not called the host must be called to be sure all who are scheduled to play will be present. (The participating school's local policy must prevail.)
 - a) If one team of a dual-type competition (i.e., Baseball Tournament) cannot be present by their policy, no contest shall be held. The competition for that day/night must be rescheduled for the next possible day.
 - b) If the competition is multiple team type (i.e., Track, Tennis), the Meet shall be conducted as long as a reasonable number of teams (60%) can be present.
- B. Watch or warning less than three hours before the event:
1. If the competing teams are en route, no decision shall be made until both teams in a bracket have arrived or contact has been made unless local policy forbids the use of the facility once the watch or warning has been issued.
 2. If competing teams arrive, are on the premises, and local policy permits, play the contest when and if time permits.
 3. If it is not possible on that date, reschedule for the next possible date, not including Sunday.
 4. Local policy shall always prevail.
- C. Watch or warning during the contest:
1. Suspend play
 2. Take necessary steps and precautions as directed by local policy.
 3. Resume play at the point of suspension as soon as permitted. If not that day/night, then reschedule for the next possible date.
- II. IF THE WATCH OR WARNING IS IN AN AREA OF ONE OR MORE COMPETING SCHOOLS AND NOT AT THE TOURNAMENT SITE:
- A. It shall be the responsibility of the competing school to inform the manager of the tournament immediately.
- B. The decision as to play or not to play shall be made by the Tournament Manager, based on the information presented and the type of sport involved.
2. If one or more local policies do not permit travel or competition, the game, games, or tournament shall be postponed.
 3. If the scheduled competition is of a multiple-team nature (i.e., Track and Field), the competition may take place even though all teams are not able to be present. (60% is the suggested guideline)
 4. The rationale for No.1 and No.2 hinges on the fact that in No.1, both teams of a dual-type competition must be present if a contest is to take place. Number 2 permits competition, even though all teams cannot be present.
- C. If one or more schools are on the road to the tournament site at the time of watch or warning, no decision shall be made until contact has been made with all concerned. (An authorized person from the assigned schools)
- D. If one school arrives on site and the opponent cannot travel due to local policy, the game shall be postponed and rescheduled on the next possible date, not including Sunday.

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

APPENDIX K

SECURITY CHECKLIST

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

1. **Review changes** – In the preplanning stages, review any changes to be made from the previous year's event.
2. **Meet with the head of security** – Prepare to meet with the head of security for the event and host management. Written materials outlining needs, location, hours to work, and responsibilities should be prepared.
3. **Review usher assignments** – In your meeting with site representatives and security, review how many security officers will be in place and their location. Review usher assignments and any supervisory responsibilities they will have. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to the playing area and by whom.

Know whom you will be contacting for specific problems and/or emergencies. Having access to immediate communication, such as through a walkie-talkie, is invaluable.

Discuss how problems in the crowd will be handled. For example, crowd behavior will first be channeled through the school administration, and if severe will go to security; standing in aisles or throwing objects, or sitting in restricted areas will go through the workers; and potential problems with crowd location will work with association staff, the school administrators and ushers.

4. **Written Emergency Plan** – Prepare a written plan for emergency situations. Steps should be outlined in advance as to the procedures to be followed during the event of an emergency (i.e., weather, crowd, structure, catastrophic injury.) Public address announcements, security personnel assistance, emergency procedures, etc., need to be discussed.
5. **Who needs to know** – Host administration needs to work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made aware. Representatives of the officiating crew, host administration, security, etc., may need to be involved, depending on the situation that arises.
6. **Public Relations** – Thought needs to be given to the statements that will be made to the spectators in the event of an emergency and/or necessary change of venue. The announcer must be kept apprised of changing circumstances so that attendees can be kept calm and knowledgeable of the action to be taken. Further, following an occurrence, the media should be provided with a statement regarding the situation and its handling. Coverage of the event will be more accurate if the administration works proactively with the media.
7. **Contingency Plan** – A Contingency Plan should be in place to deal with a facility, structural, or equipment problem that would prevent the contest from taking place. Back-up sites and/or equipment should be arranged. Further, the event contract should address the settlement that would take place if the contest were canceled or moved.
8. **Entry/Exit Plan** – All administrators involved in the oversight of the event need to be familiar with the entries and exits at the site. This information needs to be readily at hand for the announcer as well.
9. **Parking and Traffic Flow** – Host administration and security officials need to address parking arrangements and the flow of traffic. Assistance from local police/sheriff can assist in this process. High traffic times should be identified; preparations and schedules should be set accordingly.
10. **Crowd Expectation** – Expectations of spectators, teams, and schools need to be outlined in advance. Such groups need to be made aware of these expectations through documentation and/or announcements.
11. **Wrap-Up** – Every event must be followed by a thorough evaluation. Such evaluations would include discussions with entities involved in the various aspects of the event, and a written document outlining procedures that worked well, problems that occurred, and suggestions for the future.

APPENDIX L

MHSAA PROTOCOL FOR CONCUSSIONS

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

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness.

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

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious, as is provided for under the current rule. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a healthcare provider for an exact determination of the extent of the injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play, and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician's Assistant, or Nurse Practitioner may clear the individual to return to competition.
 - c. The clearance must be in writing **and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant, or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.**
 - d. Individual schools, districts, and leagues may have more stringent requirements and protocols, including but not limited to mandatory periods of inactivity, screening, and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA **if the situation was brought to the official's attention.**
5. **Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.**
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to competition may not be overruled.

Return to Activity & Post-Concussion Form –

<https://www.mhsaa.com/portals/0/documents/health%20safety/returntoplay.pdf>

SANCTIONS FOR NON-COMPLIANCE WITH CONCUSSION MANAGEMENT POLICY

Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an MD, DO, Physician's Assistant, or Nurse Practitioner.

These students are considered ineligible players, and any meet or contest which they enter is forfeited.

In addition, that program is placed on probation through that sport season of the following school year.

For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period.

APPENDIX M



TOURNAMENT MEDICAL INCIDENT REPORT

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

ATHLETE NAME	SCHOOL	MALE	FEMALE

- Spectator Event Official Other: _____

EVENT INFORMATION:

- Dist # _____ Reg # _____ QF # _____ SF # _____ F # _____ Date: ____/____/____

CHECK SPORT:

- | | | | | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> BA | <input type="checkbox"/> BB | <input type="checkbox"/> BW | <input type="checkbox"/> CC | <input type="checkbox"/> XC | <input type="checkbox"/> FB | <input type="checkbox"/> GO |
| <input type="checkbox"/> GY | <input type="checkbox"/> IH | <input type="checkbox"/> LX | <input type="checkbox"/> SB | <input type="checkbox"/> SK | <input type="checkbox"/> SO | <input type="checkbox"/> SD |
| <input type="checkbox"/> TN | <input type="checkbox"/> TR | <input type="checkbox"/> VB | <input type="checkbox"/> WR | | | |

BA=BASEBALL, BB=BASKETBALL, BW=BOWLING, CC=CHEER, XC=CROSS COUNTRY, FB=FOOTBALL, GO=GOLF, GY=GYMNASTICS, IH=ICE HOCKEY, LX=LACROSSE, SB=SOFTBALL, SK=SKI, SO=SOCCER, SD=SWIM & DIVE, TN=TENNIS, TR=TRACK & FIELD, VB = VOLLEYBALL, WR=WRESTLING

INJURY/CONDITION:

- | | | | | |
|---------------------------------------|--------------------------------------|-------------------------------------|---|---------------------------------|
| <input type="checkbox"/> NOSE BLEED | <input type="checkbox"/> DISLOCATION | <input type="checkbox"/> LACERATION | <input type="checkbox"/> STRAIN | <input type="checkbox"/> SPRAIN |
| <input type="checkbox"/> CONCUSSION | <input type="checkbox"/> RESPIRATORY | <input type="checkbox"/> FRACTURE | <input type="checkbox"/> COMMUNICABLE DISEASE | |
| <input type="checkbox"/> OTHER: _____ | | | | |

BODY PART INJURED/AFFECTED: _____

TREATMENT:

- | | | | | |
|---------------------------------------|---------------------------------|-------------------------------|-----------------------------------|-------------------------------|
| <input type="checkbox"/> ICE | <input type="checkbox"/> SUTURE | <input type="checkbox"/> TAPE | <input type="checkbox"/> COMPRESS | <input type="checkbox"/> WRAP |
| <input type="checkbox"/> OTHER: _____ | | | | |

ACTION:

- | | | | |
|--|--|------------------------------------|--------------------------------------|
| <input type="checkbox"/> TREAT/RELEASE | <input type="checkbox"/> OBSERVE/RELEASE | <input type="checkbox"/> TRANSPORT | <input type="checkbox"/> HOSPITALIZE |
| <input type="checkbox"/> RETURN TO COMPETITION (<i>see other side</i>) | <input type="checkbox"/> REMOVE FROM COMPETITION | | |
| <input type="checkbox"/> REFERRED TO: _____ | | | |
| <input type="checkbox"/> OTHER: _____ | | | |

MEDICAL ATTENTION: Did a medical professional assist in treatment? YES NO

If "yes" - Name: _____ Title: _____

COMMENTS: _____

TOURNAMENT MANAGER (PRINT)	TOURNAMENT MANAGER (SIGNATURE)	HOST SCHOOL	DATE

Copies to: MHSAA: 1661 Ramblewood Dr. / E. Lansing, MI 48823
 Fax: 517-332-4071 or email to the sport director

Optional Copies: - Athletic Director
 - Team Coach

APPENDIX N

NOTICE REGARDING IMAGE-TAKING DEVICES IN LOCKER ROOMS

Adopted by the Representative Council May 2004

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

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

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

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

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

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

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

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