



CIF/Central Coast Section Girls Team Tennis Bylaws

*revisions approved by the
CCS Board of Managers
October 19, 2011*



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Section 1. SCHEDULED MEETINGS

A. Seeding:	SATURDAY NOVEMBER 05, 2011,	9:00 AM, @ the CCS office
B. Evaluation:	THURSDAY, DECEMBER 1, 2011,	4:00 PM, @ the CCS office

Section 2. TOURNAMENT DATES

The 2011 CCS Girls Team Tennis Championships will be conducted:

1st Round:	TUESDAY	NOVEMBER 8, 2011
2nd Round:	WEDNESDAY	NOVEMBER 9, 2011
Quarter-finals:	FRIIDAY	NOVEMBER 11, 2011
Semi-finals:	MONDAY	NOVEMBER 14, 2011
Finals:	WEDNESDAY	NOVEMBER 16, 2011

Section 3. TOURNAMENT FORMAT

- A. All teams will enter a 24-team single-elimination Tournament bracket.
- B. Each school team will consist of three (3) singles players and three (3) doubles teams. No player may compete in both singles and doubles in the same contest.
- C. Play will be conducted in a Round Robin format whereby each singles player will play three one-set matches against each of the singles players of the opposing team. The doubles teams will play the same format as the singles players whereby each doubles team will play one-set matches against each doubles team of the opposing team.
 - 1. Scoring is one point for each singles set and one point for each doubles set for a total of 18 points. If the final score ends in a tie (9-9), the match will be resolved by counting games won in singles and doubles. If a tie still exists, the team who lost the least number of games will be declared the winner. If a tie still exists, sets won in doubles will determine the winning team.
 - 2. If BOTH coaches agree, a match can end after a school has 10 won points.
- D. The following formula will be used for Round Robin Play:

1 st Round			2 nd Round			3 rd Round		
Visitor	vs	Home	Visitor	vs	Home	Visitor	vs	Home
1	vs	1	1	vs	2	1	vs	3
2	vs	2	2	vs	3	2	vs	1
3	vs	3	3	vs	1	3	vs	2

Whenever possible, visiting players shall remain on the same court for all their matches, while the home team shall rotate from court to court.

Section 4. QUALIFICATION OF TEAMS

- A.
 - 1. Each League Champion Team receives an automatic berth into the CCS Team Tournament.
 - 2. If a League has less than six [6] teams participating, the League Champion will **not** receive an automatic berth, but may apply for At-Large selection.
- B. At-Large teams will be selected to fill the 24-team bracket using the criteria outlined in **Section 5.** below.

- C. When two [2] or more basic Leagues join together to form supplemental Leagues, the following shall apply:
1. When two [2] or more supplemental Leagues are formed by the joining of two [2] or more basic Leagues, that each had one [1] Automatic Qualifier to the CCS Tournament, the new supplemental Leagues shall retain the total of their previous Automatic Qualifiers (e.g., Leagues A and B each have one [1] Automatic Qualifier. When the new supplemental Leagues are formed combining A and B, they will have a total of two [2] Automatic Qualifiers).
 2. The League Board of Managers having governance authority over the supplemental Leagues shall determine in its bylaws how those Automatic Qualifiers will be allocated from the supplemental Leagues. In the absence of a basic League tournament to determine CCS qualifiers, the basic League MUST allocate an automatic berth to each of the supplemental League Champions.
- D. League Representatives are responsible for submitting their respective League entries (League Champions and any At-Large candidates) *in order of League finish, as determined by the respective League by-laws*, including the coach's home phone #, NO LATER THAN THE SEEDING MEETING. [SEASON SUMMARY SHEET \(AT-LARGE FORM\)](#)

Section 5. AT-LARGE SELECTION

- A. Teams applying for an At-Large berth must complete the **Season Summary Sheet**, and submit it to the Seeding Chairperson NO LATER THAN THE SEEDING MEETING. ([SEASON SUMMARY SHEET \(AT-LARGE FORM\)](#))
- B. The following objective criteria will be used for At-Large selection (points will be calculated utilizing all matches through the last scheduled League contest; League Play-off contests are not to be included):
1. 3 points for any win;
 2. 2 points for playing an Automatic Qualifier;
 3. 1 point for playing any team applying for an At-Large berth.
- C. Add the points, as determined in **5.-B.** above, and divide by **16**, or the number of matches played, whichever is greater, to determine the team's point-per-match average. This number will be used to select the At-Large teams.
- D. If two (2) or more teams are tied for the last At-large berth(s), the following criteria in rank order will be used to determine the participants(s):
- Head-to-head competition; if still tied then
 - Record against common opponents; if still tied then
 - Blind draw

Section 6. SEEDING PROCEDURE

- A. Eight (8) teams will be seeded in the Tournament, using a standard 32-team bracket format, with the remainder of teams being placed by blind draw.
- B. Criteria to be considered by the Committee to seed the teams will include: League records; head-to-head competition; strength of League; and record against common opponents.
- C. Once the seeded teams have been written in, the draw is completed through a process of drawing the names of the remaining teams and putting them on the unoccupied lines in the order in which they are drawn, starting at the top and moving in sequence downward.
- D. In the drawing procedure, when unseeded teams are brought together and are members of the same League/Division, the Committee shall place the second team drawn on the next available line. The Committee, by majority vote, may chose to leave the League members in the same half-bracket if a bracket imbalance is created.
- E. League Representatives are responsible for their League entries and MUST submit the League Champions or any At-Large candidates, including the coach's phone number, by the Seeding Meeting.
- F. League Representatives are responsible for notifying all of his/her League member-schools of Tournament At-Large selection and opponents immediately following the Seeding Meeting.

Section 7. SITES

- A. Teams placed on bottom lines of the bracket will host 1st-Round matches.
- B. The team on the bottom line of the bracket host 2nd- and 3rd-Round matches
- C. The host school will make arrangements for a site in its area with seven (7) playable courts and for notifying its opponents of the site.
- D. The CCS Commissioner and/or staff shall be responsible for all contracts for sites used during the CCS Play-offs. The CCS Commissioner and/or staff have sole authority to schedule or cancel sites, as well as full discretion as to the assignment or re-assignment of teams to times and sites throughout the CCS Play-offs. The CCS Commissioner and/or staff have the final authority in any disputes over sites or times of play, and the decision of the CCS Commissioner is not subject to appeal, due to the immediacy of running the Tournament for the good of the whole. Neutral sites are not a policy of the CCS and should not be expected in any rounds of play. Sites will be assigned by the CCS for the good of the Tournament.

Section 8. TEAM LINE-UPS AND SUBSTITUTIONS

- A. The coach of each team shall submit a written line-up to the opposing coach and to the Site Director at every round of play and before any oral introduction of players. This line up must include potential substitutes. The two (home and visitor) designated coaches' names must be included on the written line up.
- B. **Substitutions**
1. If at any point during a team tennis match a player is injured, play may be halted for five (5) minutes ONCE only. A second stoppage causes a player/team to retire the set.
 2. Teams may substitute for a singles player, a doubles team or one-half of a doubles team at the end of any round, before that player(s) was due to begin play in the next round. Once a player has been removed from the lineup, she shall not go back in to play in the match. Players shall not switch between singles and doubles in the same match.
 3. Rules governing substitutions
 - (a) The lineup exchanged at the beginning of the match must be used for the first round.
 - (b) Potential substitutes must be listed on the coach's scorecard/lineup when the lineups are exchanged between coaches prior to the start of any match.
 - (c) Before putting in a substitute(s) to play, the coach must notify the opposing coach as to who the substitute(s) will play for and in which position on the lineup. The substitute(s) may have 10 minutes to warmup if needed, with an opponent or teammate.
 - (d) Substitutions shall not delay the start of the next round.
 - (e) If a player becomes ill or is injured, the usual timeout is allowed. If it is determined that the ill or injured player cannot continue, the current set shall be retired with the retiring player retaining any games won (example: If the score is 3-3, then the set is retired, 6-3 for the opponent of the injured player). All succeeding sets played will count in the normal manner.
 4. **Defaults:** A player may not default any set other than due to injury. Once a player has defaulted in any set, she MAY NOT return to play in any subsequent set during that contest.

Section 9. COACHING

The School Coach (one [1] per school) may coach a player or team for a maximum of 30 seconds during the change of sides only. No coaching can take place before or during the tiebreaker. Coaches are expected to follow proper Tennis decorum and remain for the duration of their players' matches. All student-athletes competing in CCS contests (scrimmages, alumni, pre-season, League and Play-offs) must be accompanied by a coach that meets the following criteria as addressed in [CIF Bylaws 308 & 506](#):

- A. **MUST BE THE "REGULAR COACH"**- The coach of either a public or private school team or athlete must be a coach of record for that school for the current season and must comply with all requirements of [CIF Bylaw 506](#).
1. **PUBLIC SCHOOLS** - All public school teams must be coached by a person who meets the requirements of the California Education Code and the California Administrative Code Title V.
 2. **NON-PUBLIC SCHOOLS** - In the case of a non-public school, a person engaged by that school on a yearly contract basis as a regular member of the school coaching or teaching staff and certified by the administrator for that school as competent for the position held.
- B. **EMERGENCY SITUATIONS**-In the case of an emergency ONLY, the principal of the school may designate an alternate coach, as long as it is done in writing prior to the contest and submitted to the League Commissioner for all pre-season and League contests, and the CCS Commissioner for CCS Play-off contests. Any alternate coach MUST be an individual who meets all the conditions required in **Section 9.-A.** above in the case of a public school; and **Section 9.-B.** above in the case of a non-public school.
- C. **NO COACH PRESENT - STUDENT INELIGIBLE.**

Section 10. RULES

- A. Current applicable **USTA** Rules will be followed. The No-ADD system of scoring will **NOT** be used
- B. It is expected that all participants in the Tournament will wear acceptable Tennis attire (e.g., no bathing suits, cut-offs, etc.). All decisions regarding acceptable attire will be made at the discretion of the Tournament Director.
- C. All players on both team's starting lineups must be ready to start at the designated starting time (actual play, not warm-ups). Players not present to begin at the start of the match will forfeit their first set. The second set will begin, without delay, five (5) minutes after the match is over if the next opponent has five (5) minutes rest.
- D. All warm-ups, including serves, will be taken before the first point is played. After the first match warm-up is limited to two (2) minutes.
- E. All players will be expected to play in accordance with the Code as listed in the USTA Rule Book.
- F. Tie Breaker: The USTA 7 out of 12 point tiebreak system will be used when a set is tied at 6-6.

Section 11. OFFICIALS / LINESPERSONS

CCS will make every attempt to have a minimum of one [1] certified **USTA** Official present during the finals of match play. In all rounds of play participants are expected to score and call their own matches in accordance with the Code as listed in the USTA Rule Book. If there is a dispute, players may contact the Official-in-Charge and request a line judge for the remainder of their match. Every attempt will be made to secure such an individual. The players should continue to call their own match and be over-ruled if necessary by any appointed line judge.

Section 12. PROTEST COMMITTEE

A Protest Committee shall be utilized during the CCS Tournament. The Committee shall consist of the Tournament Director and two (2) other persons appointed by the Tournament Director.

Section 13. AWARDS

Awards will be presented at the site immediately following the Championship Match:

- A. 2 Team Trophies: 1 awarded to each Champion and Runner-Up Teams;
- B. 20 Medals: 1 awarded to each member of the Champion and Runner-Up Teams;
- C. Plaque: Awarded to the Coach of the Championship Team.

Section 14. BALLS

Each team is responsible to provide four [4] cans of **USTA**-approved Tennis balls for all matches. **Wilson** is the official CCS Tennis Ball.

Section 15. SPORTSMANSHIP

- A. The member schools of the CIF/Central Coast Section are committed to providing a sportsmanlike environment for students, coaches and spectators

Our Sportsmanship Definition is:

A person who can take a loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy and respect.

- B. The following behavior is **unacceptable** at all CIF/CCS High School contests

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| <ul style="list-style-type: none"> • berating your opponent's school or mascot • complaining about officials' calls (verbally or in gestures) • berating opposing players | <ul style="list-style-type: none"> • artificial noise makers • obscene cheers / gestures • negative sign |
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- C. To this end, each school is required to submit one (1) signed Sportsmanship Contract on or prior to September 15 of the school year. This contract confirms that the principal has verbally and through written communication addressed the importance of sportsmanship to his/her student body, faculty and community.
- D. **Each Principal** is required by the CCS Board of Managers to meet with any team from his/her school participating in the Tournament to review CCS Sportsmanship information.
(See CCS Web Site for [REQUIRED PRE-GAME SPORTSMANSHIP MEETING](#))

Section 16. ELIGIBLE ATHLETES

- A. No athlete will be allowed to compete who is not accompanied by a coach/faculty member of the school which she is representing.
- B. All student-athletes must be in good standing with their Leagues, schools and CCS in order to compete. No ineligible athletes will be allowed to compete.
- C. Any player or coach who is ejected from a Tournament contest for FLAGRANT MISCONDUCT or UNSPORTSMANLIKE BEHAVIOR will be disqualified from all remaining contests in that sport that season, including Nor-Cal and State CIF competition.

Section 17. FACULTY SUPERVISION

Adequate student and spectator supervision **MUST** be provided by each school participating in the Tournament. School administrators or faculty who attend the contest in that capacity should introduce themselves to the CCS Site Director, and tell him/her where they will be located throughout the contest in case their assistance is needed. It is the responsibility of the school supervisory personnel to prevent and correct any inappropriate behavior of their schools' students and spectators.

Section 18. REPORTING RESULTS

It is the responsibility of all teams to report their results in a timely fashion to the media in their area, as well as to CCS. Contest results will be posted on the CCS website (www.cifccs.org), as soon as possible.

Section 19. TOURNAMENT INFORMATION

The [Participant Information Bulletin](#) will be e-mailed to all schools and the media approximately three (3) weeks prior to the Tournament.

OTHER IMPORTANT DOCUMENTS RELATED TO PLAYOFFS:**CCS PLAYOFF POLICY**

[Click here to see entire policy](#)

SEASON LONG LEAGUE PLAY

The sole purpose of CCS Playoffs is to provide a post-season championship event for its member school teams and athletes who have been engaged in season-long league play in a given sport.

- A. Section playoffs are to be conducted as the culminating activity for teams and/or individuals who have been engaged in season-long league play in a given sport.
- B. Schools or leagues which do not conduct a given sport on a recognized league basis for the majority of a given sport season will not be allowed to enter playoff competition. Exceptions to this general policy may be made by the Board of Managers as a result of a unique, short-term and specific circumstance beyond a school's control that directly causes the school to be unable to participate in that sport in season-long league play,
- C. In individual sports, (swimming, track & field, cross country, tennis, golf, gymnastics, badminton, wrestling), a student athlete must compete in at least $\frac{1}{2}$ of the regularly-scheduled league meets in order to participate in the CCS playoffs in that sport. The specific qualification standards outlined in the CCS bylaws for each of these sports must be met in addition to this general minimum participation standard. Exceptions to this rule may be considered by the league ONLY
 - o if there is a serious medical condition or hardship that is beyond the student's control and which clearly and solely causes their lack of participation in a minimum of $\frac{1}{2}$ of their regularly-scheduled league contests OR
 - o if the student has corrected a scholastic ineligibility in the most recent grading period which occurs after the first half of the league season is complete and which directly and solely causes their lack of participation in a minimum of $\frac{1}{2}$ of their regularly-scheduled league contests.
 - o if through internal team competition and ladder movement an athlete has not had the opportunity to participate in $\frac{1}{2}$ the regular-scheduled league contests.