



**Commission on Athletics**

# **Tennis Guide**

**September 2007**

# TENNIS

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*Foreword*

This sport guide contains the rules governing postconference competition for California community college tennis, as well as more general information of interest to coaches, players, and fans who want to be more involved in the sport. To understand tennis as an intercollegiate sport, one must know that there are actually two (2) different formats for competition, with two (2) different championships contested.

The first is a team championship, played in a “dual-team” format: teams from two (2) different colleges meet to play six (6) singles matches and three (3) doubles matches, with each individual match win counting as one (1) point for your team. The first team to win five (5) points wins the overall contest that day. The team with the most “dual-team” wins in the conference is the conference team champion, and enters the playoffs with the other conference team champions (and co-champions) to become the northern or southern regional team champion. The northern and southern regional championship teams then play each other for the state team championship. The winning team receives a state championship trophy and seven (7) medals for the individual team members. The finalists get a state second-place trophy and seven (7) medals for the players. The state team championship is played on the Thursday before the state singles and doubles championship, at the same site.

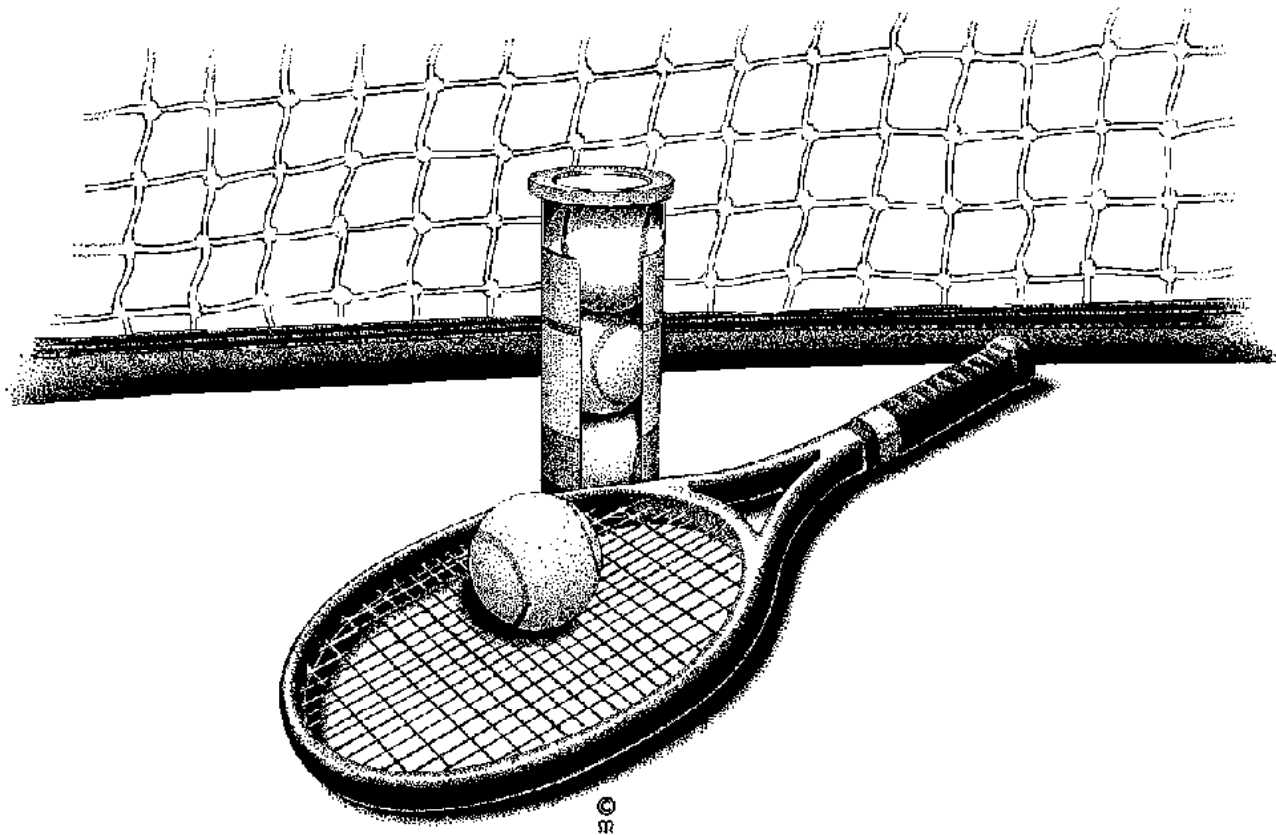
The second is an individual singles and doubles championship, contested in a tournament format that starts with a conference tournament in singles and in doubles. All players are eligible for their conference tournaments. The quarterfinalists qualify to play in the regional tournaments, in singles and/or in doubles. The quarterfinalists in the regional tournaments qualify to play in the state tournament in singles and/or in doubles. The winner receives a state championship medal and joins the ranks of the state singles champions or state doubles champions. The finalist also receives a state championship medal. Contests for men and for women are played at the same site, on the Friday and Saturday following the team championship.

California community college team champions and singles and doubles champions are recognized and ranked by the Intercollegiate Tennis Association (ITA), the national tennis coaches’ association, as national champions in our own division. All-American status is granted to the top 10 singles and doubles players by the ITA. Individual certificates are mailed to the players and coaches, and this information is distributed nationwide to all college tennis coaches, including NCAA Divisions I, II, III, NAIA, and Junior College. This provides some exposure for our programs and athletes which helps in transferring to four-year schools.

The ITA each year also recognizes with certificates a California Community College player as the “Player to Watch”, the “Rookie of the Year”, the “Arthur Ashe Leadership and Sportsmanship Award” winner, and the “Player of the Year.” Winners are chosen by a committee of California Community College coaches, who accept nominations from coaches of the players being considered.

The California Community College Tennis Coaches’ Association (CCCTCA) also recognizes a Coach of the Year, a Service Award Winner (who may be a coach or a volunteer), and maintains a Hall of Fame for outstanding figures in California community college tennis. The CCCTCA awards are provided by Wilson Racquet Sports, who have been loyal supporters of community college tennis over the years. Winners are chosen by a committee of California community college coaches, who accept nominations from coaches who wish to honor their peers.

Both the CCCTCA and the ITA are staffed almost entirely by volunteers who meet several times a year to discuss ideas for improving intercollegiate tennis competition, as well as to recognize outstanding players and coaches in the sport. Membership forms are included in this Sport Guide for those coaches, players, and fans who would like to support the work of the CCCTCA and the ITA.



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**POSTCONFERENCE COMPETITION**

All rules and regulations set forth in this guide are subject to review and modification by the Commission on Athletics (COA).

**1. CONFERENCE INDIVIDUAL TOURNAMENT**

- A. Conference competition, including the final tournament, shall be completed by the date set in the COA Constitution and Bylaws. (See COA Bylaw 3.11.)
- B. Conference event managers shall forward the names of conference qualifiers to the regional event manager no later than 10:00 a.m. on the Monday following the conference tournament.

**1.1 CONFERENCE REPRESENTATIVES**

- A. By February 1 of each year, each conference shall elect one (1) men's representative and one (1) women's representative to represent their conference. The representatives shall be elected by a written ballot of their conference coaches. Conference representatives' names shall be sent to the CCCTCA President and the COA Tennis Representative.
- B. Duties of conference representatives—Conference representatives shall:
  - 1. Represent their conference at the regional team championship and individual tournament seeding meetings.
  - 2. Represent their conference at all postconference competition planning meetings, including the state coaches' meeting.
  - 3. Act as liaison between conference coaches and all regional, state, and Coaches Association planning committees in order to provide information to coaches in their conference.

**2. GENERAL GUIDELINES FOR POSTCONFERENCE COMPETITION**

**2.1. ON-SITE HOST ADMINISTRATORS FOR POSTCONFERENCE EVENTS (SEE COA BYLAW 6.12)**

**2.2. ON-SITE PROTEST COMMITTEES FOR POSTCONFERENCE EVENTS (SEE COA BYLAW 6.13)**

**2.3. FINANCIAL CONSIDERATIONS (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1)**

**3. REGIONAL INDIVIDUAL TOURNAMENT****3.1. EVENT MANAGER AND TOURNAMENT COMMITTEE**

- A. There shall be a regional tournament committee composed of the event manager, the tournament referee, and a conference representative or designee from each participating conference. The regional event manager shall be selected by the host conference.
- B. The regional event manager shall provide motel and restaurant information to the competing colleges at least two (2) weeks prior to the tournament.
- C. The regional event manager shall forward the results to the state event manager and the COA Executive Director's office by 9:00 a.m. on the Monday following regional play.
- D. The Regional Event Manager shall provide daily results to the major newspaper in the area hosting the tournament.
- E. Final results and a final budget should be sent to all regional coaches and to the COA (see Tennis Guide 2.3.E).

### 3.2. DATES AND SITES

- A. The individual regional tournament shall be held on the Thursday, Friday, and Saturday following the Ojai Tournament. 4/7/06
- B. Regional tournament sites shall rotate among the conferences as follows:

SOUTH WOMEN

2006 Pacific Coast  
2007 Foothill  
2008 Western State

SOUTH MEN

2006 Western State  
2007 Pacific Coast  
2008 Orange Empire

NORTH WOMEN\*

2007 Big 8 South (Fresno)  
2008 Coast (ChabotO)

NORTH MEN

2007 Big 8 North (American River)  
2008 Big 8 South (Modesto)

\*Proposed rotation dependent upon availability of event manager and site.

- C. The host college shall have access to at least 12 championship-level courts.
- D. A business meeting of the regional coaches shall be held during the tournament. The event manager shall set the agenda and chair the regional meeting. The purpose of this meeting is to discuss topics of interest for the betterment of community college tennis in that region and to finalize site selection for the next two (2) regional tournaments.

### 3.3. QUALIFIERS

- A. Conference tournament quarterfinalists (8 players or doubles teams) shall qualify for the regional.
1. In Northern California, the three (3) conferences will have qualified 24 singles players and doubles teams for the regional event. The remaining eight (8) places, in the draw, will be filled by at-large berths to bring the draw to 32. The two (2) conferences with the most ranked teams may add three (3) additional singles players and doubles teams and the conference with the least number of ranked teams may send two (2) additional singles players and doubles teams. Each conference will set the criteria for determining which players/teams will be selected to the at large births. 4/4/07
  2. In Southern California for the men, there will be eight (8) at-large berths to complement the draw of 40. 4/4/07
- B. Each college shall be limited to six (6) singles players and three (3) doubles teams in the regional tournament.
- C. If a qualifier in the regional tournament is unable to compete, the player who was eliminated by the qualifier in the qualifying round shall be allowed to be the replacement. It is the responsibility of the coach to notify the regional event manager immediately if a player is unable to compete. 4/4/07
- D. A college may change only one (1) player of its doubles combination in case of injury, illness, or personal reasons. The substitute player can be anyone who has not yet qualified for the doubles tournament. If both players are unable to play, the team they eliminated in the qualifying round will take their place. The event manager shall notify the coach of the first alternate prior to the draw.

**3.4 DRAW**

- A. A single elimination tournament shall be used to determine the regional champions.
- B. The draw shall be made by members of the Regional Tournament Committee during the evening before or the morning of the first day of play, or earlier by mutual agreement of the Committee members.
- C. In the regional tournament, twelve (12) singles players and twelve (12) doubles teams shall be seeded and four (4) additional players or double teams may be placed. 4/4/07
- D. If a college has two (2) entries in an event, the player or teams shall not meet before the finals. If a college has three (3) or four (4) individuals or teams in an event, the players or teams shall not meet before the semifinals. If a college has five (5) or six (6) individuals, the players shall not meet before the quarterfinals.
- E. An additional restriction in making the draw, besides those noted in (D) above, is that the top two (2) singles players or doubles teams from the same college shall be in opposite halves of the draw. Therefore, each entry must indicate the player's name, college, and position on the team ladder.
- F. Players from the same conference shall not meet in the first round.
- G. The following criteria shall be used for seeding: 4/4/06
  - 1. Head-to-head match results
  - 2. Ojai Tournament results
  - 3. Overall season record
  - 4. State rankings
  - 5. Evaluation by the tournament committee

**For draw of 32:  
see page 8.**

**For draw of 64:  
see pages 6 and 7.**

# INDIVIDUAL TENNIS GUIDE

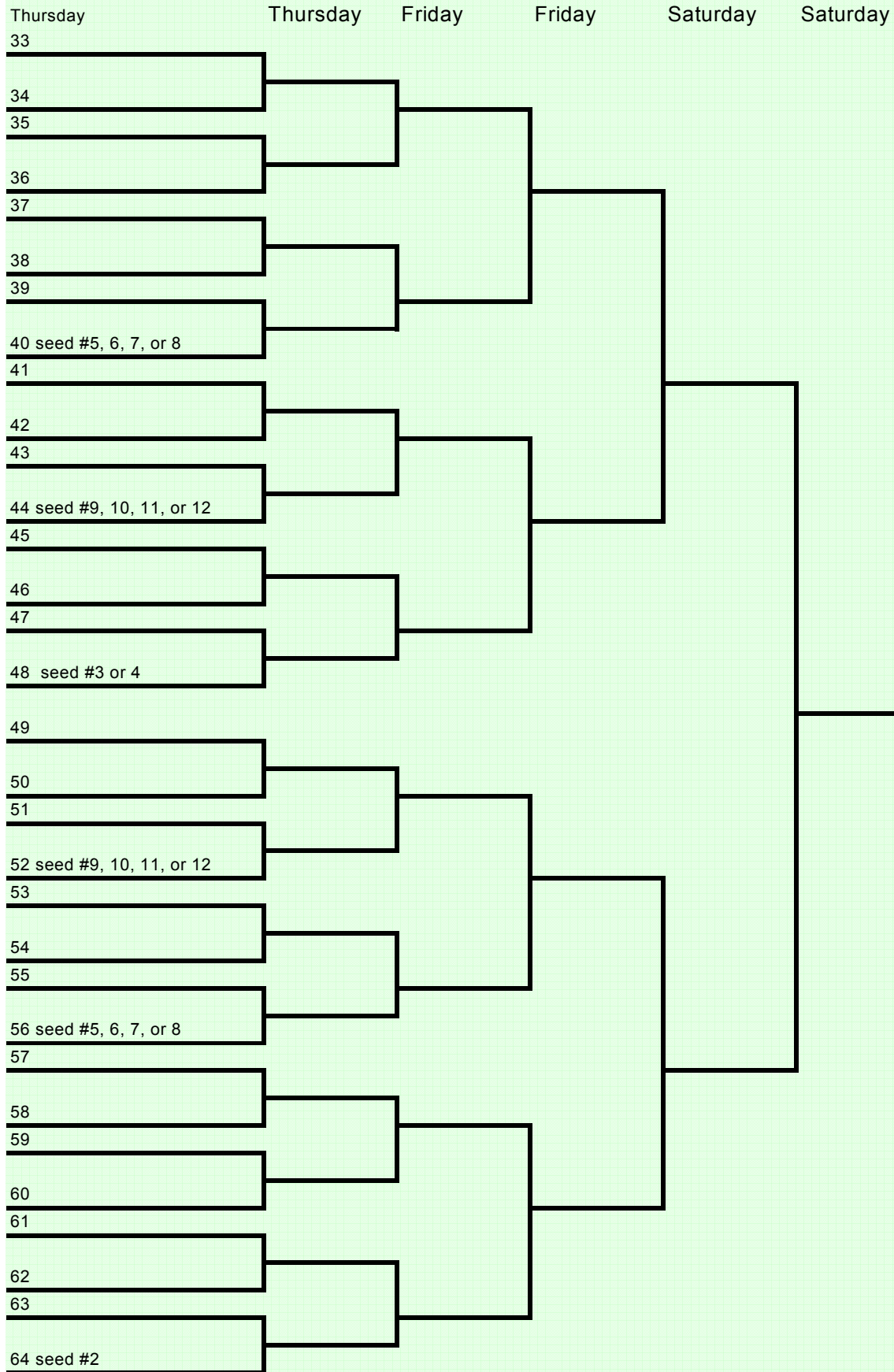
## Regional Singles and Doubles Draw 1-32 of 64

Thursday                      Thursday    Friday                      Friday                      Saturday                      Saturday



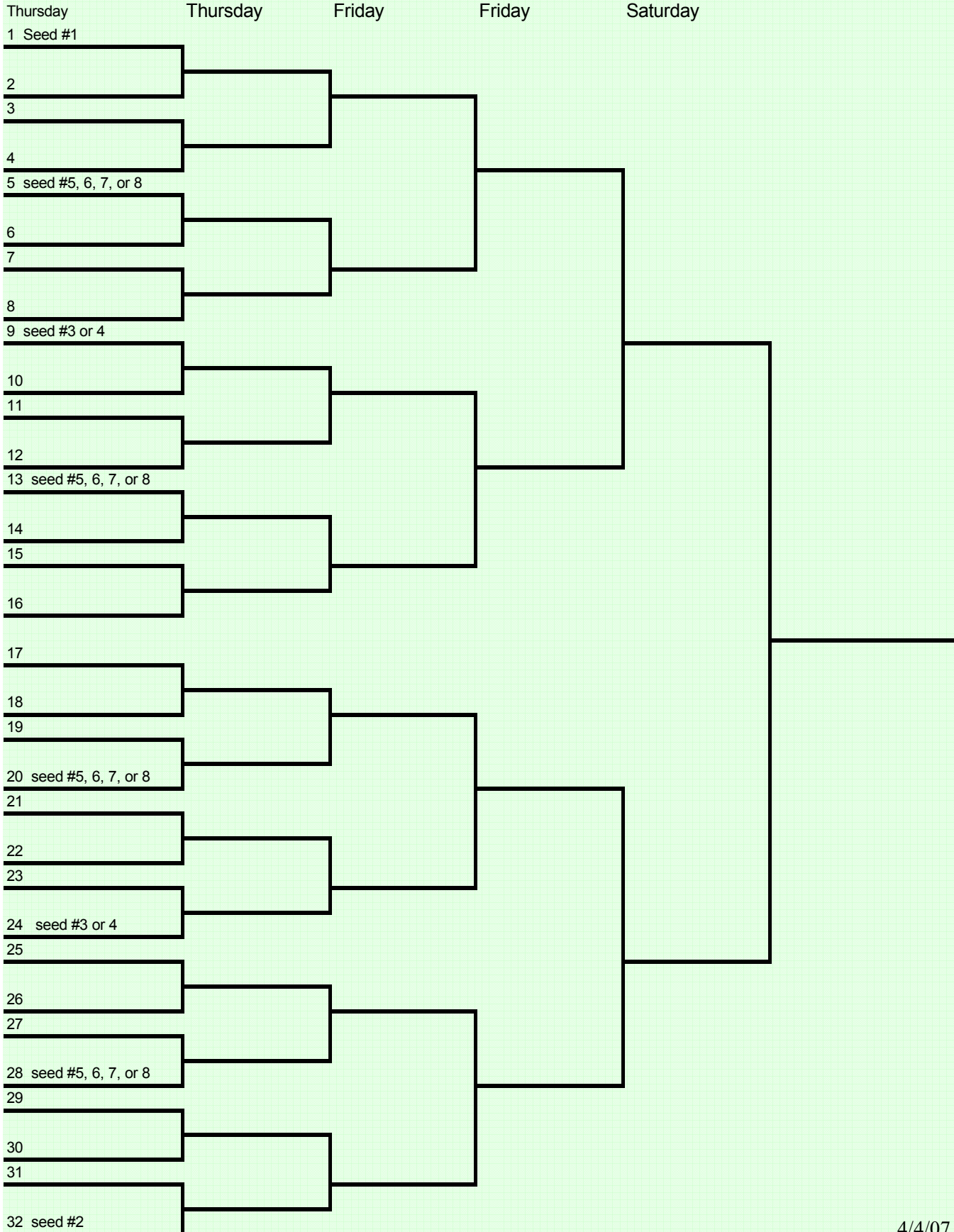
# INDIVIDUAL TENNIS GUIDE

## Regional Singles and Doubles Draw 33-64



# INDIVIDUAL TENNIS GUIDE

## Regional Singles and Doubles Draw



**3.5. OFFICIALS**

- A. Two (2) officials shall be provided each day.
- B. The event manager and officials shall meet with the coaches and participants prior to the first round of singles and doubles, for introductions and clarification of rules.
- C. All semifinal and final matches shall be officiated.
- D. The tournament referee shall provide an official for any match at the request of a coach if an official is available.

**3.6. RULES OF PLAY (SEE COA BYLAW 4.)**

- A. The Regional Individual Tournament Committee will follow this Tennis Guide and ITA rules to assist with the administration of tennis competition.
- B. All matches shall be the best two (2)-out-of-three (3) sets. New balls shall be provided for the third set. There shall be a maximum of a five(5)-minute break between the second and the third sets.
- C. Time Between Matches
  - 1. Participants are allowed 30 minutes between matches.
  - 2. Participants are allowed one (1) hour between the end of singles and the start of their first doubles match.
- D. Match Scoring
  - 1. Conventional scoring shall be used.
  - 2. The 12-point tiebreak shall be used.
- E. Defaults shall be called at 15 minutes by the event manager. The event manager has the option to change posted match times upon notification of players and coaches involved.
- F. CONDUCT—The point penalty system shall be enforced at all times.

**3.7. BALLS**

The Penn ATP Tennis Ball shall be the official ball at all postconference competition. 7/1/07

**3.8. AWARDS (SEE COA BYLAW 7.2.)****3.9. FINANCES (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.)****4. STATE INDIVIDUAL TOURNAMENT****4.1. EVENT MANAGER AND TOURNAMENT COMMITTEE**

- A. The state tournament committee shall be composed of the state event manager, the tournament referee, and a conference representative or designee from each participating conference.
- B. The event manager shall provide motel and restaurant information to all competing colleges at least two (2) weeks prior to the tournament.
- C. The state championship event manager shall provide daily results to the major newspapers in the area hosting this tournament.
- D. Final results and a final budget should be sent to all coaches and the COA. A final budget report must be sent to the COA no later than 30 days following the event to avoid penalty (see 1.2.3.E).

**4.2. DATES AND SITES**

- A. The state tournament shall be held on the dates set forth in COA Bylaw 3.11.
- B. The site of the state tournament shall alternate south and north as follows:

1. Even years in the south, odd years in the north.
2. During the years in which the southern region is host, the tournament responsibility shall rotate among the conferences as follows:

STATE TOURNAMENT SOUTH

2004—Foothill	2006—Western State	
2008—South Coast	2010—Orange Empire	2012 Pacific Coast

3. During the years in which the northern region is host, the tournament responsibility shall rotate among the conferences as follows:

STATE TOURNAMENT NORTH

2005—Central Valley	2007—Coast
2009—Bay Valley North	2011 Bay Valley South

- C. The host college shall have access to 16 championship-level courts, eight (8) for men and eight (8) for women. Men and women shall play at the same site if possible. If courts are not available at the same time, event managers should plan for the men and women to be within the same community or area.
- D. A business meeting of the men's and women's coaches shall be held during the tournament. The officers of the CCCTCA shall set the agenda for and chair the state coaches meeting. The purpose of this meeting is to discuss topics of interest for the betterment of community college tennis and to finalize state tournament sites and event managers for the next two (2) years.

#### 4.3. QUALIFIERS

- A. Regional tournament quarterfinalists (8 players or doubles teams) shall qualify for the state tournament providing a 16-player draw in singles and in doubles.
- B. Each college shall be limited to six (6) singles players and three (3) doubles teams.
- C. If a qualifier in the state tournament is unable to compete, the player who was defeated in the qualifying round shall be allowed to play. The coach of the player who is unable to compete is responsible for notifying the state event manager as soon as the decision not to play has been made.
- D. A college may change only one (1) player of its doubles combination due to injury, illness, or personal reasons. The substitute player can be anyone who has not yet qualified for the doubles tournament. If both players are unable to play, then the team they eliminated in the qualifying round will take their place. The event manager shall notify the coach of the first alternate prior to the draw.

#### 4.4. DRAW

- A. A single-elimination type tournament shall be used.
- B. The draw shall be made by members of the state tournament committee the night before the first day of play. 10/21/05
- C. If a college has two (2) entries in an event, the player or teams shall not meet before the finals. If a college has three (3) or four (4) individuals or teams in an event, the players or teams shall not meet before the semifinals. If a college has five (5) or six (6) individuals, the players shall not meet before the quarterfinals.
- D. An additional restriction in making the draw, besides those noted in (C) above, is that the top two (2) singles players or doubles teams from the same college shall be in opposite halves of the draw. Therefore, each entry must indicate the player's name, college, and position on the team ladder.
- E. The first round of play shall be so arranged that a qualifier from the north meets a qualifier from the south.
- F. Conduct the singles and doubles draw, using the USTA criteria for seeding and placement. Section 4.4.A-E shall still be used as initial criteria. 10/21/05

## State Singles and Doubles Draw



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**4.5. OFFICIALS (SEE COA BYLAWS 6.8.4 AND 6.8.5.)**

- A. The event manager shall appoint a qualified tournament referee at least two (2) weeks prior to the state tournament.
- B. A minimum of four (4) officials plus a tournament referee shall be provided each day.
- C. All semifinal and final matches shall be officiated by an umpire. Linespersons shall be provided at the discretion of the event manager.
- D. The event manager and officials shall meet with the coaches and participants prior to the first round of singles and doubles, for introductions and clarification of rules.
- E. The tournament referee shall provide an official for any match, at the request of a coach, if an official is available.

**4.6. RULES OF PLAY**

- A. The State Individual Tournament Committee will follow the Sports Guide and ITA rules to assist with the administration of tennis competition.
- B. All matches shall be the best two (2)-out-of-three (3) sets. New balls shall be provided for the third set. There shall be a maximum of a five (5)-minute break between the second and third sets.
- C. Time Between Matches
  - 1. Participants are allowed 30 minutes between matches.
  - 2. Participants are allowed one (1) hour between the end of singles and the start of their first doubles match.
- D. Match Scoring
  - 1. Conventional scoring shall be used.
  - 2. The 12-point tiebreak shall be used.
- E. Defaults shall be called at 15 minutes by the event manager. The event manager has the option to change posted match times upon notification of players and coaches involved.
- F. CONDUCT—The point penalty system shall be enforced at all times.

**4.7. BALLS**

Wilson U.S. Open Extra Duty Balls shall be used.

**4.8. AWARDS (SEE COA BYLAW 7.2.)**

Any additional awards ordered shall not be paid for by entry fees.

**4.9. FINANCES (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1)****5. CONFERENCE TEAM CHAMPIONSHIP**

Conference representatives shall forward the names of conference team champions (or co-champions) to the regional event manager no later than the first day of the conference individual tournament.

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## **6. REGIONAL TEAM CHAMPIONSHIP**

### **6.1. EVENT MANAGER AND TOURNAMENT COMMITTEE**

- A. The event manager for the regional individual tournament shall also serve as the event manager for the regional team championships.
- B. The team championship tournament committee shall be comprised of only one (1) representative from each conference, plus the regional event manager. The regional event manager or designee shall chair the committee.
- C. The winning coach (or coaches) in each conference shall immediately contact the regional event manager to inform him/her of their participation in the team championship.
- D. The regional event manager shall in turn contact the participating coaches to set up a date, time, and central location for the draw meeting.
- E. Coaches must submit a copy of their lineup to each participating coach and to the event manager.
- F. The draw should be completed by the Sunday prior to the Ojai Tournament.

### **6.2. DATES AND SITES**

- A. Regional First Round: Tuesday, the week (nine (9) days) before the Ojai Tournament for the northern region men and women, at the campus of the higher seed. Tuesday prior to the Ojai Tournament for the southern region men and women at a venue provided by the higher seed. 4/4/07
- B. Regional Semifinal: Tuesday prior to the regional individual tournament for the southern region women and men at a venue provided by the higher seed. Tuesday two (2) days prior to the Ojai Tournament for the Northern region men and women, at a venue provided by the higher seed. 4/4/07
- C. Regional Final: Tuesday after the regional individual tournament for the southern region women and men; Wednesday, prior to the regional individual tournament at the tournament site of the northern region men and women, unless both participating coaches agree to play on the Tuesday after the regional individual tournament. 4/4/07
- D. All matches shall be played at the campus or regular season playing site of the team with the higher seed.

### **6.3. QUALIFIERS**

- A. Participants in the regional team championships shall be the conference team champion or co-champions. Wild card berths will be used to fill the draw to eight (8) teams per region. The criteria to determine wild-card participants will be based on the following prioritized factors:
  - 1. Head-to-head competition
  - 2. Match results with common opponents. Particularly with other teams that have qualified for the regional team championships.
  - 3. State rankings

The Regional Tournament Committee will determine which teams will be accepted. The event manager will notify the teams admitted.

- B. PARTICIPANT LINEUP—The whole premise of community college tennis is that the best team on that day will win the match with all similar ladder positions playing each other. Therefore, the single most important factor concerning the continued success of team championship tennis is an accurate team lineup (ladder). It is imperative that all coaches and players follow these guidelines in order for the team championship tournament to function smoothly, fairly, and satisfactorily.

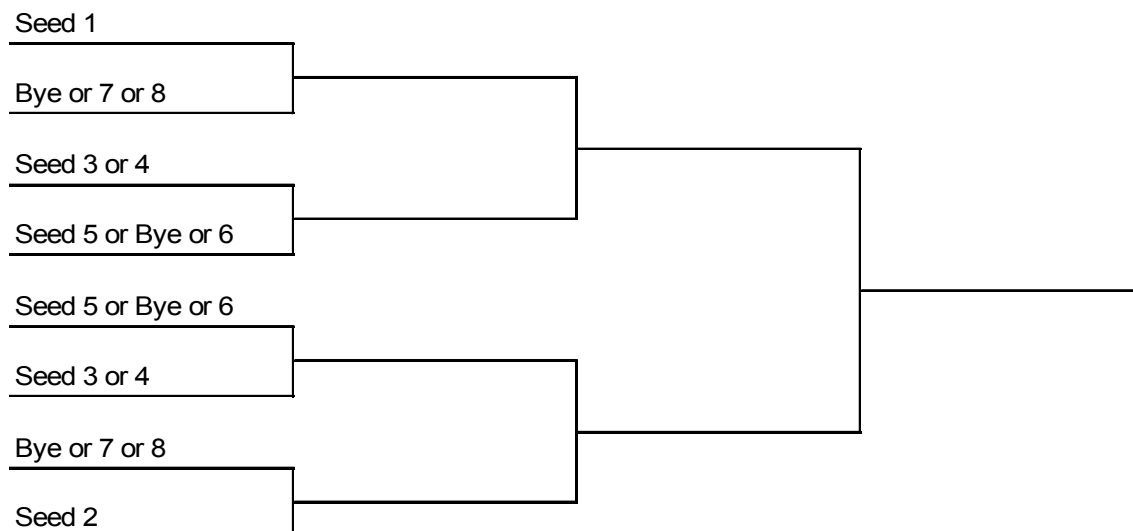
1. Players must be played in order of their tennis playing ability with the best player playing position #1, the second best player playing position #2, etc.
2. The lineup submitted at the draw meeting shall be used throughout the tournament.
3. In case of a player's absence in singles, the remaining players must move up to fill the ladder. The alternate shall play at the #6 position. If no alternate is available, the #6 position shall be defaulted.
4. In case of a doubles player's absence, any player below him or her on the doubles ladder may substitute. If an alternate is not available, the remaining players must move up to fill the ladder. The #3 doubles position shall then be defaulted.
5. If a player listed in the doubles lineup becomes injured during a regional team championship singles match and is not available for the doubles, any player below him/her on the doubles ladder may substitute. If an alternate is not available, the position defaulted is the one at which the injured player was listed. For all subsequent regional team championship matches, rule B.4 above applies.
6. The lineup must not be based upon the opposition's ability. Stacking, rotation of players to suit the other team's anticipated lineup, allowing players to play out of ladder position either up or down to gain an advantage, sacrificing a player, and similar practices are all considered unethical and violate the spirit and rule of community college tennis.
7. Doubles lineups follow the same guidelines as singles.

If any coach feels the submitted lineup violates the above stated guidelines, that coach should appeal to the tournament committee. If the committee rules that the submitted lineup is in violation, the offending coach must resubmit the lineup or withdraw from the tournament.

## 6.4. DRAW

- A. A single elimination tournament shall be used.
- B. The tournament format is six (6) singles matches, followed by three (3) doubles matches. As soon as the outcome of the contest has been decided, the remaining matches need not be played.
- C. Teams shall be seeded on the basis of strength and placed into the draw as in the example below.
- D. If two (2) teams are from the same conference, they shall be placed in separate halves of the draw.

### REGIONAL TEAM CHAMPIONSHIPS



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**6.5. OFFICIALS**

- A. Arrangements for officials, if desired, are the responsibility of the colleges involved.
- B. When an official is present, that official has the responsibility for administering the point penalty system. When an official is not assigned, the head coaches have the responsibility to administer the point penalty system. Each coach has the primary responsibility to apply the point penalty system to his/her own players.

If an opposing coach observes an infraction, he/she will report the infraction to the coach of the offending player. The coach of the offending player must assess a warning to his/her player. It is then the responsibility of the coach of the offending player to assess penalties beyond the warning on his/her own players. A coach may not directly assess point penalties to opposing players.

**6.6. RULES OF PLAY (SEE COA BYLAW 4.)**

The regional team championship committee will follow the Tennis Guide and ITA rules to assist with the administration of tennis competition.

- A. All matches shall be the best two (2)-out-of-three (3) sets. New balls shall be provided for the third set.
- B. The singles matches shall be played first. A maximum of a 15-minute break is allowed between completion of a singles match and the start of the doubles match.
- C. Match Scoring
  - 1. Conventional scoring shall be used.
  - 2. The 12-point tiebreak shall be used.
- D. Defaults shall be called at 15 minutes. The event manager has the option to change posted match times upon notification of participants and coaches involved.
- E. CONDUCT—The point penalty system shall be enforced at all times.
- F. Score tenders shall be provided for each match.

**6.7. BALLS**

- A. Wilson U.S. Open Extra Duty Balls shall be the official balls.
- B. Teams shall share equally in providing balls.

**6.8. FINANCES (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.)****7. STATE TEAM TOURNAMENT****7.1. EVENT MANAGER AND TOURNAMENT COMMITTEE**

- A. The event manager for the state individual tournament shall also serve as the event manager for the state team championship.
- B. The state team championship committee shall consist of the coaches of the championship teams, the head referee, and the state event manager.
- C. The winning coach in each region shall immediately contact the state event manager and provide him/her with a faxed copy of the regional team championship match results. The singles and doubles lineups must be clearly indicated, even if the doubles were not played.
- D. The state tournament committee shall rule on any infractions.

**7.2. DATE AND SITE (SEE COA BYLAWS 3.11, 6.8.6, AND 6.14.3.)**

The state team championship match shall be played prior to the first day of the state individual championships at the same site.

**7.3. QUALIFIERS**

- A. Participants in the state team championships shall be the regional team champions.
- B. Participant lineup: The whole premise of community college tennis is that the best team on that day will win the match with all similar ladder positions playing each other. Therefore, the single most important factor concerning the continued success of team championship tennis is an accurate team lineup (ladder). It is imperative that all coaches and players follow these guidelines in order for the team championships to function smoothly, fairly, and satisfactorily.
  1. Players must be played in order of their tennis ability, with the best player playing position #1, the second best player playing position #2, etc.
  2. The lineup shall be the same as that used in the regional team championships.
  3. In case of a player's absence in singles, the remaining players must move up to fill the ladder. The alternate shall play at the #6 position. If no alternate is available, the #6 position shall be defaulted.
  4. In case of a doubles player's absence, any player below him or her on the doubles ladder may substitute. If an alternate is not available, the remaining players must move up to fill the ladder. The #3 doubles position shall then be defaulted.
  5. If a player listed in the doubles lineup becomes injured during the state team championship singles matches and is not available for the doubles, any player below him or her on the doubles ladder may substitute. If an alternate is not available, the position defaulted is the one at which the injured player was listed.
  6. The lineup must not be based upon the opposition's ability. Stacking, rotation of players to suit the other team's anticipated lineup, allowing players to play out of ladder position either up or down to gain an advantage, sacrificing a player, and similar practices are all considered unethical and violate the spirit and rule of community college tennis.
  7. Doubles lineups follow the same guidelines as singles.

If any coach feels the submitted lineup violates the above stated guidelines, that coach should appeal to the Tournament Committee. If the Committee rules that the submitted lineup is in violation, the offending coach must resubmit the lineup or withdraw from the tournament.

**7.4. DRAW**

- A. A single-elimination tournament shall be used.
- B. The tournament format is six (6) singles matches followed by three (3) doubles matches. As soon as the outcome of the contest has been decided, the remaining matches need not be played.

**7.5 OFFICIALS**

A minimum of four (4) officials plus the head referee shall be provided.

**7.6 RULES OF PLAY (SEE COA BYLAW 4.)**

The state team championship committee will follow the Tennis Guide and ITA rules to assist with the administration of tennis competition.

- A. All matches shall be the best two (2)-out-of-three (3) sets. New balls shall be provided for the third set.

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- B. Singles matches shall be played first. A maximum of a 15-minute break is allowed between completion of a singles match and the start of the doubles match.
  - C. Match Scoring
    - 1. Conventional scoring shall be used.
    - 2. The 12-point tiebreak shall be used at 6-all.
  - D. Defaults shall be called at 15 minutes. The event manager has the option to change posted match times upon notification of participants and coaches involved.
  - E. CONDUCT—The point penalty system shall be enforced at all times.
  - F. Score tenders shall be used for each match.

**7.7. BALLS**

The Wilson U.S. Open Extra Duty Ball shall be the official ball.

**7.8. AWARDS (SEE COA BYLAW 7.2.)****7.9. FINANCES (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.)**

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## GUIDE TO ADMINISTRATION OF REGIONAL AND STATE COMPETITION

### A. THE RULES

All California community college regional and state championship tennis competition will follow this Tennis Guide and ITA rules to assist with the administration of tennis competition.

### B. SCORING

Regular scoring shall be used in all community college singles and doubles matches.

### C. POINT PENALTY SYSTEM

The "Point Penalty System" consists of the following:

1. First offense— Loss of one (1) point
2. Second offense— Loss of one (1) game
3. Third offense—Disqualification

### D. REST PERIODS

There shall be a maximum of a five (5) minute break between the second and third sets for both men and women in community college tennis tournaments. In dual-team matches, no break is allowed.

### E. TENNIS ATTIRE

Proper tennis attire shall be worn during all competition. It is recommended all teams have official team uniforms or, at least, team tennis shirts. Appropriate, clean T-shirts are acceptable.

### F. MATCH SCOREBOARDS

Individual match scoreboards shall be used for all regional and state championship events.

### G. BALLS

The official ball for all California community college tennis competition shall be the Wilson U.S. Open Extra Duty Tennis Ball.

### H. AWARDS

The COA Executive Director's office shall order the state team championship awards, having the awards delivered to the event manager prior to the tournament. The event manager shall receive a bill for the awards and make payment to the State Commissioner's Office. The State Commissioner's Office will then pay the awards company.

## Excerpted from the COA Constitution and Bylaws, Bylaw 4:

### 4.3 Decorum

4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

- A. PARTICIPANT — is a player, coach, team member, team attendant, official, or college staff member.
- B. DISQUALIFICATION — is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but are covered by the rules of the sport.
- C. EJECTION — is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.

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1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the conference commissioner to determine if the ejection is a “strike” and covered by this policy.
  2. All ejections shall be treated as first offenses unless a previous “strike” has been declared by the conference commissioner.
  3. Second “strike” (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including PC.
  4. Determination of whether or not an ejection is a “strike” may only be appealed to the conference appeals board. A decision by the conference appeals board is final.
- D. VERBAL OR ABUSIVE BEHAVIOR — is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E. PHYSICAL ABUSE — is defined as any physical act that results in ejection.
- F. EVENT — is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.
- G. FOR WATER POLO: Game disqualification — The official may issue a participant a disqualification which results in disqualification from that contest for overaggressive play or actions that are unacceptable within the spirit of the rules and are likely to bring the game into disrepute. All applications of the rule per the NCAA Rule Book.

*(Adopted: April 6, 2007; Effective: July 1, 2007)*

4.3.2 Where official playing rules and COA decorum rules differ, the most stringent rules shall be enforced.

#### **4.4 Punishment for Physically Assaulting Officials**

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

#### **4.5 Punishment for Leaving Bench Area**

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

#### **4.6 Punishment for Violation of the Tobacco and Substance Abuse Policy**

4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.

4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaw 4.5.

#### **4.7 Reporting of Ejections**

4.7.1 Within 24 hours after a contest where there has been an ejection of a player or a participant, the coach of the team shall report the names and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. Failure by a coach to report shall be penalized the same as in Bylaw 4.3 and 4.4. Failure of an athletic director to report may be referred to the conference commissioner for disciplinary action. Conference commissioners shall cause the report of ejections to be sent to the next team on the college’s schedule.

4.7.2 Coaches or team attendants penalized by any of the above rules are prohibited from participation during a game only, not from carrying out assigned non--game responsibilities.

4.7.3 Each person participating in a California community college athletic event shall receive a copy of this decorum policy and provide a written acknowledgment of understanding.

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## Sports Information:

If your college does not have a sports information professional to assist you, the California Community College Sports Information Association (CCCSIA) has compiled the following to help you better serve your student athletes.

Prior to the start of each season, each coach should provide a *complete* roster (in column order: Number, Name, [first, then last], Position, Height, Weight, Year of Eligibility, Hometown, High School) to his/her college's sports information office or whoever handles sports information functions (public information, athletic secretary, athletic director, etc.), his/her sport's state statistician and the COA office. Updates should be sent as necessary.

The coach and his or her staff should also know who the local media are and have a directory (phone and fax numbers) of those media outlets. Results of each contest should be reported to the local media regardless of the outcome (win, lose, tie, rainout postponement). The coach is responsible for making sure adequate statistics are being kept on each contest and that a copy of those statistics can be provided to members of the media following each contest. Members of the California Community College Sports Information Association (CCCSIA) have adopted the NCAA standards for statistical reporting.

Coaches should also be willing to serve as ambassadors for their colleges and for the good of the entire community college athletic scene, working closely with their own sports information director, the opponent's sports information director, and the media covering the contest.

The CCCSIA was created in part to help provide direction in the practice of sports information. For other information on sports information responsibilities, questions on various functions of the sports information professionals, or training and instructions for individuals who will be handling sports information responsibilities, please contact a member of the CCCSIA Executive Board.

### CCCSIA EXECUTIVE BOARD:

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