



DIAA Tennis Tournament Manual Spring 2024

TO: Member School Administrators and Athletic Directors; Golf and Tennis Coaches and Officials; and Members of the Media

Colleagues:

The 2024 Tennis State Tournament Manual provides you with detailed information concerning the organization and administration of these DIAA Spring Sport State Championships.

The regulations and procedures contained in this manual are applicable only to the 2024 Spring State Tournaments and do not govern subsequent championships or to be binding on future committees.

The Committees sincerely hope that each of the 2024 Spring State Championships will be a tremendous success in all respects.

For the most up to date tournament information, please visit the DIAA website, www.education.delaware.gov/diaa

Thank you,

DIAA Tennis Committee



Item 1. Authorization

- A. The Delaware Interscholastic Athletic Association authorized state tournament competition in tennis (1963), and golf (1974) by voting for approval during the years indicated.

Item 2. Management

- A. The tournaments will be managed by special committees appointed by the DIAA Chairperson and the Executive Director.
- B. The committees are authorized to resolve any situation not covered by the regulations in the General Information or specific information sections of this manual.
- C. Changes in tournament format or the criteria and procedures for selecting and seeding the participating teams/individuals are subject to the approval of the DIAA Board of Directors.

Item 3. Sponsorship

- A. DIAA will organize, conduct, and underwrite the costs of the tournaments and will receive all proceeds.
- B. All expenditures must be approved by the DIAA Executive Director.
 1. No vouchers will be approved unless an itemized statement of cost accompanies the request for payment.
 - a. Vouchers will not be processed until the financial ticket reconciliation information has been submitted and verified to the DIAA.
 2. No vouchers received after the end of the fiscal year (June 15, 2024) will be paid.

Item 4. Eligibility

- A. Eligibility rules as stipulated in the current version of the DIAA Official Handbook will be strictly enforced.

Item 5. Contest Rules

- A. DIAA is affiliated with the National Federation of State High School Associations. The playing rules promulgated by the United States Tennis Association (USTA) for tennis, except as modified by the DIAA Board of Directors, will be in effect for all tournament contests.

Item 6. Sportsmanship and Spectator Conduct

- A. Member schools are required to conduct all of their athletic affairs in a spirit of good sportsmanship.
- B. The administrators, athletic directors, and coaches of the participating schools are expected to: actively promote good sportsmanship and appropriate crowd behavior, stress the importance of demonstrating respect for the contest officials and the opposing team, and emphasize the need for proper conduct by spectators at all venues. School administrators are expected to be proactive in preventing unsportsmanlike behavior and to deal with it promptly and decisively if it occurs at the contest.
- C. The coaches and athletes of the participating schools are expected to observe the highest standards of sportsmanship and ethical behavior.
- D. Spectator Guidelines and Conduct:
 1. Drones, banners, flags, and **signs** are prohibited outdoors at all tournament contests. Other decorations that do not block spectator, press or team sightlines may be used with permission of and at the discretion of the Committee.
 2. Streamers, confetti, and other paper debris are also prohibited.
 3. Sirens, horns, bells, buzzers, whistles or any other artificial or mechanical noise-making devices are strictly forbidden at all **indoor** events.
 4. The use of any noise making device that simulates game controls devices (whistles, air horns etc.) is strictly forbidden at **all** events.
 5. All cheers should stress the spirit of good sportsmanship. Use only positive cheers that encourage your team. Profane, derogatory or obscene chants and taunting will not be tolerated.
 6. Behavior such as fans reading newspapers or turning their backs during player introductions, booing or heckling the contest officials, and being disrespectful to the opposing cheerleaders is unsportsmanlike behavior and is not to be tolerated at DIAA athletic events.
 7. Face paint is permitted, but body paint is not. A shirt, top, etc. must be worn at all times.
 8. Spectators must remain in the assigned seating section. Spectators are not permitted on the playing surface at any time.

Item 7. Soliciting, Promotional Activities, and Merchandising

- A. Soliciting and promotional activities; e.g., public address announcements, signs, banners, display or sign-up tables, and the distribution of printed materials are prohibited at all tournament playing sites without the consent of DIAA Executive Director.
- B. Only vendors authorized by DIAA Executive Director will be permitted to sell merchandise at tournament playing sites.

Item 8. Raffles and 50/50 Drawings

- A. Raffles, 50/50 drawings, and other games of chance are prohibited at all tournament playing sites without the consent of DIAA Executive Director.

Item 9. Media Policy for State Tournament Events

- A. Media Email List: Media personnel wishing to receive press releases and information regarding DIAA events must submit their name, media outlet, phone number and email address to DIAA at diaa@doe.k12.de.us
- B. Tournament Media Credentials
 - 1. Media personnel wishing to cover DIAA events must request working credentials from the DIAA Office. DIAA credentials may also be valid for regular season events at the host school's discretion.
 - 2. DIAA will provide credentials to representatives of an accredited media organization recognized by DIAA for the sole purpose of providing access to cover a DIAA Tournament Event. Because of demand, credentials will be issued on a priority system. Facility size is a determining factor. All requests may not be honored. To request credentials, complete the form on the DIAA website (https://education.delaware.gov/diaa/diaa_for/media/). Accredited media organizations should have a tax ID number and submit this requested information by completing the media credentials request form.
 - 3. DIAA credentialing is for use solely in connection to news and editorial coverage of the event. Any non-editorial, commercial or other unauthorized use of any transmission, picture, film, videotape, audiotape, writing, drawing or other depiction of any game, game action, game information, player interview or other stadium activity, and any non-editorial or commercial use of the DIAA mark or logo is prohibited without prior specific approval of the DIAA Executive Director.
 - 4. The DIAA may deny or revoke credentials for noncompliance with DIAA policies; and for conduct for which there are reasonable grounds to believe violate state or federal law, or constitute a breach of professional ethics.
- C. Broadcasting/Photographing
 - 1. DIAA retains exclusive rights to the permission to broadcast and photograph all tournament games and no party may do so without the consent of the DIAA Executive Director. The DIAA must be contacted, in writing or by e-mail, for permission to cablecast, telecast, web cast (video stream) live or on a delayed basis, or photograph a State Tournament Event or any part of a State Tournament Event.
 - 2. Broadcast agreements are available upon request and will be awarded to those companies that meet DIAA State Tournament broadcast criteria. Questions or concerns can be directed to the DIAA Executive Director 302-857-3365.
 - 3. All broadcasting/photography must be in accordance with current NFHS Rules for that sport. All access to the field, course, and court area for the purposes of videotaping or photography will be conducted according to the current NFHS rules for that sport. Persons photographing or videotaping a State Tournament Event, and stations cable casting, telecasting, or webcasting (video streaming) a State Tournament Event must remain in the areas that have been designated for spectators, sports photographers, schools, cable/television stations, or Internet video broadcasters. If that area is not known to them, they must seek out a DIAA Tournament Committee member to be shown the designated area.
 - 4. Persons cable casting, telecasting, photographing, videotaping, or webcasting (video streaming) a State Tournament Event shall not stand on any unsafe or potentially hazardous physical object or facility.
 - 5. Persons cable casting, telecasting, photographing, videotaping, or webcasting (video streaming) a State Tournament Event shall not interfere with the visibility and comfort of spectators, shall not present a safety hazard to spectators, and shall not disrupt, disturb, or interfere with the competition or with an individual competitor.
- D. Photograph Reproduction
 - 1. Credentialed media personnel may not sell photos and/or video from state tournaments, except by bona fide newspaper offices (or the official website of the newspapers).
 - 2. Spectators are permitted to photograph and/or video contests for personal use only. No image of any contest may be reproduced without the written consent of the student-athlete being photographed. Photographs and/or videos taken by spectators may not be sold.
 - 3. School personnel may photograph and/or video contests for school use only in publications such as yearbooks, school websites, school newsletters, etc. provided they have received permission from the DIAA Executive Director and school principal.
 - 4. Freelance photographers who are not affiliated with a bona fide media outlet will not be credentialed for state tournament contests.

5. All other photography of DIAA tournament games is strictly for the purpose of news and editorial coverage of the event. No other photographs or any other visual material taken at a DIAA event may be sold without express written consent of the DIAA.
- E. Media Entrance: Members of the media must display current DIAA Media credentials to gain access to all State Tournament Events. Bags and equipment may be inspected for security purposes.
- F. Press Area: A designated press area will be made available for members of the media to view and report on State Tournament Events when available or possible. Members of the media should contact the site coordinator prior to an event for access to phone lines, Ethernet or wireless access. The DIAA will do its best to provide this when available.

Item 10. Video by Spectators

- A. Spectators are permitted to video contest for personal use only. The reproduction, distribution and sale of spectator video is prohibited without the consent of DIAA Executive Director
- B. Videos may be used in accordance with current NFHS Rules for that sport.
- C. Spectators will be allowed to video a game in their seat provided they use hand held camcorders and do not block the view of other spectators or interfere with the game. Tripods are only permitted in the top row of the bleachers.
- D. Neither DIAA nor the host site will be liable for theft or damage to spectator videotaping equipment or injury due to the use of such equipment.
- E. The host site is not obligated to provide power for spectator videotaping equipment.

Item 11. Prohibiting the Use of Drones (Unmanned Aircraft Systems or UAS's)

- A. Unless granted special permission by the DIAA Executive Director, the use of drones (UAS), for any purpose, is not permitted at any DIAA State Tournament Event. This prohibition applies to all fields of play, courts, arena, mats, gym floor or pool, and covers a ban on the entire facility being used as part of the DIAA event, including the spectator stands and parking areas.

Item 12. Transportation Reimbursement, Parking and Spectator Buses

- A. Each participating school may be reimbursed at a rate of 75¢ per mile for one bus. Reimbursements will be made only for actual mileage traveled; no reimbursement will be made for band and spectator buses or for team meals and lodging. The school must submit a voucher to DIAA to be reimbursed for transportation. DIAA will not process any vouchers DIAA receives after the end of the fiscal year (June 15, 2024).

Item 13. Comments and Recommendations

- A. The committees are genuinely interested in the comments and/or recommendations of member schools concerning all aspects of the tournaments. Please submit any comments and/or suggestions in writing to the appropriate committee chairperson.

2024 Tennis Committee Members

Committee Member Name	Representation	Title
Mary Moore, Chair	Coaches Association Rep.	Coach – Ursuline, girls
Jarod Klose, Vice Chair	Independent Conference	Coach – Tower Hill, boys
Emily Grugan-Heagy	Non-Conference	Coach - Padua Academy. girls
Vacant	Diamond State Conference	
Mike Weller	Blue Hen Conference	Coach, Glasgow HS, girls
Dr. Bruce McFall	Henlopen Conference	Coach – CR, boys
Lizzie Lancelotti	Independent Conference	Coach – Sanford, boys
Kelly Rasero	Public Member	US Tennis Association - Middle States
Melissa Jackson	Officials Association	Official
Vacant	Athletic Director	
Vacant	School/District Administrator	

DIAA 2024 Tennis Tournament Manual

Specific Information

Item 1. Location, Dates and Starting Times

- The 2024 DIAA Boys and Girls Tennis State Tournament will be on the following dates:

Round	Date
Round One & Two	Saturday, May 18
Quarterfinals	Monday, May 20
Semifinals	Tuesday, May 21
Finals	Wednesday, May 22

- Round locations and start times will be sent out closer to the start of the tournament.
- The 15-minute default rule for tardiness will be in effect for all rounds of the tournament unless communication has been made with the Tournament Committee through the coach.
- Inclement Weather Procedure:
 - The dates and/or times of the state tournament may change, **including to an earlier date**, depending on weather conditions. Coaches will be notified of any changes in the dates and/or times by their athletic director or by a member of the committee at the playing site.
 - Saturday: If weather conditions are bad on Saturday morning, the start may be delayed a couple of hours. Every effort will be made to play both rounds, if possible. Any second round matches not completed on Saturday will be played on Monday, time and place TBA. Information will be emailed to athletic directors and coaches directly Saturday morning.
 - During the Week of May 13, DIAA will email all Athletic Directors and coaches and post on the DIAA website any weather related changes or updates.

Item 2. Tournament Seeding

- The tournament field will consist of a maximum of 30 entrants in a 32-bracket draw. The draws will be conducted by the tournament committee.

1. Each entrant must have played a majority of matches in that position or must have been playing in that position at the end of the regular season.
 2. Each player will compete only against the other players in his/her event. For example, all 1st singles players as of the end of the season will be in the same draw.
- B. **Entrants:** Participating schools may enter a boys' team and a girls' team with each team consisting of a maximum of seven players. There will be three singles events and two doubles events. No individual may participate in more than one event.
- C. All players participating in tennis during the 2024 season must have their regular season scores entered into website4sports score reporting on their school site.
- D. **Entry Forms and Seeding Forms:** The "Entry Form" and "Request for Seeding" must be received by the DIAA Office **no later Tuesday, May 14, 2024, 10 PM**. The last date of competition is Tuesday, May 14th. The form on page 12 in this manual is also located directly on the DIAA Tennis sport page. For the 2024 tournament, an option to submit your Entry Form online is now available. Seeding forms must be submitted electronically through email. Materials can be submitted via email to diaa@doe.de.k12.us. The link to the Online Entry Forms will be emailed directly to Athletic Director's and will also be available through the ADPortal.
1. Entries received past the deadline may not be considered for the tournament.
 2. **ALL Schools must submit the entry form. If a school is not participating in the tournament, the "Entry Form" must be submitted with the box "NO ENTRIES" checked.**
- E. **Seeding:** The committee will seed eight entrants in each event. The committee will consider the following criteria when seeding players: won/loss record, head-to-head competition, matched results against common opponents, an opponents' strength of schedule, previous tournament performance.
1. Coaches must complete the "Request for Seeding" form found in this manual for each player who wants to be considered for seeding. Inaccurate or incomplete information will disqualify that player(s) from being seeded.
 2. Entrants must have played a minimum of seven matches in that position in order to be considered for seeding. The AD can request an exception and discuss special circumstances to request seeding without seven matches in that position. The exception request must be sent to DIAA diaa@doe.k12.de.us, Subject Line: "Seeding Exception Request, Name of School" by **Tuesday, May 14th, 10PM**.
 3. The #1 and #2 seeded entrants will receive byes. If fewer than 30 singles players/doubles teams enter, the next highest seeded entrants will also receive byes in order to complete the draw.
- E. If a player(s) in a particular position is unable to participate in the state tournament, he/she/they may be replaced by a player(s) lower on the team ladder but such a substitution must take place prior to the draw.
- F. Substitutions after the draw but prior to the start of the tournament must be approved by the committee and will be considered for extenuating circumstances such as injury, illness, or death in the family. Substitutions after the start of the tournament will not be permitted.

Item 3. Governing Rules

- A. The 2024 USTA Official Rules and the 2024 DIAA Rules, Regulations, and Procedures for Regular Season Tennis Matches, including the adjusted point penalty system, will be in effect for all rounds of the tournament. However, during the two-minute break between the 1st and 2nd sets, a player(s) may receive coaching from other members of his/her/their team who are in uniform.

Item 4. Entry Fees

- A. The entry fee for the 2024 Tennis Tournament is \$50 for each separate girls and boys team. Entry fees should be paid by the school with their 2024 Member Dues.

Item 5. Coach and Player Reminders

- A. Participants must wear tennis uniforms and no lettering or logos other than the school logo or name/nickname/acronym will be permitted. Bare midriff tops are not allowed. The 15-minute default rule will be in effect if a participant must change to a legal uniform.
- B. Only coaches listed on the school's official roster may coach during the designated times of a match.
- C. Coaching may take place during one changeover per set but only by an approved coach. Players must complete the changeover and be ready to play within 90 seconds or a point penalty will be assessed. Players may not leave the court during a changeover.
- D. Coaching may take place during the two-minute break between the 1st and 2nd sets of a match but only by a team's board approved coach(es) as listed on the official school party roster or current team members in uniform. The point penalty system will be invoked if non-authorized persons provide advice or instruction. Players may not leave the court during this break.
- E. There will be a 10-minute break between the 2nd and 3rd sets of a match during which players may leave the court.
1. In the first round, a 10 point Tie Break will be played in place of a third set. There is no coaching during the Tie Break

and players are not permitted to leave the court before or during the Tie Break.

2. In the second round, there will be a 10 minute break between the 2nd and 3rd sets of a match during which players may leave the court. If the combined temperature and humidity reading reaches 155 +/- 5, for the second round, the tournament committee reserves the right to also use the 10 point tie break in the second round.
- F. The server will call out the point score to his/her opponent(s) during each game and will also call out the game score at the start of each game.
- G. At the conclusion of each match, the winner(s) will return the balls, report the score of the match, and obtain the scheduled starting time of his/her/their next match from the Site Director.

Item 6. Scoring

- A. Teams will receive one point for each win regardless of the round. No points will be awarded for a bye unless that singles player/doubles team wins in the following round. The winners of the finals will receive two points. Points will be awarded for defaults regardless of whether that singles player/doubles team wins in the following round.

Item 7. Defaults

- A. Teams will lose one point if a singles player/doubles team defaults for reasons other than illness, injury, or death in the family. No substitutions will be allowed after the tournament begins.

Item 8. Awards

- A. The following awards will be presented:
- B. Team: Trophies will be awarded to the first and second place boys' and girls' teams.
- C. Gold medallions (6) will be given to the members of the both the girls' and boys' championship team and silver medallions (6) will be given to the members on the girls' and boys' runners-up team.
- D. Individual medals will be presented to the winner and runner-up in each event also for both boys and girls.
- E. No awards other than those authorized by the committee will be presented at any time during the tournament.

Item 9. The 7 Point Tie-Break (Tie-Break Game)

- A. Singles: A, having served the first game of the set, serves the first point from the right court. B serves points 2 and 3 (left and right), A serves points 4 and 5 (left and right), B serves point 6 (left) and after they change ends, point 7 (right). If necessary, A serves points 8 and 9 (left and right). B serves points 10 and 11 (left and right), and A serves point 12 (left).
 1. A player who reaches 7 points, provided there is a margin of 2 points over the opponent, wins the game and the set. If the score has reached 6 points all, the players change ends and continue in the same pattern until 1 player establishes a margin of 2 points, which gives him/her the game and set.
 2. Note that players change ends every 6 points and that the player who serves the last point of one of these 6 point segments also serves the first point of the next one from the right court. For the following set, the players change ends and B serves the first game.
- B. Doubles follow the same pattern with partners preserving the serving sequence. Assume A- B vs C-D, with A having served the first game of the set. A serves the first point (right), C serves points 2 and 3 (left and right), B serves points 4 and 5 (left and right), D serves point 6 (left) and the teams change ends. D serves point 7 (right). If necessary, A serves points 8 and 9 (left and right), C serves points 10 and 11 (left and right), B serves point 12 (left).
 1. A team that wins 7 points provided there is a margin of 2 points over the opponents, wins the game and set. If the score has reached 6 points all, the teams change ends. B then serves point 13 (right) and they continue until 1 team establishes a 2 point margin and thus wins the game and set. As in singles, they change ends for 1 game to start a following set with team C-D serving first.

Item 10. The 10 Point Tie-Break (Match Tie-Break)

- A. The 10 point Tie-Break is just like the 7 point tie-break except that the winner is the first player/team to reach 10 points (ahead by at least 2 points). When it is used in lieu of a third set, there is only a 2 minute break after the second set and players do not come off the court. In doubles, the serving team may decide who is serving first for their team. A doubles team may also change receiving positions at the start of a match tie-break.

DIAA 2024 State Tennis Championships - ENTRY FORM

Please e-mail as an attachment to angel.prinos@doe.k12.de.us and include "Tennis Entry Form" in the subject line.

School _____ Circle one: BOYS GIRLS



Check here to indicate "NO ENTRIES"

Coach Name _____

Coach Email _____ Coach Cell Phone _____

POSITION	ENTRANT NAME(S)	W-L RECORD at this position	# Matches at this position
FIRST SINGLES			
SECOND SINGLES			
THIRD SINGLES			
FIRST DOUBLES			
SECOND DOUBLES			

Nomination for Coach of the Year* _____
name/school

Nomination for Bunny Vosters' Team Sportsmanship of the Year Award:

_____ (school)

This award is given to the school team in each gender that demonstrates the best sportsmanship whether they would win or lose. The Team (players and coaches) consistently show respect for their opponents, the game, and rules.

*The coach of the year and sportsmanship awards ARE NOT DIAA sponsored awards.

Submitted by

School

TOURNAMENT INSTRUCTIONS FOR COACHES AND PLAYERS

1. Players are to wear their team shirts with the school logo or plain white shirts only. They have 15 min. default time to correct the situation.
2. A 15 minute default rule will be followed.
3. Winners are to: return the balls, report the score and obtain the time for the next match. (3:30 Qts, semi's, 1:30 Doubles finals, Singles to follow).
4. A maximum of 1 hour will be allowed between matches. Players may take less time if both players agree.
5. The warning for the point penalty system will be announced before the matches begin. *Any player with cell phones that ring during their match will be given a point penalty.
6. Coaches have been assigned to assist in first and second round matches. Please be available to assist with lines judging during the first and second rounds.
7. Lines judges stand on opposite sides of the net. They do not make the calls but confirm or overrule a call when players ask.
8. Players are not to leave the courts during changeovers, after the first set, or before the 10 point tie break.
9. Only coaches may talk to the players during 1 changeover per set, within the 90 sec. Time limit. Coaches/teammates may talk to players between the first and second set. (3 min). In the best 2 of 3 sets, players may come off of the courts if they split sets. (10 min.). Cell phones may be used by the players during the time allowed, between sets only.
10. If weather conditions are bad on Saturday morning, the tournament will be delayed a couple of hours. If possible, both rounds will still be played. If a second round match has not been completed, it will be played on Monday, time and place TBA. An email will be sent to Athletic Directors and coaches.
11. It is the responsibility of the coach to inform all players and parents of the rules.
12. Trainers will not be available on site for the entire tournament.

ADJUSTED POINT PENALTY SYSTEM Table of Violations and Penalties

Code Violations - Delay/ Conduct

- Intentional delay after warm-up or between points or intentional violation of the 180 sec. rule
- Not resuming play within 30 seconds after a medical timeout.
- Delay caused by obvious cramping (but only if the player has already received a medical timeout for cramping).
- Receipt of evaluation or treatment for one misconduct which is condition on more than 2 changeovers or Set breaks.
- Taking more than two medical timeouts during 1stoppage of play.
- Not resuming play after a changeover or Set Break during which the player received treatment.
- Not playing within 20 seconds of having been directed to resume play.
- Passage of 20 seconds after any time violation.
- Delay caused by getting a replacement racket that is not on the court.
- Visible or audible profanity or obscenity.
- Abuse of racket, balls or equipment.
- Verbal or physical abuse of a player or official.
- Coaching
- Abusive conduct by a player or a person associated with a player (IV.C.10. refers to this situation).
- Retaliatory calls (obviously bad calls made in retaliation for opponent's calls).
- Unsportsmanlike conduct (any other conduct that is abusive or detrimental to the sport).

Penalties

Warning is given during the pre-match introductions.

First Offense – Loss of Point

Second Offense- Loss of Game

Third Offense – Default

If a player defaults as a result of a verbal or physical misconduct which is sportsmanship related, he/she would also be suspended for the next match in accordance with the DIAA game ejection rule. The point penalty system should be enforced by the coaches during the regular season and by DIAA tennis committee members or site officials during the state tournament.