

Girls Tennis Manual



SY26



The Office of Sports Administration

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Girls Tennis Terms and Conditions 2025 Fall Season

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The Office of Sports Administration (OSA) is excited to welcome you to another Chicago Public League Fall Sports Season!

Please review the included Terms & Conditions document for key program information, requirements, and rules and regulations as it relates to the season, to the Chicago Public League (CPL), and to the Illinois High School Association (IHSA).

Non-compliance with the following information may result in the forfeiture of the coaches' season stipend. Any questions can be directed to the Athletic Program Administrator (APA) listed above.

Thank you for supporting our student-athletes and programs across the district!

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OSA Mission Statement

The Office of Sports Administration (OSA) oversees the equitable implementation of sports programs across all elementary schools and high schools within the Chicago Public School District (CPS) and Chicago Public League (CPL). Through effective sports policy creation and program management, OSA helps create an environment for schools to provide essential athletic and academic development for each student-athlete. It is the goal of OSA to promote sportsmanship, teamwork, integrity, and a sense of community as we prepare students for the next level in athletics and in life. Our students will be able to learn the importance of Academic, Athletic and Social Awareness as they advance through our program and become leaders in their communities.



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Key Links

The official rules of the **National Federation of High School Associations** shall govern all Public League competitions. Any exceptions to these rules are listed in these Terms and Conditions. *The Chicago Public League is governed by the [Chicago Public Schools Athletics Constitution and By-laws](#). All coaches must read this document in order to be informed about CPL policies, procedures and expectations.*

Whereas the specific Terms and Conditions are listed in this document, the following links that make up the **General Chicago Public League Rules** is an appendix to this document which lists issues of general governance, coach expectations, roster management/vertical movement/eligibility and eligibility certificates, and other issues of league contest management.

[2025 Girls Tennis Resource Sheet](#)

CPS Calendar - Regular Season Information

Season Starts - 1st Practice	Monday, August 11, 2025
Team Roster Loaded To ASPEN Deadline	Monday, August 11, 2025
First Contest Allowed	Thursday, August 21, 2025
Hard Copy Central Office Record Sheets (CORS) Due	Thursday, August 21, 2025
CPS Regular Season Competition Starts	September 4, 2025
CPS Regular Season Competition Ends	September 26, 2025
Mandatory Make-up Day for competition by	October 2, 2025

CPS Calendar - Post Season and Championship Information

Seed Meeting	October 8, 2025
Team/Individual Rosters for Qualifier Rounds Due	October 8, 2025
CPL Playoffs Start	October 9-10, 2025
Championship Seed Meeting Virtual Live Brackets	October 9-10, 2025
Playoff Dates	October 9-10, 2025
(Different rows for secondary tournaments as needed)	October 9-10, 2025
CPL Championships	October 9-10, 2025

IHSA Series Calendar

List of Participants Due On-Line (Tues. Week 15)	October 14, 2025
Sectionals (Fri.-Sat. Week 15)	October 17-18, 2025
State Final (Thursi.-Sat. Week 16)	October 23-25, 2025
Season Ends (Sat. Week 17)	November 1, 2025



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Team Approval and Expectations

Team Approval consists of a series of tasks that must be completed by the Athletics Director and Head Coach from each team. Failure to complete the following tasks will result in the resignation of coaching stipends or delayed payments. Anticipated team approval will be reflected in the [Inventory](#). It is the responsibility of the school Athletics Director (assisted by the head coach) to communicate with the appropriate Athletic Program Coordinator regarding the confirmation of team approval.

- Teams must have at least 10 student-athletes registered per team and submit a hard copy [Central Office Record Sheet](#) to the Office of Sports Administration by the specified deadline.
- Teams must compete in all CPL-sponsored contests, which includes conference games, and the CPL playoffs (*two (2) forfeits in a season result in loss of team approval*).
- Teams are expected to compete in the IHSA Series, if signed up. Teams that sign up but do not show up to games will be mandated to pay a \$500 penalty fee paid directly to the IHSA. [Online Entry Process for the IHSA Series](#)
- Teams looking to join the League for the 2025 season must complete the google form, [School Request to Add a Sport/Level](#).

Host Arrangements

- A. For Chicago Public League contests, it is the responsibility of the school that is designated to be the home team to procure the playing facility. A legitimate option if the school does not have a home facility is to schedule the game at the opponent's home site.
- B. A faculty member, student aide, or student leader should welcome the visiting team on their arrival and should be available to assist the visiting school at all times during their stay at the host school. The host school is responsible for assisting the visiting team on their departure. The coach is responsible for all players until they have left the playing site.
- C. In the case where a school is playing at their home site, the home school must provide the following equipment in good condition:
 1. New Balls - 24 cans
- D. The home team is responsible for assigning the courts for match play.

Coach Expectations

- A. [Chicago Public League Coaches' Code of Conduct and General Expectations](#)
- B. Coaches must complete IHSA and CPS certification requirements before coaching student-athletes. [Certifications for all coaches](#) - Note, all coaches must be 21 years old.
- C. All coaches (paid or volunteer) must register with OSA as coaches of record for the team/level for which they working through the [CPL High School Coach Registration Form](#).
- D. The Chicago Public League requires all of its students, officials, coaches, spectators and school staff to promote **sportsmanship** before, during and after every game. Offensive language, including profanity and/or derogatory or intimidating remarks of any kind directed at officials, event staff, student-athletes, coaches or team representatives will not be tolerated. In order for sportsmanship to prevail, all coaches, students, staff, and spectators must display respect and civility in an effort to enthusiastically support our student-athletes to create a safe and inclusive environment. [Sportsmanship Guidelines](#)
- E. The coach must ensure the instruction of tennis etiquette and sport culture.



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- F. The coaching staff is expected to organize and prepare athletes through consistent practice/workouts specifically designed to enhance tA. Equipment and Uniforms
1. It is strongly recommended that all players wear school uniform colors. It is also strongly recommended that doubles teams wear similar color and style clothing in accordance with IHSA rules. Warm-ups as the uniform are acceptable in adverse weather.
 2. Balls - 24 cans of 3 tennis balls
 3. An AED must be onsite for all games with personnel trained to operate the machine.
- B. The official start time of contests is 4:30 pm unless otherwise approved by the Office of Sports Administration.
- C. All matches are to be played as scheduled. Matches may not be canceled or changed without impunity for any reason without the authorization of the Office of Sports Administration.
- D. In case of inclement weather on the day of a scheduled match, the home team coach must make every effort before Noon to notify the opposing coach that those conditions are unfavorable for playing.
- E. If, due to weather conditions or other demanding reasons, the home courts of either team are considered unusable, another court may be used if this choice is mutually agreeable to both coaches.
- F. All *practicing* shall be completed prior to the official starting time of the match. Practice period with opponents is not to exceed fifteen (15) minutes.
- G. **Late Penalties** - Should a team, or players, fail to arrive at the appointed place by 4:30 p.m., or the agreed upon starting time, there shall be a thirty (30) minutes waiting time before declaring a forfeit. The USTA point penalty rule will be in effect:
1. 5:00 minutes or less: Loss of toss plus 1 game
 2. 5:01-10:00 minutes: Loss of toss plus 2 games
 3. 10:01-15:00 minutes: Loss of toss plus 3 games
 4. More than 15:00 minutes: Default
- H. **Forfeiture of Games:**
1. A school forfeiting two or more conference games on the basis of lack of players will lose team recognition. A letter to the principal, athletics director, and coach shall notify the school of the impending action, which will include forfeiture of the coaching stipend.
 2. *If a team and faculty representative is not ready to play within thirty minutes of the scheduled time of the contest, the host school must contact the Coordinating APA of Tennis for a determination of the status of the game.*
- I. All non-conference matches should be contracted with the opposing school.
- J. For use in the instance of league discipline, the teams' remaining schedule will be determined as the immediate schedule upon access by Office of Sports Administration personnel. Any games added to the schedule after this time will not be considered pertaining to League discipline.
- K. Games affected due to a work stoppage will be managed according to the IHSA Constitution and Bylaws.
- L. The coaching staff is responsible for the following Game Management for every contest:
1. Confirm contest logistics with the opposing coach
 2. Preparing a printout (preferably laminated) of emergency contact information identified for each student (name) for quick reference by medical personnel.
 3. Possessing an ASPEN Generated Eligibility Certificate for students *who are certified to compete*.
 4. Reporting the score of the game to the Office of Sports Administration designated score reporting mechanism within 24 hours of the contest. (tennisreporting.com)
- M. There shall be no coaching during the progress of the match. However, between sets or during the toweling period (players changing courts), and during change of sides during tiebreakers coaching shall be permitted. The toweling period length shall be in accordance with the USTA rule (90 seconds on change over, between sets, 20 seconds between points).
- N. Coaches shall not use tobacco products or drink alcoholic beverages or be under the influence of alcoholic beverages or any illegal substance at any time while performing their coaching duties.



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Playing/League Regulations

	Varsity	JV
Team Contest Limitations	Exclusive of the IHSA series; 20 dates	20 dates
Minimum Contests for Team approval	4	4
Length/Time of Contests	A team match between two (2) schools shall consist of two (2) singles and three (3) doubles matches. The maximum number of sets in a match shall be two (2). In lieu of a 3rd set, a super tie-breaker will be played (10 points), except when both coaches agree to play 3 sets prior to the beginning of the match.	same
Maximum Students on the Roster	N/A	N/A
Minimum Students on Roster	10	10
Minimum on Game Day	8	8

Rule Information

A. Making Calls:

1. A player makes calls on her side of the net promptly.
2. A ball landing on the line is good.
3. Opponents get the benefit of the doubt.
4. If a ball can't be called out with certainty, it is good.
5. The call of a player looking down a line is much more likely to be accurate than that of a player looking across a line. When you are looking across a line, don't call a ball out unless you can clearly see part of the court between where the ball hits and the line. It is difficult for a player who stands on one baseline to question a call on a ball that landed near the other baseline.
6. If a player and her partner disagree about whether the ball was out, they shall call it good.
7. Audible or visible calls. No matter how obvious it is to a player that her opponent's ball is out, the opponent is entitled to prompt audible or visible call.
8. Spectators are never to make calls.
9. Lets should be called when balls roll on the court. A let can also be called if a hat falls off and lands on the court. These calls must be made promptly or play continues. The server receives 2 serves.
10. Only players can ask the tournament director to put a judge on the court to make calls if a problem arises.
11. If line judges are placed on the court, the players continue to call their own lines. Line judges over-rule only if players ask for help.



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B. Serving

1. *Foot Faults* – A player may warn her opponent that the opponent has committed a flagrant foot fault. If the foot faulting continues, the player may attempt to locate the site director.
2. *Service calls in doubles* – The receiver's partner should call the service line, and the receiver should call the sideline and the center service line. Either partner may call a ball that she clearly sees.
3. *Service calls by the serving team* – Neither the server nor his/her partner shall make a fault call on the first service even if they think it is out because the receiver may be giving the server the benefit of the doubt.
4. *Receiver readiness* – The receiver should make no effort to return a serve when she is not ready. If a player attempts to return a serve, it is presumed that she is ready.
5. *Delays during service* – When there is a delay between the first and second serves: The server gets one serve if he/she was the cause of the delay. The server gets two serves if the delay was caused by the receiver or if there was outside interference.
6. *Service let calls* - Any player can call a service.
7. Players are not allowed to stand in the receiving court during service. Additionally, a receiver's partner shall not:
 - a. Move in or around the receiving box, causing a distraction
 - b. Wave equipment in and out of the receiving box, causing a distraction
8. *Rectifying mistakes* – The general rule is that errors are rectified as soon as they are discovered but not during play, and points remain. If a server serves from the wrong court, the point stands and she serves the next point from the proper court. If in doubles, the wrong person serves, the game stands and her partner serves the next game for her side. If discovered during the game, the partner whose turn it is to serve, takes over.
9. *Discarding a second ball* – The server's discarding of a second ball may constitute a deliberate hindrance. If the receiver asks the server to stop discarding the ball, then the server shall stop the practice.

C. General:

1. **Coaching at the start and in between changeovers is permitted in accordance with IHSA rules.** In the event of injury, the player must be able to play within 15 minutes or the opponent may win by default.
2. Players will be allowed to leave the court between the second and third sets for a maximum of 10 minutes.
3. The POINT PENALTY SYSTEM may only be invoked by the tournament director.
4. Coaches are permitted on the court during dual meet matches to assist where clarification is needed and if both coaches agree.
5. A JV player may substitute for a Varsity player. After two (2) substitutions, the player must play at the Varsity level.

D. Set Tie-Breaker

All matches played by Chicago Public League Schools shall use the "*Wimbledon*" method - 7 out of 12 points.

1. Singles: A serves first point (from 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 the players change ends, point 7 (Right); points 8 and 9 (Left and Right); B serves points 10 and 11 (Left and Right), and A serves point 12 (Left). If points reach 6 all, players change ends and continue as before. A serves point 13 (Right); B serves 14 and 15 Left and Right); etc., etc., until one player establishes a margin of two points. Players change ends for one game to start the next set, with player B to serve first.
2. Doubles follow the same pattern, with partners preserving the sequence of their serving turns.

E. Matching Players

1. The coach will tentatively rank players and mark the order of their seeding on the eligibility certificates. Singles players shall be indicated by numbers **ONE (1) and TWO (2)**. Doubles shall be indicated by **THREE (3) and FOUR (4) FOR THE FIRST DOUBLES TEAM; FIVE (5) and SIX (6) FOR THE SECOND DOUBLES TEAM; and SEVEN (7) and EIGHT (8) FOR THE THIRD DOUBLES TEAM**. The visiting coach and the home coach will then exchange eligibility sheets prior to the meet: #1 Flight versus #2 Flight, etc. The doubles teams will follow



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the same regulations.

2. A player's rank must be established **after the third (3rd) conference match**: #1 Singles, #2 Singles, #1 Doubles, # 2 Doubles and #3 Doubles. After ranking is established, ranking may be changed as deemed necessary or appropriate (injury, illness, etc.). A lower number can substitute for anyone higher in the ranking:
 - a. #1 singles can only play #1 singles or #1 doubles
 - b. #2 singles can only play up: #1 singles or #1 doubles
 - c. If #1 and #2 singles play #1 doubles together, then the previous #1 doubles team moves to #2 doubles or any singles position: #1 or #2 singles
 - d. If only **one** of the top two singles players (#1 or #2) moves to play #1 doubles then only **one** of the existing doubles players can play any of the singles positions or **one** of the #2 doubles positions. The other existing doubles player must remain at #1 doubles. Both #1 doubles players can not move down.
 3. **YOUR ESTABLISHED LINE-UP SHOULD BE SUBMITTED TO THE OFFICE OF SPORTS ADMINISTRATION PRIOR TO THE FOURTH (4TH) CONFERENCE MATCH.**
 - a. At the beginning of each dual meet, before the matches are put on the courts, coaches shall exchange line-ups.
- F. Player Conduct
1. Unsportsmanlike conduct (swearing, throwing of racquet, etc.) will not be tolerated. Coaches are responsible for warning their players, condemning unsportsmanlike conduct. After due and sufficient warning, should a player continue to display unsportsmanlike conduct, the following shall occur with each additional infraction: 1) warning; 2) loss of point; 3) loss of game; 4) loss of set; 5) finally, the match shall be defaulted. If this infraction occurs after the match is completed, the penalty is transferred to the next court.
 2. After each point scored and before his next serve, the server must call the score out loud. If the server fails to call score, he loses his right to question the score.

Student Eligibility

- A. A student is eligible to participate in a contest when listed as "Eligible" on an ASPEN generated Eligibility certificate (or otherwise documented pertaining to Charter Schools).
 1. [Student-Athlete Eligibility](#)
 2. [Home School Student Eligibility](#)
 3. [Newcomer Student Eligibility](#)
 4. **Students that have transferred to your school since the end of the previous season are ineligible for interscholastic competition without a ruling from the Office of Sports Administration or the IHSA.**
- B. Competitive Levels:
 1. Varsity/Junior Varsity teams shall consist of students in the first, second, third, or fourth year of attendance who will not reach their 20th birthday at any time during the sports season.
 2. Varsity and Junior Varsity players **must have separate** eligibility sheets. Players may **NOT** appear on both Varsity eligibility roster and a Junior Varsity eligibility roster on the same day.
- C. Once a student appears on the Varsity eligibility certificate, that student is ineligible for the lower levels.
- D. While a member of a school team, a player shall not be allowed to represent any other organization in that sport during the official sports season.
- E. Contest results can be protested according to [Article XI – Infractions and Protests of the Chicago Public Schools Athletics Bylaws](#) if there is some irregularity or infraction of the rules occurring during the contest.

League Structure and Conference Standings



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League Alignment

- A. Teams will play a single round robin schedule within their section.
- B. In the event a scheduled match is not played, the match will be recorded as “no-contest” and neither team will be awarded a win or loss. *Rescheduled games shall be played on dates approved by the Coordinating APA of Tennis.*
- C. Standings:
 1. A team will receive 1 point for winning at least 3 out of 5 matches during the dual meet competition.
 2. Standings toward the conference championship will be awarded to the high school accumulating the most points from the dual meet sectional competition.
 3. The Score of a Forfeit is 1-0.
- D. **In case of a tie in Division standings, the higher place shall be determined by:**
 1. Head-to-head competition results.
 2. If three (3) teams are tied for a place in the section, then the team with the highest total number of matches won shall be the higher place. In the event teams are tied (win-loss) in matches, the team having defeated the other during conference play take the higher place.

Chicago Public League Championship Tournaments

- A. Schools will compete to determine the team champions by determining the 1st singles champion, 2nd singles champion, 1st doubles champion, 2nd doubles champion and 3rd doubles champion. This is a single elimination championship tournament.
- B. Qualification Criteria
 1. **The top five (5) teams from the Red Division and the top two (2) will be seeded in the tournament ????**
 2. Seeds for each of the competitive brackets are randomly drawn at the seed meeting.
 3. In case of a forfeit during the League games the team will face further disciplinary action. Including probation to enter the CPL Tournament the following season.
- C. Special Rules
 1. If a team does not have their playoff roster, the game will be played **under protest**. The offending team **MUST** create a hand-written roster in front of their opponent and the referees. Each athlete will print and sign their name and write their date of birth and School ID number. This hand-written roster must be emailed to the APA in charge of Tennis for comparison with the School team’s Playoff Roster. If names on both rosters do not match, the offending team will lose the game by forfeit.
 2. Whereas Chicago Public League Girls Tennis programs are team oriented, individual players unaffiliated with school teams are prohibited from participating in the championship tournament.

CPL Tennis Sportsmanship

- A. **Coaches:**
 1. Set a good example for players and spectators to follow.
 2. Respect the integrity and judgment of game officials, and accept their decisions graciously.
 3. Respect the integrity and personality of the individual athlete.
 4. Display modesty in victory and graciousness in defeat.
 5. Encourage players and fans to SPORT A WINNING ATTITUDE!
- B. **Participants:**
 1. Show respect for opponents before, during, and after contests.



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2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Encourage other players and fans to SPORT A WINNING ATTITUDE!

C. Spectators:

1. Show respect for opposing players, coaches, spectators, and support groups.
2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Recognize and show appreciation for outstanding plays by either team.
6. Use only cheers that are positive in support of their team.
7. Encourage coaches, players, and other fans to SPORT A WINNING ATTITUDE!

D. Acceptable Behavior:

1. Applause during introduction of players, coaches and officials.
2. Players shake hands with opponents while both sets of fans recognize the player's performance with applause.
3. Accept all decisions of game officials.
4. Handshakes between participants and coaches at the end of contests, regardless of the outcome.
5. Treat competition as a game, not a war.
6. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
7. Applause at the end of the contest for performance of all participants.
8. Everyone showing concern for an injured player, regardless of team.
9. Encourage surrounding people to display only sportsmanlike conduct.

E. Unacceptable Behavior

1. Yelling or waving arms during the opponent's serves, etc.
2. Disrespectful or derogatory yells, chants, songs or gestures.
3. Booing or heckling an official's decision.
4. Criticizing officials in any way; displays of temper with an official's call.
5. Yells that antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.
7. Blaming the loss of the game on officials, coaches or participants.
8. Laughing or name calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.

Media / Social Media Expectations

The Chicago Public League (CPL) is proud to offer in-depth coverage of all of our student-athletes across each sports season.

In order to continue to tell these stories, the CPL Sports Communications team asks the following of all participating coaches and student-athletes:

- Ensure all student media consent forms are signed via the standard CPS enrollment packet.
- Make coaches/players available as requested for pre- and post-game interviews.
- Share accomplishments and milestones with the CPS Sports Communications Team so they can highlight your school.
- Interact and follow all CPL athletics content via our website CPSAthletics.com or via Twitter [@CPLAthletics](https://twitter.com/CPLAthletics).



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