



West Virginia Secondary School Activities Commission



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WVSSAC 2026 TENNIS COACHES PACKET

TO: TENNIS COACHES
FROM: JACLYN SWAYNE, ASST. EXECUTIVE DIRECTOR
DATE: FEBRUARY 2026
SUBJECT: TENNIS SPRING 2026



Coaches are responsible for reviewing and understanding the contents of all documents. Questions should be addressed to this office. Coaches must complete the online google form following the viewing of the PowerPoint presentation to serve as verification.

1. Please review the Tennis Program from the February issue of The Interscholastic. Available online: www.wvssac.org
2. Tennis Rules Clinics: The WVSSAC will not conduct yearly Tennis Rules Clinics. Each coach must view the 2026 WVSSAC Tennis PowerPoint, then complete the online google form survey to verify completion of viewing the required information. The T3 form must still be completed and signed by the principal, then emailed to jaclyn.swayne@wvssac.org
3. A tennis team will be allowed to participate in 22 matches in a season, excluding regional and state tournament play.

4. Eligibility forms are due online by the date of the first contest according to the standardized calendar.
5. The WVSSAC adopted the Wilson Championship Extra Duty tennis ball for tournament play.
6. Regional and State Tournament Play-Refer to The Interscholastic. Available online after the season begins for the most current and updated information.
7. Preseason Meetings: It is highly recommended that all coaches conduct a preseason meeting for their players and parents. In addition to their own rules and regulations, coaches must address players on gamesmanship, conduct, and sportsmanship rules before the first regular season match. Coaches are asked to carefully review the Spectator Support Information with players, fans, and parents. Rule 127-4-3 Code for Interscholastic Athletics-Coaches are hereby notified to carefully review this rule with special emphasis on 3.8.
8. As part of our emphasis on good sportsmanship, good conduct, and adherence to rules and regulations, the WVSSAC will be training individuals to serve as tennis officials. Regional Tournament Directors will be asked to use these trained officials. It is recommended that schools use these officials or secure impartial personnel during regular season play. If you know any individuals who would be willing to become tennis officials, please direct them to contact the WVSSAC office.
9. Coaches Request for Ruling Form-Upon the recommendation of the Tennis Coaches Committee, Coaches Request for Ruling Form has been developed. If all coaches and players adhere to the rules and regulations there should be no need for such a form. However, if an inappropriate action occurs, the forms should be utilized to resolve the issue.
10. The WVSSAC special report form will be used by coaches to report on sportsmanlike acts by players or coaches, unsafe, plane, conditions, improper, match, administration, or any other items that could not or were not handled by the coaches request for ruling form. One copy of the special report form is enclosed; additional copies will be provided upon request. This form shall be mailed to the WVSSAC office.
11. Honest effort rule: a player, not default on a match to save energy for another match or default to gain and advantage by not playing. If an athlete does not adhere to this rule, he/she will be disqualified from the tournament.
12. Good faith rule: and athlete must complete the qualifying tournament to be eligible to compete at the next level. Athletes who know they will be unable to complete. The competition must notify the coach immediately, and that athlete should not be entered in the competition.
13. Any maneuvering or stacking up positions is cheating. Players must be played according to their ability.
14. Head trauma guidelines; referred to the approved return to play/concussion protocol. RTP refers to return to play and return to practice. The appropriate healthcare professional will determine when a concussed athlete may return to participation.
15. Injury/participation procedure at WVSSAC Tennis Committee (athletic trainers) will have jurisdiction concerning the return of players to completion after an injury.
16. use of drugs, medication or food supplements by athletes: it is the philosophy of the national Federation and the WVSSAC that students be encouraged and supported in their efforts to develop and maintain a healthy lifestyle. In promotion of safety and healthy lifestyles, the WVSSAC sports medicine committee request that coaches assume the responsibility of informing

athletes that the use of substances should be discontinued, especially during the times when dehydration may occur due to potential life-threatening consequences

17. All coaches for each Porter required to complete an emergency action plan Senate bill 40. This must be completed online. See your athletic Director for further information.

127-3-28 Tennis (Boys and Girls)

28.1 rules: tennis rules published by the United States tennis Association or the official rules for all our class competition unless otherwise provided by commission modification.

28.2 organized team practice: organized team practice will begin on Monday of week 35 and the first contest may be played on Wednesday of week 37.

28.3 length of season: the tennis season will end for each team or individual at tournament elimination.

28.4 maximum team contest: a tennis team will be permitted 22 matches, exclusive of sectional, regional, and state contest.

28.4 a. Dual, triangular, and quad matches count as one match. Matches in which five or more schools participate count as two matches.

28.5 scrimmages: two tennis scrimmages with another high school may be conducted.

28.6 individual student students of a team must have practice practiced on 12 separate days, exclusive of the day of a contest before participating in an interscholastic contest.

28.7 A student may accept awards in WVSSAC sanctioned events or non-sanctioned events during the entire year. These awards must be consistent with the items specified in 127 –3–5.

28.8 middle schools: the above will apply for middle schools with the following adaptations:

28.8.a. Middle school teams may play 16 matches, including tournaments sanctioned by the WVSSAC.

28.8.b. Middle school teams are permitted scrimmage.

28.8 point C. There shall be one season for tennis and middle school, either fall or spring; however, the season selected shall be no longer than 12 weeks.



The Coaches Code of Ethics

The function of a coach is to educate students through participation and interscholastic competitions. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors:

The coach shall be aware that he she has a tremendous influence, for either good or ill, on the education of the student, and, thus, she'll never place the value of winning above the value of installing the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. And all personal contact with students, officials, athletic directors, school administrators, the state high school athletic Association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach helps promote the entire inner class program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club, sponsors, booster, clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would insight players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct sound for the event before and after the contest.

The coach shall not exert pressure on faculty members to give students special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Regional Report Form (TE2)-Online Form
Tennis Regional Qualifiers for State Tournament

Please click on this link to complete this online form detailing ALL Regional tournament qualifiers for the State Tournament IMMEDIATELY following the conclusion of the Regional tournament.

TE2-ONLINE FORM:

<https://forms.gle/tYFUURT7GiqzNCqD7>

If you prefer a paper form, email the following list to jaclyn.swayne@wvssac.org

Division:

Region:

Director:

Dates of Regional Tournament:

Singles Qualifiers (list full name, school, and seed #)

- 1.
- 2.
- 3.
- 4.

Doubles Qualifiers (list full name, school, and seed #)

- 1.
- 2.
- 3.
- 4.

Team Qualifiers (list full name and school)

- 1.
- 2.



Match Report Form

Coaches are to use this form for all regular season matches. Match report forms are to be taken to regional tournament coaches meetings for the purpose of seating the top four entries at each position. The WVSSAC reserves the right to request all forms in the event of inappropriate lineup allegations. Coaches will be required to submit these forms and challenge procedures in the event of a reported violation.

Schools:

Home _____ Visitor _____

Site _____

Date of Match _____

Seed	Home Player(s)	Visiting Player(s)	Winner	Score
#1 singles				
#2 singles				
#3 singles				
#4 singles				
#1 doubles				
#2 doubles				
#3 doubles				

FINAL TEAM SCORE:

WINNER _____ SCORE _____ LOSER _____ SCORE _____

COACHES:

HOME _____ VISITOR _____

WEATHER CONDITIONS:



TENNIS VERIFICATION FORM

FORM T3

SCHOOL:

HEAD COACHES:

BOYS:

GIRLS:

BOTH:

ASST. COACHES:

BOYS:

GIRLS:

BOTH:

PRINCIPAL:

EMAIL:

PHONE:

CELL:

I have received and viewed the WVSSAC tennis packet, interscholastic, and PowerPoint presentation:

COACHES' SIGNATURES:

DATE:

PRINCIPAL'S SIGNATURE:

DATE:

Return this form via email to jaclyn.swayne@wvssac.org by March 18, 2026.



T4

TENNIS REGIONAL SEEDING MEETING FORM
DUE APRIL 9, 2026 TO REGIONAL DIRECTOR

TENNIS COACH:
SCHOOL:

I am requesting to be notified of the time and place of the seeding meeting for:

Division (circle one): I II

Region (circle one): I II III IV

Please contact me at:

Address:

Phone: (Home) (Work) (Cell)

Email:

Fax:

(Regional Director will return this portion of the form to the coach)

The Division_____ Region_____ will be held at:

Location_____

Date_____

Time_____

NOTE: if the coach chooses not to use this form and does not attend the seating meeting, the coaches, responsible, and the athletes will be placed in a blind draw. If the coach receives no response to this form within six days, each coach must contact the regional Director personally. All seating meeting materials are posted on the WVSSAC website. It is ultimately the coaches responsibility to check the website for the meeting dates, locations, and times.

Coach Signature:_____ Date:_____

Coaches request for ruling form instructions:

If a coach suspects that an action is in violation of the USTA regulation or modifications as adopted by the WVSS ACC, the Coach must submit this form to the tournament director/head official. Be reminded that the home administration is the game administration in the absence of a designated director or official.

This form is to be used to resolve complaints, violations, etc., Before they become a part of the match and interrupt the match, tournament, etc. Whenever possible, the form is to be submitted to the game administration prior to the match or immediately upon the action. All inquiries pertaining to uniforms must be submitted to the game administration prior to the start of the match. No forms will be accepted in excess of 10 minutes of the completion of the match.

The decision of the tournament director/head official will be final. All parties, including: coaches, players, game, administrators, officials, etc. Are reminded that WVSSAC rule 127 –3–16 is in effect for all contests.

WVSSAC rule 127 –3–16 sports rules – game protest 16.3

The protest of a game will not be allowed by the board of directors when it is based on a judgment decision on the part of an official or even a misinterpretation or miss application of the rules.

Coach's Request for Ruling Form

Type of Match:

Regular Season _____ Regional _____ State _____

School name _____

To request a ruling a coach must cite the rule, section, and article from the USTA Friend at Court, or the page from the WVSSAC Tennis Manual which indicates that an action is in violation.

USTA Friend at Court:

Rule _____ Section _____ Article _____

WVSSAC Tennis Manual page # _____

Alleged Violation:

Coach Signature:

Date:

Tournament Director/Official's ruling:

Legal: _____ Illegal: _____

Explanation:

Action Taken:

Tournament Director/Official's Signature:

Date:



TENNIS ALIGNMENT – REGIONAL COMPETITION



Division 1

Region I: *John Marshall High School, Roger Simmons-Director*

Brooke, John Marshall, Morgantown, Wheeling Park, Fairmont Senior, Buckhannon-Upshur, Bridgeport, Preston, University

Region II: *Jefferson High School, David Viands-Director*

Spring Mills, Hedgesville, Martinsburg, Musselman, Jefferson, Washington

Region III: *George Washington High School, Antonio Jimenez-Director*

Capital, George Washington, Nitro, St. Albans, South Charleston, Woodrow Wilson, Princeton, Greenbrier East, Oak Hill, Riverside

Region IV: TBD

Cabell Midland, Huntington, Spring Valley, Hurricane, Parkersburg, Parkersburg South

Division 2

Region I: TBD

East Fairmont, Magnolia, North Marion, Oak Glen, St. Mary's, Tyler Consolidated, Weir, Wheeling Central, Williamstown, Wirt County, Wood County Christian, Parkersburg Catholic, Ravenswood

Region II: *Grafton High School, Sarah DePiano-Director; playing at RCB and Lincoln*

Elkins, Grafton, Lewis County, Lincoln, Moorefield, Notre Dame, Petersburg, Philip Barbour, Robert C. Byrd, Trinity Christian, Frankfort, Hampshire, Keyser, Berkeley Springs

Region III: *Charleston Catholic, Jacob Nelson-Director*

Bluefield, Braxton, Charleston Catholic, Greenbrier West, Herbert Hoover, Independence, Midland Trail, Mount View, Liberty Raleigh, River View, Shady Spring, Westside, Wyoming East

Region IV: *Logan High School, Chad Akers-Director*

Chapmanville, Lincoln County, Ripley, Point Pleasant, Scott, Sissonville, Wayne, Man, Mingo Central, Sherman, St. Joseph Central, Tug Valley, Wahama, Logan, Winfield

WVSSAC 2026 STATE TENNIS TOURNAMENT MAY 14TH-MAY16TH (TENTATIVE SCHEDULE)

WEDNESDAY MAY 13TH @KANAWHA CITY COMMUNITY CENTER:

6:00PM TEAM REGISTRATION

6:30PM COACHES MEETING (OFFICIALS MEETING-FOLLOWING COACHES MEETING)

THURSDAY MAY 14TH and FRIDAY MAY 15TH-SITES: KCCC AND CCHS COURTS:

7:30AM OFFICIALS MEETING-ALL SITES

7:30AM PLAYERS REPORT-ALL SITES

7:45AM COACHES MEETING AT EACH SITE

7:55AM NATIONAL ANTHEM AT EACH SITE

8:00AM PLAY BEGINS AT EACH SITE

CHAMPIONSHIP SATURDAY MAY 16TH (IF NO RAIN, ALL PLAY IS KCCC):

7:30AM NATIONAL ANTHEM

8:00AM PLAY BEGINS

*INDOOR COURTS IF NEEDED: CTC-6 COURTS and YMCA-5 COURTS

State Tournament Program Information

Goal: *To provide a quality program for all championship events*

What: *State Tennis Championship Program*

Deadline: *Immediately After Regional-FINAL DUE DATE: May 10th @12:00pm*

Required Online Submission Only - (School Information-Roster-Schedule)

Go to www.wvssac.org click on Adm in Login in the upper left corner of homepage

Type in your Username and Password in the appropriate sections and click on Login

Click on Submit Rosters. Under Program select Senior and select **Tennis**

Complete the School Information and head coaches' information. Click Update/ Continue

Click the Sync button and enter the information requested, then save by clicking the Update/ Save Roster button. Always view your roster for accuracy.

If you don't find a student, go to the Eligibility Certificate Form, and add the name and return to the Roster and click the Sync button.

Note: *The Sync button feature has been added to update all names on the active Eligibility Certificate Form. Check for accuracy. Save all changes to your eligibility certificate and roster.*

Required Items for a Team Page:

School/Information, Head Coach Information, Roster information. Update/ Complete Online -Publisher will use this for the Program Page. Team Picture and Individual Head Coaches' Picture.

Page Sponsor- *Please contact a business or the boosters club concerning sponsoring this page. The ad is about the size of a business card which is often used.*

Team Page Cost- \$125 - Make checks payable to WVSSAC.

Indicate sport & school in the memo section of the check.

When emailing the team/coach pictures and page sponsor, please enter the school name (No Abbreviations please) and sport in the subject line of the email.

Questions Contact:

*Anna Brown-WVSSAC
2875 Staunton Turnpike
Parkersburg, WV 26104
Phone{304}485-5494
Email: anna.brown@wvssac.org*

HIGH SCHOOL ONLY

Regional Tournament Directors are to give a copy of this rooming list information sheet and the rooming list to the coach of each state qualifier.

WVSSAC STATE ROOMING LIST INFORMATION

Please complete the rooming list for this year's State Tournament. Area hotels/motels usually provide rooms at a special rate to those teams and parents attending the State Tournament. Payments for teams must be made in full by a **SCHOOL CHECK** NOT personal, for all expenses.

Reservations must be made as early as possible. When speaking with the hotel/motel contact, please be sure to identify your school name and indicate that the reservations are for the stated tournament.

Please check the website for the approved list of hotels/motels who will provide rooms for your sport state tournament.

HOTEL/MOTEL POLICY

Effective with the 2010-11 school year, member schools that are eligible to receive reimbursement for lodging at state championship sites **MUST** be housed at hotel/motel sites that participate in a cooperative agreement with the WVSSAC. ***Member schools will be notified by information posted on the WVSSAC website and material included in the sort specific coaches packets as to which lodging sites will not receive any reimbursement.**

Schools that choose to use unapproved lodging sites will not receive any reimbursement.

WVSSAC STATE TOURNAMENT ROOMING LIST

1. List each person who will be staying in the room and his or her capacity (coach or player).
2. Reservations should be made ASAP.
3. After making reservations, email a copy of the room list to anna.brown@wvssac.org and to the hotel contact person. If any change is made, provide a revised copy to hotel management upon arrival.

School Name:		Sport:
Principal:	Person in charge of Supervision:	
Athletic Director:	AD Email:	AD Cell:
Coach:	Coach Email:	Coach Cell:
Hotel:	Arrival Date:	Arrival Time

Room-1	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-2	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-3	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-4	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-5	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-6	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-7	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-8	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-9	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.
Room-10	Name 1. 3. 2. 4.	Official Capacity 1. 3. 2. 4.



SPECTATOR SPORT INFORMATION FOR TOURNAMENTS: The following sport support information is provided for each specified sport. **ONLY** those items marked with “YES” are allowed during tournament play (sectional, regional, and state). It is recommended that schools follow these regulations during regular season play. Vocal cheering and support from team bench areas are encouraged; however, the items indicated on this page are for use by spectators. Schools must stress **GOOD SPORTSMANSHIP** when allowing any item to be used. All items must be for support of your team and not directed against the opponent.

Legend: BSK-basketball, CC-Cross Country, SB-Softball, TE-Tennis, WR-Wrestling, BB-Baseball, CH-Cheer, FB-Football, GO-Golf, SC-Soccer, TR-Track & Field, SW-Swimming, VB-Volleyball Y=YES N=NO

SPORT	BS K	BB	CH	CC	FB	GO	SB	SC	SW	TE	TR	VB	WR
Apparel Required /lower body garments	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Balloons	N	Y	N	Y	Y	Y	Y	Y	N	Y	Y	N	N
Banners on wall/stadi um	N	N	N	N	N	N	N	N	N	N	N	N	N
Cheer & Band member human tunnels	N	Y	N	N	Y	N	Y	Y	N	N	N	Y	Y
Permane nt Signage, Advertise ment, Senior Pics	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Confetti/ Paper debris	N	N	N	N	N	N	N	N	N	N	N	N	N
Hand-hel d signs (one holder)	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Inflatable Tunnels	N	Y	N	N	Y	N	Y	Y	N	N	N	Y	Y
Laser Pointer	N	N	N	N	N	N	N	N	N	N	N	N	N
Miniatur e sports balls thrown to crowd	N	N	N	N	N	N	N	N	N	N	N	N	N
Noise makers: horns,	N	Y	N	Y	Y	N	Y	Y	N	N	N	N	N

[illegible]



Practice: Team members must have 12 practices on 12 separate days - 5 days sports specific if participating in another sport during the same sports season. A student must have 5 days of practice if coming from one sports season into the next sports season without interruption of school days. Only students enrolled in the specific member school and a member of the team are allowed to practice. Rule 127-2-13.

Sunday Participation: Contests or practice on Sunday is prohibited. Practice refers to any group or individual meeting to view films or activities associated with the activity of that sports season. Rule 127-3-14.

Physical Exam: Team members must have Athletic Participation/Parental Consent/Physician's Certificate form completed and on file before beginning practice. Rule 127-3-3. (Must be on or after May 1st-)

All-Star Competition: Any student completing athletic eligibility at the end of current school year because of age or completion of semesters of eligibility may play in one (1) all-star game upon conclusion of the season without loss of eligibility for balance of year. Rule 127-3-4.

Awards: Team members can accept awards from the school sponsoring a sanctioned event or the school. Wearing apparel, championship rings, equipment, athletic goods that exceeds \$100.00 are prohibited from any source. Rule 127-3-5.

Out of Season Coaching: Coaches may not promote, initiate, organize, supervise, or participate in out-of-season events involving students of the same sport as the grade level coaching assignment and preceding grade level except as specified in Rules 127-3-7.2 and 127-3-7.3. Rule 127-3-7.7.

Amateur: Any team member competing for money, receiving any award or prize of monetary value that has not been approved by the WVSSAC, capitalizing on athletic fame or signing a professional playing contract in that sport is prohibited. Rule 127-2-11.

Participation as Ineligible: Any student who participates as ineligible may forfeit eligibility for up to 365 days. Rule 127-2-12.

Non-School Participation: Participation is limited to school teams only with a few exceptions in individual sports provided the school principal approves and no school contests/activities are missed. Participation includes but is not limited to, practice, fund raising, team pictures, tryouts, etc. Rule 127-2-10.

Sanctioning and Travel: A member school shall not enter a contest, tournament, or competition which requires sanctioning until it is approved 30 days prior to the event. Rule 127-3-16. *For complete details regarding the above regulations and those governing team memberships, scholarship, undue influence, age, semester, etc. refer to the Rules & Regulations Handbook or at www.wvssac.org. This is not a comprehensive listing.*