

WIAA // GESA CREDIT UNION

## **POSTSEASON STANDARD OPERATING PROCEDURES**

# **TENNIS**

**MAY 23-24, 2025**

1B/2B/1A Boys, 1B/2B & 1A Girls - Yakima Tennis Club

2A Boys & Girls - Nordstrom Tennis Center (Seattle)

3A Boys & Girls - Vancouver Tennis Center

4A Boys & Girls - Kamiakin High School & The Pacific Clinic (Kennewick)

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# SPORT-SPECIFIC SOPs

## QUALIFICATION & ENTRY PROCESS

- Tennis allocations are made to the WIAA Districts.
- Each school is limited to three singles and three doubles entries.
- A participant can only compete in one event.
- Schools will be charged a \$40.00 entry fee per participant for the State Championships.
- Substitution:
  - If a qualified contestant cannot compete, the school designee must notify the State Tournament Manager.
  - The State Tournament Manager will then notify the school of the next qualified contestant.
  - The original contestant who is replaced will not be allowed to participate in the State Tournament.
  - This replacement procedure ensures allocations are awarded to individuals, not schools, and no doubles team substitutions are allowed.
  - No substitutions are permitted after the official start of the Tournament.
  - If a substitution occurs prior to 11:59pm on the Tuesday before the State Tournament, the alternate player will be inserted into the tournament, and the draw will be adjusted accordingly.
  - If the substitution occurs after 12:00am or later, the alternate will be inserted directly into the draw of the athlete they replaced.

## STATE TOURNAMENT DRAWS

- The draws are approved by the WIAA Executive Board according to the draw criteria.
- **Draw Procedures:**
  - **BRACKET DEFINITIONS:**
    - The total tournament first round bracket includes games 1-8.
    - The top half bracket includes games 1-4, the bottom half bracket includes games 5-8.
    - The quarter brackets are as follows: games 1-2, 3-4, 5-6, 7-8.
  - A modified allocation formula will be followed to determine the #1 teams, with each WIAA District guaranteed a #1 team if that District is allocated at least one (1) team.
  - If Districts elect to combine for qualification purposes, each District will still receive a #1 team.
  - Districts that combine during the regular season would be considered a single District and would receive only one #1 team.
    - The “true” #1 teams from each WIAA District will be drawn first to determine in which half bracket they will be drawn, with an equal number of “true” #1 teams in each half bracket when possible.
      - The first draw will be to determine into which half bracket, top or bottom half, the first “true” #1 team shall be drawn.
      - The district with the most #1 teams shall be drawn first, followed in succession by the districts with fewer #1 teams.
      - The “true” #1 teams shall be drawn into half brackets, alternating top then bottom, or bottom then top, until all “true” #1 teams have been drawn.
      - As each “true” #1 team is drawn into the top or bottom half bracket, the #2 team from that district will be placed into the opposite half bracket.
        - With three (3) allocations, the #3 team may be drawn into either half bracket.

- With four (4) or more allocations, #1 and #4 will be drawn into the same half bracket and #2 and #3 will be drawn into the same half bracket when possible; any additional allocations may be drawn into either half bracket with an even number, when possible, into each half bracket.
- When a District has three (3) or more allocations, they will be drawn into separate quarter brackets when possible.
- The “true” #1 teams shall be drawn to determine the home team for Games 1-4 and then Games 5-8.
  - If there are four (4) or fewer “true” #1 teams, they will be drawn into different quarter brackets.
- Since there are fewer than eight (8) “true” #1 teams, a modified allocation formula will be applied to determine the additional #1 teams. The modified allocation formula will be based on the number of schools participating in each District/combined District.
  - With three (3) #1 teams, the #3 team may be drawn into either half bracket.
  - With four (4) or more #1 teams, #1 and #4 will be drawn into the same half bracket and #2 and #3 will be drawn into the same half bracket when possible.
  - The additional #1 teams will then be drawn to fill in as the home team for Games 1-4 and then Games 5-8.
- The remaining teams will then be drawn as the visiting teams for Games 1-8 (*not applicable in a 12 and/or 20 Entry Tournament*).
  - Remaining teams will be drawn so that teams from the same district will not play each other in the first round when possible.
  - If a district has five or more allocations, the #5, #6, etc. teams will go into the draw as potential opponents for its #1 team.
  - The lowest-seeded team from a district will be drawn to play against the highest-seeded team from either the same district or a different district.

## **RULES & REGULATIONS**

- Warm-up time is limited to 10 minutes, including service, and both balls should be used simultaneously in doubles.
- The Tournament Manager or designee will explain the Point Penalty System and appropriate court behavior to players and coaches before State Tournament play.
- **Player & Fan Conduct Expectations:**
  - The Tournament Manager is responsible for informing players and fans about proper tennis spectator etiquette and addressing any violations.
  - No players, coaches or spectators are allowed on the playing court or an adjacent court other than the participants, except to attend to an ill or injured player.
  - Unnecessary noise or distractions and applauding during errors is prohibited. Players, coaches and fans should not talk above a whisper while the ball is in play - any sound or movement that is made to distract an opponent is prohibited.
  - Proper spectator etiquette includes clapping for good shots and long rallies, not engaging in direct conversations with players, and refraining from making loud comments about players.
  - Electronic sound devices shall are prohibited during play.

- Unsportsmanlike behavior such as racquet abuse, cursing, delay of game, and unacceptable behavior toward opponents or officials can result in penalties or disqualification.
- Physical contact between players during a match is prohibited and can result in default.
- Unsportsmanlike behavior directed toward a coach or official (appointed line or foot-fault judge) may result in forfeiture of current match, or, if the infraction occurs following a match, forfeiture of the player's next scheduled match.
- The Tournament Manager is empowered to remove anyone displaying unacceptable conduct from the area and may temporarily suspend play and/or disqualify players for conduct violations, in consultation with the Games Committee.
- It is the responsibility of the Tournament Manager to assess the penalty immediately upon learning of the infraction from Tournament Staff.
- Appeals regarding the Point Penalty System must be made before the next live ball to the Games Committee.
- USTA contest administration rules apply, including continuous play and the observance of foot fault rules.
- Rest after the second set shall not exceed ten minutes.
- Most matches will not have line judges; players are expected to call their own shots accurately. Requests for line judges must be made by a participant's coach to the Tournament Manager.

## **COACHES**

- While players are on the court, no coaching is permissible by coaches or other adults or other players.
- Designated school coaches are allowed to coach players for two minutes between sets and up to 90 seconds on all changeovers and any official suspension of play.

## **OFFICIALS**

- A USTA official may be on-site to assist as needed.
- Each player is expected to observe the rules and to call shots correctly when receiving.
- Site pros will be on hand throughout the tournament.
- Line judges will not be assigned unless requested by a participant.
- Both coaches of the players involved in that match will serve as the line judges.

## **GAMES COMMITTEE**

- The Games Committee consists of the Tournament Manager, a non-participating official, WIAA representative, and/or coach not involved in the match in question.
- The Games Committee, composed of at least three people, will hear and decide on any protest and/or appeal.

## **SITE REGULATIONS**

- Courts for matches will be assigned by the official in charge.
- Game balls will be provided at the state tournament.
- Spectators, players, and coaches must stay outside the courts during a match.
- Unnecessary noise or distractions are not customary at tennis matches.
- Applauding errors is considered very poor etiquette; applause should be reserved for winning shots or excellent rallies.
- The Tournament Manager can remove anyone displaying unacceptable conduct and may temporarily suspend play if necessary.

## **TOURNAMENT FORMAT & SCORING**

- USTA contest of administration rules shall apply.

- A modified double-elimination tournament format will be used depending on the size of tournament.
- Play shall be continuous from the first service until the match is concluded. After the second set, either player is entitled to rest which shall not exceed ten (10) minutes.
- The foot fault rule is to be observed. In the event of an alleged infraction of the rule, the player may contact the referee or tournament manager and request a line judge. Both coaches of the players involved in that match will serve as the line judges.
- Participants may compete in more than two matches per day.
- The 12-Point Tie-Breaker Method applies to both singles and doubles matches.
- In singles, the serving sequence involves alternating serves with specific patterns and end changes at 6-all, continuing until a two-point margin is established.
- In doubles, the serving sequence mirrors singles, with team members preserving their serving order and changing ends at 6-all until a two-point margin is achieved.
- Teams or individuals switch sides of the court on odd games within each set, adjusting based on the even or odd total of games at the end of each set.
- The "no ad" rule may be implemented in case of emergency or inclement weather, decided before the match.
- **20-Entry Event Team Scoring:**
  - 1st Place 11 points
  - 2nd Place 10 points
  - 3rd Place 9 points
  - 4th Place 8 points
  - 5th Place 7 points
  - 6th Place 6 points
  - 7th Place 5 points
  - 8th Place 4 points
  - All other players receive 2 points for each match won
  - Play-in match winners (matches 1-4) receive 1 point for a win
- **16-Entry Event Team Scoring:**
  - 1st Place 11 points
  - 2nd Place 10 points
  - 3rd Place 9 points
  - 4th Place 8 points
  - 5th Place 7 points
  - 6th Place 6 points
  - 7th Place 5 points
  - 8th Place 4 points
  - All other players receive 2 points for each match won
- **12-Entry Event Team Scoring::**
  - 1st Place 11 points
  - 2nd Place 10 points
  - 3rd Place 9 points
  - 4th Place 8 points
  - All other players receive 2 points for each match won
  - Play-in match winners (matches 1-4) receive 1 point for a win

- **8-Entry Event Team Scoring::**
  - 1st Place 11 points
  - 2nd Place 10 points
  - 3rd Place 9 points
  - 4th Place 8 points
  - All other players receive 2 points for each match won

## **AWARDS**

- Team Trophies will be awarded to 1st-4th place teams in all classifications.
- Individual Medals will be presented to 1st-4th place winners in 8 and 12-entry events and 1st-8th place winners in 16 and 20-entry events.
- Trophies and medals will be presented immediately following the conclusion of the tournament.
- Timing may be adjusted at the discretion of the Tournament Manager.
- Academic State Champion plaques will be sent directly to the award-winning schools (there will not be a presentation at the State Tournament).
- All participants in the state tournament will receive participation certificates which will be issued to the coach.

# **GENERAL SOPs**

## **ALLOCATIONS**

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender.

## **STATE TOURNAMENT TICKETS**

The WIAA has transitioned to paperless ticketing with State Tournament tickets available for purchase digitally through GoFan, the WIAA's ticketing partner. Fans are encouraged to purchase tickets online in advance of the events but will have the ability to purchase digital tickets onsite by accessing the GoFan digital ticketing site using their mobile devices. Limited paper tickets will be available at most sites on the day of the event. **SERVICE FEES APPLY TO ALL TICKETS SOLD. The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.**

- **SENIOR:** Age 62 and over
- **MILITARY:** Active Duty, Veterans, Guard, and Reserves with proper Military I.D.
- **STUDENT:** Children aged 5-11 and students aged 12 and over with a valid high school or middle school ASB card (the actual ASB card must be presented; pictures of ASB cards on cell phones will not be accepted)
- **Children under the age of 5 are admitted free**
- 1st and 2nd Round ticketing for Soccer and Football is managed by the respective WIAA host Districts
- Tickets are valid only at the site/event for which they are purchased EXCEPT for Regional Basketball and Semifinal Football where tickets are valid at all sites on the day for which they are purchased

## **QUALIFYING TOURNAMENTS/EVENTS**

Qualifying events must be completed by the Saturday prior to the start of the WIAA State Tournament.

## **PASSES**

Passes are to participating schools according to the respective sport-specific guidelines.

- **Supervisory Passes**

Supervisory passes are to be used only by the designated school staff who are in attendance to supervise the student body fan section.

- **School Media**

School Photographers will be granted entry and may be granted floor privileges for the contest(s) in which their school participates. Each must be added to the school's pass list based on the allocated spaces in FinalForms. These positions are intended for student media, however, adults will be allowed to fill these spaces if necessary.

- **Schools Billed for Pass Gate Entry**

Schools will be billed following for any school personnel who enter through the Pass Gate that are not included on the Pass Gate List. The billing rate will be for an All-Tournament ticket.

- **College Coaches**

Passes shall not be issued to college coaches for scouting purposes.

## **BRACKET PAIRINGS**

- WIAA seeding committees in baseball, basketball, football soccer, softball, and volleyball will seed the qualified teams and determine bracket matchups.
- Higher-seeded teams will be the home teams.
- Each league selects its representative on the seeding committees.

## **INSURANCE**

- Leagues, Districts, and the WIAA maintain General Liability insurance policies for their League, District, and State Championships.
- The WIAA also provides a Catastrophic insurance policy for post-season/Championship events.
- All other coverage, including accident insurance, is the responsibility of participating schools and or individuals.

## **GAMES COMMITTEES**

- Tournament Managers will appoint and name a Games Committee that will be onsite or readily accessible by phone for all postseason qualifying and/or State events.
- Participating coaches will be informed of the process and makeup of the Games Committee prior to the start of each event.
- Questions concerning infractions may be brought to the Games Committee by the Head Coach or a school administrator, NOT by a contestant, parent, or spectator.
- The Games Committee shall be composed of no fewer than three (3), nor more than five (5), members.
- Games Committee members may not have a conflict of interest with the teams/individuals involved with the game/contest under dispute.

### **Games Committee Duties:**

- Assist the Tournament Manager as needed and be immediately available at all times during the event.

- Act as an arbitration board of dispute on questions or protests that might arise - the final decision must be the consensus of the Games Committee.
- The Games Committee WILL include:
  - The Tournament Manager or designee: Tyson Sturza and John Cazier
  - The Head Officials: Garrick Redden and Jay Rydell
  - A Coach, Athletic Director, or School Administrator;
 And MAY include:
  - The Official Scorekeeper, OR
  - Another member of the event staff

## **PROTESTS**

In all WIAA State Tournaments, the following process will be conducted for protests:

### **Protest Process:**

- If a Head Coach believes there has been a misinterpretation/misapplication of a specific rule, the coach shall notify the game officials following the incident and prior to the resumption of action that the contest is under protest.
- The official(s) will suspend the contest until a decision of the Games Committee has been determined. The Games Committee will meet immediately or as soon as is reasonably possible upon receiving notification of the protest.
  - During the Games Committee meeting, the coach shall be afforded the opportunity to present rationale and justification including the specific rule(s) in question, how the officials misapplied/misinterpreted the rule(s), and the desired outcome of the protest.
  - The official(s) shall be afforded the opportunity to present the rule and its implementation in the protested situation.
- The Games Committee will consult with the WIAA staff member who oversees that sport; will follow any additional protest procedures covered in the specific NFHS rule book; and will utilize the NFHS and/or WIAA playing rules, scorebook, and/or statistics to determine the appropriate ruling.
- The Games Committee will deliberate in a closed session.
- The decision of the Games Committee is final and cannot be further appealed.
- Protests of an official's judgment will not be heard.

## **PARTICIPANTS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A STATE EVENT**

Teams/individuals earning the right to participate in State events should have those rights protected as much as possible. Participating schools must also realize that these events are held to certain restrictions with facilities, game officials, and all other game administration and operations.

- A WIAA State event shall be defined as any tournament event managed by the State Office.
- Competing schools are responsible for notifying the WIAA Staff or the Tournament Manager in a timely manner if they are having difficulty traveling to the event site due to weather or an emergency and may not arrive in time for their scheduled competition.
- School personnel have the responsibility of making alternative travel plans based on weather forecasts and other foreseeable barriers to travel.
- As a common practice, input and recommendations are to be sought from the Highway Patrol and/or the Department of Transportation.



- Specific circumstances not covered by this policy are left to the discretion of the WIAA Staff.
  - If a team/individual is unable to arrive at a State event site for their scheduled competition due to circumstances beyond their control (e.g., an earthquake, all passes closed, roads closed due to flooding, etc.), that team/individual will be allowed to participate in their scheduled event provided they arrive at the event site and are able to compete on the day of their scheduled event.
  - The WIAA Staff, in cooperation with the Tournament Manager, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified teams/individuals.
  - If the team/individual is unable to arrive to compete on the day of its event, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to that particular stage of the event.

## **INCLEMENT WEATHER**

- In the interest of safety, weather/conditions beyond the control of the participating teams/individuals and/or Tournament Manager, there may be times that it becomes necessary to delay, postpone, or cancel a contest or tournament, though the intent of this policy is to accommodate teams/individuals by rescheduling.

### **The following practices shall be observed:**

- If severe weather conditions affect a participating team/individual, but not the tournament, the team must notify the Tournament Manager.
- If severe weather conditions affect the tournament, the WIAA Staff will make the final decision concerning tournament postponement or rescheduling.
- Play will resume on the next playable date.
- Changing of sites, postponement, or cancellation of events will be determined by the WIAA Staff.

### **Procedures to follow if contests are rescheduled:**

- The WIAA Staff has the final authority on contest rescheduling.
- If contests are rescheduled on the same day as originally scheduled but at a different site, the Semifinal and Championship contests will be scheduled at the same time or later than originally scheduled.
- The time between contests may be shortened. *Example: If contests were originally scheduled at two (2) hour intervals, they may be rescheduled at one and one half (1½) hour intervals.*
- Individuals/teams shall be granted a minimum of twenty (20) minutes for rest between contests.
- Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.
- If during the last scheduled day of a tournament, contests are unable to be restarted requiring overnight postponement, only those teams/individuals still in contention for the Championship will continue play.
- Teams/Individuals not in contention for the Championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.
- Ticket revenue will not be refunded in the event the schedule and/or day(s) of the event are changed due to inclement weather.

## **TEAM CEREMONIES**

Except for the postgame awards presentations, team ceremonies held before or after a contest must be conducted in the locker room or on the sideline so as not to delay the start of the contest or impact any other participating teams.

## UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS

Students younger than high school age will not be allowed for any support positions at a WIAA State Championship UNLESS the school signs a waiver ahead of time and the school assumes all risk.

- [Underage Worker Form](#)

## SUPERVISORY PERSONNEL

Participating schools must register a supervisory staff member in FinalForms to monitor their student fan section.

- **Supervisor Duties:**
  - Report to the Tournament Manager upon arrival.
  - Wear a WIAA-issued 'Supervisor' pass for easy identification.
  - Monitor fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).
  - Assist the facility security staff or Tournament Management staff when necessary.

## FAN/SPECTATOR EXPECTATIONS

The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments relating to identity (race, ethnicity, gender expression, disability, religion) are not permitted. Tournament Managers and event personnel have the authority to remove individuals for inappropriate behavior or comments. If you witness any of the above behavior from those in attendance, you can report the incident to the WIAA via the [Discrimination & Harassment Reporting Form](#).

- Participating schools are encouraged to share the [WIAA's Fan Expectations](#) with their communities and student bodies prior to attending State events for policies regarding Cheers, Signs, Artificial Noisemakers, Mascots, Face Painting, Continuous Standing, Clean-Up Expectations, Drones, and more.

## PEP BAND EXPECTATIONS

- Restrict playing to timeouts, between periods, pre and postgame, or other dead ball situations.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

## CHEERLEADER EXPECTATIONS

- Use only school district-approved cheers at appropriate times.
- Direct cheers and chants towards your school's team only.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

## TEAM ARRANGEMENTS

- **Lodging:**
  - Participating teams are responsible for their own lodging.
  - Schools must provide supervision for all school representatives at their place of lodging.
- **Locker Rooms:**
  - Teams must be supervised by school personnel while in their assigned locker room.
  - Participants are responsible for leaving locker rooms in undamaged condition.
  - Tournament Management is not responsible for lost or stolen items.
- **Physicians/Trainers:**
  - Teams are encouraged to supply their own physician/trainer.

- Athletes removed from participation and attended to by a physician cannot reenter competition until authorized by the physician who made the original decision.
- **Participant Admission & Roster Limitations:**
  - The roster limits for each of the State events are listed in the respective sport-specific regulations.
  - Only those participants included on the roster can be in uniform.
  - Students not included on a team's roster/squad must pay admission or included on the Pass Gate list.
  - Participant admission/asses is non-transferable.

## **STATE TOURNAMENT IDENTIFICATION AND SPONSORSHIP**

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies. Phrases such as "On to State," "On the Road to State" or any other phraseology that implies State High School Championships are included.

- The WIAA has licensed only one company to print, sell, and/or distribute WIAA-registered merchandise and schools are encouraged to contact the [WIAA Staff](#) directly for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- WIAA member schools that wish to produce merchandise utilizing any of the phraseology outlined above must utilize any one of the following processes:
  - Contact the [WIAA Staff](#) to procure desired merchandise through the WIAA's merchandise partner, or
  - Remit a percentage of the gross revenue of merchandise sold to the WIAA; the percentage will be agreed upon by the school and WIAA.
- Permission to distribute items onsite at a State event must be approved by the WIAA Staff..
- Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors.
- Political displays and/or solicitation are prohibited.

## **EXPECTATIONS DURING AWARDS PRESENTATIONS DURING STATE EVENTS**

- Spectators will not be allowed onto the competition floor or field.
- All individuals (coaches, participants, managers, statisticians, etc.) will remain on the competition floor or field until all awards have been presented.
- **Losing Team Expectations:**
  - Send the entire team to the center of the field/court/competition area to receive their award,
  - Cooperate with the school supervisors and spirit squads to dispel any rude comments directed to the opposing team or tournament officials,
  - Remain on the field/floor until after the award has been presented to the winning team,
  - Display appropriate congratulatory efforts towards the winning team.
- **Winning Team Expectations:**
  - Remain on their own side of the floor or field until after the award has been presented to the other team,
  - Cooperate with the school supervisors and spirit squads to subdue overly exuberant fans until after the award has been presented to the other team.
  - Demonstrate respect for the opposing team.