



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

Subsectional and Sectional Tennis Tournament Managers

Chad Schultz, Assistant Director

Posted on Tennis Page

Draw Sheets & Scoring Grids (Subsectional & Sectional) *For host use only*

This document contains information and reminders relative to the tennis subsectional and/or sectional you and your school will be conducting for the WIAA. If you have additional questions, you are encouraged to call me at (715) 883-1178 or email me at <cschultz@wiaawi.org>.

Thank you for your willingness to run this tournament. Managers please provide schools directions to your site and be specific on the location and time of your seeding meeting.

******2025-26 school year******

All schools will use [tennisreporting.com](https://www.tennisreporting.com) for entering Regular Season & Tournament Series match results, Subsectional entries, Request for Seeds at Subs & State, Request for Special Qualifiers at State.

Language now exists for the seeding situations listed below:

1. If a team's line-up is determined to be out of order, the impacted coach shall provide a corrected line-up to be reviewed by the subsectional coaches, as provided in 5., b, (2).
2. When a coach requests a review of a team's line-up, a majority vote of the coaches at the subsectional shall be used to determine whether or not a team's line-up is ranked in position according to their ability.
3. Warm-up time shall be limited to 10 minutes prior to any match. This allowed time must include all serving practice.

Forfeitures and retirements due to a violation of the USTA's maximum number of matches per day rule, following a completed match, are not to be used for seeding purposes.

GENERAL INFORMATION

REGULATIONS

*Coaching is allowed during any changeover (except the first of a set) for a maximum of 90 seconds beginning with completion of the last point. First offense - warning, second and subsequent offenses - point penalty.

*The order of play on Thursday at the State Individual Meet is adjusted to allow Division 1 to finish, then begin Division 2 matches.

* **All third sets will be a 10-point match tiebreak in lieu of a final third set for all tournament series matches (subsectional, sectional, Individual State and Team State Tournaments).**

*The State Individual and Team Tournaments will be played at Nielsen Tennis Stadium in Madison.

REST PERIODS

Rest periods offered shall be 60-minutes (one hour) to singles players following any format of play. Doubles teams must be offered 30 minutes of rest following any match. A minimum rest period of two hours has to be offered by a tournament referee to a player who has just completed a singles match in which a match format of two-out-of-three

standard tiebreak sets is used. Indoor singles matches where the two-out-of-three set format is used also requires a two-hour recovery period be offered when a match lasts longer than 120 minutes.

SITE MANAGEMENT

If you are playing at more than one site, you need to designate someone as a "site manager" so penalties can be reported and enforced. Identify this individual prior to the start of play so coaches know whom to contact if problems arise. It is recommended that someone other than your head coach serve as the tournament manager.

TOURNAMENT APPAREL

Tournament managers are permitted to sell merchandise spotlighting tournament activity. Such items may contain WIAA logos and include the acronym "WIAA" or the complete name of the Association (Wisconsin Interscholastic Athletic Association). The items may also have appropriate sport specific artwork and can identify the tournament site, but the design must have prior approval of the WIAA.

WIAA schools acting as host tournament sites will be exempted from royalty payments when selling tournament merchandise using the Association's name or logos, but must first secure written permission from Todd Clark at the WIAA. Permission granted will only be for event(s) specified in the request and will not extend from one school year to a succeeding year.

SUBSTITUTIONS

1. Following are the substitution options available from the time subsectional line-ups are turned in until the first match of the subsectional is assigned to a court for reasons of injury, illness, or school discipline.
 - a. Move everyone up. (Can't substitute from singles to doubles or vice-versa.)
 - b. Direct substitution at that position. Note: The flight shall be seeded only if the player being replaced had received a seed.
 2. A singles player cannot be replaced during the subsectional and/or sectional tournament series.
 3. An individual who has qualified from the sectional to the Individual State Tournament as a singles player cannot be replaced.
 4. A doubles team cannot be changed:
 - a. For any reason before a match ends.
 - b. Except if a coach presents a physician's statement that an athlete cannot participate.
 - c. Except if a coach presents a letter from their principal showing an athlete has been disciplined by that school.
 - d. Unless the WIAA approves a change.
 5. An individual who has qualified for the State Team Tournament cannot be replaced prior to the start of the team tournament.
 - a. Except if a coach presents a physician's statement that an athlete cannot participate.
 - b. Except if a coach presents a letter from their school principal showing an athlete has been disciplined by that school.
 - c. Unless the WIAA approves a change for extenuating circumstances.
 - d. Substitution options:
 - 1) Move everyone up.
 - 2) Allow direct substitution for that position.

Note: Schools are encouraged to bring substitutes to the team tournament.
 6. If a player retires from a match at the State Team Tournament, the player shall not return to competition for the remainder of the tournament.
 7. A substitute may not be a player who participated earlier in the tournament program.
 8. If a player forfeits from a match at the sectional meet, the player may NOT return to play that day.
- Note:** A member of a doubles team eliminated at an earlier level of competition may not be used as a substitute for that school's other doubles team.

BAD WEATHER

Do everything you can to complete your tournament on the day it is scheduled. If in order to do so you must move all or some portions of play to indoor courts, you may do so without checking with the WIAA first. **Costs associated** with the use of **indoor courts** should be **shared by schools based upon court time by the schools involved**. Keep in mind, schools would prefer to move indoors and share the cost than to come back a second day and face more bus expense, time away from classes, and, in some cases, rehiring of substitute teachers for the coach.

UNIFORM RULE

All players must wear appropriate clothing during warm-ups and competition. Manufacturer's small names or logos on warm-ups or competition clothing are not a violation if they do NOT exceed 2" x 3" (excluding shoes, socks, and racquet). **Two** manufacturer logo/trademarks are allowed on each piece of attire. Team shirts/shorts/hats may not reference another sport (e.g. football, soccer, etc. other than tennis in the player's school. University and professional team names and logos are not allowed on warm-up or competition apparel. Hats are allowed if they refer to a team's school name, nickname, mascot or meet the 2" x 3" manufacturer logo requirement. Plain hats are acceptable.

A player detected wearing illegal clothing during a match (any time after first serve by either player) will without warning:

1. Be penalized, at the time of detection, one game at the conclusion of the game in progress.
2. Must replace the illegal clothing before resuming play. (Turning the clothing inside out is not acceptable.)
3. Be penalized under point penalty system for undue delay in replacing such uniforms.
4. A second offense will be penalized by loss of the set in progress, and a third offense will be penalized by loss of the match in progress.
5. Penalties are cumulative throughout dual or multiple school events.
6. Enforcement of this rule is the responsibility of the host school.
7. Under severe weather conditions appropriate adjustments can and should be allowed, (i.e., illegal sweatshirts may be turned inside out). Illegal hats may never be worn.
8. Nonvarsity teams shall be allowed to wear old varsity uniforms, which are now unapproved provided participant safety is not jeopardized.

All uniforms worn by participants during WIAA state tournament play are the responsibility of the participating member school. USTA Rules allow judges to code visible profanity or obscenity worn by participants.

FOOT FAULTS

In the absence of a USTA umpire the following procedure will be used when dealing with foot faults. It may be necessary for you to designate coaches as potential foot fault judges prior to the start of competition. A tournament manager should not assume this duty. Following is the procedure:

1. A player or their coach must issue two warnings to their opponent prior to a foot fault being called.
2. After two warnings, play may be stopped to request an umpire.
3. If an umpire is not available, it is the responsibility of the tournament manager to provide a competent foot fault judge for the remainder of that match.
4. If a foot fault is observed by the assigned USTA umpire, a warning will not be given.
5. The foot fault judge will position themselves at the net post so that the respective server is observed as they serve a game. Foot faults will be called on both players for the remainder of the match.
6. The foot fault judge is not responsible for line calls.

If a competent foot fault judge is not available, the player may call "obvious" foot faults on their opponent.

CONDUCT PENALTIES

The sequence of penalties for misconduct shall be point, game, and default.

SUBSECTIONALS

The procedure for the Subsectional Tournament will be entering the subsectional results online. This has greatly assisted the sectional host, the WIAA staff and the seeding committee in preparing the Sectional and State Tournaments. Each subsectional host will receive an email from tennisreporting.com to enter an event (the subsectional entries).

ONLINE ENTRIES

Prior to your subsectional meet, you will receive an email from Steve (tennisreporting.com), with your credentials to access the site. You will need to display this data/website during your seeding meeting (with a projector, etc.). This is where you will enter the subsectional results. Here is a video tutorial about how to use this feature:

[<https://soapbox.wistia.com/videos/JPZo8zgKQm>](https://soapbox.wistia.com/videos/JPZo8zgKQm)

Schools in your subsectional will be instructed to have their entries submitted by **noon, Thursday, May 21st**. Changes online are allowed until **noon on Sunday, May 24th**. Coaches should no longer have to bring copies of Player(s) Season Record Forms as everything is now viewable online.

You will be able to view entries for your subsectional after **1 p.m. on Sunday, May 24th**.

- **Division 1**= Singles--Flights 1, 2, and 3 only & Doubles--Flights 1 and 2 only, shall play in a minimum of **six** matches **per team** during the regular season in order to be entered in the subsectional tournament.
- **Division 2**= Singles--Flights 1, 2, and 3 only & Doubles--Flights 1 and 2 only, shall play in a minimum of **five** matches **per team** during the regular season in order to be entered in the subsectional tournament.

LINE-UP CHANGES

After the meet has been seeded and prior to the start of play, only substitutions necessary for reasons of illness, injury, school discipline, or emergency will be allowed.

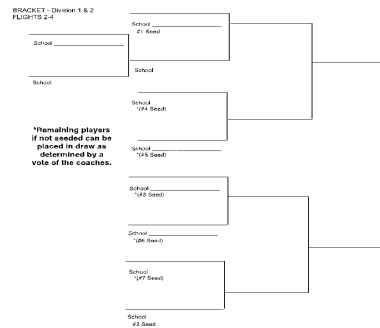
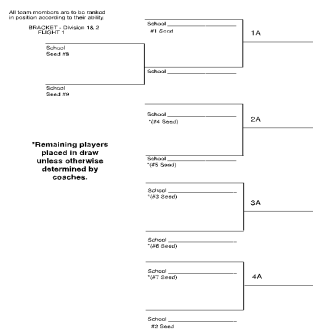
- A physician's statement will be required to substitute for reason of illness or injury.
- A letter from the school's principal will be necessary to allow a substitution for reasons of school discipline.
- WIAA approval must be obtained for all emergency/extenuating circumstances.

CHALLENGING A TEAM'S LINE-UP

1. When a coach requests a review of a team's line-up, a majority vote of the coaches at the subsectional shall be used to determine whether or not a team's line-up is ranked in position according to their ability.
2. If a team's line-up is determined to be out of order, the impacted coach shall provide a corrected line-up to be reviewed by the subsectional coaches.

SEEDING THE SUBSECTIONAL

- *Note: Actual brackets are located in season regulations/tournament procedures, pages 53-54.*



1. Coaches are required to submit, at the seeding meeting, Player Season Record Forms with individual records and requests for seeds. Failure to do so may eliminate players of that school from consideration for a seed. Voting by coaches may be taken on each individual request or on all requests as a group. In casting their vote, coaches should consider the effect not seeding a good player may have on other players in the tournament.
2. There will be **five** seeds per flight by a majority vote of the coaches, additional seeds and placements are allowable.
3. Considerations for seeding will include (list is in no particular order):
 - a) A singles player or doubles team shall play three matches in that flight during the regular season to be considered for a seed at that same flight in the subsectional tournament. By a majority vote of the coaches, this provision can be waived in order to seed the bracket accurately.
 - b) Illness and similar situations at time of a loss will not be considered.
 - c) The win/loss record prior to subsectionals.
 - a. 1. Head-to-head play.
 - b. Record against common opponents (when applicable)
 - c. The caliber of competition within which a record has been established can be considered (strength of schedule).
 - d. Overall W-L percentage in all matches.

Note: When two or more competitors appear to be deadlocked after using the criteria above, a random draw will take place to order the deadlocked competitors.

 - d) The basic objective of seeding, a ratio of one to every four players, is to space these players so they will not meet each other in the early rounds.
 - e) A player deserving of a seed may not refuse a seed even if their coach has not completed a Request for Seed Form.
 - f) The high school season record is to be the basic consideration for seeding. Summer play and rankings may be used only to resolve a deadlock.
 - g) Only the seed and draw prepared at the coaches meeting is official.
 - h) Forfeitures and retirements due to a violation of the USTA's maximum number of matches per day rule, following a completed match, are not to be used for seeding purposes.
4. A vote of head coaches will resolve disagreements. Coaches will not be required to vote, but should do so if they feel they have sufficient information to help make a decision.

ASSIGNING MATCHES

On pages 8-10 are samples of 7, 8, and 9 team subsectionals and the recommended order for assigning matches. Please use the appropriate model as a guide. However, when appropriate, deviations are allowed, i.e., excessive travel, rest time, etc.

SCORING

The following scoring procedure will be used:

- 4 points for a win preceded by a bye.
- 2 points for receiving a bye in any flight, singles or doubles, and losing first match. (Players must play match to receive points.)
- 2 points for a win.
- 0 points for winning a lead-in match.

You must keep track of team points at your tournament and forward them to the sectional manager. A score sheet is provided for your use.

All third sets will be a 10-point match tiebreak in lieu of a final third set for all tournament series matches (subsectional, sectional, Individual State and Team State Tournaments).

AWARDS

There are no awards at the subsectional tournament.

FINANCES

Host School Allowance - \$165

Manager Fee - \$105

(All expenses incurred for playing indoors are to be shared based upon matches played by schools assigned to your tournament.

SECTIONALS

The procedure for the Sectional tournament will be entering the sectional results online. This has greatly assisted the WIAA State Seeding Committee and the WIAA staff in preparing the State Tournament. Each sectional host will receive (via email from tennisreporting) the website address and instructions for electronically submitting the results during or immediately.

TENNIS BALLS

The WIAA will supply two cases of tennis balls for your sectional.

NEW 2022:

All third sets will be a 10-point match tiebreak in lieu of a final third set for all tournament series matches (subsectional, sectional, Individual State and Team State Tournaments).

SUBSECTIONAL RESULTS

Subsectional managers have electronically submitted the results via tennisreporting. Sectional Managers will be receiving an email from Steve at tennisreporting with credential codes and instructions.

UMPIRES

The WIAA will enlist the services of a United States Tennis Association umpire to assist with rulings at your sectional meet. The WIAA will be sending you the name and email address of your umpire and ask that you **contact them immediately**. The WIAA will be providing this individual with the necessary information to assist them in performing these duties. The WIAA will take care of paying for the services of these umpires. The umpires are grateful for the sectional host providing them with lunch & beverages.

PAIRINGS

You do not have to reseed any flight. Use the schematic below (Also linked on the website), which follows to plug players into their appropriate spots. Flight 1 has a different configuration from all other flights. Third place matches must be played in all flights for the purpose of scoring team points.



ASSIGNING MATCHES

Page 11 shows the recommended order for assigning matches. Please use the appropriate model as a guide. However, when appropriate, deviations are allowed, i.e., excessive travel, rest time, etc. Be prepared to move matches quickly to open courts.

SCORING

- The following scoring procedure will be used:
 - 4 points for a win preceded by a bye.
 - 2 points for receiving a bye in any flight, singles or doubles, and losing first match. (Players must play match to receive points.)
 - 2 points for a win.
 - 1 point for a third-place finish.
 - 0 points for winning a lead-in match.
- The top four finishers in Flight 1 singles and doubles and the top finisher in Flight 2 singles and doubles at the sectional will qualify automatically for the State Individual Tournament. Sixteen additional Division 1 singles players and doubles teams and eight additional Division 2 singles players and doubles teams will be selected by the State Seeding Committee. The team winning your sectional will participate in the State Team Tournament.
- If you have a tie for the 1st place team, the State Team Tournament qualifier will be determined using the following tie-breaker provision:
 - Team that has won at least four matches played between the two teams in the subsectionals and sectionals.
 - Team with the most first place finishes will advance. (Doubles count as 1)
 - Team with the most second place finishes will advance. (Doubles count as 1)
 - Team with the most third place finishes will advance. (Doubles count as 1)
 - Team with the most fourth place finishes will advance.
 - Team that lost the fewest games in the sectional.
 - If tied after sectionals, fewest games lost at subsectional.

The team losing the tie-breaker will be your second-place team. Ties for second place team do not have to be broken — duplicate plaques/medals will be provided. One team should take home the plaque and one team the medals.

AWARDS

Awards will be sent directly to you by ESCO. Be sure you check them for contents and damage as soon as they arrive. You will receive two plaques (champion and runner-up) and the following medals.

- Ten gold team medals - 1st place team - one medal per team member
- Ten silver team medals - 2nd place team - one medal per team member
- Flight 1 - places 1-4 (singles and doubles) - gold - 1st place finisher
- silver - 2nd place finisher
- bronze - 3rd and 4th place finishers
- Flights 2-4 singles - 1st place individual - gold medal for each flight winner
- Flights 2-3 doubles - 1st place doubles team - two gold medals for each team winning flight

If there are any problems keep the original shipping carton and call the WIAA immediately. Individual medals are taped to the back of the plaque. Medals for qualifiers selected by the State Seeding Committee will be placed in the State Individual Tournament packets. In the event of a tie for the team, indicate who received the awards on your tournament report so duplicates can be ordered.

FINANCES

Host School Allowance - \$150 Manager Fee - \$90 Umpire paid directly by WIAA - \$160
 (All expenses incurred for playing indoors are to be shared based upon matches played by schools assigned to your tournament.

WIAA STATE TOURNAMENT QUALIFIERS

Participating in the Individual State Tournament will be the first four individuals in Flight 1 and the 1st place finisher in Flight 2 (singles and doubles) from each sectional.

The State Seeding Committee will be allowed to select sixteen additional singles players and sixteen additional doubles teams in Division 1 and eight additional singles players and eight additional doubles players in Division 2 for participation at the State Tournament.

Note: If a player, who has qualified for the State Individual Tournament is unable to participate, the WIAA must be notified before 3 p.m. on Friday, October 6. The State Seeding Committee will be allowed to select an additional qualifier by the time identified above.

REMIND COACHES

1. Each coach is responsible for requesting a seed for state or a special qualifier for their school. We have developed a form to assist in selecting special qualifiers. Sectional managers are not responsible for submitting these forms to the WIAA.

Coaches must submit via tennisreporting prior to 9 a.m. on May 30th or their players will NOT receive consideration.

Coaches are responsible for the accuracy of this information.

IF your sectional is held on Wednesday, your PSR forms must be updated on Thursday!!

2. The State Seeding Committee will meet on Saturday beginning at 10 a.m. The draw will be made available to schools on the WIAA web site <www.wiaawi.org> on Friday evening.
3. **Ask coaches to report any errors in spelling, records, etc., to the WIAA by 8 a.m. - Monday, June 1st.**
4. These individuals will serve on the seeding committee. Please introduce your representative at your coaches meeting.

	<u>Sectional Site</u>	<u>Representative School</u>
Division 1 Seeding	Eau Claire Memorial	Jim Litscher, Eau Claire Memorial
	Notre Dame	Robert Henshaw, Kimberly
	TBD	Andy Dobbins, Watertown
	Nicolet	Jon Vogt, Brookfield Central
	TBD	John DenBoer, Whitnall
	TBD	Alex Ferruzzi, Westosha Central
	Janesville Parker	Jordan Van Riper, Mukwonago
	TBD	Joe King, Madison Memorial

Division 2 Seeding	TBD	Chris Benyousky, Catholic Memorial
	TBD	Brian Flynn, Regis
	TBD	Matt Bordner, Monroe
	Kohler	Amanda Bauer, Roncalli/Manitowoc Luthern

STATE TEAM TOURNAMENT - Lineup & Order of Play

A team's lineup at the State Team Tournament must be identical to the lineup entered at the subsectional tournament. Order of play at the State Team Tennis Tournament - #4 singles, #3 doubles, #3 singles, #2 doubles, #2 singles, #1 doubles, and #1 singles.

SEEDING - STATE TEAM TOURNAMENT

(a) Division 1 - The eight State Tournament qualifying teams will be placed in rank order. The qualifying coaches will conduct a conference call on Friday morning prior to the State Tournament to place and draw the teams into the State Tournament brackets. The WIAA staff will conduct the meeting.

(b) Division 2 - The four State Tournament qualifying teams will be placed in the rank order. The qualifying coaches will conduct a conference call prior to the State Tournament to place and draw the teams into the State Tournament brackets. The WIAA staff will conduct the meeting.

SPORTSMANSHIP

Do everything you can to set up a system of surveillance to ensure that poor conduct does not occur and, if it does, it is penalized appropriately. Such things as swearing, throwing rackets, hitting the ball in anger are not to be tolerated and must be penalized. Ask coaches to assist you in enforcing appropriate conduct.

It is not unusual for us to hear a player or coach at state complain when a rule is enforced indicating, "they didn't call it at the subsectional or sectional." Please do all you can to enforce all rules. Insist that coaches assist and report violations to you.

WIAA TOURNAMENT POLICIES

*State Law (175.22) prohibits use of cell phones (and other image-recording devices) in locker rooms except in emergency situations.

*Any non-editorial, commercial or other unauthorized use of any transmission, internet stream, photo, image, film, videotape, audio tape, any play-by-play depiction or description of any competition and/or game action and/or any non-editorial or commercial use of any team school name or logo, is prohibited without written consent of the WIAA.

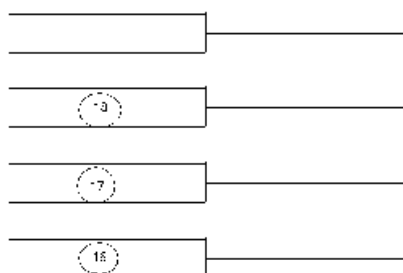
LOST AND/OR STOLEN ITEMS

Any items that are lost and/or stolen will be the responsibility of the member school involved. The WIAA will not be responsible for these items nor responsible for reimbursement.

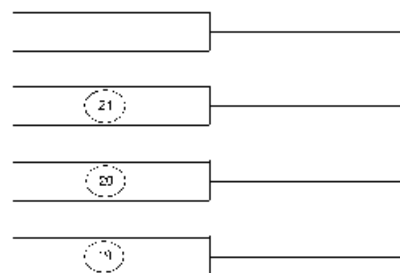
SUBSECTIONALS - 7 TEAMS

(Recommended Order of Matches)

SINGLES

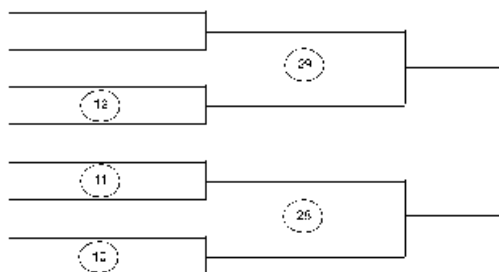


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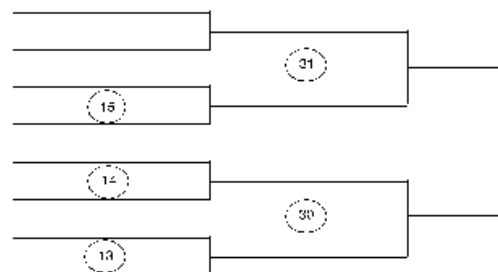


Flight 1

SINGLES

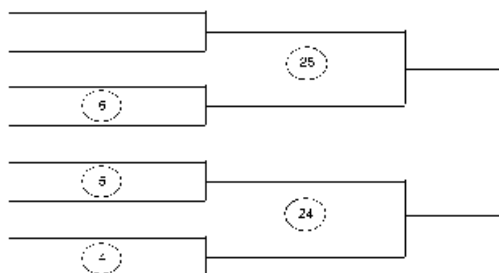


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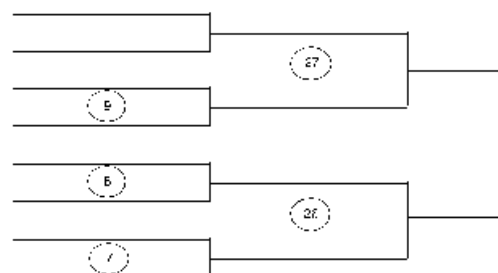


Flight 2

SINGLES

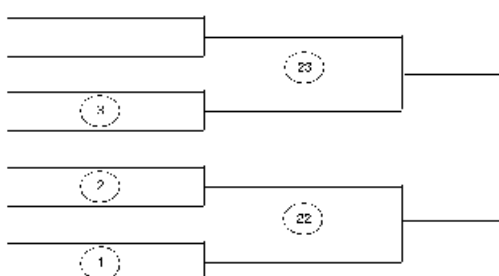


DOUBLES



Flight 3

SINGLES

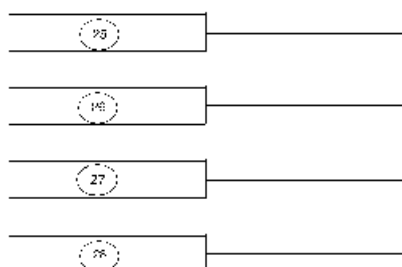


Flight 4

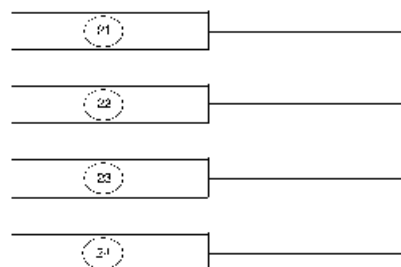
SUBSECTIONALS - 8 TEAMS

(Recommended Order of Matches)

SINGLES

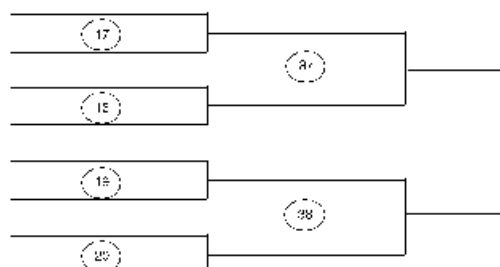


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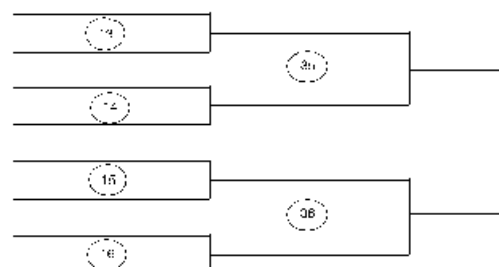


Flight 1

SINGLES

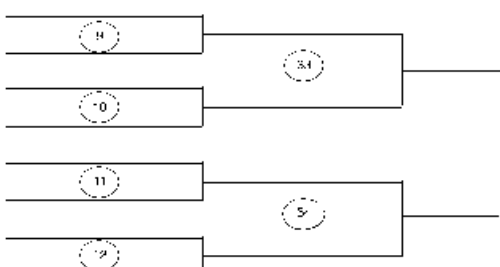


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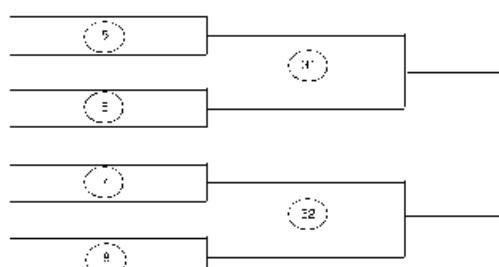


Flight 2

SINGLES

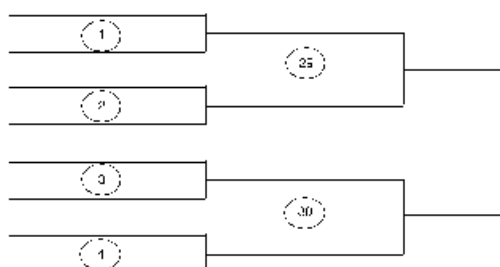


DOUBLES



Flight 3

SINGLES

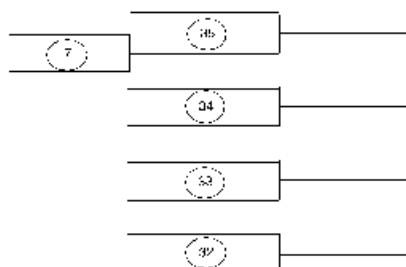


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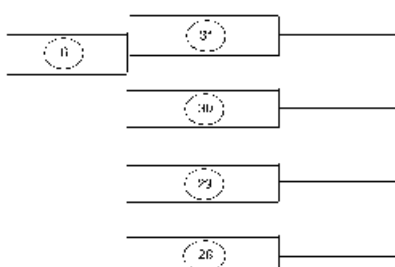
SUBSECTIONALS - 9 TEAMS

(Recommended Order of Matches)

SINGLES

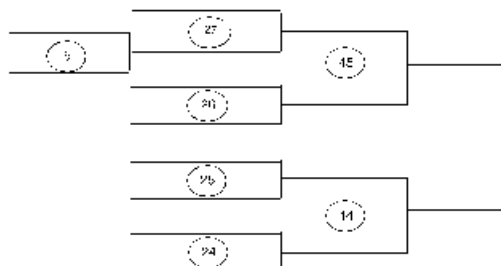


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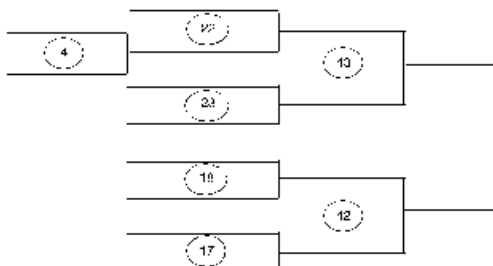


Flight 1

SINGLES

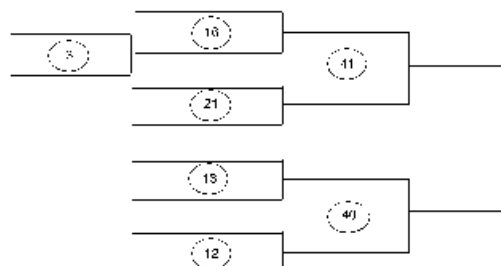


DOUBLES

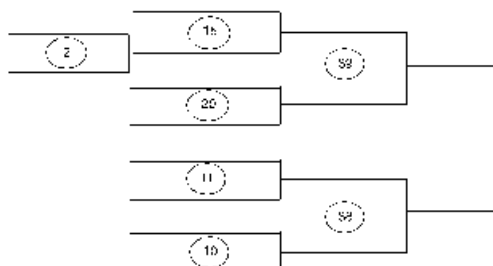


Flight 2

SINGLES

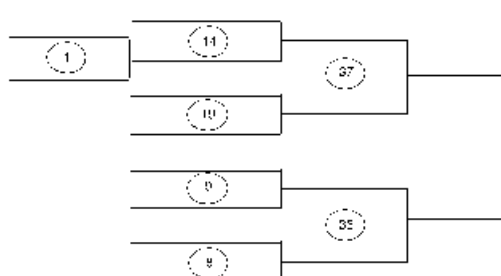


DOUBLES



Flight 3

SINGLES



Flight 4

SECTIONALS

(Recommended Order of Matches)

