10932 Pine Street
Los Alamitos, CA 90720
(562) 493-9500 Fax (562) 493-6266

GIRLS TEAM TENNIS BULLETIN

DATE: October 3, 2018

TO: Girls Athletic Director, Girls Tennis Coach

FROM: Rainer Wulf, Assistant Commissioner

SUBJECT: **CIF SOUTHERN SECTION FORD GIRLS TEAM TENNIS CHAMPIONSHIPS TOURNAMENT PLAYOFF INFORMATION**

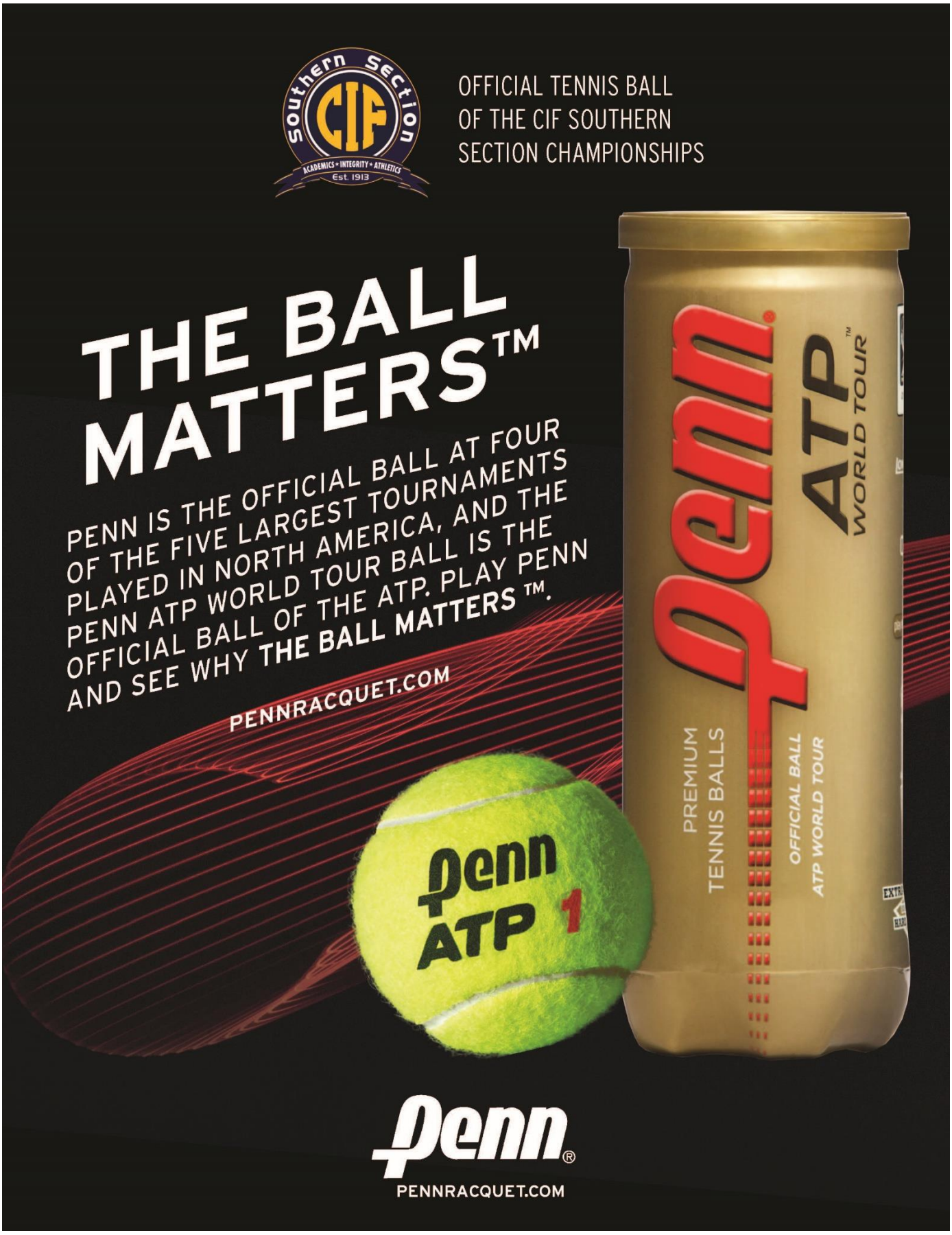
Our office is currently formulating plans for the 2018 CIF Southern Section post-season playoffs.

Enclosed you will find the Girls Team Tennis Bulletin containing the following:

Southern Section Playoff Dates / State Regional Playoff Dates **3-4**
Playoff Pairing Format / Filling of Playoff Byes - "At-Large Entry" Criteria **5-7**
Official Ball List **8**
Playoff Tournament Information **10-15**
State Regional Playoff Information **16**
CIFSS Home Requirements /Eligibility/Schedules and Scores **18**
Playoff Divisions **21-22**
Meet Management / SPECIAL NOTICE-Student Supervision / Code of Conduct **19,23,24**
Maps/Media/Awards **25-30**

Good luck to your school's team as the season comes to an end and if I can be of any further assistance, please do not hesitate to contact me.

GIRLS TEAM TENNIS BULLETIN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GIRLS TEAM TENNIS

DATE: October, 2018

TO: Girls Athletic Directors, Girls Tennis Coaches

FROM: Rainer Wulf, Assistant Commissioner

SUBJECT: **CIF SOUTHERN SECTION FORD GIRLS TENNIS CHAMPIONSHIPS**
TEAM TOURNAMENT PLAYOFF INFORMATION

The CIF Southern Section is pleased to conduct the 2018-2019 CIF Southern Section Ford Girls Team Tennis Championships.

We ask that coaches and athletic directors work closely together in a cooperative effort to produce a top quality game action plan should your school become a participant in the 2018 playoffs. Should the number of playoff entries fail to complete the full bracket, the inclusion of "At-Large" teams will be added to the draw. See special "Filling of Playoff Byes" bulletin. **REVIEW "AT-LARGE" ENTRY FORM AND DEADLINE INFORMATION.**

2018-2019 CIF SOUTHERN SECTION FORD GIRLS TEAM TENNIS PLAYOFF DATES

DIVISIONS 1 – 5

Wild Card:	Tuesday, October 30, 2018	(Home Sites)
First Round:	Wednesday, October 31, 2018	(Home Sites)
Second Round:	Friday, November 2, 2018	(Home Sites)
Quarter Finals:	Monday, November 5, 2018	(Home Sites)
Semi-Finals:	Wednesday, November 7, 2018	(Home Sites)
Finals:	Friday, November 9, 2018	(Claremont Club)

NOTE: NO WARM UP COURTS AVAILABLE AT CLAREMONT CLUB

OPEN DIVISION

First Round:	Friday, November 2, 2018	(Home Sites)
Semi-Finals:	Wednesday, November 7, 2018	(Home Sites)
Finals:	Friday, November 9, 2018	(Claremont Club)

The CIF-SS has added an 8 team “Open” division bracket to the existing five (5) divisions girls team tennis for the 2018-19 tennis seasons.

The eight (8) “Open” division entrants will be selected from the final polls to reflect the Top 8 teams in the section, as determined by the CIF-SS Tennis Advisory Committees.

2018-2019 CIF STATE SOUTHERN CALIFORNIA REGIONAL
GIRLS TEAM TENNIS CHAMPIONSHIP PLAYOFF DATES

Quarterfinals:	Friday, November 16, 2018, 10:00 a.m. @ Claremont Club, Claremont
Semifinals:	Friday, November 16, 2018, 1:00 p.m. @ Claremont Club, Claremont
Finals:	Saturday, November 17, 2018, 11:00 a.m. @ Claremont Club, Claremont

The 4 semi-finalists in the Open division will move on to represent Southern Section in the CIF State Regional tournament.

All rounds are scheduled to begin at 2:00 p.m. unless otherwise stated. Scheduled beginning times for the finals will be announced in a later bulletin.

AFTER EVERY ROUND, INPUT SCORES INTO WWW.CIFSSHOME.ORG; AND PLEASE CALL THE REGISTER (714) 796-7804; L.A. DAILY NEWS (800) 888-6009 AND YOUR LOCAL NEWSPAPER TO REPORT YOUR SCORES

Complete brackets may be obtained via the Internet on the CIF-SS web site at www.cifss.org

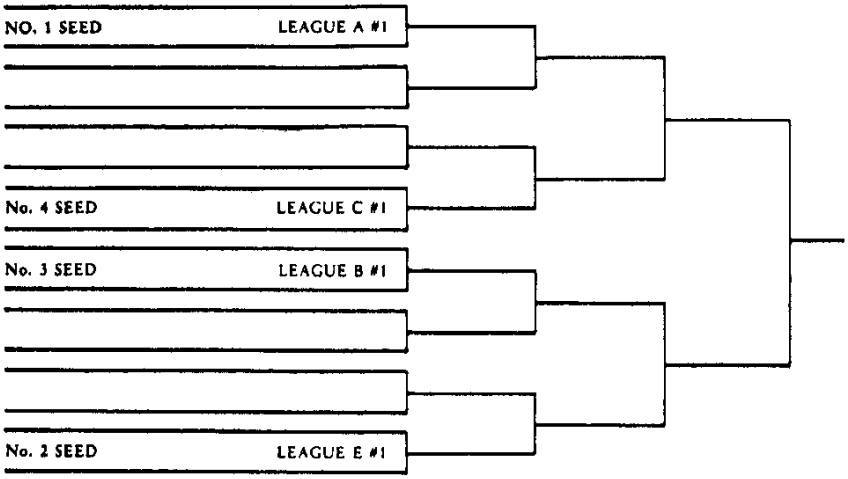
PLAYOFF PAIRING FORMAT

How in the world did I ever draw them for the opening round of the playoffs?

Here is an in-depth look at the protocol utilized by the CIF Southern Section Office in the development of post season playoff pairings.

SEEDS : The initial step is to designate four teams (maximum) as seeds, with No. 1 and No. 4 placed in the top bracket and No. 2 and No. 3 in the bottom bracket (see diagram 1).

DIAGRAM #1

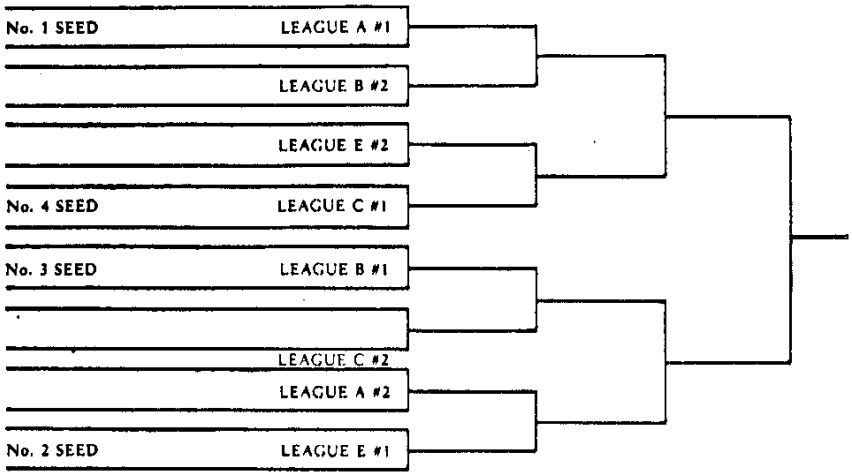


Is it possible to designate more than four seeds?

The task would be virtually impossible on two counts. Attempting to delineate which team is the No. 7 seed, as opposed to No. 8 or No. 12 rather than No. 13 would result in 25 different answers by 25 different people. Additionally, an attempt at a true seed would be in opposition to the CIF-SS Constitution and By-Laws, which specify a league's designated No. 1 entry shall meet a No. 3 entry and a No. 2 shall meet another No. 2 where the draw provides for same in the opening round.

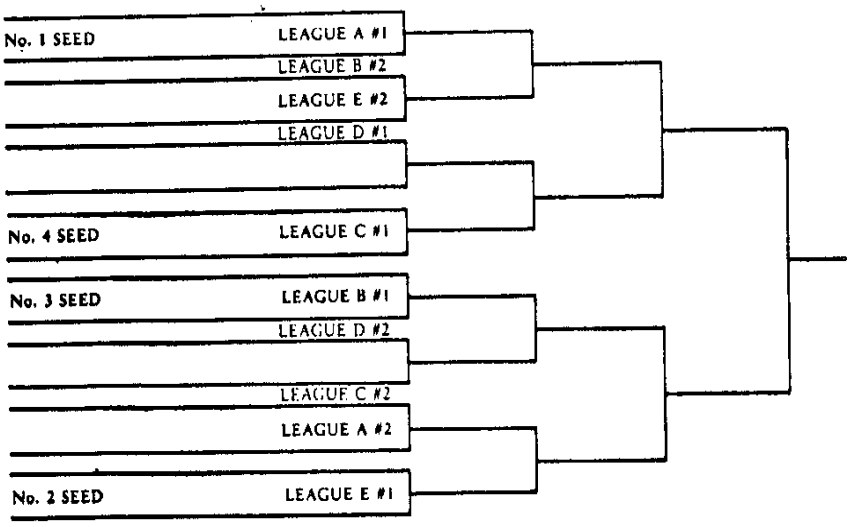
FILLING THAT DRAW - The next stop is to fill the bracket draw and a simple guideline provides the ground rules for same. Assuming for the moment the top four seeds are all No. 1 teams, the procedure calls for the No. 2 teams from each of these leagues to be placed in the opposite half of the bracket (see Diagram 2).

DIAGRAM #2



Consider there are five leagues assigned to this particular bracket, it now becomes necessary to place the only league not represented thus far, League D. The No. 1 designee is placed in either half of the bracket, with League D #2 in the opposite half (See Diagram #3).

DIAGRAM #3



The final step is to place the No. 3 teams from each of the respective leagues in the open slots, attempting to place each in one of the remaining quarters of the bracket where the league is not represented. This process eliminates the aspect of schools from the same league meeting in the second round of competition.

An exception to this procedure occurs where geography does not permit wide placement. The directive of the CIF Southern Section Council (from its meeting on March 13, 1980), directs schools be placed in the same half, and if necessary, quarter of the bracket, to curtail excessive travel, is followed.

Another factor utilized when formulating initial pairings, is to review the playoff bracket for the previous years, in an effort not to match identical teams which may have been paired the previous year or two years back. This would not preclude two leagues being matched in consecutive years, but with two different representative schools.

AT-LARGE PETITION INFORMATION - From CIF-SS Blue Book

<>3314.1 In all team sports other than wrestling, additional entries beyond a league's guaranteed number of entries will only be permitted to enter the playoffs to fill any byes which exist in the opening round. Wildcard contests will be for situations where the number of teams that are guaranteed entries from their leagues necessitate that additional contests be played to reduce the number of teams entered to the required number of the original draw. (For example, when there are 37 teams entered as guaranteed entries from their leagues into a particular playoff draw, there must be 5 wildcard contests played to reduce the number of teams from 37 to 32, the required number of the original draw.) At-large teams, teams meeting the at-large criteria (.500 or better overall record), can only be accepted into the playoffs if there are openings in the original draw after all of the league's guaranteed entries are submitted. (For example, when there are 30 teams entered as guaranteed entries from their leagues into a 32-team draw, there would be 2 byes in the bracket and those byes could be filled by teams who were not guaranteed entries from their leagues who submitted at-large application forms for that particular sport and have an overall record of .500 or better in all games played during the regular season.)

In all team sports at-large selections will be considered from the next place beyond the guarantee that are .500 or better. After all those schools have been taken and there are still positions available, the next place teams that are .500 or better will then be considered. An example would be in football; some divisions allow two (2) entries per league. All 3rd place teams would be taken before any 4th place teams would be considered. (A tie will count as half a win and half a loss for a .500 record or better.) For specific information on the at-large selection process, see the respective Playoff Bulletin for each particular sport.

QUESTION:	How will the CIF Southern Section Office determine additional entries into the playoff draw to fill byes after each league has submitted their three guaranteed entries?
ANSWER:	As provided for under Bylaw 3302, a playoff committee will select the additional entries to fill the draw from the league's priority team entry that has been submitted for consideration as an at-large berth to fill any bye which may exist.

AT-LARGE APPLICATION – MUST HAVE .500 RECORD OR BETTER FOR CONSIDERATION

Attention Athletic Directors/ Coaches: Please follow the instructions below to enter your school as an At-Large Entry for Girls Tennis. The At-Large Application is to be submitted by your school no later than Saturday, October 27, 2018 @ 7:00 a.m.

Log in @ www.cifsshome.org (If you do not have a log in & password as a coach, check with your Athletic Director). Once you are logged in:

- *Check out the Help video under the Help button on the bottom left, Making Sure You're Playoff Ready*
- Please be sure that your Schedule is updated in CIFSSHome as this is where the information for the At-Large Petition will be created.
- On the left panel, click on At-Large Petition
- Select "Girls Tennis" then click "Add"

AT-LARGE SELECTION CRITERIA

CIF-SS Coaches Advisory Committee will make selections based upon the following:

(a) Head-to-head competition of teams under consideration
(b) Strength of CIF-SS Division
(c) Overall strength of the league from which the team is entered
(d) Overall win-loss record
(e) Strength against common opponents
(f) Strength of schedule

OFFICIAL BALL PROGRAM – MANDATORY USE IN PLAYOFFS 2018-2019

Official Ball per sport:

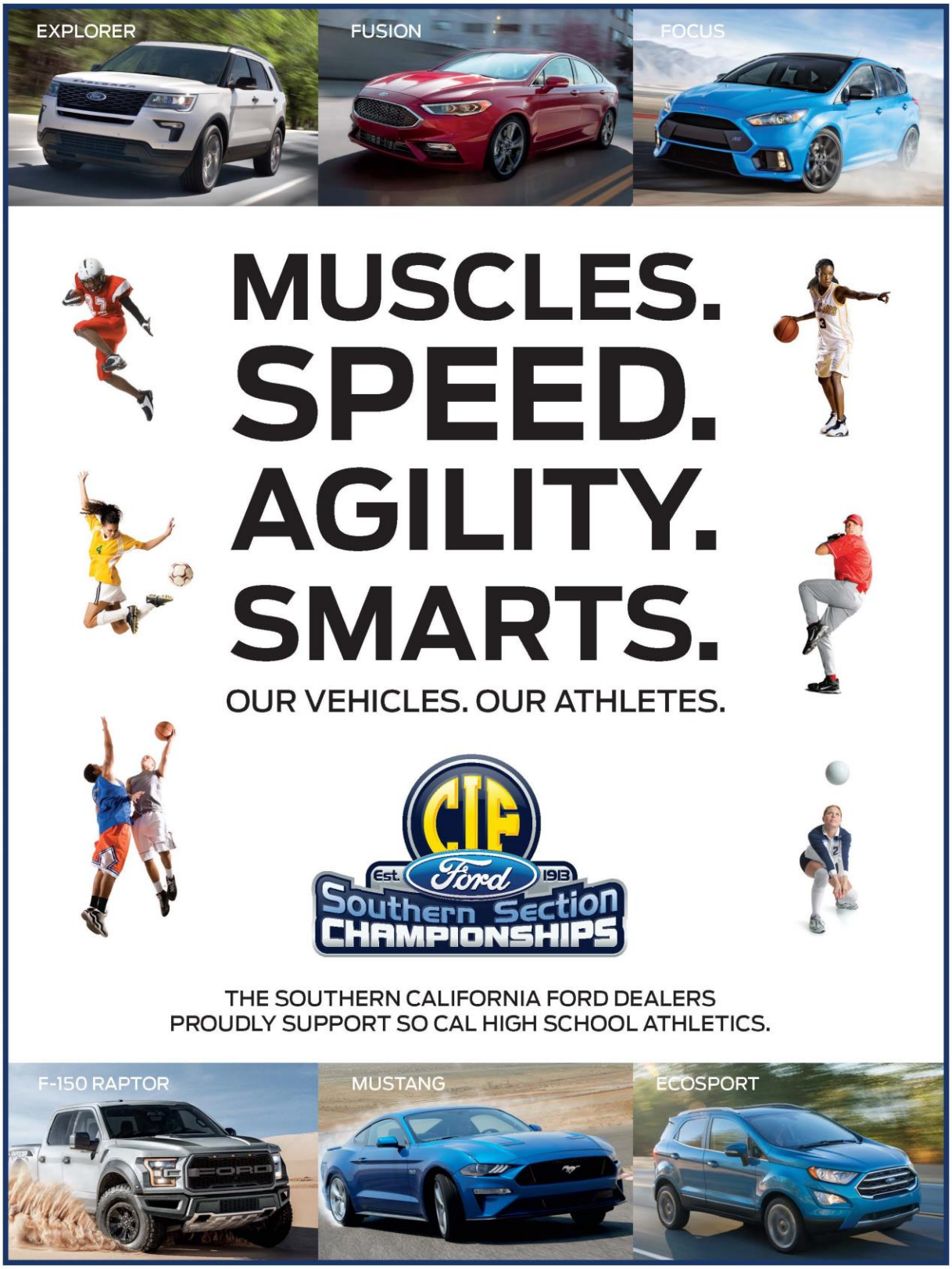
• Baseball:	**Rawlings CIF-SS**	Must be CIFSS stamped ball; not an alternative Rawlings ball
	Rawlings RCIF-SS	Must be CIFSS stamped ball; not an alternative Rawlings ball
• Boys Basketball:	**Spalding TF1000 NFHS Classic NFHS**	
	Spalding TF1000 Legacy NFHS	
	Spalding TF-1000 Platinum ZK NFHS 29.5 ***(Used in the CIF-SS Championship game)***	
• Girls Basketball:	**Spalding TF1000 NFHS Classic 28.5 NFHS**	
	Spalding TF1000 Legacy 28.5 NFHS	
	Spalding TF-1000 Platinum ZK NFHS 28.5 ***(Used in the CIF-SS Championship game)***	
• Football:	**Spalding ball with NFHS**	any Spalding model with NFHS stamp
	Spalding Alpha ball with NFHS	***(Used in the CIF-SS Championship game)***
• Soccer:	**Spalding TF-SC5 NFHS**	for both boys and girls use.
	Spalding TF-SC3 NFHS	for both boys and girls use.
	Spalding TF5000 NFHS	for both boys and girls use.
• Softball:	**Dudley CFP12Y NFHS**	***(Used in the CIF-SS Championship game)***
• Tennis:	**Penn ATP World Tour**	***(Used in the CIF-SS Championship game)***
	Pro Penn Marathon	
• Volleyball:	**Spalding with NFHS stamp: TF-VB5, TF-VB3**	
• Boys Water Polo:	**KAP7 model 105 with NFHS stamp**	***(Used in the CIF-SS Championship game)***
• Girls Water Polo:	**KAP7 model 104 with NFHS stamp**	***(Used in the CIF-SS Championship game)***

All playoff ball adoptions agreements with the CIF Southern Section now run through June 30, 2021

Mandatory Playoff Use Requirement:
The mandatory "official" ball rule for all playoff rounds, excluding golf. The rule applies throughout the conduct of **all** CIF-SS **playoff** contests.

Playoff Ball Use Rule Enforcement:
Should a school fail to provide the correct game ball, the game will always be played. Teams/schools failing to utilize the correct official ball in CIF-SS playoffs will be reported by officials to CIF-SS and will not be allowed to host their next available home playoff game. Penalty will carry over to the next season if not enforceable this season due to elimination.

Note: NFHS stamp is required in all sports *except in golf and tennis.*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* * * * * TOURNAMENT * * * * *

1. **SPORTSMANSHIP**
In order to maintain a high standard, we urge every player and coach to review the essentials of good behavior while on the court. You are reminded that this is a Southern Section activity which should be conducted in the highest tradition of good sportsmanship.

2. **RULES**
All playoff matches will be conducted under USTA and Southern Section rules.

3. **ELIGIBILITY LIST**
An eligibility list must be completed and submitted to the CIF-SS Office **prior** to your first playoff contest. This list will suffice for all remaining contests. This list is generated through the CIFSSHOME.org site when your roster information is input into the system.

4. **WILD CARD CONTESTS**
Where the number of teams exceeds the number of openings in the draw the Commissioner may order a special playoff contest ("Wild Card System") to determine the draw for the playoffs. Teams drawn for the "Wild Card" contest will conduct their playoff contest on **TUESDAY, October 30, 2018 at 2:00 p.m.**

5. **TIME OF MATCHES**
All matches are scheduled to begin at 2:00 p.m. Schools may play at another time if it is mutually agreeable to both competing schools. **The host school must notify the CIF-SS Office of any changes.**

6. **PRE-GAME ARRANGEMENTS**

The host school is responsible for:

(1) Securing an adequate site for use in all playoff matches. Our Office is recommending six courts with cloth nets be available for team competition if at all possible. If the site has fewer than six courts the rotation must be followed and matches played as the courts become available.

(2) Contacting the visitors immediately after learning opponents name and prior to game to establish any necessary ground rules should the courts or equipment not meet USTA standards.

(3) Providing information to the visitors regarding directions to the school, locker room arrangements, visitor parking or any other special circumstances relative to the match.

The CIF-SS Office is not presently equipped to survey all sites during the coming post-season competition. We depend upon the good judgment of the home school management to notify this Office and all opponents if a given site does not meet minimum standards as outlined in the USTA Rules Books.

7. **MATCH RESULTS**

The official representative of a school winning a playoff match MAY contact the CIF-SS Office between 8:00 a.m. and 8:30 a.m. the morning following a match. *You must post your match results on CIFSSHOME.org immediately following the match*. This is for score reporting only. Information regarding the next round will be updated on the CIFSS website after 9:30 a.m. Please insure that only ***ONE REPRESENTATIVE*** is responsible for contacting the CIF-SS Office. With many schools in the playoffs, unnecessary phone calls place a tremendous burden on the operating efficiency of the staff members during this extremely busy period.

8. **PRE-FLIPS**

After the first round, we will be conducting pre flips in order to give the teams involved immediate notice of their next game location. When the pairings are released on Monday, October 29, 2018, the draw will indicate home and away teams. On Tuesday, October 30, we will conduct the coin flips for the second round in the office. On Thursday, November 1, we will conduct the coin flips for the quarterfinal round in the office. On Saturday, November 3 we will conduct the coin flips for the semifinal round in the office. Coin flip results will be posted at www.cifss.org on the Girls Tennis page.

8. **PAIRINGS**

On **Monday, October 29, 2018** after 11:00 a.m. pairings for all divisions will be released on our website at www.cifss.org. Pairings can be found on the Girls Tennis page of the website.

9. **TEAM SIZE**

Girls teams shall consist of nine players: three singles and three doubles teams. A player may play either singles or doubles but not both in the same day.

10. **ROUND ROBIN PLAY - SINGLES & DOUBLES - USE CONVENTIONAL SCORING**

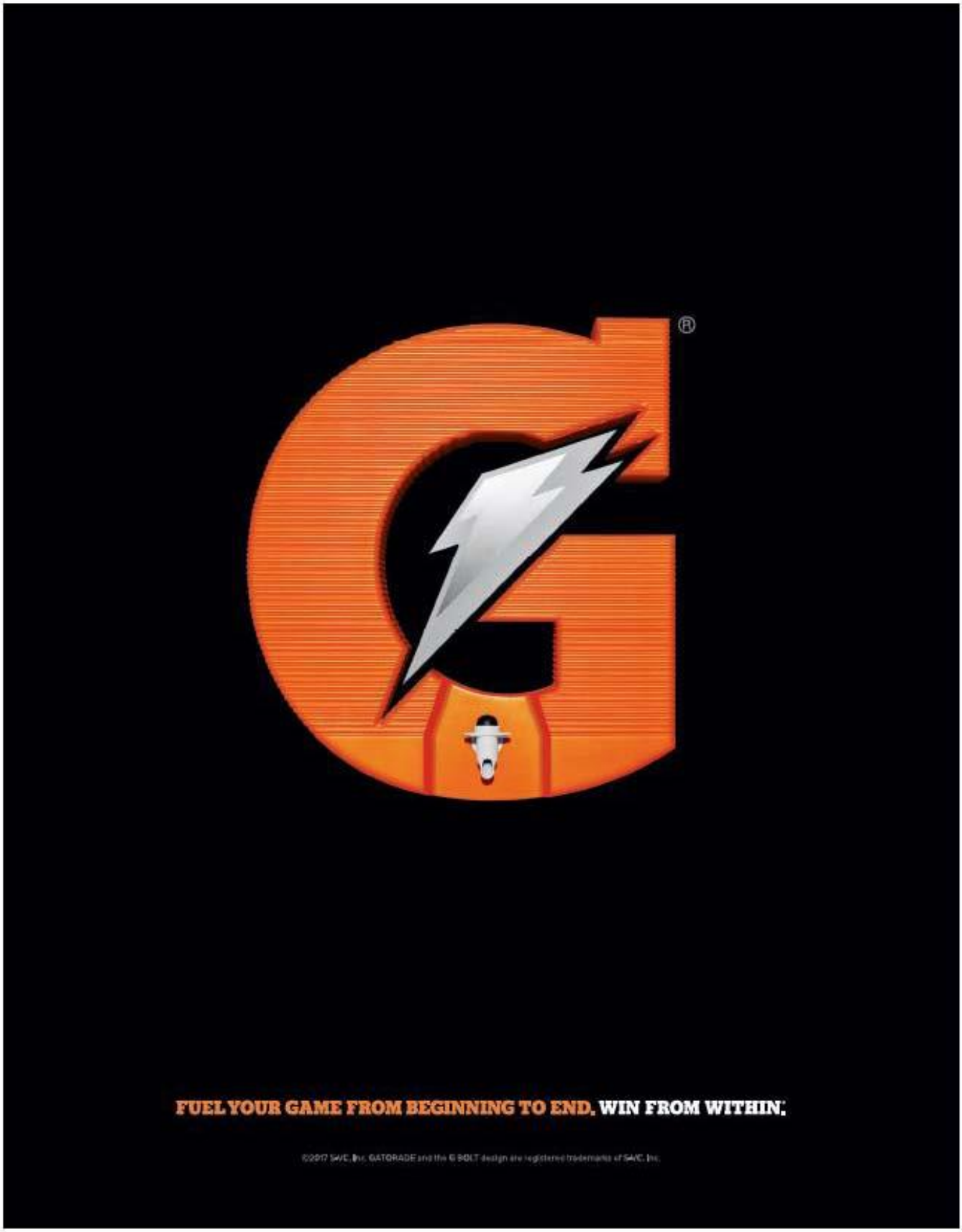
(The no-add system of scoring shall **NOT** be used.) Players shall play a round robin, with all players of one team playing one set with all players of the other team, each set won counts one point in **BOTH** singles and doubles. Whenever possible, visiting players shall remain on the same court for all their matches, while the home team shall rotate from court to court.

The following formula will be used for Round Robin Play:

1ST ROUND		2ND ROUND		3RD ROUND	
Visitor	Home	Visitor	Home	Visitor	Home
1	1	1	2	1	3
2	2	2	3	2	1
3	3	3	1	3	2

GAME SCORING: "Deuce + 1"

When opposing players or doubles teams reach the score of deuce in any game, the player who is serving will serve the "deuce" and add points. If the score returns to "deuce", the server will serve one more point to decide the game, and the receiver(s) may choose which side of the court to receive the serve on for the last point.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11. **TEAM LINE UP**

All players on both teams starting line-ups must be ready to begin at the designated starting time. Any player(s) in the starting line-up arriving more than 10 minutes after the designated starting time will make that set(s) subject to forfeiture. Late arriving players are eligible to play in the succeeding round.

12. **SUBSTITUTIONS**

If at any point during a team tennis match a player is injured, play may be halted for five (5) minutes, ONCE only. A second stoppage causes a player/team to retire the set.

Teams may substitute for a singles player, a doubles team, or one-half of a doubles team at the end of any round, before that player(s) was due to begin play in the next round. Once a player has been removed from the lineup, she shall not go back in to play in the match. Players shall not switch between singles and doubles.

Rules governing substitutions:

1. The lineup exchanged at the beginning of the match must be used for the first round.
2. Potential substitutes must be listed on the opposing coach=s scorecard when the lineups are exchanged. Substitutes do not have to be physically present at the start of the match.
3. Before putting in a substitute(s) to play, the coach must notify the opposing coach as to who the substitute(s) will play for and in which position in the lineup. The substitute(s) may have the 10 minutes to warmup, if needed, with an opponent or teammate.
4. Substitutions shall not delay the start of the next round.
5. If a player becomes ill or is injured, the usual timeout is allowed. If it is determined that the ill or injured player cannot continue, the current set shall be retired with the retiring player retaining any games won (example: if the score is 3-3, then the set is retired, 6-3 for the opponent). All succeeding sets played will count in the normal manner. (Adopted April 26, 2001, CIF-SS Council.)

13. **DEFAULT/RETIRE**

A player may not default/retire any set other than due to injury. Once a player has defaulted/retired in any set, she **MAY NOT** return to play in any subsequent set. A player who is removed (defaulted, retired, substituted, etc.) may not re-enter the match.

14. **TIE BREAK SYSTEMS**

In any set when the score reaches 6-6, the regular USTA tiebreaker (7 out of 12) system shall be used.

7 OUT OF 12 POINTS

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 they change ends, point 7 (Right); A serves points 8 and 9 (Left and Right); B serves points 10 and 11 (Left and Right), and A serves 12 (Left). If points reach 6-all, players change ends and continue as before A serves point 13 (Right); B serves points 14 and 15 (Left and Right); etc., 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.

DOUBLES follows the same pattern, with partners preserving the sequence of their serving turns.

(Assuming A & B vs. C & D) Player A serves first point (Right); C serves 2 and 3 (Left and Right); B serves 4 and 5 (Left and Right); D serves point 6 (Left) and, after teams change ends, point 7 (Right)... A serves 8 and 9 (Left and Right); C serves 10 and 11 (Left and Right); and B serves point 12 (Left)...If points reach 6-all; teams change ends and continue as before -- B serves point 13 (Right); D serves points 14 and 15 (Left and Right); etc., etc. until one team establishes a margin of two points. Teams change ends for one game to start the next set with team C & D to serve first.

NOTE: In this Wimbledon style tiebreaker, serve rotation is maintained, although each of the four players may find that she must serve from the end of the court opposite to that from which she served during the set.

15. **TIE IN POINTS**

In case of a tie in points when all sets have been counted, the total number of games (including any tiebreaker games) shall determine the winner.

"If, at the end of the match, teams are tied 9-9 in points and also in total games, the following procedure will be followed:

Another **complete round robin (18 tie break sets)** is to be played, but, instead of sets, players will play only the 7 out of 12 point tiebreaker against each opposing singles player or doubles team. Each tiebreaker is recorded as one game. If teams are still tied, the total number of points in the tiebreaker matches shall decide the winner. If the teams are still tied, the whole tiebreaker round robin shall be repeated until a winner has been determined. The lineup being played at the conclusion of the match shall be used in the Round Robin of Tiebreakers. The only exception would be the insertion of a substitute who was listed on the original team roster who has not yet competed. There shall be no warm-up, except that a player or team off the court for 10 minutes or more shall be entitled to a one-time only 3 minute warm-up prior to starting. There shall be no rest period between tiebreaker matches."

16. **BALLS**

The host team shall furnish the balls. Three new USTA approved Penn balls shall be provided for each court at the beginning of the match.

17. **CONTINUOUS PLAY RULES**

The USTA Continuous Play Rule shall be observed.

(a) All warm-ups (including ALL serves) must be taken before the first point is played.
(b) Warm-up time before the start of a singles or doubles team's first set - 10 minutes.
(c) Warm-up time before the start of any subsequent set - 5 minutes.
(d) No pause or stop in play is allowable except that players are allowed 90 seconds at the time they change sides of the court; this 90 second break is NOT allowed in tiebreakers.

SPECIAL NOTE: *If court and opponents are available, play should begin.*

18. **COACHING**

Coaching is **allowed** only on the first change over, between sets and during the 90 seconds allowed for changing sides, providing it does not distract opposing players or delay the start of play at the end of the 90 seconds. Coaching is allowed by **TWO designated** high school coaches only. These coaches names must be included on the opposing coach's line up card.

19. **PRACTICE**

No competing team will be permitted to practice at the Claremont Club for 12 days prior to the date of the scheduled CIF-SS Tournament.

REMINDER

Per Rule 504 (M) of the CIF Southern Section Blue Book, no interscholastic *practice* or game is to be held on a Sunday. Therefore, no practice is allowed on Sunday, November 4, 2018.

UNITED WE STAND

Together, for California.

California Correctional Peace Officers Association

20. **PROTESTS**

By action of the CIF-SS Council at its March 1983 meeting, protests of playoff contests involving USTA rules will no longer be entertained following the conclusion of the contest. No protest may be carried forth once the contest is completed.

Coaches are encouraged to carry USTA rule books and this bulletin with them for all playoff contests.

Schools will still have the opportunity to protest a contest in accordance with Southern Section Rule 1112, as it pertains to use of ineligible players or violations of any CIF-SS rule in connection with the contest.

21. **RAIN DATE**

In the event that a finals match has to be postponed because of inclement weather, that match will be rescheduled. You will be given instructions regarding re-scheduling before you leave on Monday. Points previously played will stand. Scoring will resume at the point where play terminated.

2017-2018 CIF STATE SOUTHERN CALIFORNIA REGIONAL GIRLS TENNIS TEAM CHAMPIONSHIP NOVEMBER 16-17, 2018

ENTRY INFORMATION:

The CIF Southern California Regional Tennis Championship will consist of one division with 16 teams.

The 16 teams will be allotted to the sections as shown below:

Central Section	1 Team
Los Angeles City Section	1 Team
San Diego Section	2 Teams
Southern Section	4 Teams **(Open Division Semi-Finalists) –** New in 2018-2019

Seeding will take place on the Sunday prior to the start of the tournament.

FORMAT:

The player strength ladder must represent both singles and doubles players strength on team roster starting with highest strength player as number one to lowest strength player listed last. This player strength ladder will be enforced for all matches.

Each team will consist of four (4) singles players and three (3) doubles teams. Players may only play one event (singles or doubles). Each school shall decide which event a player will enter. The number one singles player must be ranked higher on the team individual player strength ladder (ladder) than the number two player. The number two singles player must be ranked higher than the number three player. The number three singles player must be ranked higher than the number four singles player.

The ranking of the doubles teams will be determined by the sum of the ladder positions of each team. The #1 doubles team will be the team with the lowest sum, the #2 team with the next lowest sum, and the #3 team with the highest sum. If the sum of any of the ladder positions for two or three of the teams is equal, then the highest ranked individual player shall play on the higher ranked doubles team.

Lineups may change from one match to the next. If a player in the lineup is unable to play, a substitution is allowed, providing the ladder rules stated above are met. No player can appear in the lineup unless she is listed on the ladder. Moving players with the intent of gaining an advantage is not permitted and shall subject the team to default by the tournament directors.

The player strength ladder submitted for Regional Championships shall be the same player strength ladder as used for the Sections Championship.

SCORING:

For the quarterfinals and the semifinals, the scoring will be two out of three sets, with no-add-scoring (12-point tie-breaker system). This rule will be in effect, up to the final championship matches. The final championship matches shall be two out of three sets with add-scoring (12-point tie-breaker).

Players are responsible for returning the tennis balls and reporting match results to the Tournament Director immediately after their matches.

AWARDS:

- A perpetual trophy will be awarded to the 1st place team.
- Team plaques will be awarded to the 1st and 2nd place teams.
- Individual awards (max. of 15) will be given to members of the 1st and 2nd place teams.

2018-2019 CIF STATE SOUTHERN CALIFORNIA REGIONAL TENNIS TOURNAMENT TEAM SELECTION CRITERIA

The following CIF-SS Tennis teams may apply for consideration to the 2018-19 State Regional Tennis Tournament (**4 total entries**):

Open Division – Semi-Finalists (4 teams) - New in 2018-2019

CIF-SS Coaches Advisory Committee will make selections based upon the following:

(a) Head-to-head competition of teams under consideration
(b) Strength of CIF-SS Division
(c) Overall strength of the league from which the team is entered
(d) Overall win-loss record
(e) Strength against common opponents
(f) Strength of schedule

CIFSS HOME REQUIREMENTS

ELIGIBILITY LIST:

The CIF Southern Section Eligibility List will be generated through the www.cifsshome.org site. As you input your team roster information, the eligibility list information will be input at that time.

SCHEDULES &SCORES Complete your schedule in CIFSSHome prior to your season as well as update scores following each contest

Attention Athletic Directors/Coaches: It is very important that you enter your entire season schedule into CIFSSHome (www.cifsshome.org) as well as update the scores immediately following your contests.
Log in @ www.cifsshome.org (If you do not have a log in & password as a coach, check with your Athletic Director).
Once you are logged in:
-On the left panel, click on "Teams", select "Tennis, Girls"
-To **Add a game**, click "Add Game" at the top right and fill out all of the required fields which are marked by a red (*) to complete your schedule.
-To **Submit your score**, click on the "Teams", select "Tennis, Girls" Scroll through your schedule and click on the green "Post Result" button.
-Make sure that your overall and team records are correct on your team page.
Check out the Help video under the Help button on the bottom left, "Be CIF Prepared!"

VARSITY TEAM INFORMATION (ROSTER) DUE no later than WEDNESDAY, OCTOBER 24, 2018.

Attention Athletic Directors/Coaches: It is very important that you enter your entire Girls Tennis Varsity roster into CIFSSHome (www.cifsshome.org) no later than WEDNESDAY, OCTOBER 24, 2018.
Log in @ **www.cifsshome.org** (If you do not have a log in & password as a coach, check with your Athletic Director).
Once you are logged in:
-On the left panel, Click on the **"Teams"** tab, select "Tennis, Girls"
-Here are the instructions for using the sample file.
- Download the sample file **and** delete the "contents only". Copy and paste or type your roster information into the file as the contents and save the file to your computer. You can only upload an excel file (xls) that is the exact same format as the sample file. Columns for information not required for your sport may be left blank, but the HEADER INFORMATION MUST REMAIN EXACTLY AS THE SAMPLE.
Required Columns for Girls Tennis are: First Name, Last Name, Birth date, Year, & Eligibility.
- Next - click Choose File, find your file, then click "Import Student".
- To confirm your roster has been uploaded, your roster will be uploaded in the roster section and all of the required columns are filled out.
Check out the Help video under the Help tab on the bottom left, "Be CIF Prepared!"

VARSITY COACHES

Attention Athletic Directors/Coaches: It is very important that you enter your Girls Tennis coaches (Head & Assistants)
into CIFSSHome (www.cifsshome.org) no later than WEDNESDAY, OCTOBER 24, 2018.
Log in @ **www.cifsshome.org** (If you do not have a log in & password as a coach, check with your Athletic Director).
Once you are logged in:
-Click on the **"Teams"** tab on the left navigation bar. Click on the corresponding varsity team (Tennis, Girls).
-Click on "Add/Edit Coaches", select the information to add both your HEAD & ASSISTANT coaches
Check out the Help video under the Help tab on the bottom left, "Be CIF Prepared!"

TENNIS MEET MANAGEMENT

In every high school tennis match the **HIGHEST TYPE** of sportsmanship is expected from every player as described in the CIF Code of Ethics. In addition, spectators; including parents, friends and coaches, are welcome to watch and enjoy matches. **THEIR ROLE HOWEVER, IS CLEARLY RESTRICTED TO THAT OF PASSIVE OBSERVER WITH NO INVOLVEMENT OF ANY KIND DURING THE MATCH AS DESCRIBED BY THE USTA CODE OF CONDUCT.**

Therefore, it is recommended that:

Game management responsibilities for facilities and personal services should be accomplished in a manner which will contribute to the utmost comfort, convenience, and safety of students, spectators, and players.

Supervision be assigned to both home and away matches.

Host School Supervision - Faculty supervisors should be individuals who are as familiar as possible with members of the student body in order to facilitate identification of students whenever necessary.

Visiting School Supervision - The visiting school should assign a sufficient number of supervisors in order that adequate crowd control can be accomplished.

If both schools mutually agree to hire a USTA official for a playoff tennis match, the officials fees will be paid by the home school. If only one school requests an official for a playoff tennis match, the school requesting the official will pay the required fees. ***Contact:***

(1) Los Angeles Area	Teri Cohn, Sectional Chairman	(678) 467-5914
(2) Orange County Area	Bonnie Hartshorn, Sectional Chairman	(714) 992-4547
(3) Inland Area	Holly Haggerty, Sectional Chairman	(951) 788-8192
(4) Ventura Area	Harry Van Besoyen, Sectional Chairman	(805) 637-7606

ATTENTION COACHES:

Spectators should not be allowed on the tennis courts. Separate seating for spectators should be outside the tennis courts. Exceptions to these recommendations must be by mutual consent of each school's head coach.

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MAKE AND SEW ON UP TO 3 SPORT EMBLEMS

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All wool body and sleeves with a wool hood
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Fax (951) 867-3277

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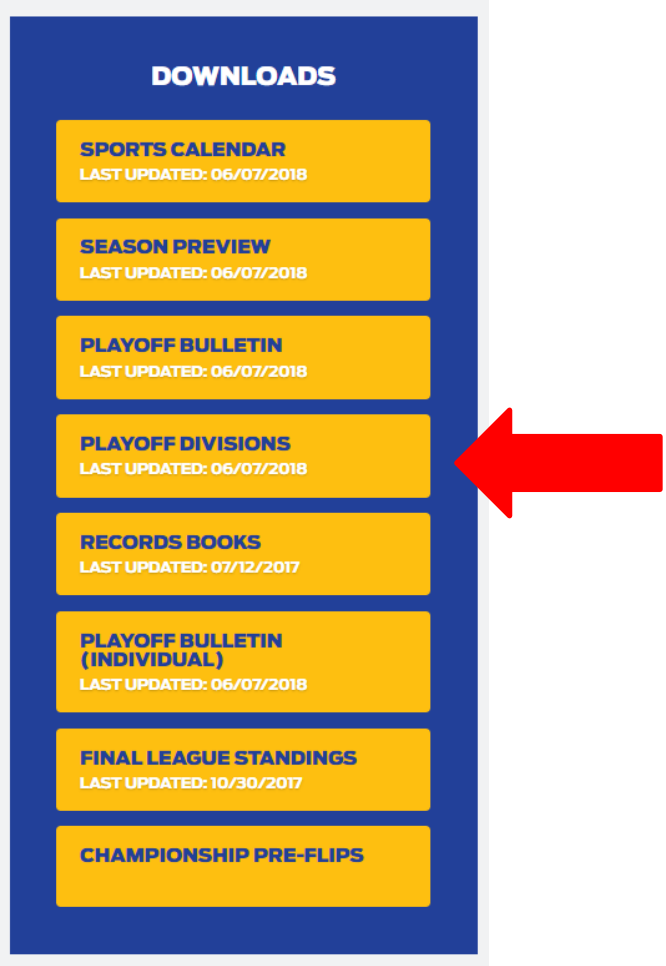
• PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE •

DIVISION PLACEMENTS – The Girls Tennis divisional placements can be found on the girls' tennis sports page at www.cifss.org > Girls Tennis> Download button labeled "Playoff Divisions". The power point formula listed on the next page is used in determining this year's girls' tennis division placements.



2018-19 Girls Tennis Power Point Formula

2018-19 Divisions:

Open - **new for 18-19!** - Top 8 schools from final **D1 Coaches Poll** will be advanced into an 8 team Open divison bracket

D1-D2-D3-D4-D5

G-Tennis Power Rankings 2016-18

(***Division Placement***)

1. Based Upon a 2-year Weighted Power Point Total (33% and 67%).
   Strength of regular season schedule results and playoff performance results.
2. Regular season matches are weighted based upon the strength of opponents and results against them. (D1 carries more weight than D5)
3. Playoff matches are weighted based upon performance and playoff division participation.
   Example: D1 playoffs carry more weight than D5 playoffs
4. Division splits are based upon an 2 year average of Automatic Bids per division.
5. **Red numbers** indicate a school was an Automatic Bid for the given season.
6. **Black numbers** indicate a school did not get an Automatic Bid for the given season.

Division 1: Level #1 (75% Win or Higher)

Win		Loss		Tie
50		20		35
Level #2 (74% - 50% Win)				
Win		Loss		Tie
37.5		15		26.25
Level #3 (49% - 25% Win)				
Win		Loss		Tie
25		10		17.5
Level #4 (24% Win or Lower)				
Win		Loss		Tie
12.5		5		8.75

Playoff Match Bonus Points:

Win Wild Card Match	Loss Wild Card Match
2.5	1.25
Win 1st Match	**Loss 1st Match**
10	5
Win 2nd Match	**Loss 2nd Match**
20	0
Win 3rd Match	**Loss 3rd Match**
30	0
Win 4th Match	**Loss 4th Match**
40	0
Win 5th Match	**Loss 5th Match**
50	0

Division 2: Level #1 (75% Win or Higher)

Win		Loss		Tie
40		16		28
Level #2 (74% - 50% Win)				
Win		Loss		Tie
30		12		21
Level #3 (49% - 25% Win)				
Win		Loss		Tie
20		8		14
Level #4 (24% Win or Lower)				
Win		Loss		Tie
10		4		7

Playoff Match Bonus Points:

Win Wild Card Match	Loss Wild Card Match
2	1
Win 1st Match	**Loss 1st Match**
8	4
Win 2nd Match	**Loss 2nd Match**
16	0
Win 3rd Match	**Loss 3rd Match**
24	0
Win 4th Match	**Loss 4th Match**
32	0
Win 5th Match	**Loss 5th Match**
40	0

Division 3: Level #1 (75% Win or Higher)

Win		Loss		Tie
30		12		21
Level #2 (74% - 50% Win)				
Win		Loss		Tie
22.5		9		15.75
Level #3 (49% - 25% Win)				
Win		Loss		Tie
15		6		10.5
Level #4 (24% Win or Lower)				
Win		Loss		Tie
7.5		3		5.25

Playoff Match Bonus Points:

Win Wild Card Match	Loss Wild Card Match
1.5	1
Win 1st Match	**Loss 1st Match**
6	3
Win 2nd Match	**Loss 2nd Match**
12	0
Win 3rd Match	**Loss 3rd Match**
18	0
Win 4th Match	**Loss 4th Match**
24	0
Win 5th Match	**Loss 5th Match**
30	0

Division 4: Level #1 (75% Win or Higher)

Win		Loss		Tie
20		8		14
Level #2 (74% - 50% Win)				
Win		Loss		Tie
15		6		10.5
Level #3 (49% - 25% Win)				
Win		Loss		Tie
10		4		7
Level #4 (24% Win or Lower)				
Win		Loss		Tie
5		2		3.5

Playoff Match Bonus Points:

Win Wild Card Match	Loss Wild Card Match
1	0.5
Win 1st Match	**Loss 1st Match**
4	2
Win 2nd Match	**Loss 2nd Match**
8	0
Win 3rd Match	**Loss 3rd Match**
12	0
Win 4th Match	**Loss 4th Match**
16	0
Win 5th Match	**Loss 5th Match**
20	0

Division 5: Level #1 (75% Win or Higher)

Win		Loss		Tie
10		4		7
Level #2 (74% - 50% Win)				
Win		Loss		Tie
8		3.2		5.6
Level #3 (49% - 25% Win)				
Win		Loss		Tie
6		2.4		4.2
Level #4 (24% Win or Lower)				
Win		Loss		Tie
4		1.6		2.8

Playoff Match Bonus Points:

Win Wild Card Match	Loss Wild Card Match
0.5	0.25
Win 1st Match	**Loss 1st Match**
2	1
Win 2nd Match	**Loss 2nd Match**
4	0
Win 3rd Match	**Loss 3rd Match**
6	0
Win 4th Match	**Loss 4th Match**
8	0
Win 5th Match	**Loss 5th Match**
10	0

INDIVIDUAL TENNIS
SPECIAL NOTICE

SUPERVISION OF ATHLETES

The Southern Section Office has experienced a problem which has perpetuated itself over the past few years as it pertains to proper supervision and entry of student-athletes in the post-season playoffs.

The situation relates only to individual sports, i.e. CROSS COUNTRY, INDIVIDUAL TENNIS, TRACK, SWIMMING, etc. and the official recognition and registration of entrants at the respective playoff sites.

State and Southern Section Rule 503 states:

No CIF team (i.e., individual) shall participate in inter-scholastic or approved competition with any other team unless the CIF team is under supervision as required by the California Administrative Code 49032 and CIF By-Law #503 (F). (Additionally, refer to Rule 123.) The supervisor must remain in attendance at all times.

Those persons APPROVED FOR SUPERVISION PURPOSES are limited to:
A. Certificated personnel
B. Certified Coaches (certified credentialed coaches)
C. Non-certificated temporary coaches (certified walk-on coaches.)

(It should be noted that schools representing the same DISTRICT may send one credentialed or certified supervisor for three or four athletes. These individuals have been recognized and are to continue to be recognized for registration and participation purposes in that the district has assigned the supervisory role for all students from its' member schools to this one individual.)

However, the concern is for those students who ARE NOT accompanied by a faculty representative and report to the playoff site by themselves or with a parent. ***GIVING PARENTS THE SUPERVISION AUTHORITY, WHETHER IN WRITING OR NOT, DOES NOT MEET THE STANDARDS SET FORTH IN THE ABOVE REGULATIONS.*** **This also applies to parents who are the student=s private coach but are not under contract to the member school.**

PLEASE NOTE, THIS RULE WAS REVIEWED BY BOTH THE STATE CIF OFFICE, ITS GENERAL COUNSEL AND THE SOUTHERN SECTION EXECUTIVE COMMITTEE. IT HAS BEEN REAFFIRMED THAT THE INTERPRETATION STAND AS ABOVE AND THAT ANY STUDENT REPORTING FOR COMPETITION WHO IS NOT UNDER DIRECT SUPERVISION IN ACCORDANCE WITH STATE AND SOUTHERN SECTION RULE 503, IS TO BE DENIED ENTRY FOR PARTICIPATION IN THE COMPETITION.

As pointed out by the Southern Section and State CIF attorney, there are inherent liability problems when an individual competes in violation of said rule. Please review this rule with your staff in that it will be strictly enforced as per the above application.

CODE OF CONDUCT

The highest type of sportsmanship is expected from every player! An understanding of and a commitment to the points highlighted on this card are part of your responsibility as a player in a U.S.T.A. tournament. **Violators of this code or its spirit are subject to disciplinary action.**

1	Once you have entered a tournament, honor your commitment to play. Exceptions should occur only in cases of serious illness, injury, or personal emergency.
2	From the beginning of the match, play must be continuous. Attempts to stall or to extend rest periods for the purpose of recovering from a loss of physical condition (such as cramps or shortness of breath) are clearly illegal.
3	Intentional distractions that interfere with your opponent=s concentration or effort to play the ball are against the rules.
4	Spectators, including parents, friends, and coaches, are welcome to watch and enjoy matches. Their role, however is clearly restricted to that of passive observer with **no involvement of any kind** during the match.
5	Players are expected to put forth a full and honest effort regardless of the score or expected outcome.
6	Players are expected to maintain full control over their emotions and the resulting behavior throughout the match. If you begin to lose your composure during play, try the following: $ Take several deep breaths, exhale as slowly as possible and feel your muscles relax. $ Concentrate on your own game and behavior while ignoring distractions from your opponent or surroundings. $ Be your won best friend B enjoy your good shots and forget the poor ones.

ON-COURT RULES*

Take this card onto the court for reference!

If you have any doubt as to whether a ball is out or good, you must five your opponent the benefit of the doubt and play the ball as good. You should **not** play a let.

It is your obligation to call all balls on your side, to help your opponent make calls when the opponent requests it, and to *call against yourself* (with the exception of a first service) any ball that you clearly see out on your opponent=s side of the net.

Any Aout@ or Alet@ call must be made instantaneously (i.e., made before either an opponent has hit the return or the return has gone out of play); otherwise, the ball continues in play.

Do **not** enlist the aid of spectators in making line calls.

If you call a ball out and then realize it was good, you should correct your call.

To avoid controversy over the score, the Server should announce the set score (e.g., 5-4) before starting a game and the game score (e.g., thirty-forty) prior to serving each point.

If players cannot agree on the score, they may go back to the last score on which there was agreement and resume play from that point, or they may spin a racket.

Foot faults are not allowed. If an opponent persists in foot faulting after being warned not to do so, the Referee should be informed.

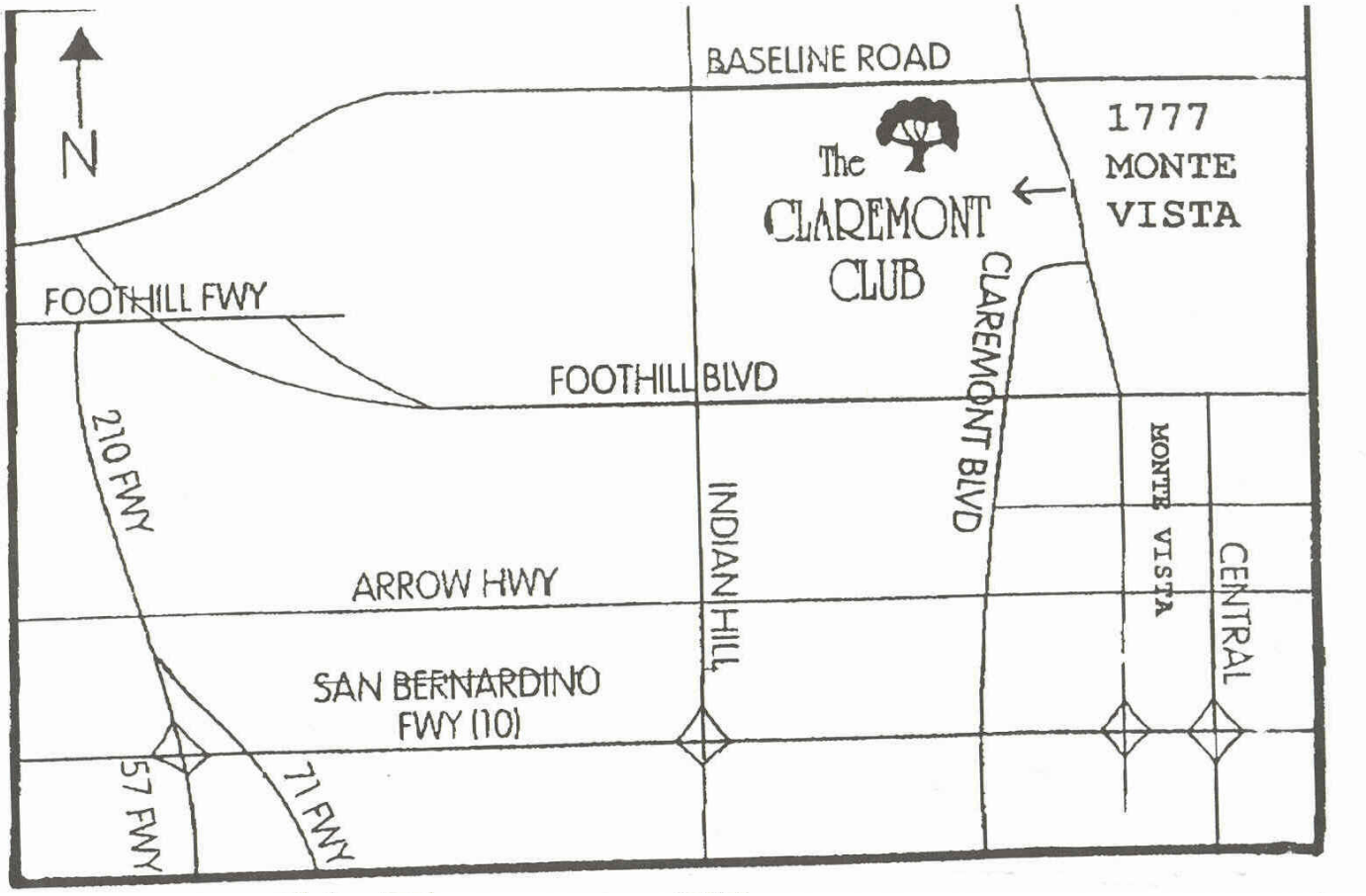
$ Do not stall, sulk, complain, or practice gamesmanship.

Wait until the players on another court have completed a point before retrieving or returning a ball.

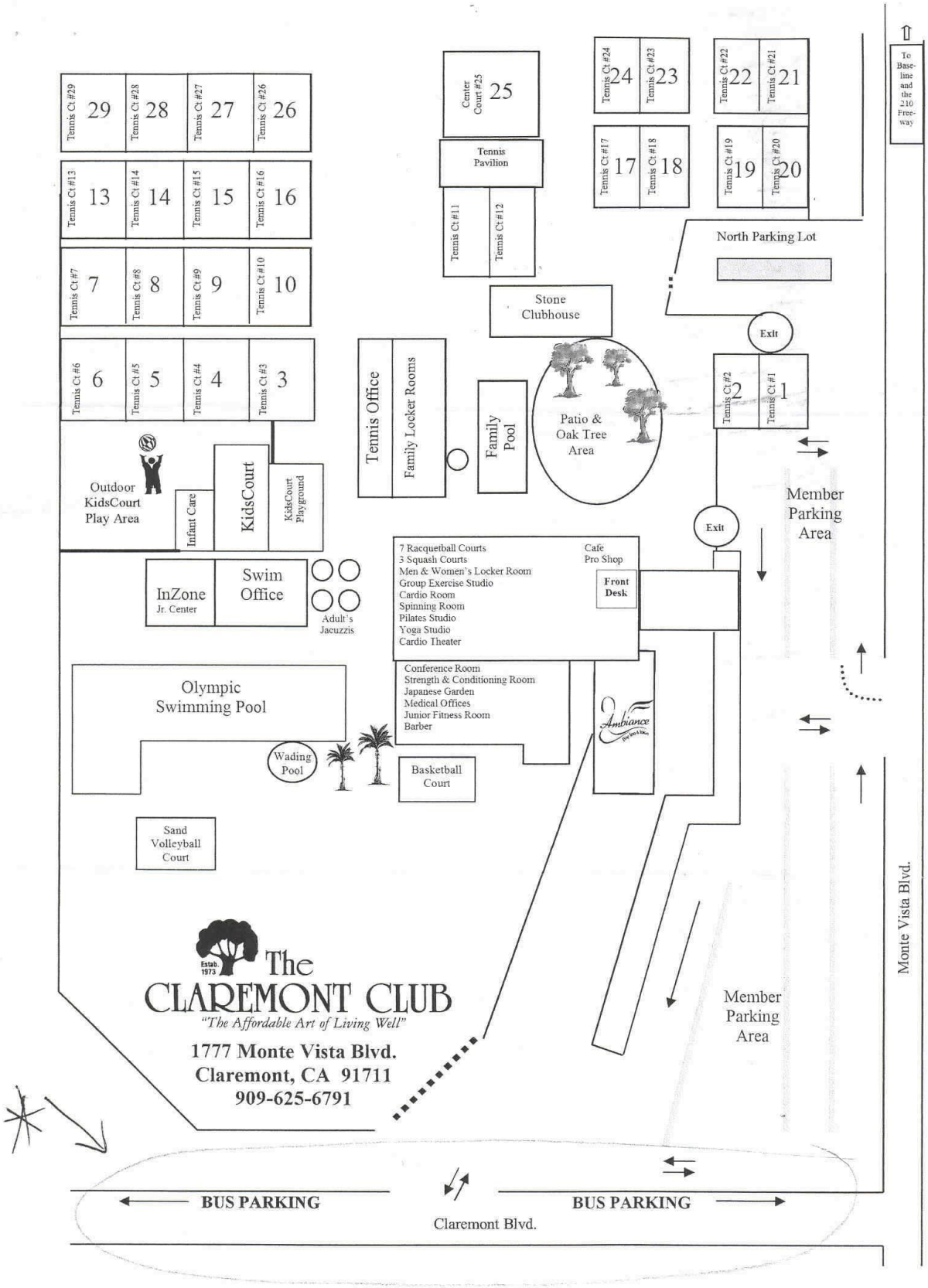
**Excerpted from the official U.S.T.A. publication, AThe Code,@ whose principles and guideline shall apply in any match conducted without officials.*

United States Tennis Association
70 West Red Oak Lane
White Plains, NY 10604-3602

THE CLAREMONT CLUB



1777 Monte Vista Blvd., Claremont, CA 91711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Tennis Ct #4
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Tennis Ct #3
3
Outdoor KidsCourt Play Area
Infant Care
KidsCourt
KidsCourt Playground
InZone Jr. Center
Swim Office
Adult's Jacuzzis
Center Court #25
25
Tennis Pavilion
Tennis Ct #11
Tennis Ct #12
Tennis Office
Family Locker Rooms
Family Pool
Stone Clubhouse
Patio & Oak Tree Area
Tennis Ct #24
24
Tennis Ct #23
23
Tennis Ct #22
22
Tennis Ct #21
21
Tennis Ct #17
17
Tennis Ct #18
18
Tennis Ct #19
19
Tennis Ct #20
20
North Parking Lot
Exit
Tennis Ct #2
2
Tennis Ct #1
1
Member Parking Area
Exit
7 Racquetball Courts
3 Squash Courts
Men & Women's Locker Room
Group Exercise Studio
Cardio Room
Spinning Room
Pilates Studio
Yoga Studio
Cardio Theater
Cafe
Pro Shop
Front Desk
Conference Room
Strength & Conditioning Room
Japanese Garden
Medical Offices
Junior Fitness Room
Barber
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Member Parking Area
To Base-line and the 210 Free-way
Monte Vista Blvd.
BUS PARKING
BUS PARKING
Claremont Blvd.

CIF SOUTHERN SECTION PLAYOFF/CHAMPIONSHIP REQUIREMENTS - ALL TEAMS AND HOST SITES

2018-2019

Rosters & Scores: • Complete schedules are to be submitted to CIFSSHOME prior to each season.
• Update scores following every contest via MaxPreps>CIFSSHOME or direct to CIFSSHOME
Additional directions on accessing CIFSSHOME are included in this document.

TV/Web/Radio Rights: Any TV or streaming webcast (video or audio) or radio transmission of a CIF-SS playoff or championship event requires a contract and rights fees through the CIF-SS office prior to the contest. The only 'exceptions' are: Games broadcast via Fox Sports West, Fox Sports Prepzone or the NFHS Network.

'Official' Championship Souvenirs: The exclusive vendor for CIF Southern Section Championship souvenirs (t-shirts, scarfs, pins, beanies, hats, etc...) is our long-time partner *CIF T-shirts*. These are the official items sold each year per sport. You are likely familiar with their annual shirts at the finals. You can order team and individual items through them at **www.ciftshirts.com**.

Official Ball Required: Only the approved official ball in each ball sport may be played by either school during CIF-SS playoff contests. Violation of this rule will result in loss of your next home playoff game. The current Official Ball list for each sport is included and available at www.cifss.org in the "Resources" drop down. This policy has been in effect since 2002.

Gatorade Only: Only Gatorade jugs, cups, bottles, ice chests may be used or visible during any CIF-SS playoff contest. (No Powerade, Body Armor, etc). The only acceptable alternative is a plain-wrap or Igloo labeled products. This rule does not apply to the actual liquid distributed to athletes. This policy has been in effect since 1995.

CIF-SS on Souvenirs: The 'CIF Southern Section', 'CIF-SS', 'Southern Section' and 'CIF' marks and logos are registered trademarks with the State of California. Schools may only use the CIF Southern Section marks on rings, patches and banners, by doing business with a CIF-SS licensed vendor. **Schools may only use the CIF Southern Section marks on apparel and other souvenir items exclusively through ciftshirts.com. Schools creating items with CIF-SS registered marks from a non-licensed vendor will face sanction and/or will be required to purchase any unsold shirts/items at the Championship Final.** A list of the currently licensed vendors for these products is included and regularly updated on www.cifss.org.

Please note: The use of only "CIF" is strictly prohibited per the State CIF registered trademark. The "CIF", is not just the CIF Southern Section. Only those teams in State regionals, bowl games and individual sport finals actually qualify to use CIF without Southern Section attached. Any such use must be approved in advance by the CIF State office.

Host Site Requirements:

Playoff Tickets: (This pertains to revenue sports of basketball, football and volleyball): It is mandatory to sell tickets for admission to all CIF-SS playoffs and championship contests. Use of the CIF-SS provided tickets is desired, if possible logistically, for audit, cost and sponsorship reasons. A Ticket Board(s) is included. Refer to the Ticket Handlers and Financial Clerks memo included with your tickets for additional information.

CIF-SS/FORD Banner: It is a requirement of each host school (including off-site) that the CIF-SS/Ford Championships banner be displayed at every playoff home game in football and the gymnasium sports post football season (or on the electronic signage where schools/venues do not display banners).

Gatorade: It is a requirement of each school use only Gatorade product/jugs/cups/squeeze bottles during CIF-SS championship events. No other competitive product shall be used. Water can be placed in Gatorade merchandise.

PA Announcements: As host of a CIF-SS playoff contest, the CIF-SS announcements take precedence over the host school's messaging and must be read in entirety at each playoff contest. Home schools are the host of a CIF-SS event in the playoffs. For contractual requirements, please read all the provided PA's each contest.

Media Credential Access: Accredited working media should be given admission to all playoff games by showing their CIF-SS Press or Photo credential.

CIF SOUTHERN SECTION PLAYOFF/CHAMPIONSHIP ADDITIONAL/CUSTOM POST SEASON AWARDS

2018-19

PARTICIPATION CERTIFICATES: Each member of a team participating in the CIF-SS playoffs can receive a Participation Certificate. These certificates will be downloaded and printed solely by your school. The certificate is in a 'Type-In' format and may be downloaded from the CIFSSHOME website under FORMS.

NEED ADDITIONAL AWARDS: Feel free to order additional directly.

Medals and Plaques: If your team won or was a runner-up in a CIF-SS championship and you need to purchase any additional champion/runner-up plaques and runner-up medals contact **All American Trophy by contacting Paul Purdum at (323) 725-1962.**

Patches: "Champion", "Runner Up" "ALL-CIF" Team Patches Schools may order additional CIF-SS Team Champion & Runner Up patches (Octagon Red or Football shaped) "exclusively" ordered through **JL Custom Jackets and Patches at www.jlcustomjackets.com, (951) 867-3200, or email lindseyjlcustomjackets.com**.

CUSTOM AWARDS/ RINGS/BANNERS/APPAREL SOUVENIRS USING CIF-SS:

Schools often seek to create custom patches, gym banners and championship rings that include both the school and CIF-SS marks/logos/names. Example: 'ACME BOYS BASKETBALL 2016 CIF-SS CHAMPIONS'. Schools may create these items using CIF-SS marks only through a CIF-SS licensed vendor.

CIF-SS 'registered' trademark: The "CIF Southern Section", "CIF-SS", "Southern Section" and "CIF" marks and logos are registered trademarks with the State of California. Schools may only use the CIF Southern Section marks on rings, patches and banners by doing business with a CIF-SS licensed vendor. Schools creating items with CIF-SS registered marks from a non-licensed vendor will face sanction and/or will be required to purchase any unsold shirts/items at the Championship final if similar non-licensed items appear at the contest. A list of the currently licensed vendors for these products is included and regularly updated on www.cifss.org.

Please note: The use of only "CIF" is strictly prohibited per the State CIF registered trademarks. Only those teams in State regionals, bowl games and individual sport finals actually qualify to use CIF without Southern Section attached. Any such use must be approved in advance by the CIF State office.

CIF-SS vendors who are licensed to create custom items for schools that include CIF-SS:

Championship Patches (circle shape) Playoffs or Prelims, Finals Patches (shape of a shield) for participation in Cross Country, Track & Field or Swimming Finals, Masters Patches (oval shaped) for participation in a Masters Track & Field or Wrestling event and Wrestling Dual Meet (rectangle shaped) are sold "ON-SITE" by the CIF-SS vendor. Additional patches post event can be ordered through any of the licensed CIF-SS patch vendors:

•Chenille Patches

JL Varsity Jackets & Patches	www.jlcustomjackets.com	(951) 867-3200
CIF Tshirts	www.cifsstshirts.com	(951) 789-5858
C&L Custom Jackets	www.cljackets.com	(714) 828-6900
Embroidery & More	www.embroideryandmoredesign.com	(951) 471-5200
Fancy Stitchin'	www.fancystitchin.com	(951) 656-6505

Jostens	www.jostens.com	
Sports Jackets Unlimited	www.sportsjacketsunlimited.com	(562) 693-9894
Neff	www.neffco.com/School-Patches	(800) 232-6333 x3417
We Got 'Em Tees	www.wegotemtees.com	(760) 983-6087
TAS - The Advertising Specialists	www.tassigns.com	(626) 966-4770

- **Custom Banners/Souvenirs** Your school may now create custom items that include the CIF-SS mark or logo (championship banner, banners for your gym, etc...) through a licensed CIF-SS vendor (and their specialty).

C&L Varsity Jackets	(Souvenirs)	www.cljackets.com	Larry Westbrook	(714) 828-6900
Integrity Design	(Banners)	www.IntegrityDesignUSA.com	Larry Shoppa	(855) 341-8817
Jostens		www.jostens.com		
NEFF	(Banners)	www.neffco.com		(800) 232-6333
Cabana Banners	(Souvenirs)	www.cabanabanners.com	Mike Cook	(800) 697-3139

- **Rings**

J. Lewis Small	www.jlewissmall.com
Jostens	www.jostens.com
National Recognition Products	www.nrprings.com
Signature Style Jewelry	www.signaturestylejewelry.com

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