

May 1, 2024

TO: 2024 Singles and Doubles Regional Tennis Site Manager
SUBJECT: Tournament Administration -- READ CAREFULLY

SINGLES AND DOUBLES COMPETITION

Thank you for hosting Singles / Doubles IGHSAU tournament for 2024. All singles and doubles regional competition will be completed on **Monday, May 6**. Tournament managers should immediately notify schools assigned to your site and send instructions for the May 6 competition. (this is posted on the IGHSAU web site) That would include time of seeding meeting, location of that meeting, sites, and so on. Please let your schools know it is Monday the 6th.

The tennis manual (ONLINE) states to all athletic directors and coaches and clearly designates the 9:00 a.m. start and all regulations related to singles and doubles competition. The singles and doubles champion and runner-up from each regional in both classes will advance to the state meet. **Tournament awards, brackets, balls and other items** will be shipped to the tournament managers via UPS from our office before the tournament date. Please study the manual for proper sequence prior to the tournament. **Medals are also included in the UPS shipment sent from this office. Be sure to look for those medals.**

The IGHSAU will act as our clearinghouse for all tournament tennis results. Immediately upon the conclusion of the meet the host school shall report results to the IGHSAU via email to Erin Gerlich: erin@ighsau.org.

****By Wednesday morning (May 15th) no later than 6:00 a.m. following the Regional individual play, the coaches of singles and doubles champions will e-mail the qualifications of their Champion to the State Office for seeding purposes. Please use the e-mail address (erin@ighsau.org). If no information is received by 6:00 a.m. the coach of that champion will not be allowed to vote for seeding. E-mails can be sent any time after the regional individual play. Coaches of the 1A champions in singles will call/zoom in to a number /link provided after your win on the previous Wednesday at 7:00 a.m. (May 15th) for a conference call/zoom so you will hear all 8 coaches give info on their player, 1A Doubles champions will call/zoom in at 7:30 a.m. for their conference call/zoom, 2A singles champion coaches will call/zoom in at 8:00 a.m. and then the 2A doubles coaches will call/zoom in at 8:30 a.m. Please follow the times stated above for your call/zoom. After the call/zoom you will then vote for the seeds via e-mail to the state office. More information on this seeding method will be sent to the winning schools after qualifiers are finalized.

Seeding Meeting/Day of Information:

1. Coaches ARE allowed to film video of matches, so long as the recording device is not on the playing surface. They do not need to obtain consent from opposing parties.
2. Individual athletes playing in back-to-back matches are allowed 30 minutes of rest from the conclusion of her match to the start of the next match.
3. Coaches can change their entries from what they sent in to you for the singles/doubles. Most times at the seeding meeting you hand back the form they sent in and then you ask for changes or if any changes need to be made and then they hand the form back as how they are going to play their singles/doubles on Wednesday of this week. This is only for the Singles/Doubles. this does not apply to team play.
4. Here is the rule from the manual for how seeding is done this year. Please remember this is an even year so first name alphabetically goes on the top of the bracket this year. You can never have two players from the same school in the same side of the bracket.

Regional Tournament Managers will use sixteen-line bracket systems for singles and doubles with byes or preliminary rounds where necessary. All pairings shall be made under the supervision of the Regional Tournament Manager that has been assigned by the Iowa Girls' High School Athletic Union Office. Coaches can recommend only their own players for seeding except all #1 players in the singles draw WILL BE considered for the #1 seed. The seeds will be made by the coaches involved with a majority vote ruling. The #1 seeded girl's name shall go on the top line of the upper bracket and the #2 seeded girl shall have her name placed on the bottom line of the lower bracket. If there is agreement on the third seed, then that name will go on the top line of the bottom bracket and the #4 seed will have her name placed on the bottom line of the top bracket. Only coaches can place their DOUBLES teams in consideration for any seed. If any byes are necessary, these byes will be assigned to the seeded players in order of seed. Unseeded players in singles will be placed in brackets drawn by lot according to alphabetical order. A girl whose last name is first alphabetically will be placed in the upper bracket on even numbered years and the other girl from the same school will be placed in the lower bracket on even numbered years. This procedure will be reversed on odd numbered years. EXAMPLE: Des Moines Hoover High School enters B. J. Mowery and Emily Dannen and they are not seeded in singles. Dannen is first alphabetically and Mowery would be second alphabetically. The same arrangement is followed for doubles pairings. EXAMPLE: Waterloo East High School enters teams of Elsie Ihnen and Susie Pitcher, and Suzanne Kiliper and Hannah Smiley. The team of Ihnen and Pitcher is first alphabetically.

5. Coaching opportunities... please remind the coaches they cannot coach during a tie-break. It has come to our attention that coaches have been coaching during the cross over in a tie-break. They cannot do that in the tie-break. During the regular games they may coach on the 90 second cross over.
6. Please remember no electronic devices can be on the court. That includes the wearing of an Apple/Smart watch. If they have their phone or watch on have them put it away. Please remind the coaches to tell their players.
7. In reporting results all we need is championship match and the score and what schools they are from. If you wish to send in more that is fine too. Please send via email erin@ighsau.org

MAKE SURE YOUR REGIONAL CHAMPION COACHES KNOW THIS PROCEDURE.

PLEASE GIVE A COPY OF THIS TO EACH CHAMPION AND RUNNER-UP IN SINGLES AND DOUBLES AT THE REGIONAL. (A hard copy of this will be in the materials sent to you via UPS early next week)

THIS YEAR: The State Tennis program will include photos of ALL participants in singles and doubles competition. If a player is a Regional champion or runner-up in either singles or doubles play, please email a head shot photo by Friday May 10th by noon to heidireed@ighsau.org. Your participant's photo will not be included if this deadline is not met. Be sure to inform players/coaches of this!!!

The subject line of the email should state your school and the word "tennis" (ie Smithville tennis). All photos need to be under 5 mb and sent as a jpg.

The following information should be with the photo for singles and doubles:

1. Names
2. Grade in school
3. Record

In doubles, the photo must have both players in the same photo. Make sure it is stated who is on the left and who is on the right of the photo.

Double check to make sure names are spelled correctly.

Please submit coach's cell phone number in case verification is needed.

Erin Gerlich
IGHSAU