

**THREE RIVERS LEAGUE
STANDARD OPERATING PROCEDURES
TENNIS, BOYS AND GIRLS**

GENERAL

1. Competition will be conducted under the Three Rivers League SOP's, USTA and OSAA rules. If there is any discrepancy between OSAA and USTA, the OSAA rules will be followed.
2. Head coaches are expected to attend all meetings including TRL Spring Head Coaches Meeting and District Seeding Meeting.
3. The HOME team coach will be responsible for sending both the individual and team results from league play to the district chair and TRL site (Boys: <http://tinyurl.com/trlboystennis> Girls: <http://tinyurl.com/trlgirlstennis>) for results. This is to be completed by the following working day.

DUAL MATCH ADMINISTRATION:

4. All Matches shall begin at 4:00 PM, **unless facilities dictate otherwise**. This means that warm-up, including all practice serves by four players in doubles and two players in singles, be completed and actual counting play begins. Start time may be earlier if mutually agreed upon.
5. Courts shall be free of sand, leaves, water, broken glass, rocks, and any other material, which may cause the players to slip or hinder a player from making a stroke.
6. All Head Coaches and Assistant Coaches (paid or volunteer) must meet all OSAA Certification Requirements to coach any match. All Coaches, Head and Assistant must be identified and on the TRL Coaching Roster. Names of all coaches are to be submitted to the TRL Coaching Roster at the TRL Spring Head Coaches Meeting. Coaches added to the Coaching Roster during the season must be submitted by the school's Athletic Director. Prior to each dual match, Head Coaches must identify and introduce all assistant coaches at the beginning of each match.
7. Team Captains are allowed to help coach but must be identified and introduced at the beginning of each match.
8. Twelve players shall comprise a team, and four doubles matches and four singles matches shall constitute a dual match. The final dual match score will be determined by a total of matches won by a team. In the event of a tie in total matches won, the dual match winner will be determined by the total sets won. (If there is a tie with matches and sets, then games won will determine the dual match winner.) If, after following all tie-breaking procedures, a dual match winner is unable to be determined, the dual match will end in a tie.
9. All players are to be in proper uniform. White or school colors are required. Players shall keep their shirts on at all times.
10. The home school shall furnish two new top-grade tennis balls (optic yellow) for each match. Two new balls will be made available after the second set.
11. Tennis line-ups must be exchanged 15 minutes prior to the beginning of the scheduled dual match. If a school has less than a complete team, forfeitures must be made from the bottom: i.e; 4th doubles, 4th singles, etc. In case of a postponement prior to the start of the match, a new line-up card will be exchanged. If there are two or fewer matches to be completed, they will be made up in the second round at the opposite site.
12. Order of play for all district matches will be: #1 Singles, #1 Doubles, #2 Singles, #2 Doubles, #3 Singles, #3 Doubles, #4 Singles, and #4 Doubles. JV Matches will follow varsity matches. Coaches may mutually agree on an alternate order of varsity play.

13. No Ad Scoring shall be used for all league matches. In the event that a set reaches 6-All, the seven point tie breaker shall be used. JV matches will use the seven point tie breaker at 8-All.
14. Coaches must play the number 1 player in first singles or in first doubles, the number 2 player in first or second singles or first doubles. ~~The players must be played in order of strength for the remainder of the matches.~~
15. Matches called due to rain or lack of light are to resume with the game, set, and match score as it last stood involving the same participants, unless the team outcome has already been decided. If a match is postponed because of inclement weather, the district chair and the visiting school and coach are to be notified by 1:45 PM.
16. In case of postponement, the match must be played on the first playable open date (Monday through Friday).
17. Substitutions may be made to the original line-up card, due to illness or injury, and/or ladder changes (on postponed matches) when the players have officially not started a match. Should a match be stopped in progress and resumed at a later date, a substitution may be made in the line-up with the following provisions:
 - a. The person substituting must hold a lower position on the team's ladder than the person for whom he/she is substituting.
 - b. If the substituting team was ahead in the match, the match is started over.
 - c. If the substituting team was behind in the match, the score remains the same and the match resumes.
18. Since no officials are provided, the players themselves will be responsible for calling balls in or out and keeping score. Coaches shall remind all players of the importance of making clear and distinct calls. If a player does not see the ball clearly out, the point is good. Coaches shall refrain from acting in the capacity of officials, except to clarify rules to players. If necessary, coaches will agree to appoint a responsible person to officiate. Follow USTA Code.
19. Unsportsmanlike language or behavior will not be tolerated. All players will be reminded of the unsportsmanlike rule of tennis at the players meeting at the beginning of the tournament. If a first violation occurs, players will be penalized a point. If a second violation occurs, players will be penalized a game. If a third violation occurs the match will be defaulted.
20. In any varsity matches, when players change ends at the end of a game, the maximum of ninety (90) seconds is allowed. However, after the first game of each set and during a tie break game, play shall be continuous and the players shall change ends without rest. This means the serve must be made within 90 seconds.
21. In any varsity matches, coaching of players is permitted only during:
 - a. All changeovers with the exception of the first changeover of every set (after the first game.)
 - b. The two (2) minute break between the first and second set.
 - c. The ten (10) minute break between the second and third set.
22. Coaching of players is allowed during any JV match, provided that play is not delayed.
23. At the completion of the match, players must:
 - a. Shake hands and confirm the score with each other. If there is a discrepancy in the score, coaches will be called to the court to assist.
 - b. Report scores to their respective coaches.
24. The Three Rivers League Schedule will be played in one round with the season ending on the Wednesday of the last week prior to the district tournament.
25. All league matches are scheduled prior to the district tournament. If the district tournament is played the one week prior to the OSAA cut-off date, matches may be scheduled during the week following the District Tournament.
26. The conference champion will be determined by the win-loss record of teams in regular league play. A trophy will be awarded to the conference champion.

District Tournament Administration

27. The AD in charge of tennis will head the district meeting and direct the district tournament.
28. The Three Rivers League District Chair shall serve as the official tournament director and will be responsible for:
 - a. Supervising the seeding process and the draw.
 - b. Appointing Site Tournament Directors (if necessary)
 - c. Default a player for cause such as tardiness or misconduct.
 - d. Appoint coaches where necessary to supervise play.
 - e. Assign courts, supervise play, record results, and notify appropriate newspapers.
 - f. Make decisions on any questions arising during tournament play.
 - g. Select League Coaches responsible for State Seeding Meeting
 - h. Send Entry Forms and Tournament information to the OSAA and to TRL State Seeding Representatives.
 - i. Provide proper OSAA Tournament information to coaches and state qualifiers.
29. The tennis coaches will meet for the seeding meeting the Saturday before the District Tournament. For purpose of the seeding meeting, names must be submitted to the District AD before noon on the day of the seeding meeting. No changes to the line-up can be made prior to the completion of the seeding meeting.
30. The Three Rivers League will seed at least the top four players. The #1 Seed and the #2 Seed will be on opposite sides of the bracket. The #3 seed will be on the same side as the #2 seed and the #4 seed will be on the same side of the bracket as the #1 seed. (There will be no coin flip)
31. All seeding information will be brought to the seeding meeting by all coaches. Five minutes will be allowed for discussion on each seeded position. Players are to be seeded in district pairing based upon the following criteria:
 - a. Current Season Head to Head
 - b. Season record during League Play
 - c. Season Record vs non-league like opponents
 - d. Past District Tournament Performances
 - e. Past State Tournament Performances
32. **Boys District Tournament:** Each school will have four (4) Singles and (4) Doubles Teams entered into the District Tournament Draw.
33. **Girls District Tournament:** The top team in League Dual matches at the time of the seeding meeting takes place will receive four (4) automatic spots in the District Tournament. The final eight (8) teams in League Standings will have their #4 Singles and #4 Doubles play into the tournament as follows #2 vs #9, #3 vs #8, #4 vs #7, and #5 vs #6. These matches will take place on the Friday prior to the District Tournament. These matches will take place at Lake Oswego High School.
34. The District Tournaments shall be held over a three day period. The first day will consist of the first two rounds for boys and girls. The second day will consist of the boys and girls Quarter-Finals and Semi-Finals. The Finals will be held on the third day for both boys and girls.
35. New Optic Yellow (OSAA Adopted) tennis balls will be provided by the Three Rivers League for the district tournament.
36. Accommodations will be made for any student who has International Baccalaureate and/or AP testing conflicts, with respect to the original dates of the tests. Any extenuating circumstances must be brought to the seeding meeting.
37. Any substitutions for the district tournament must be made with the District Tournament Director prior to the coaches' meeting scheduled for the morning of the first day.

- a. If a seeded player must be substituted, the remaining seeded players in that bracket will be placed one position higher and the rest of the bracket will be re-drawn.
 - b. If a non-seeded player must be substituted, the bracket will not be re-drawn and the substitute will fill the vacated spot.
38. There will be roving USTA Officials at the District Tournament for the Quarter-Finals, Semi-Finals, and Final Matches.
39. Best two (2) out of three (3) No Ad matches will be used in the first two rounds. The seven point tie-breaker will be used in all sets of the first two rounds.
40. Players are expected to be ready to play when their match is called. After five minutes, if a player does not show for their match, they will be defaulted.
41. The ten (10) minute break between split sets will be allowed in all rounds.
42. The seven point tie-breaker will be used in all sets of Quarter-Finals, Semi-Finals, and Final matches.
43. Weather permitting; a consolation bracket is to be played. Pro-sets, no ad scoring will be used for the consolation bracket until the finals of the consolation bracket. In the finals of the consolation bracket, players will play best 2 out of three sets, no add scoring.
44. A five minute warm-up time on the courts in all rounds of the tournament.
45. Players make their own calls and should do so immediately by mouth or signals.
46. Players should say scores before serving to avoid confusion.
47. If a ball hits the lights, ceiling, or any fixed structure, the point is lost.
48. Unsportsmanlike language or behavior will not be tolerated. All players will be reminded of the unsportsmanlike rule of tennis at the players meeting at the beginning of the tournament. If a first violation occurs, players will be penalized a point. If a second violation occurs, players will be penalized a game. If a third violation occurs the match will be defaulted.
49. Foot Faults – anyone may request a coach to warn the offender, then, if necessary, a line judge will be appointed.
50. Spectators (including coaches) are to stay OUTSIDE the fence, except for bleachers.
51. The TRL District Tournament will be scored to determine a District Tournament Champion. If the TRL District Tournament Champion is different from the dual meet champion, a second trophy will be awarded to the TRL District Tournament Champion. A second trophy will not be awarded if the TRL District Tournament Champion and the League Dual Meet Champion are the same. Two (2) points will be awarded for each Championship Bracket win, with three points being awarded for a Singles or Doubles Championship. A half a point (.5) points will be awarded for each consolation win and one (1) point will be awarded for the consolation championship win.
52. Medals, ribbons, and certificates shall be awarded according to the Awards SOP's.

All-League

53. All League Certificates are to be given as follows:
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| a. 1st Team | State Qualifiers in Singles and Doubles |
| b. 2 nd Team | Quarter-Finalists in Singles and Doubles |
| c. Honorable Mention: | Consolation Winners in Singles and Doubles |