

RULES AND REGULATIONS

BRITISH COLUMBIA SECONDARY SCHOOLS

TENNIS ASSOCIATION

Revised November 2007

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GENERAL RULES AND REGULATIONS

1. POWER TO MAKE RULES AND REGULATIONS

Pursuant to Section 5.1b of the British Columbia Secondary Schools Tennis Association Constitution and By-Laws

“The powers of the Directors shall include the authority to make such Rules and Regulations as they deem necessary in their absolute discretion to facilitate the functioning of the Society and the promotion of its objects, subject only to approval by a majority of the membership present at the next subsequent general meeting, and such Rules and Regulations shall be binding on the members and all participants in the programs of the Society.”

2. ZONES

Member schools, for the purposes of zone competition at both the AA and AAA levels, in British Columbia will be divided into nine (9) geographic areas:

1. Burnaby, New Westminster, & North Shore
2. Fraser Valley
3. Kootenays
4. North Central
5. Northwest
6. Okanagan
7. Richmond
8. Vancouver
9. Vancouver Island

3. EXECUTIVE ROLES AND DUTIES

Please refer to **Part 7 – Duties of Officers** in the Constitution for complete details on the role of Commissioner, Vice-Commissioner, Secretary, and Treasurer.

4. COMMISSIONER ROTATION

The Commissioner's Duties, where a delegate would spend two years, with year one as Vice-Commissioner and year two as Commissioner (with extra volunteers like Treasurer and Secretary being filled when available) would be as follows:

<u>Year</u>	<u>Zone</u>
2001	Okanagan
2002	Fraser Valley
2003	Richmond
2004	Vancouver
2005	Okanagan
2006	North Shore / Burnaby / New Westminster
2007	Vancouver Island
2008	Fraser Valley
2009	Richmond
2010	Vancouver
2011	Okanagan
2012	North Shore / Burnaby / New Westminster

5. DUTIES OF THE ZONE REPRESENTATIVES

1. A Zone Representative shall act as the Executive's representative in his/her particular zone, and shall advise the Executive on matters relating to the zone.
2. Zone Representatives shall be declared by individual zones by June 20th of the preceding year.
3. The duties of the Zone Representatives shall be:
 - a. To promote tennis within the schools of his/her zone.
 - b. To promote membership in the British Columbia Secondary Schools Tennis Association within the schools of his/her zone.
 - c. To ensure that schools file all appropriate registration forms by the required date, and to forward all appropriate information (e.g., seeding survey) onto the coaches of his/her zone.
 - d. To be aware of local problems and situations, and to report these to the Executive.
 - e. To act as liaison between the Tournament Committee and the schools in his/her zone with regard to the Provincial Championship Tournament(s).

- f. To attend (or delegate another person to attend) the Annual General Meeting.
- g. To present a written report to the Annual General Meeting, outlining the zone's program, results, and recommendations for future action.

SPECIFIC TIMETABLE OF DUTIES FOR A ZONE REPRESENTATIVE

EARLY FEBRUARY

Contact all schools in his/her zone to make sure that they have declared to BC SCHOOL SPORTS that their school may be participating in tennis.

MID FEBRUARY

Contact all schools in his/her zone (either through a meeting or individual contacts) to ask of any concerns or comments they wish to be raised at the AGM.

LATE FEBRUARY

Attend the AGM with at least 15 copies of his/her zone report. Please get a replacement if you are unable to attend.

LATE MARCH

Contact all schools in his/her zone to make sure they have registered. Please check guidelines for registering. Late registrations will not be included at the berthing meeting of the Executive in mid-April.

8 DAYS PRIOR TO THE PROVINCIAL CHAMPIONSHIPS

Contact the Vice-Commissioner no later than by noon eight days prior to the start of the provincial championship re: his/her representatives. Failure to comply may result in forfeiture of his/her zone's berths.

6. ELIGIBILITY OF TEAMS

1. The Tournament(s) shall be open to senior tennis teams from British Columbia secondary schools who are members in good standing of the British Columbia Secondary Schools Tennis Association, and who qualify through a playoff structure within their zone.
2. The British Columbia Secondary Schools Tennis Association shall accept one team only per registered school to represent that school at either the "AAA" or "AA" Championship Tournament.
3. All players participating in either Championship must have competed in a minimum of 2 (two) league games during the regular season, excluding zone playoffs and championships.

Note:

Injured players who want to participate in the Provincial Championships but have not played in the minimum of 2 league games, must have a written appeal to the Commissioner at least 14 days prior to the start of provincial championships, or 14 days prior to the start of zone playoffs, whichever should happen first."

4. All participating players must meet the eligibility requirements set out in Section 6 of the BC SCHOOL SPORTS Competitive Rules and Regulations.

7. CLASSIFICATION OF TEAMS

1. Tier classification is based on enrolment as declared by each member school to the Ministry of Education (Independent and Public Schools) and to their respective School Districts (Public Schools).

Enrolment is based on :

- the number of grade 11 and 12 students who are under 19 years of age as of December 31st of the current school year, AND
- the number of ungraded students in their fourth and fifth year of eligibility who are under 19 years of age as of December 31st of the current school year.

This count must be taken on September 30th of each school year, and include those “of age” students for whom full funding is received and who are declared 1.000 full-time equivalent as recorded in the school’s Form 1701 and Student Data Collection Report.

2. For Tennis, the tier classification is as follows:
“AA” – 500 or fewer boys and girls in grades 11 and 12
“AAA” – 501 or more boys and girls in Grades 11 and 12.
3. A “AA” school has the option to declare either “AA” or “AAA” status.
 - a. If it is not done by **April 15th** of the current season, the “AA” school loses the right to declare its option.
 - b. A “AA” school who chooses to play “AAA” must compete for a minimum of two seasons at the “AAA” level.
4. A “AAA” school may apply to the commission to declare “AA” status. Such application must be made in writing to the Commissioner by **February 28th** of the current season; if not, the “AAA” school loses this right. The letter of application must clearly state the reasons for wishing to change status and be accompanied by a letter of approval from the principal of the school. The executive shall rule on the application by **March 15th**. Schools which have “AAA” status based on September 30th enrolment figures may be granted “AA” status for the current season based on:
 - a. circumstances where climate and remoteness drastically reduce the length of the season and the number of games played (e.g., schools in the Kootenays and Northern Interior zones);
 - b. circumstances where schools are either initiating a new senior tennis program or reactivating one after having been out of competition for a period of time -- at least 4

years. In such cases, “AA” status may be granted for a period of up to two years, thus providing time for the program to become established;

- c. extenuating circumstances at the discretion of the Executive.

8. CODES OF CONDUCT

1. Coach’s Code of Conduct
2. Student Athlete’s Code of Conduct
3. Spectator’s Code of Conduct

See Section 5 of the BC SCHOOL SPORTS Competitive Rules and Regulations.

9. VIOLATIONS OF COMPETITIVE POLICIES

1. Penalties for Violation of the Eligibility Policies
2. Penalties for Late Registration Forms
3. Penalties for Violations of ‘Seasons of Play’ or ‘Maximum Number of Playing Days’ Policies
4. Appeal Process for Disciplinary Action Taken

See Section 5 of the BC SCHOOL SPORTS Competitive Rules and Regulations.

10. FINANCIAL REGULATIONS

1. The Executive will present a financial report at the Annual General Meeting for approval by the majority of the membership present.
2. The Executive has the authority to use B.C.S.S.T.A. monies when the Executive believes that the actions are necessary to ensure smooth operation of the commission, some of which include (but are not limited to): postage expenses, printing expenses, telephone charges, meeting expenses, and when the Executive believes that there is a valid reason.
3. If necessary, the cost of sending an Executive member (i.e., the Commissioner or Vice-Commissioner) to oversee either the “AA” and/or the “AAA” Provincial Championships is covered by B.C.S.S.T.A. monies. These monies will be provided on the same basis as the travel, food, and accommodation allowances of BCSS.

PROVINCIAL CHAMPIONSHIP TOURNAMENTS

11. TOURNAMENT FORMAT

1. There shall be an “AAA” Tournament and an “AA” Tournament.
2. The Championships shall each consist of 12 teams. The team distribution is from each zone and the proven strength of teams (who have qualified through zone tournaments).
3. The final allocation of berths to each zone shall be determined by the Executive no later **May 10th** of the current school year using the criteria listed below:
 - a. The number of berths available for each zone will be determined on current year registration with BC SCHOOL SPORTS as of **April 15th**.
 - b. The number of representative teams participating in the tournaments shall be allocated using the following procedure:
 - i. **Berth Ratio** =
$$\frac{\text{Number of Registered Schools}}{\text{Non-Assigned Berths at tournament}}$$
 - ii. **Zone Allocation** =
$$\frac{\text{Number of Zone Registrants}}{\text{Berth Ratio}}$$
 - iii. Zones receive the whole number of berths closest to their allocation provided that:
 - each geographical zone receives one *non-host* berth
 - no zone receives more than 4 berths (including host)
 - this process allocates the appropriate number of total berths
 - iv. In the event that the exact number of berths is not allocated, the decimal component of the zone allocation value is considered (eg. Decimal in 1.7 is higher than decimal in 2.6).
 - v. In the event that the decimal components are equivalent (1.5, 2.5, 3.5) and not all can receive remaining berths, preference shall be given to:
 - zones not in the host rotation, then
 - zones least recently awarded “left-over” berths, then
 - zones closest to the host location (thereby reducing travel costs).
4. For each Tournament teams shall be ranked from first to last by the commissioner(s) (tournament committee may be consulted). The following criteria will be used to ensure that the seeding process is as objective as possible:
 - a. The results of the Zone Strength Percentages, which evaluates zones on their showings of the previous three years at the Provincial Championships, are heavily used to determine the top four seeds.
 - b. Ideally, the top four seeds should be from different zones. It is recognized, though, that there may be times when this is not feasible.

- c. The results of the Seeding Survey (which is filled out by every coach in the province asking them to rank the strength of their team and their zone compared to the previous year) are then used in combination with the Zone Strength Percentages to determine how strong the zones are in the current season.
- d. Any results of inter-zone play need to be considered, especially if two tournament participant teams have already played each other during the season.
- e. Zone representatives can also be contacted for their input as to who they think the top contenders will be and for further discussion of individual teams.
- f. Coaches of particular teams may also be asked for their season schedule and results.

12. TOURNAMENT SITE & ROTATION

Subject to the availability of tennis courts of sufficient number (there needs to be four sites of at least three courts each, preferably of four courts each) as well as adequate standard, the Tournament(s) shall be held at sites throughout the province. The rotation is as follows:

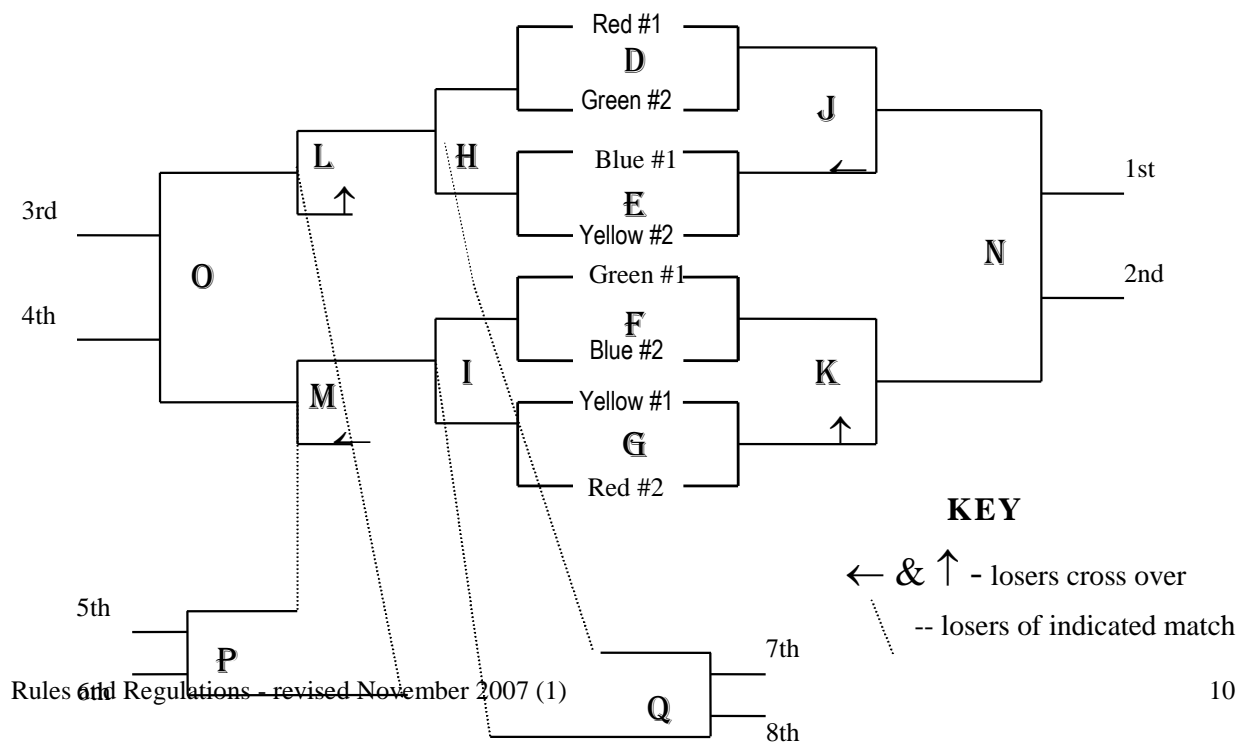
<u>Year</u>	<u>AA Championships</u>	<u>AAA Championships</u>
2001	Okanagan	Fraser Valley
2002	North Shore / Burnaby / New Westminster	Richmond
2003	Vancouver Island	Vancouver
2004	Fraser Valley	Okanagan
2005	Richmond	North Shore / Burnaby / New Westminster
2006	Vancouver	Vancouver Island
2007	Okanagan	Fraser Valley
2008	North Shore / Burnaby / New Westminster	Richmond
2009	Vancouver Island	Vancouver
2010	Fraser Valley	Okanagan
2011	Richmond	North Shore / Burnaby / New Westminster
2012	Vancouver	Vancouver Island

13. TOURNAMENT STRUCTURE

- Both the “AA” and “AAA” B.C. Provincial Tennis Championships shall be played on the last weekend of May, which tends to be the weekend following the Victoria Day, May long-weekend.
- There shall be four (4) sections of preliminary round-robin pools, each containing three teams.
- The following seedings will be allocated to each of the four Round Robin Pools:

Red	Yellow	Green	Blue
#1	#2	#3	#4
#7	#5	#8	#6
#12	#11	#10	#9

- The Executive, if necessary, may make small adjustments of the placing of seeds in sectional pool structure to ensure that the following conditions do not occur:
 - The Executive will not place teams from the same zone into the same sectional pool.
 - Whenever possible, the Executive will attempt to avoid theoretical pairings (according to the pre-tournament seedings) of teams from the same zones in quarterfinals.
- During sectional (round-robin) play, the higher seeded teams in each section should play the lower-seeded team before they play each other (i.e., in the Red pool, #1 would play #12, then #7 would play #12, and #1 versus #7 would be the last game in the pool).
- The top two teams in each Round Robin Pool will advance to the championship flight. The following is the championship draw:



7. The bottom team in each section will enter the consolation flight. The four teams will then play a round-robin against each other to determine placings #9 through #12.
8. In both section play and the consolation flight, each team receives two (2) points for a win, and zero (0) points for a loss.
9. In the event that two teams are tied, their head-to-head record will be used.
10. In the event that more than two teams are tied, the following criteria will be used:
 - a. The team with the higher set difference (*which shall mean “sets for” less “sets against”*) for that round only shall assume the higher position, and, if this number should be the same, then:
 - b. The team having been awarded the greater number of “sets won” for that round only shall assume the higher position. If this number shall be the same, then:
 - c. The team with the higher game difference (*which shall mean “games for” less “games against”*) for that round only shall assume the higher position, and, if this number should be the same, then:
 - d. The team having been awarded the greater number of “games won” for that round only shall assume the higher position. If this number shall be the same, then:
 - e. Any teams still tied will be awarded the same position.

14. TOURNAMENT COORDINATOR / COMMITTEE

1. The Tournament Coordinator shall be appointed by the Commissioners.
2. The duties of the Tournament Coordinator shall be to:
 - a. select members of the Tournament Organizing Committee;
 - b. organize and conduct the Provincial Championship Tournament(s) in accordance with the Constitution, By-Laws and the Rules and Regulations of the British Columbia Secondary Schools Tennis Association;
 - c. use the “BCSSTA Provincial Championships Planning Guide” to assist him/her with the planning and organization of the Tournament(s);
 - d. liaise with the Commissioners concerning the organization of the Tournament(s);
 - e. keep the membership of the British Columbia Secondary Schools Tennis Association advised concerning the organization of the Tournament(s);
 - f. maintain a file of all Tournament-related correspondence (including, but not restricted to, all financial records, tournament results, minutes of tournament meetings, and any future recommendations);

- g. submit a report, the tournament file and financial statements on the Tournament(s) to the Commissioner by July 31st of the current season.
3. The Commissioners and, where possible, the previous Tournament Coordinator shall be members of the Tournament Organizing Committee.
 4. The duties of the Commissioners on the Tournament Committee shall be to:
 - a. mediate problems relating to the Tournament(s) in cooperation with the Tournament Coordinator.
 - b. receive and expend and have charge of all monies pertaining to the Tournament(s), in the absence of a Treasurer.
 - c. determine the seedings for the Provincial Championships (tournament committee may be consulted).
 - d. liaise between tournament committee and BC SCHOOL SPORTS.
 - e. report to BC SCHOOL SPORTS on results of Provincial Championships.
 5. The duties of the previous Tournament Coordinator shall be to:
 - a. forward the tournament file, complete with all financial records, tournament results, minutes of tournament meetings, and any future recommendations to the Tennis Commissioner by July 31st of the current season.
 - b. update the Championship Planning Guide
 - c. assist the current Tournament Coordinator.

15. TOURNAMENT COSTS

Each qualifying team may be levied an entry fee determined by the British Columbia Secondary Schools Tennis Association and payable to it.

As per the motion passed at the 2005 AGM, the AA and AAA Championships' respective entry fees are \$300. Additional costs per team may be charged for the tournament banquet, t-shirts, programs and team pictures.

16. TOURNAMENT FUNCTIONS

1. Teams which qualify for the Provincial Championship Tournament(s) are expected to make a full commitment to the activities and functions associated with the event.
2. Where a team qualifies for a Provincial Championship Tournament and does not attend functions designated in advance as mandatory by the Tournament Organizing Committee, the team will receive a “no ranking” designation as their final placing and a performance bond of \$250.00 shall be required should that team qualify for a subsequent Championship Tournament. The bond would be refunded if the team meets the requirements in that subsequent Championship Tournament.

Championship Tournament Functions designated as mandatory are the:

- Tournament Organizing (Coaches) Meeting on Wednesday night
- Opening Ceremony
- Closing Ceremony and Presentation of Awards

17. TOURNAMENT TROPHIES AND MEDALS

1. For each Tournament, the first place team shall receive a trophy (at both the “AA” and “AAA” Championships) and up to eighteen gold medals. The second place team shall receive up to eighteen silver medals. The third place team shall receive up to eighteen bronze medals.
2. For each Tournament, all participating teams shall receive a plaque indicating their final placing and participation at the Tournament.

18. TOURNAMENT TRAVEL RESPONSIBILITIES

1. Each qualifying team shall be entirely responsible for its own travel arrangements and costs.
2. Teams must arrive at the Tournament(s) site in good time for the Coaches’ Meeting so as not to delay the Tournament.

19. TOURNAMENT APPEALS COMMITTEE

1. The Tournament Coordinator shall establish an Appeals Committee which shall be made up of the Commissioners (as Chairman) and two officials appointed by the Coordinator.
2. The three people on the committee will not be in a conflict of interest.
3. All commission members, tournament coordinators, zone representatives, and designates are eligible members of the committee.
4. The Appeals Committee shall have the authority to rule on matters concerning disputes made by any coach at the Tournament(s) including (but not limited to) issues regarding the conduct of a participant (players, coaches, etc), the results of a match, and others.
5. In regards to a decision on the improper behaviour of a Tournament participant, the Appeals Committee shall have the authority to rule that there be:
 - a. No action taken.
 - b. A one or more match suspension.
 - c. Suspension from the remainder of the Tournament.
6. Copies of correspondence regarding the decision shall be sent to:
 - a. The participants / teams involved.
 - b. The participant's / team's coach (or sponsor) and principal.
 - c. The participant's / team's local Athletic Association.
7. Decisions of the Appeals Committee may be appealed to the Executive.

20. LAWS OF THE GAME

The Laws of the Game of Tennis as framed by Tennis Canada (in The Rules of the Court) shall be applied. These include Variations to the Laws of the Game as listed below:

If any variations that are in exception to those in The Rules of the Court, the Variations shall be considered final.

1. The “AAA” tournament shall be played over a period of 3 days
2. The “AA” tournament shall be played over a period of 3 days.
3. Teams play no more than 3 matches per day, when using the best of 11 format.

4. Calls of “out” and “let” should be made *INSTANTANEOUSLY*. In any event, do not claim a “let” because you did not see the ball. Any doubt must be resolved in favor of your opponent.
5. All coaches and players are expected to abide by the decisions of the site supervisors and the tournament coordinator.
6. A team is to consist of a minimum of 5 boys and 5 girls.
7. A minimum five minute warm-up is allowed before each set.
8. Players will spin for service or side, and will change sides after the first and every odd game.
9. A set is concluded when one player (or doubles team) has won 6 games, using ‘no-ad scoring’ for the Round-Robin matches on Thursday and ‘ad-scoring’ for the remaining matches.
No-ad scoring means that when the players are tied at deuce in a game, the next point wins the game, but the receiver (receiving team) has the choice of which side they would like to receive the serve.
10. The 12 point tie-breaker rule will be played at 5 - 5.
11. Each match is made up of 11 sets. Matches must be completed (i.e. 11 sets) unless weather does not permit. [see # 19]
12. A player may only play in one division (“girls doubles,” “boys doubles,” & “singles / mixed”) and may play a maximum of two sets. Additionally, players may *NOT* play singles and doubles or on both an A and B doubles team.
13. Coaches must list players for the first six sets and submit this roster to the site supervisor (or exchange with the opposing coach, if no site officials are present) **BEFORE** the start of the match. There is no penalty for substituting players into the second round of (the final five) sets.
14. During a match, the sets will proceed in the order that they are listed on the “BCSSTA scoresheet”.
15. During the end changes, coaches are permitted to coach their team as long as it does not cause a delay in the match (no more than 1 minute).
16. During a match, all coaches and players, and their belongings, not involved in the ongoing sets **MUST** remain outside the fence surrounding the courts so as not to cause interference during the match. Only the players involved in the ongoing sets, and any belongings they require, are allowed inside the fence. When coaches wish to coach during an end change, they must call their players to the fence to talk with them.

17. Following a match it is the responsibility of each coach to sign the site supervisor's scoresheet signifying the result is correct. In addition, the winning team is responsible for returning all used balls. Results do not become official until all balls are returned.
18. Teams are expected to be on time and ready to play for the start times indicated. In the event of a delay, a maximum of fifteen minutes is allowed before the offending team will be forced to forfeit the match. The site supervisors should have cellular telephones so a team is able to contact them if they are unavoidably delayed.
19. In the event of wet or inclement weather, teams may be required to adopt a shortened match format. This format involves the first six sets listed on the regular scoresheet, plus the mixed doubles (so the team which won 4 sets would be declared the winner). In addition, *all players would have to be listed on the scoresheet before a shortened match begins.* (Please refer to the BCSSTA "wet weather scoresheet.")
Other options may be to change the start times to make up for any rain delays and/or use 'no-ad scoring' on Friday and Saturday. In a dire emergency, arrangements have been made to use indoor courts. If indoor courts are used, then everyone must be aware that the tournament format may have to be changed.
All decisions in this regard will be left to the Tournament Coordinator.