

## MEN'S AND WOMEN'S TENNIS SUPPLEMENT-2013/14

### Article 1

#### GENERAL INFORMATION

#### Section 1

##### Conference Eligibility

##### A. General Guideline

1. All Conference colleges will recognize and abide by the State Athletic Constitution and the decisions of the California Community College League of California and the California Community College Athletic Association.

##### B. Eligibility

1. To be eligible to participate in all non-conference and conference contests all student athletes must be registered in classes according to the requirements set forth in the State Athletic Constitution and By-Laws and the Big 8 Conference Constitution and By-Laws.
2. Conferences shall require each college to certify athletic eligibility by submitting Form 1, Student Eligibility, and Form 3, Team Eligibility, to the conference commissioner's office postmarked or emailed prior to the first game, meet, or match. Addendums to Form 3 may be submitted at a later date, but the athletes listed on the addendums are not eligible until the postmarked date.
3. An ineligible player is defined as a player who has not completed or adhered to all the requirements of the State Athletic Constitution and Conference By-Laws.
  - a. Any college that allows an ineligible player to participate in a contest, whether team or individual shall forfeit the contest and/or are subject to disciplinary action by the conference commissioner. Such disciplinary action may include sanctions as described in Article 7.4.3 of the State Athletic Constitution.
  - b. During the season of competition, all member colleges shall check the eligibility status of student athletes at a minimum of once per week. Per CCCAA requirements, each student athlete must meet eligibility requirements before competing in any contest.

#### Section 2

##### Sport Chairperson

- A. Elected from among the respective coaches of each men's and women's sport for a term of two years starting July 1.

- B. The duties of the sports chairperson shall be to:

1. Establish coaches meeting dates in conjunction with the sports administrative representative. The end of season meeting of the conference coaches shall take place immediately after the completion of conference play.
2. Attend and chair all said coaches' meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, developing and modifying the sport supplement, and selecting all-conference and MVP recipients.
3. Compile a master contest schedule and sports supplement to be forwarded to the sports administrative representative for presentation at the appropriate conference meeting.
4. Collect league standings, and other relevant information, and communicate them to fellow coaches and the sport administrative representative on a minimum of once per week.

#### Section 3

##### Sport Administrative Representative

- A. Appointed by the president, in consultation with the conference commissioner, from among the conference assembly athletic directors.

- B. The duties of the sports administrative representative shall be to:

1. Set coaches' meeting dates in conjunction with the sports chairperson;
2. Attend all such meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, facilitating the development and modification of the sport guide, report all-conference selections and MVP information to the conference commissioner.

- C. Present conference contest schedules and sports supplements at the appropriate conference meeting for approval. Fall sport schedules and supplements should be presented at the regular spring meeting. Spring sport schedules and supplements should be presented at the regular fall meeting.
- D. Maintain records of conference standings and all other matters pertaining to each sport.
- E. Submit a year-end report to the conference commissioner no later than two weeks after the State Championship for that specific sport.

Section 4

Meetings

- A. Coaches will meet a minimum of two times each year.
  - 1. Post-conference-at the completion of conference competition
  - 2. Off-season-at least 3 weeks prior to the Big 8 Assembly meeting
- B. Meeting times and locations should facilitate attendance by all coaches of the Big 8, including hosted colleges.
- C. Hosted college will be invited to send representation to the coaches' meetings.
- D. The post-conference meeting shall address the following issues:
  - 1. All-conference awards, MVP, etc.
  - 2. Post conference information
  - 3. Completion of statistics
  - 4. Recommendations for substantive Big 8 Sport Supplement changes
  - 5. Input for CCCAA/Big 8 legislative issues
  - 6. Election of next Sport Chair
- E. The off-season meeting shall address the following issues:
  - 1. Competitive schedule (complete with dates and times)
  - 2. Specific amendments to the sport supplement
  - 3. Input for CCCAA/Big 8 legislative issues
- F. Meeting Logistics
  - 1. One week prior to any meeting, the administrative representative will remind all coaches regarding date, time and place.
  - 2. A quorum for any meeting will be 50% plus one.
  - 3. Coaches must be present to vote.
  - 4. It is the responsibility of the administrative representative to forward any pertinent information from the state coaches association to division coaches whenever appropriate.
  - 5. If a college coach cannot attend a meeting, the coach can get someone else from that college to be present.

Section 5

Sport Supplement Revisions

- A. Recommended revisions of the sport supplement shall be finalized and distributed to the administrative representative for that sport two weeks prior to the scheduled assembly meeting.
  - 1. Fall semester sport supplements shall be presented at the spring conference meeting.
  - 2. Spring semester sport supplements shall be presented at the fall conference meeting.
  - 3. Proposed changes to the sport supplement that affect the competition format and scheduling be presented 1 full year prior to their proposed implementation.
  - 4. If conference or CCCAA hosting problems occur-must have emergency consent of commissioner.
- B. All proposed changes should be provided on a cover sheet attached to the revised sport supplement. The administrative representative shall distribute the cover sheet and revised sport supplement to all member or hosted colleges that sponsor that sport one week prior to the scheduled assembly meeting.
- C. The administrative representative will make sure the supplement and schedule are included on the consent agenda at the designated conference meeting.
- D. Once approved by the conference assembly, final approved copies of the sport supplement shall be distributed to all member or hosted colleges that sponsor that sport.
- E. All sections of the supplement and cover sheet must be dated and identified as draft/approved in the upper right hand corner.

Section 6

College/Competition Venue Information

- A. It is the responsibility of the host college athletic director to distribute/competition venue information to all conference and hosted colleges.
- B. The following items should be addressed:
  - 1. directions to campus/competitive venue
  - 2. map
  - 3. parking regulations/permits or other campus site regulations

4. dressing room accommodations
5. equipment and supplies provided
6. contest supervision specifics
7. athletic training services
8. emergency contact information

Section 7

Decorum

- A. General decorum, including playing within the rules, showing good sportsmanship, treating players, coaches, officials and fans with respect, and conducting all activities with “class” and professionalism, is the responsibility of all participants of both the host and visiting colleges. Decorum at California community college events is the responsibility of all participants. Decorum rules apply to all conference and non-conference contests. Individual sport supplements may be more strict, but not more lenient, than the decorum rules listed in Article IX of the Big 8 Constitution/By-Laws.
- B. The responsibility for the on-site enforcement of decorum shall be specifically addressed within each sport’s supplement.

Article 2  
Section 1

M/W Tennis

Sport Representative

- A. Sport Chairperson
  1. North Division - 2011-2013
    - a. Women’s- Sara Jackson (ARC) Men’s-B. Jabery-Madison (ARC)
  2. South Division - 2011-2013
    - a. Women's Division-Jay Johnson (COS) Men’s-Shawn Black (MJC)
- B. Meetings
  1. The regular policy/scheduling meeting for all coaches shall be held on the 2<sup>nd</sup> Tuesday following the State Tournament. The Big 8 Tennis Sport Representative shall notify all coaches as to the time and place of the meeting.
  2. A pre-season meeting for all coaches, called and chaired by the Big 8 Tennis Sport Representative, shall be held on the first Tuesday in September.
  3. Special division meetings may be called and chaired by the respective Sport Chairperson in response to urgent matters.
  4. Meeting locations will be alpha order by college.
    - a. Fall 2007/Spring 2008 - Diablo Valley College
    - b. Fall 2008/Spring 2009 – Modesto Junior College
    - c. Fall 2009/Spring 2010 – Sacramento City College
    - d. Fall 2010/Spring 2011 – Santa Rosa Junior College
    - e. Fall 2011/Spring 2012 – Sierra College
    - f. Fall 2012/Spring 2013 – American River College
    - g. Fall 2013/Spring 2014 – Cosumnes River College
- C. Season Dates
  1. Practice may begin on the date in January as designated by Bylaw 3 (contests and seasons of sports) of the California Community College Athletic Association (CCCAA) Constitution.
  2. Refer to CCCAA Bylaw 3 for number of contests, season of sport and counting of contests. - Maximum 26 dates.
- D. Conference Competition
  1. The conference will be composed of six Big 8 Conference Colleges and four hosted colleges.
  2. The conference will be divided up into two divisions. (North & South)
  3. Division membership listed below.

North Division

- \*American River College
- \*Santa Rosa Jr. College
- \*Sierra College
- Shasta College
- \*Folsom Lake College
- \*Diablo Valley College

South Division

- \*Cosumnes River College
- Fresno City College
- \*Modesto Jr. College
- \*Sacramento City College
- Reedley College
- College of the Sequoias

\*Big 8 Membership Colleges

4. The maximum number of matches, both conference and practice, shall not exceed 26 dates, such number to include the Big 8 tournaments, but excluding post season competition.
5. All division matches and the division titles must be completed before the first day of the Big 8 division tournaments, preferably before the division tournament draw meeting.

## Section 2

### Schedule/Competition Format

#### A. Format

1. The Big 8/Divisional Schedules will include home and away matches. (Round Robin)
2. Each college shall play conference scheduled matches Tuesdays and Fridays.
3. Matches are to begin at 1:00 pm. An earlier or later match start time may be set by mutual agreement of athletic directors and final approval of conference commissioner.
4. The hosted college shall arrive on-time to be on court warmed up and ready to play at 1:00 pm. Every effort shall be made to inform the host college if arrival will be delayed.

#### B. Suspended Games, Postponements, Defaults, Rain-outs

1. Suspended Games - Matches called because of inclement weather shall resume as in progress (if no winner has been determined) unless interrupted during the first game of the match in which case they will be entirely replayed. The match will be completed at the original site. If there is an absence of a player who was involved in the original suspended match between colleges, that individual match in which the player was involved will be defaulted. When a match has been interrupted due to rain for a one-hour continuous period, it shall be rescheduled on the request of either participating coach on the first available date agreeable to both coaches.
2. Postponements-Coaches must mutually agree that an emergency which causes a match to be postponed is in fact a legitimate emergency. In cases of disagreement, the Big 8 Commissioner shall render a decision.
3. Rain-Outs-In case of inclement weather it shall be the responsibility of the home coach to contact the visiting coach within a reasonable amount of time to advise of the court surface. (See Suspended Games)
4. Make-up Matches shall be rescheduled at the first open date. (First option should be Friday of the missed contest.) Disagreement on rescheduling the match by coaches will be referred to the respective athletic directors within two working days. If problems continue, the Big 8 Conference Tennis Administrative Representative will re-schedule this match.
5. Protests-Any protest of a scheduled Big 8 division match must be made within 48 hours of the completion of the match. The protesting college must inform the opposing coach of the intent to protest and must describe the actual rule(s) or infraction(s). The notification of the intent to protest may be oral. In addition, a complete written description of the rule(s), violation(s) must be sent to the opposing college coach and athletic director within two (2) days of the match in question. The protesting college must also inform the Big 8 Commissioner and the Big 8 Tennis Sport Representative of the intent to protest, and must describe the actual rule(s) or infraction(s). All pertinent facts must be accurately described in a written communication to the above individuals including a copy of the official score sheet of the match in question.

## Section 3

### Rules of Competition

#### A. Team and Player Format

1. Each team shall be composed of six (6) singles players and three (3) doubles teams, constituting nine (9) official matches. Additional singles and doubles matches may be played which shall not count in the official dual team match score; however, any additional matches played shall count toward a player's eligibility for that year. Five (5) or more match wins shall determine the winner of a dual team match. If a team has less than four (4) players, it shall default its scheduled conference match and notify the opponent coach prior to 8:00 am.
2. The best two (2) out of three (3) sets with a 12 point tie-breaker, should a set reach six (6) all, will determine the winner of each singles match.
3. An eight (8) game pro-set with a 12 point tie-breaker, should a set reach eight (8) all, will determine the winner of each doubles match.
4. Traditional scoring will be used for dual team matches.
5. The written playing order of singles and doubles shall be exchanged ½ hour prior to the 1:00 pm match starting time. Each coach shall rank all players ACCORDING TO ABILITY (STRENGTH) first through sixth in singles and first through third in doubles. *The ITA rule book section K (excluding K-1) shall be used to govern team line-ups.*

6. Where injury or absence occurs, all players must be moved up to play strength from the top down.
  7. Coaching is permitted by coaches. Coaching of players may be continuous throughout the match as long as it does not interfere with play. It is understood that the purpose of such coaching is solely to offer advice to the player and not in any way to distract or annoy the opposing player. Coaches can be positioned at the net post closest seating to the court.
  8. Player(s) may be on an adjacent court but no closer than center serve line of that court.
  9. Match play shall be continuous with a twenty (20) second time limit between points and a ninety (90) second break on changeovers. There will be no break on the changeover following the first game of each new set. If players split sets, there shall be an optional five (5) minute rest break between the second and third set.
  10. Doubles match play will take place first and followed by singles. There shall be a maximum of 15 minutes between the conclusion of a doubles match and the start of the warm-up for a singles match for an individual player.
  11. The ITA rules shall apply unless otherwise stated in this supplement.
  12. The third set will be played to conclusion. If the match is decided, a 10 point breaker will be used in lieu of a third set.
- B. Equipment
1. Tennis Balls- USTA approved tennis balls will be the recommended ball for all conference competition.
  2. Net Sticks and Scoreboards-Singles net sticks and scoreboards shall be provided by the home team for all conference matches.
- C. Scoring-Traditional scoring will be used for dual team matches.

#### Section 4

##### Decorum

- A. Decorum
1. See the California Community College Athletic Association Bylaw #4 playing rules.
  2. Penalties for unsporting tactics will be imposed as defined by the ITA point penalty system. This is the responsibility of the tennis coaches.
- B. Host College Responsibilities
1. Directions to campus-Directions to each campus from all directions, (North, South, East and West) should be provided to each athletic director in the conference at the beginning of each season.
  2. Map-A campus map should be provided to each athletic director in the conference at the beginning of each season.
  3. Parking Permits and Other Campus Rules-Each athletic director in the conference should be provided with parking regulations for all other campuses. They should also be advised where opposing teams' vehicles should park on arrival on campus and to issue a parking permit for a team van only.
  4. Equipment/Supplies-Each college is to provide its own towels and locks.
- C. Hosted College
1. Directions to Campus-The athletic director of the hosted college is responsible for providing his/her coach with information and directions (map) on how to get to the host college.
  2. Parking Permits and Other Campus Rules-The athletic director of the hosted college is to provide his/her coach with necessary information provided by the host college.
  3. Arrival Time-The hosted college shall arrive on time to be on the court, warmed up and ready to play at 1:00 pm. They are to make every effort to inform the host college if arrival will be delayed.

#### Section 5

##### Big 8 Conference Tournament

- A. The conference tournament will be held on Thursday, Friday and Saturday in mid-April as stated in section 9.02 of the CCCAA Constitution. The conference tournament will be played to completion.
- B. The conference tournament format for the number of matches per day played throughout the tournament will be: Two singles matches and two doubles matches played on Thursday (not including out brackets or "Play-ins"). Two singles matches and one doubles match on Friday. The singles final and doubles final on Saturday.
- C. Traditional scoring shall be used for the conference tournament.
- D. Draw meetings will be scheduled the week of the tournament prior to Thursday. The draw will be made by all coaches present at the meeting.

- E. The tournament shall be a single elimination tournament in both singles and doubles. Players from the same school shall not meet before the quarter finals. The top two players of any colleges shall be in opposite halves of the draw.
- F. Rules of the Draw
  - 1. There shall be 8 seeded players and as many players placed as warrant consideration up to 12. The seedings and placings shall be determined by the coaches in attendance on the basis of all play during that season. Such play shall include in priority; direct wins and losses (conference and non-conference), indirect wins and losses (head to head), wins and losses over common opponents, actual game scores of direct and indirect wins, strength of schedule, latest win and finally head or designated coaches' vote will be final.
  - 2. Byes will be first assigned to seeded players and placed players.
  - 3. A 1-3-2-4 quarter rotation will be used when drawing players into the draw.
  - 4. When team conflicts occur, rotate to the next quarter. The number one and number two player from each team must go in opposite halves. If 2 players are involved, place them in opposite halves. If 3 or 4 players are involved, place them in separate quarters. If more than 4 players from one team are involved, place them into separate 8ths of the draw. Team conflicts may be kept to a minimum by keeping track of the order of the names drawn.
  - 5. Fill each quarter only on the last round of the draw.
  - 6. Unless specifically stated here, the ITA Handbook shall be used as a guide in making draw decisions.
- G. The tennis balls shall be supplied by each member college. Each coach shall bring one can per each single and doubles team entry.
- H. Any cost for running the tournament shall be pro-rated among the participating colleges. A financial statement as well as the results of the tournament will be sent to all participating coaches and the Big 8 Sport Representative upon the conclusion of the tournament by the tournament director.
- I. Matches shall be forfeited after 15 minutes past the scheduled match time unless otherwise agreed upon.
- J. If requested, players shall be given 30 minutes rest between matches. Moreover, a 30-minute rest break between singles and doubles matches for advancing players should be attempted. A one-hour lunch break is also recommended.
- K. ~~Qualifiers for the Regional/State Championships at Ojai shall be those singles and doubles players who reach the quarterfinals, plus two at-large players. The two at-large selections will be determined by a backdraw from the round of sixteen played to the final. In addition, coaches will meet and select no fewer than two alternates for both singles and doubles.~~
- L. Two NCTA umpires will be secured to officiate each of the conference tournaments, one official for Friday and Saturday and the second official for Friday only.
- M. In Northern California, the three (3) conferences will have qualified 24 singles players and doubles teams for the ~~regional state/regional~~ event. The remaining ~~eight (8) six (6)~~ places in the draw will be filled by at-large berths to bring the ~~draw to 32~~ qualifying number of players to 30. ~~The two (2) conferences with the most ranked teams may add three (3) additional singles players and doubles teams and the conference with the least number of ranked teams may send two (2) additional singles players and doubles teams. The at large berths will be determined by majority coach vote at the conclusion of the tournament.~~

Section 6 Officials-Each host colleges may provide a USTA certified umpire to officiate each home match. In the absence of a certified umpire the head coaches of the participating college will be responsible for officiating the match. In case of disputes between players, either player may request a lines judge, who shall take a position on the court at the net post. The lines judge will make decisions on line calls only on appeal by either player. Play shall stop until a lines judge is on the court.

Section 7 Statistics-It is the responsibility of the winning coach to post match results within three days on ~~CCCTCA approved website and Big 8 conference~~ the ITA website.

Section 8 Awards

- A. Conference/Division Championship Team Trophy. Team trophies will be awarded to the Round Robin Men's and Women's Team Champions in the respective divisions prior to the start of the conference tournament. The sport chairperson must advise the Big 8 Representative as to the conference/division champions or co-champions so that every effort can be made to have sufficient trophies on hand.

- B. Place Certificates will be awarded to all singles and doubles qualifiers.
- C. Most Valuable Player Award-The respective men's and women's coaches, will vote to determine the Big 8 Male and Female Most Valuable Player Award, which will be provided by the Big 8 Commissioner.
- D. All-Conference Selection-The selection of All-Conference Men's and Women's Teams shall be by vote of the coaches in attendance at the respective Big 8 Division tournaments. The selection of a maximum of 12 athletes on each team will be based on the total season performance which may include match results through the round of 16 of the conference tournament. The day, time and place of a coaches meeting at which the final selection of all-conference athletes will be determined at the seeding meeting. Certificates will be created and distributed by each individual college.
- E. All-Academic Awards-Conference academic awards shall be granted to student-athletes who have completed their second year of participation in the same sport and who have a cumulative 3.0 grade point average from their first participation. The athletic director from the member college whose student-athlete(s) is receiving the award(s) shall submit to the conference commissioner a list, by sport including GPA, for the fall and spring semesters of student-athlete(s) who meet the above criteria and forward this information to the administrative representative of that particular sport after final grades are posted. All conference and academic awards are available for down loading from the internet. It is the responsibility of the member college to create and distribute certificates for their selected student-athletes.