



2020 TENNIS

GAME MANAGEMENT MANUAL



STATEMENT OF PURPOSE

One of the basic tenets of the Southern Conference is the belief that “well managed intercollegiate athletic competition is an important component of higher education (preamble, Southern Conference Constitution).” With this belief in mind, the men’s and women’s Soccer Game Management Manual was designed for the purpose of providing an organized means of competition between the teams of student-athletes at our respective academic institutions.

SOUTHERN CONFERENCE MISSION STATEMENT

Preparing student-athletes for life’s challenges since 1921.

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2020 SOUTHERN CONFERENCE TENNIS MATCH MANAGEMENT MANUAL

Artificial Noisemakers

Artificial noisemakers (air horns, electronic amplifiers, whistles, clappers, etc.) are not permissible in Southern Conference venues for the sport of tennis. Artificial noisemakers shall be removed from the facility when discovered.

Balls

The Wilson Extra Duty US Open ball will be used in all men's and women's conference matches. **Ball Usage:** In NCAA Division I singles: one can of balls (3 balls) per set must be used, and in doubles: four (4) balls per doubles pro-set must be used.

Complimentary Tickets

The home team shall provide the visiting team with 50 complimentary tickets for each Conference match, provided that the home team is charging admission. The 50 complimentary tickets should be provided from a pass list given to the home institution by the visiting institution upon its arrival.

Conference Scheduling

Each school shall play all members of the Conference one time in a conference match during the regular season. The Southern Conference office shall produce a league master schedule *at least one year* prior to the start of each season. The master schedule shall include only the home and away sequence of each team's Conference schedule. Teams shall mutually agree on playing dates. Conference matches may not take place prior to January 1. Teams reserve the right to make changes to the location of matches as long as participating athletics directors are agreeable to the moves. **Conference regular season matches can not be originally scheduled after the Saturday prior to the conference tournament. However, matches may be played after that date for make-up purposes.** Match start times and locations shall be the prerogative of the home institution.

Crowd Control

The home Athletics Director (or his or her designee as stated in Appendix C) shall serve as the game management director for all Conference matches. The home Athletics Director or game management director designee has the direct responsibility for crowd control as outlined in the Southern Conference Sportsmanship Code Regulations. *It is*

strongly encouraged by the Southern Conference office that a designated game management director be present throughout the match.

Southern Conference Code of Conduct Public Address Announcement

The Southern Conference Code of Conduct Public Address Announcement should be read twice per contest – at the beginning of the contest and midway through the contest - and as necessary during the course of competition. The public address announcer may read the following: ***“The Southern Conference and its member institutions are committed to principles of good sportsmanship. We believe that all student-athletes, coaches and spectators should strive to represent the very best spirit and tradition of college athletics. We request your cooperation by supporting the participants and officials in a positive manner at all times. Those in attendance should report any act that goes against this policy to game management or security personnel immediately. Thank you.”***

Additionally, an announcement should be made informing spectators of the proper procedure to register complaints or concerns they may have regarding the behavior of other spectators. The host institution is responsible for addressing any such reported concerns in an appropriate and timely manner.

Host Institution Responsibilities

The host institution shall be responsible for assigning all courts and starting matches.

Required Equipment: The home team shall provide the following items for a conference match:

- A. Wilson Extra Duty US Open Balls;
- B. Cups, ice, water or isotonic in an area accessible to all players during competition
- C. Visible scorekeeping system for each court;
- D. Singles sticks;
- E. Twelve chairs (two to be used for competitors in singles matches and four to be used by competitors in doubles matches).

Match Format

All Southern Conference matches shall consist of six singles and three doubles matches. All singles matches shall be best of three sets. All doubles matches shall be six-game pro sets. All singles matches shall count as one point for the institution winning the match. The institution winning two out of three doubles matches shall be awarded one point. The Southern Conference has adopted no-ad scoring for all regular season and championship matches (began with 2016 season).

Match Order: Doubles matches shall be played first, followed by singles matches (except when agreed upon by the two head coaches – normally in cases of impending weather).

Declaring A Winner: A match shall be considered won when one school has accumulated a total of four points. All singles and doubles matches should be played to completion, regardless of whether a team winner has been declared.

Match Length: In all Conference matches, all matches shall be played to completion. Once the outcome of the team match has been decided, a shortened format shall be played unless both coaches agree otherwise. Matches still in the second set shall play a Match Tiebreak to decide the third set. Any match already in the third set shall play that set to completion. A match that has not started shall be the best of three sets with a Match Tiebreak in lieu of a third set.

Motorized Vehicles, Explosive Devices, Live Mascots

The home Athletics Director shall decide the policy regarding the use of explosive devices (cannons, rifles, rocket launchers, etc.), live mascots (horses, birds, etc.), and motorized vehicles in their facility. Visiting Athletics Directors need to request permission for use of these items at least two weeks in advance, and approval or disapproval of the request must be given immediately by the home Athletics Director.

Officiating Assignments

It is required that a minimum of two USTA / ITA certified officials be present at all Conference matches. The host institution is responsible for contracting officials and providing payment.

Playing Rules

Playing rules as adopted by the NCAA, United States Tennis Association (USTA) and Intercollegiate Tennis Association (ITA) shall be in effect for all Southern Conference matches.

Pre-Match Format

The court area shall be available at least one hour prior to a match to allow for warm-ups. Both teams shall be granted the same number of courts and the same length of time for warm-ups. All matches shall begin at agreed upon times (confirmed in writing by the head coach of the home team to the head coach of the visiting team). Once a player has been checked in for a match, he or she will have a maximum of 10 minutes of warm-up on court with their opponent (five minutes if both players have warmed up previously).

Pre-Match Meeting

It is suggested that the event management director visit briefly with the official(s) and the visiting head coach(es) prior to the match to answer any questions and to inform them of his or her availability.

Public Address Announcer

Only the designated public address announcer may use a microphone during a Southern Conference match. The public address announcer is responsible for whatever is said over the PA system. The primary function of the announcer is to give specific information to the fans, not to incite them by unnecessary inflection of voice.

Rainouts (SoCon Regulations)

In the event of a rainout or postponement of a match during the regular season, reasonable efforts shall be made to reschedule the match according to the following procedure (in order):

- A. If the match has not started and both teams are on site it shall be moved to an ITA approved indoor facility with at least 3 courts in an effort to complete the match that day.*
- B. Play at another time or site as long as there is mutual consent of the head coaches.
- C. Play (as a last resort) just prior to the Conference tournament at the tournament site as long as there is mutual consent of the head coaches.
- D. In cases of not having available indoor facilities or there is a disagreement with all of the above procedures, the Men's or Women's Tennis Committee shall determine whether the match must be played or a no-contest declared (based on the evaluation of the best efforts made by both coaches to reschedule the event).

*Interpretation point: If the visiting team is already in the city or vicinity (hotel) of the host site (not on or at the court warming up) the game management director and head coach of the host institution may still determine that the match be played that day (2.13 A) and therefore the match will be started in an ITA approved indoor facility after the teams wait a maximum of 30 minutes to see if the outdoor courts can become playable (2.13 D 1). This is all in an effort to get the match completed.

Score Reporting

The home team shall be responsible for sending match results via e-mail to the Conference office on the same day after the completion of a Conference match. The home team book shall be the official book for edification purposes.

Signs

Signs of a derogatory nature directed towards an individual opponent, visiting team or match officials are not permitted in Conference venues. It is the responsibility of the home institution to ensure that such signs are immediately removed.

Southern Conference Tennis Regulation Changes for 2018

No changes were made to the sport regulations for the 2018 season.

Team Sportsmanship Guidelines

The following guidelines have been developed to promote sportsmanship during Conference matches:

- A. First and foremost, a coach must control his or her own team. A coach must establish sportsmanship and demand it of his or her players. A coach must never condone cheating and must overrule his or her own team anytime erroneous calls are observed;
- B. Each coach should meet with any official who works a Conference match and encourage the official to be observant;
- C. The home coach and/or game management manager must be willing to address the crowd in cases where crowd behavior becomes abusive or unsportsmanlike. This would include taunting but also cases where spectators are making distracting noises during play;
- D. A visiting coach should be smart and counsel his or her players wisely. They should try to ignore the crowd and under no circumstances should they engage in conversations with spectators. This is a confrontation the visiting team can never win and makes crowd control all the more difficult for the officials and home coach;

Weather Decisions (SoCon Regulations)

When weather conditions require a decision as to whether a match shall be started, the following SoCon regulation shall be used:

- A. When the visiting team is not on site, the host athletic director shall communicate with the visiting team's athletic director regarding impending adverse weather. The two athletic directors, with consultation from the conference office, will make the decision as to whether the visiting team will travel to the competition site and if the start time needs to be altered;
- B. When both teams are on site, the host athletic director and game management designee shall determine whether it is safe to proceed with

the scheduled contest. The host athletic director, with agreement from the visiting team's athletic director, will have the authority to adjust the start time of a contest to avoid adverse weather if possible;

- C. Should bad weather or unfit conditions prevail during a match, the USTA/ITA certified official on site shall be the sole judge as to suspension, resumption, or termination of play.
- D. Should bad weather or unfit conditions force the suspension of a match in progress and there is a disagreement as to whether the match can be continued outdoors, the following procedure will be applied:
 - 1) The teams will wait a maximum of 30 minutes to see if the courts can become playable;
 - 2) After 30 minutes, the USTA/ITA certified official shall make a determination on whether the courts are playable;
 - 3) If the USTA/ITA certified official determines that the courts are not playable after 30 minutes, the match should be continued indoors if appropriate ITA facilities are available and have been certified by the Conference office.
- E. If a match cannot be played due to adverse weather conditions and needs to be rescheduled, the two participating coaches and athletic directors will select a mutually agreed-upon date and/or location for the match to be made up. In the event that the two schools cannot reach a mutual decision, the conference Commissioner will select the date for the contest to be rescheduled.

(Note: Rescheduling policy for all Southern Conference events, adopted fall 2016).

Weather (ITA Regulations) *Please note SoCon regulations supersede any ITA regulations

▪ ITA Rule II.B.13 (page 256) *Inclement weather*. Collegiate tennis is an outdoor sport. All matches shall be played outdoors unless weather or court conditions threaten the health and safety of student athletes or if contracted otherwise for winter month competition. In the event of inclement weather, **if a team match has not yet begun, it must be played indoors if a minimum of three courts are available** at a varsity quality tennis facility. (See II.C.1. for the definition of a varsity quality tennis facility). **If the team match is already in progress but has not yet been completed, and two or less matches remain, these matches must be continued until the completion of the team match, even if less than three courts are available.**

ITA Regulation II.B.13.a *Inclement Weather. Determining Playable Outdoor Weather Conditions* (p.256)

- i. The projected weather forecast, **for a minimum of 2 hours out of a 4 hour time period from the start of the match**, according to www.weather.com shall be:
 - **A high of at least 50 degrees**, or
 - Sustained winds (**not including wind gusts**) of 20 miles per hour or less.

- ii. If the outdoor conditions have changed by the end of doubles play, it is understood that both coaches and the referee may agree to move the match indoors. **If play is suspended at any other point during the match due to weather, play must resume outdoors within one hour of the delay. If this is not possible, matches must be moved indoors.**
- iii. When no indoor back-up is available, the match must be played outdoors. **If play is suspended due to weather conditions, it is suggested that play resume within 2 hours of the delay.**

Uniforms

All players on each team are expected to wear the same team uniform at the start of the match.

APPENDICES



Southern Conference Game Management Principles

The purpose of having sound game management procedures in place is to insure the competition, safety and enjoyment of a SoCon athletic event for all participants and spectators alike.

All home SoCon contests must have an administrator from the host institution present at the start of the contest. If possible, the administrator should remain throughout the contest, monitoring all game management issues. Should the administrator be called away from the site by other responsibilities, he/she must remain available via phone if circumstances warrant consultation.

The host institution is responsible for providing a proper and appropriate level of security for all SoCon contests. All on-site administrators should have immediate access to a phone in the event of a crowd control or medical emergency requiring additional assistance.

The primary game management administrator must introduce himself/herself to the opposing team's head coach and game officials prior to the start of the contest to let those parties know they are available to assist with any crowd control or game management issues.

The host institution is responsible for giving the visiting team the same fair chance to compete that the host wants when it becomes a visitor. This includes insuring the security of the visiting team bench area and dressing room.

The host institution is ultimately responsible for controlling the behavior of its support groups and spectators. Incidents of physical abuse, repeated verbal abuse, throwing items at opposing teams or onto the playing field or court must not be tolerated. The host institution's security force should eject those committing these violations.

The SoCon's sportsmanship announcement should be read twice per contest - at the beginning of the contest and midway through the contest. Additionally, an announcement should be made informing spectators of the proper procedure to register complaints or concerns they may have regarding the behavior of other spectators. The host institution is responsible for addressing any such reported concerns in an appropriate and timely manner.

The host institution is responsible for providing adequate security for all participants and game officials entering and leaving the area of play. Both team and officials' dressing rooms should be private and secure.

The host institution must not permit organized groups of students from sitting directly behind the visiting team bench to harass, intimidate or otherwise verbally or physically abuse visiting team personnel. Students who are more intent on verbally abusing the opponents rather than cheering for their own team should not be encouraged by SoCon administrations.

Coaches and administrators critical of game management practices at another member institution must have the courtesy and fortitude to contact the administration of the other institution and express their concerns as soon as practical after the contest is concluded. Critical comments made to the conference office should be made only after contact has first been made with the other administration.

***Crowd Control
Global Check List/Tool Kit
Alternatives for Institutions to Consider***

The following will serve as a check list (or tool kit) for institutions to consider as they plan for crowd control measures. The Committee recognizes there are vast differences in venue capacity, student enrollment and departmental approaches to game management at their respective institution. However, the purpose of this list is to provide a number of ideas that might help prevent postgame celebrations that may end in institutional reputation damage, property damage, injury to fans, and even death to those celebrating, regardless of NCAA division.

Check List/Tool Kit

- 1. Establish clear roles and responsibilities for game management staff at your institution. Must have approval from director of athletics and must be a priority.*
- 2. Conduct preseason meetings with athletics department, university administration (e.g., vice president student services), university law enforcement, and student body representatives on roles, responsibilities and expectations of behavior at athletics events.*
- 3. Establish, adopt and/or review existing state laws governing public event behavior and University Student Code of Conduct, and insure the existing codes are applicable to athletics events. Establish and publicize consequences for violation of Code of Conduct, university policy and procedures, etc., for student and season-ticket holders. Strict adherence to these policies and procedures must be enforced to insure the integrity of the policy.*
- 4. Develop public service announcements and print ads featuring persons in authority (e.g., president/chancellor, director of athletics, head coach, student-athlete) encouraging good sportsmanship and information on post game celebrations. Repetitive statements in game day programs, media guides and public announcements will help reinforce the message of good sportsmanship.*
- 5. Conduct a mock disaster drill, which simulates a post game celebration that does not go as planned. The main purpose of this exercise is to ensure that all entities (e.g., police, medical, game operations) are effectively communicating and that lines of responsibility are clearly defined.*
- 6. Review seating location of all groups in the venue (e.g., students, visiting fans, season-ticket holders) to avoid areas of possible confrontations. Make certain law enforcement and security personnel are strategically located in problem areas, especially as it relates to access to the playing field/court. Keep the same security people in the same key areas to establish contact and relationships with fans.*

7. *Conduct efficient screening techniques at entrances to venue (e.g., search, pat-down, opening of purses) to check for dangerous objects, alcohol, etc., entering the venue. Place a trash receptacle or table adjacent to the entry gate to serve as a last chance for patrons to dispose of prohibited items.*
8. *Encourage security to get to know fans in their section and appeal to their intelligence and willingness to work with the university to support the team.*
9. *Communicate to visiting team your venue policy and procedures, with a special emphasis on policies that might be unusual for visiting patrons (e.g., open container law).*
10. *Create a pocket-size game management guide that clearly states venue policy, Code of Conduct, and expectations for behavior of patrons attending the event.*
11. *Discuss use of video boards or matrix boards to announce and publicize venue policy. Discourage use of videoboards to incite the crowd through replay of controversial calls.*
12. *Discuss use of public address system and/or microphone on the playing field/court, in order for head coach to address fans after the game.*
13. *Discuss marching/pep band coordinating a post-event function on the playing field/court, which would occupy the area with a planned, publicized event.*
14. *Organize an annual meeting with game management staff within a conference, division, etc., in order to discuss common problems and solutions with peer institutions.*
15. *Discuss feasibility of collapsible goal posts and develop plan for lowering of goal posts at the conclusion of the game.*
16. *Make certain person responsible for videotaping the game continues to videotape the activity on the playing field after the teams have left the field. This will serve as an excellent learning instrument in the event an unplanned post game celebration develops.*
17. *Discuss importance of adherence to stadium policy and procedures to local media, especially the student newspaper and student radio station. Institutional public service announcements the week of the game will also be very beneficial.*
18. *Communicate to student-athletes their role in promoting good sportsmanship among the fans --- whether they realize it or not, their actions have an impact on the conduct and behavior of other students and fans at the event.*
19. *Establish a respectful relationship with student groups that support your team. Encourage their buy-in to spirited, but respectful and safe support of school teams (e.g. establishing spirit groups that meet with the coach, etc., but meet the coach's/administration's expectations for conduct).*

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