

Tennis Seeding Meeting Procedures

1. One spokes person for each team. If a coach is representing more than one school at the seed meeting, the announcement is to be made prior to the seeding process starting.
2. Criteria for assistant coaches is as follows:
 - (a) Must be a certified staff member and/or meet the SDHSAA “coach” definition. (A coach includes any person contracted to coach a sport or any volunteer who has been approved to help coach a sport. Includes positions filled on an annual basis.)
 - (b) NOTE: May not be a parent. A parent can be a driver and “settle down” the athletes before and after a match. They can do those same things and not have to be named assistant coach.
3. Substitutions

After entries – before seed meeting: May not substitute for entries except for reasons of illness, injury, or school administration discipline. The substitution must be made at the flight affected with no other shifting of players up to the next flight. Must have verification in writing from doctor, trainer etc or school administration for disciplinary action.
4. Name a maximum of 8 seeds for each flight.
5. At the actual seed meeting suggested players’ names will be ‘placed on the board’ at each flight.
6. Once the seeding process begins in each flight, players’ names placed ‘on the board’ for a seed cannot be removed, however, a coach may withdraw or concede to another player if there is evidence which supports the withdrawal.
7. The seeding starts with the singles flights followed by the doubles flights starting from flight six in singles and flight three in doubles, with flight one seeded last in each group.
8. Procedurally, the tournament director will ask coaches to designate which player they want to be seeded number one. The seeding process starts with only those players identified going for seed #1. After seed one has been determined, then seed two will be determined with the process starting all over at each seed position and the criteria being used to determine the seed at each position. Example: If three people go for a seed, one person receives the seed, the remaining two do not automatically receive the next two positions. Those two names are then put back on the board for the next seed with any other names submitted from the probable seed list. This process continues for each seed within each flight.

If the seed criterion does not determine a seed and a flip of the coin is needed to determine the seed, the winner of the flip will receive the contested seed and the other athlete receives the next seed.
9. Seeds 1, 4, 5, and 8 will be placed in the top bracket and seeds 2, 3, 6, and 7 will be placed in the bottom bracket. A drawing is then made for the remaining players starting at the top of the draw sheet.