



2019 NCAA Division I Men's and Women's Championship Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2019 NCAA Division I Men's and Women's Tennis Championships will be announced at 6 p.m. Eastern time for the men's team selections and at 6:30 p.m. for the women's team selections, Monday, April 29, via web stream on ncaa.com. Individual Singles and doubles selections will be released by 6 p.m. Eastern time, Tuesday, April 30, on ncaa.com.

Lineup Form. The NCAA Division I Men's and Women's Tennis Committee requires online submission of lineup forms. Hard copies of the lineup forms will not be sent to institutions. Access to the online lineup forms will be through the ITA website used for results entry or the NCAA website (<http://web1.ncaa.org/tennis/exec/login>). Passwords for the lineup forms no longer are linked to the ITA results entry system. Users should use the passwords they have used for the lineup site in the past. If you do not remember your password or would like to change it, please contact Kerstin Hunter at the NCAA national office at khunter@ncaa.org. All automatic-qualifying teams and any team desiring consideration for at-large selection to the championships are required to submit the official online NCAA lineup form to the NCAA not later than 5 p.m. Eastern time, Sunday, April 28, 2019. Any lineup form received after 5 p.m. Eastern time is subject to a fine of up to \$300 as determined by the tennis committee. The committee may entertain appeals to the established lineup submission deadlines to review extenuating circumstances.

When entering your information for the lineup form, remember to save your information often throughout the process. Once all information has been entered, please click the submit button so that your information will be submitted to the NCAA.

The lineup form for 2019 includes space to list a maximum of 15 team members physically able and eligible to play. As such, please note the following:

- When a coach lists his/her 15 student-athletes, he/she is confirming that all 15 student-athletes may have the opportunity to play in the NCAA championships.
- All 15 student-athletes may travel to the championship events.
- All 15 must be physically able and eligible to play. Student-athletes injured to the point of not being able to play (e.g., broken bones, etc.) or student-athletes who have been declared as redshirts or student-athletes who are not eligible for NCAA, conference or institutional reasons, cannot be listed on the lineup form and cannot travel to the championship events.
- Only nine of these 15 student-athletes may play in the preliminary rounds of competition. These nine are designated at the administrative meeting the day before the start of competition.
- Teams that win second-round matches and advance to the super-regional sites will designate at the administrative meeting the day before the start of the super regionals, nine student-athletes who will play in the super regionals. These nine student-athletes can be different from the nine who played in the first- and second-rounds, as long as they were on the original list of 15 student-athletes on the team's lineup form.

- Teams that win super-regional matches and advance to the championships site will designate, at the administrative meeting the day before the start of finals site competition, nine student-athletes who will play in the championships. These nine student-athletes can be different from the nine who played in the super regionals, as long as they were on the original list of 15 student-athletes on the team's lineup form.
- For first- and second-round competition, the institutions are not reimbursed by the NCAA for any expenses (no change from previous years).
- The NCAA will reimburse each institution advancing to the super regionals and the championships site for a maximum of nine student-athletes (and a total travel party of 13 individuals). The institution bears the cost if the decision is made to take any additional members of the original 15 members listed on the lineup form to the finals site.

Coaches must list, consistent with ITA rules, all student-athletes in order of singles-play strength, including any doubles specialists, on the lineup form. The lineup that is presented to the referee at the administrative meeting before the start of competition must consist of only nine players total (including doubles specialists). For preliminary-round play, coaches have access to only the nine players on the lineup card submitted before the first-round contest.

The committee has established a fine of \$400 that may be assessed for failure of an institution to submit its lineup 30 minutes before the start of a dual match and/or for improperly submitting lineup changes that occur within the five minutes between doubles and singles competition.

For the eight men's and eight women's teams traveling to the championships site, coaches will have access to only the nine players on the lineup card submitted before finals site competition.

Entering the Individual Championships. The tennis committee will review any singles players or doubles teams in the ITA rankings as possible at-large selections. There is no need for a coach to indicate on the team lineup form which individuals they would like the committee to consider. However, if a coach wishes to have a player(s) or doubles team(s) not be considered for selection, the championships administrators (John Bugner - women's, Kelsey Jones - men's) must be notified before April 28.

Challenge Period. Coaches will have the opportunity to review other teams' lineups on the website (www.ncaa.org) and submit any challenges to the NCAA national office beginning 30 minutes after the completion of the selection show, Monday, April 29, until Tuesday, April 30, at 5 p.m. Eastern time (the deadline for submitting a lineup challenge). NCAA staff will notify institutions the evening of Tuesday, April 30, in the event their lineups have been challenged. Institutions that are being challenged are required to submit a written response to the national office (John Bugner - women's, Kelsey Jones - men's) by 3 p.m. Eastern time Wednesday, May 1. The subcommittees will conduct a teleconference at noon Eastern time, Thursday, May 2, to rule on any appeals and finalize the lineups. Coaches should note that they may be asked to make themselves available during this teleconference if the tennis committee has questions about their lineups. Final lineups will be posted on the NCAA's website (www.ncaa.org) by 5 p.m. Eastern time, Thursday, May 2.

NOTE: Failure to follow the results reporting or lineup form submission procedures could jeopardize a team or individual's eligibility for championships selection. Institutions failing to adhere to the procedures outlined above for the submission of regular-season results and lineup forms will be assessed a financial penalty. An institution assessed such a financial penalty must make payment to the national office before the institution's team or individual(s) will be allowed to compete.

The men's and women's subcommittees will implement a \$300 fine in accordance with NCAA Bylaw 31.1.11 (failure to adhere to policies and procedures) for any institution that has its lineup challenged and overturned by the respective subcommittee.

Lineups. The lineup for championship play is submitted to the referee at the mandatory administrative meeting before the start of competition. The lineup must consist of the following:

- Student-athletes listed on the official NCAA lineup form submitted not later than Sunday, April 28.
- A minimum of six players present and physically capable of competing.
- A maximum of nine players, including any doubles specialists.

In singles competition, position Nos. 1-5 shall remain the same for the duration of the championships. Position No. 6 may be filled with any of the three remaining players on the lineup and may change from match to match.

The student-athletes listed on a team's lineup for the first round will remain the same for the second round. Teams advancing to the super regional and championships finals sites, respectively, may change the nine student-athletes on their lineup. Any student-athlete listed on a lineup must have been listed on the team's original lineup form.

Lineups for the 64 teams selected to the men's and women's championships will be posted on the NCAA's website (www.ncaa.org) no later than 30 minutes after the completion of the selection show, Monday, April 29.

Replacement/Substitutions. Each round, the team's lineup is as listed in its master lineup. The referee must be notified of any changes to this master lineup before the start of play for the affected match(es). If the referee has not been informed of the lineup change, the affected match(es) are defaulted

Head coaches are required to inform the referee of any changes in the lineups. In the case of injury, illness or extenuating circumstances (as determined by the coach, to be approved by the games committee) a replacement can be made in the lineup. In such cases, the lineup must remain consistent with ITA rules in order of strength, with student-athletes moving up one place in singles and the new player placed in the No. 6 singles position. For doubles competition, any replacement is a straight-line replacement. The three doubles teams must remain in order of strength consistent with ITA rules as determined by their respective competition records.

In doubles, a coach may direct-line substitute for a sick/injured player as long as the teams are placed in order of ability. The opposing coach may protest a doubles lineup if they feel they are not in order before the start of the match. The on-site games committee will have final ruling on all on-site protests.

Direct Line Substitution Rule: A direct line substitution is the removal of ONE of the two players on a doubles team. That player is replaced by a player NOT in the top three positions of the doubles line-up. Once the new player has been inserted, per above, the teams MAY be reordered to reflect strength. Removal of two players from a doubles team in a doubles lineup (regardless of timing) DOES NOT allow for a direct line substitution. Instead, that team would be removed and the teams listed below it would move up (much like when a singles player is removed). If there is no #4 team listed, that team would forfeit the #3 position.

The games committee has the right to review and, if necessary, overrule a coach's decision regarding a lineup change, based on the ability of the players and matches during the season.

In team competition, if a player is injured during the pro-set doubles and that player is in the singles lineup, substitutions may be made for singles play but the lineup must remain consistent with ITA rules and follow the order of strength submitted on the lineup.

In the singles and doubles championships, in case of injury, illness or extenuating circumstances before the opening round, alternates selected by the subcommittees shall be substituted in numbered order if available. The substitution of alternates will be dictated by the maximum field size. If a student-athlete withdraws immediately before the start of the championships and the next alternate on the list is not on-site, the committee may select a player(s) from those available at the championships site in order to fill the bracket. If the withdrawn student-athlete is a conference automatic qualifier and there is a conference alternate who meets the selection criteria, that alternate will be invited.

In the team competition, a match is considered underway once the first ball has been struck in that match. In the individual competition, a match is considered underway once the individual players begin their warm-up on the court.

Seedings, Pairings and Automatic Qualification. Please refer to the [2018-19 NCAA Division I Men's and Women's Tennis Pre-championships Manual](#).

Preliminary-Round Schedule

First Round (men):	Friday, May 3
First Round (women):	Friday or Saturday, May 3 or 4
Second Round (men):	Saturday, May 4
Second Round (women):	Saturday or Sunday, May 4 or 5
Super Regional (men and women):	Friday, May 10, or Saturday, May 11

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by **5 p.m. Eastern time, Friday, April 19.**

Aside from the submission of your institution's certificate of insurance, each of the online forms listed below may be accessed and submitted through the championships host portal, at: <https://championships.ncaa.org>.

To begin the process of submitting a bid, you will need to locate the specific divisional sport and round in the Championships Available for Bidding section and click on Start Bid.

Proposed Budget(s). Hosts for first- and second-round and super-regional tennis competition will receive a stipend after the conclusion of the events; therefore, **it is not necessary to submit an online proposed budget/financial report form.**

First- and second-round sites that host a single gender will receive a \$5,000 stipend from the NCAA to cover the costs of the officials and the attending NCAA representative. Sites that host both genders will receive a \$9,000 stipend.

Super-regional sites that host a single gender will receive a \$2,500 stipend from the NCAA to cover the costs of officials and the attending NCAA representative. Sites that host both genders will receive a \$4,500 stipend.

Facility Profile. An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting preliminary-round competition. Information regarding video board, LED board and/or ribbon boards should be entered via the "Boards/Control Room" tab of the applicable venue profile.

A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, check the appropriate box(es) under the Sports tab of the facility profile to provide the information for that facility. Refer to pages 23 and 24 of the pre-championship manual for facility requirements and site selection procedures.

Key Contacts. The key contacts for your institution should be entered and/or maintained as necessary within your profile. Please enter the information for the key personnel associated with running a championship at your site.

When starting a bid, you will be prompted to enter new key personnel, or edit or confirm your existing key personnel. In addition, you will be asked to designate individuals who should receive the various host shipments (e.g., sport equipment, merchandise, awards, etc.). Please include the proper mailing address for overnight deliveries. P.O. box addresses will not be accepted.

Personnel who will administer the competition also will be listed and can be edited within the Profile section of the Championships Bid and Host portal. When entering individuals in this manner, information must be entered on both the General tab and the Role/Titles by Sport or Facility tab.

Lodging. A letter of agreement between the host and the team hotel(s) must be uploaded in the championships portal as part of the bid submission process. The selection of a competition site may be dependent on the availability and quality of rooms for participating institutions.

Safety and Security Plan. Based on a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of *Best Practices* for NCAA Championships, which can be found [here](#). We urge each competition venue to take these *Best Practices* into account when developing its safety and security program.

As part of your bid, **please submit a safety and security plan** for your venue. You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in Appendix A of the *Best Practices* document. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the Safety and Security tab.

Alcoholic Beverages. Beginning with the 2018-19 academic year, all Division I and National Collegiate championships are eligible to engage in the sale of alcohol, provided certain criteria are met. After starting a bid in the Championships Bid and Profile System, users will be prompted to answer a few questions that will determine their institution's eligibility to sell alcohol at a given venue. If a school is deemed eligible and is interested in selling alcohol, it will be required to complete one of three agreements that must be signed and uploaded into the bid portal. Please thoroughly review the Championships Alcohol Sales Policy before completing the appropriate agreement.

Liability Insurance. Host institutions must maintain and provide proof of at least \$1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

If applicable, off-campus venue must also maintain and provide a minimum of \$1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA must be named as an additional insured.

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This can be sent to the championships staff at khunter@ncaa.org.

Additional Host Information/Resources

Host Operations Manual. The [2019 NCAA Division I Men's and Women's Tennis Championship Host Operations Manual](#) will assist your institution in all stages of the bidding and hosting process.

Drug Testing. Drug testing may occur at any round of the championship and the assistance of the host institution will be a vital part of the testing. You will be notified in advance if the round you are hosting has been selected for drug testing. Please review the [site coordinator manual](#) and note that The National Center for Drug-Free Sport will provide materials to assist in the program.

Americans with Disabilities Act. The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the facility will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a facility hosting an NCAA championship event will not be in compliance, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

NCAA Bylaw 31. Please review Bylaw 31 of the [NCAA Division I Manual](#) as it contains policies regarding the administration of an NCAA event.

Contact Information. If you have any questions regarding the bid process, please contact the John Bugner (women's tennis) at 317-917-6529 or jbugner@ncaa.org or Kelsey Jones (men's tennis) at 317-917-6651 or kjones@ncaa.org.