



## 2024 NCAA Division I Men's and Women's Tennis Championships

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### Lineup and Challenge Procedures

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Lineup Form. The NCAA Division I Men's and Women's Tennis Committee requires online submission of the lineup form. Access to the online lineup form will be via the NCAA Single-Source Sign-on system. Each user must have an individual account created by their school's single-source sign-on administrator to access the site via the [MyApps](#) link on [ncaa.org](#). The SSO administrator also must assign the "Tennis Lineup" application to the user before the lineup form can be completed. 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. 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.

**New for 2023-24:** Advancing teams may now update their lineup order of strength after each weekend of competition (but they may not change the 15 student-athletes on their lineup form, solely the order). This is optional; if no changes are made, the original lineup will carry forward. Please see Page Nos. 5 and 6 of this document for a detailed timeline of lineup submission and posting dates.

**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 Form button to ensure your information will be submitted to the NCAA.**

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

- When a coach lists their 15 student-athletes, the coach 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 first and second 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 are part of the 15 student-athletes listed on the team's original 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. The nine student-athletes can be different from the nine who played in the super regionals, as long as they are part of the 15 student-athletes listed on the team's original lineup form.
- For first- and second-round competition, the institutions are not reimbursed by the NCAA for any expenses (consistent with 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.

Consistent with ITA rules, coaches must list 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).

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 two minutes between doubles and singles 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 managers ([John Bugner](#) - women's, [Micaela Liddane](#) - men's) must be notified before April 28.

**Initial Challenge Period.** Coaches will have the opportunity to review other teams' initial lineups on the [NCAA Division I tennis landing page](#) and submit any challenges beginning 30 minutes after the completion of the selection show, Monday, April 29, until 5 p.m. Eastern time Tuesday, April 30, (the deadline for submitting a lineup challenge). Coaches who wish to challenge a lineup must do so **via the Tennis Lineup application** following the steps below. Emailed challenges will no longer be accepted.

- Access the Tennis Lineup application via [My Apps](#).
- Click on the Selected Schools tab.
- Click on the school name whose lineup you wish to challenge.
- Click on the Submit Challenge button.
- Enter your Cell Phone number in the Your Information section.
- Complete all other sections, including uploaded documentation to support the challenge.
- Click Submit.

**Note:** An email notification regarding the challenge will be sent to the coach whose lineup form was challenged, the NCAA Division I Tennis Committee and NCAA staff. **All parties will be able to see who submitted the challenge.**

A coach whose lineup has been challenged may now view the challenge in the Tennis Lineup application by clicking on the link provided in the notification email (or access via My Apps). Once logged in, the coach will need to follow the steps below:

- Click on the Selected Schools tab.
- A triangle will display next to the coach's school name. (Note: This will be visible only to the challenging and challenged coach. Coaches from other schools will not see this triangle.)
- Hover over the triangle and click on the link in the pop-up box.
- Review the lineup, then scroll to the "Enter your rebuttal response below" section.
- Enter your Cell Phone number in the Your Information section.
- Enter your rebuttal response, including uploaded documentation to support the rebuttal.
- Click Submit.

If the challenged coach does not wish to submit a rebuttal, they can click the Decline Opportunity button.

**Note:** An email notification including the rebuttal response (or decline) will be sent to the coach who submitted the challenge, the NCAA Division I Tennis Committee and NCAA staff. **All parties will be able to see the rebuttal response (or decline).**

The tennis committee will conduct a videoconference at 5 p.m. Eastern time, Wednesday, May 1, to rule on any appeals and finalize the lineups. Coaches should note that they may be asked to make themselves available during this videoconference if the tennis committee has questions about their lineups.

The final resolution of the challenge will be submitted via the Tennis Lineup application by NCAA staff. **All parties involved with a given challenge will receive an email notification at that point.** Final lineups will be posted on the [Division I tennis landing page](#) by noon Eastern time, Thursday, May 2.

As noted on Page No. 1, lineup changes and challenges may be made before the first round, before the super-regional round and before final site competition. Deadlines for challenges and rebuttals are listed on Page Nos. 5 and 6 of this document.

NOTE: Failure to follow the results reporting or lineup form submission procedures could jeopardize a team's 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 by the prescribed deadline(s). (Reminder: The originally submitted lineup carries forward if no changes are made after the initial round of competition.)
- A minimum of six players present and physically capable of competing.
- A maximum of nine players, including any doubles specialists.

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 as long as they are part of the 15 student-athletes listed on the team's original lineup form.

Initial 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](http://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 at the required time under ITA rules. A substitution can only be made in the lineup following ITA rules. In such cases, the lineup must remain consistent with ITA rules in order of strength, with student-athletes moving up in singles according to the team's approved lineup. For doubles competition, any replacement is a straight-line substitution. 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 one sick/injured player on a doubles team as long as the teams are placed in order of ability. The opposing coach may protest a doubles lineup if they feel the teams 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 lineup. Once the new player has been inserted, per above, the teams MAY be reordered to reflect the new order of strength. Removal of two players from the same doubles position in a doubles lineup (regardless of timing) DOES NOT allow for a direct-line substitution of both players on the same doubles position/team. Instead, that team is removed and the doubles teams listed below

that team 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 [2023-24 NCAA Division I Men's and Women's Tennis Pre-championships Manual](#).

#### 2024 Lineup and Challenge Submission Timeline.

| <b>First and Second Round</b>                 |                                      |
|---|--------------------------------------|
| Lineup submission deadline                    | Sunday, April 28 - 5 p.m.            |
| Selections announcement                       | Monday, April 29 - 6 p.m./6:30 p.m.  |
| Lineups posted                                | Immediately after selection - 7 p.m. |
| Deadline for challenging lineups              | Tuesday, April 30 - 5 p.m.           |
| Written responses due from challenged coaches | Wednesday, May 1 - 2 p.m.            |
| Committee videoconference - challenge review  | Wednesday, May 1 - 5 p.m.            |
| Final lineups posted                          | Thursday, May 2 - by noon            |
| First- and second-round competition start     | Friday-Sunday, May 3-5               |

| <b>Super Regional</b>                     |                         |
|---|-------------------------|
| Super regional lineup submission deadline | Monday, May 6 - 8 a.m.  |
| Lineups posted                            | Monday, May 6 - 3 p.m.  |
| Deadline for challenging lineups          | Tuesday, May 7 - 5 p.m. |

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|---|---------------------------|
| Written responses due from challenged coaches | Wednesday, May 8 - 2 p.m. |
| Committee videoconference - challenge review  | Wednesday, May 8 - 5 p.m. |
| Final lineups posted                          | Thursday, May 9 - by noon |
| Super regional competition start              | Friday, May 10            |

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| <b>National Championship</b>                     |                             |
| National championship lineup submission deadline | Sunday, May 12 - 8 a.m.     |
| Lineups posted                                   | Sunday, May 12 - 3 p.m.     |
| Deadline for challenging lineups                 | Monday, May 13 - 5 p.m.     |
| Written responses due from challenged coaches    | Tuesday, May 14 - 2 p.m.    |
| Committee videoconference - Challenge Review     | Tuesday, May 14 - 5 p.m.    |
| Final lineups posted                             | Wednesday, May 15 - by noon |
| National championship competition start          | Thursday, May 16            |

Please contact John Bugner ([women's tennis](#)) or Micaela Liddane ([men's tennis](#)) at the NCAA national office if you have any questions.