



Entry and Lineup Procedures

- The entry/lineup form will be posted online and can be accessed via the NCAA.org Website www.web1.ncaa.org/tennis/exec/login. Hard copies will not be distributed or accepted - all forms must be submitted online.
- **Deadline for submission** of entry/lineup forms is **3 p.m. Eastern time, Wednesday, April 29**. Once all entry/lineup forms are submitted they will be posted immediately.
- Forms submitted after the April 29 deadline is subject to an institution penalty of up to \$750.
- Coaches will have the opportunity to **challenge lineups until 3 p.m. Eastern time, Thursday, April 30**. The official Division II **tennis lineup challenge declaration form must be used** and sent to the NCAA staff liaison and the coach of the institution being challenged. The form is available on NCAA.org on the tennis championships administration page.
- The NCAA will contact the affected team to confirm receipt of challenge. The **rebuttal must be received** by the NCAA by **noon Eastern time, Friday, May 1**.
- The national committee will review challenges and render final decisions **Friday, May 1**.
- If any challenges are overturned, the NCAA will contact the affected coaches and preliminary-round tournament directors to inform them of the changes to the lineups. A fine of \$400 will be imposed on the institution whose lineup was overturned.
- The institution will be responsible to make the physical changes to the lineups on the on-line forms for all overturned lineups. This includes lineups for institutions that waive their right for rebuttal. Coaches and tournament directors will have to access the website to view the changes.
- Once all lineups are finalized, they shall remain same for the remainder of the championships (preliminary-rounds and finals) except in cases of injury, illness or extenuating circumstances (as determined by the coach, to be approved by the games committee).