



Entry and Lineup Procedures

- The tennis committee requires online submission of lineup forms for the championships. **NEW:** Beginning in 2023, the online lineup forms must be accessed 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. The SSO administrator also must assign the "Tennis Lineup" application to the user before the lineup form can be completed.
- Once access to SSO has been established and privileges to the lineup application have been granted, users can log on by going to ncaa.org and clicking on the [My Apps](#) link in the Membership drop-down menu. Clicking on the "Tennis Lineup" link will open the application. Hard copies will not be distributed or accepted - all forms must be submitted online.
- **Deadline for submission** of entry/lineup forms is **Noon Eastern time, Tuesday, April 25**. Once all entry/lineup forms are submitted they will be posted immediately.
- Forms submitted after the April 25 deadline will be issued a \$400 fine.
- Coaches will have the opportunity to **challenge lineups until Noon Eastern time, Wednesday, April 26**. 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, Thursday, April 27**.
- The national committee will review challenges and render final decisions **Thursday, April 27**.
- 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 online 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).