

2025 NCAA Division II Men's and Women's Tennis Championships

Lineup and Challenge Procedures

Lineup Form. The NCAA Division II 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 9 p.m. Eastern time, Sunday, May 4. Any lineup form received after 9 p.m. Eastern time is subject to a fine of up to \$750 as determined by the tennis committee. The committee may entertain appeals to the established lineup submission deadlines to review extenuating circumstances.

Advancing teams may update their lineup order of strength after each weekend of competition (but they may not change the 12 student-athletes on their lineup form, solely the order, per ITA rules). This is optional; if no changes are made, the original lineup will carry forward. Please see Page Nos. 5 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 12 team members who must be physically able and eligible to play. As such, please note the following:

- When a coach lists their 12 student-athletes, the coach is confirming that all 12 student-athletes may have the opportunity to play in the NCAA championships.
- All 12 student-athletes may travel to the championship events, but not all will be reimbursed by the NCAA. Only the travel party will be reimbursed.
- All 12 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.
- Teams that advance to the championship will be allowed to change their lineup. Their nine student-athletes can be different from the nine who played in the regionals, as long as they are part of the 12 student-athletes listed on the team's original lineup form from regionals.
- When submitting your 4 Doubles teams, the one's doubles teams must have a match history.
- If a player/doubles does not possess match history, they can only be inserted at the bottom of the lineup. Only student-athletes listed on the lineup form are eligible to compete.

- The NCAA will reimburse each institution for regionals and the championships site for a maximum of nine student-athletes (and a total travel party of 11 individuals). The institution bears the cost if the decision is made to take any additional members.

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).

Initial Challenge Period. Coaches will have the opportunity to review other teams' initial lineups on the [NCAA Division II tennis landing page](#) and submit any challenges beginning 30 minutes after the completion of the selection show, Monday, May 5, until 9 p.m. Eastern time till Tuesday, May 6 at 5 p.m. Eastern (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 not 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 II 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. This will direct the coach directly to the challenge form. Follow bullets three through six below to submit a rebuttal. A coach also may access the challenge via [My Apps](#). Once logged in, the coach will need to follow the steps below:

- Click on the My Challenges tab. This will display all challenges received and/or submitted by the coach.
- Click on your school name to access the challenge.
- Review the challenge, 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: Declining the opportunity to submit a response does not result in a waiver of the fine in the event the committee overturns the challenged lineup.

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 2 p.m. Eastern time, Wednesday, May 7, 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 II tennis landing page](#) by 9 a.m. Eastern time, Thursday, May 8.

As noted on Page No. 1, lineup changes and challenges may be made before the regional round and before final site competition. The system features a drag-and-drop function that allows players and their records to easily be moved up or down on the form. Note that when making lineup changes for the super regionals or finals competition, the form will no longer display an active Submit button. Instead, all changes will be confirmed via the Save button. 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 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 will be allowed to compete.

The men's and women's subcommittees will implement a \$750 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 and will continue to be subject to being challenged.)
- A minimum of six players present and physically capable of competing.
- A maximum of nine players, including any doubles specialists.

Teams advancing to the championships finals site, respectively, may change the nine student-athletes on their lineup as long as they are part of the 12 student-athletes listed on the team's original lineup form.

Initial lineups for the teams selected to the men's and women's championships will be posted on the [NCAA's website](#) no later than 30 minutes after the completion of the women's selection show, Monday, May 5.

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.

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, in consultation with the NCAA Division II Men's and Women's Tennis 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 that 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 team competition, a match is considered underway once the first ball has been struck in that match.

Seedings, Pairings and Automatic Qualification. Please refer to the [2024-25 NCAA Division II Men's and Women's Tennis Prechampionships Manual](#).

2025 Lineup and Challenge Submission Timeline (all times are **Eastern time**).

Regional Round	
Lineup submission deadline	Sunday, May 4 - 9 p.m.
Selections announcement	Monday, May 5 - 8 p.m./8:30 p.m.
Lineups posted	Immediately after selection - 9 p.m.
Deadline for challenging lineups	Tuesday, May 6 - 5 p.m.
Written responses due from challenged coaches	Wednesday, May 7 - Noon p.m.
Committee videoconference - challenge review	Wednesday, May 7 - 2 p.m.
Final lineups posted	Thursday, May 8 – 9 a.m.
Regional Round competition start (men)	Friday-Saturday, May 9-10
Regional Round competition start (women)	Monday-Tuesday, May 12-13
Regional Round lineups made unavailable	Tuesday, May 13 - 2 p.m.

National Championship	
Lineups available for changes	Tuesday, May 13 - 11 a.m.
National championship lineup submission deadline	Wednesday, May 14 - 11 a.m.
Lineups posted	Wednesday, May 14 – 11:30 a.m.
Deadline for challenging lineups	Thursday, May 15 – 8 a.m.
Written responses due from challenged coaches	Thursday, May 15 - Noon
Committee videoconference - Challenge Review	Thursday, May 15 – 2 p.m.
Final lineups posted	Friday, May 16 - by 9 a.m.
National championship competition starts	Tuesday, May 20

Please contact Lindsey Eldred (leldred@ncaa.org) at the NCAA national office if you have any questions.