



MEMORANDUM

April 16, 2019

VIA EMAIL

TO: NCAA Institutions Sponsoring Division III Men's and/or Women's Tennis.

FROM: Anjellica Rospond Peck
Coordinator, Championships and Alliances.

JoAnn Nester
Championships and Alliances.

SUBJECT: 2019 NCAA Division III Men's and Women's Tennis Submission of Online Entry/Lineup Form.

The NCAA Division III Men's and Women's Tennis Committees are providing this memorandum regarding NCAA Division III tennis and the submission of your Online Entry/Lineup Form for championships consideration. The memo includes the following topics:

- Online entry/lineup form.
- Championship information.
- Competition rules.

Important Dates. Please review the following dates related to Division III tennis:

Wednesday, April 17 — Official NCAA entry/lineup form available. (The form can be updated weekly with match results and must be submitted no later than 8 p.m. Eastern time, Sunday, May 5.)

Sunday, May 5 — Official NCAA entry/lineup form with all current match results must be completed online by 8 p.m. Eastern time. Lineup forms will become available to the public immediately following the 8 p.m. deadline.

Sunday-Monday, May 5-6 — Committee teleconferences to select teams and host sites and make draws for preliminary-round competition. Selected teams and sites will be announced no later than noon Eastern time on Monday, May 6, and will be posted on NCAA.org and NCAA.com.

Tuesday, May 7 — All lineup protests must be submitted using the official lineup protest form (attached) by 2 p.m. Eastern time.

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Tuesday, May 7 — Conference call with national committee, NCAA site representatives and all preliminary-round hosts – 11 a.m. Eastern time (men and women).

Tuesday, May 7 — Separate conference calls with preliminary-round hosts and participants:
Women – 1 p.m. Eastern time
Men – 2 p.m. Eastern time

Wednesday, May 8 — Lineup protest rebuttals must be submitted by 8 a.m. Eastern time, and all parties involved in the protest will be notified of the committee decision by 2 p.m. Eastern time.

Wednesday, May 8 — Participants selected for the individual championships will be announced no later than 7 p.m. Eastern time, and will be posted on NCAA.org and NCAA.com.

Friday-Sunday, May 10-12 — First, second and third rounds of the NCAA Division III Men's and Women's Tennis Championships. (Note: The first, second and third rounds may take place May 9-11 if an institution has a no-Sunday-play policy or host has facility accessibility issues.). Contact Anjellica Rospond Peck (women) or JoAnn Nester (men), NCAA championship managers, with questions.

Tuesday, May 14 — Hosts of finals site will conduct a teleconference with the final eight teams:
Men and Women – 1 p.m. Eastern time

Wednesday, May 15 — Hosts of finals site will conduct a teleconference with coaches and administrators of all individual participants.
Men and Women – 1 p.m. Eastern time

Monday-Wednesday, May 20-22 — Quarterfinals, semifinals and finals of team championships. Men's and Women's finals will be held at Stowe Stadium in Kalamazoo, Michigan.

Tuesday, May 21 — Alternates for the individual championships who are not on site at the championships will be notified by 5 p.m. Eastern time if they have been invited to the tournament. The student-athlete will have until noon Eastern time, Wednesday, May 22, to accept or decline.

Wednesday, May 22 — Draws for the individual championships announced.

Friday-Sunday, May 24-26 — Individual championships competition. Men's and Women's finals will be held at Stowe Stadium in Kalamazoo, Michigan.

Results Reporting. As a reminder, any institution interested in entering a team or individual(s) in the 2019 NCAA Division III Men's or Women's Tennis Championships must report results via the Intercollegiate Tennis Association (ITA) Web site (<http://www.itatennis.com/ResultsAndRankings/ResultsEntry.htm>). Institutions must submit results from all dual matches and collegiate tournaments in which they have competed. Results will only be accepted via the Internet. Deadlines for ITA results reporting are listed on the ITA Web site.

Intercollegiate Tennis Association (ITA) instructions on how to access and report your team and individual scores are available on the [NCAA Division III Men's and Women's Tennis landing page](#) . Please contact the ITA staff to assist you with any questions, concerns or comments that you might have while accessing and using the ITA online results and rankings program: Cody Johnson (cody.johnson@itatennis.com).

Online Entry/Lineup Form. The tennis committees require online submission of the entry/lineup form in order to be considered for the championships (**both team and individual**). The official NCAA Entry/Lineup Form is available starting April 17, and the deadline to submit the form is 8 p.m. Eastern time, Sunday, May 5.

Instructions for Submitting Lineup Form. Please follow the following instructions to submit your institution's online entry/lineup form (**SAVE FREQUENTLY TO AVOID BEING TIMED OUT OF THE SYSTEM**):

- Access the online form at <http://web1.ncaa.org/tennis/exec/login>. Passwords for institutions will be their "team" passwords that they use during the season. If they don't know what that is, they can get information on the ITA site on their results page. Bottom left of their results page will have their "team" password. Last resort, we can get their passwords on our lineup form system, but we try not to do that (confirmation of who's calling, etc.).
- List all coaches, including any assistant coaches on the lineup form.
- List all student-athletes you wish to be eligible for championships competition in strength order. You will be able to create your lineup of nine student-athletes according to ITA guidelines and NCAA modifications, and you will only be allowed to play nine student-athletes in a given round. The NCAA will only reimburse up to nine student-athletes.
- For each singles player, list the Division III record in the corresponding column for each position played throughout the season. For example, Division III matches played at number 1 singles will be listed in column "1", Division III matches played at number 2 singles in column "2", and so on. If the student-athlete did not play at a position, list 0-0 in that column. List the overall record in the appropriate column.
IMPORTANT: If you wish to have a student-athlete considered for selection to the singles championship, place an "X" in the box next to that student-athlete's name.
- List all of your doubles teams you wish to be eligible for championships competition (team and individual) in strength order. Doubles teams must have played a minimum of 10 matches (with a minimum of five matches being dual).
- For each doubles team, list the doubles team Division III record in the corresponding column for each doubles position played throughout the season. For example, Division III records for matches played at number 1 doubles will be listed in column "1", Division III matches played at number 2 doubles in column "2", and so on. If the team did not play at a position, list 0-0 in that column. List the overall record in the appropriate column.

IMPORTANT: If you wish to have a doubles team considered for selection to the doubles championship, place an "X" in the box next to that doubles team.

Please be sure to submit all eligible student-athletes in order of strength as listed on the team roster. Please contact JoAnn Nester (men), NCAA Championships and Alliance jnester@nca.org or 239-707-0135 or Anjellica Rospond Peck (women), NCAA Championships and Alliances, at arospond@ncaa.org or 317-917-6075 if you have any questions regarding the entry/lineup form.

The lineups for the team championships will be taken from the official entry/lineup form. Submitted lineups must adhere to all ITA guidelines. The tennis committees have the right to review and, if necessary, overrule a coach's decision regarding a lineup. The following will be taken into consideration: won-lost record, number of significant matches played at the proposed position and other extenuating circumstances.

Protest Period. Coaches will have the opportunity to review lineups submitted by each institution, and may submit a protest of a specific institution's lineup. The following protest period will be implemented for the 2019 championships:

- Sunday, May 5 – Team lineups posted on the Division III tennis page of www.NCAA.org by 8 p.m. Eastern time.
- Tuesday, May 7 – Protests must be submitted using the official protest form (attached) by 2 p.m. Eastern time to the appropriate NCAA championships manager, Anjellica Rospond Peck for women (arospond@ncaa.org) or JoAnn Nester for men (jnester@ncaa.org). Anjellica Rospond or JoAnn Nester will forward the protests to the institution whose lineup has been challenged.
- Wednesday, May 8 – Protest rebuttals due to Anjellica Rospond Peck or JoAnn Nester by 8 a.m. Eastern time. All institutions involved in the lineup protest will be notified of the committee decision by 2 p.m. Eastern time. Final lineups for the teams selected to the championship will be posted on the Division III tennis page of www.NCAA.org by 7 p.m. Eastern time.

If there are changes to the lineup after May 5 (e.g. due to injury or illness), the head coach is required to inform the NCAA championships manager, head referee and site representative of the changes made to the original lineup submitted on the official entry/lineup form. All changes must maintain order of strength as was initially entered on the official entry/lineup form.

Institutions that fail to adhere to the procedures outlined above for the submission of results and entry/lineup forms may be assessed a financial penalty of \$100 per team or \$50 per individual, up to a maximum penalty of \$300. If selected, an institution assessed such a financial penalty must submit payment to the national office before the institution's team or individual(s) will be allowed to compete. Checks should be made payable to the NCAA.

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Championship Information. Information regarding selections criteria, pool A, B, and C allocations, championship formats and dates, and all other championship information can be found in the [2019 NCAA DIII Men's and Women's Tennis Pre-Championships Manual](#).

The list of alternates for the singles and doubles team championships will be posted after selections have been determined. The deadline to notify alternates for the individual championships that are not on site at the championships will be 5 p.m. Eastern time, Wednesday, May 23. The student-athlete will have until noon Eastern time, Thursday, May 24, to accept or decline.

Competition Rules. The ITA rules will be followed, unless superseded by modifications adopted by the tennis committees.

Please contact Anjellica Rospond Peck or JoAnn Nester (317-917-6222) at the National Office if you have any questions regarding the championships. Best wishes throughout the remainder of the season.

AP/JN

cc: Selected Conference Commissioners
NCAA Division III Men's and Women's Tennis Committees