



MEMORANDUM

September 26, 2024

VIA EMAIL

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

FROM: Victoria Lipscomb
Assistant Director, Championships and Alliances

SUBJECT: Reminder - Submission of 2024-25 Online Rosters.

Please note that for the 2024-25 academic year, all rosters must be submitted to the Intercollegiate Tennis Association (ITA).

This is the only tennis organization that the NCAA has partnered with to receive this information. Submission of your complete rosters is necessary to allow for the accurate entry of dual match results. Accurate dual match results will allow your team(s) to receive full consideration for the ITA rankings (team, singles, and doubles), NCAA regional rankings, and selection and seeding for the NCAA Division III Men's and Women's Tennis Championships. The ITA is in the second year of using computerized ranking algorithms, and the success of those rankings largely depends on the amount of accurate data collected.

It should be noted that ITA membership is not required to submit rosters, nor is there a fee charged for submitting an institution's 2024-25 roster.

ITA Members who have not already updated their roster for 2024-25 may do so by signing into their [ITA Team Workspace](#) and clicking the roster icon on the left-hand side. Please see the [ITA Rosters Support Guide](#) for additional support with roster entry as a member. These step-by-step instructions are also available on the [Division III Men's and Women's Tennis page](#) on NCAA.org.

If you do not have an ITA membership, rosters can still be updated to the ITA utilizing this [form](#). Before submitting, please check the team's current ITA roster using the [public team search function](#). Contact Lizzie Conti (econti@itatennis.com) from the ITA staff to assist you with any questions, concerns, or comments you might have while updating rosters.

All rosters must be submitted to the ITA no later than Friday, October 11, at 8 PM EST. Programs that fail to meet this deadline are subject to fines by the NCAA.

In addition, the [iOnCourt live score app](#) can now report dual match lineups and scores to the ITA Team Workspace. The [ITA website](#) provides instructions on using the integrated features.