



MEMORANDUM

April 14, 2025

VIA EMAIL

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

FROM: Victoria Lipscomb
Assistant Director, Championships and Alliances

Raymon Gaddis
Coordinator, Championships and Alliances

SUBJECT: 2025 NCAA Division III Men's and Women's Tennis Official 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:

- Important dates.
- Results reporting.
- Lineup form procedure.
- Protest period.
- Championship information.
- Competition rules.

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

Monday, April 14 — Lineup form available. (The form can be updated weekly with match results and must be submitted no later than 9 p.m. Eastern time, Sunday, May 4.)

Sunday, May 4 — Lineup form with all current match results must be completed online by 9 p.m. Eastern time.

Sunday, May 4 - *Committee videoconference* to select teams, host sites and make draws for preliminary-round competition.

Monday, May 5 - Team bracket selection show on [ncaa.com](https://www.ncaa.com). The women's show will take place at 12 p.m. Eastern and the men's show will take place at 12:30 p.m. Eastern time. Team lineups posted for review on [NCAA website](https://www.ncaa.com) immediately after selection show.

Tuesday, May 6 — All lineup protests must be submitted along with rationale by 2 p.m. Eastern time.

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Tuesday, May 6 — Conference call with national committee, NCAA site representatives and all preliminary-round hosts – 11 a.m. Eastern time (men and women).

Tuesday, May 6 — Separate conference calls with preliminary-round hosts and participants:

Women – 1 p.m. Eastern time

Men – 2 p.m. Eastern time

Wednesday, May 7 — 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 7 — Participants selected for the individual championships will be announced at 7 p.m. Eastern time and will be posted on NCAA.org and NCAA.com.

Friday-Sunday, May 9-11 — 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 8-10 if an institution has a no-Sunday-play policy or host has facility accessibility issues.). Contact Victoria Lipscomb (men) or Raymon Gaddis (women), NCAA championship managers, with questions.

Tuesday, May 13 — Host of final site will conduct a videoconference with the coaches and administrators of the final sixteen teams: Men and Women – **1 p.m. Eastern time.**

Monday-Friday, May 19-23 — Quarterfinals, semifinals, and finals of team championships. Men's and Women's finals will be held at Bisantz Family Tennis Center in Claremont, California.

Wednesday, May 21 — Men's 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, Thursday, May 22, to accept or decline.

The host of final site will conduct a video conference with the Men's & Women's individual participants coaches and administrators at **12 p.m. Eastern.**

Thursday, May 22 — Men's Draws for the individual championships announced.

Women's 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, Friday, May 23, to accept or decline.

Friday, May 23 — Women's Draws for the individual championships announced.

Friday-Tuesday, May 23-27 — Individual championships competition. Men's and Women's finals will be held at Bisantz Family Tennis Center in Claremont, California.

Results Reporting. All rosters and results must be submitted to the ITA, for further information please click [here](#). Please contact Lizzie Conti (econti@itatennis.com) from the ITA staff to assist you with any questions, concerns or comments that you might have while entering results.

Lineup Procedure. Please follow the instructions below to submit your institution's lineup form **(SAVE FREQUENTLY TO AVOID BEING TIMED OUT OF THE SYSTEM):**

The tennis committees require online submission of the lineup form to be considered for the championships for teams.

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.

Access to the online entry forms will begin on Monday, April 14, and the deadline for submission of the official NCAA entry form is no later than 9 p.m. Eastern time on Sunday, May 4.

The lineup form includes space to list a maximum of 15 student-athletes who must be physically able and eligible to play.

As such:

- When a coach lists their 15 student-athletes, the coach is confirming that all 15 student-athletes may have the opportunity to play in the NCAA championships. Coaches will also list 4 doubles teams on this form.

- All 15 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 and cannot travel to the championship's events.

- Only nine of these 15 student-athletes may play in the first, second, and third rounds of competition. These nine are designated at the administrative meeting the day before the start of competition.

- Teams that win the third-round matches and advance to the championships site will designate at the administrative meeting the day before the start of finals site competition, nine student-athletes who will play in the championships. These nine student-athletes can be different from

the nine who played in the third round as long as they were on the original list of 15 student-athletes on the team's lineup form.

NOTE: (Bench size maximum is 15, inclusive of coaches and student-athletes. If this number exceeds 15, the remaining individuals will not be allowed on the competition surface during the match. Coaches must declare their bench when they declare their lineup.)

The NCAA will reimburse each institution advancing championships site for a maximum of nine student-athletes (and a total travel party of 11 individuals).

Consistent with ITA rules, coaches must list 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).

The entry and lineup declaration procedures for the men's and women's tennis championships will allow an institution to enter a maximum of fifteen eligible student-athletes for competition, submitted in order of strength. They will also list four doubles teams on this form. During the administrative meeting, coaches will identify which nine student-athletes (including doubles specialists) who will play. All lineups must remain in the order of strength as listed on the entry form for each round of the championships. This procedure also applies to the doubles portion of the team lineup.

The Men's and Women's 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 records at each position played, number of significant matches played at the proposed position, and other extenuating circumstances.

Please contact Victoria Lipscomb (men), NCAA Championships and Alliances, at vlipscomb@ncaa.org or 317-917-6764 or Raymon Gaddis (women), NCAA Championships and Alliances, at rgaddis@ncaa.org or 436-302-0019 if you have any questions regarding the lineup form.

Protest Period. Coaches who wish to challenge a lineup must do so **via the Tennis Lineup application** following the steps below.

- 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 III 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: An email notification including the rebuttal response (or decline) will be sent to the coach who submitted the challenge, the NCAA Division III Tennis Committee and NCAA staff. **All parties will be able to see the rebuttal response (or decline).**

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.**

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 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.

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 [2024-25 NCAA DIII Men’s and Women’s Tennis Pre-Championships Manual](#)

The list of alternates for the singles and doubles championships will be posted after selections have been determined. The deadline to notify Men alternates for the individual championships that are not on site at the championships will be 5 p.m. Eastern time, Wednesday, May 21. The student-athlete will have until noon Eastern time, Thursday, May 22, to accept or decline. The deadline to notify Women alternates for the individual championships that are not on

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site at the championships will be 5 p.m. Eastern time, Thursday, May 22. The student-athlete will have until noon Eastern time, Friday, May 23, to accept or decline.

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

Please contact Victoria Lipscomb (317-917-6764) or Raymon Gaddis (317-917-6042) at the National Office if you have any questions regarding the championships. Best wishes throughout the remainder of the season.

Lineup Submission Timeline	
Lineup submission deadline	Sunday, May 4 - 9 p.m.
Selections announcement	Monday, May 5 - 12 p.m./12:30 p.m.
Lineups posted	Immediately after selection - 1 p.m.
Deadline for challenging lineups	Tuesday, May 6 - 2 p.m.
Written responses due from challenged coaches	Wednesday, May 7 - 8 a.m.
Committee videoconference - challenge review	Wednesday, May 7 - 11 a.m.
Final lineups posted	Wednesday, May 7 – 2 p.m.
Regional Round competition starts.	Friday-Saturday, May 9-11 or Thursday – Sunday, May 8 -10

VL/RG

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