



**2021 DIVISION III  
MEN'S AND WOMEN'S  
TENNIS  
CHAMPIONSHIPS**

***PRE-CHAMPIONSHIPS  
2020-21 MANUAL***

# NCAA General Administrative Guidelines

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### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
317-917-6222  
ncaa.org  
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# Section 1 • Introduction

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

Sections one through eight apply to policies applicable to all 90 championships, while the remaining sections are sport specific.

## Section 1.1 Definitions

**Pre-championship Manual.** Resource for institutions to prepare for the championship.

**Administrative Meeting.** Pre-championship meeting for coaches and/or administrators.

**Appendixes.** Any supplemental documents to be provided and distributed through the various resources.

**Championship Manager.** The NCAA staff member(s) responsible for the operational oversight of the championship.

**Games Committee.** The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

**NCAA National Committee.** The sport committee with direct oversight responsibilities for the championship.

**Non-predetermined Sites.** Those sites that are selected to host at the time of the participant/team selections announcement.

**Playing Rules.** The rules under which the competition will be conducted.

**Predetermined Sites.** Those sites that are selected to host before the participant/team selections announcement.

**Preliminary Rounds.** The rounds of the championship before the final or championship round.

**Regional Alignment.** The geographic location of institutions or regional advisory committees.

**Schedule of Events.** Official event schedule – includes all required activities (e.g., practices, banquets, etc.).

**Selection Criteria.** Policies and procedures in place to guide the team selection process.

**Site Selection Criteria.** Policies and procedures in place to guide the site selection process.

**Squad Size.** Number of student-athletes per team allowed to dress in uniform and participate at the championship.

**Tournament Physician.** The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

# Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

**Ensuring** student-athletes' optimal experience.

**Executing** championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

**Coordinating** all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

**Integrating** championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

**Assuring** effective management of the business aspects of the operation.

**Enhancing** the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

## Section 3 • Concussion Management

*[Reference: Concussion Management in Constitution 3.2.4.20 in the NCAA Division I Manual, Constitution 3.3.4.17 in the NCAA Division II Manual, and Constitution 3.2.4.17 in the NCAA Division III Manual.]*

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the NCAA [Sport Science Institute website](#) for additional guidance.

## Section 4 • Conduct

### Section 4•1 Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.1.5 and 31.2.2 in the NCAA Division III Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

#### DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

### Section 4•2 Drug Testing

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*[Reference: Bylaws 18.4.1.4 and 31.2.2 in the NCAA Division I Manual, Bylaws 18.4.1.4 and 31.2.3 in the NCAA Division II Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division III Manual.]*

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 and 31.2.2 (Division I), 18.4.1.5 and 31.2.3 (Division II) and 18.4.1.5 and 31.2.3 (Division III), and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

### Section 4•3 Honesty and Sportsmanship

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Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

### Section 4•4 Misconduct/Failure to Adhere to Policies

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#### MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

#### FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. [Click here to see the full misconduct/failure to adhere to policies and procedures online.](#)

### Section 4•5 Sports Wagering Policy

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Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; mobile betting; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

#### STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

## POSTSEASON

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

## HOSTING OPPORTUNITIES

It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

## Section 4•6 Student-Athlete Experience Survey

After each championship, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

## Section 5 • Elite 90™ Award

The Elite 90 award was created to recognize the true essence of student-athletes by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or access the online form and submit a nomination, go to [ncaa.org](http://ncaa.org).

## Section 6 • Fan Travel

Through support from Marriott International as the Official Hotel Partner of the NCAA, NCAA championships are pleased to provide easy and affordable accommodations for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through Marriott and NCAA Travel help support NCAA student-athletes. Please direct your fans to [NCAA.com/travel](http://NCAA.com/travel) to search and book online hotel reservations.

## Section 7 • Logo Policy

*[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]*

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a

## GENERAL ADMINISTRATIVE GUIDELINES

single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

## Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, "research" is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary rounds and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA from people for other purposes; any systematic collection of data from the membership or other entities; etc.

## Section 9 • Division III

### Section 9•1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

### Section 9•2 Commencement Conflicts

If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championship manager in writing one week before the selection date for the governing sport committee to consider an accommodation and a change to the championship schedule.

The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sport committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.
- Does not apply to predetermined finals sites.
- The governing sport committee shall make a good-faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

## Section 9•3 Gameday the DIII Way

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Division III promotes and atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

## Section 9•4 Religious Conflicts

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**Institutional Policy.** If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office before May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

**Individual Championships.** In individual championships, a student-athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the student-athlete shall compete on Sunday if required by the schedule).



# Division III Men's and Women's Tennis

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# Section 1 • General Administration

## Section 1•1 NCAA Tournament Operations Staff Contact Information

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**Ross Edmondson**

Division III Men's Tennis  
Coordinator, Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6222 / Fax: 317-917-6237  
[redmondson@ncaa.org](mailto:redmondson@ncaa.org)

**Micaela Liddane**

Division III Women's Tennis  
Coordinator, Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6513 / Fax: 317-917-6237  
[mliddane@ncaa.org](mailto:mliddane@ncaa.org)

## Section 1•2 National Committee

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Current members of the Division III Men's Tennis Committee are:

**ATLANTIC SOUTH REGION****David Hayden**

Head Men's and Women's Tennis Coach  
Westminster College (Pennsylvania)

**NORTHEAST REGION****Michael Lynch**

Director of Athletics  
Babson College

**CENTRAL REGION****Mark Riley, chair**

Head Men's Tennis Coach  
Kalamazoo College

**WEST REGION****Billy Porter**

Head Tennis Coach  
Southwestern University (Texas)

Current members of the Division III Women's Tennis Committee are:

**ATLANTIC SOUTH REGION****Andy Girard**

Head Men's and Women's Tennis Coach  
Carnegie Mellon University

**NORTHEAST REGION****Dot Houston**

Associate Athletics Director for Administration  
and Compliance  
Massachusetts College of Liberal Arts

**CENTRAL REGION****Jon Carlson, chair**

Head Women's Tennis Coach  
Gustavus Adolphus College

**WEST REGION****Suzanne Merritt**

Head Women's Tennis Coach / SWA  
LeTourneau University

## Section 1•3 Men's Regional Advisory Committee

NAME	INSTITUTION	CONFERENCE
<b>ATLANTIC SOUTH REGION</b>		
David Hayden, chair	Westminster (PA)	Presidents' AC
TBD		Allegheny Mountain
Becky Cecere	Penn State Harrisburg	NEAC
Chuck Willenborg	Johns Hopkins	Centennial
David Kurvink	DeSales	MAC Freedom
Brian Niemiec	St. Vincent	Presidents' AC
Byron Balkin	Hampden-Sydney	Old Dominion
<b>CENTRAL REGION</b>		
Mark Riley, chair	Kalamazoo	MIAA
Alex Covington	Millikin	CCIW
Rusty Jones	Principia	SLIAC
Kevin Calhoun	Transylvania	North Coast
Peter Dumas	Cornell College	Midwest
Zach Elbin	Adrian College	Michigan Intercol.
Todd Wojtkowski	Case Western Reserve	UAA
CeeJay Schaffner	Wisconsin-Superior	Upper Midwest
<b>NORTHEAST REGION</b>		
Michael Lynch, chair	Babson	NEWMAC
Jessica Mushel	Mount Saint Mary (New York)	Skyline
Barry Schoonmaker	Colby-Sawyer	Great Northeast
Tim Riskie	Hobart	Liberty League
Doug Chin	Commonwealth Coast	Commonwealth Coast
TBD		NEAC
<b>WEST REGION</b>		
Billy Porter, chair	Southwestern	Southern Collegiate
Cody Usher	American Southwest	American Southwest
Cameron Williams	Whitworth	Northwest
Russell McMindes	Trinity (Texas)	Southern Collegiate
Jason Cohen	Caltech	SCIAC

## Section 1•4 Women's Regional Advisory Committee

NAME	INSTITUTION	CONFERENCE
<b>ATLANTIC SOUTH REGION</b>		
Andy Girard, chair	Carnegie Mellon	UAA
Justin Grube	Haverford	Centennial
Jessica Huda	King's College	MAC Freedom
TBD		North Eastern Athletic
Deidra Dryden	Southern Virginia	Capital Athletic
TBD		USA South
Henry Boyle	Grove City	Presidents' AC
<b>CENTRAL REGION</b>		
Jon Carlson, chair	Gustavus Adolphus	MIAC
Frank Barnes	UW-Whitewater	Wisconsin Intercol.
Ruth McGuire	MSOE	Northern Athletics
Jon Miedema	Augustana (Illinois)	CCIW
Ryun Ferrell	Central College	American Rivers
Amy Behrman	Wooster	North Coast
Tyler Stephen	Otterbein	Ohio Athletic
Wells Patten*	St. Scholastica	Upper Midwest
<b>NORTHEAST REGION</b>		
Dot Houston, chair	Massachusetts College of Liberal Arts	North Athletic
Deanna Hand	Houghton	Empire 8
Adam Spring	Rhode Island College	Little East
Michelle Serabian	NJAC	NJAC
Gregory Wyzkowski	Baruch	CUNYAC
Christian Popa	Eastern Nazarene	GNAC
Trevor Purcell	Mount Saint Mary (New York)	Skyline
Justin Roe	RPI	Liberty League
<b>WEST REGION</b>		
Suzanne Merritt, chair	LeTourneau	American Southwest
Mike Morgan	Pomona-Pitzer	SCIAC
Angela Marin	UT Dallas	American Southwest
Jimmy Chau	Lewis & Clark	Northwest
Jacob Carillo	Schreiner	Southern Collegiate

## Section 1•5 Important Dates

<b>Monday, March 15</b>	Bid information for prospective first-, second- and third-round hosts posted on <a href="http://ncaa.org">ncaa.org</a> .
<b>Monday, April 12</b>	Official NCAA online entry and lineup form available.
<b>Monday, April 12</b>	Bids to host first-, second- and third-round competition are due to the NCAA national office.
<b>Mon.-Wed., April 19-21</b>	Regional advisory committee to conduct first ranking call.
<b>Thursday, April 22</b>	First published ranking posted on <a href="http://ncaa.com">ncaa.com</a> and <a href="http://ncaa.org">ncaa.org</a> .
<b>Mon.-Wed., April 26-28</b>	Regional advisory committee to conduct second ranking call.
<b>Thursday, April 29</b>	Second published ranking posted on <a href="http://ncaa.com">ncaa.com</a> and <a href="http://ncaa.org">ncaa.org</a> .
<b>Mon.-Wed., May 3-5</b>	Regional advisory committee to conduct third ranking call.
<b>Thursday, May 6</b>	Third published ranking posted on <a href="http://ncaa.com">ncaa.com</a> and <a href="http://ncaa.org">ncaa.org</a> .
<b>Sunday, May 9</b>	Official NCAA online entry form must be completed online to be considered for team and/or individual selection for the championships. Deadline for updated results must be entered on the ITA website, <a href="http://www.ITAtennis.com">www.ITAtennis.com</a> , by 8 p.m. Eastern time.  Regional conference calls to determine final regional team rankings.
<b>Sun.-Mon., May 9-10</b>	National teleconference to select teams and determine regional sites. Teams selected to the championships and championship bracket posted on <a href="http://ncaa.com">ncaa.com</a> by noon Eastern time.
<b>Monday, May 10</b>	Team selections posted on <a href="http://ncaa.org">ncaa.org</a> by noon Eastern time.
<b>Tuesday, May 11</b>	Lineup protests must be submitted along with rationale by 2 p.m. Eastern time to the NCAA national office, attention Ross Edmondson(men) and Micaela Liddane (women).  Separate teleconferences with preliminary-round hosts and participants: Women – 1 p.m. Eastern time, Men – 2 p.m. Eastern time.
<b>Wednesday, May 12</b>	Rebuttals to lineup protests due to the NCAA by 8 a.m. Eastern time. Committee will review protest information per ITA guidelines and respond by 2 p.m. Eastern time.  Individual (singles and doubles) selections – teleconference with national committee.  Individuals selected to the championships posted on <a href="http://ncaa.com">ncaa.com</a> at 7 p.m. Eastern time.
<b>Fri.-Sun., May 14-16</b>	First-, second- and third-round competition. Note: Competition may occur Thursday-Saturday if an institution has a no-Sunday-play policy or host has facility accessibility issues.
<b>Tuesday, May 18</b>	Teleconference with championship host, men's and women's committees, NCAA staff, and coaches and administrators of final 16 teams – 1 p.m. Eastern time.
<b>Wednesday, May 19</b>	Teleconference with championship host, men's and women's committees, NCAA staff, and coaches and administrators of individual participants – 1 p.m. Eastern time.

## CHAMPIONSHIP DATES

<b>Mon.-Wed., May 24-26</b>	Quarterfinals, semifinals and finals of the team championships. Men and Women: Champions Tennis Club, Chattanooga, TN; hosted by The University of the South and the Chattanooga Sports Commission.
<b>Fri.-Sun., May 28-30</b>	All rounds of the singles and doubles championships. Men and Women: Champions Tennis Club.

## DATE FORMULA

The first, second and third rounds of competition will begin on the second Friday in May (Friday-Sunday). The team finals will begin Monday before Memorial Day (Monday-Wednesday). The singles and doubles competition will begin Friday before Memorial Day (Friday-Sunday).

## FUTURE DATES

### 2022

<b>First, Second and Third Rounds</b>	May 12-15 on the campuses of participating institutions.
<b>Finals</b>	USTA National Campus, Orlando, Florida hosted by Oglethorpe University and Greater Orlando Sports Commission.
<b>May 23-25</b>	Quarterfinals, semifinals and finals of team championships.
<b>May 26-28</b>	Singles and doubles championships.

## Section 1•6 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

## Section 1•7 Equipment

The official ball of the NCAA championships is the Wilson US Open Heavy Duty ball. Balls will be shipped directly to the tournament directors at each site immediately after the selection announcement.

During competition, the balls shall be changed after the second set in a match.

Practice balls must be provided by the competing teams or individuals.

## Section 1•8 Rules

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules books, or those rules adopted by an outside organization.

The ITA rules will be followed, unless superseded by modifications adopted by the NCAA Men's and Women's Tennis Committees. The following modifications have been adopted by the committees:

### Changes to Lineup.

A player shall not be moved down in the lineup because of:

1. An injury that has lasted and forced the player out of the lineup for less than three weeks;
2. Disciplinary measures; or
3. Challenge matches after 50% of the team's playing dates have been completed.

### **Carry-Over Rule.**

The ITA carry-over rule will be in effect for the championships period (both team and individual). Penalties may be carried over to the institution's next match. The carry-over rule will commence with the first-, second- and third-round competition and will carry over to the site of the finals. At the site of the finals, the team and individual championships shall be viewed as two separate events. Therefore, penalties received by a player during the team competition will be applied during team competition only. If a player has also qualified for the individual championships, a penalty received in the team portion of the championships will not carry over to the singles or doubles team events. Any penalty received by a player who competes in both singles and doubles team events may be assessed to either event in which the player advances.

### **Rest Periods and Injury Timeouts.**

When changing sides, the players may take a maximum rest period of 90 seconds. After a two-set match, players will be provided a rest period of at least 45 minutes.

After a three-set match, players will be provided a one-hour rest period before resuming play. There is a two-minute rest period between all sets.

Team championship singles play will begin 10 minutes after the doubles point has been concluded.

In the event of an injury, the USTA rules will be modified. Aggressive treatment of open wounds or skin lesions should be followed. In particular, whenever an athletics participant suffers a laceration or wound from which oozing or bleeding occurs, the practice or match should be stopped at the earliest possible time, and the player should be given the appropriate medical treatment. The student-athlete should not return to the match or practice without approval of medical personnel.

A student-athlete who is bleeding should be addressed consistent with the aggressive treatment statement above. While the wound is being treated, an assessment of the individual's skin, uniform and equipment should be made by medical personnel. All blood on the skin should be thoroughly cleaned. Any equipment, including tape, padding or uniform, that is saturated with blood should be changed.

Other participants at the time of the injury should be evaluated by medical personnel for the presence of blood from the injured student-athlete. All blood on the skin of non-bleeding individuals should be thoroughly cleaned. Any equipment, including tape, padding or uniform, that is saturated with blood should be changed.

The time needed for the procedure necessary to treat this type of injury will not be charged as an injury timeout.

## **Section 1•9 Uniforms**

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All players must be in like (same color and style) institutional-issued warmups and/or team uniforms.

This policy is in effect throughout competition, warmup for competition, interviews and the awards ceremony after the matches. A fine will be assessed for institutions failing to adhere to this policy. Apparel bearing professional sports team logos cannot be worn, including all practice times.

### **LOGOS**

[Refer to General Administrative Guidelines, Section 7.](#)

# Section 2 • Determination of Championship Participation

## Section 2.1 Championships Format

The Division III Men's Tennis Championships and Division III Women's Tennis Championships shall consist of team and individual championships, and shall be conducted according to the format approved by the Division III Men's and Women's Tennis Committees. All matches shall be played outdoors, weather permitting. At all times, the referee, or a designated replacement, in consultation with the games committee, shall determine which matches shall be played indoors. If a match is moved indoors, then the same umpire shall be assigned to the match. The decision to move a match indoors shall be made one hour before the original scheduled match time.

The men's team championship shall consist of 37 teams. Individual championships shall include 32 singles players and 16 doubles teams.

The women's team championship shall consist of 42 teams. Individual championships shall include 32 singles players and 16 doubles teams.

**Team.** The teams will play a single-elimination tournament with the first, second and third rounds played at non-predetermined regional sites. The quarterfinal, semifinal and final rounds will be played at a predetermined site. All matches will use a 3-6 format (three doubles matches using an eight-game pro set with each match valued at one team point, followed by six singles matches using the best of three sets with each match valued at one team point). Regular scoring and a seven-point tiebreak at eight-games-all in doubles and at six-games-all in singles will be used. All team matches (first round, second round, third round, quarterfinals, semifinals and final) will be played to decision.

**Individual.** All matches shall be the best of three sets unless otherwise decided by the Men's and Women's Tennis Committees. The regular scoring system and a seven-point tiebreak at six-games-all will be used for all matches.

### SCHEDULE OF EVENTS

<b>Friday, May 14</b>	First round, Team Competition.
<b>Saturday, May 15</b>	Second round, Team Competition.
<b>Sunday, May 16</b>	Third round, Team Competition.
<b>Monday, May 24</b>	Quarterfinals, Team Competition.
<b>Tuesday, May 25</b>	Semifinals, Team Competition.
<b>Wednesday, May 26</b>	Final, Team Competition.
<b>Friday, May 28</b>	Rounds of 32 and 16 singles; round of 16 doubles for each gender, Individual Competition.
<b>Saturday, May 29</b>	Quarterfinals and semifinals in singles; quarterfinals in doubles.
<b>Sunday, May 30</b>	Final in singles; semifinals and final in doubles.

**\*Note:** Competition may occur Thursday-Saturday if an institution has a no-Sunday-play policy or host has facility accessibility issues.

### START TIMES

The Division III Men's Tennis Committee will approve start times for men's preliminary-round sites, and the Division III Women's Tennis Committee will approve start times for women's preliminary-round sites.

### TRAVEL PARTY

The squad size shall be limited to nine players. Transportation reimbursement and a \$95 per diem will be provided for two non-athletes for each team selected.

*[Reference: Per Diem and Transportation in the General Section and Bylaw 31.1.5 in the NCAA Manual.]*



## Section 2•2 Results

As in years past, any institution interested in entering a team or individual(s) in the 2021 championships must report results via the Intercollegiate Tennis Association (ITA) website ([www.ITAtennis.com](http://www.ITAtennis.com)).

For results submission to the ITA website ([www.ITAtennis.com](http://www.ITAtennis.com)): Institutions must submit results at <http://www.itatennis.com/coaches/resultsentry.htm> from all dual matches and collegiate tournaments in which they have competed. Results will be accepted only via the internet. If you have not done so already, please take a look at the Frequently Asked Questions page. The FAQ covers items such as managing your roster, editing your schedule and entering results. For questions regarding the process, please contact Chris Eriksson ([ceriksson@itatennis.com](mailto:ceriksson@itatennis.com), 707-206-1637) at the ITA.

You do not need to submit results throughout the season to the NCAA online score-reporting form. All results will be automatically transferred from the ITA website. Refer to [Page 12 "Important Dates"](#) for deadlines for schedule submission, score reporting and lineup entry.

Institutions failing to adhere to the procedures outlined above for the submission of schedules, results and lineup entry forms may not be considered for selection to the championships or may be assessed a financial penalty. If selected, an institution assessed such a financial penalty must submit payment to the NCAA championships manager before the institution's team or individual(s) will be allowed to compete in championships competition. Checks should be made payable to the NCAA.

### SCORE REPORTING

All results must be submitted using the online entry system on the Intercollegiate Tennis Association (ITA) website ([www.ITAtennis.com](http://www.ITAtennis.com)).

This is the only tennis website that the NCAA has partnered with to receive this information. Submission of your complete 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.

It should be noted that ITA membership is not required to access the online results entry page, nor is there a fee charged in order to submit an institution's 2020-21 scores. Please contact Chris Eriksson ([ceriksson@itatennis.com](mailto:ceriksson@itatennis.com)) with questions.

**Regional Rankings.** The tennis committees will release regional rankings not later than 5 p.m. Eastern time Thursday, April 22, Thursday, April 29, Thursday, May 6, and Sunday, May 9 at [ncaa.com](http://ncaa.com).

## Section 2•3 Selections Information

### SELECTION OF BERTHS

- After the determination of the automatic (Pool A) berths, the committee will determine the Pool B selections followed by the Pool C selections.
- Pool B will be comprised of independent institutions and institutions that are members of conferences that do not meet the requirements for automatic qualification. Pool C will be reserved for institutions from automatic-qualifying conferences that are not their conference champions and the remaining teams in Pool B.
- Berths from Pools B and C will be selected on a national basis, using regional selection criteria. There will be no predetermined regional allocations for Pools B and C.
- There will be no maximum or minimum number of berths from one region.
- No conference will receive more than one automatic berth.

### SELECTION CRITERIA

The sports committee will select teams in Pools B and C based on the criteria below. The criteria of two or more teams will be compared to determine the higher-ranked team.

An attempt will be made to determine the ranking of two or more teams after consideration of the primary criteria. The **PRIMARY CRITERIA** emphasize Division III competition and all the criteria listed will be evaluated (not listed in preferential order).

If the evaluation of the primary criteria does not result in a decision, the **SECONDARY CRITERIA** will be used. All the criteria listed will be evaluated (not listed in preferential order). The secondary criteria introduce results against non-Division III and all other opponents, including those contests versus opponents from other classifications (i.e., provisionals, NAIA, NCAA Divisions I and II).

**PRIMARY CRITERIA — For ranking and selection (all contests leading up to NCAA championships).** When selecting Pools B and C teams and individuals, the tennis committees will evaluate the following criteria based on the primary criteria emphasizing Division III competition (all contests leading up to NCAA championships); all criteria listed will be evaluated (not listed in priority order).

- Won-lost percentage against Division III opponents.
- Division III strength of schedule.
- Opponents' Average Winning Percentage (OWP) (weighted 2/3).
- Opponents' Opponents' Average Winning Percentage (OOWP) (weighted 1/3).
- Division III head-to-head competition.
- Results versus common Division III opponents. Results versus ranked Division III teams as established by the rankings at the time of selection. Conference postseason contests are included.
- Won-lost percentage during the last 50% of the season.
- Contests versus provisional and reclassifying members in their third and fourth years shall count in the primary criteria. Provisional and reclassifying members shall remain ineligible for rankings and selections.
- Won-lost percentage against teams over .750.

**SECONDARY CRITERIA — For ranking and selection.** If the evaluation of the primary criteria does not result in a decision, the secondary criteria will be reviewed. All the criteria listed will be evaluated (not listed in priority order). The secondary criteria introduce results against non-Division III opponents, including those contests versus opponents from other classifications (i.e., provisionals, NAIA, NCAA Divisions I and II).

- Non-Division III won-lost percentage.
- Results versus common non-Division III opponents.
- Won-lost percentage against teams over .500.

Additionally, input is provided by regional advisory committees for consideration by the Men's and Women's Tennis Committees. Coaches' polls and/or any other outside polls or rankings are not used by the committees for selection purposes.

### Men's and Women's Tennis – Additional Criteria:

- Doubles teams must have played a minimum of five (5) matches (with a minimum of three (3) matches being dual) as a doubles team to be considered for selection to the NCAA Division III Men's and Women's Tennis Championships.
- Singles players must have played a minimum of five (5) matches [with a minimum of three (3) matches being dual] in order to be considered for the individuals portion of the Division III Men's and Women's Tennis Championships.
- A minimum of three dual matches must be played in the spring in order for a team to be considered for an at-large berth to the NCAA Division III Men's and Women's Tennis Championships.

**Regional Alignments.** Per NCAA bylaw, all members of a conference will be placed in the same region for evaluation purposes, unless the Championships Committee has granted an exception. The North Eastern Athletic Conference and the University Athletic Association have been granted exceptions. Members of these conferences shall be placed in their natural geographic regions for evaluation purposes.

### Pairings and Site Selection.

- Once selected, teams will be grouped in clusters according to natural geographic proximity. Teams will then be paired according to geographic proximity. A team may be moved to numerically balance the bracket if geographic proximity is maintained. Teams should be paired and eligible sites should be selected according to geographic proximity (within 500 miles).
- Teams may be seeded on a regional basis using the regional selection criteria. However, geographic proximity takes precedence over seeding.

## DIVISION III MEN'S AND WOMEN'S TENNIS

- Teams from the same conference do not have to play one another in the first round as long as geographic proximity is maintained.

**Conference Membership Deadline.** To receive automatic qualification for the 2020-21 championships, conferences must have their membership established and defined by February of the preceding academic year.

**Two-Year Waiting Period.** The Championships Committee intends to decline requests for waivers of the two-year waiting period for new member conferences of the Association.

**Single-Sport Conferences.** To be eligible for automatic qualification, single-sport conferences in existence before Feb. 1, 1998, must maintain their membership (e.g., minimum of seven original members). All conferences must be elected to the NCAA Division III membership and must meet all other automatic-qualification requirements. A waiver process has been established that permits the NCAA Division III Championships Committee to award automatic qualification to single-sport conferences with seven active members that have participated together for two consecutive years based on the conference meeting at least one of the following criteria in Bylaw 31.3.4.3.2:

- The conference's members are geographically isolated in the sport;
- The conference's members do not belong to a multisport conference that has sponsored a championship in the sport within the previous 15 years;
- The conference was established before September 2007;
- The conference participates in a Division III championship established after September 2007 and within the first 10 years in which the championship is conducted; or
- The sport is sponsored by 100 or fewer Division III member institutions.

### In-Region Competition.

In-region competition is defined as:

1. All competition within an institution's membership geographical region as defined in Bylaw 4.13.1.1.
  - Region 1 — Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island and Vermont.
  - Region 2 — New York and Pennsylvania.
  - Region 3 — Alabama, Arkansas, Florida, Georgia, Indiana, Kentucky, Louisiana, Michigan, Mississippi, North Carolina, Ohio, Puerto Rico, South Carolina, Tennessee, Virginia and West Virginia.
  - Region 4 — Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wisconsin and Wyoming.
2. All competition within an institution's defined sport region or conference.
3. All competition within a 500-mile radius from one institution to another.

The mileage calculator within the Travel Expense System (TES) will be used to confirm distances from campus to campus. This program can be accessed on the NCAA website at [web1.ncaa.org/TES/exec/TES/exec/miles](http://web1.ncaa.org/TES/exec/TES/exec/miles).

### Scheduling Requirements.

Institutions must play at least 50% of their scheduled competition against in-region, Division III institutions to be considered for selection to NCAA championships. Institutions unable to meet this requirement will be allowed an opportunity to request a waiver for selection consideration.

- Effective 2006-07, any contest against a school within an institution's defined membership region (NCAA Bylaw 4.12.1.1) shall count as an in-region game.
- Effective 2008-09, all conference games are considered in-region.
- In individual sports that select at-large championship participants as teams (e.g., tennis), an institution's team must play at least 50% of its scheduled competition against in-region opponents to be eligible for selection. The process for tracking in-region competition is to be based on the total of teams involved in overall regular-season competition. Opponents may be included multiple times if they are at multiple tournaments.
- All waiver requests will be reviewed by the Division III Championships Committee. Information required as part of the waiver process includes proposed schedules, schedules from the past two seasons, a summary of scheduling

challenges the institution is facing and proposed solutions. In addition, an institution may include any other historical information illustrating difficulty in scheduling at least 50% of contests against in-region, Division III institutions.

Teams shall be selected for the championship by the NCAA Division III Men's and Women's Tennis Committees. Each member of the committee serves as the chair of the advisory committee in his or her respective region. Regional advisory committees (RACs) assist the national committee by evaluating teams and sites within their regions through a series of teleconferences. Teleconferences will be conducted by the national committee to make the final determination of the participating teams. In order for the RACs to effectively evaluate each team and/or individuals under consideration in their regions, it is imperative that each institution submit the scores from each match via the ITA website ([www.ITAtennis.com](http://www.ITAtennis.com)).

**Bylaw 31.3.2.3 Exception.** For sports with a spring NCAA championship, an institution may exempt out-of-region contests conducted during one institutional period (e.g., spring break). (Adopted: 4/15/14 effective 8/1/14)

*[Reference: Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Division III Manual.]*

## ALLOCATION OF BERTHS — POOLS A, B AND C

1. Pool A comprises the conference champions from each conference that meets the requirements for automatic qualification (NCAA Bylaw 31.3.2). Conferences that meet automatic-qualification requirements are guaranteed only one Pool A berth. After the determination of the automatic berths (Pool A), the committee will determine the Pool B selections followed by the Pool C selections.
2. Pool B comprises independent institutions and institutions that are members of conferences that do not meet the requirements for automatic qualification.
3. Pool C will be reserved for institutions from automatic-qualifying conferences that are not their conference champions and the remaining teams in Pool B.
4. Berths from Pools B and C will be selected on a national basis, using regional selection criteria. There will be no predetermined regional allocations for Pools B and C.
5. There will be no maximum or minimum number of berths from one region.
6. For the 2021 championships, no conference will receive more than one automatic berth.

The Division III Championships Committee has clarified Bylaw 31.3.2 to reflect that institutions participating in conferences that meet the automatic-qualification requirements and are eligible to be selected to a championship via Pool A and/or Pool C may not elect instead to be selected via Pool B as an independent institution.

## AUTOMATIC QUALIFICATION

### MEN'S TENNIS

Division III institutions sponsoring men's tennis: 322

Provisional institutions (not eligible for the championship): 5

Institutions eligible for NCAA championship: 317

Conferences meeting automatic-qualifying requirements: 33

Eligible teams in automatic-qualifying conferences: 288

Pool B teams: 27 (Access ratio: eligible teams in AQ conferences divided by the number of AQ conferences)

**Based on the sponsorship data, the following allocations will be implemented for the 2021 championships:**

Bracket	37 -team bracket (eligible institutions divided by 8.7 access ratio)
Pool A	33 teams *
Pool B	3 teams *
Pool C	1 team *

\* These pool allocations are subject to change.

## DIVISION III MEN'S AND WOMEN'S TENNIS

### Automatic Qualifiers

The 33 conferences granted automatic qualification for the 2021 championships are:

Allegheny Mountain Collegiate Conference	New England Small College Athletic Conference
American Rivers Conference	New England Women's and Men's Athletic Conference
American Southwest Conference	New Jersey Athletic Conference
Centennial Conference	North Coast Athletic Conference
City University of New York Athletic Conference *	North Eastern Athletic Conference
Coast-To-Coast Athletic Conference	Northern Athletics Collegiate Conference
College Conference of Illinois and Wisconsin	Northwest Conference
Commonwealth Coast Conference	Ohio Athletic Conference
Empire 8	Old Dominion Athletic Conference
Great Northeast Athletic Conference	Presidents' Athletic Conference
Landmark Conference	Skyline Conference
Liberty League	Southern Athletic Association
Little East Conference	Southern California Intercollegiate Athletic Conference *
Michigan Intercollegiate Athletic Association	Southern Collegiate Athletic Conference
Middle Atlantic Conference Commonwealth	St. Louis Intercollegiate Athletic Conference
Middle Atlantic Conference Freedom	University Athletic Association *
Midwest Conference	Upper Midwest Athletic Conference
Minnesota Intercollegiate Athletic Conference	USA South Athletic Conference

\* Indicates conference not fulfilling their automatic qualification in 2021.

**Individual.** The Men's Tennis Committee, based on recommendations from the regional advisory committee, will select a percentage-based allocation of singles players and doubles teams from each of the four regions. Due to varying participation levels across the country, the traditional way of selecting the field for the individual tournament is not conducive for this year's unique situation. In an effort to provide the most access to the institutions competing, the results from the spring declaration survey were utilized to develop a percentage-based model. The breakdown is as follows: **Individuals** - Atlantic South 10, Central 10, Northeast 8, West 4. **Doubles** - Atlantic South 5, Central 5, Northeast 4, West 2.

### WOMEN'S TENNIS

Division III institutions sponsoring women's tennis: 360

Provisional institutions (not eligible for the championship): 5

Institutions eligible for NCAA championship: 355

Conferences meeting automatic-qualifying requirements: 36

Eligible teams in automatic-qualifying conferences: 333

Pool B teams: 26 (Access ratio: eligible teams in AQ conferences divided by the number of AQ conferences)

**Based on the sponsorship data, the following allocations will be implemented for the 2021 championships.**

Bracket	42-team bracket (eligible institutions divided by 9.2 access ratio)
Pool A	36 teams *
Pool B	2 teams *
Pool C	4 teams *

\* These pool allocations are subject to change.

## Automatic Qualifiers

The 36 conferences granted automatic qualification for the 2021 championships are:

Allegheny Mountain Collegiate Conference	New England Small College Athletic Conference
American Rivers Conference	New England Women's and Men's Athletic Conference
American Southwest Conference	New Jersey Athletic Conference
Centennial Conference	North Atlantic Conference
City University of New York Athletic Conference *	North Coast Athletic Conference
Coast-To-Coast Athletic Conference	Northern Athletics Collegiate Conference
College Conference of Illinois and Wisconsin	Northwest Athletic Conference
Colonial States Athletic Conference	Ohio Athletic Conference
Commonwealth Coast Conference	Old Dominion Athletic Conference
Empire 8	Presidents' Athletic Conference
Great Northeast Athletic Conference	Skyline Conference
Heartland Collegiate Athletic Conference	Southern California Intercollegiate Athletic Conference *
Landmark Conference	Southern Athletic Association
Liberty League	Southern Collegiate Athletic Conference
Little East Conference	State University of New York Athletic Conference
Michigan Intercollegiate Athletic Association	University Athletic Association *
Middle Atlantic Conference Commonwealth	Upper Midwest Athletic Conference
Middle Atlantic Conference Freedom	USA South Athletic Conference
Midwest Conference	Wisconsin Intercollegiate Athletic Conference
Minnesota Intercollegiate Athletic Conference	

\* Indicates conference not fulfilling their automatic qualification in 2021.

**Individual.** The Women's Tennis Committee, based on recommendations from the regional advisory committee, will select a percentage-based allocation of singles players and doubles teams from each of the four regions. Due to varying participation levels across the country, the traditional way of selecting the field for the individual tournament is not conducive for this year's unique situation. In an effort to provide the most access to the institutions competing, the results from the spring declaration survey were utilized to develop a percentage-based model. The breakdown is as follows: **Individuals** - Atlantic South 10, Central 10, Northeast 8, West 4. **Doubles** - Atlantic South 5, Central 5, Northeast 4, West 2.

## PARTICIPATION PROCEDURES

**Entry Procedures/Lineup Form.** In order to be considered for either the men's or women's championships (both team and individual) an Official NCAA Entry Form must be submitted via the online system. Access to the online entry forms beginning April 12 will be through the NCAA website ([web1.ncaa.org/tennis/exec/login](http://web1.ncaa.org/tennis/exec/login)) and will require the team password used for the ITA results entry system. Please note that your team password might be different from your individual user password and can be accessed by clicking on the "Change Team Password" link that is located in the left-hand margin of your ITA Coach results entry home page. The deadline for submission of the Official NCAA Entry Form is not later than 8 p.m. Eastern time Sunday, May 9.

The entry and lineup declaration procedures for the men's and women's tennis championships will allow an institution to enter a maximum of nine eligible student-athletes for competition, submitted in order of strength. 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.

**Team Lineup.** The team lineup will be taken from the Official NCAA Entry Form. Submitted lineups must adhere to all ITA/USTA guidelines. 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. If there are changes to the lineup after May 12, the head coach is required to inform the NCAA championship administrator, head referee and site representative of the changes made to the original lineup submitted on the original Official NCAA Entry Form.



**Form.** All changes must maintain the order of strength as was initially entered on the Official NCAA Entry Form. This form shall not be changed throughout the course of the entire championship. If a player cannot travel due to extenuating circumstances, a coach may appeal to the committee.

TRAVEL INFORMATION

Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies are located on the NCAA website at [ncaa.org/championships/travel/championships-travel-information](http://ncaa.org/championships/travel/championships-travel-information).

Section 2•4 Site Selection

Once automatic qualifiers are identified and the teams from Pools B and C are selected, the following guidelines should be followed:

- Teams will be grouped in clusters according to natural geographic proximity. Teams will then be paired according to geographic proximity. A team may be moved to numerically balance the bracket if geographic proximity is maintained. Teams should be paired and eligible sites should be selected according to geographic proximity (within 500 miles).
- Teams may be seeded on a regional basis using the selection criteria. However, geographic proximity takes precedence over seeding.
- Teams from the same conference do not have to play one another in the first round as long as geographic proximity is maintained.
- The highest-seeded team that meets all selection criteria (and after a review of the submitted host materials) will be selected as the host institution, provided geographic proximity is maintained. It is the intent of the committee to create competition brackets of eight preliminary-round sites with five to seven teams competing at each site (for the women); and eight preliminary-round sites with four to six teams competing at each site (for the men). Flights will be kept to a minimum.

**Criteria for Site Determination.** The following prioritized criteria are to be used in the evaluation of sites for all competition in NCAA championships:

1. Quality and availability of the facility and other necessary accommodations;
2. Geographical location (including such factors as rotation of sites, weather, accessibility and transportation costs);
3. Seeding; and
4. Attendance history and revenue potential, which shall be considered necessary to assure fiscal responsibility.

\*Institutions with both men’s and women’s teams in the championships and with the opportunity to host both genders will follow these guidelines:

	First-Second-Third Rounds
Even years	Women would compete Thursday-Saturday / Men would compete Friday-Sunday
Odd years	Men would compete Thursday-Saturday / Women would compete Friday-Sunday

If conflicts prevent another institution from hosting while following these guidelines, the combined men’s and women’s committees will determine which gender will compete first at the same site.

The men’s and women’s committees are concerned with conflicts created when institutions attempt to host both the men’s and women’s championships events, and the impact those conflicts have on the committees during site selection, and on the institution during the administration of the events. The committees prefer that institutions not host both men’s and women’s events simultaneously in the preliminary rounds.

The committees also recognize that some institutions with both teams in the championships, while recognizing their limitations in hosting both events, may face administrative pressure having to choose to host one championships event over another. The committees believe these guidelines can alleviate this administrative pressure. The committees’ primary concerns include the following:

- The institutional administrative pressure to host both championships events and/or to choose between which championships event it will host if it cannot host both events; and
- The condition and availability of practice facilities.

## CONTACT INFORMATION

If you have any questions regarding the bid process, please contact the NCAA Championships and Alliances staff at 317-917-6397 or [championshipbid@ncaa.org](mailto:championshipbid@ncaa.org).

## PROSPECTIVE HOSTS

Any institution interested in hosting preliminary-round competition of the 2021 NCAA Division III Men's and Women's Tennis Championships must submit a proposed budget, respond to sport-specific questions, and ensure the institution's key contacts and facility information are up to date via the Championships Bid and Host Profile portal. To submit a bid, first search for the desired championship under "championships available for bid" and select "add bid."

Please note the change in process that allows all member institutions to regularly and easily access their profiles by visiting [championships.ncaa.org](https://championships.ncaa.org). For profile issues, user access or to reset a password, please email [championshipbid@ncaa.org](mailto:championshipbid@ncaa.org) or contact the respective championships manager.

## CHAMPIONSHIPS BID AND HOST PROFILE PORTAL

The Championships Bid and Host Profile portal can be accessed at [championships.ncaa.org](https://championships.ncaa.org). The deadline to submit all bid materials for hosting preliminary rounds is April 7.

As a reminder, prospective hosts' budgets should include committee/site representative's lodging expense, game officials' lodging expense, state and city taxes/fees, if applicable, and any ticket fees. Committee/site representative's per diem, mileage and luggage fees will now be paid by the NCAA instead of the host institution.

## HOST REPORTING SYSTEM

An online proposed budget must be completed for each round of competition you wish to host. For those institutions submitting bids for multiple rounds, a "copy" function is available and will allow you to transfer budget information between rounds. The appropriate round and date of competition must be indicated on each budget.

Please be sure to include projected ticket sales in the Receipts section. As a result of the restructuring of the online budget system, there no longer is an "unbudgeted disbursements" section. Therefore, all lodging expenses for officials and site representatives (if needed) must be included in your budget. Officials' fees, per diem and travel expenses do not need to be included, nor do per diem and travel expenses for site representatives – the NCAA will pay those expenses directly.

## FACILITY PROFILE

Institutions interested in hosting preliminary-round competition of 2021 NCAA Division III Men's and Women's Tennis Championships must add (or ensure accuracy of) facility information for the applicable competition venue. This information is located at [championships.ncaa.org](https://championships.ncaa.org). Any supporting information (e.g., facility diagram, pictures) may be uploaded and attached to that facility's profile. This information will be made available to the sport committee to aid in their deliberations of prospective host sites.

## KEY CONTACTS FORM

Each institution should list and then maintain its key contacts associated with each sport and the institution. Individuals can be added via the Championships Bid and Host Profile portal at [championships.ncaa.org](https://championships.ncaa.org).

## SAFETY AND SECURITY PLAN

Based on a review of current and future championships competition venues, discussions with safety and security experts, and its own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of Best Practices for NCAA championships. We urge each competition venue to take these Best Practices into account when developing its safety and security program. As part of your bid, please submit a safety and security plan for your venue, which would be inclusive of the NCAA Championships Safety and Security Team contact information form.

The best practices for venue safety and security, along with the safety and security contact form, are located at: [ncaa.org/sites/default/files/Best\\_Practices\\_for\\_Venue\\_Safety\\_and\\_Security.pdf](https://ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf).



### FINAL FINANCIAL REPORT

*[Reference: Bylaw 31.4 in the NCAA Manual.]*

A final financial report from each championships site must be submitted via the Championships Bid and Host Profile portal under the “budget” tab not later than 60 days after the event.

### CONTACT INFORMATION

If you have any questions regarding the bid process, please contact Micaela Liddane ([mliddane@ncaa.org](mailto:mliddane@ncaa.org)).