



2011 DIVISION III MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS HANDBOOK

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Contents

Introduction	5
Lineup Protest Period	6
Dates and Sites	8
First, Second and Third Rounds	8
Sports Committees	8
Annual Forms	10
Determination of Participants.....	12
Division III Philosophy	12
Championships Structure	12
Entry Procedures/Lineups	13
Results Reporting	13
Selection Procedures	14
Seeding and Draw	18
Site Selection and Pairings.....	19
Substitutions/Alternates	19
Certification of Eligibility/Availability	20
Division III Religious/Commencement Conflicts Policies	20
Instructions to Participants.....	22
NCAA Advertising and Promotions Standards	22
Audio Coverage (Radio and Internet).....	22
Awards	22
Balls	22
Banquet.....	22
Coaches Meetings	22
Coaching and Playing-Court Restrictions.....	23
Conference Calls	23
Court Scheduling.....	24
Credentials	24
Defaults.....	24
Drug Testing	24
Indoor Backup Facilities	25
Lodging and Tournament Information.....	25
Media Arrangements	25
Merchandising	26
Officials.....	28
Playing Rules.....	29
Practice Facilities.....	30

Programs	30
Rest Periods and Injury Timeouts	32
Scoring.....	33
Squad Size	33
Tickets.....	33
Training Facilities.....	34
Uniforms	34
Videotapes, Films and Still Photographs	35
Warm-up	35
Web Sites, Internet and Video Streaming	35
Appendix A.....	36
Appendix B.....	38
Appendix C.....	42
Appendix D.....	43
Appendix E.....	71
Appendix F.....	72



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Introduction

During the 2010-11 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site (www.ncaa.org).

How to Use This Publication. The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.

Men's and Women's Tennis Championships Information

Important Dates

Monday, March 14—Deadline to submit team schedules (including fall team matches) to the NCAA online score reporting system.

Monday, March 21—Bid information sent to prospective first, second and third-round hosts from the NCAA.

Thursday, April 7—Deadline for match results and all tournament results to be posted to the ITA Web site at www.ITAtennis.com. Results must be posted by 1 p.m. Eastern time.

April 7-14—Regional Advisory Committees to conduct first ranking call.

Friday, April 15—National conference call to conduct first published ranking.

Friday, April 15—First published rankings posted on NCAA.com and NCAA.org.

Friday, April 15—Memorandum sent to selected conference commissioners with form to report AQ.

Monday, April 18—Official NCAA Entry Form available (the form may be updated weekly with match results and must be submitted by 8 p.m. Eastern time, Sunday, May 8).

Monday, April 18—First, second and third-round bids due to national office.

Thursday, April 21—Deadline for match results and all tournament results to be posted to the ITA Web site at www.ITAtennis.com. Results must be posted by 1 p.m. Eastern time.

April 21-28—Regional Advisory Committees to conduct second ranking call.

April 29—National conference call to conduct second published ranking.

April 29—Second published ranking posted on NCAA.com and NCAA.org.

Sunday, May 8—Official NCAA entry form must be completed online to be considered for team and/or individual selection for the championships. Deadline for updated results to be entered on the ITA Web site, www.ITAtennis.com, by 8 p.m. Eastern time.

Sunday, May 8—Regional conference calls to determine final regional team rankings.

Sunday-Monday, May 8-9—National conference call to select teams and determine regional sites.

Wednesday, May 11—National conference call to select individuals and doubles participants.

Friday-Sunday, May 13-15 (or Thursday-Saturday, May 12-14, if necessary)—First, second and third-round team competition.

Tuesday-Thursday, May 24-26—Quarterfinals, semifinals and finals of team championships.

Friday-Sunday, May 27-29—Individual championships.

Thursday, May 26—Deadline for match results and all tournament results to be posted to the ITA Web site at www.ITAtennis.com (final ITA ranking to be published on Thursday, June 9).

Lineup Protest Period

Monday, May 9—Team lineups posted on the NCAA Web site (www.ncaa.org) by 10 a.m. (Eastern time) the day of selections.

Tuesday, May 10—Lineup protests must be submitted along with rationale by 2 p.m. (Eastern time) to the NCAA national office, attention Ethan Walker (ewalker@ncaa.org) [Men] and Liz Suscha (Isuscha@ncaa.org) [Women].

Wednesday, May 11—Rebuttals to lineup protests due to the NCAA National Office by 8 a.m. Eastern time.

Wednesday, May 11—Committee will review protest information per ITA guidelines and respond by 2 p.m. (Eastern time).

General Administration

Dates and Sites

[Reference: Site Selection in the General Section and Bylaw 31.1.3.2.1 in the NCAA Manual.]

First, Second and Third Rounds

May 13-15, on the campuses of participating institutions.

Finals

May 24-26—Quarterfinals, semifinals and finals of team championships.

May 27-29—Singles and doubles championships.

The joint men's and women's championships will be held on the campuses of Claremont-Mudd-Scripps and Pomona-Pitzer Colleges.

Future Sites

2012

First, Second and Third Rounds

May 11-13 (or May 10-12, if necessary), on the campuses of participating institutions.

Finals - Cary, North Carolina (the Men's and Women's Finals will be conducted at a joint location)

May 22-24—Quarterfinals, semifinals and finals of team championships.

May 25-27—Singles and doubles championships.

2013

First, Second and Third Rounds

May 10-12 (or May 9-11, if necessary), on the campuses of participating institutions.

Finals—Kalamazoo, Michigan (This is a joint location for the Men's and Women's Finals). Kalamazoo College will serve as the host institution.

May 21-23—Quarterfinals, semifinals and finals of team championships.

May 24-26—Singles and doubles championships.

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 on the Tuesday prior to Memorial Day (Tuesday–Thursday). The singles and doubles competition will be held on Friday, Saturday and Sunday.

Sports Committees

[Reference: Administration and Management in the General Section and Bylaws 31.1.1

and 31.1.2 in the NCAA Manual.]

The NCAA Division III Men's Tennis Championships are under the control, direction and supervision of the NCAA Division III Men's Tennis Committee. Current members are:

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The NCAA Division III Women's Tennis Championships are under the control, direction and supervision of the NCAA Division III Women's Tennis Committee. Current members are:

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Annual Forms

Bid Materials. Institutions interested in hosting first-, second- and third-round competition are required to submit all necessary forms to the NCAA by April 18. These materials include:

- Proposed Budget (online submission)
- Facility Evaluation (online submission)
- Key Contact Form (online submission)
- Confirmation of Indoor Facility Back-up (faxed submission or electronic mail)
- Certificate of Insurance (faxed or electronic mail submission)
- Supplemental materials as requested

Detailed information regarding bids will be sent to institutions on March 21. Bid materials are due to the NCAA on April 18. If you have any questions regarding this process, please contact Ethan Walker at 317/917-6476.

Failure to follow the prescribed procedures and meet the specified deadline will eliminate your institution from consideration as host. Budgets for the conduct of NCAA events must be approved by the national office before competition. Institutions selected to host will receive e-mail notifications that budgets have been approved.

Championships Proposed Budgets. Institutions being considered for selection to the men's or women's tennis championships will receive a memorandum outlining the process for submitting a bid. Institutions interested in bidding for first-, second- and third-round competition should complete the online forms. Hard copies are no longer accepted. Online facility evaluation and key contact forms must be completed by each institution interested in hosting a preliminary round of the championships and will be one of the tools used in awarding sites.

The online proposed budget and financial report form may be accessed on the NCAA Web site at

http://www.ncaa.org/champadmin/champ_budget/.

Please note that the online form is password protected. Your institution's athletics director should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above and on each sport specific Web site under the "All Divisions" heading. If you have any questions regarding this process, please contact Ethan Walker at 317/917-6476.

Expense Reimbursement. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies are located on the NCAA Web site under "Championships," "Administration," and "Travel and Reimbursement Information."

Teams and/or individuals should provide themselves sufficient money to meet all expenses throughout the tournament, including ground transportation, lodging and meal expenses, and other miscellaneous expenses.

[Reference: Per Diem and Transportation in the Division III General Section and Bylaw 31.4.6 in the NCAA Division III Manual.]

Financial Report. All financial reports must be submitted via the online system to the NCAA national office no later than 60 days after the date of competition. As a reminder, statement of expense forms and lodging receipts for NCAA site representatives and officials no longer need to be submitted to the national office; however, it is strongly recommended that these documents be kept on file by the host institutions in the event an audit is conducted. These expenses are to be included in the electronic financial report under "unbudgeted disbursements". Institutions that fail to meet the 60-day reporting period may be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium).

Financial settlements shall also be made with IMG College for program sales and Event 1 for championship merchandise no later than 10 days after the date of competition.

[Reference: Budgets in the Division III General Section.]

Determination of Participants

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 regional representation in NCAA championship competition by allocating specific numbers of berths per region or by regional pairings and seeding, realizing that this may be done at the expense of leaving out some championship-caliber teams.

Championships Structure

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 42 teams. Individual championships shall include 32 singles players and 16 doubles teams.

The women's team championship shall consist of 49 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 7-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.**

The following schedule of team competition will be used:

First Round	May 13
Second Round	May 14
Third Round	May 15
Quarterfinals	May 24
Semifinals	May 25
Final and third-place matches	May 26

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 7-point tiebreak at six games all will be used for all matches.

The following schedule of competition will be used:
Friday, May 27—Rounds of 32 and 16 in singles; round of 16 in doubles for each gender.
Saturday, May 28—Quarterfinals and semifinals in singles; quarterfinals in doubles.
Sunday, May 29—Final in singles; semifinals and final in doubles.

[*Note: The games committee may alter the order of play in the event of inclement weather or institutional with a policy against Sunday play.*]

Entry Procedures/Lineups

Entry/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 18) will be through the NCAA Web site (<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 no later than 8 p.m. Eastern time, Sunday, May 8.**

The entry and lineup declaration procedures for the men's and women's tennis championships will allow an institution to enter a maximum of 15 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 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 8 the head coach is required to inform the NCAA championship manager, head referee and site representative of the changes made to the original lineup submitted on the original Official Entry Form. All changes must maintain the order of strength as was initially entered on the Official Entry Form.

Results Reporting

As in years past, any institution interested in entering a team or individual(s) in the 2011 championships must report results via the Intercollegiate Tennis Association (ITA) Web site (www.ITAtennis.com). In addition, institutions will be required to submit team schedules to the NCAA online score reporting system.

For results submission to the ITA Web site: Once at www.ITAtennis.com, institutions must submit results from all dual matches and collegiate tournament in which they have competed. Results will only be accepted via the internet. In a September 2010 mailing to all head coaches, the ITA distributed instructions on how to access and report your team and

individual scores. For questions regarding the process, please contact Michael Sing (ph: 609/497-6922; e-mail: msing@itatennis.com) at the ITA.

For submission of team schedules: Access the NCAA online score reporting form on the NCAA Web site to submit your team schedule: http://web1.ncaa.org/champsel_new/exec/login. Your institutional username and password are on file with your director of athletics.

Once logged into the system, enter your institutions team schedule on your online score reporting form by midnight Eastern time, March 14, 2011. Please include dates for any team matches that occurred in the Fall. 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 Web site. **Refer to page 6 “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 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 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.

Selection Procedures

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

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 conference calls.

Conference calls 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 region, it is imperative that each institution submit the scores from each match via the ITA Web site (www.ITAtennis.com).

Allocation of Berths - Pools A, B and C

1. Pool A will be comprised of 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 will be comprised of 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 2011 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.

2011 Division III Men’s Tennis Sponsorship Data

Division III institutions sponsoring men’s tennis: 328
 Provisional institutions (not eligible for the championship): 6
 Institutions eligible for NCAA championship: 322
 Conferences meeting automatic qualifying requirements: 29
 Eligible teams in automatic-qualifying conferences: 256
 Pool B teams: 66 (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 2011 championship:

42-team bracket (eligible institutions divided by 7.5 access ratio)	
Pool A	29 teams
Pool B	7
Pool C	6

Automatic Qualifiers

The 29 conferences granted automatic qualification for the 2011 championship are:

American Southwest Conference
 Capital Athletic Conference
 Centennial Conference
 City University of New York Athletic Conference
 Colonial States Athletic Conference
 Commonwealth Coast Conference
 Commonwealth Conference
 Empire 8
 Freedom Conference
 Heartland Collegiate Athletic Conference
 Iowa Intercollegiate Athletic Conference
 Landmark Conference
 Little East Conference
 Michigan Intercollegiate Athletic Association
 Midwest Conference
 Minnesota Intercollegiate Athletic Conference
 New England Small College Athletic Conference
 North Coast Athletic Conference

Northern Athletics Conference
 Northwest Conference
 Ohio Athletic Conference
 Old Dominion Athletic Conference
 Presidents' Athletic Conference
 St. Louis Intercollegiate Athletic Conference
 Skyline Conference
 Southern California Intercollegiate Athletic Conference
 Southern Collegiate Athletic Conference
 USA South Athletic Conference
 University Athletic Association

Individual. The men's tennis committee based on recommendations from the regional advisory committee will select eight singles players and four doubles teams from each of the four regions.

2011 Division III Women's Tennis Sponsorship Data

Division III institutions sponsoring women's tennis: 379
 Provisional institutions (not eligible for the championship): 8
 Institutions eligible for NCAA championship: 371
 Conferences meeting automatic qualifying requirements: 37
 Eligible teams in automatic-qualifying conferences: 338
 Pool B teams: 33 (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 2011 championships:

49-team bracket (Eligible institutions divided by 7.5 access ratio)	
Pool A	37 teams
Pool B	3
Pool C	9

Automatic Qualifiers

The 37 conferences granted automatic qualification for the 2010 championship are:

Allegheny Mountain Collegiate Conference
 American Southwest Conference
 Capital Athletic Conference
 Centennial Conference
 City University of New York Athletic Conference
 College Conference of Illinois and Wisconsin
 Colonial States Athletic Conference
 Commonwealth Coast Conference, The
 Commonwealth Conference

Empire 8
 Freedom Conference
 Great Northeast Athletic Conference
 Great South Athletic Conference
 Heartland Collegiate Athletic Conference
 Iowa Intercollegiate Athletic Conference
 Landmark Conference
 Little East Conference
 Michigan Intercollegiate Athletic Association
 Midwest Conference
 Minnesota Intercollegiate Athletic Conference
 New England Small College Athletic Conference
 New England Women's and Men's Athletics Conference
 North Coast Athletic Conference
 North Eastern Athletic Conference
 Northern Athletics Conference
 Northwest Conference
 Ohio Athletic Conference
 Old Dominion Athletic Conference
 Presidents' Athletic Conference
 Skyline Conference
 Southern California Intercollegiate Athletic Conference
 Southern Collegiate Athletic Conference
 St. Louis Intercollegiate Athletic Conference
 State University of New York Athletic Conference
 University Athletic Association
 USA South Athletic Conference
 Wisconsin Intercollegiate Athletic Conference

Individual. The women's tennis committee based on recommendations from the regional advisory committees will select eight singles players and four doubles teams from each of the four regions.

Selection Criteria

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

Selection Requirements. In order to be considered for at-large selection to the men's and women's championships:

- Doubles teams must have played a minimum of six matches as a doubles team;
- Teams must have played a minimum of five dual matches in the spring; and
- Teams must have an adequate number of student-athletes who are eligible and available for competition.

The selection of teams and individuals for the championships is based on the following in-region primary criteria (not in priority order):

- a. In-region head-to-head results;
- b. In-region won-lost results;
- c. In-region strength of schedule;
- d. In-region results against common opponents; and
- e. In-region late-season play, as defined as won-lost percentage in the last 50 percent of the season;

When a decision cannot be made based on the above criteria, the committee will select teams and individuals by reviewing the following secondary criteria:

Secondary criteria (includes out-of-region and out-of-division play, not in priority order):

- a. Out-of-region head-to-head results;
- b. Results against common opponents;
- c. Overall Division III strength-of-schedule; and
- d. Overall Division III win-loss results.

Definition of 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.
 - a. Region 1 — Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island and Vermont.
 - b. Region 2 — New York and Pennsylvania.
 - c. Region 3 — Alabama, Arkansas, Florida, Georgia, Indiana, Kentucky, Louisiana, Michigan, Mississippi, North Carolina, Ohio, Puerto Rico, South Carolina, Tennessee, Virginia, and West Virginia.
 - d. 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 200-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 Web site at <https://web1.ncaa.org/TES/exec/TES/exec/miles>.

Seeding and Draw

The seeding and draw committee for the individual championships will consist of members of the men's and women's tennis committees with the assistance of the head referee using the USTA Tournament Data Manager (TDM), if available. For the individual championships, the committee will follow these principles:

Players from the same team will be separated by half and, in the case of three players from the same team, separated by quarter.

Every effort will be made to protect players of the same region from playing each other in the first and second rounds. Within this framework, standard seeding and drawing

procedures will be followed. The seeding and draw for the individual championships will be announced at the site of the finals, Wednesday, May 25.

Once the draw has been published and a player withdraws, a direct line substitution will occur and the draw will not be remade. If a seed withdraws, the seeds will not be adjusted.

Site Selection and Pairings

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 regional 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 a maximum of six teams (one with seven) competing at each site (for the women) and six preliminary-round sites with a maximum of five teams; and two preliminary-round sites with a maximum of 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.

Substitutions/Alternates

Team Championship Substitution. In team competition, if a player is injured during the pro-set doubles and that player is in the singles lineup, substitutions may be made for singles play, but the lineup must follow the order of ranking submitted on the lineup form.

A coach may revise the team's doubles combination, but it must be kept in order of strength, per ITA guidelines. However, the limit on the number athletes permitted to play in the team's lineup remains at eight (8). Again, the games committee has the right to review this change and, if necessary, overrule the coach's decision.

In the event a team withdraws before the start of first-, second- and third-round competition, an alternate team will be selected by the men's or women's tennis committee.

Individual Championship Substitution. In the singles and doubles team championships, in case of injury, illness or extenuating circumstances before the opening round of the singles championship, the committee will make every effort to select alternates in rank order.

The deadline to notify individual alternates that are not on site at the championships will be 5 p.m. Eastern time the second day of the team event (Wednesday). The student-athlete will have until noon local time the day before the event to accept or decline (Thursday).

If a player qualifies for both the singles and doubles team championships and withdraws from one of the events after the draw has been made, the player will be subject to disqualification from the other event and the institution may be subject to a fine.

Should an individual or doubles participant playing in the individual championships incur an injury during the match, the match will be retired.

A match is considered underway once the individual players begin their warm-up on the court. No substitutions will be allowed after warm-ups have begun.

Institutions may send alternates to the championships site (this is not an extra benefit); however, alternates' expenses are not reimbursed by the NCAA unless they compete.

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the General Section and Bylaws 3.2.4 and 31.2.1.7 in the NCAA Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Member institutions are reminded that the entry form may include only student-athletes that are eligible and will compete at the championships.

Division III Religious/Commencement Conflicts Policies

Please note that the Division III Presidents Council has approved the following policies for the 2009-10 championships:

Religious Reasons. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA championships staff liaison in writing one week before the selection date in order for it or one of its student-athletes to be excused from competition on that day. The championships schedule shall be adjusted to accommodate that institution.

Commencement Reasons. If an institution's commencement conflicts with participation in the championships, it shall inform the NCAA championships staff liaison

in writing no less than one week before the selection date in order for the governing sports committee to accommodate a request to alter the championships schedule.

The following guidelines apply to commencement requests:

- **Policy applies to team sports only.**
- The governing sports committee, in consultation with participating institutions, would reschedule the game on the nearest possible date if a participating school has a conflict.
- Institutions should give prior notice of commencement dates.
- Does not apply to predetermined final sites.

The governing sports 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.

The Presidents Council noted the importance of commencement and encouraged greater flexibility of governing sports committees and the Division III Championships Committee.

Instructions to Participants

NCAA Advertising and Promotions Standards

The NCAA Championships Promotions Playbook can be found on the NCAA Web site under “Promotion” and “NCAA Championships Promotions Playbook.”

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual for specific information. The manual can be found at <http://www.ncaa.com/broadcast>.

Awards

[Reference: Awards in the General Section and Bylaw 31.1.11 in the NCAA Manual.]

In individual competitions, both men’s and women’s awards will be presented to the top four singles finishers and the top four doubles teams. A team trophy and eight individual awards will be presented to the top four teams. Participation medallions will be presented to all student-athletes competing or in uniform in the championships. These medallions will be sent to the institution’s director of athletics after the competition.

Balls

The official ball of the NCAA Championship 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.

Banquet

Attendance at the championships banquets held Monday, May 23 (team championship) and Thursday, May 26 (individual championships) is mandatory. Proper attire and punctual attendance are expected.

Coaches Meetings

[Reference: Misconduct in the General Section and Bylaws 31.02.3 and 31.1.8 in the NCAA Manual.]

Coaches meetings will be conducted at the championships site to discuss the administration of the championships and other pertinent items. These meetings will include information on the provisions of Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championships for reasons of misconduct. The coach or the official designated representative from each institution must attend the meeting. Failure to do so may result in a \$100 fine. Competitors will not be permitted to attend the coaches meetings.

Following are the dates of the meetings:

Friday, May 13 (or May 12, if necessary) - first-, second- and third-round competition.
Monday, May 23 - team quarterfinals.
Thursday, May 26 - individual championships.

Coaching and Playing-Court Restrictions

Coaching by the head coach or a maximum of two designated assistant coaches, who shall be approved by the institution, will be permitted at the championships, provided it does not interfere with play. It is expected that a coach or administrator be present at the match. If there is no assistant, a player not participating in that match may serve as an assistant. These are the only individuals who will be permitted to coach. For the team championship, these individuals shall be designated **before each match**. Coaches may be redesignated before the singles or doubles matches. No more than two coaches may coach on the court at one time.

No one other than the participants will be allowed on the playing court or on an adjacent court, except in case of injury or illness. A coach or designated assistant coach may sit (or stand, if the facilities dictate) near the net post. A coach may change courts when his movement will not interrupt play. Coaching is permitted by coaches standing anywhere outside the fence surrounding the court, as long as this does not distract the other player during a point. Coaches may coach on the playing area only during a changeover.

Conference Calls

The following conference calls will be conducted after selections (specific call-in numbers and passcodes will be provided):

Men

Tuesday, May 10 at 1 p.m. (Eastern time) - Eight preliminary round tournament directors, Men’s Tennis Committee, NCAA site representatives and NCAA championships manager.

Tuesday, May 10 at (Times TBD by each host) - Each of the eight tournament directors shall conduct a conference call with head coaches and administrators of the participating teams and the NCAA site representative and/or regional chair to review Appendix E of this handbook.

Tuesday, May 17 (Time TBD) - Conference call will include: Tournament Director, Oberlin College, the men’s tennis committee, NCAA staff and head coaches and administrators of the eight participating teams. The purpose of the call is to review Appendix E of this handbook.

Wednesday, May 18 at 2 p.m. (Eastern time) - Conference call will include: Tournament Director, Claremont-M-S and Pomona-Pitzer Colleges, the men’s tennis committee, NCAA staff and head coaches of players selected for the individual championship. The purpose of the call is to review Appendix E of this handbook.

Women

Tuesday, May 10 at 11 a.m. (Eastern time) - Eight preliminary round tournament directors, Women’s Tennis Committee, NCAA site representatives and NCAA championships manager.

Tuesday, May 10 (Times TBD by each host) - Each of the eight tournament directors shall conduct a conference call with head coaches and administrators of the participating teams, and the NCAA site representative and/or regional chair, to review Appendix E of this handbook.

Tuesday, May 17 (Time TBD) - Conference call will include: tournament director, Claremont-M-S and Pomona-Pitzer Colleges, women's tennis committee, NCAA staff, and head coaches and administrators of the eight finals teams. The purpose of the call is to review Appendix E of this handbook.

Wednesday, May 18 (Time TBD) - Conference call will include: tournament director, University of Mary Washington, women's tennis committee, NCAA staff, and head coaches of players selected for the individual championships. The purpose of the call is to review Appendix E of this handbook.

Court Scheduling

In any team championship, the home team's matches are considered feature matches and may be assigned accordingly. Top-seeded teams also may be given preference. In singles and doubles competition, every effort shall be made to have top-seeded or featured players compete on feature courts and every effort will be made to assign teammates to adjacent courts.

Credentials

Credentials will be provided to participating institutions (travel party) and individuals for access to restricted areas in the facility. Credentials will be distributed during registration.

Defaults

All matches will be scheduled at definite times. Any player not ready to play after the match is called is subject to the USTA penalty for delay of match. (Refer to the USTA rules book "Friend at Court.")

Any player who acts in any way that is not in the best interest of the game also may be defaulted. Additionally, misconduct by a coach will result in a first warning and further misconduct will warrant removal from the match. This decision will be made by the head referee and/or games committee.

Drug Testing

[Reference: Drug Testing in the General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]

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

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-student-athletes should presume that post-event NCAA drug testing will occur at this championship event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

Indoor Backup Facilities

Indoor backup facilities must conform to ITA rules. The host is responsible for securing backup indoor facilities. A minimum of six courts are required. Courts shall be reserved and immediately available should weather force the tournament inside.

Lodging and Tournament Information

Information regarding the championships shall be compiled by the host institution at least one month before the championships and will be posted on www.ncaa.com/tennis. All lodging reservations and arrangements, however, must be made by the participating institutions.

Media Arrangements

The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championship site. These conditions must be approved before the competition by the respective national office staff liaison.

Microphones. The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

Postcompetition Interviews. Immediately after a 10-minute cooling-off period (e.g., 10 minutes after a competing team enters its dressing room), an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. The losing team shall precede the winning team in the postcompetition interviews. The only exception is the first semifinal game when the winning team shall precede the losing team. If a team or

individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a

postcompetition interview with the entire covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the dressing room before the 10-minute cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

Merchandising

1. The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 88 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser.

2. The official NCAA event souvenir merchandiser is Event 1, Inc. a subsidiary of GEAR FOR SPORTS, Inc. They may be reached through Jared Hunt, Event 1, jhunt@gearforsports.com, 9700 Commerce Parkway, Lenexa, KS 66219, 913-693-2108, 913-693-2654 (Fax).

3. Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:

- Receive and count in all inventory upon arrival of merchandise from Event 1, Inc.
- Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.

◦At the conclusion of the event, everything sent must be returned to Event 1 with in two days of the conclusion of the event.

◦An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.

◦Selling locations that are well displayed and fully stocked prior to the public’s access to them.

◦Strict adherence to the merchandising and display standards as outlined below:

- Merchandise made available for sale at all times during the event.
- Each item neatly displayed with correct prices clearly marked.
- Merchandise should be neatly folded at all times.
- Neatly dressed personnel that are customer-oriented.
- Skirted tables for display and checkout.
- Display boards and grids (peg board will not be an acceptable form of display board).
- Selling locations located in high traffic and easily located locations.
- Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
- Keeping selling areas clean and neat at all times.
- Re-stocking of back-up inventory in a fast and efficient manner.
- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
- Providing electricity and phone lines to support the merchandise sales effort at no cost to Event 1.
- Calling Event 1, Inc. to request re-orders should sales warrant.

◦A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.

◦Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 5 business days of the conclusion of the event.

◦The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion of the event.

◦Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

4. The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

5. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA

competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship [NCAA Bylaw 31.6.2-(a)].

6. Questions relative to merchandising should be directed to Jared Hunt, Event 1 (9700 Commerce Parkway, Lenexa, KS 66219, phone: 913/693-2108, fax: 913/693-2654, email: jhunt@gearforsports.com) or David Clendenin at the NCAA national office (phone: 317/917-6496, fax: 317/917-6807, email: dclendenin@ncaa.org).

Officials

A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA meet or tournament. All officials must be certified. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

One head referee shall be hired for each championship, subject to the approval of the men's and women's tennis committees. The referee's responsibilities, in consultation with the committee, shall include the following:

1. Ensuring that the championships are conducted according to the rules of the USTA and ITA, with modifications approved by the NCAA Men's and Women's Tennis Committees;
2. Ruling on defaults, whether having to do with tardiness or improper conduct;
3. Helping to schedule matches and terminate play due to weather or darkness;
4. Assisting with the draw; and
5. Rendering decisions necessary to ensure the proper conduct and operation of the championships.
6. Every effort shall be made to avoid assigning the same umpire to back-to-back matches with the same player(s).

Solo chair umpires will be available for each match at the championships finals. A minimum of four roving umpires shall be secured to officiate first-, second- and third-round competition; however, every effort shall be made to have solo chair umpires for each match at preliminary-round competition.

Expense Reimbursement. The referee and umpires shall be within driving distance of the competition and shall receive ground transportation expenses, not to exceed 1,000 miles round-trip, based on 50 cents per mile (must be over 50 miles). Hotel expenses (excluding incidentals) for officials required to stay overnight at the championships site shall be paid by the host institution and the host will be later reimbursed by the NCAA. Officials shall receive \$45 per diem for meals and incidentals on each day

of the championships, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive \$45 per diem for each working day.

Officials shall be compensated using the scale below, excluding per diem, travel and hotel (if necessary):

- a. A fee of \$85 for an official assigned to work one match in a single day during first-, second- or third-round competition;
- b. A fee of \$125 for officials assigned to work two matches in single day during first-, second- or third-round competition;
- c. A fee of \$85 for officials assigned to work one match, and \$130 for officials assigned to work more than one match in a single day during the team/individual portion of the championships; and
- d. For the site of the finals, a head referee shall receive a fee of \$1,000 excluding per diem, travel and hotel (if necessary).

Championships officials must be identified properly and dressed in appropriate attire for tournament competition.

Playing Rules

[Reference: Bylaws 31.1.6 in the NCAA Manual.]

Per NCAA Bylaw 17.33, 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 USTA and 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 percent 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.

Practice Facilities

The host institution shall provide practice facilities and monitor a sign-up system throughout the tournament. Each coach shall be responsible for signing up his or her team or individuals for practice times.

Practice schedules should be rotated, whenever possible, to permit participants in the team championship to practice on each battery of courts.

Practice will not be allowed on the competition courts until one day before the competition begins. The host institution's team will be exempt from this policy provided the championships are conducted on the institution's home courts.

Programs

[Reference: Advertising in the General Section and Bylaw 31.6.3 in the NCAA Manual.]

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If the host institution would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

Editorial

If you are interested in the specific content of the program you will receive, please contact Chad Laytham (859/226-4511; chad.laytham@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is Eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Mr. Laytham at IMG College.

2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.

3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.

4. Information on the NCAA, including the sport committee.

5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Mr. Laytham at IMG College.

Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Chad Laytham (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Chad Laytham).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Chad Laytham (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Chad Laytham).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.

2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.

3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.

4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.

5. Collections

◦ Contracts

■ Upon site selections, all contracts are e-mailed to each site representative

■ A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575)

■ An IMG College representative will track the return of all signed vending contracts to IMG College

◦ Settlement Reports

■ Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575)

■ The vendor will have two weeks to submit payment to IMG College

■ An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments

■ If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its “No Pay” list sent to the NCAA

■ Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise

■ Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

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 where 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 attended, 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.

Scoring

The regular scoring system and 7-point tiebreak will be used in all championships. The team championship will use the 9-point scoring system.

Squad Size

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

The squad size shall be limited to eight players.

Transportation reimbursement and \$83 per diem will be provided for two nonathletes for each team selected.

Tickets

[Reference: Tickets in the General Section and Bylaw 31.1.12 in the NCAA Manual.]

There will be no admission charge at the men’s and women’s tennis championships. Credentials will be provided for participating teams (travel party) and individuals for access to restricted areas throughout the facility.

Should the facility layout allow for controlled access, a nominal fee that is approved by the committee, may be charged.

Training Facilities

Athletics training facilities are to be made available to the competing teams by the host institution a minimum of one and a half (1.5) hours before the start of competition through one hour following the competition of the last match. A trainer must be available at each site of competition.

Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Manual.]

All players must be in like (same color and style), institutional issued warm-ups and/or team uniforms. If team members choose to wear a short or long sleeved T-shirt then T-shirts worn by team members must be identical in design, color and style (i.e., players 1 and 2 are in red short sleeved T-shirts; players 3 and 5 are in black long sleeved T-shirts; player 4 is in the team uniform; and player 6 is in a warm-up). As play progresses and clothing is removed, then all players shall be in identical uniforms. Team members must wear identical skirts or shorts during warm-ups and competition.

This policy is in effect throughout competition, warm-up for competition, interviews and the awards ceremony after the matches. Institutions failing to adhere to this policy will be fined \$100 per violation with a maximum of \$200. Apparel bearing professional sports team logos cannot be worn.

Logos. An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution (Student-athletes may compete in official NCAA apparel during the individual championship).

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any prematch or postmatch activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

It should also be noted that the acceptance of athletics equipment and clothing from a manufacturer or commercial enterprise may jeopardize a student-athlete's eligibility according to Bylaw 12.5.4. Matches will not be delayed to conform to this policy.

[Note: The above policies will be in effect at all times during the championships, including all practice times.]

Videotapes, Films and Still Photographs

[Reference: Bylaw 31.6.4.2 in the NCAA Manual.]

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

Warm-up

Players will have a maximum of five minutes for warm-up before a match. However, if the teams have not been able to take their 30-minute warm-up before the start of the team match, a 10-minute warm-up is permitted. The umpire is the timekeeper.

If a match in progress is stopped because of rain, the participants will have a 10-minute warm-up with opponents if the delay has been less than one hour. If the delay has been one hour or more, the participants will have a 20-minute warm-up with their teammates and a five minute warm-up with their opponents. If the start of a match has been delayed, the teams will have their full one-hour warm-up.

If inclement weather occurs, the head referee and games committee will state a reasonable time for the resumption or start of a match and will determine if and when matches will move indoors. Once it is determined to move a match indoors due to inclement weather, a 30-minute warm-up will be provided.

On the day of a match, the practice/warm-up of a participating team takes priority over practice of all other teams and individuals. A minimum of 30-minutes will be allotted to each team immediately before its match begins.

Warm-up begins when teams arrive on court and begin hitting with either a teammate or their opponent. During this time participants must be in uniform.

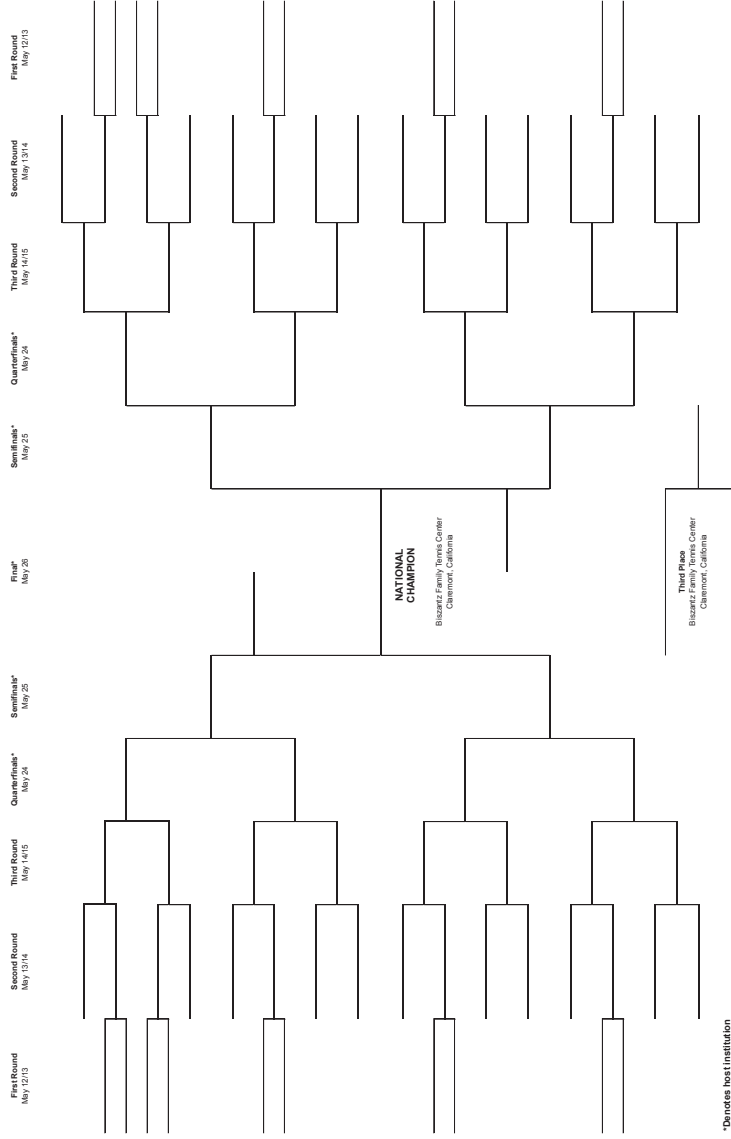
Web Sites, Internet and Video Streaming

Please refer to the NCAA Broadcast Manual for specific information. The manual can be found at <http://www.ncaa.org/wps/ncaa?ContentID=38007>.

Appendix A

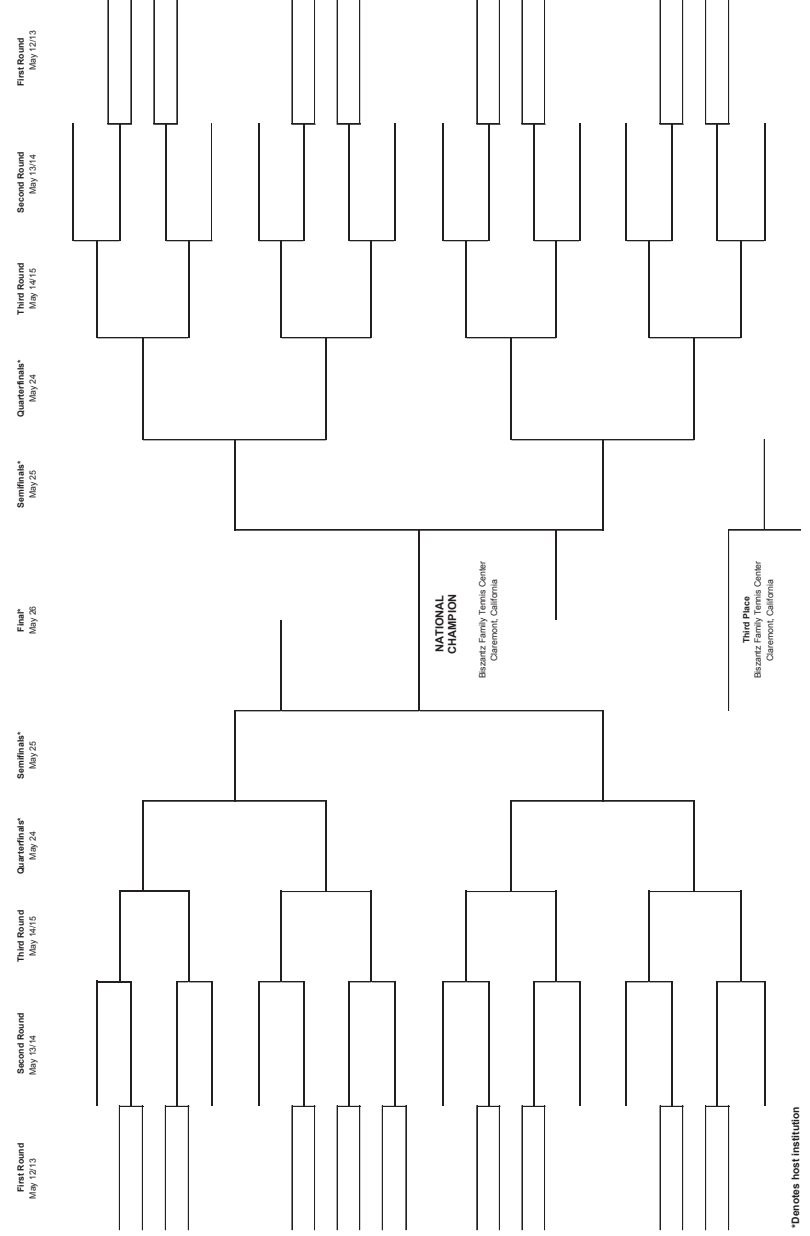
Team Championship Bracket

2011 NCAA Division III Men's TENNIS CHAMPIONSHIPS



*Denotes host institution
*Indicates play will begin May 12

2011 NCAA Division III Women's TENNIS CHAMPIONSHIPS



*Denotes host institution

Appendix B



2011 NCAA Division III Men's Tennis Championships

Host: Claremont-Mudd-Scripps and Pomona-Pitzer Colleges
Event: Singles Championship

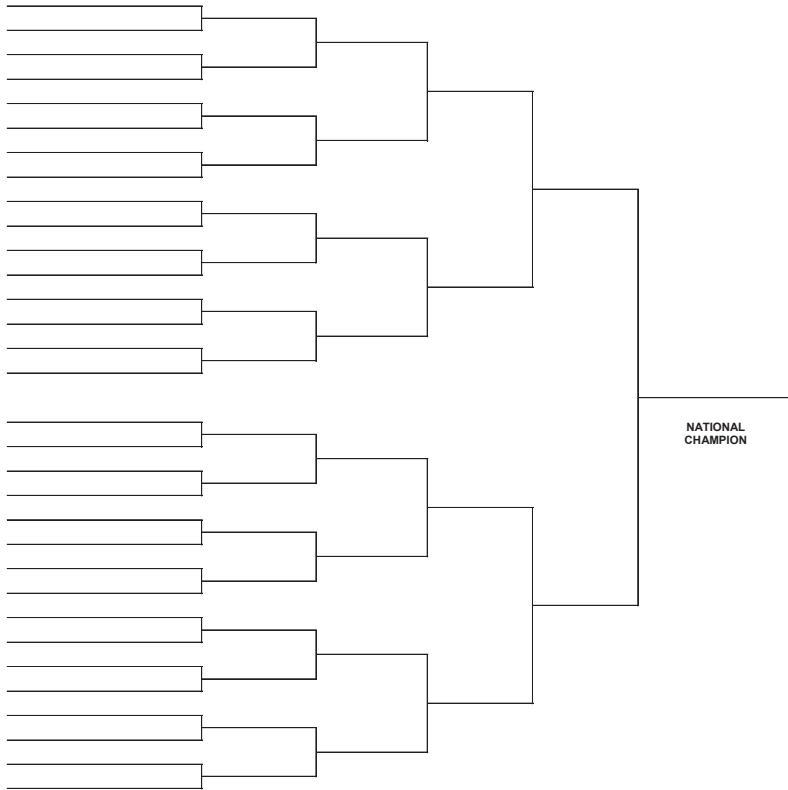
First Round
May 27

Second Round
May 27

Quarterfinals
May 28

Semifinals
May 28

Final
May 29



2011 NCAA Division III Women's Tennis Championships

Host: Claremont-Mudd-Scripps and Pomona-Pitzer Colleges
Event: Singles Championship

First Round
May 27

Second Round
May 27

Quarterfinals
May 28

Semifinals
May 28

Final
May 29





2011 NCAA Division III Men's
Tennis Championships

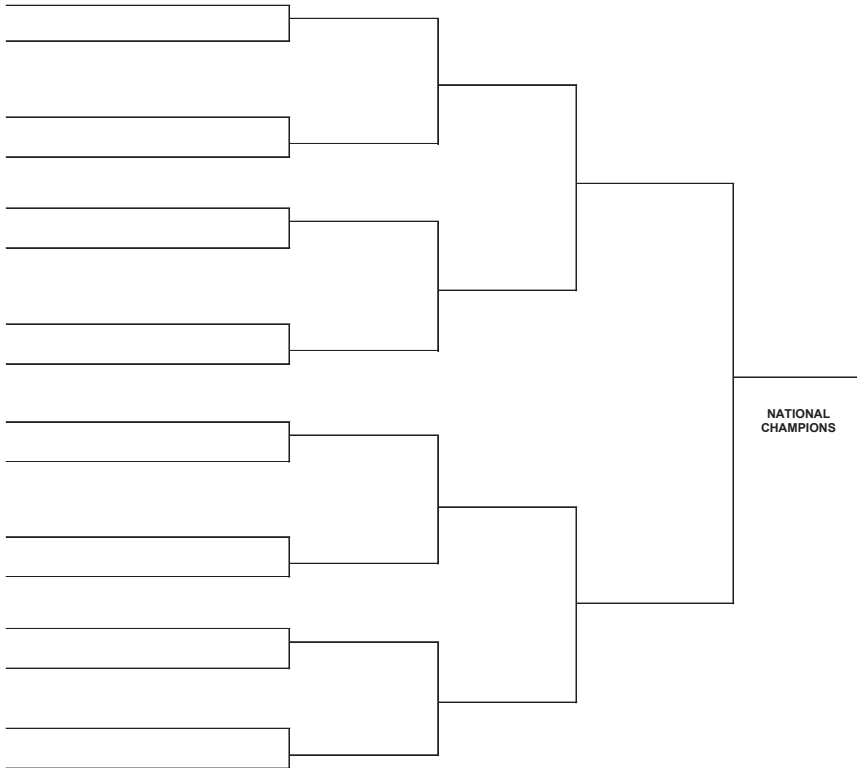
Host: Claremont-Mudd-Scripps and Pomona-Pitzer Colleges
Event: Doubles Championship

First Round
May 27

Quarterfinals
May 28

Semifinals
May 29

Final
May 29



NATIONAL
CHAMPIONS



2011 NCAA Division III Women's
Tennis Championships

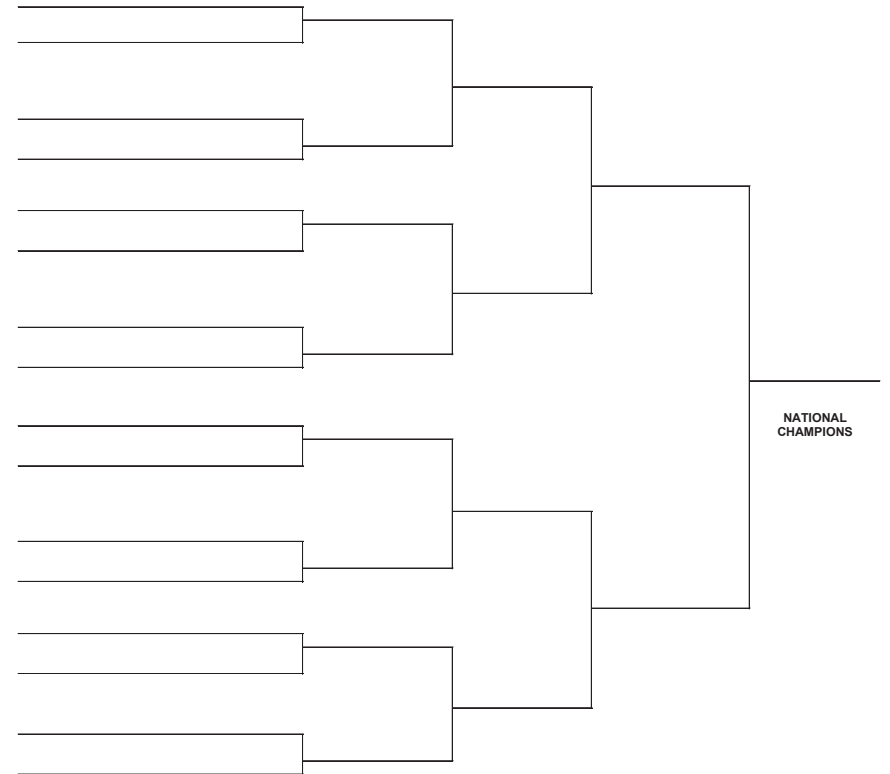
Host: Claremont-Mudd-Scripps and Pomona-Pitzer Colleges
Event: Doubles Championship

First Round
May 27

Quarterfinals
May 28

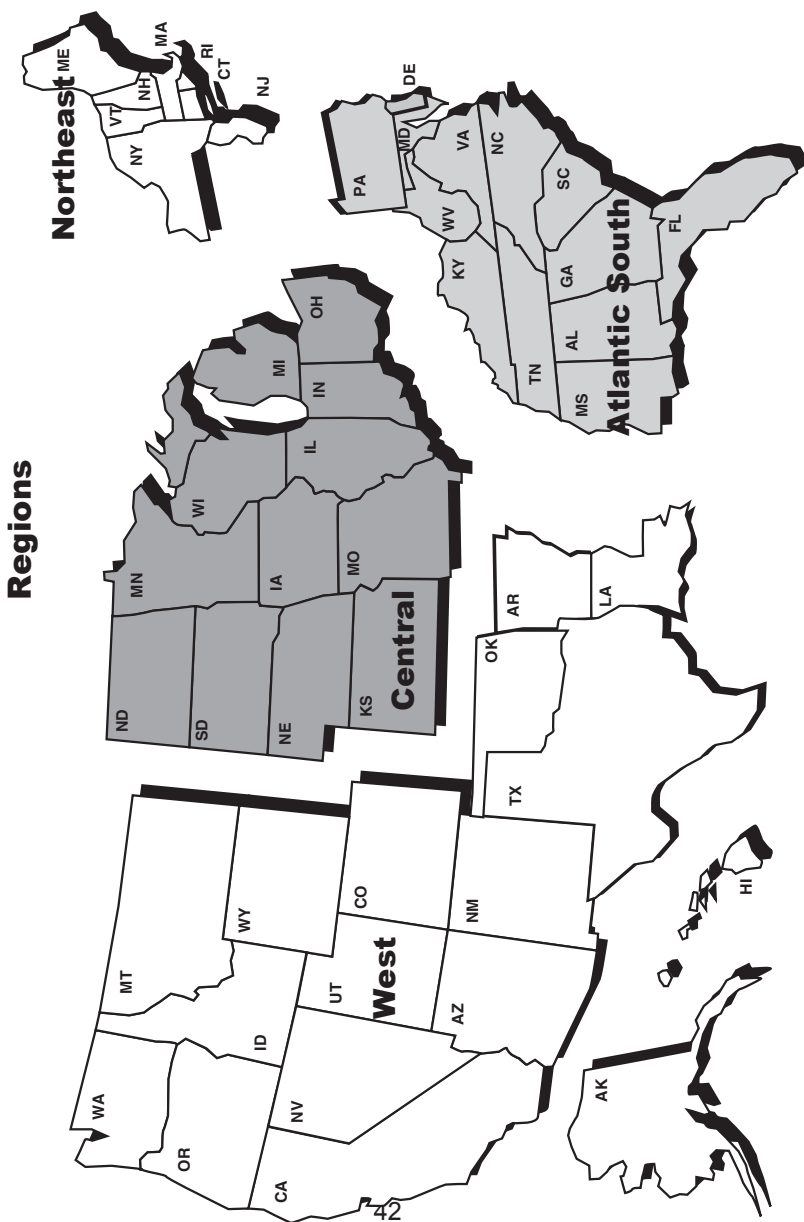
Semifinals
May 29

Final
May 29



NATIONAL
CHAMPIONS

Appendix C



Regions

Appendix D

2011 NCAA Division III Men's Tennis Sponsorship List Atlantic South Region-AQ Conferences

Capital Athletic Conference Inc. (8)

School Name	ST	Region
Frostburg State University	MD	Atlantic South
Hood College	MD	Atlantic South
Salisbury University	MD	Atlantic South
St. Mary's College of Maryland	MD	Atlantic South
Stevenson University	MD	Atlantic South
University of Mary Washington	VA	Atlantic South
Wesley College	DE	Atlantic South
York College (Pennsylvania)	PA	Atlantic South

Centennial Conference (10)

School Name	ST	Region
Dickinson College	PA	Atlantic South
Franklin & Marshall College	PA	Atlantic South
Gettysburg College	PA	Atlantic South
Haverford College	PA	Atlantic South
Johns Hopkins University	MD	Atlantic South
McDaniel College	MD	Atlantic South
Muhlenberg College	PA	Atlantic South
Swarthmore College	PA	Atlantic South
Ursinus College	PA	Atlantic South
Washington College (Maryland)	MD	Atlantic South

Colonial States Athletic Conference (8)

School Name	ST	Region
Baptist Bible College	PA	Atlantic South
Cabrini College	PA	Atlantic South
Gwynedd-Mercy College	PA	Atlantic South
Immaculata University	PA	Atlantic South

Keystone College	PA	Atlantic South
Marywood University	PA	Atlantic South
Neumann College	PA	Atlantic South
Rosemont College	PA	Atlantic South

Commonwealth Conference (7)

School Name	ST	Region
Albright College	PA	Atlantic South
Alvernia University	PA	Atlantic South
Aracadia University	PA	Atlantic South
Elizabethtown College	PA	Atlantic South
Lebanon Valley College	PA	Atlantic South
Lycoming College	PA	Atlantic South
Messiah College	PA	Atlantic South

Freedom Conference (6)

School Name	ST	Region
Eastern University	PA	Atlantic South
Fairleigh Dickinson University, Florham	NJ	Atlantic South
King's College (Pennsylvania)	PA	Atlantic South
Manhattanville College	NY	Northeast
Misericordia University	PA	Atlantic South
Wilkes University	PA	Atlantic South

Landmark Conference (8)

School Name	ST	Region
Catholic University	DC	Atlantic South
Drew University	NJ	Northeast
Goucher College	MD	Atlantic South
Juniata College	PA	Atlantic South
Moravian College	PA	Atlantic South
University of Scranton	PA	Atlantic South
Susquehanna University	PA	Atlantic South
U.S. Merchant Marine Academy	NY	Northeast

Old Dominion Athletic Conference (10)

School Name	ST	Region
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Bridgewater College (Virginia)	VA	Atlantic South
Emory and Henry College	VA	Atlantic South
Guilford College	NC	Atlantic South
Hampden-Sydney College	VA	Atlantic South
Lynchburg College	VA	Atlantic South
Randolph College	VA	Atlantic South
Randolph-Macon College	VA	Atlantic South
Roanoke College	VA	Atlantic South
Virginia Wesleyan College	VA	Atlantic South
Washington and Lee University	VA	Atlantic South

Presidents' Athletic Conference (8)

School Name	ST	Region
Bethany College (West Virginia)	WV	Atlantic South
Grove City College	PA	Atlantic South
Saint Vincent College	PA	Atlantic South
Thiel College	PA	Atlantic South
Thomas More College	KY	Atlantic South
Washington and Jefferson College	PA	Atlantic South
Waynesburg University	PA	Atlantic South
Westminster College (Pennsylvania)	PA	Atlantic South

USA South Athletic Conference (7)

School Name	ST	Region
Averett University	VA	Atlantic South
Christopher Newport University	VA	Atlantic South
Ferrum College	VA	Atlantic South
Greensboro College	NC	Atlantic South
Methodist College	NC	Atlantic South
North Carolina Wesleyan College	NC	Atlantic South
Shenandoah University	VA	Atlantic South

University Athletic Association (8)

School Name	ST	Region
Brandeis University	MA	Northeast
Carnegie Mellon University	PA	Atlantic South

Case Western Reserve University	OH	Central
Emory University	GA	Atlantic South
New York University	NY	Northeast
University of Chicago	IL	Central
University of Rochester	NY	Northeast
Washington University (Missouri)	MO	Central

Central Region - AQ Conferences

Heartland Collegiate Athletic Conference (9)

School Name	ST	Region
Anderson University (Indiana)	IN	Central
College of Mount St. Joseph	OH	Central
Defiance College	OH	Central
Earlham College	IN	Central
Franklin College	IN	Central
Hanover College	IN	Central
Manchester College	IN	Central
Rose-Hulman Institute of Technology	IN	Central
Transylvania University	KY	Central

Iowa Intercollegiate Athletic Conference (9)

School Name	ST	Region
Buena Vista University	IA	Central
Central College (Iowa)	IA	Central
Coe College	IA	Central
Cornell College	IA	Central
Loras College	IA	Central
Luther College	IA	Central
Simpson College	IA	Central
University of Dubuque	IA	Central
Wartburg College	IA	Central

Michigan Intercollegiate Athletic Association (7)

School Name	ST	Region
Adrian College	MI	Central
Albion College	MI	Central

Alma College	MI	Central
Calvin College	MI	Central
Hope College	MI	Central
Kalamazoo College	MI	Central
Trine University	IN	Central

Midwest Conference (10)

School Name	ST	Region
Beloit College	WI	Central
Carroll College (Wisconsin)	WI	Central
Grinnell College	IA	Central
Illinois College	IL	Central
Knox College	IL	Central
Lake Forest College	IL	Central
Lawrence University	WI	Central
Monmouth College (Illinois)	IL	Central
Ripon College	WI	Central
St. Norbert College	WI	Central

Minnesota Intercollegiate Athletic Conference (10)

School Name	ST	Region
Bethel University (Minnesota)	MN	Central
Carleton College	MN	Central
Concordia College, Moorhead	MN	Central
Gustavus Adolphus College	MN	Central
Hamline University	MN	Central
Macalester College	MN	Central
Saint Mary's University of Minnesota	MN	Central
St. John's University (Minnesota)	MN	Central
St. Olaf College	MN	Central
University of St. Thomas	MN	Central

North Coast Athletic Conference (8)

School Name	ST	Region
Allegheny College	PA	Central
College of Wooster	OH	Central
Denison University	OH	Central

Kenyon College	OH	Central
Oberlin College	OH	Central
Ohio Wesleyan University	OH	Central
Wabash College	IN	Central
Wittenberg University	OH	Central

Northern Athletics Conference (10)

School Name	ST	Region
Aurora University	IL	Central
Concordia University Chicago	IL	Central
Concordia University (Wisconsin)	WI	Central
Dominican University (Illinois)	IL	Central
Edgewood College	WI	Central
Lakeland College	WI	Central
Marian University (Wisconsin)	WI	Central
Milwaukee School of Engineering	WI	Central
Rockford College	IL	Central
Wisconsin Lutheran College	WI	Central

Ohio Athletic Conference (10)

School Name	ST	Region
Baldwin-Wallace College	OH	Central
Capital University	OH	Central
Heidelberg College	OH	Central
John Carroll University	OH	Central
Marietta College	OH	Central
Mount Union College	OH	Central
Muskingum College	OH	Central
Ohio Northern University	OH	Central
Otterbein College	OH	Central
Wilmington College	OH	Central

St. Louis Intercollegiate Athletic Conference (6)

School Name	ST	Region
Eureka College	OH	Central
Fontbonne University	OH	Central
Greenville College	OH	Central

Principia College	OH	Central
Webster University	OH	Central
Westminster College (Missouri)	OH	Central

Northeast Region - AQ Conferences

City University of New York Athletic Conference (9)

School Name	ST	Region
Baruch College	NY	Northeast
Brooklyn College	NY	Northeast
City College of New York	NY	Northeast
College of Staten Island	NY	Northeast
Hunter College	NY	Northeast
John Jay College of Criminal Justice	NY	Northeast
Lehman College, City University of New York	NY	Northeast
New York City College of Technology	NY	Northeast
York College (New York)	NY	Northeast

Commonwealth Coast Conference (12)

School Name	ST	Region
Anna Maria College	MA	Northeast
Colby-Sawyer College	NH	Northeast
Curry College	MA	Northeast
Eastern Nazarene College	MA	Northeast
Endicott College	MA	Northeast
Gordon College	MA	Northeast
Nichols College	MA	Northeast
Regis College (Massachusetts)	MA	Northeast
Roger Williams University	RI	Northeast
Salve Regina University	RI	Northeast
Wentworth Institute of Technology	MA	Northeast
Western New England College	MA	Northeast

Empire 8 (9)

School Name	ST	Region
Alfred University	NY	Northeast
Elmira College	NY	Northeast
Hartwick College	NY	Northeast

Ithaca College	NY	Northeast
Nazareth College	NY	Northeast
Rochester Institute of Technology	NY	Northeast
St. John Fisher College	NY	Northeast
Stevens Institute of Technology	NJ	Northeast
Utica College	NY	Northeast

Little East Conference (7)

School Name	ST	Region
Bridgewater State College	MA	Northeast
Rhode Island College	RI	Northeast
Salem State College	MA	Northeast
University of Massachusetts, Boston	MA	Northeast
University of Massachusetts, Dartmouth	MA	Northeast
University of Southern Maine	ME	Northeast
Western Connecticut State University	CT	Northeast

New England Small College Athletic Conference (11)

School Name	ST	Region
Amherst College	MA	Northeast
Bates College	ME	Northeast
Bowdoin College	ME	Northeast
Colby College	ME	Northeast
Connecticut College	CT	Northeast
Hamilton College	NY	Northeast
Middlebury College	VT	Northeast
Trinity College (Connecticut)	CT	Northeast
Tufts University	MA	Northeast
Wesleyan University (Connecticut)	CT	Northeast
Williams College	MA	Northeast

Skyline Conference (8)

School Name	ST	Region
Bard College	NY	Northeast
Mount St. Mary College (New York)	NY	Northeast

Polytechnic Institute of New York University	NY	Northeast
Purchase College, State University of New York	NY	Northeast
St. Joseph's College (Long Island)	NY	Northeast
State University of New York at Farmingdale	NY	Northeast
The Sage Colleges	NY	Northeast
Yeshiva University	NY	Northeast

West Region - AQ Conferences

American Southwest Conference (13)

School Name	ST	Region
Hardin-Simmons University	TX	West
Howard Payne University	TX	West
LeTourneau University	TX	West
Louisiana College	LA	West
McMurry University	TX	West
Mississippi College	MS	Atlantic South
Schreiner University	TX	West
Sul Ross State University	TX	West
Texas Lutheran University	TX	West
University of Mary Hardin-Baylor	TX	West
University of Texas at Dallas	TX	West
University of Texas at Tyler	TX	West
University of the Ozarks (Arkansas)	AR	West

Northwest Conference (9)

School Name	ST	Region
George Fox University	OR	West
Lewis & Clark College	OR	West
Linfield College	OR	West
Pacific Lutheran University	WA	West
Pacific University (Oregon)	OR	West
University of Puget Sound	WA	West
Whitman College	WA	West
Whitworth University	WA	West

Willamette University OR West

Southern California Intercollegiate Athletic Conference (7)

School Name	ST	Region
California Institute of Technology	CA	West
California Lutheran University	CA	West
Claremont McKenna-Harvey Mudd-Scripps Colleges	CA	West
Occidental College	CA	West
Pomona-Pitzer Colleges	CA	West
University of Redlands	CA	West
Whittier College	CA	West

Southern Collegiate Athletic Conference (12)

School Name	ST	Region
Austin College	TX	West
Birmingham-Southern College	AL	Central
Centre College	KY	Atlantic South
Colorado College	CO	West
DePauw University	IN	Central
Hendrix College	AR	West
Millsaps College	MS	Atlantic South
Oglethorpe University	GA	Atlantic South
Rhodes College	TN	Atlantic South
Southwestern University (Texas)	TX	West
Trinity University (Texas)	TX	West
University of the South	TN	Atlantic South

Pool B (Independents)

Atlantic South Region (18)

Berry College* (13-14)	Penn State Harrisburg
Covenant College* (13-14)	Penn State University, Abington* (13-14)
D'Youville College	Penn State University, Altoona
Franciscan University of Steubenville* (11-12)	Penn State Univ. Erie, the Behrend College
Huntingdon College	Piedmont College
La Grange College	Rust College

Lancaster Bible College
 Maryville College (Tennessee)
 Mount Aloysius College
 Penn State Berks College

University of Pittsburgh, Bradford
 University of Pittsburgh, Greensburg

Central Region (18)

Augustana College (Illinois)	Nebraska Wesleyan University
Bethany Lutheran College	North Central College
Carthage College	North Central University
College of St. Scholastica	Northwestern College
Elmhurst College	University of Wisconsin, Eau Claire
Illinois Wesleyan University	University of Wisconsin, La Crosse
Martin Luther College	University of Wisconsin, Oshkosh
Maryville University of Saint Louis	University of Wisconsin, Whitewater
University of Minnesota, Morris	Wheaton College (Illinois)

Northeast Region (34)

Albertus Magnus College	Rensselaer Polytechnic Institute
Babson College	Rutgers, The State Univ. of New Jersey, Newark
Becker College	Skidmore College
Castleton State College	Springfield College
Clark University (Massachusetts)	St. Joseph's College, New York* (11-12)
Emerson College	St. Lawrence University
Hobart College	State University College at Oneonta
Johnson and Wales University	State University of New York at Cobleskill* (12-13)
Johnson State College	State University of New York at Oswego
Keuka College	Suffolk University
Lesley University	The College of New Jersey
Lyndon State College	Thomas College
Massachusetts Institute of Technology	U.S. Coast Guard Academy
Mitchell College	Union College (New York)
Newbury College	Vassar College
Norwich University	Wheaton College (Massachusetts)
Ramapo College	Wheelock College

West Region (2)

University of California, Santa Cruz

2011 NCAA Division III Women’s Tennis Sponsorship List

Atlantic South Region – AQ Conferences

Allegheny Mountain Collegiate Conference (9)*

*multi-region conference

School Name	ST	Region
D’Youville College	PA	Northeast
Franciscan University of Steubenville	OH	Central
La Roche College	PA	Atlantic South
Medaille College	NY	Northeast
Mount Aloysius College	PA	Atlantic South
Penn State University, Altoona	PA	Atlantic South
Penn State University, Erie, the Behrend college	PA	Atlantic South
University of Pittsburgh, Bradford	PA	Atlantic South
University of Pittsburgh, Greensburg	PA	Atlantic South

Capital Athletic Conference Inc. (8)

School Name	ST	Region
Frostburg State University	MD	Atlantic South
Hood College	MD	Atlantic South
University of Mary Washington	VA	Atlantic South
Salisbury University	MD	Atlantic South
St. Mary’s College of Maryland	MD	Atlantic South
Stevenson University	MD	Atlantic South
Wesley College	DE	Atlantic South
York College (Pennsylvania)	PA	Atlantic South

Centennial Conference (11)

School Name	ST	Region
Bryn Mawr College	PA	Atlantic South
Dickinson College	PA	Atlantic South
Franklin & Marshall College	PA	Atlantic South
Gettysburg College	PA	Atlantic South
Haverford College	PA	Atlantic South
Johns Hopkins University	MD	Atlantic South

McDaniel College	MD	Atlantic South
Muhlenberg College	PA	Atlantic South
Swarthmore College	PA	Atlantic South
Ursinus College	PA	Atlantic South
Washington College (Maryland)	MD	Atlantic South

Colonial States Athletic Conference (11)

School Name	ST	Region
Baptist Bible College	PA	Atlantic South
Cabrini College	PA	Atlantic South
Cedar Crest College	PA	Atlantic South
Gwynedd-Mercy College	PA	Atlantic South
Immaculata University	PA	Atlantic South
Keystone College	PA	Atlantic South
Marywood University	PA	Atlantic South
Neumann College	PA	Atlantic South
College of Notre Dame (Maryland)	MD	Atlantic South
Philadelphia Biblical University	PA	Atlantic South
Rosemont College	PA	Atlantic South

Commonwealth Conference (7)

School Name	ST	Region
Albright College	PA	Atlantic South
Alvernia University	PA	Atlantic South
Arcadia University	PA	Atlantic South
Elizabethtown College	PA	Atlantic South
Lebanon Valley College	PA	Atlantic South
Lycoming College	PA	Atlantic South
Messiah College	PA	Atlantic South

Freedom Conference (6)*

*multi-region conference

School Name	ST	Region
Eastern University	PA	Atlantic South
Fairleigh Dickinson University, Florham	NJ	Atlantic South

King's College (Pennsylvania)	PA	Atlantic South
Manhattanville College	NY	Northeast
Misericordia University	PA	Atlantic South
Wilkes University	PA	Atlantic South

Great South Athletic Conference (9)

School Name	ST	Region
Agnes Scott College	GA	Atlantic South
Covenant College* (13-14)	GA	Atlantic South
Huntingdon College	AL	Atlantic South
La Grange College	GA	Atlantic South
Maryville College (Tennessee)	TN	Atlantic South
Piedmont College	GA	Atlantic South
Salem College	NC	Atlantic South
Spelman College	GA	Atlantic South
Wesleyan College (Georgia)	GA	Atlantic South

Landmark Conference (7)

School Name	ST	Region
Catholic University	DC	Atlantic South
Drew University	NJ	Atlantic South
Goucher College	MD	Atlantic South
Juniata College	PA	Atlantic South
Moravian College	PA	Atlantic South
University of Scranton	PA	Atlantic South
Susquehanna University	PA	Atlantic South

North Eastern Athletic Conference (12)*

*multi-region conference

School Name	ST	Region
Castleton State College	VT	Northeast
State University of New York at Cobleskill* (12-13)	NY	Northeast
Johnson State College	VT	Northeast
Keuka College	NY	Northeast

Lyndon State College	VT	Northeast
Penn State University, Abington* (13-14)	PA	Atlantic South
Penn State Berks College	PA	Atlantic South
Penn State Harrisburg* (10-11)	PA	Atlantic South
College of Saint Elizabeth	NJ	Northeast
Thomas College	ME	Northeast
Wells College	NY	Northeast
Wilson College	PS	Atlantic South

Old Dominion Athletic Conf. (11)

School Name	ST	Region
Bridgewater College (Virginia)	VA	Atlantic South
Emory and Henry College	VA	Atlantic South
Guilford College	NC	Atlantic South
Hollins University	VA	Atlantic South
Lynchburg College	VA	Atlantic South
Randolph College	VA	Atlantic South
Randolph-Macon College	VA	Atlantic South
Roanoke College	VA	Atlantic South
Sweet Briar College	VA	Atlantic South
Virginia Wesleyan College	VA	Atlantic South
Washington and Lee University	VA	Atlantic South

President's Athletic Conference (10)

School Name	ST	Region
Bethany College (West Virginia)	WV	Atlantic South
Chatham University	PA	Atlantic South
Geneva College* (11-12)	PA	Atlantic South
Grove City College	PA	Atlantic South
Saint Vincent College	PA	Atlantic South
Thiel College	PA	Atlantic South
Thomas More College	KY	Atlantic South
Washington and Jefferson College	PA	Atlantic South
Waynesburg University	PA	Atlantic South
Westminster College (PA)	PA	Atlantic South

Southern Collegiate Athletic Conference (12)*

*multi-region conference

School Name	ST	Region
Austin College	TX	West
Birmingham Southern College* (11-12)	AL	Atlantic South
Centre College	KY	Atlantic South
Colorado College	CO	West
DePauw University	IN	Central
Hendrix College	AR	West
Millsaps College	MS	Atlantic South
Oglethorpe University	GA	Atlantic South
Rhodes College	TN	Atlantic South
University of the South	TN	Atlantic South
Southwestern University (Texas)	TX	West
Trinity University (Texas)	TX	West

USA South Athletic Conference (10)

School Name	ST	Region
Averett University	VA	Atlantic South
Christopher Newport University	VA	Atlantic South
Ferrum College	VA	Atlantic South
Greensboro College	NC	Atlantic South
Mary Baldwin College	VA	Atlantic South
Meredith College	NC	Atlantic South
Methodist College	NC	Atlantic South
North Carolina Wesleyan College	NC	Atlantic South
Peace College	NC	Atlantic South
Shenandoah University	VA	Atlantic South

University Athletic Association (8)*

*multi-region conference

School Name	ST	Region
Brandeis University	MA	Northeast
Carnegie Mellon University	PA	Atlantic South
Case Western Reserve University	OH	Central
University of Chicago	IL	Central
Emory University	GA	Atlantic South
New York University	NY	Northeast
University of Rochester	NY	Northeast
Washington University (Missouri)	MO	Central

Central Region – AQ Conferences

College Conference of Illinois & Wisconsin (7)

School Name	ST	Region
Augustana College (Illinois)	IL	Central
Carthage College	WI	Central
Elmhurst College	IL	Central
Illinois Wesleyan University	IL	Central
Millikin University	IL	Central
North Central College	IL	Central

Wheaton College (Illinois)	IL	Central
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Heartland Collegiate Athletic Conference (9)

School Name	ST	Region
Anderson University (Indiana)	IN	Central
Defiance College	OH	Central
Earlham College	IN	Central
Franklin College	IN	Central
Hanover College	IN	Central
Manchester College	IN	Central
College of Mount St. Joseph	OH	Central
Rose-Hulman Institute of Technology	IN	Central
Transylvania University	KY	Central

Iowa Intercol. Athletic Conf. (9)

School Name	ST	Region
Buena Vista University	IA	Central
Central College (Iowa)	IA	Central
Coe College	IA	Central
Cornell College	IA	Central
University of Dubuque	IA	Central
Loras College	IA	Central
Luther College	IA	Central
Simpson College	IA	Central
Wartburg College	IA	Central

Michigan Intercollegiate Athletic Association (9)

School Name	ST	Region
Adrian College	MI	Central
Albion College	MI	Central
Alma College	MI	Central
Calvin College	MI	Central
Hope College	MI	Central
Kalamazoo College	MI	Central
Olivet College	MI	Central

Saint Mary's College (Indiana)	IN	Central
Trine University	IN	Central

Midwest Conference (10)

School Name	ST	Region
Beloit College	WI	Central
Carroll University (Wisconsin)	WI	Central
Grinnell College	IA	Central
Illinois College	IL	Central
Knox College	IL	Central
Lake Forest College	IL	Central
Lawrence University	WI	Central
Monmouth College (Illinois)	IL	Central
Ripon College	WI	Central
St. Norbert College	WI	Central

Minnesota Intercollegiate Athletic Conference (11)

School Name	ST	Region
Bethel University (Minnesota)	MN	Central
Carleton College	MN	Central
Concordia College, Moorhead	MN	Central
Gustavus Adolphus College	MN	Central
Hamline University	MN	Central
Macalester College	MN	Central
College of St. Benedict	MN	Central
St. Catherine University	MN	Central
Saint Mary's University of Minnesota	MN	Central
St. Olaf College	MN	Central
University of St. Thomas (Minnesota)	MN	Central

North Coast Athletic Conference (7)

School Name	ST	Region
Allegheny College	PA	Central
Denison University	OH	Central

Kenyon College	OH	Central
Oberlin College	OH	Central
Ohio Wesleyan University	OH	Central
Wittenberg University	OH	Central
College of Wooster	OH	Central

Northern Athletics Conference (12)*

*multi-region conference

School Name	ST	Region
Alverno College	WI	Central
Aurora University	IL	Central
Benedictine University (Illinois)	IL	Central
Concordia University Chicago	IL	Central
Concordia University (Wisconsin)	WI	Central
Dominican University (Illinois)	IL	Central
Edgewood College	WI	Central
Lakeland College	WI	Central
Marian University (Wisconsin)	WI	Central
Milwaukee School of Engineering	WI	Central
Rockford College	IL	Central
Wisconsin Lutheran College	WI	Central

Ohio Athletic Conference (10)

School Name	ST	Region
Baldwin-Wallace College	OH	Central
Capital University	OH	Central
Heidelberg University	OH	Central
John Carroll University	OH	Central
Marietta College	OH	Central
Mount Union College	OH	Central
Muskingum College	OH	Central
Ohio Northern University	OH	Central
Otterbein College	OH	Central
Wilmington College (Ohio)	OH	Central

St. Louis Intercollegiate Athletic Conference (7)

School Name	ST	Region
Blackburn College	IL	Central
Eureka College	IL	Central
Fontbonne University	MO	Central
Greenville College	IL	Central
Principia College	IL	Central
Webster University	MO	Central
Westminster College (Missouri)	MO	Central

Wisconsin Intercollegiate Athletic Conference (7)

School Name	ST	Region
University of Wisconsin, Eau Claire	WI	Central
University of Wisconsin, La Crosse	WI	Central
University of Wisconsin, Oshkosh	WI	Central
University of Wisconsin, River Falls	WI	Central
University of Wisconsin, Stevens Point	WI	Central
University of Wisconsin, Stout	WI	Central
University of Wisconsin, Whitewater	WI	Central

Northeast Region – AQ Conferences

City University of New York Athletic Conference (10)

School Name	ST	Region
Baruch College	NY	Northeast
Brooklyn College	NY	Northeast
The City College of New York	NY	Northeast
Hunter College	NY	Northeast
John Jay College of Criminal Justice	NY	Northeast
Lehman College, City University of New York	NY	Northeast
Medgar Evers College	NY	Northeast
New York City College of Technology	NY	Northeast
College of Staten Island	NY	Northeast
York College (New York)	NY	Northeast

Empire 8 (9)

School Name	ST	Region
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Alfred University	NY	Northeast
Elmira College	NY	Northeast
Hartwick College	NY	Northeast
Ithaca College	NY	Northeast
Nazareth College	NY	Northeast
Rochester Institute of Technology	NY	Northeast
St. John Fisher College	NY	Northeast
Stevens Institute of Technology	NJ	Northeast
Utica College	NY	Northeast

Great Northeast Athletic Conference (9)

School Name	ST	Region
Albertus Magnus College	CT	Northeast
Emerson College	MA	Northeast
Emmanuel College (Massachusetts)	MA	Northeast
Johnson and Wales University	RI	Northeast
Mount Ida College	MA	Northeast
Pine Manor College	MA	Northeast
Simmons College	MA	Northeast
St. Joseph College (Connecticut)	CT	Northeast
Suffolk University	MA	Northeast

Little East Conference (9)

School Name	ST	Region
Bridgewater State College	MA	Northeast
University of Massachusetts, Boston	MA	Northeast
University of Massachusetts, Dartmouth	MA	Northeast
Plymouth State University	NH	Northeast
Rhode Island College	RI	Northeast
Salem State College	MA	Northeast
University of Southern Maine	ME	Northeast
Western Connecticut State University	CT	Northeast
Worcester State University	MA	Northeast

New England Small College Athletic Conference (11)

School Name	ST	Region
Amherst College	MA	Northeast
Bates College	ME	Northeast
Bowdoin College	ME	Northeast
Colby College	ME	Northeast
Connecticut College	CT	Northeast
Hamilton College	NY	Northeast
Middlebury College	VT	Northeast
Trinity College (Connecticut)	CT	Northeast
Tufts University	MA	Northeast
Wesleyan University (Connecticut)	CT	Northeast
Williams College	MA	Northeast

New England Women's & Men's Athletic Conference (8)

School Name	ST	Region
Babson College	MA	Northeast
Clark University (Massachusetts)	MA	Northeast
Massachusetts Institute of Technology	MA	Northeast
Mount Holyoke College	MA	Northeast
Smith College	MA	Northeast
Springfield College	MA	Northeast
Wellesley College	MA	Northeast
Wheaton College (Massachusetts)	MA	Northeast

Skyline Conference (8)

School Name	ST	Region
Bard College	NY	Northeast
State University of New York at Farmingdale	NY	Northeast
Mount Saint Mary College (New York)	NY	Northeast
Polytechnic Institute of New York University	NY	Northeast
Purchase College, State University of New York	NY	Northeast
The Sage Colleges	NY	Northeast
St. Joseph's College (Long Island)	NY	Northeast

Yeshiva University NY Northeast

State University of New York Athletic Conference (8)

School Name	ST	Region
College at Brockport, State University of New York	NY	Northeast
State University College at Cortland	NY	Northeast
State University College at Fredonia	NY	Northeast
State University of New York at Geneseo	NY	Northeast
State University College at New Paltz	NY	Northeast
State University College at Oneonta	NY	Northeast
State University of New York at Oswego	NY	Northeast
Plattsburgh State University of New York	NY	Northeast

The Commonwealth Coast Conference (12)

School Name	ST	Region
Anna Maria College	MA	Northeast
Colby-Sawyer College	NH	Northeast
Curry College	MA	Northeast
Eastern Nazarene College	MA	Northeast
Endicott College	MA	Northeast
Gordon College	MA	Northeast
Nichols College	MA	Northeast
Regis College (Massachusetts)	MA	Northeast
Roger Williams University	RI	Northeast
Salve Regina University	RI	Northeast
Wentworth Institute of Technology	MA	Northeast
Western New England College	MA	Northeast

West Region – AQ Conferences

American Southwest Conference (13)*

*multi-region conference

School Name	ST	Region
Hardin-Simmons University	TX	West
Howard Payne University	TX	West

LeTourneau University	TX	West
Louisiana College	LA	West
University of Mary Hardin-Baylor	TX	West
McMurry University	TX	West
Mississippi College	MS	Atlantic South
University of the Ozarks (Arkansas)	AR	West
Schreiner University	TX	West
Sul Ross State University	TX	West
Texas Lutheran University	TX	West
University of Texas at Dallas	TX	West
University of Texas at Tyler	TX	West

Northwest Conference (9)

School Name	ST	Region
George Fox University	OR	West
Lewis & Clark College	OR	West
Linfield College	OR	West
Pacific Lutheran University	WA	West
Pacific University (Oregon)	OR	West
University of Puget Sound	WA	West
Whitman College	WA	West
Whitworth University	WA	West
Willamette University	OR	West

Southern California Intercollegiate Athletic Conf. (8)

School Name	ST	Region
California Institute of Technology	CA	West
California Lutheran University	CA	West
Claremont McKenna-Harvey Mudd-Scripps Colleges	CA	West
University of La Verne	CA	West
Occidental College	CA	West
Pomona-Pitzer Colleges	CA	West
University of Redlands	CA	West
Whittier College	CA	West

Pool B (Independents and Conferences with no AQ)

Liberty League (6)

School Name	ST	Region
Rensselaer Polytechnic Institute	NY	Northeast
Skidmore College	NY	Northeast
St. Lawrence University	NY	Northeast
Union College (New York)	NY	Northeast
Vassar College	NY	Northeast
William Smith College	NY	Northeast

New England Collegiate Conference (5)

School Name	ST	Region
Bay Path College	MA	Northeast
Becker College	MA	Northeast
Lesley University	MA	Northeast
Mitchell College	CT	Northeast
Newbury College	MA	Northeast

New Jersey Athletic Conference (6)

School Name	ST	Region
Kean University	NJ	Northeast
The College of New Jersey	NJ	Northeast
Ramapo College	NJ	Northeast
Richard Stockton College of New Jersey	NJ	Northeast
Rutgers, The State Univ. Of New Jersey, Newark	NJ	Northeast
Williams Paterson University of New Jersey	NJ	Northeast

Upper Midwest Athletic Conference (6)

School Name	ST	Region
Bethany Lutheran College	MN	Central
Martin Luther College	MN	Central
University of Minnesota, Morris	MN	Central
North Central University	MN	Central
Northwestern College	MN	Central
The College of St. Scholastica	MN	Central

Atlantic South Region (4)

Berry College* (13-14)	GA
Lancaster Bible College	PA
Rust College	MS
Trinity College (District of Columbia)	DC

Central Region (3)

Maryville University in St, Louis	MO
Mount Mary College* (08-09)	WI
Nebraska Wesleyan University	NE

Northeast Region (3)

Massachusetts College of Liberal Arts	MA
College of New Rochelle	NY
St. Joseph's College, New York *11-12	NY

West (3)

Univ. of California, Santa Cruz	CA
Chapman University	CA
Mills College	CA

Appendix E

Checklist for Conference Call

This is a checklist for the conference calls between the coaches and administrators of teams selected to the championships, tournament director of the host institution, the men's and women's tennis committees and NCAA Championships Manager.

1. Welcome and introductions.
2. Congratulate participants and thank host.
3. Competition schedule (dates and times).
4. Practice schedule.
5. Official traveling party (squad size, 8 student-athletes; two non-athletes).
6. Lodging and transportation plans.
7. Expense forms for teams, online.
8. Sports information.
9. Umpires (patches).
10. Special activities for teams (banquet format, hospitality, finals only).
11. Locker rooms.
12. Athletic training services/procedures for treatment.
13. Logos/uniforms.
14. Official lineups (posted at www.ncaa.org).
15. Drug testing.
16. Misconduct.
17. Inclement weather policy/indoor court location/weather system.
18. Signage/balls/Coca-Cola product/scorecards.
19. Merchandise/programs (10 to each team).
20. Parking.
21. Emergency contact names and numbers.
22. Other.
23. Questions.

Appendix F

Men's Regional Advisory Committee

In order to maintain effective regional advisory committees and to ensure representation from conferences, the men's and women's tennis committees agreed to limit the number of individuals serving on each regional committee. Conferences will be selected via an alphabetic rotation. If the selected representative resigns before the three-year term expires, then the same conference will appoint a representative to serve the remainder of the term. Representatives shall be assigned by the conference commissioner.

ATLANTIC SOUTH

John Browning, chair	Emory University	<i>University Athletic Association</i>	9/2012
Andy Girard	Carnegie Mellon	<i>University Athletic Association</i>	9/2012
David Detwiler	Washington and Lee	<i>Old Dominion Athletic/ USA South Athletic</i>	9/2011
Pete Smith	Ursinus	<i>Centennial/Colonial States Athletic Conference</i>	9/2013
Lak Sphabmixay	Aracadia University	<i>Commonwealth/Freedom</i>	9/2013
Matt Tantalo	Keuka College	<i>Capital Athletic Conferenc/NEAC</i>	9/2011
Michael Vann	Goucher College	<i>Landmark/Presidents' Athletic Conference</i>	9/2013

CENTRAL

Mike Zapolski, chair	Augustana (Illinois)	<i>CCIW</i>	9/14
Chuck Brown	Transylvania	<i>North Coast Athletic Conference/ Heartland</i>	9/2011
Kevin McAdams	buena Vista University	<i>IIAC/SLIAC</i>	9/2012
Craig Peltonen	Marian University	<i>Northern Athletics/CCIW</i>	9/2013
John Ross	Calvin	<i>Ohio Athletic Conference/ Michigan Intercoll.</i>	9/2011
Tommy Valentini	Gustavus Adolphus	<i>Minnesota Intercoll/Midwest</i>	9/2012

NORTHEAST

Jeff Brandes, chair	Drew University	<i>Landmark</i>	9/2013
Bill Austin	Ithaca	<i>Empire 8/Liberty</i>	9/2013
Jim Berrigan	Babson	<i>NEWMAC/Independent</i>	9/2012
Ian Day	Mass.-Dartmouth	<i>Little East/Commonwealth Coast</i>	9/2013
Chris Garner	Amherst	<i>NESCAC/UAA</i>	9/2012
Justin Satkowski	Mt. St. Mary (New York)	<i>Skyline/CUNYAC</i>	9/2013

WEST

Ben Belletto, chair	Pomona-Pitzer	<i>Southern California Intercollegiate</i>	9/2011
Chrisopher Bizot	Texas-Tyler	<i>American Southwest</i>	9/2011
Geoff Roche	University of Redlands	<i>SCIAC</i>	9/2012
Lester Sambito	Southwestern	<i>SCAC</i>	9/2011
Carl Swanson	Linfield	<i>Northwest</i>	9/2011

Women's Regional Advisory Committee

In order to maintain effective regional advisory committees and to ensure representation from conferences, the men's and women's tennis committees agreed to limit the number of individuals serving on each regional committee. Conferences will be selected via an alphabetic rotation. If the selected representative resigns before the three-year term expires, then the same conference will appoint a representative to serve the remainder of the term. Representatives shall be assigned by the conference commissioner.

ATLANTIC SOUTH

Ximena Moore, chair	Huntingdon College	<i>Great South Athletic/Southern Collegiate Athletic</i>	9/2011
Dawn Ketterman Benner	Moravian	Landmark/Presidents' Athletic Conference	9/2013
Teresa Boylan	Sweet Briar	ODAC/USA South	9/2013
Amy Bryant	Emory University	<i>Capital Athletic/University Athletic Association</i>	9/2012
Deidra Dunn	Maryville College	Great South Athletic Conference/Southern Collegiate Athletic Conf.	9/2012
Ann Koger	Haverford College	<i>Independent/Centennial</i>	9/2013
Chris Leicht	Wilkes	Freedom/Commonwealth	9/2013
Scott Yarnell	Penn State Berks	<i>Colonial States Athletic/ North Eastern Athletic</i>	9/2012

CENTRAL

Mark Murphy, chair	Kalamazoo College	<i>Michigan Intercoll.</i>	9/2013
Jerry Bergsma	Calvin	<i>NCAC/Micigan Intercoll.</i>	9/2012
Jon Carlson	Gustavus Adolphus	<i>Iowa Intercoll. Athletic Conferenc/Minnesota Intercoll. Athletic Conference</i>	9/2012
Kevin Girard	Lawrence University	Wisconsin Intercollegiate Athletic/Midwest	9/2011
Mike Siener	Webster University	College Conf of Illinois & Wisc/ St. Louis Intercollegiate Athletic	9/2011

NORTHEAST

Mindy Mangels, chair	Wellesley College	<i>NEWMAC</i>	9/2013
Rob Bruley	SUNY New Paltz	<i>CUNY/SUNYAC</i>	9/2012
Brian Kuscher	Wellesley College	NEWMAC/Empire 8	9/2012
Mike Morgan	Middlebury College	<i>NESCAC/Little East Conference</i>	9/2013
Barry Schoonmaker	Colby-Sawyer College	<i>Commonwealth Coast/ Independent</i>	9/2012
Tricia Troiano	Purchase College	<i>Skyline/NEAC</i>	9/2013

WEST

Ann Lebedeff, chair	Pomona-Pitzer	<i>Southern California Intercollegiate</i>	9/2012
Mandy Gamble	California Institute of Technology	<i>Southern Calif Inter Athletic Conf</i>	9/2012
John Hein	Whitman College	<i>Northwest Conference</i>	9/2012
Ryan Takao	Trinity University (Texas)	<i>Southern Collegiate</i>	9/2010
Bryan Whitt	University of Texas at Dallas	<i>American Southwest</i>	9/2011