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THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
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www.ncaa.org
October 2016

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Section 1 • Introduction

During the 2016-17 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three 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 14 are Division III championships. Among the women’s championships, six are National Collegiate Championships, 12 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.

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

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific

Section 1•1 Definitions

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

Administrative Meeting. Pre-championship meeting for coaches and administrators.

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

Championship Administrator. The NCAA staff member responsible for the operational oversight of the championship.

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

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

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

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

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

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

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

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

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

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

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

Section 2 • Championship Core Statement

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

This is attained by:

Ensuring student-athletes’ optimal experience.

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

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

Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.
Assuring effective management of the business aspects of the operation.

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

Section 3 • Concussion Management

[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]

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

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

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


Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

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

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

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

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

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

Section 4•2 Drug Testing

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

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Division I); 18.4.1.5 (Divisions II and III) 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 are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Section 4•3 Honesty and Sportsmanship

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

Section 4•4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

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

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

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

Section 4•5 Sports Wagering Policy

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

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

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

STUDENT-ATHLETES

A student-athlete involved in sports wagering on the student-athlete’s institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

POSTSEASON

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

HOSTING OPPORTUNITIES

No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Section 4·6  Student-Athlete Experience Survey

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

Section 5  Elite 90 Award

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

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to NCAA.org.

Section 6  Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athletes and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to NCAA.com/travel to search and book online hotel, car and air travel, all in one easy transaction.

Section 7  Logo Policy

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

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

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer’s normal label or trademark, as it is used on all such items for sale to the general public; and

2. The student-athlete’s institution’s official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) shall bear only a single manufacturer’s or distributor’s normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2½ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete’s institution’s official uniform and all other items of apparel shall not bear a design element similar to the manufacturer’s trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

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

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

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

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

Section 9 • Division II

Section 9•1 Division II Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. (*Revised: 1/14/08 effective 8/1/08*)

Higher education has lasting importance on an individual’s future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.
Members support the following attributes in the belief that these attributes assist in defining the division’s priorities and emphasize the division’s position within the Association: Learning, Service, Passion, Sportsmanship, Resourcefulness and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division:  (Revised: 1/14/97)

a. Promoting the academic success of its student-athletes, measured in part by an institution’s student-athletes graduating at least at the same rate as the institution’s student body; (Revised: 1/12/04 effective 8/1/04)

b. That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; (Revised: 1/12/04 effective 8/1/04)

c. Offering opportunities for intercollegiate athletics participation consistent with the institution’s mission and philosophy; (Revised: 1/14/97, 1/12/04 effective 8/1/04)

d. That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions; (Revised: 1/9/06 effective 8/1/06)

e. Preparing student-athletes to be good citizens, leaders and contributors in their communities; (Revised: 1/12/04 effective 8/1/04)

f. Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; (Revised: 1/14/97, 1/12/04 effective 8/1/04)

g. That institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at large; (Adopted: 1/14/12 effective 8/1/12)

h. Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; (Revised: 1/14/97)

i. Recognizing the need to “Balance” the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); (Revised: 1/12/04 effective 8/1/04)

Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; (Revised: 1/14/97, 1/14/02 effective 8/1/02)

j. That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and (Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04)

k. That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. (Revised: 1/14/97)

Section 9•2 Division II Code of Conduct

CONDUCT POLICY STATEMENT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere
GENERAL ADMINISTRATIVE GUIDELINES

to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of $500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

MISCONDUCT

The NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.”

EXPECTATIONS

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day’s competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

POSSIBLE PENALTIES FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice. The penalties include but are not limited to:

a. Public or private reprimand of the individual;

b. Disqualification of the individual from further participation in the NCAA championship involved;

c. Banishment of the individual from participation in one or more future championships of the sport involved;

d. Cancellation of payment to the institution of the Association’s travel guarantee for the individual involved;

e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
GENERAL ADMINISTRATIVE GUIDELINES

f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;

g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and

h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such.

Section 9.3 On-Site Administrator at Team Championships

All team sports require that a designated individual be identified from each institution participating in the championship as the on-site administrator. This person may be any individual from that school with no on-site responsibilities. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for the team (e.g., travel from institution to and from the championship site, teleconferences, pre-championship meetings, practices, competition and community engagement, where applicable).

If no one is sent or identified, the site representative is to notify the NCAA championship administrator and Division II Championships Committee liaison to administer a fine of $500, with a private letter of reprimand to be sent to the conference commissioner, university president/chancellor, university director of athletics, senior woman administrator, sports information director and the compliance director. The NCAA championship administrator will administer the fine and letter of reprimand to the institution(s).

Section 9.4 Religious Conflicts

Institutional Policy. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office prior to Sept. 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. (Revised: 1/12/99, 1/8/01, 1/9/01)

Individual Championships. In individual championships, an athlete must compete according to the institution’s policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the athlete shall compete on Sunday if required by the schedule).
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Section 1 • General Administration

Section 1•1 NCAA Tournament Operations
Staff Contact Information

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<th>Leslie Havens</th>
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Section 1•2 National Committee

Current members of the committee are:

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<th>ATLANTIC REGION</th>
<th>CENTRAL REGION</th>
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<tr>
<td>Carrie Michaels, chair</td>
<td>Jake Saulsbury</td>
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<tr>
<td>Associate Director of Athletics/SWA</td>
<td>Head Tennis Coach</td>
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<td>Shippensburg University of Pennsylvania</td>
<td>University of Nebraska at Kearney</td>
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<td>Patricia Cote</td>
<td>Otis Cutshaw</td>
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<tr>
<td>Associate Director of Athletics/SWA</td>
<td>Head Tennis Coach</td>
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<td>Southern New Hampshire University</td>
<td>Davis and Elkins College</td>
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<td>Chi Ly</td>
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<tr>
<td>Assistant Commissioner/SWA</td>
<td>Head Tennis Coach</td>
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<td>Rocky Mountain Athletic Conference</td>
<td>Palm Beach Atlantic University</td>
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<td>Bob Hogue</td>
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<td>Head Women’s Tennis Coach</td>
<td>Commissioner</td>
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<td>Pacific West Conference</td>
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For additional information about the Division II Men’s and Women’s Tennis Championships, contact:

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<thead>
<tr>
<th>Roberta Page</th>
<th>Carrie Michaels, chair</th>
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</tr>
<tr>
<td>P.O. Box 6222 / Indianapolis, Indiana 46206-6222</td>
<td>Shippensburg University of Pennsylvania</td>
</tr>
<tr>
<td>317-917-6493 / <a href="mailto:rpage@ncaa.org">rpage@ncaa.org</a></td>
<td>717-477-1711 / <a href="mailto:camichaels@ship.edu">camichaels@ship.edu</a></td>
</tr>
</tbody>
</table>
## Section 1.3  Men’s Regional Advisory Committees

<table>
<thead>
<tr>
<th>NAME</th>
<th>INSTITUTION</th>
<th>CONFERENCE</th>
</tr>
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<tr>
<td>Jessica Incorminias</td>
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<tr>
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<td>Edinboro</td>
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<td>Jake Saulsbury</td>
<td>Nebraska-Kearney</td>
<td>MIAA</td>
</tr>
<tr>
<td>Nate Davis</td>
<td>Northwest Missouri State</td>
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<tr>
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<td>Post</td>
<td>CACC</td>
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<td>Davis &amp; Elkins</td>
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<tr>
<td>Jamie Carrig</td>
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<tr>
<td>Trey Heath</td>
<td>Florida Southern</td>
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</tr>
<tr>
<td>Ben Anderson</td>
<td>Arkansas-Fort Smith</td>
<td>HC</td>
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<tr>
<td>Estevam Strecker</td>
<td>St. Edward’s</td>
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<td>Scott Linn</td>
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<tr>
<td>Kirsten Ford</td>
<td>RMAC</td>
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<tr>
<td>Benny Benton</td>
<td>Barton</td>
<td>Conference Carolinas</td>
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<td>Ilina Maria</td>
<td>King</td>
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<tr>
<td>Cammie Nix</td>
<td>Young Harris</td>
<td>PBC</td>
</tr>
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<td>Kent Norworthy</td>
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## SOUTHEAST REGION CONTINUED

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<tr>
<td>Jean Love</td>
<td>Carson-Newman</td>
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</tr>
<tr>
<td>Mike Smith</td>
<td>Lincoln Memorial</td>
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## WEST REGION

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<tr>
<td>Natasa Subotic</td>
<td>Hawaii Pacific</td>
<td>PW</td>
</tr>
<tr>
<td>Mark Bohren</td>
<td>Azusa Pacific</td>
<td>PW</td>
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### Section 1.4 Women’s Regional Advisory Committees

<table>
<thead>
<tr>
<th>NAME</th>
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<tr>
<td>TBD</td>
<td>TBD</td>
<td>CIAA</td>
</tr>
<tr>
<td>Jess Incorninias</td>
<td>CIAA</td>
<td>CIAA</td>
</tr>
<tr>
<td>Hannah Hinton</td>
<td>Mountain East Conference</td>
<td>MEC</td>
</tr>
<tr>
<td>Shari Reed</td>
<td>Charleston (WV)</td>
<td>MEC</td>
</tr>
<tr>
<td>Carrie Michaels</td>
<td>Shippensburg</td>
<td>PSAC</td>
</tr>
<tr>
<td>Matt Meredith</td>
<td>Slippery Rock</td>
<td>PSAC</td>
</tr>
<tr>
<td><strong>CENTRAL REGION</strong></td>
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<td></td>
</tr>
<tr>
<td>Abby Davis</td>
<td>Arkansas Tech</td>
<td>GAC</td>
</tr>
<tr>
<td>Margaret McGraw</td>
<td>Ouachita Baptist</td>
<td>GAC</td>
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<tr>
<td>John Cayton</td>
<td>Emporia State</td>
<td>MIAA</td>
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<tr>
<td>Brittany Simmerman</td>
<td>Washburn</td>
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</tr>
<tr>
<td>Melissa Sewick</td>
<td>Northern Sun Intercollegiate Conference</td>
<td>NSIC</td>
</tr>
<tr>
<td>Oliver Summers</td>
<td>Minnesota State Moorhead</td>
<td>NSIC</td>
</tr>
<tr>
<td><strong>EAST REGION</strong></td>
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<tr>
<td>Doug DeBiase</td>
<td>Central Atlantic Collegiate Conference</td>
<td>CACC</td>
</tr>
<tr>
<td>Rob Howard</td>
<td>Post University</td>
<td>CACC</td>
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<tr>
<td>Becky Bonner</td>
<td>Roberts Wesleyan</td>
<td>ECC</td>
</tr>
<tr>
<td>Casey Rafferty</td>
<td>ECC</td>
<td>ECC</td>
</tr>
<tr>
<td>Tricia Cote</td>
<td>Southern New Hampshire</td>
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</tr>
<tr>
<td>Rick Edelmann</td>
<td>Bentley</td>
<td>NE-10</td>
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<tr>
<td>Jon Coles</td>
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<td>GLIAC</td>
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<td>Phillip Conley</td>
<td>Tiffin</td>
<td>GLIAC</td>
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<td>Michael Koehler</td>
<td>Rockhurst</td>
<td>GLVC</td>
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<tr>
<td>Jackie Paquette</td>
<td>Ulndy</td>
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<td>Steve Baum</td>
<td>Alderson Broaddus</td>
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<td>Otis Cutshaw</td>
<td>Davis and Elkins</td>
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<tr>
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<td>West Georgia</td>
<td>GSC</td>
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<td>Jake Marg</td>
<td>West Florida</td>
<td>Gulf South</td>
</tr>
<tr>
<td>Kelly Elliott</td>
<td>SIAC</td>
<td>SIAC</td>
</tr>
<tr>
<td>Willie Foster</td>
<td>Fort Valley State</td>
<td>SIAC</td>
</tr>
</tbody>
</table>
Section 1.5 Division II Code of Conduct

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should manifest not only in athletic participation but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and misconduct incident to the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of $500, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

Misconduct

The pre-championship manual and NCAA Division II Manual Bylaw 31.02.3 define misconduct as: “...any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.”

Expectations

Each games committee shall hold an administrative meeting before the start of the championship with the coaches of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet, and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day’s competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament), or when no competition is being conducted or at the conclusion of the championship. However, if the act of
misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sports committee.

Expectations for Student-Athletes, Coaches and Administrators

- Submit an accurate and complete Division II Code of Conduct Signature Page before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in an honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

Possible Penalties for Misconduct

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the championship event. The penalties include but are not limited to:

- Public or private reprimand of the individual.
- Financial penalty.
- Disqualification of the individual from further participation in the NCAA championship involved and/or banishment of the individual from participating in one or more subsequent championships of the sport involved.
- Cancellation of payment of the Association’s travel guarantee to the institution for the individuals involved.
- Withholding of all or a portion of the institution’s share of revenue distribution.
- Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate.
- Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships.
- Cancellation of all or a portion of the honorarium for hosting an NCAA championship.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such. Again, congratulations to you and your team. We hope this year’s championship experience is one that you will cherish for years to come.

Section 1.6 Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 5</td>
<td>National committee first ranking.</td>
</tr>
<tr>
<td>Wednesday, April 12</td>
<td>National committee second ranking.</td>
</tr>
<tr>
<td>Wednesday, April 19</td>
<td>National committee third ranking.</td>
</tr>
<tr>
<td>Thursday, April 20</td>
<td>National committee third ranking.</td>
</tr>
<tr>
<td>Sunday, April 23</td>
<td>Notifications of AQs due by 5 p.m. Eastern time.</td>
</tr>
<tr>
<td>Tuesday, April 25</td>
<td>National committee selections call (11 a.m. Eastern time).</td>
</tr>
<tr>
<td>Wednesday, April 26</td>
<td>Lineup forms due by 3 p.m. Eastern time. Once all forms are submitted, they will be available to view online.</td>
</tr>
<tr>
<td>Wednesday, April 26</td>
<td>Teleconference call with regional teams.</td>
</tr>
</tbody>
</table>
**Thursday, April 27**  
Lineup challenge deadline, 3 p.m. Eastern time.

**Thursday, April 27**  
Code of Conduct Form deadline, 5 p.m. Eastern time.

**Friday, April 28**  
Rebuttals to lineups must be received by noon Eastern time. National committee teleconference regarding late entry/lineup letters.

**CHAMPIONSHIP DATES**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Saturday, April 29 – Sunday, April 30</td>
<td>Men’s Preliminary-Round Tournaments (campus sites).</td>
</tr>
<tr>
<td>Monday, May 1 – Tuesday, May 2</td>
<td>Women’s Preliminary-Round Tournaments (campus sites).</td>
</tr>
<tr>
<td>Tuesday, May 9 – Friday, May 12</td>
<td>NCAA Division II Men’s Tennis Championship.</td>
</tr>
<tr>
<td>Wednesday, May 10 – Saturday, May 13</td>
<td>NCAA Division II Women’s Tennis Championship.</td>
</tr>
</tbody>
</table>

**DATE FORMULA**

The men’s and women’s championships finals begin the second Tuesday in May and conclude Saturday. Preliminary-round play begins Saturday-Sunday (Friday may be used for a three-day regional) and Monday-Tuesday prior to finals. Please note that Sunday competition may not begin until after noon local time. This formula is different in Festival years.

**FUTURE DATES – 2018**

**Preliminary Rounds**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Saturday, April 28 – Sunday, April 29</td>
<td>Women’s Preliminary-Round Tournaments. (campus sites)</td>
</tr>
<tr>
<td>Monday, April 30 – Tuesday, May 1</td>
<td>Men’s Preliminary-Round Tournaments. (campus sites)</td>
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</table>

**Finals (Surprise, Arizona)**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Tuesday, May 8 – Friday, May 11</td>
<td>NCAA Division II Women’s Tennis Championship.</td>
</tr>
<tr>
<td>Wednesday, May 9 – Saturday, May 12</td>
<td>NCAA Division II Men’s Tennis Championship.</td>
</tr>
</tbody>
</table>

(The date formula varies during Festival years.)

**Section 1•7 Equipment**

Wilson is the official ball of the NCAA tennis championships and will be used during all rounds of competition. Balls will be shipped directly to the tournament directors at each site immediately after the selection announcement.

During competition, four balls per doubles match and one new can for each set of singles will be provided. Practice balls must be provided by the competing teams or individuals.

**Section 1•8 Rules**

[Reference: Bylaws 17.30 and 31.1.6 in the NCAA Manual.] Per Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

The USTA and ITA rules will be followed, unless superseded by modifications adopted by the NCAA Division II Men’s and Women’s Tennis Committee. The committee has adopted the following modifications:

1. Changes in the lineup for reasons other than injury or illness must be requested 30 minutes before the scheduled start of the match to the chair of the games committee. The games committee has the right to review and, if necessary, overrule a coach’s decision regarding a lineup change, based on the ability of the players and the matches during the season.

2. The Intercollegiate Tennis Association carry-over rules will be in effect for the entire championships period (both team and individual). Penalties may be carried over to the institution’s next match. The ITA carry-over rule will commence with the preliminary-round tournaments. Penalties may be carried over from preliminary-round sites to the institution’s or individual’s next match at the finals site.
Section 2 • Determination of Championship Participation

Section 2•1 Determination of Championships Participation

CERTIFICATION OF ELIGIBILITY/AVAILABILITY

[Reference: Certification of Eligibility/Availability in the Division II General Section and Bylaws 31.2.1.7 and 3.2.4 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 the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

The penalties for using an ineligible student-athlete during the 2015-16 season are as follows:

<table>
<thead>
<tr>
<th>Spring Sports</th>
<th>DII W/L</th>
<th>DII Avg Opp W/L</th>
<th>DII Avg Opp/Opp W/L</th>
<th>In Region W/L</th>
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<tr>
<td>Men's Tennis</td>
<td>0.049</td>
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<tr>
<td>Women's Tennis</td>
<td>0.035</td>
<td>0.013</td>
<td>0.005</td>
<td>0.036</td>
</tr>
</tbody>
</table>

CHAMPIONSHIP FORMAT

The championships shall consist of team-only championships. Tournaments shall be conducted according to the formats approved by the committee. All matches shall be played outdoors, weather permitting, as determined by the head referee and games committee.

The team championships shall comprise a maximum of 48 teams per gender. The teams will play a single-elimination tournament at 15 (men) or 15 (women) regional sites (two to five teams at each site) and the finals site (16-team bracket) to determine the national champion. The matches shall be regulation dual matches (three eight-game, pro-set doubles played for one team point each, followed by six singles matches, each valued at one team point, played best-of-three sets). Regular scoring and a 12-point tiebreaker at eight-games-all in doubles and at six-games-all in singles will be used.

Preliminary-round matches may be completed after a team winner is determined if both head coaches agree and games committee approval is obtained. The games committee reserves the right to stop a match in the best interest of the administration of the tournament. If the aforementioned information is not met, the match is deemed over once one team reaches five points. Finals matches shall not be completed after a winner is determined.

The championships will use the following schedule of competition:

Tuesday, May 9   Eight matches (Men)
Wednesday, May 10 Eight matches (Women)
               Quarterfinals (Men)
Thursday, May 11 Quarterfinals (Women)
               Semifinals (Men)
Friday, May 12   Finals (Men)
               Semifinals (Women)
Saturday, May 13 Finals (Women)

START TIMES

<table>
<thead>
<tr>
<th>Men's First Round</th>
<th>Tuesday, May 9</th>
<th>Noon and 4 p.m. Eastern time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women's First Round</td>
<td>Wednesday, May 10</td>
<td>8 a.m. and Noon Eastern time.</td>
</tr>
<tr>
<td>Men's Quarterfinals</td>
<td>Wednesday, May 10</td>
<td>4 p.m. Eastern time.</td>
</tr>
<tr>
<td>Women's Quarterfinals</td>
<td>Thursday, May 11</td>
<td>9 a.m. Eastern time.</td>
</tr>
<tr>
<td>Men's Semifinals</td>
<td>Thursday, May 11</td>
<td>1 p.m. Eastern time.</td>
</tr>
</tbody>
</table>
Women's Semifinals  
Sunday, May 12  

Men's Final  
Sunday, May 12  

Women's Final  
Tuesday, May 13  

* In the event of severe inclement weather, the tennis committee reserves the right to alter match formats in order to conduct and complete the championships (i.e., warm-ups, scoring format, match times, no-ad scoring, third set super tiebreak). Match times will take precedence over practice time.

**TRAVEL PARTY**

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

Transportation reimbursement and per diem will be provided for the official travel party of eight student-athletes and one additional non-athlete for each institution represented. **Institutions may compete with nine players; however, the additional player will NOT receive travel reimbursement or per diem.**

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

**LODGING**

The tournament director of the host site will provide hotel information to participating teams. All teams must stay at the designated hotel unless you receive a written release from the hotel manager. Otherwise, you will be financially responsible for the rooms.

**RESULTS**

The official results of all championships competition, including preliminary-round regional tournaments, are to be filed with Roberta Page at the NCAA national office (rpage@ncaa.org). The sports information director of the host institution is responsible for forwarding the above official results of all championships competition immediately after the competition.

**SCORE REPORTING**

The NCAA is requiring institutions to enter schedules and results on the NCAA statistics site (http://web1.ncaa.org/stats/StatsSvc/login) for eligibility into the national championships. The NCAA requires only team scores to be entered.

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**Section 2.2 Selection Information**

**ENTRY/LINEUP PROCEDURES**

**Entry/Lineup Form**

All institutions interested in entering a team must submit an entry/lineup form via the NCAA website for the respective national championship. This form must be received by 3 p.m. Eastern time April 26.

The entry/lineup form will serve as notification of an institution’s willingness to participate in preliminary-round competition. Failure to complete the form is subject to an institution penalty of $400.

**LINEUPS/REPLACEMENTS/ALTERNATES**

The lineup must consist of at least four players present and physically capable of competing. The lineup shall always be based on order of ability. The committee will review all lineups for consistency and order of strength during the course of the season. Institutions that have modified their lineups to gain a competitive advantage as determined by the committee will be subject to Bylaw 31.1.9 (failure to adhere to policies and procedures).

Lineups for the 48 teams selected to the men’s and women’s tennis championships will be posted once all lineups are received on April 26. Challenges to the lineups must be made by 3 p.m. Eastern time April 27. Anyone submitting a challenge to a lineup must submit an official Challenge Declaration Form, which is available on the NCAA website. All challenges must provide written rationale. An institution whose lineup has been challenged has the opportunity to rebut before the committee makes a final decision regarding the challenge (one doubles team must have a history, as would a singles player; the committee will consider two conference tournament matches or four regular matches as a definition of history; if no match history exists with a doubles team, a direct line substitution will be made).
DIVISION II MEN’S AND WOMEN’S TENNIS

In the event an institution’s lineup is overturned, the committee will impose a fine of $400. The lineup shall be the same for the remainder of the championships, except in case of injury, illness or extenuating circumstances (as determined by the coach, to be approved by the games committee).

If the change in lineup is approved, each player or team shall move up one place in the lineup based on order of ability. Head coaches are required to inform the referee of any changes in the lineups. The games committee has the right to review and, if necessary, overrule a coach’s decision regarding a lineup change based on the ability of the players and the matches during the last half of the season.

Substitution
Once lineups are approved, they shall remain the same for the remainder of the championships. If a player is removed from a lineup for singles competition due to injury, illness or extenuating circumstances, the entire lineup below the affected player shall be moved up one spot while remaining in sequential order. Further, if a player is removed from a doubles lineup due to injury, illness or extenuating circumstances, he or she shall be directly substituted with a reserve player. Doubles pairings shall not be reshuffled after lineups have been submitted for championship play.

SEEDING
The committee will seed the teams for the 2016 championships. For preliminary-round play, all teams will be seeded. There will be no re-seeding once the championships begin.

In the three- to four-team preliminary-round tournaments, matches will take place over two days: Saturday-Sunday (M) or Monday-Tuesday (W). Five-team men’s tournaments will take place over three days Friday - Sunday.
In the two-team tournaments, a single match will be contested to determine the team that will advance to the national championships. The tournament director, in conjunction with the regional chair, shall determine the day and time of the match to take place on April 29-30 and May 1-2.

In the three-team tournaments, matches will take place as follows:

<table>
<thead>
<tr>
<th>First Day</th>
<th>No. 2 vs. No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Day</td>
<td>No. 1 vs. winner of first day</td>
</tr>
</tbody>
</table>

In the four-team tournaments, matches will take place as follows:

<table>
<thead>
<tr>
<th>First Day</th>
<th>Match 1: No. 1 vs. No. 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Match 2: No. 2 vs. No. 3</td>
</tr>
<tr>
<td>Second Day</td>
<td>Winner of Match 1 vs. winner of Match 2</td>
</tr>
</tbody>
</table>

In the five-team tournaments, matches will take place as follows:

<table>
<thead>
<tr>
<th>First Day</th>
<th>Match 1: No. 4 vs. No. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Day</td>
<td>Match 2: No. 2 vs. No. 3</td>
</tr>
<tr>
<td></td>
<td>Match 3: Winner Match 1 vs. No. 1</td>
</tr>
<tr>
<td>Third Day</td>
<td>Winner of Match 2 vs. winner of Match 3</td>
</tr>
</tbody>
</table>

The preliminary-round tournament director must have approval from the regional chair on all match times. The committee reserves the right to set match times, if necessary. (See Appendix A for tournament brackets.)

Teams from the same region will be placed on opposite sides of the draw at the finals site.

PARTICIPATION PROCEDURES
Teams from institutions that have failed to adhere to the entry/lineup and result-reporting procedures outlined in this handbook may not be considered for selection to the championships

Men
A maximum of 48 teams will play a single-elimination tournament at tentatively 15 preliminary-round tournaments to determine the 16-team field. There will be 16 conferences that will receive automatic qualification. The remaining 32 teams will be selected on an at-large basis. Each of the following regions will conduct two preliminary-round tournaments: Atlantic, Central, East, Midwest, South, South Central, Southeast. The West region will conduct one preliminary-round tournament.
The national committee will select and seed between two and nine teams from each of the eight regions on April 25, 2017. Bid allocations per region are based on sponsorship in the respective regions. For the 2017 championship, bid allocations are as follows:

<table>
<thead>
<tr>
<th>Region</th>
<th>Bid Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic</td>
<td>6</td>
</tr>
<tr>
<td>Central</td>
<td>4</td>
</tr>
<tr>
<td>East</td>
<td>7</td>
</tr>
<tr>
<td>Midwest</td>
<td>7</td>
</tr>
<tr>
<td>South</td>
<td>8</td>
</tr>
<tr>
<td>South Central</td>
<td>4</td>
</tr>
<tr>
<td>Southeast</td>
<td>9</td>
</tr>
<tr>
<td>West</td>
<td>3</td>
</tr>
</tbody>
</table>

Two teams will advance to the finals site from each region.

The committee will consider only team results in collegiate play from Sept. 1, 2016 (or the first day of classes at the institution, whichever is earlier), through April 23, 2017. Any results from matches conducted after score-reporting information has been submitted must be reported to the regional chair via telephone or email on or before April 23, 2017.

**Women**

A maximum of 48 teams will play a single-elimination tournament at tentatively 15 preliminary-round tournaments to determine the 16-team field. There will be 21 conferences that will receive automatic qualification. The remaining 27 teams will be selected on an at-large basis. Each of the following seven regions will tentatively conduct two preliminary-round tournaments: Atlantic, Central, East, Midwest, South, South Central and Southeast. The West region will conduct one preliminary-round tournament.

The national committee will select and seed between three and eight teams from each of the eight regions on April 25, 2017. Bid allocations per region are based on sponsorship in the respective regions. For the 2017 championship, bid allocations are as follows:

<table>
<thead>
<tr>
<th>Region</th>
<th>Bid Allocations</th>
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</thead>
<tbody>
<tr>
<td>Atlantic</td>
<td>7</td>
</tr>
<tr>
<td>Central</td>
<td>7</td>
</tr>
<tr>
<td>East</td>
<td>6</td>
</tr>
<tr>
<td>Midwest</td>
<td>7</td>
</tr>
<tr>
<td>South</td>
<td>6</td>
</tr>
<tr>
<td>South Central</td>
<td>4</td>
</tr>
<tr>
<td>Southeast</td>
<td>8</td>
</tr>
<tr>
<td>West</td>
<td>3</td>
</tr>
</tbody>
</table>

Two teams will advance to the finals site from each region.

The committee will consider only team results in collegiate play from Sept. 1, 2016 (or the first day of classes at the institution, whichever is earlier), through April 23, 2017. Any results from matches conducted after score-reporting information has been submitted must be reported to the regional chair via telephone or email on or before April 23, 2017.

**AUTOMATIC QUALIFICATION**

**Men**

Central Atlantic College Conference
Conference Carolinas
East Coast Conference
Great Lakes Intercollegiate Athletic Conference
Great Lakes Valley Conference
Gulf South Conference
Heartland Conference
Mid-America Intercollegiate Athletics Association
Mountain East Conference
Northeast-10 Conference
Pacific West Conference
Peach Belt Conference
Pennsylvania State Athletic Conference
South Atlantic Conference
Southern Intercollegiate Athletic Conference
Sunshine State Conference

**Women**

Central Atlantic Collegiate Conference
Central Intercollegiate Athletic Association Conference Carolinas
East Coast Conference
Great American Conference
Great Lakes Intercollegiate Athletic Conference
Great Lakes Valley Conference
Great Midwest Athletic Conference
Gulf South Conference
Heartland Conference
Lone Star Conference
Mid-America Intercollegiate Athletics Association
Mountain East Conference
Northeast-10 Conference
Northern Sun Intercollegiate Conference
Pacific West Conference
Peach Belt Conference
Pennsylvania State Athletic Conference
South Atlantic Conference
Southern Intercollegiate Athletic Conference
Sunshine State Conference
Section 2.3 Selection Criteria

[Reference: Bylaws 31.01.2, 31.01.3, 31.02.4 and 31.3 in the NCAA Manual.]

SELECTION REQUIREMENTS

To be considered during the at-large selection process, a team must have an overall Division II won-lost record of .500 or better against Division II opponents and at least four available competing student-athletes.

Bylaw 31.3.3.1 – Countable Competition

For NCAA team-championship selection purposes, competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see Constitution 3.2.4.4) of four-year, degree-granting institutions located in Canada and the United States, its territories or possessions. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges and club teams shall be excluded.

SELECTION CRITERIA

The following required criteria shall be employed by a governing sports committee in selecting participants for NCAA championships competition [Bylaw 31.3.3; Criteria for Selection of Participants] (not in preferential order):

Required Criteria

- Availability of student-athlete.
- Application of nullification.
- Overall Division II in-region winning percentage.
- Overall Division II winning percentage.
- Overall Division II strength of schedule (opponents’ average winning percentage and opponents’ opponents’ average winning percentage). See Appendix D for an explanation.
- Division II head-to-head competition.
- Results versus Division II common opponents.

In addition to Bylaw 31.3.3, the NCAA Division II Men’s and Women’s Tennis Committee has received approval from the Division II Championships Committee to consider the following sport-specific criteria in the selection of at-large teams for the NCAA Division II Men’s and Women’s Tennis Championships (not necessarily in priority order):

Sport-Specific Criteria

- In-region strength of schedule (opponents’ average winning percentage and opponents’ opponents’ average winning percentage). See Appendix D for an explanation.
- Results versus Division II in-region common opponents.

Additionally, input is provided by regional advisory committees for consideration by the NCAA Division II Men’s and Women’s Tennis Committee. Division II sports committees are no longer required to conduct a follow-up call with all respective regional advisory committee members in a given region before making a final decision during the selection call. The national committee must notify the respective regional advisory committee members of the changes before public release. Notification may be sent via email. Coaches’ polls and/or any other outside polls or rankings are not used by the tennis committee for selection purposes.

Section 2.4 Site Selection

Any institution interested in hosting preliminary-round competition of the 2017 championship must submit a proposed budget, respond to sport-specific questions (if applicable) and ensure that the institution’s key contacts and facility information are complete and current in the Championships Bid and Profile System. Please note that in order to submit a bid, you must first locate the desired championship in the “Championships Available for Bidding” section and select “Start Bid.”

The deadline to submit all materials for hosting preliminary rounds is Thursday, April 20.
FINAL FINANCIAL REPORT

[Reference: Bylaw 31.4 in the NCAA Manual.]

A final financial report from each championship site must be submitted via the online host reporting system to the NCAA not later than 60 days after the competition.

CONTACT INFORMATION

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

CHAMPIONSHIPS BID AND PROFILE SYSTEM

The Championships Bid and Profile System can be accessed at championships.ncaa.org. The deadline to submit all bid materials is Thursday, April 20.

In addition to projected ticket sales (if applicable) and game expenses, prospective hosts should include the following when completing a proposed budget:

• Committee lodging.
• Game officials’ lodging.
• State and city taxes/fees.
• Ticket and facility fees.

Committees’ per diem, mileage and luggage fees will be paid by the NCAA, not the host institution. Game officials will be paid through the Travel Expense System.
Appendixes

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Appendix A • Brackets

2017 NCAA Division II Tennis Championship

Three Team Preliminary Round -  Men: April 29-30 / Women: May 1-2

Day One

Seed 2

Seed 3

Seed 1

Day Two

* Host Institution
All times are Eastern time.
Information subject to change.

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2017 NCAA Division II Tennis Championship

Four Team Preliminary Round - Men: April 29-30 / Women: May 1-2

Day One

Day Two

Seed 1

Seed 4

Seed 3

Seed 2

* Host Institution
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Information subject to change.

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2017 NCAA Division II Tennis Championship

Five-Team Preliminary Round  Men: April 28-30

Day One  Day Two  Day Three

Seed 2

Seed 3

Seed 4

Seed 5

Seed 1

*Host Institution
All times are Eastern time.
Information subject to change.

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2017 NCAA Division II Women's Tennis Championship

Hosted by:
Rollins College & Central Florida Sports Commission

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# Appendix B • Men’s Sport Sponsorship

## ATLANTIC REGION

<table>
<thead>
<tr>
<th>Central Intercollegiate Athletic Association (5)</th>
<th>Virginia State University</th>
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<tbody>
<tr>
<td>Chowan University</td>
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<td>Johnson C. Smith University</td>
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<td>Shaw University</td>
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<table>
<thead>
<tr>
<th>Pennsylvania State Athletic Conference (6)</th>
<th>Mercyhurst University</th>
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<td>Bloomsburg University of Pennsylvania</td>
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<tr>
<td>Edinboro University of Pennsylvania</td>
<td>West Chester University of Pennsylvania</td>
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<td>Kutztown University of Pennsylvania</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Mountain East Conference (8)</th>
<th>The University of Virginia’s College at Wise</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Charleston (West Virginia)</td>
<td>West Liberty University</td>
</tr>
<tr>
<td>Concord University</td>
<td>West Virginia State University</td>
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<tr>
<td>Fairmont State University</td>
<td>West Virginia Wesleyan College</td>
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<tr>
<td>Shepherd University</td>
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<table>
<thead>
<tr>
<th>Independent (1)</th>
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<tbody>
<tr>
<td>Bluefield State College</td>
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## CENTRAL REGION

<table>
<thead>
<tr>
<th>Great American Conference (4)</th>
<th>Ouachita Baptist University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harding University</td>
<td>Southeastern Oklahoma State University</td>
</tr>
<tr>
<td>Oklahoma Baptist University</td>
<td></td>
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<table>
<thead>
<tr>
<th>Mid-America Intercollegiate Athletics Association (6)</th>
<th>Northwest Missouri State University</th>
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<td>Southwest Baptist University</td>
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<td>Lindenwood University</td>
<td>Washburn University of Topeka</td>
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<tr>
<td>University of Nebraska at Kearney</td>
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</table>

<table>
<thead>
<tr>
<th>Northern Sun (1)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Augustana University (South Dakota)</td>
<td></td>
</tr>
</tbody>
</table>
## EAST REGION

**Central Atlantic Collegiate Conference (6)**
- Bloomfield College
- Caldwell University
- Chestnut Hill College

- Philadelphia University
- Post University
- University of the Sciences in Philadelphia

**East Coast Conference (6)**
- Daemen College
- University of the District of Columbia
- New York Institute of Technology

- Queens College (New York)
- Roberts Wesleyan College
- St. Thomas Aquinas College

**Northeast-10 Conference (10)**
- Adelphi University
- Assumption College
- Bentley University
- Franklin Pierce University
- Le Moyne College

- Merrimack College
- Southern New Hampshire University
- Saint Anselm College
- Saint Michael’s College
- Stonehill College

## MIDWEST REGION

**Great Lakes Intercollegiate Athletic Conference (12)**
- Davenport University
- Ferris State University
- University of Findlay
- Grand Valley State University
- Hillsdale College
- Lake Superior State University

- Michigan Technological University
- Northwood University (Michigan)
- Purdue University Northwest
- Tiffin University
- Walsh University
- Wayne State University (Michigan)

**Great Lakes Valley Conference (13)**
- Bellarmine University
- Drury University
- University of Illinois at Springfield
- University of Indianapolis
- Lewis University
- McKendree University
- University of Missouri-St. Louis

- Quincy University
- Rockhurst University
- University of Southern Indiana
- Saint Joseph’s College (Indiana)
- Truman State University
- William Jewell College

**The Great Midwest Athletic Conference (2)**
- Cedarville University

- Davis and Elkins College

**Independent (2)**
- Oakland City University

- Salem International University
### SOUTH REGION

**Gulf South Conference (11)**
- University of Alabama in Huntsville
- Auburn University at Montgomery
- Christian Brothers University
- Delta State University
- Lee University
- Mississippi College
- University of North Alabama
- Shorter University Valdosta
- State University University of West Alabama University
- of West Florida

**Independent (4)**
- Palm Beach Atlantic University
- University of Puerto Rico, Bayamon
- University of Puerto Rico, Mayaguez
- University of Puerto Rico, Rio Piedras

**Southern Intercollegiate Athletic Conference (7)**
- Benedict College
- Fort Valley State University
- Lane College
- LeMoyne-Owen College
- Morehouse College
- Spring Hill College
- Tuskegee University

**Sunshine State Conference (8)**
- Barry University
- Eckerd College
- Embry-Riddle Aeronautical University (Florida)
- Florida Institute of Technology
- Florida Southern College
- Lynn University
- Rollins College
- Saint Leo University

### SOUTH CENTRAL REGION

**Heartland Conference (5)**
- Dallas Baptist University
- Newman University
- St. Edward’s University
- St. Mary’s University (Texas)
- University of Arkansas, Fort Smith

**Lone Star Conference (4)**
- Cameron University
- Midwestern State University
- University of Texas of the Permian Basin
- Western New Mexico University

**Rocky Mountain Athletic Conference (4)**
- Colorado Christian University
- Colorado Mesa University
- Colorado State University at Pueblo
- Metropolitan State University of Denver

NCAA PRE-CHAMPIONSHIPS MANUAL 31
## SOUTHEAST REGION

### Conference Carolinas (11)

<table>
<thead>
<tr>
<th>College</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton College</td>
<td>Limestone College</td>
</tr>
<tr>
<td>Belmont Abbey College</td>
<td>University of Mount Olive</td>
</tr>
<tr>
<td>Emmanuel College (Georgia)</td>
<td>North Greenville University</td>
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<td>Erskine College</td>
<td>Pfeiffer University</td>
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<tr>
<td>King University</td>
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<tr>
<td>Lees-McRae College</td>
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</table>

### Peach Belt Conference (11)

<table>
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<tr>
<th>College</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong State University</td>
<td>Augusta University</td>
</tr>
<tr>
<td>Columbus State University</td>
<td>Georgia Southwestern State University</td>
</tr>
<tr>
<td>Flagler College</td>
<td>Lander University</td>
</tr>
<tr>
<td>Francis Marion University</td>
<td>University of North Georgia</td>
</tr>
<tr>
<td>Georgia College</td>
<td>University of South Carolina Aiken</td>
</tr>
<tr>
<td></td>
<td>Young Harris College</td>
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</tbody>
</table>

### South Atlantic Conference (12)

<table>
<thead>
<tr>
<th>College</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson University (South Carolina)</td>
<td>Lincoln Memorial University</td>
</tr>
<tr>
<td>Brevard College</td>
<td>Mars Hill College</td>
</tr>
<tr>
<td>Carson-Newman University</td>
<td>Newberry College</td>
</tr>
<tr>
<td>Catawba College</td>
<td>Queens University of Charlotte</td>
</tr>
<tr>
<td>Coker College</td>
<td>Tusculum College</td>
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<tr>
<td>Lenoir-Rhyne University</td>
<td>Wingate University</td>
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</table>

## WEST REGION

### Pacific West Conference (9)

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<tr>
<th>College</th>
<th>Institution</th>
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<tbody>
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<td>Biola University</td>
<td>Point Loma Nazarene University</td>
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### Independent (1)

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<tbody>
<tr>
<td>University of California, San Diego</td>
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</tbody>
</table>
## Appendix C • Women's Sport Sponsorship

### ATLANTIC REGION

<table>
<thead>
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<th>Central Intercollegiate Athletic Association (10)</th>
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<td>Johnson C. Smith University</td>
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<table>
<thead>
<tr>
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### CENTRAL REGION

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<tbody>
<tr>
<td>Augustana University (South Dakota)</td>
<td>University of Minnesota Duluth</td>
</tr>
<tr>
<td>Bemidji State University</td>
<td>Southwest Minnesota State University</td>
</tr>
<tr>
<td>University of Mary</td>
<td>St. Cloud State University</td>
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<tr>
<td>Minnesota State University, Mankato</td>
<td>University of Sioux Falls</td>
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<tr>
<td>Minnesota State University Moorhead</td>
<td>Upper Iowa University</td>
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<td>University of Minnesota, Crookston</td>
<td>Winona State University</td>
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<table>
<thead>
<tr>
<th>Mid-America Intercollegiate Athletics Association (10)</th>
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<tbody>
<tr>
<td>University of Central Oklahoma</td>
<td>Northeastern State University</td>
</tr>
<tr>
<td>Emporia State University</td>
<td>Northwest Missouri State University</td>
</tr>
<tr>
<td>Fort Hays State University</td>
<td>Southwest Baptist University</td>
</tr>
<tr>
<td>Lindenwood University</td>
<td>University of Nebraska at Kearney</td>
</tr>
<tr>
<td>Missouri Western State University</td>
<td>Washburn University of Topeka</td>
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</table>

<table>
<thead>
<tr>
<th>Great American Conference (7)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Arkansas Tech University</td>
<td>Ouachita Baptist University</td>
</tr>
<tr>
<td>Harding University</td>
<td>Southeastern Oklahoma State University</td>
</tr>
<tr>
<td>Henderson State University</td>
<td>Southern Nazarene University</td>
</tr>
<tr>
<td>Oklahoma Baptist University</td>
<td></td>
</tr>
</tbody>
</table>
## EAST REGION

**Central Atlantic Collegiate Conference (8)**
- Caldwell College
- Chestnut Hill College
- Goldey-Beacon College
- Holy Family University
  - Philadelphia University
  - Post University
  - University of the Sciences in Philadelphia
  - Wilmington University (Delaware)

**East Coast Conference (8)**
- Daemen College
- Long Island University/LIU Post
- University of the District of Columbia
- Molloy College
  - New York Institute of Technology
  - Queens College (New York)
  - Roberts Wesleyan University
  - St. Thomas Aquinas College

**Northeast-10 Conference (13)**
- Adelphi University
- American International College
- Assumption College
- Bentley University
- Franklin Pierce University
- Le Moyne College
- Merrimack College
  - University of New Haven
  - Southern New Hampshire University
  - Saint Anselm College
  - Saint Michael’s College
  - The College of Saint Rose
  - Stonehill College

## MIDWEST REGION

**Great Lakes Intercollegiate Athletic Conference (13)**
- Ashland University
- Ferris State University
- University of Findlay
- Grand Valley State University
- Hillsdale College
- Lake Superior State University
  - Michigan Technological University
  - Northwood University (Michigan)
  - Purdue University Northwest
  - Saginaw Valley State University
  - Tiffin University
  - Walsh University
  - Wayne State University (Michigan)

**Great Lakes Valley Conference (14)**
- Bellarmine University
- Drury University
- University of Illinois at Springfield
- University of Indianapolis
- Lewis University
- Maryville University of Saint Louis
- McKendree University
  - University of Missouri-St. Louis
  - Quincy University
  - Rockhurst University
  - University of Southern Indiana
  - Saint Joseph’s College (Indiana)
  - Truman State University
  - William Jewell College

**The Great Midwest Athletic Conference (4)**
- Alderson Broaddus University
- Cedarville University
  - Davis and Elkins College
  - Kentucky Wesleyan College

**Independent (2)**
- Oakland City University
  - Salem International University
# SOUTH REGION

**Gulf South Conference (11)**
- University of Alabama in Huntsville
- Christian Brothers University
- Delta State University
- Lee University Mississippi
- College University of North Alabama

- Shorter University Valdosta
- State University University
- of West Alabama University
- of West Florida University of West Georgia

**Independent (5)**
- Auburn University at Montgomery
- Palm Beach Atlantic University
- University of Puerto Rico, Bayamon

- University of Puerto Rico, Mayaguez
- University of Puerto Rico, Rio Piedras

**Southern Intercollegiate Athletic Conference (8)**
- Albany State University (Georgia)
- Benedict College
- Clark Atlanta University
- Fort Valley State University

- Lane College
- LeMoyne-Owen College
- Spring Hill College
- Tuskegee University

**Sunshine State Conference (10)**
- Barry University
- Eckerd College
- Embry-Riddle Aeronautical University (Florida)
- Florida Institute of Technology
- Florida Southern College

- Lynn University
- Nova Southeastern University
- Rollins College
- Saint Leo University
- University of Tampa

**Independent (4)**
- Palm Beach Atlantic University
- University of Puerto Rico, Bayamon

- University of Puerto Rico, Mayaguez
- University of Puerto Rico, Rio Piedras

# SOUTH CENTRAL REGION

**Heartland Conference (5)**
- Dallas Baptist University
- Newman University
- St. Edward’s University

- St. Mary’s University (Texas)
- University of Arkansas, Fort Smith

**Lone Star Conference (6)**
- Cameron University
- Midwestern State University
- Tarleton State University

- Texas A&M University-Kingsville
- University of Texas of the Permian Basin
- Western New Mexico University

**Rocky Mountain Athletic Conference (4)**
- Colorado Christian University
- Colorado Mesa University

- Colorado State University at Pueblo
- Metropolitan State University of Denver
**SOUTHEAST REGION**

**Conference Carolinas (12)**
- Barton College
- Belmont Abbey College
- Converse College
- Emmanuel College (Georgia)
- Erskine College
- King University
- Lees-McRae College
- Limestone College
- University of Mount Olive
- North Greenville University
- Pfeiffer University
- Southern Wesleyan University

**South Atlantic Conference (12)**
- Anderson University (South Carolina)
- Brevard College
- Carson-Newman University
- Catawba College
- Coker College
- Lenoir-Rhyne University
- Lincoln Memorial University
- Mars Hill College
- Newberry College
- Queens University of Charlotte
- Tusculum College
- Wingate University

**Peach Belt Conference (13)**
- Armstrong State University
- Augusta University
- Clayton State University
- Columbus State University
- Flagler College
- Francis Marion University
- Georgia College
- Georgia Southwestern State University
- Lander University
- University of Montevallo
- University of North Georgia
- University of South Carolina Aiken
- Young Harris College

**WEST REGION**

**Pacific West Conference (15)**
- Academy of Art University
- Azusa Pacific University
- Biola University
- Brigham Young University, Hawaii
- California State University, Stanislaus
- Chaminade University
- Concordia University Irvine
- Dixie State University
- Dominican University of California
- Hawaii Pacific University
- Holy Names University
- Notre Dame de Namur University
- Point Loma Nazarene University
- Sonoma State University
- University of Hawaii at Hilo

**Independent (2)**
- University of California, San Diego
- California State University, Los Angeles
Appendix D • OWP and OOWP Calculation

Opponents’ Average Winning Percentage (OWP) and
Opponents’ Opponents’ Average Winning Percentage (OOWP) Calculation Explanation

Opponents’ Average Winning Percentage (OWP). Take each opponent’s regular won-lost percentage against other Division II teams (excluding the results against the team in question) and average the percentages.

To Calculate. Team A Schedule is as follows:

<table>
<thead>
<tr>
<th>Opponent</th>
<th>Record</th>
<th>vs Team A</th>
<th>Revised Record</th>
<th>Revised W-L Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team B</td>
<td>21-7</td>
<td>0-1</td>
<td>21-6</td>
<td>.7778</td>
</tr>
<tr>
<td>Team C</td>
<td>11-15</td>
<td>0-1</td>
<td>11-14</td>
<td>.4400</td>
</tr>
<tr>
<td>Team D</td>
<td>7-20</td>
<td>0-1</td>
<td>7-19</td>
<td>.2692</td>
</tr>
<tr>
<td>Team E</td>
<td>13-13</td>
<td>0-1</td>
<td>13-12</td>
<td>.5200</td>
</tr>
<tr>
<td>Team F</td>
<td>23-6</td>
<td>1-0</td>
<td>22-6</td>
<td>.7857</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>74-56 (.5692)</td>
<td>.5585 (OWP)</td>
</tr>
</tbody>
</table>

Team A’s Opponents’ Average Winning Percentage = .5585

Opponents’ Opponents’ Average Winning Percentage (OOWP). The strength of each opponents’ schedule is measured by computing the opponents’ winning percentage for each opponent, then averaging the percentages. This recognizes the fact that two opponents with similar won-lost records may have played far different schedules (in terms of strength of opponents).

To Calculate. Take Team B, C, D, E and F schedules and perform the same calculation as above (OWP). It is important to note that the OOWP will support the OWP (i.e., if Teams A and B have the same OWP of .5692; Team A has a OOWP of .6125 and Team B has a OOWP of .4567; it would indicate Team A has the stronger strength of schedule).