Selections for the 2017 NCAA Division I Men’s and Women’s Tennis Championships will be announced at 5 p.m. Eastern time for the men’s team selections and at 5:30 p.m. Eastern for the women’s team selections, Tuesday, May 2, via webstream on NCAA.com.

Lineup Form. The NCAA Division I Men’s and Women's Tennis Committee requires online submission of lineup forms. Hard copies of the lineup forms will not be sent to institutions. Access to the online lineup forms will be through the ITA website used for results entry or the NCAA website (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's Password" link that is located in the left-hand margin of your ITA Coach results entry homepage. All automatic-qualifying teams and any team desiring consideration for at-large selection to the championships are required to submit the official online NCAA lineup form to the NCAA not later than 5 p.m. Eastern time, Monday, May 1, 2017. Any lineup form received after 5 p.m. Eastern time, is subject to a fine of up to $400 as determined by the tennis committee. The committee may entertain appeals to the established lineup submission deadlines to review extenuating circumstances.

When entering your information for the lineup form, remember to save your information often throughout the process. Once all information has been entered, please click the submit button so that your information will be submitted to the NCAA.

The lineup form for 2017 includes space to list a maximum of 15 team members physically able and eligible to play. As such, please note the following:

- When a coach lists his/her 15 student-athletes, he/she is confirming that all 15 student-athletes may have the opportunity to play in the NCAA championships.
- All 15 student-athletes may travel to the championship events.
- All 15 must be physically able and eligible to play. Student-athletes injured to the point of not being able to play (e.g., broken bones, etc.) or student-athletes who have been declared as redshirts or student-athletes who are not eligible for NCAA, conference or institutional reasons, cannot be listed on the lineup form and cannot travel to the championship events.
- Only nine of these 15 student-athletes may play in the first- and second-rounds of competition. These nine are designated at the administrative meeting the day before the start of competition.
- For first- and second-round competition, the institutions are not reimbursed by the NCAA for any expenses (no change from previous years).
- Teams that win second-round matches and advance to the finals site will designate at the administrative meeting the day before the start of the round of 16, nine student-athletes who will play in the round of 16 through the team championship finals. These nine student-athletes can be different from the nine who played in the first- and second-rounds, as long as they were on the original list of 15 student-athletes on the team's lineup form.
- The NCAA will reimburse each institution advancing to the finals site for a maximum of nine student-athletes (and a total travel party of 13 individuals). The institution bears the cost if the decision is made to take any additional members of the original 15 members listed on the lineup form to the finals site.
Coaches must list, consistent with ITA rules, all student-athletes in order of singles-play strength, including any doubles specialists, on the lineup form. The lineup that is presented to the referee at the administrative meeting before the start of competition must consist of only nine players total (including doubles specialists). For first- and second-round play, coaches have access to only the nine players on the lineup card submitted before the first-round contest.

The committee has established a fine of $400 that may be assessed for failure of an institution to submit its lineup 30 minutes before the start of a dual match and/or for improperly submitting lineup changes that occur within the five minutes between doubles and singles competition.

For the 16 men's and 16 women's teams traveling to the championships site, coaches will have access to only the nine players on the lineup card submitted before the round of-16 competition.

**Entering the Individual Championships.** The tennis committee will review any singles players or doubles teams in the ITA rankings as possible at-large selections. There is no need for a coach to indicate on the team lineup form which individuals they would like the committee to consider. However, if a coach wishes to have a player(s) or doubles team(s) not be considered for selection, the championships administrators (Marie Scovron - women's, Kelsey Cermak - men's) must be notified before May 1.

**Challenge Period.** Coaches will have the opportunity to review other teams' lineups on the website (www.ncaa.org) and submit any challenges to the NCAA national office beginning 30 minutes after the completion of the selection show, Tuesday, May 2. All lineup challenges are due by 5 p.m. Eastern time, Wednesday, May 3. NCAA staff will notify institutions the afternoon of Thursday, May 4, in the event their lineups have been challenged. Institutions that are being challenged are required to submit a written response to the national office (Marie Scovron - women's, Kelsey Cermak - men's) by 6 p.m. Eastern time Sunday, May 7. The subcommittees will conduct a teleconference at 1 p.m. Eastern time, Monday, May 8, to rule on any appeals and finalize the lineups. Coaches should note that if their lineups have been challenged they may need to make themselves available during this teleconference. Final lineups will be posted on the NCAA's website (www.ncaa.org) by 5 p.m. Eastern time, Monday, May 8.

**NOTE:** Failure to follow the results reporting or lineup form submission procedures could jeopardize a team's or an individual's eligibility for championship selection. Institutions that fail to adhere to the procedures outlined above for the submission of regular-season results and lineup forms may be assessed a financial penalty of $100 per team or $50 per individual, up to a maximum penalty of $300. An institution assessed such a financial penalty must make payment to the NCAA championship administrators before the institution's team or individual(s) will be allowed to compete.

**NOTE:** The men's and women's subcommittees will implement a $300 fine in accordance with NCAA Bylaw 31.1.11 (failure to adhere to policies and procedures) for any institution that has its lineup challenged and overturned by the respective subcommittee.

**Lineups.** The lineup for championship play is submitted to the referee at the mandatory administrative meeting before the start of competition. The lineup must consist of the following:

- Student-athletes listed on the official NCAA lineup form submitted not later than Monday, May 1.
- A minimum of six players present and physically capable of competing.
- A maximum of nine players, including any doubles specialists.
In singles competition, position Nos. 1-5 shall remain the same for the duration of the championships. Position No. 6 may be filled with any of the three remaining players on the lineup and may change from match to match.

The student-athletes listed on a team's lineup for the first round will remain the same for the second round. Teams advancing to the championships finals site may change the nine student-athletes on their lineup for the round of 16. Any student-athletes listed on a lineup for the round of 16 will be the same for the quarterfinals, semifinals and finals. Any student-athlete listed on a lineup must have been listed on the team's original lineup form.

Lineups for the 64 teams selected to the men's and women's championships will be posted on the NCAA's website (www.ncaa.org) no later than 30 minutes after the completion of the selection show, Tuesday, May 2.

Replacement/Substitutions. Each round, the team's lineup is as listed in its master lineup. The referee must be notified of any changes to this master lineup before the start of play for the affected match(es). If the referee has not been informed of the lineup change, the affected match(es) are defaulted.

Head coaches are required to inform the referee of any changes in the lineups. In the case of injury, illness or extenuating circumstances (as determined by the coach, to be approved by the games committee) a replacement can be made in the lineup. In such cases, the lineup must remain consistent with ITA rules in order of strength, with student-athletes moving up one place in singles and the new player placed in the No. 6 singles position. For doubles competition, any replacement is a straight-line replacement. The three doubles teams must remain in order of strength consistent with ITA rules as determined by their respective competition records.

In doubles, a coach may direct-line substitute for a sick/injured player as long as the teams are placed in order of ability. The opposing coach may protest a doubles lineup if they feel they are not in order before the start of the match. The on-site games committee will have final ruling on all on-site protests.

Direct Line Substitution Rule Clarification (1/26/17): A direct line substitution is the removal of ONE of the two players on a doubles team. That player is replaced by a player NOT in the top three positions of the doubles line-up. Once the new player has been inserted, per above, the teams MAY be reordered to reflect strength. Removal of two players from a doubles team in a doubles line-up (regardless of timing) DOES NOT allow for a direct line substitution. Instead, that team would be removed and the teams listed below it would move up (much like when a singles player is removed). If there is no #4 team listed, that team would forfeit the #3 position.

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 matches during the season.

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 remain consistent with ITA rules and follow the order of strength submitted on the lineup.

In the singles and doubles championships, in case of injury, illness or extenuating circumstances before the opening round, alternates selected by the subcommittees shall be substituted in numbered order if available. The substitution of alternates will be dictated by the maximum field size. If a student-athlete withdraws immediately before the start of the championships and the next alternate on the list is not on site, the committee may select a player(s) from those available at the championships site in order to fill
the bracket. If the withdrawn student-athlete is a conference automatic qualifier and there is a conference alternate who meets the selection criteria, that alternate will be invited.

In the team competition, a match is considered underway once the first ball has been struck in that match. In the individual competition, a match is considered underway once the individual players begin their warm-up on the court.

**Seedings, Pairings and Automatic Qualification.** Please refer to the 2017 NCAA Division I Men’s and Women’s Tennis Pre-championships Manual.

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**Preliminary-Round Schedule**

<table>
<thead>
<tr>
<th>Round</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Round (men):</td>
<td>Friday, May 12</td>
</tr>
<tr>
<td>First Round (women):</td>
<td>Friday or Saturday, May 12 or 13</td>
</tr>
<tr>
<td>Second Round (men):</td>
<td>Saturday, May 13</td>
</tr>
<tr>
<td>Second Round (women):</td>
<td>Saturday or Sunday, May 13 or 14</td>
</tr>
</tbody>
</table>

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**Bid Checklist**

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by **5 p.m. Eastern time, Friday, April 21.**

Aside from the submission of your institution’s certificate of insurance, each of the online forms listed below may be accessed and submitted through the championships host portal, at

[https://championships.ncaa.org](https://championships.ncaa.org).

To begin the process of submitting a bid, you will need to locate the specific divisional sport and round in the Championships Available for Bidding section and click on Start Bid.

_____ **Proposed Budgets.** Hosts for first- and second-round tennis competition will receive a stipend after the conclusion of the events; therefore, it is **not necessary** to submit an online proposed budget/financial report form.

Sites that host a single gender will receive a $5,000 stipend from the NCAA to cover the costs of the officials and the attending NCAA representative.

Sites that host both genders will receive a $9,000 stipend.

_____ **Facility Profile.** An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting first- and second-round competition. Information regarding video board, LED board and/or ribbon boards should be entered via the “Boards/Control Room” tab of the applicable venue profile.

A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, check the appropriate box(es) under the Sports tab of the facility profile to provide the information for that facility. Refer to pages 21 and 22 of the pre-championship manual for facility requirements and site selection procedures.
**Lodging**. A letter of agreement between the host and the team hotel(s) must be uploaded in the championships portal as part of the bid submission process. The selection of a competition site may be dependent on the availability and quality of rooms for participating institutions.

**Key Contacts**. The key contacts for your institution should be entered and/or maintained as necessary within your profile. Please enter the information for the key personnel associated with running a championship at your site.

If you previously submitted key contacts for this championship, a key contact form will automatically be created by the system. Please review the information by clicking on the PDF icon next to the Contacts link to ensure accuracy. This step is imperative to prevent incorrect or duplicate information. If edits need to be made, please click on the Contacts link and make the necessary updates.

Personnel who will administer the competition should be listed within the key contacts section of the Championships Bid and Host portal. Information must be entered on both the General tab and the Role/Titles by Sport or Facility tab. Please include the proper mailing address for overnight deliveries. P.O. box addresses are not acceptable.

**Safety and Security Plan**. Based on a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of *Best Practices* for NCAA Championships, which can be found [here](#). We urge each competition venue to take these *Best Practices* into account when developing its safety and security program.

As part of your bid, **please submit a safety and security plan** for your venue. You must also **submit the NCAA Championships Safety and Security Team contact information form**, located in *Appendix A of the Best Practices document*. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the Safety and Security tab.

**Liability Insurance**. Host institutions must maintain and provide proof of at least $1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to the NCAA before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws.)

If applicable, off-campus venue must also maintain and provide a minimum of $1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA must be named as an additional insured.
All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

It is necessary for host institutions to provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This can be sent to the championships staff at khunter@ncaa.org.

Additional Host Information/Resources

**Host Operations Manual.** The 2017 NCAA Division I Men’s and Women’s Tennis Championship Host Operations Manual will assist your institution in all stages of the bidding and hosting process.

**Drug Testing.** Drug testing may occur at any round of the championships and the assistance of the host institution will be a vital part of the testing. You will be notified in advance if the round you are hosting has been selected for drug testing. Please review the site coordinator manual and note that The National Center for Drug-Free Sport will provide materials to assist in the program.

**Americans with Disabilities Act.** The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the facility will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a facility hosting an NCAA championship event will not be in compliance, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

**NCAA Bylaw 31.** Please review Bylaw 31 of the NCAA Division I Manual as it contains policies regarding the administration of an NCAA event.

**Contact Information.** If you have any questions regarding the bid process, please contact the Marie Scovron (women’s tennis) at 317-917-6494 or mscovron@ncaa.org or Kelsey Cermak (men’s tennis) at 317-917-6651 or kcermak@ncaa.org.