



*2018 DIVISION I
MEN'S & WOMEN'S*
TENNIS
CHAMPIONSHIPS

PRE-CHAMPIONSHIPS
2017-18 MANUAL

NCAA General Administrative Guidelines

Contents

Section 1 • Introduction	2
Section 1•1 Definitions	2
Section 2 • Championship Core Statement	2
Section 3 • Concussion Management	3
Section 4 • Conduct	3
Section 4•1 Certification of Eligibility/Availability	3
Section 4•2 Drug Testing	4
Section 4•3 Honesty and Sportsmanship	4
Section 4•4 Misconduct/Failure to Adhere to Policies	4
Section 4•5 Sports Wagering Policy	4
Section 4•6 Student-Athlete Experience Survey	5
Section 5 • Elite 90 Award	5
Section 6 • Fan Travel	5
Section 7 • Logo Policy	5
Section 8 • Research	6
Section 9 • Religious Conflicts	6

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Section 1 • Introduction

During the 2017-18 academic year, the Association will sponsor 90 national championships — 42 for men, 45 for women, and three for both men and women. Of 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. Of the women's championships, five are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

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

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/or administrators.

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

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

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

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

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

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

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

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

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

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

Selection Criteria. Policies and procedures in place to guide the team and/or individual 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.

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

Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

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

GENERAL ADMINISTRATIVE GUIDELINES

the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4•2 Drug Testing

[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 Divisions 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 to policies and procedures.

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.

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

Section 5 • Elite 90 Award

The Elite 90 award was created to recognize the true essence of 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 grade-point average of all student-athletes on all teams competing at the finals site. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. 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-athlete(s) 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.

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

GENERAL ADMINISTRATIVE GUIDELINES

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, head bands, T-shirts, wrist bands, 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 2¼ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

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

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

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

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

Section 9 • Religious Conflicts

[Reference: Bylaws 31.1.4.1 and 31.1.4.2 in the NCAA Division I Manual.]

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 on or before September 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. (Adopted: 4/22/98, Revised: 8/11/98, 10/28/99, 5/2/13)

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

Division I Men's and Women's Tennis

Contents

Section 1 • General Administration	8
Section 1•1 NCAA Tournament Operations Staff Contact Information	8
Section 1•2 National Committee	8
Section 1•3 Important Dates	9
Section 1•4 Balls	10
Section 1•5 Rules	10
Section 1•6 Uniforms	11
Section 2 • Determination of Championship Participation	12
Section 2•1 Championships Format	12
Section 2•2 Scoring	17
Section 2•3 Selection Information	18
Section 2•4 Selection Criteria	19
Section 2•5 Site Selection	21
Appendix A • Women's Team Bracket	24
Appendix B • Men's Team Bracket	25
Appendix C • Women's Singles Bracket	26
Appendix D • Men's Singles Bracket	27
Appendix E • Women's Doubles Bracket	28
Appendix F • Men's Doubles Bracket	29
Appendix G • Schedule of Events	30

Section 1 • General Administration

Section 1•1 NCAA Tournament Operations Staff Contact Information

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Assistant Director, Championships and Alliances
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317-917-6651 / kcermak@ncaa.org

John Bugner (women's championships)
Assistant Director, Championships and Alliances
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317-917-6529 / jbugner@ncaa.org

Section 1•2 National Committee

Current members of the committee are:

REPRESENTING MEN'S TENNIS

CENTRAL REGION

Daniel Oosterhous
Head Men's Tennis Coach
U.S. Air Force Academy

EAST REGION

Jamie Mitchell
Associate Athletics Director
Colgate University

MIDWEST REGION

Steve Rodecap
Head Men's Tennis Coach
Marquette University

SOUTHEAST REGION

Judy Van Horn, chair
Executive Associate Athletics Director
University of South Carolina, Columbia

SOUTHWEST REGION

Farrah Manthei
Senior Associate Athletics Director/SWA
The University of Texas Rio Grande Valley

WEST REGION

Eric Roedl
Deputy Athletics Director
University of Oregon

REPRESENTING WOMEN'S TENNIS

CENTRAL REGION

Maria Swanson
Associate Director – Championships
Big 12 Conference

EAST REGION

John Ruppert
Deputy Director of Athletics
Bryant University

MIDWEST REGION

Brian Nester
Head Men's and Women's Tennis Coach
Northern Kentucky University

SOUTHEAST REGION

Katy McNay
Assistant Athletics Director/SWA
Davidson College

SOUTHWEST REGION

Elizabeth Schmidt
Head Women's Tennis Coach
Rice University

WEST REGION

Agustin Moreno
Head Women's Tennis Coach
Loyola Marymount University

For additional information about the Division I Men's and Women's Tennis Championships, contact:

Kerstin Hunter (men's championships)
Assistant Coordinator, Championships and Alliances
317-917-6645 / khunter@ncaa.org

Natasha Harris (women's championships)
Coordinator, Championships and Alliances
317-917-6243 / nharris@ncaa.org

Section 1•3 Important Dates

Monday, April 2	Information regarding hosting first- and second-round competition available on www.ncaa.org . Communication will be distributed via monthly online championships newsletters.
Friday, April 20	Deadline for submitting facility evaluation and key contacts forms if interested in hosting first- and second-round competition.
Sunday, April 29	Deadline for submitting score-reporting form(s) by 10 p.m. local time via the Internet at www.ITAtennis.com .
Monday, April 30	5 p.m. Eastern time, deadline for online lineup form to be submitted (see Lineup Procedures).
Monday-Tuesday, April 30-May 1	Tennis committee meets for team, individual and first- and second-round site selections.
Tuesday, May 1	Team bracket selection show on ncaa.com (women – 5 p.m. Eastern time; men – 5:30 p.m. Eastern time). Team lineups posted for review on NCAA website immediately after selection show.
Wednesday, May 2	Single and doubles selections released on NCAA website by 6 p.m. Eastern time.
Wednesday, May 2	Deadline for challenging lineups, 5 p.m. Eastern time. Challenges to men's lineups must be submitted to Kelsey Cermak, NCAA championships administrator (kcermak@ncaa.org). Challenges to women's lineups must be submitted to John Bugner, NCAA championships administrator (jbugner@ncaa.org).
Sunday, May 6	Deadline for institutions that are being challenged to submit written responses, 6 p.m. Eastern time. Written responses for men must be submitted to Kelsey Cermak, NCAA championships administrator (kcermak@ncaa.org). Written responses for women must be submitted to John Bugner, NCAA championships administrator (jbugner@ncaa.org).
Monday, May 7	Lineups finalized by tennis committee during 1 p.m. Eastern time teleconference and posted on the NCAA website by 5 p.m. Eastern time. Note: Coaches may be asked to make themselves available during this teleconference if the committee has questions about their lineups being challenged.
Monday, May 7	Teleconference for first- and second-round hosts, NCAA site representatives and head referees, 11 a.m. Eastern time.
Thursday, May 10	Women's championships — Mandatory administrative meeting, 7 p.m. local time, at first- and second-round sites.
Thursday or Friday, May 10 or 11	Men's championships — Mandatory administrative meeting, 7 p.m. local time, at first- and second-round sites.
Friday, May 11	Women's championships — Play begins at first- and second-round sites.
Friday or Saturday, May 11 or 12	Men's championships — Play begins at first- and second-round sites.
Sunday, May 13	Women's championships — Second-round play must be completed by 9 a.m. local time.
Monday, May 14	Men's championships — Second-round play must be completed by 9 a.m. local time.

CHAMPIONSHIP DATES

The 2018 Division I Men's and Women's Tennis Championships will be held at Wake Forest University in Winston-Salem, North Carolina.

Women's Championships

Thursday-Tuesday, May 17-22	Team championship
Wednesday-Monday, May 23-28	Singles and doubles championships

DIVISION I MEN'S AND WOMEN'S TENNIS

Men's Championships

Friday-Tuesday, May 18-22 Team championship

Wednesday-Monday, May 23-28 Singles and doubles championships

2018 DATE FORMULA

One championship team Round of 16 begins Thursday, 11 days before Memorial Day, and the second championship team Round of 16 begins Friday, 10 days before Memorial Day. The championship that begins Thursday will play its quarterfinals Saturday, semifinals Monday and finals Tuesday. The championship that begins Friday will play its quarterfinals Sunday, semifinals Monday and finals Tuesday. The individual championships will begin Wednesday, the day after the team finals. Note: In even championship years, the women's championship events will begin first; and during the odd championship years, the men's championships event will begin first.

First- and second-round play begins the weekend before the quarterfinals (Friday-Saturday or Saturday-Sunday).

FUTURE DATES

2019 First and Second Rounds

Men's Championships Friday-Saturday, May 3-4, sites to be determined

Women's Championships Friday-Saturday or Saturday-Sunday, May 3-4 or 4-5, sites to be determined

2019 Round of 16

Men's Championships Friday or Saturday, May 10 or 11, sites to be determined

Women's Championships Friday or Saturday, May 10 or 11, sites to be determined

2019 Finals

Men's Championships

Thursday-Sunday May 16-19 Team championship

Monday-Saturday, May 20-25 Singles and doubles championships

Women's Championships

Friday-Saturday, May 17-19 Team championship

Monday-Saturday, May 20-25 Singles and doubles championships

The 2019 Division I Men's and Women's Tennis Championships will be hosted by the University of Central Florida and the Central Florida Sports Commission in Orlando, Florida.

Section 1•4 Balls

Wilson is the official ball of the NCAA tennis championships. The Wilson U.S. Open extra duty ball will be used for the men's and women's championships and will be used during all rounds of team and individual competition. Three cases of Wilson balls (per gender if dual site) will be shipped to first- and second-round tournament directors immediately after the selection announcement. The championships site will receive 80 cases of Wilson balls. During championships competition, balls shall be changed at the start of each set. Each participating institution must provide its own practice balls.

Section 1•5 Rules

[Reference: Bylaw 31.1.6 in the NCAA Manual.]

The United States Tennis Association (USTA) and Intercollegiate Tennis Association (ITA) rules will be followed, unless superseded by modifications adopted by the NCAA Division I Men's and Women's Tennis Committee. The following modifications have been adopted by the committee:

1. Changes in the lineup for reasons other than injury or illness should be requested two hours 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 last half of the season.

The ITA carry-over rule 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 first- and second-round tournaments. Penalties may be carried over from first- and second-round sites to the institution's or individual's next match, even if the next match is at the finals site.

2. The committee confirmed that if a postmatch code violation given after a match in the team competition cannot be applied during the team match, then the following applies:
 - Any postmatch code is carried over to the offending student-athlete's next opportunity during that championship.
 - If the offending student-athlete has completed play in the championships, any postmatch code will be assessed at the first opportunity to the offending student-athlete's teammate(s) playing/continuing in the championships.
 - The assessment will be applied at the start of the next game or, if in a tiebreaker, then immediately (per ITA Rules).
3. The committee confirmed that the following applies during the singles or doubles championships:
 - Any postmatch code is carried over to the offending student-athlete's next opportunity during that championship.
 - If the offending student-athlete has completed play in the championships, any postmatch code will be assessed at the first opportunity to the offending student-athlete's teammate(s) who is also in the singles/doubles draw.
 - The assessment will be applied at the start of the next game or, if in a tiebreaker, then immediately (per ITA Rules).

DEFAULTS

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

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

Section 1•6 Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Manual.]

All competitors should wear exclusively the official uniform of their institution during competition, warmup for competition, interviews and the awards ceremonies. All players on each team are expected to wear the same team uniform at the start of the match. Apparel bearing professional sports team logos cannot be worn.

LOGOS

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

Section 2 • Determination of Championship Participation

Section 2•1 Championships Format

The men's and women's championships shall consist of team and individual championships. The tournaments shall be conducted according to the format approved by the NCAA Division I Men's and Women's Tennis Committee. All matches shall be played outdoors, weather permitting. At all times, the referee, or a designated replacement, in consultation with the games committee, shall determine which matches shall be played indoors.

MEN'S AND WOMEN'S TEAM CHAMPIONSHIPS

Bracket. The Division I Men's and Women's Tennis Championships are conducted as 64-team, single-elimination tournaments.

First- and Second-Round Dates. First- and second-round competition will be conducted at a minimum of 16 sites with four teams per gender at each site, adhering to the following schedule:

Single-Gender (Women) Site Schedule

First Round Friday, May 11

Second Round Saturday, May 12

Single-Gender (Men) Site Schedule

First Round Friday, May 11, or Saturday, May 12

Second Round Saturday, May 12, or Sunday, May 13 (Note: Institutions interested in hosting the men's first- and second-round contests will list on their facility evaluation forms the institutional date preference.)

Dual-Gender (Men and Women) Site Schedule

Women's First Round Friday, May 11

Women's Second Round Saturday, May 12

Men's First Round Saturday, May 12

Men's Second Round Sunday, May 13

Institutions interested in hosting the men's and women's competition simultaneously must conduct the competition Friday-Saturday, May 11-12.

The NCAA will not reimburse expenses for teams competing in first- and second-round competition.

First- and Second-Round Match Schedule. The men's and women's team championships will adhere to the following competition schedule:

Single-Gender Site

If the host site has a minimum of three backup indoor courts within a 30-mile radius of the outdoor competition facility, match times must be determined using Option One below. Women must compete Friday-Saturday. Men may compete Friday-Saturday or Saturday-Sunday.

If the host site does not have the minimum number of backup indoor courts, match times must be determined using Option Two below. Men must compete Friday-Saturday. Women must compete Friday-Saturday.

The host institution **MUST** play the second match on the first day of competition.

OPTION ONE (MINIMUM OF THREE BACKUP INDOOR COURTS AVAILABLE):

Day 1	<p>Match one should not start before 10 a.m. local time. Match two should be publicized as "not before (three hours after start of match one)." Potential match times: 10 a.m. and 1 p.m. 11 a.m. and 2 p.m. Noon and 3 p.m. 1 and 4 p.m. 2 and 5 p.m. 3 and 6 p.m. 4 and 7 p.m.</p>
Day 2	<p>If Day 2 is Saturday, potential match times are: If Day 1 matches started at: Then Saturday match will start at: 10 a.m. and 1 p.m. 10 a.m., 11 a.m., noon or 1 p.m. 11 a.m. and 2 p.m. 11 a.m., noon, 1 or 2 p.m. Noon and 3 p.m. Noon, 1 p.m., 2 or 3 p.m. 1 and 4 p.m. 1, 2, 3 or 4 p.m. 2 and 5 p.m. 2, 3, 4 or 5 p.m. 3 and 6 p.m. 3, 4, 5 or 6 p.m. 4 and 7 p.m. 4, 6 or 7 p.m.</p> <p>If Day 2 play is Sunday, the potential match times are: Noon 1 p.m. 2 p.m.</p> <p>A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.</p>

OPTION TWO (BACKUP INDOOR COURTS NOT AVAILABLE):

Friday	<p>Match one should not start before 10 a.m. local time. Match two should be publicized as "not before (three hours after start of match one)." Potential match times: 10 a.m. and 1 p.m. 11 a.m. and 2 p.m.</p>
Saturday	<p>Potential match times: 10 a.m. 11 a.m. Noon 1 p.m. 2 p.m.</p>

DIVISION I MEN'S AND WOMEN'S TENNIS

Dual-Gender Site

Women must compete Friday-Saturday and men must compete Saturday-Sunday.

If a host site has 12 courts, men's and women's matches may be played simultaneously Friday and Saturday only. Match times must be selected from Options One or Two under Single-Gender Site. If an institution wishes to schedule matches differently from what is prescribed, it must receive approval during the bid process from the Division I Men's and Women's Tennis Committee. Please send these requests to Kelsey Cermak and/or John Bugner directly.

The host institution **MUST** play the second match on the first day of competition.

OPTION ONE (MINIMUM OF THREE BACKUP INDOOR COURTS AVAILABLE):

Friday	Two women's matches. Match one should not start before 10 a.m. local time. Match two should be publicized as "not before (three hours after start of match one)." Potential match times: 10 a.m. and 1 p.m. 11 a.m. and 2 p.m. Noon and 3 p.m. 1 and 4 p.m. 2 and 5 p.m. 3 and 6 p.m. 4 and 7 p.m.
Saturday	Two men's matches followed by the women's match. Potential match times: 9 a.m., noon and 3 p.m. 10 a.m., 1 and 4 p.m. 11 a.m., 2 and 5 p.m.
Sunday	One men's match. Potential match times: Noon 1 p.m. 2 p.m. A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

OPTION TWO (BACKUP INDOOR COURTS NOT AVAILABLE):

Friday	Two women's matches. Match one should not start before 10 a.m. local time. Match two should be publicized as "not before (three hours after start of match one)." Potential match times: 10 a.m. and 1 p.m. 11 a.m. and 2 p.m.
Saturday	Two men's matches followed by the women's match. Potential match times: 9 a.m., noon and 3 p.m.
Sunday	One men's match. Potential match times: Noon 1 p.m. 2 p.m. A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

Finals site schedule. Second-round winners advance to Wake Forest University in Winston-Salem, North Carolina, to compete in the Round of 16, adhering to the following schedule.

Women's Championships Site Schedule

Round of 16	Thursday, May 17
Quarterfinals	Saturday, May 19
Semifinals	Monday, May 21
Team Championship Final	Tuesday, May 22

Men's Championships Site Schedule

Round of 16	Friday, May 18
Quarterfinals	Sunday, May 20
Semifinals	Monday, May 21
Team Championship Final	Tuesday, May 22

See [Appendix G](#) for a detailed competition schedule for the 2018 championship finals.

INDIVIDUAL CHAMPIONSHIPS

Brackets. The Division I men's and women's tennis singles and doubles championships brackets consist of 64 singles players and 32 doubles teams per gender participating in the single-elimination tournaments at the site for the team championships. In the event that one or more of these selections declines an invitation, an alternate(s) will be selected at large. If one of the selections is a conference automatic qualifier, and there is a conference alternate that meets the selection criteria, that alternate will be invited.

Parameters for the Singles and Doubles Draws. The following parameters have been established for the singles and doubles championships draws:

1. Seed No. 1 is placed on the top line of the bracket.
2. Seed No. 2 is placed on the bottom line of the bracket.
3. Seed Nos. 3 and 4 are randomly drawn to determine placement in the top half or the bottom half of the bracket (and cannot be in the same half of a No. 1 or No. 2 teammate).
4. Seed Nos. 5, 6, 7 and 8 are randomly drawn (i.e., No. 1 seed could play the No. 5, 6, 7 or 8 seed in the quarterfinals).
5. Conference opponents do not play each other in the first round.
6. Two teammates – separated into opposite halves of the bracket.
7. Three or four teammates – the top two teammates (via seeding or ITA rankings) are separated into opposite halves, the other two placed in the remaining quarters randomly.
8. Five or more teammates – see item “6” above with the remaining teammate(s) placed as far away from their teammates as possible in a quadrant.

The draw for the individual championships will be announced at the administrative meeting Tuesday, May 22.

ANNUAL FORMS

Results Reporting. Any institution interested in entering a team or individuals in the championships must submit via the Internet at www.ITAtennis.com results from all dual matches and collegiate tournaments in which they have competed. Results will only be accepted via the Internet. In a September mailing to all head coaches, the Intercollegiate Tennis Association (ITA) distributed instructions on how to access and report your team and individual scores. For questions regarding this process, please contact Wes Beaulieu (phone: 602-687-6383; email: wbeaulieu@itatennis.com) at the ITA.

To be considered for selection, coaches must submit results via the Internet by 10 p.m. local time on Mondays and Sunday, April 29, at 10 p.m. local time.

Failure to follow these reporting procedures will jeopardize an institution's eligibility for championships selection.

DIVISION I MEN'S AND WOMEN'S TENNIS

Lineup Form. The tennis committee requires online submission of lineup forms for the championships. 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, April 30. Any lineup form received after 5 p.m. Eastern time is subject to a fine of up to \$300 as determined by the tennis committee. The tennis committee may entertain appeals to the established lineup submission deadlines to review extenuating circumstances.

The lineup form for 2018 includes space to list a maximum of 15 team members physically able and eligible to play. As such:

- When a coach lists his/her 15 student-athletes, he/she is confirming that all of the 15 student-athletes may have the opportunity to play in the NCAA championships.
- All 15 student-athletes may travel to the championships 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 championships 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, institutions are not reimbursed by the NCAA for any expenses.
- Teams that win second-round matches and advance to the championships 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 championships 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 championships site.

Consistent with ITA rules, coaches must list student-athletes in order of singles-play strength, including any doubles specialists, on the lineup form. The lineup that is presented to the referee at the administrative meeting before the start of competition must consist of only nine players total (including doubles specialists). For first- and second-round play, coaches only have access to 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 10 minutes between doubles and singles competition.

For the 16 men’s and 16 women’s teams traveling to the championships site, coaches will only have access to 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 he/she would like the committee to consider. However, if a coach wishes to withdraw a player(s) or doubles team(s) from consideration, the championships administrators (John Bugner — women’s, Kelsey Cermak — men’s) must be notified before April 30.

Expense Reimbursement Form. Expense reimbursement for participation in the final-site championships will be filed through an online system. The Travel Expense System (TES) can be found online at <https://web1.ncaa.org/TES/exec/login?js=true>. All competing institutions must request reimbursement through the online system in order to receive the appropriate reimbursement.

If you need assistance or experience any technical difficulties, please contact the NCAA travel department at 317-917-6757 or travel@ncaa.org.

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

Facility Evaluation Form. Each institution interested in hosting first- and second-round competition must complete and submit an online facility evaluation form not later than Friday, April 20. The form will be available on the NCAA website at <http://championships.ncaa.org/>. Only institutions that complete and submit the facility evaluation form (and contacts information) will be considered for first- and second-round host opportunities.

Contacts Information. Each institution interested in hosting first- and second-round competition must complete and submit their online contacts information not later than Friday, April 20. The contacts information may be submitted via the NCAA website beginning Monday, April 2 <http://championships.ncaa.org/>. Only institutions that complete and submit the contacts information (and facility evaluation form) will be considered for first- and second-round host opportunities.

First- and Second-Round Host Site Reimbursement. Sites that host a single-gender first- and second-round competition 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 in first- and second-round competition will receive \$9,000.

CERTIFICATION OF ELIGIBILITY/AVAILABILITY

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

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Member institutions are reminded 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. [For the Division I men's championships, institutions must notify Kelsey Cermak, NCAA championships administrator, before April 30 (phone: 317-917-6651; email: kcermak@ncaa.org). For the Division I women's championships, institutions must notify John Bugner, NCAA championships administrator, before April 30 (phone: 317-917-6529; email: jbugner@ncaa.org).]

TRAVEL PARTY/ SQUAD SIZE

Squad Size. The official squad size for the team championship shall be nine players. Transportation reimbursement and per diem will be provided for only nine student-athletes for teams advancing to the finals site. For first- and second-round play, institutions are responsible for their own expenses.

Travel Party. For the team portion of the 2018 tennis championships, the NCAA will reimburse for four non-athletes, bringing the official travel party total to 13 individuals (nine student-athletes and four non-athletes) who will be reimbursed by the NCAA for advancing to the Round of 16.

The official travel party for institutions with only individuals selected to the championships is determined as follows:

1-3 student-athletes selected	1 non-student-athlete included in travel party
4-6 student-athletes selected	2 non-student-athletes included in travel party
7-9 student-athletes selected	3 non-student-athletes included in travel party
10 or more student-athletes selected	5 non-student-athletes included in travel party

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at ncaa.org.

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

Section 2•2 Scoring

Individual Championships. All matches shall be the best-of-three sets. No-ad scoring and a seven-point tiebreaker (first to seven points, must win by two points) at six-games-all will be used for all matches. In doubles, a 10-point match tiebreaker will be played in lieu of a third set.

Team Championships. The matches shall be regulation dual matches. Three doubles matches consisting of six-game sets will be played for one team point, followed by six singles matches, each valued at one team point; played the best of three sets. No-ad scoring will be used and a seven-point tiebreaker (first to seven points, must win by two points) will be played at six-games-all. The team winning four or more team points advances in the championship bracket.

- During the championships, all matches will be stopped after the doubles point is decided. All remaining individual matches will be stopped once a team winner (four points won) has been determined. The score will only reflect completed matches.

POSTMATCH CODE ASSESSMENT

See Section 1.5 for more information

Section 2•3 Selection Information

AUTOMATIC QUALIFIERS

The following 30 conferences for men and 31 conferences for women are granted automatic qualification for the 2018 championships:

American Athletic Conference	Mid-Eastern Athletic Conference
Atlantic Coast Conference	Missouri Valley Conference (Women's Only)
Atlantic Sun Conference	Mountain West Conference
Atlantic 10 Conference	Northeast Conference
Big East Conference	Ohio Valley Conference
Big Sky Conference	Pac-12 Conference
Big South Conference	Patriot League
Big Ten Conference	Southeastern Conference
Big 12 Conference	Southern Conference
Big West Conference	Southland Conference
Colonial Athletic Association	Southwestern Athletic Conference
Conference USA	The Summit League
Horizon League	Sun Belt Conference
The Ivy League	West Coast Conference
Metro Atlantic Athletic Conference	Western Athletic Conference
Mid-American Conference	

CHALLENGE PROCEDURES

Men's and Women's Team Championship. Coaches will have the opportunity to review other teams' lineups on the website and submit any challenges to the NCAA national office beginning 30 minutes after the completion of the selection show, Tuesday, May 1, until Wednesday, May 2, at 5 p.m. Eastern time (the deadline for submitting a lineup challenge). NCAA staff will notify institutions the afternoon of Thursday, May 3, in the event their lineups have been challenged. Institutions that are being challenged are required to submit a written response to the national office (Kelsey Cermak — men; John Bugner — women) by 6 p.m. Eastern time Sunday, May 6. The subcommittees will conduct teleconferences at 1 p.m. Eastern time Monday, May 7, to rule on any appeals and finalize the lineups. Coaches should note that they may be asked to make themselves available during this teleconference if the tennis committee has questions about their lineups. Final lineups will be posted on the NCAA's website by 5 p.m. Eastern time Monday, May 7.

Fines. Failure to follow the results reporting or lineup form submission procedures could jeopardize a team or individual's eligibility for championships selection. Institutions failing 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 national office before the institution's team or individual(s) will be allowed to compete.

The tennis committee will implement a \$300 fine in accordance with 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.

DRAWS

In the team championships, the teams will be seeded and placed in the bracket as indicated in [Appendix A](#) and [Appendix B](#). The team draws will be announced on ncaa.com Tuesday, May 1.

The draws for the singles and doubles championships will be announced at the combined administrative meeting Tuesday, May 22.

SEEDING/PAIRINGS

Singles/Doubles Seeding. The tennis committee seeds individuals using the selection criteria. The selection criteria include a review of individual results obtained beginning Sept. 7, 2017 (or the first day of classes, whichever is earliest) through April 29, 2018.

The tennis committee will seed the top eight singles players in order and place the next eight alphabetically. For the doubles championship, the tennis committee will seed the top four teams in order, based on the selection criteria, and place the next four teams alphabetically by institution. The seeding for the singles and doubles championships will be announced Wednesday, May 2, along with the announcement of the entire field.

Team Seeding. The tennis committee will seed teams using the selection criteria. The selection criteria include a review of team results obtained beginning Jan. 1 through April 29, 2018.

The tennis committee will seed teams 1-16 in order and place the remaining 48 teams into the bracket creating the fewest number of flights. Teams from the same conference shall not meet in the first and second rounds.

TRAVEL INFORMATION

First and Second Rounds. Information regarding the championships shall be sent by the host institution to the three visiting teams immediately after the announcement of the first- and second-round sites. All reservations and arrangements, however, must be made by the participating institutions. Hotels secured for teams must be within 30 miles or 30 minutes of the competition site, whichever is less. Participating institutions are responsible for the rooms reserved by the NCAA and host institutions. If an institution prefers to stay in another hotel, the institution must (1) obtain a release of the rooms in writing from the hotel's general manager or (2) use the rooms for persons accompanying the official travel party. In either case, if the institution fails to make satisfactory arrangements at the assigned hotel, it will be charged for the first night's room charges even if it fails to use those rooms. The tournament manager of the host institution is to be advised of the plans of each visiting institution before the first day of practice at the host site.

Hotel Agreements. The tennis committee requires first- and second-round hosts to email a letter of agreement between the host and the team hotel(s) to the NCAA national office stating that rooms are being held. Failure to provide the letter of agreement may jeopardize your selection as a host. Failure to secure the minimum number of rooms for visiting teams will result in a fine and could jeopardize your selection as a host in the future.

Finals Site. The 16 men's and 16 women's teams advancing to the finals site will be assigned lodging by the tennis committee. Institutions failing to stay at their assigned facilities are financially responsible to the assigned facility. If an institution prefers to stay in another hotel, the institution must (1) obtain a release of the rooms in writing from the hotel's general manager or (2) use the rooms for persons accompanying the official travel party. Institutions failing to stay at their assigned hotels are financially responsible to the assigned facility for a minimum of three nights.

Section 2•4 Selection Criteria

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

Bylaw 31.3.3.1 – Countable Competition. For NCAA team-championship selection purposes, competition is countable only when the teams 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 3.2.4.5) of United States four-year, degree-granting institutions. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges and club teams shall be excluded.

DIVISION I MEN'S AND WOMEN'S TENNIS

Selection Criteria. The following 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]:

- Won-lost record.
- Strength of schedule.
- Eligibility and availability of student-athletes for NCAA championships.

In addition to Bylaw 31.3.3, the tennis committee has received approval from the NCAA Division I Championships/Sports Management Cabinet to consider the following criteria in the selection of at-large teams for the men's and women's tennis championships (not necessarily in priority order):

Primary Criteria

- Head-to-head competition.
- Results versus common opponents.
- Strength of schedule.
- Wins versus teams (or individuals) already selected at time of consideration.

Tie-Breaking Procedures

- If the evaluation of the primary criteria does not result in a decision, the tie-breaking procedures will be reviewed. The following criteria listed will be evaluated in priority order:
- Head-to-head competition.
- Strength of schedule.

Primary Criteria Defined

- **Head-to-head competition.**

This is a one-on-one direct comparison between two teams (or individuals). The tennis committee will award a maximum of two points for defeating the same opponent two or more times.

- **Results versus common opponents.**

Other than in cases in which the common opponent analysis is unambiguous (each team or individual has played a common opponent with one team or individual winning and one team or individual losing), the tennis committee will look very closely at the comparison before deciding whether one team or individual has demonstrated a higher level of play versus a common opponent.

- **Strength of schedule.**

The Division I Championships/Sports Management Cabinet has approved the following strength-of-schedule definition for Division I tennis: The ITA rankings will be used to represent a combination of four categories (won-lost record or percentage, strength of schedule, significant wins and significant losses). Higher-ranked teams (or individuals) will be awarded a specific number of points based on their percentage difference (using the rankings' average point-per-match formula) over the team (or individuals) they are being compared with in the selection and seeding process. Points will be awarded on the following scale:

1 point — If higher-ranked team's (or individual's) average is 1-10 percent greater than the lower-ranked team's (or individual's) average;

2 points — If higher-ranked team's (or individual's) average is 10.1-20 percent greater than the lower-ranked team's (or individual's) average; and

3 points — If higher-ranked team's (or individual's) average is 20.1 percent greater than the lower-ranked team's (or individual's) average.

- **Wins versus teams (or individuals) already selected at time of consideration.**

A one-point margin is sufficient to win the category. The tennis committee will award a maximum of one point for defeating the same opponent multiple times.

Wins versus the top 50 teams in the ITA rankings.

Wins versus the top 60 singles players in the ITA rankings for eligible/entered singles players.

Wins versus the top 30 doubles teams in the ITA rankings for entered/eligible doubles teams.

Note: The same criteria will be used for seeding, when seeding the top 16 teams, top 16 singles players and top eight doubles teams.

In addition, for the singles and doubles championships, the tennis committee has established a minimum number of completed matches for selection. Student-athletes selected for the singles championships, both automatic and at-large selections, must have results for a minimum of 13 completed singles matches during the year, with a minimum of six matches in the spring, at the institution which the student-athlete will represent at the NCAA championships. Doubles teams selected for the doubles championships, both automatic and at-large selections, must have started a minimum of 10 doubles matches with the same partner during the year at the institution which the team will represent at the NCAA championships. Of the 10 matches, eight must be completed, with four of the eight matches completed in the spring. The tennis committee may entertain appeals to the minimum match number to review extenuating circumstances.

Teams must have at least a .500 record versus Division I institutions to be considered for an at-large berth.

SELECTION PROCEDURES

Teams or individuals from an institution that has failed to adhere to the lineup- and result-reporting procedures outlined in this manual may not be considered for selection to the championships.

Team Championship. Thirty conference champions for men and 31 conference champions for women will receive automatic qualification into the team championships. In the event that one or more teams decline an invitation, an alternate team(s) will be selected. Refer to [Appendix A](#) and [Appendix B](#) for the team championships brackets. The tennis committee will convene April 30-May 1 to select the at-large teams and seed and pair teams into the championships. The tennis committee compares team versus team using the selection criteria to make the selections and seeds. The data used during selections are provided through the institutional results-reporting process (see Lineup Procedures).

Individual Championships. Automatic qualifiers for singles and doubles will be awarded according to conference affiliation adhering to the following process:

Singles. Automatic qualification into the Division I singles championships will be awarded to any conference with one or more eligible singles players ranked in the Intercollegiate Tennis Association (ITA) Top 125 for eligible/entered singles players. For conferences with more than one singles player within the ITA Top 125 eligible/entered singles players, the tennis committee will apply the NCAA selection criteria to determine which student-athlete is the automatic qualifier from those conferences.

Doubles. Automatic qualification into the Division I doubles championships will be awarded to any conference with one or more eligible doubles teams ranked in the ITA Top 60 for entered/eligible doubles teams. For conferences with more than one doubles team within the ITA Top 60 entered/eligible doubles teams, the tennis committee will apply the NCAA selection criteria to determine which doubles team is the automatic qualifier from those conferences. The remaining doubles teams berths will be selected on an at-large basis. A student-athlete who is ranked in the ITA Top 60 for entered/eligible doubles teams with two different partners would have the ability to be selected in the doubles draw with the other partner as an alternate. ITA rankings will be used to make this determination based on all team results during the regular spring season and individual results (singles/doubles) in collegiate matches played from Sept. 7 or the institution's first day of classes, whichever is earlier, through the day before selections.

In the singles and doubles championships, in case of injury, illness or extenuating circumstances before the opening round, alternates selected by the tennis committee 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 tennis committee may select a player(s) from those available at the championships site in order to fill the bracket. If the withdrawing student-athlete was selected by automatic qualification, the next eligible singles player or doubles team from that conference will be considered before substituting from the alternate list (provided the above criteria are met).

Section 2•5 Site Selection

FIRST- AND SECOND-ROUND SITE SELECTIONS

With the adoption of Bylaw 31.1.3.2.5, each sports committee will comply with the bylaw to the greatest extent possible and in doing so, the following policies will be implemented.

DIVISION I MEN'S AND WOMEN'S TENNIS

- For non-revenue generating championships that seed a quarter of the bracket, sites will be awarded to the seeded teams that submit a bid that meets the requirements for hosting. In the event that a seeded team does not submit a bid that meets the requirements, the sports committee will maintain the current policy of geographic consideration when assigning the host sites. The committee will use the geographic consideration to help maintain the balance of integrity of the selection.
- The committee also will separate first- and second-round conference opponents when assigning teams to sites.

Each institution interested in hosting first- and second-round competition, regardless of potential seed, must complete and submit an online facility evaluation and contacts information not later than Friday, April 20. Instructions on how to access and submit the form will be distributed via the monthly newsletter. Only institutions that complete and submit the facility evaluation and contacts information will be considered for first- and second-round host opportunities, including the top-seeded teams.

It is not necessary to complete a proposed budget form for first- and second-round competition. Each first- and second-round host will receive a \$5,000 stipend if it hosts men's or women's competition, and a \$9,000 stipend if it hosts both the men's and women's tournaments.

The tennis committee has adopted the following requirements for first- and second-round host sites:

- Minimum of six hard-surface, quality courts of similar speed and surface with umpires' chairs.
- Adequate number of practice courts of same or similar surface to the competition courts near the competition site.
- Availability of backup indoor site (if appropriate for your region).
- Appropriate seating for estimated attendance.
- Minimum of six ITA-certified umpires plus one head referee.
- Adequate training facilities and medical personnel on site at all times.
- Tournament director (other than the institution's head coach) and appropriate game management personnel.
- Two squeegees and two blowers available at each competition court.
- Hotels (22 for single-gender sites and 43 for dual-gender sites) secured 30 miles or 30 minutes, whichever is less, from the competition site.
- Hosts must provide a letter of agreement between the host and the team hotel(s) to the NCAA stating that rooms are being held. Failure to provide the letter of agreement may jeopardize your selection as a host. Failure to secure the minimum number of rooms for visiting teams may result in a fine (\$300) and could jeopardize your selection as a host in the future.

In an effort to enhance the student-athlete experience at the first- and second-rounds of competition, the tennis committee has implemented the following additional requirements for hosting:

- Hosts shall provide a players' lounge area with refreshments.
- Hosts shall provide either a digital copy or hard copy (minimum of 5x7) team photo memento for every member of the travel party, with an NCAA banner in the background.
- Hosts shall ensure that Event 1 merchandise is displayed appropriately.
- Hosts shall ensure NCAA signage is displayed properly.
- Hosts shall follow protocol provided by the NCAA for the introduction of players.

CONTACT INFORMATION

If you have any questions regarding the bid process for the men's championship, you may contact Kelsey Cermak, NCAA championships and alliances, (phone: 317-917-6651; email: kcermak@ncaa.org). For the women's championships, you may contact John Bugner, NCAA championships and alliances, (phone: 317-917-6529; email: jbugner@ncaa.org).

PROSPECTIVE HOSTS

Any institution or conference interested in hosting a preliminary round of the 2018 tennis championships must submit a facility evaluation form, contacts information and hotel agreement to be considered to host.

All bid-related forms can be accessed via the following website: <https://championships.ncaa.org/>. The deadline to submit all materials for hosting preliminary rounds is April 20.

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 may be accessed [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 the NCAA Championships Safety and Security Team contact information form, located in Appendix A of the [Best Practices document](#). These documents should be submitted using the document upload in the championships bid and host portal. Contact Kerstin Hunter (khunter@ncaa.org) or Natasha Harris (nharris@ncaa.org) at the NCAA if you need assistance with this site.

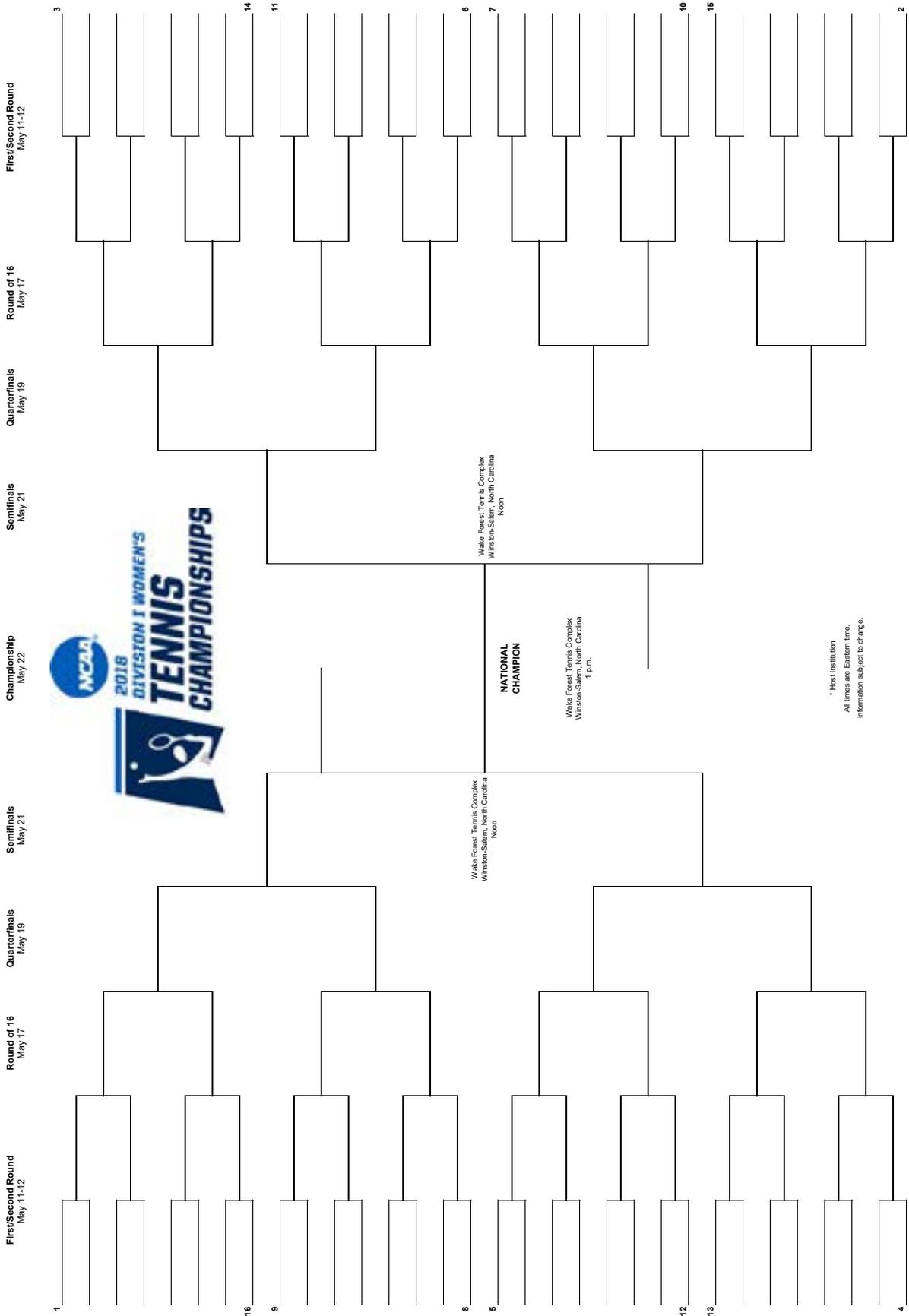
Appendixes

Contents

Appendix A • Women's Team Bracket	25
Appendix B • Men's Team Bracket	26
Appendix C • Women's Singles Bracket	27
Appendix D • Men's Singles Bracket	28
Appendix E • Women's Doubles Bracket	29
Appendix F • Men's Doubles Bracket	30
Appendix G • Schedule of Events	31

Appendix A • Women's Team Bracket

2018 NCAA Division I Women's Tennis Championship Event: Team Championship



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

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Appendix B • Men's Team Bracket

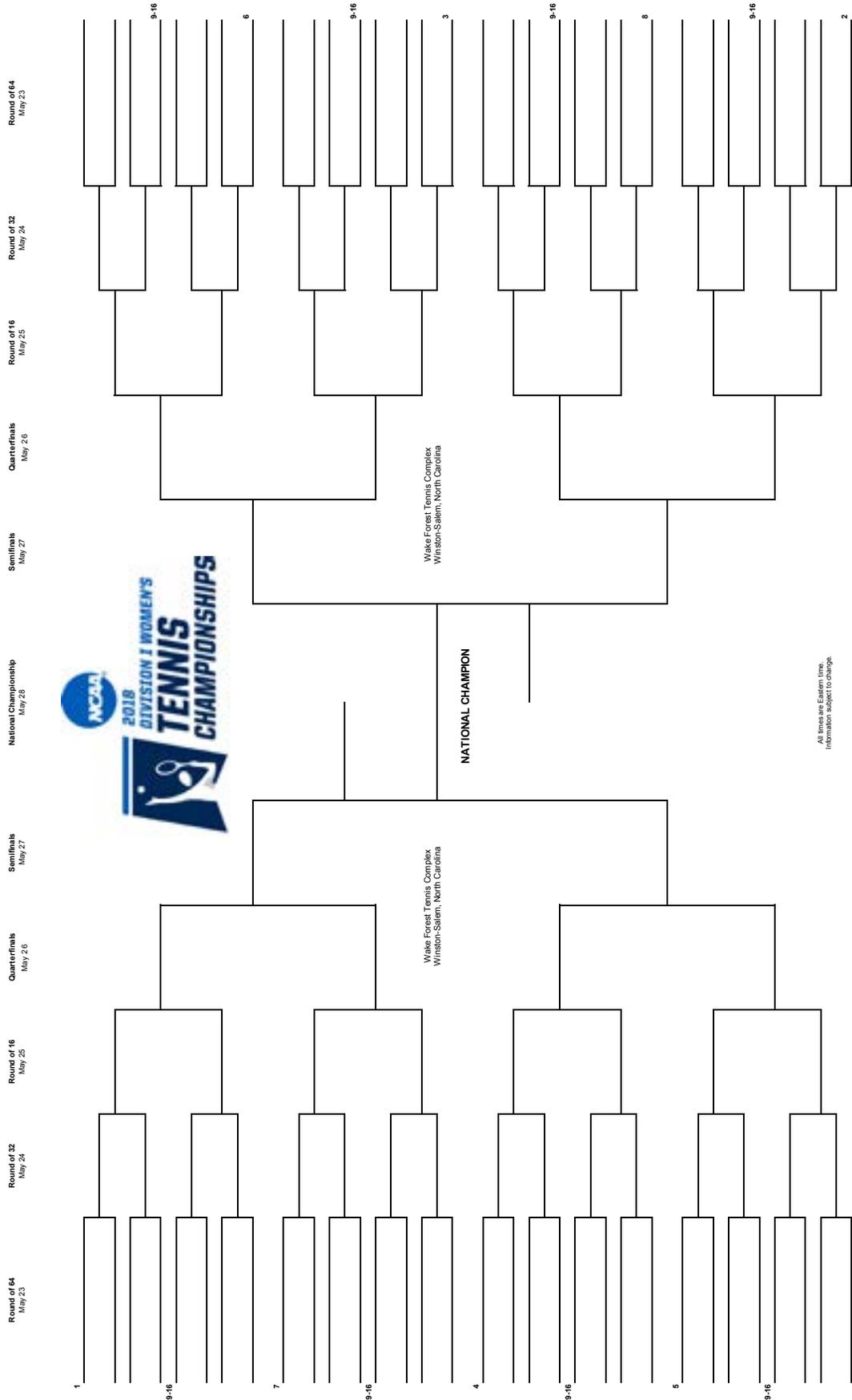
2018 NCAA Division I Men's Tennis Championship Event: Team Championship



* Host Institution
All times are Eastern time.
Information subject to change.
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Appendix C • Women's Singles Bracket

2018 NCAA Division I Women's Tennis Championship Event: Singles Championship



All times are Eastern time.
Institutions subject to change.

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Appendix D • Men's Singles Bracket

2018 NCAA Division I Men's Tennis Championship
Event: Singles Championship



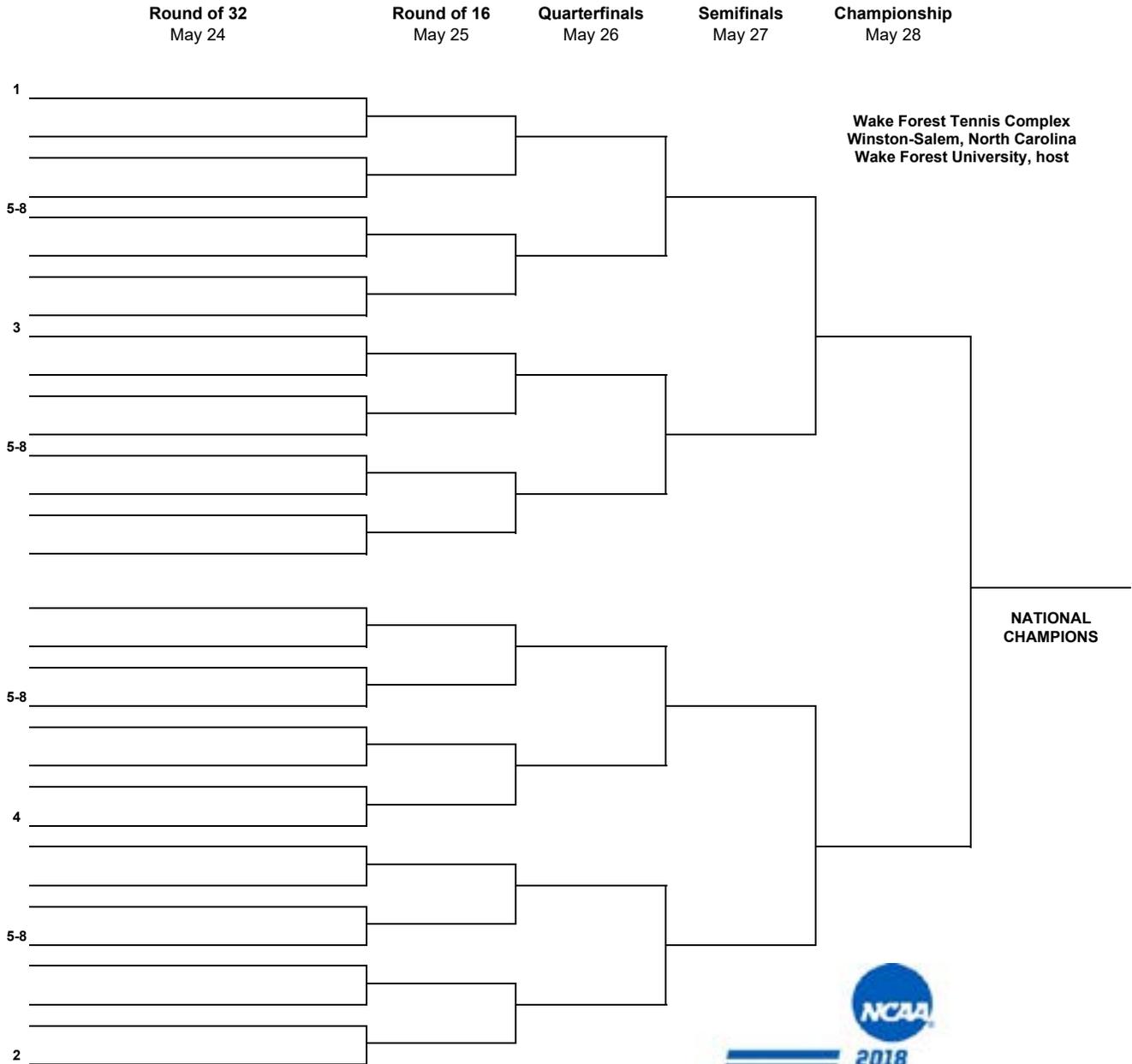
All times are Eastern time.
 Information subject to change.

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Appendix E • Women's Doubles Bracket



2018 NCAA Division I Women's Tennis Championship Event: Doubles Championship



All times are Eastern time.
Information subject to change.



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Appendix G • Schedule of Events

2018 NCAA Division I Tennis Championships May 17-28 – Winston-Salem, North Carolina Schedule of Events

(All times Eastern)



Tuesday, May 15

8 a.m. – 10 p.m.	Women's Team Practice	Wake Forest Tennis Complex/ <i>Practice Site</i>
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Wednesday, May 16

8 a.m. – 6 p.m.	Women's and Men's Team Practice	Wake Forest Tennis Complex
5 – 6 p.m.	Women's and Men's Administrative Meetings	Windsor Club at LJVM Coliseum
7:15 – 8:30 p.m.	Women's and Men's Team Celebration	LJVM Coliseum

Thursday, May 17

	Women's Team Tournament (Round of 16)	
9 a.m.	Matches #1 & #2	Wake Forest Tennis Complex
Noon	Matches #3 & #4	Wake Forest Tennis Complex
4 p.m.	Matches #5 & #6	Wake Forest Tennis Complex
7 p.m.	Matches #7 & #8	Wake Forest Tennis Complex
8:30 a.m. – 8:30 p.m.	Men's Team Practice	<i>Practice Site</i>

Friday, May 18

	Men's Team Tournament (Round of 16)	
9 a.m.	Matches #1 & #2	Wake Forest Tennis Complex
Noon	Matches #3 & #4	Wake Forest Tennis Complex
4 p.m.	Matches #5 & #6	Wake Forest Tennis Complex
7 p.m.	Matches #7 & #8	Wake Forest Tennis Complex
8:30 a.m. – 8:30 p.m.	Women's Team Practice	<i>Practice Site</i>

Saturday, May 19

	Women's Team Tournament (Quarterfinals)	
Noon	Matches #9 & #10	Wake Forest Tennis Complex
4 p.m.	Matches #11 & #12	Wake Forest Tennis Complex

Sunday, May 20

	Men's Team Tournament (Quarterfinals)	
Noon	Matches #9 & #10	Wake Forest Tennis Complex
4 p.m.	Matches #11 & #12	Wake Forest Tennis Complex

Monday, May 21

	Team Tournament (Semifinals)	
Noon	Matches #13 & #14 (Women's)	Wake Forest Tennis Complex
4 p.m.	Matches #13 & #14 (Men's)	Wake Forest Tennis Complex

Tuesday, May 22

8:30 a.m. – 9:30 a.m.	Team Tournament (Finals) Men's & Women's Singles/Doubles Administrative Meeting	Windsor Club at LJVM Coliseum
11:45 a.m. – 12:45 p.m.	Singles & Doubles Celebration	McCreary Tower at BB&T Field
1 p.m.	Women's Team Final	Wake Forest Tennis Complex
5 p.m.	Men's Team Final	Wake Forest Tennis Complex

2018 NCAA Division I Tennis Championships
May 17-28 – Winston-Salem, North Carolina
Schedule of Events

(All times Eastern)



Wednesday, May 23

9 a.m. Women's and Men's Singles (First Round) Wake Forest Tennis Complex

Thursday, May 24

9 a.m. Women's and Men's Singles (Second Round) Wake Forest Tennis Complex
 Women's and Men's Doubles (First Round)

Friday, May 25

10 a.m. Women's and Men's Singles (Round of 16) Wake Forest Tennis Complex
 Women's and Men's Doubles (Round of 16)

Saturday, May 26

Noon Women's and Men's Singles (Quarterfinals) Wake Forest Tennis Complex
 Women's and Men's Doubles (Quarterfinals)

Sunday, May 27

Noon Women's and Men's Singles (Semifinals) Wake Forest Tennis Complex
 Women's and Men's Doubles (Semifinals)

Monday, May 28

Noon Women's and Men's Singles & Doubles Finals Wake Forest Tennis Complex