Entry and Lineup Procedures

- The entry/lineup form will be posted online and can be accessed via the NCAA.org Website www.web1.ncaa.org/tennis/exec/login. Hard copies will not be distributed or accepted - all forms must be submitted online.

- Regional chairs submit selection information for their regions to national office not later than 11 a.m. Eastern time, Tuesday, April 24.

- **Deadline for submission** of entry/lineup forms is 3 p.m. Eastern time, **Wednesday, April 25**. Once all entry/lineup forms are submitted they will be posted immediately.

- Forms submitted after the April 25 deadline will be issued a $400 fine.

- Coaches will have the opportunity to **challenge lineups until 3 p.m. Eastern time, Thursday, April 26**. The official Division II tennis **challenge declaration form must be used** and sent to the NCAA staff liaison and the coach of the institution being challenged. The form is available on NCAA.org on the tennis championships administration page. The link is located under the heading “Division II”. **A written rationale is required for all challenges.**

- The NCAA will contact the affected team to confirm receipt of challenge. The rebuttal must be received by the NCAA by noon Eastern time, **Friday, April 27**

- The national committee will review challenges and render final decisions **Friday, April 27**.

- If any challenges are overturned, the NCAA will contact the affected coaches and preliminary-round tournament directors to inform them of the changes to the lineups. A fine of $400 will be imposed on the institution whose lineup was overturned.

- The institution will be responsible to make the physical changes to the lineups on the online forms for all overturned lineups. This includes lineups for institutions that waive their right for rebuttal. Coaches and tournament directors will have to access the website to view the changes.

- Once all lineups are finalized, they shall remain same for the remainder of the championships (preliminary-rounds and finals) except in cases of injury, illness or extenuating circumstances (as determined by the coach, to be approved by the games committee).