



**Tennis**

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## Tennis

### I. GENERAL GUIDELINES

- A. The NCCAA National Tennis Championship and all events related thereto, are under the control and supervision of the NCCAA tennis coaches and are subject to standards developed by these respective coaches and subsequent approval by the NCCAA Board of Directors. These standards shall receive annual review and approval by the coaches and then the National Championship Committee at the National Tennis Coaches' Meeting held in conjunction with the National Tennis Championship.
- B. The National Championship Committee shall be comprised of the National Tennis Chair, the Vice-Chair and two members-at-large. The Athletics Director of the Host Institution shall be an ex-officio member of the National Championship Committee. The National Championship Committee shall be reviewed and appointed each year at the National Coaches' Meeting. In consultation with the Director of Member Relations, vacancies that occur during the year shall be filled by appointment of the National Tennis Chair.
- C. The National Championship Committee shall have the responsibility of administering the National Tennis Championship, including, when necessary, team selection, team seeding, championship structure, and making decisions during the championship on issues not specifically covered in these Guidelines or elsewhere in the NCCAA Official Handbook, the USTA Rulebook and Code of Conduct, or in the ITA rules as contained in the USTA *Friend of Court*.
- D. A "games committee", consisting of one coach from a women's team, one from a men's team, and the National Tennis Chair, shall be appointed at the initial coaches' meeting. The function of the games committee is to make rulings on line-up disputes during the championship. Decisions of that committee shall be final. If the National Tennis Chair is convinced that a coach has attempted to manipulate his/her line-up to gain advantage, he/she may request that the National Office send a letter of sanction to the Athletics Director of the offending coach's institution.

### II. GENERAL CHAMPIONSHIP GUIDELINES

- A. Entities desiring to host the championships must submit a bid. A minimum of 12 courts in excellent condition must be available; two sets of six courts will be considered provided they are within a short distance (not more than five miles).
- B. Dates for the National Championship shall be scheduled so as to allow for participation in both NCCAA and NAIA/NCAA postseason play, thus maximizing the number of programs that may participate. Day one of the championship will begin with ministry activities, coaches' meeting and the championship banquet to be held that day. Competition will start the morning of day two and will conclude the afternoon of day four. **Teams must be present for ministry activities.**

Upcoming National Championship dates for the next three years are as follows:

May 10-13, 2010

May 9-12, 2011

May 7-10, 2012

- C. The National Champion shall be determined by a team format championship unless changed by a majority vote of the member institutions. The maximum number of teams involved in each championship shall be 12. The championship format shall be as outlined on the Championship Guidelines (see [Appendix A](#)). It shall be the goal of the National Championship Committee to provide a minimum of three matches in the championship structure.
  1. If more than 8 teams apply, the National Championship Committee shall select up to the top 12 teams based on the following criteria:
    - a. Record
    - b. Strength of schedule
    - c. National ranking
    - d. Head-to-head competition
  2. A regional qualification system shall be established as the championships and number of teams grow.
  3. In a team format championship a nine-point system shall be used, one point being scored for each of three doubles, which shall be played first and shall involve an eight-game pro-set, and one point each for the six singles, which shall be the best two of three sets, regular scoring for all.
  4. If less than six courts are available for a match:

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- a. In the first round of competition, singles shall be put on the court after the doubles, then going in order starting with the first singles players.
  - b. In the second round of competition, follow in reverse order by the sixth singles player, the fifth singles player, etc. This pattern will alternate in successive rounds.
  - c. On the last day of the championship, the format for Day One (see [Appendix A](#)) shall be followed.
5. Matches shall be called when the winning match point is scored. Matches still ongoing shall be allowed to finish if both players agree and if courts are not needed.
  6. The Championship format, as shown in [Appendix A](#), shall be followed. Match Line-Up Sheets ([Appendix B](#)) and Match Score Sheets ([Appendix C](#)) shall be used.
- D. The National Championship order of events shall be as follows:
- Day 1.** Teams arrive at championship site by 7:00 pm on the day before championship activities begin. Coaches' meeting shall be held at 8:00 p.m. for line-up submission, review of championship structure, and submission of All-American nominations.
  - Day 2.** Rounds one and two of pool play for men and women
  - Day 3.** Teams dispatched for Christian Service Projects, 8:30 a.m.-12:00 p.m.  
Coaches meeting 9:00 a.m.– 12:00 p.m.  
Courts available for teams wishing to practice 1:00 p.m. – 5:00 p.m.  
Championship banquet at 6:30 p.m.
  - Day 4.** Complete pool play in the morning  
Afternoon: semifinals for men and women  
Coaches turn in All-American ballots to Chair
  - Day 5.** Championship matches and awards
- E. Coaches shall be required to bring their season's scorebooks to the championship and to have them available at all times during the championship to support line-up adjustments.
- F. The line-up that coaches submit at the initial coaches' meeting shall be that which they play during the championship, except for injury/illness. A team bringing extra players shall list them on the line-up sheet and indicate where each player shall play if they are to be inserted into the line-up.
- G. If a format other than team is used, championship policies and procedures shall be developed by the National Championship Committee in order to maximize playing opportunity with budgetary, facility and safe amount of play considerations. The mechanism to be used to determine the team champion shall be clearly established and available to all coaches in writing prior to the start of the championship.
- H. Participation  
All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Winter sports must be submitted by January 15 and Spring sports by March 1.
- I. Teams wishing to be considered for a National Championship berth shall so indicate to the National Chair on or before the third Monday in April. A form shall be sent to the coach of all NCCAA tennis programs by mid-March. On that form, schools will indicate whether they are in contention for an NCAA Div. II or III Regional Tournament bid; schools receiving an NCAA bid are to immediately notify the NCCAA Tennis Chair. Programs seeking a berth in the NCCAA championship shall be notified of their selection by email on the last Thursday of April, as early in the day as possible. Teams not in contention for an NCCAA bid, whose record clearly qualifies them for an NCCAA championship berth, may be notified earlier.

### III. NATIONAL AWARDS

#### A. National Championship Team Awards

In the present format, eight teams compete in each championship (men's/women's). In each championship, first and second place teams shall receive plaques indicating their place finish. Semi-finalist teams shall receive plaques inscribed "NCCAA National Tennis Championship Semi-finalist". Those teams not advancing to the semi-finals shall receive plaques designating them as "NCCAA National Tennis Championship Qualifier".

#### B. All-American Team

1. Recipients of the All-American Team honors shall be voted on at the National Championship. Only those athletes who participate in the National Tennis Championship shall be eligible.
2. Coaches shall nominate players from their team at the Championship Meeting held on Sunday evening (see [Appendix I](#)). A ballot shall be prepared and made available to the coaches on the morning of Day One. The ballot shall be submitted to the National Tennis Chair on the last morning of the championship. The National Tennis Chair and/or Vice-Chair shall tally the ballots and shall announce the All-American Team at the completion of the National Championship. The National Tennis Chair, in consultation with tennis officers and a member of the National Office staff, may withhold a player's All-American award for significant offensive and inappropriate behavior.
3. The number of members on the All-American Team shall be as follows:
  - a. If six or less teams play in the Championship, there shall be 12 players named in singles and 6 doubles teams named to the first team.
  - b. If seven or eight teams play in the Championship, a second team shall be named with six singles players and three doubles teams. These awardees shall receive certificates, designating them as NCCAA All-American Second Team.
4. The standard NCCAA award shall be presented to the recipients at the conclusion of the championship.

#### C. Sportsmanship Award

1. Each coach shall nominate a player from his/her team at the Championship Meeting. Criteria shall include Christian testimony and ministry involvement. (See [Appendix H](#)).
2. A ballot shall be prepared and distributed to the coaches on the morning of Day One of the championships. The ballot shall include a space for write-in nominees.
3. Ballots shall be submitted to the National Tennis Chair the last morning of the National Championship.
4. The award shall be presented at the conclusion of the National Championship.

#### D. National Coach of the Year

This award shall be presented at the conclusion of the National Tennis Championship to the coach of the championship team. This award may be withheld by the National Tennis Chair, in consultation with tennis officers and a member of the National Office staff, if a coach has acted in an unsportsmanlike way, or has failed to deal with offensive player behavior.

#### E. Scholar-Athletes

This award shall be available to athletes from all NCCAA institutions that have a tennis program. Criteria shall include:

1. The student must be at least a junior and have completed at least two terms at the institution.
2. A minimum of 3.4 grade point average. This GPA must be cumulative through the last term completed as of February 1 of the current tennis season.
3. Scholar-Athletes forms (see Forms & Procedures Section) shall be submitted to the National Tennis Chair no later than April 20.
4. Scholar-athletes attending the National Tennis Championship shall be recognized at the Championship Banquet.

#### F. Ministry-Athlete Award

1. The Purpose of the Ministry-Athlete Award is to:
  - a. Emphasize the unique Christian character of our organization.
  - b. Give testimony to the priority our organization places on putting our Christian faith into action in ministry.
  - c. Recognize those student athletes who honor the Lord by giving of their time, energy, and abilities in ministry involvement.
2. Criteria for Nomination  
Nominees must:

- 
- a. Be at least second-year participants in their sports.
  - b. Be in good academic standing as defined by their respective institutions.
  - c. Participate in at least one-third of his/her team's scheduled contests.
  - d. Have **significant** involvement in Christian ministry activities. These may include, but are not limited to such things as missions trips, local church ministries, and/or activities arranged through the institution's department or office of Christian ministries.
3. Nomination and Supporting Materials  
These must include:
    - a. A nomination form completed by the coach and signed by the coach and athletic director, which affirms III.F.2. above.
    - b. At least two letters of support from the leadership of ministries in which the athlete is involved.
  4. Selection Process
    - a. The nomination form and supporting materials shall be received by the National Tennis Chair no later than May 2.
    - b. The National Tennis Chair shall appoint a committee of two coaches who, along with the Chair, shall review the nominations and recommend awardees.
    - c. All nominees who, in the judgment of the committee, meet the criteria and whose ministry involvement is supported as explained above shall be granted this award
  5. Recognition
    - a. Recipients shall be announced at the National Championship banquet.
    - b. Two certificates of recognition shall be sent to the Athletic Director of recipients' respective institutions:
      1. One certificate shall be presented to the recipient.
      2. One certificate shall remain with the institution.

#### **IV. DEADLINES**

- A. Intent to Participate, Team Roster and Player Eligibility forms, together with appropriate entry fees, are due to the National Tennis Chair on **April 3**.
- B. Team results and any other seeding information is due to the National Tennis Chair by **April 16**.
- C. Teams qualifying for participation in the National Championships shall be notified by **April 18**.
- D. Scholar-Athlete and Ministry-Athlete ([Appendix H](#)) nominations are due to the National Tennis Chair by **April 20**.
- E. Teams participating in the National Championship shall submit their team results for seeding by **April 28**.

#### **V. OFFICIAL RULEBOOK**

Tennis (Men and Women): Intercollegiate Tennis Association (ITA) Rules. To obtain rules, contact: ITA, 33 State Road, Suite J, Princeton, NJ 08540.

## Appendix A NCCAA National Tennis Championship

The NCCAA National Tennis Championships shall be contested by the best qualified eight men's and eight women's teams that submit an Intent to Participate Form. The championships will be team events throughout. The eight teams in each championship shall be divided into two pools of four; each team shall play the three other teams in its pool. Pool play shall be completed by mid-day on the second day of play. Every team is guaranteed a minimum of three matches. Following pool play, the two teams from each pool having the best pool record shall advance to a single-elimination round. The semi-final matches shall be played in the afternoon/evening of the championships' second day, with the finals on the last day.

Matches on Day One through mid-day on day two shall be played on three courts. After that point, a match shall be played on six courts. The structure shall be as follows:

<u>Day One</u>	<b>SITE I</b> <b>Courts 1, 2, 3</b>	<b>Courts 4, 5, 6</b>	<b>SITE II</b> <b>Courts 1, 2, 3</b>	<b>Courts 4, 5, 6</b>
8:00 Men	A 1 vs 2	A 3 vs 4	B 1 vs 2	B 3 vs 4
11:00 Women	A 1 vs 3	A 3 vs 4	B 1 vs 2	B 3 vs 4
2:00 Men	A 2 vs 3	A 1 vs 4	B 2 vs 3	B 1 vs 4
5:00 Women	A 2 vs 3	A 1 vs 4	B 2 vs 3	B 1 vs 4
<u>Day Two</u>				
8:00 Men	B 1 vs 3	B 2 vs 4	A 1 vs 3	A 2 vs 4
11:00 Women	B 1 vs 3	B 2 vs 4	A 1 vs 3	A 2 vs 4
2:00 Men	Semi-final, Courts 1-6 #1 team from Pool A vs. #2 from Pool B		Semi-final, Courts 1-6 #2 from Pool A vs. #1 from Pool B	
5:00 Women	Semi-final, Courts 1-6 #1 team from Pool A vs. #2 from Pool B		Semi-final, Courts 1-6 #2 from Pool A vs. #1 from Pool B	
<u>Day Three</u>				
8:00 Men	Championship Match		Playoff for 3 <sup>rd</sup> & 4 <sup>th</sup> places	
11:00 Women	Championship Match		Playoff for 3 <sup>rd</sup> & 4 <sup>th</sup> places	

### Pre-Championship Activities

Teams shall arrive and check into their lodging by the evening before Day One. Day One shall be devoted to ministry activities in cooperation with area churches and service organizations. Coaches shall have ample time on Day One for a coaches' meeting. The championship banquet shall take place on the evening of Day One.

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**Appendix B**  
**NCCAA National Tennis Championship**  
**Official Match Line-Up Sheet**

Men \_\_\_\_\_ Women \_\_\_\_\_

\_\_\_\_\_ vs. \_\_\_\_\_

Doubles:

1. \_\_\_\_\_ and \_\_\_\_\_

2. \_\_\_\_\_ and \_\_\_\_\_

3. \_\_\_\_\_ and \_\_\_\_\_

Singles:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Institution: \_\_\_\_\_

Coach: \_\_\_\_\_

Date: \_\_\_\_\_

Complete two line-up sheets for each match; complete 30 minutes prior to the start of the match. Give one to the opposing coach and the other to the site supervisor.

**Appendix C**  
**NCCAA National Tennis Championship**  
**Official Match Score Sheet**

Men \_\_\_\_\_ Women \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ vs. \_\_\_\_\_

Coach: \_\_\_\_\_ Coach: \_\_\_\_\_

<u>Doubles</u>	<u>Winner</u>	<u>Score</u>
1. _____ vs _____ _____	_____	_____
2. _____ vs _____ _____	_____	_____
3. _____ vs _____ _____	_____	_____

<u>Singles</u>	<u>Winner</u>	<u>Score</u>
1. _____ vs _____	_____	_____
2. _____ vs _____	_____	_____
3. _____ vs _____	_____	_____
4. _____ vs _____	_____	_____
5. _____ vs _____	_____	_____
6. _____ vs _____	_____	_____

**FINAL SCORE**

\_\_\_\_\_ Match Winner \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

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**Appendix D  
NCCAA National Tennis Championship  
INTENT TO PARTICIPATE FORM**

INSTITUTION: \_\_\_\_\_

MEN'S TEAM \_\_\_\_\_ WOMEN'S TEAM \_\_\_\_\_ BOTH \_\_\_\_\_

INSTITUTION ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HEAD MEN'S COACH: \_\_\_\_\_

HEAD WOMEN'S COACH: \_\_\_\_\_

ASSISTANT COACH(ES): \_\_\_\_\_

Men's Coach

Office Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
Office Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Women's Coach

Office Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
Office Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

This Intent to Participate form, the signed Player Eligibility Form for each team being entered and a check for the entry fee of \$200 for one team or \$350 for two teams (made payable to NCCAA), must be sent as soon as possible to the **National Tennis Chair**, but no later than **April 3**.

Official line-ups, season results and any pertinent team seeding information must be **received** by the National Tennis Chair no later than **April 13**. If more than 8 teams apply to either championship, the teams selected shall be announced no later than **April 17**.

Intent to Participate Forms, fees, line-ups and seeding information, as well as any questions, should be directed to the National Tennis Chair:

Dr. Dee Morris  
Cedarville University  
251 N. Main Street  
Cedarville, OH 45314  
E-mail: [morr1@cedarville.edu](mailto:morris1@cedarville.edu)  
Phone: 937-766-3479 (o) FAX: 937-766-2795

**\*\*\*\*SEND THIS FORM AND ENTRY FEE TO DEE MORRIS BY APRIL 3\*\*\*\***

**Appendix E**  
**NCCAA National Tennis Roster Form**  
**Players Entry and Information**

Singles Entries: Men \_\_\_\_\_ Women \_\_\_\_\_

List all entries in order of position played for the majority of the season.

	Name (First & Last)	Height	Class	Age	Hometown	Matches Won	Matches Lost
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____	_____

List any names of doubles players not entered in singles:

1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____

Doubles Entries: Men \_\_\_\_\_ Women \_\_\_\_\_

	Name		Name	Wins	Losses
1.	_____	and	_____	_____	_____
2.	_____	and	_____	_____	_____
3.	_____	and	_____	_____	_____

We certify that the players named above are eligible according to all rules and standards of the institution and the NCCAA and are qualified to participate in the NCCAA National Tennis Championship.

\_\_\_\_\_  
Athletics Director

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Faculty Athletics Representative

\_\_\_\_\_  
Date

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**Appendix F**  
**NCCAA National Tennis Championship**  
**Player Eligibility Form**

Institution: \_\_\_\_\_

Circle one: Men \_\_\_\_\_ Women \_\_\_\_\_

Head Coach: \_\_\_\_\_

The signatures on this form verify that the student-athletes listed below have been determined eligible for competition for the season in which this National Championship is being held. Please print or type.

Name of Players:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Appendix G**  
**NCCAA National Tennis Championship**  
**Ministry-Athlete Nomination Form**

(Please print clearly)

Men's Tennis \_\_\_\_\_ Women's Tennis \_\_\_\_\_ Date: \_\_\_\_\_

Nominee \_\_\_\_\_ Major \_\_\_\_\_

Institution \_\_\_\_\_ Coach \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Academic classification: Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_

Years of participation in the sport at this institution: 1 2 3 4

Performance statistics in the sport: \_\_\_\_\_

\_\_\_\_\_

Honors and/or awards in the sport: \_\_\_\_\_

\_\_\_\_\_

Christian ministry involvements: (include at least 2 letters of recommendation/verification)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Verification: We verify/affirm that the above named student-athlete is in good academic standing, and meets all other criteria set forth for this award.

Coach: \_\_\_\_\_

Date \_\_\_\_\_

Athletics Director: \_\_\_\_\_

Date \_\_\_\_\_

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**Appendix H  
NCCAA Tennis Sportsmanship Award  
Nomination Form**

Men's Tennis \_\_\_\_\_ Women's Tennis \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

NOMINEE (only one nominee per team): \_\_\_\_\_

POSITION ON TEAM:     SINGLES \_\_\_\_\_             DOUBLES \_\_\_\_\_

(Optional) RATIONALE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COACH: \_\_\_\_\_

**NCCAA Tennis Sportsmanship Award  
Nomination Form**

Men's Tennis \_\_\_\_\_ Women's Tennis \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

NOMINEE (only one nominee per team): \_\_\_\_\_

POSITION ON TEAM:     SINGLES \_\_\_\_\_             DOUBLES \_\_\_\_\_

(Optional) RATIONALE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COACH: \_\_\_\_\_



