



**Tennis**

# 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 three members-at-large (Jennifer Curran, Dallas Baptist University; Chi Ly, Palm Beach Atlantic University; and Katherine Smith, Covenant College). 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 24 courts in excellent condition must be available; two sets of 12 courts shall 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, followed by the coaches' meeting and the championship banquet/picnic that evening. Competition will start the morning of day two and will conclude the afternoon of day four. **Teams must be present for and participate in ministry activities.**

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

May 8-11, 2012

May 7-10, 2013

May 6-9, 2014

May 5-8, 2015

- C. The National Champion shall be determined by a team format tournament unless changed by a majority vote of the member institutions. The maximum number of teams involved in the men's and women's tournament shall be 1/3 (33%) of the NCCAA teams competing in men's/women's tennis, respectively. **Teams shall be divided into pools as equal in strength as possible; teams shall play a round-robin within pools, with the top two teams in each pool advancing to the semifinal round. It shall be the goal of the National Championship Committee to provide a minimum of three matches in the championship structure.**
- D. **NCCAA tennis shall move toward regional qualification of teams for the national championship. Until that process has been defined, the following shall determine team selection:**
1. The National Championship Committee shall select the top eight NCCAA men's and women's tennis teams. **If a team declares to participate and is selected, it is required to participate.**  
The following criteria are followed in selection:
    - a. dual match record
    - b. strength of season schedule

- c. performance in NCCAA region event, if one is held\*
- d. performance in prior NCCAA national tennis championships
- e. National or regional NAIA/NCAA rankings
- f. head-to-head match results against NCCAA teams

\*Regions conducting a regional championship must complete the championship and submit results to the National Chair not later than the second Saturday in April.

2. Weekly statistics must be reported to the National Statistician ([stats@thenccaa.org](mailto:stats@thenccaa.org)) by 5:00 p.m. each Monday. The penalty for not reporting statistics or for being late: 1<sup>st</sup> Offense=warning; 2<sup>nd</sup> offense=\$100 fine paid before regional playoffs; 3<sup>rd</sup> offense=team is not allowed post season play.
3. During the 2011-12 academic year, regions shall determine a qualification method (tournament or dual matches versus NCCAA teams within the Region).
4. 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 consist of 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. **Championship matches shall be played to decision, i.e., end when one team has won five points.**
5. If less than six courts are available for a match:
  - 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.
6. 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.
7. The Championship format, is described in [Appendix A](#), shall be followed. Match Line-Up Sheets ([Appendix B](#)) and Match Score Sheets ([Appendix C](#)) shall be used.

**E. The National Championship order of events shall be as follows:**

Teams arrive at championship site by 7:00 p.m. on the day before championship activities begin. A brief coaches' meeting shall be held at 8:00 p.m. for collection of entry fees, clarifying CSP assignments, directions to project sites, and answering general questions.

**Day 1.** 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 or picnic at 6:30 p.m.

**Day 2.** Rounds one and two of pool play for men and women

**Day 3.** Round three of pool play for men and women

**Day 4,** Semifinals for men and women

Coaches turn in All-American ballots to Chair

**Day 5.** Championship matches and awards

- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. All schools declaring an intention to participate in tennis (men's/women's) and who have recorded their season's match scores with NCCAA, are eligible to be considered for a berth in the National Tournament. **Until such time as**

**regional qualification is developed and implemented**, the NCCAA Championship Committee shall review all available data, and select teams for national tournament berths; coaches of selected teams shall be notified on or before the second Wednesday in April. **Any team selected that will be competing in an event conflicting with the NCCAA National Championship shall immediately notify the NCCAA Tennis Chair, so that an alternate can be selected.** The expectation with the Declaration of Intent to Participate is that if you declare, then you shall accept the berth if one is extended (with the one exception previously stated).

### 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 selected by a committee of coaches charged with reviewing nominations, and selecting 12 first team and 12 second team members for men and women, respectively. Players do not need to be at the National Championship to be eligible.
2. Coaches of men's and/or women's NCCAA tennis teams may nominate players, using the nomination form in [Appendix J](#). Nominations must be received by the national tennis chair no later than April 15. The national chair shall distribute nominations to a selection committee consisting of two women's coaches and two men's coaches. Each committee member shall evaluate the nominees, and develop a list of those they think are deserving of the honor. The committee and the national chair shall convene a conference call during the last week of April to finalize selections. Selections shall be communicated to the NCCAA National Office for the preparation of award certificates. All-American Tennis teams shall be announced following completion of the NCCAA Tennis Championships.

#### C. All-Tournament Team

1. Six singles players and three doubles teams (men's and women's) shall be selected by coaches as the All-Tournament Team.
2. Coaches may nominate up to four singles players and two doubles teams. A ballot shall be prepared from the nominations and distributed to coaches prior to the start of play. Ballots are to be completed and returned to the Chair or Vice-Chair by the conclusion of the semifinal matches.
3. Chair and/or Vice-Chair shall tally the ballots and shall announce the All-Tournament Team at the completion of the National Championship match. The National Tennis Chair, in consultation with tennis officers and a member of the National Office staff, may withhold a player's All-Tournament award for significant offensive and inappropriate behavior.
4. An All-Tournament NCCAA award shall be presented to the recipients at the conclusion of the championship. The host is responsible for the All-Tournament awards.

#### D. 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. Coaches may not vote for their own player.
4. The award shall be presented at the conclusion of the National Championship.

#### E. 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.

#### F. 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.

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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.

#### G. 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.
  - a. 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. Selected teams notify National Chair of acceptance of the tournament berth no later than the third Friday of April. See acceptance form, Appendix D.
- B. Team roster, and player eligibility forms are to be sent with the acceptance form.
- C. Scholar Athlete and Ministry Athlete nominations to the National Tennis Chair not later than **April 25**.

#### 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. Rules are included in Friend At Court, a USTA publication; they are also found in the official tennis scorebook.

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## Appendix A NCCAA National Tennis Championship

Until such time as a regional qualification plan is developed and implemented, eight men's and eight women's teams selected on the criteria defined earlier shall compete for the NCCAA Tennis Championship. Teams shall be divided into two pools of four, as evenly balanced as possible.

Teams shall play a round-robin within their pool; matches shall be played to decision. (one team reaching 5 points). The top two teams in each pool shall advance to the semi-finals, with #1 from pool A meeting #2 from pool B, and #2 from Pool A meeting #1 from pool B.

The first two rounds of pool play shall take place on Day 2 of the championship. Round three shall be played on Day 3, and the semi-finals on Day 4. Championship matches shall be played on Day 5. The reason for "lengthening" the championship in this way is to safeguard the safety of players, and give them adequate rest time between matches.

As the level of NCCAA tennis has risen, round three matches, and the semi-final matches have been very closely contested four-and-five hour contests. The Committee believes it is in the best interest of players and the championship to play just one match per day from the 3<sup>rd</sup> round to completion of the championship.

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

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

School \_\_\_\_\_ Coach \_\_\_\_\_

Doubles:

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

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

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

Singles:

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

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

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

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

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

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

Extra Players, in order of skill level:

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

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

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

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

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

**Doubles**

**Winner**

**Score**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Singles**

**Winner**

**Score**

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

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

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

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

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

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

**FINAL SCORE**

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

Coaches' Signatures:

\_\_\_\_\_

**Appendix D  
NCCAA National Tennis Championship  
Acceptance of Bid**

Name of school: \_\_\_\_\_, by the return of this document, accepts a berth in the  
\_\_\_\_\_ Men's \_\_\_\_\_ Women's tournament field. Acceptance commits us to the following:

1. Checking into the tournament hotel on Sunday, preceding the first day of the tournament.
2. Payment of an entry fee of \$300 per team, payable to "NCCAA".
3. Our Coach being present on Sunday evening at 8:00 p.m. for a brief coaches meeting.
4. Our team's participation in the Christian Service Project, carried out on Monday morning. The project consists of a team donation to a food pantry (\$100 per team), and participation in work projects as assigned.
5. Attendance at the tournament banquet or picnic
6. Playing the tournament to completion (as far as team is able to advance)

Head Coach: \_\_\_\_\_ (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ (signature) \_\_\_\_\_ Date: \_\_\_\_\_

**Coach Contact Information:**

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Email address \_\_\_\_\_

Office phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Return to:

Dr. Dee Morris  
NCCAA Tennis Chair  
Cedarville University  
251 N. Main Street  
Cedarville, OH 45314  
E-mail: [morris1@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\*\*\***

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**Appendix E**  
**All-Tournament Team Nomination Form**

\_\_\_\_\_ Men's \_\_\_\_\_ Women's Team \_\_\_\_\_ Coach \_\_\_\_\_

Coaches may nominate up to four singles players and two doubles teams for the All-Tournament Team.

Singles Nominees:

<b>Position</b>	<b>Player</b>	<b>Season Record (W-L)</b>

Doubles Nominees:

<b>Position</b>	<b>Players</b>	<b>Season Record (W-L)</b>

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

School \_\_\_\_\_ Coach \_\_\_\_\_

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

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

	Name (First & Last)	Class	Season Record	
			Won	Lost
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Doubles Entries

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

\_\_\_\_\_  
Athletic Compliance Officer or F.A.R.

\_\_\_\_\_  
Date



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**Appendix H**  
**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 I  
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: \_\_\_\_\_

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**Appendix J**  
**NCCAA Tennis All-American Nomination**

My institution wishes to nominate the following student-athlete for recognition as an NCCAA All-American tennis player for the current season.

\_\_\_\_ Men's Program    \_\_\_\_ Women's Program

Nominee \_\_\_\_\_ School \_\_\_\_\_

Academic Classification: (Fr., So., Jr., Sr., Gr. \_\_\_\_\_)

Institution Address \_\_\_\_\_

Nominating Coach \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

School Affiliation: (in addition to NCCAA) \_\_\_\_ NAIA    \_\_\_\_ NCAA-III    \_\_\_\_ NCAA- II

Summary of nominee statistics for current season:

Overall singles record \_\_\_\_\_ Overall doubles record \_\_\_\_\_

Record by position	1S _____	2S _____	3S _____
	4S _____	5S _____	6S _____
	1D _____	2D _____	3D _____

Team record for current season: \_\_\_\_\_

Key results this season that support nominee for All-American status:

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Character qualities that support nominee for All-American status:

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**The above named student-athlete has my support as a nominee for NCCAA All-American honors. His/her behavior both on and off the court as well as his/her competitive excellence is congruent with NCCAA standards.**

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Faculty Athletic Representative

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Institution

**Form Must Be Received by April 15<sup>th</sup>**  
**Fax or Email to Dee Morris: 937-766-7742; morrisl@cedarville.edu**