

# ***University Athletic Association***

## **TENNIS**

### **CODE OF CONDUCT**

#### **Statement on Sportsmanship**

**Each University Athletic Association member institution shall ensure that:**

- **The conduct before, during, and after competition of all those representing participating institutions exemplifies the highest traditions of intercollegiate athletics.**
- **Competition is conducted in a non-discriminatory manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among spectators and participants in support of their teams.**
- **Coaches and student-athletes are encouraged to abide by the letter and spirit of the playing rules and to be gracious in both victory and defeat.**

#### **SECTION 1. Administrative Authority**

Administrative authority shall be the Tennis Sport Committee chaired by the primary athletic administrator of the host institution. In the event the primary athletic administrator is unable to serve as chair of the committee, one of the other UAA Delegates from the host institution shall serve as chair.

Appointment of Representatives The primary athletic administrator of each institution shall appoint individuals as appropriate to represent the interests of that institution at meetings of the sport committee. In the case of men's and women's sport committees that meet jointly, an institution may choose to appoint one individual to represent the interests of both its men's and women's programs. If an institution sends a single representative to a joint sport committee meeting, it shall be assumed that the individual representing the institution is authorized to cast votes on behalf of both the institution's men's and women's programs.

Replacement of Committee Chair In the event the institution designated to chair a sport committee chooses to designate its primary athletic administrator as its representative to that sport committee, another representative from that institution, who must be a member of the Delegates Committee, shall chair the sport committee in place of the primary athletic administrator.

Voting Lines The disposition of all issues considered jointly by sport committees meeting together shall be by joint vote of the committees. Results of all joint votes shall be reported by

listing the voting tallies of the respective men's and women's committees as well as the voting tally of the joint committee.

**Proxy Voting** There shall be no proxy voting. In the event a representative from an institution leaves a meeting of the sport committee prior to its conclusion, the vote of that individual shall not be transferred to another individual from that institution nor to any individual from another institution.

## **SECTION 2. Determination of Association Champion**

The Team Champion shall be the winner of the Association tournament.

In the event the Association tournament cannot be played to completion (i.e., a champion cannot be determined) the Sport Committee shall be convened via teleconference the Monday immediately following the scheduled completion of the tournament and all participating teams shall be re-seeded. The top seed shall be designated as the recipient of the Association's automatic bid to the NCAA championship.

## **SECTION 3. Game Management**

Refer to Site Policies and Procedures and applicable sections of Policies Regarding Sportsmanship and Event Management

The tournament director shall be a person other than a tennis coach of one of the participating institutions and shall be appointed by the host institution.

**Lightning and Health & Safety Emergency Policy** – In conducting Association competition, the game management staff and game officials shall follow the NCAA Guideline on Lightning Safety as published in the NCAA Sports Medicine Handbook. All coaches, participants, and officials shall cooperate fully in this regard. Protocols and emergency plans shall be discussed with the coaches during the pre-competition meetings or conference calls as appropriate.

Game management staff and the head competition official shall monitor local weather conditions to the best of their ability. In the event of lightning, once a flash-to-bang count of 30 seconds (equivalent to six miles) is observed play shall be suspended and all personnel shall be directed to leave the field of play and take shelter in a safe structure. Play shall remain suspended until at least 30 minutes after the last flash of lightning or sound of thunder unless the head competition official can reasonably determine the threat of lightning has passed.

Each institution shall clearly designate the person or persons who shall have the ultimate authority and responsibility to stop or resume play in the event of lightning or other health and safety emergencies, and shall communicate this information to the competition officials and coaches prior to the contest. The game management responsibilities of the designated individual or individuals should be such that they are able to monitor such circumstances without distraction.

## SECTION 4. Conduct of Sport

### 4.1 Site

The men's and women's Championship shall be conducted concurrently at a common, warm-weather site approved by the Athletic Administrators Committee. A host institution shall be designated for each championship and logistic arrangements shall be coordinated by the Executive Secretary.

### 4.2 Format

The Championships shall be three-day, single-elimination team tournaments with a consolation brackets. Play shall be conducted according to the formats specified in the current NCAA Championships Men's and Women's Tennis Handbook except as modified per the provisions of this Code.

The men's and women's championships shall be conducted at the end of the fourth full week in April with one championship beginning on Wednesday and ending on Saturday and the other beginning on Thursday and ending on Sunday on consecutive weekends at separate sites and hosted by different member institutions. The order of the brackets shall alternate between men and women each year.

The order of finish shall be determined according to the team brackets diagrammed at the right.

All team matches shall be played to completion.

In the event a team departs the site of competition prior to the completion of a match, that team shall forfeit any remaining individual or doubles matches and the official score of the team match shall be reported as such.

Each team shall be guaranteed a minimum of two matches during the championship.

In the event all team matches cannot be played, the priority of matches to be completed shall be matches to determine 1st place, 3rd place, 5th place, 7th place.

All team matches shall use a 3-6 format with three doubles matches followed by six singles matches using the best of three sets. Singles matches shall be started in numbered order. The tournament director may alter the order of play in the event of inclement weather.

As each doubles match is completed, the first available singles match shall be started. If more than one

singles match is available, those matches shall be started in numbered order.

**Exhibition Matches** — Exhibition matches may be played, by mutual consent of the competing coaches, while doubles matches are in progress if space permits. If courts are still available during singles matches exhibition matches may continue, but priority on court placement shall be given to the scoring matches.

#### 4.3 Squad Size

All competitive squads shall be limited to a maximum of twelve players for the tournament.

The size and composition of each member institution's travel party shall be determined by that respective institution.

#### 4.4 Officials

The host institution shall be responsible for securing a qualified USTA tournament referee to serve as chief umpire of the tournament. The chief umpire shall attend the Championship meeting.

The host institution shall also secure a qualified USTA roving umpire for each site or set of courts.

Players shall be responsible for calling lines during their matches. Appeals should be directed to the USTA tournament referee.

#### 4.5 Rules

Intercollegiate Tennis Association rules shall be followed, unless superseded by modification adopted by the NCAA Tennis Committee and printed in the current NCAA Tennis Championship Handbook, or modified per this Code of Conduct. "The ITA Code" shall govern all matches. The Men's and Women's championships shall be governed by their respective NCAA rules.

If a singles player is unable to commence play in a match, all players from that team must move up one position, and a player may be substituted in the number-six position. If either player of a doubles pair is unable to commence play, their coach may make a direct-line substitution for the disabled player, or move the team's lower-positioned doubles pair(s) up one position and substitute a new doubles pair in the third position.

Prior to a team match being called, a minimum 30-minute team warm up shall be provided. When an individual or doubles match is called, players shall be given a five-minute warm up period. The first service toss shall take place immediately upon conclusion of the warm up period (5 minutes after the match is called). The default time shall be ten minutes after the designated time of the first service toss (15 minutes after the match is called).

**Men's Scoring:** Matches are scored on a total of nine team points. All matches use a 3-6 format. Three doubles matches are played using an eight-game pro set with each match valued at one team point.. These matches are followed by six singles matches using the best of three sets with each match valued at one team point.

**Women's Scoring:** Matches are scored on a total of nine team points. All matches use a 3-6 format. Three doubles matches are played using an eight-game pro set with each match valued at one team point. These matches are followed by six singles matches using the best of three sets with each match valued at one team point.

Regular scoring and a 12-point tiebreaker at eight-games-all in doubles and at six-games-all in singles will be used for both men's and women's matches.

#### **4.6 Rules Interpretation Committee**

The Rules Interpretation Committee shall include the host institution's primary athletic administrator or his/her representative; the head coach from the current host institution; the head coach from the immediate past host institution; an alternate member of the Sport Committee; and the USTA tournament referee. The alternate shall be a non-voting member unless one of the other two Sport Committee members is involved in the appeal, in which case, the alternate shall replace the member involved in the appeal. The members of the Rules Interpretation Committee shall be determined prior to the start of the Championships.

#### **4.7 Equipment**

The official ball of the UAA championship shall be the ball designated for use in NCAA championship play for that year. Each match shall start with three new balls. In the event that a third set is necessary, three new balls shall be provided.

Scorecards shall be provided for each court.

#### **4.8 Seeding**

All eight teams shall be seeded according to the bracket diagram in Section 4.2.

Coaches shall be responsible for updating their match record information on the ITA web site ([www.itatennis.com](http://www.itatennis.com)). Coaches should update their information at least once each week during the spring season. The UAA Office shall verify that up-to-date results are posted on the ITA web site no later than 12:00 NOON EASTERN TIME on the Monday prior to the seeding call. It shall be the responsibility of each coach to view the information available on the ITA web site prior to the seeding call.

The UAA Office shall immediately notify the respective primary athletic administrator of any team failing to comply with these requirements or failing to meet the stated deadline.

A conference call to determine seeding shall be conducted the Wednesday prior to the championship. During the seeding call the order of voting on the various seeds shall be in random order determined by the Executive Secretary. A final meeting to review seeding and placement shall be conducted the evening prior to the start of the tournament at the tournament site.

A current official team scorebook (fall and spring) must be hand carried to the tournament and must be available at the site of competition for inspection by the tournament director. Availability of the team scorebook shall be verified at the meeting conducted the evening prior to the start of the tournament.

#### **4.9 Facilities**

The following numbers of courts are recommended: 12 outdoor courts, 6 of which should be lighted; 6 indoor courts for Friday and Sunday; and 8 indoor courts for Saturday. It is preferred that all 12 outdoor courts be lighted and that 12 indoor courts be available for the entire championship.

Prior to the championship, the host school shall secure indoor courts, as necessary, for use in the event of inclement weather. Any extraordinary expenses resulting from this process shall be shared equally by the competing institutions.

#### **4.10 Miscellaneous Administration**

NCAA rules shall govern positioning of players, substitutions and any other eligibility problem that may occur, except as provided by this code.

Lineups must be submitted prior to the first match of the championship. Once the official lineup has been submitted, any change in that lineup must be submitted to the Rules Interpretation Committee for approval at least 45 minutes prior to the match in which the lineup change will be used. The Rules Interpretation Committee shall review all requested lineup changes for consistency with the procedures pertaining to lineups, replacements, and substitutions published in the NCAA Championship Handbook.

Lineups shall be submitted to the UAA Office by 12:00 noon Eastern time on the Monday immediately preceding the respective championship. Lineups shall include the players designated to compete at the six singles positions and the three doubles positions. All additional members of the competitive travel squad shall also be listed on the lineup form in rank order following the six singles positions. The UAA Office shall distribute the lineups to all head coaches no later than 5:00 p.m. on that Monday. Challenges to any submitted lineups shall be submitted to the UAA Office no later than 2:00 p.m. on that Tuesday and shall include a written statement of rationale. The Rules Interpretation Committee shall review and rule on those challenges prior to the Seeding Call.

Teams shall check in at the tournament desk 15 minutes prior to their scheduled match time.

Winners of matches shall return balls and report scores.

All results of the tournament shall be reported to the UAA Office by the host institution and must include all match results for all players entered in the tournament.

### **SECTION 5. General Guidelines**

#### **5.1 Uniforms**

NCAA championship guidelines and regulations.

Prior to the start of competition, coaches should inform their players regarding NCAA guidelines on uniforms as outlined in the NCAA Championship Handbook.

## 5.2 Scheduling

The tournaments shall be held at the end of the third full week in April and the end of the fourth weekend in April. The tournament shall be held on a Friday, Saturday, Sunday although the days may be shifted in a given year to avoid conflicts with religious holy days to the extent practical.

The order of the men's and women's championships shall alternate from year to year. In odd years, the men's tournament shall be held at the end of the third full week in April, and the women's tournament shall be held at the end of the fourth full week in April. That order shall be reversed in even years. (*Effective in 2009*)

## 5.3 Scouting

Does not apply.

## 5.4 Statistics

Refer to Site Policies and Procedures.

## 5.5 Organizational Meetings

The Championship and Sport Committee meetings shall be conducted the evening prior to the start of the championship. If it is held after the team banquet, it should be conducted at the site of the host hotel with time provided to transport team members back to their hotel during the interim.

## SECTION 6. Awards

### 6.1 Team Champion

An award shall be given to the championship team.

### 6.2 All-Association Team

Members of the All-Association team shall be chosen by ballot of the head coaches. A first and second team shall be selected consisting of six singles players by position and three doubles teams by position.

All players compiling winning records during the championship shall be considered nominees for the All-Association team. At the conclusion of the tournament, the Executive Secretary shall compile a ballot, listing all nominees by position including their records at the Association championship, and distribute the ballot to the head coaches. Head coaches shall rank order ALL nominees on the ballot by position and return the ballot to the Executive Secretary. Singles players and doubles teams receiving the highest total of weighted votes at each position shall be named to the first team. Those receiving the second-highest totals at each position shall be named to the second team.

### 6.3 Most Valuable Player

At the conclusion of the tournament, each head coach may submit a nomination to the Executive Secretary for the Most Valuable Player of the championship. The nomination may include a brief statement describing the player's accomplishments and contributions. The Executive Secretary shall compile a ballot listing all nominees, including their positions and records at the Association championship and any supporting statements, and distribute the ballot to the head coaches. Head coaches shall rank order their top three choices and return the ballot to the Executive Secretary. Coaches may vote for their own players. The player receiving the highest total of weighted votes shall be named the Most Valuable Player.

### 6.4 Rookie of the Year

Only traditional, first-year student-athletes shall be eligible.

At the conclusion of the tournament, each head coach may submit a nomination to the Executive Secretary for the Rookie of the Year of the championship. The nomination may include a brief statement describing the player's accomplishments and contributions. The Executive Secretary shall compile a ballot listing all nominees, including their positions and records at the Association championship and any supporting statements, and distribute the ballot to the head coaches. Head coaches shall rank order their top three choices and return the ballot to the Executive Secretary. Coaches may vote for their own players. The player receiving the highest total of weighted votes shall be named the Rookie of the Year and shall receive a certificate in recognition of selection.

### 6.5 Coaching Staff of the Year

The Coaching Staff of the Year shall be determined by ballot of the coaches at the end of the tournament. Awards shall be made to all members of the selected coaching staff.

## SECTION 7. Miscellaneous

### 7.1 Compliance with Deadlines

Coaches and other responsible individuals shall comply with all deadlines for the exchange or submission of materials and information as specified in the Code of Conduct. In the event of a missed deadline, the designated recipient shall notify the Association Office immediately. The Executive Secretary shall then notify the primary athletic administrator of the institutions involved, and that primary athletic administrator shall take action to ensure compliance with the specifications of the deadline.

### 7.2 Recommended Time Schedule for the Championship Tournament

The following order of matches shall alternate between men and women each year.

#### Thursday — Sanlando Park

9:00 a.m.	Courts 1-6	Men	1 vs 8
	Courts 7-12	Men	2 vs 7
	Courts 13-18	Men	4 vs 5
	Courts 19-24	Men	3 vs 6

Friday — Sanlando Park			
9:00 a.m.	Courts 7-12	Men	Losers 1-8, 4-5
	Courts 1-6	Men	Losers 2-7, 3-6
	Courts 19-24	Men	Winners 1-8, 4-5
	Courts 13-18	Men	Winners 2-7, 3-6
1:30 p.m.	Courts 1-6	Women	1 vs. 8
	Courts 7-12	Women	2 vs 7
	Courts 13-18	Women	4 vs 5
	Courts 19-24	Women	3 vs 6
5:00 p.m.*	Courts 1-6	Men	5th Place Match
	Courts 7-12	Men	7th Place Match
Saturday — Sanlando Park			
9:00 a.m.	Courts 7-12	Women	Losers 1-8, 4-5
	Courts 1-6	Women	Losers 2-7, 3-6
	Courts 19-24	Women	Winners 1-8, 4-5
	Courts 13-18	Women	Winners 2-7, 3-6
1:30 p.m.	Courts 1-6	Men	1st Place Match
	Courts 7-12	Men	3rd Place Match
5:00 p.m.*	Courts 13-18	Women	5th Place Match
	Courts 19-24	Women	7th Place Match
Sunday — Sanlando Park			
9:00 a.m.	Courts 13-18	Women	1st Place Match
	Courts 19-24	Women	3rd Place Match
* In the event of extended rain, the 5th and 7th place matches could be played the following day at Red Bug Park (17 courts)			

Matches shall be called according to the following standard schedule:

- 45 minutes prior to match time .....30-minute team warm up begins
- 15 minutes prior to match time .....Teams check in at tournament desk & Introductions
- Match time .....5-minute warm up between competitors begins
- 5 minutes after match time.....First toss and play begins
- 15 minutes after match time.....Default time

No match shall begin after 10:30 p.m.

### 7.3 Team Banquet

The team banquet shall be held on Friday evening at a location selected by the host institution.