

WIAC TENNIS OPERATING CODE

2007 Season

[Note: The WIAC Sport Codes consist of those policies, procedures and practices unique or specific to the conduct and administration of each conference championship sport, and are intended as **supplements** to the *NCAA Manual*, *WIAC Handbook on the Governance of Intercollegiate Athletics* and the recognized playing rules of each sport, **not** as replacements for them. In addition, football, volleyball and men's/women's basketball have manuals that include expectations related to the administration of those sports.]

I. RULES

A. Conference/National Rules

Coaches are expected to be knowledgeable of and abide by all WIAC and NCAA rules. When in doubt, coaches are expected to consult with their athletics director concerning the application of a rule.

B. Contest Rules

Refer to current ITA Rulebook.

II. SQUAD AND TRAVEL SQUAD LIMITATIONS

Squad size is unlimited during the season but may be limited for national competition. Teams must abide by travel squad sizes established for national competition by the national organization sponsoring the tournament.

III. SPORT SEASON

A. Length of Season/Contest Limitations

Refer to current NCAA Manual [Bylaw 17.26].

B. Official Conference Season

The fall season is considered the official conference season. Season conference record counts one-third toward the overall conference championship, therefore, coaches shall keep track of all match results.

C. Conference Championship Eligibility

1. In order to be eligible to participate in the conference championship, a member institution must agree to play all conference institutions in dual matches. (The term "agree to play" is used to cover extenuating circumstances such as weather forcing postponement that could not be rescheduled -- due to weather, lack of indoor facilities, time, etc. -- before the conference championship). In the event of a cancelled conference meet, each coach is responsible for submitting the intended lineup to the conference office.
2. Conference scheduling must follow the attached Two Year Site Rotation Plan (**refer to Attachment #1**). This scheduling attempts to equalize mileage for all teams and ensures three home and three away contests between conference member teams.
3. All conference matches must be completed by the Saturday prior to the conference championship.

D. Officials

In all meets, players call their own matches, in accordance with the ITA Tennis Code.

E. Rules

1. The 3-6 format will be used for conference season dual matches. **Refer to III, E, 5b of this Code for an explanation of this format.**
2. ITA rules are to be used for play.
3. The exception to the ITA rules would be when a host institution, because of limited time and facilities, deems it necessary to modify the number of sets or games or scoring method per match. The host institution determines order of matches to be played. Any modification of ITA rules (including the use of 3rd set superbreakers) must be agreed upon by both coaches.
4. Host institutions are to provide ITA approved balls (three per match) for all contests held at their site. Exception: When there is a dual match and the host institution is not involved, the two institutions involved in the match equally furnish the balls.
5. Scoring
 - a. Conference dual matches are scored one point per match.
 - b. Three doubles matches will be played first (8-game pro-set format with “regular” scoring); each doubles match is worth one point. Six singles matches follow the doubles (each 2 out of 3 sets with “regular” scoring); each singles match is worth one point. To win the team match, a minimum of 5 points must be won.
6. Coaching during the match (ITA rule) -- **(refer to Attachment #2).**
7. There is a maximum of ten (10) minutes (cumulative) for recess due to injury or illness. After that, the injured/ill player must continue or retire.

F. Results

1. It is the responsibility of the host institution to send results of all matches to the conference office - results only; not official score sheets.
2. Each coach is responsible for completing the win/loss chart during the season. This information is required for seeding the end of season tournament **(refer to Attachments #3 and #4)**. The conference office will also post the win-loss records as submitted weekly by each institution on the WIAC web site.

G. Scheduling (See also WIAC Article 17)

1. Every effort should be made to play matches outdoors. Scheduling arrangements between conference schools must specify availability or non-availability of an indoor back-up well in advance of the scheduled match. Wooden courts may not be used as backup facilities in case of inclement weather. NOTE: Host institution must specify what backup facility will be used in case of rain or temperature; coaches must settle on an alternate date if an indoor facility is not available; host institutions must pay for indoor courts unless multiple teams are involved and then teams will split the expenses.
2. Scheduled times mean starting time of the match, not arrival time. Players will be called for their matches at that scheduled time and play will begin after their 10 minute warm-up. As a courtesy to

opponents, the host institution should provide information about court availability prior to match time.

H. Official Ball

Wilson is the official ball of the WIAC and is to be used in all conference regular-season and championship competitions.

I. Composition of a Conference Tennis Team

1. Conference Team - A conference team consists of a minimum of six (6) singles and three (3) doubles teams. A player is permitted to play both singles and doubles in conference matches.
2. Position Play - Players should be ranked in order by ability for dual match play.
3. Lack of a Full Team - In singles, in the event of injury or illness, substitution must take place from the lowest position and all other players must move up. If an institution lacks a full team they will default matches beginning with #6 singles and #3 doubles. A substitution for one member of a doubles team is permitted without requiring a change in the doubles team ranking.

J. Tennis Attire

All WIAC competitors will wear exclusively the official uniform of their institution in all competitions and warm-up for competition. For dual matches every team member must wear the same color shirt and the uniform bottom can be shorts and/or skirts, but all the same color (preferably university colors). An exception will be made in those instances in which foul weather may necessitate additional clothing.

IV. CONFERENCE CHAMPIONSHIP [See Guidelines for the Administration of WIAC Championships]

A. Team Champion

The team champion will be determined by regular-season record and a flighted tournament. Season record counts 1/3 and the tournament counts 2/3. The team with the best record in season dual competition against conference institutions will receive seven points. All other placings drop one point (seven institutions/teams - scoring seven points for first place down to one point). The values used for tournament team points will be double that of the season (14-12-10-8-etc.). The team champion will be the team with the highest point total. Should two or more teams tie for the conference championship they shall be declared co-champions.

B. Player Eligibility

Any player on a team's current roster is eligible to be substituted in the vacated position on the conference team for championship play provided Article III, I, of this Code has been followed. Entries must be submitted by the deadline specified by meet director.

In the event of injury or illness after the draw has been completed a team has the option of defaulting at the vacated position or moving each person up.

C. Institution Eligibility

All institutions will be eligible to participate in the Conference Championship, provided they have met the qualifications stated in Article III, C, of this Code.

D. Date

The Conference Championship must be held during one of the last two weekends of October. If

scheduling of facilities prevents the meet from being held at this time, the Sport Chair must request a change of date from the Commissioner.

E. Site/Rotation

The Conference Championship, if held at a conference institution site, must be held at one site having a minimum of 12 outdoor courts and a minimum of four (4) indoor courts. Rotation is alphabetical for those institutions meeting the minimum facilities criteria. If a neutral site is used the meet director will be from the "host" institution except when the host site is a member institution with a new coach. The turn will be skipped and inserted the following year. "Hosts" will rotate alphabetically.

2007 – Eau Claire	2011 – Stevens Point
2008 – La Crosse	2012 – Stout
2009 – Oshkosh	2013 – Whitewater
2010 – River Falls	2014 – Eau Claire (repeat)

See Attachment #6 for notes on conducting the WIAC Championships.

F. Time Schedule

A coaches' meeting will be held at 12 noon. The earliest the first matches are to be called is 12:40 pm.

G. Expenses

Cost associated with the facility, the tournament facilitator, the USTA officials and athletic training services shall be divided equally among the participating institutions. The conference office will handle billing. The Commissioner will reserve courts at Nielsen, order the balls and arrange for parking permits (if applicable). All of the used and unused balls shall be equally distributed to the participating teams at the conclusion of the tournament.

H. Type of Tournament

1. The type of tournament shall be a single elimination with consolation tournament set up in flights. (Refer to Attachment #5 - sample draw sheet for one flight.) There will be an eight player draw using the season dual match record (conference matches only) with the #1 seed getting a bye; #4 vs. #5, #3 vs. #6, and #2 vs. #7. Ties in the seeding will be broken as per (IV.J.e) in this Code. There will be a consolation for first round losers and a playoff for third place with points based on position. Team points are awarded for places 1-7 as follows: 7-6-5-4-3-2-1, with ties splitting the points. There will be a playoff between semi-final losers in the championship draw to determine 3rd and 4th place.
2. The schedule/format shall consist of playing the first two rounds of double matches followed by the first round of singles matches on the first day of competition. Day 2 of the tournament is to consist of the final two rounds of singles matches followed by the final round of doubles matches.

I. Procedures for Play

The procedures for play will be determined by the Tournament Committee, which consists of the Commissioner (or designee), athletics director from host institution, the sport chair, the tournament facilitator and the on-site USTA officials.

J. Tournament Procedures

1. Seeding
 - a. The Commissioner and the Meet Director will seed the tournament on the Monday prior to the

Championship Tournament. Attachment #3 and #4 will be used.

- b. Seeding for the tournament shall be done by position -- not by person/player.
- c. A player who plays at a certain position (i.e., #3 singles) in 5 or more conference dual meets must play at that position or higher in the conference championship tournament.
- d. Seeds will be determined in order from the best win/loss percentage of all matches played against Conference opponents at a given position (**refer to Attachments #3 and #4**). The wins/losses will be entered on the chart (**refer to Attachment #3**) as the season progresses, and at the conclusion of the season the completed chart will be mailed to the Commissioner and the Meet Director as part of the entry process.
NOTE: A player or doubles team who "retires" during a match must have that match scored as a loss for both team scoring and for seeding purposes.
- e. The tie-breaker for seeding purposes will be as follows:
 - (1) The team with the best record against the other in that position will be seeded first.
 - (2) Record against teams seeded higher in flight starting with the top seed. Tie for #1 will be record against lower seeded teams in descending order.
 - (3) In the event a tie remains, the determination of the highest seed shall be made using a coin flip. If two or more individuals remain tied following the coin flip, the tiebreaker reverts back to criteria #1.
- f. In extenuating circumstances, the Seeding Committee of the tournament shall construct the fairest possible draw based on all available match data.

2. Order of Ability

Coaches are expected to contact an opposing coach directly in the event they perceive that a serious violation of the "order of ability" rule has occurred. If the accusing coach is not satisfied with the explanation, a protest can be filed with the conference office using the "Official ITA Team Match Protest Form" (**see Attachment #7**). The protest is to be considered by the athletics directors of the other six schools (i.e., excluding the accused school). A finding of a breach of this rule can be rendered by a majority vote (i.e., four or more votes of the six athletics' directors).

3. Match-Ups

The host institution is responsible for distributing to each head coach the complete listing of match-ups prior to the championships.

4. Officiating

1. Players call their own matches in accordance with the ITA Tennis Code.
2. Head or assistant coaches of the involved institutions are to assume responsibility for serving as line judges, if so requested by a competing player(s).
3. Two (2) USTA officials will be contracted by the conference office to be on site to settle disputes between players and to render rulings on ITA rules.

5. Sportsmanship

Coaches are responsible for policing the unsportsmanlike behavior and flagrant violations of playing rules by their own players. Prior to the start of competition, information pertaining to rules and expectations for sportsmanship will be distributed to all competitors, fans and coaches. This information should also be included in the championship program and posted in the spectator seating areas.

K. Rules

1. Regulation scoring will be used throughout the tournament.
2. A singles match is the best two out of three sets. Doubles matches will be played under an 8-game

pro set format.

3. Each flight will be awarded points by place (1st through 7th) and points (7,6,5,4,3,2,1) with first place receiving 7 points, etc.
4. "Singles sticks" will not be in use at the conference championship.
5. There will be a 20-minute warm-up period prior to the first match when team warm-ups are unavailable. When a team warm-up period is available, a 10-minute warm-up will be granted prior to the first match. Thereafter a timed 10-minute warm-up period for each match will be available. Timing will begin when the match is called. Additional warm-up time is allowed when courts are available. (ITA -- Note to Rule 31 of Tennis Code: A Tournament Committee has discretion to decide the time allowed for a warm-up period prior to a match).
 - There is a maximum of 20 seconds between points.
 - There is a maximum of 90 seconds during a changeover.
 - There is no changeover break after the first game of each set.
 - There is a two-minute set break after each set (no rest period between second and third sets).
6. A match will be defaulted if a player or team is not ready to play within 15 minutes of the time the match is called.
7. There is a maximum of 20 minutes between matches, which are back to back.
8. There is a maximum ten (10) minute recess for injury. After that, the injured player must continue or retire. The injury recess time is accumulated (example: if there is a two minute recess for an injury to a player, that player has eight minutes recess left for any subsequent injury.)
9. A default or forfeit (for injury or any other reason) only affects that match and the student-athlete is permitted to compete in subsequent matches.
10. Coaches are permitted to enter the court area and provide instructions or advice to their players following the first game of a doubles match.
11. A player shall not call a foot fault on an opponent. All foot faults must be called by a linesman.
12. A player may feint with his body. She may change position on the court at any time including while the server is tossing the ball to serve. In doubles the server's partner and the receiver's partner may do the same. A player may not wave his racquet or arms, nor may she talk or make noise in an attempt to create a distraction. The receiver's partner shall not stand in the receiver's service box before or during the serve. If a player does so, she shall be warned that if she does do again she is subject to being penalized under the ITA Point Penalty System.
13. ITA Schedule of Penalties: The "Warning" is not a part of the ITA Point Penalty System, which consists of the following:
 - a. Point Penalty
 - b. Game Penalty
 - c. Disqualification
14. Harassment of players prohibited. Team members and their spectators shall not harass opposing team players.
 - a. Harassment directed at individual match:
 - i. A warning may be given to the offender and the coach
 - ii. A point penalty shall be assessed at each following occurrence

15. A player must ask for a designated "bathroom break." If a player is able to take a bathroom break during the 90-second changeover, this is permitted in addition to the bathroom breaks.
16. Three new balls shall be provided for each match throughout the duration of the tournament. Additional balls will be provided if requested for 3rd sets.

L. Coaching During a Match (Refer to Attachment #2)

M. Results

The conference sports information director is responsible for ensuring that final results are distributed to each institution and major media outlets immediately following the completion of the championships. The conference sports information director is also responsible for obtaining the ID numbers for inserting the match results on the ITA website.

1. Singles champion - winner of the #1 flight.
2. Doubles champion - winner of the #1 flight.
3. Tournament Team Champion - the institution which amasses the greatest number of points for the tournament.
4. Conference Team Champion - **(refer to IV. A of this Code)**
If a tie exists (same total number of points), co-champions will be declared.
5. Any ties for the standings will be treated as follows: the points for the number of places involved will be added and then divided by the number of teams involved.

N. Tennis Attire

All WIAC competitors will wear exclusively the official uniform of their institution in all competitions and warm-up for competition. An exception will be made in those instances in which foul weather may necessitate additional clothing.

O. Tournament Committee

A tournament committee shall be convened to address issues that arise during the conference championship tournament which are not covered in the Operating Code. The Tournament Committee shall be comprised of the Commissioner (or designee), the athletics director of the host institution, the sport chair, the tournament facilitator and the USTA on-site officials.

P. Tournament Facilitator

The tournament facilitator shall be responsible for ensuring the orderly and timely progression of the championships. This individual will receive a \$200 stipend and (if necessary) will be provided one night's lodging.

Q. USTA Officials

The conference office is responsible for securing the services of two (2) USTA officials. The USTA officials shall be responsible for mediating any disputes that may arise between players and to render official rulings. These individuals will receive a \$200 stipend and (if necessary) will be provided one night's lodging.

V. NCAA AUTOMATIC QUALIFIER

1. The NCAA automatic qualifier will be determined on the basis of a team tournament comprised of the top four teams as determined for overall conference championship purposes. Head-to-head competition (i.e., dual-match competition) will be used to break any ties that will have a bearing on which teams advance to the team tournament.
2. The tournament will be hosted and held at the site of the overall conference champion the weekend prior to the NCAA championships.
3. Semifinal matches of the team tournament are to be contested to the point of decision and third place and championship matches are to be played to completion.
4. In the event the team tournament is cancelled, the automatic qualifier will be awarded to the team that captured the overall conference championship.

VI. AWARDS [See WIAC Administrative Regulation Article 25]

A. Conference Championship

A championship award (plaque or trophy) will be awarded to the championship team(s). Each member of the championship team will receive a certificate. Medals will be presented to the 2-4 place singles players and the 2-4 place doubles teams in each flight (e.g., 1-4, No. 1 singles).

B. Athlete-of-the-Week

Each week during the season, the conference office will select a tennis athlete-of-the-week in both singles and doubles when nominations and data are sufficient. The recipients will receive a plaque from the conference.

C. Coach-of-the-Year

A coach-of-the-year will be selected by the coaches at the conclusion of the season in accordance with the criteria established in WIAC Administrative Regulation 25.4. The recipient will receive an award from the conference.

D. Scholar-Athlete Award

A scholar-athlete will be selected at the conclusion of the season in accordance with the criteria established in WIAC Administrative Regulation 25.6. The recipient will receive an award from the conference. In women's sports, the award shall be entitled the "**Judy Kruckman Scholar-Athlete Award**".

E. All-Conference

The WIAC All-Conference Tennis Team will consist of 12 individuals as determined by their finish in the conference championships (i.e., first place singles, 6 flights; first place doubles, 3 flights). Each recipient will receive a plaque from the conference.

VI. SPORT CHAIR/SPORT COMMITTEE MEETING

A. Sport Chair

The Sport Chair shall be the coach from the host institution for the Conference Championship Tournament. [See WIAC Administrative Regulation 24.2 for duties and responsibilities of sport chairs.]

B. Tennis Sport Committee Meeting

The tennis sport committee meeting following the conclusion of the season will be scheduled by the conference office.

2007 TEAM CHAMPIONSHIP

Date: Saturday-Sunday, October 20-21, 2007
Site: Nielsen Tennis Stadium, Madison
Host: UW-Eau Claire

2008 NCAA QUALIFYING TOURNAMENT

Date: April 26, 2008
Site/Host: TBD
Sport Chair: Craig Monson, UW-Eau Claire
July 1, 2007 to June 30, 2008

Athletic Directors' Liaison: Kim Blum, UW-La Crosse

Sport Committee Conference Call: 10:00 a.m., Wednesday, October 31, 2007

2007 WIAC Tennis Schedule

	EC	LX	OSH	RF	STP	ST	WW
EC		H	A	H	A	A	H
LX	A		H	H	A	A	H
OSH	H	A		A	H	H	A
RF	A	A	H		H	H	A
STP	H	H	A	A		A	H
ST	H	H	A	A	H		A
WW	A	A	H	H	A	H	

A - Away
H - Home

2008 WIAC Tennis Schedule

	EC	LX	OSH	RF	STP	ST	WW
EC		A	H	A	H	H	A
LX	H		A	A	H	H	A
OSH	A	H		H	A	A	H
RF	H	H	A		A	A	H
STP	A	A	H	H		H	A
ST	A	A	H	H	A		H
WW	H	H	A	A	H	A	

A - Away
H - Home

COACHING DURING A MATCH

1. Coaching of the players is permitted to be continuous throughout the match as long as it does not interfere with play. It is understood that the purpose of such coaching is solely to offer advice to the player and not in any way to distract or annoy the opposing player.
2. In men's tennis, coaching is allowed by the head coach and either the assistant coach or a designated player who is not competing at that moment; a maximum of two coaches are permitted to coach at any one time during the match. In women's tennis, coaching is permitted by both the coaches and the players, but only one person may coach on a court at one time.
3. During match play a coach is only permitted to sit at the center side of the court and can only move from one court to another during changeovers. No coaching is permitted within the playing area by coaches standing at the side or corners of the court; coaching is permitted by coaches standing anywhere outside the fence surrounding the court, as long as this does not distract the other player during a point.
4. At no time during match play is a coach permitted to initiate a conversation with the opposing player or in any way get involved with an on-court problem, except at the request of the solo chair umpire, tournament referee or the player or the coach of the player involved. At no time during match play should a player initiate a conversation with an opposing coach.
5. Should it become necessary for a coach to be consulted due to a problem on the court, it is preferable that the opposing coach also be present.
6. Coaches are permitted to enter the court area and provide instructions or advice to their players following the first game of a doubles match.

WIN/LOSS CHART

#1S	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

#6S	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

#2S	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

#1D	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

#3S	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

#2D	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

#4S	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

#3D	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

#5S	EC	LX	OS	RF	SP	ST	WW	W/L
EC								
LX								
OS								
RF								
SP								
ST								
WW								

ENTRY FORM

**Wisconsin Intercollegiate Athletic Conference
Tennis Championships**

ENTRY DEADLINE:	POSITION RECORD		
SINGLES:	Wins	Losses	%
1.			
2.			
3.			
4.			
5.			
6.			
ALTERNATES:			
7.			
8.			
DOUBLES:	Wins	Losses	%
1.			
2.			
3.			
ALTERNATES:			
4.			

Signature of Coach

Institution

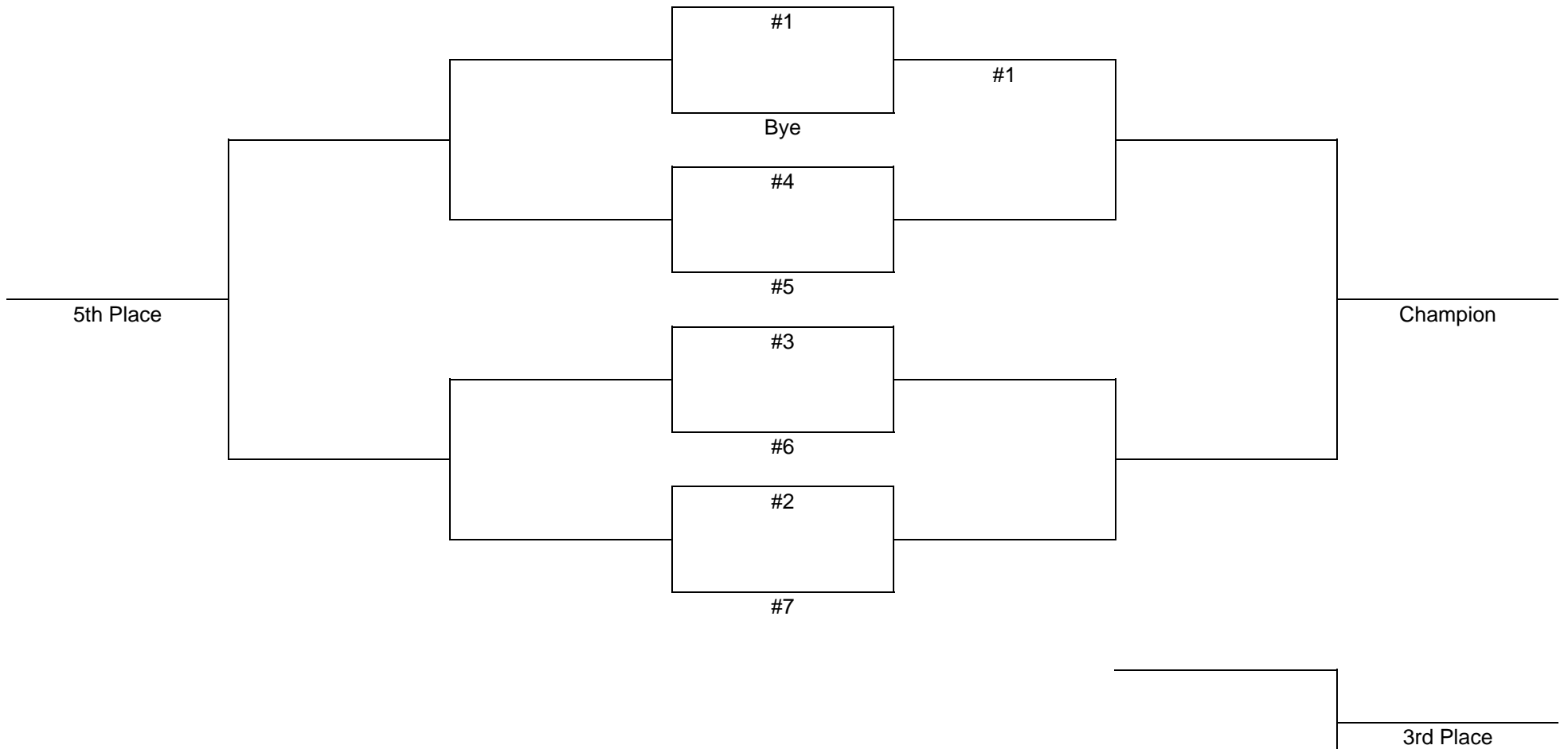
Record against Conference opponents includes only the designated WIAC Dual Matches and should include the record for the team's position (not the individual in each flight). Each member institution must have played every other member institution in a dual match.

Team win/loss record vs. WIAC opponents _____.

ALL ENTRIES MUST BE RECEIVED BY: _____ Send one copy to the conference office and one copy to the Meet Director. Please use either registered mail or your institution telecopier to ensure receipt by the deadline.

WIAC TENNIS CHAMPIONSHIP DRAW SHEET

____ FLIGHT



Notes on running the *WIAC* Tennis Championship
Nielsen Tennis Stadium, UW-Madison

SEEDING/PAIRINGS

- seeding takes place the Monday prior to the championship
- refer to the Tennis Operating Code for procedures

PROGRAMS

- host institution must ensure the WIAC that corporate partner and ball-adoption ads are included in any program produced for the championships
- programs must also include a scoring chart and an explanation of the scoring
- make sure match numbers are included in brackets
- include conferences' sportsmanship statement in the program
- 15 complimentary programs are to be provided to each participating team

SUPPLIES AND EQUIPMENT NEEDED (host institution)

- masking tape
- 3 x 5 cards
- 250 5 oz. Cups
- pencils, pens
- programs
- t-shirts
- conference banner (supplied by the conference office)
- a minimum of four (4) individuals to serve as court observers
- walkie-talkies (supplied by the conference office)
- table draping and tray for awards (supplied by conference office)

COACHES' MEETING – Schedule 1 hour prior to the start of competition

- sport chair review match procedures
- rules clarifications
- pass out coach-of-the-year ballots
- review limitations on coaching

PARKING

- If possible, the conference office will secure a limited number of parking permits.

SET-UP (host institution/conference office/tournament facilitator)

- arrive at least one (1) hour prior to the start of the tournament
- get microphone and extension cord from front desk
- put up WIAC championship, corporate and Wilson banners (supplied by the conference office)
- lay out school names, match number, 2 balls and cups in order on tournament tables
- call matches 15 minutes prior to start time.
- get small diagram board from desk, write names of match participants and pin to assigned courts
- have chalk board near table and post numbers of matches in progress and those due on next
- bracket charts (conference will supply)

SPORTSMANSHIP SESSION

- distribute and post sportsmanship information prior to start of competition

RESULTS

- as matches are completed, recorder takes scores, cards and used balls
- recorder types results on draw sheets and posts on board
- as matches are about to finish, have runners report to meet director so next matches can go right on the empty courts
- send results to conference office and media after play concludes on Day 1 and then again on Day 2.

DAY 2

- collect coaches' ballots for coach-of-the-year
- if possible, put championship matches on center row of courts

PRACTICE TIME

- DAY 1 – THERE WILL BE A 20-MINUTE WARM-UP PERIOD PRIOR TO THE START OF THE FIRST MATCHES AND A 10-MINUTE WARM-UP THEREAFTER.
- DAY 2 – THERE WILL BE A 1-HOUR WARM-UP PERIOD PRIOR TO THE START OF COMPETITION.

AWARDS (PRESENT ALL THE AWARDS AT THE CONCLUSION OF COMPETITION ON DAY 2.)

- recognize seniors from each team
- present 4th - 1st place medals for each flight
- present All-Conference plaques
- announce coach-of-the-year
- announce scholar athlete
- announce order of team finish (7th - 1st) and present 1st place plaque and championship certificates.

FINAL RESULTS

- have complete results for coaches at end of tournament (WIAC SID)
- divide evenly the remaining new and used balls and distribute to all schools

TOURNAMENT FACILITATOR:

- Camilla Owen
449 Garfield Ave.
Janesville, WI 53545
(608) 756-1463
- the conference office is to process a \$200 payment and secure lodging (if necessary) for the tournament facilitator

USTA OFFICIAL:

- the conference office is responsible for selecting and contracting a USTA official to serve on-site.
- the conference office is to process a \$200 payment and secure lodging (if necessary) for the official.

ATHLETIC TRAINING SERVICES:

- **the host institution is responsible for securing athletic training services.**
[Note: should the host institution elect to outsource these services, the costs shall be considered as part of the overall tournament expenses (e.g., facility rental, tournament facilitator) that are divided equally among the seven participating institutions.]

TENNIS AWARDS PRESENTATION

- RECOGNITION OF SENIORS
[HAVE COACHES INTRODUCE SENIORS FROM THEIR RESPECTIVE TEAMS]
- ATHLETES OF THE WEEK [PLAQUES]
- PRESENTATION OF TOP FOUR FINISHERS IN EACH SINGLES FLIGHT BEGINNING WITH FLIGHT #6.
[FINISHERS 2-4 RECEIVE MEDAL, TOP FINISHER RECEIVES ALL-CONFERENCE PLAQUE.]
- PRESENTATION OF TOP FOUR DOUBLES TEAMS IN EACH FLIGHT BEGINNING WITH FLIGHT #3.
[FINISHERS 2-4 RECEIVE MEDALS, TOP DOUBLES TEAM IN EACH FLIGHT RECEIVE ALL-CONFERENCE PLAQUE.]
- COACH OF THE YEAR
[USE PLAQUE]
- SCHOLAR-ATHLETE
[USE SCHOLAR-ATHLETE SCRIPTS - BE SURE TO INCLUDE CULVER'S REPRESENTATIVE IN PRESENTATION.]
- TEAM TOTALS AND PRESENTATION OF CHAMPIONSHIP TROPHY.
[USE GENERIC TROPHY]

#

Official ITA Team Match Protest Form

Date: _____

Match: _____ vs. _____

Team Protesting: _____

Explanation of Protest:

Commonly used rules for protesting lineups (from Rule II. K, Page 248-49 of 2002 Friend at Court):

- 1. Thirty minutes before the start of the match, the coaches shall simultaneously exchange their complete singles and doubles line-ups. The ITA Scorebooks shall show all team results throughout the year up to that day.
- 3 A. A player who has established a winning record at a team position in six team matches and whose ITA rankings and results show that he/she clearly is stronger than the players below him may not be moved down.
- 3 C. Players of equal ability and equal record may alternate between two adjacent positions so long as the alternating is not done for the purpose of matching up.
- 3 D. A player shall not be moved down in the line-up because of:
 - i. An injury that has lasted less than three weeks;
 - ii. Disciplinary measures; or
 - iii. Challenge matches after six team matches have been played after January 1st of school year.

All of Section II. K of the ITA Rules should be read to clarify the above excerpts.

Protesting coach's name
:

Protesting coach's signature: _____

Referee's signature: _____

If you feel there is a serious problem regarding an opponent's lineup or anything related to the team match, below is

the correct procedure for filing an official protest, as well as a new form that can be e-mailed or faxed to the ITA office.

Procedure For Filing a Protest

1.) How and when to file a protest:

A coach must file a protest in writing within 48 hours of the start of the match to the ITA office (fax: 609-497-9586/email itamedia@aol.com/contact: Casey Angle). *If a match is between two schools from the same conference, the protest must be handled by the conference office.* Once the ITA office receives a protest it will inform the other coach and ask for him/her to submit in writing their side of the situation. When appropriate, the official will also be asked to provide an explanation in writing. If you have a question about rules and whether or not you can/should protest a match, you should contact the Chairs of the ITA Rules Committee.

2.) Who reviews a protest:

Once a protest has been filed, it will be sent to a) an ITA Regional Ranking Committee if it involves teams from the same region, or b) the ITA National Ranking Committee if it involves teams from different regions. A protest may also be sent separately to the ITA Ethics and Infractions Committee, if the case warrants it. A complete listing of regional and national ranking committees is located on the ITA web site, www.itatennis.com (under each division's rankings listing).

3.) Additional information:

An ITA Ranking Committee has the right to make a ruling on a protest and, if appropriate, reverse or overturn a result for ITA Ranking purposes. The ITA will then recommend the NCAA, NAIA or NJCAA committees consider this ruling for postseason selection/seeding.

A coach also has the right to appeal a protest ruling made by an ITA Ranking Committee to the National Ranking Committee (for rulings made by Regional Ranking Committees).