



**2008 DIVISION III
WOMEN'S TENNIS
CHAMPIONSHIPS HANDBOOK**

Updated: 3/10/2008
Second update: 3/21/2008



Table of Contents

Introduction	5
Lineup Protest Period.....	7
2008 and 2009 Sites.....	7
Date Formula.....	8
Sports Committees.....	8
Annual Forms.....	9
Determination of Participants	11
Philosophy.....	11
Championships Structure.....	11
Entry Procedures/Lineups.....	12
Official Entry Form Deadlines.....	12
Results Reporting.....	13
Selection Procedures.....	13
Selection Criteria.....	15
Seeding and Draw.....	16
Site Selection and Pairings.....	17
Substitutions/Alternates.....	17
Certification of Eligibility/Availability.....	18
Division III Religious/Commencement Conflicts Policies.....	18
Instructions to Participants	20
NCAA Advertising and Promotions Standards.....	20
Audio Coverage (Radio and Internet).....	20
Awards.....	20
Balls.....	20
Banquet.....	20
Cheerleaders, Mascots and Bands.....	20
Coaches Meetings.....	21
Coaching and Playing-Court Restrictions.....	21
Conference Calls.....	22
Court Scheduling.....	22
Defaults.....	22
Drug Testing.....	22
Lodging and Tournament Information.....	23
Media Arrangements.....	23
Merchandising.....	24
Officials.....	24
Playing Rules.....	25

Practice Facilities.....	26
Programs.....	26
Rest Periods and Injury Timeouts.....	28
Squad Size.....	29
Tickets.....	29
Training Facilities.....	29
Uniforms.....	29
Videotapes, Films and Still Photographs.....	30
Warm-up.....	30
Web Sites, Internet and Video Streaming.....	31
Appendix A	32
Appendix B	35
Appendix C	49
Appendix D	50
Appendix E	52
Appendix F	53
Appendix G	55

Introduction

During the 2007-08 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site (www.ncaa.org).

How to Use This Publication. The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222
 Indianapolis, Indiana 46206-6222
 317/917-6222
<http://www.ncaa.org>
 February 2008

NCAA, NCAA logo and NATIONAL COLLEGIATE ATHLETIC ASSOCIATION are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.

Women's Tennis Championship Information

Important Dates

Wednesday, October 31—Deadline for match results and all tournament results (since September 1) to be posted to the ITA Web site at www.ITAtennis.com. Results must be posted by 10 a.m. (Eastern time).

Tuesday, November 6—Intercollegiate Tennis Association (ITA) regional individual and team rankings plus ITA national team rankings. (A minimum of 25 in-region singles players; a minimum of 15 in-region doubles teams; and a minimum of 15 in-region teams. ITA national ranking of top 30 teams.)

Tuesday, March 11—Deadline for match results and all tournament results to be posted to the ITA Web site at www.ITAtennis.com. Results must be posted by 10 a.m. (Eastern time).

Tuesday, March 18—ITA regional individual and team rankings plus ITA national team rankings. (A minimum of 25 in-region singles players; a minimum of 15 in-region doubles teams; and a minimum of 15 in-region teams. ITA national ranking of top 30 teams.)

Friday, March 28—NCAA regional advisory committees identify and forward a minimum of 10 teams in each region to the NCAA office that did not secure fall automatic qualification.

Wednesday, April 2—Bid information sent to potential first-, second- and third-round hosts.

Friday, April 4—Information regarding quarterfinals, semifinals and finals of the team and individual championships sent to potential participants from the NCAA national office.

Tuesday, April 8—Deadline for match results and all tournament results to be posted on the ITA Web site. Results must be posted by 10 a.m. (Eastern time).

Monday, April 14—Official NCAA Entry Form available. (The form can be updated weekly with match results and must be submitted by 10 a.m. Eastern time, Monday, April 28).

Tuesday, April 15—ITA regional individual and team rankings plus ITA national team rankings. (A minimum of 25 in-region singles players; a minimum of 15 in-region doubles teams; and a minimum of 15 in-region teams. ITA national ranking of top 30 teams.)

Monday, April 21—Bids to host first, second and third rounds due to NCAA office.

Tuesday, April 22—Deadline for match results and all tournament results to be posted on the ITA Web site. Results must be posted by 10 a.m. (Eastern time).

Monday, April 28—Official NCAA Entry Form with all current match results must be completed online and entered on the ITA Web site by 10 a.m. (Eastern time) to be considered for team and/or individual selection to the championships.

Monday, April 28—Regional conference calls to determine final regional team rankings. National conference call to select teams and host sites for the team championship.

Tuesday, April 29—Participants for the individual championships selected and proposed

seeds announced no later than 5 p.m. (Eastern time).

Tuesday, April 29—Prelude to final rankings. ITA regional individual and team rankings plus ITA national team rankings. (A minimum of 25 in-region singles players; a minimum of 15 in-region doubles teams; and a minimum of 15 in-region teams. ITA national ranking of top 30 teams.)

Friday-Sunday, May 2-4—First, second and third rounds of the NCAA Division III Women's Tennis Championships. (Note: If an institution has a policy against Sunday play, the competition may begin Thursday). Contact Liz Suscha, NCAA liaison, with potential conflicts.

Tuesday-Thursday, May 13-15—Quarterfinals, semifinals and finals of team championship, Lloyd O. Swanson Tennis Center, Saint Peter, Minnesota and hosted by Gustavus Adolphus College.

Wednesday, May 14—Draw for the individual championships announced by 6 p.m. Central time.

Friday-Sunday, May 16-18—Individual championships, Lloyd O. Swanson Tennis Center, Saint Peter, Minnesota and hosted by Gustavus Adolphus College.

Friday, May 23—Deadline for information to be entered on the ITA Web site for competition through May 23, by 10 a.m. Eastern time.

Thursday, May 29—Final ITA national and regional team/individual rankings. (A minimum of 25 in-region singles players; a minimum of 15 in-region doubles teams; and a minimum of 15 in-region teams. ITA national rankings for top 30 teams; top 20 doubles teams; and top 50 singles players.)

Lineup Protest Period

Monday, April 28—Team lineups posted on the NCAA Web site (www.ncaa.org) by 5 p.m. (Eastern time) the day of selections.

Tuesday, April 29—Protests must be submitted along with rationale by 2 p.m. (Eastern time) to the NCAA national office.

Wednesday, April 30—Committee will review protest information per ITA guidelines and respond by noon (Eastern time).

2008 and 2009 Sites

First, second and third rounds

2008—May 2-4, sites to be determined.

Finals

May 13-15, 2008—Team Championship.

May 16-18, 2008—Singles and Doubles Championships.

The 2008 finals will be hosted by Gustavus Adolphus College in Saint Peter, Minnesota.

First, second and third rounds

2009—May 8-10, sites to be determined.

Finals

May 19-21, 2009—Team Championship.

May 22-24, 2009—Singles and Doubles Championships.

The 2009 finals will be hosted by Oglethorpe University and held in Lawrenceville, Georgia.

Date Formula

The date formula for the 2008 championships is as follows:

First/Second/Third Rounds (8)	First Friday in May (Friday-Sunday)
Finals	Second Tuesday in May following first/second/third rounds (Tuesday-Sunday)

Effective with the 2009 championships, the date formula will be as follows:

First/Second/Third Rounds (8)	Second Friday in May (Friday-Sunday)
Finals	Tuesday prior to Memorial Day (Tuesday-Sunday)

Sports Committees

[Reference: Administration and Management in the Division III General Section and Bylaws 31.1.1 and 31.1.2 in the NCAA Division III Manual.]

The NCAA Division III Women's Tennis Championships are under the control, direction and supervision of the NCAA Division III Women's Tennis Committee. Current members are:

Ximena Moore
Head Women's Tennis Coach
Huntingdon College
1500 East Fairview Avenue
Montgomery, Alabama 36106
Phone: 334/833-4507
Fax: 334/833-4415
e-mail: xmoore@huntingdon.edu

George Kolb
Director of Athletics, Intramurals, &
Recreation
Roger Williams University
1 Old Ferry Road
Bristol, Rhode Island 02809
Phone: 401/254-3129
Fax: 401/254-3535
e-mail: gkolb@rwu.edu

James Cohagan, chair
Tennis Coach
University of Mary Hardin-Baylor
900 College Street, Campus Box 8010
Belton, Texas 76513
Phone: 254/295-4617
Fax: 254/295-4614
e-mail: jcohagan@umhb.edu

Scott Wills
Head Tennis Coach
Ohio Northern University
525 South Main Street
Ada, Ohio 45810
Phone: 419/772-2041
Fax: 419/772-2470
e-mail: s-wills@onu.edu

For additional information on the NCAA Division III Women's Tennis Championships, contact:

Liz Turner Suscha
Assistant Director of Championships
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317/917-6189
Fax: 317/917-6210
e-mail: lsuscha@ncaa.org

Katie Holmes
Administrative Assistant for Championships
NCAA
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317/917-6206
Fax: 317/917-6210
e-mail: kholmes@ncaa.org

Annual Forms

Championships Proposed Budgets. Institutions being considered for selection to the women's tennis championships will receive a memorandum outlining the process for submitting a bid. Institutions interested in bidding for first-, second- and third-round competition should complete the online forms. Hard copies are no longer accepted. Online facility evaluation and key contact forms must be completed by each institution interested in hosting a preliminary round of the championships and will be one of the tools used in awarding sites.

The NCAA has implemented an online proposed budget and financial report process. It is requested that prospective hosts no longer complete hard copies of the proposed budget for this championship. The online version of the proposed budget and financial report form may be accessed on the NCAA Web site at

http://www.ncaa.org/champadmin/champ_budget/.

Please note that the online form is password protected. Your institution's athletics director should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above and on each sport specific Web site in the Documents and Forms section. If you have any questions regarding this process, please contact Katie Holmes at 317/917-6206.

Pertinent dates for the forms are as follows:

Mailed from NCAA	Due at NCAA
April 2	April 21

Failure to follow the prescribed procedures and meet the specified deadline will eliminate your institution from consideration as host. Budgets for the conduct of NCAA events must be approved by the national office before competition. Institutions selected to host will receive e-mail notifications that budgets have been approved

Expense Reimbursement. Please refer to the NCAA Travel policies for all information regarding transportation and per diem expenses. Travel policies are located on the NCAA Web site at <http://www1.ncaa.org/finance/travel/index.html>.

Teams and/or individuals should provide themselves sufficient money to meet all expenses throughout the tournament, including ground transportation, lodging and meal expenses, and other miscellaneous expenses.

[Reference: Per Diem and Transportation in the Division III General Section and Bylaw 31.4.6 in the NCAA Division III Manual.]

Financial Report. All financial reports must be submitted via the online system to the NCAA national office no later than 60 days after the date of competition. As a reminder, statement of expense forms and lodging receipts for NCAA site representatives and officials no longer need to be submitted to the national office; however, it is strongly recommended that these documents be kept on file by the host institutions in the event an audit is conducted. These expenses are to be included in the electronic financial report under “unbudgeted disbursements”. Institutions that fail to meet the 60-day reporting period may be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium).

Financial settlements shall also be made with IMG College for program sales and Event 1 for championship merchandise no later than 10 days after the date of competition.

[Reference: Budgets in the Division III General Section.]

Determination of Participants

Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time, and to emphasize regional competition in regular-season scheduling. Team sports are provided representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams. Individual/team sports are provided regional representation in the NCAA championships. It is understood that this may be done at the expense of leaving out some championship-caliber teams.

Championships Structure

The Division III Women’s Tennis Championships shall consist of team and individual championships. The tournament shall be conducted according to the format approved by the Division III Women’s Tennis Committee. All matches shall be played outdoors, weather permitting. At all times, the referee, or a designated replacement, in consultation with the games committee, shall determine which matches shall be played indoors. A 30-minute warm-up will be provided once it is determined to move matches indoors due to inclement weather. If a match is moved indoors, then the same umpire shall be assigned to the match. **The decision to move a match indoors shall be made one hour before the original scheduled match time.**

The team championship shall consist of 47 teams. Individual championships shall include 32 singles players and 16 doubles teams.

Team. The teams will play a single-elimination tournament to determine the national champion. All matches will use a 3-6 format — three doubles matches using an eight-game pro-set with each match valued at one team point and six singles matches, each valued at one point using the best of three sets. **All team matches (first round, second round, third round, quarterfinals, semifinals and final) will be played to decision.**

The following schedule of competition will be used:

First round	May 2
Second round	May 3
Third round	May 4
Quarterfinals	May 13
Semifinals	May 14
Final and third-place matches	May 15

Individual. All matches shall be the best of three sets, unless otherwise determined by the women’s tennis committee. The regular scoring system and a 12-point tiebreaker at six games all will be used for all matches. The following schedule of competition will be used:

Friday, May 16—Rounds of 32 and 16 in singles; and round of 16 in doubles.

Saturday, May 17—Quarterfinals and semifinals in singles; quarterfinals in doubles.

Sunday, May 18—Final in singles; semifinals and final in doubles.

[Note: The games committee may alter the order of play in the event of inclement weather or participating student-athlete(s) from an institution with a policy against Sunday play advances.]

Entry Procedures/Lineups

Entry/Lineup Form. In order to be considered for the NCAA Division III Women's Tennis Championships (both team and individual) an Official NCAA Entry Form must be submitted via the online system. Access to the online entry forms will be through the ITA Web site (College Tennis Online) used for score reporting or the NCAA Web site (<http://web1.ncaa.org/tennis/exec/login>) and will require the same institutional password used for the score-reporting process. **The deadline for submission of the Official NCAA Entry Form is no later than 10 a.m. (Eastern time), Monday, April 28, 2008.**

The entry and lineup declaration procedures for the women's tennis championships will allow an institution to enter a maximum of 10 eligible student-athletes for competition, submitted in order of strength. All lineups must remain in the order of strength as listed on the entry form for each round of the championships. This procedure also applies to the doubles portion of the team lineup.

Team Lineup. The team lineup will be taken from the Official Entry Form. Submitted lineups must adhere to all ITA/USTA guidelines. The women's tennis committee has the right to review and, if necessary, overrule a coach's decision regarding a lineup. The following will be taken into consideration: won-lost records at each position played; number of significant matches played at the proposed position; and other extenuating circumstances. [Reference playing rules on page 24].

Lineup Protest Period

Monday, April 28—Team lineups posted on the NCAA Web site (www.ncaa.org) by 5 p.m. (Eastern time) the day of selections.

Tuesday, April 29—Protests must be submitted along with rationale by 2 p.m. (Eastern time) to the NCAA national office, attention Liz Suscha (lsuscha@ncaa.org).

Wednesday, April 30—Committee will review protest information per ITA guidelines and respond by noon (Eastern time).

If there are changes to the lineup after April 30, the head coach is required to inform the NCAA staff liaison, head referee and site representative of the changes made to the original lineup submitted on the original Official Entry Form. All changes must maintain the order of strength as was initially entered on the Official Entry Form.

Official Entry Form Deadlines

Monday, April 14—Official NCAA Entry Form available. (The form can be updated weekly with match results, with the final submission due by Monday, April 28.)

Monday, April 28—Official NCAA Entry Form with all current match results must be completed online by 10 a.m. (Eastern time) to be considered for team and/or individual selection to the championships.

Results Reporting

Any institution interested in entering a team or individuals for the championships must submit, via the Internet at www.ITAtennis.com (College Tennis Online), results from all dual matches and collegiate tournaments in which they have competed. Results will only be accepted via the Internet. In an October mailing to all head coaches, the Intercollegiate Tennis Association (ITA) distributed instructions on how to access and report your team and individual scores. For questions regarding this process, please contact Casey Angle (e-mail: cangle@itatennis.com).

In order to be considered for ranking and selection, coaches must submit results via the ITA Web site. **Refer to page 6 "Important Dates" for deadlines.**

Institutions failing to adhere to the procedures outlined above for the submission of results and entry forms may not be considered for selection to the championships or may be assessed a financial penalty of \$100 per team or \$50 per individual, up to a maximum penalty of \$300. If selected, an institution assessed such a financial penalty must submit payment to Liz Suscha, assistant director of championships (317/917-6189) at the national office, before the institution's team or individual(s) will be allowed to compete in championships competition. Checks should be made payable to the NCAA.

Selection Procedures

[Reference: Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Division III Manual.]

Teams shall be selected for the championship by the NCAA Division III Women's Tennis Committee. Each member of the committee serves as the chair of the advisory committee in his or her respective region. Regional advisory committees (RACs) assist the national committee by evaluating teams and sites within their regions through a series of conference calls.

Conference calls will be conducted by the national committee to make the final determination of the participating teams.

In order for the RACs to effectively evaluate each team and/or individuals under consideration in their region, it is imperative that each institution submit the scores from each match via the ITA Web site (www.ITAtennis.com).

Allocation of Berths - Pools A, B and C

1. Pool A will be composed of the conference champions from each conference that meets the requirements for automatic qualification (NCAA Bylaw 31.3.4). Conferences that meet automatic-qualification requirements are guaranteed only one Pool A berth. After the determination of the automatic berths (Pool A), the committee will determine the Pool B selections followed by the Pool C selections.
2. Pool B will be composed of independent institutions and institutions that are members of conferences that do not meet the requirements for automatic qualification.
3. Pool C will be reserved for institutions from automatic-qualifying conferences that are not their conference champions and the remaining teams in Pool B.
4. Berths from Pools B and C will be selected on a national basis, using regional selection criteria. There will be no predetermined regional allocations for Pools B and C.
5. There will be no maximum or minimum number of berths from one region.
6. For the 2008 championships, no conference will receive more than one automatic berth.

The Division III Championships Committee has clarified Bylaw 31.3.4 to reflect that institutions participating in conferences that meet the automatic-qualification requirements and are eligible to be selected to a championship via Pool A and/or Pool C, may not elect instead to be selected via Pool B as an independent institution.

2008 Division III Women's Tennis Sponsorship Data

Division III institutions sponsoring women's tennis: 365
 Provisional institutions (not eligible for the championship): 13
 Institutions eligible for NCAA championship: 352
 Conferences meeting automatic qualifying requirements: 32
 Eligible teams in automatic-qualifying conferences: 285
 Pool B teams: 67 (Access ratio: eligible teams in AQ conferences divided by the number of AQ conferences)

Based on the sponsorship data, the following allocations will be implemented for the 2008 championship:

47-team bracket (eligible institutions divided by 7.5 access ratio)	
Pool A	32 teams
Pool B	7
Pool C	8

Automatic Qualifiers

The 32 conferences granted automatic qualification for the 2008 championship are:

American Southwest Conference
 Capital Athletic Conference
 Centennial Conference
 City University of New York Athletic Conference
 College Conference of Illinois and Wisconsin
 Commonwealth Coast Conference
 Commonwealth Conference
 Empire 8
 Freedom Conference
 Great Northeast Conference
 Great South Athletic Conference
 Heartland Collegiate Athletic Conference
 Iowa Intercollegiate Athletic Conference
 Little East Conference
 Michigan Intercollegiate Athletic Association
 Midwest Conference
 Minnesota Intercollegiate Athletic Conference
 New England Small College Athletic Conference
 New England Women's and Men's Athletics Conference
 North Coast Athletic Conference
 North Eastern Athletic Conference

Northwest Conference
 Ohio Athletic Conference
 Old Dominion Athletic Conference
 Pennsylvania Athletic Conference
 Southern California Intercollegiate Athletic Conference
 Southern Collegiate Athletic Conference
 St. Louis Intercollegiate Athletic Conference
 State University of New York Athletic Conference
 University Athletic Association
 USA South Athletic Conference
 Wisconsin Intercollegiate Athletic Conference

The women's tennis committee will consider team results in collegiate match play from September 1 (or the first day of classes at the institution, whichever is earlier; see Bylaw 17.26.3) until the time of final selections.

Individual. The women's tennis committee based on recommendations from the regional advisory committees will select four singles players and two doubles teams from each of the four regions. The remaining spots will be selected at-large.

Selection Criteria

[Reference: Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Division III Manual.]

When selecting teams and individuals, the women's tennis committee will evaluate the following criteria based on Division III in-region competition (not in priority order):

- Head-to-head competition;
- Won-lost record;
- Strength of schedule;
- Results against common opponents and teams;
- Late-season play;
- Consistency of lineup; and
- Eligibility and availability of student-athletes.

When a decision cannot be made based on the above criteria, the committee will select teams and individuals by reviewing the following secondary criteria (includes out-of-region and out-of-division play) not in priority order:

- Results against common opponents and teams;
- Head-to-head competition;
- Overall strength of schedule; and
- Overall Division III win-loss record.

Late-season play is defined as a team's or individual's won-lost percentage in the last 50 percent of the season.

Consistency of lineup is defined as the last 50 percent of a team's season, players must be set in the lineup in order of strength from strongest to weakest. This also applies to selection into the singles and doubles team championships.

Doubles teams must have played a minimum of six matches as a doubles team to be considered for selection to the NCAA Division III Women’s Tennis Doubles Championships.

A minimum of five dual matches must be played in the spring in order for a team to be considered for an at-large berth to the NCAA Division III Women’s Tennis Championships.

Definition of In-Region Competition.

In-region competition is defined as:

1. All competition within an institution’s membership geographical region as defined in Bylaw 4.12.1.1.
 - a. Region 1 — Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island and Vermont.
 - b. Region 2 — New York and Pennsylvania.
 - c. Region 3 — Alabama, Arkansas, Florida, Georgia, Indiana, Kentucky, Louisiana, Michigan, Mississippi, North Carolina, Ohio, Puerto Rico, South Carolina, Tennessee, Virginia, and West Virginia.
 - d. Region 4 — Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wisconsin and Wyoming.
2. All competition within an institution’s defined sport region or conference.
3. All competition within a 200-mile radius from one institution to another.

Microsoft MapPoint will be used to confirm distances from campus to campus using the “shortest” distance option. This program can be accessed online at www.mappoint.msn.com.

Seeding and Draw

The seeding and draw committee for the individual championships will consist of members of the women’s tennis committee with the assistance of the head referee using the USTA Tournament Data Manager (TDM), if available. For the individual championships, the committee will follow these principles:

Players from the same team will be separated by half and, in the case of three players from the same team, separated by quarter.

Every effort will be made to protect players of the same region from playing each other in the first round. Within this framework, standard seeding and drawing procedures will be followed. Seeds for the individual championships will be posted Tuesday, April 29, on the NCAA Web site (www.ncaa.org). Protests to the proposed seeds must be submitted in writing to Ms. Suscha at the national office by noon (Eastern time) Thursday, May 1. The draw for the individual championships will be announced at the site of the finals, Wednesday, May 14.

Once the draw has been published and a player withdraws, a direct line substitution will occur and the draw will not be remade. If a seed withdraws, the seeds will not be adjusted.

Site Selection and Pairings

Once automatic qualifiers are identified and the teams from Pools B and C are selected, the following guidelines should be followed:

- Teams will be grouped in clusters according to natural geographic proximity. Teams will then be paired according to geographic proximity. A team may be moved to numerically balance the bracket if geographic proximity is maintained. Teams should be paired and eligible sites should be selected according to geographic proximity (within 500 miles).
- Teams may be seeded on a regional basis using the regional selection criteria. However, geographic proximity takes precedence over seeding.
- Teams from the same conference do not have to play one another in the first round as long as geographic proximity is maintained.
- The highest-seeded team that meets all selection criteria (and after a review of the submitted host materials) will be selected as the host institution, provided geographic proximity is maintained.

It is the intent of the committee to create competition brackets with a maximum of six teams competing at each site. Flights will be kept to a minimum.

Criteria for Site Determination. The following prioritized criteria are to be used in the evaluation of sites for all competition in NCAA championships:

1. Quality and availability of the facility and other necessary accommodations;
2. Geographical location (including such factors as rotation of sites, weather, accessibility and transportation costs);
3. Seeding; and
4. Attendance history and revenue potential, which shall be considered necessary to assure fiscal responsibility.

Substitutions/Alternates

Team Championship Substitution. In team competition, if a player is injured during the pro-set doubles and that player is in the singles lineup, substitutions may be made for singles play, but the lineup must follow the order of ranking submitted on the lineup form. A coach may revise the doubles combinations but order of strength must be maintained. Again, the games committee has the right to review this change and, if necessary, overrule the coach’s decision.

In case of injury, illness or extenuating circumstances before the particular team match, a coach may revise the team’s doubles combination, but it must be kept in order of strength. Again, the games committee has the right to review this change and, if necessary, overrule the coach’s decision.

In the event a team withdraws before the start of first-, second- and third-round competition, an alternate team will be selected by the women’s tennis committee.

Individual Championship Substitution. In the singles and doubles team championships, in case of injury, illness or extenuating circumstances before the opening round of the singles championship, the committee will make every effort to select alternates in rank order.

The deadline to notify alternates that are not on site at the championships will be 5 p.m. Eastern time the second day of the team event (Wednesday). The student-

athlete will have until noon local time the day before the event to accept or decline (Thursday).

If a player qualifies for both the singles and doubles team championships and withdraws from one of the events after the draw has been made, the player will be subject to disqualification from the other event and the institution may be subject to a fine.

Should an individual or doubles participant playing in the individual championships incur an injury during the match, the match will be retired.

A match is considered underway once the individual players begin their warm-up on the court. No substitutions will be allowed after warm-ups have begun.

Institutions may send alternates to the championships site (this is not an extra benefit); however, alternates' expenses are not reimbursed by the NCAA unless they compete.

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division III General Section and Bylaws 3.2.4.3 and 31.2.1.7 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Member institutions are reminded that the entry form may include only student-athletes that are eligible and will compete at the championships.

Division III Religious/Commencement Conflicts Policies

The NCAA Division III Presidents Council has approved the following policies for the 2007-08 championships:

Religious Reasons. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA championships staff liaison, in writing, not later than one week before the selection date if notice has not already been provided. The championships schedule shall be adjusted to accommodate that institution.

Commencement Reasons. If an institution's commencement conflicts with participation in the championships, it shall inform the NCAA championships staff liaison, in writing, not later than one week before the selection date.

The following guidelines apply to a commencement request:

- The policy applies to team sports only.
- The governing sports committee, in consultation with participating institutions, would reschedule the game on the nearest possible date if a participating school has a conflict.
- Institutions should give prior notice of commencement dates.
- The policy does not apply to predetermined final sites.

The governing sports committee shall make a good faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

Instructions to Participants

NCAA Advertising and Promotions Standards

Specific information can be found at <http://www1.ncaa.org/eprise/main/Public/CBA/BrdcstMan/Index>.

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual for specific information. The manual can be found at <http://www1.ncaa.org/eprise/main/Public/CBA/BrdcstMan/Index>.

Awards

[Reference: Awards in the Division III General Section and Bylaw 31.1.10 in the NCAA Manual.]

For individual competition, awards will be presented to the top four singles finishers and the top four doubles teams. A team trophy and nine individual awards will be presented to the top four teams. Participation medallions will be presented to all student-athletes competing or in uniform in the championships. These medallions will be sent to the institution's director of athletics after the competition.

Balls

Wilson (US Open Heavy Duty) is the official ball of the NCAA tennis championships and will be used during all rounds of team and individual competition. Balls will be shipped directly to the tournament directors at each site immediately after the selection announcement.

During competition, balls shall be changed after the second set in a match. Practice balls must be provided by the competing teams or individuals.

Banquet

Attendance at the championships banquets held Monday, May 12 (team championship) and Thursday, May 15 (individual championships) is mandatory. Proper attire and punctual attendance are expected.

Cheerleaders, Mascots and Bands

[Reference: Bylaw 12.5.3 in the NCAA Manual and Uniforms in the Division II General Section.]

Cheerleaders and/or dance team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 cheerleaders and/or dance team members shall be allowed on the field during the progress of the game. The cheerleaders shall be seated on the apron of the playing area designated by the tournament manager.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities (see Appendix G). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed during the respective team's timeout or between games. It cannot be used to taunt competitors or block spectators' view.

Band members, not to exceed 25 in number, who are in uniform and performing at the championship, will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during timeouts, half time, after goals, during their team's allotted music time and immediately after competition.

The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.3 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA Division III championship events.

Coaches Meetings

[Reference: Misconduct in the Division III General Section and Bylaws 31.02.3 and 31.1.8 in the NCAA Division III Manual.]

Coaches meetings will be conducted at the site of competition to discuss the administration of the championships and other pertinent items. These meetings will include information on the provisions of Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championships for reasons of misconduct. The coach and the official designated representative from each institution must attend the meeting. Failure to do so may result in a \$100 fine. Competitors shall not attend the coaches meetings.

Following are the dates of the meetings:

Friday, May 2 - first-, second- and third-round competition.

Monday, May 12 - team quarterfinals.

Thursday, May 15 - individual championships.

Coaching and Playing-Court Restrictions

Coaching will be permitted at the championships, provided it does not interfere with play. Each head coach will be permitted to designate two assistant coaches, including student-athletes. These individuals must be designated **before each match**. Head coaches must be able to verify that the designated assistant coach is recognized by the institution. Coaching is permitted by both coaches and players; however, only one

individual may coach on a court at one time. Coaches will not be permitted to use electronic devices to communicate with one another or student-athletes.

Conference Calls

The following conference calls will be conducted after selections (specific call-in numbers and passcodes will be provided):

Tuesday, April 29 at 1 p.m. (Eastern time) - Eight regional tournament directors, the NCAA Division III Women's Tennis Committee and NCAA staff liaison.

Tuesday, April 29 at 4 p.m. (Eastern time) - Each of the eight tournament directors shall conduct a conference call with head coaches and administrators of the participating teams and the NCAA site representative and/or regional chair to review Appendix E of this handbook.

Tuesday, May 6 at 2 p.m. (Eastern time) - Conference call will include: Tournament Director, University of Mary Washington, the women's tennis committee, head coaches and administrators of the eight participating teams. The purpose of the call is to review Appendix E of this handbook.

Wednesday, May 7 at 2 p.m. (Eastern time) - Conference call will include: Tournament Director, Gustavus Adolphus College, the women's tennis committee, head coaches of players selected for the individual championship. The purpose of the call is to review Appendix E of this handbook.

Court Scheduling

During the team championship, at both the first-, second- and third-round, and championship final sites, the home team's matches are considered feature matches and may be assigned accordingly. For all individual championships, every effort shall be made to assign teammates to adjacent courts and to have top-seeded players compete on feature courts.

Defaults

All matches will be scheduled at definite times. Any players not ready to play after the match is called is subject to the United States Tennis Association's (USTA) penalty for delay of match. (Refer to the 2008 USTA rules book "Friend at Court.")

Any player who acts in any way that is not in the best interest of the game also may be defaulted. Additionally, misconduct by a coach will result in a first warning and further misconduct will warrant removal from the match. This decision will be made by the head referee and/or games committee.

Drug Testing

[Reference: Drug Testing in the Division III General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division III Manual.]

Student-athletes who compete in these championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing initially are eligible for these championships; and, thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Lodging and Tournament Information

Information regarding the championships shall be sent by the host institution not later than Monday, May 5, 2008. The participating institutions, however, must make all reservations and arrangements.

Media Arrangements

All requests for working media credentials shall be made in writing to the host media coordinator. Working credentials shall not be mailed.

Media Credentials. The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championships site. These conditions must be approved before the competition by Liz Suscha, NCAA, P.O. Box 6222, Indianapolis, Indiana 46206-6222 (317/917-6189).

Microphones. The placement of microphones on a team coach or in team huddles and bench areas is prohibited.

Postcompetition Interviews. Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a competing team or individual completes a match), an interview area will open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championships and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter, unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championships.

Merchandising

All rights to sell souvenir merchandise at all sessions of the championships have been awarded to Event 1, Inc., a subsidiary of Gear for Sports. A coordinator from Event 1 will contact you to make arrangements in this area. Contact Kevin Housman; phone 913/693-3200; email: khouman@gearforsports.com, with any questions. The address is Event 1, Inc., 9700 Commerce Parkway, Lenexa, Kansas 66219.

Officials

A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA meet or tournament. All officials must be certified. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

One head referee shall be hired for each site of the national championships, subject to the approval of the women's tennis committee. The referee's responsibilities, in consultation with the women's tennis committee, shall include the following:

1. Ensuring that the championships are conducted according to the rules of the USTA and ITA, with modifications approved by the NCAA Division III Women's Tennis Committee;
2. Ruling on defaults, whether having to do with tardiness or improper conduct;
3. Helping to schedule matches and terminate play due to weather or darkness;
4. Assisting with the draw; and
5. Rendering decisions necessary to ensure the proper conduct and operation of the championships.
6. Every effort shall be made to avoid assigning the same umpire to back-to-back matches with the same player(s).

Solo chair umpires will be available for each match at the championships finals. A minimum of four roving umpires shall be secured to officiate first-, second- and third-round competition; however, every effort shall be made to have solo chair umpires for each match at preliminary-round competition.

Expense Reimbursement. The referee and umpires shall be within driving distance of the competition and shall receive ground transportation expenses, not to exceed 1,000 miles round-trip, based on 43 cents per mile (must be over 50 miles). Hotel expenses (excluding incidentals) for officials required to stay overnight at the championships site shall be paid by the host institution and the host will be later reimbursed by the NCAA. Officials shall receive \$40 per diem for meals and incidentals on each day of the championships, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive \$40 per diem.

Officials shall be compensated using the scale below, excluding per diem, travel and hotel (if necessary):

- a. A fee of \$85 for an official assigned to work one match in a single day during first-, second- or third-round competition;

- b. A fee of \$125 for officials assigned to work two matches in a single day during first-, second- or third-round competition;
- c. A fee of \$85 for officials assigned to work one match, and \$130 for officials assigned to work more than one match in a single day during the team/individual portion of the championships; and
- d. For the site of the finals, a head referee shall receive a fee of \$1,000, excluding per diem, travel and hotel (if necessary).

Championships officials must be identified properly and dressed in appropriate attire for tournament competition.

Playing Rules

[Reference: Bylaw 31.1.6 in the NCAA Division III Manual.]

Per NCAA Bylaw 17.33, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules books, or those rules adopted by an outside organization.

The USTA and ITA rules will be followed, unless superseded by modifications adopted by the NCAA Division III Women's Tennis Committee. The committee has adopted the following modifications:

Changes to Lineup.

A player shall not be moved down in the lineup because of:

1. An injury that has lasted and forced the player out of the lineup for less than three weeks;
2. Disciplinary measures; or
3. **Challenge matches after 50 percent of the team's playing dates have been completed.**

Carry-Over Rule.

The USTA carry-over rule will be in effect for the championships period (both team and individual). Penalties may be carried over to the institution's next match. The carry-over rule will commence with the first-, second- and third-round competition and will carry over to the site of the finals.

At the site of the finals, the team and individual championships shall be viewed as two separate events. Therefore, penalties received by a player during the team competition will be applied during team competition only. If a player has also qualified for the individual championships, a penalty received in the team portion of the championships will not carry over to the singles or doubles team events. Any penalty received by a player who competes in both singles and doubles team events, may be assessed to either event in which the player advances.

Practice Facilities

The host institution shall provide practice facilities and monitor a sign-up system throughout the tournament. Each coach shall be responsible for signing up his or her team or individuals for practice times.

Practice schedules should be rotated, whenever possible, to permit participants in the team championship to practice on each battery of courts.

Practice will not be allowed on the competition courts until one day before the competition begins. The host institution's team will be exempt from this policy, provided the championships are conducted on the institution's home courts.

Programs

[Reference: Advertising in the Division III General Section and Bylaw 31.1.12.1 in the NCAA Manual.]

Programs. IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

Advertising. Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@hostcommunications.com) for information regarding rates, availability and deadlines.

Editorial. If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@hostcommunications.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is Eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. HOST will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.

4. Information on the NCAA, including the sport committee.

5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at IMG College.

Program Supplements and Update Sheets. Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement.

Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program.

The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Ms. Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@hostcommunications.com).

Program Sales.

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@hostcommunications.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.

3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
5. Collections
 - a. Contracts
 - i. Upon site selections, all contracts are e-mailed to each site representative
 - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575).
 - iii. An IMG College representative will track the return of all signed vending contracts to IMG College.
 - b. Settlement Reports
 - i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575).
 - ii. The vendor will have two weeks to submit payment to IMG College.
 - iii. An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments.
 - iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its "No Pay" list sent to the NCAA.
 - v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise.
 - vi. Please include the event number on the check that is sent.

Please contact Matt Briggs (matthew.briggs@hostcommunications.com or 859/226-4556) at IMG College with any vending related questions.

Rest Periods and Injury Timeouts

When changing sides, the players may take a maximum rest period of 90 seconds. After a two-set match, players will be provided a rest period of at least 45 minutes. After a three-set match, players will be provided a one-hour rest period before resuming play. There is a two-minute rest period between all sets.

Team championship singles play will begin 10 minutes after the doubles points has been concluded.

In the event of an injury, the USTA rules will be modified. Aggressive treatment of open wounds or skin lesions should be followed. In particular, whenever an athletics participant suffers a laceration or wound where oozing or bleeding occurs, the practice or match should be stopped at the earliest possible time, and the player should be given the appropriate medical treatment. The student-athlete should not return to the match or practice without approval of medical personnel.

A student-athlete who is bleeding should be addressed consistent with the aggressive-treatment statement above. While the wound is being attended, an assessment of the individual's skin, uniform and equipment should be made by medical personnel. All

blood on the skin should be thoroughly cleaned. Any equipment, including tape, padding or uniform, that is saturated with blood should be changed.

Other participants at the time of the injury should be evaluated by medical personnel for the presence of blood from the injured student-athlete. All blood on the skin of non-bleeding individuals should be thoroughly cleaned. Any equipment, including tape, padding or uniform, that is saturated with blood should be changed.

The time needed for the procedure necessary to treat this type of injury will not be charged as an injury timeout.

Squad Size

[Reference: Per Diem and Transportation in the Division III General Section and Bylaw 31.1.5 in the NCAA Division III Manual.]

Transportation expenses and per diem will be provided for eight athletes and one nonathlete for each team selected.

Tickets

[Reference: Tickets in the Division III General Section and Bylaw 31.1.11 in the NCAA Division III Manual.]

There will be no admission charged at the Division III Women's Tennis Championships.

Training Facilities

Athletics training facilities are to be made available to the competing teams by the host institution a minimum of two (2) hours before the start of competition. A trainer must be available at each site of competition.

Uniforms

[Reference: Bylaw 12.5.3 in the NCAA Division III Manual.]

All players must be in like (same color and style), institutional issued warm-ups and/or team uniforms. If team members choose to wear a short or long sleeved T-shirt then T-shirts worn by team members must be identical in design, color and style (i.e., players 1 and 2 are in red short sleeved T-shirts; players 3 and 5 are in black long sleeved T-shirts; player 4 is in the team uniform; and player 6 is in a warm-up). As play progresses and clothing is removed, then all players shall be in identical uniforms. Team members must wear identical skirts or shorts during warm-ups and competition.

This policy is in effect throughout competition, warm-up for competition, interviews and the awards ceremony after the matches. Institutions failing to adhere to this policy will be fined \$100 per violation with a maximum of \$200. Apparel bearing professional sports team logos cannot be worn.

Logos. An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 ¼ square inches, including any additional material (e.g., patch)

surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution. (Student-athletes may compete in official NCAA apparel during the individual championship.)

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any prematch or postmatch activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

It should also be noted that the acceptance of athletics equipment and clothing from a manufacturer or commercial enterprise might jeopardize a student-athlete's eligibility, according to Bylaw 12.5.4. Matches will not be delayed to conform to this policy.

[Note: The above policies will be in effect at all times during the championships, including all practice times.]

Videotapes, Films and Still Photographs

[Reference: Bylaw 31.6.4.2 in the NCAA Division III Manual.]

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. (Refer to the 2008 NCAA Division III Women's Tennis Tournament Manual for photographer regulations).

Warm-up

Players will have a maximum of five minutes for warm-up before a match. However, if the teams have not been able to take their 30-minute warm-up before the start of the team match, a 10-minute warm-up is permitted. The umpire is the timekeeper.

If a match in progress is stopped because of rain, the participants will have a 10-minute warm-up with opponents if the delay has been less than one hour. If the delay has been one hour or more, the participants will have a 20-minute warm-up with their teammates and a five minute warm-up with their opponents. If the start of a match has been delayed, the teams will have their full one-hour warm-up.

If inclement weather occurs, the head referee and games committee will state a reasonable time for the resumption or start of a match and will determine if and when matches will move indoors.

On the day of a match, the practice/warm-up of a participating team takes priority over practice of all other teams and individuals. A minimum of 30-minutes will be allotted to each team immediately before its match begins.

Warm-up begins when teams arrive on court and begin hitting with either a team mate or their opponent. During this time participants must be in uniform.

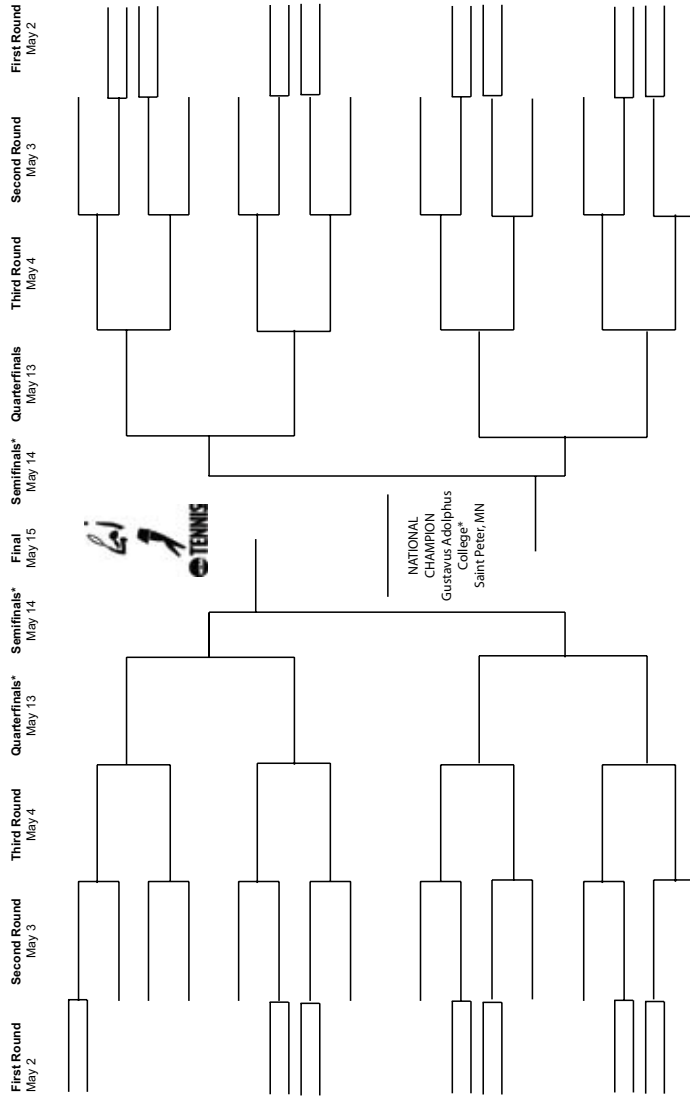
Web Sites, Internet and Video Streaming

Please refer to the NCAA Broadcast Manual for specific information. The manual can be found at <http://www1.ncaa.org/eprise/main/Public/CBA/BrdcstMan/Index>.

2008 NCAA Division III Women's
Tennis
Championship



Appendix A

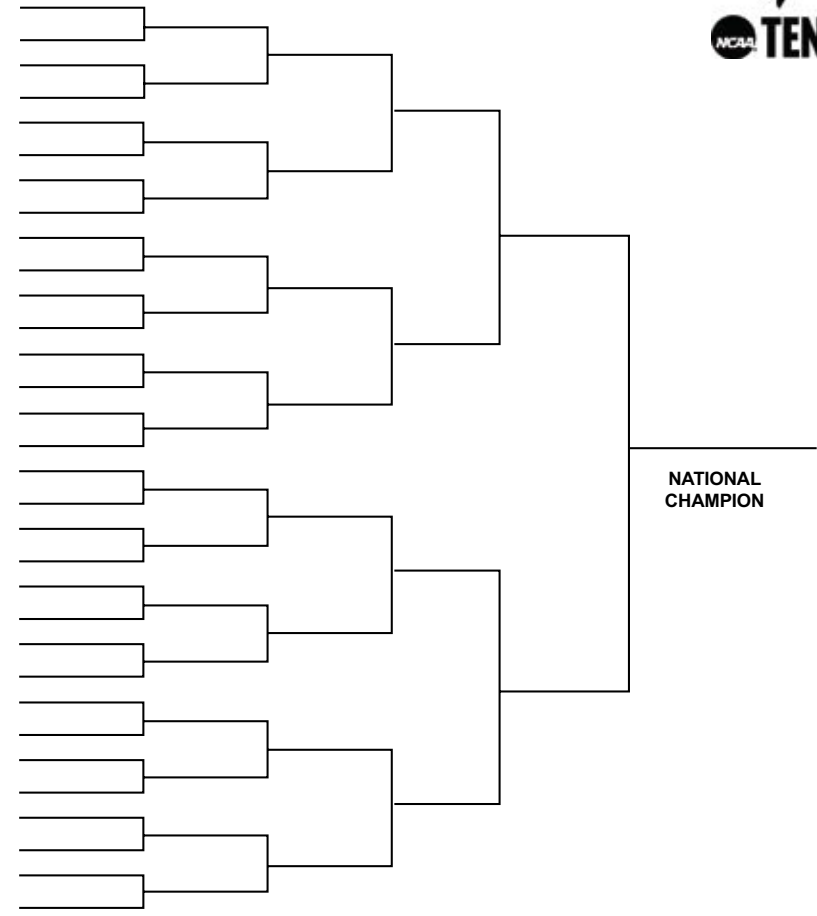


2008 NCAA DIVISION III Women's **TENNIS CHAMPIONSHIPS**

Host: Gustavus Adolphus College
 Event: Singles Championship



First Round May 16 **Second Round** May 16 **Quarterfinals** May 17 **Semifinals** May 17 **Final** May 18



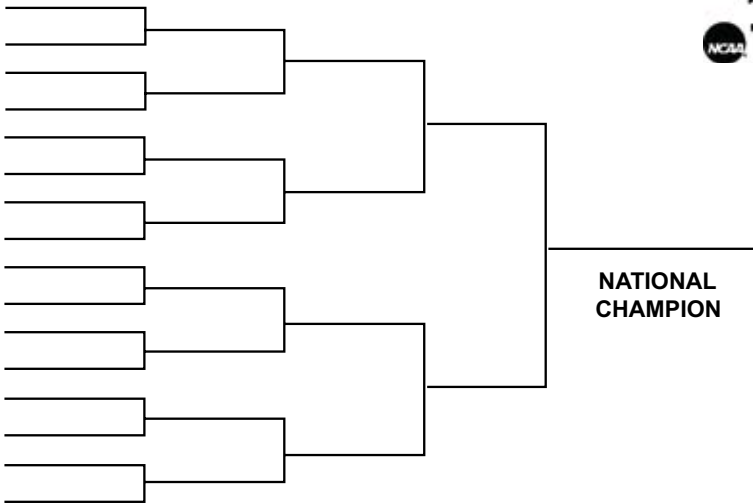


2008 NCAA DIVISION III Women's TENNIS CHAMPIONSHIPS

Host: Gustavus Adolphus College
Event: Doubles Championship



First Round **Quarterfinals** **Semifinals** **Final**
May 16 **May 17** **May 18** **May 18**



Appendix B

1. Atlantic South Region – AQ Conferences

Capital Athletic Conference Inc. (7)

School Name	City	ST	Region
Hood College	Frederick	MD	Atlantic South
University of Mary Washington	Fredericksburg	VA	Atlantic South
Salisbury University	Salisbury	MD	Atlantic South
St. Mary's College of Maryland	St. Mary's City	MD	Atlantic South
Villa Julie College	Stevenson	MD	Atlantic South
Wesley College	Dover	DE	Atlantic South
York College (Pennsylvania)	York	PA	Atlantic South

Centennial Conference (11)

School Name	City	ST	Region
Bryn Mawr College	Bryn Mawr	PA	Atlantic South
Dickinson College	Carlisle	PA	Atlantic South
Franklin & Marshall College	Lancaster	PA	Atlantic South
Gettysburg College	Gettysburg	PA	Atlantic South
Haverford College	Haverford	PA	Atlantic South
Johns Hopkins University	Baltimore	MD	Atlantic South
McDaniel College	Westminster	MD	Atlantic South
Muhlenberg College	Allentown	PA	Atlantic South
Swarthmore College	Swarthmore	PA	Atlantic South
Ursinus College	Collegeville	PA	Atlantic South
Washington College (Maryland)	Chestertown	MD	Atlantic South

Commonwealth Conference (5)

School Name	City	ST	Region
Albright College	Reading	PA	Atlantic South
Elizabethtown College	Elizabethtown	PA	Atlantic South
Lebanon Valley College	Annaville	PA	Atlantic South
Lycoming College	Williamsport	PA	Atlantic South
Messiah College	Grantham	PA	Atlantic South

Freedom Conference (6)

School Name	City	ST	Region
Arcadia University	Glenside	PA	Atlantic South
DeSales University	Center Valley	PA	Atlantic South
Fairleigh Dickinson University, Florham	Madison	NJ	Atlantic South
King's College (Pennsylvania)	Wilkes-Barre	PA	Atlantic South
Manhattanville College	Purchase	NY	Northeast
Wilkes University	Wilkes-Barre	PA	Atlantic South

Great South Athletic Conference (7)

School Name	City	ST	Region
Agnes Scott College	Decatur	GA	Atlantic South
Huntingdon College	Montgomery	AL	Atlantic South
La Grange College	La Grange	GA	Atlantic South
Maryville College (Tennessee)	Maryville	TN	Atlantic South
Piedmont College	Demorest	GA	Atlantic South
Spelman College	Atlanta	GA	Atlantic South
Wesleyan College (Georgia)	Macon	GA	Atlantic South

Old Dominion Athletic Conf. (11)

School Name	City	ST	Region
Bridgewater College (Virginia)	Bridgewater	VA	Atlantic South
Emory and Henry College	Emory	VA	Atlantic South
Guilford College	Greensboro	NC	Atlantic South
Hollins University	Roanoke	VA	Atlantic South
Lynchburg College	Lynchburg	VA	Atlantic South
Randolph College	Lynchburg	VA	Atlantic South
Randolph-Macon College	Ashland	VA	Atlantic South
Roanoke College	Salem	VA	Atlantic South
Sweet Briar College	Sweet Briar	VA	Atlantic South
Virginia Wesleyan College	Norfolk	VA	Atlantic South
Washington and Lee University	Lexington	VA	Atlantic South

Pennsylvania Athletic Conference (11)

School Name	City	ST	Region
Alvernia College	Reading	PA	Atlantic South
Cabrini College	Radnor	PA	Atlantic South
Cedar Crest College	Allentown	PA	Atlantic South
Eastern University	St. Davids	PA	Atlantic South
Gwynedd-Mercy College	Gwynedd Valley	PA	Atlantic South
Immaculata University	Immaculata	PA	Atlantic South
Marywood University	Scranton	PA	Atlantic South
Misericordia University	Dallas	PA	Atlantic South
Neumann College	Aston	PA	Atlantic South
College of Notre Dame (Maryland)	Baltimore	MD	Atlantic South
Rosemont College	Rosemont	PA	Atlantic South

USA South Athletic Conference (10)

School Name	City	ST	Region
Averett University	Danville	VA	Atlantic South
Christopher Newport University	Newport News	VA	Atlantic South
Ferrum College	Ferrum	VA	Atlantic South
Greensboro College	Greensboro	NC	Atlantic South
Mary Baldwin College	Stauton	VA	Atlantic South
Meredith College	Raleigh	NC	Atlantic South
Methodist College	Fayetteville	NC	Atlantic South
North Carolina Wesleyan College	Rocky Mount	NC	Atlantic South
Peace College	Raleigh	NC	Atlantic South
Shenandoah University	Winchester	VA	Atlantic South

University Athletic Association (8)

School Name	City	ST	Region
Brandeis University	Waltham	MA	Northeast
Carnegie Mellon University	Pittsburgh	PA	Atlantic South
Case Western Reserve University	Cleveland	OH	Central
University of Chicago	Chicago	IL	Central
Emory University	Atlanta	GA	Atlantic South
New York University	New York	NY	Northeast
University of Rochester	Rochester	NY	Northeast
Washington University (Missouri)	St. Louis	MO	Central

2. Central Region – AQ Conferences

College Conference of Illinois & Wisconsin (7)

School Name	City	ST	Region
Augustana College (Illinois)	Rock Island	IL	Central
Carthage College	Kenosha	WI	Central
Elmhurst College	Elmhurst	IL	Central
Illinois Wesleyan University	Bloomington	IL	Central
Millikin University	Decatur	IL	Central
North Central College	Naperville	IL	Central
Wheaton College (Illinois)	Wheaton	IL	Central

Heartland Collegiate Athletic Conference (9)

School Name	City	ST	Region
Anderson University (Indiana)	Anderson	IN	Central
Bluffton University	Bluffton	OH	Central
Defiance College	Defiance	OH	Central
Franklin College	Franklin	IN	Central
Hanover College	Hanover	IN	Central
Manchester College	North Manchester	IN	Central
College of Mount St. Joseph	Cincinnati	OH	Central
Rose-Hulman Institute of Technology	Terre Haute	IN	Central
Transylvania University	Lexington	KY	Central

Iowa Intercol. Athletic Conf. (9)

School Name	City	ST	Region
Buena Vista University	Storm Lake	IA	Central
Central College (Iowa)	Pella	IA	Central
Coe College	Cedar Rapids	IA	Central
Cornell College	Mt. Vernon	IA	Central
University of Dubuque	Dubuque	IA	Central
Loras College	Dubuque	IA	Central
Luther College	Decorah	IA	Central
Simpson College	Indianola	IA	Central
Wartburg College	Waverly	IA	Central

Michigan Intercollegiate Athletic Association (9)

School Name	City	ST	Region
Adrian College	Adrian	MI	Central
Albion College	Albion	MI	Central
Alma College	Alma	MI	Central
Calvin College	Grand Rapids	MI	Central
Hope College	Holland	MI	Central
Kalamazoo College	Kalamazoo	MI	Central
Olivet College	Olivet	MI	Central
Saint Mary's College (Indiana)	Notre Dame	IN	Central
Tri-State University	Angola	IN	Central

Midwest Conference (10)

School Name	City	ST	Region
Beloit College	Beloit	WI	Central
Carroll College (Wisconsin)	Waukesha	WI	Central
Grinnell College	Grinnell	IA	Central
Illinois College	Jacksonville	IL	Central
Knox College	Galesburg	IL	Central
Lake Forest College	Lake Forest	IL	Central
Lawrence University	Appleton	WI	Central
Monmouth College (Illinois)	Monmouth	IL	Central
Ripon College	Ripon	WI	Central
St. Norbert College	De Pere	WI	Central

Minnesota Intercollegiate Athletic Conference (11)

School Name	City	ST	Region
Bethel University (Minnesota)	St. Paul	MN	Central
Carleton College	Northfield	MN	Central
Concordia College, Moorhead	Moorhead	MN	Central
Gustavus Adolphus College	Saint Peter	MN	Central
Hamline University	St. Paul	MN	Central
Macalester College	St. Paul	MN	Central
College of St. Benedict	St. Joseph	MN	Central
College of St. Catherine	St. Paul	MN	Central
Saint Mary's University of Minnesota	Winona	MN	Central
St. Olaf College	Northfield	MN	Central
University of St. Thomas (Minnesota)	St. Paul	MN	Central

North Coast Athletic Conference (9)

School Name	City	ST	Region
Allegheny College	Meadville	PA	Central
Denison University	Granville	OH	Central
Earlham College	Richmond	IN	Central
Hiram College	Hiram	OH	Central
Kenyon College	Gambier	OH	Central
Oberlin College	Oberlin	OH	Central
Ohio Wesleyan University	Delaware	OH	Central
Wittenberg University	Springfield	OH	Central
College of Wooster	Wooster	OH	Central

Ohio Athletic Conference (10)

School Name	City	ST	Region
Baldwin-Wallace College	Berea	OH	Central
Capital University	Columbus	OH	Central
Heidelberg College	Tiffin	OH	Central
John Carroll University	University Heights	OH	Central
Marietta College	Marietta	OH	Central
Mount Union College	Alliance	OH	Central
Muskingum College	New Concord	OH	Central
Ohio Northern University	Ada	OH	Central
Otterbein College	Westerville	OH	Central
Wilmington College (Ohio)	Wilmington	OH	Central

St. Louis Intercollegiate Athletic Conference (8)

School Name	City	ST	Region
Blackburn College	Carlinville	IL	Central
Eureka College	Eureka	IL	Central
Fontbonne University	St Louis	MO	Central
Greenville College	Greenville	IL	Central
Maryville University of Saint Louis	St. Louis	MO	Central
Principia College	Elsah	IL	Central
Webster University	St. Louis	MO	Central
Westminster College (Missouri)	Fulton	MO	Central

Wisconsin Intercollegiate Athletic Conference (7)

School Name	City	ST	Region
University of Wisconsin, Eau Claire	Eau Claire	WI	Central
University of Wisconsin, La Crosse	La Crosse	WI	Central
University of Wisconsin, Oshkosh	Oshkosh	WI	Central
University of Wisconsin, River Falls	River Falls	WI	Central
University of Wisconsin, Stevens Point	Stevens Point	WI	Central
University of Wisconsin, Stout	Menomonie	WI	Central
University of Wisconsin, Whitewater	Whitewater	WI	Central

3. Northeast Region – AQ Conferences

City University of New York Athletic Conference (9)

School Name	City	ST	Region
Baruch College	New York	NY	Northeast
Brooklyn College	Brooklyn	NY	Northeast
City College of New York	New York	NY	Northeast
Hunter College		NY	Northeast
John Jay College of Criminal Justice	New York	NY	Northeast
Lehman College, City University of New York	Bronx	NY	Northeast
Medgar Evers College	Brooklyn	NY	Northeast
New York City College of Technology	Brooklyn	NY	Northeast
College of Staten Island	Staten Island	NY	Northeast

Commonwealth Coast Conference (11)

School Name	City	ST	Region
Colby-Sawyer College	New London	NH	Northeast
Curry College	Milton	MA	Northeast
Eastern Nazarene College	Quincy	MA	Northeast
Endicott College	Beverly	MA	Northeast
Gordon College	Wenham	MA	Northeast
Nichols College	Dudley	MA	Northeast
Regis College (Massachusetts)	Weston	MA	Northeast
Roger Williams University	Bristol	RI	Northeast
Salve Regina University	Newport	RI	Northeast
Wentworth Institute of Technology	Boston	MA	Northeast
Western New England College	Springfield	MA	Northeast

Empire 8 (9)

School Name	City	ST	Region
Alfred University	Alfred	NY	Northeast
Elmira College	Elmira	NY	Northeast
Hartwick College	Oneonta	NY	Northeast
Ithaca College	Ithaca	NY	Northeast
Nazareth College	Rochester	NY	Northeast
Rochester Institute of Technology	Rochester	NY	Northeast
St. John Fisher College	Rochester	NY	Northeast
Stevens Institute of Technology	Hoboken	NJ	Northeast
Utica College	Utica	NY	Northeast

Great Northeast Athletic Conference (8)

School Name	City	ST	Region
Albertus Magnus College	New Haven	CT	Northeast
Emerson College	Boston	MA	Northeast
Emmanuel College (Massachusetts)	Boston	MA	Northeast
Johnson and Wales University	Providence	RI	Northeast
Pine Manor College	Chestnut Hill	MA	Northeast
Simmons College	Boston	MA	Northeast
St. Joseph College (Connecticut)	West Hartford	CT	Northeast
Suffolk University	Boston	MA	Northeast

Little East Conference (8)

School Name	City	ST	Region
Bridgewater State College	Bridgewater	MA	Northeast
University of Massachusetts, Boston	Boston	MA	Northeast
University of Massachusetts, Dartmouth	North Dartmouth	MA	Northeast
Plymouth State University	Plymouth	NH	Northeast
Rhode Island College	Providence	RI	Northeast
Salem State College	Salem	MA	Northeast
University of Southern Maine	Gorham	ME	Northeast
Western Connecticut State University	Danbury	CT	Northeast

New England Small College Athletic Conference (11)

School Name	City	ST	Region
Amherst College	Amherst	MA	Northeast
Bates College	Lewiston	ME	Northeast
Bowdoin College	Brunswick	ME	Northeast
Colby College	Waterville	ME	Northeast
Connecticut College	New London	CT	Northeast
Hamilton College	Clinton	NY	Northeast
Middlebury College	Middlebury	VT	Northeast
Trinity College (Connecticut)	Hartford	CT	Northeast
Tufts University	Medford	MA	Northeast
Wesleyan University (Connecticut)	Middletown	CT	Northeast
Williams College	Williamstown	MA	Northeast

New England Women's & Men's Athletic Conference (8)

School Name	City	ST	Region
Babson College	Babson Park	MA	Northeast
Clark University (Massachusetts)	Worcester	MA	Northeast
Massachusetts Institute of Technology	Cambridge	MA	Northeast
Mount Holyoke College	South Hadley	MA	Northeast
Smith College	Northampton	MA	Northeast
Springfield College	Springfield	MA	Northeast
Wellesley College	Wellesley	MA	Northeast
Wheaton College (Massachusetts)	Norton	MA	Northeast

North Eastern Athletic Conference (7)

School Name	City	ST	Region
Baptist Bible College	Clarks Summit	PA	Atlantic South
Keuka College	Keuka Park	NY	Northeast
Keystone College	La Plume	PA	Atlantic South
Penn State Berks College* (08-09)	Reading	PA	Atlantic South
Penn State Harrisburg * (11-12)	Harrisburg	PA	Atlantic South
Philadelphia Biblical University	Langhorne	PA	Atlantic South
Wells College	Aurora	NY	Northeast

State University of New York Athletic Conference (9)

School Name	City	ST	Region
State University College at Brockport	Brockport	NY	Northeast
State University College at Cortland	Cortland	NY	Northeast
State University College at Fredonia	Fredonia	NY	Northeast
State University College at Geneseo	Geneseo	NY	Northeast
State University College at New Paltz	New Paltz	NY	Northeast
State University College at Oneonta	Oneonta	NY	Northeast
State University of New York at Oswego	Oswego	NY	Northeast
Plattsburgh State University of New York	Plattsburgh	NY	Northeast
State University College at Potsdam	Potsdam	NY	Northeast

4. West Region – AQ Conferences

American Southwest Conference (14)

School Name	City	ST	Region
Concordia University Texas	Austin	TX	West
Hardin-Simmons University	Abilene	TX	West
Howard Payne University	Brownwood	TX	West
LeTourneau University	Longview	TX	West
Louisiana College	Pineville	LA	West
University of Mary Hardin-Baylor	Belton	TX	West
McMurry University	Abilene	TX	West
Mississippi College	Clinton	MS	Atlantic South
University of the Ozarks (Arkansas)	Clarksville	AR	West
Schreiner University	Kerrville	TX	West
Sul Ross State University	Alpine	TX	West
University of Texas at Tyler	Tyler	TX	West
Texas Lutheran University	Seguin	TX	West
University of Texas at Dallas	Richardson	TX	West

Northwest Conference (9)

School Name	City	ST	Region
George Fox University	Newberg	OR	West
Lewis & Clark College	Portland	OR	West
Linfield College	Mc Minnville	OR	West
Pacific Lutheran University	Tacoma	WA	West
Pacific University (Oregon)	Forest Grove	OR	West
University of Puget Sound	Tacoma	WA	West
Whitman College	Walla Walla	WA	West
Whitworth University	Spokane	WA	West
Willamette University	Salem	OR	West

Southern California Intercollegiate Athletic Conf. (8)

School Name	City	ST	Region
California Institute of Technology	Pasadena	CA	West
California Lutheran University	Thousand Oaks	CA	West
Claremont McKenna-Harvey Mudd-Scripps Colleges	Claremont	CA	West
University of La Verne	La Verne	CA	West
Occidental College	Los Angeles	CA	West
Pomona-Pitzer Colleges	Claremont	CA	West
University of Redlands	Redlands	CA	West
Whittier College	Whittier	CA	West

Southern Collegiate Athletic Conference (11)

School Name	City	ST	Region
Austin College	Sherman	TX	West
Centre College	Danville	KY	Atlantic South
Colorado College	Colorado Springs	CO	West
DePauw University	Greencastle	IN	Central
Hendrix College	Conway	AR	West
Millsaps College	Jackson	MS	Atlantic South
Oglethorpe University	Atlanta	GA	Atlantic South
Rhodes College	Memphis	TN	Atlantic South
University of the South	Sewanee	TN	Atlantic South
Southwestern University (Texas)	Georgetown	TX	West
Trinity University (Texas)	San Antonio	TX	West

5. Pool B (Independents)

Atlantic South Region (24)

Bethany College (West Virginia)	Bethany	WV
Catholic University	Washington	DC
Chatham College	Pittsburgh	PA
Drew University	Madison	NJ
Fisk University	Nashville	TN
Frostburg State University	Frostburg	MD
Geneva College * (Exploratory)	Beaver Falls	PA
Goucher College	Baltimore	MD
Grove City College		
Grove City	PA	
Juniata College	Huntingdon	PA
Lincoln University (Pennsylvania)		
Lincoln Univ.	PA	
Moravian College	Bethlehem	PA
Penn State University, Altoona	Altoona	PA
Pennsylvania State Univ. Erie, Behrend College	Erie	PA
Rust College		
Holly Springs	MS	
Saint Vincent College * (10-11)	Latrobe	PA
Salem College* (09-10)	Winston-Salem	NC
University of Scranton	Scranton	PA
Susquehanna University	Selinsgrove	PA
Thomas More College	Crestview Hills	KY
Trinity College (District of Columbia)	Washington	DC
Washington and Jefferson College	Washington	PA
Waynesburg College	Waynesburg	PA
Westminster College (Pennsylvania)	New Wilmington	PA

Central Region (17)

Aurora University	Aurora	IL
Benedictine University (Illinois)	Lisle	IL
Bethany Lutheran College* (09-10)	Mankato	MN
College of St. Scholastica	Duluth	MN

Concordia University Chicago	River Forest	IL
Concordia University (Wisconsin)	Mequon	WI
Dominican University (Illinois)	River Forest	IL
Edgewood College	Madison	WI
Lakeland College	Sheboygan	WI
Marian College (Wisconsin)	Fond Du Lac	WI
Martin Luther College	New Ulm	MN
Milwaukee School of Engineering	Milwaukee	WI
Mount Mary College* (08-09)	Milwaukee	WI
Nebraska Wesleyan University	Lincoln	NE
Northwestern College* (09-10)	St. Paul	MN
Rockford College	Rockford	IL
Wisconsin Lutheran College	Milwaukee	WI

Northeast Region (32)

Bard College	Annandale-on-Hudson	NY
Bay Path College	Longmeadow	MA
Becker College	Leicester	MA
Castleton State College	Castleton	VT
State Univ. of New York at Farmingdale	Farmingdale	NY
Johnson State College	Johnson	VT
Kean University	Union	NJ
Lyndon State College* (10-11)	Lyndonville	VT
Massachusetts College of Liberal Arts	North Adams	MA
Mitchell College* (09-10)	New London	CT
Mount St. Mary College (NY)	Newburgh	NY
College of Mount St. Vincent	Riverdale	NY
The College of New Jersey	Ewing	NJ
College of New Rochelle	New Rochelle	NY
Newbury College	Brookline	MA
Polytechnic University (New York)	Brooklyn	NY
Purchase College, State University Of New York * (09-10)	Purchase	NY
Ramapo College	Mahwah	NJ
Rensselaer Polytechnic Institute	Troy	NY

Richard Stockton College of NJ
 Russell Sage College
 Rutgers, The State Univ. of NJ, Newark
 Skidmore College
 College of Saint Elizabeth
 St. Joseph's College (Long Island)
 St. Lawrence University
 Union College (NY)
 Vassar College
 William Patterson University of NJ
 William Smith College
 Worcester State College
 Yeshiva University

West (4)

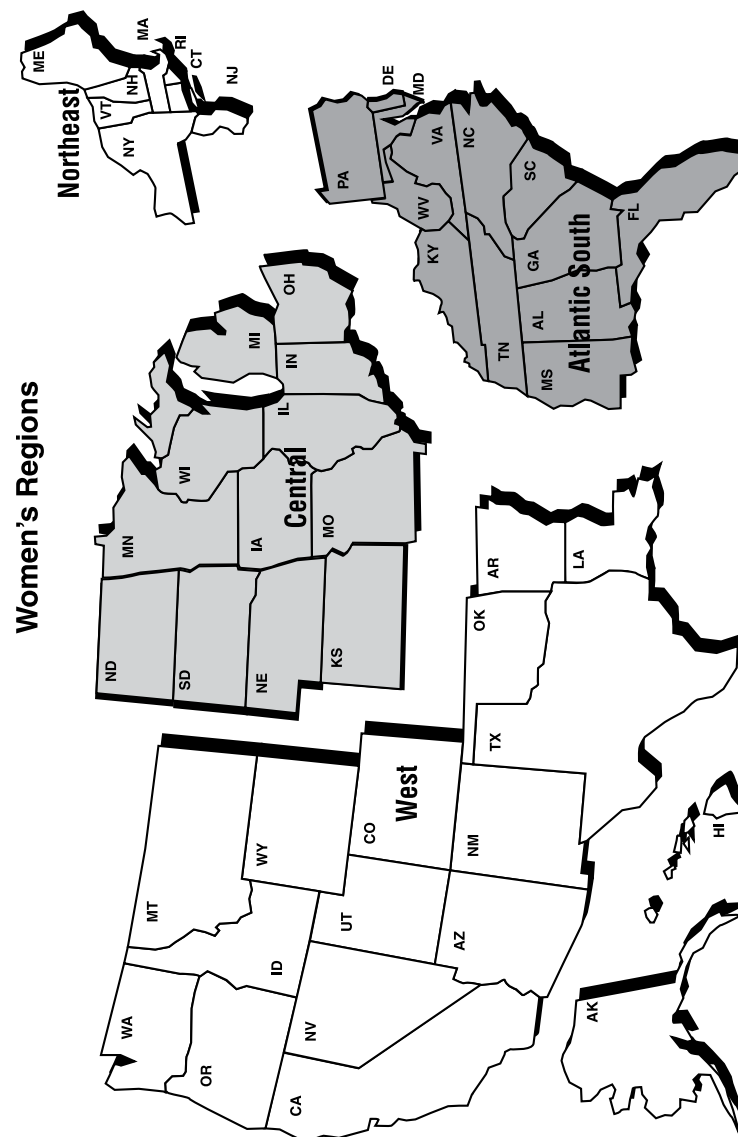
Univ. of California, Santa Cruz
 Chapman University
 La Sierra University * (10-11)
 Mills College

Pomona NJ
 Troy NY
 Newark NJ
 Saratoga Springs NY
 Morristown NJ
 Patchogue NY
 Canton NY
 Schenectady NY
 Poughkeepsie NY
 Wayne NJ
 Geneva NY
 Worcester MA

Santa Cruz CA
 Orange CA
 Riverside CA
 Oakland CA

Appendix C

Geographic Regions



Appendix D

Regional Advisory Committee

In order to maintain effective regional advisory committees and to ensure representation from conferences, the women's tennis committee agreed to limit the number of individuals serving on each regional committee. Conferences will be selected via an alphabetic rotation. If the selected representative resigns before the three-year term expires, then the same conference will appoint a representative to serve the remainder of the term. Representatives shall be assigned by the conference commissioner.

ATLANTIC SOUTH

Ximena Moore, chair	Huntingdon College	<i>Great South Athletic/ Southern Collegiate Athletic</i>	9/2011
Ron Christman	Waynesburg College	<i>Centennial / Independents</i>	9/2010
Matt Helsel	Elizabethtown College	<i>Commonwealth/Freedom</i>	9/2010
Jenny Nuttycombe	Christopher Newport	<i>Old Dominion Athletic/ USA South Athletic</i>	9/2010
Chuck Sack	Neumann College	<i>Pennsylvania Athletic/ North Eastern Athletic</i>	9/2009
Patrick Catullo	Mary Washington	<i>Capital Athletic / Independents</i>	9/2009

CENTRAL

Scott Wills, chair	Ohio Northern University	<i>Ohio Athletic Conference/ Heartland Collegiate</i>	9/2010
Brady Lindsley	Carthage College	<i>College Conf of Illinois & Wiscl/ St. Louis Intercollegiate Athletic</i>	9/2008
Bill Hehli	Wisconsin-La Crosse	<i>Wisconsin Intercollegiate Athletic/Midwest</i>	9/2008
Scott Thielke	Kenyon College	<i>North Coast Conference/ Michigan Intercollegiate Athletic</i>	9/2009
Brian Huinker	Luther College	<i>Iowa Intercollegiate Athletic/ Minnesota Intercollegiate Athletic</i>	9/2009
Pam Tullberg	Wisconsin Lutheran	<i>Independents/ Northern Athletic</i>	9/2010

NORTHEAST

George Kolb, chair	Roger Williams	<i>Commonwealth Coast/ Independents</i>	9/2010
Terry Condon	University of Massachusetts	<i>NESCAC/Little East</i>	9/2010

Christine Franek	Wellesley	<i>NEWMAC/Empire 8</i>	9/2009
Robert Rauseo	Simmons College	<i>Great Northeast/North Eastern</i>	9/2010
Amy Rowland	John Jay College	<i>CUNY/SUNYAC</i>	9/2009

WEST

James Cohagan, chair	Univ. of Mary Hardin-Baylor	<i>American Southwest</i>	9/2008
Amy Dames Smith	Linfield College	<i>Northwest Conference</i>	9/2010
Edward "Butch" Newman	Trinity University (Texas)	<i>Southern Collegiate</i>	9/2010
Ann Lebedeff	Pomona-Pitzer	<i>Southern California Inter. Ath.</i>	9/2008

Appendix E

Checklist for Conference Call

This is a checklist for the conference calls between the coaches and administrators of teams selected to the championships, tournament director of the host institution (first-, second-, and third-round competition), women's tennis committee representative, and NCAA staff liaison.

1. Welcome and introductions.
2. Congratulate participants and thank host.
3. Competition schedule (dates and times).
4. Practice schedule.
5. Official traveling party (squad size: 8 student-athletes and one non-athlete).
6. Lodging and transportation plans.
7. Expense forms for teams (online).
8. Sports information.
9. Umpires (patches).
10. Special activities for teams (banquet format, hospitality, finals only).
11. Locker rooms.
12. Athletic training services/procedures for treatment.
13. Logos/uniforms.
14. Official lineups (posted at www.ncaa.org).
15. Drug testing.
16. Misconduct.
17. Inclement weather policy/indoor court location/weather system.
18. Signage/balls/DASANI product/scorecards.
19. Merchandise/programs (9 to each team).
20. Parking.
21. Emergency contact names and numbers.
22. Other.
23. Questions.

Appendix F

2008 NCAA Division III Women's Tennis Championships

Gustavus Adolphus College, host

Tentative Schedule

MONDAY, MAY 12

- | | |
|---------------|--|
| 9 a.m.-3 p.m. | Registration - Gustavus-Adolphus College (GAC) Swanson Tennis Center |
| 9 a.m.-3 p.m. | Practice Times |
| 4-5 p.m. | Mandatory Coaches Meeting - Hotel |
| 6:30 p.m. | Team Banquet - GAC Campus Center |

TUESDAY, MAY 13

- | | |
|------------|--|
| 8 a.m. | Team Picture - GAC Swanson Tennis Center |
| 8:30 a.m. | Meeting with Umpires and Committee |
| 9:00 a.m. | Quarterfinal Matches (top half of draw) - GAC Outdoor Courts |
| 12:50 p.m. | Team Picture - GAC Swanson Tennis Center |
| 2 p.m. | Quarterfinal Matches (lower half of draw) - GAC Outdoor Courts |

WEDNESDAY, MAY 14

- | | |
|-----------|--|
| 9 a.m. | Semifinal Match (top half of draw) - GAC Outdoor Courts |
| 2 p.m. | Semifinal Match (bottom half of draw) - GAC Outdoor Courts |
| by 6 p.m. | Draw for Individuals Championships |

THURSDAY, MAY 15

- | | |
|---------------|---|
| 9 a.m.-3 p.m. | Registration for Individual Championships - GAC Swanson Tennis Center |
| 9 a.m.-3 p.m. | Practice - GAC Swanson Tennis Center |
| 9 a.m. | Team Championship (third-place match) - GAC Outdoor Courts |
| 1 p.m. | Team Championship Final - GAC Outdoor Courts |
| | Awards presentation immediately following matches |
| 7 p.m. | Banquet/Awards Presentation - GAC Campus Center |
| 9 p.m. | Mandatory Coaches Meeting - Hotel |
| 9:30 p.m. | ITA Meeting - Hotel |

FRIDAY, MAY 16

- | | |
|-----------|---|
| 7:45 a.m. | Pictures Participant(s)/Coach - GAC Swanson Tennis Center |
| 9 a.m. | Round of 32 Singles - GAC Outdoor Courts |

2008 NCAA Division III Women's Tennis Championships

Gustavus Adolphus College, host

Tentative Schedule

(continued)

Noon	Round of 16 Singles - GAC Outdoor Courts
1:45 p.m.	Pictures Participant(s)/Coach - GAC Swanson Tennis Center
3 p.m.	Round of 16 Doubles, -GAC Outdoor Courts

SATURDAY, MAY 17

9 a.m.	Singles Quarterfinals - GAC Outdoor Courts
Noon	Singles Semifinals - GAC Outdoor Courts
3 p.m.	Doubles Quarterfinals - GAC Outdoor Courts

SUNDAY, MAY 18

Noon	Singles Finals - GAC Outdoor Courts
2 p.m.	Doubles Semifinals - GAC Outdoor Courts
4 p.m.	Doubles Finals - GAC Outdoor Courts

Awards presentation immediately following matches

Appendix G

2007 – 2008 AACCA College

Cheerleading Safety Rules

Note: See "Section G" for specific basketball/indoor restrictions.

Section A - General Program Guidelines

1. Cheerleading squads should be placed under the direction of a qualified and knowledgeable advisor or coach.
2. All practice sessions should be supervised by the advisor/coach and held in a location suitable for the activities of cheerleaders (e.g., use of appropriate matting, away from excessive noise and distractions, etc.)
3. Prior to the performance of any skill, the immediate environment for the activity should be taken into consideration – including, but not limited to – proximity of non-squad personnel, performance surface, lighting and/or precipitation. Technical skills should not be performed on concrete, asphalt, wet or uneven surfaces or surfaces with obstructions.
4. Advisors/coaches should recognize the particular ability level of all participants and should limit the squad's activities accordingly. Participants should not be pressed to perform activities until they are safely prepared.
5. Skills that have not been mastered should be performed only in a supervised practice environment.
6. Thorough training in proper spotting techniques should be mandatory for all squads.
7. All cheerleaders should receive proper training before attempting any form of cheerleading gymnastics (tumbling, partner stunts, pyramids and jumps).
8. All cheerleading squads should adopt a comprehensive conditioning and strength building program.
9. A structured stretching exercise and flexibility routine should precede and follow all cheerleading activities.
10. All programs should qualify cheerleaders according to accepted teaching progressions. Appropriate spotting should be used until all performers demonstrate mastery of the skill and when spotting is required by specific rule.
11. In environments where there is close proximity to the athletic event and "out of bounds" plays pose a significant risk of injury to the participant, no technical skills should be performed while the ball is in play.
12. All partner stunts, pyramids, and basket tosses should be reviewed and approved by the coach prior to execution.

Section B - General Restrictions

1. The use of any height-increasing apparatus (e.g. mini-trampoline, etc.) other than a spring floor is prohibited for performance.
2. The top person in a partner stunt, pyramid or transition cannot be released from bases with the intent to land or be caught in an inverted body position.
3. An individual may not jump, flip or dive over, under, or through partner stunts, pyramids or individuals from basket tosses, similar tosses, partner stunts or other tosses from hands.
4. Drops (knee, seat, thigh, front, back and split) from a jump, stand or inverted position are prohibited unless the majority of the weight is first borne on the hands/feet which

breaks the impact of the drop.

- Jewelry of any kind is prohibited (e.g., navel jewelry, tongue jewelry, earrings, necklaces, etc.) Medical bracelets are allowed provided they are taped to the body.
- Soft-soled athletic shoes must be worn while cheering or competing. Gymnastics shoes, jazz shoes and/or boots are prohibited.
- Flipping skills into or from stunts, tosses or pyramids are prohibited on surfaces other than grass or a mat.
- Two and one half high pyramids are prohibited on surfaces other than grass or a mat.

Section C - Partner Stunts

- Twisting dismounts with more than a 360 degree rotation require an additional spotter that assists on the cradle.
- Stunts in which the base uses only one arm for support require a spotter when:
 - the stunt is anything other than a cupie/awesome or basic liberty. All other one-arm stunts require a spotter (e.g., heel stretch, arabesque, high torch, scorpion, bow and arrow, etc.).
 - the load-in or dismount involves a twist. The spotter must be in place during the twist and assist on the cradle during twisting dismounts.
 - the top person is popped from one arm to the other.
- Single based split catches are prohibited.
- Flips into or from partner stunts are prohibited, with the following exceptions (These exceptions are limited to one flip and require an additional spotter.):
 - Rewinds (no twisting allowed.)
 - Front flip dismounts from shoulder height to a cradle.
 - Back flip dismounts from shoulder height double based stunts to a cradle.
- Leg pitch, toe pitch, walk-in, sponge, and straddle catch front and back flips are prohibited.
- Twisting dismounts greater than two rotations are prohibited. Exception: side facing stunts - i.e. Arabesque, Scorpion, double full twisting cradles to the front are legal.
- Front, back and side tension drops are prohibited.

Section D - Pyramids

- Pyramids higher than 2 ½ body lengths are prohibited. Pyramid height is measured by body lengths as follows: chairs, thigh stands and shoulder straddles are 1½ body lengths; shoulder stands are 2 body lengths; extended stunts (i.e. extension, liberty, etc.) are 2½ body lengths. Exception: an extended stunt on top of a thigh stand is allowed.
- In all pyramids, there must be at least two spotters designated for each person who is above "two persons high" and whose primary support does not have at least one foot on the ground. One of the spotters must be in the back and the other can be at the side or in front of the pyramid to spot the front. Just prior to the dismount, this spotter can move to the back to catch the cradle.
- Cradles from pyramids over two high must use at least two catchers.
- Toe touch and twisting dismounts off of pyramids two high or above must use three catchers.
- All flips into or from pyramids are prohibited, with the exception of a forward flip dismount to a cradle.
- Front, back and side tension drops are prohibited.

Section E - Tosses

- Basket tosses or similar tosses may only be performed from ground level, can use no more than four bases, and must be cradled by three of the original bases, one of which must catch in a "scoop" under the head and shoulders.
- Basket and elevator tosses may not be directed so that the bases must move to catch the top person.
- Basket and elevator tosses cannot exceed one flipping and two twisting rotations.
- In flipping basket or elevator tosses (tuck, layout, or pike position) only two additional skills are allowed. One twisting rotation is considered to be one skill. Examples:

Legal (two skills)

Tuck flip, X-out, Full Twist

Double Full-twisting Layout

Kick, Full-twisting Layout

Pike, Open, Double Full Twist

Arabian Front, Full twist

Illegal (three skills)

Tuck flip, X-out, Double Full Twist

Kick, Double Full-twisting Layout

Kick, Full-twisting Layout, Kick

Pike, Split, Double Full Twist

Full-twisting Layout, Split, Full Twist

Note: An Arabian Front followed by a 1 ½ twist is considered to be a legal skill.

- Basket and elevator load-ins can land in a stunt or pyramid provided that the toss does not significantly exceed the height of the intended skill. Flips into stunts or pyramids from a basket or elevator load-in are prohibited.

Section F - Tumbling

- Tumbling skills performed over, under or through partner stunts, pyramids or individuals are prohibited.
- Tumbling skills that exceed one flipping rotation are prohibited.
- Tumbling skills with two or more twisting rotations are prohibited.
- Dive rolls are prohibited.

Section G – Specific Basketball/Indoor Court Rules

- The following skills are prohibited at basketball and other athletic contests conducted on courts:
 - Basket tosses, elevator tosses and other similar multibased tosses.
 - Partner stunts in which the base uses only one arm to support the top person.
 - Flips or twists into or from partner stunts.
 - Two and one half person high pyramids.
 - Twisting tumbling skills.

The only exception to the above rule is during halftime or postgame performances where the area is free of obstructions and non-cheer personnel and all skills are performed on a matted surface.

Section H - Glossary

Base. - A person who is in direct contact with the performing surface and is supporting another person's weight.

Top. – A person who is either being supported by another while off of the performing surface or who has been tossed into the air by another person.

Middle. – A person who is being supported by a base while also supporting a top person.

Toss. – A movement by one or a group of participant that propels a person into the air so that the person is airborne (i.e., free of contact with the performing surface).

Stunt. - A skill in which a top person is supported by a base or bases.

Pyramid. – A skill in which a top person is being supported by a middle layer person.

Flip. – When a person is airborne while the feet pass over the head.

Dive Roll. - A forward roll wherein the performer is airborne prior to the beginning of the forward roll.

Cradle. – Dismount from a stunt/pyramid/toss in which the top person lands in a face-up, semi-piked position.

Helicopter Toss. – A stunt in which the top person is tossed into the air with the body parallel to the ground and completes a 360 degree horizontal rotation (like the blades of a helicopter.)

Rewind. - Skill in which the top person starts with BOTH FEET on the ground, is tossed into the air and performs a backward or side rotation into a stunt or loading position. Flips are limited to one rotation and cannot twist.

Loading Position. – Any intermediate position below shoulder level that uses continuous motion to put a top person in a stunt or pyramid. Examples: Elevator load, basket load, smoosh, scoop from the back, etc.

Height-increasing Apparatus. – Any type of equipment that increases the height of a skill.

The above safety rules are general in nature and are not intended to cover all circumstances. All cheerleading gymnastics, including tumbling, partner stunts, pyramids, jumps and tosses should be carefully reviewed and supervised by a qualified and knowledgeable advisor or coach. The American Association of Cheerleading Coaches and Advisors makes no warranties or representations, either expressed or implied, that the above guidelines will prevent injuries to individual participants.

For the most recent safety rules and information, visit <http://www.aacca.org>.