

2011-2012 Tennis Operating Code

1. ORGANIZATION STRUCTURE

1.1 CONFERENCE STRUCTURE

1.1.1 The organization voting membership shall consist of the men's and women's coach or designee from each of the member institutions of the Pennsylvania State Athletic Conference, which offer men's and/ or women's tennis as a varsity sport.

1.2 CONFERENCE COMMITTEES

1.2.1 Sport Chairperson: The liaison shall be an athletic administrator selected by the chair of the Athletics Administrators Executive Committee. The duties of the Liaison are to:

1.2.1.1 Call special meetings of the membership upon request of at least five members;

1.2.1.2 Oversee the recordings and distribution of minutes of the annual meeting and special meetings; and

1.2.1.3 Prepare and distribute an agenda for the annual meeting and any special meetings.

1.2.2 Tennis Committee: The tennis committee shall consist of three head coaches or designees. No more than two from the same division may serve at one time. The Tennis Committee shall:

a. Be bound by ITA rules during any approved PSAC tournament and dual matches.

b. Provide for and oversee linesmen when linesmen are requested by a player during the annual tournament, only if tournament referee is not available.

c. Be present or the tournament director will provide a proxy who will be present throughout the duration of the tournament.

d. Make decisions to default during the annual tournament, if tournament referee is not involved.

e. Adjudicate disputes involving the application of Conference and ITA rules arising from match play between member institutions, in consultation with the Conference Commissioner.

1.2.2.1 Tennis Committee Rotation: Mill, Ship, Edin, WCU, SRU, BU, Cal, ESU, Clar, KU, IUP, MC

1.2.2.2 No member of the Tennis Committee shall participate in adjudications or investigations involving him/herself or his/her team. In such cases, the Commissioner shall appoint another head coach as a temporary member of the Tennis Committee (as needed).

1.2.2.3 The duty of the Tennis Committee shall be to prepare a proposed seeding of teams only in the event mandated dual matches have not been completed.

1.3 MEETINGS

1.3.1 The Annual Coaches Meeting shall be determined by the PSAC office.

1.3.2 The following business shall be conducted at the annual meeting:

a. Selection of future tournament/match sites.

b. Choose the official tournament ball for the following year's tournament.

c. Approve future dual match schedules.

d. Review and revise as necessary the sport Operating Code.

e. Receive reports from any committees appointed for special tasks.

f. Consider any other matters relevant to Conference tennis.

1.3.3 Voting: Each member team, through its head coach or designee, shall have one vote on each issue brought before the organization. Assistant coaches, managers, or other support personnel shall not have a vote unless acting as a designee of a head coach. A quorum shall be the members present and voting.

1.3.4 Conduct of Meetings: Meetings of the organization shall be conducted by the Liaison or designee using standard parliamentary procedure practices unless altered by a majority vote of the members present.

1.4 PERSONNEL

1.4.1 Staff Limitations

- a. 1 head coach
- b. 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer
- c. 1 paid part-time assistant (half time or less) or graduate assistant or volunteer
- d. 1 volunteer
- e. **4 TOTAL COACHES**

1.4.2 Additional Staffing Notes: In addition to the above limitations, an institution is permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties. In addition to the above limitations, an institution is permitted to utilize a maximum of four (4) social equity positions with a maximum of one (1) per sport. These positions shall be determined by the President and reported to the Commissioner.

1.5 NATIONAL LETTER OF INTENT: Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

2. REGULAR SEASON PROCEDURES

2.1 GAME DAY PROCEDURES

2.1.1 Uniforms: Per NCAA rules.

2.1.2 Complimentary Passes: A minimum of two complimentary admissions will be provided to a visiting PSAC student-athlete at any member institution when admission is charged. The complimentary admission list is available online.

2.1.3 Game Balls:

2.1.4 Regular Season: Matches postponed due to weather are to be rescheduled in the following order:

- a. The match must be made up on the next common open date and each common open date thereafter, for both teams on an original schedule submitted to the conference office and each conference opponent by September 1 for fall matches and March 1 for spring matches.
- b. A match rescheduled due to weather shall become a part of the original schedule.
- c. If a University has concerns due to academics, the two coaches should turn over the rescheduling of matches to their ADs. If unable to be resolved, the ADs are to submit to the Commissioner.
- d. Easter Sunday shall not be considered a make-up day for matches in the regular season.

2.2 GAME OFFICIALS

2.2.1 During regular season play, institutions may choose to schedule officials on their own for conference mandated matches; however, this is not a requirement.

2.3 GAME ENVIRONMENT

2.3.1 Sportsmanship: The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

2.3.2 Crowd Control Statement: Each member institution is expected to have the following announcement read prior to each contest (at a minimum). Institutions are encouraged to develop a format in which participating student-athletes or other enrolled student-athletes recite this (or a similar statement) prior to competition. “The PSAC and (host institution) promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your support of the PSAC and (host institution).”

2.3.1 Artificial noisemakers are permitted at outdoor athletic events except those devices (i.e. whistles, air horns) that would interfere with the conduct of the contest or those already prohibited by NCAA regular season playing rules.

2.3.2 The director of athletics or the designated representative is responsible for removing such instruments from the competition area.

2.3.3 Game Environment, The PSAC and Division II: Institutions have a unique opportunity to establish the link between the educational purpose of Division II athletics and the competition environment at Division II events. Game Environment goes beyond the behavior of players and coaches to include all that surrounds the event, including game administration, fans and student supporters. Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

2.5 SCHEDULING

2.5.1 Mandated Schedule Policy: The schedule is to be adhered to unless both institutions mutually agree to change a date, in consultation with the Conference Office.

2.5.2 Match starting times are determined by host institution.

2.5.2.1 Matches scheduled for dates when school is not in session shall not start before 9 a.m.

On dates that school is in session, the matches shall not start before 2 p.m. Crossovers on weekdays shall not begin before 11 a.m.

2.5.3 Mandated men’s tennis matches must be completed by the Tuesday of the week of the Conference Championship but may not be originally scheduled past the Sunday before the Championships. Mandated women’s tennis matches must be completed by the Sunday before the Championships. Cross-overs need not be completed.

2.5.4 Required Dual Match Scheduling – Men: Each men’s team will play other conference institutions in one mandated match. A two-year schedule will be developed to ensure that over this two-year span each team will play their opponents once at home. The use of an ITA referee is recommended for mandated matches.

2.5.5 Required Dual Match Scheduling – Women: Each women’s team will play other conference divisional institutions in one mandated match. A two-year schedule will be developed to ensure that over this two-year span each team will play its opponents once at home. In addition each women’s team will play two opponents from the opposite division each year to be scheduled in the fall. The use of an ITA referee is recommended for mandated divisional matches.

2.5.6 Dual matches: The ITA rules will be followed for dual matches. The rules are issued each year to ITA members.

3. CHAMPIONSHIP PROCEDURES

3.1 TOURNAMENT FORMAT

3.1.1 Date: A Conference Championship tournament will be held for member institutions the Friday and Saturday two weeks prior to the NCAA Regionals.

3.1.2 Site: Bloomsburg will be considered as the site of the PSAC Team Tennis Championships until other campus facilities are improved. In even numbered years, the men will play first, in odd years the women will play first.

SITES	PSAC Team Tournament	PSAC Ind. Tournament
2011-12	Bloomsburg	Bloomsburg

3.1.2.1 Any member school shall be eligible to host the tournament contingent upon approval of coaches, liaison and commissioner. A minimum of 9 courts in visible proximity to each other is required.

3.1.3 Seeding – Men:

3.1.3.1 When all teams in contention have completed all dual matches, the top four teams will qualify for the PSAC Championships based upon their win/ loss record for mandated PSAC matches and seeded as #1 through #4 teams.

3.1.3.2 Division Ties: If teams are tied the following tie-breaker will be used:

- a. Result of head to head match play.
- b. Record vs. conference teams progressing down until the tie is broken.
- c. Results of any matches with common opponents.
- d. Head to head courts won among tied teams.
- e. Head to head sets won among tied teams.
- f. Head to head games won among tied teams.
- g. The decision of the Seeding Committee chaired and convened by the commissioner and two coaches of teams not involved.

3.1.3.3 Non-Completed Mandated Schedule: When all teams in contention have not completed their mandated contests, for seeding purposes and the breaking of ties for qualification purposes, the following procedures will be used:

3.1.4 Seeding – Women:

3.1.4.1 When all teams in contention have completed all dual matches, the top three teams from each division will qualify for the PSAC Championships based upon their win/ loss record for mandated divisional matches and seeded respectively as the #1, #2 and #3 seeds. The #3 team will play at the #2 team in a quarterfinal match in each division on the Tuesday prior the weekend team semifinals and finals.

3.1.4.2 Division Ties: If teams are tied the following tie-breaker will be used:

- a. Result of head to head divisional match play.
- b. Record vs. conference divisional teams progressing down until the tie is broken.
- c. Results of any matches with common opponents to include cross over common opponents.
- d. Head to head courts won among tied teams.
- e. Head to head sets won among tied teams.
- f. Head to head games won among tied teams.
- g. The decision of the Seeding Committee chaired and convened by the commissioner and two coaches of teams not involved.

3.1.4.3 Non-Completed Mandated Schedule: When all teams in contention have not completed their mandated contests, for seeding purposes and the breaking of ties for qualification purposes, the following procedures will be used:

3.1.5 Rain date would be Sunday. In the event the tournament could not be completed, the champion would be determined by:

3.1.5.1 Men's Tournament

- a. Highest Seeded team remaining

3.1.5.2 Women's Tournament

If the semifinals cannot be completed, tie-breaker between the #1 seed teams from each division will be:

- a. Regular season head-to-head results.
- b. Results vs. common opponents.
- c. Highest regionally ranked team from most recent NCAA ranking.

If the semifinals are completed, tie-breaker from remaining teams will be:

- a. Regular season head-to-head results.
- b. Results vs. common opponents.
- c. Highest regionally ranked team from most recent NCAA ranking.

3.1.6 All matches will be played until one team reaches five (5) points at which time the match will stop.

3.1.7 All match results must be reported to the scorer's table by the competitors immediately following completion of the match.

3.2 TOURNAMENT PROCEDURES

3.2.1 Tournament Director: The Tournament Director shall be the Athletic Director or designee from the host school. The duties of the Tournament Director, assisted by the tennis liaison, shall be to organize and administer the annual team championship tournament. Submission of a financial report to the conference office is also required.

3.2.2 Championship Expenses: Per PSAC guidelines.

3.2.3 Championship Practice Times: As permitted by host institution.

3.2.4 The Tennis Committee shall hold a conference call at 9 a.m. the Wednesday prior to the tournament if deemed necessary by the conference commissioner.

3.2.5 All match results/ information must be in the possession of the conference office and the Tournament Director or designee by 8 p.m. Tuesday prior to the Tournament.

3.2.6 The Tournament Director may appoint a temporary committee when necessary for the good of the event so long as the composition of the committees reflects representation from the Conference divisions.

- a. Tennis Committee
- b. Tournament Director
- c. Liaison

3.2.7 The Tournament Committee shall consist of Tournament Director, Tournament Referee and all coaches involved in the Tournament.

3.2.8 Conduct of the Championship

3.2.8.1 The PSAC Men's and Women's Championships will be conducted according to the rules and regulations of the ITA.

3.2.8.2 The Tournament Director, Liaison and tournament referee shall be responsible for administering the tournament.

3.2.8.3 The tournament referees are responsible for all on-court decisions and their decisions are final

3.2.8.4 The tournament shall consist of team competition played with the current Division II format.

3.2.8.5 The conference shall levy fines following the NCAA fine rule (\$300 per incident) for missing lineup deadlines and/or over-turned lineups.

3.2.9 Officials: Officials will be contracted through the PSAC office.

3.2.10 The championship will be played outside unless there are extenuating circumstances (i.e. availability of indoor facility and agreement of liaison and commissioner). Indoor back up facilities are recommended for conference championships. The cost to be paid by conference office.

3.2.11 If there are less than 6 courts available per match, ITA rules will be used to determine the order of play.

3.2.12 Lineup Submission Procedures: The following procedures will be followed when submitting and challenging lineups for the PSAC tournament:

- a. By noon on Friday of the week prior to the Championship, all lineups must be submitted to the conference office.
- b. Lineups from all teams sent from the conference office to participating coaches by 4 p.m. on Friday of the week prior to the Championship.
- c. Coaches have the right to challenge lineups by 9 a.m. on the Monday prior to the championship.
- d. If a challenge is upheld by the Tennis Committee, the Committee will determine the appropriate lineup.
- e. All line-ups submitted must be conforming to ITA rules.

3.2.13 Tournament Schedule: TBD

3.2.14 Singles sticks must be used for singles matches between conference opponents for both dual and championship matches.

3.2.15 Awards

3.2.15.1 Provided by the conference office. PSAC Champion Trophy, PSAC Runner-up Trophy, 30 Individual Awards to the Championship Team and an MVP Plaque.

3.2.15.2 A Most Valuable Player of the conference championship shall be selected shall be selected by the tournament committee.

3.2.15.3 Awards Ceremony Protocol: The second place team is required to remain present at the site of competition until they are presented with their runner-up trophy.

3.3 INDIVIDUAL/DOUBLES CHAMPIONSHIP: A conference singles and doubles championship tournament will be conducted on the Saturday and Sunday following the ITA Championships to determine conference champions.

3.3.1 Women's Singles: 28 player draw (3 players from previous year's semifinalists, plus 2 from remaining teams – top 6 players seeded)

3.3.2 Men's Singles: 16 player draw (3 players from previous year's semifinalists, plus 2 from remaining teams – top 4 players seeded)

3.3.3 Doubles: 1 team from each school (Top 2 teams seeded)

3.3.4 PSAC Individual/Doubles Tournament:

3.3.4.1 Order of Play: Doubles for both genders will be started concurrently. Two rounds of doubles will be played followed by two rounds of singles. Women's singles will be played first due to having a larger draw.

3.3.4.2 Format: Singles 2 sets with a 10-point super tiebreaker in lieu of a 3rd set. Doubles – 8 game proset with a regular tiebreaker.

3.3.4.3 Schedule: The host coach will present the tournament schedule to the coaches at the fall meeting.

3.3.5 A seeding committee of three coaches plus the liaison will seed the brackets. The conference office will select the coaches involved. A minimum of 8 courts in visible proximity to each other must be available to host.

4. ALL-CONFERENCE AWARD PROCEDURE

4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS

4.1.1 All-Conference certificates shall be awarded to six (6) singles players and three (3) doubles teams. Players can be nominated as a singles player and/or as part of a defined double's team. The All-PSAC women's team(s) will have six (6) all-conference singles players and three (3) doubles teams in each division; there will be one men's team consisting of the same configuration.

4.1.2 An Athlete, Coach and Freshman of the year shall be selected for both men and women. To be eligible for the Freshman of the Year award, a student-athlete should be listed by the institution as a freshman or red-shirt freshman and must be competing in their initial year of eligibility for that sport.

4.2 NOMINATION PROCEDURES

4.2.1 A coach may nominate no more than six players.

4.2.2 A player must have played at least 66% of his/her teams matches in order to be nominated.

4.2.3 Pertinent statistics may be included in the nomination.

4.3 VOTING PROCEDURE

4.3.1 Recipients shall be selected via votes for a first and second choice for each award.

4.3.2 A coach shall **not** vote for his/her own player or himself/herself.

4.3.3 Ties shall be broken by a revote of uninvolved coaches.

4.4 MISCELLANEOUS

4.4.1 Head Coaches shall vote during the week following the Conference Championships.

4.4.2 The selection process will be conducted by the Conference Media Relations Director in accordance with the PSAC policy.