

# **MEN'S & WOMEN'S TENNIS OPERATING CODE**

## **I. MEMBERSHIP**

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.

## **II. GOVERNANCE**

The officials for the organization shall consist of a Tournament Director, and Liaison. In addition, a Tennis Committee shall be selected from the membership.

- A.** The Tournament Director shall be the Athletic Director or designee from the host school.
- B.** The duties of the Tournament Director, assisted by tennis liaison shall be to organize and administer the annual team championship tournament
- C.** The term of office of the Tournament Director shall be one year, beginning the day after the conclusion of the annual team championship tournament and ending the last day of the following year's tournament.
- D.** The Liaison shall be an athletic administrator selected by chair of the Athletics Administrators Executive Committee. The duties of the Liaison are to:
  - 1. Call special meetings of the membership upon request of at least five members;
  - 2. Oversee the recordings and distribution of minutes of the annual meeting and special meetings; and
  - 3. Prepare and distribute an agenda for the annual meeting and any special meetings.
- E.** The Tennis Committee shall consist of three head coaches or designees and no more than two the same conference division, elected by a majority vote of the membership.
  - 1. Tennis Committee Rotation: IUP, MC, Mill, Ship, WCU, SRU, BU, Cal, ESU, Clar, KU
- F.** The Tennis Committee shall;
  - 1. Be bound by ITA rules during any approved PSAC tournament and dual matches.
  - 2. Provide for and oversee linesmen when linesmen are requested by a player during the annual tournament, only if tournament referee is not available.
  - 3. Be present or the tournament director will provide a proxy who will be present throughout the duration of the tournament.
  - 4. Make decisions to default during the annual tournament, if tournament referee is not involved.
  - 5. Adjudicate disputes involving the application of Conference and ITA rules arising from match play between member institutions, in consultation with the Conference Commissioner
- G.** No member of the Tennis Committee shall participate in adjudications or investigations involving himself or his team. In such cases, the Conference Commissioner shall appoint another head coach as a temporary member of the Tennis Committee (as needed).
- H.** 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.
- I.** The Tennis Committee shall hold a conference call at 9:00 a.m. the Wednesday prior to the tournament if deemed necessary by the conference commissioner.
- J.** All match results/ information must be in the possession of the conference office and the Tournament Director or designee by 8:00 p.m. Tuesday prior to the Tournament.
- K.** 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.
  - 1. Tennis Committee:
  - 2. Tournament Director:
  - 3. Liaison:
- L.** The Tournament Committee shall consist of Tournament Director, Tournament Referee and all coaches involved in the Tournament.

#### IV. ANNUAL MEETINGS

- A. The Annual Coaches Meeting shall be determined by the PSAC office.
- B. The following business shall be conducted at the annual meeting:
  - 1. Selection of future tournament/match sites.
  - 2. Choose the official tournament ball for the following year's tournament;
  - 3. Approve future dual match schedules
  - 4. Review and revise as necessary the sport Operating Code.
  - 5. Receive reports from any committees appointed for special tasks;
  - 6. Consider any other matters relevant to Conference tennis.
- C. **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.
- D. **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.

#### V. DUAL MATCH AND CHAMPIONSHIP TOURNAMENT

##### A. **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.

##### B. **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.

##### C. **Mandated Schedule Policy**

- 1. The schedule is to be adhered to unless both institutions mutually agree to change a date, in consultation with the Conference Office
- 2. Match starting times are determined by host institution.
- 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.
- 4. 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.

##### D. **Regular Season - Matches postponed due to weather are to be rescheduled in the following order:**

- 1. 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.
- 2. A match rescheduled due to weather shall become a part of the original schedule.
- 3. 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.
- 4. Easter Sunday shall not be considered a make-up day for matches in regular season.
- 5. Cross-over matches must be rescheduled on a mutually agreed upon date at least one time before they are cancelled.

**E. Conference Tournament:**

1. A Conference Championship tournament will be held for member institutions Friday and Saturday, two weeks prior to the NCAA Regionals at either Shippensburg or Bloomsburg who will be considered as future sites of PSAC Team and Individual Tennis Championships on a rotating basis until other campus facilities are improved.

SITES	PSAC Team Tournament	PSAC Ind. Tournament
2009-10	Bloomsburg	Shippensburg

2. Any member school shall be eligible to host the tournament contingent upon approval of coaches, liaisons and commissioner. A minimum of 9 courts in visible proximity to each other is required.
3. The PSAC Men's and Women's Championships will be conducted according to the rules and regulations of the ITA.
4. The Tournament Director, Liaison and tournament referee shall be responsible for administering the tournament.
5. The tournament referees are responsible for all on-court decisions and their decisions are final
6. The tournament shall consist of team competition played with the current Division II format.
7. All line-ups submitted must be conforming to ITA rules.
  - A. The conference shall levee fines following the NCAA fine rule (\$300 per incident) for missing lineup deadlines and/or over-turned lineups.
8. **Championships-Men**
  - A. 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.
  - B. 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.
    - 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. The decision of the Seeding Committee chaired and convened by the conference commissioner and two coaches of teams not involved.
9. **Championships-Women**
  - A. 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 PSAC Divisional matches.
  - B. 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.
    - 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. The decision of the Seeding Committee chaired and convened by the conference commissioner and two coaches of teams not involved
  - C. 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.
10. All matches will be played outside unless there are extenuating circumstances (i.e. Availability of indoor facility and agreement of liaisons and commissioner). Indoor back up facilities are recommended for PSAC Championships-cost to be paid by PSAC.
11. All matches will be played until one team reaches (5) points at which time the match will stop.
12. All match results must be reported to the scorers table by the competitors immediately following completion of the match.
13. If there are less than 6 courts available per match, ITA rules will be used to determine the order of play.

14. The following procedures will be followed when submitting and challenging lineups for the PSAC tournament:
    1. By noon on Friday of the week prior to the Championship, all lineups must be submitted to the PSAC Office.
    2. Lineups from all teams sent from the PSAC Office to participating coaches by 4 p.m. on Friday of the week prior to the Championship.
    3. Coaches have the right to challenge lineups by 9 a.m. on the Monday prior to the championship.
    4. If a challenge is upheld by the Tennis Committee, the Committee will determine the appropriate lineup.
  15. Rain date would be Sunday. In the event the tournament could not be completed, the Champion would be determined by:
    - A. Men's Tournament
      1. Highest Seeded team remaining
    - B. Women's Tournament
      1. 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.
      2. 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.
  16. Tournament Schedule  
Championship Format: **TBD**
- F. Singles sticks must be used for singles matches between conference opponents for both dual and championship matches.

## VI. INDIVIDUAL/DOUBLES CHAMPIONSHIP

The Saturday/Sunday following the ITA Championships a singles and doubles tournament will be conducted to determine conference champions.

- a. Women's Singles: TBD
- b. Men's Singles: TBD
- c. Doubles: 1 team from each school
- d. PSAC Individual/Doubles Tournament:
  1. Order of Play: first day – two rounds of doubles play followed by two rounds of singles play.
  2. Format: Singles 2 sets with a 10-point super tiebreaker in lieu of a 3<sup>rd</sup> set. Doubles – 8-game proset with a regular tiebreaker.
  3. Schedule: The host coach will present the tournament schedule to the coaches at the fall meeting.

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

## VII. DUAL MATCHES

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

## VIII. LETTER OF INTENT

Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

## **VIII. PERSONNEL**

1 head coach

1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer

1 paid part-time assistant (half time or less) or graduate assistant or volunteer

1 volunteer

### **4 TOTAL COACHES**

**Tennis 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.

## **IX. AWARDS**

### **A. Team Composition**

1. All-Conference certificates shall be awarded to six singles players and three 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 all-conference singles players and three doubles teams in each division; there will one men's team consisting of the same configuration.
2. An Athlete, Coach and Freshman of the year shall be selected for both men and women. A Freshman shall be defined as one who is participating in his/her first year of intercollegiate competition.
3. A coach may nominate no more than six players.
4. A player must have played at least 66% of his/her teams matches in order to be nominated.
5. Pertinent statistics may be included in the nomination.

### **B. Voting Procedure (Athlete, Coach and Freshman of the Year)**

1. Head Coaches shall vote by fax to the Conference office during the week following the Conference Championships.
2. Recipients shall be selected via votes for a first and second choice for each award.
3. A Coach shall not vote for his/her own player or himself/herself.
4. Ties shall be broken by a revote of uninvolved coaches.

### **C. Championship Most Valuable Player: An MVP of the conference Championship shall be selected.**