2018 CHAMPIONSHIP POLICIES
AND PROCEDURES

Updated – March 23, 2018
NESCAC
CHAMPIONSHIP POLICIES AND PROCEDURES
MEN’S AND WOMEN’S TENNIS

SECTION 1 – FORMAT

Championship Dates
Both the men’s and women’s championships will be conducted one week prior to NCAA Regional play. Both championships will be conducted at the same site. In 2018, the championships will be held at Amherst College, Friday – Sunday, May 4-6, 2018.

Championship Format
• A single 6-team championship shall be played.
• The top six teams in the conference shall qualify for the tournament.
• The championship is single elimination with no consolation matches.
• The No. 1 seed and No. 2 seed shall receive byes in the first round.
• The men’s and women’s start times will alternate each year. In odd years, the men’s matches will be played first and the women’s matches will follow.
• All matches will be played to decision unless both coaches mutually agree for a match to be played to completion prior to the start of the match. In order for a match to be played to completion, approval from the Tournament Committee must be granted. If the entire Tournament Committee is not at the site of the championship, they shall convene via conference call to make a decision. The Tournament Committee has final say on whether a match can/cannot be played to completion. If the Tournament Committee cannot be convened, the match will be played to decision unless it is the final match of the day.

Preliminary Round – Friday, May 4
• In first round play, No. 6 seed will play No. 3 seed and No. 5 seed will play No. 4 seed.
• The winners of the first round matches will advance to the semifinals to be played on Saturday.
• In fair weather, both women’s matches will begin at 9:00 a.m. The men’s matches will begin at 1:00 p.m. or one half hour after the completion of the women’s matches, whichever is later.
• In foul weather, the women’s 4/5 match will begin at 8:00 a.m. inside unless indoor facility availability necessitates the match time be changed. Additional matches will begin one half hour after the completion of the previous match. The women’s 3/6 match will follow the women’s 4/5 match, followed by men’s 4/5 and men’s 3/6.
• See Appendix A if an institution has fewer than 12 courts and both matches (either men’s or women’s No. 4 vs. No. 5 and No. 3 vs. No. 6) cannot begin at the same time.

Semifinals – Saturday, May 5
• The winner of the 4/5 match will play the No. 1 seed in one semifinal and the winner of the 3/6 match will play the No. 2 seed in the other semifinal.
• In fair weather, the women’s semifinals will begin at 9:00 a.m. The men’s semifinals will begin at 1:00 p.m. or one half hour after the completion of the women’s matches, whichever is later.
• In foul weather, the women’s top half semifinal (winner 4/5 match vs. No. 1) will begin at 8:00 a.m. inside unless indoor facility availability necessitates the match time be changed. Additional matches will begin one half hour after the completion of the previous match. The women’s bottom half semifinal (winner 3/6 match vs. No. 2) will go on second, followed by the men’s top half semifinal and then the bottom half semifinal.
• See Appendix A if an institution has fewer than 12 courts and both matches (either men’s or women’s No. 4 vs. No. 5 and No. 3 vs. No. 6) cannot begin at the same time.

Championship – Sunday, May 6
• The two semifinal winners shall play.
• In fair or foul weather, the women’s championship match will start at 9:00 a.m. unless indoor facility availability necessitates the match time be changed. The men’s match will begin at 1:00 p.m. or one half hour after completion of the women’s final, whichever is later.
SECTION 2 – SELECTION PROCESS
Selection and Seeding
Teams will be selected and seeded based on the following criteria:

Primary Criteria (all criteria equally weighted)
1. NESCAC win-loss record (Note: if teams play each other more than once during a season, the last match played during the academic year will be counted as the conference match in the conference standings)
2. NESCAC head-to-head competition
3. Results vs. common NESCAC opponents
4. NESCAC strength of schedule (Tournament Committee will rank order the teams in terms of strength of schedule)

Note: Only win-loss record may be used as a factor. Match score may not be used as a factor in determining seeding.

Secondary Criteria (in priority order)
1. NESCAC win-loss record against any team in contention for selection where the primary criteria do not provide a clear rank order ("tied teams" defined as any team with at least one win against the field in consideration)
2. Head-to-head results
3. In the event a tie cannot be broken between two or more teams or a head-to-head result is not available, the following procedure will be used (in priority order):
   a. Results vs. common Division III non-conference opponents
   b. Results vs. ranked Division III teams as determined by the NCAA at the time of selection
   c. Division III SOS & win-loss percentage in Division III (considered together)
   d. Results vs. common non-Division III opponents
   e. Latest NCAA Regional ranking

Note: Only win-loss record may be used as a factor. Match score may not be used as a factor in determining seeding.

Appeal of Preliminary and Final Selection
The Tournament Committee will select and seed teams by 12 noon on Monday, April 30 for all competition through Sunday, April 29. Any protest of selection or seeding is due to the Tournament Committee by 5 p.m. The Tournament Committee will notify team(s) who are or may be affected by a protest by 9 p.m. on Monday and those rebuttals are due to the Tournament Committee by 8 a.m. on Tuesday. The Tournament Committee will announce final selection and seeding by 12 noon on Tuesday.

Tournament Committee
There will be separate men’s and women’s Tournament Committees consisting of four coaches each. Committee membership will rotate annually based on an alphabetical rotation and will include the host school coach.

A coach serving on the Tournament Committee shall remove him/herself from deliberations when it involves his or her team’s selection or seeding.

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
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<tbody>
<tr>
<td>Amherst (host school/Chair)</td>
<td>Amherst (host school/Chair)</td>
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<tr>
<td>Tufts</td>
<td>Tufts</td>
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<td>Wesleyan</td>
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<td>Bates</td>
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<td>*Williams (previous year’s host)</td>
<td>*Williams (previous year’s host)</td>
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*The chair from the previous year (host school) is a non-voting member of the Tournament Committee and will cast a vote only if there is a tie among the four committee members or if a committee member is excused due to his/her team being a part of a discussion.

Announcement
The Tournament Committee will notify all schools and the Conference office of the participating teams and seeding for the tournament. Participating teams and seeding will be posted on the NESCAC website after the committee has determined the final seeding and the appeal period has concluded.
Conference Call
- There will be a conference call for the coaches participating in the championships on Wednesday, May 2 at 10:30 a.m.

SECTION 3 – FACILITY REQUIREMENTS & EQUIPMENT

Facility Requirements
The host institution must have at least nine outdoor courts and four indoor courts. Amherst has 14 outdoor courts and the four indoor courts at Bay Road Tennis Club (all three days), Enfield Tennis Club (Friday only) and Ludlow Tennis Club (Saturday only). The schedule for indoor matches shall be provided by the host institution prior to the start of the championship.

Only institutional signage is permitted at the site of competition. Spectators are not allowed to affix anything (banners, signs, etc.) to a facility at the site of the championship.

Balls
The host institution is responsible for supplying balls for all matches in the tournament, the cost of which will be shared by the participating teams. During competition, balls shall be changed after the second set in a match. Practice balls must be provided by the competing teams.

Stringing Equipment
Each team is responsible for its own needs, but host institutions are strongly encouraged to have a stringer available.

SECTION 4 – PLAYING RULES

General
ITA and NCAA rules will be followed.

All singles matches will be best 2 out of 3 sets. All doubles matches will be an 8-game pro set.

If play is forced indoors or if other extenuating circumstances warrant, the Tournament Committee may decide that the 10-point tiebreaker be used in place of third sets.

Squad Size
Each team is permitted a squad size of nine players.

Singles Match Order
In the event six courts are not available for a match (e.g., inclement weather), the singles match order will be determined for each round by a random draw of numbers on the Wednesday prior to the start of the tournament. The Chair of the Tournament Committee will be responsible for conducting the draw and publishing the results to the participating institutions. A draw of numbers (from 1 to 6) will take place with four numbers drawn for each round (quarterfinals, semifinals, championship) played at the indoor tennis venues. Once a number has been drawn, it shall not be replaced for future draws. The positions that are drawn for the given round will wait while the other singles matches compete. Once a court becomes available, the higher seeded match shall begin followed by the lower seeded match when the next court becomes available.

If singles match play has already begun outside but is forced indoors (e.g., inclement weather, darkness, etc.), the match order will be designated by the pre-determined draw.

Entry Procedures

Lineups
All teams must submit their official lineup to the Tournament Committee/host institution no later than 12:00 noon the Tuesday before the championship. Institutions are permitted to enter 10 eligible players listed in order of strength and declare a different lineup of nine participants for the championship at the coaches’ meeting prior to each match. All lineups must remain in the order of strength as listed on the official lineup/entry form. This procedure will also apply to the doubles. Head coaches are required to inform the referee of any changes to the lineup. The Tournament Committee has the right to review and, if necessary, overrule a coach's decision regarding a lineup change based on the ability of the players and the matches during the last half of the season.
The Tournament Committee/host institution shall distribute a list detailing all participating team lineups to each participating team Head Coach and the Conference office no later than 5:00 p.m. on Tuesday.

**Lineup Protest – Prior to Start of Championship**

- Any coach who wishes to submit a lineup protest must inform the Tournament Committee in writing (by email) and file a copy with the Conference Office. Lineup protests must be sent with rationale no later than Wednesday at 10:00 a.m.
- If a lineup is being protested, the Tournament Committee Chair shall inform the Head Coach whose lineup is being protested by 12:00 noon on Wednesday.
- Rebuttals to lineup protests shall be submitted in writing (by email) to the Tournament Committee, with a copy to the Conference Office, no later than 5:00 p.m. Wednesday.
- The Tournament Committee will review protest information per ITA guidelines and respond by 12:00 noon Thursday. If necessary, the Tournament Committee will convene via conference call Thursday morning to review/discuss the protest.
- The Chair of the Tournament Committee shall notify the following individuals of the Committee's decision: Head Coach of the team whose lineup was protested, Head Coach who submitted the protest, all Committee members, and the Conference Office.
- If changes to any lineup are adopted by the Tournament Committee, then the Chair of the Tournament Committee shall resend the lineups to all coaches and the Conference Office.
- A coach serving on the Tournament Committee who is involved in a protest (either lodging a protest or having his/her lineup protested) must remove himself/herself from committee deliberations.
- The decision of the Tournament Committee is final.

**Lineup Protest – Following the Start of Championship**

Lineups must remain in order of strength throughout the championship. If a lineup change is made following the start of the championship, the following protest procedure shall be used:

- Any coach who wishes to submit a lineup protest must inform the Tournament Committee of such protest prior to the start of their match.
- If a lineup is being protested, the Tournament Committee Chair shall inform the Head Coach whose lineup is being protested and provide an opportunity for rebuttal.
- A coach serving on the Tournament Committee who is involved in a protest (either lodging a protest or having his/her lineup protested) must remove himself/herself from committee deliberations.
- The Tournament Committee shall make a decision on the protest prior to the start of the match.
- If the Tournament Committee cannot be convened, then a decision shall be made by the Head Coaches of teams still participating in the tournament at the time of the protest. Coaches involved in a protest (either lodging a protest or having his/her lineup protested) must remove themselves from deliberations.
- If not enough Head Coaches remain, or are available at the time of the protest, to make a decision, then the protest will be decided by the USTA officials assigned for the match.
- All decisions are final.

**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 his/her doubles combinations, but he/she must keep them in order of strength. Again, the Tournament 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 keep it in order of strength. Again, the Tournament Committee has the right to review this change and, if necessary, overrule the coach's decision. A match is considered underway once the individual players begin their warm-up on the court.

**Defaults**

Any players not ready to play after the match is called is subject to the USTA penalty for delay of match. Any player who acts in a way that is not in the best interest of the game also may be defaulted. Additionally, misconduct by a coach will result in a warning and further misconduct will warrant removal from the match. This decision will be made by the head referee and/or Tournament Committee.
Coaching and Playing—Court Restrictions
Coaching will be permitted at the championship, provided it does not interfere with play. Each head coach will be permitted to designate as on-court coaches two student-athletes and/or assistants. These individuals must be designated before each match and may only be switched between singles and doubles. Coaching is permitted by both coaches and players. Two coaches may coach on the same court at one time. Coaches will not be permitted to use electronic devices to communicate with one another or student-athletes.

Matches Suspended, Not Played or Not Completed (due to inclement weather, etc.)
In inclement weather, the Tournament Committee will make the determination when to move matches to the indoor facility. Every effort shall be made to play matches on the scheduled day. The Tournament Committee may determine that it is necessary to adjust the tournament schedule. If it appears that the tournament cannot be completed (by Sunday at 6:00 p.m.) or matches must be canceled, the Tournament Committee shall convene to recommend a course of action. Once the Tournament Committee has determined its recommendations, the Athletics Directors and Executive Director shall convene via conference call to review the Tournament Committee’s recommendations. Should it become necessary (due to unplayable conditions — e.g. inclement weather, power outage, etc.), a higher seed may be advanced to the next round in order to complete the tournament. Failing all attempts to complete the tournament, the highest seed remaining will receive the conference AQ to the NCAA Championship.

SECTION 5 – OFFICIALS
The host institution is responsible for securing the officials. For facilities with nine courts, three officials should be secured for each day. For facilities with 12 courts or more, four officials should be secured for the first two days and two officials for the last day. The host institution also is responsible for payment of the officials and lodging, if necessary, which will be included in the championship budget and shared by the participating institutions.

SECTION 6 – MEDICAL PERSONNEL
Host institutions are required to have a certified athletic trainer on site for all tournament matches. Host institutions should be contacted by visiting staffs to alert hosts if no athletic trainer is traveling with a team in order to assist the host institution in planning appropriate athletic training coverage.

SECTION 7 – PRACTICE
For championships that award automatic qualification, no team is permitted to practice at the host site on the day(s) prior to the championship (except for the host team practicing at home). Further, no team is permitted to conduct a practice (e.g., walk-thru) at the host site on the day of championship competition if it is a class day. Teams will be provided warm-up time in conjunction with championship competition immediately prior to the contest.

Warm-up before match
Players will have a maximum of five minutes for warm-up before each match. If 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 five-minute warm-up with their opponents. If the start of the match has been delayed, the teams will have their full one-hour warm-up.

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

A minimum 30-minute warm-up will be allotted to each team immediately before its match begins.

Coaches Meeting
If necessary, there will be a coaches meeting for all participating women’s coaches at 8:30 a.m. on Friday and Saturday (7:30 a.m. inside if matches are moved indoors). There will be a coaches meeting for all participating men’s coaches at 12:30 p.m. on Friday and Saturday (11:30 a.m. inside if matches are moved indoors). Coaches will submit lineups at the meeting.
SECTION 8 – TRAVEL
Travel: Teams are responsible for making their own travel arrangements and must adhere to the travel regulations as stipulated in the NESCAC Manual.

Lodging: Traveling teams are responsible for making their own lodging arrangements. Andrea Casperson with BookMyGroup will be available to assist traveling teams with lodging arrangements. If assistance is desired, contact Andrea Casperson at 888-832-6745 (acasperson@bookmygroup.com).

SECTION 9 – AWARDS
- The champion and runner-up teams each will receive an award.
- Awards will be shipped to the Athletics Director of the institution hosting the tournament.
- If awards have not been received by 12:00 noon on Wednesday, the Conference office should be notified immediately.
- The host institution SID or head coach shall prepare a short script for the awards ceremony.
- Postseason awards (All-Conference), including individual awards, will be determined by a vote of the conference coaches following the championship.

SECTION 10 – PROGRAMS
See Appendix D for program specifics.

The host institution is responsible for the cost of producing the program. It is permissible to sell championship programs and the income from such sales may be used to defray/cover the cost of producing the program.

Advertising in championship programs is permissible. However, advertisements that include the following content are prohibited: alcoholic beverages, cigarettes and other tobacco products, and organizations promoting gambling.

SECTION 11 – RESULTS
A copy of all championship match results compiled via StatCrew shall be filed with the Conference office. Official results will include a neutral release for each day of competition and complete results for all matches played.

The host institution SID is responsible for entering results immediately following each contest into PrestoSports. If you encounter problems entering results or statistics, contact Lisa Champagne, NESCAC Assistant Director for Media Relations (lisa.champagne@trincoll.edu or (413) 587-2078).

SECTION 12 – FINANCES
Hosting
The twelve teams participating in the championship will share the cost of conducting the championship. The host institution shall have 30 days following the completion of the championship to submit a financial statement detailing all expenses to the Conference office. Once the Championship Financial Report Form has been reviewed, the host institution shall distribute it to participating teams to indicate each institution’s share of the cost of the championship.

Traveling
All expenses associated with traveling (travel, meals, lodging) are the responsibility of the respective team.
Appendix A

Match Schedules

If both matches (either men’s or women’s No. 4 vs. No. 5 and No. 3 vs. No. 6) cannot begin at the same time, the match schedule below will be followed:

At a nine-court facility (without lights):

The first match of the day will begin at 9:00 a.m. The three remaining matches will begin “no earlier than” 11:30 a.m., 2:00 p.m., and 4:30 p.m.

**Friday**
- 9:00 a.m. First No. 4 vs. No. 5
- Not before 11:30 a.m. First No. 3 vs. No. 6
- Not before 2:00 p.m. Second No. 4 vs. No. 5
- Not before 4:30 p.m. Second No. 3 vs. No. 6

**Saturday**
- 9:00 a.m. First No. 1 vs. Winner No. 4/No. 5
- Not before 11:30 a.m. First No. 2 vs. Winner No. 3/No. 6
- Not before 2:00 p.m. Second No. 1 vs. Winner No. 4/No. 5
- Not before 4:30 p.m. Second No. 2 vs. Winner No. 3/No. 6

**Sunday**
- 9:00 a.m. Semifinal winners
- 1:00 p.m. Semifinal winners

At a 12-court facility:

**Friday**
- 9:00 a.m. First No. 4 vs. No. 5
- 9:00 a.m. First No. 3 vs. No. 6
- 1:00 p.m. Second No. 4 vs. No. 5
- 1:00 p.m. Second No. 3 vs. No. 6

**Saturday**
- 9:00 a.m. First No. 1 vs. Winner No. 4/No. 5
- 9:00 a.m. First No. 2 vs. Winner No. 3/No. 6
- 1:00 p.m. Second No. 1 vs. Winner No. 4/No. 5
- 1:00 p.m. Second No. 2 vs. Winner No. 3/No. 6

**Sunday**
- 9:00 a.m. Semifinal winners
- 1:00 p.m. Semifinal winners
Appendix B

Important Dates & Information

**Sunday Prior to the Start of the Championships**

All results must be posted to each school’s website, the NESCAC website, and reported to the ITA for seeding purposes.

- **7 p.m.** Tournament Committee (TC) members send selection/seeding to Tournament Committee Chair/Host Coach
- **Sunday evening/Monday morning** Conference call for Men’s and/or Women’s TC to discuss selection and/or seeding

**Monday Prior to the Start of the Championships**

- **12 noon** TC Chair emails all coaches and Conference office selections and seeding. The five hour window of appeal is open.
- **5 p.m.** Selection and seeding protests due to TC and Conference office.
- **9 p.m.** TC Chair notifies team(s) who may be affected by a protest.

**Tuesday Prior to the Start of the Championships**

- **8 a.m.** Rebuttal from team(s) affected by protest due to TC and Conference office.
- **9 a.m.** TC conference call to review rebuttal(s) and finalize selection and/or seeding.
- **12 noon** Participating coaches must submit lineups and cell phone numbers to the TC Chair. *All teams must submit singles and doubles lineups of 10 players in order of strength for singles and doubles teams. Each team can only have nine players participating in a given match, and those nine players must be declared before each match.*
- **5 p.m.** TC Chair distributes lineups and cell phone numbers to participating coaches.

**Wednesday Prior to the Start of the Championships**

- **10 a.m.** Lineup protests due to TC and Conference office.
- **10:30 a.m.** Conference call for participating teams. Conference office will email conference call information once participating teams have been determined.
- **12 noon** TC Chair notifies protested coach(es) and Conference office of protest(s).
- **5 p.m.** Rebuttal submitted to TC and Conference office.

**Thursday Prior to the Start of the Championships**

- **9 a.m.** TC conference call to review lineup protest(s).
- **12 noon** TC Chair notifies the committee, head coach of the team whose lineup was protested, head coach who submitted the protest, and the Conference office of protest/rebuttal decision. If changes to any lineup are adopted, then the TC Chair shall resend the lineups to all coaches and the Conference office.

**Friday of the Championships**

First Round Matches (Women’s & Men’s No. 4 vs. No. 5 and No. 3 vs. No. 6 matches)

**Saturday of the Championships**

Semifinal Matches

Women’s & Men’s No. 1 vs. Winner No. 4/No. 5 and No. 2 vs. Winner No. 3/No. 6 matches

**Sunday of the Championships**

Women’s & Men’s Final Matches
Appendix C

Men’s & Women’s Tennis Host Institution Responsibilities

The host Athletic Director is responsible for overseeing that the championship is carried out in accordance with NESCAC policies and guidelines. Host institutions should keep in mind that a NESCAC championship is not a home event. Therefore, hosts should not create a “home atmosphere” through the use of players on programs, displaying host institutions signage or similar measures.

**Tournament Director**

The host institution shall assign an administrator to serve as the Tournament Director. The Tournament Director will be responsible for overseeing all aspects of the championship. The head coach (or assistant coach) of that sport may not serve as the Tournament Director.

**Schedule and Format**

See Section 1 – Format for schedule and format.

**Balls**

See Section 3 – Facility Requirements & Equipment for information on match and practice balls.

**NESCAC Banner**

The NESCAC Banner should be displayed during the championship. NESCAC Championship banners will be provided by the Conference office and are to be displayed in a secure/permanent location. The championship banner is to be returned to the Conference office. The championship banner may be kept by the championship team.

**Playing Rules**

The championship will be conducted according to ITA and NCAA rules.

**Officials**

See Section 5 - Officials for information on officials for the championship.

**Medical Personnel**

See Section 6 – Medical Personnel for information on certified athletic trainer coverage throughout the championship.

**Practice**

See Section 7 – Practice for information related to practice for each team.

**Travel and Lodging**

See Section 8 - Travel for travel and lodging information.

**Awards and Award Ceremony**

Championship awards will be sent to the host institution (c/o the Athletic Director). Upon receipt of the awards, the host institution should inspect the awards to ensure the accuracy of the gender, sport, and year. If awards have not been received by the Wednesday prior to the championship, the Conference office should be notified immediately.

The host coaches shall coordinate a short awards ceremony involving both teams. There will be no tournament MVP or All-Tournament Team selected.

**Programs**

See Appendix D for information on championship programs.

**Sports Information**

The Conference office will provide the host SID with StatCrew (if the host does not utilize StatCrew during the regular season) in order to provide statistical coverage throughout the championships.

See Appendix D for Host SID Checklist.
Finances
See Section 12 – Finances for information related to shared costs and individual team costs.

Spectator/Crowd Control
The responsibility for crowd control rests with the host institution and the Tournament Director. The ADs and coaches of the participating institutions are expected to communicate with their students and other fans that support for teams should be done in a positive manner.

Only institutional signage is permitted at the site of competition. Spectators are not allowed to affix anything (banners, signs, etc.) to a facility at the site of the championship.

Alcoholic Beverages
Alcoholic beverages shall not be sold, made available, or be brought into any site during a NESCAC championship event.

Severe Weather
In case of severe weather, the host institution’s regular severe weather policy will be followed during all matches. Institutions shall be prepared to provide direction to teams and spectators.

Prior to any matches being rescheduled, there shall be a meeting (or conference call if all parties are not on site) of the Tournament Committee, Athletics Directors and Executive Director to determine the course of action.

Championships T-shirts and Merchandise
The Conference has entered into an agreement with Campus Customs to be the exclusive provider of championship merchandise. Product and purchasing information will be shared with institutions one week before the end of the regular season. Information will also be shared with the general public when appropriate.

If institutions wish to produce NESCAC Champions merchandise, all merchandise must be approved by the conference office. Vendors will need to be approved by Learfield Licensing Partners, the NESCAC’s licensing partner. More information, including Learfield contact information, can be found at nescac.com under the Administration heading.
Appendix D

Host SID Checklist

Championship Programs
• Required Items
  o Printed in black and white on 8.5x11 paper
  o Cover page provided by Conference office
  o NESCAC records/past results provided by Conference office
  o Championship preview provided by Conference office
  o Schedule, including rain schedule, provided by institution
  o Directions to Indoor Tennis Facility provided by institution
• Do not use national or regional polls or rankings
• The host institution is responsible for the cost of producing the program. It is permissible to sell championship programs and the income from such sales may be used to defray/cover the cost of producing the program.
• Advertising is permitted, but advertisements with the following content are prohibited: alcohol, cigarettes or other tobacco products, professional sports organizations or personnel and organizations promoting gambling

Results Reporting & Recap
• Host SID is responsible for reporting results (StatCrew files) immediately after the completion of each match
• For any championship match (first round, semifinals, and final), the conference office will post the game recap from the winning institution to nescac.com.
• Host institution is responsible for providing brief descriptions of key plays. (e.g. game-winning goal, key save).

Photography
• Host SID will make sure a photo of the winning team with the NESCAC plaque and champions banner is taken and sent to the respective SID and Conference office
• Match action photos should be shared with SIDs of participating institutions and conference office, if available
• Conference office will not reimburse host institution for photography

Awards Ceremony
• The host coaches shall coordinate a short awards ceremony involving both teams.
• No selection of a Most Valuable Player or All-Tournament Team should be made on site or in any release.