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GENERAL PLAYING GUIDELINES

- Scheduling/Support Guidelines:
  - Scheduling:
    - Each team play once per season with the option of a second, non-conference match scheduled.
    - When a team is traveling over 4 hours on their return trip on the day of a match, 10:00 a.m. would be the preferred start time for weekend matches.
  - Playing Agreement:
    - The NAC has a playing agreement with the North Eastern Athletic Conference (NEAC) in men’s tennis.
      - NAC schools represent the East Division of the NAC, while NEAC schools represent the West Division of the NAC.
  - Cancellations/Rescheduling:
    - Conference members must make conference matches their first priority at all times. All rained out or cancelled matches should be made up if at all possible.
    - Decisions to cancel a match, make a venue changes or delay the match due to weather will be made by the host athletic director, with direct communication from the visiting head coach and visiting athletic director. The commissioner will also be notified within 24 hours of postponement.
    - Once a visiting team has left campus en route to the competition site, every possible attempt will be made to complete the contest to avoid repeat travel.
    - The Commissioner (in consultation with the executive committee) has the authority to adjust the conference schedule so as to ensure (as much as is possible) the completion of the regular season conference schedule. This especially applies to scheduled competitions that could impact qualification for post-season play.
  - Travel Support:
    - Lodging-The host institution shall assist all NAC institutions by providing a list of hotel accommodations in the area.
  - Conference Scouting Policy:
    - It is permissible to share scouting information on conference members with other conference members. It is impermissible to share any information beyond video on conference members with non-conference institutions.

- Home Team Responsibilities:
  - Setting competition times/sites-i.e. if a venue is not playable, if there are two matches, etc.
  - Providing courts that meet minimum NCAA regulation standards.
  - Providing a certified athletic trainer at each contest.
    - All visiting teams must provide their own training supplies.
  - Providing necessary game personnel including: official scorer, stat keeper, etc.
  - Providing event programs including at minimum the lineups for each team.
  - Providing locker rooms for the visiting team where appropriate.
All home matches should be supervised by an athletic administrator/site director who is responsible for sportsmanship/behavior of fans.

If an off-campus venue, the home team is responsible for having an administrator present at least one hour prior to the contest to greet the visiting team.

Pre-Match Protocol

15 minutes prior to the scheduled match start, the home team captain (or another appointed by the coach) will read the NAC Sportsmanship Statement:

_The NCAA, (your institution), and the North Atlantic Conference promote good sportsmanship by the student-athletes, coaches and spectators at today’s/tonight’s contest. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from (site of competition). Any spectators that enter the playing area during a contest, will be removed from (site of competition)._  

Following the sportsmanship statement, the starting line-ups will be announced by the team captains.

10 minutes before the match start time, warm-ups will be conducted.

Official Conference Ball:

Wilson Championship (Yellow) is the official conference ball and must be used in all conference matches.

Awards:

It is the responsibility of each institution to submit nominations for their student-athletes for weekly (SIDs) and annual (Coaches) awards through the NAC website.

Weekly awards will begin the Monday following the first week of competition in which at least half of the member schools have competed. Weekly honors will conclude the Monday following the NAC Championship. Weekly nominations are due Monday at 10:00 a.m. and winners will be selected by the conference staff.

The following weekly awards will be selected for both Men’s & Women’s Tennis:
- Player of the Week
- Rookie of the Week

Nominations for annual awards will be submitted following the conclusion of regular season conference play. Annual awards will be selected through a vote by conference coaches and will be announced no later than the Thursday before the NAC Championship as long as there are no issues with voting.
Both Men’s & Women’s Tennis will select the following annual awards:

- Player of the Year
- Rookie of the Year
- Senior Scholar-Athlete of the Year
- Coach of the Year
- Sportsmanship Team
- All-Conference First and Second Team

Men’s and Women’s Tennis All-Conference Teams:

- All-Conference First Team Singles (6 individuals)
- All-Conference First Team Doubles (3 pairs)
- All-Conference Second Team Singles (6 individuals)
- All-Conference Second Team Doubles (3 pairs)

Coaches may nominate up to six singles players and three doubles teams from their own team regardless of position using the All-Conference Team forms for singles and doubles. Only Conference statistics will be included on the ballot.

The intent is that the First Team should be comprised of the six best singles players and the three best doubles teams rather than solely based on record at a particular position.

• Sports Information:

- Maintaining an accurate schedule, including non-conference contests and notifying the conference office when there are postponements and cancelations.
- Maintaining an accurate stat roster for files.
- Submitting the score of all home contests and away non-conference contests to the Conference through the NAC website as soon as contests are complete.
- Sending the XTG file to the visitor and to the NAC and NEAC (men) conference offices following the contest or by noon the following day.
- Submitting nominations for weekly honors and recaps through the NAC website.
- Submitting nominations for annual awards through the NAC website.
At the direction of the North Atlantic Conference Presidents and with the support of the Directors of Athletics, the conference embraces the theme "Creating an Atmosphere of Respect" for each of our sports. The ultimate goal for the NAC is to create an atmosphere that places the highest regard for exemplary behavior of all participants, coaches, administrators, fans and officials.

Behavioral Objectives for “Creating an atmosphere of respect” Initiative

- All conference members will show respect for the opponent, teammates, coaches, and officials.
- Student-Athletes will treat all opponents with the same level of respect, regardless of the score.
- Coaches will establish a welcoming environment for visiting teams and commit to communicating collegially with other coaches and with the intent to enhance sportsmanship in the NAC.
- Conference members will establish high expectations for all remembering that all individuals must represent their team, institution and conference well.
- Following each NAC Conference Match, visiting coaches and event managers will have the option to provide feedback on the behavior of other coaches, student-athletes and fans through the use of an evaluation tool aimed not at punitive action but on the enhancement of all NAC programs. To access the form online, go to www.nacathletics.com, and log into the administrative section of the website to obtain the Contest Feedback form. The Commissioner will follow up with appropriate individuals on all feedback submitted.

NAC Expectations for Good Sportsmanship (from NAC Bylaws):

- Observing and supporting the rules of the game.
- Promoting the spirit as well as the letter of the rules.
- Placing fairness first as a goal in all competition.
- Taking personal responsibility for high standards of play and conduct.
- Showing civility toward competitors, coaches and officials.
- Playing cleanly while playing hard.
- Showing maturity and integrity in conduct on and off the field of play.
- Being a gracious competitor and accepting both wins and losses with dignity.
CHAMPIONSHIP GUIDELINES

• 2018-2019 North Atlantic Conference Championship Dates and Format:
  o Coaches Chair: Michele Whitmore, NVU-Johnson
  o Coaches Vice Chair: Kristen Gerety, Lesley
  o Sport Liaison: Women & Men – Chris Gilmore, NVU-Lyndon
  o Last play date: Monday, October 1, 2018 (women); Tuesday, April 23, 2019 (men).
  o Seeding for the Women’s Championship Tournament and Men’s Divisional Tournament will take place following the completion of all conference contests and will be announced on the conference website.
  o Each team participating in the Women’s Championship Tournament and Men’s Divisional Tournament MUST bring NINE (9) cans of Wilson Championship (Yellow) balls to the championship.
  o Women’s Championship Tournament and Men’s Divisional Format will be as follows:
    ▪ Top 4 teams qualify for tournament. Held on one day at one location with the semifinals in the morning and finals in the afternoon.
      • Women’s Championship Tournament: Saturday, October 6, 2018, at Berkshire West Country Club in Pittsfield, Mass, hosted by MCLA
      • Men’s Divisional Tournament: Saturday, April 27, 2019, at The Edge in Essex Junction, Vermont
    ▪ Semifinals: Matches will be played to completion utilizing a 3rd set Super Tie Break procedure once a decision has been reached.
      • Pairings: #1 vs. #4 and #2 vs. #3
    ▪ Finals: Match will be played to decision.
    Note: If weather requires the move to an indoor facility, matches will be played to decision.
    ▪ Tournament Cost Sharing - If indoor courts are used for the tournament, each of the qualified teams will share in the cost of the courts. 6 shares: semifinals (cost split between the 4 teams); finals match (cost split between the 2 teams).
  o Crossover Tournament:
    ▪ Men’s Crossover with the West Division: Sunday, May 5 at Tri-City Tennis Club, Latham, NY
    ▪ The pre-championship teleconference for the crossover tournament is Monday, April 29 at 7:00 PM.

• Hosting:
  o Tennis uses a pre-determined site for the divisional and crossover championship.
    ▪ Tennis Courts should meet NCAA minimum requirements for play and be in good condition.
    ▪ Adequate Parking, Security and Crowd Control.
    ▪ Access to an indoor facility in case of poor weather conditions.
    ▪ Official scorecards and chairs for student-athletes on each court.
• Adequate and trained Stat Crew.
  o Institutions should meet all guidelines to host conference championships.
  o Any institution that does not exactly meet the standards, but wishes to host, may submit request w/hosting form to Commissioner for consideration at the August meeting of the Athletic Directors Council.
  o Host institution may request permission to use off-site field/gym to meet host requirements for championship play.

• Coaches Meeting:
  o Coaches will participate in a Pre-Tournament teleconference: Women -Tuesday, October 2, 2018, at 6:00 p.m.; Men - Tuesday, April 23, 2019, at 6:00 p.m. (tentative). The Sport Liaison and Conference Commissioner will facilitate this meeting. All coaches are invited to participate; attendance is mandatory for coaches of teams participating in the tournament. When there is a conflict with a scheduled contest, the Athletic Director or another institutional representative may serve as a substitute for the coach.
  o A Conference call of all coaches will be scheduled following the season at which point tennis issues and ideas will be discussed. The Sport Chairperson will be responsible for scheduling the call and will work with the conference office on the call agenda.
  o For all sport conference calls, all future Agenda items must be submitted two weeks prior to call so that these can be distributed to all coaches and AD’s prior to conference call. (November 2010)

• Seedings/Format:
  o The Conference Commissioner and Associate Commissioner will seed teams following the last NAC competition date using results provided by the institution through the Conference website. Tiebreaking results will be shared with the Sport Liaison, Sport Chair and Championships Chair. The following criteria will be used to seed teams:
    ▪ Conference winning % - must have completed 2/3 of conference matches to be eligible. Contests against institutions failing to meet this requirement will not be counted as conference contests for purposes of seeding.
  o In case of a tie, the following tie-break procedures will be followed:
    ▪ Head-to-head result (two-way tie).
    ▪ In ties among three or more schools, the following criteria will be applied, in order, until a team is (or teams are) separated. At that point, the process begins anew, (returning to the first criteria) with the remaining teams.
      • Best record among tied teams. During this step, the conference will only examine records of tied teams in contests with each other.
      • Comparison of results against conference opponents one team at a time starting with the highest ranked team and continuing in downward rank order until the tie is broken.
      • Comparison of results against non-conference common opponents. During
this step, non-conference matches with conference opponents will not be considered.

- Comparison of winning percentage vs. NCAA Division III opponents (added 3/2009) with .500+ winning.
- Overall winning percentage.
- Coin toss.

- Officials:
  - It is the responsibility of the host institution to secure and pay an official for all rounds of tournament play. Two officials are preferred.

- Pre-match announcement:
  - The standard conference announcement regarding good sportsmanship (shown above on page 4) must be read before each match.

- Athletic Training:
  - Certified on-site training personnel must be available one and a half hours before match time and one half hour post-match.
  - Supplies to be provided by each institution.
  - Access to emergency transport required.

- Locker rooms:
  - Must accommodate two teams/match.
  - If only two available, match times should reflect needs.

- Bathroom Facilities:
  - Must be adequate, in close proximity to playing venue, and meet ADA requirements.

- Contest Management:
  - Site Director
  - Security/crowd control
  - Official scorer
  - Stat personnel
  - PA announcer
  - Staff or student hosts to show teams to locker rooms and other parts of the athletic facility.
• **Game Programs:**

Game programs should include:
- Name of all competing institutions
- Complete roster of teams participating at specific site
- Institutional synopsis of participating teams
- NAC history/information etc.
- Previous year’s tournament information including the previous sports champions
- NAC/NCAA Sportsmanship expectations
- NAC logo
- School logos
- Conference Awards Sponsor Logo (Currently Award Guys)

• **Championship Awards:**

- Awards must be presented by a Conference Representative, the Sport Chairperson, the Athletic Director of host institution or other host institution representative. A script will be distributed to the host for awards ceremony.
- Awards will be presented after championship contest. All-Tournament Team members from previous matches should be mentioned during the presentation.
- Awards should be displayed prior to championship match if possible.
- It is the responsibility of the conference office to order plaques and to have them delivered to the host institution in a timely manner.
- All-Tournament Team will be named for each championship.
  - 3rd and 4th place teams receive one selection each
  - 2nd place team receives two selections
  - Champion receives two selections plus an MVP selection (3 total)

• **Host site SID/Site director:**

- Entering contests into NAC Scoreboard and confirm match times.
- Providing programs for all tournament contests.
- Maintaining in contest scores on the NAC website.
- Providing updates on social media platforms using institution and conference handles and conference hashtags.
- Submitting the final score to the Conference through the NAC website.
- Sending XTG file to the visitor and both the NAC and NEAC (men) conference offices following the contest.
- Share neutral match summary and file with opponent, conference office and media outlets following all hosted contests (media outlets must be provided to host institution in advance).
- Taking a digital Championship Team Photo and sending it to the conference office with the neutral contest story. Photo should also be shared with championship team.
• Protests:
  
  o All protests will be handled in accordance with ITA Rules.

• Weather:
  
  o ITA standards with regard to weather conditions will be followed for the NAC Tournament:
    ▪ Determining playable outdoor weather conditions:
      1. The projected weather forecast, for a minimum of two hours out of a four-hour time period from the start of the match, according to www.weather.com shall be:
        ➢ A high of at least 50°; and
        ➢ Sustained winds (not including wind gusts) of 20 miles per hour or less.
      2. If the outdoor conditions have changed by the end of the doubles play, it is understood that both coaches and the Referee may agree to move the match indoors. If play is suspended at any other point during the match due to weather, play must resume outdoors within one hour of the delay. If this is not possible, matches must be moved indoors.
  
  o If championships are moved to an indoor venue, the finals will be played to decision.
  
  o The decision to postpone/cancel must be made by Host AD, traveling ADs and conference commissioner. A rain or snow date will be built into the championship dates, should inclement weather continue, the top seed will be declared the champion/divisional champion (proceed to the crossover championship).

• Tickets/Concessions:
  
  o Ticket sales and concessions are optional.
  
  o If a gate is charged, institutions are permitted to charge the same prices they utilized during the regular season.
  
  o If a gate is being charged, all institutions must be notified in advance and complementary tickets for each tournament participant must be provided.
  
  o # of complementary tickets will be limited to two institutional representatives and two/roster member.
APPENDIX A

Cold Weather Best Practice

In the interest of health and safety for student-athletes, coaches, athletics staff, and spectators, the NAC has instituted cold weather best practices to prevent cold weather-related injuries and illnesses to all participants. These recommendations are in accordance with the National Athletic Trainers’ Association and the guidelines set forth by the NCAA. The athletic training staffs of the NAC institutions have conferred and agreed upon these standards.

These best practices are to be enforced in instances of conference competitions only. This best practice is not intended to override any school’s practice policy.

The following best practices pertain to “Active” sports (Men’s and Women’s Lacrosse, Men’s and Women’s Soccer, and Field Hockey) and “Limited Activity” sports (Baseball, Softball, Men’s and Women’s Track & Field, Men’s and Women’s Tennis, Men’s and Women’s Cross Country, and Men’s Golf).

The concern for student athletes that participate in Limited Activity sports is the student-athlete will be exposed to wind and cold temperatures during long periods of inactivity. During these times, student athletes may have difficulty maintaining proper body temperature due to exposure and lack of metabolic activity, thus, additional considerations are to be made to protect those student-athletes.

All temperatures indicated below are to represent the Wind Chill Temperature. The effects of the wind are to be taken into account. Ideally, the on-field conditions are to be used to determine the participation status. Furthermore, whenever possible, indoor warming facilities are to be made available to participants and spectators. When indoor warming facilities are not available, postponement is required at the previous step.

Cold Weather Best Practice for “Limited Activity” Sports

>40 degrees F – No restrictions on activities are required. Advisement is to be given to coaches to the temperature. Maintain regular hydration breaks.

32-40 degrees F – Recommend skin coverage for all athletes including gloves, hats, long sleeves, and leggings/pants. Monitor for cold weather injuries and have indoor facilities available for rewarming if needed.

25-32 degrees F – Required skin coverage as described above. Indoor rewarming should be available. For timed events, allow indoor rewarming for no less than 15 minutes following on field warmups and during halftime. For non-timed events, allow indoor rewarming for no less than 15 minutes during the first stoppage of play after 45 minutes of activity. *If no indoor rewarming facilities are available, activities are to be postponed at <32 degrees F

<25 degrees F – Postponement of athletic contests are required.