



## 2010 ITA Kick-Off Weekend Event Guide

### Games Committee

An on-site Games Committee consisting of the 4 participating coaches and Head Referee will be expected to resolve any issues that occur during the event that require immediate attention. All parties must be involved in these decisions and ITA Rules apply unless otherwise noted.

### Line-up Submission

Official line-ups (players listed in order of ability) must be submitted online ([www.ITAtennis.com](http://www.ITAtennis.com)) by **Monday, January 25, at Noon (Local time)**. There is no limit to the number of players that may be submitted on a line-up. The line-ups will then be posted on a private page of the ITA website at approximately 5pm (Eastern) for participating coaches to review.

### Protest Procedure

Line-Up protests must be emailed to [jevans@itatennis.com](mailto:jevans@itatennis.com) by **Noon (local time) on Tuesday, January 26<sup>th</sup>**. The ITA will contact coaches whose line-ups have been protested and to give them the opportunity to explain their line-up submission in writing to the National Tournament Committee (NTC). All line-up explanations should be sent to [jevans@itatennis.com](mailto:jevans@itatennis.com) by **5pm (local time) on Tuesday, January 26<sup>th</sup>**.

The NTC will review all protests on Wednesday, January 27<sup>th</sup>. The NTC has final ruling on all line-up changes and therefore **NO** appeals will be accepted. (approved Dec. 2009, Division I Operating Committee)

There is a \$100 fine for late line-up submissions that must be paid to the ITA prior to the start of the first match.

### Line-up Changes/Substitutions (*Different Policy for Men's and Women's events*)

#### Men's Substitution Policy:

The approved line-up must be used throughout the duration of the Kick-Off Weekend and no substitutions will be permitted. In the event that a doubles player is injured or sick, a direct line substitution may be made. The doubles line-up must still be played in order of ability. And in this case, the Games Committee will be responsible to make final rulings to line-up protests made on-site.

#### Women's Substitution Policy:

The approved line-up must be used for the first day of dual matches. A player and/or doubles team can move a maximum of one position (up or down) on day 2. Doubles teams must remain intact. In the event that a doubles player is injured or sick, a direct line substitution may be made. The doubles line-up must still be played in order of ability. The Games Committee will be responsible to make final rulings to line-up protests made on-site.

### Team Entry Fee

As decided by the ITA Operating Committee during the 2008 Convention meetings, a \$100 team entry fee is required to participate in the Kick-Off Weekend, even if you are hosting the event. Checks should be made payable to the ITA and sent to the ITA office at 174 Tamarack Circle, Skillman, NJ 08558 by **Friday, January 15<sup>th</sup>**. An invoice will be provided to participating schools via email by the ITA office and confirmation will be sent once payment has been received. An administrative late fee of \$50 will be charged for any checks received after the due date. Failure to pay the entry fee prior to the start of play will result in a \$100 fine and a letter of reprimand to the Athletic Director.

### Participant Waivers

Each team must submit to the ITA office an ITA Waiver completed and signed by each player and coaches prior to participating in the event. Completed waiver forms must be faxed to the ITA office (609-497-9586) no later than **Friday, January 22<sup>nd</sup>**.

### **Practice Courts**

Practice courts must be available the day prior to the event. All teams will have a minimum of 3 courts for 90 minutes, to be organized by the host site. All host sites must contact the participating schools to schedule practice times. Practice times should be set no later than 48 hours before each teams arrival.

### **Match Warm-Up**

Each team participating in the second match of the day will be permitted to warm-up on a minimum of 1 ½ courts during the doubles of the previous match, with a guaranteed 30 minutes of warm-up prior to match. For dual gender sites, warm-up courts for all teams playing on day 2 can be scheduled at an alternate site with similar court surface, if needed.

### **Schedule**

For dual gender sites that require play to start on Friday, January 29, the women will play first in 2010 (on a rotational basis that will mirror the rotation for the round of 16 at NCAA tournament the same year).

### **Tennis Ball Change**

Ball change per ITA Rule is 1 can per set in singles; 4 balls in doubles. Wilson Extra Duty Tennis Balls must be used.

### **Officials**

Host Site agrees to chair every match in all 4 team dual matches.

### **Completing Matches**

Once the doubles point has been clinched the remaining doubles match shall not be completed. In singles, matches shall be shortened (3<sup>rd</sup> set tie-breaker in accordance with ITA Rule II.A.4) once the team match has been clinched, **all matches should be played out if it will not alter the playing or warm-up schedule for matches that follow**. At its discretion, the on-site Games Committee will have final ruling on if a match should be played once the team match is clinched.

### **Inclement Weather Procedures**

The on-site Games Committee will be expected to convene and make decisions in accordance with ITA rules in the event of inclement weather. Sites that do not have indoor backup are required to have access to 12 outdoor courts in the event of inclement weather. Monday, February 1 is a mandatory make-up day for outdoor sites without indoor backup (including the "consolation" match).

### **Policy if an event cannot be completed**

If inclement weather does not allow for postponed matches at an outdoor site to be completed on Monday, February 1 (by 4 pm local time), the highest ranked team according to the most recent published ITA rankings will be automatically invited to the ITA National Team Indoor Championships.

### **Penalty for electing not to play second match**

If a team elects NOT to play their second scheduled match, it will receive a loss and its opponent will receive a win in the ITA Rankings.

### **Requests for schedule changes**

Teams will not be permitted to request time changes due to their scheduled arrival or departure. The schedule of play that is posted on the ITA website during the draft is the schedule that must be played. The match schedule can be changed, only in cases where inclement weather has affected play.

### **Participant Gifts**

Each team will be given up to 10 event t-shirts for participating players.

### **Host Hotel**

Host Site is required to designate an official hotel(s) with discounted rates located within 15 miles of site where matches are played.

*\*Host Site is responsible for all costs associated with hosting the 4 matches (balls, trainers, officials, promotions, etc.).*

***Note: The overall structure, format, rules of the 16-team ITA National Team Indoor Championships will remain independent of these events.***