

2017

MEN'S AND WOMEN'S TENNIS
CHAMPIONSHIP

PARTICIPANT MANUAL



April 20-22, 2017
Folks-Stevens Tennis Center
Norfolk, VA

2017 MEAC Tennis Championships

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KEY CONTACTS

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MEAC Championship Personnel

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CHAMPIONSHIP INFORMATION

Pre-/Post-Championship Teleconference

A teleconference will be held prior to the championship 6 to give an overview on championship procedures, rules, and policies. A teleconference will be held after the championship to review the championship operations. The MEAC Office shall provide the head coaches with the call information and time at least one week prior to the calls. Head coaches attendance on the teleconferences are mandatory.

Coaches Meeting

A coaches' administrative meeting will be held the day prior to the championship (Wednesday, April 19, 2017) to review championship procedures, rules and policies. Packet pick-up shall take place prior to the start of the meeting. The MEAC Office shall provide the head coaches with the meeting location and time by the pre-championship teleconference date. Head coaches attendance at the meeting is mandatory.

Student-Athletes Meeting

A meeting with the tennis student-athletes and a MEAC Office representative will be held the day prior the championship (Wednesday, April 19, 2017) to gather feedback from the student-athletes regarding their championship experience. Each head coach shall select two student-athletes from their men's and women's teams to participate in the meeting. The MEAC Office shall provide the head coaches with the meeting location and time by the pre-championship teleconference date. Representation by each team participating in the championship is mandatory.

Event Entries

Championship event entry forms (i.e., MEAC Championship Entry Form and MEAC Academic/Senior Recognition Form) must be submitted to the MEAC Office by the institution's Athletics Compliance Office not later than Tuesday, March 28, 2017.

All players listed on match rosters to participate in the championship must have appeared on the MEAC Championship Entry Form. No event entries will be permitted after the submission date.

Line-Up Forms

All team line-ups must be submitted to the MEAC Office no later 2:00 p.m. than Monday, April 10, 2017.

1. Coaches shall enter players in rank order according to ability.
2. Any or all of the singles players may participate in the doubles matches. In singles competition, positions 1-5 shall remain the same for the duration of the championship. Substitutions may only be made to position 6.
3. A minimum of five (5) players are required to begin a match. When an institution has fewer than the six (6) players necessary for a full team match, the match shall be played as scheduled and the defaulted individual matches shall be placed at the bottom of the ladder.
4. If any doubles player is injured after the submission of the lineup, a straight-line (direct) substitution may be made.

Line-Up Challenge Procedure

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Coaches will have the opportunity to review other teams' lineups.

1. The MEAC Office shall provide head coaches of teams participating in the championship a copy of each team's lineup submitted for championship by 5:00 p.m. Tuesday, April 11, 2017.
2. Coaches will have until 12:00 p.m. on Wednesday, April 12, 2017 to submit in writing a challenge to a team's lineup. The appropriate NCAA, USTA and ITA rules must be provided with the challenge.
3. The MEAC Office will notify institutions and the games committee in the event their lineups have been challenged by 5:00 p.m. Wednesday, April 12, 2017.
4. The head coach of team's lineup that has been challenged must submit a written response to the MEAC Office by 12:00 p.m. Thursday, April 13, 2017.
5. The games committee will review and make a decision on the challenge on Thursday, April 13, 2017.
6. Final lineups must be submitted to the MEAC Office by 12:00 p.m. on Friday, April 14, 2017.

Squad Size and Travel Party

The squad size shall be a maximum of eight (8) participants. The travel party shall be a maximum of twelve (12) individuals (i.e., coaches, student-athletes, trainers, etc.).

Format

The championship format shall include the following:

1. In the team championships, three doubles matches will be played with each match consisting of one set played to six games. A tiebreak will be played at 6-all.
2. Following a five-minute intermission, six singles will be played with each match consisting of a best-of-three sets form with a tiebreak at 6-all. There will be no warm-up with an opponent once the players have been called to the court for the start of the match.
3. Team scoring will consists of three doubles matches played for one point, with six singles matches played for one point each. The first team to win four points overall wins the match. The matches will be played "clinch/clinch" – when the team doubles point is won, the remaining doubles matches will be stopped. And in singles, once the team match has been won, any remaining matches will be stopped.
4. All individual singles and doubles championships will be played utilizing no-ad scoring. In doubles, matches will consist of the best-of-three sets, with a match tiebreak in lieu of the third set.

Substitutions

Head coaches shall inform the referee of any changes to the lineup. In the case of injury, illness, or extenuating circumstances (as approved by the games committee) a replacement can be made in the lineup. In such cases, the lineup must remain in order of strength, with student-athletes moving up one place in singles and the new player being placed in the number six position.

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For doubles competition, any replacement must be a straight-line replacement. The three doubles teams must remain in order of strength as determined by their competition records.

The games committee is required to review each institutions line-up to ensure compliance with the rules governing process.

Practice

The MEAC Office shall assign practice times for teams participating in the championships. Practice shall take place on the day prior to the championship (Wednesday, April 20, 2016) in one hour increments based on distance from the championship site (e.g., institution closest to the championship site will have earliest time, while institution furthest from the championship site will have latest time).

Changes in practice time must be approved by the MEAC Office. Coaches shall not contact the facility to change the practice without prior approval from the Conference Office.

Games Committee

The games committee shall consist of the Assistant Commissioner for Championships, Head Official, Co-Chairs of the Tennis Championships, and President of the Tennis Coaches Association. The decision of the Games Committee/Jury of Appeals is final.

Protest

All protests must be made to the Games Committee within ten minutes of the completion of a match. There shall be \$50 protest fee for each protest. The head coach submitting the protest regarding an alleged incident or problem must cite the NCAA rulebook.

Awards

Regular season awards for Divisional Champions and All-Conference First Team, will be awarded.

Team awards for the Champion and Runner-up team will be provided along with individual awards to the number one singles (first place); number one (1) doubles (first place); the Outstanding Tournament Coach (Coach of Champion Team); and the Outstanding Performer at the conclusion of the Championship.

Awards Ceremony

The regular season awards ceremony shall be conducted prior to the start of the opening round on Thursday, April 21, 2016.

The championship awards ceremony will be conducted immediately following the conclusion of the final championship match. Coaches, student-athletes and team personnel shall be in proper attire (e.g., official team uniform or warm-up suit) for the presentation of awards.

No additional awards, unless otherwise approved by the MEAC Office, may be presented to the student-athletes and coaches of the participating teams.

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Evaluation Forms

Coaches shall complete and return the championship evaluation forms to the Conference Office prior to the post-championship teleconference. The evaluation form may be accessed on the MEAC website (MEACSports.com) and submitted electronically.

Game Balls

The Wilson U.S. Open extra duty ball will be used for the men's and women's championships and will be used during all rounds of team and individual competition. Each participating institution must provide its own practice balls.

Cups, Coolers, Water Bottles and Hydration Products

Participating teams shall place any premix fluid replacement in the MEAC-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the MEAC.

Competitors of MEAC Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) for any MEAC championship, even if the competition offers product for free or at a reduced cost.

The host institution may use other items. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host has to provide and/or purchase product for any MEAC championship use (e.g., student-athlete banquet, committee tent/suite), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in MEAC championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

Ushers or other match personnel should remove the coolers from the benches immediately following the match so that they are not emptied onto the floor during the post-match celebration.

Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Manual.]

Playing uniforms must be in accordance with NCAA rules. Participants in the MEAC championship shall wear exclusively the official uniform of their institution in competition and during related ceremonies. This applies to warm-up shirts and uniforms, and competitive uniforms.

The higher-seeded (e.g. lower-numbered) is designated the home team and will wear light-colored uniforms. The lower-seeded (e.g., higher numbered) is designated the visiting team and will wear dark-colored uniforms.

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For all sessions of the tournament, teams must bring light and dark uniforms. Failure to comply may result in a \$200 fine. It is suggested that institutions bring an extra uniform in the event the blood rule is applied.

An institution's official uniform and all other items of apparel (e.g. socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo.

The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square or parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies another entity other than the student-athlete's institution or conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any pre-match or post-match activities.

This bylaw will be strictly enforced at all MEAC championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the MEAC Office staff.

The logo restriction on student-athletes' apparel set forth in Bylaws 12.5.4 and 31.1.8 shall apply during the MEAC championship to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in news conferences.

Logos

An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution/conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes pre-race or post-race activities.

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This bylaw will be strictly enforced at all MEAC Championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the MEAC Office.

The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during MEAC Championships to all personnel (e.g., coaches, trainers, managers) for practices and competition or who participate in news conferences.

Medical Procedures

An athletic training area will be available for student-athletes during the championship. A certified trainer will be on site with EMT on call.

MEDIA RELATIONS

Media Credentials

Credential applications will be available online via the conference website at www.MEACsports.com. To receive additional information regarding the application process, contact Brian Howard, Assistant Director of Media Relations, at 757-951-2055 or brian.howard@themeac.com. Approved credential requests will be available for pick up each day one (1) hour prior to competition.

Results

Results will be updated on the conference website, www.MEACsports.com, immediately following each day's competitions. Results will also be e-mailed to all MEAC SIDs, head coaches and media outlets at the conclusion of each day.

Post-Championship Interviews

Post championship interviews will take place in a designated media area immediately following the championship photos and all-tournament team announcements.

SPORTSMANSHIP AND CONDUCT

Sportsmanship

The Mid-Eastern Athletic Conference (MEAC) proposes to promote mutual trust and friendly relations among its members by controlling athletic competition and keeping such competition within the bounds of sound educational activity; by promoting clean sportsmanship; and by developing public appreciation for the educational values that accrue from participation in intercollegiate athletics.

The officers and administrators of the MEAC place a high premium on professionalism, sportsmanship, and ethical conduct. As such, there are significant penalties for any breach of conduct during the course of regular season competition and to an even greater extent during the conduct of MEAC Championships.

For the purposes of general definition, misconduct in a MEAC Championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law on the part of any recognized university representative, occurring incident to, en route to, from

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or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

Misconduct Incident to Competition

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of basketball tournament) when no competition is being conducted, or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition, and conduct the hearing after this action. Other acts of misconduct may be dealt with at the sports committee's convenience.

Penalty for Misconduct

The sports committee (or games committee authorized to act for it) may at its sole discretion impose any one (1) or a combination of the following penalties on an institution or any student-athlete or representative of any institution, guilty of misconduct occurring incident to, en route to, from, or at the locale of the competition or practice.

- A) Public or private reprimand to the individual;
- B) Disqualification of the individual from further participation in the Conference Championship (s) involved;
- C) Banishment of the individual from participating in one (1) or more subsequent championships of the sport involved;
- D) Withholding all or a portion of the institution's share of revenue distribution;
- E) Banishment of the institution from participation in one (1) or more subsequent championships in which its team in the sport otherwise would be eligible to participate;
- F) Financial Penalties shall be as follows:
 - a) First Offense - \$500 institutional fine and letter of reprimand
 - b) Second Offense - \$1,000 institutional fine
 - c) Third Offense - \$2,000 institutional fine and one (1) game suspension for the offending coach, institutional staff member and/or student-athletes

Ban from Subsequent Championship

When a student-athlete or institutional representative is banned from participation in a subsequent championship, such penalty shall be applied to the next Conference Championship events in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next Conference Championship event(s), meet(s), or tournament(s) for which the individual qualifies and otherwise is eligible to participate.

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SCHEDULE OF EVENTS

Wednesday, April 19

10:00AM- 3:00PM	Practice (See Practice Schedule)
3:00PM - 4:00PM	Coaches Meeting

Thursday, April 20

8:30 AM	Matches 1 and 2 (Women)
11:00 AM	Matches 3 and 4 (Women)
1:30 PM	Matches 5 and 6 (Men)
4:00 PM	Matches 7 and 8 (Men)

Friday, April 21

9:00 AM	Matches 9 and 10 (Women)
12:00 PM	Matches 11 and 12 (Men)

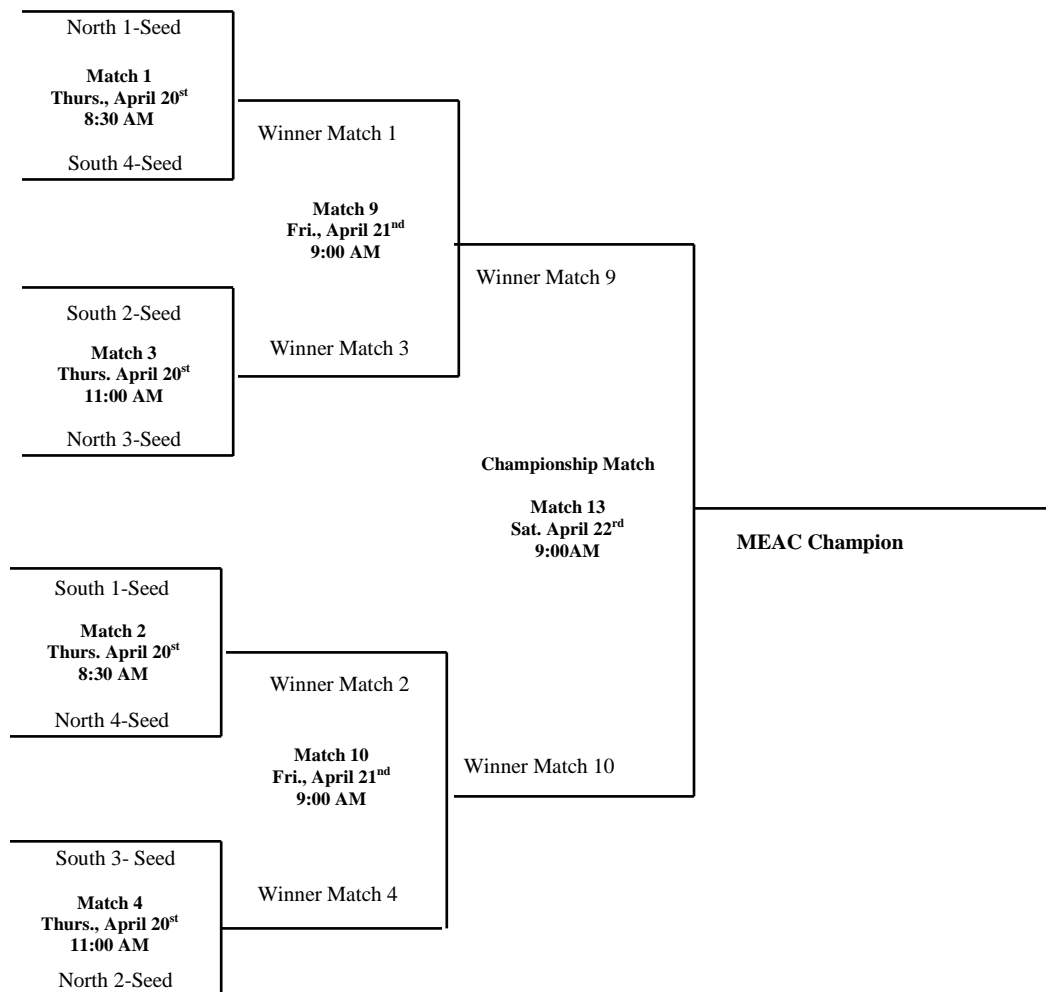
Saturday, April 22

9:00 AM	Match 13 (Women)
12:00 PM	Match 14 (Men)

Awards ceremony will follow the conclusion of the men's championship match.

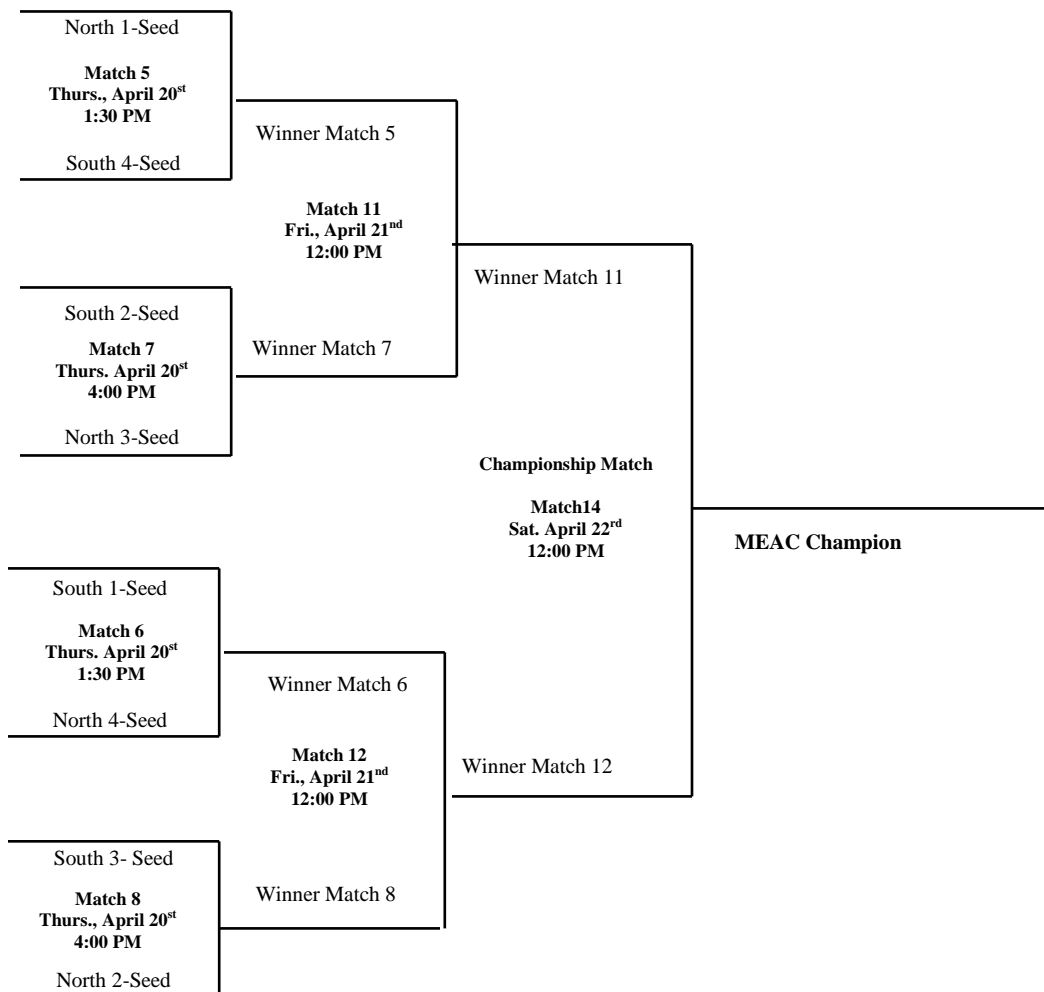
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WOMEN'S BRACKET



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MEN'S BRACKET



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DRIVING DIRECTIONS

Old Dominion University
Folkes-Stevens Tennis Center
4501 Parker Ave.
Norfolk, VA 23529



From the North

1. Take I-95 south toward Richmond
2. Take the left exit 84A onto I-295 S, following signs for "Norfolk/Virginia Beach"
3. Remain on 295 for approximately 14 miles, then exit at 28A (I-64 E)
4. Stay on I-64 E for approximately 75 miles until you reach exit 276, VA-406/NAVAL BASE/TERMINAL BLVD
5. Once on the exit ramp, stay right onto I-564 as it splits. Once on I-564, stay right again, following the first exit for Terminal Blvd.
6. Continue straight through two traffic lights, and at the third light, turn left onto Hampton Blvd.
7. Follow Hampton Blvd. to 49th St. (approximately 3 miles)
8. From here, directions change based on the location of the event.

From the South

1. Take I-85 north or I-95 north to Route 58 east.
2. Follow 58 east to I-264 east toward Portsmouth/Norfolk.
3. Go through Downtown Tunnel and follow signs to St. Paul's Blvd.
4. Make a right onto St. Paul's Blvd.
5. At the third light, make a left onto Brambleton Ave.
6. Follow Brambleton Ave. until you see signs for Hampton Blvd./ODU.
7. Bear right onto Hampton Blvd.
8. Follow Hampton Blvd. to 43rd St. (approximately 3 miles)
9. From here, directions change based on the location of the event.

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RESTAURANTS

Subway
4902 Hampton Blvd.
Norfolk, VA 23508
757-489-1880

Zero's Subs
4310 Monarch Way
Norfolk, VA 23508
757-489-2095

Chick-Fil-A
1200 Webb Ctr.
Norfolk, VA 23529
757-683-3218

Panda Express (Webb Center)
1200 W. 49th St.
Norfolk, VA 23508
757-683-5089

McDonald's
4108 Hampton Blvd.
Norfolk, VA 23508
757-423-1977

Topical Smoothie Café
4316 Monarch Way
Norfolk, VA 23508
757-440-7580

Papa John's Pizza
2001 Colley Ave.
Norfolk, VA 23517
757-627-7272

Chipotle Mexican Grill
1501 Colley Ave.
Norfolk, VA 23517
757-314-1113

Applebee's
5750 Virginia Beach Blvd.
Norfolk, VA 23502

MacArthur Center Food Court
300 Monticello Ave.
Norfolk, VA 23510
757-627-6000

80/20 Burger Bar
123 W. 21st St.
Norfolk, VA 23517
757-233-7900

Cogan's Pizza
1901 Colonial Ave
Norfolk, VA 23517
757-627-6417

Moe's Southwest Grill
520 W. 21st St.
Norfolk, VA 23517
757-624-6637

Fellini's
3910 Colley Ave.
Norfolk, Va 23508
757-625-3000

Jimmy John's
222 W. 21st St.
Norfolk, VA 23517
757-227-5952