



SPORT GUIDELINES for MEN'S and WOMEN'S TENNIS

ARTICLE I: Season of Competition Information

NAIA 24 Week Rule with KCAC Modifications:

- Per NAIA guidelines, Men's and Women's Tennis shall have a maximum 24-week practice and competition season as established by each member institution. For the KCAC, frequency of play, practice and scheduling policies shall be restricted to the following period of time: beginning on Monday of the week in which August 15 falls and ceasing no later than May 15 per NAIA guidelines.
 1. Frequency of play, practice, and scheduling outside of this period (beginning the Monday of the week in which August 15 falls until May 15 each year) is governed by each member institution and will not be regulated by the NAIA.
 2. Member institutions may be engaged in conditioning activities beginning on August 1 in preparation for the fall season of competition. However, no practice or outside competition is allowed between August 1 and the start of the practice and competition season, which begins on Monday of the week in which August 15 falls.
 3. There shall be no more than three break periods during the 24 weeks. NAIA approved postseason participation shall not be counted as part of the 24-week period. A week is defined as Sunday (12:01 a.m.) through Saturday (11:59 p.m.). Any practice or competition during this period shall constitute one of the 24 weeks permitted.

Specific Rules on Contact:

- Athletic-related contact, which includes practice, conditioning, and/or competition activities, will be limited to 20 hours per week once classes have begun for the fall semester at the specific KCAC institution.
 - Prior to classes beginning for the fall semester, specific to each KCAC institution, the 20 hour contact rule will not apply.

- Each contest, which includes games, exhibitions, and scrimmages, will be counted as 2 hours within the 20 hours of contact during the week.
- For all KCAC teams, there will be one day per week with no athletic-related activities, which includes practice, conditioning, or competition.

ARTICLE II: Sport-Specific Rules for KCAC Tennis

NAIA Coaching Manuals:

- **WEBLINK:** [NAIA Tennis Coaches' Manual](#)

Sport-Specific Rules for the KCAC:

- Section 1: Balls
 - USTA approved balls are required for all KCAC competition.
- Section 2: Coaching
 - ITA rules will be in effect. That means that coaching can occur at anytime during a match so long as it does not interfere with play. Coaching is not to exceed 60 seconds on the changeover. The coaching staff during competition is limited to two people. Consult the ITA section in the USTA Rule Book if you have questions.
- Section 3: Continuous Play
 - During the match, play will be continuous. There will be no break between the 2nd and 3rd sets. Players should take water or whatever they need onto the courts with them. Players will not be allowed to leave the court once play has started.
 - Exceptions to this (injury, etc) are listed in USTA Rule Book.
- Section 4: KCAC Dual Meets
 - General philosophies and principles of intercollegiate tennis dual meet competition are as set forth in the most current edition of Friend at Court, (produced by the USTA).
 - An official KCAC dual meet consists of six singles and three doubles flights. All singles matches will be best 2 out of 3 sets, with 12-point tie-breakers used when the score reaches 6-all in a set. All doubles will be an 8 game set, with a 12-point tie-breaker when the score reaches 8-all. Once the fifth match has been won and the winner of the match decided, the match may be finished using an alternate format. The score will be reported as 5 to whatever the matches won by the losing school.
 - Home and away dual meets will alternate on a yearly basis. In a triangular format the host school will be determined on a three-year rotation. Exceptions to this policy will be only at the mutual agreement of all three coaches.

- Order of play – All KCAC dual matches will normally start with doubles first, followed by singles. In certain circumstances this may be reversed. In this case the host coach/school should notify the other coach no later than 12 noon for an afternoon match, and the day before for a morning match. Numbers of courts and weather may also dictate a change from the normal.
- Line-ups: Simultaneous exchange of complete singles and doubles line-ups 15 minutes prior to match.
- Substitution:
 - Line-up changes not resulting from illness or injury may be made only with the mutual agreement of both coaches.
 - Line-up changes due to illness or injury made after the dual meet has started are made with the following conditions:
 - The substituted player will play no. 6 position in singles and all other players will move up one position.
 - A direct line substitution may be made in doubles. The coach shall play all three teams in order of ability and shall re-order the doubles if necessary.
- Line-up Appeals: Procedures for dealing with line-up concerns will follow the ITA rules as outlined in the relevant sections of the Friend at Court.

ARTICLE III: Championship Event Information

- Tournament Hosts: Each school is assigned years in which they, along with another KCAC school, will be responsible for administering the KCAC Championship Tournament.
- The following tournament assignments run through the year 2017. A rotation alphabetically will continue with those institutions that have a tennis program.

LOCATION:	YEAR:
Kansas Wesleyan University	Spring 2010
McPherson College	Spring 2011
Southwestern College	Spring 2012
Sterling College	Spring 2013
Tabor College	Spring 2014
Bethany College	Spring 2015
Bethel College	Spring 2016
Friends University	Spring 2017

- Tournament Costs
 - Each conference member sponsoring tennis will be assessed a fee of \$100 for their men’s team and \$100 for their women’s team to help defer associated costs with the championship tournaments.
 - Any additional costs will be divided among the teams in the semifinals and finals on a percentage basis.
 - Location of the tournament and costs related to the tournaments are under the supervision of the KCAC Tennis Chair and the KCAC Commissioner

- USTA Officials will be used to officiate the semifinal and championship final matches
- Tennis balls will be provided by all schools participating in the semifinals and championship final.
- Tournament Host's Duties
 - Notify local media—newspapers and TV stations—prior to the event.
 - Notify coaches of tournament details including:
 - Time and place of coaches' meeting
 - Number of balls to bring
 - Arrangement for athletic trainers from the host school.
 - Hire a "tournament referee"
 - Obtain season's results from all schools.
 - Compile appropriate match results to aid in the seeding of teams.
 - Produce tournament draw sheets and coaches' materials.
 - Run the All-KCAC nomination and selection meetings.
 - Publicly award the individual medals and the team plaques.
 - All conference selection will be made the Monday following the KCAC tournament in McPherson at 11:00 a.m. All coaches are required to attend.
 - Contact local TV stations and newspapers with tournament results.
 - Send results to the KCAC Sports Information Director.
- Season Records – Season records will be submitted to the tournament director no later than 48 hours prior to the tournament, unless inclement weather requires make-up matches to be played during this period.
- Line-up: Team line-ups will be submitted to the tournament director prior to the start of the tournament. Should there be an objection to a submitted line-up, the issue will be discussed at a meeting of all conference coaches at the tournament. If necessary, the issue will be voted on by them.
- Format: The Conference Championship will be played as a team tournament, with places in the tournament draw as follows:
 - Match 1: #1 Seed vs. #4 Seed
 - Match 2: #2 Seed vs. #3 Seed
 - The winner of the semifinals will play in the finals. Each match will follow the rules for KCAC dual meet play.
 - At the discretion of the winning coach, matches may be halted once a team records 5 points.
- Tie-Breaking Procedures for Seeding: Teams will be seeded in the tournament on the basis of their head to head conference records.
 - In case of a two-way tie, the head to head record between the two teams will determine the conference champion.
 - In case of a three-way tie with "interlocking losses" (i.e. Team A beat Team B, Team B beat Team C, but Team C beat Team A), the following procedure will be used:

- Grace Period: There will be a 10 minute grace period after a player's match has been called. The official in charge at a given tournament site may declare a default if a player has not appeared for an assigned match after the grace period has elapsed.
- Conduct: The site director will follow the USTA point penalty system for dealing with player misconduct. Unsportsmanlike conduct includes swearing, racquet throwing, purposefully hitting a ball out of the court area and making obscene gestures. Misconduct will be penalized in the following manner:
 - 1st offense - warning (to be given prior to competition)
 - 2nd offense – point
 - 3rd offense – game
 - 4th offense – match

Note: If a violation occurs at the end of a match the penalty will be assessed for that player's next match. Should the offending player(s) be finished with their competition their teams' next scheduled match will be assessed the penalty. It is recommended that any coach observing player conduct should issue a warning automatically to the offending player and then report the warning to the tournament director.

- Host schools of all matches are responsible for sending match results to the KCAC SID. Scores need to include team points, all match scores and names.

ARTICLE IV: Awards

Team Awards:

- Plaques will be awarded to the Regular Season Champion Team and the Conference Tournament Champion Team

All-Conference Selections and Other Individual Awards:

- All-KCAC Selection Guidelines:
 - Coaches may nominate any players.
 - Coaches may vote for their own players except in the following categories:
 - Most Valuable Player
 - Scholar-Athlete
 - To be nominated for Scholar-Athlete a player must have been voted All-KCAC in the previous year, and have at least a 3.5 G.P.A.
 - Sportsmanship Award
 - Freshman of the Year
 - Newcomer of the Year
- Coaches vote, according to the criteria below, for six first team players and six second team players. First team votes are worth two points, the top six (including ties) are named All-KCAC First Team and the next six (including ties) are named All-KCAC Second Team.

- Selection Criteria for All-KCAC:
 - Playing ability and season performance
 - Representation of school and conference
 - Team leadership
 - Sportsmanship

- Coaches cast a single vote for the Coach of the Year.
 - Coaches may not vote for themselves.
 - Coach of the Year awards will be given for both Men and Women.

- Coaches must cast a vote in all categories.

- Coaches will need to have votes in prior to the end of the KCAC tournament. Votes will be handed to the tournament director of that year's tournament.

ARTICLE V: Duties of the Sport Chair

- The duties of the KCAC Tennis Chair are as follows:
 - Help determine the proper policies and procedures at the conference level.
 - Serve under the direction of the KCAC Commissioner:
 - Assist the KCAC Commissioner when requested
 - Represent the KCAC coaches to the KCAC Commissioner
 - Keep the KCAC Commissioner informed and updated of proposals and concerns
 - Send a copy of the KCAC Tennis Guidelines to each conference coach prior to the start of the season.
 - Chair the meetings of the KCAC Tennis coaches.
 - Serve on the Games Committee at the KCAC Tennis Championships.
 - Inform the KCAC Tennis Championship Tournament Director of all procedures and guidelines.

ARTICLE VI: Miscellaneous

NAIA Conference Raters:

- One coach for will be selected by vote of the conference coaches to be a member of the NAIA rating committee for Tennis – one men's coach and one women's coach for their respective sports. The conference rater will be confirmed each summer at the KCAC Sport Management Conference and reported to the conference commissioner and the NAIA.