
Canadian University Tennis Championships

July 2016

Event Policies and Procedures

1. Qualifying for the National Championships:
 - a. Four men's and four women's teams (with a minimum of 6 players each) will earn the right to represent their region in the National Finals hosted by Tennis Canada.
 - i. One team is selected from the West region (BC, AB, SK, MB)
 - ii. One team is selected from Ontario
 - iii. One team is selected from Quebec

Note – In 2016, the second seed team from Quebec in the men's and women's division will fill in for the fourth team. The national committee will revisit the policy in 2017 for either the Atlantics or the West to fill the final spot.
 - b. All teams who qualify for the Canadian championships will be required to submit to Tennis Canada a team biography and team picture for promotional use a minimum of two weeks prior to the event date.
 - c. The format of qualifying events/matches is at the discretion of the regional hosts.
 2. Eligibility Criteria
 - a. All participants must:
 - i. Be between the ages of 18 and 28 during the school year prior to the championships.
 - ii. Be a student who is registered for, and pursuing a full-time course of study at a Canadian post-secondary institution in the past twelve months. An athlete's "full time" status is determined by each individual University.
 - iii. **Be a full time student in the term that your play downs take place. You must be identified on the roster leading into the play downs, no players can be added to the roster after the play-downs start.**
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- iv. Each team must submit a completed roster of all of their eligible players, signed by the Athletic Director or Register's office, to the Canadian University Tennis Championships Committee one month prior to the event.
3. Fees:
- a. Qualifying Events:
 - i. Teams may be required to pay a registration fee to participate in regional qualifying for the national championships. Fees are designed to cover the cost of regional qualifying matches and to offset the travel costs of the finals hosted in Montreal/Toronto.
 - ii. All cost associated with participating in the regional events/matches is the responsibility of each individual team
 - b. Registration Fees:
 - i. Each qualifying team will pay a registration fee to Tennis Canada to participate in the National Championships.
 - ii. Registration fees will be used to create a travel equalize pool and redistributed in full to participating teams (see section on Equalization Pool).
 - iii. Tennis Canada will contribute both financially and administratively to support the event and reduce registration costs.
 - c. Equalization Pool:
 - i. The National Championships hosted in Montreal/Toronto will have a travel equalization pool.
 - ii. Before the tournament, the average travel cost for 10 players travelling from each participating school to the host site will be estimated.
 - iii. This estimate cost of all travel will be used to determine the registration fee for all teams. Note: each team will pay the same registration amount.
 - iv. Once all registration fees are collected, a cheque will be sent out to each team in the amount of the original estimation (10 players) to cover travel expenses.
 - v. Distribution of the travel money is entirely at the discretion of the team.
 - d. Subsidization:
 - i. A regional host may chose to subsidize travel for an individual or team. This means that the region will pay in part or in full the registration fees for their regional team to attend the Canadian Championships in Montreal/Toronto.
 - ii. The level of subsidization for athletes/teams is at the discretion of the regional host.
 - e. Booking flights:
 - i. All players/teams are required to book their own travel arrangements and fees collected through the travel equalization pool as described earlier will be paid directly to the participating school.
 - ii. It will be the responsibility of the athletes to cover any additional travel costs that are deemed outside the scope of the event (ie: hotel)

4. Competition Format:

- a. Participants can only play a maximum of two matches and each team must have 6 women/men to participate in each fixture.
- b. Teams will play three total doubles matches followed by six singles matches. A fixture is won by the team who wins most matches out of 7.
- c. Doubles matches will consist of an eight game pro set with a seven point tie breaker played at 7-7 (with Ad scoring). 1 point for the team that wins the doubles.
- d. Singles matches are best two out of three sets with no ad scoring.
- e. Whenever possible, matches will be scheduled as follows: all three doubles matches will be played simultaneously followed immediately by 6 singles matches (all doubles matches will be complete before starting singles). If less than six courts are available for singles, the tournament director will determine order of play for singles prior to the start of the fixture.
- f. **If there are issues with time, court availabilities, rain delays or any other factors beyond control, it is at the tournament director's discretion to apply the following rule if a fixture has already been decided (one team has won 4 points);**
 - i. **If match is in the 3rd set; players must complete that set.**
 - ii. **If in the 2nd set; players must complete that set and if needed a 3rd set 10 point super-tiebreaker;**
 - iii. **If in the 1st set; players must complete that set and the winner of the set will also win the match.**
 - iv. **If they have not started; 8 game pro set will be played with a 10 point super-tiebreaker at 7 all;**
 - v. **No player can agree to suspend remaining matches without playing;**
 - vi. **No player can suspend their match resulting in a default without any valid or medical reason.**
- g. **Draw for Order of Play**
 - i. **The tournament referee and tournament director will draw the semi-final match ups for both men and women, one month prior to the championships.**
 - ii. **If two teams from the same region are qualified for the Championships, they will not be facing each other in the semi-final match ups.**
- h. Coaching:
 - i. Teams will be required to identify a team coach who will represent the team at any planning meetings held prior to the event and will act as a main contact between the team, players and school administration and Tennis Canada.
 - ii. Each team will be required to designate up to two coaches for each fixture who will be able to provide on court coaching during a fixture.

1. On Court coaches are able to coach players during changeovers
 2. Conduct of coaches may result in player penalties and will be administered as per the Rules of the Court.
- i. Officiating:
 - i. The national championships will be officiated by one tournament referee and a minimum of two roving officials.
 - ii. Chair umpires may be used to officiate selected matches throughout the event, teams will be notified prior to the event of officiating schedules.
 - j. Rules
 - i. All competitions shall be conducted under The Rules of the Court, published by Tennis Canada together with the regulations stated herein.
 - k. Rosters:
 - i. No changes to the rosters are permitted once the official signed rosters have been submitted.
 - ii. No player not included in a team's roster can appear in a team's line up throughout the competition.
 - l. Order of Merit:
 - i. Along with the rosters an official line up must be submitted in advance of the tournament outlining the order of merit for all singles players included on the roster.
 - ii. The order of merit should be consistent with the order used during qualifying and regular season matches throughout the year.
 - m. Line-ups:
 - i. Line-ups are submitted to the tournament desk 30 minutes prior to the start of the tie and outlines the players for each match.
 - ii. Only physically able players shall be listed in the line-ups. Coaches shall list players in the line-up only if they are able to play.
 - iii. Players must play in order of ability that is consistent with their order of merit that was submitted prior to the championships. The line-up shall always be based on order of ability. "Matching up" is prohibited.
 - iv. In case of injury or sickness (before the line-up has been submitted), all players must move up one position from below the player who was substituted.
 - v. Up to two coaches are permitted to be on the court while matches are in progress, and must be identified on the daily lineup that is submitted 30 minutes prior to the beginning of the match.
 - vi. A player shall not be moved down in the line-up because of:
 1. An injury that has lasted and forced the player out of the line-up for less than three weeks;
 2. Disciplinary measures
 - vii. Once the fixture has begun no substitutions are permitted and players forced to retire will forfeit the match.
 - viii. **If a player is injured during their doubles match the team is then allowed to substitute them out of singles and replace them with another player identified on their lineup sheet (reserve).**

- 1. A player can only be substituted provided no other singles match has begun**
 - 2. All other singles players would have to be reorganized based on the order of merit with a new player being inserted**
- ix. A player cannot play more than two matches
 - x. If a coach feels that the opponent's line-up as presented is unfair he should notify the tournament desk prior to the start of the fixture.
- n. Physiotherapy:
The tournament will have a registered physiotherapist on site during all matches and 1 hour prior to the commencement of matches.