

Regional Director Procedures (starting Spring 2023)

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I. Division Date and Location

- RDs are expected to get dates and locations from their own division directors by October 1st of a Fall semester, and by December 1st for the Spring/Winter Semester
- RDs will need to input the dates and locations [here](#) in the corresponding tab for fall, spring, and regionals
- Additionally, RDs will need to input these dates and locations on the nctta.app manually (Director>Manage Meets - Create)

II. Roster

- RDs have access to all respective Region Division Meet page on nctta.app as seen here and part of RD's job is to help monitor divisions at least **starting a week prior to the tournament**, and remind schools and/or DDs to get rosters turned in. It is preferred that the DDs reach out to schools directly, unless the DD is not responding, which is required at least every day.

The screenshot shows the nctta.app interface for the 'Minnesota Division (Teams)' page. The page is titled 'Minnesota Division (Teams)' and includes a navigation bar at the top with options like 'Registration', 'League', 'My Club', 'LumberJack', 'PoS', 'Director', 'Registrar', 'Admin', and 'SuperAdmin'. The main content area is divided into two sections: 'Meet Details' and 'Participating Teams'.

Meet Details:

- Level: Divisional
- Date: November 12, 2022 (ET)
- Location: Rochester Sports Center
- Tournament Director: Vacant
- Team Roster Deadline: 11/10/2022 12:59 AM (ET)

Quick Links:

- Team Roster Submission: <https://nctta.app/Meet/TeamRoster/10133>
- Singles Registration: <https://nctta.app/Registration/Singles/10133>

Participating Teams:

Id	Name	Teams Submitted
204	Iowa State University	A
214	Carleton College	A
215	University of Minnesota-Twin Cities	A B
293	University of Wisconsin-Eau Claire	A
456	University of Wisconsin-La Crosse	A B W
466	University of Iowa	A B

- Without Rosters in the nctta.app system you won't be able to mark off eligibility

- Rosters are due **72 hours** prior to every tournament: Wednesday for Saturday events, Thursday for Sunday events
- RD has the ability to delay the roster deadline should a DD request it by clicking on “Edit Meet” and adjusting the Team Roster Deadline. This should only be used in special circumstances after informing the school of the one-time exception.
- After all rosters are in, RDs will need to input **ALL IN** in the Rosters column [here](#). RD should add status if needed (e.g. if a school has to be late) via cell comments. Willy/Jay will use this sheet to ensure all rosters are submitted timely. Otherwise the DD will inform the school of random roster order.

III. Eligibility

Historically, this is mainly done by Willy with assistance from Seemant/Jay for all schools. Due to time-constraints, workload and preventing errors, we now require RDs to take on this task.

- Confidentiality: There are laws governing this information, do not disclose anything on the eligibility form to anyone unless absolutely needed (e.g. occasionally the registrar puts the GPA number even when not required, this may not be disclosed to anyone).
- Eligibility forms are due **72 hours** prior to every tournament (same as roster deadline), however we highly recommend schools to submit at least 1 week in advance to prevent errors and adjust roster. There are many cases where the team later found out a player is ineligible and we will have to default them.
- Every semester NCTTA requires that each school fill out an Academic Eligibility form and have the student athletes sign it and fill it out as well as the respective school registrar’s or office of enrollment verify their student status
- Undergraduates must have a 2.0 GPA and in 9 hours and Graduates must have a 3.0 GPA and in 6 hours. There are several exceptions:

Eligibility Exceptions:

1. Enrollment:
 - a. Last semester before graduation may take less than the min. Enrollment
 - b. PHD student dissertation hours may hold an exception but one would need an advisor letter stating good standing and min. Requirements were met.
2. GPA
 - a. NO GPA for a 1st time student, no problem
 - b. GPA could be lower than the standard, but University must state that student is in “good standing” ie not on academic probation or warning

Eligibility Procedures on NCTTA.app:

1. NCTTA will receive eligibility form via registrar@nctta.org which will be forwarded to the respective RD as it comes in
2. RDs must look at form and mark appropriate area on NCTTA.app Registrar tab

The screenshot shows the NCTTA.app Registrar tab interface. The main heading is "Academic Eligibility". On the left, there are two filter sections: "Filter by Name" with a search box for "School Name, Abbreviation, Player Name, Id" and "Filter by Region/Division" with radio buttons for "All Regions", "Great Lakes", "Northeast", "Mid-Atlantic", "South", "Midwest", and "West". Below these is an "Eligibility Statistics" section. The main content area displays a table for "Florida State University" (Northern Florida). The table has columns for ID, Name, Sex, Fall, and Spring. All students listed are marked as "Eligible" for both Fall and Spring.

ID	Name	Sex	Fall	Spring
17446	Logan Carter	Male	Eligible	Eligible
24567	Cameron Eggart	Male	Eligible	Eligible
24571	Desiree Smidt	Female	Eligible	Eligible
24572	Maddie McCoy	Female	Eligible	Eligible
24606	Sofiya Knox	Female	Eligible	Eligible
24862	Monika Pareek	Female	Eligible	Eligible

3. If a University eligibility form denotes a "NO" then the student is illegal and you must select "ineligible"
4. If a University eligibility form denotes a "N/A" or a blank under GPA, it is normally a 1st time student
5. If a University eligibility form denotes "non degree seeking" under the degree area then the student is ineligible for A team, Singles and or Women's Team competition. See

below attachment:



<http://www.nctta.org/documents>

Fall 2017
NCTTA League
Intercollegiate Athletics Eligibility Form

Mailing Address: NCTTA
 3445 Stratford Road NE
 Unit 2807
 Atlanta, GA 30326
Email: registrar@nctta.org with questions

Participant Instructions: Complete the section marked *To be Completed by Participant* including the new player, NCTTA ID, names, student IDs, and signatures for the members of your team (use multiple copies of this form, if needed). Take this form to your school's Registrar Office so that they can verify your player's eligibility.

Deadline: Submit to your NCTTA division Director by the first division meet of the semester.

To be Completed by Participant					To be Completed by Registrar			
(Check One) Quarter ___ Semester <input checked="" type="checkbox"/>					Undergraduate and graduate student participants have different eligibility requirements**			
New Player (Yes/No)	NCTTA Player ID ***	First Name Last Name (Please Print)	Student ID No.	Signature*	G for Graduate UG for Undergraduate	Degree / Major*	Minimum Enrollment (Yes/No)	GPA Requirement (Yes/No)
yes		Peter Park	001950002	<i>Peter Park</i>	UG	Temp Ineligible	yes	yes
yes		Jony Targaryen	00190009	<i>Jony Targaryen</i>	UG	UD	yes	1st semester
no	5210	Jenny Lopez	001106009	<i>Ja Lopez</i>	UG	Economics	yes	yes
yes		Zico Zhang	00190031	<i>Zico Zhang</i>	UG	Sports Management	no Ineligible	yes
no	1314	Angela Yao	00050088	<i>Angela Yao</i>	UG	Accounting	last semester see letter	yes
yes		Mirano Mito	00110039	<i>Mirano Mito</i>	UG	Computer Science	yes	no Ineligible
Registrar crosses out the blank row after the last person verified.								

* I allow NCTTA to receive personally identifiable information from my education records for the purpose of reporting or verifying compliance/accuracies with regard to NCTTA rules and

** For Degree/Major, please fill in the information accordingly:
 - Temp: Temporary, transient high school dual enrollment or

- DDs can see in nctta.app players that are marked eligible and will ask questions if it is not marked **by the day after roster deadline** in order to do draws. If form is unclear, or if captain indicates an ineligible player on the form is eligible, **the RD will work with the captain and/or follow-up directly with the registrar email/phone to request a letter/email**. Note schools cannot see RD eligibility selections in nctta.app, therefore the RD must click carefully for each student.
- Late Eligibility forms: If a school has to turn in the eligibility form late, they must inform the DD of the circumstance at least a week prior to the tournament. One-time exceptions can be made, unless it is completely outside of their control. However they must turn it in at most 1-2 days after the tournament, as we need to process the results (RDs should also remind DDs to turn in results within 1-2 days to results@nctta.org). Students marked ineligible on the late form will be defaulted, since there likely may be no time for follow-up with the registrar in case a mistake was made (consideration can be made if lateness is outside of student control such as school opening late).
- After all eligibility forms are in, RDs will need to input **ALL IN** in the Eligibility column [here](#). RD should add status if needed (e.g. if a school has to be late) via cell comments. Willy/Jay will use this to ensure all eligibility forms are checked and input in nctta.app timely (within 1 day after deadline).

IV. Divisional Administration

- A few days prior to the roster submission deadline and the day after, RD needs to monitor the number of schools/teams. The RD needs to contact the DD to ensure everything is under control and provide RD's contact info (preferably cellphone). Some issues may need to be raised to Jay/Willy. For example:
 - Too many schools, too few tables, and/or little time. Generally a division of 6 Coed/Women A teams and 1-2 B teams need at least 6 tables for an all-day tournament where everyone will play each other. If a division has too many teams, the DD may need to inform the schools to not bring B teams, or we can potentially split up the division for that year (splitting division can only occur in the fall). If the issue is only found on tournament day, then regional qualification will be difficult if not all A teams played each other.