

2025 CAA Tennis Procedures

1. Establish tennis admin for your school to enter tennis info into CAA Tennis Platform
2. Enter Roster in Bound
3. Finalize Bound Home match dates, time, and location ... match should be normal
4. In preparation for match day home school prints out CAA Official Tennis score forms and rosters
5. On match day home team records the matches on CAA Official Tennis Score form
6. Enter the individual match results into the Bound by Tuesday following the match
7. Enter the team results into Bound by Tuesday following the match
8. Once this information is entered it can only be changed by a CAA Staff member
9. If there are entry errors ... report these to CAA Staff member for corrections
10. Roster Guidelines
 - Players must be entered on Bound 24 hours before playing a match
 - JH Rosters must be entered on Bound 24 hours before playing a match as (First Name, Last Initial)
 - JH Rosters also must be entered on the Tennis 2025-26 excel 24 hours before playing a match as (First Name, Last Initial)
 - Players cannot be added to rosters after February 1st ---
 - School can appeal roster addition to CAA Board on February 7
11. CAA State Tennis tournament seedings for Teams, Singles and Doubles will be determined by a Coach committee
 - This committee will use the CAA Rankings for Teams, Singles, and Doubles found on the Bound Platform
 - This committee will use the eligibility standards for HS Singles : Minimum of 5 matches played in regular season
 - This committee will use the eligibility standards for HS Doubles : Minimum of 3 matches played in regular season
 - This committee will use the eligibility standards for JH Singles : Minimum of 3 matches played in regular season
 - This committee will use the eligibility standards for JH Doubles : Minimum of 2 matches played in regular season
 - This committee will also come to consensus on who should be seeded vote by the committee
 - This JH committee will meet in person and by zoom on February 17 at the CAA Offices
 - This HS committee will meet in person and by zoom on March 12 at the CAA Offices
 - If a school wants to appeal a JH players eligibility, a general appeal form must be into CAA office by February 18: 10 pm
 - If a school wants to appeal a HS players eligibility, a general appeal form must be into CAA office by March 2 : 10 pm
 - A general appeal for eligibility will be determined by vote of the CAA Executive Board
 - The CAA Staff will be the final arbitrator during any disputed decisions involving seeding