

PARTICIPANT 2018-19 MANUAL

Finals



May 11, 2019

Dear NCAA Tennis Championship Participants:

On behalf of the United States Tennis Association, the University of Central Florida and the Greater Orlando Sports Commission, it is our pleasure to welcome you to the NCAA Division I Men's and Women's Tennis Championships at the USTA National Campus. Our community is excited that you are here, and we trust you will enjoy your time in Orlando.

We are committed to making an enjoyable experience for all student-athletes, coaches, and fans. Please let us know if we can assist in any way.

This manual contains all of the details you may need as you prepare for the NCAA Championships.

Congratulations on your success thus far and best wishes for a successful tournament.

All the best,

Elissa Hill Tournament Director USTA National Campus

Elissa K. Hill

Danny White
Vice President & Director of
Athletics
University of Central Florida

Jason Siegel Chief Executive Officer Greater Orlando Sports Commission



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Tournament Personnel	
Elissa Hill, Tournament Director hill@usta.com	561-908-4634 - Cell
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Jason Siegel, CEO, Greater Orlando Sports Commission	407-648-4900 - Office
Dan Pyser, Media Coordinator daniel.pyser@usta.com	407-462-3184 - Cell
Ed Ryan, Athletic Training Edward.ryan@theandrewsinstitute.com	719-433-2902 - Cell
Josh Record, Ticket Operations josh.record@usta.com	407-725-8092 - Cell
Nick Snow, Practice Courts NCAAPracticeCourts@usta.com	914-645-9005 - Cell
Sean Prokes, Tournament Stringer seanp@fromuthtennis.com	347-776-8121 - Cell
Anthony Montero, Tournament Referee	
Carole Cox, Tournament Referee	



NCAA TENNIS COMMITTEE

NCAA Representatives

Kelsey Jones (primary men's liaison)317-917-6651 - Officekjones@ncaa.org317-644-9425 - Cell

John Bugner (primary women's liaison)317-917-6529 - Officejbugner@ncaa.org317-522-7220 - Cell

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SCHEDULE OF EVENTS - TEAM COMPETITION (Eastern time)

Tuesday, May 14

8 a.m. – 10 p.m. Men's Team Practice USTA National Campus

Wednesday, May 15

8 a.m. – 6 p.m. Men's and Women's Team Practice USTA National Campus 5 – 6 p.m. Men's and Women's Administrative Meetings USTA National Campus

Welcome Center – 2nd Floor

7:15 p.m. – 8:30 p.m. Men's and Women's Team Celebration Drive Shack

Thursday, May 16 Men's Team Tournament (Quarterfinals)

Noon Men's Quarterfinal #1 USTA National Campus 2 p.m. Men's Quarterfinal #2 USTA National Campus 5 p.m. Men's Quarterfinal #3 USTA National Campus Not before 7 p.m. Men's Quarterfinal #4 USTA National Campus 8:30 a.m. – 8:30 p.m. Women's Team Practice USTA National Campus

Friday, May 17 Women's Team Tournament (Quarterfinals)

Noon Women's Quarterfinal #1 USTA National Campus 2 p.m. Women's Quarterfinal #2 USTA National Campus 5 p.m. Women's Quarterfinal #3 USTA National Campus Not before 7 p.m. Women's Quarterfinal #4 USTA National Campus 8:30 a.m. – 8:30 p.m. Men's Team Practice USTA National Campus

Saturday, May 18 Team Tournament (Semifinals)

NoonMen's Semifinal #1USTA National Campus2 p.m.Women's Semifinal #1USTA National Campus4 p.m.Men's Semifinal #2USTA National CampusNot before 6 p.m.Women's Semifinal #2USTA National Campus

Sunday, May 19 Team Tournament (Finals)

8:30 a.m. – 9 a.m. Men's & Women's Singles/Doubles USTA National Campus
Administrative Meeting Welcome Center – 2nd Floor
1:30 p.m. - 2:45 p.m. Singles & Doubles Celebration Chroma/Park Pizza
3 p.m. Men's Team Final USTA National Campus
Note Before 5 p.m. Women's Team Final USTA National Campus



SCHEDULE OF EVENTS - INDIVIDUAL COMPETITION (Eastern time)

Monday, May 20

11 a.m. Men's and Women's Singles (First Round) USTA National Campus

Tuesday, May 21

11 a.m. Men's and Women's Singles (Second Round) USTA National Campus

Men's and Women's Doubles (First Round)

Wednesday, May 22

Noon Men's and Women's Singles (Round of 16) USTA National Campus

Men's and Women's Doubles (Round of 16)

Thursday, May 23

4 p.m. Men's and Women's Singles (Quarterfinals) USTA National Campus

Men's and Women's Doubles (Quarterfinals)

Friday, May 24

4 p.m. Men's and Women's Singles (Semifinals) USTA National Campus

Men's and Women's Doubles (Semifinals)

Saturday, May 25

4 p.m. Men's and Women's Singles & Doubles Finals USTA National Campus



HOSPITALITY SCHEDULE

Student-Athlete Smoothie Bar – All competing student-athletes will receive a voucher for one smoothie each day from the smoothie bar located in the student-athlete tent near the Collegiate Center.

Student-Athlete Tent – The student-athlete hospitality tent will be located north of the Collegiate Center (behind Collegiate Center courts 7-10). This space will offer designated team space for stretching, meetings and warmup. The smoothie bar for student-athletes will also be housed in this space.

*Thursday, May 16

10 a.m.	Hospitality Opens – Participants	Student-Athlete Tent
11 a.m. – 4 p.m.	Student-Athlete Smoothie Bar	Student-Athlete Tent
11 a.m.	Hospitality Opens – Officials, Committee, Media	MPR - Welcome Center
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9 p.m. Hospitality Areas Closes

*Friday, May 17

10 a.m.	Hospitality Opens – Participants	Student-Athlete Tent
11 a.m. – 4 p.m.	Student-Athlete Smoothie Bar	Student-Athlete Tent
11 a.m.	Hospitality Opens – Officials, Committee, Media	MPR - Welcome Center

9 p.m. Hospitality Areas Closes

*Saturday, May 18

10 a.m.	Hospitality Opens – Participants	Student-Athlete Tent
11 a.m. – 4 p.m.	Student-Athlete Smoothie Bar	Student-Athlete Tent
11 a.m.	Hospitality Opens – Officials, Committee, Media	MPR - Welcome Center

8 p.m. Hospitality Areas Close

Sunday, May 19

11 a.m. – 4 p.m.	Student-Athlete Smoothie Bar	Student-Athlete Tent
Noon	Hospitality Opens – Participants	Student-Athlete Tent
1 p.m.	Hospitality Opens – Officials, Committee, Media	MPR - Welcome Center

7 p.m. Hospitality Areas Close

^{*} Lunch and dinner for officials, committee and staff on these days.



*Mon	day,	May	20
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9 a.m. Hospitality Opens - Participants Student-Athlete Tent Hospitality Opens - Officials, Committee, Media 10 a.m. MPR - Welcome Center Student-Athlete Tent

11 a.m. - 4 p.m. Student-Athlete Smoothie Bar

8 p.m. **Hospitality Areas Close**

*Tuesday, May 21

9 a.m. Hospitality Opens – Participants Student-Athlete Tent Hospitality Opens – Officials, Committee, Media MPR - Welcome Center 10 a.m. Student-Athlete Smoothie Bar Student-Athlete Tent 11 a.m. – 4 p.m.

Hospitality Areas Close 8 p.m.

*Wednesday, May 22

10 a.m. Hospitality Opens – Participants Student-Athlete Tent Student-Athlete Smoothie Bar 11 a.m. – 4 p.m. Student-Athlete Tent Hospitality Opens – Officials, Committee, Media MPR - Welcome Center 11 a.m.

8 p.m. **Hospitality Areas Close**

Thursday, May 23

1 p.m. Hospitality Opens – Participants Student-Athlete Tent 1 - 5 p.m.Student-Athlete Smoothie Bar Student-Athlete Tent 3 p.m. Hospitality Opens – Officials, Committee, Media MPR - Welcome Center

8 p.m. **Hospitality Areas Close**

Friday, May 24

1 p.m. Hospitality Opens – Participants Student-Athlete Tent 1 - 5 p.m.Student-Athlete Smoothie Bar Student-Athlete Tent Hospitality Opens - Officials, Committee, Media 3 p.m. MPR - Welcome Center

8 p.m. **Hospitality Areas Close**

Saturday, May 25

1 p.m. Hospitality Opens – Participants Student-Athlete Tent 1 - 5 p.m.Student-Athlete Smoothie Bar Student-Athlete Tent Hospitality Opens – Officials, Committee, Media MPR - Welcome Center 3 p.m.

Hospitality Areas Close 7 p.m.



HOTEL INFORMATION

EACH PARTICIPATING TEAM WILL BE ASSIGNED TO ONE OF THE TEAM HOTELS. Blocks of rooms (seven doubles and two kings per team) have been reserved for each of the eight men's and eight women's teams advancing to the finals site at the hotels listed below. Teams are obligated to stay at their assigned hotels.

After the super-regional round, advancing teams will receive information that will include their hotel assignment for the finals site. Advancing institutions are responsible for contacting their assigned hotels by Monday, May 13, to confirm reservations, submit a rooming list and handle any other arrangements they may need (meeting rooms, meals, video equipment, etc.).

Singles and doubles participants are responsible for their own reservations. Rooms are available at the hotels listed below. Reservations for singles and doubles participants can be made any time after tournament selections have been announced April 30.

TEAM HOTELS	
Courtyard Orlando Lake Nona	Holiday Inn Express & Suites – Lake Nona
6955 Lake Nona Boulevard	10115 William Carey Drive
Orlando, Florida 32827	Orlando, Florida 32832
Mariana Melendez	David Dye
407-313-7316	609-332-7362
mariana.melendez@lakenona.com	agm@hiexlakenona.com
Renaissance Orlando Airport Hotel	
5445 Forbes Place	
Orlando, Florida 32812	
Jenissa Tirado	
407-206-9199	
jenissa.tirado@renaissancehotels.com	

Tournament officials have a block of rooms reserved at the headquarters hotel. Any questions regarding arrangements at the headquarters hotel should be directed to the tournament director, Elissa Hill, at 561-908-4634 or hill@usta.com. Participants are not permitted to reserve rooms at this property.

HEADQUARTERS HOTEL

Hyatt Regency Orlando International Airport 9300 Jeff Fuqua Boulevard Orlando, Florida 32827



ADDRESSES AND DIRECTIONS

Orlando International Airport (MCO)	USTA National Campus
One Jeff Fuqua Boulevard	10000 USTA Boulevard
Orlando, Florida 32827	Orlando, Florida 32827

Orlando International Airport (MCO) to USTA National Campus

Airport to USTA National Campus

Orlando International Airport (MCO) to Courtyard Orlando Lake Nona

Airport to Courtyard Orlando Lake Nona

Courtyard Orlando Lake Nona to USTA National Campus

Courtyard Orlando Lake Nona to USTA National Campus

Orlando International Airport (MCO) to Holiday Inn Express & Suites – Lake Nona

<u>Airport to Holiday Inn Express & Suites – Lake Nona</u>

Holiday Inn Express & Suites – Lake Nona to USTA National Campus

Holiday Inn Express & Suites – Lake Nona to USTA National Campus

Orlando International Airport (MCO) to Renaissance Orlando Airport Hotel

Airport to Renaissance Orlando Airport Hotel

Renaissance Orlando Airport Hotel to USTA National Campus

Renaissance Orlando Airport Hotel to USTA National Campus

PARKING

Public parking will be available on-site at the USTA National Campus (10000 USTA Blvd. Orlando, Florida 32827). Parking attendants will be on site and available to assist with available parking locations. Participants will have VIP parking in the front of the parking lot, adjacent to the Welcome Center.



ATHLETIC MEDICINE SERVICES at the USTA NATIONAL CAMPUS

The host athletic medicine staff comprises athletic trainers and physicians from the USTA National Campus and the University of Central Florida.

There is an athletic training room adjacent to each locker room at the Collegiate Center. It will be open at least 90 minutes before the first match of the day. A hydrocollator for moist hot packs, ice machine, and variety of first-aid supplies will be available. Visiting athletic trainers are welcome to use this space to prepare athletes for competition. Space is also available for visiting athletic trainers to provide services to their athletes in the players' lounge area adjacent to the courts.

Close to the Team USA courts (practice courts), there is an athletic training room in the Tournament Administration building. Routine treatment, etc., for players not immediately competing may be performed there. A hydrocollator for moist hot packs, ultrasound, electrical stimulation, light/laser therapy, and variety of first aid supplies will be available there. The physician examination room is located in the Player Development building. Players needing to be examined by a tournament physician may be escorted to Player Development athletic training room.

The host staff will be available to assist you with any injuries or illnesses that may occur. Should you have any special requests or questions regarding our facility, please contact the athletic medicine team in advance.

Athletic Medicine Team:

USTA National Campus/Andrews Institute/Nemours Children's Hospital

Ed Ryan, ATC, LAT	Director	719-433-2902
Laura Paczesny, ATC, LAT	Athletic Trainer	917-406-4072
Kenny Palmer, PT, DPT	Sports Physical Therapist	239-850-3039
Ana Elo, ATC, LAT	Athletic Trainer	407-832-5154
Jason Kirkman, ATC, LAT	Athletic trainer	215-360-4007
Brian Daniels, MD	Medical Director	219-617-7072
Cassidy Foley Davelaar, DO	Sports Medicine Physician	

Sports Medicine Physician

University of Central Florida

Samantha Visco Athletic Trainer

Emergency Facilities:

Ambulance will be on-site for all competitions.

Other emergencies

Sarah Gibson, MD

Ambulance – Orlando Fire Department 911
Orlando Police Department 911



<u>Tournament Hospital & Emergency Department</u>
Nemours Children's Hospital
13535 Nemours Parkway
Orlando, FL 32827
Travel from USTA – 4 minutes

407-567-4000

ADMINISTRATIVE MEETING

The NCAA administrative meeting for team competition (men and women) is at 5 p.m., Wednesday, May 15, in the Welcome Center 2nd Floor Meeting Space at the USTA National Campus. The USTA National Campus is located at 10000 USTA Boulevard, Orlando, Florida 32827. This meeting is mandatory for head coaches of all teams competing in the team tournament. Parking is available in the main lot at the National Campus.

The mandatory administrative meeting for singles and doubles competition (men and women) will be held at 8:30 a.m., Sunday, May 19, Welcome Center 2nd Floor Meeting Space at the USTA National Campus. The USTA National Campus is located at 10000 USTA Boulevard, Orlando, Florida 32827. This meeting is mandatory for head coaches whose institutions compete in only the individual singles and doubles tournament and did not participate in team competition. The singles and doubles championships brackets will be distributed at this meeting. Parking is available in the main lot at the National Campus.

ALL-TOURNAMENT TEAM

At the team championships only, an all-tournament team will be selected. It will consist of six singles players and three doubles teams for each gender. Selection will be based on the student-athlete's lineup position and record during competition at the championships finals site. Based on singles and doubles play in the team tournament, one male and one female student-athlete will be named the Most Outstanding Player.

AWARDS

For each gender, the team champions and runners-up will be presented their individual awards and team trophies immediately after the championship match. Semifinalist teams will also receive a team trophy after their final match. The head coaches from teams participating in the championship matches may be asked to provide brief remarks after the completion of the national championship match.

Individuals in the singles and doubles portion of the championships who reach the quarterfinal round will receive an award. Student-athletes who reach the quarterfinal and semifinal rounds will be given their awards at the end of their last match. For each gender, the champion and runner-up of the singles competition will be presented their awards after the singles finals. The doubles champion and runner-up will be presented their awards after the completion of the doubles finals.

Additional awards may be ordered after the championships. An institution may only order the award(s) that their team/individual received at the championships. The additional award(s) order can be submitted at the following link: https://services.mtmrecognition.com/ncaa/.



NCAA ACADEMIC RECOGNITION PROGRAM

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed.

For more information regarding this program, please contact Mark Bedics, Andrew Louthain, or Quintin Wright (317-917-6222; elite90@ncaa.org). All documents, including deadlines and nomination forms, can be obtained at Elite 90 forms.

The submission deadline for nominations for the 2019 NCAA Division I Men's and Women's Tennis Championships is 10 a.m. Eastern time, Tuesday, May 14.

BALLS

Tennis balls will be provided by the NCAA. The Wilson U.S. Open extra duty ball will be used for the men's and women's championships. During championships competition, balls shall be changed at the start of each set. Practice balls must be provided by the participating teams and individuals.

BANNERS/TEAM SIGNS

No banners or team signs other than those approved by the NCAA may be posted on any structure at the championships site. No flags/banners on poles will be permitted into the facility. Appropriate handheld signs are acceptable and will be checked by event staff at the entry gates and monitored inside the facility. Coaches, please alert your fans of this policy.

TEAM CELEBRATION

The men's and women's team celebration for participants, coaches and administrators will be held at 7:15 p.m. Wednesday, May 15, at Drive Shack. This year's team celebration will include an Italian buffet. Attendees can enjoy a buffet-style dinner, golf, arcade/game zone and outdoor patio seating. Each team will be permitted 13 entrants. Dress is casual.

Drive Shack

7285 Corner Drive Orlando, Florida 32827

INDIVIDUAL SINGLES AND DOUBLES CELEBRATION

The men's and women's individual singles and doubles participant celebration will be held at 1:30 p.m. Sunday, May 19, at Chroma/Park Place Pizza. Dress is casual.

Chroma 6967 Lake Nona Boulevard Orlando, Florida 32827

There is complimentary self-parking available in the Lake Nona Town Center Garage on all levels. The garage can be accessed via Tavistock Lakes Blvd. or Veteran's Way.



TEAM CHAMPIONSHIPS FORMAT

All team matches shall be regulation dual matches. Three doubles matches consisting of six-game sets will be played for one team point, followed by six singles matches, each valued at one team point, played the best of three sets. No-ad scoring will be used and a seven-point tiebreaker [first to seven points, must win by two points] will be played at six games all. The team winning four or more team points advances in the championship bracket.

During the championships, all matches will be stopped after the doubles point is decided. All remaining individual matches will be stopped once a team winner (four points won) has been determined. The score will only reflect completed matches.

INDIVIDUAL SINGLES AND DOUBLES CHAMPIONSHIPS FORMAT

No-ad scoring will be used and all matches shall be the best of three sets with a seven-point tiebreaker played at six games all. In doubles, a 10-point match tiebreaker will be played in lieu of the third set.

CHECK-IN

Team tournament check-in will be held at the USTA National Campus Welcome Center. Please proceed through the lobby - the check-in desk will be immediately outside.

The individual singles and doubles championships participants will check-in at the USTA National Campus Welcome Center. Please proceed through the lobby - the check-in desk will be immediately outside. Additionally, players are required to check in for their matches underneath the Collegiate Center at the National Campus.

CREDENTIALS

Each coach must verify who will receive credentials/wristbands by completing the appropriate credential list for both the team and individual championships located at the back of this manual. For the team portion of the championships, credentials will be provided for up to nine student-athletes with the official travel party. Up to three coaches will receive credentials (wristbands). Each team also is allowed one athletic trainer credential (wristband), one team administrator credential and one non-athlete credential. Those institutions with student-athletes selected to only the individual singles and doubles championships will receive two non-athlete credentials (wristbands) for the first student-athlete they have selected to the tournament. If an institution has additional student-athletes participating, the committee may review the number of credentials provided for non-athletes. If a member of the travel party loses their credential in the first week, there will be a \$100 fine to replace it. If the credential is lost in week two, there will be a \$50 fine.

VIP Credentials – Individuals not included in the official travel party must purchase tickets for admittance. An additional three temporary access credentials may be requested for use by members of the administration (e.g., president, athletics director) for the competing teams. These temporary access credentials will allow access to certain areas specific to the venue, but will also require purchase of a ticket for admittance to the facility.



DRUG TESTING

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.

At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing area.

Participant notification – Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event. Couriers will notify student-athletes of selection for drug testing.

INCLEMENT WEATHER

In the event of inclement weather, the NCAA Tennis Committee will decide on the continuation of play, to postpone the current match(es), or play indoors. It is the priority of the committee to administer championship matches outdoors as weather permits throughout the championships. The committee will base its decision on moving competition indoors on the primacy of the student-athlete experience.

Indoor courts are located at the USTA National Campus.

MEDIA INFORMATION

The sports information director of each competing institution or individual qualifier will be contacted in early May regarding requested materials, including an updated roster, camera-ready logo, etc. These materials should be forwarded to:

Dan Pyser USTA National Campus 10000 USTA Boulevard Orlando, Florida 32827 daniel.psyer@usta.com 407-462-3184

Institutional and conference sports information staff covering the championships may request credentials through the following link: https://www.ncaa.com/media-center/credentials.

Live scoring and daily results will be available via the tournament website <u>USTANationalCampus.com/ncaa</u> and through the NCAA web site <u>www.ncaa.com/ncaa</u>

Webcasting to Courts: https://www.ustanationalcampus.com/en/home/watch.html

Player Interviews – Participant interview requests will be made to the USTA's corporate communications department and relayed to each team through the school's sports information representative or a member of the host staff.



Interviews will take place courtside after a match or in the Media Workroom located on the first floor of the Welcome Center. If a student-athlete is playing two matches in a single day, he/she has the opportunity to wait until after the completion of the second match to fulfill any interview requests.

Coaches and players should be prepared to accommodate interview requests from the Tennis Channel or host before competition begins and before and after matches if requested. Additional information regarding coach and student-athlete interview requests will be communicated once the team finalists are determined.

Television and Live Streaming – Please visit www.ncaa.com/media for a full list of policies.

Videotapes, Films and Still Photographs – Please see Dan Pyser for the designated locations for photography and videography.

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only the portion of the competition in which it participates. The videotapes may not be used for any commercial purposes.

MERCHANDISE

Official tournament merchandise will be available to your teams and fans throughout the championships. The Pro Shop is in the Welcome Center at the USTA National Campus. The direct number to the Pro Shop is 407-675-2506.

PRACTICE

The competition tennis courts (12 outdoor, 6 indoor) and an additional practice are available to each team for practice two days before competition.

<u>Men</u>: Tuesday, May 15 8 a.m. – 10 p.m.

Wednesday, May 16 8 a.m. – 6 p.m.

Women: Wednesday, May 16 8 a.m. – 6 p.m.

Thursday, May 17 8:30 a.m. – 8:30 p.m.

Practice times for each team are pre-determined based on match times. The tournament director will send the practice grid to each participating team via email. Practice times may be adjusted on a case-by-case basis due to travel arrangements. If you have questions regarding assigned times, you may contact Nick Snow at 914-645-9005 or MCAAPracticeCourts@usta.com beginning at 9 a.m. Eastern time, Monday, May 13. Singles and doubles participants may not practice at the competition courts or practice courts until Saturday, May 18, unless they competed on site in the team tournament. Reservations for singles and doubles participants can be made beginning Monday, May 13, with Nick Snow, 914-645-9005 or MCAAPracticeCourts@usta.com.



STRINGER

Stringers will be available at the USTA National Campus beginning at 8 a.m., Tuesday, May 14. Cost will be \$10 per racket, with teams providing their own string. The Racquet Bar is located in the Welcome Center at the USTA National Campus. For all stringing services please contact Sean Prokes at 347-776-8121 or seanp@fromuthtennis.com. We accept cash, credit cards, and Apple/Google/Samsung Pay.

TICKETS

Tickets are available for purchase throughout the championships. All-session tickets are \$100. Daily tickets are \$20 each for the team championships and \$10 each for the individual championships. Children age two and under will be admitted at no charge. To purchase tickets please visit <u>Tickets</u> or call 800-653-8000.

If an institution permits, each student-athlete may designate six people to receive complimentary admission for each day of the tournament. These people can change from day to day. **After the tournament, each school will be billed for the total number of tickets redeemed.** Payment is due within 45 days of the end of the championship. If payment is not received in that time frame, the committee may issue an additional fine.

Each head coach, or designee, must turn in their Player-Guest list before any tickets can be distributed to fans whose names are included on the sheet. The list can be used throughout the tournament, or a new list can be turned in each day. These lists can be turned into the Ticket Office located at the Collegiate Center or e-mailed to Josh Record (joshua.record@usta.com) by 9 p.m. Eastern time the night before the applicable date of competition. Please use the form in AppendixF for copies and use as often as necessary.

Player-Guest will-call is located at the Collegiate Center at the National Campus. Each ticket will be a general admission, adult ticket (\$20 for the team competition, \$10 for the individual competition). **Picture identification will be required by each person each time an admission is to be received.**

For more ticketing information please contact Josh Record at 407-725-8092.

TOWELS

Towels will be available for participants. Coaches may pick them up from and return them to the bins located in the student-athlete tent.

TRANSPORTATION

Transportation to and from Orlando shall be arranged by each institution. Participating institutions located within 400 miles of the site of championships competition will be reimbursed for ground transportation only (please review NCAA travel policies). For those institutions located more than 400 miles from the championships site, arrangements to transport teams or individuals via commercial or charter aircraft must be made through the NCAA travel service, Short's Travel Management (866-655-9215). Short's can also assist with your car/van rental needs. Ground transportation and/or local transportation must be arranged and paid for by each competing institution.

Any exceptions must be pre-approved by the NCAA travel staff before traveling. Contact the NCAA travel department with any questions at 317-917-6757 or travel@ncaa.org.



RULES

Play will be governed by U.S. Tennis Association rules and regulations except as modified by the NCAA Division I Men's and Women's Tennis Committee and the Intercollegiate Tennis Association.

COACHING AND PLAYING-COURT RESTRICTIONS

Coaching will be permitted at the championships, provided it does not interfere with play. Each team will be permitted to designate two assistant coaches, including student-athletes. These individuals must be designated on the lineup sheet before each match. Head coaches must be able to verify that the designated assistant coach is recognized by the institution.

DEFAULTS

All matches will be scheduled at definite times. Any player not ready to play after the match is called is subject to the USTA penalty for delay of match. Also, any player who acts in any way that is not in the best interest of the game may be defaulted. Additionally, per ITA rules, misconduct by a coach will result in a point penalty against the court where the behavior occurred, and further misconduct will warrant removal from the facility. The decision will be made by the head referee and/or games committee.

LINEUPS

The lineup for championship play is submitted to the referee at the mandatory administrative meeting before the start of competition. The lineup must consist of:

- Student-athletes listed on the official NCAA lineup form submitted no later than Sunday, April 28.
- A minimum of six players present and physically capable of competing.
- A maximum of nine players, including any doubles specialists.

In singles competition, position Nos. 1-5 shall remain the same for the duration of the championship. Position No. 6 may be filled with any of the four remaining players on the lineup, and may change from match to match.

The student-athletes listed on a team's lineup for the first round will remain the same for the second-round. Teams advancing to the super regional may change the nine athletes on their lineup for that round. Teams advancing to the championships finals site may change the nine athletes on their lineup for the quarterfinals. The student-athletes listed on a team's lineup for the quarterfinals will remain the same for the semifinals and finals. Any student-athlete listed on a lineup must have been listed on the team's original lineup form.

Lineups for the 64 teams selected to the championship will be posted on the NCAA's website (www.ncaa.org) immediately after the completion of the selection show, Monday, April 29.

REPLACEMENT/SUBSTITUTION

Head coaches are required to inform the referee of any changes in the lineups. In the case of injury, illness or extenuating circumstances (as determined by the coach, to be approved by the games committee), a replacement can be made in the lineup. In such cases, the lineup must remain consistent with ITA rules in



order of strength, with student-athletes moving up one place in singles and the new player placed in the No. 6 singles position. For doubles competition, any replacement is a direct-line replacement. The three doubles teams must remain in order of strength consistent with ITA rules as determined by their respective competition records. The games committee has the right to review and, if necessary, overrule a coach's decision regarding a lineup change, based on the ability of the players and matches during the season.

In team competition, if a player is injured during the pro-set doubles and that player is in the singles lineup, substitutions may be made for singles play but the lineup must remain consistent with ITA rules and follow the order of strength submitted on the lineup.

In the singles and doubles championships, in case of injury, illness or extenuating circumstances before the opening round, alternates selected by the subcommittee shall be substituted in numbered order if available. The substitution of alternates will be dictated by the maximum field size. If a student-athlete withdraws immediately before the start of the championships and the next alternate on the list is not on site, the committee may select a player(s) from those available at the championships site in order to fill the bracket.

A match is considered underway once the individual players begin their warmup on the court.

LOGOS

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

- 1. Athletics equipment (e.g., shoes and racquets) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- 2. The student-athlete's institution's official uniform (including warm-ups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2½ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo.

MISCONDUCT

The Division I Tennis Committee has set guidelines for post-match code assessments.

Team Championship

The committee confirmed that if a post-match code cannot be applied during the team match:

1. Any post-match code is carried over to the offending student-athlete's next opportunity during that championship.



- 2. If the offending student-athlete has completed play in the championship, any post-match code will be assessed at the first opportunity to the offending student-athlete's teammate(s) playing/continuing in the championships.
- 3. The assessment will be applied at the start of the next game or, if in a tiebreaker, then immediately (per USTA Friend at Court).

Individual Championships

The committee confirmed that during the singles or doubles championships:

- 1. Any post-match code is carried over to the offending student-athlete's next opportunity during that championship.
- 2. If the offending student-athlete has completed play in the championship, any post-match code will be assessed at the first opportunity to the offending student-athlete's teammate(s) who is also in the singles/doubles draw.
- 3. If the offending student-athlete has more than one teammate playing/continuing at the time of the assessing the post-match code, then the code will be assessed at the first opportunity to the higher seeded/ranked teammate.
- 4. The assessment will be applied at the start of the next game or, if in a tiebreaker, then immediately (per USTA Friend at Court).

OFFICIALS

Anthony Montero and Carole Cox will be co-head referees for the tournament. The following officials will be used at the NCAA Division I Tennis Championships:

- 1. Team competition: Solo chairs will be used for each match, beginning with the first round.
- 2. Individual competition: Chairs will be used for all matches. A full complement of officials shall work the semifinals and finals, and a full complement of ball runners shall work the finals.

REST PERIODS

When changing sides, a maximum rest period of 90 seconds may be taken by the players. After a two-set match, players will be provided a rest period of at least 45 minutes before their next match. After a three-set match, players will be provided a one-hour rest period before resuming play. Team championship singles play will begin five (5) minutes after the doubles point has been decided.

SOUAD SIZE

The official squad size for the NCAA Division I Tennis Championships shall be limited to nine players.

UNIFORMS

All competitors in the NCAA Division I Tennis Championships should wear exclusively the official uniform of their institution in competition, warm-up for competition, interviews and during the awards ceremonies. All players on each team are expected to wear the same team uniform at the start of the match. Apparel bearing professional sports team logos cannot be worn.



WARMUP

<u>Team Championships (including singles/doubles of team portion)</u>. Players during the team match portion of the championships will not have a warmup against opponents. However, if the teams have not been able to take their 30-minute warmup before the start of the team match, a 10-minute warmup is permitted. The umpire is the timekeeper.

<u>Individual Singles/Doubles Championships</u>. Players will have a maximum of five minutes for warmup before a match.



Appendix A – USTA National Campus Map



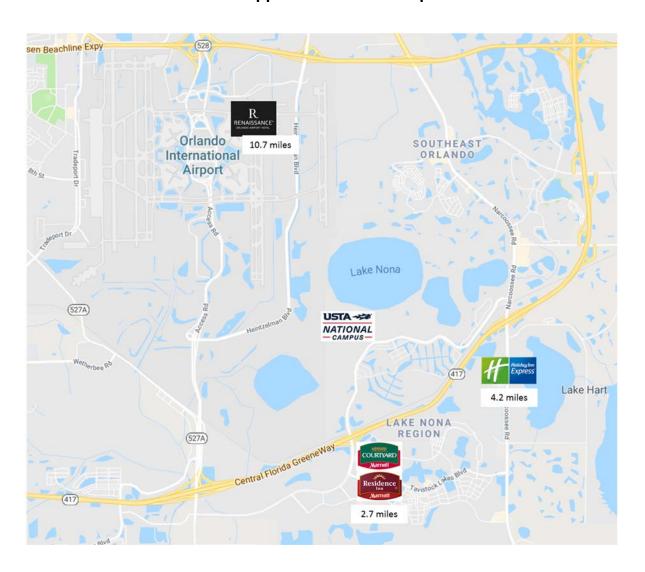


Appendix B - Court Diagram





Appendix C – Local Map



Appendix D – 2019 NCAA Division I Men's Tennis Championships - CREDENTIAL LIST

Please e-mail this completed form to Elissa Hill, tournament director, (hill@usta.com) by 5 p.m. Eastern time, Monday, May 13. Institutions will be provided a credential or wristband good for admission for one athletic trainer and one team administrator, in addition to the official travel party.

INSTITUTION Cell Phone: Head Coach: Asst. Coach: Cell Phone: STUDENT-ATHLETE PARTICIPANTS **COACHES OTHER STAFF** 14. _____ Title: Athletic Trainer Team Administrator 15. Title: VIP CREDENTIAL (ticket must be purchased for admittance) 17. Title: Title: TRAVEL INFORMATION Arrival Date: Time: Airline: Flight #: Number of cars/vans:

Phone Number:

Name of Hotel:

Appendix D – 2019 NCAA Division I Women's Tennis Championships - CREDENTIAL LIST

Please e-mail this completed form to Elissa Hill, tournament director, (hill@usta.com) by 5 p.m. Eastern time, Monday, May 13. Institutions will be provided a credential or wristband good for admission for one athletic trainer and one team administrator, in addition to the official travel party.

INSTITUTION Head Coach: Cell Phone: Cell Phone: Asst. Coach: STUDENT-ATHLETE PARTICIPANTS 7. 9. **COACHES OTHER STAFF** 13. _____ Title: 14. _____ Title: Athletic Trainer Title: Team Administrator VIP CREDENTIAL (ticket must be purchased for admittance) Title: 18. _____ Title: TRAVEL INFORMATION Arrival Date: Time: Airline: Flight #: Number of cars/vans: Phone Number: Name of Hotel:

Appendix E

2019 NCAA DIVISION I TENNIS CHAMPIONSHIPS SINGLES/DOUBLES PARTICIPANTS CREDENTIAL LIST/TRAVEL INFORMATION

Institution:			
Gender (please circle or highlight):	MEN'S	,	WOMEN'S
Head Coach:		Cell Phone #:	
Assistant Coach:		Cell Phone #:	
	CREDENTIA	L LIST	
ach institution with individuals composite vill be allowed a MAXIMUM of two (2		-	
LEASE TYPE OR CLEARLY PRINT NAME	ES.		
TUDENT-ATHLETE Credentials			
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2.	6		
3.	7	-	
4	8	•	
NON STUDENT-ATHLETE Wristbands			
1.		Head Coach	
2.		Athletic Trainer	
TRAVEL INFORMATION			
Arrival Date: Time	e:	Airline:	Flight#:
Number of cars:			
Name of Hotel:		Phone Number	r:

^{**} Please send to Elissa Hill via email, hill@usta.com or by 5 p.m., Eastern time Monday, May 13**

Appendix F

2019 NCAA Division I Men's and Women's Tennis Championships Player-Guest List

SCHOOL:	HEAD COACH:										
PARTICIPANT'S NAME	GUEST NAME	Day 1	2	3	4	5	6	7	8	9	10
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Institution will be billed for total number of tickets redeemed. Photo ID required to pick up tickets.

PARTICIPANT'S NAME	GUEST NAME	Day 1 2 3 4 5 6 7 8 9 10								,	
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(Please Underline) This sheet (SHOULD / SHOULD NOT) be used for the entire tournament

Coach's Signature

Appendix G

USTA National Campus Collegiate Center Emergency Action Plan

EMERGENCY ACTION PLAN AND EVACUATION PLAN

Emergency information relative to any events held at the National Campus Collegiate Center.

Communications

Staff assigned to the event location will be equipped with portable radios for efficient communications.

All portable radio communications are monitored by Front Desk staff, which serves as the facility's Command Center during events as well as any emergencies.

Note: The Front Desk is located in the Main Lobby of the National Campus Welcome Center.

Main Telephone Number: 407-675-2500

Emergency Telephone Number: 407-675-2798

Evacuation

There are multiple locations where individuals may be evacuated to depending on the emergency or the severity of the weather event.

The area on the Ground Level under the Bleachers for the Collegiate Center can be used to Shelter-in-Place depending on the number of individuals present and the type of emergency.

Note: The Bleachers are grounded so they are suitable for use if a lightning event approaches rapidly.

Listed below are the additional locations to be used to evacuate individuals to or Shelter-in-Place:

- Welcome Center Main Lobby
- Welcome Center Net Post Grill
- Player Development Building Indoor Courts

Note: There is an AED located on the Ground Level at the west end of the Collegiate Center.